



**City Council Public Hearing  
May 17, 2022  
Council Chambers  
31 Wakefield Street  
6:00 PM**

**Agenda**

- 1. Call to Order**
- 2. Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2022 General Fund Capital Improvements Plan (CIP) Fund in the amount of \$500,000 for Paving Rehabilitation of Winkley Farm Lane, Fiddlehead Lane and Bickford Road P. 7**
- 3. Resolution Pursuant to RSA 34:11-a Discontinuing the History of Rochester Capital Reserve Fund P. 9**
- 4. Amendment to Chapter 275-8 of the General Ordinances of the City of Rochester regarding the Granite Ridge Development Zone P. 15**
- 5. Resolution Authorizing Supplemental Appropriation to the Water Capital Improvements Plan (CIP) Fund in the amount of \$5,600,000 for the Cocheco Well Improvements P. 31**
- 6. Resolution Approving Fiscal Year 2022-2023 Operating Budget for the City of Rochester P. 37**
- 7. Resolution Authorizing and Approving Fiscal Year 2022-2023 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith P. 41**
- 8. Adjournment**

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City Clerk's Office

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**City Council Special Meeting  
May 17, 2022  
Council Chambers  
31 Wakefield Street  
*Immediately following the public hearing***

**Agenda**

- 1. Call to Order**
  - 2. Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2022 Water Capital Improvements Plan (CIP) Fund in the amount of \$5,600,000 for the Cocheco Well Improvements *second reading and consideration for adoption* P. 31**
  - 3. Adjournment**
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**Committee of the Whole Budget Workshop  
May 17, 2022  
Council Chambers  
31 Wakefield Street  
*Immediately following the Special Meeting***

**Agenda**

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. Update on current Strafford Regional Planning Commission projects**

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6. **Discussion:** Constitutionality of Redistricting
7. **Department Reports P. 45**
8. **Continued Budget Deliberations and Adjustments**
9. **Non-Meeting/Non-Public**
  - 9.1 **Non-Public Session – Land, RSA 91-A:3, II (d)**
10. **Adjournment**

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**Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2022 General Fund Capital Improvements Plan (CIP) Fund in the amount of \$500,000 for Paving Rehabilitation of Winkley Farm Lane, Fiddlehead Lane and Bickford Road.**

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 authorized a supplemental appropriation to the fiscal year 2022 General Fund Capital Improvements Plan Fund in the amount of Five Hundred Thousand Dollars (\$500,000) for the paving rehabilitation of Winkley Farm Lane, Fiddlehead Lane and Bickford Road.

Further, for the purposes of funding the expenditures for these paving rehabilitation efforts the Mayor and City Council of the City of Rochester hereby resolve that the funding source shall be General Fund Unassigned Fund Balance. Further, if final expenditures for the rehabilitation of Winkley Farm Lane, Fiddlehead Lane, and Bickford Road result in a surplus of funds said surplus may be allowed to carry forward into the annual pavement rehabilitation Capital Improvements program and be applied to additional pavement rehabilitation efforts.

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

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**Resolution Pursuant to RSA 34:11-a Discontinuing the History of Rochester Capital Reserve Fund**

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

By adoption of this Resolution, the City Council hereby discontinues the History of Rochester Capital Reserve Fund. The Trustees of the Trust Funds shall pay all monies remaining in said Fund to the City treasury.

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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05/12/2022

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT Discontinuing the History of Rochester Fund
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	May 3, 2022		
DEPT. HEAD SIGNATURE	Katie Ambrose, on file		
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

#### COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

NH RSA 34:11-a

**SUMMARY STATEMENT**

Finance Committee voted at their April 12<sup>th</sup> meeting to discontinue the History of Rochester Capital Reserve Fund.

The Trustees of the Trust Funds have recommended that this capital reserve fund be closed since the Trustees have fulfilled the obligations related to managing the funds. The balance in the fund as of 10/31/21 was \$25,301.21. If discontinued, the Trustees of the Trust Funds would transfer all monies in the fund to the general fund via the city treasury per RSA 34:11-a.

**RECOMMENDED ACTION**

Discontinue the History of Rochester Capital Reserve Fund.



Councilor Keans moved to suspend the Rules of the Council to allow for the second reading of the Resolution at this meeting. That motion was seconded by Councilor Grassie and was unanimously passed.

Mayor Green then read the Resolution for the second time, by title only, with no objections to the title-reading expressed by the Council.

Councilor Keans moved that the Resolution be approved as read. That motion was seconded by Councilor Creteau.

Councilor McManus asked if funds had been included in the budget for this purchase. The Mayor responded in the affirmative, noting that the present capital budget included a "Purchase of Property" line-item.

Councilor McManus expressed support for the Resolution, noting that it was important to protect the City's water supply.

Councilor Callaghan asked if a fence would be erected along the 300' buffer zone. The Mayor stated that no plans had been made to erect a fence but that the Council could authorize such action if it so desired. Councilor Callaghan expressed his belief that the Council should consider installing a fence "to protect the City's interests." Mayor Green pointed out that the heavily-wooded areas of the parcel may not be suitable for fence installation.

Councilor Keans' motion was then passed by a unanimous voice vote in favor.

#### 9. History of Rochester Project: Trust Fund

Mayor Green then read the following Resolution for the first time, noting that copies had been distributed at this meeting and that two readings would be required prior to final Council action:

##### RESOLUTION ESTABLISHING THE HISTORY OF ROCHESTER TRUST FUND

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

That the sum of \$60,000.00 presently appropriated as a non-lapsing account (Account 01-417-962) for the History of Rochester in the 1987-88 operating budget for the City of Rochester is hereby transferred to the Trustees of the Trust Funds for the City of Rochester for the purpose of establishing the History of Rochester Trust Fund. Such trust shall be established and used as follows:

- a. Such principal sum shall be invested by the Trustees and the principal and interest therefrom shall be utilized by said Trustees to support scholarly research, writing, printing, publishing and other related activities, as determined by the Trustees, necessary for the creation of a History of the City of Rochester after 1890 as a continuation of the existing History of the Town of Rochester, New Hampshire 1722-1890, by Franklin McDuffee.
- b. Prior to the publication of any manuscript resulting from the expenditure of the trust funds, such manuscript shall be submitted to the Rochester Historical Society for review and comment.

05/12/2022

- c. The Trustees of the Trust Funds are hereby authorized to enter into any contracts or other agreements necessary to effectuate the purposes of the trust.

The Mayor reported that the Finance Committee had unanimously recommended that the Resolution be approved as submitted.

Councilor Grassie moved that the Rules of the Council be suspended to allow for the second reading of the Resolution at this meeting. That motion was seconded by Councilor Creteau and was unanimously passed.

Mayor Green then read the Resolution for the second time, by title only, with no objections to the title-reading expressed by the Council.

Councilor Grassie moved that the Resolution be approved as read. That motion was seconded by Councilor Hussey and was passed by a majority voice vote in favor, with one member opposed, namely Councilor Germon.

10. Resolution Relative to Acceptance of Donations from Private Sources and Appropriations Relative Thereto

The Mayor then read the following Resolution for the first time, noting that copies had been distributed at this meeting and that two readings would be required prior to final Council action:

RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION

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

That the sum of Nine Thousand Five Hundred Ninety Dollars (\$9,590.00) is hereby appropriated as a supplemental appropriation to the 1989-90 fiscal year capital funds to the School Department for capital projects specified in the following itemization and in the amounts set forth therein, and that the funds for said appropriation be and hereby are allocated from the sources set forth in the following itemization:

1989-90 CAPITAL BUDGET

1989-90 Misc. Capital Projects

<u>Source of Funds</u>	<u>Amount</u>	<u>Proposed Use of Funds</u>
Nash Family Investment Properties	\$2,590	School Dept: Maple Street School Recreational Capital Improvements
Nash Family Investment Properties	\$7,000	School Dept: School Capital Improvements

The Chair reported that the Finance Committee had unanimously recommended that the Resolution be approved as submitted.

Councilor Grassie moved to suspend the Rules of the Council to allow for the second reading of the Resolution at this meeting. That motion was seconded by Councilor Creteau and was unanimously passed.

Mayor Green then read the Resolution for the second time, by title only, with no objections to the title-reading expressed by the Council.

Councilor Grassie moved that the Resolution be approved as read. That motion was seconded by Councilor Hussey and was passed by a unanimous voice vote in favor.

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## Article 8

### Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Granite Ridge Development Zone

#### § 275-8.1 Purpose.

Well-planned commercial ~~Zones districts~~ provide many benefits. For the community, tax revenue is maximized, infrastructure burden is reduced, and traffic impacts are minimized. For landowners and developers good planning allows for a process that is coherent, flexible and easy to navigate. ~~The Granite Ridge Development Zone (GRD) is intended to:~~

The Granite Ridge Development Zone (GRD) is intended to:

- Provide landowners and Developers with flexible yet clearly defined requirements.
- Minimize infrastructure cost to the City through good planning for the Zone as a whole rather than based on individual lots.
- Maximize the developable areas on the parcels within the Zone through the development of both commercial and residential projects.
- Minimize traffic impacts to Route 11 through implementation of a service road and shared intersections with Route 11.

~~A. Provide landowners and developers with flexible yet clearly defined requirements.~~

~~B. Minimize infrastructure cost to the City through good planning for the district as a whole rather than based upon individual lots.~~

~~C. Maximize the developable areas on the parcels within the district through creation of flexible dimensional requirements.~~

~~D. Minimize traffic impacts to Route 11 through implementation of a service road and shared intersections with Route 11.~~

#### A. Purpose and Intent

1. Nonresidential Commercial development remains the primary goal of the GRD, but the addition of Multifamily, and Mixed-Use is designed to allow a mixture of residential and commercial uses on one parcel. Developers will be required to receive Conditional Use approval from the Planning Board prior to project construction. The Zone includes options that enable and encourage greater flexibility in the design of mixed-use projects. Developers will provide a Development Plan outlining the project and how it conforms to the regulations and design standards outlined in this document.
2. Developments are intended to be complementary of one another and to create a sense of community between the mixed uses. Housing and commercial uses can be developed to provide the appropriate use of land, facilitate the economical and efficient provision of public services, promote open space conservation, protect the natural and scenic attributes of the land, and expand opportunities for the development of, outside the traditional residential developments.

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## B. Conditional Use Permit

1. Conditional Use approval may be granted by the Planning Board after proper public notice and public hearing provided that the proposed project complies with the following standards:
  - (a) The Applicant demonstrates that the development complies with the design guidelines outlined in the Design Standards portion of this document, as well as, applicable Site Review Regulations and requirements of §275.21.4. These guidelines encourage components that act as one project and not as two adjacent projects.
  - (b) The Applicant demonstrates that the development poses no detrimental effects on surrounding properties. Potential areas of impact that need to be analyzed include, but are not limited to, vehicular traffic, noise, visual blight, light pollution, offensive emissions such as dust, odor, or smoke.

## **§ 275-8.2 Delineation of Granite Ridge Development Zone.**

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A. The Granite Ridge Development Zone includes those parcels of land so identified on the Zoning Map of the City of Rochester, New Hampshire, which accompanies this chapter and is on file in the offices of the Director of Planning, Zoning, and Development and the Director of Building and Licensing Services. The GRD includes parcels of land located on both the easterly and westerly sides of New Hampshire State Route 11/Farmington Road.

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- ~~A. The zone includes those parcels of land so identified on the Zoning Map of the City of Rochester, New Hampshire, which accompanies this chapter and is on file in the offices of the Director of Planning and Development and the Director of Building, Zoning, and Licensing Services.~~
- ~~B. The Granite Ridge Development Zone includes parcels of land located on both the easterly and westerly sides of Route 11/Farmington Road. These parcels will benefit from any improvements to be made to Route 11/Farmington Road. Parcels located on the westerly side of Route 11/Farmington Road may have direct contact with, and benefit from, the service road planned to be built on the westerly side of Route 11/Farmington Road and intersections connecting to this service road, if and when opportunities for construction of this service road and these intersections develop.~~

## **§275 – 8.3. Permitted Uses**

### A. Principal Uses

1. Nonresidential uses are allowed as follows:
  - [1] Any use as allowed within Tables 18B-18E of §275, Attachments 2-5.
2. Housing: (Conditional Use)
  - [1] Dwelling, mixed-use
  - [2] Dwelling, development multifamily

[3] Dwelling, multifamily

B. Accessory Uses

(a) Recreational facilities

(b) Community center

(c) Maintenance Buildings

(d) Rental and Sales Offices

(e) Laundry facilities

(f) Co-working Space – A space where multiple tenants rent working space and have the use of communal facilities.

§275-8.4. Site Plan Process

A. The Developer shall prepare a Site Plan, which locates the proposed types of nonresidential and residential development, accessory uses, utilities, access roads, open space, and public ways. The parcels comprising the development may be under separate ownership, but shall be treated as one development and shall be bound by the approval granted for the entire Site Plan. If approval is granted, individual lots must be developed as part of the larger Development Plan and phasing outlined below, and not separately. A long term Maintenance Plan may also be required.

- (1) Commercial is the primary use within the GRD, with residential being considered a secondary use. As such, a minimum of fifty-five percent (55%) of total footprint of the project will be reserved for commercial/non-residential use. The remaining forty-five percent (45%) of the total project footprint may be utilized for residential development. By a majority vote, the Planning Board may adjust the final commercial / residential percent allocations subject to Conditional Use details in §275.21.4.
- (2) Dwelling, Mixed-Use (MU) providing that one-hundred percent (100%) of the square footage of the first floor is reserved for a commercial use. Accessory and support uses (e.g. mechanical, storage, etc.) are permitted on the first floor of a mixed-use building, and will be recognized as commercial use. Buildings classified as MU will be exempt from requirements outlined in §275-8.4.A.1 and §275-8.4.A.6.
- (3) A minimum of fifteen percent (15%) of the square-footage of the original parcel shall be reserved as open space and identified as such on the Development Plan. Fifty percent (50%) of the required open space must be usable uplands and reasonably accessible to all property owners/tenants in the project. Any open space provided above fifteen percent (15%) may be mixed wetlands and upland. Amenities constructed for use by the tenants (clubhouse, gym, ball courts, etc.) may be considered part of the “open space” calculation as determined by the Planning Board. The Planning Board shall have the flexibility to negotiate with the Developer when determining the final open space requirement.
- (4) Residential uses require the submission of a plan outlining the number of proposed units achievable under current zoning allowances. This plan should be based upon maps that include plans for open space, parking, roadways, and all nonresidential and accessory buildings associated with the project. The final number of approved units will be subject to Planning Board review, and in some cases may require an analysis of the project’s impact on existing city infrastructure prior to approval.

(5) The minimum size of a residential unit shall be 500 square feet.

(6) No more than fifty percent (50%) of the residential development may be occupied prior to the completion of between twenty-five to fifty percent (25%-50%) of the non-residential structures. By a majority vote, the Planning Board may adjust these percent allocations subject to Conditional Use details in §275.21.4.

(7) The Development Plan may be phased for a term of up to five years (5).

For purposes of this section, development shall include:

- (a) construction of structures – to include proposed timeline, phasing, and ratio of commercial/residential construction;
- (b) schedule for proposed occupancy and leasing of commercial and residential uses;
- (c) environmental remediation;
- (d) site preparation or demolition;
- (e) roadway utility or recreation and common area design and construction; and
- (f) bonding or other security for site development

(8) Providing the Developer is making reasonable efforts to develop the site, the Planning Board may extend the initial five (5) year phasing period provided a request for extension is submitted before the expiration of the initial five-year (5) phasing term.

(9) Residential Development Plan Guidelines.

(a) Dwelling layouts shall be so designed that parking is screened from external roadways by landscaping, building locations, grading, or screening. Major topographical changes or removal of existing trees shall be avoided wherever possible, and water, wetlands, and other scenic views from the external streets shall be preserved as much as possible.

(b) Where possible, it is desirable and encouraged to mix residential and nonresidential uses. This may be achieved through situating the buildings close to each other, or through allowing structures to house residential – preferably on the second or above floor, and nonresidential on the first floor. Creativity and flexibility is encouraged and the development plan may offer another option for mixed-use.

(c) All residential development must adhere to the architectural design guidelines outlined in section §275-8.5 of this ordinance.

(10) Nonresidential Development Plan Guidelines

(a) The general character of the nonresidential structures within the development lot is intended to be a pedestrian friendly setting, with emphasis on the natural characteristics of the site. The site design should create a sense of character and cohesiveness through landscaping, façade treatment, and signage.

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## § 275-8.5 Architectural and Design standards.

### A. Architecture:

The purpose of these Standards is to promote flexibility in large-scale mixed-use developments by considering project proposals based upon a comprehensive, integrated, and detailed plan rather than the specific constraints applicable to piecemeal, lot-by-lot development under conventional zoning requirements. A mixed-use development should improve the quality of new development by encouraging attractive features and promoting quality site design.

### B. Non-residential Site Layout

Planning for mixed-use development on a site encompasses items such as its relationship to surrounding uses, building orientation on the site, pedestrian and vehicular circulation, and efficiency of parking areas, screening of loading and utility areas, and the design of landscaping, signage, and lighting.

#### (1) Trash and Loading:

- (a) Trash and loading areas should be integrated into building design, and possibly inset and/or screened with architectural features. Orient support uses such as trash enclosures, compactors, truck loading areas, and outdoor storage away from residential uses to the extent practical.
- (b) Whenever practical, and not impeded by wetlands or other physical constraints, trash and delivery areas shall be located off a shared access driveway between sites. The access driveway may be located at/along the side lot line(s), with each lot having its own trash and delivery area located off this access driveway.
- (c) Trash, delivery, and loading areas shall be well screened from Route 11. The lots situated between Market Place Boulevard and Route 11 call for special treatment because they have double frontages.

#### (2) Building Design:

- (a) Facade treatment. Building facades fronting on a service road and Route 11 shall both be treated as front facades, both thereby meriting attractive treatment, under the architectural standards included in the City of Rochester Site Plan Regulations.
- (b) Outdoor seating. If applicable, restaurant proprietors are encouraged to include seasonal outdoor seating in their initial site plan. Seating should be screened from parking and roadways.
- (c) Signage. All provisions of Article 29, Signage, herein shall apply.
- (d) When practical, locate some parking and service functions behind the building. For multi-building projects, organize the site layout to provide functional pedestrian spaces and landscaping amenities.
- (e) All facades, including back and side elevations of a building generally visible from public view or adjacent to residential areas, should be architecturally treated.
- (f) Design multi-building projects to include architecturally sensitive design elements

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throughout the project.

(g) Building elevations should incorporate architectural features and patterns that consider a pedestrian scale.

(h) Building roofs shall be uncluttered and when flat roofs are visible from public roads, pitched roofs or parapets are required.

(i) Rooftop and ground- mounted mechanical units and ventilating fans are to either be integrated into the design of the building, or screened from view.

(j) At least two of these elements should repeat horizontally. Buildings with facades greater than 150 feet in length should include several of the elements listed below, repeated at appropriate intervals, either horizontally or vertically:

- Color change. Recognizable, but not strongly contrasting.
- Texture change.
- Material change.
- Architectural variety and interest through a change in plane such as offsets, reveals, archways or projecting ribs.
- Wall plane projections or recesses.

(k) Service and exit doors should be integrated into the architecture of publicly visible elevations.

(l) Where practical, variations in rooflines or parapets should be used to reduce the scale of non-residential buildings. Roof size, shape, material, color and slope should be coordinated with the scale and theme of the building.

(m) All exterior building walls and structures shall be constructed with attractive, durable materials such as textured concrete, masonry, stone, brick, clapboard, finishing wood, stucco or glass.

(n) The exterior walls of buildings should not predominantly utilize the following materials, except as accents:

- Pre-fabricated steel panels.
- Corrugated metal.
- Asphalt shingle roofs, except for period architecture.
- Highly reflective glass.

(o) Buildings should have clearly defined customer entrance(s) incorporating appropriate architectural elements



(3) Pedestrian Amenities:

- (a) Wherever practical, design attractive, safe, and convenient pedestrian and bicycle connectivity to streets, to include access to residential, commercial, and open space areas.
- (b) Design sites to minimize pedestrian and vehicular conflicts. Where pedestrian circulation paths cross vehicular routes, provide a change in paving materials, textures or colors to emphasize the conflict point. Where applicable, and to encourage outdoor seating, dining, and other amenities, sidewalks should be constructed of concrete and at least 10 feet wide.

(4) Vehicular Circulation and Parking:

- (a) To promote safe pedestrian access, create wide and well-lit sidewalks (concrete) and pathways.
- (b) Strive to minimize driveway cuts on arterial streets by providing vehicular cross-access easements and shared access driveways between adjacent commercial projects.
- (c) Traffic calming devices are encouraged in the interior of a site to enhance safety.
- (d) Landscaped parking areas shall be consistent with Section 5 of the Site Plan Regulations in order to break up the mass of large parking lots.

(5) Outdoor Display Areas:

- (a) On final site plans, identify the location of all proposed outdoor display and sales areas, including what type of items would be sold. Their location should not displace required parking, pedestrian, or landscaped areas.

(6) Signage:

- (a) Signage should refer to Article 29 of the City's Zoning Ordinance.

(7) Landscaping and Grading:

- (a) All landscaping and grading shall be consistent with Section 5 of the City's Site Plan Regulations, while complementing and enhancing project architecture.

(8) Lighting:

- (a) Design lighting to follow all site plan regulations and requirements, and where applicable, include pedestrian scale lighting

(9) Building Design/Architectural

- (a) Where practical, building mass should be broken into smaller elements, consistent with the proportions of the architectural style selected and surrounding uses.
- (b) Reduction of building mass may be achieved by using a combination of the following techniques:

- Variation in the rooflines and form.
- Use of ground level arcades and covered areas.
- Use of protected and recessed entries.
- Use of vertical elements on or in front of expansive blank walls.
- Use of pronounced wall plane offsets and projections.
- Use of focal points and vertical accents.
- Inclusion of windows on elevations facing streets and pedestrian areas.
- Retaining a clear distinction between roof, body and base of a building.
- The City supports the construction of “Solar Ready” structures designed for rooftop solar arrays.

(10) Dimensional Requirements:

(a) Non-residential / Mixed-use Buildings

- (1) Minimum structure setback from external lot line  
Side: 50 feet  
Rear: 100 feet
- (2) Minimum structure setback from external ROW 300 feet
- (3) Maximum non-residential building height 100 feet.
- (4) Structures over 55 feet shall be placed as close to the center of the lot as practical.

(b) Residential Structures:

- (1) Minimum structure and parking setback from external lot line  
Side: 50 feet  
Rear: 100 feet
- (2) Maximum residential building height 100 feet.
- (3) Structures over 55 feet will be placed as close to the center of the lot as practical.
- (4) Minimum setback from Route 11: 300 feet

(11) Parking:

- (a) All dwelling units shall require two independently accessible parking spaces per unit, or as determined by Planning Board, and be consistent with Section 10.C of the Site Plan Regulations
- (b) Non-residential uses shall comply with parking requirements defined by Site Plan Regulations.

(12) Utility Standards

- a) All utilities shall be underground.
- b) Utilities into individual sites shall be run from the common utility lines to be placed in the service road right-of-way.
- c) Service connections for utilities for pad sites, if any are created, shall be provided within the service road right-of-way.
- d) Transformer boxes shall be screened and utilize proper landscaping features.

**§ 275-8.63 Pavement dimensional regulations.**

The setbacks shown in the table below shall apply to pavement used for parking and interior access ways. Driveways into the site from the service road are exempt from these setbacks. These setbacks guarantee a minimum ten-foot-wide area for landscaping around the perimeter of the site (five feet plus five feet for adjoining lots along the side lot lines). This section shall supersede perimeter landscaping buffer requirements (15 feet along the front and 10 feet along the side lot lines) established in the Site Plan Regulations.

	Minimum Property Line Setbacks (in feet)		
	Front	Side	Rear
Pavement	10	5	10

**§ 275-8.74 Granite Ridge Development Study.**

This article was created pursuant to the March 2009 "Granite Ridge Development Study, Farmington Road, Rochester, New Hampshire," prepared by CLD Consulting Engineers. This study should be referred to for reference in designing, reviewing, and approving proposed site plans and subdivision plans.

**§ 275-8.85 Service road regulations.**

The following requirements apply to those lots situated on the westerly side of Route 11/Farmington Road, on which the planned service road and access roads leading to or from the service road are to be situated.

- A. Rights-of-way. To the extent practical and appropriate, as determined by the Planning Board, as part of any proposed site plan or subdivision plan, each landowner/developer shall incorporate into his/her plan, on the subject land, a sixty-foot-wide right-of-way for the construction of the service road and/or access road(s). The right-of-way shall traverse the subject lot from the southerly lot line to the northerly lot line, as appropriate, and in the case of any access road, from the easterly to the westerly lot line, as appropriate, in accordance with the layout of the planned service road and access road(s).
- B. Temporary termination. Where the service road has not been built on the lot adjacent to the subject property, a temporary cul-de-sac shall be built on the subject property to provide for an appropriate turnaround and future connection to the service road on that adjacent lot. Appropriate provisions may be established by the Planning Board to facilitate seamless connection of that cul-de-sac in the future to a service road on the adjacent lot, when that road may be constructed. The temporary cul-de-sac shall conform to the City of Rochester Subdivision Regulations.

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- C. Route 11 intersections. As part of any site plan or subdivision plan, the landowner/developer shall incorporate predetermined Route 11 access points into his/her plan.
- D. NHDOT. Developers shall coordinate with the New Hampshire Department of Transportation (NHDOT) regarding the design of the access roads and any intersections with Route 11.

**§ 275-8.96 Road design standards.**  
**[Amended 3-5-2019]**

- A. Service and access roads shall comply with the following standards:
  - (1) Right-of-way: 60 feet.
  - (2) Lane width (each): 12 feet.
  - (3) Paved shoulder (each): four feet.
  - (4) Sidewalk (bituminous): five feet.
  - (5) Grass strip: five feet (between road and sidewalk).
  - (6) Curb: granite.
  - (a) Sloped: side without sidewalk.
  - (b) Vertical: side with sidewalk.
  - (7) Cross-sectional requirements:
    - (a) Wearing course (minimum): one inch (NHDOT Item 403.11).
    - (b) Bearing course: two inches (NHDOT Item 403.11).
    - (c) Crushed gravel: six inches (NHDOT Item 304.3).
    - (d) Bank-run gravel: 12 inches (NHDOT Item 304.2).
- B. All materials shall be installed in compliance with NHDOT specifications and the City of Rochester Subdivision Regulations.

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**§ 275-8.107 Stormwater management requirements.**

- A. Stormwater controls for each individual site plan shall be designed in compliance with the New Hampshire ~~Stormwater City Ordinance 218: Stormwater Management and Erosion Control Manual-Volume 2~~, in order to ensure adequate stormwater control given the more flexible dimensional regulations, these design guidelines shall be followed regardless of any requirement imposed as part of the New Hampshire Department of Environmental Services alteration of terrain permitting (for 100,000 square feet +/- of disturbed surface).
- B. The Planning Board shall consider proposals for use of innovative stormwater control structures, such as

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porous pavement, bio-retention areas, gravel wetlands, etc. If the Board concludes that use of these structures is in order, then:

- (1) It may be appropriate to allow for interior landscaped islands within parking lots to be constructed without perimeter curbing if the curbing would interfere with the routing of the storm water.
- (2) The Planning Board is hereby empowered to adjust parking requirements specified in Article 26, Roads and Parking, herein.

**§ 275-8.118 Utility standards.**

- A. All utilities shall be underground.
- B. Utilities into individual sites shall be run from the common utility lines to be placed in the service road right-of-way.
- C. Service connections for utilities for pad sites, if any are created, shall be provided within the service road right-of-way.

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**§ 275-8.129 Parking lot interconnections.**

- A. Where practical, and not impeded by wetlands or other physical constraints, parking lots shall be interconnected between sites.
- B. Appropriate cross easements shall be developed between properties to accommodate parking lot interconnections.

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**§ 275-8.130 Design standards.**

- A. Trash and delivery areas. The lots situated between the service road and Route 11 call for special treatment because they have double frontages.
  - (1) Whenever practical, and not impeded by wetlands or other physical constraints, trash and delivery areas shall be located off of a shared access driveway between sites.
  - (2) The access driveway may be located at/along the side lot line(s), with each lot having its own trash and delivery area located off this access driveway.
  - (3) Trash, delivery, and loading areas shall be well screened from Route 11.
- B. Facade treatment. Building facades fronting on the service road and Route 11 shall both be treated as front facades, both thereby meriting attractive treatment, under the architectural standards included in the City of Rochester Site Plan Regulations.
- C. Outdoor seating. Restaurant proprietors are encouraged to include seasonal outdoor seating.
- D. Signage. All provisions of Article 29, Signage, herein shall apply.

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**§ 275-8.141 Adjustments in requirements.**

Since a number of the requirements specified in this Article 8, herein, are design oriented, the Planning Board may adjust any requirements of § 275-8.63, Pavement dimensional regulations, § 275-8.85, Service

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road regulations, § 275-8.96, Road design standards, § 275-8.107, Stormwater management requirements, § 275-8.118, Utility standards, and § 275-8.1340, Design standards, on a case-by-case basis, where it reasonably determines that strict application of any requirement is impracticable due to particular conditions on a given site.

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Primary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0208-0001-0000	126 Farmington Road	82.50	Adamian Construction & Dev.
0208-0001-0001	116 Farmington Road	34.18	Infinity Properties Rochester
0208-0002-0000	0 Farmington Road	32.00	The Kane Co. Inc.
0208-0004-0000	148 Farmington Road	1.30	John & Carolyn Meader
0208-0005-0000	150 Farmington Road	0.63	Roslyn Stone & Carolyn Meader
0208-0006-0000	154 Farmington Road	1.05	Alkurabli LLC
0208-0006-0001	152 Farmington Road	0.94	Richard Ottino
0208-0007-0000	160 Farmington Road	1.33	160 Farmington Road Realty Trust
0216-0001-0000	20 Farmington Road	15.00	Robert Beranger
0216-0002-0000	22 Farmington Road	2.60	Robert Beranger
0216-0003-0000	0 Farmington Road	2.90	Robert Beranger
0216-0004-0000	36 Farmington Road	17.10	Northgate Investment Properties
0216-0005-0000	46 Farmington Road	1.24	Gene V. Roe
0216-0006-0000	48 Farmington Road	5.62	Casaccio Real Estate Holdings
0216-0007-0000	58 Farmington Road	7.60	Casaccio Real Estate Holdings
0216-0008-0000	60 Farmington Road	6.30	Packy's Investment Properties
0216-0009-0000	68 Farmington Road	20.00	Stratham Industrial Properties
0216-0010-0000	76 Farmington Road	21.00	PSNH
0216-0011-0000	92 Farmington Road	85.00	Stratham Industrial Properties
0216-0017-0000	5 Lydall Way	12.00	State of New Hampshire DOT
0216-0019-0000	0 Farmington Road	4.50	PSNH
0216-0020-0000	8 Crane Drive	6.09	Newport Partners LLC
0216-0021-0000	33 Crane Drive	4.80	Spinelli Realty Trust
0216-0022-0000	27 Crane Drive	6.35	Black Marble Realty Trust
0216-0023-0000	21 Crane Drive	3.16	Black Marble Realty Trust
0216-0024-0000	7 Crane Drive	4.01	Four Hidden Road Trust
0216-0025-0000	47 Farmington Road	2.80	Poulin Realty Acquisition
		<b>382.00</b>	

Secondary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0208-0008-0000	174 Farmington Road	60.00	Diane Smith
0208-0008-0001	176 Farmington Road	11.61	Robidas Properties LLC
0208-0009-0000	178 Farmington Road	4.30	Rochester/Rural District
0208-0010-0000	180 Farmington Road	1.02	WAH Realty Corporation
0208-0011-0000	184 Farmington Road	4.00	Bonnie J. O'Shea
0208-0015-0000	0 Farmington Road	0.29	City of Rochester
0208-0016-0000	0 Farmington Road	1.66	Robert Rowe
0208-0017-0000	127 Farmington Road	8.90	Robert Rowe
0208-0018-0000	17 Sterling Drive	2.02	Raven Realty
0208-0018-0001	18 Sterling Drive	2.85	Raven Realty
0208-0018-0002	27 Sterling Drive	5.04	Axis Property Holdings LLC
0208-0018-0003	23 Sterling Drive	1.55	Raven Realty
0208-0018-0004	0 Sterling Drive	0.64	Raven Realty
0208-0019-0000	123 Farmington Road	1.16	Black Dog Car Wash LLC
0208-0019-0001	115 Farmington Road	1.25	Hermitage Place LP
0208-0019-0002	131 Farmington Road	0.57	JMB Automotive Group LLC

Primary Area of Granite Ridge Development			
PID	Address	Acres	Owner
0209-0001-0000	105 Farmington Road	1.70	Rudolph Tetreault
0216-0012-0000	4 Little Falls Bridge Road	1.89	Ralph Torr Rev. Trust
0216-0013-0000	0 Little Falls Bridge Road	11.80	State of New Hampshire DOT
0216-0018-0000	95 Farmington Road	3.50	Motiva Enterprises LLC
0216-0018-0001	83 Farmington Road	2.25	Joseph Blanchette
0216-0018-0002	77 Farmington Road	3.60	Rochester Hospitality LLC
0216-0019-0000	0 Farmington Road	4.50	PSNH
0216-0020-0000	8 Crane Drive	6.09	Newport Partners LLC
0216-0021-0000	33 Crane Drive	4.80	Rose Realty LLC
0216-0022-0000	27 Crane Drive	5.30	Black Marble Realty Trust LLC
0216-0023-0000	21 Crane Drive	3.16	Black Marble Realty Trust LLC
0216-0024-0000	7 Crane Drive	4.01	Four Hidden Rod Road Realty Trust
0216-0025-0000	47 Farmington Road	2.60	Poulin Realty Acquisitions LLC
0216-0026-0000	0 Farmington Road	68.00	Donald & Bonnie Toy
0216-0028-0000	23 Farmington Road	1.70	Miles Cook III
0216-0028-0001	25 Farmington Road	0.10	City of Rochester
0216-0029-0000	21 Farmington Road	2.41	Cardinals Seafarer Restaurant
0221-0154-0000	2 Farmington Road	20.80	Jean Edgerly Trust
0221-0156-0000	14 Farmington Road	1.20	Renee & Louanne Cardinal
0221-0157-0000	0 Farmington Road	1.20	Wayne Cardinal
0221-0158-0000	14 Farmington Road	1.30	Rene & Luanne Cardinal
0221-0159-0000	10 Farmington Road	2.45	Lawrence Shapiro Trust
0221-0160-0000	18 Farmington Road	1.32	Michael & Jean Garzillo
0221-0162-0000	18A Farmington Road	6.40	Richard & Phyllis Glidden
0221-0163-0000	20 Farmington Road	3.20	Robert & Karen Beranger
0221-0164-0000	17 Farmington Road	0.91	Rene G Cardinal & Cardinal Way
0221-0165-0000	11 Farmington Road	1.70	Seckendorf Real Estate
0221-0166-0000	9 Farmington Road	1.10	MIB LLC Greenwood Inn
0221-0167-0000	7 Farmington Road	0.30	Basel Alkurabi
0221-0168-0000	3 Farmington Road	14.00	Charles Karacas
		<b>290.15</b>	

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City Clerk's Office

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275-21.4

Granite Ridge Development District Residential Housing-275.8

The Commercial footprint of fifty-five percent (55%), and Residential footprint of forty-five percent (45%) may be adjusted to increase the residential footprint percentage. The applicant shall demonstrate that a residential need exists which current market conditions are not adequately serving, or that commercial market conditions have changed which makes the 55% commercial footprint requirement economically unfeasible.

The completion and occupancy allocations of fifty percent (50%) of the residential development that may be occupied prior to the completion of between twenty-five to fifty percent (25%-50%) of the non-residential structures may be adjusted to increase the residential percentage. The applicant shall demonstrate that either residential or commercial market conditions are impacting the ability to comply with the allocation.

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**Resolution Authorizing Supplemental Appropriation to the Fiscal Year 2022 Water Capital Improvements Plan (CIP) Fund in the amount of \$5,600,000 for the Cocheco Well Improvements**

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 authorized a supplemental appropriation to the Fiscal Year 2022 Water Capital Improvements Plan Fund in the amount of Five Million Six Hundred Thousand Dollars (\$5,600,000) for the Cocheco Well Improvements project.

Further, for the purposes of funding the expenditures incident to the implementation of the improvements that the Mayor and City Council of the City of Rochester hereby resolve that, 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 Three Million Three Hundred Thousand Sixty Dollars (\$3,360,000) through the issuance of bonds and/or notes, and/or through other legal form(s), and Two Million Two Hundred Forty Thousand Dollars (\$2,240,000) through the acceptance of State of New Hampshire American Recovery Plan Act (ARPA) and State of New Hampshire Department of Environmental Services Drinking Water and Groundwater Trust Fund (DWGTF) grant programs.

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. The complete itemization of funding sources is as follows;

One Million Six Hundred Eighty Thousand Dollars (\$1,680,000) from State of New Hampshire (ARPA) grant funds.

Five Hundred Sixty Thousand Dollars (\$560,000) from New Hampshire Department of Environmental Services (NHDES) Drinking Water and Groundwater Trust Fund (DWGTF) grant program.

Two Million Eight Hundred Sixty Thousand Dollars (\$2,860,000) from New Hampshire Department of Environmental Services (NHDES) Drinking Water and Groundwater Trust Fund (DWGTF) loan program.

Five Hundred Thousand Dollars (\$500,000) through the issuance of bonds, or other notes.

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

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05/12/2022

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT
----------------

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
RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

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				-	-	-

UEI# 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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## **Resolution Approving Fiscal Year 2022-2023 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, 2022 and ending June 30, 2023 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2023 (July 1, 2022 - June 30, 2023), 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 2023 (July 1, 2022 - June 30, 2023), 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 2022-2023 OPERATING BUDGET-EXHIBIT A****OPERATING BUDGET SUMMARY**

<b>Appropriations:</b>		<b>Proposed</b>
City	\$	38,838,989
County Tax	\$	7,254,738
Overlay	\$	350,000
Estimated Veteran's Credits	\$	694,625
School	\$	72,246,585
School Federal Grants	\$	4,415,000
School Lunch	\$	1,900,000
School State Property Tax	\$	3,699,292
City Grants & Special Revenues	\$	297,641
Tax Incremental Financing Districts	\$	1,335,630
Water Fund	\$	7,686,468
Sewer Fund	\$	9,620,843
Arena Special Revenue Fund	\$	431,661
Community Center	\$	941,071
<b>Sub Total</b>	<b>\$</b>	<b>149,712,543</b>
 <b>Revenues:</b>		
City	\$	13,330,106
Use of Fund Balance	\$	3,293,250
School	\$	33,245,449
School Federal Grants	\$	4,415,000
School Lunch	\$	1,900,000
City Grants and Donations	\$	297,641
Tax Incremental Financing Districts	\$	1,335,630
Water Fund	\$	7,686,468
Sewer Fund	\$	9,620,843
Arena Special Revenue Fund	\$	431,661
Community Center	\$	941,071
Amount to be Raised by Taxes *	\$	73,215,424
<b>Sub Total</b>	<b>\$</b>	<b>149,712,543</b>

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**Resolution Authorizing and Approving Fiscal Year 2022-2023 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 2022-2023 (July 1, 2022 to June 30, 2023) 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 2023 (July 1, 2022 – June 30, 2023), as amended.

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**PROPOSED 2022-2023 CAPITAL BUDGETS-EXHIBIT A****CAPITAL BUDGET SUMMARY****Proposed Capital Appropriations:**

City	\$ 8,724,250
School	\$ 1,775,000
Water Fund	\$ 6,817,500
Sewer Fund	\$ 2,467,500
Community Center	\$ 766,000
Tax Incremental Financing Districts	\$ 704,400
<b>Total Appropriations</b>	<b>\$ 21,254,650</b>

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

Bonding and/or other Borrowing	\$ 5,780,000
Operating Budget	\$ 3,918,250
Grants	\$ 1,317,000
Other Sources	\$ 250,000
<b>Subtotal General Fund Revenues</b>	<b>\$ 11,265,250</b>

**Enterprise Funds & Tax Incremental Financing Districts**

Bonding and/or other Borrowing	\$ 6,475,000
Operating Budget	\$ 835,000
Grants	\$ 2,679,400
<b>Subtotal Enterprise Funds &amp; Tax Incremental Financing Revenues</b>	<b>\$ 9,989,400</b>

<b>Total Revenues</b>	<b>\$ 21,254,650</b>
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# 2022

## ***April Department Reports:***

- 7.1 Assessor's Office P. 47**
- 7.2 Building and Licensing Services P. 49**
- 7.3 City Clerk's Office P. 51**
- 7.4 Department of Public Works P. 55**
- 7.5 Economic & Community Development P. 67**
- 7.6 Finance Office P. 69**
- 7.7 Planning & Development Department P. 73**
- 7.8 Recreation & Arena P. 79**
- 7.9 Rochester Fire Department P. 81**
- 7.10 Rochester Police Department P. 89**
- 7.11 Rochester Public Library P. 91**
- 7.12 Tax Collector's Office P. 93**
- 7.13 Welfare Department P. 97**

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City Clerk's Office

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## ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Darcy Freer, Deputy Assessor

Date: May 10, 2022

Ref: April's Monthly Report

### OVERVIEW

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

*Permit related inspections continue to occur and subsequent data entry is occurring.*

*Elderly, Disabled and Veteran credit applications were accepted and processed for both new and renewal applicants. The deadline to apply was April 15, 2022. Our office had approximately 40 new applicants for both Elderly and Disabled exemptions and approximately 65 new applicants for the Veterans' credit.*

*Applications for Religious, Charitable, Educational and RSA 75:11 exemptions were accepted until their April 15, 2022 deadline.*

*Tax map changes that were approved after April 1, 2021 continued to be entered into Vision CAMA software for the 2022 tax year.*

*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 16, 2022.*

#### 2. Notable Events Related to Unusual Operations

*Our office operations were conducted in the basement of the Revenue Building as renovations continued upstairs, until our opening date of Tuesday, April 19, 2022.*

*Prior to renovations being completed, we had posted public (walk-in) hours Monday 9:00am to 12:00pm and Thursday 2:30pm to 4:30pm in the Council Chambers or by appointment. We also added an additional day of walk-in hours on Friday, April 15, 2022 to accommodate the deadline for a multitude of applications.*

#### 3. Staff Kudos

*Kudos to the dedicated City Facilities team, led by Mike Riley, that worked diligently through several obstacles to renovate the first floor of the Revenue Building. Our office has been open to the public since April 19, 2022 and have received many positive comments on the new aesthetic.*

#### **4. Training**

*Our office attended the two day virtual Vision Government Solution 2022 Teleconference on Wednesday, April 27 and Thursday, April 28, 2022.*

## BUILDING AND LICENSING SERVICES

## MONTHLY REPORT

To: Blaine Cox, City Manager

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

Date: April 2022

Ref: Monthly Report for Building and Licensing Services

## OVERVIEW

## 1. Notable Items Related to Ongoing Operations

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

## Department Revenue

Permit Type	April 2022
Building Permits	\$18,642.00
Electrical Permits	\$4,755.00
Plumbing Permits	\$1,382.00
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$390.00
Sprinkler Permits	\$173.00
Mechanical Permits	\$3,554.00
Food Milk Licenses	\$6,075.00
Taxi Licenses	\$0.00
General Licenses	\$175.00
<b>Net Revenue</b>	<b>\$35,146.00</b>

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City Clerk's Office

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## ROCHESTER CITY CLERK'S OFFICE MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1, 2022 – April 30, 2022

Date: 5/10/22

Ref: Monthly Report for the City Clerk's Office

### OVERVIEW

#### 1. Vital Statistics Updates

14 births were reported in Rochester during the month of April; 5 of these children were born to Rochester residents. Additionally, 7 Rochester residents gave birth in neighboring communities.

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

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

#### 2. Vital Records Revenue

The City Clerk staff issued 211 initial copies of vital records (birth, death, marriage, or divorce) and 110 subsequent copies of vital records. There were 21 marriage licenses issued by staff in April.

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

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$1,268	\$1,182	\$2,237	\$2,027
Marriage Licenses:	\$301	\$49	\$903	\$147
<b>Total:</b>	<b>\$1,569</b>	<b>\$1,231</b>	<b>\$3,140</b>	<b>\$2,174</b>

### 3. Dog Licensing

The City Clerk's Office licensed 2,855 dogs in the month of April.

The City Clerk's office sent out our annual licensing reminder email on Friday, April 1<sup>st</sup>. Within the first weekend following the email, we received 709 online dog licenses. The Clerk's worked in the office on the morning of Saturday, April 2<sup>nd</sup> in an effort to process all these online licenses and have them prepared for mailing the following week. There were 1,270 dogs licensed within the first week of April, making for a very busy office! The final reminder email was sent on April 29<sup>th</sup> and we received another 320 license renewals that day.

The annual Rabies Clinic is approaching. It will take place on Saturday, May 14<sup>th</sup> from 12:00 – 2:00 PM at the old Department of Public Works building, 45 Old Dover Road. The cost of vaccination will be \$15, cash only. Both dogs and cats are eligible for vaccination and the clinic is not limited to Rochester residents. City Clerk staff will be on hand to license residents' dogs if needed (cash, check, or charge).

### 4. Election Updates

There were very few changes to the voter checklist in the month of April, with only one merger of a duplicate voter record and two removals from the checklist. There were no new voter registrations in the month of April.

The breakdown of registered voters in Rochester as of April 30, 2022 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	992	1,047	1,193	3,232
2	936	1,002	1,206	3,144
3	882	1,039	1,055	2,976
4	864	722	1,276	2,862
5	881	1,028	1,196	3,105
6	943	777	1,070	2,790
<b>Totals:</b>	<b>5,498</b>	<b>5,615</b>	<b>6,996</b>	<b>18,109</b>



## 5. Personnel Updates

We have included a request in the “Issues & Options” portion of the budget this year to increase the hours of our current part-time staff member to full-time hours. The day to day workload of our office has increased greatly over the past several years with vital records requests, right to know requests, City Council and Committee meeting involvement and follow up, as well as the multitude of other items which filter through our office. There are certain times of the year such as dog season and elections where the workload is historically much greater. The combination of these two things has made it more difficult to complete requests in a timely efficient manner and to keep up with the follow up on many of our required tasks. We are hopeful that adding more staff hours will alleviate some of the pressure and allow our office to continue offering the best quality service to both our constituents and City staff.

## 6. Training

City Clerk Kelly Walters and Deputy City Clerk Cassie Givara will be attending the upcoming Clerk’s Regional Conference, held annually at Zorvino Vineyards in Sandown, NH. This conference gives the local clerks an opportunity to receive updates and information from representatives from the Department of Vital Records, The Secretary of State’s Office, the City and Town Clerk’s Association, and Attorney General’s office. The Clerks will hear about pending legislation regarding election law as well as other legislation that may affect our operations.

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City Clerk's Office

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

**To: Blaine Cox, City Manager**

**From: April 1, 2022-April 30, 2022**

**Date: May 6, 2022**

**Ref: Monthly Report for DPW ADMINISTRATIVE DIVISION**

### **OVERVIEW**

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

The DPW Administrative Division is providing support for all projects that are kicking off this spring and summer. This includes large mailings to abutters in the Woodman Area Reconstruction Project, Rt202A Water Main & Tank Project, and the Colonial Pines Phase 3 Project. Admin. Staff are developing and working with finance to process annual bids for operation and maintenance services, supplies and vehicle and equipment purchases. They are also updating all Standard Operating Procedures (SOP's) in regards to Utility Bill Processing, Accounts Payable, Bidding, Payroll and the Service Request processing. These SOP's are necessary to facilitate the cross training for all Administrative positions. Now that Utility Billing and DPW Administration are co-located at the new facility they will be able to provide support to cover for vacations and any extended leave time. The Portalogic Software System has been installed for the Bulk Water filling station that has been setup and is in operation at the Quonset Hut on Washington Street. The Administrative Staff can now pull information via this software system to facilitate Utility Billing for water drawn from the system. The Utility Billing Office mailed 2,886 invoices, processed numerous payment arrangements, prepared 38 final bills for property transfers and processed numerous service orders for general repairs to the equipment.

Preparation is in progress for the Household Hazardous Waste Day Event set to take place on Saturday May 21, 2022 at the Turnkey Landfill 8:30 AM to 12:30 PM and for the DPW Dedication and Open House on May 20, 2022.



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

**To: Blaine Cox, City Manager**

**From: April 1, 2022-April 30, 2022**

**Date: May 6, 2022**

**Ref: Monthly Report for DPW – HIGHWAY / FLEET DEPARTMENT**

### **OVERVIEW**

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

The Highway / Fleet Division is short staff once again and is looking to fill the MEO position soon.

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

Highway operators responded to a few emergencies in the month of March related to the winter weather. These emergencies included four snow and ice events. Highway crew removed 250 yards of snow from around the city. In the month of April Highway crew replaced a 12" culvert and repaired an 18" culvert on Estes road. Fleet division work on several break downs, repairs and preventive maintenance. Staff repaired catch basins, filled in wash out, paint crosswalks, grade dirt roads, pave trenches pot holes, and street sweeping and road side work on Blackwater Road.



### 3. Notable Events Related to Unusual Operations

Highway and Fleet Division continue the move and organize 209 Chestnut Hill Road in the months of March and April.

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

With the rain and cold temperature making it difficult this spring to plan line painting throughout the city.

### 5. Staff Kudos

The months of March and April low Winter storms and weather-related emergencies gave staff a break from the long month of February. Highway /Fleet had a few staff members pass there Commercial Driver's license program.

### 6. Training

We had two employees complete a course with NH-T2 program. All Highway and Fleet staff completed a certified flagger course in the month of March



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

**To: Blaine Cox, City Manager**

**From: April 1, 2022-April 30, 2022**

**Date: May 6, 2022**

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

### **OVERVIEW**

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

Much of April was spent doing site restoration at our many dig jobs from this past winter. Operators also began cleaning sewer mains that we had fell behind on maintenance over the past few months.

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

Operators are continuing a sewer infiltration investigation and continue to find points where ground water is entering the City's sewer collection system. These points of infiltration are costly to the operation of the sewer collection system and the wastewater treatment process. One source of infiltration that was eliminated in April was estimated to be contributing an estimated 21,000,000 gallons of ground water per year.



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

Our small staff combined with almost daily emergency responses has delayed routine and necessary water distribution and sewer collection systems maintenance.

Springtime water main flushing begins on May 1<sup>st</sup> and is expected to run into the first week of June.

### **4. Staff Kudos**

Kudos to Tyler Madore for passing his CDL-A road test and receiving his Class A driver's license.

### **5. Training**

Operators received training in advanced water distribution maintenance and became certified traffic control flaggers. Newer operators received training in water main flushing activities.



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

**To: Blaine Cox, City Manager**

**From: April 1, 2022-April 30, 2022**

**Date: May 6, 2022**

**Ref: Monthly Report for BUILDINGS AND GROUNDS DIVISION**

### **OVERVIEW**

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

Unfortunately, the part time employee hired for custodial duties at the City Hall Annex decided to take a job with another company, so we are currently advertising the position in hopes of finding the right person for the job.

Steve Wheeler retired on April 15 after working for the city for 19 years. Steve is interested in coming back to work with the city in a part time position.

Eve Perkins who is employed with the city in a part time position at the James Foley Memorial Community Center on weekends has been promoted to full time custodian at James Foley Memorial Community Center

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

We are currently working on getting pools put back together so the rec department can start their lifeguard training along with getting the pools properly balanced for the upcoming swim season.

Spring cleanup including edging and mulching, irrigation set up, water fountain set up continues for the upcoming season.

LED lighting project for the city is complete





Irrigation system for City Hall has been installed.

Assessing Department renovation at 19 Wakefield Street is complete.

### 3. Notable Events Related to Unusual Operations

This past month the Department of Labor Safety Department conducted a safety audit of all city buildings. The inspection went very well with only minor corrections needed, once the official report is complete and delivered to the City Of Rochester. I will correct the deficiencies as required for building related issues and our departments within DPW.

### 4. Staff Kudos

Kudos go out to the maintenance technicians and grounds department with their hard work put into the remodeling of 19 Wakefield Street new office space for the Assessing Department, The project is now complete and it turned out great.



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

**To: Blaine Cox, City Manager**

**From: 4/1/2022-4-30-2022**

**Date: May 6, 2022**

**Ref: Monthly Report for WATER TREATMENT PLANT**

### **OVERVIEW**

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

Treated water volume this month was 48.8MG from the surface water facility and 13.8MG from the groundwater plant, for a total of 62.6MG delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. First Quarter disinfection byproducts for the Gonic sample area were calculated to be 0.061mg/L, an exceedance of the 0.060mg/l MCL.

Watershed inspections were conducted at Owbox Pond, Crown Point Crossing, Berry Pond, Tufts Pond, Berry River Diversion Dam, Round Pond, and the Rochester Reservoir. All reservoirs are at capacity. Heavy rains cleared the beaver dam at Berry Pond. Rubbish was removed from the eastern access trail to Oxbow, and a tow behind RV trailer was relocated from Tufts Pond/Sheepboro Road.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Spring cleaning was performed at all remote sites. Maintenance at the well included repairs to the bicarbonate system and general housekeeping. Maintenance at the surface plant included repairs to the potassium permanganate system, caustic bulk tank fittings, and instrument preventative maintenance.

The NH Department of Labor conducted an inspection of water treatment facilities. Report is pending.

Sharing an attaboy from NHWWA Zeke is doing a great job.



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

Disinfection byproducts for the Gonic area again continued to improve this month, however the locational running annual average calculation was above the MCL for HAA5s.

Filter room valve control stems are on order and will be replaced and repaired ASAP.

Spring Distribution System flushing will begin in May. All staff assisting have been briefed on this season's technique and importance.

## 3. Staff Kudos

All staff continue to demonstrate excellence in operating a public drinking water system. All operators participated in the Leadership Roundtable hosted by Rochester this month (see below in Training), displaying their knowledge and abilities to all in attendance.

## 3. Training

We hosted the inaugural New Hampshire Water Works Association Leadership Roundtable this month, which consisted of a facility tour of the surface water treatment plant and a presentation/discussion session at DPW regarding workplace culture, management/leadership, and employee retention. Presentations were made by Chief Operator Ian Rohrbacher and Lead Operator Zeke Lapierre, and representatives of Manchester Water Works and Pennichuck Water Works. Great discussion followed.

It was well attended by industry leaders from peer water systems, engineers, operators, and DES staff. Presentations can be available to those interested.



Ian and Zeke also attended the New England Water Works Association Spring Conference this month, where Ian co-presented with Wright-Pierce on the Route 202A project.

Operators Karl Bostrom and Caleb Schag attended a GSRWA training class on motor control centers, electrical theory, and wiring.

#### 4. Other

Preliminary assessment for the Cocheco Well Iron & Manganese Treatment project commenced. Consultants performed a site visit this month.

Treatment staff distributed the Household Hazardous Waste Day Flyers.

Treatment, Utility, and GIS staff have been working on valve and pipeline location and records accuracy verification at the Washington Street chlorinator building.

## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1, 2022-April 30, 2022

Date: May 6, 2022

Ref: April Monthly Report for – ENGINEERING DIVISION

### OVERVIEW

#### 1. Personnel Updates

One Assistant City Engineer position remains vacant and posted.

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

Strafford Square Roundabout: After a winter shutdown period, construction resumed in April on the utility infrastructure contract, which primarily facilitates relocating existing above-ground utilities to underground conduits and vaults, along with other underground utility improvements. Advertising for bids for the actual roundabout construction is anticipated in May 2022.

Colonial Pines Sewer Extension – Phase 3: Construction continues with storm drain installation on Hillside Drive and Westview Drive.

Route 202A Water Main Extension and Water Tank: Water main installation on Winkley Farm Lane was completed in April. In May, water main installation will continue on Walnut Street from Winkley Farm Lane to Bickford Road. Preparation of the water tank site will also begin in May.

Woodman Area Infrastructure Improvements: Construction contract was awarded in April. Notice to Proceed with construction is anticipated to be issued in May and construction will have a duration of 2+ years.

WWTF Carbon Storage and Feed Building: Construction has re-commenced on this facility, and is anticipated to be completed prior to Rochester's AOC compliance date for completion of this building of 10/31/2022.

**MAY 5, 2022****ROCHESTER DEPARTMENT OF PUBLIC WORKS  
ENGINEERING DIVISION MONTHLY REPORT**

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

Route 11 Sewer Pump Station Upgrade: Contractor mobilization to the site is anticipated in May 2022; construction is anticipated to be completed by the end of summer 2022.

Annual Contracted Pavement Rehabilitation: Paving contract is anticipated to be signed in May and paving work to begin thereafter.

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

Applicant pool remains sparse for the open Assistant City Engineer position.

**4. Affected Business Processes or Systems**

Engineering staff issued a total of 30 permits in April, including right-of-way excavation, driveway (curb cut), water connection, sewer connection, sewer assessment, stormwater (drainage), and backflow prevention device permits.

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

**To: Blaine Cox, City Manager**

**From: April 1, 2022 – April 30, 2022**

**Date: May 6, 2022**

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

### **OVERVIEW**

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

- Ongoing collaboration and discussions working on connecting Rochester and Farmington trails
- Working with Rochester Main Street to plan downtown beautification projects
- 2022 Farmers Market administrative tasks: recruiting vendors and volunteers, securing sponsorships, ensuring vendors are appropriately licensed.
- SUR completed most of the demolition on 38 Hanson in preparation for the sale to StoneArch Properties
- GP Properties continues to work on its permit applications for 55 N Main (Hoffman)
- Prep Partners is close to receiving its CO in the GSBP
- Wayfinding Phase III signage was installed around City Hall Campus

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

- Mitchell Hill and Fallen Leaf Bistro will begin offering outdoor dining in early May.

### 3. Community Development Project Updates

- Transition planning is in progress for Community Development Coordinator position, as Julian Long is exiting the position at the end of May.
- The new sign has been installed at Yo's Thai Street Food, funded through the Historic District Commission's façade and sign program.
- The FY 2023 CDBG grant allocation amount is expected to be released on or about May 13<sup>th</sup>.

### 4. Boards & Commissions Updates

- REDC met on 4/28 and received an update on the ED Fund from Deputy Director Sullivan.
- The Planning Board approved the zoning change for the GRD to allow residential housing 9-0

### 5. Training & Staff Development

- Continued training on BluDot business software platform

### 6. Other



## ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1, 2022 - April 30, 2022

Date: May 11, 2022

### OVERVIEW

#### 1. Personnel Updates

None

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

The city's application to participate in the June 2022 NH Municipal Bond Bank sale has been approved by their Board of Directors.

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

None

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

The Finance Department is challenged to maintain operations and unable to advance many planned initiatives while short staffed. The Deputy City Manager/Finance Director is developing a new adaptive approach to meet the current needs of the department and the city while promoting growth and succession planning.

#### 5. Staff Kudos

Kudos to Angie Gray, Claire Blanchette, Lisa Clark, Matt Wyatt and the Government Channel staff for their hard work and assistance with the Budget Retreat.

## Rochester FINANCE Department

### 6. Affected Business Processes or Systems

None

### 7. Training

None

### 8. Other

#### *Monthly Financial Statements Summary – as of April 30, 2022*

*For the full detail report, click here: [April 30, 2022 Financial Detail Report](#)*

Below are the revenues & expense highlights through April 30, 2022, which represents approximately 83% completion of FY22.

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

**Motor Vehicle Registrations:** Revenues remain strong at \$4,697,857, 96% collected.

**Waste Management Host Fees:** Total FY22 revenue received \$4,538,671. City allocation \$3,660,544 School Department allocation of \$878,127. The April payment of \$926,950 crossed months, and won't reflect in revenues until the May-22. The total FY22 revenue received is \$1,410,544 over the adopted amount of \$3,128,127.

**Building Permits:** Revenues remain strong at \$451,316, 150% collected.

**Interest Income:** Remains very soft at \$26,340, interest rates remain low.

**Interest on Delinquent Taxes:** Collections at \$395,428, 113% collected. The March -22 financial summary reported this revenue as \$430,584, however a return of interest adjustment of \$34,143 was not calculated into the March-22 total.

**State of NH Rooms & Meals:** \$2,296,678 received, \$728,399 over budget. The surplus of \$728,399 was used to offset the DRA 2021 final property tax rate.

**Rochester FINANCE Department**

**Highway Block Subsidy:** Through March-22 total received \$493,672, 82% collected. The final quarterly payment of \$120,974 was recently received and will reflect in the May-22 summary report.

**Cablevision:** Three payments received from Comcast & Atlantic Broadband, total \$141,076, 60% collected.

**Current Use Taxes:** Current Use tax revenues are very strong at \$380,128, or 234% collected.

**GENERAL FUND EXPENSES:** Overall expenses are slightly above budget at 87%. Expense details are 84% actually expended and 3% encumbered to spend. Salary, OT & Benefits are trending slightly below budget at 79%.

**Fire & Police Over Time:** Fire Department Overtime trending high at 152% expended, Police Overtime trending at 149% expended.

**Welfare Direct Assistance:** Continues to trend low at 34% expended.

**WATER-SEWER SPECIAL REVENUE FUNDS:**

**Water-Sewer Funds:** Water-Sewer User Fee revenues remain strong on each fund, with low delinquencies, and collections, Water at 58% and Sewer at 53%. FY22 Water Fund expenses are trending below budget at 65%, Sewer Fund expenses are trending below budget at 74%.

**Community Center:** Expenses trending to budget at 83%, and Revenues are at 68% collected.

**Arena Special Revenue:** Expenses at 87% Revenues are at 115% collected, which includes a \$129,815 contribution from ARPA grant funds.

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City Clerk's Office

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## ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: April 1, 2022 – April 30, 2022

Date: May 1, 2022

Ref: Monthly Report for Planning Department

### OVERVIEW

#### 1. Personnel Updates

Ryan O'Connor has been promoted to Senior Planner. The Planning Department is now seeking a Planner I to work with the Conservation Commission.

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

##### APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met April 4, 2022 for a Regular Meeting

**Groen Construction, 29 Wadleigh Road** (by Jones & Beach Engineers, Inc.) Site plan and conditional use permit to construct a 52-unit 17,455 s.f. apartment building. Case# 137 – 35-1 – HC -21 **APPROVED**

**Christine Russo, Soucy-Russo Revocable Trust, 30 Blackwater Road** (by Norway Plains Associates, Inc.) 2-lot subdivision Case# 257 – 10 – A – 22 **APPROVED**

**Heather Williams, Tara Estates Community, 716 Salmon Falls Road** (by Norway Plains Associates, Inc.) Amendment to an approved 1986 Site Plan to change the layout of 53 sites and the road known as Diamondback Case# 224 – 309 – A – 22 **APPROVED**

## APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

**Zoning Board of Adjustment met on April 13, 2022**

**Z-22-05 James Covey** Seeks a *Variance* from Section 24.7.F to permit a home occupation to assemble food trucks. **GRANTED**

**Location:** 6 Stacy Drive, Rochester, Map 205 Lot 42 in the Agricultural Zone.

**Z-22-06 Sofield Apartments, LLC** Seeks a *Variance* from Section 30.3.A to permit an expansion of a non-conforming use to allow additional multifamily dwellings in the agricultural zone. **GRANTED**

**Location:** 287 Rochester Hill Road, Rochester, Map 254 Lot 18 in the Agricultural Zone.

**Z-21-30 Tri City Consumers' Action Co-Op d/b/a Infinity Peer Support** Request to rehear a *Variance* from Table 18-A to permit a Community Residence-1 **WITHDRAWN**

**Location:** 55 Summer Street, Rochester, Map 117 Lot 55 in the Neighborhood Mixed Use Zone.

**Z-22-08 Rochester Agricultural and Mechanical Association** Request to rehear an *Appeal of Administrative Decision* to permit motor vehicle racing. **DENIED**

**Location:** 72 Lafayette Street, Rochester, Map 124 Lot 67 in the Office Commercial Zone.

**Z-22-09 Jason & Kristie Downer/Patriots Way, LLC** Seek a *Variance* from Section 20.2.K(3) to permit the use of the building to be solely multi-family dwellings without any commercial space as a primary use. **GRANTED**

**Location:** 28 Patriots Way, Rochester, Map 138 Lot 89 in the Highway Commercial Zone.

**Z-22-10 Christina Keim/ Cold Moon Farm, LLC** Seeks a *Special Exception* from Section 24.4 to permit a Home Occupation 3. **GRANTED**

**Location:** 111 Strafford Road, Tax Map 248 Lot 19 in the Agricultural Zone.

**Z-22-11 T-Mobile Northeast, LLC** Seeks a *Special Exception* from Section 22.2.N to permit the expansion of a telecommunications facility and installation of a standby generator. **GRANTED**

**Location:** 155 Rochester Hill Road, Tax Map 243 Lot 62 in the Office Commercial Zone.

**Z-22-12 Monarch School of New England** Seeks a *Variance* from Sections 12.8 and 12.8.B(8) to permit a porous parking area within the 50-foot wetland buffer and to permit disturbance within 25 feet of the wetlands edge. **GRANTED**

**Location:** 105 Eastern Avenue, Tax Map 112 Lot 20 in the Residential-2 Zone.

**Z-22-13 Positive Transitions, Inc. c/o Raymond Negrón** Seeks a *Variance* from Table 18-A to permit a Boarding House in the R2 zone to be used as a sober house for people in recovery. **GRANTED**

**Location:** 16 Pine Street, Tax Map 121 Lot 119 in the Residential-2 Zone.

**Z-22-14 East Rochester Baseball Athletic Assoc.** Seeks a *Special Exception* from Section 23.2.10(b) to permit a fence greater than six feet in height. **DENIED**

**Location:** 44 Spring Street, Tax Map 103 Lot 191 in the Agricultural Zone.

#### APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

**Conservation Commission met on April 27, 2022**

**Monarch School of New England; 105 Eastern Ave, Map 112 Lot 20** (By Berry Surveying & Engineering) Conditional Use Permit for wetland buffer impacts from proposed porous pavement parking lot. Conceptual review only. – **Supported**

**Betts & Cross Road Intersection;** City of Rochester project. Standard Dredge and Fill Wetlands Permit. Tax Map 203 Lot 4. Permit # 2022-00710. Permanent wetland impacts. – **Supported**

**18 Sampson Road; three lot subdivision.** Statutory Permit by Notification. Tax Map 231 Lot 18. Permit # 2022-00862. Forestry Notification – **Supported**

**Tax Map 231 Lot 18;** Intent to Cut; 20 acres to be cut. Permit # 22-389-02-T – **Supported**

**Tax Map 204 Lots 72&73;** Intent to Cut; 2 acres to be cut. Permit # 22-389-01-T – **Supported**

#### APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

**The Historic District Commission met on April 20, 2022**

**A. Scenic Salinger, LLC, 10-14 North Main Street** Certificate of Approval to add project signage for wayfinding. Case# 121 – 10 – DTC – 22 **APPROVED**

**B. Stone Arch Development Corp., 38 Hanson Street** Certificate of Approval for the construction of a new 16-unit mixed use building. Case# 120 – 395 – DTC – 22 ***APPROVED***

**C. Austin Brunet, 1 Wakefield Street** Certificate of Approval to replace existing sign for new business. Case# 120 – 394 – DTC – 22 ***APPROVED***

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

During the Planning Board Workshop meeting held on April 18, 2022, Director of Public Works, Peter Norse, gave an update on Pollution Tracking and the 202A Water Tank.

Inspections and Surety were reviewed by the board members.

There were two Zoning Ordinance changes proposed to the board: Electric Vehicle Charging Station and Wireless Communication Facility. Both proposed ordinance changes were approved by the Board to go to full council for a first reading and consideration.

### 4. Training

- No training for the month of April.

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

In Rochester shed setbacks and requirements are regulated by the Zoning Code, Chapter 275.23.2 (20) Shed. In any zoning district, the minimum side and rear setbacks shall be the lesser of 10 feet or the ordinary setback for a single-story outdoor storage shed which is: a) two hundred square feet or less in floor area. a) not situated on a permanent foundation;



and c) used to connection with a dwelling of four or fewer dwelling units. All sheds need a permit through the Building & Licensing Department. Any questions, let us know!

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City Clerk's Office

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## RECREATION & ARENA DEPARTMENT - MONTHLY REPORT

**To:** Blaine Cox, City Manager  
**From:** Lauren Krans, Assistant Director of Recreation & Arena  
**Date:** May 9, 2022  
**Ref:** April 2022 Monthly Report for Recreation & Arena Department

### OVERVIEW

#### 1. Personnel Updates

##### Marketing Program Coordinator

We welcomed our new Marketing Program Coordinator, Nicole Lee, on April 4<sup>th</sup>. Nicole joins us with a background in data analytics, marketing and technology sales. Nicole also spent several years working at Nottingham Recreation Department. The Marketing Program Coordinator role is a 32 hour/week position that is vital to our department operations. In this role, Nicole will oversee our department marketing, special events and registration software. We are excited to have her onboard!

##### Summer Staff Recruitment

Hiring of summer camp staff, lifeguards and pool staff is ongoing. We have listed these positions as 'open until filled' in hopes to continue to attract candidates as we approach the summer season. With the challenging labor market, we are approaching this summer season with increased flexibility for our staff. Many staff members and candidates have other commitments (sports, travel, trainings, other jobs) throughout the summer that we are open to working around in order to have them on our team. We are still actively hiring lifeguards and will host our internal lifeguard certification class at the East Rochester Pool in early June. To expand the pool of potential candidates, we now hire lifeguards starting at the age of 15.

#### 2. Monthly Programming Numbers

April Program	Number of Participants
Adult Pickleball Weekend	4
Adult Pickup Sports	64
Adult Volleyball	107
Family Open Gym: Drop In	12
Family Open Gym: Reservation	29
Senior Cardio Drumming	75
Senior Pickleball Weekday	308
Senior Power Hour	100
Senior Zumba Gold	48
Senior Trip	12
Senior Breakfast	45
<b>Grand Total</b>	<b>804</b>

### 3. Facilities, Operations and Special Events

Our ice season was extended at the Rochester Arena until early April. This extension was much welcomed by our contracted ice users, as it allowed them to extend out their seasons. Staff has also been coordinating plans for the 2022 fireworks event. We have been coordinating facility use at the Community Center/SHS Campus, working with the fireworks company on show details and creating vendor applications. The Senior Activity Center is open with scheduled drop in hours and pop up programs. We look forward to building out our senior program offerings this spring and summer.

### 4. Upcoming Seasons – Spring/Summer 2022

Our team is busy preparing for the summer season. Aside from recruiting, interviewing and onboarding new summer staff members, we are actively planning for staff training and program activities. Registration for summer camp and swim lessons are in full swing. Granite State Track and Field registration opened in April and began in early May. This program was paused due to Covid. Rochester will also host the regional meet for this NHRPA (New Hampshire Recreation & Parks Association) Program in June.

### 5. Other Info and Department Tidbits

Our new 15 passenger van arrived the end of April! After a prolonged wait due to supply chain shortages, we are very excited to have this and begin incorporating it into our department operations.

# **ROCHESTER FIRE DEPARTMENT MONTHLY REPORT**

**From: April 1, 2022 – April 30, 2022**

**To: Blaine Cox, City Manager**

**Date: May 10, 2022**

**Ref: Monthly Report for Fire Department**

## **1. On-Duty Staffing Levels**

- Full Staffing – personnel on-duty – **57% of shifts in April**
- One FF Short- personnel on-duty – **27% of shifts in April**
- Two FF's Short – personnel on-duty – **17% of shifts in April**

## **2. Personnel Updates**

### **Employment Info**

- All positions are filled with the exception of the Deputy Chief of Training position, which is vacant due to the retirement of D/C Darryl Jeffers on January 31, 2022. This position will be filled once a new Chief is on board.

# ROCHESTER FIRE DEPARTMENT

## MONTHLY REPORT

From: April 1, 2022 – April 30, 2022

### 3. Emergency Response Statistics

Call Type	Apr-2021	Apr-2022	% Change	21 Fiscal YTD July 1 - April 30	22 Fiscal YTD July 1 - April 30	% Change
Fire Calls/ Explosion	14	11	-27%	129	63	-51%
Overpressure/Rupture	1	0	-100%	2	2	0%
Emergency Medical Services	72	98	36%	793	1059	34%
Rescue	24	26	8%	294	302	3%
Hazardous Conditions	10	5	-50%	179	126	-30%
Service Calls	49	27	-45%	402	353	-12%
Good Intent Calls	21	20	-5%	216	283	31%
False Calls	24	19	-21%	245	280	14%
Severe Weather/Natural Disaster	0	0	0%	9	1	-89%
Special Type/Complaint	0	0	0%	0	2	200%
Undetermined	0	1	100%	1	1	0%
<b>TOTALS</b>	<b>215</b>	<b>207</b>	<b>-4%</b>	<b>2270</b>	<b>2472</b>	<b>9%</b>
*Call numbers as of 5/2/2022, they are subject to change						

# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: April 1, 2022 – April 30, 2022

## 4. Operations



April 23<sup>rd</sup> Engine 5, Tanker 7, DC Wheeler and members of A shift Assisted Lebanon Fire Department with a large fire in their community.



Members of D Shift Responded to serious multi vehicle accident in from of Frisbie Hospital.



## ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: April 1, 2022 – April 30, 2022

DC Wheeler and FF McKay Traveled to Sutphen Fire Apparatus in Ohio for Mid construction inspection of our new ladder truck currently under construction. Completion is expected in approximately 1 month.



DC Wheeler and Capt. Burns traveled to Toyne Fire Apparatus to complete final inspection of our new Engine 4. This piece is now at the dealer on Allen St for final equipment mounting and should be in service in a matter of weeks.



# ROCHESTER FIRE DEPARTMENT

## MONTHLY REPORT

From: April 1, 2022 – April 30, 2022

### 5. Community Risk Reduction

DC Hughes was requested to respond to a local hotel in which a sprinkler head had accidentally been activated due to painting. Upon arrival, the system was offline to stop water flow. DC Hughes walked the property with the owner identifying that 11 of the 19 rooms had inoperable smoke detection devices due to guests tampering with them (battery removal, disconnecting from power source, plastic bags taped over them). DC Hughes had the property owner address each issue prior to leaving and within an hour the sprinkler head was repaired and the suppression system was brought online. Allowing no guests to be displaced that evening.

As part of the response matrix DC Hughes has been working with locations that we service multiple times a month to decrease the number of responses and to increase access to those locations. DC Hughes was able to get Knox Boxes installed at both the Rochester Residents Inn and the Riviera Motel. He also was able to increase the number of Knox Boxes at Wyandotte Falls due to the size and layout of the facility.

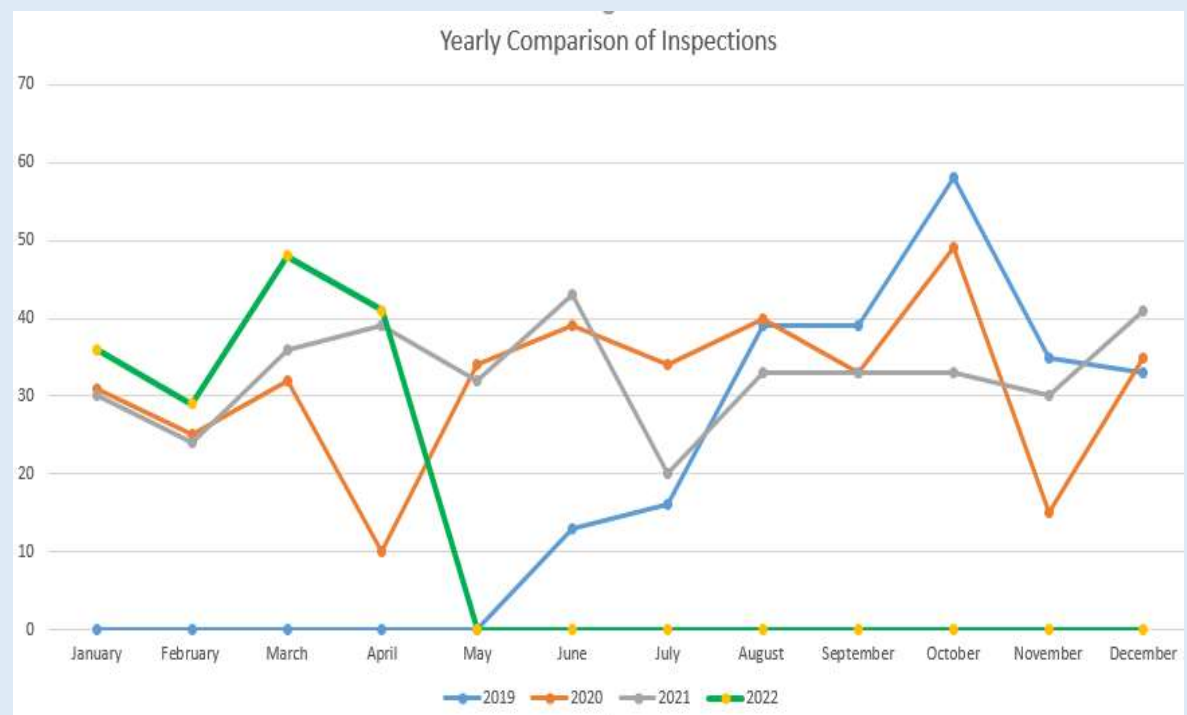
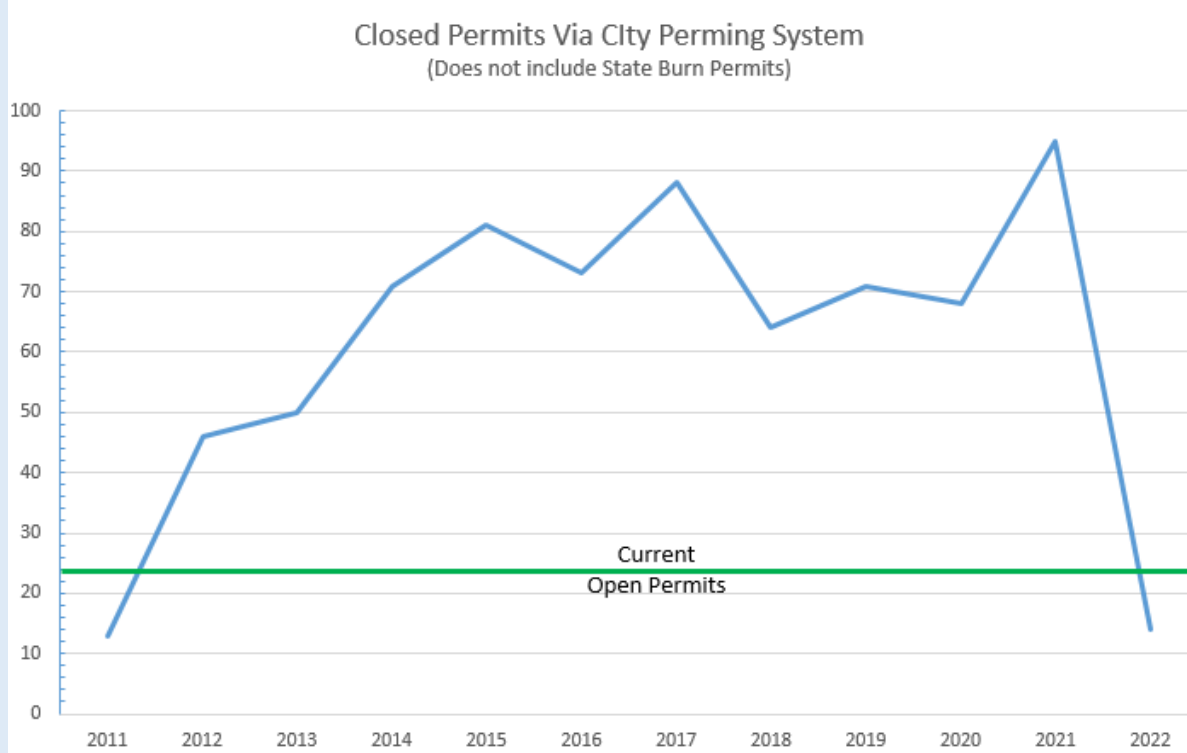
DC Hughes was requested to assist the property owner of a local mobile home park that had a tenant who had an illegal fire pit per the park rules. While assisting the park manager he was approached by an elderly resident who lives alone that had detectors that continually beeped. He discovered that the hard-wired system had been replaced with battery operated detectors that were over 15 years old. DC Hughes replaced all the detectors with hard-wired detectors that also have battery backup.

Repairs have started to the Spaulding High School Stage Pre-Action Deluge system that accidentally discharged this past winter. All heat detectors on the stage have been replaced.



# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: April 1, 2022 – April 30, 2022



# ROCHESTER FIRE DEPARTMENT

## MONTHLY REPORT

From: April 1, 2022 – April 30, 2022

### 6. Training



Members of the department took advantage of the unique opportunity to train flat roof ventilation techniques on the Hanson Street building prior to demolition.



With the continued support of American Used Auto members practiced their skills with vehicle stabilization and extrication of patients.



## ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: April 1, 2022 – April 30, 2022

### 7. Kudos

- Facebook message received thanking the members of D shift who worked on 4/23/2022.  
Written by resident of Rochester:

*“Last Saturday, the 23<sup>rd</sup> I was trapped on a second floor of a house not breathing. You guys lifted me and carried me to the ambulance and I was worked on for hours by fireman, police and EMS. You saved my life and I wanted to say thank you for all you do or I would not be here today.”*



## ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 05/10/2022

Ref: Monthly Report for April 2022

### OVERVIEW

#### 1. Personnel Updates

**Personnel:** As reported last month, Det. Robert Frechette retired this period, after serving 21 years with the City. Officer Porfido who served the City for just under 11 years also resigned.

Officer Andrew Jackson received recognition for completing 20 years of service.

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

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

Our proactive field activities are still below where we would like to see them, but shift personnel conducted 502 traffic stops during the month, totaling 1629 year to date. Motor vehicle accidents remain high as year to date we have responded to 323 accidents, this is an increase over 2021 (273) and 2020 (265). We continue to show about 10% of our crashes each month occur in parking lots, several of which are related to movements in and out of parking spots.

Property crime decreased in April. We are down 29% year to date. Violent crimes remained virtually unchanged both from March (30) to April (28) and year to date, a 4% decrease (109 in 2021 to 105 in 2022). As trending with past months out of 28 crimes against persons, 19 of them were related to domestic violence. Our overall service calls remain down YTD, but when comparing April over the past three years 2022 was higher than both 2021 and 2020

##### **Vehicle Updates**

Two of the three cruisers ordered last year have been put into service. The last vehicle is due to be picked up the first week of May.



The mobile dispatch trailer while substantially complete still needs one major part for the radio system. National supply chain issues has affected the completion of this project.

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

We still have open patrol positions (4) and open dispatch positions (3). Additional patrol hiring processes have been set and ongoing interviews are being conducted for dispatch. As soon as we are able to fill positions and get people through training we will be able to backfill positions such as the POP Unit and open detective slots.

### **4. Training**

Our four recruits in the police academy are in week 13 and are anticipated to graduate on schedule on May 27. We are scheduled to send five candidates to the June Academy and are already reserving spots for the August Academy.

The new evidence technician is out of field training and working solo in that role, and doing very well.

Other training attended included Instructor Development, a 3-day drug investigation course, presenting as a guest speaker at the annual conference of International Outlaw Motorcycle Gang Investigators Association, and a 4-day Student Safety and Security Conference.

### **5. Other**

There were staff recognitions this period for National Telecommunications Week, National Animal Control Officer Week, and Administrative Professionals Day. All of these staff members play a vital role to our success in serving the City.

## **ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT**

**To: Blaine Cox, City Manager**

**From: April 1, 2022- April 30, 2022**

**Date: May 11, 2022**

**Ref: Monthly Report for Library**

### **OVERVIEW**

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

There was a total of 10,692 items circulated with 6,696 people visiting the library in the month of April. Two hundred seventy-eight patrons used the library's Internet computers. Interlibrary loan activity included 110 materials borrowed from other libraries and 171 loaned to other libraries.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Over 20 appointments for pick-up were made throughout the month of April.

The Children's Room continued to host student artwork from all eight Rochester Elementary Schools. The exhibit started March 1<sup>st</sup> and will be running through late May. Spaulding High School student's artwork was displayed throughout the first floor of the library throughout the month of April.

The Rochester Public Library was awarded grant funding to assist with a survey to better identify the needs of the community. Survey access was posted on the library website, pamphlets, and posters. This was an opportunity for residents that may not be regular library users to share what they would like from their local library. The funding was thanks to the American Rescue Plan Act (ARPA) funds and made possible by the Institute of Museum and Library Services (IMLS) and the NH State Library.

Our Director, Marie Lejeune and Patron Services Supervisor, Katherine Parker-Wright were excited to be doing a new, twice monthly podcast that began in April. Lejeune and Wright invite listeners to enjoy light-hearted conversations full of humor, information, interviews, and much more. The podcast is available on a variety of podcast platforms including Spotify, Google, and RadioPublic. A link to the podcast can also be found on the library website.

Featured Adult Services Displays for the month of April included: *Books not Bombs*, *Order in the Court*, *Autism* and *Binge don't Bomb*.

Three hundred-twelve of our library patrons downloaded 1,536 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 446 digital downloads from Hoopla.

## 2. Library Programming

The Children's Room hosted 21 Story Times and 21 Stay & Play programs with 235 children and 159 adults in attendance though out the month of April.

April 2<sup>nd</sup>-9<sup>th</sup> children were welcomed to pick-up "Handprint Butterfly" kits and adults were welcome to "Stress Ball" kits for Take It & Make It at home craft projects. The kits were available during Library business hours on a cart at the Children's Room entrance.

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 11<sup>th</sup> and featured *Nomadland* by Jessica Bruder.

The True Crime Book Club met April 26<sup>th</sup> and featured *The Man on the Train* by Bill James.

April 2<sup>nd</sup> the library was pleased to host Rochester resident and local author Miriam McCarthy's book launch with a brief talk from the author, questions, and book signing. The book title is "Biographies of Early Century Americans: Historical Black Figures (1700s-1800s)".

Saturday, April 16<sup>th</sup>, the library was proud to present "Remembering the Titanic" in honor of the 110<sup>th</sup> anniversary of the Titanic tragedy. Local resident and Titanic enthusiast Dillon Guyer provided a presentation full of facts about the ship and events from that fateful night. Participants were allowed to handle some actual Titanic artifacts and Guyer gave away a relic from the ship to one lucky child in attendance.

AARP Tax-Aide volunteers continued working at the library Tuesday, Thursday, and Saturday mornings through April 15<sup>th</sup>. This service was available by appointment only.

## 3. Other

Trustees will be meeting in the library on May 17<sup>th</sup> at 6pm.



## ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: May 6, 2022

Ref: Monthly Report for April 30, 2022

### OVERVIEW

#### 1. Credit Cards, Auto Registrations and Property Tax Collections

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 22		
Month	Total \$\$	# of Payments
July	\$ 1,305,628.13	1039
Aug	\$ 220,363.71	728
Sept	\$ 180,800.32	647
Oct	\$ 171,014.03	630
Nov	\$ 171,461.28	754
Dec	\$ 996,034.92	1102
Jan	\$ 1,371,230.13	1149
Feb	\$ 343,488.87	839
Mar	\$ 346,623.81	912
Apr	\$ 268,945.66	809
May		
June		
Totals	\$ 5,375,590.86	8609

Auto Registration Totals FY 22		
Month	Total \$\$	# of Transactions
July	\$ 503,573.94	3397
<b>Aug</b>	<b>\$ 524,877.90</b>	<b>3530</b>
Sept	\$ 492,488.99	3211
<b>Oct</b>	<b>\$ 561,576.55</b>	<b>3191</b>
Nov	<b>\$ 427,117.22</b>	<b>2817</b>
Dec	\$ 404,606.65	2525
Jan	\$ 478,638.50	2857
Feb	\$ 440,067.40	2731
March	\$ 565,946.91	3808
<b>April</b>	<b>\$ 490,592.31</b>	<b>3583</b>
May		
June		
<b>Totals</b>	<b>\$ 4,889,486.37</b>	<b>31650</b>

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
<b>2021</b>	<b>Warrant</b>	<b>69,388,398</b>	68,096,512.20	98.14%	1,291,885.80	1.86%
2020		68,438,739	67,885,216.54	99.19%	553,522.46	0.81%
2019		66,169,796	65,787,744.07	99.42%	382,051.93	0.58%
2018		63,834,824	63,650,407.04	99.71%	184,416.96	0.29%
2017		60,524,791	60,394,401.70	99.78%	130,389.30	0.22%
2016		58,196,003	58,104,015.04	99.84%	91,987.96	0.16%
2015		56,938,119	56,885,978.48	99.91%	52,140.52	0.09%
2014		55,068,779	55,024,260.29	99.92%	44,518.71	0.08%
2013		53,324,262	53,290,805.30	99.94%	33,456.70	0.06%
2012		50,952,912	50,925,434.37	99.95%	27,477.63	0.05%
2011		48,856,892	48,834,261.41	99.95%	22,630.59	0.05%
2010		47,308,832	47,289,156.32	99.96%	19,675.68	0.04%
2009		46,898,827	46,886,102.29	99.97%	12,724.71	0.03%
2008		46,522,769	46,515,550.97	99.98%	7,218.03	0.02%
2007		42,964,450	42,958,773.45	99.99%	5,676.55	0.01%
2006		40,794,160	40,791,488.55	99.99%	2,671.45	0.01%
2005		38,024,453	38,023,111.86	100.00%	1,341.14	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
2001		26,943,136	26,942,673.85	100.00%	462.15	0.00%
				<b>Total Uncoll:</b>	<b>2,868,134.79</b>	





## **ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT**

**To: Blaine Cox, City Manager**

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

**Date: May 08, 2022**

**Report Dates: April 01, 2022- April 30, 2022**

**Ref: Monthly Report for Welfare Department**

### **OVERVIEW**

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

In April, the City Council approved the position of “Community Outreach Facilitator” structured within the Welfare Department. The position will be advertised in May for a projected start month of July.

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

Welfare Department operations continue to be effected by the pandemic and temporary federal funding available to assist. This influx of flexible federal funding for assistance anomaly continues to reduce local welfare general assistance expenditures throughout the state, including Rochester. The Welfare Department refers residents to federal funding when timing and the overall situation reasonably warrants the referral. Some situations require more immediate assistance than federal funds applications provide and are managed within the Welfare Department.

Available Federal ERAP Funds used by Community Action to assist many individuals experiencing homelessness with motel accommodations are depleting. This office is in communications with Community Action and other greater seacoast area local welfare departments to plan, collaborate and coordinate end of ERAP funding efforts.

### 3. Notable Events Related to Unusual Operations

*No unusual notable events.*

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

None

### 5. Staff Kudos

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

### 6. Affected Business Processes or Systems

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 2022

General Assistance above represents an average cost per case/family of **\$50.00** and case/Individual of **\$377.50** for this month.

Total vouchers issued: **\$1,560.00**

There was a decrease of **\$1,846.99** in assistance issued this month compared to April 2021. There was a decrease of **\$1,090.00** in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling **\$550.00**

This office reported **39** formal case notes for this period.