



**City Council Public Hearing
September 20, 2022
Council Chambers
6:00 PM**

Agenda

- 1. Call to Order**
 - 2. Resolution Pursuant to RSA 47:1-c, IV Rescinding the City of Rochester Economic Development Special Reserve Fund**
 - 3. Adjournment**
-

**City Council Workshop
September 20, 2022
Council Chambers
*Immediately following the public hearing***

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. Waterstone Phase II presentation**
- 6. Department Reports**
- 7. Adjournment**

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City Clerk's Office

**Resolution Pursuant to RSA 47:1-c, IV Rescinding the City of Rochester Economic
Development Special Reserve Fund**

BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

By adoption of this Resolution, the City Council, by majority vote, answers in the affirmative to the following question: Shall we rescind the provisions of RSA 47:1-b to restrict revenues from the so-called Host Community Fees to expenditures for the purposes outlined in §7-63 (A)(2) of the Code of the City of Rochester?

By adoption of this Resolution, the City Council rescinds the City of Rochester Economic Development Special Reserved Fund effectively immediately.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

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City Clerk's Office



09/15/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Resolution Pursuant to RSA 47:1-c, IV Rescinding the City of Rochester Economic Development Special Reserve Fund	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	September 6, 2022		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Kathryn L. Ambrose
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

City Council is in the process of converting the existing Economic Development Special Reserve Fund from a Special Revenue Fund to a Non-Capital Reserve Fund. The first step in this process was completed with the establishment of the new Non-Capital Reserve Fund. The next step in this conversion is to rescind the Special Revenue Fund.

Adoption of this resolution would effectively rescind the ED Special Revenue Fund, leaving the Non-Capital Reserve Fund in place.

RECOMMENDED ACTION

Authorize the resolution to rescind the City of Rochester Economic Development Special Reserve Fund effectively immediately.

August Department Reports:

- 6.1 Assessor's Office** forthcoming
- 6.2 Building and Licensing Services P. 11**
- 6.3 City Clerk's Office P. 13**
- 6.4 Department of Public Works P. 15**
- 6.5 Economic & Community Development P. 27**
- 6.6 Finance Office P. 29**
- 6.7 Planning & Development Department P. 33**
- 6.8 Recreation & Arena** forthcoming
- 6.9 Rochester Fire Department P. 39**
- 6.10 Rochester Police Department P. 45**
- 6.11 Rochester Public Library P. 49**
- 6.12 Tax Collector's Office P. 51**
- 6.13 Welfare Department P. 53**

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City Clerk's Office

ASSESSING REPORT

FORTHCOMING

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City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1st through August 31st

Date: August 2022

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

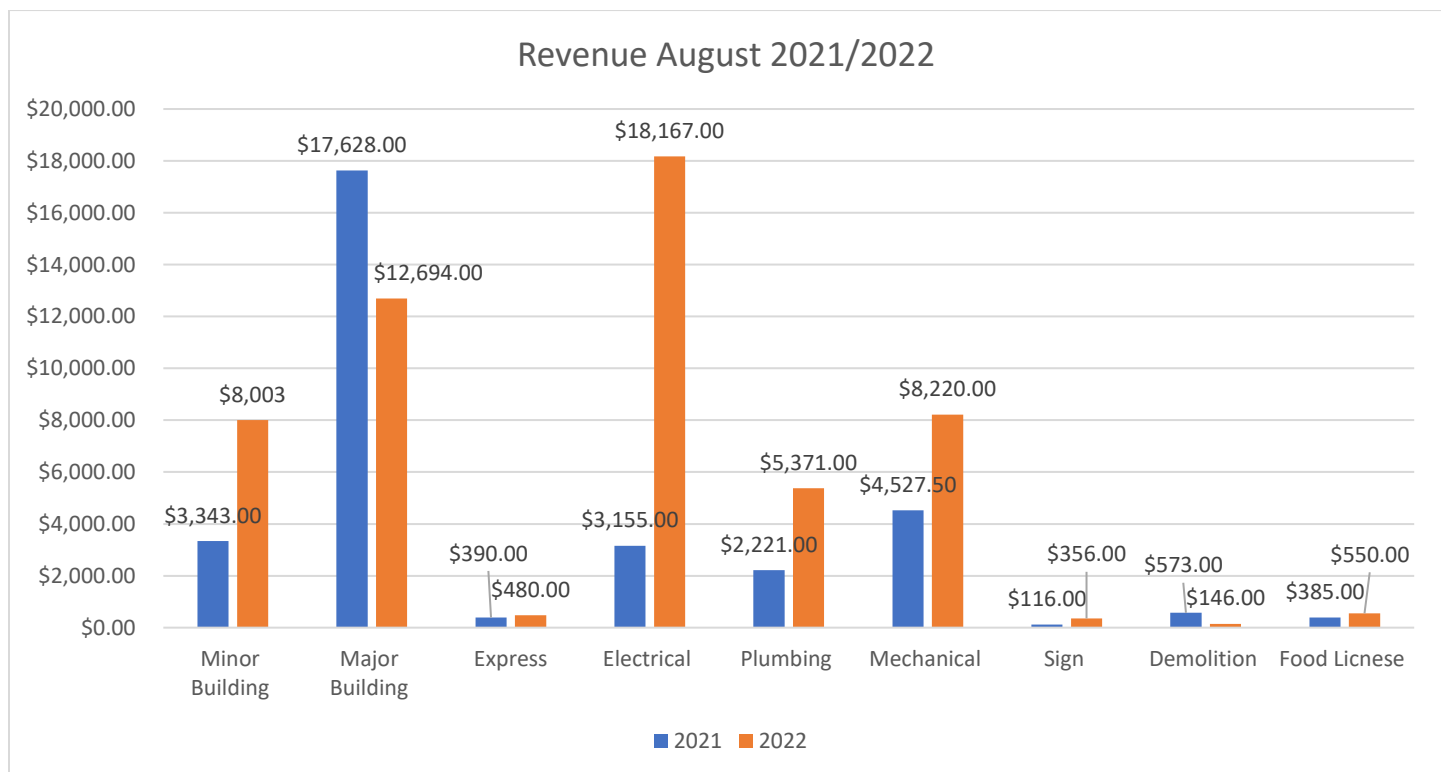
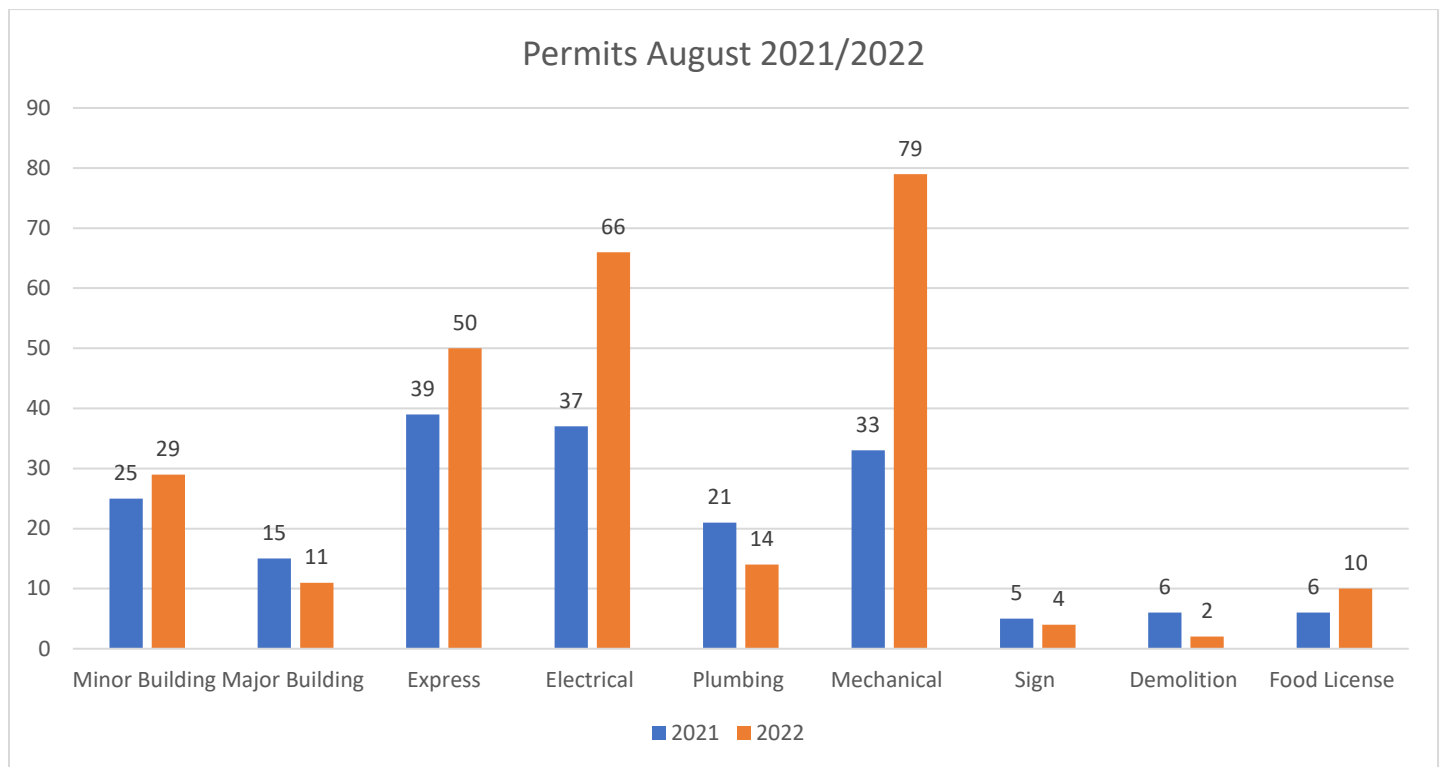
1. Notable Items Related to Ongoing Operations

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

Department Revenue

Permit Type	August 2022
Building Permits	\$21,679.00
Electrical Permits	\$18,167.00
Plumbing Permits	\$5,371.00
Fire Suppression Permits	\$ 28.00
Fire Alarm Permits	\$618.00
Sprinkler Permits	\$914.00
Mechanical Permits	\$8,220.00
Food Milk Licenses	\$550.00
Taxi Licenses	\$0.00
General Licenses	\$0.00
Net Revenue	\$55,547.00

2. Permit Break Down



ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1, 2022 – August 31, 2022

Date: 9/14/22

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

4 births were reported in Rochester during the month of August; Additionally, 7 Rochester residents gave birth in neighboring communities.

32 resident deaths were reported in Rochester in the month of August

5 couples celebrated their wedding ceremonies in Rochester during the month of August. Additionally, 8 Rochester residents married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 311 initial copies of vital records (birth, death, marriage, or divorce) and 154 subsequent copies of vital records. There were 35 marriage licenses issued by staff in August.

The chart below shows a comparison between revenue collected in August of 2022 versus August of 2021

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$2,481	\$2,244	\$3,258	\$2,947
Marriage Licenses:	\$1,333	\$217	\$1,505	\$245
Total:	\$3,814	\$2,461	\$4,763	\$3,192

3. Dog Licensing

The City Clerk's Office licensed 255 dogs in the month of August.

The City Clerk's office began to collect the civil forfeiture fees issued by the Animal Control Officer at the end of July. There were \$4,150 in civil forfeitures received in the City Clerk's office in the month of August. This fee is assessed to all dog owners whose dogs remained unlicensed three months past the deadline. The civil forfeiture is required by NH RSA 466:31.

Owners who have not responded to the civil forfeiture letter by mid-August for payment or correction to their account will receive a court summons.

4. Election Updates

The Clerk's office has been preparing for the upcoming September 13 State Primary Election. We received the absentee ballots into our office and we have been processing requests. There were 86 requests received in August for the September primary bringing us to a total of just under 200 absentee requests for this election.

Clerk staff has been visiting the local nursing homes and assisted living facilities to register new voters as well as facilitating those residents who will need to vote absentee. We have made stops at Birch Hill, The Studley Home, Rochester Manor, Lincoln Terrace, and Rosewood Manor.

The breakdown of registered voters in Rochester as of August 31, 2022 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	984	1,032	1,215	3,231
2	927	986	1,202	3,115
3	884	1,030	1,063	2,977
4	849	706	1,273	2,828
5	869	1,017	1,204	3,090
6	930	770	1,068	2,768
Totals:	5,443	5,541	7,025	18,009

5. Office Updates

A special thanks to Mike Riley and Steve Vincent of Public Buildings for their amazing work constructing the City Clerk Office's new service area. The entire project was completed in 5 days while City Clerk staff carried on operations in the hallway outside our office.

Now that work is complete, customers are once again able to enter into office for business. We now have a wall separating the service area from the employee area, with a locking door and two service windows for assisting customers. Swing by the office to check out our new set up!



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1, 2022-August 31, 2022

Date: September 7, 2022

Ref: Monthly Report for ADMINISTRATIVE DIVISION

OVERVIEW

1. Personnel Updates

As of August 22, 2022 the Administration Division of DPW is back to full staff. We welcomed Darcy Landry as the new Utility Billing Office Admin. We are thrilled to welcome her to our team.

2. Notable Items Related to Ongoing Operations

The phones have been busy. The Admin Staff has been taking service requests from residents and internal departments, greeting visitors, inputting permits, making appointments for homeowner option paperwork with Colonial Pines residents with new sewer connections, and ordering supplies for all divisions of DPW. We are hoping to have the new vehicle fuel system up and running in early September. We have processed numerous resignations and new hire paperwork. The Utility Billing staff completed 63 final bills, which are usually done at the time of sale or property transfer.

ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1, 2022-August 31, 2022

Date: 9/7/2022

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to and completed hundreds of work orders and service requests. Operators provided contractor support at many locations. Most notably would be the Woodman project and the Route 202A Water Main Project.

New gate valves were added to a 10" water main along Milton Road and at the intersection of Autumn Street and Davis Blvd.

An aging water main on Stanley Drive in Lebanon was replaced.

23 Sewer mains were jet rodded as a preventative maintenance effort.

2. Notable Events Related to Unusual Operations

A mystery substance continues to appear in the sewer mains along Gonic Road in the area of Loring Drive. The source of this substance is under investigation.

3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Staffing shortages combined with almost daily emergency responses has delayed routine and necessary water distribution and sewer collection systems maintenance.

Our Heavy Equipment Operator resigned for another job.

4. Staff Kudos

Kudos to Keith Hersom and Tyler Madore for passing the NEWEA sewer collections exam and becoming grade II certified operators.

5. Training

Operators received training on our new work orders and service requests program. Daily work is recorded and stored in this new data base.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1, 2022-August 31, 2022

Date: 9/7/2022

Ref: Monthly Report for BUIDLNG AND GROUNDS

OVERVIEW

1. Personnel Updates

Ray Dashnaw will be leaving DPW Buildings and Grounds Department on November 18th after 18 years with the City Ray is retiring.

New employee Danny Maldonado has started working his weekend shift as custodian at the Community Center. Danny takes over for Steve Wheeler who stepped down from his position.

2. Notable Items Related to Ongoing Operations

Designed and built a safety enclosure for the City Clerk's office. Now employees have a protective barrier between them and the customers.

Started the installation of the new gate for Squamanagonic disk golf range.

Completed the build out of new space in the family justice center within the community center.

Elevator door replacement at city hall has been completed.

Maintenance door for school facility shop replaced.

Flooring project in pd for warming center is completed, chairs and storage bins have been ordered.



Advantage Tennis Inc. responded for several warranty items on the tennis courts that were redone last winter. The repairs went well.

3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Currently in the process of closing and winterizing the city pools.

Basketball court lighting and flooring for the senior center has been put out to bid. The walk through for both projects are on September 8th



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1, 2022-August 31, 2022

Date: September 7, 2022

Ref: Monthly Report for WATER TREATMENT PLANT

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 73.3 million gallons from the surface water facility delivered to our customers. The groundwater plant was again offline the entire month due to river flow restrictions.

All water quality testing and monitoring was completed in accordance with NHDES requirements. Disinfection byproducts for August have maintained trending & levels.

Watershed inspections were conducted at Oxbow Pond, Berry Pond, Tufts Pond Reservoir, the diversion structure, and Rochester and Round Pond Reservoirs. Passive recreation is evident at Round Pond Reservoir and along Sheepboro Road. Recent rains have helped to maintain and recharge the reservoir system. All upper ponds are full. Rochester Reservoir is full. Round Pond Reservoir is at approximately 83% capacity and filling.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Repairs to the Industrial Way Pump Station pump and control system were found necessary due to malperformance during a flow test on Ten Rod Road.

The Cocheco Well remained offline for production but was exercised for maintenance and to prepare for annual sampling requirements. Maintenance at the surface water facility included independent field calibrations of process flow meters, transducers, and online lab instrumentation; diagnosing level transmitter noise at Rochester Hill; and repairs to the KMnO₄ feed line.



2. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

Water age in the Salmon Falls tank zone remains under evaluation while we conduct sampling and valve operations.

Raw water supply remained stable. Water quality characteristics have been within expected ranges.

A replacement controller was installed for the treated pH analyzer, and the added functionality of the new instrument allowed us to also cost-effectively replace one of the free chlorine analyzers, which was approaching 20 years of service.

Review of treatment operator applications continued this month, first interviews have been conducted and/or scheduled.

3. Staff Kudos

All staff continue to demonstrate excellence in operating a public drinking water system.

4. Training

Internal training for treatment personnel continued this month.

Dan Proulx and Caleb Schag attended the NHWWA Construction Day tour and presentation.

The second New Hampshire Water Works Leadership Roundtable is scheduled for September in Merrimack.



5. Other

NHDES Dam Bureau has tentatively scheduled a routine inspection of Tuft's Pond Dam next month.

Staff conducted a cross connection survey within the consecutive system and one within the main system.

The Chief Operator attended the Climate Change Vulnerability Assessment Program introductory meeting established by NHDES.

Evaluation and design for transmission main relining project has progressed. The contracted engineering firm surveyed the line, and a records review and coupon inspection of an abandoned segment show promising results for rehabilitation alternatives.

The Cocheco Well Iron & Manganese treatment upgrade kickoff meeting was held this month.

ROCHESTER DEPARTMENT OF PUBLIC WORKS

MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1, 2022-August 31, 2022

Date: 9/7/2022

Ref: August Monthly Report for DPW –ENGINEERING DIVISION

OVERVIEW

1. Personnel Updates

A GIS/Asset Management Technician submitted his resignation in August; the position has been posted.

An applicant for the position of Assistant City Engineer has signed an offer of employment; start date has been set for October 2022.

2. Notable Items Related to Ongoing Operations

Strafford Square Roundabout: Phase 1, which included construction of underground conduits and vaults to facilitate relocating existing above-ground utilities, along with construction of other underground utility improvements, is now complete. Bids were received for Phase 2, the actual roundabout construction project, and are being evaluated for award. Construction of Phase 2 is anticipated to start in fall 2022.

Colonial Pines Sewer Extension – Phase 3: Construction of sewer main and drainage infrastructure is now more than 75% complete. Sewer main work remains on Old Dover Road, as well as sewer service installation work throughout the project area. Construction completion is anticipated in spring 2023.

Route 202A Water Main Extension and Water Tank: Construction of the water tank continues and water main installation continues on Walnut Street (Route 202A). Water service connections are anticipated to begin in September 2022.

Woodman Area Infrastructure Improvements: Construction of infrastructure improvements around the William Allen School were completed in August; construction continues in the Woodman Street/Myrtle Street area. Construction is anticipated to continue for two years.

WWTF Carbon Storage and Feed Building: Staff operations training has begun on this facility. Construction is anticipated to be complete within the next month and is on schedule to meet Rochester's AOC compliance date for completion of *this building by 10/31/2022.*

WWTF Aeration Basin Sidewall Blower Tie-in (Iris Valve): *Construction has re-commenced on this project, which is intended to enhance the WWTF's ability to treat for nitrogen; completion of the project is on schedule to meet Rochester's AOC compliance date for aeration automation completion by 10/31/2022.*

WWTF Dewatering Facility: *Construction is scheduled to re-commence on this facility in fall 2022.*

Route 11 Sewer Pump Station Upgrade: *Construction continues on this upgrade project and is anticipated to be substantially completed before the end of 2022.*

Tara Estates Sewer Pump Station Upgrade: *Contractor pre-qualification process was completed in June 2022. Pre-qualified contractor bids for construction of this project are anticipated to be received in October 2022.*

Annual Contracted Pavement Rehabilitation: *Paving work has been completed on Howard Brook Drive and a portion of Estes Road. Paving work will continue on McNeil Drive, Sandina Drive, and Marcy Drive in September 2022.*

Betts Rd/Cross Rd Intersection Improvements: *Construction of this project continues and is anticipated to be substantially completed in September 2022.*

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City Clerk's Office

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT

MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1 – August 31, 2022

Date: September 7, 2022

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- Coordinated a grand opening (8/25) for the Scenic Salinger project including the railing sculpture ([*New art in Central Square made with reclaimed material from historic building - The Rochester Post \(rochesternh.gov\)*](#)) installed in Central Square.

2. New Businesses and Business Updates

- Seton Academy located at 189 North Main Street
- Monique Boudreau Photography located at 18 South Main Street (July)
- Any Eventz LLC and Transportation & Party Supply located at 17 Farmington Road (May)
- Russ Collins Tattoo Artist located at 42-50 South Main Street

3. Community Development Project Updates

- CDC agreed to send Haven and DALC FY23 CDBG Application amendments to City Council for approval.
- Submitted Annual Report to NH Division of Historic Preservation

4. Boards & Commissions Updates

- Rochester Riverwalk will be working with the Rochester Recreation Department to host a cleanup day in Hanson Pines. The committee and volunteers will meet near the kiosk in Hanson Pines at 11am on September 18.
- Paul Giuliano, Chair of the REDC presented at the August City Council workshop
- ED presented at the 8/22 PB meeting requesting the rezone of multiple parcels along Pickering Road in Gonic and within the DTC along Bridge St. – Gonic request was rescinded and Bridge St. parcels were recommended by PB for rezone

5. Training & Staff Development

- Director Scala took part in a group seminar (8/17) presented by HR focused on increasing Emotional Intelligence in the workplace.

6. Other

- Farmers' Market continues to run every Tuesday afternoon on the Common.
- Rochester Main Street placed 10 Bigfoot cutouts around the downtown area and created a Bigfoot Scavenger Hunt ([Bigfoot - Rochester Main Street](#)) which encouraged people to scan a QR code and follow the clues to find them all. Some businesses/organizations decorated the Bigfoot located at their location, and the hunt drew people of all ages downtown.
- ED took part in a walking tour (8/18) with the SBA of a number of businesses throughout the City that had received federal assistance (PPP, EIDL) during Covid

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1, 2022 - August 31, 2022

Date: September 14, 2022

OVERVIEW

1. Personnel Updates

Congratulations to Ann Arsenault who has been promoted from Accountant I to Accountant II. The interview process is in progress for the now vacant Accountant I position.

2. Notable Items Related to Ongoing Operations

The auditors conducted their preliminary FY22 audit site visit at both the City and School in the last week of August.

3. Notable Events Related to Unusual Operations

None

4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

None

5. Staff Kudos

Kudos to Finance staff, Human Resources, Doreen Jones and Kelly Walters for their work preparing for and supporting audit testing which enabled a smooth audit site visit.

Rochester FINANCE Department

6. Affected Business Processes or Systems

None

7. Training

Staff attended the “Emotional Intelligence” training hosted by Human Resources.

8. Other

Monthly Financial Statements Summary – as of August 31, 2022

For the full detail report, click here: [August 31, 2022 Financial Detail Report](#)

Below are the revenues & expense highlights through August 31, 2022, which represents approximately 17% completion of FY23. A “Pending” designation means no revenues for that category were received by August 31, 2022

GENERAL FUND NON-PROPERTY TAX REVENUES

Motor Vehicle Registrations: Revenues \$962,012- 19% collected.

Waste Management Host Fees: First payment received \$1,067,416;
Note: FY22 City Adopted Budget \$3,300,000, School Budget \$878,127- Total \$4,178,127.

Building Permits: Revenues \$89,332, 25% collected.

Interest Income: Pending. Interest rates have recently increased from 55 basis points to 90 basis points.

Interest on Delinquent Taxes: \$45,455.80- Tax Year 2021 Tax Lien Notices sent.

State of NH Rooms & Meals: Pending- Revenues typically received in December of each year.

Highway Block Subsidy: First payment received \$190,618- FY23 NHDOT award budget \$635,394.

Cablevision: Pending- First quarterly payments related to FY23 not

Rochester FINANCE Department

received until October.

Recreation: Summer Playground/Camps revenue \$69,791, 116% collected.

Use of Unassigned Fund Balance: Pending.

GENERAL FUND EXPENSES: Overall expenses are slightly above budget at 22%-Allocation 17% Expended, 5% Encumbered.

WATER-SEWER SPECIAL REVENUE FUNDS:

Water-Sewer Funds: Water Fund: Revenues 12%, Expenses 12%. Sewer Fund: Revenues 10%, Expenses 16%.

Community Center: Revenues 7%, Expenses 25 %

Arena Special Revenue: Revenues 1%, Expenses 36%.

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City Clerk's Office

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1, 2022 – August 31, 2022

Date: September 1, 2022

Ref: Monthly Report for Planning Department

OVERVIEW

1. Personnel Updates

The Planning Department has hired Renee McIsaac for the Planner I position that will be working with the Conservation Commission and the E911 Committee. We are very excited to have her start in September!

2. Notable Items Related to Land Use Boards

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met August 8 for their Regular Meeting and August 22 for their Workshop Meeting

Donna Johnson, Storybook Hollow ELP, 16 Whitehall Road Site Plan for a day care center, a self-directed learning center for middle and high school students, and a teen parent program. Case# 126 – 15 – HS – 22 **APPROVED**

Student Transportation of America, 7 Wallace Street, LLC, 7 Wallace Street Conditional Use Permit Application and Site Plan to park 20 school buses Case# 120 – 303 – DC – 22 **APPROVED**

Quantum Real Estate Group, Beaudoin Family Trust, 4 Norway Plains Rd 3-lot Minor Subdivision Case# 222 – 59-1 – HC – 22 **APPROVED**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on August 10, 2022

Z-22-23 86 Church Street, LLC Motion to *Rehear a Variance* from Section 30.3.A to permit an expansion of a previously approved non-conforming use to allow additional multi-family dwellings in the Agricultural District. **GRANTED**

Location: 84 and 86 Church Street, Map 258 Lots 7 & 8 in the Agricultural Zone.

Rehearing:

Z-22-16 GNM Solar 17, LLC Seeks a *Variance* from Table 18-D to permit power generation utility in the agricultural zone. **CONTINUED TO 9/14/22**

Location: 60 Shaw Drive, Tax Map 240 Lot 49 in the Agricultural Zone.

New Cases:

Z-22-26 Ian and Katherine Fogg Seeks a *Variance* from Table 19-A to permit construction of a deck within the side setback. **CONTINUED TO 9/14/22**

Location: 15 Constitution Way, Map 256 Lot 61-20 in the Agricultural Zone.

Z-22-27 Easter Seals NH Seeks a *Special Exception* from Table 18-B to permit an adult day care center. **GRANTED**

Location: 13 Healthcare Drive, Tax Map 243 Lot 39-3 in the Agricultural Zone.

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission did not meet on August 24, 2022

Map 243 Lot 39 Champlin Forest, Conservation Land Closing. The Conservation Commission closed on the 121-acre conservation parcel on August 30th. This effort combines with the adjacent conserved land for a total 307-acres.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on August 17, 2022

There were no applications to review for the Historic District Commission. An update was given on the Historic Resources Survey and the Arts & Culture Master Plan RFP was reviewed.

3. Notable Events Related to Land Use Board Workshop Items

During the Planning Board Workshop meeting held on August 22, the Planning Board addressed multiple Rezoning requests:

Change in Zoning Request – Expansion of Downtown Commercial – recommendation granted from Planning Board to go to City Council for public hearing

Change in Zoning Request – Pickering Road – recommendation denied from Planning Board and the change request was retracted from Economic Development.

Petition for Zoning Ordinance Amendment – Recreation, Indoor – recommendation granted from Planning Board

The Planning and Development Department also held a special Meeting of all Chairs and Vice Chairs of all Land Use Boards including Planning Board, Zoning Board of Adjustments, Conservation Commission and Historic District Commission to meet and greet and promote coordination.

4. Training

Multiple Invest NH Grant Meetings including with the County, Strafford Regional Planning Commission, NH Planning and Development Office and the Department of Business and Economic Affairs

Training on new State Statutes that have passed this legislative season.

5. Ordinance/Regulation Highlight of the Month

Something Fun this month! Brought to you by the Con Com!



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REC & ARENA REPORT

Forthcoming

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City Clerk's Office



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: August 1, 2022 – August 31, 2022

To: Blaine Cox, City Manager

Date: September 14, 2022

Ref: Monthly Report for Fire Department

1. On-Duty Staffing Levels

- Full Staffing – personnel on-duty – **32% of shifts in August**
- One FF Short- personnel on-duty – **42% of shifts in August**
- Two FF's Short – personnel on-duty – **26% of shifts in August**

2. Personnel Updates

Employment Info

- FF Lilah Cherim departed the RFD to join the Dover Fire & Rescue Department

Anniversaries:

- Lt Micah Ruel celebrated his 16th year with RFD
- FF Matt Woodbury celebrated his 5th year with RFD



09/15/2022

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: August 1, 2022 – August 31, 2022

3. Emergency Response Statistics

Call Type	Jul-2021	Jul-2022	% Change	22 Fiscal YTD July 1 - July 31	23 Fiscal YTD July 1 - July 31	% Change
Fire Calls/ Explosion	8	13	63%	11	21	91%
Overpressure/Rupture	0	0	0%	1	2	100%
Emergency Medical Services	119	115	-3%	218	207	-5%
Rescue	22	36	64%	46	65	41%
Hazardous Conditions	14	20	43%	26	34	31%
Service Calls	27	36	33%	69	75	9%
Good Intent Calls	28	24	-14%	61	61	0%
False Calls	45	30	-33%	83	73	-12%
Severe Weather/Natural Disaster	0	1	100%	1	2	100%
Special Type/Complaint	0	0	0%	1	0	0%
Undetermined	0	4	400%	0	4	300%
TOTALS	263	279	6%	517	544	5%
*Call numbers as of 9/7/2022, they are subject to change						



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: August 1, 2022 – August 31, 2022

4. Operations



Firefighters have been busy completing required operations training on the new tower ladder. Dingee Machine and Ossipee Mountain Electronics will have completed all upfitting over the coming weeks and the apparatus will be placed into service.



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: August 1, 2022 – August 31, 2022

5. Community Risk Reduction

The Fire Prevention Division has started the Place of Assembly inspections for places of worship. DC Hughes has been assisting them in identifying safety issues and calculating their occupant load.

Two new programs were released during the month of August. The File of Life and our pillbox program. The File of Life is a card in which a person can put important contact and medical information on it that would be useful during an emergency. Emergency Responders know to look on the refrigerator for the File Of Life Card. We are also offering pillboxes to assist people with organizing and managing their medication intake. DC Hughes attended senior lunch, senior breakfast, veterans coffee hour and senior day of caring to launch the programs.

The RFD participated in several community events, providing Touch a Truck displays and demonstrations for both National Night Out and the Recreation Departments Summer Camp Programs.

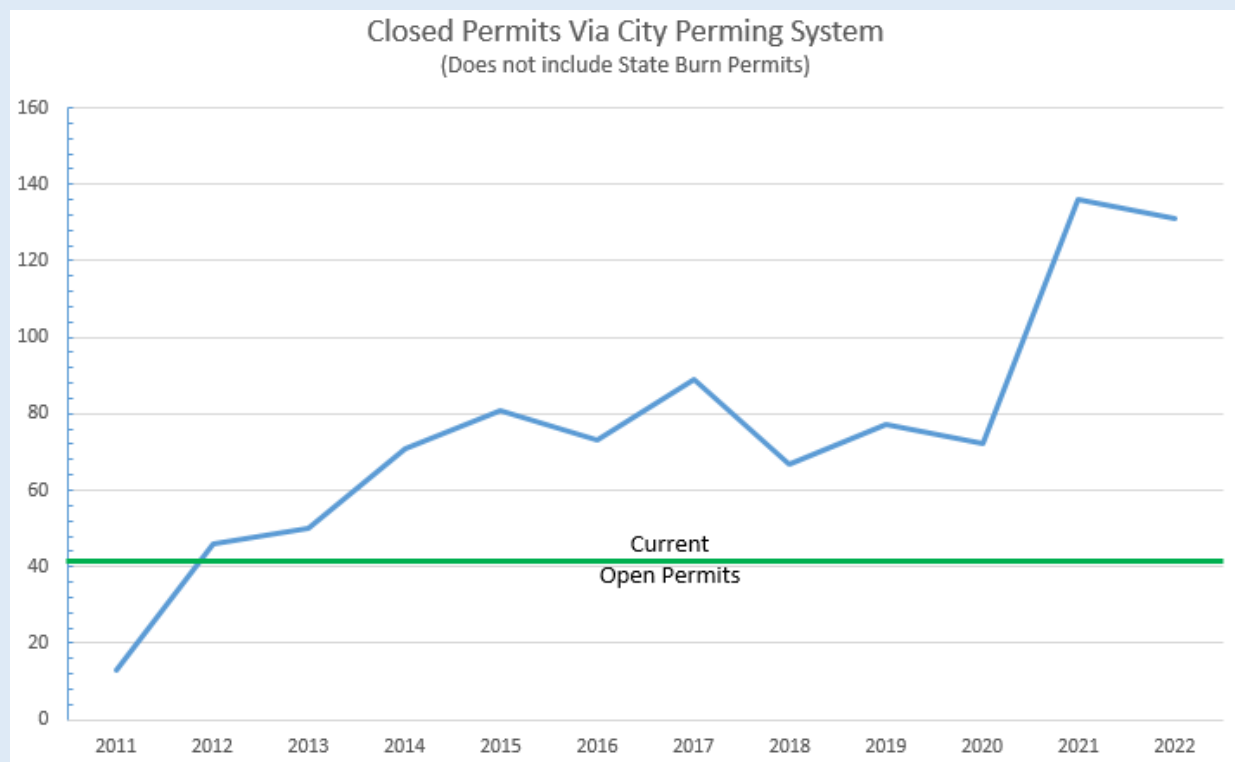
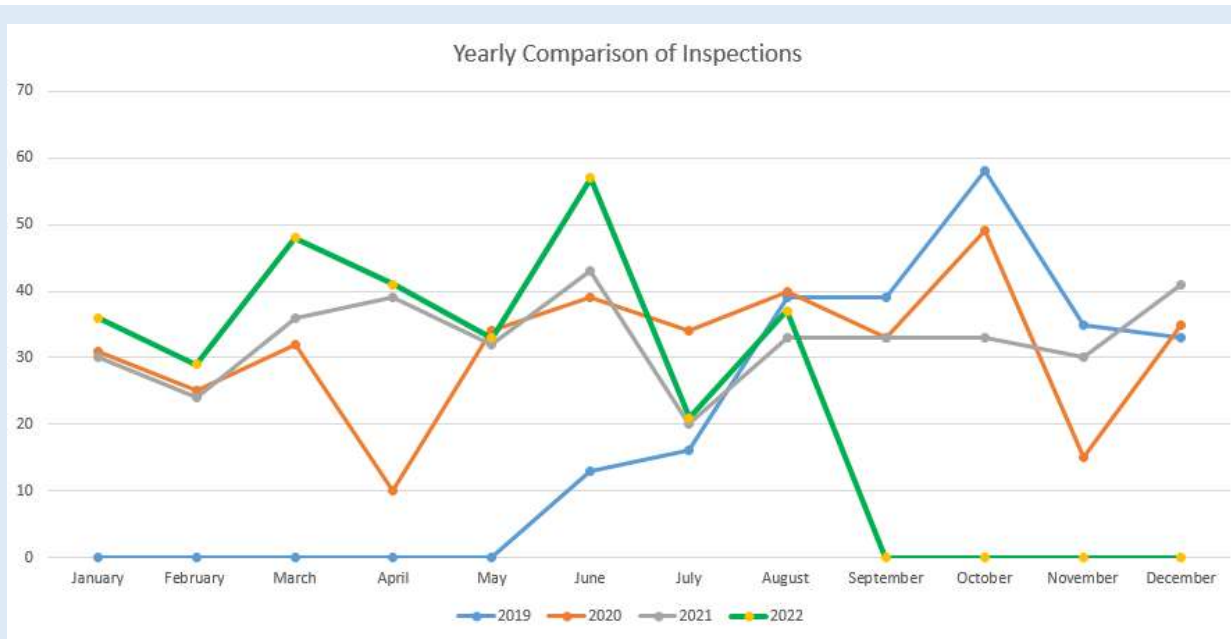
In June, we reported a multiple agency attempt to assist two elderly women living in hoarding conditions in a home with structural issues. The situation prevented a safe means of egress or access for these individuals. DC Hughes, Department of Health and Human Services, The Share Fund and Positive Transitions worked together to assist this family. Funds and labor were donated to repair the damaged ramp, build new front stairs, and provide dumpsters and labor to assist with cleaning as well as mental health assistance. This process started with referrals from Captain George and Captain Burns to DC Hughes after responding to the location and identifying the need for life safety measures outside of the immediate response. DC Hughes worked with multiple agencies and community volunteers to provide resources to people in need. This is an excellent example of how Operations, Prevention, State Agencies and community volunteers can work together to assist the people in need beyond the initial call.





ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: August 1, 2022 – August 31, 2022



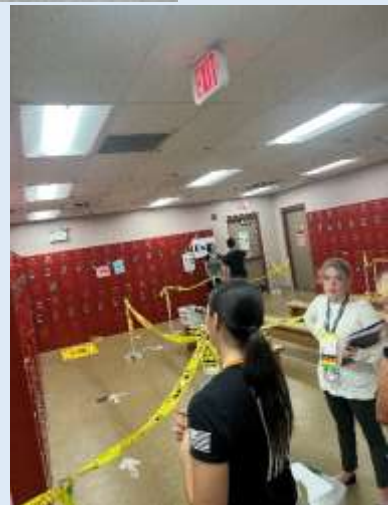


ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: August 1, 2022 – August 31, 2022

6. Training

Rochester Fire Department personnel and City personnel participated in the Seabrook Drill walk through event hosted by Homeland Security and Emergency Management at the Rochester Middle School. This drill is practiced for in the event the Seabrook Station has a leak and an evacuation needs to take place. Rochester Middle School is a shelter and the City of Rochester is a host community.





ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 09/12/22

Ref: Monthly Report for August 2022

OVERVIEW

1. Personnel Updates

Personnel: We are still down five dispatch positions. One of our new hires resigned a week into employment. We have been filling vacant shifts in a combination of the supervisor, per diem dispatchers, including two new hires just at per diem, as well as with overtime shifts of dispatchers, and firefighters and police officers trained in the center.

The Police Commission has been aggressively interviewing potential police candidates, and the Dispatch Supervisor and Support Captain are working on dispatch vacancies. We still have six vacant officer positions, which will become seven as a patrol officer has given his resignation to take a position with the Seabrook Police Department.

K9: Officer Hatch and Ripley achieved certification for tracking this period.

Officer Kimbrough has officially transitioned over to his new role as Community Engagement Officer.

Following recent promotional processes, Sgt. Elizabeth Turner was promoted to Lieutenant, and Officers' Root and Aube were promoted to Sergeant.

2. Notable Items Related to Ongoing Operations

Comp Stat:

An emphasis from supervision continues to be for officers to conduct traffic enforcement. During August officers made 529 traffic stops, which resulted in 459 warnings issued, 21 summons for various violations and 23 arrests for motor vehicle violations and previous outstanding warrants. Officers have totaled 3,315 traffic stops YTD among handling the various service calls.

While all reported crimes fluctuate monthly we continue to see property crimes remain at very low level, down 16% as compared YTD to 2021. We observed a sharp increase in vandalism cases mainly due to the "tagging" incidents we have seen throughout the



downtown area. Cases were forwarded to the detective division to concentrate our efforts to solve these cases. As a result detectives have identified three of the main four individuals responsible for the tagging and we will be bringing criminal charges forth.

Violent crimes continue to be increased over 2021 levels with 248 reported cases as compared to 227 cases (9% increase) in 2021. As we have seen throughout this year this is mainly driven from an increase in domestic violence incidents. Officers continue to be very aggressive with these types of investigations making arrests when they can develop evidence a crime occurred.

We continue to see a slight increase in the amount of drug overdoses (80) and overdose fatalities (12). With the new Community Outreach Facilitator officially started it is our hope connections can be made to help some of these individuals get assistance and decrease the amount of these instances.

We have submitted an application for the 2022-2023 JAG grant in the amount of \$27,300. Our intent is to spend the money on upgrading the 20 year old gas masks and filters for SWAT members; FARO technologies to provide on-site training for up to six officers on mapping crime and accident scenes in 3D. This will include basic hardware and scene software; selection of a new polygraph examiner and funds toward this training; and IPTM on-line classes to have two selected officers take advanced classes for the accident reconstruction team (TAR).

Vehicle Updates

We secured the last two 2022 cruisers available via the State bid. The 2023 cruisers are projected to be \$10,000 more with a build time of 12 months.

3. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

On 08/24/22, the annual PRIMEX School Crossing Guard Training was conducted at the police department with training representative David Witham as the presenter. Of the eleven (11) school crossing guard positions for the city, only three (3) positions are filled. Of the remaining eight (8) vacancies, no applications of interest have been received by either human resources or the police department in over two (2) years.

4. Training

The Police Academy is running concurrent sessions. We have four recruits scheduled to graduate on September 23. We have two recruits who started the Academy on August 1 and will graduate at the beginning of November. The next academy is not scheduled until January 2023.



The Crisis Intervention Training which was scheduled to be held in August had to be cancelled due to the main instructor contracting Covid is being rescheduled for later in the fall.

5. Other

Diversion Coordinator Nicole Rodler coordinated National Night Out, August 2nd with community partners. Attendance was gauged at about 4-5K attendees throughout the night. The event was very successful with celebrations of community and police partnerships.

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City Clerk's Office

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: August 1, 2022- August 31, 2022

Date: September 13, 2022

Ref: Monthly Report for Library

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 12,173 items circulated with 7,720 people visiting the library in the month of August. Three hundred thirty-four patrons used the library's Internet computers. Interlibrary loan activity included 80 materials borrowed from other libraries and 182 loaned to other libraries.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Over 16 appointments for pick-up were made throughout the month of August.

Monday, August 15th through Friday, August 19th families were welcomed to pick-up "Friendly Bee" craft kits for a Take It & Make It at home craft project. Seventy-five kits were picked up during Library business hours on a cart at the Children's Room entrance.

Featured Adult Services Book Displays for the month of August included: *Lighthouses*, *Celebrity Bios*, *Dog Days of Summer*, and *Political Intrigue*. Also featured were *Political Intrigue* DVDs and *Beach Music* CD displays.

The library was proud to display sculptures and paintings by local artist Marcey Buchakjan during the month of August. Buchakjan is also an art teacher to children in Rochester. She expressed that her students and children are her heart. They inspire her to take creative risks, play, and allow for ideas to make twists and turns in the process of creating.

Three hundred-sixteen of our library patrons downloaded 1,889 e-books to media devices through the library's web site this month. The RPL website also enabled patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 479 digital downloads from Hoopla.

2. Library Programming

August 2nd the Rochester Public Library Children's Room Librarian, Christina Paquette participated in the National Night Out celebration at the Rochester Commons with a Story Walk® featuring the book "Commotion in the Ocean" by Giles Andreae (Author), David Wojtowycz (Illustrator).

With the end of the Summer Reading Program the talented Children's Librarians transformed the Children's Room from an Ocean Wonderland to an "Ice Cream Shop" complete with flannel build a cone board. Also, an insect discovery table was available for young patrons to explore while browsing for books.

The Friends of the Rochester Library Book Club met August 8th and featured *A Gentleman in Moscow* by Amor Towles.

Wednesday, August 10th the library was pleased to present local author Marilyn Long to talk about her fictional book *Slay Ride* a murder, mystery located at a New England bed and breakfast.

Wednesday, August 19th and Friday, August 26th the Children's Room held Pop-up Story Times in the morning outside on the lawn for stories, movement, and the Play Cart was available directly after for play-based learning.

Wednesday, August 24th folk duo *Hungry Town* performed a summer concert at the library. Rebecca Hall and Ken Anderson have earned a reputation for the quality and authenticity of their songwriting. They have released three albums and toured world-wide for over a decade.

The Teen Advisory Board (TAB) meeting was held Tuesday, August 18th at 6pm. Teens are encouraged to come hang out, eat snacks, and share ideas library programs, groups, and activities.

The *Write-In Group* continued to meet the first and third Thursday of the month. Participants focus on works-in-progress surrounded by other aspiring writers.

Health Market Connect held weekly workshops in the library community room on Wednesdays from 10am-1pm throughout the month of August. HMC employee, Eli, was available during those times to meet with and assist local residents in finding and enrolling in affordable (or sometimes free) insurance plans that are available to them. HMC was awarded federal grant money in August of 2021 to facilitate a program - which is geared towards providing no-cost assistance with navigating the Healthcare.gov Marketplace, Medicaid, and Medicare. Their goal is to answer questions, educate the public on their health insurance plans, and assist them with taking the necessary steps in enrolling in the best health insurance plan available to them here in New Hampshire.

ROCHESTER TAX COLLECTOR'S OFFICE

MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: September 12, 2022

Ref: Monthly Report for August, 2022

OVERVIEW

1. Other

City of Rochester Tax Collector's Office

August 31, 2022

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2022	Semi Annual Warrant	35,214,857	33,195,012.00	94.26%	2,019,845.00	5.74%
2021		69,388,398	68,701,500.43	99.01%	686,897.57	0.99%
2020		68,438,739	67,983,071.58	99.33%	455,667.42	0.67%
2019		66,169,796	65,819,386.22	99.47%	350,409.78	0.53%
2018		63,834,824	63,678,496.72	99.76%	156,327.28	0.24%
2017		60,524,791	60,403,454.45	99.80%	121,336.55	0.20%
2016		58,196,003	58,112,711.94	99.86%	83,291.06	0.14%
2015		56,938,119	56,892,578.88	99.92%	45,540.12	0.08%
2014		55,068,779	55,030,648.29	99.93%	38,130.71	0.07%
2013		53,324,262	53,291,974.85	99.94%	32,287.15	0.06%
2012		50,952,912	50,926,354.90	99.95%	26,557.10	0.05%
2011		48,856,892	48,834,261.41	99.95%	22,630.59	0.05%
2010		47,308,832	47,291,199.22	99.96%	17,632.78	0.04%
2009		46,898,827	46,887,419.40	99.98%	11,407.60	0.02%
2008		46,522,769	46,515,969.75	99.99%	6,799.25	0.01%
2007		42,964,450	42,959,225.90	99.99%	5,224.10	0.01%
2006		40,794,160	40,791,889.12	99.99%	2,270.88	0.01%
2005		38,024,453	38,023,111.86	100.00%	1,341.14	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
2001		26,943,136	26,942,673.85	100.00%	462.15	0.00%
				Total Uncoll:	4,087,944.75	8.93%

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 23		
Month	Total \$\$	# of Payments
July	\$ 1,204,564.72	1248
Aug	\$ 389,050.60	861
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 1,593,615.32	2109

Auto Registration Totals FY 23		
Month	Total \$\$	# of Transactions
July	\$ 467,444.60	3193
Aug	\$ 526,654.45	3512
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
March		
April		
May		
June		
Totals	\$ 994,099.05	6705



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director

Date: August 09, 2022

Report Dates: August 01, 2022- August 31, 2022

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

The Welfare Department Community Outreach Facilitator has met with city departments and outside provider agencies and organizations to share the position's role, learn about their roles and build collaborative relationships.

2. Notable Items Related to Ongoing Operations

Welfare Department operations continue to be effected by the temporary Federal Emergency Rental Assistance Program (ERAP) funding available to assist. This temporary influx of flexible funding for assistance continues to reduce local welfare general assistance expenditures throughout the state, including Rochester. The Welfare Department refers residents to federal funding when timing and the overall situation reasonably warrants the referral.

There has been a notable increase of residents reporting their over yearlong ERAP funding has ended and they are in need of assistance. Some report confusion regarding the end of their ERAP funding, as they believed it would continue longer, resulting in unpaid rents and/or utilities and owing multiple months. Most report regret for not saving their own cash sources while receiving ERAP funding and others report the inability to have saved due to expenses and/or limited income.

Available ERAP Funds used by Community Action to assist many individuals experiencing homelessness with motel accommodations are depleting. Most greater seacoast area motels are full due to these efforts, which challenges emergency housing options. NH Housing Finance Authority has indicated a tentative end date for ERAP funding is end of calendar year. This office is in communications with NH Housing Finance Authority, Community Action and other greater seacoast area local welfare departments to plan, collaborate and coordinate the end of ERAP funding efforts.

3. Notable Events Related to Unusual Operations

No unusual notable events.

4. Upcoming / Anticipated Challenges Related to: Personnel, Operations, Budgets, Etc.

None

5. Staff Kudos

Welfare Department team members continue to use professional, thoughtful, humane and cost effective practices to meet legal obligations and the department's mission.

6. Affected Business Processes or Systems

As indicated, the Welfare Department has hired Erin Nasino for the "Community Outreach Facilitator" position with a start date of 08/08/2022.

7. Training

Welfare Department team members continue to seek and practice continuous improvement with department functions, including webinars and readings.

8. Analysis of Direct Assistance for August 2022

General Assistance above represents an average cost per case/family of \$558.95 and case/Individual of \$383.33 for this month.

Total vouchers issued: \$3,385.80

There was a decrease of \$4,134.20 in assistance issued this month compared to August 2021. There was a decrease of \$3,203.51 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$0.00

This office reported 33 formal case notes for this period.

9. Other / In The News

New Hampshire Town and City magazine, a publication of the New Hampshire Municipal Association, regarding the value of municipal local welfare, including the recently approved ethics resolution, to increase municipal liability financial fairness and foster increased emergency housing throughout the state. The city of Rochester is mentioned for its collaborative efforts with the Tri-Cities.

[The Value of Municipal Local Welfare | New Hampshire Municipal Association \(nhmunicipal.org\)](https://nhmunicipal.org)