

# City of Rochester 2017 Annual Report

for the reporting period of  
July 1, 2016 - June 30, 2017



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# Chapter

# 1

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In this Chapter:

Introduction  
Employee Recognition and Achievements

# Introduction

## Our City Council

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

## Our Mission

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

## Our Principles

As a City Council we will demonstrate our commitment for our city by seeking to adhere to the principles of:

- City Charter
- General Ordinances of the City of Rochester

## Our 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

## Our City Vision

Rochester's commitment to economic development has spurred major growth of manufacturing and high-tech companies. The City 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 trains students for well-paid positions and assures companies in the area of a skilled workforce.

Shopping in Rochester provides residents in the city and surrounding communities with an attractive downtown area and several malls and plazas. Antiques, footwear, appliances, pharmacies, restaurants and a variety of services are found in downtown Rochester and small boutiques to large department and grocery stores are found at several plazas and malls located throughout the City.

Cultural and recreational activities include plays at the Rochester Opera House, theater, the Rochester Country Club golf course, ball fields, hiking, walking paths, rivers, ponds and lakes.

Combined with its natural beauty, easy access and many opportunities, Rochester is The Place To Be.



**\$114.6m**

Rochester City Council Budget  
2016-2017



## Our History

Originally inhabited by Abenaki Indians of the Pennacook tribe, the town was granted to settlers by Colonial Governor Samuel Shute. It was officially incorporated in 1722, named in honor of the Earl of Rochester. Actual settlement of Rochester was delayed until 1728 because of conflict with the Indian tribes.

Traditions of strong family values, strong work ethic and lasting community spirit sustain the lasting pride among residents and businesses in Rochester. Awareness of Rochester's many natural assets and its recent industrial growth contributes to that pride. A great sense of volunteerism exists that is second to none. Whatever the need, whether for an individual or organization, Rochester opens its heart each and every time to help with a worthwhile cause.



**77.25°F**

average temperature June-September



**202 sunny days**

average days that are predominantly sunny

## Our Location

Rochester, New Hampshire, known as the Lilac City, is located in Strafford County, with a population of almost 30,000. Rochester is one of the largest cities in New Hampshire, encompassing over 44 square miles of rolling hills and rivers. Conveniently located only a short distance from New Hampshire's famous Lakes Region, the White Mountains with its ski resorts and the Seacoast with its superb beaches. Only 32 miles NE of Manchester, New Hampshire and 65 miles N of Boston, Massachusetts.

Whether covered with its famous lilacs in the spring, flowers blooming in the summer, spectacular autumn foliage or fresh-fallen snow, the Rochester area is a scenic delight.

## Our Environment

Rochester enjoys many of the conveniences of a prospering city combined with the delights of small-town New England traditions. Due to the restoration of the historic Rochester Opera House, cultural and civic activities are offered to residents in the area. Rochester celebrates annual fun family festivals in the spring and summer, over 120 years of the Rochester Fair (an old fashioned agricultural fair) held in the fall, and a holiday parade in the winter.

One of Rochester's many attributes is its excellent air, highway, rail and water transportation connections. Major highways include routes 11, 108, 125, 202 and the Spanning Turnpike (Route 16), a four lane, limited access highway with six exits to the City. This expressway provides easy access to Interstate 95, the Pease International Tradeport, Boston's Logan Airport, Manchester International Airport, the Portland International Jetport and the Port of Portsmouth. The New Hampshire Northcoast rail line and Skyhaven Airport also serve Rochester.



# Employee Recognition

2016

## New Employees

Darcy Moore - Assessing  
Joe Devine - Building, Zoning  
Julia Libby - Building, Zoning  
Samantha Kelley - Finance  
John Powers - Fire Dept.  
Joseph Riley - Fire Dept.  
Seth Wentworth - Fire Dept.  
Andrew Watkins - MIS  
Gloria Belanger - Legal  
Tammy DelGenio-Cima - Legal  
Briana McCarthy - Legal  
Miranda Avery - Library  
Jennifer Fogg - Library  
Sara Smith - Library  
Nicholas Alexander - Police  
Mark Brave - Police  
Jeffrey Gagnon - Police  
Nicole Mann - Police  
Tiffany Perce - Police  
Dan Camara - DPW  
Wendy Decroteau - DPW  
Joshua Hebert - DPW  
James Quinn - DPW  
Matt Russell - DPW  
Ryan Schafer - DPW

## 25 Years of Service

Chris Bowlen - Recreation  
Kenneth Chick - Fire Dept.  
Paul LaChair - Fire Dept.  
Jason Thomas - Police Dept.

## 20 Years of Service

James Jacques - Fire Dept.  
Don Labrecque - Public Works  
Paul Toussaint - Police Dept.

## 15 Years

Eric Ball - Police  
Brenden Bentz - Police  
Bethany Blake - Fire  
Bob Frechette - Police  
Ginny Gray - Tax Collector  
Jason Laferte - Fire  
Erik Nau - DPW  
Robert Phillips - DPW  
Peggy Trout - Library

## 10 Years

Karl Bostrom DPW  
Michelle Bowley - Police/Comm.  
Michael Brinkman - Police  
Jessica Carroll - Library  
Matt Flathers - Police  
Crystal Galloway - Planning  
Darryl Jeffers - Fire  
Nancy Miller - Assessing  
Todd Pinkham - Police  
Celeste Plais - City Manager  
Micah Ruel - Police  
Andrew Swanberry - Police  
Kelly Walters - City Clerk

## Retirees

Mike Allen - Police  
Flo Alley - Police  
Totty Deluca - Police  
Scott Dumas - Police  
John Harding - Police  
Dorinda Howard - Library  
Steve Johnson - Fire  
Don McCullough - Fire  
Dan Meehan - Fire  
Barry Willey - DPW  
Fran Zombeck - Fire

## Employee of the Year

Jenn Marsh - Economic Dev.

## Employee of the Month

### January

Jenn Marsh - Economic Dev.

### February

Brandon Turcome - Public Works

### March

Molly Martuscello - Police Dept.

### April

Karen Bonneau - Utility Billing

### May

Kaitlyn Goodwin - Library

### June

Mark Sullivan - Finance

### July

Steve Wheeler - Public Works

### August

Tim Wilder - Fire Dept.

### September

Regina Lytle - Welfare

### October

John Storer - Public Works

Mike Riley - Public Works

### November

Roy Edgerly - Recreation

### December

Theresa Hervey - Assessing

Nancy Miller - Assessing

## 2017

### New Employees

Henri Chretien - Library  
Cindy Lammie - Recreation  
Sonja Gonzalez - IT  
Peter Nourse - Public Works  
Mark Klose - Fire Dept.  
Delores Mondou - Building, Zoning  
Jonathan Rice - Assessing  
Michele Grant - City Clerk  
Catherine Givara - City Clerk  
Nicole Garcia - Legal  
Kevin Banks - Fire Dept.  
Joshua Biron - Fire Dept.  
Matthew Woodbury - Fire Dept.  
Duane Marsh - Fire Dept.  
Curt Fitton - Fire Dept.  
Julie Perron - Police Dept.  
Andrea Pumar - Police Dept.  
Ellen Spicer - Police Dept.  
Kayla McVay - Police Dept.  
Matthew Bailey - Police Dept.  
William Robinson - Police Dept.  
Jason Plumb - Police Dept.  
Joseph Oswalt - Police Dept.  
Alexander Turgeon - Police Dept.  
Ian Watt - Police Dept.  
Mitchell Brooks - Police Dept.  
Jacob Nance - Police Dept.  
Kyle Danie - Police Dept.  
Cory Krochmal - Police Dept.  
Thomas Seager - Police Dept.  
Dawn Maskell - Public Works  
Ryan Cryer - Public Works  
Christopher Vaillancourt - Public Works  
Joseph Sanborn - Public Works  
Thomas Martineau - Public Works  
Nate Mears - Public Works

### 35 Years

Gail Galloway - Welfare

### 30 Years

Kristen Henderson - Public Works  
Roland Connors - Finance  
Angie Gray - Finance  
Diane Hoyt - Human Resources

### 25 Years

Mark Avery - Fire Dept.  
Theresa Hervey - Assessing

### 20 Years

Jamey Balint - Police Dept.  
Gary Boudreau - Police Dept.  
Jeffrey Comeau - Fire Dept.  
Patrick Couch - Fire Dept.  
Donna Hynes - Library  
Suzanne Paradis - Police Dept.  
Brian Snyder - Fire Dept.

### 15 Years

Mark Dixon - Public Works  
Michael George - Fire Dept.  
Andrew Jackson - Police Dept.  
Keith Mackenzie - Police  
Steven Wheeler Public Works

### 10 Years

Kathleen Mallat - Library  
Traci McMath-Hlavac - Library  
Alphonse Plante - Public Works  
Mark Sullivan - Finance

### Retirees

Melissa Ayers - Fire Dept.  
Karen Grenier - Building, Zoning  
Norm Sanborn - Fire Dept.  
Bruce Snyder - Fire Dept.  
Marcia Roddy - City Clerk

### Employee of the Year

Matt Furtney - Fire Dept.

### Employee of the Month

#### January

Julia Libby - Building, Zoning

#### February

Ken Brisson - Public Works

#### March

Michelle Mears - Planning

#### April

Marc Cilley - Police Dept.

#### May

Chris Mangum - Police Dept.

#### June

Sarah Bailey - Communications

#### July

Tobey Magoon - Public Works

#### August

Tiffany Pearce - Communications

#### September

Matt Furtney - Fire Dept.

#### October

Eric Babine - Police Dept.

#### November

Shane Tufts - Public Works

#### December

Kaitlin Taatjes - Fire Dept.

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# Chapter

# 2

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In this Chapter:

Our City Council  
City Council Committees  
Other Elected Boards and Commissions  
Appointed Boards and Commissions

## **CITY COUNCIL STANDING COMMITTEES (2016-17)**

### **APPOINTMENTS COMMITTEE**

Sandra Keans, Chair  
James Gray, Vice-Chair  
Donna Bogan  
Thomas Abbott  
Ray Barnett

### **COMMUNITY DEVELOPMENT COMMITTEE**

Elaine Lauterborn, Chair  
Donna Bogan, Vice-Chair  
A. Raymond Varney  
Ray Barnett  
Thomas Abbott

### **CODES & ORDINANCES COMMITTEE**

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

### **FINANCE COMMITTEE**

Mayor Caroline McCarley, Chair  
A. Raymond Varney, Vice-Chair  
Ralph Torr  
Sandra Keans  
Elaine Lauterborn  
Donald Hamann  
James Gray

### **PUBLIC SAFETY COMMITTEE**

Donald Hamann, Chair  
Peter Lachapelle, Vice Chair  
James Gray  
Robert Gates  
Ray Barnett

### **PUBLIC WORKS COMMITTEE**

Ralph Torr, Chair  
A. Raymond Varney, Vice-Chair  
Sandra Keans  
Donald Hamann  
Thomas Willis



## OTHER ELECTED OFFICIALS BOARDS AND COMMISSIONS

### POLICE COMMISSION

#### Ward 1 & 2

David Stevens

#### Ward 3 & 4

Lucien Levesque, Chairman

#### Ward 5 & 6

Bruce Lindsay

### SCHOOL BOARD

#### At Large

Thomas T.J. Jean

#### Ward 1

Jenn Bryant

#### Ward 2

Amy Malone

#### Ward 3

Julie Brown

#### Ward 4

Travis D. Allen

#### Ward 5

Karen I. Stokes

#### Ward 6

Thomas O. Connor, MSW

#### Ward 1

Audrey Stevens

#### Ward 2

Raymond Turner

#### Ward 3

Matthew S. Pappas

#### Ward 4

Nichole Guptel

#### Ward 5

Paul Lynch

#### Ward 6

Robert J. Watson

## **APPOINTED BOARDS AND COMMISSIONS**

### **ARTS & CULTURE COMMISSION**

Matt Wyatt, Chairman  
Angela Mills  
Elaine Lauterborn  
Amy Marie Regan  
Katie O'Connor  
Elizabeth Tonkins-Agea  
Beth Wittenberg

### **BOARD OF ASSESSORS**

Robert S. Goldstein, Chairman  
Gabrielle M. Nadeau

### **BOARD OF HEALTH**

Thomas Moon  
Jackie Fitzpatrick  
Toni Mclellan  
Jocelyn Caple

### **CONSERVATION COMMISSION**

Kevin Sullivan  
Michael Kirwan  
Mark E. Jennings  
Barabra Soley  
John "Jack" W. Hackett  
Michael Dionne, Chairman  
Meredith "Merry" Lineweber  
*Alternates*  
Keith Johnson  
Beth Wittenberg

### **HISTORIC DISTRICT COMMISSION**

Marilyn Jones  
Molly Meulenbroek, Chairman  
Peter J. Bruckner  
Nancy Dibble  
Martha Wingate  
Sandra B. Keans  
*Alternates*  
Matt Wyatt

### **LIBRARY TRUSTEES**

Amy Y. Lemelin  
Steven Maimes, Vice Chairman  
Susan C. "Candy" Bailey  
Lori-Jean Chick  
Pamela J. Hubbard, Chairman  
John P. Roese  
Nathaniel Goodspeed

### **PLANNING BOARD**

Lionel "Nel" Sylvain, Chairman  
Robert May  
Tim Fontneau  
Matthew Kozinski, Secretary  
David Walker, Vice-Chairman  
Mark Sullivan  
Thomas H. Willis  
*Alternates*  
James P. Gray  
Terese Dwyer  
Jeremy Hutchinson  
Kyle Starkweather

## **RECREATION & ARENA COMMISSION**

Joan Cadorette-Strogen

Paul Roberts

Nancy Carignan

Kevin Barry

Regan Dowe

Dale Bickford

David Anctil, Co-Chairman

Robert W. Brown

Richard Clough

David Colson

Sheila Colson, Co-Chairman

Julie Brown

Peter Lachapelle

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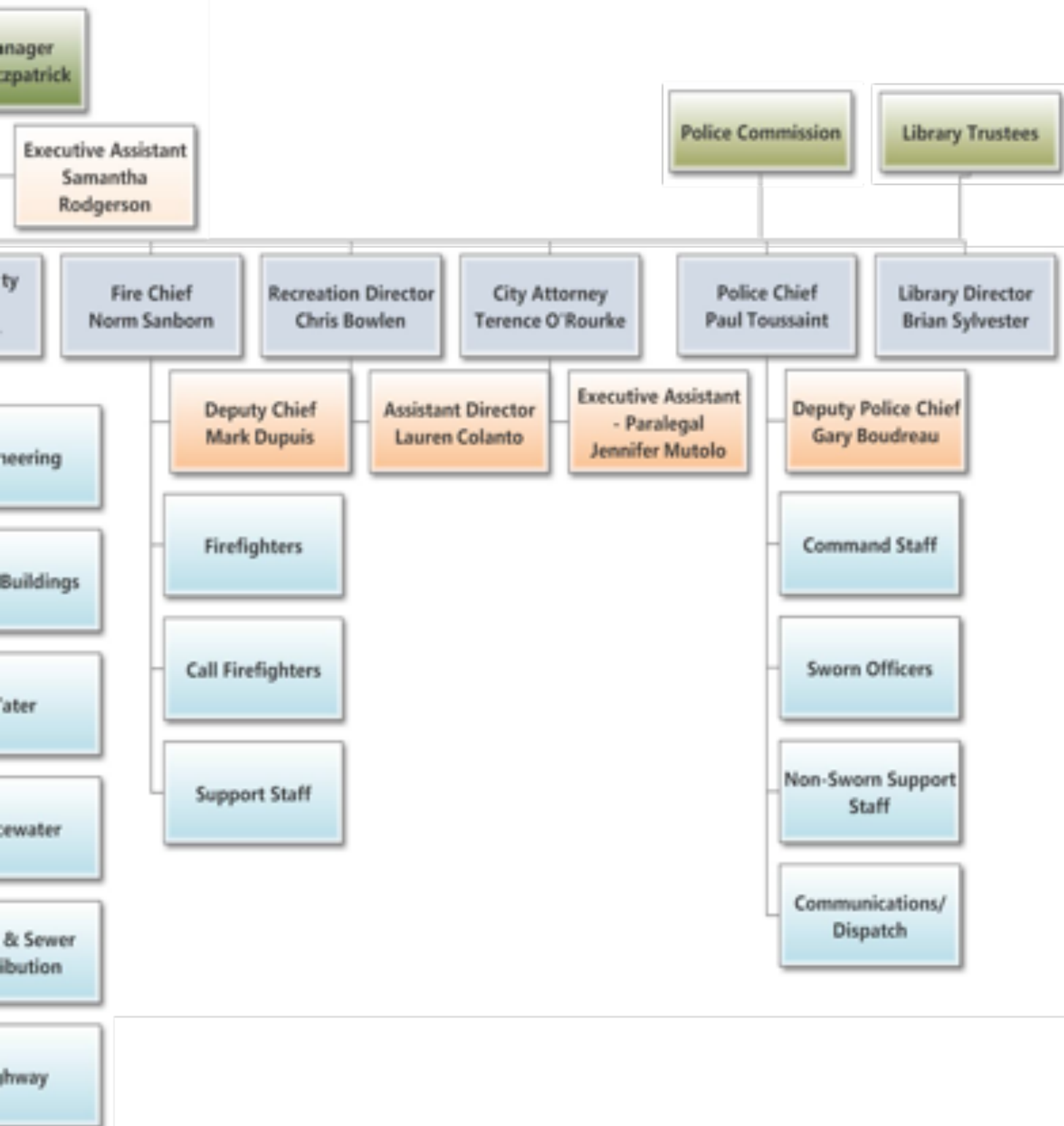
In this Chapter:

Organizational Chart  
Department Leadership

# ORGANIZATIONAL CHART

City Manager  
Daniel M. ...





## DEPARTMENT LEADERSHIP



City Manager  
Daniel W. Fitzpatrick

The City Manager shall be the chief administrative and executive officer of the City. Except for the School Department, and as herein established otherwise, the City Manager shall be responsible for the proper administration of all departments of the City of Rochester.

The City Manager shall be charged with the preservation of the public peace and health and safety of persons and property, and shall see to the enforcement of the ordinances of the City, its Charter and the laws of the State of New Hampshire.

The City Manager shall carry out all policy decisions made by the City Council. The City Manager shall oversee all property, real and personal, owned by the City of Rochester. The City Manager shall inform the City Council of the conditions and needs of the City and shall make all reports required by law, requested by the Council, or deemed advisable by the City Manager. The City Manager shall have the right to participate in all City Council meetings, and to discuss all matters coming before such meetings, but the City Manager shall not be a voting member of the Council.

The City Manager shall appoint and remove, subject to the provisions of this Charter, all officers and employees in the administrative services of the City, except the School Department. The City Manager may authorize the head of a department or office responsible to him to appoint and remove subordinates in such departments or office. All such appointments shall be without definite term unless for provisional, temporary, or emergency service not to exceed the maximum periods which may be prescribed by the rules and regulations of the merit plan.

*Information extracted from the Rochester City Charter*



Assessing Department  
City Assessor  
603.332.5109

Building, Zoning & Licensing Services  
Jim Grant - Director  
603.335.3508

City Clerk's Office  
Kelly Walters - City Clerk  
603.335.2130

City Manager's Office  
Daniel Fitzpatrick - City Manager  
Samantha Rodgerson - Sr. Admin. Asst.  
603.332.1167

Economic Development Department  
Karen Pollard - Manager  
603.335.7522

Finance & Business Office  
Blaine Cox - Deputy City Manager  
603.335.7609

Fire Department  
Norman Sanborn, Jr. - Chief  
Mark Dupuis - Assistant Chief  
603.335.7545

Human Resources  
Diane Hoyt - Manager  
603.335.7503

Library  
Brian Sylvester - Director  
603.332.1428

Municipal Information Services (MIS)  
Dennis Schafer - Supervisor  
603.335.7588

Planning Department  
Jim Campbell - Director  
603.335.1338

Police Department  
Paul Toussaint - Chief  
Gary Boudreau- Deputy Chief  
Becky Warburton - Chief's Secretary  
603.330.7127 (Dispatch)  
603.330.7128 (Dispatch-Non Emergency)

Public Works Department  
John Storer- Director  
603.332.4096

Recreation & Arena  
Chris Bowlen - Director  
603.332.4120

Tax Collector's Office  
Doreen Jones - Tax Collector  
603.332.1136

Utility Billing  
603.332.3110

Wastewater Plant  
David Green - Chief Operator  
603.332.8950

Water Treatment Plant  
Ian Rohrbacher - Chief Operator  
603.335.4291

Welfare  
Todd Marsh - Director  
603.332.3505



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In this Chapter:

Reports from the following:

Assessing  
Building, Zoning & Licensing Services  
City Clerk  
Economic & Community Development  
Finance  
Fire Department  
Legal Department  
Library  
Municipal Information Services  
Planning Department  
Police Department  
Public Works Department  
Recreation & Arena  
School Department  
Tax Collector  
Welfare Department



# **ASSESSING DEPARTMENT**

# REPORT OF THE ASSESSOR'S OFFICE

2016-2017

## ASSESSOR'S VALUATION

### *Land*

Current Use	\$988,040
Residential	\$345,220,823
Commercial/Industrial	\$184,843,959

### *Buildings*

Residential	\$1,219,514,021
Commercial/Industrial	\$324,823,479
Manuf. Housing	\$124,304,400

Public Utilities Land & Buildings	\$92,243,400
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***Total of Taxable Properties***      **\$2,291,971,922**



## EXEMPTIONS

	Granted	Amount Used
Blind	27	\$1,101,800
Elderly	340	\$20,209,433
Disabled	83	\$3,062,600
Total	450	\$24,373,833

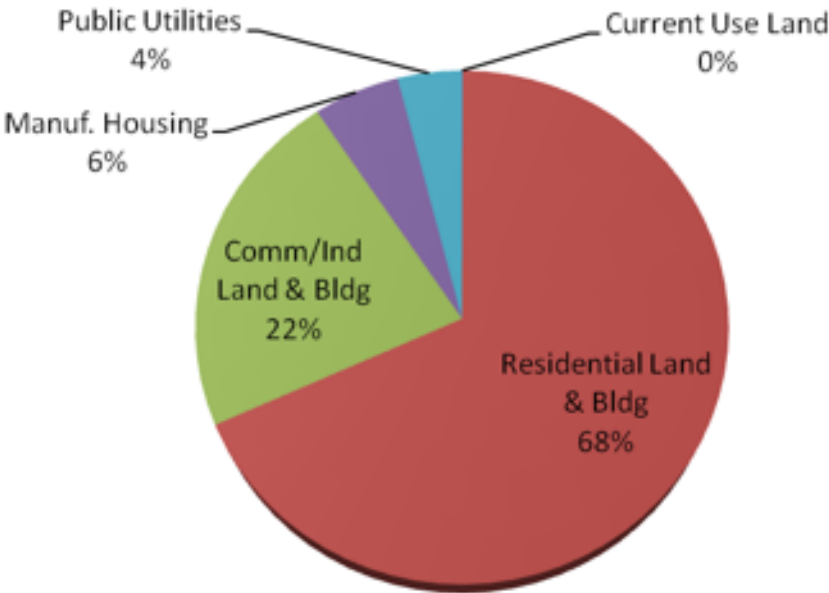
***Net Valuation Used to Compute City, County and Local School Tax***      **\$2,267,598,089**

***Less Public Utilities Valuation***      **-\$92,243,400**

***Net Valuation Used to Compute State School Tax***      **\$2,175,354,689**

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

# Valuation by Property Type







**BUILDING, ZONING & LICENSING  
SERVICES DEPARTMENT**

## BUILDING, ZONING & LICENSING SERVICES ANNUAL REPORT 2016-2017

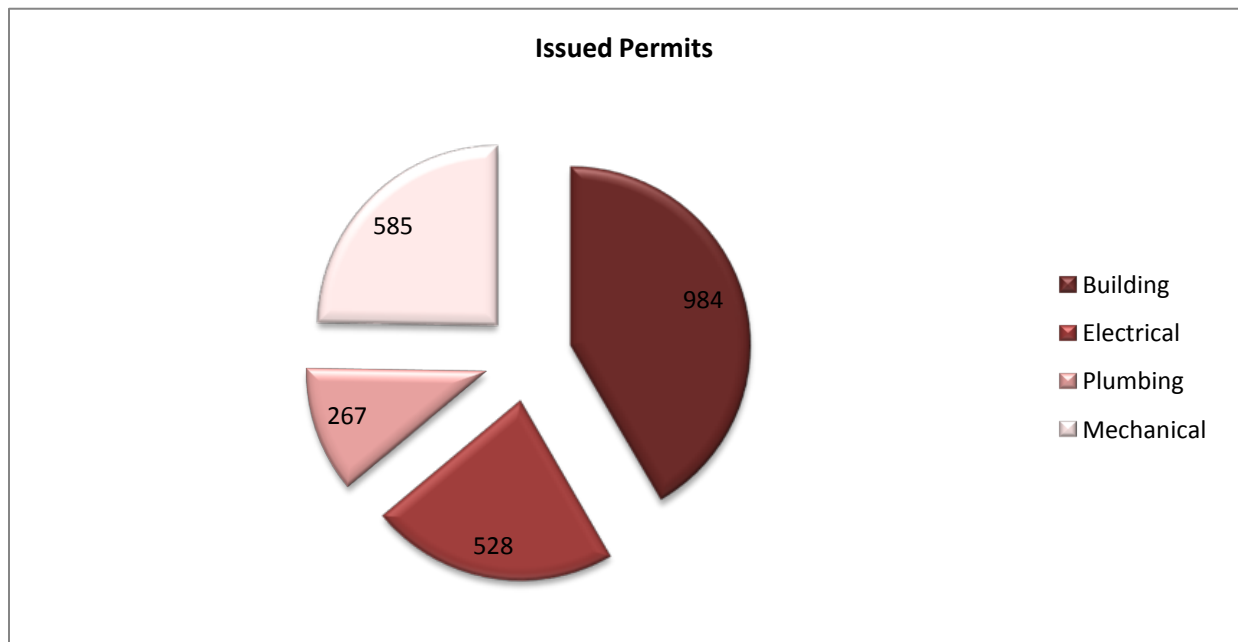
The Department of Building, Zoning, and Licensing Services is dedicated to safeguard the public safety, health, and general welfare through affordability, structural integrity, means of egress facilities, sanitation, light and ventilation, energy conservation and safety to fire fighters and emergency 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 2017 the Building Department has taken in two thousand four hundred and thirty-two (2,432) permit applications, two thousand three hundred and sixty-four (2,364) of those applications were issued, and the other sixty-eight (68) were either denied or are still pending. There was a declared construction value of \$69,552,342.99, and there were a total of seven thousand three hundred and sixty-five (7,365) building inspections conducted.



#### New Residential Structures:

Mobile Homes:	44
Single Family Homes:	67
Two Family Homes:	10
Multi-Family Homes:	11
Total Dwelling Units:	315

#### New Commercial Structures:

Monarch School of NE  
Starbucks  
NH Liquor Store  
35,200 sq ft Warehouse  
Various fit-ups in Granite Ridge  
Metal bldg at Waste Management

## 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 opinion/ interpretation on cases being heard as well as take the meeting's minutes.

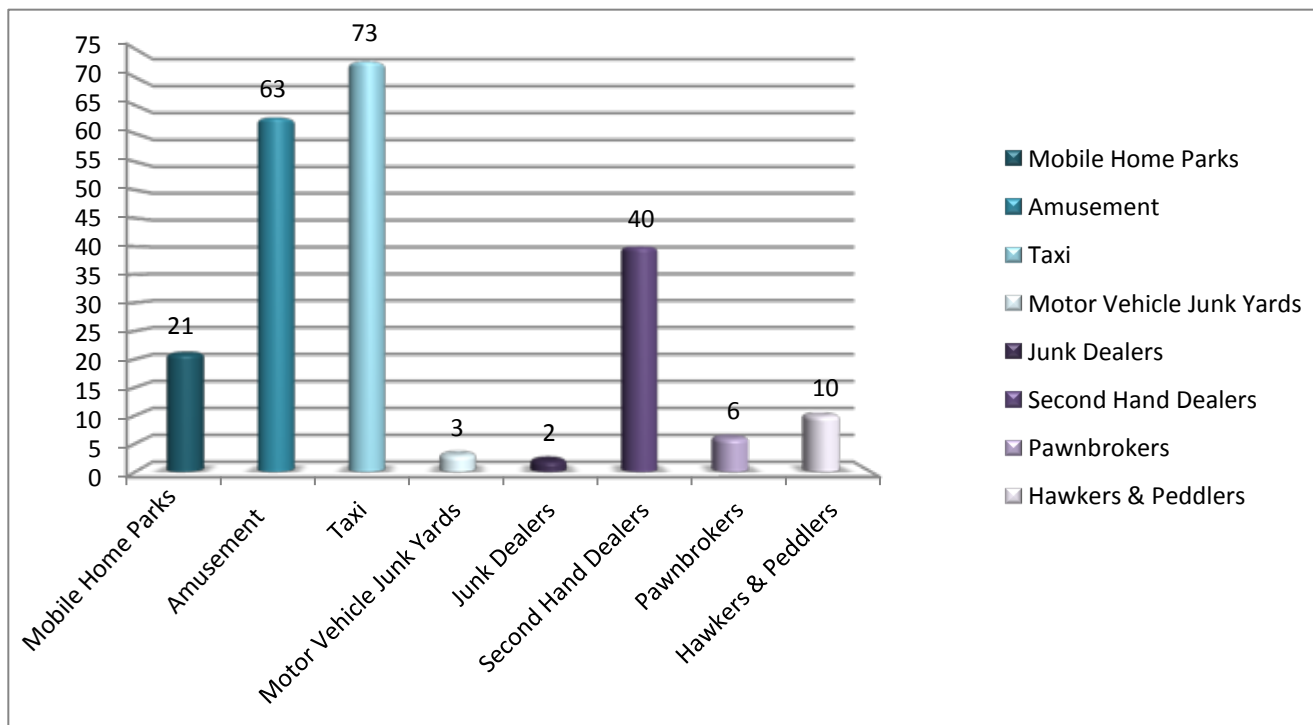
The Zoning Board of Adjustment (ZBA) makes decisions on variance requests to the Zoning Ordinance. This fiscal year the board heard a total of twenty-two zoning cases, twenty of which were variance applications, one special exception, and one appeal of an administrative decision. Seventeen of the cases were approved, three withdrew their applications, and two were denied.

*The board is comprised of the following members:*

Mr. Ralph Torr, Chair (Appointed 02/02/1999) (Term Expires 01/02/2018)  
Mr. Lawrence Spector, Vice Chair (Appointed 12/04/07) (Term Expires 01/02/18)  
Mr. Robert Gates, Regular Member (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 01/02/18)  
Mr. Shon Stevens, Alternate Member (Appointed 01/02/2017) (Term Expires 01/02/20)  
Mr. Leo Brodeur, Alternate (Appointed 08/06/2013) (Term Expires 01/02/19)

## Licensing

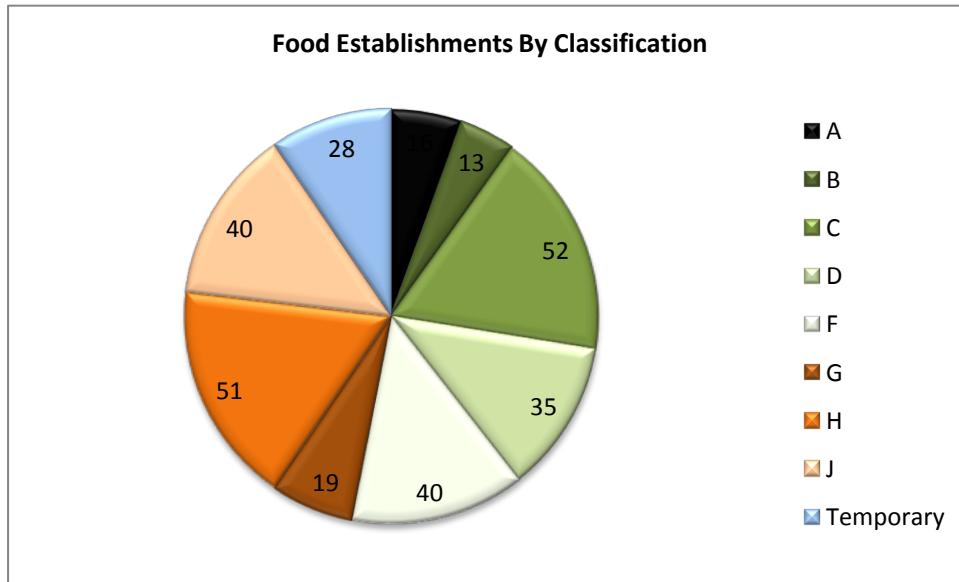
This department is also responsible for licensing the city's mobile home parks, amusement devices, taxi businesses, taxi vehicles, taxi drivers, motor vehicle junk yards, junk dealers, second hand dealers, pawnbrokers, and hawkers & peddlers. In total, two hundred and eighteen licenses were issued, excluding food establishment licenses.



Yearly inspections of these licenses are conducted by our Compliance Officer. 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 a total of two hundred and twenty-eight (228) permanent food establishments. During the past Fiscal Year we approved and issued sixty-six (66) temporary food licenses including food licenses for the Rochester Fair.



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. 400 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)

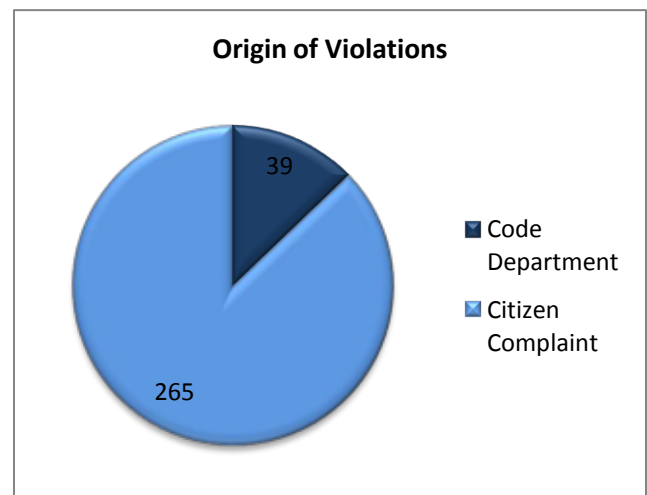
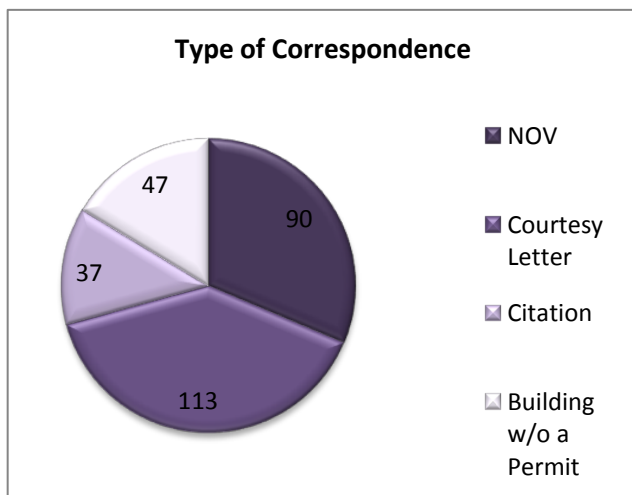
Toni Mclellan, Regular Member (term expires 01/02/19)

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

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

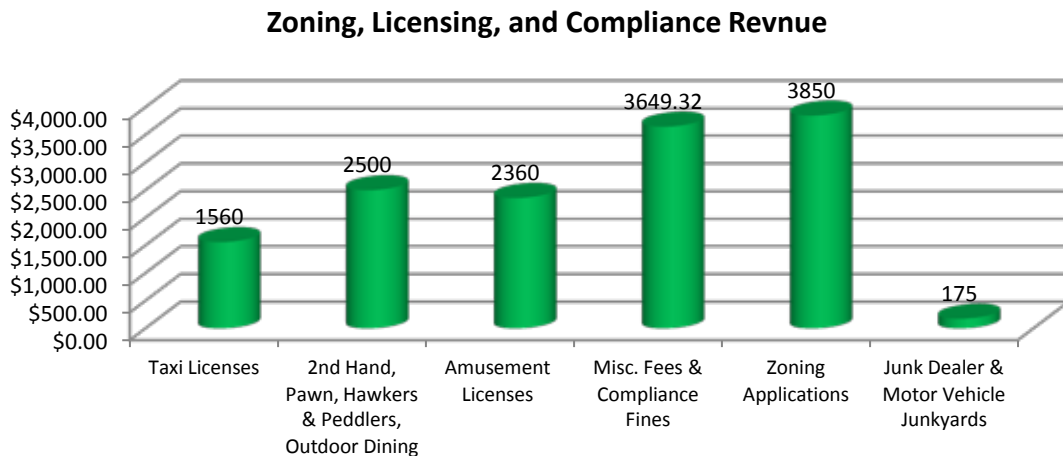
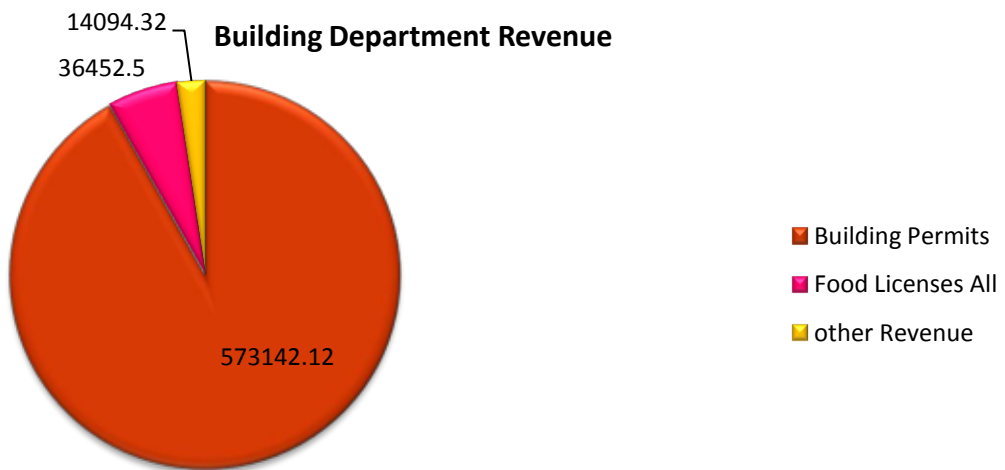
## Compliance:

During the 2017 Fiscal Year an exceptional amount of work was done to our compliance procedures. Code dealt with three hundred thirty-five (335) properties with compliance or zoning issues. There were a total of six hundred and sixty-nine (669) documented violations. 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 Collected

Food Licenses:	\$3,6452.32
2 <sup>nd</sup> Hand, Pawn, Hawkers & Peddlers, Outdoor Dining:	\$2,500.00
Amusement Licenses:	\$2,360.00
Misc. Fees & Compliance	\$3,649.32
Fines:	
Zoning Applications:	\$3,850.00
Junk Dealer & Motor Vehicle	\$175.00
Junk Yards:	
Building Permits:	\$573,142.12
<b>Total:</b>	<b>\$622,128.76</b>



Respectfully Submitted,

James Grant



## **CITY CLERK'S OFFICE**

**REPORT OF THE CITY CLERK**  
**FISCAL YEAR 2017**  
**July, 2016 – June, 2017**

**Narrative**

The City Clerk's office is known as the keeper of the records and serves as the local registrar in the issuance of vital records. The office is responsible for recording and issuing certified copies of birth, divorce, death, and marriage certificates. The City Clerk's office is also responsible for issuing marriage licenses. The City Clerk submits reports to the State of New Hampshire and other authorities as required by law. The City Clerk is responsible for the repair, binding, maintenance, and proper storage of all permanent records in compliance with local and state laws. The City Clerk's office staff often researches older vital records for customers conducting genealogical studies.

The City Clerk's office staff prepares the following material for the City Council: agendas, informational packets, and the permanent record of all meeting minutes for all City Council meetings. In addition, the City Clerk's staff prepares the same material for the Codes and Ordinances Committee, Historical Documents Preservation Committee, and the Records Retention Committee.

The City Clerk updates the City Clerk's Department Webpage and Sue Morris, Clerk Typist II, updates the City Clerk's Department Facebook and Twitter accounts.

Special recognition goes to Michele Grant, Clerk Typist II, Diane Moses, Clerk Typist II, and all Election Officials who assisted with the State Primary Election on September 13, 2016, and the Presidential Election held on November 8, 2016.

**Vital Statistics and Related Revenues**

The following statistics have been generated for the City of Rochester from reports from the State Bureau of Vital Records from July 1, 2016 to June 30, 2017: *There were 330 babies born in the City of Rochester, 215 of which were born to Rochester residents. There were 177 marriages reported for the City of Rochester and 330 deaths.*

*E. Nicholl Marshall, Division of Vital Records Administration, Concord, New Hampshire, provided interesting statistics for the City of Rochester. The heaviest baby weighed 11 pounds 11 ounces. The top baby names for the City of Rochester for fiscal year 2017 are as follows:*

TOP ROCHESTER BABY NAMES OF 2017			
# of babies	BOYS	# of babies	GIRLS
3	Owen	3	Olivia
3	Liam	3	Alaina
3	Patrick	2	Daisy
3	Logan	2	Sadie
3	Maverick	2	Alana
3	Carter	2	Bella
		2	Taylor
		2	Alexandria
		2	Thea
		2	Grace
		2	Natalie
		2	Ellie



## **Adams Fund / Pray Fund**

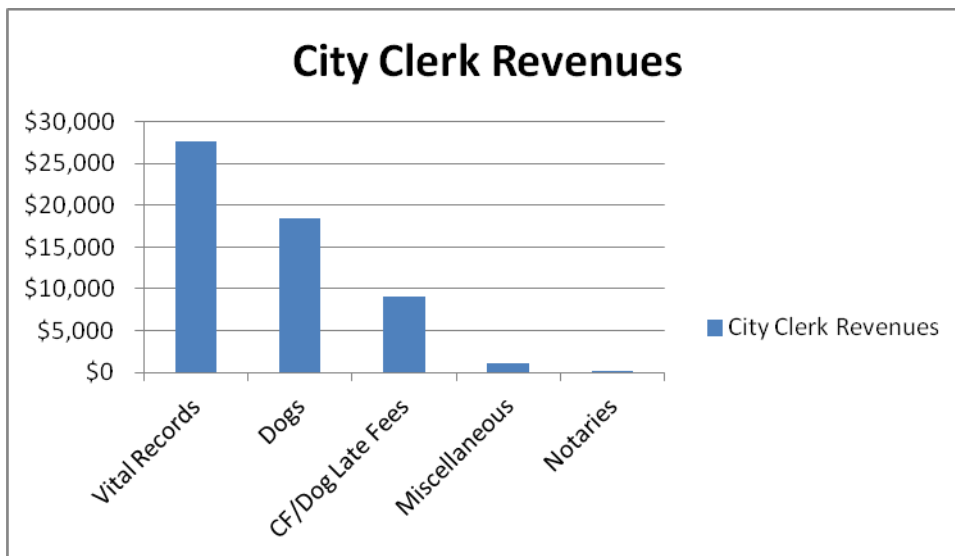
*Marcia Roddy, Deputy City Clerk, submitted three applications to the Adams Fund/Pray Fund to Charter Trust Company. The total amount awarded between the three applicants was \$989.61.*

## **Dogs**

*The City Clerk's office issued 6,380 dog licenses between May 1, 2016 and April 30, 2017 which is 230 fewer than the previous year. There were 1,421 dog owners listed on the Dog Licensing Warrant of 2017, which is 90 more than last year's licensing period. There was a total of 1,722 unlicensed dogs, which is 3 more than the previous fiscal year.*

## **Miscellaneous Information and Revenues**

City Clerk Revenues	
Vital Records	\$27,581
Dogs	\$18,383
CF/Dog Late	
Fees	\$9,002
Miscellaneous	\$1,072.75
Notaries	\$110



## **Elections**

The City Clerk supervised the State Primary Election on September 13, 2016 and the Presidential Election on November 8, 2016. The City Clerk's office assisted with accepting new voter registrations, address changes, and party affiliation changes. The City Clerk's staff attended election training and coordinated each Supervisors' Session and Moderators' Session. The City Clerk's staff provided in-home voter registration for the elderly and disabled.

The City Clerk's staff communicated with other town and city clerks throughout New England in order to keep the Election Database up to date. All checklists and warrants were posted according to State Law.

As of June 30, 2017, there were a total of 20,538 registered voters in Rochester, New Hampshire and the breakdown to party affiliation is as follows:

	<b>Democrats</b>	<b>Libertarians</b>	<b>Republicans</b>	<b>Undeclared</b>	<b>Total</b>
Ward 1	882	1	923	1,216	3,021
Ward 2	832		958	1,291	3,081
Ward 3	856	2	974	1,213	3,043
Ward 4	752	1	718	1,291	2,761
Ward 5	748		845	1,335	2,928
Ward 6	827		647	1,176	2,650
TOTAL	4,897	4	5,065	7,522	17,484

There were a total of 2631 new voters registered in Rochester between July 1, 2016 and June 30, 2017. Of these new voters, 308 were new residents to New Hampshire. There were 173 voters removed from the checklist between July 2016 and July 2017 due to voter duplication, death or moving out of jurisdiction.

Respectfully submitted,

*Kelly Walters*

Kelly Walters  
City Clerk

Amendments to the City Ordinances  
Fiscal Year 2016  
July 1, 2016 through June 30, 2017

**Amendment 1 [ADOPTED] Amendment to Chapter 42.2 of the General Ordinances of the City of Rochester (Manufactured Housing Units.)** *First reading held on August 16, 2016. Public Hearing held on September 6, 2016. Second reading and adoption held on September 6, 2016. CC FY 17 AB 16*

**Amendment 2 [ADOPTED] Amendment to Chapter 11 of the General Ordinances of the City of Rochester Regarding the Economic Development Special Reserve Fund.** *First reading, second reading, and adoption held on September 6, 2016. CC FY 17 AB 10*

**Amendment 3 [FAILED] Amendment to Chapter 46 of the General Ordinances of the City of Rochester Regarding Graffiti on Private Property.** *First reading and second reading held on October 4, 2016; the motion to adopt failed. CC FY 17 AB 44*

**Amendment 4 [ADOPTED] Amendment to Chapter 11 of the General Ordinances of the City of Rochester Regarding the Capital Reserve Fund.** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 46*

**Amendment 5 [INCOMPLETE] Amendment to Chapter 42 Regarding the Zoning Map.** *First reading held on October 4, 2016. This Amendment had been left incomplete – see Amendment 16. CC FY 17 AB 54*

**Amendment 6 [ADOPTED] Amendment to Chapter 17.34 of the General Ordinances Relative to Water User Rates.** *First reading held on October 4, 2016. Public Hearing, second reading, and adoption held on November 1, 2016. CC FY 17 AB 58*

**Amendment 7 [ADOPTED] Amendment to Chapter 16.25 of the General Ordinances Relative to Water User Rates.** *First reading held on October 4, 2016. Public Hearing, second reading, and adoption held on November 1, 2016. CC FY 17 AB 59*

**Amendment 8 [FAILED] Amendment to Chapter 45 of the General Ordinances of the City of Rochester Regarding Overnight Parking, Occupancy, and Camping on City Owned Property.** *First reading and referral to the Public Safety Committee held on November 1, 2016. Second reading and motion to deny passed on January 3, 2017. CC FY 17 AB N/A*

**Amendment 9 [FAILED] Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding Fire Safety Measures “Citywide Ban on Setting off Fireworks in Rochester.”** *First reading and referral to the Codes and Ordinances Committee held on November 1, 2016. Second reading and motion to adopt failed February 14, 2017.*

**Amendment 10 [FAILED] Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding Fire Safety Measures “Further Restrictions on Setting off Fireworks in Rochester.”** *First reading and referral to the Codes and*

*Ordinances Committee held on November 1, 2016. Second reading and motion to adopt failed on February 14, 2017. CC FY 17 AB N/A*

**Amendment 11 [FAILED]** Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding Fire Safety Measures “Further Restrictions on Setting off Fireworks Displays in Rochester as Recommended by the Full City Council at the January 17, 2017 City Council Workshop” *First reading, second reading, and motion to adopt failed on February 14, 2017 CC FY 17 AB N/A*

**Amendment 12 [ADOPTED]** Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding Fire Safety Measures: *First Reading and Referral to the Codes and Ordinances Committee Meeting held on April 4, 2017. A motion was made to divide the question into 3 parts was made on May 2, 2017; the motion carried.*

- **Amendment 12 Part I [ADOPTED]** Amendment to Chapter 23.11 of the General Ordinances of the City of Rochester Regarding Fire Safety Measures. *First reading, second reading, and motion to adopt carried on May 2, 2017. CC FY 17 AB N/A*
- **Amendment 12 Part II [ADOPTED]** Amendment to Chapter 23.13 (C) (i) and (iv) of the General Ordinances of the City of Rochester Regarding Fire Safety Measures. *First reading, second reading, and motion to adopt carried on May 2, 2017. CC FY 17 AB N/A*
- **Amendment 12 Part III [FAILED]** Amendment to Chapter 23.13 (D) (vii) of the General Ordinances of the City of Rochester Regarding Fire Safety Measures. *First reading, second reading, and motion to deny carried on May 2, 2017. CC FY 17 AB N/A*

**Amendment 13 [ADOPTED]** Amendment to Chapter 3 of the General Ordinances of the City of Rochester Regarding the Composition of the Conservation Commission Alternate Membership. *First reading, second reading, and adoption held on November 1, 2016. CC FY 17 AB N/A*

**Amendment 14 [ADOPTED]** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Accessory Apartments *First reading held on December 6, 2016. Public Hearing held on February 21, 2017. Motion to Table held on March 7, 2017. Further Amended and adopted on April 4, 2017*

**Amendment 15 [PENDING]** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Table 18 *First reading held on December 6, 2016. Public Hearing held on February 21, 2017. Motion to Table on March 7, 2017. Second reading and adopted on April 4, 2017 CC FY 17 AB 90-B*

**Amendment 16 [PENDING]** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts *First reading held on December 6, 2016. Public Hearing held on February 21, 2017. Second reading and adoption held on March 7, 2017. CC FY 17 AB 83*

**Amendment 17 [FAILED]** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Entertainment Overlay District *First reading and referral to a Public Hearing held on December 1, 2017. Public Hearing held on*

*February 21, 2017. Second reading and motion to adopt failed on March 7, 2017. CC FY 17 AB 91*

**Amendment 18 [ADOPTED] Amendment to Chapter 16.3 of the General Ordinances of the City of Rochester Regarding the Requirement to Connect to Public Sewers.** *First reading and refer to the Finance Committee for a Public Hearing held on January 3, 2017. Second reading, further amendment, and adoption held on February 14, 2017. CC FY 17 AB N/A*

**Amendment 19 [ADOPTED] Amendment to Chapter 16.3 (d) & (e) and Chapter 16.4 (d)** *First reading and referral to a Public Hearing held on May 2, 2017. Second reading and adoption held on June 6, 2017. CC FY 17 AB N/A*

**Amendment 20 [ADOPTED] Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Taverns.** *First reading and referral to a Public Hearing held on May 2, 2017. Second reading and adoption held on June 6, 2017. CC FY 17 AB N/A*

**Amendment 21 [ADOPTED] Amendment 16.16 of the General Ordinances of the City of Rochester Regarding Rates, Charges, and Fees** *(Relative to the Verbiage not the actual fees.) First reading, second reading, and adoption held on June 6, 2017. CC FY 17 AB N/A*

Resolutions  
Fiscal Year 2017  
July 1, 2016 through June 30, 2017

**Resolution 1 [ADOPTED] Resolution Authorizing the Application for and Acceptance of a State of NH Department of Environmental Services (NHDES) Clean Water State revolving fund Loan (CWSRF) and Supplement Appropriation in Connected Therewith (\$60,000) *First reading, second reading and adoption held on July 12, 2016. Revised and Adopted on April 4, 2017. CC FY 17 AB 02***

**Resolution 2 [ADOPTED] Resolution Authorizing the Acceptance of an Emergency Management Performance Grant (EMPG) for a Generator on behalf of the Rochester Fire Department (\$51,178) *First reading, second reading, held on July 12, 2016. CC FY 17 AB 03***

**Resolution 3 [ADOPTED] Resolution Approving Cost Items Associated with the Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Federation of Teachers (Teaching Positions) *First reading, second reading and adoption held on July 19, 2016. CC FY 17 N/A***

**Resolution 4 [ADOPTED] Resolution Approving Cost Items Associated with the Proposed City of Rochester Multi-Year Collective Bargaining Agreement with the Rochester Federation of Teachers (Food Service Personnel) *First reading, second reading and adoption held on July 19, 2016. CC FY 17 N/A***

**Resolution: 5 [ADOPTED] Resolution for Supplemental Appropriation to the Conservation Fund for Fiscal Year 2015-2016 Pursuant to the Provisions of Section 11.21 (c) of the General Ordinances of the City of Rochester (\$47,400) *First Reading, Second Reading, and Adoption held August 2, 2016. CC FY 17 AB 10***

**Resolution: 6 [ADOPTED] Resolution De-Authorizing the City of Rochester Department of Public Works Sewer Fund Capital Improvements Project Funding for the Aeration Diffusers Project (\$20,000) *First Reading, Second Reading, and Adoption held August 2, 2016. CC FY17 AB 11-A***

**Resolution 7 [ADOPTED] Resolution Authorizing Supplemental Appropriation to the FY 2017 Department of Public Works Sewer Fund Capital Improvements Fund for Emergency Repairs to the Wastewater Treatment Plant (Not to exceed \$220,000) *First Reading, Second Reading, and Adoption held August 2, 2016. CC FY 17 AB 11-B***

**Resolution 8 [ADOPTED] Resolution Authorizing the Acceptance and Appropriation of the New Hampshire Bar Foundation Justice Grant (\$2,004) *First Reading, Second Reading, and Adoption held on August 2, 2016. CC FY 17 AB 13***

**Resolution 9 [ADOPTED] Resolution Accepting the New Hampshire Department of Environmental Services Grant, in Connection with the 2017 Household Hazardous Waste Day and Authorizing the City Manager to Enter into a Contract with NHDES with Respect to the 2017 Household Hazardous Waste Day Grant (\$14,364) [Date of Event: May 6, 2017] *First Reading and Adoption held on August 2, 2018. CC FY 17 AB 14***

**Resolution 10 [ADOPTED] Resolution Establishing Polling Places and Times for the September 13, 2016, State Primary Election, and the November 8, 2016, Presidential Election *First Reading and Adoption held on August 2, 2018. CC FY 17 AB 15***

**Resolution 11 [ADOPTED] Resolution Authorizing a Supplemental Appropriation to the FY 2017 Department of Public Works Sewer Fund Capital Improvements Fund for Emergency Repairs to the Wastewater Treatment Plant (*Not to exceed \$220,000*) *First Reading held on August 16, 2016. Public Hearing held on September 6, 2016. Second Reading and Adoption held September 6, 2016. CC FY 17 AB 12***

**Resolution 12 [ADOPTED] Resolution Authorizing Acceptance of a Donation from the Mary A. McDuffee Whitehouse Trust Fund (McDuffee Trust) (Donation: Remaining Funds)** *First reading, second reading and adoption held on September 6, 2016. CC FY 17 AB 22*

**Resolution 13 [ADOPTED] Resolution Deauthorizing Funding from the Business Education Development Special Reserve Fund and to Authorize a Transfer to the Economic Development Fund (\$6,601.80)** *First reading, second reading, and adoption held on September 6, 2016. CC FY 17 AB 23*

**Resolution 14 [ADOPTED] Resolution Authorizing the Re-Programming of the Community Development Block Grant (CDBG) Funds** *First reading, second reading, and adoption held on September 6, 2016. CC FY 17 AB 25*

**Resolution 15 [ADOPTED] Resolution Authorizing Acceptance and Appropriation of the Community Action Partnership (CAP) of Strafford County Community Development Block Grant (CDBG) Refund (\$968.10)** *First reading, second reading, and adoption held on September 6, 2016. CC FY 17 AB 24*

**Resolution 16 [ADOPTED] Resolution Authorizing Acceptance and Appropriation of a Moose Plate Grant Award (\$10,000)** *First reading, second reading, and adoption held on September 6, 2016. CC FY 17 AB 26*

**Resolution 17 [ADOPTED] Resolution Authorizing the Rochester Department of Public Works (DPW) to Apply for a Loan from the Drinking Water State Revolving Fund (\$540,000)** *First reading, second reading, and adoption held on September 6, 2016. CC FY 17 AB 30*

**Resolution 18 [ADOPTED] Resolution Deauthorizing funding from the Department of Public Works Sewer Fund Capital Improvements Fund (\$220,000)** *First reading, second reading, and adoption held on September 6, 2016. CC FY 17 AB 17 – A*

**Resolution 19 [ADOPTED] A Resolution Approving Cost Items Associated with the Proposed City of Rochester Multi-Year Collective Bargaining Agreement with the International Brotherhood of Teamsters Local 633 (Library Personnel)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB N/A*

**Resolution 20 [ADOPTED] Resolution Authorizing Supplemental Appropriation to the Department of Public Works Water Capital Improvements Fund for the Purchase of 0 Dry Hill Road (\$825.71)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 50*

**Resolution 21 [ADOPTED] Resolution Accepting New Hampshire Department of Safety Bicycle and Pedestrian Grant to the Rochester Police Department (\$4,506.37)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 42*

**Resolution 22 [ADOPTED] Resolution Accepting a New Hampshire Department of Safety DWI Patrol Grant to the Rochester Police Department (\$6,145.04)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 41*

**Resolution 23 [ADOPTED] Resolution Accepting a New Hampshire Department of Safety Sustained Traffic Enforcement Patrol (STEP) Grant to the Rochester Police Department (\$8,193)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 40*

**Resolution 24 [ADOPTED] Resolution Accepting a Disbursement from the State of New Hampshire to the Rochester Police Department (\$2,997.45)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 51*

**Resolution 25 [ADOPTED] Resolution Authorizing the Application for and Acceptance of a State of NH Department of Environmental Services (NHDES) Clean Water State Revolving Fund (\$3,400,000)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 52*

**Resolution 26 [ADOPTED] Resolution Authorizing the Application for and Acceptance of a State of NH Department of Environmental Service (NHDES)**

**Drinking Water State Revolving Fund (DWSRF) Loan (\$1,500,000)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 53*

**Resolution 27 [ADOPTED] Resolution Authorizing a Supplemental Appropriation for the East End Dam Repair Project (\$100,000)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 45*

**Resolution 28 [ADOPTED] Resolution Authorizing a Supplemental Appropriation for the Purchase of 0 Rochester Hill road (\$160,000)** *First reading, second reading, and adoption (as amended) held on October 4, 2016. CC FY 17 AB 55 –A*

**Resolution 29 [ADOPTED] Resolution Authorizing a Supplemental Appropriation for the Purchase of 296 Rochester Hill Road (\$250,000)** *First reading, second reading, and adoption held on October 4, 2016. CC FY 17 AB 55 – B*

**Resolution 30 [ADOPTED] Resolution a Authorizing the Acceptance of a New Hampshire Department of Safety (NHDOS) E-Ticket Equipment Grant and Supplemental Appropriation in Connection Therewith (\$9,000)** *First reading, second reading, and adoption held on November 1, 2016. Finance Committee Action Item*

**Resolution 31 [ADOPTED] Resolution Authorizing the Acceptance of a New Hampshire Department of Safety (NHDOS) Opioid Abuse Reduction Initiative (OARI) Grant and Supplemental Appropriation Connected therewith (\$20,000)** *First reading, second reading, and adoption held on November 1, 2016. Finance Committee Action Item*

**Resolution 32 [ADOPTED] Resolution Authorizing the Acceptance of a United States Department of Justice (USDOJ) Cops Hiring Program (CHP) Grant and Supplemental Appropriation in Connection Therewith (\$125,000)** *First reading, second reading, and adoption held on November 1, 2016. Finance Committee Action Item*

**Resolution 33 [ADOPTED] Resolution Authorizing a Supplemental Appropriation for the East End Dam Repair Project and Borrowing Authority Pursuant to RSA 33:9 (\$100,000)** *First reading held on November 1, 2016. Public Hearing, second reading, and adoption held on December 6, 2016. CC FY 17 AB 61-A*

**Resolution 34 [ADOPTED] Resolution Accepting a United States Department of Justice (USDOJ) Justice Assistant Grant (JAG) and Supplemental Appropriation in Connection Therewith (Amount of Grant for Rochester \$23,807) (Amount of Grant for Inter-Local Agreement with Somersworth \$1,190.35)** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 95*

**Resolution 35 [ADOPTED] Resolution Authorizing the Re-Programming of Community Development Block Grant Funds in the Gross Amount of \$3,380** *First reading, second reading, and adoption held on December 6, 2016. Community Development Committee Action Item*

**Resolution 36 [ADOPTED] Resolution Authorizing a Change of Purpose for the Community Development Block Grant Revolving Funds from Residential Rehabilitation Program to Weatherization Program in the Amount of \$6,603.92** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB Community Development Committee Action Item*

**Resolution 37 [ADOPTED] Resolution De-Authorizing Previous Funding for the East End Dam Repair Project in the Amount of \$100,000** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 61 –B*

**Resolution 38 [ADOPTED] Resolution De-Authorizing the City of Rochester Department of Public Works Water Fund Capital Improvement Plan Project Funding for the Water Treatment Plant Roof Upgrade Project in the Amount of \$42,948.42** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 78*

**Resolution 39 [ADOPTED] Resolution De-Authorizing Appropriation from the Department of Public Works Sewer Fund Capital Improvement Project Fund for the**



**Wastewater Treatment Plant Security Camera Project in the Amount of \$4,568** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 74*

**Resolution 40 [ADOPTED] Resolution De-Authorizing Appropriation from the Department of Public Works Water Capital Improvements Project Fund for the Water Treatment Plant Security Fencing Project in the Amount of \$6,311** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 76*

**Resolution 41 [ADOPTED] Resolution De-Authorizing the City of Rochester Department of Public Works Water Fund Capital Improvement Plan Project Funding for the Gina Drive Pump Station Project in the Amount of \$2,023.16** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 77*

**Resolution 42 [ADOPTED] Resolution De-Authorizing the City of Rochester Department of Public Works Sewer Fund Capital Improvement Project Funding for the Wastewater Treatment Plant Disc Filter Capacity Project in the Amount of \$23,258.60** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 71*

**Resolution 43 [ADOPTED] Resolution De-Authorizing the City of Rochester Department of Public Works Capital Improvements Plan (CIP) Project, Water Fund CIP Project, and Sewer Fund CIP Project, Funding for the Sheridan, Glen, and Granite Street Project in the Gross Amount of \$648,441.24** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 72*

**Resolution 44 [ADOPTED] Resolution Deauthorizing Funds Associated with the Purchase of a Mail Processing Machine for the City Hall Business Office in the Gross Amount of \$4,998** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 73*

**Resolution 45 [ADOPTED] Resolution De-Authorizing the City of Rochester Department of Public Works Water Fund Capital Improvements Plan (CIP) Project Funding for the Water Treatment Plant Upgrade Project and Recission of Borrowing Authority in the Amount of \$21,546.25** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 75*

**Resolution 46 [ADOPTED] Resolution Deauthorizing the City of Rochester Department of Public Works Sewer Fund Capital Improvements Project Funding for the Route 125 Pump Station Project and Recission of Borrowing Authority in the Amount of \$71,986.37** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 70*

**Resolution 47 [ADOPTED] Resolution Deauthorizing the Appropriation from the Industrial Park Signs Capital Improvement Project Fund and Transfer to the Economic Development Unassigned Fund Balance in the Amount of \$6,591.50** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 86*

**Resolution 48 [ADOPTED] Resolution Deauthorizing the Appropriation to the Department of Building, Zoning, and Licensing Services Capital Improvement Plan Project Fund for the Vehicle and Equipment Replacement in the Amount of \$92.00** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 87*

**Resolution 49 [ADOPTED] Resolution Deauthorizing the Appropriation of Driving While Intoxicated Enforcement Grant Funding from the Rochester Police Department in the Amount of \$3,457.97** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 94*

**Resolution 50 [ADOPTED] Resolution Adopting Amendments/Revisions to the Granite State Business Park Tax Increment Financing (TIF) District: Development Program and Financing Plan and Amending/Revising the Granite State Business Park (GSBP) TIF District Boundaries** *First reading held on December 6, 2016 Public Hearing held at the January 10, 2017, Finance Committee meeting. Second reading and adoption held on February 14, 2017. CC FY 17 AB 82*

**Resolution 51 [ADOPTED] Resolution Authorizing Two Applications for the United States Environmental Protection Agency (USEPA) Brownfields Cleanup Grants in the Gross Amount of \$400,000** *First reading and adoption held on December 6, 2016, furthermore, this has been sent to a public hearing. CC FY 17 AB 81*

**Resolution 52 [ADOPTED] Resolution Authorizing the Acceptance of a Donation from the Trust under the Will of William W. Evans (Evans Trust)** *First reading, second reading, and adoption held on December 6, 2016. CC FY 17 AB 67*

**Resolution 53 [ADOPTED] Resolution for the Lease Purchase Agreement for the Purpose of Financing Reprographic Equipment & Related Services Agreements in the Amount of \$247,118.79** *First reading, second reading, and adoption held on January 3, 2017. CC FY 17 AB 98*

**Resolution 54 [ADOPTED] Resolution Authorizing the Acceptance and Appropriation of Land & Community Heritage Investment Program (LCHIP) Grant Award for Historic Restoration Work to the City Hall Annex in the Amount of \$18,702** *First reading, second reading, and adoption held on January 3, 2017. CC FY 17 AB 96*

**Resolution 55 [ADOPTED] Resolution Authorizing a Supplemental Appropriation for the Purpose of 294 Rochester Hill Road in the Amount of \$450,000** *First reading, second reading, and adoption held on January 3, 2017. CC FY 17 AB 100*

**Resolution 56 [ADOPTED] Resolution Authorizing the Application for and Acceptance of a State of NH Department of Environmental Services (NHDEA) Drinking Water State Revolving Fund (DWSRF) Loan (\$1,500,000)** *First reading, second reading, and adoption held on January 3, 2017. CC FY 17 AB 53*

**Resolution 57 [ADOPTED] Resolution Authorizing the Planning Department to Submit an Application for New Hampshire Division of Historic Restoration (NHDHR) Certified Local Government Grant** *First reading, second reading, and adoption held on January 17, 2017. CC FY 17 AB 103*

**Resolution 58 [ADOPTED] Resolution Authorizing a Supplemental Appropriation to the Department of Public Works (DPW) Capital Improvement Plan (CIP) Project Fund for the Route 125 Pedestrian Bridge Project in the Amount of \$50,000** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 107*

**Resolution 59 [ADOPTED] Resolution Deauthorizing the City of Rochester Public Works (DPW) Capital Improvement Plan (CIP) Project Funding for the Storm Related Road and Bridge Repair Project in the Amount of \$19,164.33** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 110*

**Resolution 60 [ADOPTED] Resolution Deauthorizing Bond Authority from the Department of Public Works Capital Improvements Project funding for the Chesley Hill Road Project in the Amount of \$3,828.70** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 111*

**Resolution 61 [ADOPTED] Resolution Deauthorizing the City of Rochester Department of Public Works Capital Improvement Plan Project Funding for the Columbus Avenue Parking Lot Extension Project in the Amount of \$12,776.98** *First reading, second reading, and adoption held on February 14, 2017 CC FY 17 AB 112*

**Resolution 62 [ADOPTED] Resolution Deauthorizing Bond Authority from the Department of Public Buildings Capital Improvements Project funding for the Electronic Information Board Project in the Amount of \$1,979.21** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 113*

**Resolution 63 [ADOPTED] Deauthorizing Bond Authority from the Department of Public Buildings Capital Improvements Project funding for the Police Department**

**Server Room Fire Suppression Project in the Amount of \$75,160** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 114*

**Resolution 64 [ADOPTED] Resolution Deauthorizing Bond Authority from the Department of Public Works Capital Improvements Project funding for the Milton Road Flat Rock Bridge Project in the Amount of \$1,466.13** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 115*

**Resolution 65 [ADOPTED] Resolution Deauthorizing the Department of Public Buildings Capital Improvement Plan Project Funding for the City Hall Wall Repair Project in the Amount of \$3,210.59** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 116*

**Resolution 66 [ADOPTED] Resolution Deauthorizing Bond Authority from the Sewer Fund Capital Improvement Plan Project Funding for the Wastewater Treatment Plan Project in the Amount of \$111,465.63** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 117*

**Resolution 67 [ADOPTED] Resolution Deauthorizing Bond Authority from the Sewer Fund Capital Improvement Plan Project Funding for the Fire Station Boiler & HVAC Project in the Amount of \$15,862.10** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 118*

**Resolution 68 [ADOPTED] Resolution Deauthorizing the City of Rochester Department of Public Buildings Capital Improvement Plan Project Funding for the Central Fire Station Rooftop Project in the Amount of \$40.42** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 119*

**Resolution 69 [ADOPTED] Resolution Deauthorizing the City of Rochester Department of Public Buildings Capital Improvement Plan Project Funding for the Central Fire Station Boiler Project in the Amount of \$40.42** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 120*

**Resolution 70 [ADOPTED] Resolution Authorizing a Supplemental Appropriation for the Purchase of the so-Called Gauthier Farm Conservation Easement in the Amount of \$261,850** *First reading, held on February 14, 2017. Second reading, Amendment (\$228,650) and adoption held on March 7, 2017. CC FY 17 AB 122*

**Resolution 71 [ADOPTED] Resolution Authorizing the Acceptance of a Donation from St. Anselm's College and Supplemental Appropriation in Connection Therewith in the Amount of \$2,700** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 108*

**Resolution 72 [ADOPTED] Resolution Authorizing the Acceptance of a Grant from New Hampshire Police Standards and Training Council and Supplemental Appropriation in Connection Therewith in the Amount of \$400** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 121*

**Resolution 73 [ADOPTED] Resolution Authorizing the Application for, and Acceptance of, a State on New Hampshire Department of Environmental Services Drinking Water State Revolving Fund Asset Management Grant and Supplemental Appropriation to the FY 2017 Water Fund Capital Improvement Plan Project Fund in Connection Therewith in the Amount of \$40,000** *First reading, second reading, and adoption held on February 14, 2017. CC FY 17 AB 109*

**Resolution 74 [ADOPTED] Resolution Authorizing a Supplemental Appropriation to the Department of Public Works (DPW) Capital Improvement Project (CIP) Project Fund for the LED Street Light Project in the Amount of \$350,000** *First reading, second reading, and adoption held on March 7, 2017. CC FY 17 AB 131*

**Resolution 75 [ADOPTED] Resolution Authorizing a Supplemental Appropriation to the Department of Public Works (DPW) Capital Improvement Plan (CIP) Project Fund for the Milton Road-Flat Rock Bridge Road Intersection Project in the Amount**

*of \$20 First reading, second reading, and adoption held on March 7, 2017. CC FY 17 AB 132*

**Resolution 76 [ADOPTED]** Resolution Deauthorizing Bond Authority from the School Department Capital Improvement Plan Project Fund for Various Capital Projects in the Amount of \$1,247,869.72 *First reading, second reading, and adoption held on March 7, 2017. CC FY 17 AB 135*

**Resolution 77 [ADOPTED]** Resolution Authorizing the Acceptance of a New Hampshire Department of Safety Warm Zone Equipment Grant and Supplemental Appropriation in Connection Therewith for the Rochester Fire Department in the Amount of \$6,000 *First reading, second reading, and adoption held on March 7, 2017. CC FY 17 AB 134*

**Resolution 78 [ADOPTED]** Resolution Authorizing a Supplemental Appropriation to the Department of Public Works (DPW) Capital Improvement Plan (CIP) Project Funding for the Granite Ridge TIF District Project in the Amount of \$84,043.38 *First reading, second reading, and adoption held on March 7, 2017. CC FY 17 AB 130*

**Resolution 79 [ADOPTED]** Resolution Deauthorizing Bond Authority from the Department of Public Works Capital Improvement Project Funding in the Amount of \$1,100,000 *First reading, second reading, and adoption held on March 7, 2017. CC FY 17 AB 133*

**Resolution 80 [ADOPTED]** Resolution Authorizing the Rochester Legal Department to Apply for a Victims of Crime Act (VOCA) Grant in the Amount of \$26,000 *First reading, second reading, and adoption held on March 21, 2017. CC FY 17 AB 138*

**Resolution 81 [ADOPTED]** A Resolution of the City of Rochester City Council Affirming the City of Rochester's Commitment to Support Pursuit of 75% State of New Hampshire Funded Renovations to the Richard W. Creteau Technology Center *First reading, second reading, and adoption held on March 21, 2017. CC FY 17 AB N/A*

**Resolution 82 [ADOPTED]** Resolution Authorizing a Supplemental Appropriation to the School Building Fund in the Amount of \$796,326 *First reading held on March 21, 2017. Public Hearing, second reading, and adoption held on April 4, 2017. CC FY 17 AB 139*

**Resolution 83 [ADOPTED]** Resolution Authorizing the Reprogramming of Community Development Block Grant Funds in the Gross Amount of \$25,374.77 *First reading, second reading, and adoption held on April 4, 2017. CC FY 17 AB 150*

**Resolution 84 [ADOPTED]** Resolution Deauthorizing Bond Authority from the Building Zoning and Licensing Services (BZLS) Capital Improvement Plan Project Funding for the Viewpoint Permit and Inspection Software Project in the Amount of \$55,286.93 *First reading, second reading, and adoption held on April 4, 2017. CC FY 17 AB 154*

**Resolution 85 [FAILED]** Resolution Approving a Contract and Cost Items Associated with Proposed City of Rochester School Department Multi-Year Collective Bargaining Agreement with Rochester Administrative Unit (Administration) *First reading, second reading, and motion to adopt failed held on April 4, 2017 CC FY 17 AB 152 Second Attempt: First reading, second reading, and adoption held on June 6, 2017. CC FY 17 AB 187*

**Resolution 86 [ADOPTED]** Resolution Adopting a 2017-2018 Rochester CDBG "Action Plan for the City of Rochester, NH" and Approving and Appropriating the 2017-2018 Community Development Budget for the City of Rochester *First reading held on April 4, 2017. Public Hearing held on April 18, 2017. Second reading and adoption held on June 6, 2017. CC FY 17 AB 151*

**Resolution 87 [ADOPTED]** Resolution Accepting the Safe Schools Healthy Students (SSHS) Grant and Authorizing Supplemental Appropriation to the Recreation

**Department in the Amount of \$5,000** *First reading, second reading, and adoption held on April 4, 2017. CC FY 17 AB 153*

**Resolution 88 [ADOPTED] Resolution Adopting the Land Trust Alliance Standards and Practices** *First reading, second reading, and adoption held on April 4, 2017. CC FY 17 AB 137*

**Resolution 89 [ADOPTED] Resolution Accepting the Governor's Commission Alcohol Fund Grant to the Police Department in the Amount of \$25,170** *First reading, second reading, and adoption held on April 4, 2017. CC FY 17 AB 155*

**Resolution 90 [ADOPTED] Resolution Approving a New Hampshire Municipal Technical Assistance Grant Application to Plan NH (\$12,500)** *First reading, second reading, and adoption held on April 4, 2017. CC FY 17 AB 157*

**Resolution 91 [ADOPTED] Resolution for a Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 for the Richard W. Creteau Technology Center Upgrade in the Amount of \$16,800,000** *First reading held on April 18, 2017. Public Hearing, second reading, and adoption held on May 2, 2017. CC FY 17 AB 161*

**Resolution 92 [ADOPTED] Resolution Authorizing a Supplemental Appropriation for the Dewey Street Pedestrian Bridge Project and Borrowing Authority Pursuant to RSA 33:9 in the Amount of \$170,000** *First reading held on May 2, 2017. Public Hearing held on May 16, 2017, second reading, and adoption held on June 6, 2017. CC FY 17 AB 168*

**Resolution 93 [ADOPTED] Resolution Authorizing the Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award for FY 2017-2018 (\$25,836)** *First reading held on May 2, 2017. Public Hearing held on May 16, 2017, second reading, and adoption held on May 2, 2017. CC FY 17 AB 168*

**Resolution 94 [ADOPTED] Resolution Approving the 2017-2018 Operating Budget for the City of Rochester** *First reading held on May 2, 2017. Public Hearing held on May 16, 2017, second reading, and adoption held on May 2, 2017. CC FY 17 AB 168*

**Resolution 95 [ADOPTED] Resolution Authorizing and Approving the 2017-2018 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith** *First reading held on May 2, 2017. Public Hearing held on May 16, 2017, second reading, and adoption held on May 16, 2017. CC FY 17 AB 168*

**Resolution 96 [ADOPTED] Resolution Approving a Contract and Cost Items Associated with Proposed City of Rochester Schools Department Multi-Year Collective Bargaining Agreement (Paraprofessionals)** *First reading, second reading, and adoption held on June 6, 2017. CC FY 17 AB 168*



# **ECONOMIC DEVELOPMENT DEPARTMENT**

## Economic Development Annual Report, FY 2017 (July 1, 2016 – June 30, 2017)

This Fiscal Year 2017 welcomed key quality of life and attraction strategies come to fruition, along with major development projects.

### Key Economic Development Programs & Marketing:

- ❖ Grand Opening of the Rochester Farmer's Market on the Commons and Ribbon Cutting.
- ❖ City Manager's Corner on the Rochester Farmers Market
- ❖ Rochester First Impressions Initiative started
- ❖ Rochester Listens Committee established
- ❖ 4th Annual Rochester Author's Fair
- ❖ Buxton contract renewal
- ❖ JOB Loan – Seacoast Gymnastics and Rochester Eye Care
- ❖ Foley 5k
- ❖ Multiple housing units approved
- ❖ Business Development Sessions with Epiphany Consulting
- ❖ Monthly Granite Ridge meeting for Phase 1
- ❖ Bus shelter at Lady Bug flowers



### Outreach & Retention:

- ✓ Attended Coast annual meeting, conducted business retention visits with REDC to the downtown district
- ✓ Embarking on a total website re-design
- ✓ Seacoast Manufacturing Exchange quarterly meetings, reaching over 100 regional manufacturers and advanced training stakeholders
- ✓ Seacoast Start-Up Competition, awarding a prize package of \$40,000 in cash and in-kind services
- ✓ Participating in Manufacturing Week, Career Fairs and passport program kick off at Spaulding High School and RW Creteau Center Strategic Partners Committee

### Business Expansions and major renovations:

- Seacoast Gymnastics; Corinne's School of Dance; First City Motors, Milton Road; Hannaford's to go; Cumberland Farms, Milton Road
- New Business Openings: IHOP; Under the Moon Shoppe; Northeast Pie Company; Hobby Lobby; The Castle on Charles

### Ribbon Cutting & Celebrations



- \$4.7 Million EDA Grant to construct 8,000 feet of municipal sewer and construct/replace 9,000 feet of expanded water capacity to service an industrial park and commercial center.
- The Ridge Grand opening, a 300,000+ square foot open-air retail destination located on heavily traveled Route 11 in Rochester, just a mile from Exit 15 off the Spaulding Turnpike.

### **Community Development Division**

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 lower and moderate-income Rochester residents to improve the quality of these residents' lives and neighborhoods. The Community Development Division was headed by Community Development Coordinator Julian Long during the FY 2015-2016 period. The responsibilities of the Community Development Coordinator included 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

CDBG projects during this time frame included the installation of bicycle racks in key City locations, such as the library and the Rochester Community Center, and the renovation of Rochester Housing Authority elderly housing units to make the bathrooms accessible to residents with disabilities.

Grants successfully awarded to the City of Rochester during this time period include the Drug Free Communities grant, when the City became fiscal sponsor for the Bridging the Gaps youth anti-drug coalition; a grant to do historic restoration work on the old fire station building; and a grant to establish a victim-witness advocacy program within the City's prosecutor's office.

### **Key Accomplishments:**

- Installation of high-quality bicycle racks throughout City's downtown region and at East Rochester Pool
- Renovation of several Rochester Housing Authority units to make bathrooms accessible for residents with physical disabilities
- Support for region's three homeless shelters
- Award of Certified Local Government grant for historic restoration of the old fire station building/City Hall Annex
- Award of Victims of Crime Act assistance grant to establish victim-witness advocacy program to provide support to victims of crime

## **Representing the City – State of the City & Events**

Manager Pollard presented the economic and community development forecast for the current year and into the future. Some highlights include:

- Rochester's industrial and commercial tax base has grown by 74.6%
- Businesses now account for 22.5% of property tax valuation
- The goal is to work towards a balance of 70/30, where 70% is residential and 30% is industrial/commercial

EDC of the Month – Article, Take Small Bites for Strategic Success – How Rochester Created wealth in the Past Decade <https://cre.nerej.com/edc-month-take-small-bites-strategic-success-rochester-created-wealth-last-decade/>

Northeast Economic Developers Association (NEDA) Board of Directors Meeting, Reading, PA: Manager Pollard has been elected to the position of Secretary with NEDA for the year 2017, is a member of the Executive Committee and is in the leadership queue to become President of NEDA in 2020.

Granite State Business Park – in process of acquiring additional land for expansion, rezoning in process, along with TIF boundaries reviewed and expanded February 2017. The city bought three parcels of land this fall, re-zoned them from agriculture to industrial and added them to the Granite State Business Park Tax Increment Finance District. The business park on Innovation Drive by Skyhaven Airport already includes Albany International, Albany Engineered Composites and Safran Aerospace Composites, among others.

Phase 2 Medical is one of the fastest growing firms in the state and NCS Global built a LEED Certified Silver facility for their global headquarters.



Strategic Plan Update approved for 2016 with RK Associates selected to update the Economic Development Strategic Master Plan, kick off in November. Staff is compiling and delivering metrics, demographics, reports and analysis to the consultants to synthesize a baseline to guide the planning process forward. Key community stakeholders to be interviewed. Craig Seymour, RKG Associates, provided an overview of the goals from the prior plan.

Many of the goals set forth in the prior plan have been accomplished, for example: "implementation of the City's Route 11 Corridor plan to accelerate job generation and tax base, assessing the ability to use Tax Increment Financing to achieve improvements as well as creating the TIF district, become a Main Street community, expanding economic development capacity within the office, retention of marketing/image consultant to reposition the City's public image, advocacy for the Spaulding Turnpike expansion,

Implementation is strong within the office, with positive ongoing progress on many of other strategic goals, like the expansion of the Granite State Business Park, focus on downtown districts and fostering the strong collaboration between the Chamber of Commerce and Main Street.

The Ridge – Phase 1 open and Phase 2 approved, announcements of new tenants include Super Cuts, the Paper Store, a nail salon, Starbucks, and a sushi/hibachi steakhouse opening in 2017. January 2017, 110 Grill held a Grand Opening and Ribbon Cutting, featuring modern American Cuisine in a casual, open kitchen atmosphere.



Rochester Public Works has a \$4 million new road/water and sewer improvement project that will support and spur continued growth in commercial and industrial development.

The new, specialized economic development website [www.RochesterEDC.com](http://www.RochesterEDC.com) is nearing completion, slated for mid-March, with a large launch of the site, April 1<sup>st</sup>. Over 500 images have been reviewed, culled down to 50 with final editing slated the beginning of February. Over 40 pages of website content, including Site Selection, Property listings and Incentives are at the second review phase for spacing and online appearance. GIS Coordinator Camara to put together incentive maps showcasing the benefits available to businesses including the Economic Revitalization Zones, Historically Underutilized Business (HUB) zones, Community Revitalization Relief – RSA 79 E, and Tax Increment Financing (TIF) areas.



JOB Loan Program awarded a \$50,000 to microbusiness, Trigger Devils, a firm with a patented device to accelerate remote control play for PlayStation 4 gamers. Economic Development will meet with the founder bi-monthly to go over the business performance in reaching strategic goals.

Economic Development met with the two newest JOB Loan recipients and both businesses are doing very well. **Rochester Eye Care** utilized the JOB loan for funding to bridge a gap between a SBA loan. **Seacoast Gymnastics** accessed loan capital to help establish their presence in their new location at the Lilac Mall. The owner is hiring more employees as all of the current classes are full. She stated her business is doing better than it ever has since her move, which she could not have done without the help of JOB loan program. The JOB loan pipeline has been shared with the new City Communications & Public Relations initiative and highlighting our small business development success stories.



Seacoast Manufacturing Exchanges draws 30 manufacturers, educators and practitioners convene at the quarterly event to network, discuss trends and problem solve with one another. The quarterly meeting takes place at various manufacturing facilities and locations throughout Rochester, attracting regional manufacturers from across the state. Rochester is regional leader, spearheading building strong connections between the community college system, high school and technical training to the manufacturers, as it meets the mission to ensure quality jobs for the community and provide a qualified workforce

Rochester Farmer's Market with Seacoast Eat Local, expanding offerings for low to moderate-income shoppers, including SNAP/EBT benefits and \$20 free tokens to spend on fresh, local produce and artisan offerings. Markets will be open 3 – 6 PM, June 13<sup>th</sup> - September 26<sup>th</sup>, with the Concert on the Commons series following.



Building relationships at the RW Creteau Technical Center, participating in the newly formed Strategic Partners Committee, events included Tech Women/Tech Girls Day, which hosted groups of high school females to share the career opportunities in technology industries, and the Little League of Manufacturing, which promotes the connections to advanced manufacturing for elementary aged children. Initiatives to partner with local businesses and the Tech Center to offer internships is in process.

Low unemployment rates creates hiring challenges for businesses finding qualified workers. Part of Community and Economic Development strategy is to facilitate connections to our schools, even from the early learning in elementary and middle school, school, STEM focus (science, technology, engineering and mathematics) is introduced, as well as at Spaulding High School and the Creteau Technology Center to provide a strong, vibrant pipeline of talented workers.



Start Up 2016 in planning, event happening on November 2, 2016 at the Frisbie Education Center, gathering over 60 guest to watch emerging entrepreneurs compete for a prize package totaling over \$40,000 cash and professional services.

Rochester First Impressions merges with Business Recruitment Group and Rochester Main Street's Economic Vitality Committee. Rochester Listens meetings happened at Frisbie Conference Center through June 2017. This committee has identified two strategic work items to complete this spring:

1. Place a donated piano downtown that would be open to the public. The committee is currently working with Littleton, NH on details of the project as they have had a piano in their downtown for a few years.
2. The second involves a local citizen who is interested in painting and freshening up some of the downtown properties. We have contacted three local property owners and the volunteer will be going to the HDC in early April for approvals, with two of the property owners in agreement. The goal is to refresh the exteriors, to clear out the front interiors and possibly add art or lights to brighten the store fronts. This will help with marketing to highlight an attractive downtown.

The Economic Development office designed and ordered the new ERZ (Economic Revitalization Zone) signs, awaiting the spring thaw for installation at the entrance of each Zone to promote the incentives. In order to reach out of those businesses that might qualify for the tax credit, the office sent an awareness mailing to over 300 businesses located in the six zones including Cocheco, Downtown, Gonic, Granite State Business Park, Granite Ridge Development District and Milton Road. Detailed instruction to apply. Deadlines for submitting an application is 2/11/2017 and the State of NH has designated \$825,000 statewide annual made available for ERZ tax credits.

## ARTS & ECONOMIC PROSPERITY IV

Collecting surveys for the Americans for the Arts: Arts & Economic Prosperity Study, in which analyzes and quantifies the economic activity of the nonprofit arts organizations and the impact it has across the entire community. Results on the 800 surveys will be available in May or June 2017.

The Office provided technical assistance to the Rochester Museum of Fine Art, to identify possible public art projects to beautify the community districts.

The Rochester Opera House opened the Rochester Performing Arts Center. Downtown development includes Moe's Italian Subs expansion, Colleq-tiques moving to the former Artsteam building, Magrilla's expanded dining on Hanson St.



Wayfinding planning meeting with staff and community partner, Rochester Main Street Program. A review of the RFP to select a consulting firm will go to the Community Development Committee in January 2017. The Wayfinding RFP has gone out and responses are due in February. The first phase includes asset mapping and design, as well as suggested placement of signs on primary and secondary corridors as well as multi-modal friendly signs in the Downtown Business District and Historic District. Responses will be scored and further review of sign design will take place at the Community Development Committee and by a group of involved staff from multiple departments.

Additionally, the Office is working with NHDOT on resolving the need for blue Attraction Signs on the Spaulding Turnpike at Exits 12 through 16. These signs will be able to direct travelers to Great Bay Community College, Granite State College, Rochester Opera House and Fairgrounds, as well as private businesses that meet the eligibility criteria.

Buxton presented new software updates, along with 20 new pursuit packages.

Great Bay Community College Director Dr. Bruce Baker retiring, strategic planning for the next phase of ATAC is underway.

### Community Development



Bike racks installed at the Rochester Public Library, Rochester Commons, Cocheco River Walk and Rochester Pool.

Spaulding High School Elevator successfully installed.

Hope on Haven Hill, a home for pregnant women battling addiction, listed on the historic register, environment review in process with State Historic Preservation Office. An Open House and ribbon cutting happened in December, with both the Governor and Governor Elect in attendance.



Successfully awarded COPS Hiring Program Grant, a federal grant in approximately \$125,000.

End of the Year on Site Monitoring with NH Legal Assistance.



City Hall Annex awarded grant funds to the Land & Community Heritage Investment Program (LCHIP), departmental collaboration with Planner, Michelle Mears, for restoration work funding. The Land & Community Heritage Investment Program (LCHIP) grant awarded \$18,702.00 to the City of Rochester awarded This brings the total amount of grant funds awarded to the City Hall Annex restoration project to \$54,102, and the total amount of grant funds awarded to all grants drafted by the Community Development Coordinator to a little over \$725,000.



River Walk planning starting in collaboration with the planning department.

The PR and Events Committee for Main Street approved their schedule for the 2017 year and added a new event, *Dinner on the Riverwalk*. Main Street is currently working on approvals for long tables to be set up behind 90 North Main Street near the river slated for July. Local restaurants have agreed to provide special take out menus and the attendees will pay approximately \$5 to bring their dinner and enjoy the river with some light entertainment. He is reviewing the 2007 CLD master plan and making recommendations for change, setting a draft timeline for phasing in the details

Tri-City Co-op – Handicap Ramp and HVAC project is scheduled to begin February 9<sup>th</sup> and should last about two days. The handicap ramp project is still pending.

Letter of Intent to apply for Moose Plate Grant funds to preserve historic municipal documents from the 18<sup>th</sup> and 19<sup>th</sup> centuries.

# **FIRE DEPARTMENT**





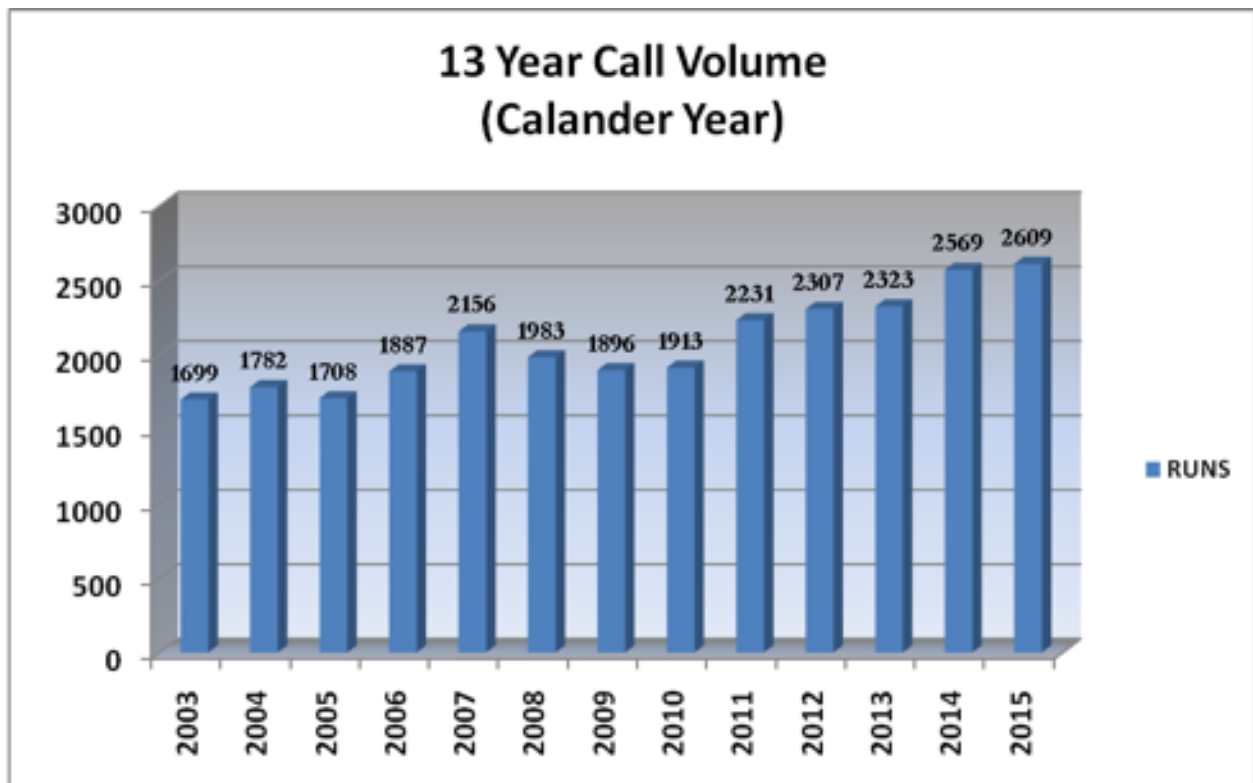
**CITY OF ROCHESTER**  
**FIRE DEPARTMENT**  
ISO Class 3 Community



*Serving the Lilac City with Pride*

**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.



## OVERVIEW



The City of Rochester Fire Department will expand their mission by continuing to add health related items to an already full agenda.

Along with this new activity comes additional training, equipment and other resources.

Most citizens will never know the commitment each firefighter puts into preparing for the next emergency but they are all counting on all of the firefighters to be well trained and prepared when the emergency occurs.

As Fire Chief I will continue to work to ensure that the members of this fire department will have the resources they need to professionally, effectively and safely provide services to the public.

The department responds with a minimum of seven firefighters on at least three fire apparatus out of two stations. This ensures that any potential emergency is well staffed and strategically located within the City to respond in a timely fashion to any emergency or service request. If more manpower is required at an incident, the department has the potential to call back one additional shift or all shifts to assist. In addition, there is also a contingency of call firefighters that the department will call back for working fires as well as any manpower intensive incidents such as brush fires or lost persons. The needs of the community can be accommodated with relative ease and speed in any event. The Fire Department also relies on mutual aid from other communities when an immediate need for manpower is necessary.



## TRAINING

Over the years the role of the Fire Department has changed dramatically. Now we not only respond to calls related to fires but numerous other types of calls requiring specialized equipment and training. In order to meet the needs of these non fire calls the department has purchased new equipment and trained its members on its use in mitigating these calls.

Many of the department's firefighters have obtained technician level rescue certifications in the various disciplines in the last few years through federal grants secured by the NH Division of Safety and the NH Fire Academy. Upon completion of these courses the firefighters made recommendations to the department on new equipment needed to support our response to technical rescues.

Based on the firefighters recommendations new equipment was purchased and placed in service on the apparatus. The equipment was placed on different apparatus to assure that a properly trained and equipped engine company could respond to a technical rescue at any given time.



Based on the increase in drug related calls, the department developed protocols to address the training and handling of these types of calls. The department purchased medical equipment and supplies necessary to handle the increased volume of overdose calls. All personnel were trained on patient care, the use of the equipment and how to administer the drugs needed to reverse drug overdoses. Because of this a number of citizens have been revived by our members from overdoses.

It is the Training Divisions mission to keep our firefighters trained and prepared to face not only today's challenges but any new challenge that they may face in the future.

In the future it is the Training Divisions hope that the department can develop a centralized training facility with specialized training props to better train our firefighters.

## **SAFETY OFFICER**

The Rochester Fire Department has a Health & Safety Officer who is tasked with performing as the Incident Safety Officer at all working fires. By maintaining an Occupational Safety and Health program, this position assists in managing the City of Rochester's liability risks and associated costs. Additionally, over the course of the past four years the Health & Safety Officer has obtained an annual grant from the NH Health Trust and used these funds to create various health and wellness initiatives for RFD members. Among these initiatives were programs on nutrition education, fitness & exercise and stress management. The Health & Safety Officer joined a task force created by the city Finance Director along with employees from PD, Human Resources and the IT department to create city wide health & wellness programs utilizing



additional grant funds from the Health Trust. This officer also sits on the city Joint Loss Committee whose mission includes examining accidents, employee injuries and property damage to develop recommendations to reduce the rate of these incidents and inspect city buildings to enhance risk management practices to reduce liability costs incurred by the City. This officer

also chairs the RFD Safety Committee which meets quarterly to address any safety issues within the department and to take corrective actions.

## **COMMUNITY SERVICE**

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, and many more. This year we established a joint initiative with Police and EMS to ensure the safety of the community by offering a free service to dispose of any sharps found within the community.

## **EXPENDITURES**

The Department's expenditures must increase due to the increases in professional products, equipment, medical expenses, insurance, and other necessary department expenses. The RFD has, and will continue to request grants to offset many of these expenses, however, this is only a partial picture of the overall need.

## **FIRE PREVENTION**

The Fire Prevention Division is currently operating with a Deputy Chief and a Captain. The Captain also serves as The Public Education Officer for the department. In addition to inspection responsibilities, this officer conducts many public safety education talks and events to various organizations and stakeholders in the city. These include senior citizens, pre-school and kindergarten classes, community mental health organizations, business groups and faith communities.

In 2012, the Fire Prevention Captain partnered with the Rochester PD Juvenile Diversion Officer to develop a state of the art Juvenile Fire-setter Intervention Program to work with this high-risk population to assess, educate and refer to further services if necessary in an effort to reduce the incidence of juvenile fire-setting. The Fire Prevention Division is pleased to report that the program has been very effective, as the recidivism rate in Rochester has been zero since the inception of this program.

In 2014 the Fire Prevention Division conducted a research project to study the growing population of the citizens of Rochester 65 years and older





and how this population will impact the services provided by the fire department. The study found that this segment of Rochester's residents is currently 15% of the population. However, by 2030, less than fifteen years from now, due to New Hampshire's rapidly aging population, this demographic will be over 40% of Rochester's residents. Over the past five years, the over 65 population of Rochester has been associated with 30% of all residential structure fires. In anticipation of an increase in residential fires that corresponds to the projected growth of this known high risk group, a strategic plan was developed to make the homes of our senior citizens as fire safe as possible. The Fire Prevention Division partnered with the American Red Cross to bring their nationwide grant program that provides free installation of smoke detectors for **any** single family home or duplex that needs one. The program involves trained volunteers who install the detectors and also provide fire safety in the home education. Many of these homes involve our senior citizens sixty-five and older. We are working with other community organizations to help identify these homes. When the department is made aware of a home in need, that information is passed on to the Red Cross.

The shift firefighters perform yearly property checks on certain occupancies as time permits. The Fire Prevention Division is responsible for all permitting and inspections in the City of Rochester pertaining to Fire and Life Safety Codes. With the increases in residential and commercial development within the City, 2015 was busy. 2016 is shaping up to be even busier, with proposed commercial developments on the Route 11 corridor.

## **FIRE INVESTIGATION**



The Fire Prevention Division investigates all fires within the City, 24 hours a day, 365 days a year. Partnering with the Rochester Police Department Investigative Services Bureau, our Fire Investigation Team is able to determine the cause of fires, and bring arsonists to trial. We have re-established the Fire Investigation Team (FIT), and several of the members hold specific certifications in several fields. Further, the Team is able to work closely with insurance companies to help reduce fire damages, based on findings from fires.

## **FIRE CODE INSPECTIONS**

All Fire code inspections are conducted by the Fire Prevention Division of the Fire Department. This includes all places of assembly, day cares, foster care homes, schools, and other occupancies. Working in partnership with local agencies, a holistic approach to community risk reduction is achieved. Any complaint brought to the department regarding violations of the Life Safety Code the city and state has adopted is investigated. Any deficiencies discovered are monitored for correction and followed up with to ensure compliance.



## PLANS REVIEW



New fire alarm, fire sprinkler, clean agent, hood system, or other fire protection devices are permitted through a Certified Fire Plans Examiner. After a comprehensive plan analysis is performed, and the applicant has met the Fire and Life Safety Code, a permit is issued. We have gone digital with our plans review process, allowing for an expedited review process, usually within 72 hours. After

the issuance of the permit, rough-in, and final inspections as well as commissioning and acceptance tests are performed. This ensures that the systems and building meet Code and are safe, and that citizen gets what they have paid the contractor for – a safe, code compliant installation, done to the plan.

## GRANTS RECEIVED

Since 2009 the Fire Department has applied for and been awarded \$492,221.00 worth of grants. These grants have outfitted the firefighters with new self contained breathing apparatus, new personal protective turnout gear, a sprinkler system for the central fire station and mobile data terminals for the three fire apparatus and two command vehicles. This allowed the department to obtain all of this equipment at a cost to the city of only \$67,885.00 since 2009. There was also an additional \$66,538.00 awarded through Emergency Management Planning grants which will or has been utilized to fund an Emergency Operations Center upgrade, a Continuity of Operations study and plan development, as well as several other continuing grant applications.

In FY13 the RFD applied for protective gear for all of the full time firefighters through the FEMA “Assistance to Firefighters Grant” program. In FY 14 we also applied for SCBA’s through the same grant program. The department was successful in both grant requests and have since replaced all the firefighters’ protective equipment which includes boots, turnout coats, bunker pants, leather firefighting boots, gloves, and breathing apparatus. The gear grant was valued at \$108,558 and will keep the firefighters safe for many years and the grant has saved the citizens of Rochester from having to fund this request. The Breathing apparatus grant was for \$345,000 and has outfitted every firefighter with one set of SCBA’s, an extra bottle for each set and specialty SCBA’s for firefighter rescue. The older units were no longer considered compliant with NFPA standards.

Even though the Department will continue to request funding through this grant process, it is never a guarantee that future grant requests will be successful and grants may become more difficult to obtain in the future.

## **ROCHESTER FIRE DEPARTMENT CHAPLAIN**

The Rochester Fire Department provides in person on scene crisis support for victims, firefighters and families, in need of emotional and spiritual support.

Chaplain Ronald Lachapelle is an integral part of the service provided by the Rochester Fire Department. His goal is to be visible and available to those in need. The chaplain responds to all working fires, assists with funerals, and provides assistance to citizens during an emergency.

## **EMERGENCY MANAGEMENT**

The Fire Department will continue to work with the private sectors to overcome barriers and establish partnerships to coordinate all hazards emergency preparedness.

The Emergency Operations Plan for the City of Rochester was updated and the new Continuity of Operation Plan was developed for the City of Rochester essential buildings and services.

Rochester continues to be a reception center for the City of Portsmouth in case of an evacuation due to a major problem at the Seabrook Nuclear Power Plant.

The Fire Department is currently developing a new Emergency Shelter Plan for Rochester citizens when there is a need to open a shelter.

## **FIRE DEPARTMENT FUTURE NEEDS**

- Additional manpower to help with the increase in emergency calls
- Purchase of land to start planning for a north end fire station
- GPS units in all fire apparatus
- Tablets in all fire vehicles
- Purchase of all portable radios





# **LEGAL DEPARTMENT**



**REPORT OF THE LEGAL DEPARTMENT  
2016-2017**

The following is a report of the activities of the City of Rochester Legal Department for the fiscal year beginning July 1, 2016 and ending on June 30, 2017:

As of June 30, 2017, the following actions involving the City of Rochester were/are being litigated in various New Hampshire and Federal Courts:

1. John Weeden, et al v. City of Rochester, et al /Strafford County Superior Case No. 219-2015-CV-00301
2. John Weeden, et al v. City of Rochester/ Strafford County Superior Case No. 219-2017-CV-00175
3. John Weeden, et al v. City of Rochester, et al/NH Supreme Court Case No.2017-0120
4. City of Rochester v John & Debra Weeden/7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2017-CV-00109 through 00116
5. George Blaisdell, et al v. City of Rochester/Strafford County Superior Case No. 219-2015-CV-00193
6. George Blaisdell, et al v. City of Rochester/NH Supreme Court Case No. 2016-0379
7. James Corpening v. George Blaisdell & City of Rochester/Strafford County Superior Case No. 219-2005-EQ-00274
8. FairPoint v City of Rochester/Strafford County Superior Case No. 219-2013-CV-00343 (consolidated in Merrimack County Superior Court)
9. FairPoint v City of Rochester/Strafford County Superior Case No. 219-2014-CV-00313 (consolidated in Merrimack County Superior Court)
10. Donald Toy & Bonnie Toy v. City of Rochester, et al/Strafford County Superior Case No. 219-2015-CV-00458, 219-2017-CV-00106
11. Rochester City Council v. Rochester ZBA and Donald Toy & Bonnie Toy/Strafford County Superior Case No. 219-2017-CV-00003
12. Rochester City Council v. Rochester ZBA & Leo Yelle/Strafford County Superior Case No. 219-2017-CV-61
13. City of Rochester v. Foss Family Revocable Trust 2008/ 7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2016-CV-00091
14. City of Rochester v. Stephen Cantelli/7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2017-CV-12
15. City of Rochester v. Northgate Investment Properties, LLC/7<sup>th</sup> Circuit – District Division – Rochester Case No. 471-2017-CV-48

The Legal Department has continued to provide municipal prosecution services from the Rochester Police Department. The Legal Department prosecutes all non-domestic violence related misdemeanors and violations within the City of Rochester as well as providing case file management services for the Stafford County Attorney's Office in regards to felonies and domestic violence cases. The Legal Department has also continued its litigation services to the Department of Building, Zoning and Licensing Services in regards to its compliance enforcement activities. Additionally, the Legal Department responds to every Right to Know Request that the City receives.

The Legal Department also provided representation to the City in numerous matters before the New Hampshire courts with respect to cases in which the City was a party, as well as before various administrative agencies when necessary. In addition, the City Attorney attended Council meetings, as well as meetings of Council committees and other City boards and commissions upon request. Legal opinions and advice were provided to the City Manager, Mayor, Mayor and City Council, Department Heads, and City Department Divisions. Legal instruments, including deeds, leases, contracts, ordinances, and amendments to ordinances, resolutions and other similar type documents were drafted and reviewed, as required, during the year and representation of the City was provided with regard to the acquisition and disposition of real estate, as well as the negotiation of various disputes and the drafting and review of agreements concerning the City for numerous purposes.

It should be noted that the above listing of cases does not include various bankruptcy proceedings pending in various U.S. District Courts across the United States in which the City of Rochester has filed proofs of claims and/or other pleadings with regard to the City's various interests in such bankruptcy estates, workers compensation proceedings, and various litigation in which the City is, or was, represented by counsel provided through the City's various liability carriers, or counsel retained on an individual case basis.

Respectfully submitted,

Terence M. O'Rourke, City Attorney

**ROCHESTER PUBLIC LIBRARY**



## **REPORT OF THE ROCHESTER PUBLIC LIBRARY 2016-2017**

The Library circulated 187,882 items from the physical collection in FY17, and an additional 20,688 digital items. The Library's physical collection contains books, audio books, music CDs, television shows, DVDs, magazines, newspapers, large print, graphic novels and the children's library collection. Circulation in the children's room accounted for 27% of the total.

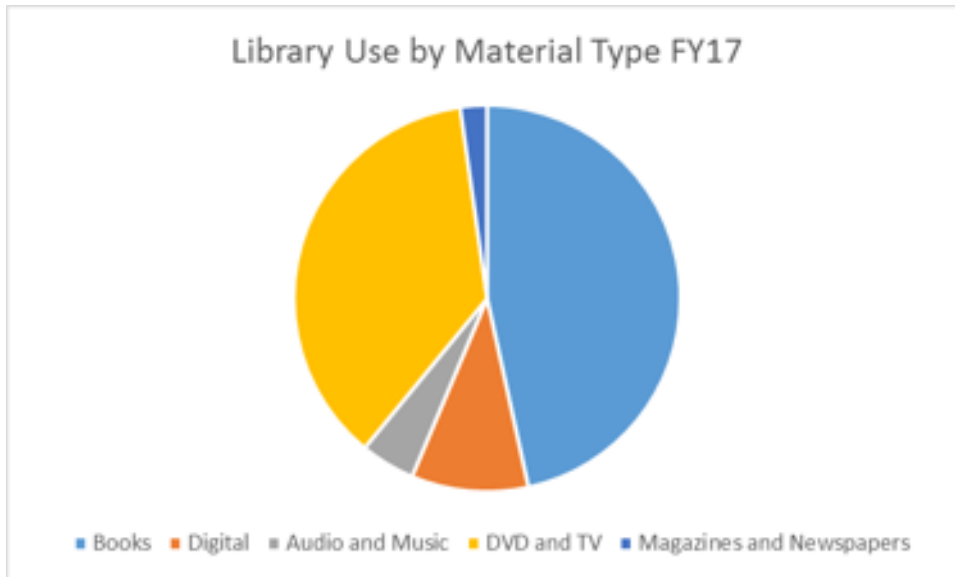
The digital collection continues to grow due to investments in new databases and digital platforms. Freegal, a platform for streaming and downloading music and films, circulated 5,992 titles. Overdrive, the primary platform for lending digital audio books and eBooks circulated 13,792. The digital collection also offers foreign language learning software through Mango Languages, online access to Chilton's Auto Repair manuals, a database of legal forms, and multiple online resources for genealogists.

In FY17 the Library offered summer reading programs for children, young adults, and adults. The theme in the children's room was Read S'More Books, and featured camping and the outdoors themes. The 7-week program brought in 418 children who read a combined total of 6,629 books and featured programs from River Builders, a live animal program with Wildlife Encounters, story times, and craft programs. At the main circulation desk the Library ran Creativity is Contagious, where patrons competed for a chance to win a Samsung Galaxy Nook eBook reader (generously donated by the Friends of the Library) by reading books, checking out museum passes, or helping to color in the Library's mural. In the YA room, 46 teens completed reading logs and trivia sheets for weekly prizes in a program with prizes from the Boston Red Sox, Canobie Lake Park, Charlie's Pizza, Dunkin Donuts, the Fisher Cats, Friendly's, Golick's, Hilltop Fun Center, Jetpack Comics, the Portland Sea Dogs, Tropical Smoothie, Wal Mart, Water Country, and York's Wild Kingdom.

The Library hosted 151 other programs in addition to the summer reading events, the majority of which were for children and families. The Children's Library ran regular story time and Make it and Take it craft day events, while presentations for adults ranged in topic from a matinee film series in honor of Rochester Pride to presentations from the UNH Cooperative Extension on composting and spring planting. The Library also offered weekly and monthly programs, such as book groups, 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 reference department fielded approximately 16,000 questions from patrons, many of them focusing on family history and genealogy. 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.

All of the library's programs and services to the city wouldn't be possible without a dedicated and talented staff. The Rochester Public Library is fortunate to have a team of 9 full time and 17 part time professionals working for our library patrons and for the City of Rochester.

Respectfully submitted,  
Brian Sylvester  
Director, Rochester Public Library



A librarian leads Story Time Under the Stars in the children's room during the Read S'More Books summer reading program





Patrons helped color in this mural during the adult summer reading program, Creativity is Contagious



The Carnegie Gallery hosts artwork on a rotating basis from the Rochester Museum of Fine Arts



**MUNICIPAL INFORMATION SERVICES  
(MIS) DEPARTMENT**



## **REPORT OF THE MIS DEPARTMENT 2016 - 2017**

MIS continued support of City operations in FY17. MIS support includes the Local Area Networks (LAN), Wide Area Networks (WAN) and the Institutional Network (I-NET) with all types of user administration, data maintenance and backup, virus and malware prevention, network and personal computer (PC) hardware repairs, upgrades and maintenance, software installation, training and research and development of computer aided procedures.

In FY17, MIS continued in maintaining PCI (Payment Card Industry) Compliance for the City by making any required firewall or systems changes that were highlighted by any of the quarterly tests.

MIS has the primary responsibility for voice communications and City telephone systems. This includes all related hardware, software, voicemail, auto attendants, cabling for phone lines, equipment configuration, as well as being the primary contact with various communications vendors. Support tickets with the company supporting the PBX and the carrier for the City are done through MIS.

MIS does most of the management for the Business System (MUNIS) including hardware support, backups, user administration, software upgrades and periodic module updates from the vendor. FY17 included 805 total vendor provided updates for the system. MIS initiated or responded to support incidents with the vendor of the financial system a total of 26 times in FY17 and also coordinated remote connections for support incidents initiated by other City departments.

Leased printers throughout City facilities were replaced during FY2017. This involved 94 new devices and hundreds of printer driver installs and changes on computer systems. There were 24 driver changes / installs needed on the Munis server for Munis printers used by City departments.

Infrastructure maintenance, additions, upgrades and replacements occur every year. In FY17, MIS began a project which replaced all network switches. A total 27 new network switches were installed replacing various brands of switches at City facilities during FY2017. There was fiber cabling replacement and new runs for the campus area of City Hall, the Revenue Building, the Police Station, the Central Fire Station and the Annex. A firewall replacement also occurred during FY2017.

The City of Rochester, NH has its website at <http://www.rochesternh.net>. The MIS Department is also involved with separate websites for the Police Department (<http://www.rochesterpd.org>), Fire Department (<http://www.rochfd.org>) and Rochester Public Library (<http://www.rpl.lib.nh.us>).

Respectfully Submitted,

Dennis Schafer  
Systems Supervisor



**ROCHESTER GOVERNMENT CHANNEL**





## **Rochester Government Channel**

### **Projects done within Fiscal Year FY17**

The Rochester Government Channel televises 11 public meetings per month. These meetings are also available as "Video on Demand" through the city website. The website videos include the ability for a viewer to find certain agenda items by utilizing the "index points", a feature that allows a viewer to be brought to that section of the video correlating to the agenda item.

The Cable Channel "bulletin board" continues to run over 130 slides, from various city departments and other government agencies, updating informational weekly.

The RGC continues to produce informational programming on City departments as well as Public Service Announcements on various subjects. Many of these programs are repeated multiple times on Channel 26 are also available on the Internet through the City website, and the City's Vimeo page.

### **Fiscal Year 2017 projects include:**

City Manager's Corner - The Farmers Market – July 2016

City Manager's Corner - National Night Out – Aug 2016

Drug Take Back Day Promo - Oct 2016

Coverage of the Business Start-up Competition - November 2016

Police Department / Fire Department Ice Hockey Fundraiser promo

City Manager's Corner - Fire (life safety) Inspection Program- December 2016

Coverage of the Police Department Change of Command – December 2016

City Manager's Corner – Zoning and Applying for a Variance - Feb 2017

*Employee of the Year (2016)*

Bridging the Gaps – It Takes a Village Public Forum - March 2017

National Prescription Drug Take Back Day – Six minute "infomercial" / PSA – April 2017

City Manager's Corner - Public Information/Right to Know – May 2017

Rochester Farmer's Market Promo – June 2017

Veterans Council Show 001 - June 2017

National Night Out 2017 promo/PSA- June 2017

In addition to running programming on the cable channel and our Vimeo site, the Government Channel provides links and file versions of media to run on individual departments social media sites.

Projects currently in progress:

*Footage collected for the Annex project – Oct 2016 ongoing*

*PD Recruitment and PR / Outreach – Oct 2016 ongoing / delayed*

*NH State and Rep Forum (?) (assisted set up)*

*Foley Race (footage only)*

*FY18*

*CMC the Rochester Library*

*CMC the Water Treatment Plant*

*City of Rochester Municipal candidate's forum and election Coverage*

*\*public works and finance (august/sept 2015)*



# **PLANNING DEPARTMENT**



## **Report of the Planning and Development Department 2016 - 2017**

### **OUR MISSION**

**The mission of the Planning and Development Department is to promote orderly growth in a manner sensitive to community values and to protect and enhance the environmental resources, economic vitality, and social capital of the City of Rochester. We do this by facilitating the process of establishing Rochester's long-term development goals, short-term development goals, and the implementation of those goals.**

### **PLANNING AND DEVELOPMENT DEPARTMENT**

### **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, and as pleasant as possible for all those involved in the process. 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 2017 (July 1, 2016 to June 30, 2017):

**Anna/Ervin Fazekas Revocable Trusts, Flat Rock Bridge/Milton Road** (by Berry Surveying & Engineering) Subdivision to create six lots. Case# 210 – 50,51,64,71 – HC/R1 – 16

**Anna/Ervin Fazekas Revocable Trusts, Flat Rock Bridge/Milton Road** (by Berry Surveying & Engineering) Site plan to construct 3 & 4 unit buildings, totaling 31 dwelling units. Case# 210 – 50,51,64,71 – HC/R1 – 16

**Robert DiBerto, 319 Rochester Hill Road** (Berry Surveying & Engineering) Major subdivision to create five separate lots. Case# 255-13-OC-15

**Stephen Brochu, 25 Stephens Drive** (by Fox Survey Company) Minor subdivision of one lot into two. Case# 236 – 44 – A – 16

**Nantucket Beadboard, 109 Chestnut Hill Road** (by Norway Plains Associates) Condition use permit to construct a driveway within a wetland and wetland buffer. Case# 222 – 16 – I – 16

**Kenneth & Penelope Krichofer / Brian & Diane Brochu, 3 Grey Ledge Drive & 15 Blue Hills Drive** (by Norway Plains Associates) Lot line revision. Case# 260 – 32&33 – A – 16

**Daniel Scruton, 114 Meaderboro Road** (by Norway Plains Associates) Minor subdivision of one lot into two lots. Case# 232 – 13 – A – 16

**Francis & Evelyn O’Neil, 19 Cocheco Avenue** (by Berry Surveying & Engineering) Minor subdivision of one lot into two lots. Case# 103 – 139 – R2 – 16

**The Ridge Marketplace, 120 Marketplace Boulevard** (by Tighe & Bond) Modification to approved site plan to allow for building footprint changes, parking lot revisions, landscape revisions, proposed phasing of the project, and revised architectural elevations. Case# 216 – 11 – GRD – 14

**17 Glenwood Avenue, LLC, 23 Glenwood Avenue** (by Norway Plains Associates) Request for an extension to an approved site plan to construct 24-unit elderly housing building. Case # 117 – 3-2 – R2 - 13

**David Thayer, 22&24 Farmington Road**, Request for an extension to an approved excavation plan. Case# 216 – 2&3 – GRD – 14

**Frederick Zoeller, 9 Waverly Street, Bicycle Avenue, & State Street** (by Norway Plains Associates) Application for a 4-lot subdivision to create three new single family house lots. Case# 131 – 33 – R2 – 15

**Quantum Real Estate Group, LLC, 66 Rochester Hill Road** (by Trittech Engineering) Site plan and conditional use application to construct 40 multi-family townhouse style units. Case# 239 -30 – R2 – 15

**Cox Overhead Door, 172 South Main Street** (by Brian Cox) Conditional use application to permit storage for inventory in a former car wash bay. Case # 125 – 54 – DC – 14

**Farmington Associates, LLC, 60 Farmington Road** (by Tighe & Bond) Request for extension to meet precedent conditions. Case# 216 – 8,9,10 – GRD – 15

**LP Gas Equipment, Inc., 28 Industrial Way** (by Norway Plains Associates) Lot line revision. Case # 230 – 20-1&20-2 – I – 16

**LAARS Heating Systems, 20 Industrial Way** (by CLD Consulting Engineers, Inc.) Site plan to construct a 35,200 sq ft warehouse. Case # 230 – 19 – I – 16

**Ekimbor, LLC, 15 Norway Plains Road** (by Tighe & Bond) Preliminary site plan for a 12-lot subdivision with 10 lots containing 4-unit townhomes; 1 lot for drainage structure; and 1 lot for a single family home. Case # 215 – 17 – R2 – 16

**Makris R.E. Development, LLC, Chesley Hill Rd., Donald St., Norman St.** (by Beals Associates) Preliminary subdivision to create 53 lots. Case# 137 – 9,8-2,8-1,12,10,10-1,18 – 24,28 – R1 – 15

**Ekimbor, LLC, 15 Norway Plains Road** (by Tighe & Bond) Preliminary site plan for a 2-lot subdivision with 10 4-unit townhomes. Case # 215 – 17 – R2 – 16

**Falcon Sheds, LLC, 21 Farmington Road** Site plan to display and sell sheds. Case# 216 – 29 – GRD – 16

**SDJ Development of Rochester, LLC, 183 Washington Street** (by Hillside Design Group) Amendment to the Master Plan for Highfield Commons PUD. Case# 237 – 8-1 – PUD – 16

**Wissler Properties, LLC, 18A Farmington Road** (by Berry Surveying & Engineering) Site plan to expand paved and gravel parking areas. Case# 216&221 – 1&162 – GRD – 16

**Monarch School of New England, Eastern Avenue** (by CLD Consulting Engineers) Modification to an approved site plan. Case# 111 – 48 – R1 – 16

**William & Joyce King Trust & Timothy & Felice Higgins, 292 & 272 Walnut Street** (by Geometres Blue Hills) Lot line revision. Case# 263 – 2,3,4 – A&NMU – 16

**Stephen Brochu, 18 & 25 Stephens Drive** (by Fox Surveying Co.) Lot line revision. Case# 236 – 43&44 – A – 16

**Stephen Brochu, 25 Stephens Drive** (by Fox Surveying Co.) Amendment to an approved subdivision. Case# 263 – 44 – A – 16

**Cramer Family Trust & Patricia Woodward Trust, 156 Old Dover Road & Laura Lane** (by Tritech Engineering Corp.) Lot line revision. Case# 140&253 – 73,23&24 – R1 – 16

**Quantum Real Estate Group, LLC, 156 Old Dover Road** (by Tritech Engineering Corp) 2-Lot subdivision. Case# 140 – 73 – R1 – 16

**Brian Healey, 31 Milton Road** Site plan to allow for auto sales and service. Case# 215 – 64 – HC – 16

**Harold & Dorothy Caler & Real Estate Advisors Inc., 151 Franklin Street & 24 Jeremiah Lane** (by Berry Surveying & Engineering) Lot line revision. Case # 111&223 – 83&21 – R1 – 16

**Real Estate Advisors Inc., 24 Jeremiah Lane** (by Berry Surveying & Engineering) 53-Lot subdivision for single and duplex housing. Case # 223 – 21 – A – 16

**JIP Construction, LLC, 2 Bickford Road** Amendment to an approved subdivision. Case# 230 – 6 – A – 16

**William C. Stowell, Jr., 56 Whitehouse Road** (by Tritech Engineering Corporation) 2-Lot subdivision. Case# 256 – 10 – A – 16

**Farmington Associates, LLC, 60,68,76 Farmington Road** (by Tighe & Bond) Amendment to an approve site plan Case# 216 – 8,9,10 – GRD – 16

**Farmington Associates, LLC, 60,68,76 Farmington Road** (by Tighe & Bond) Amendment to an approve site plan Case# 216 – 8,9,10 – GRD – 17

**John & Marilyn Tapscott, 639 & 647 Portland Street** (by David Vincent) Lot line revision. Case# 109 – 159&160 – R1 – 17

**Lisa & Allen Littlefield & Edgar Gagnon, 107&115 Salmon Falls Road** (by Berry Surveying & Engineering) Lot line revision. Case# 210 – 143&144 – A – 17

**Quantum Real Estate Group, LLC, 156 Old Dover Road** (Tritech Engineering Corp) Amendment to an approved subdivision. Case# 140 – 73 – R1 – 17

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

**Makris R.E. Development, LLC, Chesley Hill Road & Donald Street** (by Beals Associates) Lot line revision. Case# 137 – 9&10 – R1 – 17

**Sister Mary Agnes, 19 Grant Street** Conditional use permit to allow a school. Case# 125 – 125 – R2 – 17



**Leperle Family Trust, Michael Garland & Ellen McDonald, 44 & 52 Haven Hill Road** (by Norway Plains Associates) Lot line revision. Case# 255 – 24&24-1 – A – 17

**LaPerle Family Trust, 52 Haven Hill Road** (by Norway Plains Associates) 10-Lot subdivision. Case# 255 – 24-1 – A – 17

**Dr. David Pak, 248 North Main Street** (by Norway Plains Associates) Site plan to construct 2,868 sq. ft. dental/medical office building. Case# 115 – 19 – R1 – 17

**WCS Development, LLC, 56 Whitehouse Road** (by Tritech Engineering Corp.) Amendment to an approved subdivision to allow overhead utilities. Case# 256 – 10 – A – 16

**Waste Management of NH, 90 Rochester Neck Road** (by Sanborn, Head & Assoc.) Preliminary site plan for a 58.6 acre expansion to the TLR-III refuse disposal facility. Case# 267 – 2&3 – RI – 17

**Sally York & Andrea Smith, 101 Rochester Hill Road & 2 Nola Avenue** (by Stonewall Surveying) Lot line revision. Case# 134 – 47&47-1 – R1 – 17

**Robert & Judith Gustafson, 136 & 140 Ten Rod Road** (by Norway Plains Associates) Lot line revision. Case# 217 – 1&3 – A – 17

**Richard Townsend, Jr., 30 Emerson Avenue** (by Geometres Blue Hills, LLC) Lot line revision. Case# 131 – 58&57-1 – R2 – 17

**CPJ Properties, LLC, 0 Milton Road** (by Berry Surveying & Engineering) Site plan for a junk yard and to construct a 45' x 70' warehouse. Case# 205 – 134 – HC – 17

**Metivier Family Trust, 685 Salmon Falls Road** (by Beals Assoc.) 40-Lot subdivision. Case# 224 – 310 – A – 17

**Robert & Judith Gustafson, 136 & 140 Ten Rod Road** (by Norway Plains Associates) Lot line revision. Case# 217 – 1&3 – A – 17

**Lois Erickson & Real Estate Advisors Inc., 603 Portland Street & 24 Jeremiah Lane** (by Berry Surveying & Engineering) Lot line revision. Case# 223 – 18&21 – R1/A – 17

## **PLANNING BOARD ACTIVITY**

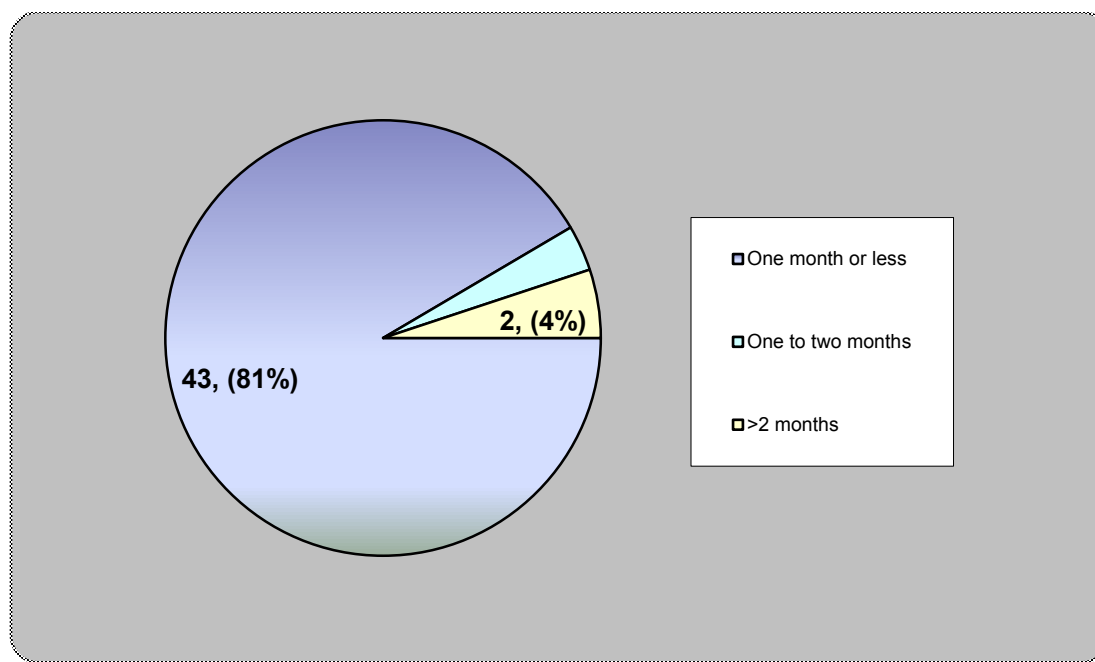
The Department and Planning Board acted upon the following projects.

### ***Planning Board applications (FY17)***

	<b>Total</b>	<b>Approved</b>	<b>Denied</b>	<b>Total Lots</b>	<b>Withdrawn</b>
Subdivisions	18	15	0	182	1
Lot Line Revisions	15	13	1	0	0
Site Plans	20	20	0	0	0
<b><i>TOTAL</i></b>	<b>53</b>	<b>48</b>	<b>1</b>	<b>182</b>	<b>1</b>

	<b>Total</b>	<b>Allowed without further review</b>	<b>Sent to PB</b>	<b>Withdrawn</b>
Minor Site Plan	2	2	0	0
Special Downtown	22	22	0	0
Day Care	0	0	0	0
Home Occupation	2	2	0	0
<b><i>TOTAL</i></b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0</b>

One month or less	43	81%
One to two months	8	15%
>2 months	2	4%



## **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, discussed a noise study for Spaulding Turnpike Open Tolling project, and also reviewed the monthly surety and inspections reports. The Board also discussed amendments to the Zoning Ordinance that were forwarded to the City Council for approval. These included amending the language for Accessory Dwellings, manufactured housing, definition of Tavern, and amendments to the Zoning Districts Map. The Board also held their annual retreat in January and discussed the following: The Planning Board roles, responsibilities, and procedures; the Technical Review Group role and responsibility; were given an update from the Economic Development Department; and discussed the use of Impact Fees. 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 also held discussions and gave input on the Capital Improvement Program (CIP) and the budget.

## **CHAPTER 42 AMENDMENTS**

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

- Zoning Ordinance Chapter 42.2 Def. 161; Chapter 42.20 (b), (9), A, iii; Chapter 42.20 (b), (10), C (Manufactured Housing)
- Zoning Map for the Granite State Industrial Park
- Zoning Ordinance Chapter 42.23 (b) and Table 18-A Residential Uses (Accessory Dwellings)
- Zoning Ordinance Chapter 42.2, b, 95, G (Definition of Tavern)

## **MASTER PLANS**

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 will be updating the Transportation Chapter of the Master Plan in the next fiscal year. In addition, the City will be proposing Impact Fee Methodologies in the next fiscal year so the City may require applicants/developers to pay impact fees to the City of Rochester. These impact fees may include School Impact Fees, Water Impact Fees, Sewer Impact Fees, Public Facilities Impact Fee, etc. The Downtown and Land Use Chapters are the chapters that the Planning Board will most likely be reviewing and amending after the Transportation Chapter is complete. There are funds in the CIP to help facilitate the completion of these chapters. There is a lot of work that needs to be done and we are looking forward to working with the Citizens of Rochester in the coming year to complete these projects

## **Arts and Culture Commission**

The Rochester Arts and Culture Commission elected two new members to the Commission Katie O'Connor Poet Laureate and Liz Tonkins-Agea from Granite State Choral Society. The other Arts and Culture Commission members include: Matt Wyatt (Chair), Michael Provost, 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 14, 2017 to celebrate the Rochester Arts Awards hosted by Rochester Arts and Culture Commission, The Granite State Choral Society performed, Poet Laureate Katie O'Connor read her poetry, Michael Provost Main Street Director was awarded a key to the city, and Economic Development featured speaker Jay Dick Senior Director State and Local Affairs Americans for Arts about the economic impact of the arts. This year's award recipients included Molly Meulenbroek and the Rochester Historic District Commission for their work on the renovation of the Rochester City Hall annex, a historic Wakefield Street building that was slated for demolition before they stepped in, theater production Scott Severance and the Rochester Opera House were recognized for "12 Angry Jurors", the Homeschool Theatre Guild for "The Jungle Book", and Millworks Theatre Troupe for "Fiddler On The Roof". Millworks' award was this year's winner of the People's Choice Award.

Awards were also given to visual artist James Chase, storyteller Joanne Piazzi, RiverStones Custom Framing, the Rochester Recreation Department, the Rochester Farmers Market, and Frisbie Memorial Hospital for various projects and initiatives. The Greater Rochester Chamber of Commerce was also recognized for its annual Christmas parade. Rochester Radar, a community arts and entertainment publication by Foster's Daily Democrat and Seacoast Media Group, also received an award.

The 5<sup>th</sup> Annual Rochester Arts Awards held in front of the Historic Opera House was the best attended to date with over 100 people. Special thanks to Economic Development Staff Jennifer Murphy-Aubin for arranging the catering and tent for the event.



Congratulations to Michael Provost! A key is one of the biggest honors a city can bestow and it's well deserved. Thanks for all you have done for the Rochester Museum of Fine Arts and the arts in Rochester.





## Historic District Commission

The Historic District Commission reviewed 21 applications from July 2016 until June 2017. The amount of projects going to the Historic District Commission increased by 14 projects from the previous year. The largest project was Rochester Performing Arts Center. 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; Sandra Keans (Council Rep.); and Rick Healey (Planning Rep.).

<b>Historic District Commission Application for Certificate of Approval July 2016-June 2017</b>				
<b>Applicant</b>	<b>Address</b>	<b>Proposed Activity</b>	<b>Status</b>	<b>Approval Date</b>
Mymobil	One Wakefield Street, Suite 11	Wall Sign	Completed	7/13/2016
Independence Financial Advisors	59 Main Street	Amendment for approved handicap access ramp	Completed	7/13/2016
Sundance Sign Company	One Wakefield Street,	Building signs plan	Completed	7/13/2016
Progressive Esthetics	107 North Main Street	Double sided projecting sign	Completed	8/10/2016
	One Wakefield Street	8 a/c units	Completed	8/10/2016
Rochester Community Recovery	48 North Main Street	Wall sign	Completed	10/12/2016
	19 Hanson Street	Replacement of entry door	Completed	10/12/2016
Downtowner	24 Museum Way	Wall signs	Completed	11/9/2016
Freedom Beauty Salon	7 Hanson Street	Projecting sign	Denied	12/14/2016
Collect-tiques	56 North Main Street	Wall sign	Completed	12/14/2016
Rochester Museum of Fine Arts	Downtown	James Chase murals	not completed	4/12/2017
Bennett Building	73 North Main Street	Façade color changes	Completed	4/12/2017
Rochester Opera House	31 Wakefield Street	two freestanding signs	Completed	4/12/2017
Sweet Peaches	16 North Main	Wall sign and window	Completed	4/12/2017

Candy's and Confections	Street	lettering		
Marilyn's Unique Boutique	10 South Main Street	Wall signs and paint color changes	Completed	4/12/17
RSA Reality, LLC	5 Museum Way	Freestanding sign and wall sign	Completed	4/12/2017
Puglife Smoke Shop	71 North Main Street	Wall sign	Completed	4/12/2017
Fresh Vibes Café	45 North Main Street	Projecting sign and vinyl lettering	Completed	5/10/2017
1st Congregational	68 South Main Street	Solar panels roof installation	Completed	5/10/2017
Rochester Performing Arts Center	32 North Main Street	Projecting sign	In process	6/14/2017
	One Wakefield Street	Façade changes residential on first floor	Withdrawn	6/14/2017

### **City Hall Annex Restoration**

The Historic District Commission also worked very hard over the last year to save the City Hall Annex building. Members played an active role in attending City Council meetings, NH Preservation Alliance meetings, and working with Oak Point Associates. This project has been financed in part with federal funds from the National Park Service, Department of the Interior, through the New Hampshire Division of Historical Resources. However, the contents and opinions expressed on this webpage do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. For more information on the project visit [City Hall Annex Restoration](#).

Special thanks to Molly Meulenbroek, Peter Bruckner, Sandra Keans, Martha Wingate, Marilyn Jones, and all others involved. Julian Long Grants Coordination on the project.

### **Certified Local Government Grant**

The City of Rochester Planning and Development Department applied for a New Hampshire Certified Local Government grant in January 2017. This grant application is for \$17,000 to create a cohesive set of design standards for Rochester Downtown Historic District. The Historic District Commission will play an active role in reviewing these design guidelines.

The goal of this project is to create comprehensive and clear standards and guidelines that describe the historical and architectural value of sites and structures within the District, and explains the HDC approval process and best practices in the methods and objectives of preserving, rehabilitating, restoring, and reconstructing historic buildings. This Design Guideline Manual must be concise, easy to understand, and establish a clear set of criteria to which the HDC will judge applications for a Certificate of Approval. The design of gateway, directional and interpretive signage will strengthen the presence of downtown as a historic site worthy of national designation.





*City councilors, Historic District Commission members, and others gather at the ribbon-cutting ceremony. (August 2017)*



*Mayor McCarley, city councilors, Historic District Commission members, and others gather at the groundbreaking ceremony. (August 2016)*



*A front view of the fully restored City Hall Annex building. (August 2017)*

## **Conservation Commission**

The Rochester Conservation Commission worked hard and accomplished a lot between July 2016 and July 2017. Sadly in March 2017 Conservation Commission Chairperson Deborah Shigo lost her battle with cancer; the loss of Deb's driving force to preserve land and encourage people to enjoy nature will continue to be felt locally and regionally.

### **Accomplishments;**

- Worked closely with South East Land Trust and Rochester City Council to obtain a purchase and sales agreement on an 160 acre easement on Gauthier Farm on Bernard Road; the required closing date is the end March 31, 2018, but an early date is being targeted
- Sponsored a day long "Conservation Easement Monitoring Training" workshop.
- Commission members attended natural resource based training workshops.
- Reviewed eight "Intent to Cut" applications.
- Reviewed five "Intent to Excavate" applications.
- Reviewed seven "NH DES Wetlands Dredge and Fill" applications.
- Met with, reviewed, and/or discussed twelve Planning Board applications that included proposed wetland and/or wetland buffer impacts.
- Walked the land of several of the proposed developments mentioned above.
- Responded to complaints regarding potential wetland violations.
- Communicated with property owners and land trust organizations that were interested in conserving land in Rochester. The extensive review processes included meeting with the landowner(s), completing Land Acquisition Criteria Evaluations (LACE), investigating funding options, conducting due diligence, having the properties appraised, etc....
- Successfully worked with City Council to amend the bylaws so that an additional alternate member can be allowed on the Commission.
- Continued collaborating with the Technical Review Group and Planning Board on application reviews.
- Met with developers and landowners in nonbinding sessions to provide direction prior to formal submission.
- Participated in monitoring of conservation easements.
- Worked with South East Land Trust and the Society for the Protection of NH's Forests on discovered easement violations.
- Provided input to Moose Mountain Regional Greenways master plan efforts.
- Worked with NH DES and National Guard on the proposed expansion of the National Guard property on Brock St.
- Jointly partnered with NH Fish & Game and Spaulding High School.



December 2016: Conservation Commission pausing to watch the pigs at Hope Farm while conducting a conservation easement monitoring walk.

## **NOTICE**

### **674:39-aa Restoration of Involuntarily Merged Lots. –**

#### **I. In this section:**

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2016.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be stopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

Respectfully submitted,

James B. Campbell,  
Director of Planning & Development



# **POLICE DEPARTMENT**





# **REPORT OF THE POLICE DEPARTMENT 2016-2017**

## **Overview**

Rochester consists of an approximate area of 46 square miles, with an estimated population of 30,000. Although very 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. The Department maintains a Police Explorer Post. This nationally recognized division of the Boy Scouts of America "explores" law enforcement careers with young adults.

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-board of Police Commissioner's elected by the citizens, serves the City. The citizens were represented by Commissioner Lucien Levesque, Commissioner Bruce Lindsay and Commissioner Derek Peters.

## **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 that is staffed 24 hours per day specializing in dispatching calls for service for Police, Fire and EMS.

**GOAL #1:** Continue development of positive relationships and improve public trust and confidence within the community through increased police presence and public education.

### **1. Maintain Presence in the Downtown**

- Increased bicycle and foot patrols
- Traffic/crosswalk enforcement
- Quality of life issues (bicycles, skateboards, loitering, etc)
- Bar checks/collaboration with Liquor Enforcement
- Engagement with the Main Street board

### **2. Participation in Outreach Programs**

- School reading/lunch programs
- DARE
- SRO classes in schools
- Senior safety
- Bridging the Gaps/Youth to Youth
- C.R.A.S.E
- Enhance outreach initiatives targeting substance abuse

### **3. Educate Public on Mission & Vision of Department**

- Citizen's Police Academy
- Continue to build the RUN program

- Collaborate and join with existing meetings, (PTA, Veteran's groups, church groups, etc.) to get our message out
- Social media
- Radio and video PSAs
- Improve/redesign website

**GOAL #2:** Decrease Property Crime and Foster a Safe Community

1. Disrupt Illegal Drug Activity

- Traffic enforcement
- Bicycle/Foot beats
- Field Interviews
- Partnership and collaboration with Strafford County Drug Task Force

2. Property Crime Reduction

- Increased reliance on Crime Analysis to include predictive analysis
- Target hardening education for residents/businesses
- Information sharing with business community through retail website
- Increased pawn shop information sharing/compliance checks

3. Traffic Safety

- Targeted enforcement based upon current and historical crash statistics
- Coordinated distracted driving enforcement
- Dedicated DWI patrols
- Educational PSAs

**GOAL #3:** Professional Development

1. Succession Planning

- Job shadowing
- Develop transition programs for each level of supervision
- Provide necessary training for all levels of supervision
- Provide leadership training for employees who have been identified as potential future leaders

2. Increase the capabilities of the Evidence Collection Team

- Explore grant opportunities for comprehensive full-team out of state training
- Actively seek in state training opportunities
- Explore hosted trainings to defray costs
- Develop a schedule for regular in house team training sessions

### 3. Career Development/Retention of Employees

- Utilize information gained in annual retention plans to schedule training for employees
- Develop a standardized training plan for new officers
- Monthly coaching/mentoring meetings with direct reports

### **GOALS AND OBJECTIVES LONG-TERM**

The City of Rochester is experiencing both residential and commercial growth. This growth brings increased service demands. With this in mind long term considerations are as follows

- Increase in staff positions to include, communications, sworn, and non-sworn personnel
- Increase in fleet
- Finish 3<sup>rd</sup> floor of the building for expansion purposes
- Parking lot expansion for police vehicles
- Maintain demographically represented police force
- Keep technologically current
- Consider regional partnerships

### **GOALS UPDATE**

The development of positive relationships to improve public trust and confidence is rooted in our community policing philosophy. This is accomplished by engaging the community through the many different programs implemented by the department. Outreach programs include

- Rochester United Neighborhoods
- Community Engagement Officer
- Crisis Intervention
- Citizens Police Academy
- Housing Officers
- School Resource Officers
- L.E.A.D. Program
- Explorers
- Project Good Morning
- Teen Night/Teen Travel Camp
- National Night Out
- Social Media
- Bridging the Gaps
- Diversion

Our philosophy of community policing is accomplished by community engagement through the many different programs that the department has implemented which are designed to build partnerships that strengthen relationships and build trust within the community.

Rochester United Neighborhoods Ward based program is part of the Department's community policing initiatives. It is a network of citizens and city officials committed to claiming ownership and responsibility for our neighborhoods thereby improving quality of life. The neighborhood or ward meetings help educate, inspire, motivate, and allow for people within neighborhoods to share information among one another and with the police department and other city officials. In this way problems are prevented, decreased or eliminated and residents are connected with existing resources, providing community activities to build relationships and promote neighborliness. The key to success is communication and coordination. There are many levels at which neighbors and citizens can get involved.

Working together RUN allows a community to establish shared visions and priorities, increase resources through collaboration and cooperation, and aim toward solving problems and implementing solutions; ultimately building a community.

Our use of social media presence continues to grow through the use of Facebook with posts of helpful tips, community meetings, information on wanted persons, as well as seeking information from our citizens. The Police Department website has been redesigned providing information for our residents and visitors to the City. We are always seeking ways to be not only efficient, but effective in service to our citizens.

Annually we have offered a Citizen's Police Academy. Citizen's Police Academy is a program designed to acquaint individuals who are not sworn police officers with the activities of their local police department. This program is intended to open the lines of communication between the Community and the Police Department. Through presentations by department employees, hands-on training, sit ins with dispatch and ride-a-longs with police officers, participants are exposed to the many facets of the Rochester Police Department over the 11 week program.

Proactive community engagement and enforcement in targeted areas of the City that included:

- Bicycle and foot patrols
- Low profile patrols
- Traffic stops
- Using resources of the Strafford County drug task force

In addition to proactive enforcement initiatives, prevention and education initiatives are an ongoing focus that includes:

- L.E.A.D Program
- Recovery Days
- Drug Take Back days
- Partnerships with Frisbie Hospital
  - Narcan program

- Community Access to Recovery
- Rochester Recovery Center

Foot patrols, bicycle patrols and use of the unmarked cruiser were used for education and enforcement of bicycle laws, pedestrian laws, skateboarding and crosswalk violations in the downtown. These are areas that the business community and pedestrians have indicated are important to them.

The focus of traffic safety and disrupting illegal drug activity in the community goes hand in hand. Using data collected from the Crime Analyst allows us to identify problem areas and more efficiently target our resources. We have seen a positive impact and will continue to employ this moving forward. Partnerships with the public help us make this the great City it is. The more information we can put into the hands of the community the more successful we are.

The introduction of the L.E.A.D. Program (Law Enforcement Against Drugs) replaced the long-standing DARE Program. L.E.A.D. is based on the program “too good for drugs, and has an adaptability that DARE did not.

## **Personnel**

The following personnel were hired to fill vacancies during this reporting period: Officer Nicole Mann, Officer Matthew Bailey, Officer William Robinson, Officer Hunter Roy, Officer Jason Plumb, Specialist Andrea Pumar, Specialist Ellen Spicer

The following personnel left employment during this reporting period: Off. Kyle Danie, Off. Paul Kusnierz, Off. Jennifer Arrajj, Sgt. Anthony Deluca (from FT), Off. John Harding, Chief Michael Allen, Off. Dominique Murphy, Officer Nicole Mann, Sgt. Scott Loignon, Off. John Bourque, Specialist Kristine Lavoie

## **Service Recognition:**

*Chief Theodore Blair Memorial Award:* This annual award was created in memory of former Police Chief Ted Blair to recognize that officer who best exhibits Chief Blair’s qualities including compassion, commitment, consistent display of respect for others, and a sense of humor. Chief Blair passed away in 1995 following a short but valiant fight with cancer. He dedicated his career to the City and left his mark on the Department and community. Officer Andrew Jackson was selected as the 15<sup>th</sup> annual recipient. The Blair family was on hand to assist with this presentation.

*Employees of the Year 2016:* The awards recognize police staff that show consistent work above and beyond throughout the year, and honors what they do to make the city safe. This year we combined the Communications Specialist and Support Person award. Candidates are nominated by their peers. Support: Specialist Jennifer Holman, Police Officer: Geoff Moore.

*Employees of the Month:* Officer Marc Cilley

*Lifesaving Awards:* Off. Gantert, Off. Seckendorf, Lt. Bossi, Off. Kimbrough, Off. D. Murphy, Off. Ja. Murphy, Off. Jeff Gagnon, Off. Marc Cilley, Civilian Aaron Goodwin

*McDonalds "Everyday Hero" and "Community Involvement" Awards:* Off. Jacob Garstin, Off. Keith MacKenzie, Off. Geoff Moore, Off. Charlie Pendlebury, Off. Kyle Danie, Off. Michael Miehle, Off. Thomas Powers.

*20 Years of Service:* Account Clerk Rhonda Young, Sgt. Jamey Balint

*Retirement:* The Department recognized the service and retirement of Sgt. Anthony Deluca from full time service, Off. John Harding and Chaplain Ronald Lachapelle.

*Retirement:* Chief Michael Allen noted he was fortunate and blessed to have had the opportunity to serve the City of Rochester for 28.5 years and as Chief for almost five years. Through forming of partnerships the Department was advanced and is being left better than it was previous to his tenure as Chief. He noted his appreciation to the Commission for their confidence and faith in him to do the job and he is proud to hand the reigns over and to see the Department move forward.

*Police Memorial Proclamation:* The Department was recognized with a proclamation from the Mayor during National Police Memorial Week in May.

*Promotions:* Deputy Chief Paul Toussaint promoted to Chief. Capt. Gary Boudreau promoted to Deputy Chief. Lieutenant Todd Pinkham promoted to Captain. Sergeant Jeremy Aucoin promoted to Lieutenant. Officer Scott Loignon promoted to Sergeant. Officer Jamey Balint promoted to Sergeant. Officer Marc Cilley promoted to Sergeant. Officer Michael Miehle promoted to Sergeant. Officer Thomas Powers promoted to Sergeant.

*Acknowledgments by Citizens or the Department:* The following officers and members, a few more than once, were thanked by the Department or by citizens for their assistance in the community. Chief Allen, Lt. Aucoin, Sgt. Babine, Sgt. Balint, Off. Ball, Specialist Behr, Off. Benjamin, Off. Bentz, Off. Blair, Lt. Bossi, Capt. Boudreau, Off. J. Bourque, Specialist Bowley, Off. Mark Brave, Sgt. Brinkman, Specialist Colwell, Off. Cilley, Sgt. Cost, Off. Danie, Specialist Devine, Sgt. Emerson, Off. Forrest, Det. Flathers, Det. Frechette, Off. Gagnon, Off. Gantert, Off. Garstin, Lt. Gould, Off. Harding, Off. Hatch, Specialist Holman, Off. Jackson, Off. Kimbrough, Specialist Knox, Off. Lambert, Det. Livingstone, Off. Loignon, Off. MacKenzie, Det. Mangum, Off. Marvin, Specialist McVay, Off. Miehle, Off. Moore, Specialist Moule, Det. Mundy, Off. D. Murphy, Off. J. Murphy, Specialist Neal, Off. Pendlebury, Capt. Pinkham, Off. Porfido, Off. Powers, Specialist Pumar, Det. Rousseau, Officer Seckendorf, Sgt. Smith, Capt. Thomas, Off. Turner, Off. Williams-Hurley, and Off. Worthley

*Honor Guard:* The Honor Guard was fortunate to present the colors for three Boston Sports teams including the Red Sox, the Bruins and the Celtics.

We note the passing of two former Police Commissioners during this period. Roger W. Beaudoin served as a Commissioner for twelve years, and James F. McManus, Jr. served as a

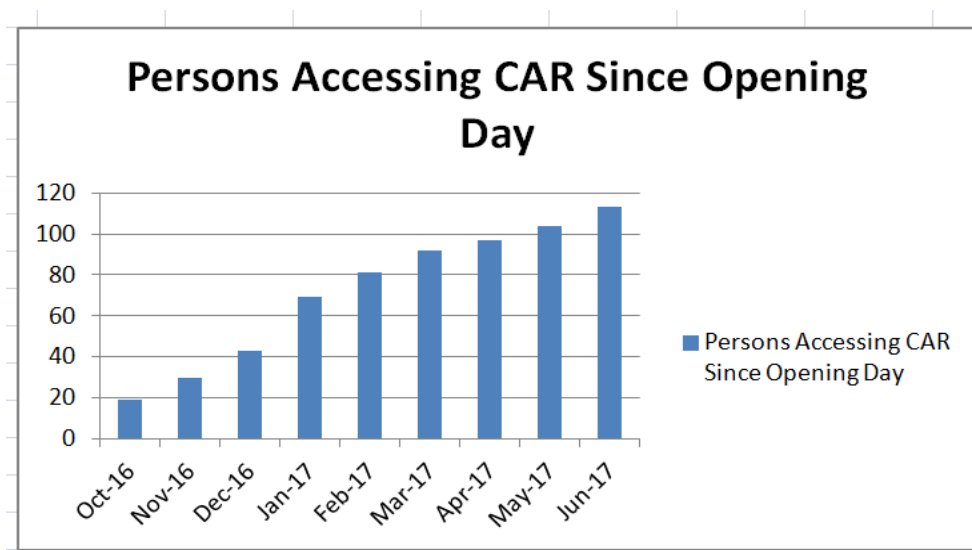
Commissioner for six years. Both supported advances in technology to keep the Department current.

## Other

We reported out last year on the community survey results and the priority placed on addressing the opioid crisis. This is an epidemic that is gripping the nation and has reached heights we have not seen. We know we cannot arrest our way out of this. Instead we are using an approach that is layered with enforcement, education and outreach, as well as other areas of medical treatment.

The partnership we have with Frisbie Hospital is important in our mission. The City of Rochester in partnership with Frisbie Hospital put Narcan (naloxone) in the hands of law enforcement by training officers at the health provider status for CPR. This is a resource we are thankful to have if we need it. We trained all officers in compassion fatigue to understand addiction and the cycle and science of what happens to the drug addicted brain and to give them tools they can use to talk to people to move them toward treatment. It helps them also to work with families torn apart by this issue. Many with addiction disease have a co occurring mental health disorder that is an important component to services

Frisbie Hospital opened a recovery center at the Roberge Center [[www.rochesterrecovery.com](http://www.rochesterrecovery.com)]  
The Recovery center has been open since October of 2016. It had been one of the missing links to our overall strategy targeting the epidemic in our community. The following graph shows the number of persons using the Recovery Center since the opening.



The Bridging the Gaps Coalition is a collaboration in the community to address drug and alcohol prevention. They look to identify the root causes of abuse and how can we change them, either through environmental, attitudes, standards and perception. With Bridging the Gaps we partner with the Drug Enforcement Administration at Drug Take Back days, where unused and expired medications are collected and removed from circulation.



Year end comp stat overview. We compared this year to five years ago to measure our process. It is unrealistic to think that we will put up the same numbers every year. We stayed level with last year, without losing anything. We are always looking at the way we do things to make us more efficient.

Our biggest issue this past year has been the drug crisis. In 2016 we saw a 21% increase in overdoses and a 90% increase in fatalities. This illustrates the importance of getting on board with recovery programs. We have a three-prong approach, starting with the L.E.A.D. program in our elementary, middle and high schools. We also have the Bridging the Gaps coalition and programming to prevent future generations from going down the same road. Then we have the recovery aspect. There is still a traditional place for law enforcement in this. The recovery process is not a quick fix. Some will start on the road to recovery and never make it. However, any way we can help is an asset to the community.

Staffing has been a challenge the first six months of 2017. We have been down ten patrol positions. Replacements have been hired and conditional offers given for other positions. Officers going to the Academy in August of 2017 will not be available to work solo patrol until the Spring of 2018.

### **Commentary**

Our fiscal year accomplishments are a direct credit to the staff, Police Commission and the City Council for the funding and support of various projects and programs. I am proud of the accomplishments of the men and women of our department. The Department has built stronger relationships and enhanced the level of trust between the police and the community; improving the quality of life. The support of our citizens is paramount to our success.

Respectfully Submitted,

Chief Paul R. Toussaint



# **PUBLIC WORKS DEPARTMENT**



## **REPORT OF THE PUBLIC WORKS DEPARTMENT July 1, 2016 through June 30, 2017**

The Public Works Department is committed to providing quality of life to approximately 30,000 City residents. The goal of maintaining and improving the safety, health, and welfare of residents is accomplished by providing clean water, treating sewage, maintaining roads, sidewalks, public buildings, pools, and parks. This department's employees are dedicated to meeting the day to day challenges and finding solutions to complex problems arising as the City grows.

The Department of Public Works supports the Main Street Organization in the downtown area with many projects, committees and festivals, and also assists the Chamber of Commerce with the planning of their many events, including the Christmas Parade and annual Christmas Tree lighting ceremony.

The Department managed the regional household hazardous waste collection effort. This annual collection event hosts 10 communities and is funded in part by a grant from NHDES. The actual household hazardous waste collection took place on May 6, 2017, at a site provided by Waste Management of New Hampshire. This event was staffed by a collaboration of Rochester DPW Office personnel and WM field representatives. This year our record number of participants climbed again as we were able to process 376 vehicles that came to drop off hazardous waste items.

The Christmas tree for our 2016 Downtown Holiday display was donated by Donna and David Bogan of 3 Page Street in Rochester. The Bogans stated that the beautiful blue fir was planted with their son Brandon in 1994 the same year they purchased the home, but it had grown too large for their lawn. Urban Tree Service and SUR Construction donated their time and equipment to assist DPW Staff to erect the tree downtown. The art students from the Rochester Middle School Special Education Department, the St. Elizabeth Seton School, The Rochester Childcare Center and Jack & Jill Preschool made the decorations that were laminated and strung by the vocational students at the Monarch School of New England students.



**DPW, SUR & Urban Tree Setting the 2016 Christmas Tree up on the Island**

The 2016-2017 winter season supplied us with above average snow fall. The first snow fall was in December and the last snow event occurred in April. The season snow fall total was approximately 78 inches. This was more than double the previous year's total. There were an estimated 43 treatable events.

### **Personnel Summary:**

The staffing in this multi-division department is ever changing as staff retires and promotions happen internally. Currently this Department has 59 full time employees and 6 part time employees. Nathaniel Mears was hired as the Municipal Service Supervisor of the Utilities Division, Jim Quinn was re-hired as a Meter Technician, Dan Camara was hired as the GIS/Asset Management Technician and Matt Russell transferred from Buildings & Grounds to Meter Technician.

### **HIGHWAY/FLEET DIVISION**

The Highway/Fleet Division is dedicated to ensuring the City's streets are maintained in the best possible condition within funding constraints. Responsibilities include maintaining all paved and gravel roads, sidewalks, pavement markings, traffic signals, street trees, drainage facilities, as well as insuring that the public works fleet of vehicles and equipment are in good functioning order.

This Division supported the Pavement Rehabilitation Program by shimming roadways as follows. Margaret Street, McIntyre Court and Bradley Court received full shims. The poor sections of Salmon Falls Road, Hansonville Road, Flagg Road, Four Rod Road, Estes Rd, Spaulding Ave., and Winkley Farm Lane were ground out and repaved. Highway Division worked with the Northeast Railroad Company to pave the Wakefield Street railroad crossing. Staff additionally supported of the pavement rehabilitation program by redefining ditch lines, trimming back brush and graveling shoulders on numerous streets. Staff installed a new drainage system on Snow Street including 300 feet of 12" pipe and 3 catch basin structures. A 12" culvert was replaced on Peaslee Road. Guardrails were repaired on Salmon Falls Road, Sterling Drive, and Ebony Drive.



**Highway Dept. filling & loaming Tessier Drive ditch line**

## **BUILDINGS & GROUNDS DIVISION**

The Buildings and Grounds division has the responsibility for maintenance on ten city buildings, several parks, and four pools. This staff works hard to keep them all in the best condition possible. During 2016-2017 the Buildings and Grounds Department worked on various projects throughout the City of Rochester including grounds maintenance, service calls for building maintenance, set up and take down of voting at 6 wards and snow removal for the city buildings, parking lots and walkways.

In the fall of 2016 using a grant from Waste Management (WM), the Buildings & Grounds Staff worked with WM personnel and the Main Street Organization to install dog waste stations at 3 locations, and to replace the stone dust in the walkways at the Rochester Common. Staff coordinated with vendors to install new carpet at Central Fire, the Police Department, and the Revenue Building. Staff also painted the Police Department Offices, common areas, and all bathrooms on the second floor. The Community Center continues to house the NH Department of Health and Human Service, the Rochester School Department Administrative Services, the Alternative School and the Hope School as well as many other private and nonprofit agencies.



**Waste Management and City Buildings & Grounds Staff working together to replace stone dust at Commons**

## **ENGINEERING DIVISION**

The DPW Engineering staff reviewed and oversaw private developments within the City. The Engineers reviewed and issued 87 driveway permits, 70 excavation permits, 84 storm water permits, 83 Water Connection permits and 68 Sewer Connection Permits. These permits were all processed through the City's new electronic permitting software ViewPermit.

The City's new GIS/Asset Management Technician has been locating and digitizing City-maintained utility networks including Sewer, Water, and Stormwater drainage. He has also developed tablet-based methods for keeping track of routine inspections, maintenance, and repairs of assets such as stormwater catch basins, sewer manholes, sewer pump stations, fire hydrants, water valves, and water service curb stops. Public Works staff is now able to view a series of online webmaps in order to review and better plan for future asset management needs. In addition to asset management-related efforts, the GIS/Asset Management Technician has created numerous maps for meetings and other project planning-related efforts.

**The General Fund Capital Improvement Plan Projects completed for both the Highway and Buildings and Grounds divisions during this fiscal year included the following:**

- Catherine St./Sheridan Ave./Knight St. Area Improvements: Final pavement overlays were completed in July 2016. Final items, including roadway striping, were completed in early August 2016.
- Lowell Street Culvert: Drainage improvements in the area, improvements to the riprap slope on the southeastern side of the culvert, roadway paving in the area, and guardrail replacement in the area of the culvert were all completed in August 2016
- Milton Road/Flat Rock Bridge Road Intersection Improvements: Construction was completed in September of 2016.
- Columbus Avenue Parking Lot Expansion was completed in September 2016.
- Rochester Public Library – 2 Roof top HVAC units were replaced
- Central Fire Station – New Boiler and HVAC Equipment was installed.
- Police Station – a new fire suppression system was installed in the server room.
- Security Camera Systems– The Community Center and the Hanson Pines camera security systems were upgraded.
- Rochester Reservoir East End Dam Modifications: Construction is substantially complete. Final items were completed in April 2017.
- Pavement Maintenance & Rehabilitation: Final paving of Lowell Street was completed in May 2017. Whitehouse Road was shim paved to get through the next two seasons while Unitil replaces gas mains lines.
- Salmon Falls Rd. HSIP Curve Softening Project: Construction of this project was completed in June 2017.
- The Vehicle Replacement Purchases were as follows:
  - Highway Division – This division purchased a new 2017 Chevrolet 3500 1 ton truck double cab to replace vehicle number 21 and two 2017 Mack Six Wheel Dump Trucks to replace vehicle no.'s 18 and 54. Sewer Division –The sewer fund purchased a new 2017 Chevrolet 3500 1 ton truck regular cab to replace vehicle number 42. Water Division – The water fund purchased a new 2017 Chevrolet 1 ton truck double cab to replace vehicle number 53.



## WATER DIVISION

*“And it never failed that during the dry years the people forgot about the rich years, and during the wet years they lost all memory of the dry years.”*

*- John Steinbeck*



**Due to the conservation efforts of our customers and the proactive management of our water supply, we maintained safe and plentiful drinking water during the 2016 drought.**

From the source to the tap the City of Rochester Water Treatment Facility Staff and the Utility Maintenance Staff are committed to providing our customers with the highest quality drinking water that meets or exceeds state and federal requirements.

This division listens, acknowledges, responds, takes action, reports and follows up with all aspects of operations. Operators and Utility Technicians are required to maintain certifications and participate in training programs throughout the year. We rely on instrumentation, equipment and training, along with communication from our customers, for successful operations.

The City operates and monitors the water system 24 hours per day, seven days per week to produce and deliver high quality drinking water through 125 miles of water main, 3 storage tanks, and 6 pumping stations to approximately 7500 service connections. The Surface Water Treatment Facility at 64 Strafford Road can treat and filter 4.5 million gallons per day and produced approximately 698 million gallons of water. The Groundwater Treatment Plant at 157 Farmington Road can treat 0.9 million gallons per day and produced approximately 49 million gallons of drinking water, for a total of 747 million gallons delivered to the City. Finished water typically enters the distribution system at less than 0.030NTU, 0ptcu, <1.9mg/l TOC, 7.3 pH, 1.60 mg/l free chlorine,

0.03 mg/L manganese, and a hardness of 20-30 mg/l. Annually we conduct tests for over 175 drinking water compounds and sample continuously throughout the distribution system. Additional information is available in our annual water quality report and system overview pamphlet.

This division operates at or below projected O&M costs, due to the skill, planning, effort, and training of our innovative and dedicated staff. Maintenance and efficiency remain a primary focus for the staff, who are invested in the customers, department, and each other.

Aging infrastructure presents challenges to drinking water safety, and continual improvement is needed to maintain the quality of life we desire for today and for the future. This year the water division conducted significant maintenance and infrastructure improvements at the Washington Street and Industrial Way Booster Pump stations, Raw Water Air Scour System, Flocculator Basins, Cocheco Well blower motors, and the East End Dam. We performed water main replacement; hydrant repairs; valve exercising; and service and distribution leak repairs.

Major projects completed include the installation of a new Raw Water Transmission Main connecting Rochester Reservoir and Round Pond, as well as the reinforcement and regrading of the East End Dam.

The division's customer outreach and engagement efforts included hosting the first NHWWA meeting technical meeting since the commissioning and groundbreaking tour of the original facility in 1987, marking 30 years of technological improvements and commitment to providing safe drinking water to the community. The meeting included a tour of the updated facility and presentations on the history of the Rochester Water System, watershed management, and GIS/asset management initiatives.

Staff hosted visits from Spaulding High School students and local residents; distributed household hazardous waste flyer to our neighboring communities; and published additional promotional literature. Zeke Lapierre was promoted to Lead Treatment Operator. Chief Operator Ian Rohrbacher was elected President of the New Hampshire Water Works Association and represented all of New Hampshire's drinking water providers at the AWWA's annual meeting in Washington, DC, where he had a chance to discuss water-related issues with New Hampshire's representatives in Congress as well as water works professionals from around the country.

When considering the high value we place on water, it is truly a bargain to have water service that protects public health, fights fires, supports businesses and the economy, and provides us with the high-quality of life we enjoy. Your water is a valuable, plentiful, and cost effective resource. Please contact us if you are interested in a tour of the facilities or have questions on water quality and our treatment and supply systems.



**East End Dam Regrading**

### **SEWER DIVISION**

Facility Name: Rochester Wastewater Treatment Facility

Contact Information: Peter Nourse P.E., Director of City Services: (603) 332-4096

Michael Bezanson P.E., City Engineer: (603) 332-4096

David Green, Chief Operator: (603) 332-8950

Permit: National Pollutant Discharge Elimination System (NPDES) Permit No. NH0100668

The Department of Public Works Wastewater Treatment Facility and Utility Maintenance Division is dedicated to the collection and treatment of wastewater that flows into the facility from Rochester, East Rochester and Gonic and to deliver a clean, clear and safe effluent into the Cocheco River.

The present day advanced Wastewater Treatment Facility is designed to treat an average flow of 5.030 million gallons per day (mgd) with a peak design flow of 16 million gallons per day (mgd). The City operates under the strict effluent limitations and monitoring requirements contained in the July 23, 1997 National Pollution Discharge Elimination System (NPDES) Permit issued by the U.S. Environmental Protection Agency.

### Capital Projects:

- We continue to be an active member of the Great Bay Estuary Coalition. The goal of this coalition is to ensure the issuance of new NPDES Permits with necessary and attainable scientifically based permitted levels for the participating local communities and all of the 44 communities that are regulated within the watershed.
- River Street Pump Station upgrade design is in progress.
- Construction was completed at the Western Avenue Pump Station.
- Aeration basin diffuser replacement was completed.
- Wastewater Treatment Facility continues to implement process control strategies to reduce Total Nitrogen and Total Phosphorous with existing infrastructure. We have had positive results as we have achieved > 80% & > 70% respectively in both parameters. We are constantly looking for alternative treatment methods to help us achieve affordable and sustainable treatment.

The sewer division continues to work in coordination with other divisions and consultants on many projects throughout the City to include wastewater treatment, collection systems, 28 pumping stations, storm water and the industrial pretreatment program. The employees in this division continue to increase their knowledge and certification levels in both treatment and collection systems.

The Wastewater Treatment Facility treated 1,189,298,000 gallons of wastewater. The average daily effluent flow was 3,258,351 gallons. The facility continues to produce a high quality effluent and is running extremely well as we have removed 409,808 pounds of CBOD (97.3%) and 692,606 pounds of TSS (97.5%). We have also received and treated 1,275,750 gallons of septage.

**You Can Help Us:** Did you know that you play an important part in keeping the wastewater system working properly? We can't do it alone, so please read over the **DO's** and **DON'Ts** below:

- **DO** collect fat, oils and grease (FOG) in a container and dispose of it in the trash. Please **DO NOT** pour them down the drain. FOG clogs plumbing and can result in wastewater backing up into your home, or cause overflows in the collection system.
- **DO** place things such as personal hygiene products, diapers and wipes in the trash can.
- **DO NOT** flush plastics or wipes as these products can cause backups in the wastewater system or clog pumps that transfer wastewater to the treatment facility. This could cause wastewater to backup into your home, or cause overflows in the collection system.
- **DO** place food scraps in the trash. Use garbage disposals as little as possible.
- **DO NOT** pour hazardous materials such as paint, pesticides, and herbicides down the drain.
- **DO** use only phosphate free detergents and cleaners.
-



- **DO** you know where your basement sump pump discharges to?
- **DO NOT** discharge to the City wastewater system this is a big ‘**no-no**’! Hydraulically overloading the wastewater system can result in wastewater backing up into your home, or cause overflows in the collection system. The ‘good citizen’ (and legal) thing to do is to have the sump pump discharge to the exterior of your home.



**New Western Ave. Pump Station**



**Aeration Basin #2**



## **RECREATION & ARENA**





## **Recreation & Arena Program Overview**

Rochester Recreation & Arena offered the community over 45 different programs during 2016-2017. Our programs continue to offer recreational opportunities for preschool age through senior citizens, encouraging everyone to get out, get active and get connected!

Program participation numbers continued to support the pursuit of our mission to provide programs, services and facilities that promote a healthy lifestyle and foster meaningful community connections. Our department's 2011 Master Plan and Recreation & Arena Advisory Commission remain sources of guidance, insight and inspiration.

Over all program participation grew by 10% from the previous year. A handful of new programs were offered, but this increase is greatly due to reinvigoration and growth of existing programs that the community has embraced and desired.

### **Facilities**

Per the guidance of our Master Plan, construction on the Community Center Gym satellite office and Rochester Arena office space began in the late winter of 2016. The satellite office at the gymnasium has been completed and usage began during June of 2016 as a summer camp and open gym headquarters. Finishing details are being completed on both spaces and full staff utilization is expected fall of 2017.

The Rochester Arena and the Rochester Community Center continue to be highly utilized by the community through our department's program offerings and facility rental opportunities. Both of our facilities offer individuals and organizations environments to collaborate, exercise, celebrate and recreate.

<b>Facility Usage Highlights 2016-2017</b>	<b># of Hours</b>
Rochester Arena	
Contracted Ice Customers	1,400
Non-Ice Programs & Rentals	574
Rochester Community Center	
School Department Programs	2,230
Recreation Department Programs	1,600
Outside Agencies & Organizations	1,586
Local & State Government Agencies	267

### **Community Connections**

A large emphasis during the 2016-2017 was placed on building and strengthening community connections on family, individual and organizational levels. These programs have intentionally been designed to promote opportunities and environments where individuals and families can easily create relationships with each other and with local organizations.

Senior citizen program participation rates remain consistent to the previous year. Our Senior Breakfasts continue to bring in large numbers and have become a monthly routine. As intended, seniors who attend this event learn about our other offerings and often become more involved. At these gatherings seniors have the opportunity to meet new friends, connect with neighbors and form relationships with Rochester Recreation and Rochester Police Department staff.

In April of 2016 our department created an initiative called Community Coffee. This monthly meeting is designed to connect the various agencies that work inside the Rochester Community Center. Participation was very strong, with 5-10 agencies attending each month. These meetings have helped to create a sense of community within the building and have lead to multiple collaborations across the many organizations that are housed here. Our department is proud to be the hub of this community networking and resource sharing.

As indicated in our Master Plan, family focused programming remains a top priority. Family oriented programs and events like Parent-Child Open Gym, Parent-Child Stick & Puck, Parent-Child Valentine's Dance, Fishing Derby, and the King Pine Ski Program are all offerings that provide Rochester families structured activities and environments to connect with their kin and make new friends. Creative marketing and increased outreach efforts helped to increase our family program participation by 9%, 500 more participants, from the previous year.

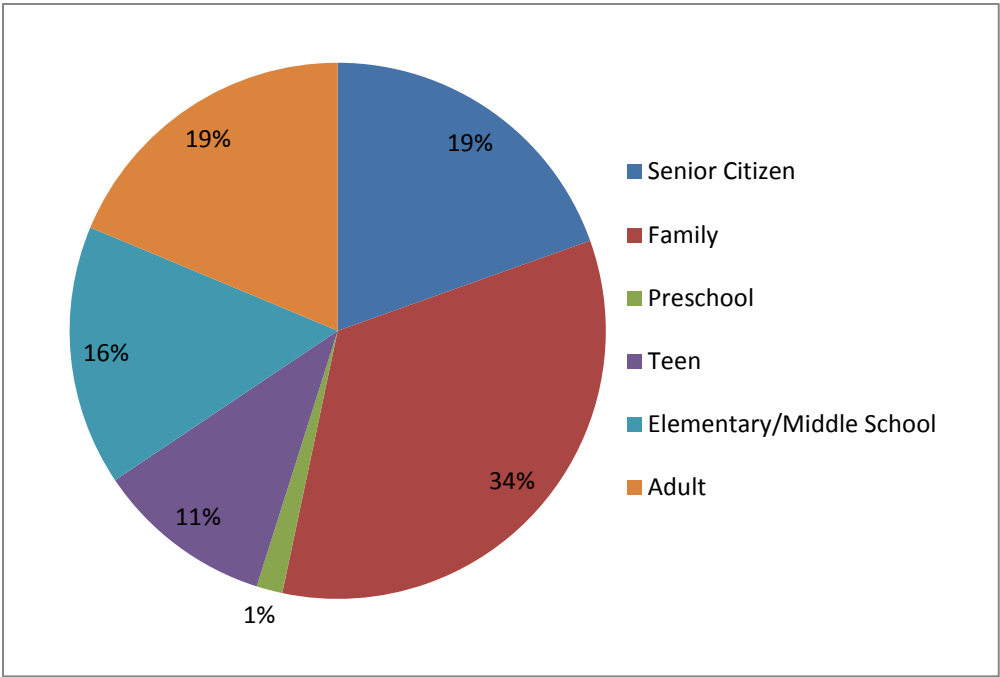
### **Department Technology**

Our department purchased a new registration and facility software system in June of 2016. All of our program registrations and facility rentals are now processed through this new system, dramatically decreasing our reliance on paper materials. Currently our new system has registered over 800 family and organization accounts and over 1600 individual customer accounts. This embrace of technology has significantly increase Rochester Recreation & Arena's efficiency, record keeping and data tracking abilities. We look forward to continuing to grow our data base of customers over the upcoming year.

### **Conclusion**

The 2016-2017 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 2017-2018 year.

2016-2017 Program Participation





# **SCHOOL DEPARTMENT**



# **REPORT OF THE SUPERINTENDENT OF SCHOOLS**

## **2016-2017 (period 7/1/2016 to 6/30/17)**

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

The Rochester School Department works every day to reach our mission of ensuring quality educational experiences for all students.

### ***Instructional Improvements***

The Rochester Middle School has begun personalized learning training for staff. The plan is to develop instructional strategies that go along with a one to one computing grant. This grant was implemented beginning in December 2016. The personalized learning training will continue for five other schools in 2017-2018.

Spaulding High School has begun to offer more opportunities for students to earn college credit while in High School. In conjunction with various colleges, credits are offered for dual enrollment college and high school credit. The number of dual enrollment credits has increased from 75 credits in 2014, to 130 in 2015 to 239 in 2016. It appears the 2016-2017 number will continue to increase. The target is for every student to earn college credit, or have an internship before graduating from high school.

### ***Facilities***

The District has begun Honeywell Phase III Energy Savings Program. This program reduces energy use by sealing up doors and windows, replacing HVAC equipment that needs to be replaced, and remotely shutting off electronic equipment. The energy savings produce a payback for the expenses, by savings in the operating budget to offset the bond payments.

Phase II Solar Energy Implementation was complete in December of 2016 with solar arrays on East Rochester School, McClelland, Rochester Middle, Spaulding High School and the Tech Center. The solar arrays are estimated to save \$30,000 per year in operating costs, and with district expenses.

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

**Table 1: Special Education Revenue**

	2014-2015	2015-2016	2016-2017
Tuition from other districts	\$ 152,772.76	\$78,885.56	\$16,401.92
Tuition for foster children	0.00	0.00	0.00
Catastrophic Aid (State)	208,339.07	374,597.16	448,177.01
Medicaid Reimbursement (Federal)	852,114.22	816,315.05	1,256,844.11
Special Education Grants (Federal)	1,049,206.27	1,197,560.40	1,163,712.44

**Table 2: Special Education Expenditures**

	2014-2015	2015-2016	2016-2017
Salaries and Benefits	\$11,580,928.72	\$11,514,851.40	\$11,820,555.65
Tuition and Contracted Services	2,111,779.45	2,716,336.42	3,265,031.04
Supplies and Equipment	70,796.87	80,861.37	60,078.71
Other expenses	75,615.42	65,683.23	69,830.37
Special Area Administrative Services	1,401,228.97	1,523,021.50	1,638,814.36
Transportation	913,747.86	1,002,740.39	1,085,944.51

**Table 3: Revenue to Expenditure Analysis**

	2014-2015	2015-2016	2016-2017
Total Revenues	\$2,262,432.32	\$2,467,358.16	\$2,885,135.48
Total Expenditures	16,154,097.29	16,903,494.31	17,940,254.64
Net Local Cost	15,104,891.07	14,436,136.15	16,776,542.20

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

	2014-2015	2015-2016	2016-2017
Federal Sources	11.77%	11.91%	13.49 %
State Sources	1.29%	2.22%	2.50 %
Other Sources	.95%	.47%	.09 %
Local Property Tax	85.99%	85.4%	83.92 %



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

**July 1, 2016 – June 30, 2017**

<b>Seat</b>	<b>Member</b>
Ward 1	Jennifer Bryant Audrey Stevens
Ward 2	Amy Malone Raymond Turner
Ward 3	Julie Brown Matthew Pappas
Ward 4	Travis Allen Nichole Guptel
Ward 5	Karen Stokes Paul Lynch
Ward 6	Thomas O'Connor Robert Watson
At-Large	Thomas J. Jean

***STANDING COMMITTEES***  
**July 1, 2016 – June 30, 2017**

**Building**

Audrey Stevens, Chair  
Thomas J. Jean, Vice-Chair  
Jennifer Bryant  
Nichole Guptel  
Paul Lynch

**Discipline**

Julie Brown, Chair  
Rotating (Quarterly), Vice-Chair  
Rotating Member

**Finance**

Paul Lynch, Chair  
Matthew Pappas, Vice-Chair  
Julie Brown  
Jennifer Bryant  
Thomas J. Jean  
Audrey Stevens  
Karen Stokes  
Robert Watson

**Instruction**

Robert Watson, Chair  
Matthew Pappas, Vice-Chair  
Amy Malone  
Thomas O'Connor  
Karen Stokes

**Personnel**

Jennifer Bryant, Chair  
Audrey Stevens, Vice-Chair  
Julie Brown  
Nichole Guptel

**Policy**

Thomas O'Connor, Chair  
Matthew Pappas, Vice-Chair  
Travis Allen  
Raymond Turner  
Robert Watson

**Special Services**

Karen Stokes, Chair  
Robert Watson, Vice-Chair  
Travis Allen  
Amy Malone  
Thomas O'Connor  
Raymond Turner

### ***CENTRAL OFFICE ADMINISTRATORS***

Michael L. Hopkins, Superintendent of Schools  
Kyle Repucci, Assistant Superintendent of Schools  
Linda Casey, Business Administrator  
Christiane Allison, Director of Pupil Services  
Michele Halligan-Foley, Safe Schools/Healthy Students Project Director  
Heidi Zollman, Curriculum, Instruction, and Assessment Coordinator  
Kathleen Cotton, Curriculum, Instruction, and Assessment Coordinator  
Stephen LeClair, Title I Director  
David Yasenchock, Chief Technology Coordinator  
Richard Bickford, Facilities Manager

### ***PRINCIPALS***

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

### ***ASSISTANT PRINCIPALS***

Sean Peschel, RW Creteau Technology Director  
Jenna Kotsonis, Spaulding High School  
Chad Strout, Spaulding High School  
Joanne Houston – Dean of Students, Spaulding High School  
Peggy Leary, Rochester Middle School  
Sonya L'Heureux, Rochester Middle School  
Susan Howard, Chamberlain Street School  
Barbara Kelly, McClelland School  
Deborah Brooks, William Allen School

### ***SCHOOL NURSES***

Nancy Graham, RN (Co-Department Head)  
Stephanie McSharry, RN (Co-Department Head)  
Christine Ballentine, RN  
Corrine Brown, RN  
Christine Comeau, RN  
Alicia Hopkins, RN  
Robin Hutchins, RN  
Jennifer Saucier, RN  
Tracey Tibbetts, RN  
Bethann Welch, RN



# **TAX COLLECTOR**



REPORT OF THE TAX COLLECTORS DEPARTMENT  
2016-2017

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 2017 we liened approximately 501 properties totaling \$1,386,625.27.

The Tax Collector's office also processes auto registrations. In 2016-2017 we processed approximately 36,982 registrations totaling \$4,994,861.40. We collected \$64,464.00 in Municipal Agent fees.

In our office we also accept debit/credit cards and in 2017 we processed approximately \$1,426,871.24 in auto, tax & water payments.

We collected on approximately 29,795 water & sewer bills.

Revenues collected by the Tax Collector's Office:

Total Warrant	58,196,003.00
Timber & Gravel Tax	30,750.04
Int Delinquent Taxes	601,048.33
Chg Tax for CU Removal	169,805.00
Motor Vehicle Permits	4,994,861.40
Water	3,740,774.66
Sewer	4,380,114.91

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





# **WELFARE DEPARTMENT**



## **REPORT OF THE WELFARE DEPARTMENT 2016-2017**

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 \$189,450.00 for direct assistance for fiscal year 2016-2017. A total of \$121,683.35 was expended for emergency assistance. City Welfare assisted 246 families and 149 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. As indicated, Rochester's average market rental rates remain lower compared to more southern seacoast area communities. However, Rochester rental rates continued experiencing noticeable increases during fiscal year 2016-2017.

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 1 year.

City Welfare works closely with local homeless shelters, including the *Homeless Center for Strafford County* located in Gonic, 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 neighbors in need during challenging economic times. Their belief in neighbor helping neighbor is testament to the spirit and goodwill of Rochester residents.

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

Burial.....	\$6,500.00
Electricity .....	\$7,071.75
Fuel Heating.....	\$611.44
Mortgage .....	\$495.00
Prescriptions.....	\$411.35
Rent .....	\$43,370.37
Temporary Shelter (motel).....	\$18,460.50
Transportation .....	\$33.00
<b>TOTAL</b>	<b>\$76,952.91</b>

### **Issuance of General Assistance for Individuals**

Burial.....	\$11,035.00
Electricity .....	\$1,499.95
Fuel Heating.....	\$796.49
Mortgage .....	\$499.00
Prescriptions.....	\$ .00
Rent .....	\$28,569.50
Temporary Shelter (motel).....	\$1,580.00
Transportation .....	\$110.00
<b>TOTAL</b>	<b>\$44,080.44</b>

Average cost per case/Family: **\$312.82**

Single: **\$295.84**

Total vouchers issued: **\$121,683.35**

Reimbursements: **\$3,072.82**

I would like to thank the following team members for their dedicated service to this office: Secretary III Gail Galloway, (35 years of service,) Social Worker, Nancy Poulin and Welfare Intake Worker, Regina Lytle. Their dedication through this challenging year and commitment to our mission has been greatly appreciated.

Respectfully submitted,

Todd M. Marsh  
Welfare Director



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# Chapter

# 5

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In this Chapter:

Auditor's Report  
TIF Reports  
Trustees of the Trust Funds Report





# **ANNUAL AUDIT**



**CITY OF ROCHESTER, NEW HAMPSHIRE**

**Annual Financial Statements**

**For the Year Ended June 30, 2017**

City of Rochester, New Hampshire

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## INDEPENDENT AUDITORS' REPORT

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

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Rochester, New Hampshire, as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk

assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Rochester, New Hampshire, as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows thereof, and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, and the Pension and OPEB schedules appearing on pages 53 to 55 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated January 24, 2018 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

*Melanson Heath*

January 24, 2018



## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

As management of the City of Rochester, we offer readers this narrative overview and analysis of the financial activities of the City of Rochester for the fiscal year ended June 30, 2017.

### **A. OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, liabilities, and deferred outflows/inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, highways and streets, education, health and welfare, culture and recreation, community development, community services, and conservation. The business-type activities include water, sewer and arena activities.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Proprietary funds.** Proprietary fund reporting focuses on the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. The proprietary fund category includes enterprise and internal service funds.

Enterprise funds are used to report activity for which a fee is charged to external users, and must be used when one of the following criteria are met: (1) activity is financed with debt that is secured solely by a pledge of the net revenues from fees and charges, (2) laws or regulations require the activity's costs of providing services be recovered with fees and charges, and (3) the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs such as depreciation or debt service. The primary focus on these criteria is on fees charged to external users. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements, only in more detail. Specifically, enterprise funds are used to account for water, sewer and arena operations, which are considered to be major funds.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

## B. FINANCIAL HIGHLIGHTS

- As of the close of the current fiscal year, the total of assets and deferred outflows exceeded liabilities and deferred inflows by \$75,801,428 (i.e., net position), a change of \$288,119 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$17,937,877, a change of \$3,606,488 in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$16,559,106, a change of \$212,574 in comparison to the prior year.

## C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

	NET POSITION					
	Governmental Assets		Business-Type Activities		Total	
	2017	2016	2017	2016	2017	2016
Current and other assets	\$ 53,222,463	\$ 41,025,452	\$ 5,363,724	\$ 5,678,087	\$ 58,586,127	\$ 46,704,539
Capital assets	127,235,584	122,153,209	93,385,201	87,155,883	220,620,835	209,310,872
Total assets	180,457,987	163,178,661	98,748,925	92,833,970	279,206,962	262,915,411
Deferred outflows	34,386,817	7,863,808	1,014,903	300,657	35,401,520	7,964,403
Current liabilities	21,036,774	14,571,407	(1,211,907)	2,898,180	19,827,879	17,238,127
Noncurrent liabilities	145,306,403	113,089,856	42,023,737	33,748,470	187,325,196	150,835,326
Total liabilities	166,343,177	127,661,263	40,811,830	36,646,657	203,153,967	168,074,903
Deferred inflows	30,883,706	25,873,200	380,181	456,322	31,253,987	26,329,502
Net position:						
Net investment in capital assets	67,586,058	66,241,349	45,628,031	53,291,835	113,216,089	119,533,984
Restricted	1,003,137	1,692,118	-	-	1,003,137	1,692,118
Unrestricted	(21,004,584)	(48,679,801)	(13,336,738)	(2,907,670)	(34,417,796)	(45,712,091)
Total net position	\$ 16,559,106	\$ 16,253,864	\$ 58,194,767	\$ 58,256,095	\$ 75,801,428	\$ 75,513,939

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net position was \$75,801,428, a change of \$288,119 from the prior year.

The largest portion of net position, \$113,216,089, reflects our investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is

reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position, \$1,003,137, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position is a deficit of \$(38,417,798), primarily resulting from the City's unfunded net pension liability.

	<u>CHANGING NET POSITION</u>					
	<u>Governmental Activities</u>		<u>Business Type Activities</u>		<u>Total</u>	
	2017	2016	2017	2016	2017	2016
<b>Revenues</b>						
Program revenues:						
Charges for services	\$ 5,085,821	\$ 5,348,286	\$ 8,421,829	\$ 8,482,614	\$ 13,507,650	\$ 13,831,189
Operating grants and contributions	35,128,872	35,727,428	10,000	10,000	35,138,872	35,737,428
Capital grants and contributions	787,519	148,821	1,825,438	286,781	2,612,854	834,602
General revenues:						
Property taxes	45,909,242	45,205,832	-	-	45,909,242	45,205,832
Licenses and permits	5,575,300	5,206,582	103,173	104,264	5,678,573	5,310,866
Penalties and interest on loans	1,493,688	1,328,307	13,227	12,109	1,506,915	1,340,416
Grants and contributions not restricted to specific programs	2,154,884	2,038,578	-	-	2,154,884	2,038,578
Investment income	137,140	85,075	5,000	5,000	142,140	90,075
Other	657,939	1,894,470	1,543,560	720,481	2,498,534	2,614,871
<b>Total revenues</b>	<b>98,072,734</b>	<b>98,890,367</b>	<b>12,122,957</b>	<b>9,600,369</b>	<b>110,194,791</b>	<b>108,490,766</b>
<b>Expenses</b>						
General government	8,826,881	5,112,013	-	-	8,826,881	5,112,013
Public safety	14,083,778	12,881,498	-	-	14,083,778	12,881,498
Highway and streets	7,718,787	8,598,111	-	-	7,718,787	8,598,111
Education	85,426,982	62,025,128	-	-	85,426,982	62,025,128
Health and welfare	369,505	369,882	-	-	369,505	369,882
Culture and recreation	1,967,881	1,800,481	-	-	1,967,881	1,800,481
Community development	411,880	563,844	-	-	411,880	563,844
Community services	785,140	778,348	-	-	785,140	778,348
Conservation	901	13,683	-	-	901	13,683
Interest on long-term debt	2,152,488	1,794,783	-	-	2,152,488	1,794,783
Waste	-	-	4,301,335	4,038,584	4,301,335	4,038,584
Water	-	-	4,407,298	4,187,971	4,407,298	4,187,971
Nonmajor enterprise	-	-	454,122	457,425	454,122	457,425
<b>Total expenses</b>	<b>120,763,857</b>	<b>97,895,485</b>	<b>9,162,755</b>	<b>8,683,989</b>	<b>130,006,892</b>	<b>106,499,472</b>
Change in net position before transfers	(2,691,183)	4,944,882	2,960,202	936,379	288,119	5,781,311
Transfers in (out)	54,870	(15,894)	(54,870)	15,894	-	-
<b>Change in net position</b>	<b>(2,636,313)</b>	<b>4,828,988</b>	<b>2,905,332</b>	<b>952,273</b>	<b>288,119</b>	<b>5,781,311</b>
<b>Net position - beginning of year</b>	<b>19,251,854</b>	<b>14,424,866</b>	<b>58,258,505</b>	<b>55,307,132</b>	<b>75,513,359</b>	<b>69,731,049</b>
<b>Net position - end of year</b>	<b>\$ 16,615,541</b>	<b>\$ 19,253,854</b>	<b>\$ 61,163,797</b>	<b>\$ 56,259,405</b>	<b>\$ 75,801,478</b>	<b>\$ 75,513,359</b>

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$(2,617,173). Key elements of this change are as follows:

General fund operations, as discussed further in Section D	\$ 947,664
Other governmental funds operations	2,658,824
Depreciation expense in excess of principal debt service	(2,848,248)
Other	(3,375,413)
Total	<u>\$ (2,617,173)</u>

**Business-type activities.** Business-type activities for the year resulted in a change in net position of \$2,905,292. Key elements of this change are as follows:

Water operations	\$ 1,098,653
Sewer operations	1,864,136
Nonmajor enterprise operations	(57,497)
Total	<u>\$ 2,905,292</u>

#### **D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS**

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$17,937,877, a change of \$3,606,488 in comparison to the prior year. Key elements of this change are as follows:

General fund operations	\$ 947,664
Capital projects fund activity	3,347,837
Nonmajor fund activity	(689,013)
Total	<u>\$ 3,606,488</u>

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$16,559,106, while total fund balance was \$17,515,189. As a measure of the general fund's liquidity, it may be



useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

<u>General Fund</u>	<u>6/30/17</u>	<u>6/30/16</u>	<u>Change</u>	<u>% of Total General Fund Expenditures</u>
Unassigned fund balance	\$ 16,559,105	\$ 16,346,532	\$ 212,574	19.4%
Total fund balance	\$ 17,515,189	\$ 16,567,525	\$ 947,664	20.6%

The total fund balance of the general fund changed by \$947,664 during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	\$ 2,320,325
Expenditures less than budget	1,390,119
Use of fund balance as a funding source	(3,749,484)
Change in capital reserves	796,326
Other timing issues	190,378
Total	<u>\$ 947,664</u>

Included in the total general fund balance are the City's capital reserve accounts with the following balances:

	<u>6/30/17</u>	<u>6/30/16</u>	<u>Change</u>
Capital reserves	\$ <u>796,326</u>	\$ <u>-</u>	\$ <u>796,326</u>
Total	\$ <u>796,326</u>	\$ <u>-</u>	\$ <u>796,326</u>

**Proprietary funds.** Proprietary funds provide the same type of information found in the business-type activities reported in the government-wide financial statements, but in more detail.

Unrestricted net position of the enterprise funds at the end of the year amounted to \$13,536,766.

Other factors concerning the finances of proprietary funds have already been addressed in the entity-wide discussion of business-type activities.

#### **E. GENERAL FUND BUDGETARY HIGHLIGHTS**

Differences between the original budget and the final amended budget resulted in an overall change in appropriation of \$2,278,884. Major reasons for these amendments include:

- \$796,326 – City resolution to use unassigned fund balance to fund the School Building Fund Capital Reserve.
- \$450,000 – City resolution to use unassigned fund balance to purchase 294 Rochester Hill Road.

- \$350,000 – City resolution to use unassigned fund balance to fund the LED Street Light Project.
- \$250,000 – City resolution to use unassigned fund balance to purchase 296 Rochester Hill Road.
- \$128,650 – City resolution to use unassigned fund balance to purchase Gauthier Farm Conservation Easement.
- \$102,066 – City resolution to use unassigned fund balance to purchase 0 Rochester Hill Road.

## F. CAPITAL ASSETS AND DEBT ADMINISTRATION

**Capital assets.** Total investment in capital assets for governmental and business-type activities at year end amounted to \$221,220,835 (net of accumulated depreciation), a change of \$11,909,963 from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

Major capital asset events during the current fiscal year included the following:

### Governmental Activities:

#### New addition to Construction in Progress:

City Hall Annex Project	\$ 2,604,883
Honeywell Phase II	\$ 2,021,531
Franklin Western Adams Reconstruction	\$ 783,765
Granite Ridge TIF District	\$ 701,389
HSP - Salmon Falls Road	\$ 531,815
Land 294 Rochester Hill Road	\$ 450,000

#### Conversion of Construction in Progress to Depreciable Asset:

ER School Construction	\$ 11,690,838
Granite Ridge TIF District	\$ 3,984,043
District Security & Safety	\$ 1,231,792
Sheridan Glen Granite Streets	\$ 1,039,669

### Business-type Activities:

#### New addition to Construction in Progress:

EDA Salmon Falls	\$ 1,992,885
Franklin Western Adams Reconstruction	\$ 1,340,995
Colonial Pines Sewer Evaluation	\$ 1,164,496
Round Pond Augmentation	\$ 564,447
Pump Station	\$ 548,500

#### Conversion of Construction in Progress to Depreciable Asset:

Sheridan Glen	\$ 1,659,945
Pump Station	\$ 649,981

Additional information on capital assets can be found in the Notes to the Financial Statements.

**Long-term debt.** At the end of the current fiscal year, total bonded debt outstanding was \$98,829,429, all of which was backed by the full faith and credit of the government.

Additional information on long-term debt can be found in the Notes to the Financial Statements.

### **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the City of Rochester's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

City Finance Office  
City of Rochester  
31 Wakefield Street  
Rochester, New Hampshire 03867



## CITY OF ROCHESTER, NEW HAMPSHIRE

## STATEMENT OF NET POSITION

JUNE 30, 2017

	Governmental Activities	Business Type Activities	Total
<b>ASSETS</b>			
Current:			
Cash and short-term investments	\$ 41,141,225	\$ -	\$ 41,141,225
Investments	7,189,833	-	7,189,833
Receivables, net of allowance for uncollectibles			
Property taxes	99,947	-	99,947
User fees	493,088	2,011,333	2,504,421
Intergovernmental	1,812,259	639,501	2,451,760
Other assets	149,708	355,342	505,050
Noncurrent:			
Receivables, net of allowance for uncollectibles			
Property taxes	2,359,385	-	2,359,385
Intergovernmental	-	2,307,628	2,307,628
Capital Assets:			
Land and construction in progress	21,122,959	12,726,302	33,849,261
Other assets, net of accumulated depreciation	106,112,625	81,258,349	187,371,574
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Related to pensions	23,847,561	914,435	24,762,436
Other	533,666	200,448	734,114
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<b>204,844,604</b>	<b>100,363,978</b>	<b>305,208,482</b>
<b>LIABILITIES</b>			
Current:			
Accounts payable	3,340,719	969,495	4,310,205
Accrued liabilities	3,817,467	969,720	4,787,187
Internal balances	7,838,848	(7,709,244)	129,604
Other liabilities	82,021	5,173	87,194
Current portion of long-term liabilities:			
Bonds payable	6,383,069	4,355,859	10,738,928
Other	557,629	186,096	743,725
Noncurrent:			
Bonds payable, net of current portion	51,453,568	37,656,903	89,110,471
Net pension liability	94,843,626	2,733,495	97,577,121
Net OPEB obligation	6,058,864	641,378	6,700,242
Other, net of current portion	3,943,145	989,104	4,932,249
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Related to pension	2,868,567	65,706	2,934,263
Other	17,975,209	304,685	18,279,894
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<b>186,267,573</b>	<b>41,199,581</b>	<b>227,467,154</b>
<b>NET POSITION</b>			
Net investment in capital assets	67,568,058	45,626,331	113,194,389
Restricted for:			
Grants and other statutory restrictions	905,228	-	905,228
Permanent funds:			
Nonreplenishable	50,451	-	50,451
Expendable	47,458	-	47,458
Unrestricted	(51,954,564)	13,536,766	(38,417,798)
<b>TOTAL NET POSITION</b>	<b>\$ 16,635,631</b>	<b>\$ 59,168,797</b>	<b>\$ 75,804,428</b>

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

## STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2017

	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business Type Activities	Total
<b>Governmental Activities:</b>							
General government	\$ 4,836,661	\$ 918,506	\$ -	\$ 34,102	\$ (5,854,053)	\$ -	\$ (5,854,053)
Public safety	14,953,778	397,726	382,104	50,838	(13,233,110)	-	(13,233,110)
Highway and streets	7,719,797	32,450	-	882,578	(7,004,769)	-	(7,004,769)
Education	66,426,082	2,866,367	34,345,463	-	(29,214,252)	-	(29,214,252)
Health and welfare	399,502	-	-	-	(399,502)	-	(399,502)
Culture and recreation	1,357,681	136,438	14,354	-	(1,806,889)	-	(1,806,889)
Community development	411,880	-	368,051	-	(43,809)	-	(43,809)
Community services	785,146	714,434	-	-	(70,712)	-	(70,712)
Conservation	901	-	-	-	(901)	-	(901)
Interest	2,152,486	-	-	-	(2,152,486)	-	(2,152,486)
Total Governmental Activities	100,743,907	5,065,901	35,108,972	787,518	(59,800,496)	-	(59,800,496)
<b>Business-Type Activities:</b>							
Water operations	4,321,335	3,853,686	-	1,113,246	-	665,607	665,607
Sewer operations	4,427,280	4,394,994	-	712,190	-	699,886	699,886
Nonmajor enterprise fund operations	454,122	372,938	11,000	-	-	(71,182)	(71,182)
Total Business-Type Activities	9,192,735	8,621,629	11,000	1,825,436	-	1,294,310	1,294,310
<b>Total</b>	<b>\$ 109,936,642</b>	<b>\$ 13,687,530</b>	<b>\$ 35,119,972</b>	<b>\$ 2,612,954</b>	<b>(59,800,496)</b>	<b>1,294,310</b>	<b>(58,506,186)</b>
<b>General Revenues and Transfers:</b>							
Property taxes					46,908,242	-	46,908,242
Licenses and permits					5,575,300	133,173	5,678,373
Penalties, interest, and other taxes					1,408,690	13,227	1,413,525
Grants and contributions not restricted to specific programs					2,154,094	-	2,154,094
Investment income					137,140	5,000	142,140
Miscellaneous					862,939	1,543,962	2,406,501
Transfers, net					54,510	(54,510)	-
Total general revenues and transfers					57,182,323	1,610,982	58,794,305
Change in Net Position					(2,617,173)	2,905,292	288,119
<b>Net Position:</b>							
Beginning of year					19,253,804	56,259,505	75,513,308
End of year					\$ 16,636,631	\$ 59,164,797	\$ 75,801,428

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

## GOVERNMENTAL FUNDS

## BALANCE SHEET

JUNE 30, 2017

	General	Capital Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and short-term investments	\$ 40,992,553	\$ -	\$ 148,672	\$ 41,141,225
Investments	7,374,411	-	95,422	7,469,833
Receivables:				
Property taxes	3,722,779	-	-	3,722,779
User fees	490,068	-	-	490,068
Intergovernmental	-	680,302	1,131,957	1,812,259
Due from other funds	1,039,097	519,034	870,685	2,428,811
Other assets	24,440	-	125,200	149,708
<b>TOTAL ASSETS</b>	<b>\$ 53,343,354</b>	<b>\$ 1,199,336</b>	<b>\$ 2,371,991</b>	<b>\$ 56,914,681</b>
<b>LIABILITIES</b>				
Accounts payable	\$ 1,951,501	\$ 1,241,640	\$ 143,139	\$ 3,340,710
Accrued liabilities	2,728,677	403,434	175,094	3,306,205
Due to other funds	9,595,060	-	712,690	10,267,659
Other liabilities	82,021	-	-	82,021
<b>TOTAL LIABILITIES</b>	<b>14,315,698</b>	<b>1,649,074</b>	<b>1,030,823</b>	<b>16,995,595</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable revenues	21,512,467	130,711	338,051	21,981,209
<b>FUND BALANCES</b>				
Nonspendable	24,440	-	50,451	74,897
Restricted	115,311	-	952,696	1,067,997
Committed	796,326	-	-	796,326
Assigned	20,000	-	-	20,000
Unassigned	16,559,106	(580,449)	-	15,978,657
<b>TOTAL FUND BALANCES</b>	<b>17,515,189</b>	<b>(580,449)</b>	<b>1,003,137</b>	<b>17,937,877</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>	<b>\$ 53,343,354</b>	<b>\$ 1,199,336</b>	<b>\$ 2,371,991</b>	<b>\$ 56,914,681</b>

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

RECONCILIATION OF TOTAL GOVERNMENTAL FUND  
BALANCES TO NET POSITION OF GOVERNMENTAL  
ACTIVITIES IN THE STATEMENT OF NET POSITION

JUNE 30, 2017

Total governmental fund balances	\$ 17,937,877
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	127,235,584
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	2,742,533
• Long-term liabilities, including bonds payable, net pension liability, and net OPEB liability are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(152,225,131)
• Other	<u>20,945,768</u>
Net position of governmental activities	\$ <u>16,636,631</u>

The accompanying notes are an integral part of these financial statements.

CITY OF ROCHESTER, NEW HAMPSHIRE  
GOVERNMENTAL FUNDS  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
FOR THE YEAR ENDED JUNE 30, 2017

	General	Capital Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Revenues:</b>				
Property taxes	\$ 45,641,426	\$ -	\$ 1,150,714	\$ 46,811,140
Penalties, interest, and other taxes	1,400,698	-	-	1,400,698
Charges for services	3,651,360	-	1,414,559	5,065,921
Intergovernmental	28,601,466	767,518	5,508,506	35,877,490
Licenses and permits	5,575,200	-	-	5,575,200
Investment income	133,912	-	3,228	137,140
Miscellaneous	2,154,094	7,779	27,107	2,188,980
Contributions	812,403	-	-	812,403
<b>Total Revenues</b>	<b>88,970,561</b>	<b>775,297</b>	<b>8,123,114</b>	<b>97,868,972</b>
<b>Expenditures:</b>				
<b>Current:</b>				
General government	5,322,282	4,148,256	1,192	9,469,730
Public safety	12,126,497	735,515	396,882	13,257,894
Highway and streets	2,838,299	4,683,806	4,259	7,527,364
Education	56,965,589	2,599,532	5,585,336	65,151,467
Health and welfare	387,592	-	-	387,592
Culture and recreation	1,356,356	9,015	4,661	1,670,032
Community development	-	1,951	401,778	403,729
Community services	-	-	768,908	768,908
Conservation	901	-	-	901
Debt service	5,649,812	-	775,722	6,425,534
Capital outlay	-	-	750,791	750,791
<b>Total Expenditures</b>	<b>88,167,938</b>	<b>12,127,075</b>	<b>8,637,527</b>	<b>105,932,540</b>
Excess (deficiency) of revenues over expenditures	3,802,623	(11,351,778)	(514,413)	(8,123,568)
<b>Other Financing Sources (Uses):</b>				
Issuance of bonds	-	10,820,982	-	10,820,982
Bond premium	-	607,945	-	607,945
Issuance of capital lease	247,119	-	-	247,119
Issuance of refunding bonds	-	-	-	-
Payments to refunded escrow agent	-	-	-	-
Transfers in	616,748	3,712,570	90,502	4,421,820
Transfers out	(3,720,826)	(441,882)	(295,102)	(4,367,810)
<b>Total Other Financing Sources (Uses)</b>	<b>(2,854,959)</b>	<b>14,699,615</b>	<b>(114,600)</b>	<b>11,730,056</b>
Change in fund balance	947,664	3,347,837	(689,013)	3,606,488
Fund Equity, at Beginning of Year	16,567,526	(3,928,286)	1,692,150	14,331,390
Fund Equity, at End of Year	\$ 17,515,190	\$ (580,449)	\$ 1,003,137	\$ 17,937,877

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

RECONCILIATION OF THE STATEMENT OF REVENUES  
EXPENDITURES, AND CHANGES IN FUND BALANCES OF  
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2017

<b>Net changes in fund balances - total governmental funds</b>	<b>\$ 3,606,488</b>
<ul style="list-style-type: none"> <li>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:</li> </ul>	
Capital outlay	12,280,345
Loss on disposal of assets	(5,436)
Depreciation	(7,194,534)
<ul style="list-style-type: none"> <li>The issuance of long-term debt (e.g., bonds) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position.</li> </ul>	
Issuance of debt	(10,820,982)
Repayments of debt	4,346,288
Change in net pension liability	(22,677,676)
Change in net OPEB liability	(827,403)
Other	(531,478)
<ul style="list-style-type: none"> <li>Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., property taxes, etc.) differ between the two statements. This amount represents the net change in deferred revenue.</li> </ul>	98,102
<ul style="list-style-type: none"> <li>Other differences.</li> </ul>	<u>18,909,205</u>
<b>Change in net position of governmental activities</b>	<b>\$ <u>(2,617,173)</u></b>

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

## GENERAL FUND

## STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2017

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original Budget</u>	<u>Final Budget</u>		
<b>Revenues and Other Sources:</b>				
Property taxes	\$ 45,523,672	\$ 45,385,999	\$ 45,385,999	\$ -
Penalties, interest, and other taxes	1,157,814	1,248,901	1,400,688	151,787
Charges for services	3,600,834	4,091,937	3,651,362	(440,575)
Intergovernmental	31,238,577	31,309,609	31,755,560	445,951
Licenses and permits	4,088,540	4,088,540	5,575,200	1,486,660
Investment income	55,000	55,000	133,912	78,912
Miscellaneous	303,507	303,507	812,403	508,896
Transfers in	847,403	419,676	508,360	88,684
Use of fund balance	<u>1,568,422</u>	<u>3,749,434</u>	<u>3,749,434</u>	<u>-</u>
Total Revenues and Other Sources	88,383,769	90,662,653	92,982,978	2,320,325
<b>Expenditures and Other Uses:</b>				
General government	5,705,187	5,484,725	5,075,183	409,582
Public safety	12,484,876	12,544,613	12,125,487	519,116
Highway and streets	2,812,152	2,867,639	2,839,299	28,340
Education	57,093,456	57,252,074	58,985,599	266,475
Health and welfare	456,363	459,270	387,582	71,678
Culture and recreation	1,783,752	1,844,251	1,856,966	(12,795)
Debt service	5,918,084	5,757,485	5,649,812	107,653
Transfers out	<u>2,131,900</u>	<u>4,352,616</u>	<u>4,352,616</u>	<u>-</u>
Total Expenditures and Other Uses	88,383,769	90,662,653	89,272,534	1,390,119
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ <u>-</u>	\$ <u>-</u>	\$ <u>3,710,444</u>	\$ <u>3,710,444</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

## PROPRIETARY FUNDS

## STATEMENT OF NET POSITION

JUNE 30, 2017

	Business-Type Activities Enterprise Funds			
	Water Fund	Sewer Fund	Nonmajor Enterprise Fund	Total
<b>ASSETS</b>				
Current:				
Due from other funds	\$ 2,391,413	\$ 5,507,807	\$ -	\$ 7,899,220
User fees, net of allowance for uncollectibles	908,827	1,051,226	400	2,011,253
Intergovernmental receivables	77,788	561,733	-	639,521
Other assets	308,548	45,704	-	354,252
Total current assets	3,729,556	7,166,490	400	10,896,446
Noncurrent:				
Intergovernmental receivables	-	2,357,828	-	2,357,828
Capital assets:				
Land and construction in progress	4,880,107	7,755,414	90,881	12,726,302
Other assets, net of accumulated depreciation	32,727,847	47,080,273	1,451,829	81,259,949
Total noncurrent assets	37,607,954	57,193,515	1,542,710	96,344,179
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Related to pensions	418,998	387,558	-	806,556
Other	189,123	51,325	-	240,448
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	41,801,910	64,808,980	1,542,710	108,253,220
<b>LIABILITIES</b>				
Current:				
Accounts payable	304,878	858,560	5,257	968,695
Accrued liabilities	428,323	548,588	14,739	991,700
Due to other funds	-	-	180,100	180,100
Other current liabilities	-	5,175	-	5,175
Current portion of long-term liabilities:				
Bonds payable	1,714,124	2,532,889	109,837	4,356,950
Other	44,899	137,890	3,737	186,526
Total current liabilities	2,488,304	3,991,379	312,983	6,677,449
Noncurrent:				
Bonds payable, net of current portion	19,518,458	19,206,504	930,941	37,655,903
Net pension liability	1,388,558	1,334,347	-	2,722,905
OPRB liability	285,486	367,478	50,434	641,379
Other, net of current portion	383,355	663,956	31,993	1,079,304
Total noncurrent liabilities	20,555,330	20,452,195	1,013,299	42,020,791
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Related to pensions	43,893	41,843	-	85,736
Other	27,339	277,146	-	304,485
<b>TOTAL LIABILITIES AND DEFERRED OUTFLOWS OF RESOURCES</b>	23,110,544	24,652,553	1,326,234	49,089,431
<b>NET POSITION</b>				
Net investment in capital assets	11,866,124	35,134,825	637,288	47,638,001
Unrestricted	8,605,151	7,021,815	(418,989)	15,208,766
<b>TOTAL NET POSITION</b>	\$ 19,791,275	\$ 40,156,150	\$ 218,299	\$ 59,165,791

The accompanying notes are an integral part of these financial statements.



## CITY OF ROCHESTER, NEW HAMPSHIRE

## PROPRIETARY FUNDS

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION

FOR THE YEAR ENDED JUNE 30, 2017

	Business-Type Activities Enterprise Funds			Total
	Water Fund	Sewer Fund	Normal Enterprise Fund	
<b>Operating Revenues:</b>				
Charges for services	\$ 3,853,696	\$ 4,394,994	\$ 372,909	\$ 8,621,629
Other	<u>457,551</u>	<u>1,188,755</u>	<u>53,686</u>	<u>1,699,992</u>
Total Operating Revenues	4,311,247	5,583,749	386,605	10,281,601
<b>Operating Expenses:</b>				
Operating expenses	2,390,606	2,442,980	352,662	5,186,247
Depreciation	<u>1,379,417</u>	<u>1,454,428</u>	<u>68,000</u>	<u>2,901,845</u>
Total Operating Expenses	<u>3,770,022</u>	<u>3,897,408</u>	<u>420,662</u>	<u>8,088,092</u>
Operating Income (Loss)	541,225	1,686,341	(34,040)	2,193,526
<b>Nonoperating Revenues (Expenses):</b>				
Intergovernmental revenue	1,113,246	712,190	93,000	1,918,436
Investment income	2,500	2,500	-	5,000
Interest expense	<u>(531,313)</u>	<u>(503,890)</u>	<u>(33,457)</u>	<u>(1,074,660)</u>
Total Nonoperating Revenues (Expenses), Net	<u>584,433</u>	<u>204,800</u>	<u>(23,457)</u>	<u>765,776</u>
Income (Loss) Before Transfers	1,125,658	1,891,141	(57,497)	2,959,302
<b>Transfers:</b>				
Transfers out	<u>(27,066)</u>	<u>(27,066)</u>	<u>-</u>	<u>(54,132)</u>
Change in Net Position	1,098,592	1,864,135	(57,497)	2,905,230
Net Position at Beginning of Year	<u>17,692,622</u>	<u>38,292,000</u>	<u>274,663</u>	<u>56,259,285</u>
Net Position at End of Year	<u>\$ 18,791,275</u>	<u>\$ 40,156,135</u>	<u>\$ 217,166</u>	<u>\$ 59,164,797</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

## PROPRIETARY FUNDS

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2017

	Business-Type Activities Enterprise Funds			Total
	Water Fund	Sewer Fund	Nonmajor Enterprise Fund	
<b><u>Cash Flows From Operating Activities:</u></b>				
Receipts from customers and users	\$ 4,252,015	\$ 5,645,487	\$ 396,225	\$ 10,293,727
Payments to vendors and employees	(2,357,353)	(2,096,113)	(360,062)	(4,813,528)
Net Cash Provided By Operating Activities	1,894,662	3,549,374	36,163	5,500,201
<b><u>Cash Flows From Noncapital Financing Activities:</u></b>				
Transfers out	(27,003)	(27,280)	-	(54,283)
Interfund borrowing	(1,357,089)	(3,431,681)	121,380	(5,267,390)
Net Cash Provided By (Used For) Noncapital Financing Activities	(1,384,060)	(3,458,985)	121,380	(5,241,165)
<b><u>Cash Flows From Capital and Related Financing Activities:</u></b>				
Acquisition and construction of capital assets	(3,410,946)	(6,160,675)	(156,911)	(9,728,532)
Principal payments on bonds	(1,795,488)	(2,017,310)	(100,480)	(3,913,278)
Bonds issued in current period	6,443,350	7,414,430	126,674	13,984,454
Bond premium proceeds, net	356,792	398,431	6,431	761,654
Interest expense	(321,312)	(506,890)	(33,457)	(861,659)
Intergovernmental revenue	(1,135,699)	911,431	10,000	(214,268)
Net Cash (Used For) Capital and Related Financing Activities	(113,073)	(1,053,589)	(147,546)	(1,314,208)
<b><u>Cash Flows From Investing Activities:</u></b>				
Investment income	2,500	2,500	-	5,000
Net Cash Provided By Investing Activities	2,500	2,500	-	5,000
Net Change in Cash and Short-Term Investments	-	-	-	-
Cash and Short-Term Investments, Beginning of Year	-	-	-	-
Cash and Short-Term Investments, End of Year	\$ -	\$ -	\$ -	\$ -
<b><u>Reconciliation of Operating Income to Net Cash Provided (Used For) Operating Activities:</u></b>				
Operating income (loss)	\$ 541,225	\$ 1,686,541	\$ (34,042)	\$ 2,193,724
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:				
Depreciation	1,379,417	1,454,428	80,000	2,913,845
Changes in assets, liabilities, and deferred outflows/inflows:				
User fees	(59,232)	61,748	(480)	2,116
Other assets	157,567	22,811	-	180,378
Deferred outflows - related to pensions	(343,258)	(360,122)	-	(703,380)
Deferred outflows - other	(18,569)	5,713	-	(12,856)
Accounts payable	20,116	98,493	-	118,609
Accrued liabilities	(39,249)	253,831	511	214,093
Deferred inflows - related to pensions	(45,963)	(42,217)	-	(88,180)
Deferred inflows - other	27,338	(7,290)	-	20,048
Compensated absences	4,229	6,259	3,687	14,175
OPEB liability	19,938	28,075	8,414	56,427
Net pension liability	349,121	352,717	-	701,838
Net Cash Provided By Operating Activities	\$ 1,894,662	\$ 3,549,374	\$ 36,163	\$ 5,500,201

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

## FIDUCIARY FUNDS

## STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2017

	Private Purpose Trust <u>Funds</u>	Agency <u>Funds</u>
<b><u>ASSETS</u></b>		
Cash and short-term investments	\$ 113,618	\$ 549,127
Investments	2,694,090	-
Due from other funds	<u>-</u>	<u>129,604</u>
Total Assets	2,807,708	678,731
<b><u>LIABILITIES AND NET POSITION</u></b>		
Other liabilities	<u>-</u>	<u>678,731</u>
Total Liabilities	<u>-</u>	<u>678,731</u>
<b><u>NET POSITION</u></b>		
Total net position held in trust	\$ <u>2,807,708</u>	\$ <u>-</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

## FIDUCIARY FUNDS

## STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

FOR THE YEAR ENDED JUNE 30, 2017

	<u>Private Purpose Trust Funds</u>
<b>Additions:</b>	
Contributions	\$ 362,592
Increase in fair value of investments	<u>203,717</u>
Total additions	566,309
<b>Deductions:</b>	
Other	<u>69,307</u>
Total deductions	<u>69,307</u>
Net increase	497,002
<b>Net position:</b>	
Beginning of year	<u>2,310,706</u>
End of year	\$ <u>2,807,708</u>

The accompanying notes are an integral part of these financial statements.

## CITY OF ROCHESTER, NEW HAMPSHIRE

### Notes to Financial Statements

#### 1. Summary of Significant Accounting Policies

The accounting policies of the City of Rochester, New Hampshire (the City) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

##### A. Reporting Entity

The City is a municipal corporation governed by a City Council. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable. In fiscal year 2017, it was determined that no entities met the required GASB 14 (as amended) criteria of component units.

##### B. Government-Wide and Fund Financial Statements

###### Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

###### Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The City reports the following major governmental funds:

- The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *capital projects fund* accounts for all financial transactions used for the acquisition or construction of major capital facilities, infrastructure, vehicles, and equipment for the City.

The proprietary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the enterprise fund are charges to customers for sales and services. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The government reports the following major proprietary funds:

- The *Water Fund* accounts for services relating to water activities.
- The *Sewer Fund* accounts for services relating to sewer activities.

The fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

The City reports the following fiduciary funds:

- The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.
- The *agency funds* account for fiduciary assets held by the City in a custodial capacity as an agent on behalf of others. Agency funds report only assets and liabilities, and therefore, have no measurement focus.

#### D. Cash and Short-Term Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the General Fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool



is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

For purpose of the statement of cash flows, the proprietary funds consider investments with original maturities of three months or less to be short-term investments.

*E. Investments*

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

Investments for the Trust Funds consist of marketable securities, bonds and short-term money market investments. Investments are carried at fair value, except certificates of deposit which are reported at cost.

*F. Interfund Receivables and Payables*

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due from/to other funds" (i.e., the current portion of interfund loans).

*G. Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets (for enterprise funds only), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial individual cost of more than \$10,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.



Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Land improvements	10 – 20
Building and improvements	5 – 100
Infrastructure	10 – 50
Vehicles and equipment	5 – 50

#### *H. Compensated Absences*

It is the City's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vested sick and vacation pay is accrued when incurred in the government-wide, proprietary, and fiduciary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

#### *I. Long-Term Obligations*

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt, and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position.

#### *J. Fund Equity*

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance - Generally, fund balance represents the difference between the current assets/deferred outflows and current liabilities/deferred inflows. The City reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and, therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the City uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

Net Position - Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is

reported as restricted when there are limitations imposed on their use, either through the enabling legislation adopted by the City or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

**K. Use of Estimates**

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements, and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

**2. Stewardship, Compliance, and Accountability**

**A. Budgetary Information**

The City Manager presents an operating and capital budget for the proposed expenditures of the year commencing the following July 1. The budget, as enacted by the City Council, establishes the legal level of control and specifies that certain appropriations are to be funded by particular revenues. The original budget is amended during the year at City Council meetings as required by changing conditions. Departments are limited to the line item as voted. Formal budgetary integration is employed as a management control device during the year for the General Fund. At year end, appropriation balances lapse, except for certain unexpended capital items and encumbrances which will be honored during the subsequent year.

**B. Budgetary Basis**

The General Fund final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

**C. Budget/GAAP Reconciliation**

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	<u>Revenues and Other Financing Sources</u>	<u>Expenditures and Other Financing Uses</u>
Revenues/Expenditures (GAAP basis)	\$ 88,970,561	\$ 85,167,936
Other financing sources/uses (GAAP basis)	<u>865,867</u>	<u>3,720,826</u>
Subtotal (GAAP Basis)	89,836,428	88,888,764
Adjust tax revenue to accrual basis	(245,427)	-
Recognize use of fund balance as funding source	3,749,464	-
To eliminate capital reserve activity	-	796,326
To eliminate conservation activity	(97,195)	(100,901)
To eliminate economic development activity	(13,193)	(64,536)
To record other GAAP timing differences	<u>(247,119)</u>	<u>(247,119)</u>
Budgetary basis	\$ <u>92,982,978</u>	\$ <u>89,272,534</u>

#### D. Deficit Fund Equity

Certain individual funds reflected deficit balances as of June 30, 2017.

It is anticipated that the deficits in these funds will be eliminated through future departmental revenues, bond proceeds, and transfers from other funds.

### 3. Cash and Short-Term Investments

**Custodial Credit Risk - Deposits.** Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned to it. RSA 48:16 limits "deposit in any one bank shall not at any time exceed the sum of its paid-up capital and surplus, exception that a City with a population in excess of 50,000 is authorized to deposit funds in a solvent bank in excess of the paid-up capital surplus of said bank." The City does not have a deposit policy for custodial credit risk. The underlying securities of the City's deposit in repurchase agreements of \$2,000,961 are held by the investment's counterparty, not in the name of the City.

As of June 30, 2017, \$869,459 of the City's bank balance of \$46,124,306 was exposed to custodial credit risk as uninsured or uncollateralized. This amount represents the cash portion of investment accounts in the custody of the Trustees of Trust Funds.

#### 4. Investments

##### A. Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. State law employs the prudent person rule whereby investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments.

Presented below is the actual rating as of year-end for each investment of the City:

Investment Type	Amount	Weighted Average Rating	Actual Rating Disclosure	Distribution of Credit Rating								
				AAA	AA	A	BBB	BBB-	BBB-	BBB-	BBB-	BBB-
Certificates of deposits	\$ 1,074,074	AAA	\$ 1,074,074	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate bonds	902,142	AAA	902,142	\$	\$	\$	\$	\$	\$	\$	\$	\$
Corporate equities	1,170,701	AAA	1,170,701	\$	\$	\$	\$	\$	\$	\$	\$	\$
Municipal bonds	750,000	AAA	750,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
Federal agency securities	50,000	AAA	50,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
Municipal obligations	21,000	AAA	21,000	\$	\$	\$	\$	\$	\$	\$	\$	\$
Total investments	\$ 3,967,917	AAA	\$ 3,967,917	\$	\$	\$	\$	\$	\$	\$	\$	\$

##### B. Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The City does not have policies for custodial credit risk.

The City's investments are subject to custodial credit risk exposure because the related securities are uninsured, unregistered, and/or held by the City's brokerage firm, which is also the Counterparty to these securities. The City manages this custodial credit risk with SIPC and excess SIPC.

##### C. Concentration of Credit Risk

The City does not have an investment in one issuer greater than 5% of total investments.

##### D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Information about the sensitivity of the fair values of the City's investments to market interest rate fluctuations is as follows:

Investment Type	Amount	Investment Maturities (in Years)		
		Less Than 1	1-5	6-10
Debt Related Securities:				
Certificates of deposit	\$ 7,074,474	\$ 4,011,885	\$ 3,062,589	\$ -
Corporate bonds	602,192	60,011	209,992	332,189
Federal agency securities	62,466	-	62,466	-
Municipal obligations	41,097	41,097	-	-
Total	<u>\$ 7,780,229</u>	<u>\$ 4,112,993</u>	<u>\$ 3,335,047</u>	<u>\$ 332,189</u>

#### E. Foreign Currency Risk

Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment. Although the City has an investment policy, it does not address foreign currency risk.

#### F. Fair Value

The Government categorizes its fair value measurements within the fair value hierarchy established by Governmental Accounting Standards Board Statement No. 72 Fair Value Measurement and Application (GASB 72). The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Certificates of deposit are reported at cost, and the City's other investments have the following fair value measurements as of June 30, 2017:

Description	Fair Value Measurements Using:	
	Quoted prices in active markets for identical assets (Level 1)	
Investments by fair value level:		
Debt securities		
U.S. Treasury securities	\$ 103,563	\$ 103,563
Corporate bonds	602,192	602,192
Equity securities	<u>2,083,694</u>	2,083,694
Total	<u>\$ 2,789,449</u>	

## 5. Taxes Receivable

The City bills property taxes on a semi-annual basis and they are due in July and December. Property tax revenues are recognized in the year for which taxes have been levied to the extent that they become available, i.e., due or receivable, within the current year and collected within the current period or within 60 days of year end.

Property taxes collected before the due date, and in advance of the year for which they are levied, are recorded as a prepaid tax liability, as they are intended to finance the subsequent year's budget.

At the time of tax lien, which the City usually processes in May for the previous levy year, a lien is recorded on the property at the Registry of Deeds. The City Council approves conveyance of lien property to the City. Afterward, the City Council sets a date for public sale.

The City annually raises through tax levy an amount (overlay for abatements) for property tax abatements and interest refunds. All abatements and interest refunds are charged to overlay.

Taxes receivable at June 30, 2017 consist of the following:

<u>Receivables:</u>	<u>Gross Amount</u>	<u>Allowance for Doubtful Accounts</u>	<u>Net Amount</u>
Real estate taxes	\$ 42,520	\$ -	\$ 42,520
Tax liens	3,616,451	(1,257,086)	2,359,365
Other	63,808	(5,381)	57,427
Total property taxes	<u>\$ 3,722,779</u>	<u>\$ (1,263,467)</u>	<u>\$ 2,459,312</u>

### Taxes Collected for Others

The City collects property taxes for the State of New Hampshire, the Rochester School District, and the County of Strafford. Payments to the other taxing units are normally made throughout the year. The ultimate responsibility for the collection of taxes rests with the City.

## 6. User Fee Receivables

Receivables for user charges and betterments for business type activities at June 30, 2017 consist of the following:



	<u>Gross Amount</u>	<u>Allowance for Doubtful Accounts</u>	<u>Net Amount</u>
<u>Receivables:</u>			
Water	\$ 1,066,475	\$ (106,648)	\$ 959,827
Sewer	1,167,607	(116,781)	1,051,026
Other	400	-	400
Total	<u>\$ 2,234,682</u>	<u>\$ (223,429)</u>	<u>\$ 2,011,253</u>

## 7. Intergovernmental Receivables

This balance represents reimbursements requested from Federal and State agencies for expenditures incurred in fiscal 2017.

## 8. Interfund Fund Accounts

### Receivables/Payables

Although self-balancing funds are maintained, most transactions flow through the general fund. In order to obtain accountability for each fund, interfund receivable and payable accounts must be utilized. The following is an analysis of the June 30, 2017 balances in interfund receivable and payable accounts:

<u>Fund</u>	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$ 1,039,097	\$ 9,555,969
Capital Projects Fund	519,034	-
Non-Major Funds		
Special Revenue Funds		
Community Center	382,097	-
Granite State Business Park TIF - II	75,919	-
Saltex TIF	158,962	-
Granite Ridge TIF - II	54,140	-
Granite Ridge TIF - II	290,542	-
CDBG	-	12,167
Police Grants	-	6,378
Other Grants	-	26,388
School Grants	-	579,285
School Lunch	-	66,373
Subtotal Nonmajor Funds	870,660	712,590
Business Type Activities:		
Enterprise Funds		
Water	2,381,413	-
Sewer	5,587,937	-
Non-Major Enterprise - Arena	-	180,106
Agency Funds	<u>129,024</u>	<u>-</u>
Total	<u>\$ 10,447,785</u>	<u>\$ 10,447,785</u>

## Transfers

The City reports interfund transfers between various funds. Most transfers result from budgetary or statutory actions, whereby funds are moved to accomplish various expenditure purposes. The following is an analysis of interfund transfers:

<u>Governmental Funds:</u>	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund	\$ 618,748	\$ 3,720,826
Capital Projects Fund	3,712,570	441,862
Nonmajor Funds:		
Special Revenue Funds:		
Planning	-	19,059
Granite State Business Park TIF - II	-	100,500
Granite Ridge TIF - I	84,043	-
Granite Ridge TIF - II	-	85,543
Other Grants	<u>6,459</u>	<u>-</u>
Subtotal Nonmajor Funds	90,502	205,102
<u>Business-Type Funds:</u>		
Enterprise Funds		
Water Fund	-	27,005
Sewer Fund	<u>-</u>	<u>27,005</u>
Subtotal Business-Type Funds	<u>-</u>	<u>54,010</u>
Total	\$ <u>4,421,820</u>	\$ <u>4,421,820</u>

The City's other routine transfers include transfers made to move (1) unrestricted revenues or balances that have been collected or accumulated in the general fund to other funds based on budgetary authorization, and (2) revenues from a fund that by statute or budgetary authority must collect them to funds that are required by statute or budgetary authority to expend them.



## 9. Capital Assets

Capital asset activity for the year ended June 30, 2017 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
Capital assets, being depreciated:				
Land improvements	\$ 6,062,868	\$ 404,891	\$ -	\$ 6,467,759
Buildings and improvements	67,051,692	13,537,885	-	80,589,577
Vehicles and equipment	21,545,577	2,549,458	(234,208)	24,260,787
Infrastructure	155,228,861	6,187,904	-	161,416,765
Total capital assets, being depreciated	250,268,998	22,680,098	(234,208)	272,734,888
Less accumulated depreciation for:				
Land improvements	(3,900,109)	(242,556)	-	(4,142,665)
Buildings and improvements	(27,710,079)	(1,491,311)	-	(29,201,390)
Vehicles and equipment	(14,925,349)	(1,488,868)	228,772	(16,185,645)
Infrastructure	(113,120,964)	(3,972,199)	-	(117,093,163)
Total accumulated depreciation	(159,656,501)	(7,194,934)	228,772	(166,622,663)
Total capital assets, being depreciated, net	90,632,497	15,485,164	(5,436)	106,112,625
Capital assets, not being depreciated:				
Land	8,466,751	1,616,791	-	10,083,542
Easement	1,422,250	-	-	1,422,250
Construction in progress	21,633,711	12,795,989	(24,811,733)	9,617,967
Total capital assets, not being depreciated	31,522,712	14,411,800	(24,811,733)	21,122,959
Governmental activities capital assets, net	\$ 122,155,209	\$ 29,897,544	\$ (24,811,169)	\$ 127,235,584
<b>Business-Type Activities:</b>				
Capital assets, being depreciated:				
Land improvements	\$ 977,059	\$ 25,000	\$ -	\$ 1,002,059
Buildings and improvements	57,960,852	1,161,893	-	59,122,785
Vehicles and equipment	7,495,568	323,663	-	7,819,231
Infrastructure	57,586,879	2,929,252	-	60,516,131
Total capital assets, being depreciated	124,020,358	4,438,848	-	128,459,206
Less accumulated depreciation for:				
Land improvements	(144,945)	(40,438)	-	(185,383)
Buildings and improvements	(21,682,725)	(1,317,699)	-	(23,000,425)
Vehicles and equipment	(4,540,783)	(370,889)	-	(4,911,672)
Infrastructure	(17,530,955)	(1,172,822)	-	(18,703,777)
Total accumulated depreciation	(44,299,409)	(2,901,848)	-	(47,201,257)
Total capital assets, being depreciated, net	79,720,949	1,538,000	-	81,258,949
Capital assets, not being depreciated:				
Land	3,577,190	-	-	3,577,190
Construction in progress	3,657,534	8,662,911	(3,371,323)	9,149,112
Total capital assets, not being depreciated	7,434,714	8,662,911	(3,371,323)	12,726,302
Business-type activities capital assets, net	\$ 87,155,663	\$ 10,200,911	\$ (3,371,323)	\$ 93,985,251

Depreciation expense was charged to functions of the City as follows:

Governmental Activities:	
General government	\$ 351,689
Public safety	602,931
Highway and streets	4,326,868
Education	1,827,665
Culture and recreation	58,934
Community services	21,549
Economic development	4,896
Total depreciation expense - governmental activities	\$ 7,194,534
Business-Type Activities:	
Water	\$ 1,379,417
Sewer	1,454,428
Arena	68,003
Total depreciation expense - business-type activities	\$ 2,901,848

**10. Deferred Outflows of Resources**

Deferred outflows of resources represent the consumption of net position by the City that is applicable to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets. Deferred outflows of resources related to pensions, in accordance with GASB Statement No. 68, Accounting and Financial Reporting for Pensions, are more fully discussed in Note 17.

Other deferred outflows of resources consist of losses of debt refunding of \$538,666 and \$200,448 for governmental and business-type activities respectively, as of June 30, 2017.

**11. Accounts Payable and Accrued Liabilities**

Accounts payable and accrued liabilities represent 2017 expenditures paid in 2018.

**12. Capital Lease Obligations**

The City is the lessee of certain equipment under capital leases expiring in various years through 2022. Future minimum lease payments under the capital and operating leases consisted of the following as of June 30, 2017:

<u>Fiscal Year</u>	<u>Capital Leases</u>
2018	\$ 195,222
2019	53,381
2020	53,381
2021	53,381
2022	53,381
Total minimum lease payments	408,346
Less amounts representing interest	22,991
Present Value of Minimum Lease Payments	\$ 385,355

### 13. Long-Term Debt

#### A. General Obligation Bonds

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for both governmental and business-type activities. General obligation bonds currently outstanding are as follows:

<u>Governmental Activities</u>	<u>Serial Maturities Through</u>	<u>Interest Rate(s)/%</u>	<u>Amount Outstanding as of 6/30/17</u>
1997 Series Bond Issue	08/15/17	4.70-5.30%	\$ 65,000
1998 Series A Bond Issue	08/15/18	4.91%	112,520
2002 Series Bond Issue	08/15/22	4.25-4.75%	1,873,000
2005 QZAB	12/29/20	0.00%	368,776
2007 Bond Issue - Refinancing - 13 year	08/15/20	5.50-5.80%	1,343,587
2008 Series Bond Issue - 20 year	02/15/28	3.00-5.00%	478,747
2008 Series Bond Issue - 10 year	02/15/18	5.25-6.50%	30,521
2008 Series Bond Issue - 10 year	02/15/18	3.00-5.00%	260,992
2008 Series A NHMBB - 20 year	08/15/28	4.00-5.25%	415,000
2010 Series Bond Issue - 10 year	01/15/20	2.00-3.25%	987,300
2010 Series Bond Issue - 20 year	01/15/30	2.00-4.00%	1,885,880
2012 Series B Bond Issue - 20 year - TIF	03/15/32	1.00-3.25%	3,734,059
2012 Series A Bond Issue - 20 year	03/15/32	2.00-3.00%	1,630,000
2012 Series A Bond Issue - 10 year	03/15/22	2.00-3.00%	70,000
2013 Series A - Refunding 2004 bonds	07/15/24	2.00-3.00%	2,960,252
2014 State Revolving Loan - Washington St Phase 4	06/01/33	3.39%	300,119
2015 Series A Bond Issue - 20 year	03/01/35	2.00-3.25%	3,693,028
2015 Series A Bond Issue - 5 year	03/01/20	2.00-3.00%	384,924
2015 Series A Bond Issue - 10 year	03/01/25	2.00-3.00%	4,206,518
2012 Series B Bond Issue - 20 year - Repurposed	03/15/32	2.00-3.25%	99,188
2015 Series C Bond Issue - 20 year	10/15/35	2.50-5.00%	10,840,000
2015 Series D Bond Issue - 10 year - TIF	10/15/28	2.25-4.00%	3,095,000
2015 Refunding - Series 2005 - 5 year	01/15/21	2.00%	68,961
2015 Refunding - Series 2005 - 10 year	01/15/28	2.00-2.25%	1,674,562
2016 Refunding - Series 2008 - 10 year	02/15/28	1.94%	5,167,029
2017 Series A Bond Issue - 5 year	06/30/22	5.00%	487,848
2017 Series A Bond Issue - 10 year	06/30/27	5.00%	675,563
2017 Series A Bond Issue - 20 year	06/30/37	3.00-5.00%	8,492,827
2017 Series B Bond Issue - 10 year	06/30/27	2.50-3.00%	1,164,744
Total Governmental Activities			\$ 56,816,667

	Serial Maturities Through	Interest Rate(s) %	Amount Outstanding as of 6/30/17
<b>Business-Type Activities:</b>			
1998 Series A Bond Issue	08/15/18	3.90-4.75%	\$ 107,480
2002 Series Bond Issue	08/15/22	4.25-4.75%	633,000
2005 State Revolving Loan - Chestnut Hill	08/01/25	3.49%	395,860
2007 State Revolving Loan - Homemakers	07/01/27	2.14%	215,062
2007 State Revolving Loan - Ground Water Supply	08/01/28	3.35%	251,018
2007 Refinancing Bonds - 15 year	08/15/20	5.50-5.80%	298,402
2008 Series Bond Issue - 20 year	02/15/28	3.00-5.00%	276,253
2008 Series Bond Issue - 10 year	02/15/18	5.25-6.50%	104,479
2008 Series Bond Issue - 10 year	02/15/18	3.00-5.00%	94,008
2009 State Revolving Loan - East Rochester I&I	12/01/27	3.69%	1,018,814
2009 State Revolving Loan - South Main/Solar Bee Plot	08/01/28	3.49%	801,072
2010 State Revolving Loan - South Main Street	02/01/29	2.95%	385,112
2010 Series Bond Issue - 10 year	01/15/20	2.00-3.25%	448,098
2010 Series Bond Issue - 20 year	01/15/30	2.00-4.00%	2,170,915
2011 Round Pond Land Purchase	04/06/20	0.00%	112,500
2010 State Revolving Loan - Washington Street	12/01/30	2.86%	1,560,182
2012 Series A Bond Issue - 20 year	03/15/32	2.00-3.00%	750,000
2013 State Revolving Loan - Cocheco Well	09/01/31	3.10%	1,411,647
2013 State Revolving Loan - Headworks	02/01/32	2.72%	1,048,762
2013 State Revolving Loan - Washington St Pump Station	07/01/31	3.10%	484,761
2013 Series B Bond Issue - Refunding 2004 bonds	08/01/20	2.00-4.00%	3,625,000
2013 Series A Bond Issue - Refunding 2004 bonds	07/15/24	2.00-3.00%	864,742
2014 State Revolving Loan - Washington & Pine St	12/01/32	2.72%	168,486
2014 State Revolving Loan - Washington St Phase 4	08/01/33	3.39%	381,195
2015 Series A Bond Issue - 20 year	03/01/35	2.00-3.25%	3,080,102
2015 Series A Bond Issue - 5 year	03/01/20	2.00-3.00%	733,888
2015 Series A Bond Issue - 20 year	03/01/35	2.00-3.25%	390,078
2015 Series A Bond Issue - 10 year	03/01/25	2.00-3.00%	2,843,482
2012 Series B Bond Issue - 20 year - repurposed	03/15/32	2.00-3.25%	89,269
2012 Series B Bond Issue - 20 year - repurposed	03/15/32	2.00-3.25%	307,484
2015 Refunding Series 2005 - 10 year	01/15/28	2.00-2.25%	98,478
2016 Refunding Series 2006 - 10 year	02/15/28	1.94%	2,962,072
2016 State Revolving Loan - New Rte 125 Pump Station	08/01/35	2.55%	319,463
2017 State Revolving Loan - Drinking Water SPD	12/01/35	2.00%	1,815,627
2017 Series A Bond Issue - 5 year	06/30/22	5.00%	1,472,153
2017 Series A Bond Issue - 10 year	06/30/27	5.00%	49,437
2017 Series A Bond Issue - 20 year	06/30/37	3.00-5.00%	9,752,184
2017 Series B Bond Issue - 10 year	06/30/27	2.50-3.00%	465,257
Total Business-Type Activities:			\$ 42,012,762

**B. Future Debt Service**

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2017 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 5,363,098	\$ 1,729,029	\$ 7,092,127
2019	5,085,619	1,605,073	6,690,692
2020	5,000,372	1,440,452	6,440,824
2021	4,788,021	1,278,497	6,066,518
2022	4,359,637	1,130,986	5,490,623
2023 - 2027	17,897,516	3,647,144	21,544,660
2028 - 2032	9,181,534	1,543,644	10,725,178
Thereafter	<u>5,140,870</u>	<u>395,093</u>	<u>5,536,963</u>
Total	\$ <u>56,816,667</u>	\$ <u>12,770,918</u>	\$ <u>69,587,585</u>

The general fund has been designated as the sole source to repay the governmental-type general obligation long-term debt outstanding as of June 30, 2017.

<u>Business-Type</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 4,355,859	\$ 1,280,731	\$ 5,636,590
2019	4,195,360	1,201,917	5,397,277
2020	4,137,725	1,071,783	5,209,508
2021	3,844,787	929,789	4,774,576
2022	2,878,232	813,861	3,692,093
2023 - 2027	11,671,881	2,752,220	14,424,101
2028 - 2032	7,333,957	1,135,408	8,469,365
Thereafter	<u>3,594,951</u>	<u>306,372</u>	<u>3,901,333</u>
Total	\$ <u>42,012,762</u>	\$ <u>9,492,081</u>	\$ <u>51,504,843</u>

### C. Changes in General Long-Term Liabilities

During the year ended June 30, 2017, the following changes occurred in long-term liabilities:

	Total Balance 2016	Additions	Reductions	Total Balance 2017	Less Current Portion	Equals Long-Term Portion 2017
<b>Governmental Activities</b>						
Bonds payable	\$ 10,341,371	\$ 12,625,962	\$ (4,348,266)	\$ 18,619,067	\$ (5,363,099)	\$ 13,255,968
Net pension liability	62,171,150	22,677,676	-	84,848,826	-	84,848,826
Net OPEB liability	5,431,371	627,493	-	6,058,864	-	6,058,864
Other:						
Unamortized premium	1,370,536	607,046	(113,426)	1,864,156	(144,863)	1,719,292
Compensated absences	2,525,869	-	(75,529)	2,450,340	(225,036)	2,225,304
Capital leases	273,365	247,119	(134,629)	385,855	(187,730)	198,125
<b>Subtotal - other</b>	<b>3,969,765</b>	<b>854,164</b>	<b>(223,584)</b>	<b>4,500,345</b>	<b>(557,629)</b>	<b>3,942,716</b>
<b>Totals</b>	<b>\$ 121,913,738</b>	<b>\$ 34,981,215</b>	<b>\$ (4,666,872)</b>	<b>\$ 152,228,131</b>	<b>\$ (5,926,728)</b>	<b>\$ 146,301,403</b>
<b>Business-Type Activities</b>						
Bonds payable	\$ 21,908,334	\$ 13,967,474	\$ (3,883,046)	\$ 31,992,762	\$ (4,368,889)	\$ 27,623,873
Net pension liability	2,032,168	701,236	-	2,733,404	-	2,733,404
Net OPEB liability	594,950	56,426	-	651,376	-	651,376
Other:						
Unamortized premium	405,016	723,860	(101,166)	1,027,710	(171,245)	856,465
Compensated absences	134,366	14,124	-	148,490	(14,851)	133,639
SRF loan proceeds <sup>1</sup>	2,248,454	-	(2,248,454)	-	-	-
<b>Subtotal - other</b>	<b>2,787,856</b>	<b>738,014</b>	<b>(2,349,620)</b>	<b>1,176,250</b>	<b>(186,096)</b>	<b>990,154</b>
<b>Totals</b>	<b>\$ 27,313,308</b>	<b>\$ 15,462,124</b>	<b>\$ (6,232,686)</b>	<b>\$ 36,542,746</b>	<b>\$ (4,541,956)</b>	<b>\$ 32,000,791</b>

<sup>1</sup> This balance represents the drawdown proceeds from the State of New Hampshire through the State Revolving Loan Program. The State Revolving Loan program provides low interest loans to assist communities with the design and construction of various types of projects, and the proceeds are disbursed as eligible costs are incurred through drawdowns. Upon completion of the project, the original financial assistant agreement shall be amended to reflect actual project expenditures. During 2017, the supplemental agreement was executed between the State and the City containing the final project cost and the repayment schedule, and is now reported as bonds payable.

### 14. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net position by the City that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities. The City reports two items as deferred inflows of resources: one which is attributable to changes in the net pension liability, and the other which arises from the current financial resources measurement focus and the modified accrual basis of accounting in governmental funds. Deferred inflows of resources related to pension will be recognized in pension expense in future years and is more fully described in Note 17. Unavailable revenues are reported in the governmental funds balance sheet in connection with receivables for which revenues are not considered available to liquidate liabilities of the current year.

## 15. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

The City has implemented GASB Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying existing governmental fund type definitions.

The following types of fund balances are reported at June 30, 2017:

Nonspendable - Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance classification includes general fund reserves for prepaid expenditures and nonmajor governmental fund reserves for the principal portion of permanent trust funds.

Restricted - Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes general fund encumbrances funded by bond issuances, various special revenue funds, and the income portion of permanent trust funds.

Committed - Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City's highest level of decision-making authority. This fund balance classification includes general fund encumbrances for non-lapsing special article appropriations approved at City Council Meeting, capital reserve funds, and various special revenue funds.

Assigned - Represents amounts that are constrained by the City's intent to use these resources for a specific purpose.

Unassigned - Represents amounts that are available to be spent in future periods and deficit funds.

Following is a breakdown of the City's fund balances at June 30, 2017:



	General Fund	Capital Projects Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Nonexpendable</b>				
Prepaid expenditures	\$ 24,446	\$ -	\$ -	\$ 24,446
Nonexpendable permanent funds	-	-	50,451	50,451
Total Nonexpendable	24,446	-	50,451	74,897
<b>Restricted</b>				
Community development	13,193	-	-	13,193
Conservation	100,118	-	-	100,118
Special revenue funds	-	-	905,228	905,228
Expendable permanent funds	-	-	47,458	47,458
Total Restricted	113,311	-	952,686	1,065,997
<b>Committed</b>				
Capital reserve funds	796,326	-	-	796,326
Total Committed	796,326	-	-	796,326
<b>Assigned</b>				
Reserved for expenditures	20,000	-	-	20,000
Total Assigned	20,000	-	-	20,000
<b>Unassigned</b>				
General fund	16,558,106	-	-	16,558,106
Capital projects fund - deficit	-	(580,449)	-	(580,449)
Total Unassigned	16,558,106	(580,449)	-	15,977,657
Total Fund Balance	\$ 17,515,189	\$ (580,449)	\$ 1,003,137	\$ 17,937,877

#### 16. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how unassigned fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax rate setting purposes. The major difference is the State of New Hampshire considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

GAAP basis	\$ 16,558,106
Reserve for prepaid expenditures	(25,715)
Tax deeded property	262,902
Tax Rate Setting balance	<u>\$ 16,795,293</u>



## 17. Retirement System

The City follows the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, with respect to the State of New Hampshire Retirement System (NHRS).

### A. Plan Description

Full-time employees participate in the New Hampshire Retirement System (NHRS), a cost sharing, multiple-employer defined benefit contributory pension plan and trust established in 1967 by RSA 100-A:2 and qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters, and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including counties, municipalities, and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to Group I. Police officers and firefighters belong to Group II. All assets are held in a single trust and are available to each group. Additional information is disclosed in the NHRS annual report publicly available from the New Hampshire Retirement System located at 54 Regional Drive, Concord, New Hampshire 03301-8507.

### B. Benefits Provided

Group I members at age 60 or 65 (for members who commence service after July 1, 2011) qualify for a normal service retirement allowance based on years of creditable service and average final salary for the highest of either three or five years, depending on when their service commenced. The yearly pension amount is 1/60 or 1.667% of average final compensation (AFC), multiplied by years of creditable service. At age 65, the yearly pension amount is recalculated at 1/66 or 1.515% of AFC multiplied by years of creditable service.

Group II members who are age 60, or members who are at least age 45 with at least 20 years of creditable service, can receive a retirement allowance at a rate of 2.5% of AFC for each year of creditable service, not to exceed 40 years. Members commencing service on or after July 1, 2011 or members who have a nonvested status as of January 1, 2012 can receive a retirement allowance at age 52.5 with 25 years of service or age 60. The benefit shall be equal to 2% of AFC times creditable service

up to 42.5 years. However, a member who commenced service on or after July 1, 2011 shall not receive a retirement allowance until attaining the age of 52.5, but may receive a reduced allowance after age 50 if the member has at least 25 years of creditable service where the allowance shall be reduced, for each month by which the benefit commencement date precedes the month after which the member attains 52.5 years of age by  $\frac{1}{4}$  of 1% or age 60.

Members of both groups may qualify for vested deferred allowances, disability allowances and death benefit allowances subject to meeting various eligibility requirements. Benefits are based on AFC or earned compensation and/or service.

C. Contributions

Plan members are required to contribute a percentage of their gross earnings to the pension plan, which the contribution rates are 7% for employees and teachers 11.55% for police and 11.80% for fire. The City and School make annual contributions to the pension plan equal to the amount required by Revised Statutes Annotated 100-A:16, and range from 10.86% to 25.32% of covered compensation. The City's and School's contributions to NHRS for the year ended June 30, 2017 were \$2,206,491 and \$3,896,305, respectively, which were equal to its annual required contribution.

D. Summary of Significant Accounting Policies

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the NHRS and additions to/deductions from NHRS' fiduciary net position have been determined on the same basis as they are reported by NHRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

E. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2017, the City and School reported a liability of \$33,233,958 and \$54,348,274, respectively, for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2015. The City's and School's proportion of the net pension liability was based on a projection of the City's and School's long-term share of contributions to the pension plan relative to the projected contributions of all participating employ-

ers, actuarially determined. At June 30, 2017, the City's and School's proportions were .62498069 and 1.02204606 percent, respectively.

For the year ended June 30, 2017, the City and School recognized pension expense of \$3,790,918 and \$5,883,038, respectively. In addition, the City and School reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 243,390	\$ 1,105,947
Changes of assumptions	10,778,587	-
Net difference between projected and actual earnings on pension plan investments	5,479,593	-
Changes in proportion and differences between contributions and proportionate share of contributions	2,058,040	1,668,346
Contributions subsequent to the measurement date	6,102,796	-
Total	\$ 24,662,406	\$ 2,974,293

\$2,206,491 and \$3,896,305 reported as deferred outflows of resources for City and School respectively, related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2018	\$ 3,034,579
2019	3,034,579
2020	5,011,947
2021	4,285,172
2022	219,040
Total	\$ 15,585,317

F. Actuarial Assumptions

The total pension liability in the June 30, 2015 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.5 percent per year
Salary increases	5.6 percent average, including inflation
Investment rate of return	7.25 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the RP-2014 employee generational mortality tables for males and females, adjusted for mortality improvements using scale MP-2015, based on the last experience study.

The actuarial assumptions used in the June 30, 2015 valuation were based on the results of the most recent actuarial experience study.

The long-term expected rate of return on pension plan investments was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation Percentage</u>	<u>Weighted Average Long- Term Expected Real Rate of Return</u>
Large Cap Equities	22.50 %	4.25%
Small/Mid Cap Equities	7.50	4.50%
Total domestic equities	30.00	
Int'l Equities (unhedged)	13.00	4.75%
Emerging Int'l Equities	7.00	6.25%
Total international equities	20.00	
Core Bonds	5.00	0.64%
Short Duration	2.00	-0.25%
Global Multi-Sector Fixed Income	11.00	1.71%
Absolute Return Fixed Income	7.00	1.66%
Total fixed income	25.00	
Private equity	5.00	6.25%
Private debt	5.00	4.75%
Opportunistic	5.00	3.68%
Real estate	10.00	3.25%
Total alternative investments	25.00	
Total	100.00 %	

**G. Discount Rate**

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that the plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. For purposes of the projection, member contributions and employer service cost contributions are projected based on the expected payroll of current members only. Employer contributions are determined based on the pension plan's actuarial funding policy and as required by RSA 100-A:16. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**H. Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the City's and School's proportionate share of the net pension liability calculated using the discount rate of 7.25 percent, as well as what the City's and School's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.25%) or one percentage-point higher (8.25%) than the current rate:

<u>1% Decrease</u> <u>(6.25%)</u>	<u>Current</u> <u>Discount</u> <u>Rate (7.25%)</u>	<u>1% Increase</u> <u>(8.25%)</u>
\$ 112,537,183	\$ 87,582,232	\$ 66,886,028

**I. Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued NHRS financial report.

**18. Other Post-Employment Benefits – OPEB – (GASB 45)**

GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*, requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment

benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position over time.

**A. Plan Description**

The City provides its eligible retirees, including in some cases their beneficiaries (as governed by RSA 100-A:50), the ability to purchase health, dental, and prescription insurance at the City's group rates. Although the City does not supplement the cost of these plans, GASB Statement 45 requires the City to recognize the liability for the inclusion of any implicit rate subsidies afforded its retirees. This subsidy is generated as a result of the basic nature of insurance - one risk group subsidizes another to arrive at a blended premium; therefore, current employees who are young and healthy subsidize the older retirees. As of June 30, 2017, there were 51 retiree subscribers, including eligible spouses and dependents, and 680 active employees meet the eligibility requirements. The plan does not issue a separate financial report.

**B. Benefits Provided**

The City provides medical, prescription drug, mental health/substance abuse, and life insurance benefits to retirees and their covered dependents. All active employees who retire from the City and meet the eligibility criteria will receive these benefits.

**C. Funding Policy**

Retirees contribute 100% of the cost of the health plan, as determined by the City. The City contributes the remainder of the health plan costs on a pay-as-you-go basis.

**D. Annual OPEB Costs and Net OPEB Obligation**

The City's fiscal 2017 annual OPEB expense is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost per year and amortize the unfunded actuarial liability over a period of thirty years. The following table shows the components of the City's annual OPEB cost for the year ending June 30, 2017, the amount actually contributed to the plan, and the change in the City's net OPEB obligation based on an actuarial valuation as of July 1, 2016.



Annual Required Contribution (ARC)	\$ 1,058,530
Interest on net OPEB obligation	270,734
Adjustment to ARC	<u>(256,435)</u>
Annual OPEB cost	1,072,829
Contributions made	<u>(388,908)</u>
Increase in net OPEB obligation	683,921
Net OPEB obligation - beginning of year	<u>6,016,321</u>
Net OPEB obligation - end of year	<u>\$ 6,700,242</u>

The City's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation were as follows:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of OPEB Cost Contributed</u>	<u>Net OPEB Obligation</u>
2017	\$ 1,058,530	15.8%	\$ 6,700,242
2016	\$ 1,159,050	19.3%	\$ 6,016,321
2015	\$ 1,181,419	33.9%	\$ 5,281,306

**E. Funded Status and Funding Progress**

The funded status of the plan as of July 1, 2016, the date of the most recent actuarial valuation, was as follows:

Actuarial accrued liability (AAL)	\$ 10,694,245
Actuarial value of plan assets	<u>-</u>
Unfunded actuarial accrued liability (UAAL)	<u>\$ 10,694,245</u>
Funded ratio (actuarial value of plan assets/AAL)	<u>0%</u>
Covered payroll (active plan members)	<u>\$ 42,256,611</u>
UAAL as a percentage of covered payroll	<u>25.3%</u>

Actuarial valuations of an ongoing plan involve estimates of the value of reported amount and assumptions about the probability of occurrence of events far into the future. Examples included assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision, as actual results are compared with past expectations and new estimates are made about the future. The Schedule of OPEB Funding Progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information that shows whether the

actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**F. Actuarial Methods and Assumptions**

Projections of benefits for financial reporting purposes are based on the plan as understood by the City and the plan members, and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the City and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2016 actuarial valuation, the projected unit credit cost method was used. The actuarial value of assets was not determined, as the City has not advance funded its obligation. The actuarial assumptions included a 4.5% investment rate of return and an initial annual healthcare cost trend rate of 9.0% which decreases to a 5% long-term rate for all healthcare benefits after ten years. The amortization costs for the initial UAAL is a level percentage of payroll for a period of 30 years, on a closed basis. This has been calculated assuming the amortization payment increases at a rate of 3%.

**19. Commitments and Contingencies**

Outstanding Legal Issues – On an ongoing basis, there are typically pending legal issues in which the City is involved. The City's management is of the opinion that the potential future settlement of these issues would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the City expects such amounts, if any, to be immaterial.



**20. Implementation of New GASB Standard**

The Governmental Accounting Standards Board (GASB) has issued Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other than Pensions, replacing requirements of Statements No. 45 and 57, effective for the City beginning with its year ending June 30, 2018. This Statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/ expenditures. In addition, this Statement details the recognition and disclosure requirements for employers with payables to defined benefit OPEB plans that are administered through trusts that meet the specific criteria and for employers whose employees are provided with defined contribution OPEB.

CITY OF ROCHESTER, NEW HAMPSHIRE  
SCHEDULE OF PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY (GASB 88)

JUNE 30, 2017  
(Unaudited)

New Hampshire Retirement System

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Total Pension Liability</u>
June 30, 2017	June 30, 2016	1.84702875%	\$ 87,682,232	\$ 42,698,468	205.61%	88.30%
June 30, 2016	June 30, 2015	1.52057392%	\$ 64,203,318	\$ 41,436,575	154.94%	85.47%
June 30, 2015	June 30, 2014	1.64959938%	\$ 61,806,520	\$ 41,524,704	148.84%	86.32%

Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

## CITY OF ROCHESTER, NEW HAMPSHIRE

## SCHEDULE OF PENSION CONTRIBUTIONS (GASB 68)

JUNE 30, 2017  
(Unaudited)

New Hampshire Retirement System					
<u>Fiscal Year</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to the Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
June 30, 2017	\$ 6,102,796	\$ 6,102,796	\$ -	\$ 44,449,577	13.73%
June 30, 2016	\$ 5,577,595	\$ 5,577,595	\$ -	\$ 42,596,488	13.09%
June 30, 2015	\$ 5,416,120	\$ 5,416,120	\$ -	\$ 41,436,575	13.07%

Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

CITY OF ROCHESTER, NEW HAMPSHIRE  
SCHEDULE OF OPEB FUNDING PROGRESS (GASB 45)

June 30, 2017  
(Unaudited)

Other Post-Employment Benefits

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percent- age of Covered Payroll (b-a)/c
07/01/16	\$ -	\$ 10,694,245	\$ 10,694,245	0.0%	\$ 42,256,611	25.3%
07/01/15	\$ -	\$ 11,340,142	\$ 11,340,142	0.0%	\$ 45,938,472	24.7%
07/01/14	\$ -	\$ 11,310,380	\$ 11,310,380	0.0%	\$ 44,600,458	25.4%

See Independent Auditors' Report.





**TAX INCREMENT FINANCING (TIF)  
DISTRICT REPORTING INFORMATION**





**TIF 205-C - RHA C/O NHBFA District (SAFRAN Lease)**  
**Financial Report for Tax Year 2017 (as of April 30, 2018)**  
**Fund 7029 - TIF2**  
**Unaudited Draft**

<b>Assessment Information:</b>	
Date of Adoption/Modification (mm/dd/yy)	07/05/11
A Original Assessed Value	193,900
B - Unretained Captured Assessed Value	-
C = Amounts Used on P2 (for tax rate purposes)	193,900
D + Retained captured assessed value	27,163,700
E = Current Assessed Value	27,357,600

<b>Tax Rate Information:</b>	
2017 Tax Rate per 1000 assessed value	26.33

<b>Revenues<sup>1</sup></b>	
Tax Increment District (Safran Lease Payment Spreadsheet)	720,325.64
Less Amounts Used on P2 (amounts used on P2 above)	(5,105.39)
Investment Interest	-
Other	-
<b>Total Revenues:</b>	<b>715,220.25</b>

<b>Expenditures<sup>2</sup></b>	
Long Term Dept Payments	
Principal - March 2012 Series B	185,378.82
Interest - March 2012 Series B	96,639.74
Principal - NHBFA Loan	222,267.78
Interest - NHBFA Loan	172,932.03
Outside Services	-
Other	-
<b>Total Expenditures</b>	<b>677,218.37</b>

<b>Long-Term Debt Payable<sup>2</sup></b>	
Principal - March 2012 Series B	3,548,680.20
Interest - March 2012 Series B	814,331.64
Principal - NHBFA Loan	3,236,374.26
Interest - NHBFA Loan	867,333.66
<b>Total Long-Term Debt Payable</b>	<b>8,466,719.76</b>

Beginning of Period - Fund Balance	<b>158,982.46</b>
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Excess (Deficiency) of Revenue	<b>38,001.88</b>
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End of Period - Fund Balance	<b>196,984.34</b>
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Fund Balance Reserved for Debt Service	<b>196,984.34</b>
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Deficit to be Raised by Tax Increment District	<b>8,269,735.42</b>
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**Notes:**

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

<sup>2</sup> All FY18 debt payments are paid

**TIF 162-K - Granite State Business Park District**  
**Financial Report for Tax Year 2016 (as of June 30, 2017)**  
**Fund 7028 - TIF1**  
**Final**

<b>Assessment Information:</b>	
Date of Adoption/Modification (mm/dd/yy)	07/05/11
A Original Assessed Value	13,550,069
B - Unretained Captured Assessed Value	-
C = Amounts Used on P2 (for tax rate purposes)	13,550,069
D + Retained captured assessed value	3,167,551
E = Current Assessed Value	16,717,620

<b>Tax Rate Information:</b>	
2016 Tax Rate per 1000 assessed value	28.26

<b>Revenues<sup>1</sup></b>	
Tax Increment District (Retained captured assessed value / 1000 * tax rate)	89,514.99
Investment Interest	-
Other (Tax Year 2012 Increment Adjustment)	(8.86)
<b>Total Revenues:</b>	<b>89,506.13</b>

<b>Expenditures<sup>2</sup></b>	
Long Term Dept Payments	-
Principal	-
Interest (Current & Anticipated Payments)	-
Outside Services	-
Other	100,500.00
<b>Total Expenditures</b>	<b>100,500.00</b>

<b>Long-Term Debt Payable</b>	
Principal	-
Interest	-
<b>Total Long-Term Debt Payable</b>	<b>-</b>

Beginning of Period - Fund Balance	<b>86,912.96</b>
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Excess (Deficiency) of Revenue	<b>(10,993.87)</b>
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End of Period - Fund Balance	<b>75,919.09</b>
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Fund Balance Reserved for Debt Service	-
--	---

Deficit to be Raised by Tax Increment District	-
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**Notes:**

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

<sup>2</sup> the transfer to CIP is completed

**CITY OF ROCHESTER, NH**  
**Granite State Business Park**  
**Tax Increment Finance District (RSA 162K)**  
**Fiscal Year 2016 FINAL 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 2017:*

The Granite State Business Park (GSBP) is located in the southeastern portion of Rochester adjacent to the Skyhaven Airport. Previous GSBP financing reports have been calculated on a calendar year basis, the most prior report being calendar year 2015. This report and reports moving forward will be calculated on a fiscal year basis. This report includes January 2016-June 2016 to bring the reports up to date. FY 2017 projects started and future development is as follows:

Improvements have been made to three buildings in FY 2017, those are as follows:

The Albany Engineered Composites building located at 216 Airport Drive pulled permits and estimated \$13,000 in FY16 for sprinkler and heating system upgrades. In FY 17 spent approximately \$205,000 installing some underground electrical and renovating their lobby and

conference room area. The Albany International Techniweave building located at 112 Airport Drive also submitted an estimated \$10,000 in permits for sprinkler system updates and adding gas piping for a parts oven. NCS Global located at 32 Innovation Drive spent approximately \$25,000 on their exterior canopies in FY16. The condos at 61 Airport Drive completed electrical service in the amount of \$25,000 and \$3000 in interior renovations.

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. The Kane Company currently has it listed for \$299,000 with several interested parties.

The TIF District was expanded by 47 acres on February 7, 2017. This land was acquired by the City of Rochester in FY2017 and is being marketed for industrial development. Please see flyer attached. Also being marketed by the City is a 50 acre parcel formerly under option by Safran Aerospace Composites, who released the option in June 2017.

An Advisory Board met on April 15, 2016 and minutes were taken and reviewed by the Rochester City Council. The Board will meet again in October 2017 to review the Annual Report to make new recommendations on next year's activity to the Mayor and City Council.

*Advisory Committee Endorsement:*

Water system improvements needed for future expansion and water security for investors in the park include connecting or "looping" the water system from 216 Airport Drive, extending up Shaw Drive and connecting to the water system in Whitehall Road. This will be an FY17 CIP request and if undertaken as a TIF project, will require changes to the TIF Map and Financing Plan.

As businesses such as Albany Engineered Composites, Newport Computers and Phase 2 Medical grow within the Granite State Business Park, so will the need to accommodate the employees of the GSBP who already have a 24/7 presence. Albany and Phase 2 Medical are already working on 3 shifts. Safran Aerospace Composites has additional impacts on the traffic and safety of the park because their entrance to the site is through the main entrance of the park and they will also be adding additional employees and a 3<sup>rd</sup> shift. Currently the FY2016 CIP Budget appropriated \$70,000 for a bus stop, lighting and sidewalks.

The business park currently lacks street lights and sidewalks from Rochester Hill Road (Route 108), up Innovation Drive to the bridge, and along Airport Drive into the park. The only bus stop available to those taking public transportation is located outside the GSBP on Route 108, which is quite a distance from most of these buildings. Adding additional lighting, sidewalks and a bus stop will enhance both vehicular and foot traffic in the park.

To best accommodate the growth of these businesses and to encourage new business in the GSBP, the following projects will be priority for the next year.

- Water Loop to Whitehall Road
- Street Lights installed on Airport Drive
- Sidewalks constructed within the park
- Identification of a location and construction of a sheltered and well lit bus stop inside the GSBP

Prepared By:  
Jennifer Marsh  
July 2017  
Economic Development Specialist, City of Rochester





# **TRUSTEES OF THE TRUST FUND REPORT**







**City of Rochester,  
Capital Reserves  
MS-9 for Year Ending June 30, 2017**

PRINCIPAL ACCOUNT #8000006660										INCOME ACCOUNT #8000006660					TOTAL
ANNUAL TOTALS										ANNUAL TOTALS					
DATE	TRUST NAME	PURPOSE	% OF TOTAL	BALANCE 07/01/16	NEW FUNDS	GAIN/ LOSS	Transf/ Income/ Exp	Mgmt Fees	BALANCE 06/30/17	BALANCE 07/01/16	Gross Income	Mgmnt Fees	Transf/ Income/ Exp	BALANCE 06/30/17	
12/15/15	School Building	School	#DIV/0!	-	796,326.00	-	-	-	796,326.00	-	-	-	-	-	796,326.00
#DIV/0!				-	796,326.00	-	-	-	796,326.00	-	-	-	-	-	796,326.00



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
<b><i>MONEY MARKET FUNDS</i></b>										
21,006.12	Government II Money Market Fund 033 TCGXX	44,300.57	565,101.22	-	588,395.67	-	21,006.12	438.11	44,300.57	21,006.12
-	Government II Money Market Fund 033 TCGXX (i)	35,299.22	120,289.25	-	155,588.47	-	-	77.11	35,299.22	-
60,000.00	Brokered Money Market Fund (i)	-	60,000.00	-	-	-	60,000.00	73.46	-	60,000.00
-	Lake Sunapee Bank Money Market (i)	50,000.00	-	-	50,000.00	-	-	212.84	50,000.00	-
	<b>Total Cash &amp; Equivalents</b>	<b>129,599.79</b>	<b>745,390.47</b>	<b>-</b>	<b>793,984.14</b>	<b>-</b>	<b>81,006.12</b>	<b>801.52</b>	<b>129,599.79</b>	<b>81,006.12</b>
<b><i>FIXED INCOME</i></b>										
-	US Treasury Notes 3.25% 7/31/2016	29,868.75	-	-	30,000.00	131.25	-	487.50	30,075.60	-
	<b>Total US Treasury Obligations</b>	<b>29,868.75</b>	<b>-</b>	<b>-</b>	<b>30,000.00</b>	<b>131.25</b>	<b>-</b>	<b>487.50</b>	<b>30,075.60</b>	<b>-</b>
-	FHLB 0.625% 12/28/16	9,965.20	-	-	10,000.00	34.80	-	31.25	10,007.80	-
30,000.00	FHLB 1.00% 7/30/18	29,977.09	-	-	-	-	29,977.09	300.00	30,157.20	29,889.90
30,000.00	FFCB 2.03% 08/14/19	29,973.81	-	-	-	-	29,973.81	609.00	31,095.30	30,279.30
795.22	FHLB Pool #B19343 5.50% 05/01/2020	1,283.14	-	-	480.72	(2.71)	799.71	56.36	1,337.98	817.37
1,400.26	FHLB Pool #G12688 5.50% 06/01/2022	2,004.92	-	-	596.56	(2.42)	1,405.94	94.16	2,169.62	1,479.54
	<b>Total US Government Agencies</b>	<b>73,204.16</b>	<b>-</b>	<b>-</b>	<b>11,077.28</b>	<b>29.67</b>	<b>62,156.55</b>	<b>1,090.77</b>	<b>74,767.90</b>	<b>62,466.11</b>
-	AT&T Inc 2.40% 8/15/2016	25,184.75	-	-	25,000.00	(184.75)	-	300.00	25,039.50	-
-	Abbvie Inc. 1.75% 11/6/17	30,077.10	-	-	30,187.80	110.70	-	322.29	30,177.30	-
30,000.000	General Elect Cap Corp Med Term Note 1.60% 11/20/17	29,996.40	-	-	-	-	29,996.40	480.00	30,267.60	30,018.30
30,000.000	Intel Corp 1.35% 12/15/17	29,896.50	-	-	-	-	29,896.50	405.00	30,177.90	29,992.80



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
25,000.000	Bank of NY Mellon MTN 2.10% 8/1/18	25,147.50	-	-	-	-	25,147.50	525.00	25,470.50	25,124.25
25,000.000	Rio Tinto Finance USA PLC 2.25% 12/14/18	25,078.50	-	-	25,554.50	476.00	-	206.25	25,534.75	-
30,000.000	Shell International Finance 4.30% 09/22/2019	30,266.70	-	-	-	-	30,266.70	1,290.00	32,674.80	31,583.10
30,000.000	Stryker Corp 4.375% 1/15/2020	30,033.90	-	-	-	-	30,033.90	1,312.50	32,685.90	31,687.80
30,000.000	State Street Corp 2.55% 8/18/20	30,140.12	-	-	-	-	30,140.12	765.00	30,530.40	30,563.40
30,000.000	Toronto Dominion Bank 2.125% 4/7/21	30,123.60	-	-	-	-	30,123.60	637.50	31,131.30	29,873.70
30,000.000	Newmont Mining Corp 3.50% 3/15/2022	30,397.20	-	-	-	-	30,397.20	1,050.00	31,151.40	31,023.30
30,000.000	Sysco Corp 2.60% 6/12/22	30,227.40	-	-	-	-	30,227.40	780.00	30,540.90	30,135.90
30,000.000	Oracle Corp 2.50% 10/15/22	-	29,880.60	-	-	-	29,880.60	100.00	-	30,161.70
30,000.000	Mattel Inc 3.15% 3/15/23	30,214.50	-	-	-	-	30,214.50	945.00	30,189.30	29,654.10
30,000.000	Berkshire Hathaway 2.75% 3/15/23	-	30,079.80	-	-	-	30,079.80	48.13	-	30,397.50
30,000.000	CVS Health Corp 3.375% 8/12/24	-	30,367.20	-	-	-	30,367.20	(33.75)	-	30,495.90
30,000.000	Burlington North Santa Fe 3.40% 9/1/24	30,240.00	-	-	-	-	30,240.00	1,020.00	32,627.70	31,230.90
30,000.000	Kimberly Clark Corp 3.05% 8/15/25	-	30,117.90	-	-	-	30,117.90	(30.49)	-	30,299.70
30,000.000	Coca Cola Co 2.875% 10/27/25	-	29,827.80	-	-	-	29,827.80	64.69	-	30,173.70
30,000.000	Exxon Mobil Corp 3.043% 3/1/26	-	30,063.60	-	-	-	30,063.60	(73.54)	-	30,256.80
30,000.000	Caterpillar Financial Corp 3.20% 6/15/26	-	30,097.50	-	-	-	30,097.50	288.00	-	29,512.20
30,000.000	General Mills Inc. 3.20% 2/10/27	-	29,763.60	-	-	-	29,763.60	(106.66)	-	29,747.70
30,000.000	Bristol Myers Squibb Co 3.25 2/27/27	-	30,082.80	-	-	-	30,082.80	(92.08)	-	30,258.90
	<b>Total Corporate &amp; Foreign Bonds</b>	<b>407,024.17</b>	<b>270,280.80</b>	<b>-</b>	<b>80,742.30</b>	<b>401.95</b>	<b>596,964.62</b>	<b>10,202.84</b>	<b>418,199.25</b>	<b>602,191.65</b>



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
25,000.00	Floyd County Georgia Wtr Rev 3.375% 11/01/2017	25,087.53	-	-	-	-	25,087.53	843.76	25,873.25	25,145.75
15,000.00	New York NY 4.04% 10/01/2020	15,079.54	-	-	-	-	15,079.54	607.06	16,443.45	15,951.30
	<b>Total Municipal Obligations</b>	<b>40,167.07</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,167.07</b>	<b>1,450.82</b>	<b>42,316.70</b>	<b>41,097.05</b>

**EQUITY**

650.000	Abbott Labs	19,240.75	-	-	-	-	19,240.75	682.50	25,551.50	31,596.50
400.000	Abbvie Inc	10,079.67	-	-	-	-	10,079.67	968.00	24,764.00	29,004.00
300.000	ADIDAS AG ADR	-	28,974.00	-	-	-	28,974.00	238.79		28,791.00
-	Adient PLC ADR	-	2,720.56	-	3,558.58	838.02	-	-		-
35.000	Alphabet Inc. CL A	15,462.24	-	-	-	-	15,462.24	-	24,623.55	32,538.80
25.000	Amazon.com	-	22,460.00	-	-	-	22,460.00	-	-	24,200.00
200.000	Apple Inc.	-	28,147.70	-	-	-	28,147.70	126.00	-	28,804.00
320.000	AT&T Inc	9,686.56	-	-	-	-	9,686.56	620.80	13,827.20	12,073.60
600.000	Ball Corp	5,187.90	-	-	-	-	5,187.90	177.00	21,687.00	25,326.00
400.000	Baxter Intl Inc.	9,321.50	8,662.34	-	-	-	17,983.84	139.75	10,174.50	24,216.00
77.000	Blackrock Incorporated Class A	14,643.17	-	-	-	-	14,643.17	737.66	26,374.81	32,525.57
332.000	Chevron Corporation	7,355.88	-	-	-	-	7,355.88	1,430.92	34,803.56	34,637.56
700.000	Cisco Systems Inc	16,744.66	-	-	-	-	16,744.66	749.00	20,083.00	21,910.00
600.000	Comcast Corp CL A	-	22,832.28	-	-	-	22,832.28	94.50	-	23,352.00
150.000	CostcoWholesale Corp	-	26,318.25	-	-	-	26,318.25	1,125.00	-	23,989.50



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
275.000	CVS Caremark Corp	28,225.10	-	-	-	-	28,225.10	508.76	26,328.50	22,126.50
300.000	Du Pont E I De Nemours & Co	14,540.38	-	-	-	-	14,540.38	456.00	19,440.00	24,213.00
175.000	Ecolab Inc	6,194.67	-	-	-	-	6,194.67	252.00	20,755.00	23,231.25
300.000	Emerson Electric Corp	13,353.62	-	-	-	-	13,353.62	574.50	15,648.00	17,886.00
300.000	Exxon Mobil Corp	10,929.65	-	-	-	-	10,929.65	906.00	28,122.00	24,219.00
450.000	Franklin Resources Inc	17,905.00	-	-	-	-	17,905.00	342.00	15,016.50	20,155.50
800.000	General Electric Co	10,435.09	-	-	-	-	10,435.09	752.00	25,184.00	21,608.00
850.000	Hartford Financial Svcs Group Inc	17,994.24	-	-	-	-	17,994.24	748.00	37,723.00	44,684.50
200.000	Illinois Tool Works Inc	9,154.06	-	-	-	-	9,154.06	500.00	20,832.00	28,650.00
500.000	Intel Corp	11,145.25	-	-	-	-	11,145.25	526.25	16,400.00	16,870.00
200.000	International Flavors & Frangrences	22,025.84	-	-	-	-	22,025.84	496.00	25,214.00	27,000.00
-	Johnson Controls Inc	21,876.09	-	-	24,364.03	2,487.94	-	552.00	30,982.00	-
400.000	JPMorgan Chase & Co	17,761.67	-	-	-	-	17,761.67	776.00	24,856.00	36,560.00
250.000	Kimberly Clark Corp	12,818.17	-	-	-	-	12,818.17	932.50	34,370.00	32,277.50
250.000	Kraft Heinz Corp	-	21,897.20	-	-	-	21,897.20	300.00	-	21,410.00
350.000	Lilly Eli & Co	16,332.03	-	-	-	-	16,332.03	721.00	27,562.50	28,805.00
250.000	Lowes Inc	13,617.00	-	-	19,933.73	12,886.23	6,569.50	612.50	39,585.00	19,382.50
1,000.000	Marathon Oil Corp	23,793.46	-	-	-	-	23,793.46	200.00	15,010.00	11,850.00
425.000	Marsh & McLennan Cos Inc	9,994.89	-	-	-	-	9,994.89	578.00	29,095.50	33,133.00
200.000	McKesson Corporation	8,878.14	7,269.50	-	-	-	16,147.64	168.00	27,997.50	32,908.00



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
500.000	Microsoft Corp	4,209.64	-	-	-	-	4,209.64	765.00	25,585.00	34,465.00
200.000	Nextera Energy Inc	12,104.47	-	-	-	-	12,104.47	741.00	26,080.00	28,026.00
-	Nike Inc CL B	9,441.28	-	-	36,122.65	26,681.37	-	363.20	35,328.00	-
200.000	Norfolk Southern Corp	7,586.60	-	-	-	-	7,586.60	480.00	17,026.00	24,340.00
255.000	Novartis AG ADR	13,073.39	-	-	-	-	13,073.39	693.04	21,040.05	21,284.85
525.000	Oracle Corporation	11,040.99	-	-	-	-	11,040.99	336.00	21,488.25	26,323.50
550.000	Paychex Inc	14,773.57	-	-	-	-	14,773.57	1,012.00	32,725.00	31,317.00
277.000	Pepsico Inc	4,748.18	-	-	-	-	4,748.18	848.31	29,345.38	31,990.73
-	Qualcomm Inc.	25,041.22	-	-	19,014.62	(6,026.60)	-	355.10	17,945.95	-
275.000	Sempra Energy	14,151.89	-	-	-	-	14,151.89	849.08	31,355.50	31,006.25
-	Spectra Energy Corp	13,249.69	-	-	24,479.45	11,229.76	-	750.00	21,978.00	-
-	Starbucks Corporation	21,394.12	3,112.36	-	24,102.50	(403.98)	-	286.50	21,134.40	-
250.000	State Street Corp	17,621.60	-	-	-	-	17,621.60	370.00	13,480.00	22,432.50
700.000	Symantec Corp	-	20,030.57	-	-	-	20,030.57	52.50		19,775.00
200.000	Thermo Fisher Scientific Incorporated	5,599.60	-	-	-	-	5,599.60	120.00	29,552.00	34,894.00
100.000	United Technologies Corp	3,401.70	-	-	-	-	3,401.70	264.00	10,255.00	12,211.00
-	VF Corp	29,027.47	-	-	20,068.52	(8,958.95)	-	316.00	24,596.00	-
300.000	Verizon Communications	11,925.77	-	-	-	-	11,925.77	689.25	16,752.00	13,398.00
250.000	Wal-Mart Stores Inc	5,137.77	-	-	3,434.96	1,356.57	3,059.38	555.00	21,906.00	18,920.00
500.000	Waste Management Inc	17,234.98	-	-	-	-	17,234.98	835.00	33,135.00	36,675.00



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
450.000	Wells Fargo & Co	4,061.25	-	-	-	-	4,061.25	684.00	21,298.50	24,934.50
200.000	3M Co	11,527.10	-	-	-	-	11,527.10	914.00	35,024.00	41,638.00
	<b>Total Common Equity Securities</b>	<b>651,048.96</b>	<b>192,424.76</b>	<b>-</b>	<b>175,079.04</b>	<b>40,090.36</b>	<b>708,485.04</b>	<b>30,270.41</b>	<b>1,189,040.65</b>	<b>1,313,565.61</b>
1,000.000	AFLAC Inc PFD 5.50% 9/15/2052	24,900.00	-	-	-	-	24,900.00	1,375.00	26,640.00	25,350.00
1,000.000	Cullen Frost Bankers 5.375% 3/15/18	24,874.30	-	-	-	-	24,874.30	1,343.76	25,630.00	25,500.00
1,200.000	Entergy Arkansas Inc PFD 4.90% 12/01/2052	30,079.08	-	-	-	-	30,079.08	1,470.00	30,324.00	29,910.00
966.000	Tennessee Valley Authority 3.955% 05/01/2029	25,154.64	-	-	-	-	25,154.64	811.44	24,634.74	24,150.00
	<b>Total Preferred Equity Securities</b>	<b>105,008.02</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>105,008.02</b>	<b>5,000.20</b>	<b>107,228.74</b>	<b>104,910.00</b>
-	Vanguard Equity Income Fund Admiral #565	18,676.61	-	242.03	24,585.96	5,667.32	-	349.81	22,493.21	-
-	Vanguard Index Tr Mid Capitalization #859	17,632.58	-	-	45,720.53	28,087.95	-	489.60	40,476.47	-
	<b>Total Domestic Equity Mutual Funds</b>	<b>36,309.19</b>	<b>-</b>	<b>242.03</b>	<b>70,306.49</b>	<b>33,755.27</b>	<b>-</b>	<b>839.41</b>	<b>62,969.68</b>	<b>-</b>
300.000	iShares Latin American 40 ETF	-	9,365.55	-	-	-	9,365.55	92.89	-	9,084.00
-	iShares FTSE Xinhau HK China 25 Index Fund	7,651.85	-	-	9,657.66	2,005.81	-	172.30	8,555.00	-
-	iShares MSCI EAFE Index Fund	13,285.99	-	-	12,103.99	(1,182.00)	-	119.23	11,164.00	-
-	iShares MSCI Emerging Markets Index Fund	31,161.29	-	-	30,376.02	(785.27)	-	313.00	27,144.40	-
272.000	iShares MSCI Pacific Ex-Japan Index Fund	8,251.52	-	-	-	-	8,251.52	452.12	10,662.40	12,098.56
155.000	iShares MSCI South Africa Index Fund	9,977.33	-	-	-	-	9,977.33	157.33	8,197.95	8,791.60
175.000	SPDR S&P China ETF	-	14,284.55	-	-	-	14,284.55	45.46	-	15,624.00
1,000.000	Vanguard Europe Pacific ETF	-	38,833.75	-	-	-	38,833.75	557.00	-	41,320.00



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
1,000.000	Vanguard Emerging Markets ETF	-	39,479.50	-	-	-	39,479.50	288.50	-	40,830.00
	<b>Total Closed End Intl Equity Funds</b>	<b>70,327.98</b>	<b>101,963.35</b>	<b>-</b>	<b>52,137.67</b>	<b>38.54</b>	<b>120,192.20</b>	<b>2,197.83</b>	<b>65,723.75</b>	<b>127,748.16</b>
300.000	iShares S&P Midcap 400 Index Fund	-	50,945.97	-	-	-	50,945.97	180.54	40,673.50	52,185.00
700.000	iShares S&P Smallcap 600 Index Fund	16,949.98	-	-	-	-	16,949.98	614.03	40,673.50	49,077.00
	<b>Total Closed End Domestic Equity Fund</b>	<b>16,949.98</b>	<b>50,945.97</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,895.95</b>	<b>794.57</b>	<b>81,347.00</b>	<b>101,262.00</b>
200.000	iShares Barclays MBS Bond Fund	-	21,302.40	-	-	-	21,302.40	137.57	-	21,352.00
900.000	iShares Core Total US Bond ETF	-	96,972.75	-	-	-	96,972.75	864.62	-	98,559.00
350.000	iShares Core Total US Bond ETF (i)	-	37,712.40	-	-	-	37,712.40	-	-	38,328.50
200.000	iShares IBOXX High Yield Corp Bond Fund	-	17,502.14	-	-	-	17,502.14	282.45	-	17,678.00
200.000	iShares IBOXX Invest Grade Corp Bond Fund	-	23,577.60	-	-	-	23,577.60	191.23	-	24,102.00
250.000	iShares JP Morgan Emerging Bond Fund	-	28,302.53	-	-	-	28,302.53	419.44	-	28,590.00
	<b>Total Closed End Fixed Income</b>	<b>-</b>	<b>225,369.82</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>225,369.82</b>	<b>1,895.31</b>	<b>-</b>	<b>228,609.50</b>
8,355.720	Vanguard GNMA Fund Adminral #536	87,326.70	-	610.80	-	-	87,937.50	2,094.83	90,659.56	88,516.48
	<b>Total Taxable Fixed Income Funds</b>	<b>87,326.70</b>	<b>-</b>	<b>610.80</b>	<b>-</b>	<b>-</b>	<b>87,937.50</b>	<b>2,094.83</b>	<b>90,659.56</b>	<b>88,516.48</b>
<b>Fees</b>										
	Banking Assistance Fees (1)	-	-	-	-	-	-	(17,201.50)	-	-
	<b>TOTAL FUNDS</b>	<b>1,646,834.77</b>	<b>1,586,375.17</b>	<b>852.83</b>	<b>1,213,326.92</b>	<b>74,447.04</b>	<b>2,095,182.89</b>	<b>39,924.51</b>	<b>2,291,928.62</b>	<b>2,751,372.68</b>

(1) \$17,201.50 Collected From Income





**City of Rochester,  
Common Fund  
MS-9 for Year Ending June 30, 2017**

PRINCIPAL - ACCOUNT #5233001215										INCOME - ACCOUNT #5233001215					
ANNUAL TOTALS										ANNUAL TOTALS					
DATE	TRUST NAME	PURPOSE	HOW INVESTED	% OF TOTAL	BALANCE 07/01/16	NEW FUNDS	GAIN/ LOSS	EXPEND	BALANCE 06/30/17	BALANCE 07/01/16	Gross Income	Mgmt Fees	Transf/ Income/ Exp	BALANCE 06/30/17	TOTAL
	Special Funds		Stks/Bnds	0.02%	40.12	-	11.47	-	51.59	228.07	8.64	(2.65)	-	234.06	285.65
	Old Cemetery-General Emergency	Care	Stks/Bnds	0.02%	137.82	-	12.84	-	150.66	162.39	9.67	(2.97)	-	169.09	319.75
	Old Cemetery-Special Emergency	Care	Stks/Bnds	1.18%	8,843.87	102.83	832.01	-	9,778.71	10,613.12	626.87	(192.29)	-	11,047.70	20,826.42
1890	Old Cemetery Conservation Fund	Conservation	Stks/Bnds	1.00%	12,961.02	-	705.84	-	13,666.86	3,545.38	531.81	(163.13)	(102.83)	3,811.23	17,478.09
1908	Old City Cemetery	Care	Stks/Bnds	0.07%	170.72	-	47.23	-	217.95	933.84	35.59	(10.92)	-	958.51	1,176.47
1990	Hanson Pines	Carnival Grounds	Stks/Bnds	5.83%	75,655.24	-	4,104.73	-	79,759.98	20,335.63	3,090.09	(948.10)	(1,394.38)	21,083.23	100,843.21
1915	Abbott Family, Lot 130	Cemetery	Stks/Bnds	0.04%	584.26	-	29.57	-	613.82	107.16	22.28	(6.83)	-	122.60	736.42
1974	Reid, Robert	Cemetery	Stks/Bnds	0.06%	993.00	-	43.84	-	1,036.84	77.19	33.11	(10.17)	(45.00)	55.13	1,091.96
1921	Boothby, Kate M.	Cemetery	Stks/Bnds	0.01%	184.75	-	9.35	-	194.10	33.88	7.04	(2.16)	-	38.76	232.87
1933	Brown, Mary A.	Cemetery	Stks/Bnds	0.03%	475.78	-	24.08	-	499.85	87.26	18.14	(5.56)	-	99.84	599.69
1913	Dore, Annie B.	Cemetery	Stks/Bnds	0.21%	1,103.57	-	146.99	-	1,250.56	2,333.88	110.75	(33.97)	-	2,410.65	3,661.21
1911	Estes, Elizabeth C.	Cemetery	Stks/Bnds	0.03%	398.33	-	20.16	-	418.49	73.06	15.19	(4.66)	-	83.59	502.07
2008	French-Hussey	Cemetery	Stks/Bnds	0.68%	10,605.93	-	465.97	-	11,071.89	615.35	351.85	(107.90)	(456.90)	402.40	11,474.30
1934	Hammett, Ephraim O.	Cemetery	Stks/Bnds	0.03%	400.62	-	21.75	-	422.37	108.01	16.39	(5.03)	-	119.37	541.74
1934	Hammett, Ephraim/John Clark Lot	Cemetery	Stks/Bnds	0.00%	51.96	-	2.08	-	54.04	(3.35)	1.57	(0.48)	-	(2.26)	51.77
1934	Hammett, Ephraim O./Haven Hill	Cemetery	Stks/Bnds	0.01%	106.03	-	5.65	-	111.68	26.04	4.26	(1.31)	-	28.99	140.67
1916	Haven Hill	Cemetery	Stks/Bnds	0.65%	8,215.84	-	456.11	-	8,671.96	2,450.51	343.65	(105.41)	-	2,688.75	11,360.70
1902	Moore, John E./Allen	Cemetery	Stks/Bnds	0.03%	398.31	-	20.16	-	418.46	73.04	15.19	(4.66)	-	83.57	502.04
1907	Morrill, Elizabeth A.	Cemetery	Stks/Bnds	0.01%	184.74	-	9.35	-	194.09	33.88	7.04	(2.16)	-	38.76	232.85
1934	Torr Family	Cemetery	Stks/Bnds	0.04%	233.16	-	27.55	-	260.70	411.02	20.75	(6.37)	-	425.41	686.11
1944	Trickey on Chestnut Hill Road	Cemetery	Stks/Bnds	0.05%	382.10	-	36.34	-	418.44	467.82	27.38	(8.40)	-	486.80	905.24
1934	Willand on Chestnut Hill Road	Cemetery	Stks/Bnds	0.07%	496.92	-	46.81	-	543.72	597.70	35.27	(10.82)	-	622.15	1,165.88
1916	Wingate on Salmon Falls Rd	Cemetery	Stks/Bnds	0.03%	398.33	-	20.16	-	418.49	73.06	15.19	(4.66)	-	83.59	502.07
1970	Leighton, Charlotte	HS Library	Stks/Bnds	0.12%	1,872.19	-	80.61	-	1,952.79	45.32	60.73	(18.62)	(45.32)	42.12	1,994.91
1975	Merriam, Sadie L.	HS Library	Stks/Bnds	0.19%	3,098.60	-	133.41	-	3,232.00	75.02	100.52	(30.81)	(75.02)	69.71	3,301.71
1986	Edgerly, James	Library	Stks/Bnds	0.18%	2,945.35	-	126.81	-	3,072.16	71.31	95.55	(29.29)	(71.31)	66.26	3,138.42
1900	Farrington Annex, Jennie	Library	Stks/Bnds	0.12%	1,915.21	-	82.46	-	1,997.67	46.37	62.13	(19.04)	(46.37)	43.08	2,040.75
1933	Felker, Samuel D.	Library	Stks/Bnds	0.59%	9,476.14	-	407.98	-	9,884.12	229.40	307.41	(94.23)	(229.40)	213.19	10,097.31
1981	Greene, Pearl & Charles	Library	Stks/Bnds	0.11%	1,767.21	-	76.08	-	1,843.29	42.79	57.33	(17.57)	(42.79)	39.75	1,883.04



**City of Rochester,  
Common Fund  
MS-9 for Year Ending June 30, 2017**

PRINCIPAL - ACCOUNT #5233001215										INCOME - ACCOUNT #5233001215					
ANNUAL TOTALS										ANNUAL TOTALS					
DATE	TRUST NAME	PURPOSE	HOW INVESTED	% OF TOTAL	BALANCE 07/01/16	NEW FUNDS	GAIN/ LOSS	EXPEND	BALANCE 06/30/17	BALANCE 07/01/16	Gross Income	Mgmt Fees	Transf/ Income/ Exp	BALANCE 06/30/17	TOTAL
1938	Greenfield, Charles & Aroline B.	Library	Stks/Bnds	0.59%	9,476.14	-	407.98	-	9,884.12	229.42	307.41	(94.23)	(229.42)	213.19	10,097.31
1941	Greenfield, John	Library	Stks/Bnds	0.59%	9,476.14	-	407.98	-	9,884.12	229.42	307.41	(94.23)	(229.42)	213.19	10,097.31
1943	Hanscom, John	Library	Stks/Bnds	0.59%	9,476.14	-	407.98	-	9,884.12	229.42	307.41	(94.23)	(229.42)	213.19	10,097.31
1973	Hussey, Wallace	Library	Stks/Bnds	0.31%	4,924.00	-	211.99	-	5,135.99	119.22	159.74	(48.96)	(119.32)	110.67	5,246.66
1973	Jenness, Charles G.	Library	Stks/Bnds	0.09%	1,472.67	-	63.40	-	1,536.08	35.66	47.77	(14.64)	(35.66)	33.13	1,569.21
1997	Jones, Mabel H.	Library	Stks/Bnds	0.16%	2,498.54	-	107.57	-	2,606.11	60.49	81.05	(24.84)	(60.49)	56.21	2,662.32
2011	King, Barbara	Library	Stks/Bnds	0.34%	5,387.04	-	231.93	-	5,618.97	130.42	174.76	(53.57)	(130.42)	121.19	5,740.16
1978	Malloy/Bliss	Library	Stks/Bnds	0.07%	1,178.14	-	50.72	-	1,228.87	28.52	38.22	(11.72)	(28.52)	26.51	1,255.37
1927	McDuffey, John	Library	Stks/Bnds	0.59%	9,476.14	-	407.98	-	9,884.12	229.42	307.41	(94.23)	(229.42)	213.19	10,097.31
2007	Nescott, Marcia L.	Library	Stks/Bnds	0.67%	10,792.07	-	464.64	-	11,256.71	261.29	350.10	(107.31)	(261.29)	242.78	11,499.49
1996	Rose, Carolyn C.	Library	Stks/Bnds	0.07%	1,178.14	-	50.72	-	1,228.87	28.52	38.22	(11.72)	(28.52)	26.51	1,255.37
1960	Salinger Library Fund, Leon	Library	Stks/Bnds	4.08%	65,524.62	-	2,821.09	-	68,345.71	1,586.42	2,125.66	(651.56)	(1,586.42)	1,474.09	69,819.81
2004	Talvio, S. William	Library	Stks/Bnds	1.74%	28,009.41	-	1,205.91	-	29,215.32	678.13	908.64	(278.52)	(678.13)	630.13	29,845.45
1978	Thompson, Kenneth L.	Library	Stks/Bnds	1.33%	21,334.59	-	918.54	-	22,253.13	516.53	692.11	(212.15)	(516.53)	479.97	22,733.09
1940	Varney Library Fund, Sarah L.	Library	Stks/Bnds	0.12%	1,915.21	-	82.46	-	1,997.67	46.37	62.13	(19.04)	(46.37)	43.08	2,040.75
1918	Woodward, Olive M.	Library	Stks/Bnds	0.01%	117.82	-	5.07	-	122.89	2.85	3.82	(1.17)	(2.85)	2.65	125.54
1978	American Rev Bicentennial	Scholarship	Stks/Bnds	0.14%	2,287.42	-	99.13	-	2,386.55	30.88	74.69	(22.91)	-	82.66	2,469.21
1973	Beetar/Samia	Scholarship	Stks/Bnds	1.21%	19,658.09	-	851.13	-	20,509.21	245.83	641.27	(196.71)	(460.00)	230.40	20,739.61
1984	Bennett, Shana	Scholarship	Stks/Bnds	0.40%	6,396.35	-	280.68	-	6,677.02	167.43	211.47	(64.87)	(240.00)	74.04	6,751.06
1975	Bliss, Phyliss	Scholarship	Stks/Bnds	0.64%	10,462.68	-	453.11	-	10,915.80	133.56	341.39	(104.72)	(250.00)	120.23	11,036.03
2014	Campbell, Kevin	Scholarship	Stks/Bnds	1.15%	18,743.33	-	811.73	-	19,555.05	239.22	611.58	(187.60)	(450.00)	213.20	19,768.25
1955	Class of 1905, 50th Reunion	Scholarship	Stks/Bnds	0.77%	12,509.85	-	550.41	-	13,060.26	155.84	414.21	(127.08)	(290.00)	152.98	13,213.23
1996	Class of 1946, 50th Reunion Memorial Fd	Scholarship	Stks/Bnds	1.38%	22,386.86	-	969.47	-	23,356.33	284.65	730.44	(224.06)	(530.00)	261.03	23,617.36
2013	Cocheco Valley Sportsmen Association Scholarship Fund	Scholarship	Stks/Bnds	1.76%	28,550.79	-	1,236.04	-	29,786.83	354.51	931.28	(285.66)	(670.00)	330.13	30,116.96
1983	Gonic Sportsmen's Club	Scholarship	Stks/Bnds	1.23%	19,932.14	-	863.69	-	20,795.83	265.57	650.74	(199.61)	(245.00)	471.69	21,267.53
2007	Goodwin, A. Faye	Scholarship	Stks/Bnds	32.20%	511,388.87	-	22,155.11	-	533,543.98	18,851.46	16,712.81	(5,129.93)	(24,600.00)	5,834.34	539,378.32
1977	Hanson-Daniels, Ruth	Scholarship	Stks/Bnds	20.97%	333,036.50	-	14,417.82	-	347,454.32	12,357.85	10,876.86	(3,338.62)	(16,134.00)	3,762.10	351,216.42
1973	Hussey, Charles Edwin	Scholarship	Stks/Bnds	0.74%	11,961.37	-	510.98	-	12,472.35	148.00	385.26	(118.22)	(450.00)	(34.96)	12,437.40
1974	Hussey, Charles L.	Scholarship	Stks/Bnds	0.36%	5,645.26	-	251.25	-	5,896.50	230.27	189.30	(58.07)	(120.00)	241.50	6,138.01



**City of Rochester,  
Common Fund  
MS-9 for Year Ending June 30, 2017**

PRINCIPAL - ACCOUNT #5233001215										INCOME - ACCOUNT #5233001215					TOTAL
ANNUAL TOTALS										ANNUAL TOTALS					
DATE	TRUST NAME	PURPOSE	HOW INVESTED	% OF TOTAL	BALANCE 07/01/16	NEW FUNDS	GAIN/ LOSS	EXPEND	BALANCE 06/30/17	BALANCE 07/01/16	Gross Income	Mgmt Fees	Transf/ Income/ Exp	BALANCE 06/30/17	
1994	Manning, Carol A.	Scholarship	Stks/Bnds	0.73%	11,923.52	1,000.00	547.51	-	13,471.04	162.54	412.43	(126.81)	(300.00)	148.16	13,619.20
2000	Meader, H. Dwight	Scholarship	Stks/Bnds	0.74%	12,103.95	-	524.15	-	12,628.11	153.55	394.92	(121.14)	(290.00)	137.33	12,765.43
1978	Meader-Springfield, Lola	Scholarship	Stks/Bnds	0.14%	2,128.93	-	92.22	-	2,221.15	152.63	69.70	(21.41)	(125.00)	75.91	2,297.07
1994	Mireault, MD, Norman	Scholarship	Stks/Bnds	1.53%	24,929.76	-	1,079.22	-	26,008.98	308.33	813.13	(249.42)	(590.00)	282.04	26,291.02
1997	Pray, George & Hattie Fund	Scholarship	Stks/Bnds	0.34%	5,477.39	-	237.35	-	5,714.73	73.07	178.83	(54.85)	-	197.04	5,911.77
1986	Redlon, Gladys Gilman	Scholarship	Stks/Bnds	0.65%	10,610.37	-	459.48	-	11,069.86	134.82	346.19	(106.19)	(250.00)	124.82	11,194.68
1996	Roberge, Roland & Lorraine	Scholarship	Stks/Bnds	1.98%	32,257.18	-	1,401.01	-	33,658.19	398.14	1,053.79	(323.17)	(560.00)	568.76	34,226.95
1960	Salinger, Leon Scholarship Fund	Scholarship	Stks/Bnds	4.01%	65,204.67	-	2,822.86	-	68,027.53	809.05	2,126.85	(652.40)	(1,500.00)	783.50	68,811.03
1992	Torr-McMillan, Bessie	Scholarship	Stks/Bnds	1.11%	17,980.47	-	778.77	-	18,759.24	231.39	586.75	(179.98)	(430.00)	208.16	18,967.40
1940	Varney Scholarship, Sarah L.	Scholarship	Stks/Bnds	0.58%	9,437.87	-	403.37	-	9,841.24	114.73	305.89	(93.92)	(221.87)	104.84	9,946.07
1874	Adams, Seth Widows/Orphans	/Maiden Ladies	Stks/Bnds	1.52%	24,445.12	-	1,071.06	-	25,516.17	601.95	803.40	(246.67)	(601.95)	556.74	26,072.92
1951	Pray, George and Hatti Widows	/Maiden Ladies	Stks/Bnds	0.98%	15,742.92	-	689.77	-	16,432.69	387.66	517.40	(158.86)	(387.65)	358.56	16,791.25
2017	Whitehouse, Mary McDuffee from Abbie McDuffee Chase Probate		Stks/Bnds	0.00%	-	48,562.39	1,437.72	-	50,000.11	-	681.36	(192.29)	2,951.67	3,440.74	53,440.84
2017	Evans, William Charitable Trust		Stks/Bnds	0.00%	-	304,219.32	11,201.99	-	315,421.31	-	3,892.37	(954.06)	16,207.55	19,145.86	334,567.16
TOTAL				100.0%	1,561,535.55	353,884.54	82,050.40	-	1,997,470.49	85,299.22	56,897.56	(17,201.50)	(37,457.77)	87,537.51	2,085,008.00



**City of Rochester,  
History of Rochester, Expendable  
MS-9 for Year Ending June 30, 2017**

<i>PRINCIPAL ACCOUNT #5233001216</i>											<i>INCOME ACCOUNT #5233001216</i>					TOTAL
ANNUAL TOTALS											ANNUAL TOTALS					
DATE	TRUST NAME	PURPOSE	HOW INVESTED	% OF TOTAL	BALANCE 07/01/16	NEW FUNDS	GAIN/ LOSS	Transf/ Income/ Exp	Mgmt Fees	BALANCE 06/30/17	BALANCE 07/01/16	Gross Income	Mgmt Fees	Transf/ Income/ Exp	BALANCE 06/30/17	
1921	History of Rochester	History	Money Market	100%	23,459.04	70.74	(20.03)	(60.00)	(223.23)	23,226.52	109.80	152.25	(25.00)	(16.99)	220.06	
					100.0%	23,459.04	70.74	(20.03)	(60.00)	(223.23)	23,226.52	109.80	152.25	(25.00)	(16.99)	220.06



## REPORT OF COMMON TRUST FUND INVESTMENTS

Form Due Date: **March 1st (if operating on Calendar Year)**  
**September 1st (if operating on Fiscal Year)**

### Instructions

#### Cover Page

- Select the Municipality name from the pull down menu
- Enter the entities contact information
- Enter the preparer's information

#### Reporting:

- Please complete all fields as necessary for the *Report of the Common Trust Funds Investments, For the Year Ending, and Principal Only* sections

A hard copy of this form, as well as the signature page, must be sent to:

Department of Justice  
Office of the Attorney General  
33 Capital Street  
Concord, NH 03301-6197

#### For Assistance Please Contact:

NH DRA Municipal and Property Division  
Phone: (603) 230-5090  
Fax: (603) 230-5947  
<http://www.revenue.nh.gov/mun-prop/>

#### ENTITY'S INFORMATION

Municipality:

County:

#### PREPARER'S INFORMATION

First Name

Last Name

Street No.

Street Name

Phone Number

Email (optional)



**New Hampshire**  
Department of  
Revenue Administration

2016  
MS-10

**Report of The Common Trust Funds Investments For the Year Ending**

	Trust Fund 1	Trust Fund 2	Trust Fund 3	Trust Fund 4	Trust Fund 5
<b>How Invested</b>					
# of Shares or Other Units					
(Names of Banks, Stocks, Bonds, etc.)	see attached	see attached			
Put * by any de-listed securities held pursuant to RSA 1:25-a & explain.					
Explanation for de-listed securities held pursuant to RSA 1:25-a					
<b>PRINCIPAL</b>					
Balance Beginning of Year ①					
Purchases	50	50			
Cash Capital Gains					
Proceeds from Sales	50	50			
Gains/Losses from Sales					
Balance End of Year					
<b>INCOME</b>					
Balance Beginning of Year ②					
Income During Year	50	50			
Expended During Year		50	50		
Balance at End of Year					
Grand Total Principal & Income End of Year					
Add Page					
	Remove This Trust Fund	Remove This Trust Fund	Remove This Trust Fund	Remove This Trust Fund	Remove This Trust Fund



**New Hampshire**  
Department of  
Revenue Administration

**2016  
MS-10**

**Principal Only**

Fund No.	Beginning of Year Fair Value	Unrealized Annual Gains	End of Year Fair Value
1			
2			
3			
4			
5			

**Fees and Expenses, if any, paid for Professional Banking Assistance and Brokerage Assistance (RSA 31:38-a, IV)**

	Entity 1	Entity 2	Entity 3	Entity 4
Name of Bank, Brokerage Firm, or Investment Advisor	Charter Trust Company			
Fees Paid	\$18,395			
Expenses Paid				
Add Entity	Remove This Entity	Remove This Entity	Remove This Entity	Remove This Entity



RUMNEY (395)

**1. CERTIFY THIS FORM**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Preparer's Last Name

Date

Kathryn

Woodfin

Oct 9, 2017

**2. SAVE AND EMAIL THIS FORM**

Please save and e-mail the completed PDF form to your Municipal Services Advisor.

**3. PRINT, SIGN, AND UPLOAD THIS FORM**

This completed PDF form must be PRINTED, SIGNED, SCANNED, and UPLOADED onto the Municipal Tax Rate Setting Portal (MTRSP) at <http://proptax.org/nh/>. If you have any questions, please contact your Municipal Services Advisor.

**TRUSTEE CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

*Robert J. Puller*

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

*Ester Turner*

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

*Brian Beaudoin*

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

Trustee of Trust Funds Signature

For RSA 233B, copies of this report must also be provided to the governing body of the municipality and to the Attorney General at the following address:

Department of Justice  
Office of the Attorney General  
31 Capitol Street  
Concord, NH 03301-6397





**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
<b><i>MONEY MARKET FUNDS</i></b>										
21,006.12	Government II Money Market Fund 033 TCGXX	44,300.57	565,101.22	-	588,395.67	-	21,006.12	438.11	44,300.57	21,006.12
-	Government II Money Market Fund 033 TCGXX (i)	35,299.22	120,289.25	-	155,588.47	-	-	77.11	35,299.22	-
60,000.00	Brokered Money Market Fund (i)	-	60,000.00	-	-	-	60,000.00	73.46	-	60,000.00
-	Lake Sunapee Bank Money Market (i)	50,000.00	-	-	50,000.00	-	-	212.84	50,000.00	-
	<b>Total Cash &amp; Equivalents</b>	<b>129,599.79</b>	<b>745,390.47</b>	<b>-</b>	<b>793,984.14</b>	<b>-</b>	<b>81,006.12</b>	<b>801.52</b>	<b>129,599.79</b>	<b>81,006.12</b>
<b><i>FIXED INCOME</i></b>										
-	US Treasury Notes 3.25% 7/31/2016	29,868.75	-	-	30,000.00	131.25	-	487.50	30,075.60	-
	<b>Total US Treasury Obligations</b>	<b>29,868.75</b>	<b>-</b>	<b>-</b>	<b>30,000.00</b>	<b>131.25</b>	<b>-</b>	<b>487.50</b>	<b>30,075.60</b>	<b>-</b>
-	FHLB 0.625% 12/28/16	9,965.20	-	-	10,000.00	34.80	-	31.25	10,007.80	-
30,000.00	FHLB 1.00% 7/30/18	29,977.09	-	-	-	-	29,977.09	300.00	30,157.20	29,889.90
30,000.00	FFCB 2.03% 08/14/19	29,973.81	-	-	-	-	29,973.81	609.00	31,095.30	30,279.30
795.22	FHLB Pool #B19343 5.50% 05/01/2020	1,283.14	-	-	480.72	(2.71)	799.71	56.36	1,337.98	817.37
1,400.26	FHLB Pool #G12688 5.50% 06/01/2022	2,004.92	-	-	596.56	(2.42)	1,405.94	94.16	2,169.62	1,479.54
	<b>Total US Government Agencies</b>	<b>73,204.16</b>	<b>-</b>	<b>-</b>	<b>11,077.28</b>	<b>29.67</b>	<b>62,156.55</b>	<b>1,090.77</b>	<b>74,767.90</b>	<b>62,466.11</b>
-	AT&T Inc 2.40% 8/15/2016	25,184.75	-	-	25,000.00	(184.75)	-	300.00	25,039.50	-
-	Abbvie Inc. 1.75% 11/6/17	30,077.10	-	-	30,187.80	110.70	-	322.29	30,177.30	-
30,000.000	General Elect Cap Corp Med Term Note 1.60% 11/20/17	29,996.40	-	-	-	-	29,996.40	480.00	30,267.60	30,018.30
30,000.000	Intel Corp 1.35% 12/15/17	29,896.50	-	-	-	-	29,896.50	405.00	30,177.90	29,992.80



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
25,000.000	Bank of NY Mellon MTN 2.10% 8/1/18	25,147.50	-	-	-	-	25,147.50	525.00	25,470.50	25,124.25
25,000.000	Rio Tinto Finance USA PLC 2.25% 12/14/18	25,078.50	-	-	25,554.50	476.00	-	206.25	25,534.75	-
30,000.000	Shell International Finance 4.30% 09/22/2019	30,266.70	-	-	-	-	30,266.70	1,290.00	32,674.80	31,583.10
30,000.000	Stryker Corp 4.375% 1/15/2020	30,033.90	-	-	-	-	30,033.90	1,312.50	32,685.90	31,687.80
30,000.000	State Street Corp 2.55% 8/18/20	30,140.12	-	-	-	-	30,140.12	765.00	30,530.40	30,563.40
30,000.000	Toronto Dominion Bank 2.125% 4/7/21	30,123.60	-	-	-	-	30,123.60	637.50	31,131.30	29,873.70
30,000.000	Newmont Mining Corp 3.50% 3/15/2022	30,397.20	-	-	-	-	30,397.20	1,050.00	31,151.40	31,023.30
30,000.000	Sysco Corp 2.60% 6/12/22	30,227.40	-	-	-	-	30,227.40	780.00	30,540.90	30,135.90
30,000.000	Oracle Corp 2.50% 10/15/22	-	29,880.60	-	-	-	29,880.60	100.00	-	30,161.70
30,000.000	Mattel Inc 3.15% 3/15/23	30,214.50	-	-	-	-	30,214.50	945.00	30,189.30	29,654.10
30,000.000	Berkshire Hathaway 2.75% 3/15/23	-	30,079.80	-	-	-	30,079.80	48.13	-	30,397.50
30,000.000	CVS Health Corp 3.375% 8/12/24	-	30,367.20	-	-	-	30,367.20	(33.75)	-	30,495.90
30,000.000	Burlington North Santa Fe 3.40% 9/1/24	30,240.00	-	-	-	-	30,240.00	1,020.00	32,627.70	31,230.90
30,000.000	Kimberly Clark Corp 3.05% 8/15/25	-	30,117.90	-	-	-	30,117.90	(30.49)	-	30,299.70
30,000.000	Coca Cola Co 2.875% 10/27/25	-	29,827.80	-	-	-	29,827.80	64.69	-	30,173.70
30,000.000	Exxon Mobil Corp 3.043% 3/1/26	-	30,063.60	-	-	-	30,063.60	(73.54)	-	30,256.80
30,000.000	Caterpillar Financial Corp 3.20% 6/15/26	-	30,097.50	-	-	-	30,097.50	288.00	-	29,512.20
30,000.000	General Mills Inc. 3.20% 2/10/27	-	29,763.60	-	-	-	29,763.60	(106.66)	-	29,747.70
30,000.000	Bristol Myers Squibb Co 3.25 2/27/27	-	30,082.80	-	-	-	30,082.80	(92.08)	-	30,258.90
	<b>Total Corporate &amp; Foreign Bonds</b>	<b>407,024.17</b>	<b>270,280.80</b>	<b>-</b>	<b>80,742.30</b>	<b>401.95</b>	<b>596,964.62</b>	<b>10,202.84</b>	<b>418,199.25</b>	<b>602,191.65</b>



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
25,000.00	Floyd County Georgia Wtr Rev 3.375% 11/01/2017	25,087.53	-	-	-	-	25,087.53	843.76	25,873.25	25,145.75
15,000.00	New York NY 4.04% 10/01/2020	15,079.54	-	-	-	-	15,079.54	607.06	16,443.45	15,951.30
	<b>Total Municipal Obligations</b>	<b>40,167.07</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,167.07</b>	<b>1,450.82</b>	<b>42,316.70</b>	<b>41,097.05</b>

**EQUITY**

650.000	Abbott Labs	19,240.75	-	-	-	-	19,240.75	682.50	25,551.50	31,596.50
400.000	Abbvie Inc	10,079.67	-	-	-	-	10,079.67	968.00	24,764.00	29,004.00
300.000	ADIDAS AG ADR	-	28,974.00	-	-	-	28,974.00	238.79		28,791.00
-	Adient PLC ADR	-	2,720.56	-	3,558.58	838.02	-	-		-
35.000	Alphabet Inc. CL A	15,462.24	-	-	-	-	15,462.24	-	24,623.55	32,538.80
25.000	Amazon.com	-	22,460.00	-	-	-	22,460.00	-	-	24,200.00
200.000	Apple Inc.	-	28,147.70	-	-	-	28,147.70	126.00	-	28,804.00
320.000	AT&T Inc	9,686.56	-	-	-	-	9,686.56	620.80	13,827.20	12,073.60
600.000	Ball Corp	5,187.90	-	-	-	-	5,187.90	177.00	21,687.00	25,326.00
400.000	Baxter Intl Inc.	9,321.50	8,662.34	-	-	-	17,983.84	139.75	10,174.50	24,216.00
77.000	Blackrock Incorporated Class A	14,643.17	-	-	-	-	14,643.17	737.66	26,374.81	32,525.57
332.000	Chevron Corporation	7,355.88	-	-	-	-	7,355.88	1,430.92	34,803.56	34,637.56
700.000	Cisco Systems Inc	16,744.66	-	-	-	-	16,744.66	749.00	20,083.00	21,910.00
600.000	Comcast Corp CL A	-	22,832.28	-	-	-	22,832.28	94.50	-	23,352.00
150.000	CostcoWholesale Corp	-	26,318.25	-	-	-	26,318.25	1,125.00	-	23,989.50



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
275.000	CVS Caremark Corp	28,225.10	-	-	-	-	28,225.10	508.76	26,328.50	22,126.50
300.000	Du Pont E I De Nemours & Co	14,540.38	-	-	-	-	14,540.38	456.00	19,440.00	24,213.00
175.000	Ecolab Inc	6,194.67	-	-	-	-	6,194.67	252.00	20,755.00	23,231.25
300.000	Emerson Electric Corp	13,353.62	-	-	-	-	13,353.62	574.50	15,648.00	17,886.00
300.000	Exxon Mobil Corp	10,929.65	-	-	-	-	10,929.65	906.00	28,122.00	24,219.00
450.000	Franklin Resources Inc	17,905.00	-	-	-	-	17,905.00	342.00	15,016.50	20,155.50
800.000	General Electric Co	10,435.09	-	-	-	-	10,435.09	752.00	25,184.00	21,608.00
850.000	Hartford Financial Svcs Group Inc	17,994.24	-	-	-	-	17,994.24	748.00	37,723.00	44,684.50
200.000	Illinois Tool Works Inc	9,154.06	-	-	-	-	9,154.06	500.00	20,832.00	28,650.00
500.000	Intel Corp	11,145.25	-	-	-	-	11,145.25	526.25	16,400.00	16,870.00
200.000	International Flavors & Frangrences	22,025.84	-	-	-	-	22,025.84	496.00	25,214.00	27,000.00
-	Johnson Controls Inc	21,876.09	-	-	24,364.03	2,487.94	-	552.00	30,982.00	-
400.000	JPMorgan Chase & Co	17,761.67	-	-	-	-	17,761.67	776.00	24,856.00	36,560.00
250.000	Kimberly Clark Corp	12,818.17	-	-	-	-	12,818.17	932.50	34,370.00	32,277.50
250.000	Kraft Heinz Corp	-	21,897.20	-	-	-	21,897.20	300.00	-	21,410.00
350.000	Lilly Eli & Co	16,332.03	-	-	-	-	16,332.03	721.00	27,562.50	28,805.00
250.000	Lowes Inc	13,617.00	-	-	19,933.73	12,886.23	6,569.50	612.50	39,585.00	19,382.50
1,000.000	Marathon Oil Corp	23,793.46	-	-	-	-	23,793.46	200.00	15,010.00	11,850.00
425.000	Marsh & McLennan Cos Inc	9,994.89	-	-	-	-	9,994.89	578.00	29,095.50	33,133.00
200.000	McKesson Corporation	8,878.14	7,269.50	-	-	-	16,147.64	168.00	27,997.50	32,908.00



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
500.000	Microsoft Corp	4,209.64	-	-	-	-	4,209.64	765.00	25,585.00	34,465.00
200.000	Nextera Energy Inc	12,104.47	-	-	-	-	12,104.47	741.00	26,080.00	28,026.00
-	Nike Inc CL B	9,441.28	-	-	36,122.65	26,681.37	-	363.20	35,328.00	-
200.000	Norfolk Southern Corp	7,586.60	-	-	-	-	7,586.60	480.00	17,026.00	24,340.00
255.000	Novartis AG ADR	13,073.39	-	-	-	-	13,073.39	693.04	21,040.05	21,284.85
525.000	Oracle Corporation	11,040.99	-	-	-	-	11,040.99	336.00	21,488.25	26,323.50
550.000	Paychex Inc	14,773.57	-	-	-	-	14,773.57	1,012.00	32,725.00	31,317.00
277.000	Pepsico Inc	4,748.18	-	-	-	-	4,748.18	848.31	29,345.38	31,990.73
-	Qualcomm Inc.	25,041.22	-	-	19,014.62	(6,026.60)	-	355.10	17,945.95	-
275.000	Sempra Energy	14,151.89	-	-	-	-	14,151.89	849.08	31,355.50	31,006.25
-	Spectra Energy Corp	13,249.69	-	-	24,479.45	11,229.76	-	750.00	21,978.00	-
-	Starbucks Corporation	21,394.12	3,112.36	-	24,102.50	(403.98)	-	286.50	21,134.40	-
250.000	State Street Corp	17,621.60	-	-	-	-	17,621.60	370.00	13,480.00	22,432.50
700.000	Symantec Corp	-	20,030.57	-	-	-	20,030.57	52.50		19,775.00
200.000	Thermo Fisher Scientific Incorporated	5,599.60	-	-	-	-	5,599.60	120.00	29,552.00	34,894.00
100.000	United Technologies Corp	3,401.70	-	-	-	-	3,401.70	264.00	10,255.00	12,211.00
-	VF Corp	29,027.47	-	-	20,068.52	(8,958.95)	-	316.00	24,596.00	-
300.000	Verizon Communications	11,925.77	-	-	-	-	11,925.77	689.25	16,752.00	13,398.00
250.000	Wal-Mart Stores Inc	5,137.77	-	-	3,434.96	1,356.57	3,059.38	555.00	21,906.00	18,920.00
500.000	Waste Management Inc	17,234.98	-	-	-	-	17,234.98	835.00	33,135.00	36,675.00



**MS-10 City of Rochester, Common Funds  
July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
450.000	Wells Fargo & Co	4,061.25	-	-	-	-	4,061.25	684.00	21,298.50	24,934.50
200.000	3M Co	11,527.10	-	-	-	-	11,527.10	914.00	35,024.00	41,638.00
	<b>Total Common Equity Securities</b>	<b>651,048.96</b>	<b>192,424.76</b>	<b>-</b>	<b>175,079.04</b>	<b>40,090.36</b>	<b>708,485.04</b>	<b>30,270.41</b>	<b>1,189,040.65</b>	<b>1,313,565.61</b>
1,000.000	AFLAC Inc PFD 5.50% 9/15/2052	24,900.00	-	-	-	-	24,900.00	1,375.00	26,640.00	25,350.00
1,000.000	Cullen Frost Bankers 5.375% 3/15/18	24,874.30	-	-	-	-	24,874.30	1,343.76	25,630.00	25,500.00
1,200.000	Entergy Arkansas Inc PFD 4.90% 12/01/2052	30,079.08	-	-	-	-	30,079.08	1,470.00	30,324.00	29,910.00
966.000	Tennessee Valley Authority 3.955% 05/01/2029	25,154.64	-	-	-	-	25,154.64	811.44	24,634.74	24,150.00
	<b>Total Preferred Equity Securities</b>	<b>105,008.02</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>105,008.02</b>	<b>5,000.20</b>	<b>107,228.74</b>	<b>104,910.00</b>
-	Vanguard Equity Income Fund Admiral #565	18,676.61	-	242.03	24,585.96	5,667.32	-	349.81	22,493.21	-
-	Vanguard Index Tr Mid Capitalization #859	17,632.58	-	-	45,720.53	28,087.95	-	489.60	40,476.47	-
	<b>Total Domestic Equity Mutual Funds</b>	<b>36,309.19</b>	<b>-</b>	<b>242.03</b>	<b>70,306.49</b>	<b>33,755.27</b>	<b>-</b>	<b>839.41</b>	<b>62,969.68</b>	<b>-</b>
300.000	iShares Latin American 40 ETF	-	9,365.55	-	-	-	9,365.55	92.89	-	9,084.00
-	iShares FTSE Xinhau HK China 25 Index Fund	7,651.85	-	-	9,657.66	2,005.81	-	172.30	8,555.00	-
-	iShares MSCI EAFE Index Fund	13,285.99	-	-	12,103.99	(1,182.00)	-	119.23	11,164.00	-
-	iShares MSCI Emerging Markets Index Fund	31,161.29	-	-	30,376.02	(785.27)	-	313.00	27,144.40	-
272.000	iShares MSCI Pacific Ex-Japan Index Fund	8,251.52	-	-	-	-	8,251.52	452.12	10,662.40	12,098.56
155.000	iShares MSCI South Africa Index Fund	9,977.33	-	-	-	-	9,977.33	157.33	8,197.95	8,791.60
175.000	SPDR S&P China ETF	-	14,284.55	-	-	-	14,284.55	45.46	-	15,624.00
1,000.000	Vanguard Europe Pacific ETF	-	38,833.75	-	-	-	38,833.75	557.00	-	41,320.00



**MS-10 City of Rochester, Common Funds**  
**July 2016 - June 2017**

**Account #5233001215**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
1,000.000	Vanguard Emerging Markets ETF	-	39,479.50	-	-	-	39,479.50	288.50	-	40,830.00
	<b>Total Closed End Intl Equity Funds</b>	<b>70,327.98</b>	<b>101,963.35</b>	<b>-</b>	<b>52,137.67</b>	<b>38.54</b>	<b>120,192.20</b>	<b>2,197.83</b>	<b>65,723.75</b>	<b>127,748.16</b>
300.000	iShares S&P Midcap 400 Index Fund	-	50,945.97	-	-	-	50,945.97	180.54	40,673.50	52,185.00
700.000	iShares S&P Smallcap 600 Index Fund	16,949.98	-	-	-	-	16,949.98	614.03	40,673.50	49,077.00
	<b>Total Closed End Domestic Equity Fund</b>	<b>16,949.98</b>	<b>50,945.97</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>67,895.95</b>	<b>794.57</b>	<b>81,347.00</b>	<b>101,262.00</b>
200.000	iShares Barclays MBS Bond Fund	-	21,302.40	-	-	-	21,302.40	137.57	-	21,352.00
900.000	iShares Core Total US Bond ETF	-	96,972.75	-	-	-	96,972.75	864.62	-	98,559.00
350.000	iShares Core Total US Bond ETF (i)	-	37,712.40	-	-	-	37,712.40	-	-	38,328.50
200.000	iShares IBOXX High Yield Corp Bond Fund	-	17,502.14	-	-	-	17,502.14	282.45	-	17,678.00
200.000	iShares IBOXX Invest Grade Corp Bond Fund	-	23,577.60	-	-	-	23,577.60	191.23	-	24,102.00
250.000	iShares JP Morgan Emerging Bond Fund	-	28,302.53	-	-	-	28,302.53	419.44	-	28,590.00
	<b>Total Closed End Fixed Income</b>	<b>-</b>	<b>225,369.82</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>225,369.82</b>	<b>1,895.31</b>	<b>-</b>	<b>228,609.50</b>
8,355.720	Vanguard GNMA Fund Adminral #536	87,326.70	-	610.80	-	-	87,937.50	2,094.83	90,659.56	88,516.48
	<b>Total Taxable Fixed Income Funds</b>	<b>87,326.70</b>	<b>-</b>	<b>610.80</b>	<b>-</b>	<b>-</b>	<b>87,937.50</b>	<b>2,094.83</b>	<b>90,659.56</b>	<b>88,516.48</b>
<b>Fees</b>										
	Banking Assistance Fees (1)	-	-	-	-	-	-	(17,201.50)	-	-
	<b>TOTAL FUNDS</b>	<b>1,646,834.77</b>	<b>1,586,375.17</b>	<b>852.83</b>	<b>1,213,326.92</b>	<b>74,447.04</b>	<b>2,095,182.89</b>	<b>39,924.51</b>	<b>2,291,928.62</b>	<b>2,751,372.68</b>

(1) \$17,201.50 Collected From Income



**MS-10 City of Rochester, Expendable Trust Funds  
July 2016 - June 2017**

**Account #8000006178**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
<b>MONEY MARKET FUNDS</b>										
510.24	Government II Money Market Fund 033 TCGXX	58,853.93	31,534.65		89,878.34		510.24	81.81	58,853.93	510.24
-	Brokered Bank Money Market Fund	-	35,000.00		35,000.00		-	36.30	-	-
-	Lake Sunapee Bank Money Market Fund	5,000.00			5,000.00		-	17.01	5,000.00	-
	<b>Total Cash &amp; Equivalents</b>	<b>63,853.93</b>	<b>66,534.65</b>	<b>-</b>	<b>129,878.34</b>	<b>-</b>	<b>510.24</b>	<b>135.12</b>	<b>63,853.93</b>	<b>510.24</b>
<b>EQUITY</b>										
150.000	Public Storage PFD 5.20% 03/13/18	3,650.58	-	-	-	-	3,650.58	195.00	3,934.50	3,786.00
125.000	Wells Fargo & Co PFD 5.25% 06/15/18	3,180.55	-	-	-	-	3,180.55	164.08	3,255.00	3,191.25
	<b>Total Preferred Equity Securities</b>	<b>6,831.13</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,831.13</b>	<b>359.08</b>	<b>7,189.50</b>	<b>6,977.25</b>
20.000	SPDR S&P China ETF	-	1,664.20				1,664.20	5.20	-	1,785.60
70.000	Vanguard FTSE Developed Markets ETF	-	2,749.50				2,749.50	33.74	-	2,892.40
70.000	Vanguard Emerging Markets ETF	-	2,817.40				2,817.40	17.71	-	2,858.10
	<b>Total Closed End International Equity Fund</b>	<b>-</b>	<b>7,231.10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,231.10</b>	<b>56.65</b>	<b>-</b>	<b>7,536.10</b>
20.000	iShares Core S&P Mid-Cap ETF	2,238.75	842.20				3,080.95	42.62	2,240.85	3,479.00
30.000	iShares Core S&P Small-Cap ETF	1,155.30	675.50				1,830.80	19.60	1,162.10	2,103.30
115.000	iShares S&P 500 Index Fund	16,698.75	7,767.60				24,466.35	489.58	16,840.00	27,992.15
-	Vanugard REIT ETF	2,065.97			2,043.95	(22.02)	-	72.21	2,216.75	-
	<b>Total Closed End Domestic Equity Fund</b>	<b>22,158.77</b>	<b>9,285.30</b>	<b>-</b>	<b>2,043.95</b>	<b>(22.02)</b>	<b>29,378.10</b>	<b>624.01</b>	<b>22,459.70</b>	<b>33,574.45</b>
19,233.984	Vanguard GNMA Fund ADM #536	-	13,000.00	41.18			13,041.18	113.97	-	12,981.51
1,446.270	Vanguard Intermediate Term Inv Grade ADM #571	-	14,000.00	56.80			14,056.80	132.74	-	14,144.52
	<b>Total Taxable Fixed Income Funds</b>	<b>-</b>	<b>27,000.00</b>	<b>97.98</b>	<b>-</b>	<b>-</b>	<b>27,097.98</b>	<b>246.71</b>	<b>-</b>	<b>27,126.03</b>
200.000	iShares Core US Aggregate Bond ETF	-	21,634.60				21,634.60	138.34	-	21,902.00





**MS-10 City of Rochester, Expendable Trust Funds  
July 2016 - June 2017**

**Account #8000006178**

HOW INVESTED		PRINCIPAL						INCOME	MARKET VALUE	
# of Shares or Other Units	Description of Investment (Names of Banks, Stocks, Bonds, etc.)	Beginning Year Balance	Purchases	Cash Capital Gains	Proceeds from Sales	Gains/Losses from Sales	Year End Balance	Income During Year	Beginning Year Market Value	Year End Market Value
	Total Closed End Fixed Income	-	21,634.60	-	-	-	21,634.60	138.34	-	21,902.00
FEES										
	Banking Assistance Fees (1)	-	-	-	-	-	-	(1,193.38)	-	-
	TOTAL FUNDS	92,843.83	131,685.65	97.98	131,922.29	(22.02)	92,683.15	366.53	93,503.13	97,626.07

(1) \$200.00 Collected from Income



**City of Rochester,  
Trust Funds, Expendable  
MS-9 for Year Ending June 30, 2017**

PRINCIPAL ACCOUNT #8000006178											INCOME ACCOUNT #8000006178					TOTAL	
ANNUAL TOTALS											ANNUAL TOTALS						
DATE	TRUST NAME	PURPOSE	HOW INVESTED	% OF TOTAL	BALANCE 07/01/16	NEW FUNDS	GAIN/ LOSS	Mgmnt Fees	TRANSF/ EXPEND	BALANCE 06/30/17	BALANCE 07/01/16	Gross Income	Mgmnt Fees	Transf/ Income/ Exp	BALANCE 06/30/17		
2010	Joseph Bernier Memorial Fund	Caretaker Assistance	Money Market	38.08%	34,946.82	225.00	28.94	(374.98)	916.44	35,742.22	404.16	587.87	(75.59)	(916.44)	(0.00)	35,742.21	
2010	Route 11 Conservation Easement Fund	Maintenance	Money Market	5.41%	4,916.27	-	4.12	(53.18)	181.15	5,048.35	108.63	83.26	(10.75)	(181.15)	(0.00)	5,048.35	
1928	Sarah Varney Scholarship	Scholarship	Money Market	0.04%	39.36	221.87	0.03	(1.04)	(245.74)	14.49	2.22	2.13	(0.09)	(4.26)	0.00	14.49	
2007	Bernier Insurance Scholarship Fund	Scholarship	Money Market	3.56%	3,281.24	2,360.00	3.33	(45.97)	(906.69)	4,691.90	25.11	76.74	(8.54)	(93.31)	(0.00)	4,691.90	
2010	Richard Gray Memorial Scholarship Fund	Scholarship	Money Market	1.89%	1,735.17	-	1.44	(18.54)	(207.95)	1,510.12	16.77	29.03	(3.75)	(42.05)	(0.00)	1,510.12	
2014	Arlene Meyer Scholarship Fund	Scholarship	Money Market	38.77%	35,598.90	-	29.52	(380.99)	(82.15)	35,165.28	398.38	596.45	(76.98)	(917.85)	0.00	35,165.29	
2014	Spaulding High School Scholarship	Scholarship	Money Market	1.71%	1,561.61	200.00	1.25	(17.83)	(452.89)	1,292.13	22.21	28.29	(3.39)	(47.11)	(0.00)	1,292.13	
2013	SHS Golf Team Expendable	Team Assistance	Money Market	10.54%	9,665.37	-	8.17	(100.85)	(354.03)	9,218.66	121.63	156.15	(20.93)	(256.85)	0.00	9,218.66	
					100.0%	91,744.73	3,006.87	76.80	(993.38)	(1,151.86)	92,683.16	1,099.10	1,559.91	(200.00)	(2,459.02)	(0.01)	92,683.15



