



**City Council Public Hearing  
May 16, 2023  
Council Chambers  
6:00 PM**

**Agenda**

- 1. Call To Order**
- 2. Resolution Adopting a FY 2024 Rochester CDBG “Action Plan for the City of Rochester, N.H.” and Approving and Appropriating the FY 2024 Community Development Budget for the City of Rochester (click [HERE](#) for a link to the draft Action Plan) P. 5**
- 3. Amendments to Chapter 275 of the General Ordinances of the City of Rochester regarding Charitable Gaming and Sports Book Retail Facilities P. 11**
- 4. Resolution Approving Fiscal Year 2023-2024 Operating Budget for the City of Rochester P. 17**
- 5. Resolution Authorizing and Approving Fiscal Year 2023-2024 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith P. 23**
- 6. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the General Fund Capital Improvements Plan (CIP) Fund in the amount of \$1,181,343.00 P. 29**
- 7. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Tax Increment Finance (TIF) District Capital Improvements Plan (CIP) Fund in the amount of \$3,939,563.00 P. 35**
- 8. Adjournment**

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City Clerk's Office

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**Committee of the Whole Budget Workshop**  
**May 16, 2023**  
**Council Chambers**  
***Immediately Following the Public Hearing***

**Agenda**

- 1. Call to Order**
  - 1.1. Non Meeting – Consultation with Legal Counsel**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
  - 4.1 Certificate of Recognition**
- 5. NPDES Permit Update P. 41**
- 6. State of the Opera House – John McKenna P. 43**
- 7. Riverwalk Update P. 45**
- 8. Continued Budget Deliberations and Adjustments**
- 9. Department Reports P. 47**
- 10. Non-public/non-meeting**
  - 10.1. Non-Public Session – Personnel, RSA 91-A:3, II (a)**
- 11. Adjournment**

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City Clerk's Office

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**RESOLUTION ADOPTING AN FY 2024 ROCHESTER CDBG**  
**“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND**  
**APPROVING AND APPROPRIATING THE FY 2024 COMMUNITY DEVELOPMENT**  
**BUDGET FOR THE CITY OF ROCHESTER**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year FY 2024 (July 1, 2023—June 30, 2024) “Action Plan for the Community Development Block Grant (CDBG) Program for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s CDBG program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Twenty Nine Thousand Five Hundred Seventy Six Dollars (\$229,576.00) be, and hereby is, approved and appropriated for fiscal year 2024 (July 1, 2023—June 30, 2024). Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 45,915.00
Public Service Agencies	\$ 34,436.00
Housing/Public Facilities/Infrastructure	\$ 149,225.00
<b>Total</b>	<b>\$ 229,576.00</b>

III. Further, that Two Hundred Forty One Thousand Fifty Six Dollars and Eighteen Cents (\$241,056.18) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans’ repayments, be appropriated for continued use in the FY 2024 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for FY 2024 may be reconsidered if federal funding is changed or if it is inconsistent with the total FY 2024 budget adopted for the Office of Economic and Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Twenty Nine Thousand Five Hundred Seventy Six Dollars (\$229,576.00) shall be drawn in their entirety from the above-mentioned FY 2024 Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line-item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution,

then, and in such event, the City Manager, or the City Manager's designee in the Office of Economic and Community Development, is authorized to adjust the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.

Organization	Activity Description	CDBG PSA						CDBG Facility/Rehab/ED		Notes
		FY 24 Recs	FY 24 Request	FY 23 approved	FY 22 Approved		FY 24 Recs	FY 24 Requests	FY 23 Approved	FY 22 Approved
CASA of NH	Guardian ad litem services for abused and neglected children	\$ 3,000.00	\$ 5,000.00	\$1,000.00	\$1,000.00		\$0.00	\$0.00	\$0.00	\$0
Waypoint NH	Supportive services for homeless youth	\$ 5,000.00	\$ 10,000.00	\$4,000.00	\$0.00		\$0.00	\$0.00	\$0.00	\$87,962
Strafford Meals on Wheels	Meal delivery for elderly and disabled adults	\$ 4,000.00	\$ 5,000.00	\$3,000.00	\$3,000.00		\$0.00	\$0.00	\$0.00	\$0
SHARE Fund	Rental assistance for LMI residents	\$ 8,936.40	\$ 12,000.00	\$6,882.85	\$4,000.00		\$0.00	\$0.00	\$0.00	\$0
HAVEN	Emergency housing for domestic violence victims	\$ 2,500.00	\$ 5,000.00	\$2,000.00	\$2,500.00		\$0.00	\$0.00	\$0.00	0.00
DALC	HiSET/GED and adult education services for LMI residents	\$ 5,000.00	\$ 5,000.00	\$5,000.00	\$5,000.00		\$0.00	\$0.00	\$0.00	\$0
Cross Roads	Provide emergency shelter and supportive services for families and individuals from Rochester who are experiencing homelessness	\$ 5,000.00	\$ 15,000.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Guyer Travel	Funding to help with curriculum-based lessons with acient artifacts, movie nights, backpacks full of supplies, gifts and bonuses to deserving teachers and social workers	\$ -	\$ 10,000.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
ACT/Coast	Operate Community Rides, staffing for Regional Coordination Council, operational costs for regional transportation call center	\$ 1,000.00	\$ 6,000.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
Strafford CAP	Weatherization assistance for LMI homeowners		\$ -	\$0.00	\$0.00		\$75,000	\$65,000	\$75,000	\$65,000
Triangle Club	Reconstruction of fire escape and trin/siding on back of building		\$ -	\$0.00	\$0.00		\$31,720	\$31,720	\$0	\$0
East Rochester Library	Water heater and Lighting		\$ -	\$	\$		\$2,500	\$2,500	\$0	\$0
total		\$ 34,436.40	\$ 73,000.00	\$21,882.85	\$15,500.00		\$109,220.00	\$96,720.00	\$75,000.00	152,961.81
available		\$ 34,436.40					\$ 149,224.60			
	Remaining amount	\$ -					\$ 40,004.60			
Administration (20% cap)		\$ 45,915.00								
PSA (15% cap)		\$ 34,436.40								
Public Facilities/Infrastructure		\$ 34,220.00								
Housing Rehab		\$ 75,000.00								
Unallocated FY24 funds		\$ 40,004.60								
Total CDBG Funds =		\$ 229,576.00								

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City Clerk's Office

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05/11/2023

## 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

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE		
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input 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

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Charitable Gaming and Sports Book Retail Facilities**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (deletions ~~struck out~~ additions in **RED**):

**Chapter 275, Table 18, Use Table**

**ADD:** Charitable Gaming Facility. Permitted in the Highway Commercial zone and allowed by Conditional Use in the Granite Ridge Zone.

Sports Betting Facility. Permitted in Highway Commercial and Granite Ridge Zones.

**275-2.1 - Definitions**

**ADD:** Charitable Gaming Facility: A charitable organization conducting games of chance as defined in RSA 287-D:4. The facility shall be licensed by the State of New Hampshire pursuant to RSA 287-D:7.

Sports Betting Facility: A facility licensed by the State of New Hampshire which conducts Sports wagering as authorized by RSA 287-I. Sports Betting facilities may include Sports Book Retail locations and Mobile Sports Wagering. Sports Betting is permitted only when collocated with Charitable Gaming Facilities.

**275-20.2 Conditions for Particular Use**

Charitable Gaming Facility. The Planning Board may approve the facility based on the following criteria in addition to standard requirements set by Zoning and Site Plan Regulations:

1. Minimum Square footage. The gaming floor of the facility, defined as the area within a gaming location authorized by the State of New Hampshire, shall have a minimum area of 20,000 square feet. The gaming floor does not include areas used for accounting, maintenance, surveillance, security, administrative offices, storage, cash or cash counting, and records.
2. Public Art. Public Art works to connect community with our built environment and support a sense of place and identity. With expansive parking and large-scale buildings required for Charitable Gaming Facilities, public artwork offers an opportunity to integrate the use with the community and maintain a high aesthetic value.

As part of the proposal, the applicant may consider integrating public art which serves to enhance community identity, this is not required but strongly encouraged. The Planning Board will review the amount of artwork in relation to the building façade and placement based on visibility from the public right of way. The applicant should consider utilizing public art as a design element of the proposal and engage local community and artists in the

planning process, the Arts and Culture Commission may be a resource. Additional art may also be included into the site layout including but not limited to sculptures and other visible art within the parking lot, landscape islands and along walkways. Public art must meet the intent of the definition of a mural and not be considered a sign.

Within 5 years of Planning Board approval, the property owner may petition the City Council to accept an easement for the public art to help provide adequate long-term maintenance. The easement will only be accepted if the public art proposal contributes to the public good and represents the values of the community, as determined by City Council.

3. Architectural standards. The following criteria is required in addition to standards set by Site Plan Regulations, Section 2 – Architecture.
  - a. In order to achieve a building with human scale, broad expanses of blank walls are prohibited. The building shall employ massing, materials, textures and color. Consider using architectural features such as pilasters, arches, windows (transparent or opaque) as well as masses of different heights.
  - b. A minimum of three colors/materials/textures shall be incorporated in the exterior design.
4. Parking and Traffic.
  - a. Parking lot design shall incorporate bus parking and bus loading zones.
  - b. Commercial loading areas shall be screened from the public right-of-way and abutting residential properties.
  - c. A traffic impact analysis is required and must include the expectation of bus traffic.
  - d. Bus and truck trailer parking is required to be screened from the public right-of-way and abutting residential properties for all uses of the property.
  - e. Required off-street parking shall be provided at a ratio of not less than 0.75 parking spaces for each gaming position in addition to all standards set by Site Plan Regulations Section 10 – Parking and Circulation. Additional principle uses including restaurants, entertainment, and lodging facilities shall follow parking standards outlined in Site Plan Regulations.
  - f. Two percent of required parking spaces must be equipped with Electric Vehicle Charging Stations with a minimum of four per site.

5. Additional principle uses to a site, including restaurants, entertainment, and lodging, shall follow requirements pursuant to Zoning Ordinance Regulations 275-19.2:L, Multiple Principle Uses.
6. Off Site Improvements. The developer is responsible for off-site improvements as specified by the Planning Board as per RSA 674-21.5:J.
7. Outdoor entertainment.
  - a. Outdoor events which exceed noise standards set by Zoning Ordinance Regulations 275-28.3 will require a special events permit.
  - b. The property owner has the burden of proof to show decibel ratings meet standards set by Zoning Ordinance Regulations 275-28.3 Noise.
  - c. The Zoning Board of Adjustment (ZBA) may grant a Special Exception for music and entertainment which exceed decibel limits subject to meeting appropriate conditions as per Zoning Ordinance Regulations 275-28.3 E(4)
8. Outdoor smoking and alcoholic beverage service areas shall be a minimum distance of 1000 feet from Schools, K-12 or Day Care establishments as defined in Zoning Ordinance Regulations 275-2.2.
9. Safety and security.
  - a. The facility is required to submit a safety and security plan subject to approval by the Rochester Fire and Police Departments. The plan shall outline all aspects of life safety to include emergency egress, access, site security, and occupancy limitations.
  - b. The facility shall provide an enclosed interior location, solely controlled by the Rochester Fire and Police Departments, which can sufficiently accommodate the requirements of First Responders.
  - c. One Automated External Defibrillator (AED) shall be mounted in an accessible public location for every 5000 square feet of gaming floor.
10. Landscaping. In addition to Site Plan Regulations, Section 5 – Landscaping; a Charitable Gaming Facility shall include:

11.
  - a. A landscaping plan developed by a licensed landscape architect, to include a maintenance plan.
  - b. Landscaping used as a design element of the site.
  - c. A 15-foot landscape buffer between any structure and parking area, with the exception of vehicle and pedestrian access ways.
  - d. Parking areas shall meet Site Plan Regulations as per Section 5 – Landscaping (E) Parking Lots

Sports Betting Facility. Sports Betting Facilities are permitted only when collocated with Charitable Gaming Facilities.

**Amendments take effect upon passage.**



05/11/2023

## 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

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE		
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input 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

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

## **Resolution Approving Fiscal Year 2023-2024 Operating Budget for the City of Rochester**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2023 and ending June 30, 2024 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2024 (July 1, 2023 - June 30, 2024), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2024 (July 1, 2023 - June 30, 2024), as amended, the provisions of which are incorporated herein by reference thereto.

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City Clerk's Office

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**PROPOSED 2023-2024 OPERATING BUDGET-EXHIBIT A****OPERATING BUDGET SUMMARY**

<b>Appropriations:</b>		<b>Proposed</b>
City	\$	44,729,082
County Tax	\$	8,020,000
Overlay	\$	350,000
Estimated Veteran's Credits	\$	686,675
School	\$	73,043,706
School Federal Grants	\$	10,944,000
School Lunch	\$	1,900,000
School State Property Tax	\$	5,482,601
City Grants & Special Revenues	\$	165,000
Tax Incremental Financing Districts	\$	1,341,889
Water Fund	\$	7,544,084
Sewer Fund	\$	11,744,213
Arena Special Revenue Fund	\$	413,290
Community Center	\$	894,759
<b>Sub Total</b>	<b>\$</b>	<b>167,259,299</b>
<b>Revenues:</b>		
City	\$	15,786,607
Use of Fund Balance	\$	5,814,100
School Revenues	\$	34,087,400
School Federal Grants	\$	10,944,000
School Lunch	\$	1,900,000
City Grants and Donations	\$	165,000
Tax Incremental Financing Districts	\$	1,341,889
Water Fund	\$	7,544,084
Sewer Fund	\$	11,744,213
Arena Special Revenue Fund	\$	413,290
Community Center	\$	894,759
Amount to be Raised by Taxes *	\$	76,623,957
<b>Sub Total</b>	<b>\$</b>	<b>167,259,299</b>
*Amount to be Raised by Taxes: Categories		
City	\$	23,478,375
Veterans Credits	\$	686,675
County	\$	8,020,000
School Local	\$	38,956,306
School State Education	\$	5,482,601
<b>All Totals</b>	<b>\$</b>	<b>76,623,957</b>

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City Clerk's Office

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05/11/2023

## 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 Approving Fiscal Year 2023-2024 Operating Budget for the City of Rochester

COUNCIL ACTION ITEM ☒  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	May 2, 2023		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	4/25/2023		
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	Signature on file

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

City Charter

**SUMMARY STATEMENT**

The proposed 2023-2024 operating budget is presented as part of the annual budget development and adoption process for a public hearing and adoption.

**RECOMMENDED ACTION**

First reading and refer to public hearing

**Resolution Authorizing and Approving Fiscal Year 2023-2024 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith**

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

That the capital budget for the City of Rochester for fiscal year 2023-2024 (July 1, 2023 to June 30, 2024) in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A** annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2024 (July 1, 2023 – June 30, 2024), as amended.

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City Clerk's Office

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**PROPOSED 2023-2024 CAPITAL BUDGETS-EXHIBIT A****CAPITAL BUDGET SUMMARY****Proposed Capital Appropriations:**

City	\$ 15,728,023
School	\$ 2,732,000
Water Fund	\$ 7,497,500
Sewer Fund	\$ 7,639,500
Community Center	\$ 428,500
<b>Total Appropriations</b>	<b>\$ 34,025,523</b>

**Source of Revenues****General Fund**

Bonding and/or other Borrowing	\$ 10,997,750
Operating Budget	\$ 6,386,100
Grants	\$ 1,479,673
Other Sources	\$ 25,000
<b>Subtotal General Fund Revenues</b>	<b>\$ 18,888,523</b>

**Enterprise Funds & Tax Incremental Financing Districts**

Bonding and/or other Borrowing	\$ 13,475,000
Operating Budget	\$ 1,662,000
Grants	\$ -
<b>Subtotal Enterprise Funds &amp; Tax Incremental Financing Revenues</b>	<b>\$ 15,137,000</b>

<b>Total Revenues</b>	<b>\$ 34,025,523</b>
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City Clerk's Office

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05/11/2023

**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 Approving Fiscal Year 2023-2024 Capital Budget for the City of Rochester & Authorizing Borrowing in Connection Therewith	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input 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 checked="" type="checkbox"/>

AGENDA DATE	May 2, 2023		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	4/25/2023		
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	Signature on file

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

City Charter

**SUMMARY STATEMENT**

The proposed 2023-2024 capital budget is presented as part of the annual budget development and adoption process for a public hearing and adoption.

**RECOMMENDED ACTION**

First reading and refer to public hearing

**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority**  
**Pursuant to RSA 33:9 to the General Fund Capital Improvements Plan (CIP) Fund in the**  
**amount of \$1,181,343.00**

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

That the Mayor and City Council of the City of Rochester hereby appropriate One Million One Hundred Eighty One Thousand Three Hundred Forty Three and 00/100 Dollars (\$1,181,343.00) to the General Fund CIP for the purpose of paying the costs associated with the Portland Street Sidewalk Project and the appropriation shall be divided amongst two (2) fund sources as follows: Nine Hundred Forty Five Seventy Three and 85/100 Dollars (\$945,073.85) from NH DOT and Two Hundred Thirty Six Thousand Two Hundred Sixty Eight and 46/100 Dollars (\$236,268.46) in borrowing/bonding.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Hundred Thirty Six Thousand Two Hundred Sixty Eight and 46/100 Dollars (\$236,268.46) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the agreement with NHDOT for the project and to process all associate documentation.

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

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05/11/2023

## 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
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COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input 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

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing 

## Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority**  
**Pursuant to RSA 33:9 to the Tax Increment Finance (TIF) District Capital Improvements**  
**Plan (CIP) Fund in the amount of \$3,939,563.00**

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

That the Mayor and City Council of the City of Rochester hereby appropriate Three Million Nine Hundred Thirty Nine Thousand Five Hundred Sixty Three and 00/100 Dollars (\$3,939,563.00) to the Granite Ridge TIF CIP for the purpose of paying the costs associated with the Route 11 Highway Improvement Project and the appropriation shall be divided amongst two (2) fund sources as follows: Three Million One Hundred Fifty One Thousand Six Hundred Fifty and 40/100 Dollars (\$3,151,650.40) from NH DOT and Seven Hundred Eighty Seven Thousand Nine Hundred Twelve and 60/100 Dollars (\$787,912.60) in Tax Incremental Financing District borrowing/bonding.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Seven Hundred Eighty Seven Thousand Nine Hundred Twelve and 60/100 Dollars (\$787,912.60) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the agreement with NHDOT for the project and to process all associate documentation.

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

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05/11/2023

## 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

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE		
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input 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

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**AGENDA BILL - FUNDING RESOLUTION****EXHIBIT**Project Name: Date: Fiscal Year: 

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing **Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

**Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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05/11/2023

## City of Rochester Formal Council Meeting

### AGENDA BILL

AGENDA SUBJECT

NPDES Permitting Update

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☒

FUNDING REQUIRED? YES ☐ NO ☒

\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☒

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	May 16, 2023		
DEPT. HEAD SIGNATURE	Terence O'Rourke City Attorney		
DATE SUBMITTED	May 11, 2023		
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	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

§7-14. B. of the City Code

**SUMMARY STATEMENT**

Recently, the Environmental Protection Agency (EPA) issued the City its individual NPDES permit for its Wastewater Treatment Facility (WWTF). Attorneys Sherry Young and Jim Steinkrauss from the law firm of Rath, Young, & Pignatelli will provide the City Council and the citizens of Rochester with an update on what the permit means for the operation of the WWTF, steps taken to negotiate terms with the EPA, and future costs and impacts on the City.

**RECOMMENDED ACTION**

N/A



05/11/2023

## City of Rochester Formal Council Meeting

## AGENDA BILL

AGENDA SUBJECT

## ROCHESTER OPERA HOUSE UPDATE

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☒FUNDING REQUIRED? YES ☐ NO ☒  
\* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☐ NO ☒FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	May 16, 2023		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	May 11, 2023		
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

## COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	NA
CITY MANAGER	

## FINANCE &amp; BUDGET INFORMATION

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

## LEGAL AUTHORITY

NA

**SUMMARY STATEMENT**

**The President of the Rochester Opera House Board of Directors, John McKenna, will provide the City Council with an update on current operations and initiatives of the Opera House.**

**RECOMMENDED ACTION**

None.



05/11/2023

## 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

COUNCIL ACTION ITEM ☐  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐  
\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE		
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input 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

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**April Department Reports:**

- 9.1 Assessor's Office P. 49**
- 9.2 Building and Licensing Services P. 51**
- 9.3 City Clerk's Office P. 53**
- 9.4 Department of Public Works P. 57**
- 9.5 Economic & Community Development P. 67**
- 9.6 Finance Office P. 69**
- 9.7 Planning & Development Department P. 73**
- 9.8 Recreation & Arena P. 79**
- 9.9 Rochester Fire Department P. 83**
- 9.10 Rochester Police Department P. 89**
- 9.11 Rochester Public Library P. 93**
- 9.12 Tax Collector's Office P. 97**
- 9.13 Welfare Department P. 99**

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City Clerk's Office

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## ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Hollis McMullen, Assessor I

Date: May 09, 2023

Ref: April's Monthly Report for Assessing Department

### OVERVIEW

#### 1. Personnel Updates

*Theresa Hervey accepted the position of Deputy Assessor.*

#### 2. Notable Items Related to Ongoing Operations

*Permit-related inspections continue with subsequent data entry occurring.*

*Elderly, Disabled and Veteran credit applications were accepted and processed for both new and renewal applicants. The deadline to apply was April 17, 2023. Our office had 36 new applicants for the Elderly exemption, 5 for the Disabled exemption and 71 new applicants for the Veterans' credit. In addition, there were 44 applicants for the newly adopted "All-Veterans" credit.*

*Applications for Religious, Charitable, Educational and RSA 75:11 exemptions were accepted until their April 17, 2023, deadline.*

*Abatement applications are being reviewed and processed.*

*The office is preparing the tax billing assessing data (CAMA, reports, etc.) for Finance for the upcoming preliminary tax billing in June. We anticipate a share date of May 15, 2023.*

#### 3. Staff Kudos

*The Assessing Department would like to Congratulate Theresa Hervey on her promotion to Deputy Assessor. This is a big milestone in the Assessing Profession, achieved through many years of hard work in Rochester!*

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City Clerk's Office

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## BUILDING AND LICENSING SERVICES

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1<sup>st</sup> through April 30th

Date: April 2023

Ref: Monthly Report for Building and Licensing Services

## OVERVIEW

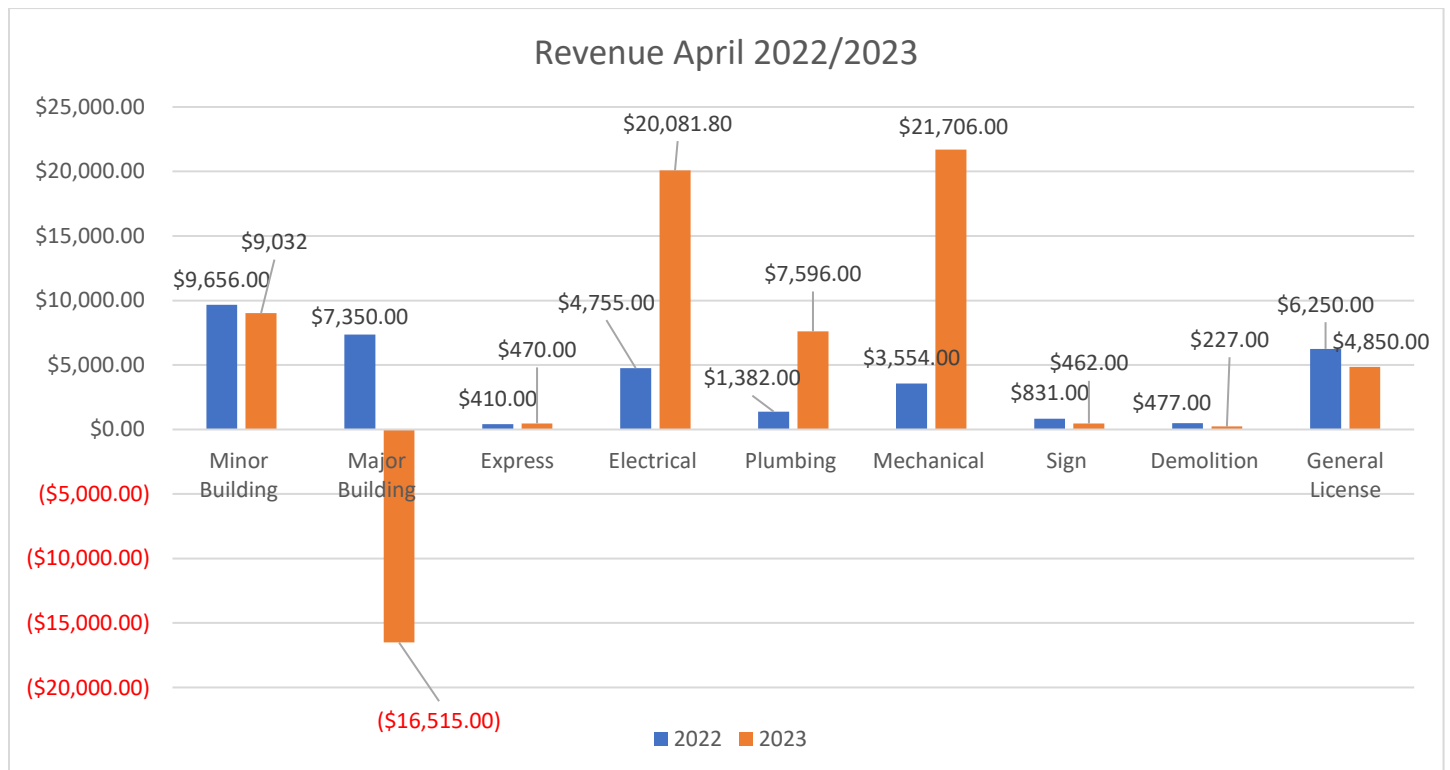
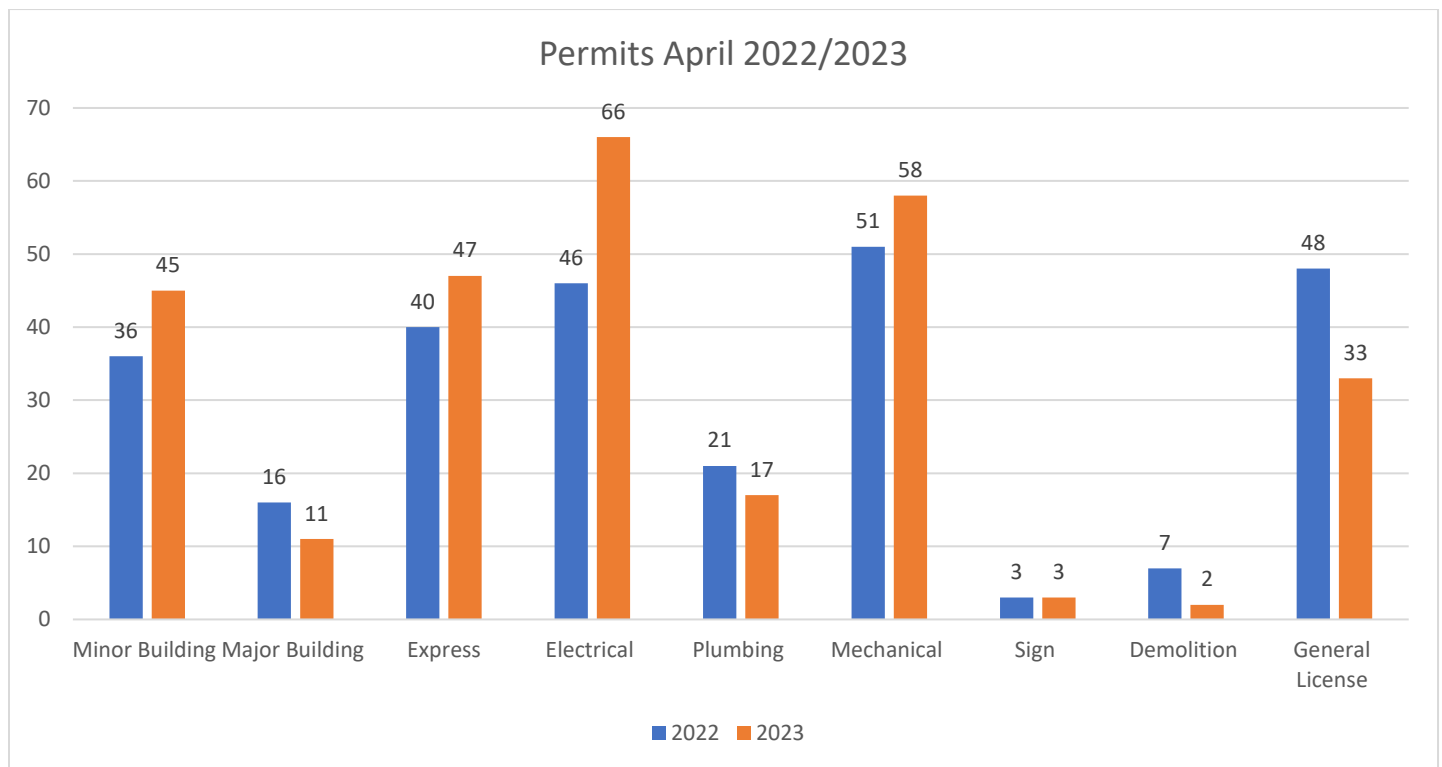
## 1. Notable Items Related to Ongoing Operations

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

## Department Revenue

Permit Type	April 2023
Building Permits	\$8,575.80
Electrical Permits	\$20,081.80
Plumbing Permits	\$7,596.00
Fire Suppression Permits	\$ .00
Fire Alarm Permits	\$ .00
Sprinkler Permits	\$2,513.00
Mechanical Permits	\$21,706.00
Food Milk Licenses	\$4800.00
Taxi Licenses	\$ .00
General Licenses	\$50.00
<b>Net Revenue</b>	<b>\$65,322.60</b>

## 2. Permit Break Down



(\$ -26,100 refund for a Major Building Permit)

# ROCHESTER CITY CLERK'S OFFICE

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1, 2023 – April 30, 2023

Date: 5/9/2023

Ref: Monthly Report for the City Clerk's Office

## OVERVIEW

### 1. Vital Statistics Updates

14 babies were born to Rochester residents in neighboring communities during the month of April.

24 resident deaths were reported in Rochester in the month of April.

2 couples celebrated their wedding ceremonies in Rochester during the month of April. Additionally, 3 Rochester couples married elsewhere in the State.

### 2. Vital Records Revenue

The City Clerk staff issued 247 initial copies of vital records (birth, death, marriage, or divorce) and 113 subsequent copies of vital records. There were 17 marriage licenses issued by staff in April.

The chart below shows a comparison between revenue collected in April of 2023 versus April of 2022

	2022		2023	
	State	City	State	City
Initial/Subsequent copies:	\$2,237	\$2,027	\$2,541	\$2,294
Marriage Licenses:	\$903	\$147	\$731	\$119
<b>Total:</b>	<b>\$3,140</b>	<b>\$2,174</b>	<b>\$3,272</b>	<b>\$2,413</b>

### 3. Dog Licensing

The City Clerk's Office licensed 2,353 dogs in the month of April.

The clerk's office sent out our spring dog licensing reminder email on Friday, April 28<sup>th</sup> in anticipation of the licensing deadline of April 30. The weekend following this email is typically the busiest licensing weekend of the year. City Clerk staff worked on the morning of Saturday the 29<sup>th</sup> to process and mail the influx of licensing orders received on the website. To give an idea of the increase in volume, there were 781 dogs licensed online during this weekend versus 30 dogs licensed online the prior weekend.

The Saturday April 29 Rabies Vaccination Clinic was a great success! Vaccinations were performed by Dr. Moon of Rochester Veterinary Clinic with support from his staff and the occasional dog distraction skills of Animal Control Officer Sue Paradis. The clinic was well attended, with approximately 80 vaccinations administered. The City Clerk's office was on hand to license Rochester dogs, and we took care of roughly 46 licenses. A big thanks to Rochester Arena for letting us use their facility and being so accommodating. The location and set up worked out great, and we look forward to improving upon our process to make it even more successful next year!

Starting June 1, there will be a \$1 late fee assessed for all dogs who remain unlicensed one-month past the licensing deadline. Additionally in June, the Clerk's office will submit the warrant to Council containing a list of all unlicensed dogs. This warrant is then sent to the Police Department for further action.

### 4. Election Updates

The breakdown of registered voters in Rochester as of April 30, 2023 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	1031	1,096	1,265	3,392
2	964	1,045	1,244	3,253
3	886	1,089	1,144	3,119
4	862	780	1,316	2,958
5	886	1,080	1,251	3,217
6	941	816	1,048	2,805
<b>Totals:</b>	<b>5,570</b>	<b>5,906</b>	<b>7,268</b>	<b>18,744</b>

There were 9 changes to the voter checklist in April, including 4 new voters moving into Rochester from other states, and two voters moving to Rochester from elsewhere in NH.

**5. Upcoming/ Anticipated Challenges Relates to: Personnel, Operations, Budgets, etc.**

The renovation of the back office room in the Clerk's Office is now completed following the damage caused by last month's water leak. The new carpet has been installed and the walls painted. Kelly is now waiting on furniture to replace the pieces that were damaged and discarded.

**6. Staff training**

City Clerk Kelly Walters and Deputy City Clerk will be attending the NHCTCA (New Hampshire City and Town Clerk's Association) Spring Workshop on May 3 in Sandown, NH. This workshop will feature representatives from the Secretary of State's Office, the Division of Vital Records, and the Attorney General's office to give updates on relevant legislation regarding vital records, elections, and other relevant operations within our offices.

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City Clerk's Office

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## **ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: April 1, 2023-April 30, 2023**

**Date: March 9, 2023**

**Ref: Monthly Report for DPW – UTILITIES DIVISION**

### **OVERVIEW**

#### **1. Notable Items Related to Ongoing Operations**

The month of April mostly focused on site restoration at multiple dig locations from this past winter.

Operators responded to and completed hundreds of work orders and service requests.

A new Storm Water Pump Station was put online at the top of Eisenhower Drive.

Operators also provided contractor support for work being done to rehabilitate a 20" water transmission main running from the water treatment plant to Washington Street.

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

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

There have been no qualified applicants for divisions vacant MEO- Utilities position.

### 3. Staff Kudos

Kudos to Tyler Madore for obtaining his NHDES Grade II Drinking Water Distribution Certification and Steve Alex for obtaining a CDL B tanker endorsement.

### 4. Training

CDL B

DOT Drug Testing Rules

Storm Water Pump Station Operation and Maintenance



## **ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: April 1, 2023-April 30, 2023**

**Date: March 9, 2023**

**Ref: Monthly Report for DPW- BUILDING AND GROUNDS**

### **OVERVIEW**

#### **1. Personnel Updates**

Conducting interview for city hall custodian.

#### **2. Notable Items Related to Ongoing Operations**

The project of painting and replacing the flooring in DHHS has been completed.

The project of remodeling the 5 restrooms in the public library has been completed.

Installation of 2 doors and privacy walls from café at the BCA into the restrooms to give secure access for students in the Community Center has been completed.

Spring cleanup of public grounds and cemeteries is in progress, mulch installation to begin the week of May 1<sup>st</sup>.

Offices affected by the flood in city hall have been fully restored and personal moved back into the space.

The water service entering the fire department failed causing a major flood apparatus bay. There was no damage to electrical service or heating equipment and the service has been repaired.



Currently conducting the spring maintenance to the 4 public pools in preparation of the upcoming season.

Exterior window washing of public building scheduled for the month of May.

## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1, 2023-April 30, 2023

Date: March 9, 2023

Ref: April Monthly Report for DPW – ENGINEERING DIVISION

### OVERVIEW

#### 1. Personnel Updates

I have resigned my position as City Engineer; my last day with the City of Rochester will be Friday, May 19<sup>th</sup>. The City Engineer position has already been posted. An Assistant City Engineer position remains vacant and is posted. Temporary part-time engineering assistance began in January 2023 and has continued through April.

#### 2. Notable Items Related to Ongoing Operations

Strafford Square Roundabout: Utility companies are progressing with moving aerial utility lines underground and are expected to be completed in the next couple of months. Construction of Phase 2, the actual roundabout construction project, will be restarted in May 2023. Phase 2 construction is expected to be completed by December 2023.

Colonial Pines Sewer Extension – Phase 3: Construction of mainline sewer and drainage infrastructure is complete; service installation work is nearly complete. Final site walk and establishment of construction punchlist, as well as Substantial Completion is anticipated in May 2023.

Route 202A Water Main Extension and Water Tank: Construction of the water tank re-commenced in April 2023. Water main installation continues on Walnut Street (Route 202A) and is anticipated to be completed in May 2023. Water service connections will continue as the project progresses. Construction is anticipated to be substantially complete in fall 2023; final completion is expected in spring 2024.

Woodman Area Infrastructure Improvements: Construction was restarted in April 2023 after a winter shutdown. Construction is anticipated to be on-going

until fall 2024 with the exception of a potential winter shutdown in 2023-2024 as well.

WWTF Dewatering Facility: Construction was re-commenced on this facility in September 2022. Construction is progressing; and, it is anticipated that this facility will be ready for start-up by January 2024.

Route 11 Sewer Pump Station Upgrade: Construction was substantially completed in January 2023. Final completion, including final paving and new generator installation, is now expected by end of summer 2023.

Tara Estates Sewer Pump Station Upgrade: The construction contract agreement was signed in January 2023. The Notice To Proceed was issued and the contract time commenced on February 2, 2023. It is anticipated that construction will continue for approximately one year.

WWTF Secondary Clarifier Mechanism Replacements: Responses to an RFQ for Pre-Qualification for this project were received in March. The construction project is anticipated to be bid to pre-qualified bidders in the coming months.

Annual Contracted Pavement Rehabilitation: FY22 paving work is now complete with the completion of Jessica Drive in April 2023. The FY23 paving rehabilitation work is currently being scheduled.

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

The City Engineer position will become vacant in May, if not filled in the very near future. The Engineering Division continues to experience an Assistant City Engineer position vacancy due to a resignation in December 2022.

Furthermore, the Deputy Director of Public Works – Technical Services position has yet to be filled since being created several months ago. These vacancies will create a significant challenge for the Engineering Division.



## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1, 2023-April 30, 2023

Date: March 9, 2023

Ref: April Monthly Report for the GIS/ASSET MANAGEMENT DIVISION

### OVERVIEW

#### 1. Notable Items Related to Ongoing Operations

##### DPW

Improvements to the GIS-based Computerized Maintenance Management System (CMMS) were completed and are on-going to better track service requests, work orders, and inspections.

Coordination continued with our Stormwater, Wastewater, and Water consultants in our on-going efforts to advance DPW's Asset Management Program. Both the Water and Wastewater Treatment Facilities are finalizing their asset inventory list for inclusion into the City's CMMS. Assisted in-house staff and consultants with various field mapping/inventory efforts.

Continued development on our GIS-based Water Service Line inventory for the Lead and Copper Rule.

##### Non-DPW

Coordinated with the Solutions Architect to further develop, test, and demo to various departments the GIS components and workflows involved with the Master Address Table/Location Data Management solution.

Continued coordination with FD, PD, and Dispatch staff to further their effort to maintain a map of past and active Encampment Areas.

Coordinated with the Business Systems Analyst to migrate our GIS files from our current file share system.

#### 4. Affected Business Processes or Systems

Engineering staff issued a total of **17 permits in April**, including right-of-way excavation, driveway (curb cut), water connection, sewer connection, sewer assessment, stormwater (drainage), sidewalk obstruction, and backflow prevention device permits.

#### 5. Training

Staff attended the 2023 annual NHDOT/ACEC-NH Technical Transfer Conference in April.

## **ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: April 1, 2023-April 30, 2023**

**Date: May 9, 2023**

**Ref: Monthly Report for April 2023-DPW-WATER TREATMENT FACILITY**

### **OVERVIEW**

#### **1. Notable Items Related to Ongoing Operations**

Treated water volume this month was 44.6 million gallons from the surface water facility and 10.7 million gallons from the groundwater plant for a total of 55.3 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. All analytes remained within compliance levels.

Watershed inspections were conducted at Oxbow, Tufts Pond, Round Pond Reservoir, Rochester Reservoir, and the Diversion Dam. Over 4" of rain was recorded this month. All reservoirs are at capacity.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Housekeeping and equipment staging was performed in anticipation of next month's generator PM and storage tank cleaning.

Maintenance at the Cocheco Well included flushing and relocation of chemical feeds lines; addition of sample taps to the aerators; grounds keeping and wellhead inspection.

Maintenance at the Surface Water Treatment Facility included additional routine maintenance on the sand filter media and equipment, grounds keeping, end-of-budget year lab equipment and repair parts inventory, repairs to auto sampler jet pumps, and service to flocculator and raw water motors and pumps.

The 20-inch transmission main was pigged, inspected and disinfected; it is anticipated to be returned to service the first week of May pending bacteriological testing.

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

Hydrant flushing is scheduled to begin May 14<sup>th</sup>.

**3. Staff Kudos**

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

**4. Training**

Staff conducted internal training sessions, including presenting for the Distribution Grade 2 examination.

**5. Other**

Staff conducted a water quality and cross connection survey of an East Rochester business.

Significant rainfall at the end of the month caused washouts at the Round Pond Reservoir access road; repairs will be needed once the area dries.

Staff hosted a plant tour for a local youth organization.

## **ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: April 1, 2023 – April 30, 2023**

**Date: May 1, 2023**

**Ref: Monthly Report for Economic Development Department**

### **OVERVIEW**

#### **1. New Projects & Project Updates**

- 55 N Main makes good progress – they are scheduled (weather permitting) to complete a floor every two weeks – projected opening June '24
- RFP for 45 Old Dover Rd. underway – tentatively scheduled for a July review.
- Waterstone Phase II is expected to submit preliminary application for TRG sometime in the next few weeks.
- The Buyer of 38 Hanson continues to work on their due diligence prior to closing.

#### **2. New Businesses and Business Updates**

- Rich Skin – 73 Pickering Road (Gonic Mill)
- Melange Integrative Health – 69 North Main Street
- Jenn and Matt did a spring downtown business walk.

#### **3. Community Development Project Updates**

- The Draft Annual Action Plan for FY24 is live on the City Website for review.
- Community Development Committee met with the Heart and Soul Foundation to discuss their group and how they can benefit the City of Rochester.

#### 4. Boards & Commissions Updates

- Main Street committees are finalizing their Work Plans for 2023.
- Main Street collaborated with the Rec Department to host Clean-Up Day on Saturday, April 22 (Earth Day). Dozens of volunteers turned out to pick up trash, weed and mulch garden beds, and spruce up the City. Volunteers planted the flower barrels that will be placed downtown next month.
- The City Manager's Self-Directed Child Care Work Team continues to move forward with options for childcare.

#### 5. Training & Staff Development

- Department staff are learning the new ERP financial management system.
- Carole attended a webinar on marketing.
- Mike and Jenn attended the Mental Health First Aid training on the 26<sup>th</sup>.
- Kiersten attended a webinar on the Build America, Buy America Act and how it will affect Grant funded projects.

#### 6. Other

- We have added information pages about RSA 79-E ([RSA 79-E | rochesternh](#)) and TIF ([Tax Increment Financing \(TIF\) Information | rochesternh](#)) to help residents understand these two programs, clarify how they work, and how they do or do not impact the tax rate.
- Jenn and Mike both attended the Chamber Annual Meeting Breakfast.

## **ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT**

To: Blaine Cox, City Manager

From: April 1, 2023 – April 30, 2023

Date: May 10, 2023

### **OVERVIEW**

#### **1. Personnel Updates**

None

#### **2. Notable Items Related to Ongoing Operations**

Finance staff have been working with the auditors to complete the City's single audit report (federal).

#### **3. Notable Events Related to Unusual Operations**

The City has successfully cut over to the upgraded version of MUNIS. Staff continue to work to close out the project.

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

None

#### **5. Staff Kudos**

Kudos to the entire department and IT staff for their work preparing for the MUNIS upgrade.

## Rochester FINANCE Department

### 6. Affected Business Processes or Systems

None

### 7. Training

The Finance Director and Deputy Finance Director completed Adult Mental Health First Aid. Chad & Ava have commenced training for their NHGFOA Accounting Certificate Program.

### 8. Other

#### *Monthly Financial Statements Summary – as of April 30, 2023*

**For the full detail report, click here:** [April 30, 2023 Financial Detail Report](#)

Below are the revenues & expense highlights through April 30, 2023, which represents approximately 84% completion of FY23.

#### **GENERAL FUND NON-PROPERTY TAX REVENUES**

**Motor Vehicle Registrations:** FY23 Adopted \$5,100,000: \$4,786,156 collected, 94%

**Waste Management Host Fees:** Three quarterly payments received, total \$3,456,693; **Note:** FY23 City Adopted Budget \$3,300,000, School Budget \$878,127-Total \$4,178,127. 4<sup>th</sup> Quarter Payment: PENDING.

**Building Permits:** FY23 Adopted \$350,000: \$748,963 collected, 214%

**Interest Income:** FY23 Adopted \$50,000: \$794.973 collected, 1,589%- Interest rates 3% on investment accounts, established a new Certificate Deposit at 4%.

## Rochester FINANCE Department

**Interest on Delinquent Taxes:** FY23 Adopted \$360,000: \$440,258, collected, 122%.

**State of NH Rooms & Meals:** FY23 Adopted \$2,296,678: \$2,867,759, collected, 125%

**Municipal Aid:** Police & Fire NHRS reimbursement \$163,941 received.

**Highway Block Subsidy:** FY23 Adopted \$617,000: \$508,315 collected, (three quarterly payments), 80%. State of NH DRA confirmed this revenue will increase to \$635,694.

**Cablevision:** FY23 Adopted \$235,000: \$141,376 collected, 60%.

**Recreation-Summer/Fall Programs:** FY23 Adopted \$115,550: \$136,096 collected, 118%.

**GENERAL FUND EXPENSES:** FY23 overall expenses are slightly above budget at 90%-Allocation 89% Expended, 1% Encumbered.

**Police Patrol Overtime:** FY23 Adopted \$108,546: Expended \$169,436, 156%.

**Dispatch Overtime:** FY23 Adopted \$34,000: Expended \$169,483, 498%.

**Fire Overtime:** FY23 Adopted \$240,000: Expended \$312,405, 130%.

**Public Works-Winter Maintenance:** FY23 Adopted \$535,782: Expended \$461,414 Encumbered \$21,532, total 90%.

**COUNTY TAX:** FY23 Adopted \$7,254,738: State of NH DRA confirmed \$7,785,827.

### **WATER-SEWER SPECIAL REVENUE FUNDS:**

#### **Summary Water-Sewer Funds:**

Water Fund FY23 Adopted Revenues/Expenses \$7,686,468: Revenues 47%, Expenses 67%.

Sewer FY23 Adopted Revenues/Expenses \$10,524,422: Revenues 40%, Expenses 69%.

**Note:** Water & Sewer revenues decreased approximately 4% from August-31, 2022 Financial Report. This was due to a fiscal year end accrual reclassification of revenues received in FY23 that belonged in FYE22.

**Community Center:** FY23 Adopted Revenues/Expenses \$941,071:  
Revenues 68% collected, Expenses 76%

**Arena Special Revenue:** FY23 Adopted Revenues/Expenses \$431,661:  
Revenues 97% collected Expenses 77%.

## ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1 to 30, 2023

Date: May 8, 2023

Ref: Monthly Report for Planning Department

### OVERVIEW

#### 1. Notable Items Related to Land Use Boards

##### APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met April 3, 2023 for their Regular Meeting and April 17, 2023 for their Workshop Meeting.

**Tedeschi Contracting, LLC, 9 Lawn Avenue** (by Stonewall Surveying/Raymond Bisson) Minor 2-lot subdivision. Case# 131 – 21 – R2 – 23 **APPROVED**

**Timothy & Deborah Congram and Frederick Leslie, 46 Crown Point Road & 3 Strafford Road** (by Norway Plains Assoc./ Joel Runnals) Lot line Revision. Case# 235 – 44&45 – A – 23 **APPROVED**

**A&L Investments, 347 Old Dover Road** (by Norway Plains/ Randy Tetreault) Preliminary Conceptual 4-Lot Subdivision. Case# 256-67-A-23 **No action was required as this was a conceptual application only.**

**68 Hemingway, LLC; 68 Hemingway Drive** (By Holden Engineering & Surveying INC) Condominium Conversion (Major Subdivision). Conditionally approved February 6, 2023. Case # 258-63-R2-22 **APPROVED**

##### Other Items:

The Planning Board also discussed:

- a) Draft Charitable Gaming Ordinance
- b) Orton Family Foundation services
- c) Conservation Subdivision Ordinance Rewrite
- d) Review of Inspections and Surety for March 2023
- e) Surety Releases

## APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

### Zoning Board of Adjustment met on April 12, 2023

**Z-23-04 Aranosian Oil Company, Inc & Aranco Realty, Inc.** Seeks a Variance from Section 30.3 to permit the expansion of a non-conforming use (a gas station) and seeks a variance from Table 19-A lot coverage where 35% is allowed and they are proposing 70.7%.

*The Zoning Board continued this case to it's June 14, 2023 meeting as requested by the applicant.*

**Location:** 160 & 162 Charles Street. Map 128 Lots 214 & 215 in the Residential-2 and Neighborhood Mixed Use Zones

**Z-23-07 Matthew Roy** Seeks a *Special Exception* from Section 24.1(I) to allow a Home Occupation II in a multifamily dwelling.

*The Zoning Board approved the Special Exception because all criteria have been met.*

**Location:** 255 North Main Street, Map 115 Lot 94 in the Residential-1.

**Z-23-10 GNM Solar 17, LLC** Seeks a *Variance* from Table 18-D to permit Power Generation Utility in the Agriculture Zone by constructing sixty (60) solar trackers.

*The Zoning Board approved the Variance because all criteria have been met.*

**Location:** 60 Shaw Drive, Map 240 Lot 49, in the Agriculture Zone

**Z-23-11 Knox Marsh Development** Seeks a *Variance* from Section 20.2.L(3)(a &b) to permit residential use to be the primary use, located on the first floor of the proposed structures and to be 100% of the sites use with no commercial component.

*The Zoning Board approved the Variance because all criteria have been met.*

**Location:** 20 Flat Rock Bridge Road, Map 210 Lot 64, in the Residential-1/Highway Commercial Zone.

**Z-23-08 Lagasse Family Revocable Trust** Seeks an *Appeal of Administrative Decision* to construct a new detached garage with an additional dwelling unit above located on the same lot as an existing multi-family building.

*The Zoning Board continued this case to the May 10, 2023 meeting to allow the Board time to meet with the City Attorney.*

**Location:** 10 Shelby Lane, Map 138 Lot 11, in the Residential-2 Zone.

**Z-23-09 Lagasse Family Revocable Trust** Seeks a *Variance* from Section 2.2 to allow the construction of a detached garage with a single-family unit on the same lot as an existing multi-family building.

*The Zoning Board approved the variance because all criteria have been met with the condition that there is to be no further density allowed on the property.*

**Location:** 10 Shelby Lane, Map 138 Lot 11, in the Residential-2 Zone.

**Z-23-12 Peter Rizzo** Seeks a *Special Exception* from Table 18-A to permit an Accessory Dwelling Unit.

*The Zoning Board approve the Special Exception because all criteria have been met.*

**Location:** 152 Milton Road, Map 205 Lot 109-1, in the Residential -1 Zone.

### APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on April 26, 2023

#### NHDES Applications:

- a) **Old Milton Road;** Tax Map 215 Lot 26; NHDES File Number 2023-00714

#### Notice of Intent to Cut Wood or Timber/ Intent to Excavate

- a) Intent to Cut: Tax Map 207 Lot 1; 23-389-02-E
- b) Intent to Cut: Tax Map 268 Lot 5; 23-389-01-E

#### Other Items:

The Conservation Commission also discussed:

- a) Great Bay Resource Protection Partnership (GBRPP) Land Protection Transaction Grants
- b) NH Aquatic Resource Mitigation Fund Pre-proposal
- c) Groundwater Contamination Notification: 130 South Main Street Tax Map 125 Lot 124

## APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on April 19, 2023

**Anthony Ejarque, 1 Wakefield Street** Certificate of Approval for an amendment to a previously approved new sign. Case # 120 – 394 – DC – 23

*The Commission approved the amended application as submitted to the Planning Department.*

## ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts & Culture Commission mtg on April 19 was cancelled for lack of Quorum.

## 2. Notable Events Related to Land Use Board Workshop Items

Natural Resources Master Plan and Historical and Cultural Resources Master Plans have started the update process. A website has been created to track progress:

<https://www.rochesternh.gov/planning-development/master-plan-updates>

Master Plan surveys are available on the website. Please help us prioritize natural resource protections and historical and cultural action items!

## 3. Training

Ryan O'Connor participated in the Mental Health First Aide Training on April 26th

Renee McIsaac participated in the Saving Special Places conference in Alton, NH. On April 15.

#### 4. Ordinance/Regulation Highlight of the Month

##### **Chapter 275 Article 10 – Aquifer Protection Overlay District**

The aquifer Overlay District is located on properties on Farmington Road, Ten Rod Road and Chestnut Hill Road. In our GIS System the Aquifer overlay is located under the Zoning- Overlay Districts layer.

275-10.2 The purpose of this article is to preserve, maintain, and protect from contamination existing and potential groundwater supply areas that may be available for use as a current or future source of supply for Rochester's municipal water system. This article serves as a public education tool to provide residents and small businesses awareness on typically unrecognized hazards.

275-10.8 The following uses are prohibited in the Aquifer Protection Overlay District:

- A.** Development or operation of a solid waste facility.
- B.** Outdoor storage of road salt or other deicing chemicals in bulk.
- C.** Development or operation of a junkyard.
- D.** Development or operation of a snow dump.
- E.** Development or operation of a wastewater or septage lagoon.
- F.** Development or operation of a petroleum bulk plant or terminal.
- G.** Development or operation of gasoline stations.
- H.** Use of powdered ammonium nitrate fuel oil and explosives that contain perchlorate during blasting activities.

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City Clerk's Office

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# **ROCHESTER DEPARTMENT OF RECREATION AND ARENA MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: Steve Trepanier, Assistant Director of Recreation and Arena**

**Date: May 10, 2023**

**Ref: March 2023 Monthly Report for Recreation and Arena**

## **OVERVIEW**

### **1. Program Highlights**

Our Rec seniors were treated to a trip to see the Granite State Choral Society in Lee NH on April 15<sup>th</sup>. A spaghetti dinner and a performance of gospel and show tunes and select solo acts rounded out the evening.

.April 21 the rec hosted a lunch and learn for seniors. Melanie Bienick, Frisbee Hospital's director of rehab and programming was guest speaker. Guest learned the difference between the different types of rehab available to them.

After many years our April vacation camp made its return to our staple programs. 8 campers took part in week long activities that kept them busy all week. Great time had by all.

Staff installed new disk golf baskets at Squamanagonic Disk Golf course. The new baskets are highly visible and better chain system to capture the disk have been the highlights of the install.

## 2. Community Events at Rec and Arena

Teen night on April 1<sup>st</sup>. Had over 80 participants

Rec partnered up with Rochester Main Street to help facilitate the Rochester Cares Clean up Day on April 22. Staff assisted with check in and making rounds to check in on locations and provide supplies as needed. Staff also volunteered and picked Hanson Pines as their location of choice for this event.

The Arena played host to the City of Rochester's Rabies clinic on April 29<sup>th</sup>.

## 3. Monthly Program Numbers: April

Program	Count	Program	Count	Program	Count
Adult Pickup Sports	26	Senior Breakfast/Cookout	32	Adult Pickleball (Sundays)	91
FOG Drop In (Sunday)	32	Mah Jongg	6	Adult Pickup Sports	90
FOG Reservation (Sunday)	20	Cribbage for Seniors	6	Adult Volleyball	115
Adult Pickleball (Sundays)	26	Senior Mobility Class	13	Bingo	136
Quilting & Crafting	7	Frisbie Lunch & Learn	12	Cardio Fusion	17
Iyengar Yoga	14	Toddler Play Group	17	Chair Yoga	79
Adult Volleyball	32	Mah Jongg	6	Cribbage for Seniors	11
Senior Tech Support	1	Vet to Vet Cafe	5	FOG Drop In (Sunday)	97
Cardio Fusion	9	Quilting & Crafting	5	FOG Reservation (Sunday)	42
Senior Pickleball Weekday	124	Senior Tech Support	1	Frisbie Lunch & Learn	12
Line Dancing	19	Adult Volleyball	39	Game Day	10
Mah Jongg	4	Bingo	35	Iyengar Yoga	52
Chair Yoga	27	Vet to Vet Cafe	4	Kundalini Yoga	16
SHS/BCA open Gym	19	FOG Reservation (Sunday)	7	Line Dancing	44
Vet to Vet Cafe	5	FOG Drop In (Sunday)	25	Mah Jongg	18
RSAC Presentation	13	Adult Pickleball (Sundays)	20	Quilting & Crafting	26

Bingo	37	Quilting & Crafting	8	RSAC Drop In	12
Senior Mobility Class	13	Iyengar Yoga	20	RSAC Presentation	13
	1			Senior	
Senior Tech Support		Chair Yoga	22	Breakfast/Cookout	32
Senior Pickleball	128	Adult Pickup		Senior Cardio	
Weekday		Sports	20	Drumming	96
Kundalini Yoga	7	Mah Jongg	2	Senior Mobility Class	50
	30	Cribbage for		Senior Pickleball	
Chair Yoga		Seniors	5	Weekday	329
	12	Toddler Play			
Line Dancing		Group	23	Senior Power Hour	222
	29	Adult Pickup			
Bingo		Sports	8	Senior Tech Support	3
	9	Adult Pickleball			
Adult Pickup Sports		(Sundays)	32	Senior Trips	4
	13	FOG Reservation		Senior Zumba Gold	96
Line Dancing		(Sunday)	2		
	10	FOG Drop In		SHS/BCA open Gym	19
Game Day		(Sunday)	33	Toddler Play Group	49
Senior Mobility Class	14	Kundalini Yoga	9		
	12	Senior Mobility		Vet to Vet Cafe	14
RSAC Drop In		Class	10	Wellness Event	10
Wellness Event	10	Adult Volleyball	23		
	9	Senior Cardio			
Toddler Play Group		Drumming	24	<b>Grand Total</b>	<b>1805</b>
	13	Senior Cardio			
Adult Pickup Sports		Drumming	24		
Adult Pickleball	10	Senior Cardio			
(Sundays)		Drumming	24		
FOG Reservation	13	Senior Cardio			
(Sunday)		Drumming	24		
FOG Drop In	7				
(Sunday)		Senior Power Hour	24		
Senior Trips	4	Senior Power Hour	24		
Iyengar Yoga	18	Senior Power Hour	24		
Adult Volleyball	21	Senior Power Hour	24		
Senior Pickleball	77				
Weekday		Senior Power Hour	24		
Bingo	35	Senior Power Hour	24		
Quilting & Crafting	6	Senior Power Hour	24		
Cardio Fusion	8	Senior Power Hour	24		
Adult Pickleball	3				
(Sundays)		Senior Zumba Gold	24		
Adult Pickup Sports	14	Senior Zumba Gold	24		
		Senior Zumba Gold	24		
		Senior Zumba Gold	24		
		Senior Power Hour	30		

#### 4. Community Events at Rec and Arena

Teen night on April 1<sup>st</sup>. Had over 80 participants

Rec partnered up with Rochester Main Street to help facilitate the Rochester Cares Clean up Day on April 22. Staff assisted with check in and making rounds to check in on locations and provide supplies as needed. Staff also volunteered and picked Hanson Pines as their location of choice for the clean up.

The Arena played host to the City of Rochester's Rabies clinic on April 29<sup>th</sup>.

# ROCHESTER FIRE DEPARTMENT

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1 – April 30

Date: May 10, 2023

Ref: Monthly Report for Fire Department

## OVERVIEW

### 1. Personnel Updates

#### Shift Staffing:

- Full Staffing – 10 personnel on-duty – **44 % of shifts in April**
- One FF Short – 9 personnel on-duty – **53 % of shifts in April**
- Two FF's Short – 8 personnel on-duty – **3 % of shifts in April**

#### Anniversaries:

- LT Daryl Morales – 12 years
- FF Ken Hoyt – 12 years
- LT Devon Pageau Lieutenant for 2 years

#### Staffing Updates:

- Lieutenant Nick Marique was promoted to Captain

## 2. Notable Items Related to Ongoing Operations

TYPE OF CALL	4/2022 – 3/2023 Previous Year (Calendar)	April 2022	April 2023
Building Fires	25	1	2
Cooking Fires	12	0	1
Vehicle Fire	15	1	2
Carbon Monoxide Present	19	0	1
Emergency Medical Calls	1153	98	87
Vehicle Accidents (Injury)	141	9	8
Vehicle Accidents (No Injury)	99	16	21
Alarms	1388	19	27
Service Calls	203	8	16
Other	982	55	61
<b>TOTAL CALLS</b>	<b>3215</b>	<b>207</b>	<b>226</b>

### **Community Risk Reduction**

- 1) The RFD collaborated with the American Red Cross for a Sound the Alarm event. Installing free smoke alarms throughout the city and neighboring communities.

Alarms installed: 179  
Volunteers: 60

People: 106  
Youth: 15  
Over 65: 31  
Disabled: 17  
Vets: 10

Homes: 48  
Rochester: 36  
Barrington: 3  
Dover: 1  
Farmington: 2  
Somersworth: 2  
North Berwick: 2  
Sanford: 2



### **FY23 Year to Date**

<b>Permits Issued</b>	<b>Sprinkler Systems</b>	<b>Fire Alarms</b>	<b>Hood Suppression</b>	<b>Tank Removal</b>
152	30	25	4	1
\$23,788.00	\$17,938.00	\$5,443.00	\$357.00	\$25.00

<b>Blasting</b>	<b>Place of Assembly</b>	<b>Pyrotechnics</b>	<b>Fire &amp; Life Safety</b>	<b>Approvals &amp; Reviews</b>
1	23	0	68	626
\$25.00	No Fees Associated	0	No Fees Associated	Included in Permit Fees

<b>Inspections Completed</b>	<b>Car Seat Installations</b>
333	27

On Friday April 7, 2023, at 4:07 PM the Rochester Fire Department was dispatched to 35 Pine Street for a reported building fire. Black smoke was visible from a distance. Car-5, the Shift Commander, arrived on scene to find an occupied, 3-story, 4-unit apartment building, with fire engulfing 2 stories of decks and the exterior of the structure near the rear of the structure. The fire appeared to be entering into the living space on 2 floors and into the roof space. Occupants were still in the process of evacuating the building. Car-5 assumed command of the incident and requested a 2nd alarm assignment.

After aggressive interior searches of multiple apartments, firefighters found no victims in the building. There were no reported injuries. Multiple mutual aid companies were put to work on their arrival. The fire had spread to the attic, 2nd, and 1st floor interior of the building. All fire was extinguished, and 2 cats were found safe in an apartment on the opposite end of the building. All residents were temporarily displaced while the building is assessed.

Rochester Fire was assisted on scene by Rochester Police, Frisbie EMS, and Fire Departments from Somersworth, Dover, Milton, Berwick, Barrington, Durham, and Lee. Fire departments from Farmington, Newington, Lee, and Sanford Maine provided station coverage with off-duty Rochester Firefighters.



On Wednesday April 12, 2023, Rochester Fire, Police and Frisbie EMS were dispatched to Farmington Road at Coyote Creed for a motor vehicle rollover with patient trapped in the vehicle. Car-5 arrived on scene to find a single vehicle in the ditch with a primary wire on the ground away from the vehicle. The vehicle was resting on its side with a single occupant in the vehicle with non-life-threatening injuries. Firefighters stabilized the vehicle and extricated the patient out of the vehicle onto a roof ladder and transferred them to EMS.





On Thursday April 13, 2023, at 2:15 PM the Rochester Fire Department was dispatched to 2 Paradise Drive for a reported building fire. Car-5, the Shift Commander, arrived on scene to find an occupied 2-story single family home with smoke showing from the rear of the building. Occupants were out of the building on arrival. Firefighters quickly extinguished the fire on the outside of the house, and then opened the ceilings on the second floor, exposing fire that had extended into the roof space.

The fire was determined to be accidental due to a cigarette placed in a portable fire pit, which ignited combustible contents and then spread to dry leaves that were up against the building.

On Monday April 10, 2023, a tree feller buncher caught fire off road at site of land clearing around 81 Hansonville Rd. With limited access, Forestry 1 was utilized with hundreds of feet of hose out to Hansonville Road for water supply.



### 3. Notable Items Related to Unusual Operations



On Friday April 14, 2023, right before the firefighter hiring process, the main water supply to Central Fire Station failed, flooding the bottom floor and basement. Due to the quick response of a Public Works crew (who were driving by), the water was shut off at the street quickly, reducing damage in the basement. To date, only a battery back up was lost due to water damage. Public Buildings worked very quickly with the Fire Department to establish a temporary water supply and repairs to the water main are already complete.



## ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 05/10/2023

Ref: Monthly Report for April 2023

### OVERVIEW

#### 1. Personnel Updates

**Personnel:** Filling open Dispatch vacancies is still a critical need. We have two dispatchers in field training. Currently we have four open positions and while we have had some interest in our job postings, several scheduled interviews failed to show for their schedule times.

We have four new officer hires set to start at the beginning of May, leaving the department with only one open police officer position to fill. We also have four officers in various levels of their training programs.

#### 2. Notable Items Related to Ongoing Operations

##### **Comp Stat:**

During April, the department made 650 motor vehicle stops throughout the city. Officers issued 464 warnings, 99 traffic summons and making 34 arrests from traffic stops. Officers handled 70 reportable accidents throughout the city, as a result of the on scene investigations we issued 11 traffic summons for driving violations which contributed to the causes of the collisions. We have 15 parking lot accidents for the month, with 8 hit & run crashes. Two roadways; North Main St and Farmington Rd (WalMart & the Ridge) were the location of 18 of the 70 accidents. We had a relatively low number of DWI arrests with only 2 for the month. However both of these arrests were as a result of motor vehicle accidents.

During April, property crimes remained consistent as to the prior months of 2023 with 65 reported property crimes. Vandalisms remain the highest reported incidents of property crimes with 28 reported in April and 122 report for the year. We did not have any major spree of vandalism during the month. Officers have done a good job of developing suspects from spree of vandalism we have seen during the year. Overall year to date we are up 36 property crimes as compared to YTD 2022 (248 from 212).



Reported violent crimes also remained consistent with 25 reported in April, totaling 103 year to date which is consistent when compared to 2022 (105). In reviewing these reported cases further, 11 of the 25 reported violent crimes were domestic violence related and we made 8 arrests in those 11 cases.

During April we investigated 21 drug possession cases, while responding to 6 nonfatal overdose cases and 2 fatal overdose cases. This brings our total nonfatal overdose cases to 24 for the year and 7 fatal overdoses.

In April police responded to 1,499 service calls from the public, which is a relatively consistent when compared to previous years. When looking back over the previous years in April, we have seen a steady increase in priority 2 & 3 service calls. Overall year to date we have responded to 5,531 service calls from citizens which is a slight increase over 2022, but down year to date when compared to 2021.

We celebrated National Tele-communicators Week the week of April 9 where we recognized the hard work of our dispatchers.

The Dispatch Supervisor attended the NH Emergency Dispatch Association conference to demonstrate our Mobile Dispatch trailer.

There are currently 86 open cases in the Investigations Bureau.

### **Community Engagement /Problem Oriented Policing.**

Officer Kimbrough remains very busy in the Community Engagement role. Meetings and events attended included Crimeline, National Night Out planning, Teen Night, Senior breakfast, taught traffic laws at driver's ed and he continues to work with the City Outreach Coordinator on homelessness efforts.

The POP unit has been very active this period making 19 arrests, completing 8 search warrants and have seven open cases. They continue to monitor storage unit locations and are building relationships with management of these facilities. Both officers attended an Undercover Operations training through New England HIDTA.

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

We remain in need of qualified school crossing guards. There are eight (8) vacancies. The department will be moving a proposal forward in the FY24 budget process.



Staffing in the Communications Center is still at a critical shortage, but progress is still being made to hire people.

Of interesting note related to the challenges we and other agencies have faced over the past several years in candidates for Patrol Officers; On 04/15/23, the Great Bay Community College conducted a police officer entrance examination. The last test was in November 2022. **60 (sixty) agencies** pull candidates from this list. Pre-pandemic numbers had between 125-200 testing participants. This test there were **twenty-two (22) participants**. This test being held just before graduation season for universities generated very little interest in the law enforcement profession.

#### 4. Training

Officer Birmingham graduated from the Police Academy on April 28. He is completing some in-house training and will enter FTO in the coming weeks. Officer Jack Settele and Officer Rachel Hill are progressing well in the Academy and have an anticipated graduation date of June 16, 2023.

Nicole Rodler and Sgt. Williams-Hurley trained city leadership staff on Adult Mental Health First Aid.

Other notable training attended by various officers and staff this period included NH Emergency Dispatch Association conference, Managing the Property and Evidence Room, TASER Instructor Full course and recertification course, Firearms Instructor, Crisis Intervention Team (CIT) – Mental Health Awareness, Basic Public Information, So, You Want to be a Supervisor seminar, online training in computer forensics and Field Training Officer (FTO) course.

#### 5. Other

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City Clerk's Office

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Library, May 10, 2023

## ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1, 2023 - April 30, 2023

Date: May 10, 2023

Ref: Monthly Report for Library

### OVERVIEW

#### 1. Notable Items Related to Ongoing Operations

There was a total of 10,423 items circulated with 10,074 people visiting the library in the month of April. Two hundred ninety-six patrons used the library's Internet computers. Interlibrary loan activity included 96 materials borrowed from other libraries and 55 loaned to other libraries.

Saturday, April 1<sup>st</sup> the Children's Room held a drop-in craft program from 10:00am to 12:00pm. This month participants used paint, sponges, glue, glitter, etc. to make creative works of art.

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.

The Friends of the Rochester Library Book Club met April 10<sup>th</sup> and featured *The Beekeeper's Apprentice* by Laurie R. King.

The True Crime Book Club met Tuesday, April 25<sup>th</sup> and featured *Midnight in the Garden of Good and Evil* by John Berendt.

On April 25<sup>th</sup>, a new podcast episode of *Off the Shelf with Marie & Katherine* was released. Marie and Katherine talked with outgoing IT Director Sonja Gonzalez about what she likes to read, how she went from being a mechanical engineer to CIO for the City of Rochester, her stint as Interim Library Director, and what's ahead when she leaves Rochester.

The Teen Advisory Board (TAB) meeting was held Tuesday, April 10<sup>th</sup> at 6pm. Teens were encouraged to come hang out, eat snacks, and share ideas library programs, groups, and activities.

The Teen Room continued to host drop-in activities after school during the week. Tuesdays featured writing activities, Wednesdays STEAM activities, and Thursdays feature board and card games. March also included a Scavenger Hunt, Reading Challenge, Coloring, Drawing, Bracelet Making, Puzzles and Dungeons & Dragons every Wednesday.

Featured Adult Services Book Displays for the month of April included: *Feel Good Fiction*, *Play Ball*, and *National Poetry Month* - book displays; *Luck of Irish* - music display; and *Play Ball and Feel-Good Fiction* - DVDs display.

The library was proud to present the artwork of local Spaulding high school students on the first floor throughout the month of April.

Three hundred twenty-one of our library patrons downloaded 1,532 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 513 digital downloads from Hoopla.

## 2. Library Programming

In the month of April, the Children's Room displayed artwork from Lori Thompson and the students of East Rochester and Gonic Schools. Starting in February and continuing through May, the art on display in the Children's Room has changed monthly, featuring schools throughout Rochester.

Monday, April 3<sup>rd</sup> the library was pleased to present Celtic Music, Stories, and History with performer, Jeff Snow. This was an interactive program involving a little history, Celtic music, and singing.

Wednesday, April 5<sup>th</sup> the library was proud to present *The Holocaust: Our Duty to Remember* with Mick Grzonka. This presentation provided historical context of the events in Nazi Germany, the reasons behind the Nazi regime's rise to power, and it sheds light on the background against which the "Night of the Broken Glass" and later the Holocaust, took place.

Friday, April 7<sup>th</sup> the library continued to host S.E.A.T., the newest chair-based workout that provides a low impact, high-energy challenge for participants of all ages, skill, and fitness levels.

April 4<sup>th</sup> & 12<sup>th</sup> the library hosted Estate Planning Workshops. These free educational workshops explored how probate works, protecting your assets and more.

Wednesday, April 10<sup>th</sup>, Teens were encouraged to come paint a superhero or comic book character rock. They were also invited to sign up for the Spring Teen Reading Challenge. Teens sign-up online and claim their prizes in the Teen Room after school or on the weekend.

Monday, April 17<sup>th</sup> the library was pleased to present *Calming Stress: Herbs and Lifestyle* with Health Practitioner, and Herbalist, Rivka Schwartz. Participants learned techniques to relieve stress and promote sleep using herbs that work with our nervous system. Rivka demonstrated how to make herbal infusions and decoctions. Take home recipes and herb samples were provided.

Monday, April 24<sup>th</sup> the library hosted *Knot Tying with Stan*. Stan Boduch explained about various knots, what they are used for, and how to tie them.

### 3. Other

Trustees will be meeting in the library on June 20<sup>th</sup> at 6pm.

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City Clerk's Office

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# ROCHESTER TAX COLLECTOR'S OFFICE

## MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: May 8, 2023

Ref: Monthly Report for April 2023

## OVERVIEW

### City of Rochester Tax Collector's Office

April 30, 2023

Tax Year	Annual Warrant	Collected		Uncollected	
		Amount	%	Amount	%
2022	72,060,382	71,110,027.07	98.68%	950,354.93	1.32%
2021	69,388,398	68,842,070.56	99.21%	546,327.44	0.79%
2020	68,438,739	68,076,737.81	99.47%	362,001.19	0.53%
2019	66,169,796	65,961,369.24	99.69%	208,426.76	0.31%
2018	63,834,824	63,691,744.96	99.78%	143,079.04	0.22%
2017	60,524,791	60,425,525.21	99.84%	99,265.79	0.16%
2016	58,196,003	58,130,643.97	99.89%	65,359.03	0.11%
2015	56,938,119	56,896,895.13	99.93%	41,223.87	0.07%
2014	55,068,779	55,031,600.75	99.93%	37,178.25	0.07%
2013	53,324,262	53,294,019.25	99.94%	30,242.75	0.06%
2012	50,952,912	50,928,141.76	99.95%	24,770.24	0.05%
2011	48,856,892	48,836,084.54	99.96%	20,807.46	0.04%
2010	47,308,832	47,294,080.59	99.97%	14,751.41	0.03%
2009	46,898,827	46,889,282.74	99.98%	9,544.26	0.02%
2008	46,522,769	46,517,222.63	99.99%	5,546.37	0.01%
2007	42,964,450	42,960,468.01	99.99%	3,981.99	0.01%
2006	40,794,160	40,791,889.12	99.99%	2,270.88	0.01%
2005	38,024,453	38,023,113.55	100.00%	1,339.45	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%
			<b>Total Uncoll:</b>	<b>2,570,357.63</b>	<b>3.83%</b>

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	\$ 258,721.73	781
Oct	\$ 214,015.14	753
Nov	\$ 185,664.75	761
Dec	\$ 962,165.57	1068
Jan	\$ 1,525,359.43	1226
Feb	\$ 750,455.86	915
Mar	\$ 566,623.51	1216
<b>Apr</b>	<b>\$ 183,182.25</b>	<b>695</b>
May		
June		
<b>Totals</b>	<b>\$ 6,239,803.56</b>	<b>9524</b>
Auto Registrations FY23		
Month	Total	# of Transactions
July	\$ 467,444.60	3193
Aug	\$ 526,654.45	3512
Sept	\$ 513,443.36	3413
Oct	\$ 546,911.58	3166
Nov	\$ 448,879.60	2914
Dec	\$ 461,535.73	2821
Jan	\$ 419,886.35	2710
Feb	\$ 442,434.45	2782
March	\$ 581,555.70	3731
<b>April</b>	<b>\$ 530,090.11</b>	<b>3620</b>
May		
June		
<b>Totals</b>	<b>\$ 4,938,835.93</b>	<b>31862</b>



## ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director *TM*

Date: May 09, 2023

Report Dates: April 01, 2023- April 30, 2023

Ref: Monthly Report for Welfare Department

### OVERVIEW

#### 1. Personnel Updates

*None*

#### 2. Notable Items Related to Ongoing Operations

Federal Emergency Temporary Housing (ETH) assistance for motels/hotels for people without children ended on April 1<sup>st</sup>. Assistance for families will end on June 15th. The Welfare Department is expecting an increase of people seeking assistance for emergency housing; however, the numbers are unknown. The Welfare Department will continue to monitor the situation, strive to collaborate with other provider agencies, assess what presents, and assist to meet legal obligations and the humanitarian intent of those obligations.

In recent months, largely due to the phased ending of ERAP funding, there has been an increasing trend of sought assistance from renters.

April reports a very notable, yet expected general assistance increase from April 2022.

Rental rates are higher throughout New Hampshire, including Rochester, than prior to the pandemic and the beginning of ERAP funding. Higher rental rates are resulting in direct increased costs in voucher assistance. Also, indirect increased costs due to less available income to rental outlays, results in less household budget resilience.

An increasing number of residents report evictions due to owners/landlords remodeling buildings/apartments, with resulting limiting higher alternative rental cost options.

Cont.

Since the initial phasing out of ERAP for new applicants, the Welfare Department has experienced increased inquiries for motel assistance, including from people assisted by ERAP for an extended time. Under the ERAP program, the assisted were not required to seek traditional homeless shelters or self-pay portions of their motel stay if able. The Welfare Department has been successful at offering local traditional homeless shelter space for people in need, including people residing in motels. Historically, for various reasons, about half of households refuse the prospect of traditional homeless shelter options. Single individuals are more likely to refuse shelter options than families.

### 3. Notable Events Related to Unusual Operations

On Friday, March 31<sup>st</sup>, between the hours of 2:45PM and 5:45PM, the Welfare Department was approached by over a dozen individuals, all of whom having received several months of emergency motel assistance with ERAP and ETH funds. Due to the timing of their income recently received, the vast majority of people that approached the Welfare Department were able to self-pay throughout the weekend and some for a week plus, prior to exploring traditional homeless shelter options. Many were not receptive to traditional shelter options.

The Welfare Departments from the Greater Tri-City region will be meeting with Community Action representatives on May 18<sup>th</sup>, to discuss forward collaborative efforts for the families currently residing in shelters

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

The Welfare Department is striving for and working toward increased communication and collaboration with Community Action prior to ETH funding ending for families on June 15h. The Welfare Department continues to practice ongoing communications and collaborations with the Greater Tri-City area municipal welfare departments and across the state.

### 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

None

## 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 April 2023

General Assistance represents an average cost per case/family of \$453.77 and case/Individual of \$520.89 for this month.

Total voucher assistance issued: **\$21,336.37**

There was an increase of \$19,776.37 in assistance issued this month compared to April 2022. There was an increase of \$7,145.24 in vouchers issued this month compared to last month.

27 families units were financially assisted a minimum of once for this report month.

16 singles (w/o children) were financially assisted a minimum of once for this report month.

Reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaled \$460.00

The office reported 122 formal case notes for this period.

## 9. Other / In The News/Helpful Links

### THE COST OF ETERNAL REST: INDIGENT CREMATION EXPENSES ON THE RISE FOR WELFARE OFFICES

BY: [HADLEY BARNDOLLAR](#) - APRIL 27, 2023

<https://newhampshirebulletin.com/2023/04/27/the-cost-of-eternal-rest-indigent-cremation-expenses-on-the-rise-for-welfare-offices/>

#### Excerpts:

“It’s an obligation that we have,” said Todd Marsh, welfare director for Rochester and president of the New Hampshire Local Welfare Administrators Association. “It’s a societal obligation beyond our legal obligation. And it’s a reminder that life costs money from the time you’re born to the time that you die.”

“Marsh views his office as an important part of the healing process. For family or friends seeking financial help to cremate a loved one, staff members listen intently. It’s “just being a person and not a bureaucrat,” he said.”