



**Rochester City Council Public Hearing
July 20, 2021
Council Chambers
6:30 PM**

Agenda

- 1. Call to Order**
 - 2. Resolution Authorizing an application for Community Development Block Grant – COVID-19 (CDBG-CV) Housing Funding To Support Renovation of the Gafney Home P. 5**
 - 3. Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Sewer CIP Fund in the Amount of \$200,000.00 for the Route 11 Pump Station Upgrade Project P. 15**
 - 4. Adjournment**
-

**City Council Special Meeting
July 20, 2021
Council Chambers
*Immediately following the public hearing***

Agenda

- 1. Call to Order**
- 2. Resolution Authorizing an application for Community Development Block Grant – COVID-19 (CDBG-CV) Housing Funding To Support Renovation of the Gafney Home *second reading and consideration for adoption* P. 5**
- 3. Resolution Authorizing Acceptance of \$4,419 NH State Library Grant to the City of Rochester Library and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption* P. 21**
- 4. Adjournment**

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City Clerk's Office

**City Council Workshop Meeting
July 20, 2021
Council Chambers
*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. Vacancies P. 27**
 - 5.1. City Council: Ward 2 Seat A candidate statements**
 - 5.2. School Board: Ward 4, Seat A candidate statements**
- 6. **Presentation:** Downtown Parking Study – Planning Department P. 39**
- 7. **Update:** 79-E Properties summary P. 95**
- 8. **Update:** Code of Ethics/ Ethics Committee P. 101**
- 9. Department Reports P. 121**
- 10. Other**
- 11. Non-Public/Non-Meeting**
 - 11.1. Non-Public Session – Land, RSA 91-A:3, II (d)**
- 12. Adjournment**

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City Clerk's Office

RESOLUTION AUTHORIZING AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT – COVID-19 (CDBG-CV) HOUSING FUNDING TO SUPPORT RENOVATION OF THE GAFNEY HOME

- WHEREAS: The 2020-2025 Rochester CDBG Consolidated Action Plan documents rising demand for housing for elderly residents, including residents living on fixed incomes; and
- WHEREAS: HUD Community Development Block Grant CARES Act (CDBG-CV) funds are available through the NH Community Development Finance Authority for housing grants of up to \$500,000; and
- WHEREAS: A primary component of the CARES Act is assistance to State, Local, Territorial, and Tribal Government for the direct impact of the COVID-19 pandemic; and
- WHEREAS: Community Action Partnership of Strafford County (CAPSC) owns the location at 90 Wakefield Street Rochester, NH 03867, also known as the Gafney Home (hereafter the “Gafney Home”); and
- WHEREAS: CAPSC proposes to renovate the Gafney Home to create 21 apartments to serve an income-qualified population of residents aged 62 and older; and
- WHEREAS: The Gafney Home and its services will benefit a limited clientele made up entirely of individuals or families aged 62 and older; and
- WHEREAS: Elderly persons are presumed by HUD to be low- to moderate-income for the purposes of CDBG eligibility; and
- WHEREAS: An application for a CDBG-CV grant has been prepared by Strafford Regional Planning Commission (SRPC) on behalf of the City of Rochester and in collaboration with CAPSC; and
- WHEREAS: A duly-noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program was held on July 20, 2021.

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

- I. That the City of Rochester will submit an application for Community Development Block Grant COVID-19 funds of up to \$500,000 for the purpose of renovating the property at 90 Wakefield Street, Rochester, NH 03867 in partnership with Community Action Partners of Strafford County, who intends to create 21 apartments to serve income-qualified elderly persons.
- II. The City of Rochester hereby adopts a project-specific Anti-Displacement Policy that incorporates and is subordinate to the pre-existing CDBG Anti-Displacement and Relocation Assistance Plan.

- III. The City Manager is authorized to apply for, accept, and expend the CDBG-CV funds of up to \$500,000 and to officially represent the City of Rochester in connection with the application, including execution of contracts on behalf of the City and any other related documents necessary or convenient to carry out the intent of said grant agreement (including acting as the certifying officer for HUD environmental documents) without further action of the City Council for the purposes set forth in the grant agreement.

- IV. The City Manager is hereby authorized to enter into agreement(s) with Community Action Partners of Strafford County as subrecipients and Strafford Regional Planning Commission as grant-writers and grant administrators for the purposes of this grant.

City of Rochester
Gafney Home Project Residential Anti-Displacement and Relocation Plan
90 Wakefield Street Rochester, NH 03867

The City of Rochester intends to submit an application for Community Development Block Grant CARES Act (CDBG-CV) funds for the purpose of supporting the aforementioned project which contributes to the City’s recovery from the COVID-19 pandemic, and for which “entitlement communities”, which are normally excluded from funding under the CDBG “balance of state” allocation, are eligible. The City of Rochester hereby adopts a project-specific Residential Anti-Displacement and Relocation Policy for the Gafney Home project, located at 90 Wakefield Street Rochester, NH 03867 for the purpose of applying Rochester’s existing city-wide Residential Anti-displacement policy to the proposed project. Where the City of Rochester, as an “entitlement” community, is typically responsible for providing project information in writing to the US Department of Housing and Urban Development, for this project the City commits to providing the same information to the NH Community Development Finance Authority, the details of which are as follows:

A. A description of the proposed assisted activity:

CAPSC propose to renovate a 1.5-acre parcel with three existing structures. Two of the structures were built in 1897. The third was built in the early 1960s. The Gafney Home is a contributing resource within the City of Rochester Historic District Commission boundaries. The original residents occupied the home through 1905, whereupon the entirety of the property was transferred to the Board of the Gafney Home for the Aged to provide low (or no) cost housing to low-income seniors from Rochester and the surrounding area. Over time, the model changed and began to include medical care for the residents. At the time the Gafney Home closed in 2019, it had been run as an assisted living facility for over thirty years.

B. The address, number of bedrooms, of lower income housing that will be demolished or converted to a use other than as lower income housing as a direct result of the assisted activities:

Immediately preceding it’s closure in 2019 the Gafney home operated as a 20-bed assisted-living facility with dormitory-style bedrooms and shared bathrooms and other amenities. The facility was entirely vacant prior to its closure. All former residential spaces and several previously-unused locations within the existing buildings will be converted to 21 apartments of income-verified senior housing meaning all prior beds will be replaced with a greater number of full apartments.

C. A time schedule for the commencement and completion of the demolition or conversion;

Renovation is proposed to commence in spring 2022 and is expected to be completed

in winter or early spring 2023.

D. To the extent known, the address and number of bedrooms of the replacement housing that has been or will be provided;

All units will be provided at the same address, 90 Wakefield Street Rochester, NH 02867. The project proposes to replace the previously-identified 20 beds with 21 apartments totaling 23 beds, resulting in an increase in both units and potential occupants.

E. The source of funding and a time schedule for the provision of the replacement housing;

Since this is a renovation project, replacement units will be created as a result of this project and all funds and replacement units will coincide with the project funding and timeline.

F. The basis for concluding that each replacement housing unit will remain a lower income housing unit for at least ten (10) years from the date of initial occupancy;

This project proposes to use Low Income Housing Tax Credits from the NH Housing Finance Authority as a principle funding source. This funding would be contingent upon implementation of a land use restriction agreement with NHHFA to income-verify potential residents and continue to serve lower income for at least 30 years.

G. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (*e.g.*, a 2-bedroom unit with two 1-bedroom units) is appropriate and consistent with the housing needs and priorities identified in the City of Rochester Consolidated Plan.

The existing dormitory style spaces will be replaced with apartments ranging from studio to 2-bedroom units. Since the existing rooms did not contain all amenities that would typically constitute a dwelling unit (i.e. facilities for eating, sleeping, cooking, and sanitation), even a studio apartment should be interpreted as replacing an existing bed with a larger dwelling unit more suitable for general use.

Attachments: City of Rochester Anti-Displacement and Relocation Policy



City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.rochesternh.net

ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The City of Rochester will replace all occupied and vacant occupiable low-income dwelling units demolished or converted to a use other than as lower income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(c)(1).

All replacement housing will be provided within three (3) years after the commencement of the demolition or conversion. Before entering into a contract committing the City of Rochester to provide funds for an activity that will directly result in demolition or conversion, the City of Rochester will make public by publication in a newspaper of general circulation and submit to the U.S. Department of Housing and Urban Development (HUD) the following information in writing:

- A. A description of the proposed assisted activity;
- B. The address, number of bedrooms, of lower income housing that will be demolished or converted to a use other than as lower income housing as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. To the extent known, the address, number of bedrooms of the replacement housing that has been or will be provided;
- E. The source of funding and a time schedule for the provision of the replacement housing;
- F. The basis for concluding that each replacement housing unit will remain a lower income housing for at least ten (10) years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is appropriate and consistent with the housing needs and priorities identified in the City of Rochester Consolidated Plan.

To the extent that the specific location of the replacement housing and other data in items 4 through 7 is not available at the time of the general submission, the City of Rochester will identify the general location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data is available.

The City of Rochester Community Development Office is responsible for tracking the replacement of lower income housing and ensuring that it is provided within the required period.

The Community Development Office is also responsible for providing relocation payments and other relocation assistance to any lower income persons displaced by the demolition of any housing or the conversion of lower income housing to another use.

Consistent with the goals and objectives of activities assisted under the Act, the City of Rochester will take the following steps to minimize the displacement of persons from their homes:

- A. Program funds will be used to assist activities that will result in the displacement of persons only as a last resort and only after it has been demonstrated that economic factors, sound planning, and environmental considerations indicate that not to proceed with the activity will have a negative impact on the City's Program. The relocation assistance standards requiring the City to provide substantial levels of assistance to persons displaced by HUD assisted programs constitute the most effective anti-displacement policy. The City will proceed with a project involving the displacement of persons only after consultation with various City agencies and only after a determination that such action is in the best interest of the City, and,
- B. Coordinate code enforcement with rehabilitation and housing assistance programs.



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

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena

CIP Water CIP Sewer CIP Arena CIP

Special Revenue

Fund Type: Lapsing

Non-Lapsing

Deauthorization

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

Appropriation

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

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) Sewer CIP Fund in the Amount of \$200,000.00 for the
Route 11 Pump Station Upgrade Project**

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

That the amount of Two Hundred Thousand Dollars (\$200,000.00) is hereby appropriated as a supplemental appropriation to the DPW Sewer CIP Fund for the purpose of paying costs associated with the Route 11 Pump Station Upgrade Project. The funding for this supplemental appropriation shall be derived in its entirety from borrowing.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Hundred Thousand Dollars (\$200,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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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City Clerk's Office



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

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena

CIP Water CIP Sewer CIP Arena CIP

Special Revenue

Fund Type: Lapsing

Non-Lapsing

Deauthorization

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

Appropriation

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

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Resolution Authorizing Acceptance of \$4,419 NH State Library Grant to the City of Rochester Library and Supplemental Appropriation in Connection Therewith

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

The Mayor and City Council authorize a supplemental appropriation to the FY22 Library operating budget in the amount of Four Thousand Four Hundred Nineteen Dollars (\$4,419.00) with the entirety of the supplemental appropriation being derived from a NH State Library grant. The grant funds will be used to digitize issues of the Rochester Courier newspaper that date from 1864 to 1993, which are currently on microfilm. Digitization will improve access to these newspapers.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office



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 Rochester Public Library Receives ARPA Grant through NH State Library

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	Marie Lejeune 
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

City Council

SUMMARY STATEMENT

This Grant will allow the Library to begin digitization of The Rochester Courier, which was published continuously from 1864 through 1993. Currently the Rochester Public Library has these newspapers preserved on microfilm, but this requires in-person access only. Digitization will allow anyone to access them through our website.

Budget Detail:

Digitization of microfilmed newspapers: (28 rolls @ \$140.00 each)	\$3,920
One time website set-up fee:	\$500
Shipping and handling	\$30
Total	\$4450

The Library has received a grant in the amount of \$4,419; the Rochester Public Library will be responsible for any costs over the amount of the grant.

RECOMMENDED ACTION

Council Approval Recommended

FY2021 LSTA ARPA Award Notification – NH State Library, Formulaic Sub-grant Round #1

Subrecipient Identification		
Rochester Public Library 65 South Main Street Rochester, NH 03867	Unique Entity Identifier: DUNS or SAM.gov 120264890	Submittable application number: 20560927
Federal Award Identification		
Institute of Museum and Library Services Washington, DC	CFDA Name & Number: LSTA ARPA State Grants 45.310	Federal Award Identification Number (FAIN): LS-250225-OLS-21
Date of Federal Award to Pass-Through Entity: April 8, 2021	Total Amount of Federal Award to Pass-Through Entity: \$2,297,692.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the NH State Library's Five-Year State Plan for FY 2017-2022 and any forthcoming amendments approved by IMLS
Pass-Through Entity Identification		
New Hampshire State Library 20 Park Street Concord, NH 03301 Michael York, State Librarian	Unique Entity Identifier (DUNS or SAM.gov): SAM.gov VK4FBCUEMF56	TIN: 026000618
General Subaward Information		
Date of Subaward: 6/21/2021 End of Sub-grant #1 period: 8/31/2021 IMLS ARPA end date: 9/30/2022	Amount of Federal Funds Obligated by this action: \$4,419.00 Total amount of Federal Funds Obligated to the Subrecipient: \$4,419.00	Funds disbursement: <input type="checkbox"/> Advance <input checked="" type="checkbox"/> Reimbursement Marie Lejeune Rochester Public Library 65 South Main Street Rochester, NH 03867
For DNCR accounting use only: 24470000, class 72, 502626, 358ARPA21		

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City Clerk's Office

5. City Council and School Board Vacancies

5.1 City Council Ward 2, Seat A Statements of interest

- 5.1.1 Taylor Poro P. 29
- 5.1.2 Arnold Bennett P. 31
- 5.1.3 Daniel Fitzpatrick P .33
- 5.1.4 Jonathan Erlichman P. 35

5.2 School Board Ward 4, Seat A Statements of Interest

- 5.2.1 Shane Downs P. 37

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City Clerk's Office



City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: City Council Seat Ward 2-A

NEW X RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Taylor Garvey Poro

STREET ADDRESS: 18 Osborne St. 1 Rochester, NH

ZIP 03867

TELEPHONE: (H) 603-573-5312 (W) _____ E-MAIL Tgporo12@msn.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ **WARD** 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

Selectman 2019-present, Zoning Board Alternate 2019-2021

Rochester Friends of the Library Treasurer 2019-present.

Possesses current security clearance with US Govt.

Preference for committees if chosen: 1.Redistricting.

2. Arts and Culture. 3.Community Development.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Taylor Poro

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City Clerk's Office



City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

RECEIVED

JUL 08 2021

CITY CLERK'S OFFICE
ROCHESTER, NH

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: CITY Council

NEW RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Arnold Bennett

STREET ADDRESS: 5 Sunset Dr.

ZIP 03867

TELEPHONE:(H) 92-3523 E-MAIL ArBennett@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ WARD 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

I have been a lifelong Resident and have wanted to get involved for a very long time. I tried once with the Rec Commission but I was called away by my company to travel extensively. I Am Finally in a position where I am no longer traveling

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above, and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: [Signature]

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City Clerk's Office



07/15/2021

RECEIVED

JUL 13 2021

CITY CLERK'S OFFICE
ROCHESTER, NH

City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: Ward 2A City Council Seat

NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: Daniel W. Fitzpatrick

STREET ADDRESS: 19 Quarry Drive

ZIP 03867

TELEPHONE:(H) 822-0848(W) _____ E-MAIL retiredcitymgr@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO WARD 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

My interest is to continue serving the City of Rochester. I offer 43 years of municipal management experience (38 years in general city management, five years in city finance/budget management).

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Daniel W. Fitzpatrick

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City Clerk's Office



City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Ward 2, City Council Seat A

NEW RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: Jonathan Erlichman

STREET ADDRESS: 332 Old Dover Rd

ZIP 03867 TELEPHONE: (H) _____ (W) 352-348-3471 E-MAIL jerlichm@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ WARD 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

Please see the attached
statement of interest.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: [Signature]

Rochester NH City Council

31 Wakefield Street

Rochester, NH 03867

July 14th, 2021

Dear City Council Members,

It is with great honor and excitement that I write this letter to express my interest in joining the Rochester, NH City Council. I have been eagerly awaiting an opportunity to participate in our government and I am very happy to be considered for the Ward 2, Seat A vacancy.

My interest in government began in High School which led me to pursue a degree in Social Science. This degree focused on both History and Political Science and I was groomed to become a secondary education teacher. Concurrently, I was working at a local airport as a line service technician and about half way through my degree it became apparent that my interests were in Aviation. Thus, I made the decision to transition to Aviation. I gradually worked on my pilots' licenses throughout college to position myself for any aviation job that I could find after graduating college. Having come from a low SES family it took me much longer to acquire all of my flight ratings than most people, but what I learned through that process was that tenacity pays off and there is no substitute for a strong work ethic.

Eventually I relocated to New Hampshire to pursue my first professional aviation job for a local company based out of Portsmouth. Since then, I have progressed to the position of Assistant Director of Flight Training for a company with approximately two-hundred pilots. Part of the interview requirement for this position was to give a presentation to my company's executive council on a topic of my choosing. I decided to present on Federalism which reignited my interest in government. I knew at that moment that I wanted to participate in government at some point in my life and was eager to settle down in a local town so that I could give back to my community.

For the last few years, my wife and I have grown to love Rochester. When we initially moved here we did not know how long we would stay since we were both working on developing our careers. It did not take long for us to fall in love with this beautiful city that we now call home. With no plan to leave our current companies, we anticipate on staying in Rochester long-term. We have only had positive experiences with our residents and local government and I am now ready to play a more integral role in my community.

I sincerely appreciate this opportunity to be considered for the Ward 2, Seat A vacancy. Government is about service to one's community, and I am honored to be considered for this opportunity to represent my Ward. I look forward to meeting each of you at the workshop on July 20th!

Thank You,



Jon Erlichman
(352) 348 - 3471



City of Rochester, New Hampshire
OFFICE OF THE CITY CLERK
31 Wakefield Street • Rochester, NH 03867
FAX (603) 509-1915 PHONE (603) 332-2130

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RECEIVED
July 8 2021
CITY CLERK'S OFFICE
ROCHESTER, NH

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: School Board

NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: Shane Downes

STREET ADDRESS: 17 Janet St

ZIP 03867

TELEPHONE:(H) 603-767-5973 (W) _____ E-MAIL Shane.Downes31@gmail.com

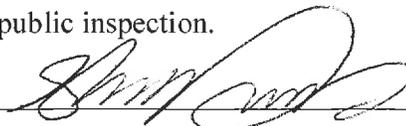
REGISTERED VOTER: (CIRCLE ONE) YES NO WARD 4

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

I am interested in filling the vacant school board seat. I have 3 children that attend school now. I want to be a voice to keep the Rochester School system going in the right direction.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: 

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left blank...*

City Clerk's Office



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

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



City of Rochester
Rochester Parking Study

Findings & Draft Strategies Discussion





Content

1. Project Goals
2. Inventory
3. Utilization
4. Modeling Rochester Demand
5. Draft Strategies

Project Goals

Rochester Goals

Transportation Master Plan (2020)

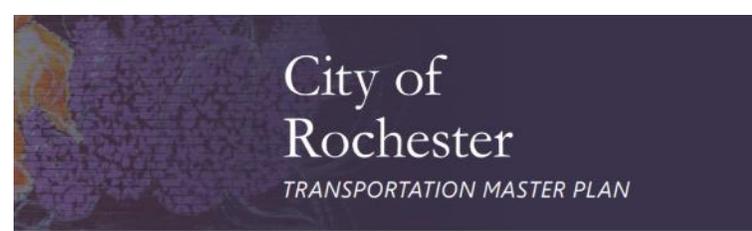
- Multimodal connectivity
- Vibrant and Walkable Downtown Village Centers
- Roadway/Intersection Safety and Congestion Improvements
- Technology/Smart City Components

Downtown Master Plan (2020)

- **Resilient:** adaptive reuse of buildings, green infrastructure
- **Walkable:** Mixed use development, vibrant streetscape
- **Inclusive:** Cohesive branding to visitors and residents alike
- **Creative:** Innovative infill development, foster small business/entrepreneurship

Greening America's Communities Plan (2018)

- Make downtown more bike and pedestrian friendly
- Address stormwater management issues
- Support local businesses



DESTINATION ROCHESTER 2030 Downtown Master Plan



A framework for *economic redevelopment, creative placemaking, and a resilient path forward* in the Downtown

Parking Goals

Transportation Master Plan

- Sort out long-term and short-term parking needs and parking regulations
- Conduct a parking garage feasibility analysis
- Establish a parking committee and plan to increase parking revenue
- Conduct a downtown traffic circulation and connectivity study
- Make Downtown roadways more inviting to non-motorized users

Downtown Master Plan

- Manage parking demand efficiently
- Make the best use of public lands for parking as possible
- Create a vibrant downtown streetscape
- Encourage small-scale, incremental development that utilizes infill vacant lots and revitalizes underutilized buildings

Greening America's Communities Plan

- Advance Master Plan design components along North Main Street and within Union Street parking lot

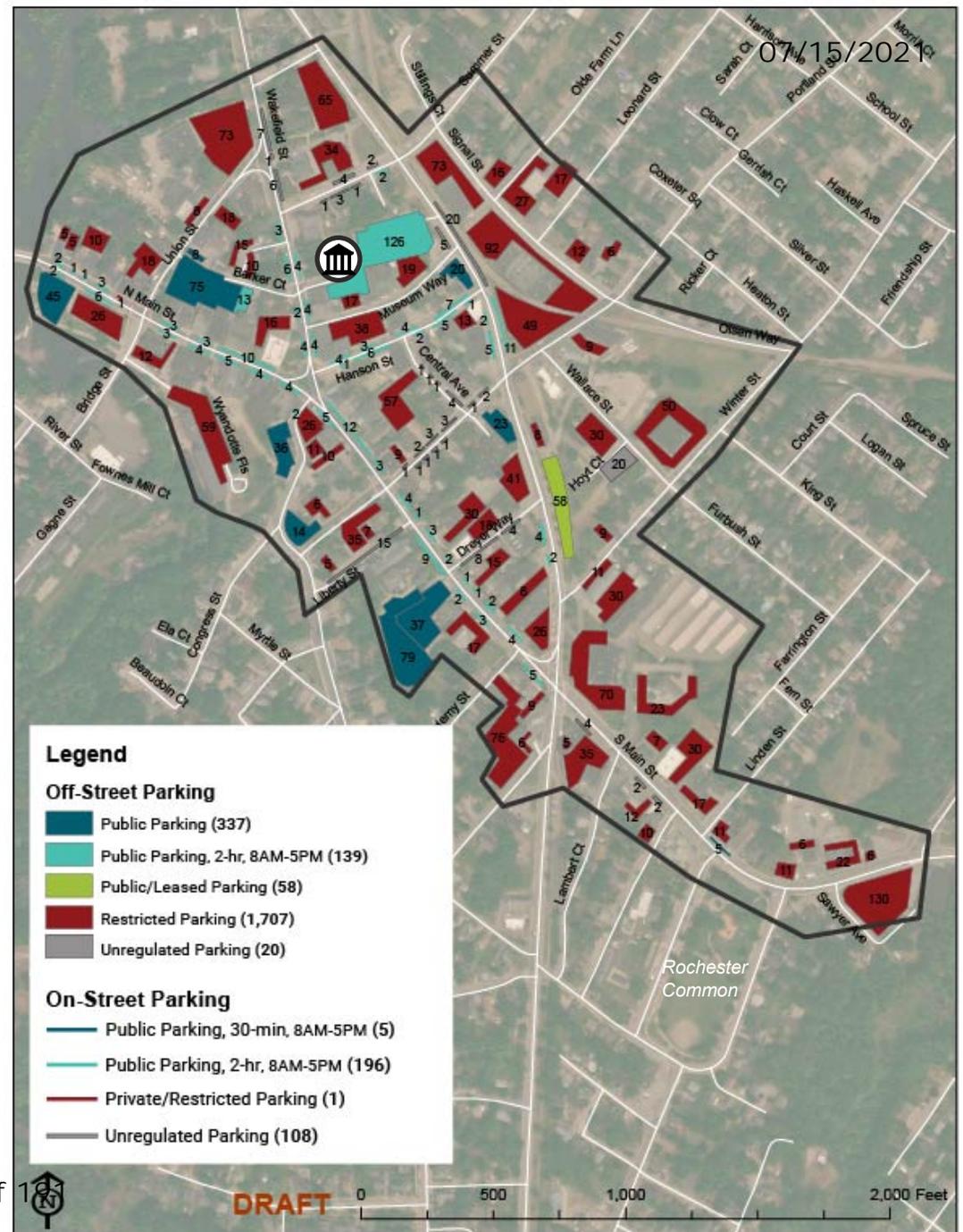
Parking System Goals:

1. Plan for short- and long-term parking needs
2. Explore and identify opportunities to add additional supply
3. Coordinate parking management
4. Support resilient built environment, including small-scale development
5. Foster a walkable downtown
6. A system that is accessible to residents and visitors alike

Inventory

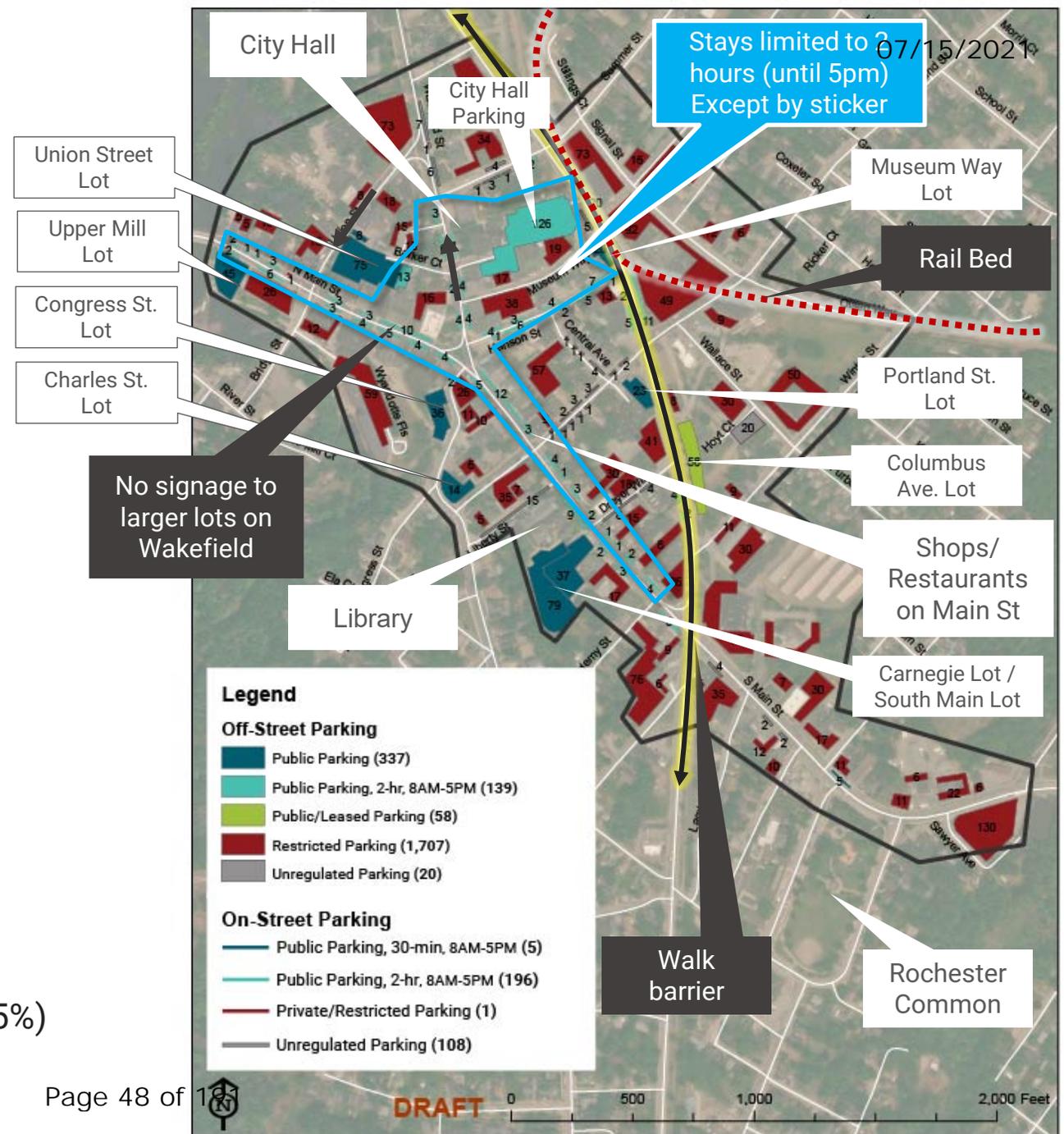
Inventory

- **2,571** total spaces
 - **2,261** off-street (88% of total)
 - 13% of land in study area
 - **310** on-street (12% of total)
- **Regulations:**
 - **1,708** restricted (private) spaces (~67%)
 - **735** spaces in public supply (~28%)
 - 534 off-street spaces
 - 139 spaces – 2-hour limit 8:00 am to 5:00 pm
 - 201 on-street spaces
 - 5 spaces – 30-min limit 8:00 am to 5:00 pm
 - 196 spaces – 2-hour limit 8:00 am to 5:00 pm
 - **128** unregulated (unsigned) spaces (~5%)



Inventory

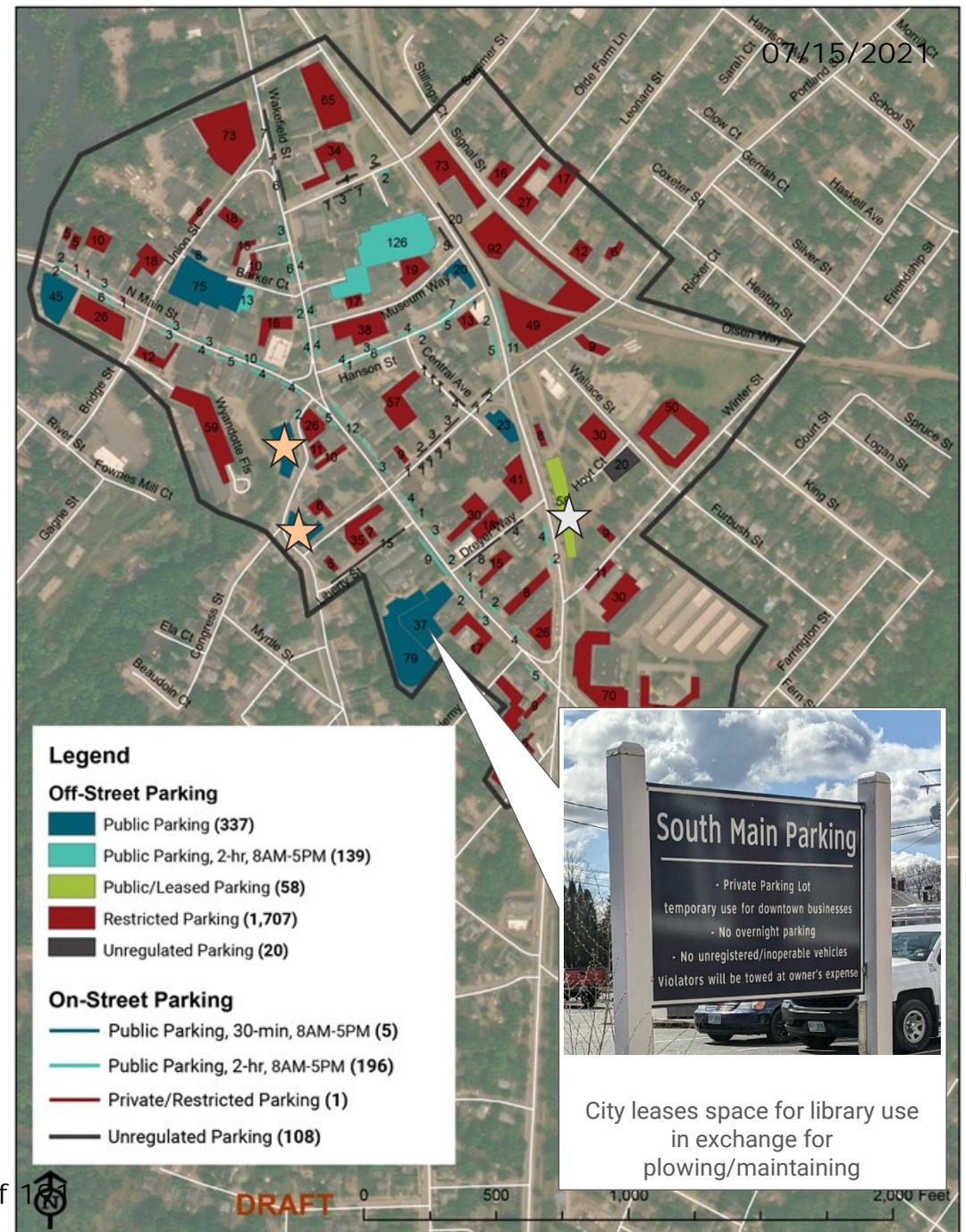
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 - **128** unregulated (unsigned) spaces (~5%)



Leases

- City is leasing some privately owned spaces for limited public use. Price is providing in-kind services (plowing, striping, etc.).
- Businesses / developments lease specific publicly owned spaces.
- Some spaces undervalued
- Sample leases agreements with City as lessor:

Lot	Spaces under agreement	Relationship	Access	Price
Columbus Ave. Parking Lot	60	Bank leasing parking from City	Service Credit Union-M-F 6A-6P, Sat 6A-1P Federal holidays and times not mentioned above – open to public	\$1,500/year (~\$2/space per month)
Congress St. Parking Lot	45	Residential development leasing parking from City	Exclusive 24-hour use. City to plow, stripe, and light.	Progressive: starting with \$15 per space per month to \$30 per space per month by year 16.



Site Observations

- Abundant wayfinding
 - Mix of branding
- Unclear regulations in some places
 - Union St. Lot – unrestricted vs. 2-hour parking
 - Congress St. Lots – non-residential use
- Columbus Ave. serves as a barrier
 - Union St. Lot – unrestricted vs. 2-hour parking
 - City Hall Lot – non-employee use
 - Congress St. Lots – non-residential use
- Streeterie on North Main Street using on-street parking for active use.



Posted regulations at City Hall



Signage at Wakefield St. entrance to Union St. Lot



Signage at Congress St. lot leased for private use



“Streeterie” along North Main St.



Curbside regulations in Union St. Lot

Issues / Opportunities Identified by Stakeholders

Issues

- Visitors are **uncomfortable walking** long distances
- Parking crunch felt on **Friday and Saturday nights**
- **Private lots are encroached upon on nights**
 - Opera House use mentioned
 - Some towing has occurred
 - Parking is treated informally by visitors
- Complaints about **long-term parking downtown affecting customer access**
- Second and third story development **can tap into existing parking**

Opportunities

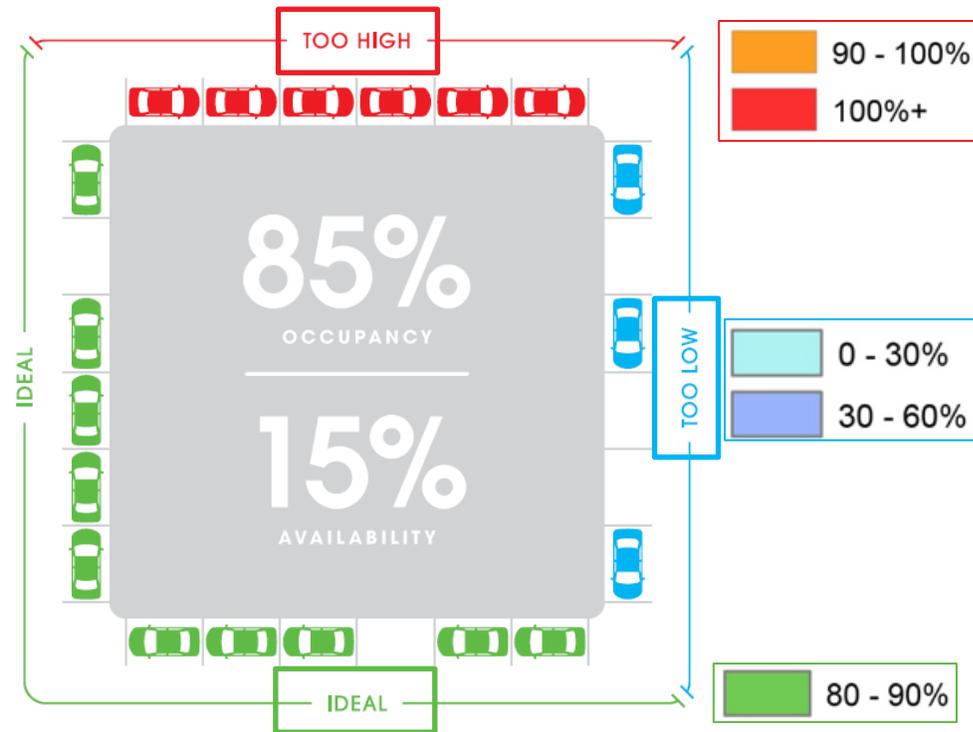
- Re-design of Union St. Lot will add 30-40 spaces
- City and community **receptive to conversion of on-street spaces for “streeteries”** (e.g. outdoor dining)
- City is **running out of public spaces to lease** to residential users
- Opportunity to **tie residential uses along Charles Street with Library Lot** spaces
- City may soon **purchase First Church Congregational** Parking
- **Little wayfinding between lots and attractions**, but demand does not seem high



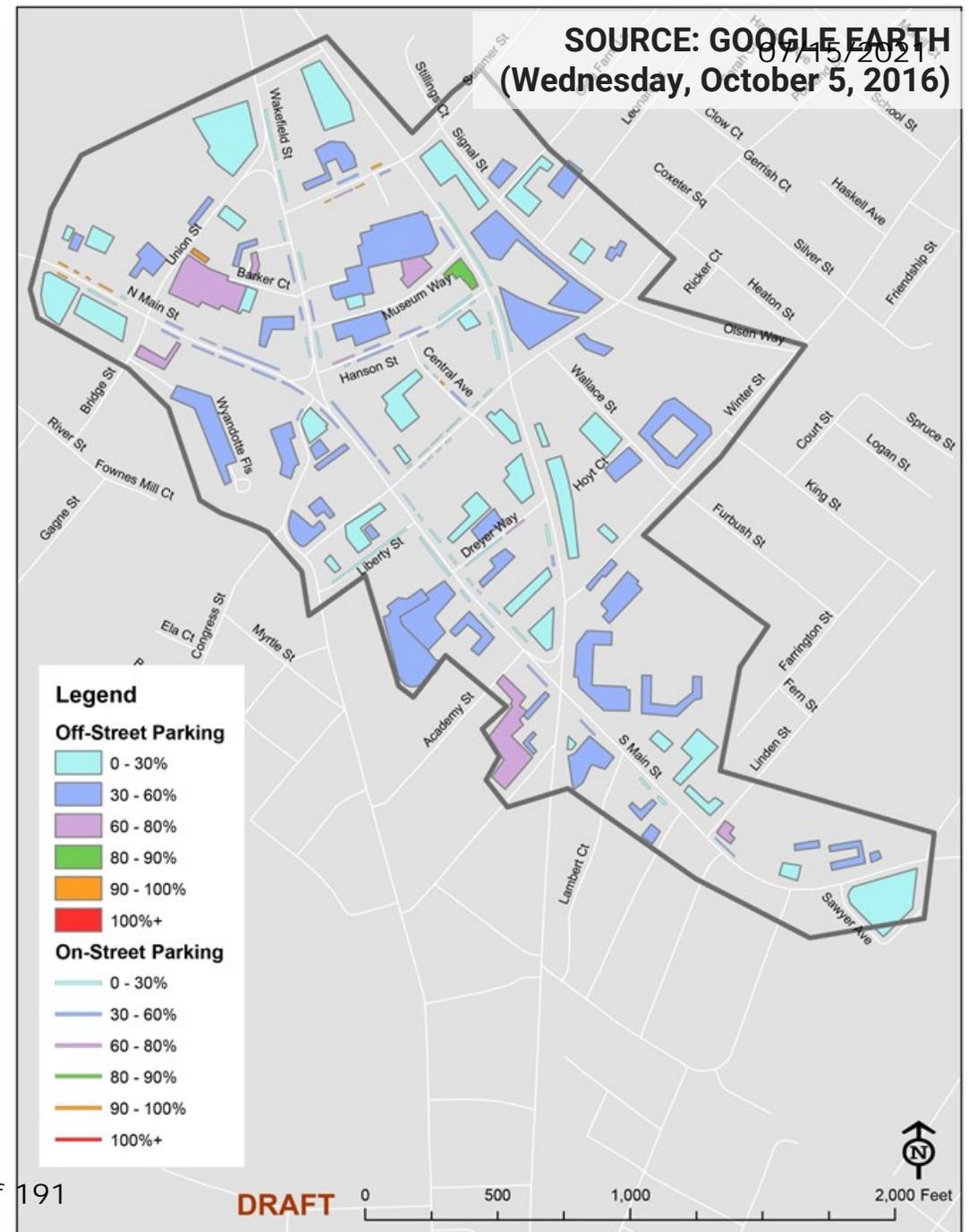
Utilization

2016 Utilization

- 861 spaces **occupied** (34%)
 - **On-street** – 771 of 2,261 (34%)
 - **Off-Street** – 90 of 310 (29%)
- 1,710 spaces **empty** (66%)

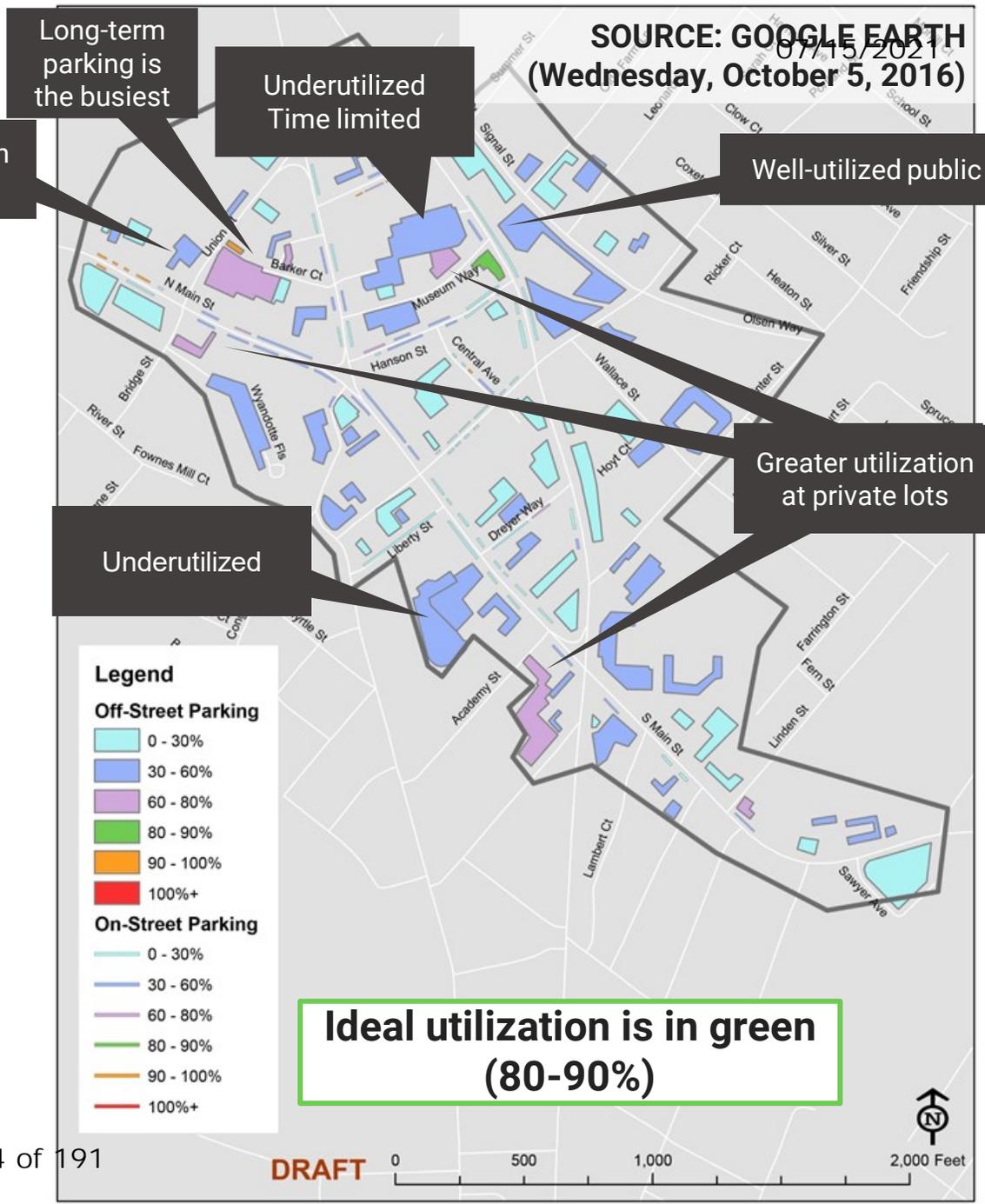
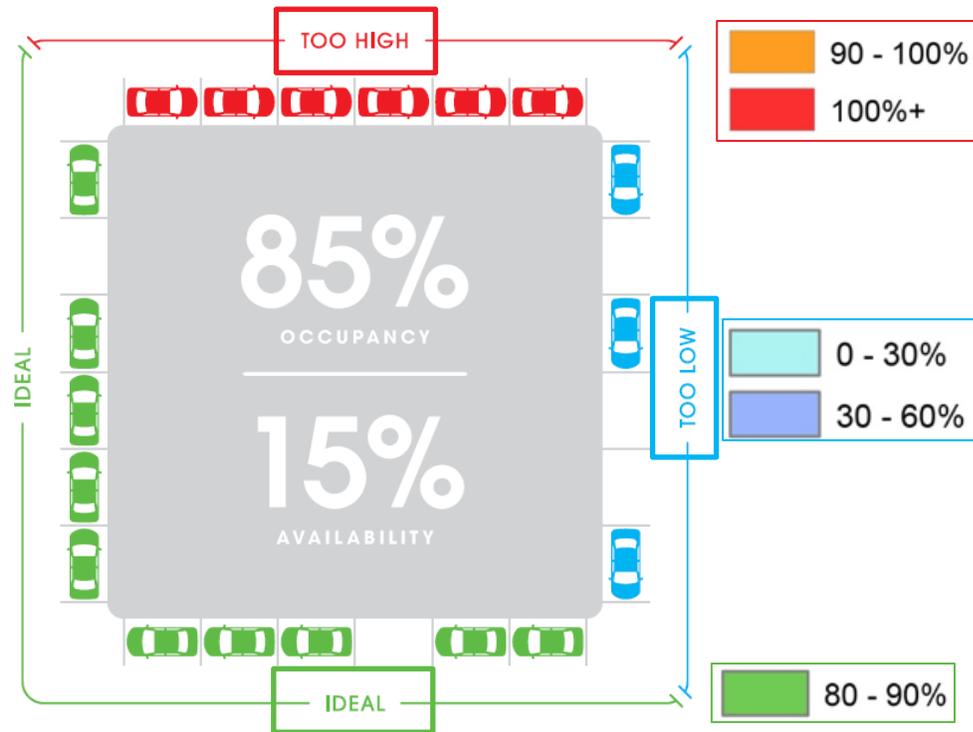


SOURCE: GOOGLE EARTH
(Wednesday, October 5, 2016)



2016 Utilization

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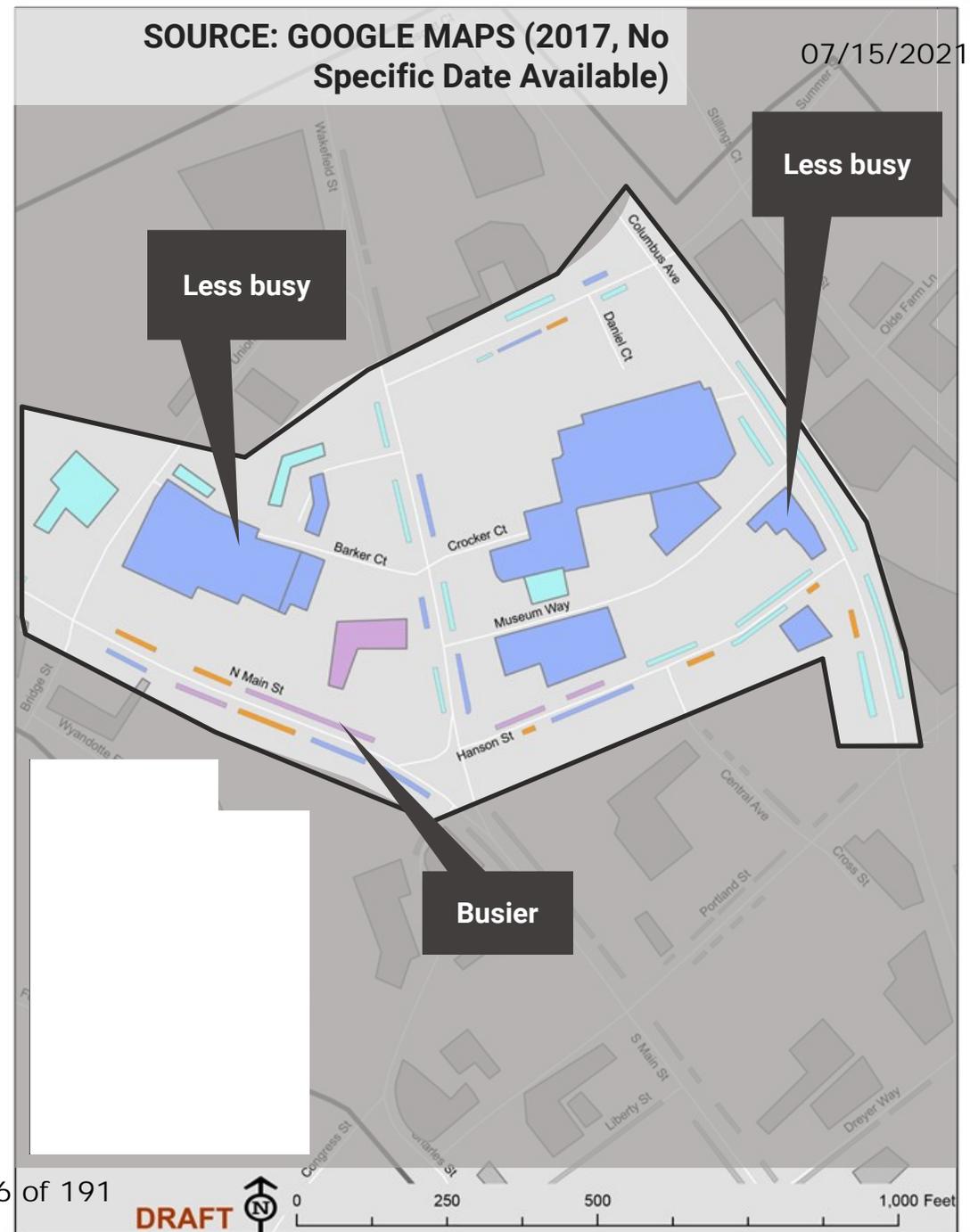
Utilization Comparison: 2016

Parking Type	Inventory	2016 Counts	2016 Utilization
Off-Street Parking	388	209	54%
On-Street Parking	152	51	34%
Total	540	260	48%



Utilization Comparison: 2017

Parking Type	Inventory	2016 Counts	2016 Utilization	2017 Counts	2017 Utilization
Off-Street Parking	388	209	54%	171	44%
On-Street Parking	152	51	34%	55	36%
Total	540	260	48%	226	42%

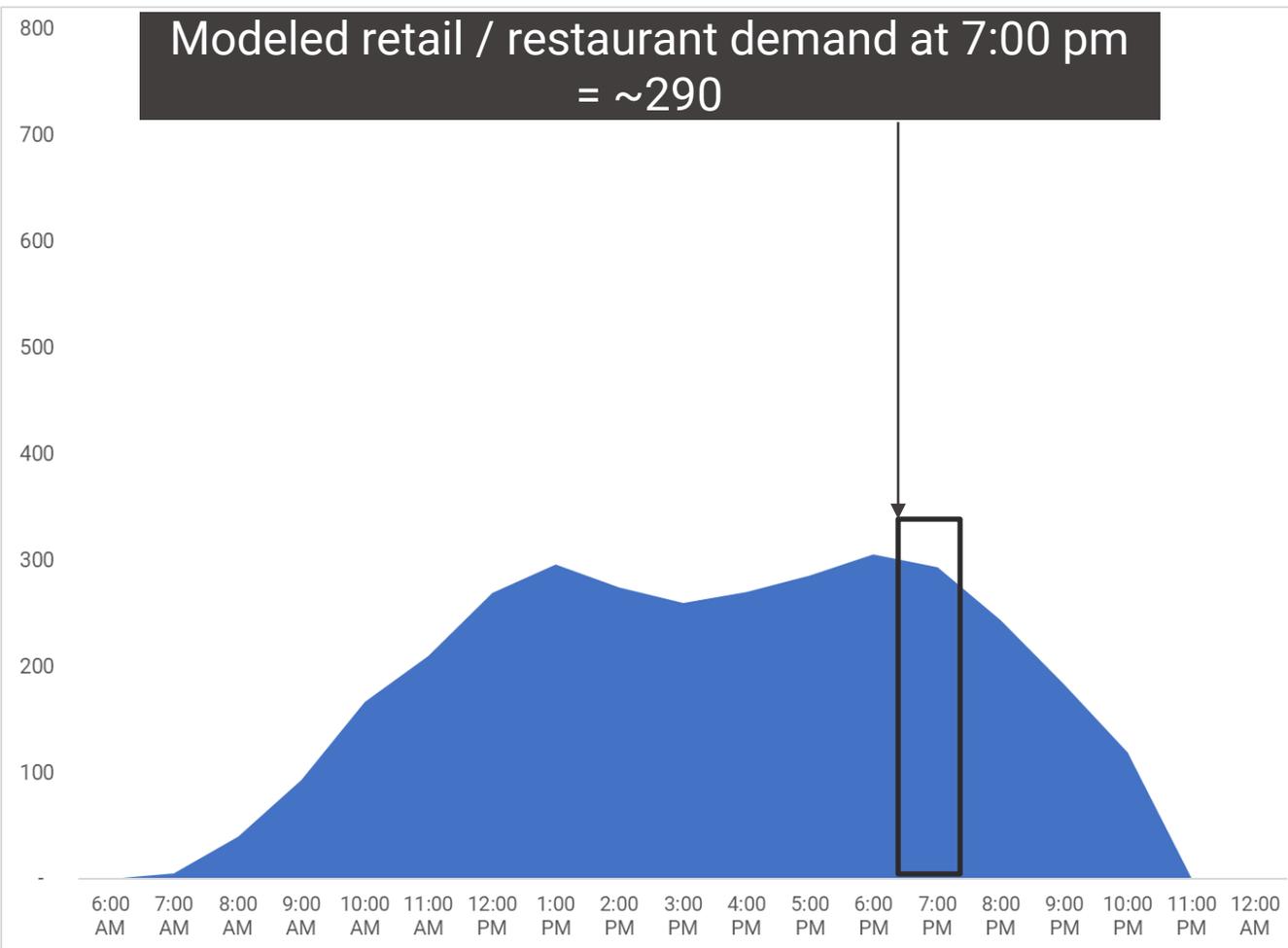


Evening demand is relatively high (~80%)

~360 public spaces in the core of downtown



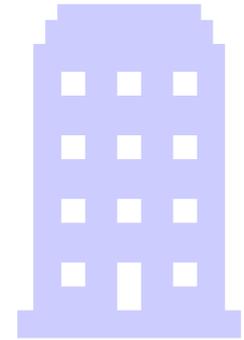
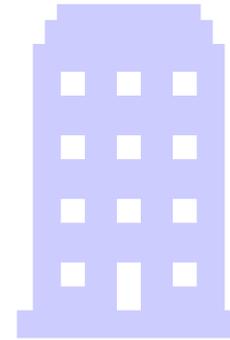
Modeled retail / restaurant demand at 7:00 pm = ~290



Modeling Rochester Parking Demand

Typical Parking Analysis

07/15/2021



Typical Parking Analysis

07/15/2021



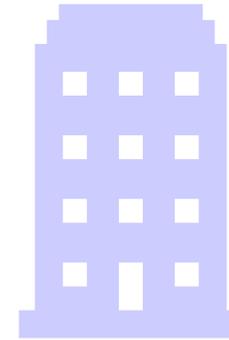
**XX cars
parked at peak**



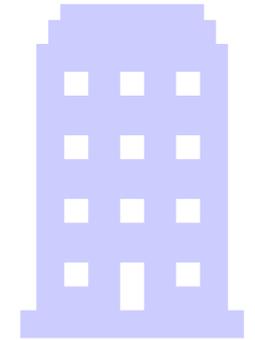
**XX cars
parked at peak**



**XX cars
parked at peak**



**YY cars
parked at peak**



**YY cars
parked at peak**

Typical Parking Analysis

07/15/2021



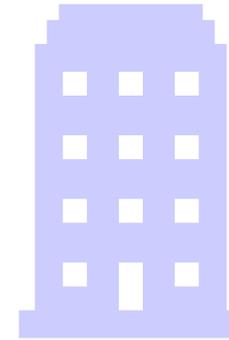
XX cars
parked at peak



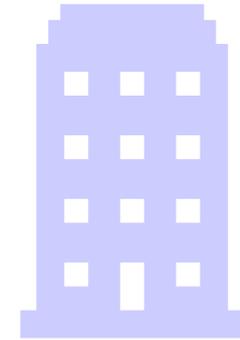
XX cars
parked at peak



XX cars
parked at peak



YY cars
parked at peak

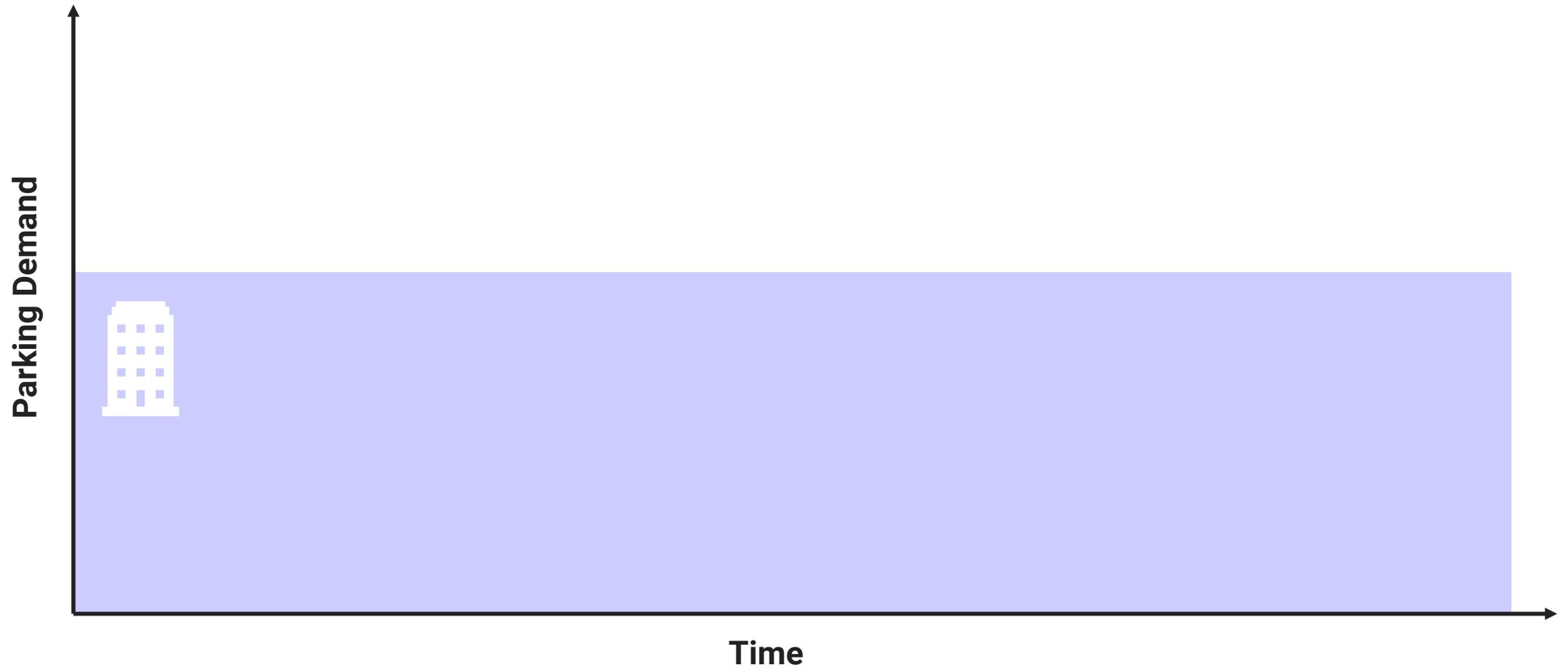


YY cars
parked at peak

Source: Institute for Transportation Engineers
Data collected nationwide
Primarily in suburban locations

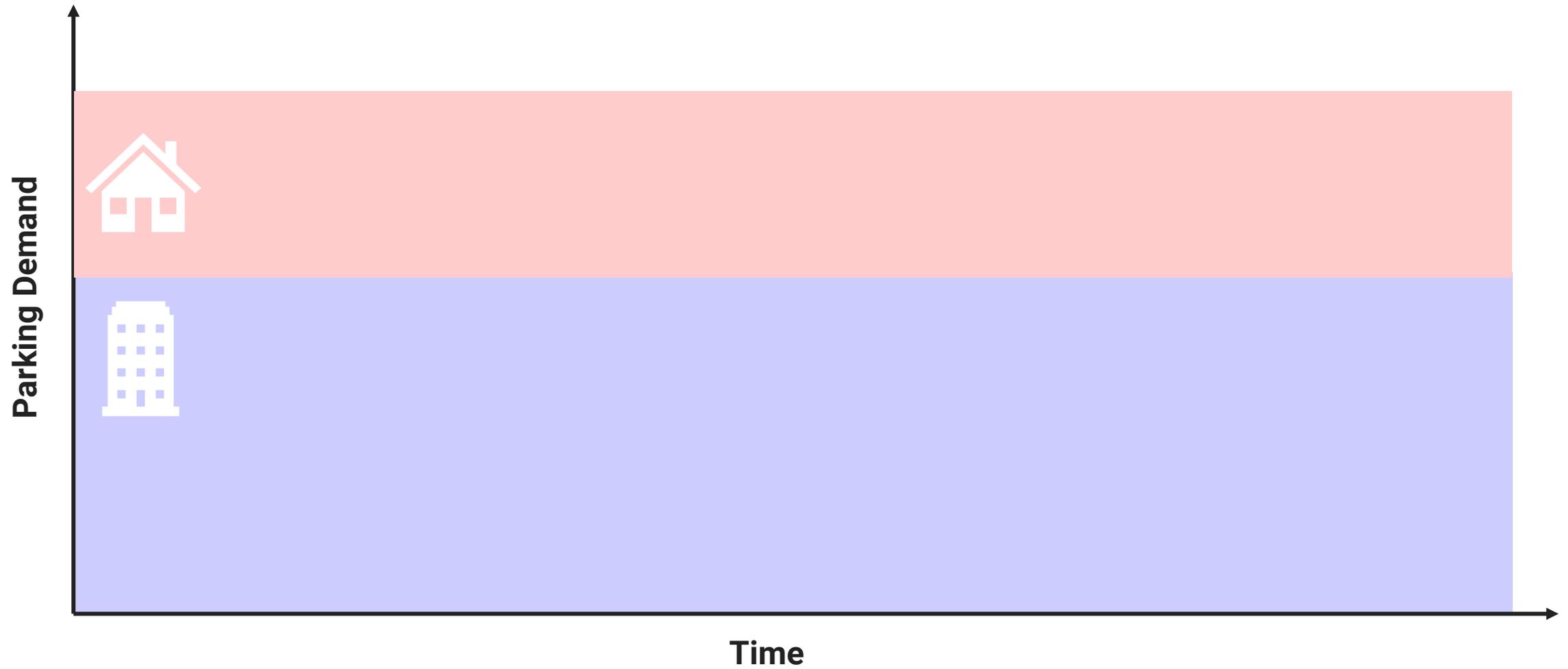
Typical Parking Analysis

07/15/2021



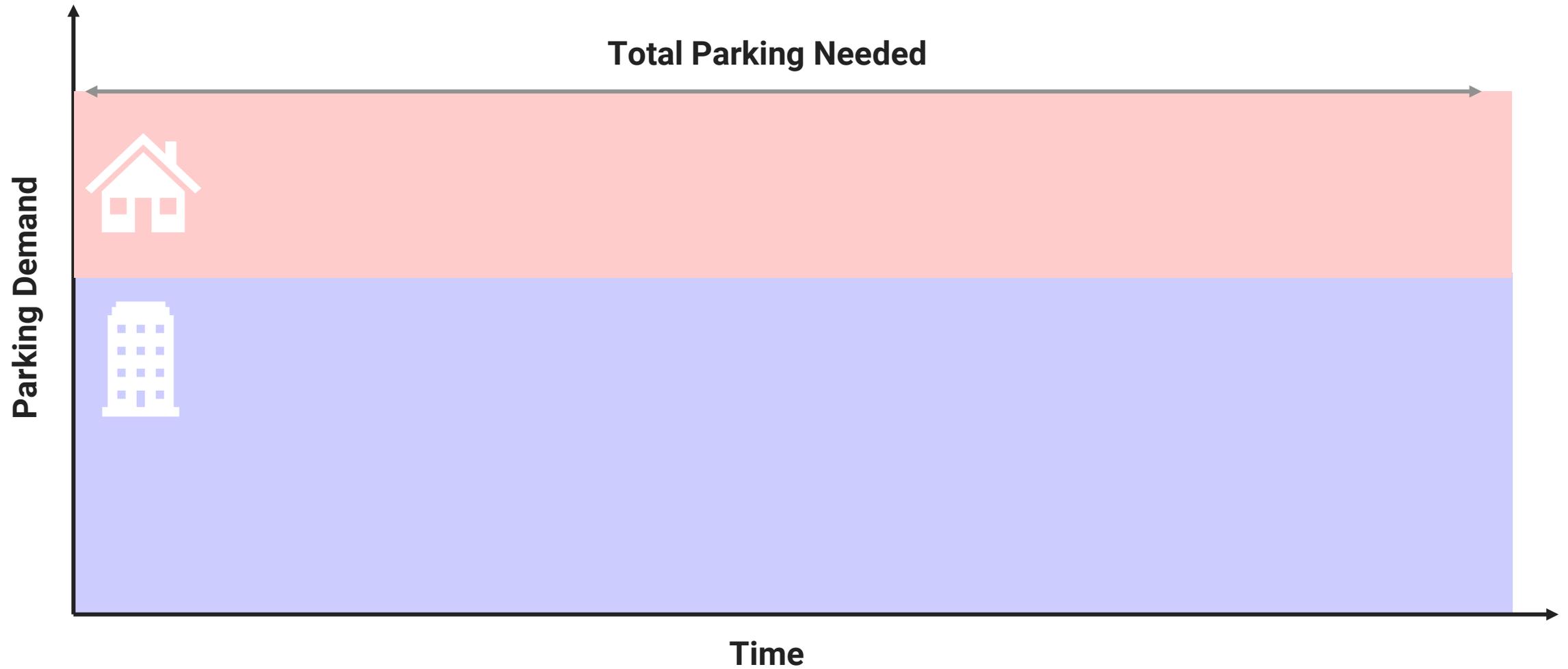
Typical Parking Analysis

07/15/2021



Typical Parking Analysis

07/15/2021



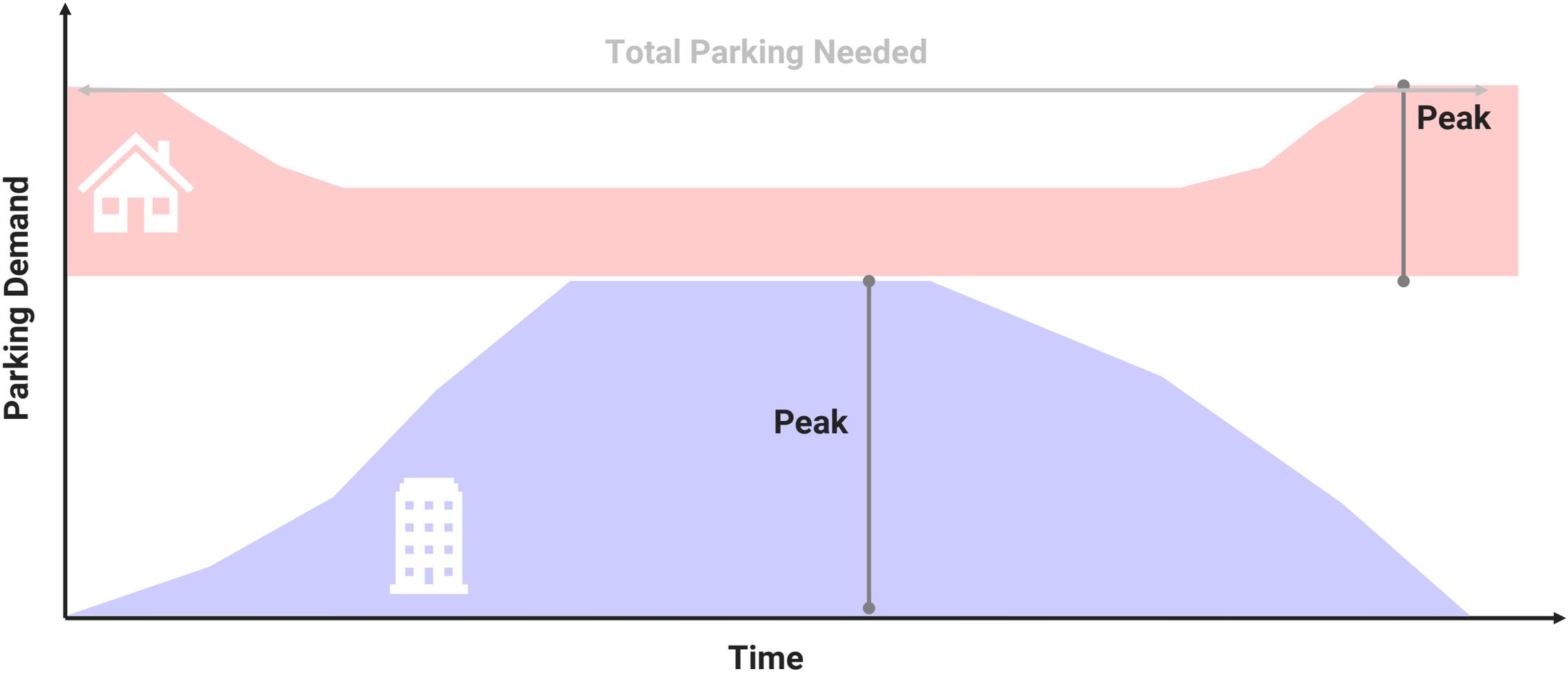
Results

07/15/2021

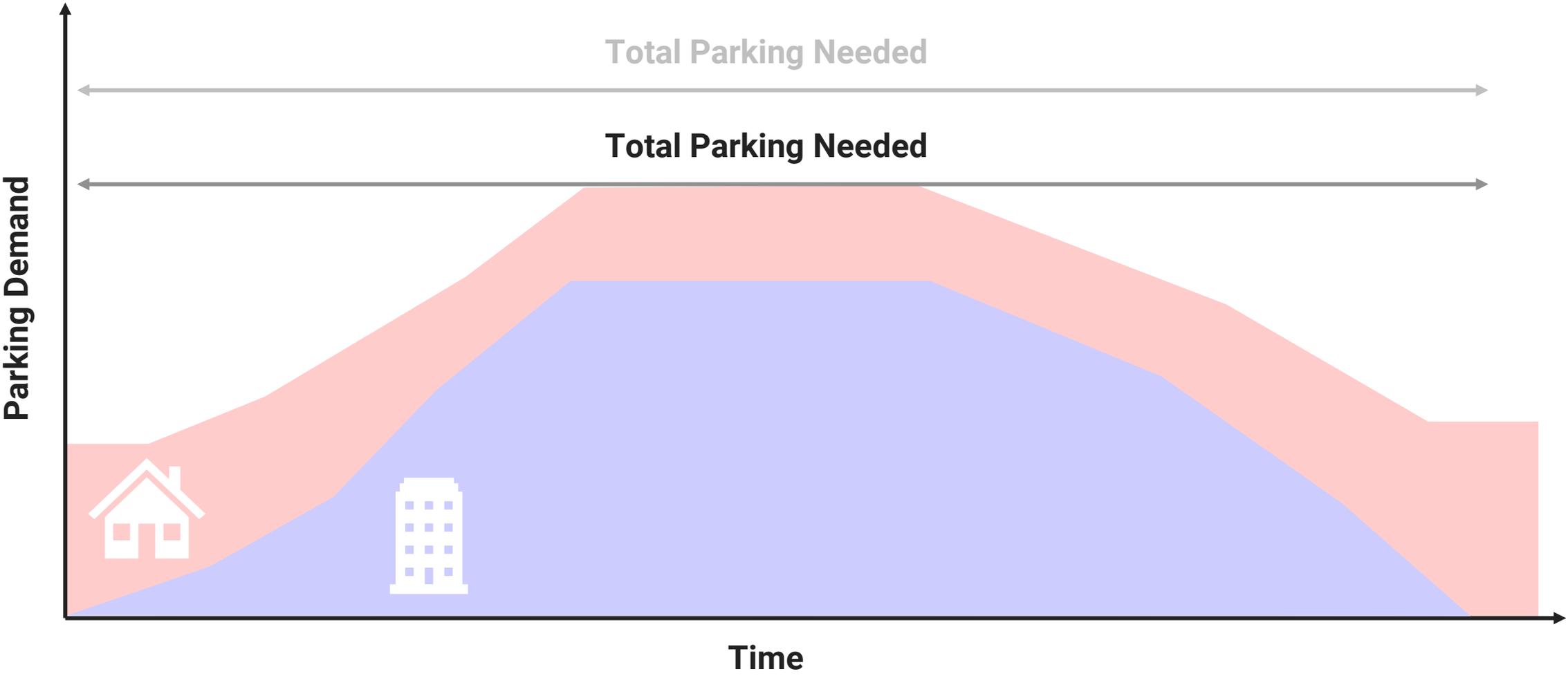
Underutilized parking in non-peak times



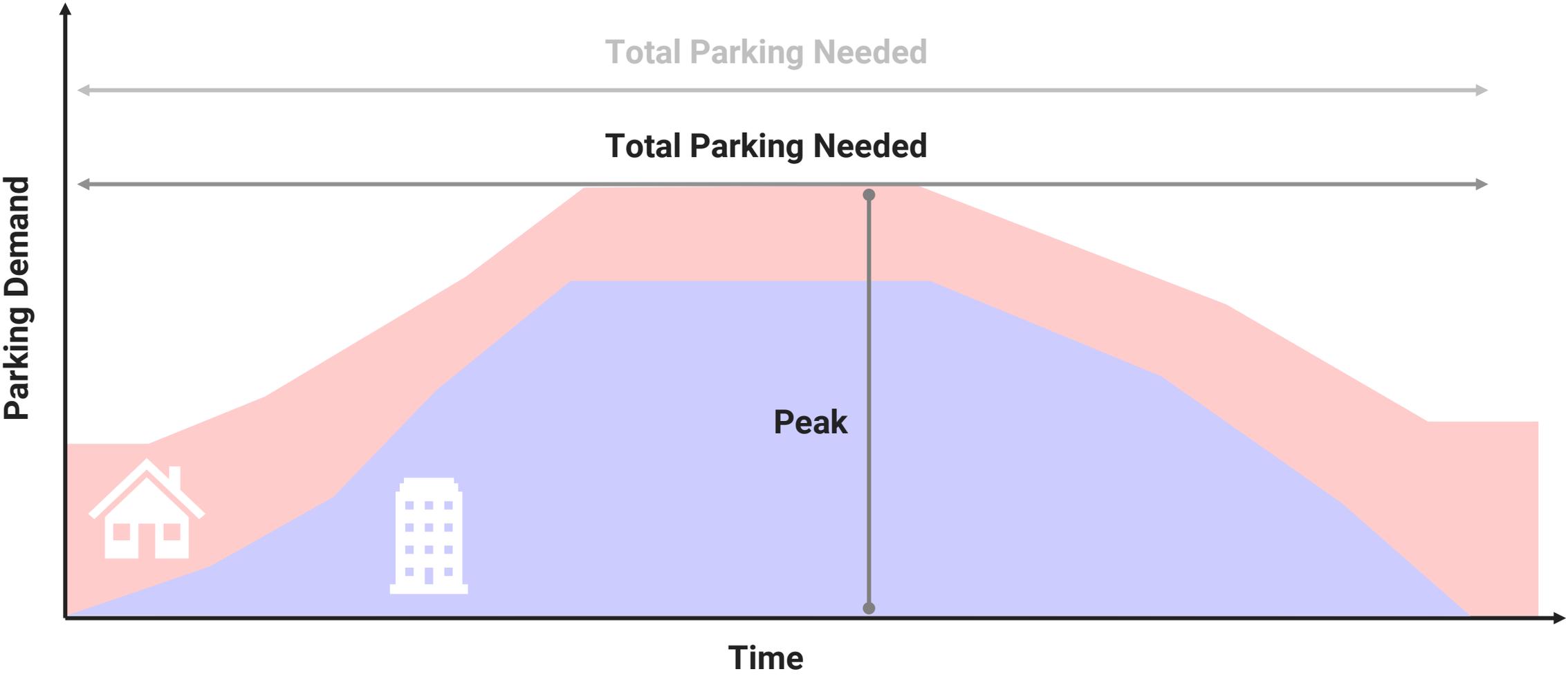
Realistic Parking Analysis



Realistic Parking Analysis

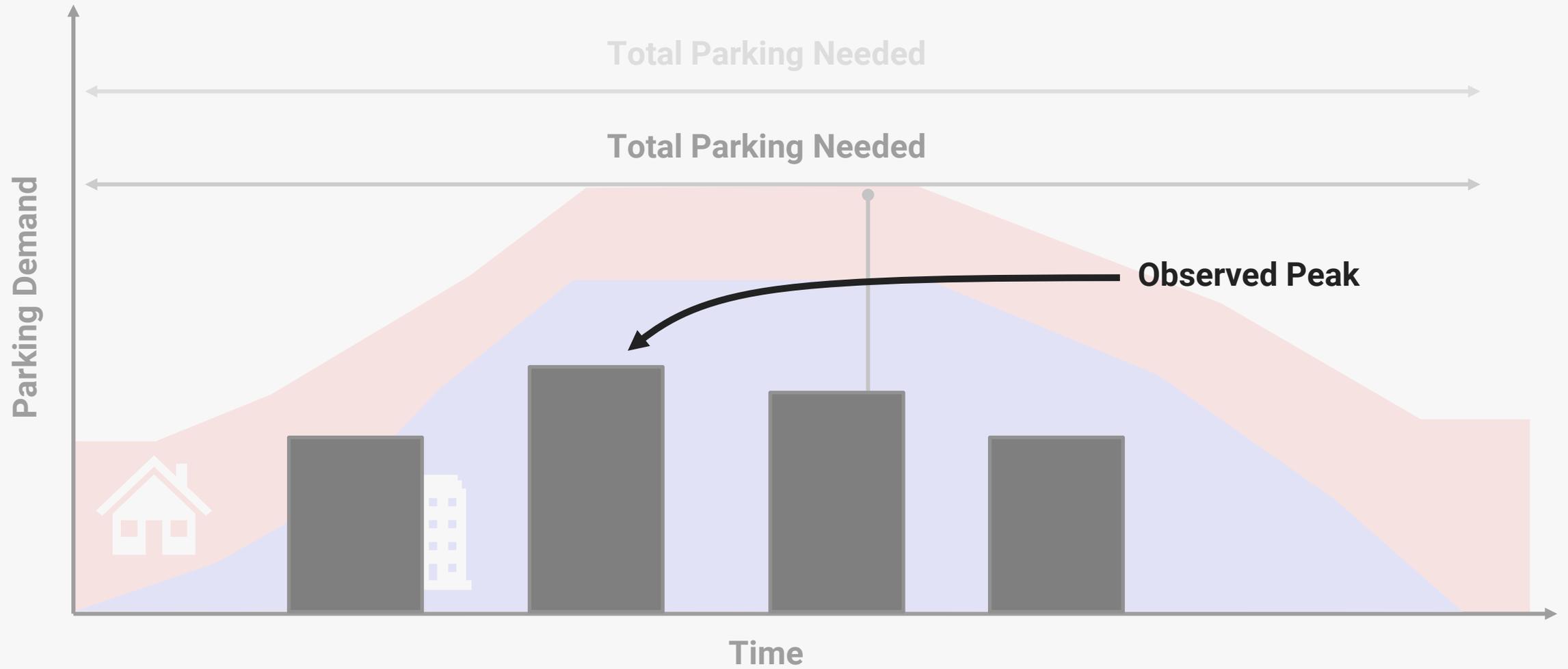


Realistic Parking Analysis



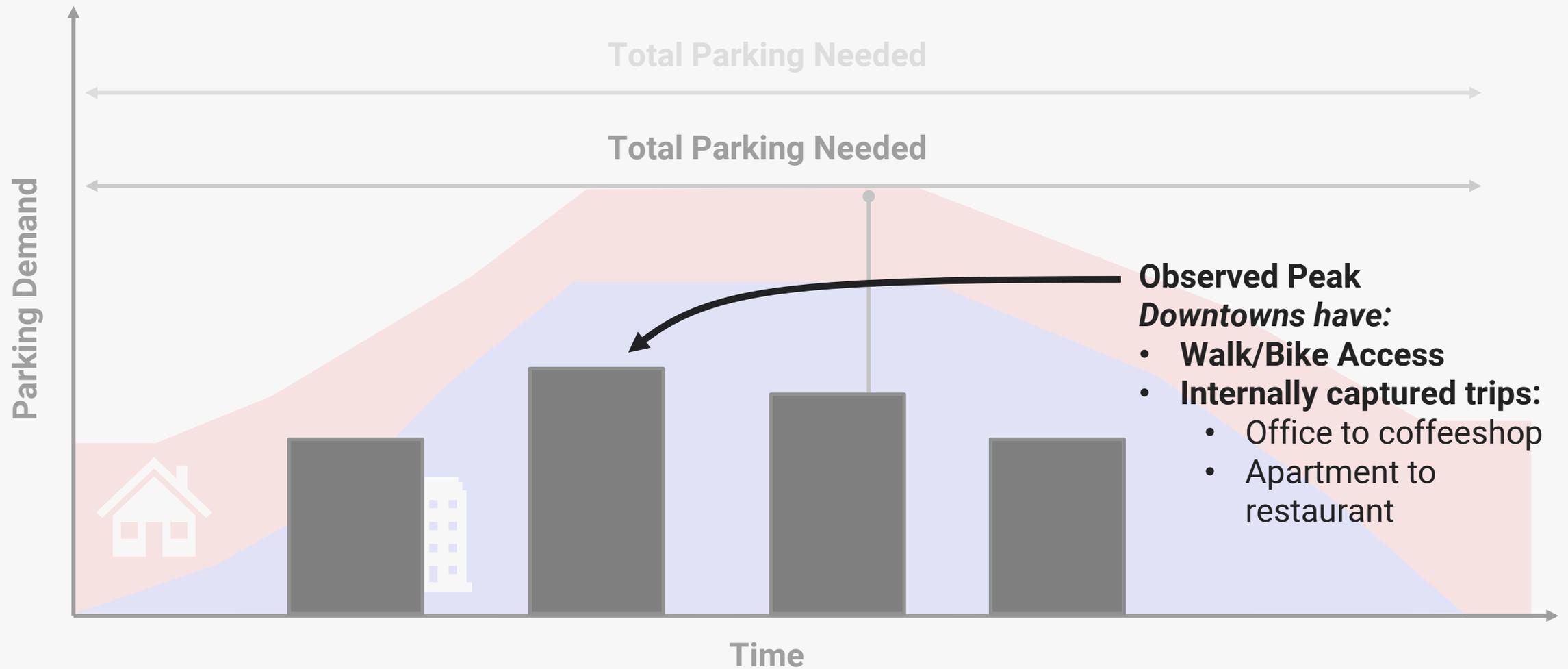
Realistic Parking Analysis: Calibration

07/15/2021

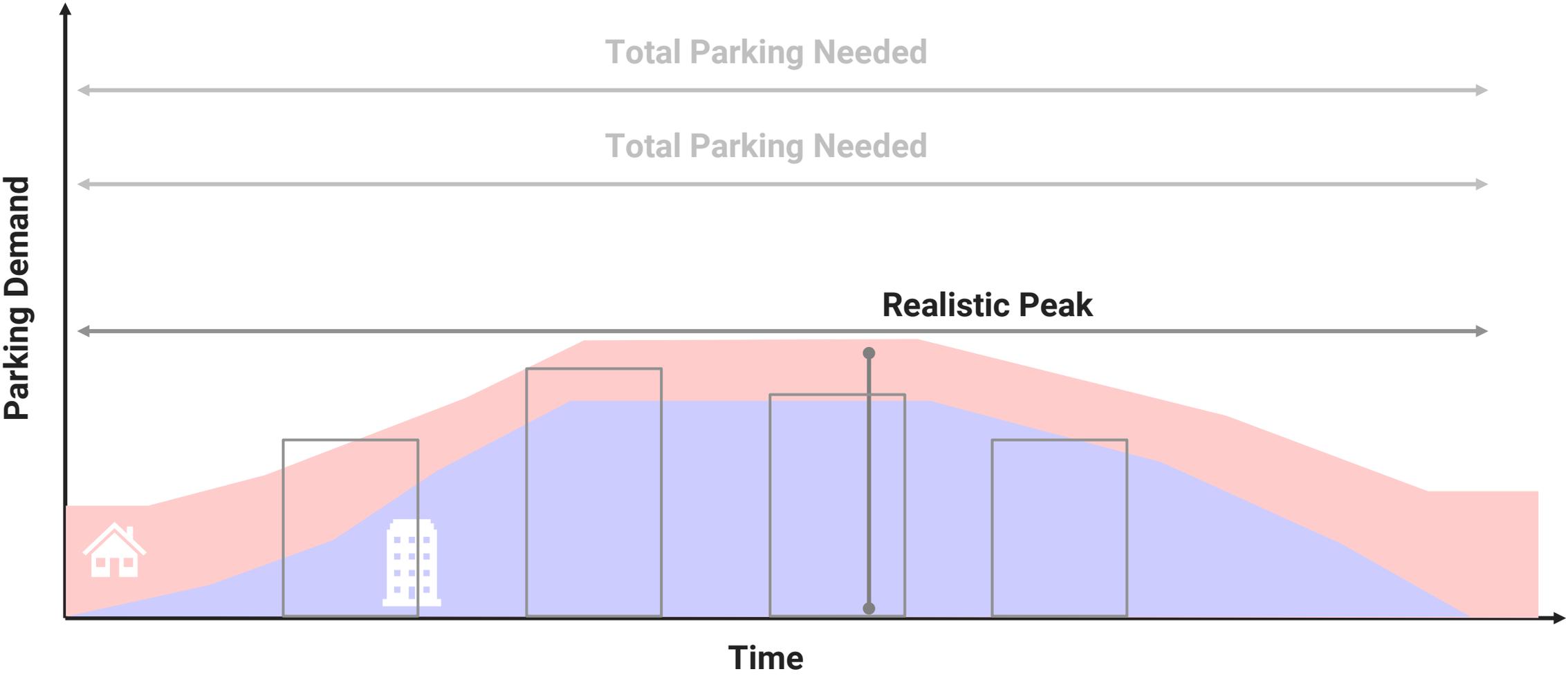


Realistic Parking Analysis: Calibration

07/15/2021

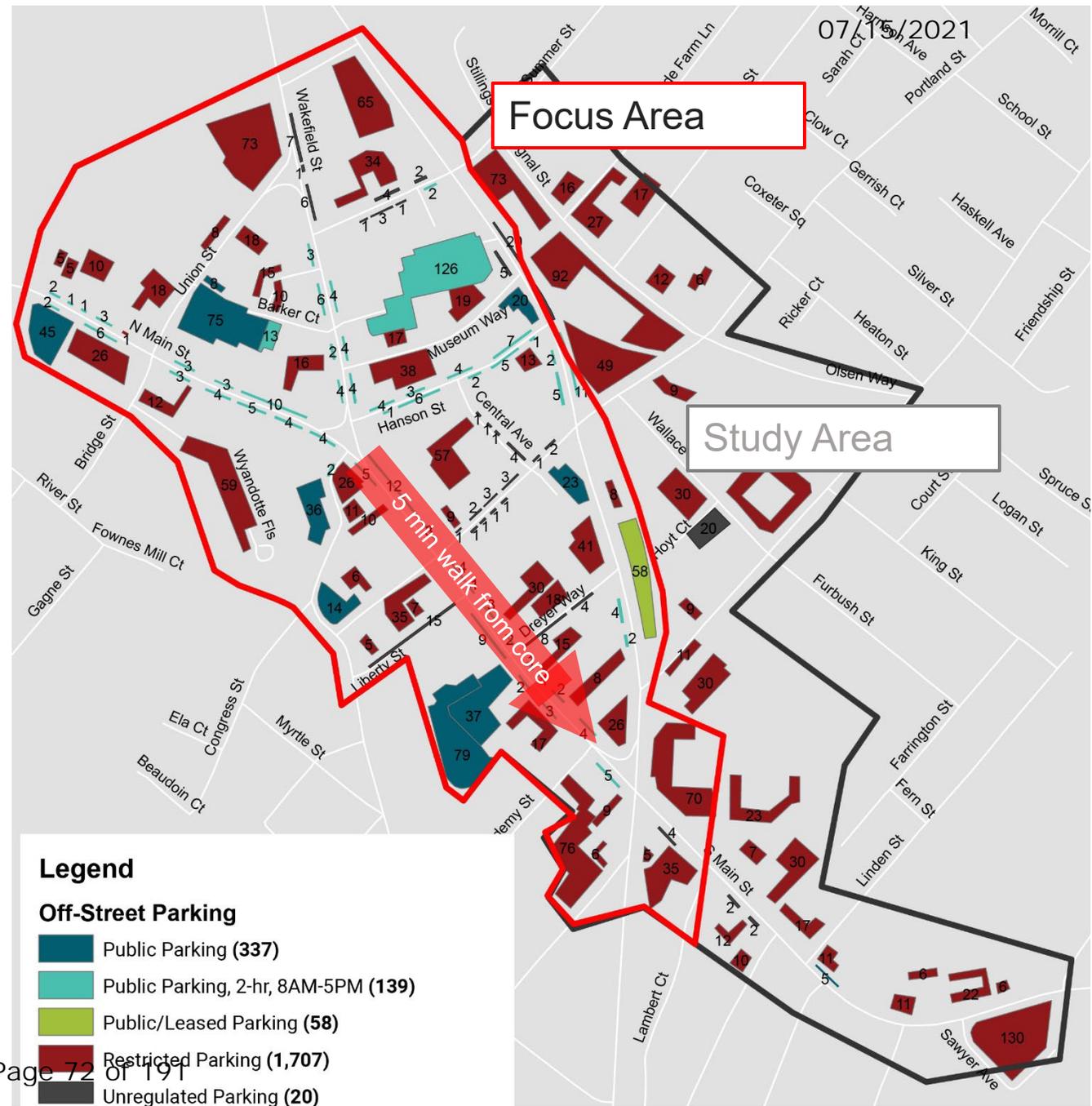


Realistic Parking Analysis



Modeling Rochester Parking Demand

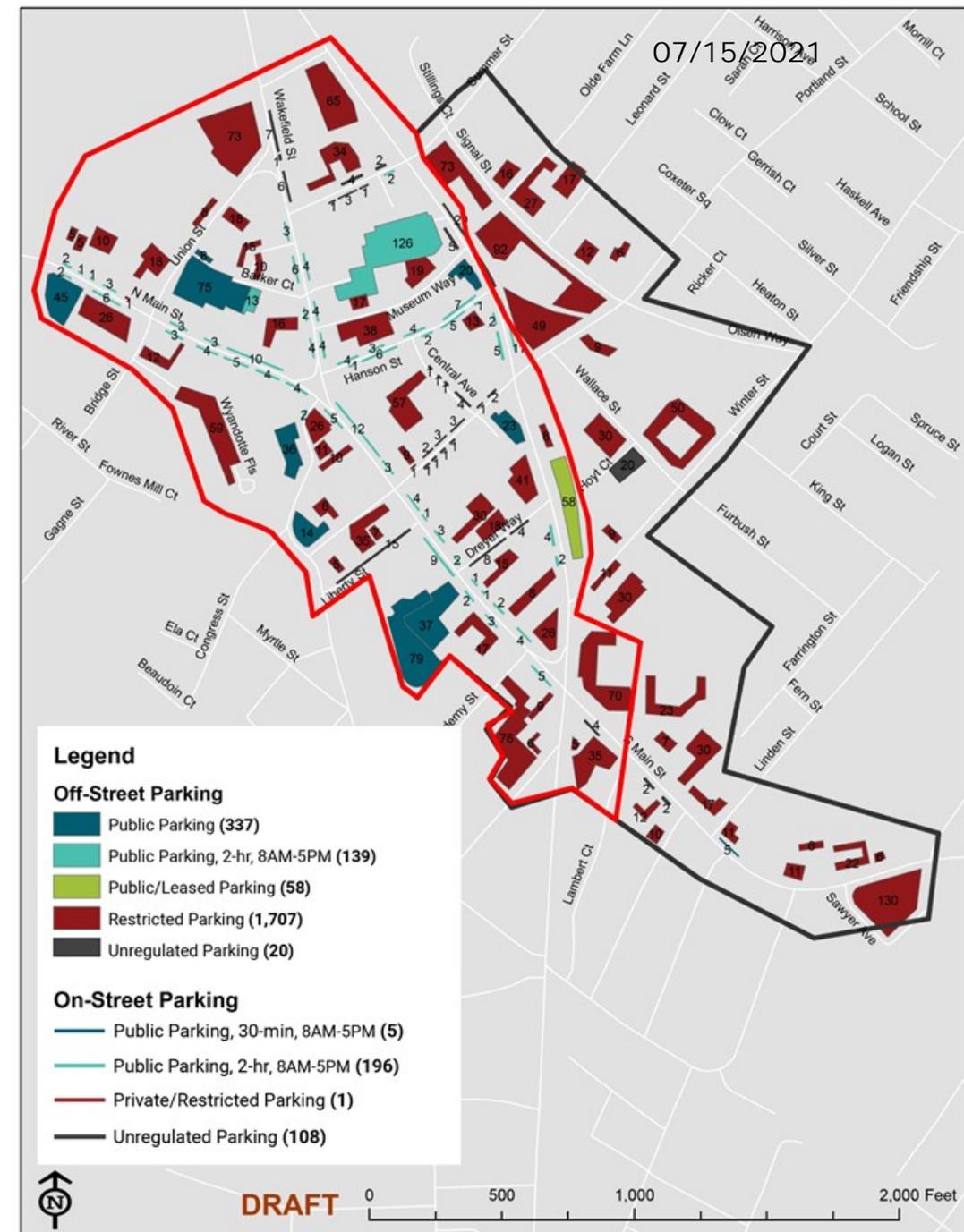
- Focus on a realistic 5-minute walk area from the 'core' of downtown ("Focus Area")
- Tabulate land uses
- Compare land use to parking demand to create Rochester-specific parking generation rate



Land Uses in Focus Area

Land Use	Size	Units
Office	264,000	Square Feet
Retail (inc. services such as hair salons)	114,500	Square Feet
Restaurant	37,600	Square Feet
Industrial	2,500	Square Feet
Recreation	54,000	Square Feet
Institution (Church, Museum, Library)	124,300	Square Feet
Hospital	26,500	Square Feet
Apartments	279	Units
Services (Auto Shops)	23,200	Square Feet
Bank	43,700	Square Feet
Parking Spaces	1,899	Spaces

Source: Stantec analysis/windshield review of Rochester Assessing data, 2021.



Standard Parking Analysis

Assumes that every single business and residence needs all its parking at every hour of the day.

2,500

2,000

1,500

1,000

500

Industry Standard Requirement – 2,068 spaces

Existing Parking Supply – 1,899 spaces

Parking Supply w/Reserve (90%) – 1,709 spaces

Rochester's existing parking supply:
~1,900 spaces in the focus area.

Spaces are considered to be full at about 90%, so the model compares potential demand to a "reserve" parking supply of 90% of total.

- Automobile Parts & Service Center
- Restaurant
- Bank
- Shopping Center
- Government Office Building
- General Office Building
- Hospital
- Library
- Museum
- Church
- Recreational Community Center
- Health/Fitness Club
- Apartment - Mid Rise
- Apartment - Low Rise
- General Light Industrial

6:00 AM 7:00 AM 8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM 3:00 PM 4:00 PM 5:00 PM 6:00 PM 7:00 PM 8:00 PM 9:00 PM 10:00 PM 11:00 PM 12:00 AM

Demand v. Time

This approach accounts for demand by time of day. However, it still assumes that everyone drives between each business, from home to the office, etc.

2,500

2,000

1,500

1,000

500

Industry Standard Requirement – 2,068 spaces

Existing Parking Supply – 1,899 spaces

Parking Supply w/Reserve (90%) – 1,709 spaces

Model Peak Demand (No Context) – 1,449 spaces

- Automobile Parts & Service Center
- Restaurant
- Bank
- Shopping Center
- Government Office Building
- General Office Building
- Hospital
- Library
- Museum
- Church
- Recreational Community Center
- Health/Fitness Club
- Apartment - Mid Rise
- Apartment - Low Rise
- General Light Industrial



Parking Demand w/Context

Adjusts for: vacancies, people who walk between businesses, some people walking, biking, being dropped off, etc.

2,500

2,000

1,500

1,000

500

Industry Standard Requirement – 2,068 spaces

Existing Parking Supply – 1,899 spaces

Parking Supply w/Reserve (90%) – 1,709 spaces

Model Peak Demand (with Context) – 821 spaces

650

Evening Commercial Demand: ~290

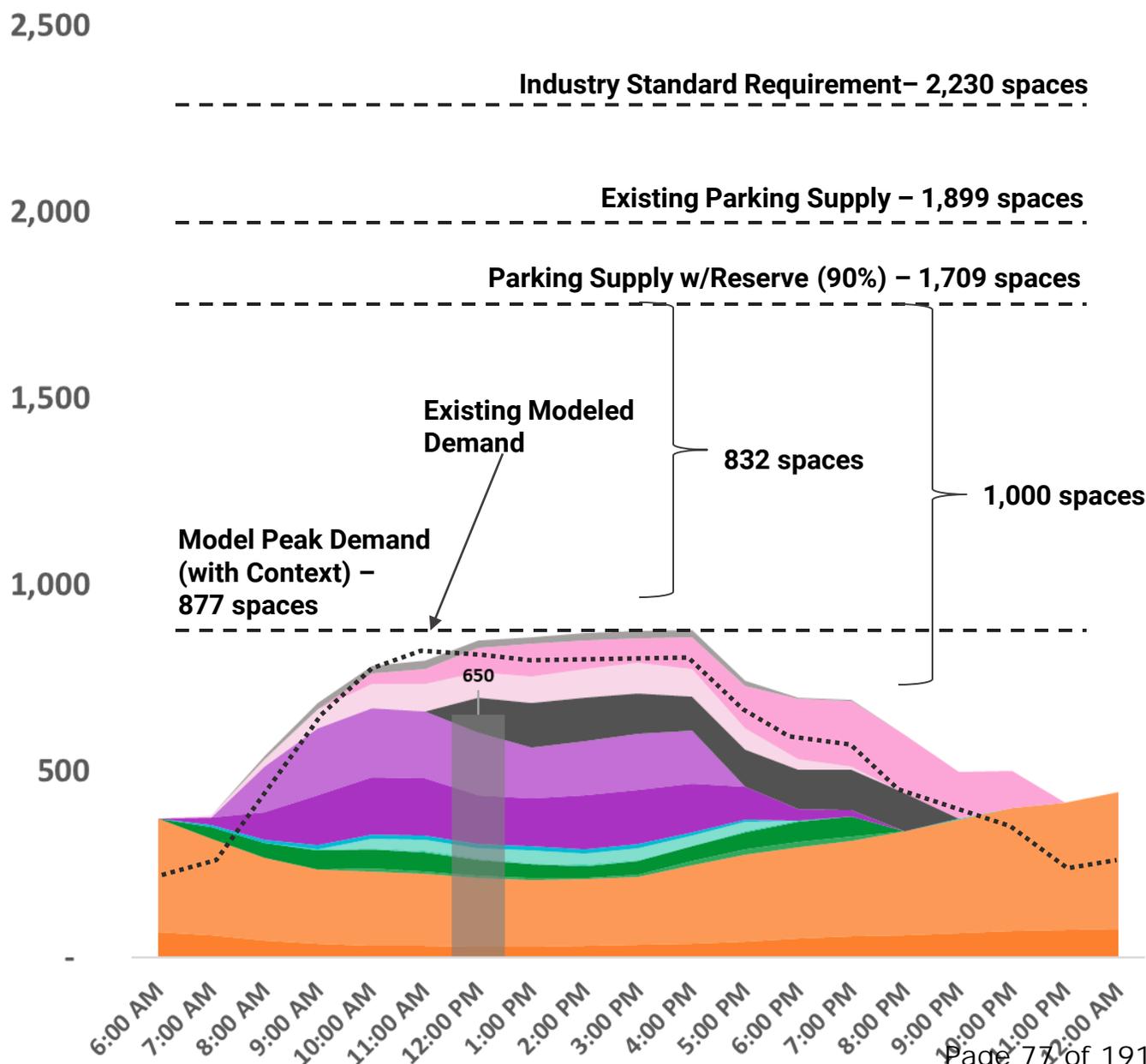
Evening Residential Demand: ~250

- Automobile Parts & Service Center
- Restaurant
- Bank
- Shopping Center
- Government Office Building
- General Office Building
- Hospital
- Library
- Museum
- Church
- Recreational Community Center
- Health/Fitness Club
- Apartment - Mid Rise
- Apartment - Low Rise
- General Light Industrial
- Observed Parking Demand



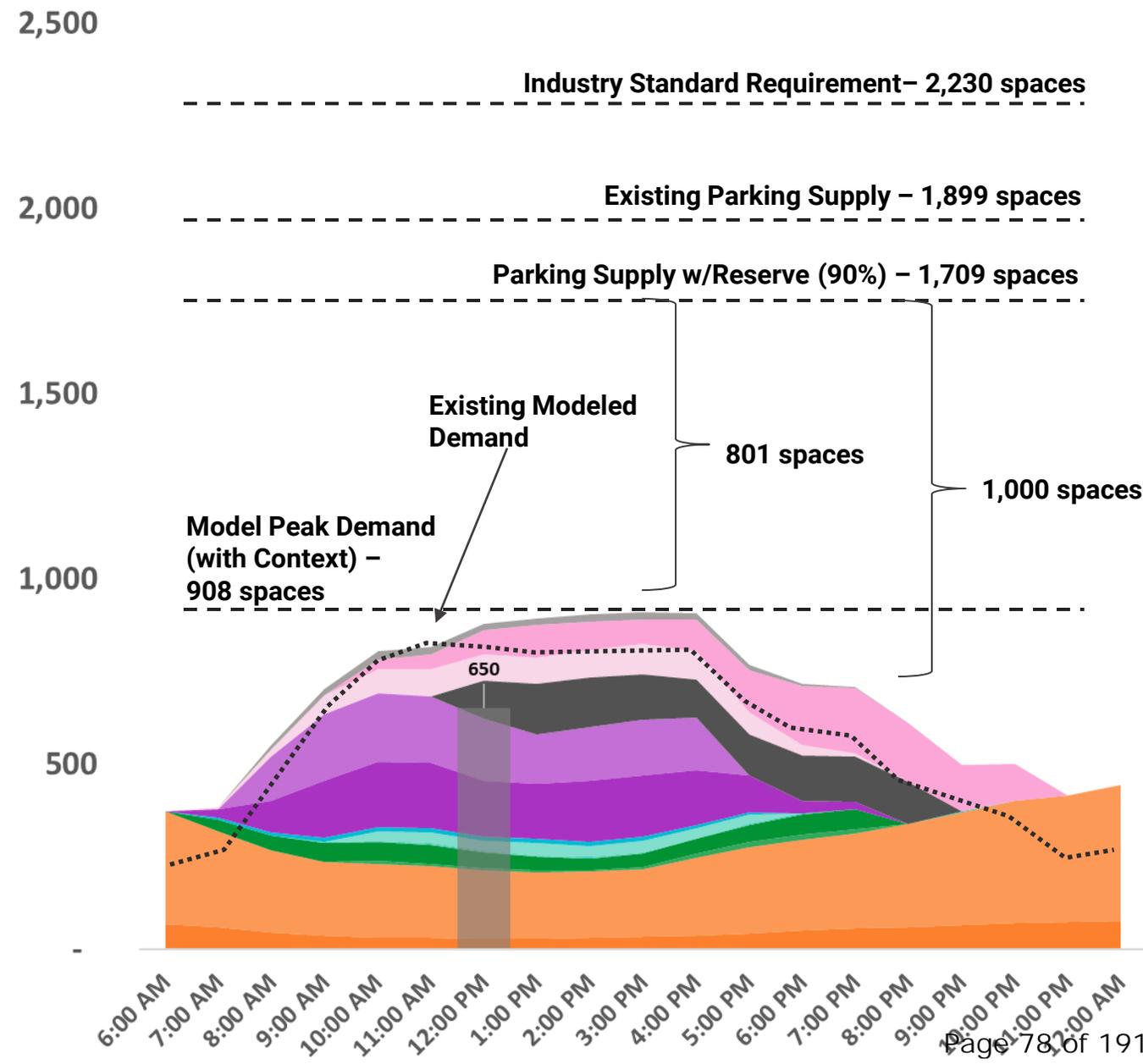
Future Land Use Scenario A

- Retail: -20,000 sqft
- Office: -18,000 sqft
- Dwelling Units: +180



Future Land Use Scenario B

- Dwelling Units: +180



Draft Strategies

Extend or Remove Time Limits

Project Goals

1. Plan for short- and long-term parking needs
2. Explore and identify opportunities to add additional supply
3. Coordinate parking management
4. Support resilient built environment, including small-scale development
5. Foster a walkable downtown
6. A system that is accessible to residents and visitors alike

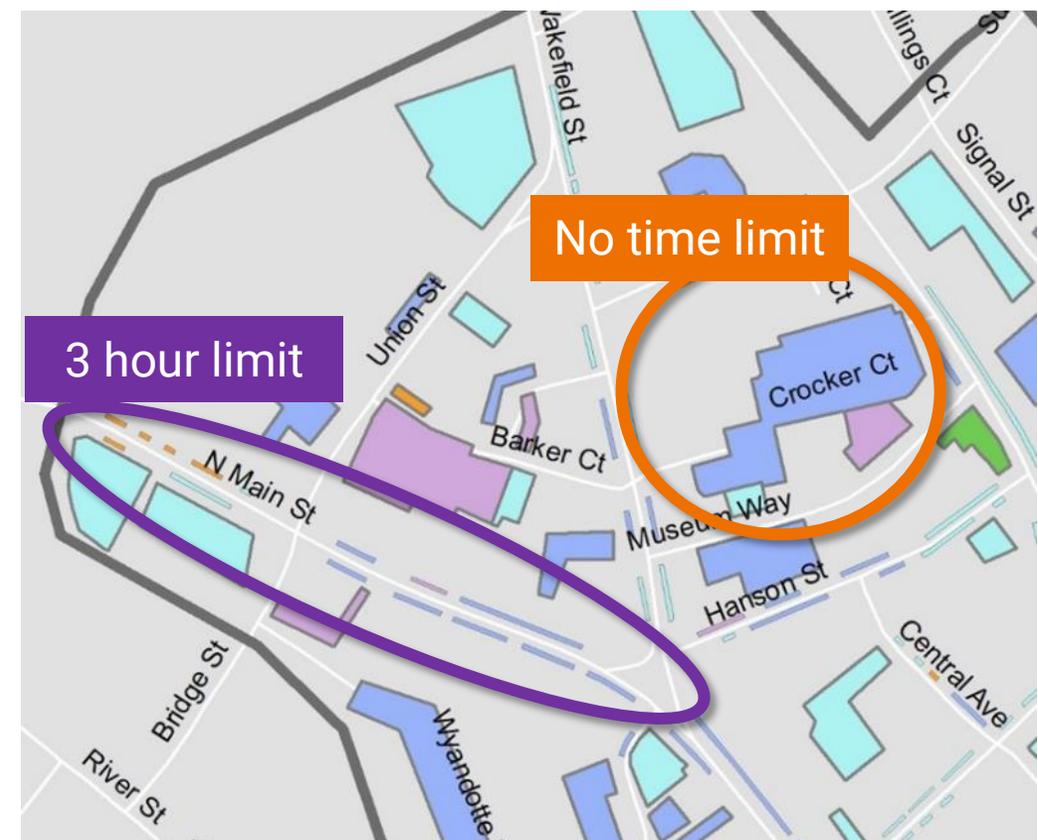
Motorists make decisions on where to park based on regulations. **Time restrictions can limit one's ability to enjoy retail and dining in Downtown Rochester.**

To encourage access while maintaining availability in key spaces, time limits could be adjusted to:

- Allow people to stay longer in desirable on-street spaces on Main Street
- Remove time limits in the City Hall lot so people can use it for long-term parking needs

By scaling back time limits or removing time limits completely in selected locations, visitors can access Rochester without feeling they need to leave, or concern about receiving a parking ticket.

This user-friendly strategy can serve as a precursor to pricing in the future, should demand rise.



Consider Metering Main Street to Maintain Front-Door Availability in the Evening

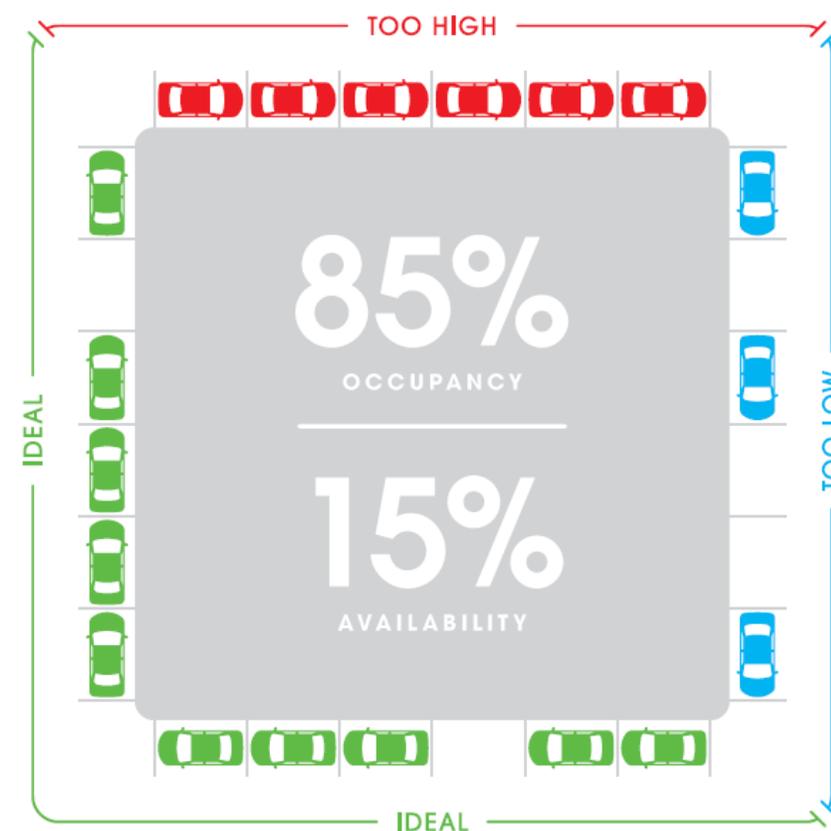
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Time limits on Main Street end at 5:00 pm, meaning that those spaces are both the most convenient and completely unregulated. This likely contributes to a front-door parking crunch.

Metering these spaces to create availability will encourage some motorists, particularly longer-term parkers, to choose to park slightly farther away, keeping these spaces free for customers. Specifically:

- Use price, not time limits, to manage parking so people can stay as long as they want.
- **Extend time limits from 5:00 pm to 9:00 or 10:00 pm**
 - Prevents employees from taking prime spaces
- Use pay-by-phone
 - People who can't use can park further away
 - No need for additional infrastructure
- Keep peripheral lots free
- Long-term:
 - Use revenue to support mobility improvements or a garage
 - Expand metered hours



Expand Existing Wayfinding, Following Wayfinding Plan (2018)

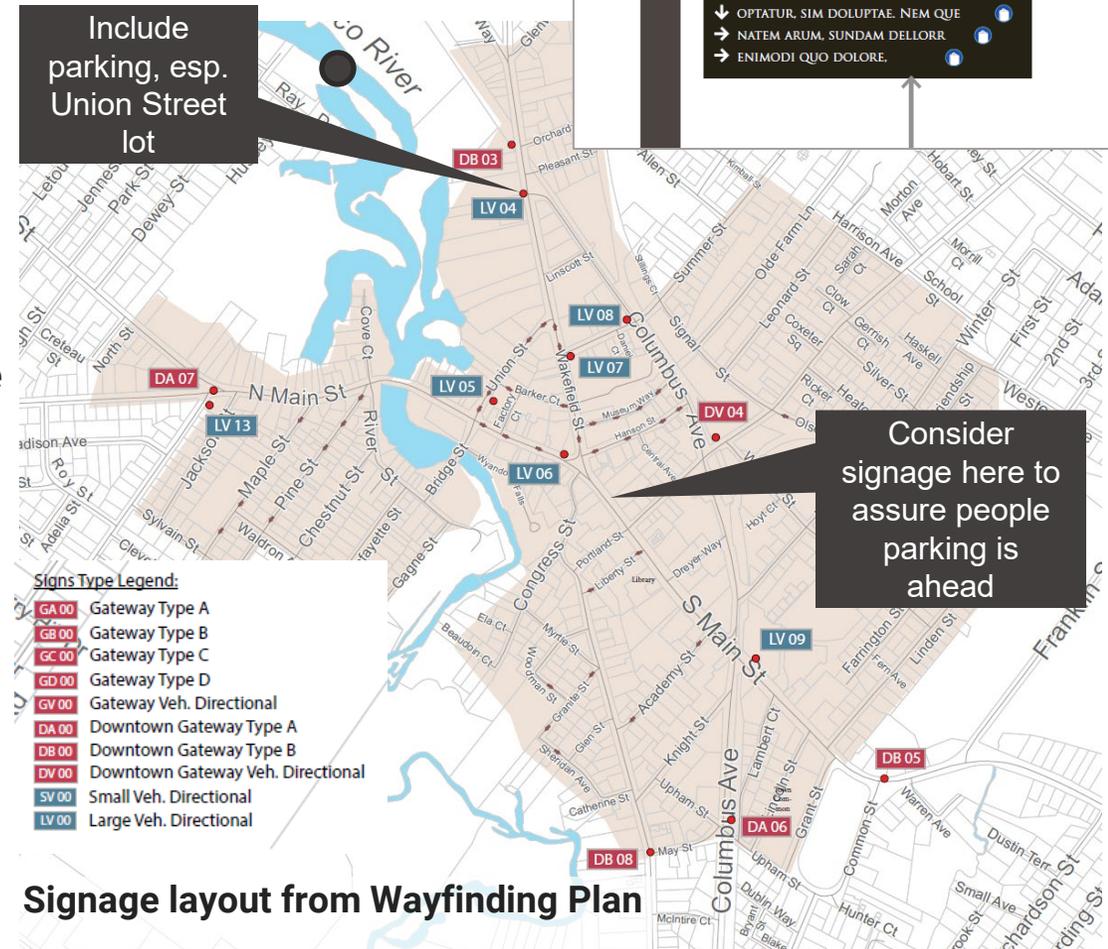
Project Goals

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2. Explore and identify opportunities to add additional supply
3. Coordinate parking management
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Rochester should pursue its existing wayfinding plan, including parking. Key recommendations for incorporating parking include:

- **Include “short-term” and “long-term” parking distinctions**, esp. for motorist signage.
- Standardize all parking signage to include the blue “P”
- **Include parking in pedestrian-level signage** so people can find their vehicles at the end of their trip.
- Prepare, maintain, and deploy **temporary signage** for special events, or to communicate when on-street spaces may be used for other purposes.
- Standardize **lot names**

All wayfinding signage should include parking, as recommended by the Wayfinding Plan



Signage layout from Wayfinding Plan

Implement Standard Shared Parking Practices

Project Goals

1. Plan for short- and long-term parking needs
2. Explore and identify opportunities to add additional supply
3. Coordinate parking management
4. Support resilient built environment, including small-scale development
5. Foster a walkable downtown
6. A system that is accessible to residents and visitors alike

Parking utilization rates in Downtown Rochester show that, during traditional weekday midday peak periods when offices are open and some retail and dining is occurring, there is considerable capacity in the parking system. **In the evenings when daytime businesses are closed, there is likely more parking that goes unused.**

The North Main Street corridor currently features 1,900 spaces within a 5-minute walk, 1,250 of which are empty during the midday peak period. These represent nearly **\$6 million in construction costs** for new surface parking. Some potential shared opportunities include:

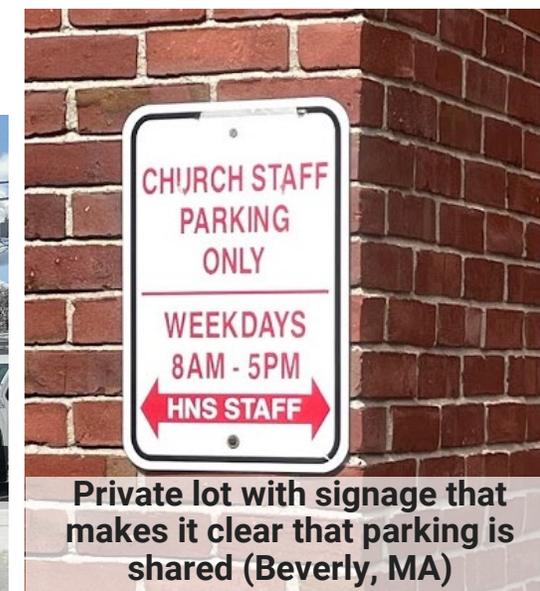
- Large lot associated with the former Ben Franklin Crafts store
- Grace Community Church near Wakefield Street

There are many ways shared parking can work, including using privately owned parking for:

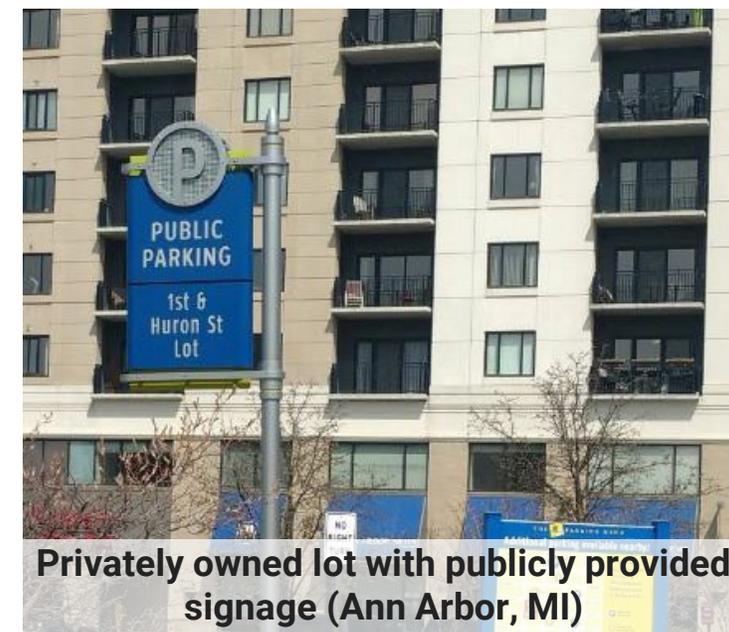
- Any user to park at any time of day
- Any user to park during the “off hours”
- Specific users (i.e. employees or residents) via permits or agreements



South Main Street is a version of this



Private lot with signage that makes it clear that parking is shared (Beverly, MA)



Privately owned lot with publicly provided signage (Ann Arbor, MI)

Implement Standard Shared Parking Practices for Residential / Long-Term

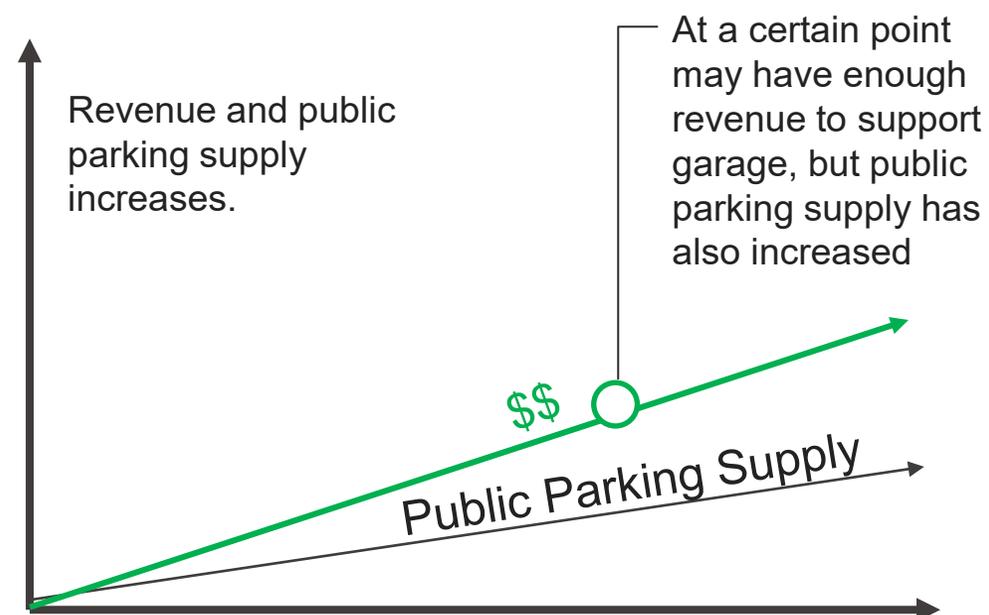
Project Goals

1. Plan for short- and long-term parking needs
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Today, capacity exists in the parking system, but regulations limit access to spaces. Parking uses valuable land downtown, so **parking programs should maximize the use of each space.**

Specifically:

- Developers may be able to build less parking but share all / make all publicly available
- Move away from specific leases of specific spaces
- Move toward (paid) passes:
 - Nights/weekends passes (for residents)
 - All day passes
- Necessary to support shared system, inc. regulations in a potential future garage
- Monitor and adjust



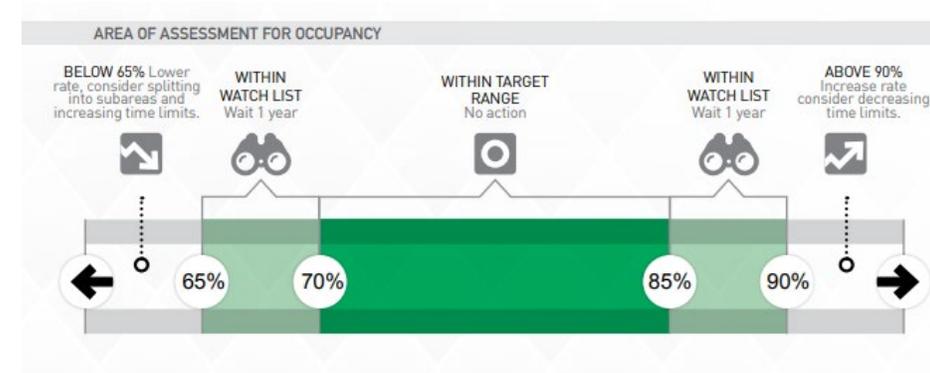
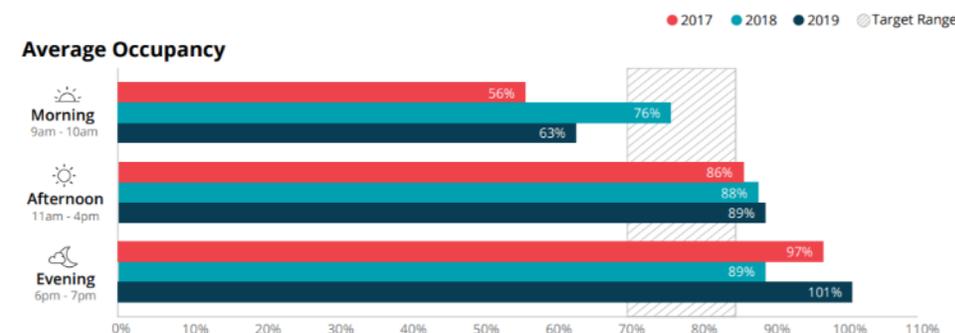
Track Performance over Time

Project Goals

1. Plan for short- and long-term parking needs
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Understanding how supply and demand are connected to one another is vital to help the community make informed decisions on when to pursue new parking opportunities. A monitoring program for Rochester would include:

- Counting parking activity every six months, tracking utilization by location and type of regulation.
- Reporting on occupancy in a publicly available report.
- **Additional counts should be conducted on an annual basis on a busy Friday or Saturday night**, representing the busiest parking conditions.
- Using this information to support additional development, including tracking the need for additional supply.



Reinvest Parking Revenue in Downtown

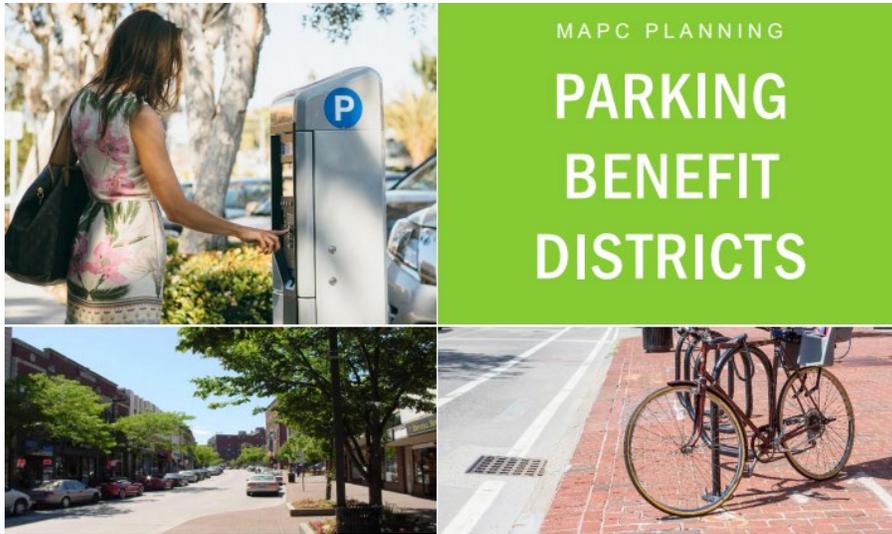
Project Goals

1. Plan for short- and long-term parking needs
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Implementing metered parking and a pass program will generate revenue for downtown. As this funding grows, it should be directly reinvested in downtown to support:

- Enforcement (one person, a few days / hours a week)
- Expansion of public supply
- Mobility projects
- Parking access improvements (better lighting, sidewalks, signage, landscaping, etc.)

Signage and marketing related to any change in programs should include the fact that funds are being directly reinvested back into downtown.



A new way to fund transportation

Looking for ways to purchase smart meters – or use existing parking revenues for transportation improvements? Would you like to see more benches, street trees, and lighting in your downtown? Parking benefit districts may be your answer.

A parking benefit district is a specific geographic area in which parking revenues can be collected and reinvested to fund a wide range of transportation-related improvements.

The enabling legislation gives communities greater control over parking supply and demand, and allows them to leverage parking management strategies for neighborhood revitalization and economic development.

MAPC can help you community navigate parking benefit districts legislation, determine the best places for a district and help identify an appropriate management structure. Call us today!

Revenue from Parking Benefit Districts can fund:

- Acquisition, installation, maintenance, and operation of parking meters and other parking payment and enforcement technology
- Regulation of parking
- Salaries of parking management personnel
- Improvements to the public realm like street trees, parklets and curb cuts
- Transportation improvements, which include, but are not limited to, the operations of mass transit and facilities for biking and walking

Management Practices

Project Goals

1. Plan for short- and long-term parking needs
2. Explore and identify opportunities to add additional supply
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6. A system that is accessible to residents and visitors alike

As parking changes in downtown, there are accompanying changes to make in a parking management program. These include:

- **Parking enforcement can shift to an “ambassador” role**, where ambassadors also offer information about downtown and alternative parking options.
 - Supporting a night/weekend pass program will require minimal enforcement ‘sweeps:’ one in the evening to ensure parked cars have passes
 - For all-day passes in otherwise time limited or metered situations, two midday sweeps + evening sweep
- **Maintaining a parking inventory (building on data from this study)**
- Monitoring and reporting on utilization

Parking Happy In Hyannis

May 27, 2015 • Add Comment • by Brian Tarcy



In the Bismore Park parking lot, which utilizes a kiosk and a parking app to pay \$2 per hour for parking, a parking attendant called a “Gateway Greeter” is there to help with the machine and provide information to those visiting one of the most high-trafficked areas on the Cape.

Considerations for Structured Parking

Project Goals

1. Plan for short- and long-term parking needs
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Structured parking is a useful approach to consolidate surface parking lots. However, it is expensive, and it is often challenging to charge users enough to cover the cost. As Rochester grows, considerations associated with structured parking include:

- Structured parking is expensive: **\$22,000**
 - Very basic amenities
- In a downtown: **\$30,000/space** :
 - Wrapped in active uses
 - Priced to fit into larger system
 - Integrated with public parking supply
 - Lighting
- Smaller sites (i.e. City Hall or Union St Lot) only accommodate ~150 per deck; max supply ~500
 - **Cost: \$15,000,000**
- Completely shared/open to public to maximize use
- Multiple developers could support one central facility



Project Goals

Fold Parking Into Mobility Improvements

In many locations downtown – parking feels disconnected due to the perception of a hostile pedestrian environment. **The most significant barrier today is Columbus Street** – this road features lane widths which regularly exceed 14 feet, missing sidewalks, and infrequent crossing opportunities. The 59-space lot accessible from Wallace Street, as well as most parking east of Columbus Street, can feel inaccessible to Downtown.

Transportation improvements that improve walkability will expand the reach of the parking system. In addition, investments should consider access to public parking to support overall downtown mobility. Potential ideas include:

- Crossings near the Wakefield Street and Union Street intersection at the northern segment of the Downtown one-way loop.
- Implement the Greening America’s Communities plan for the Union Street lot
- Improve crossings on Columbus Avenue for pedestrians, such as high-visibility crosswalks, bumpouts, or crossing islands.



Bike Lane Along Wakefield St.



Columbus Avenue: wide right of way, high speed travel

1. Plan for short- and long-term parking needs
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6. A system that is accessible to residents and visitors alike

Thank You!

Liza Cohen
Liza.Cohen@Stantec.com

Michael Clark
Michael.Clark2@Stantec.com

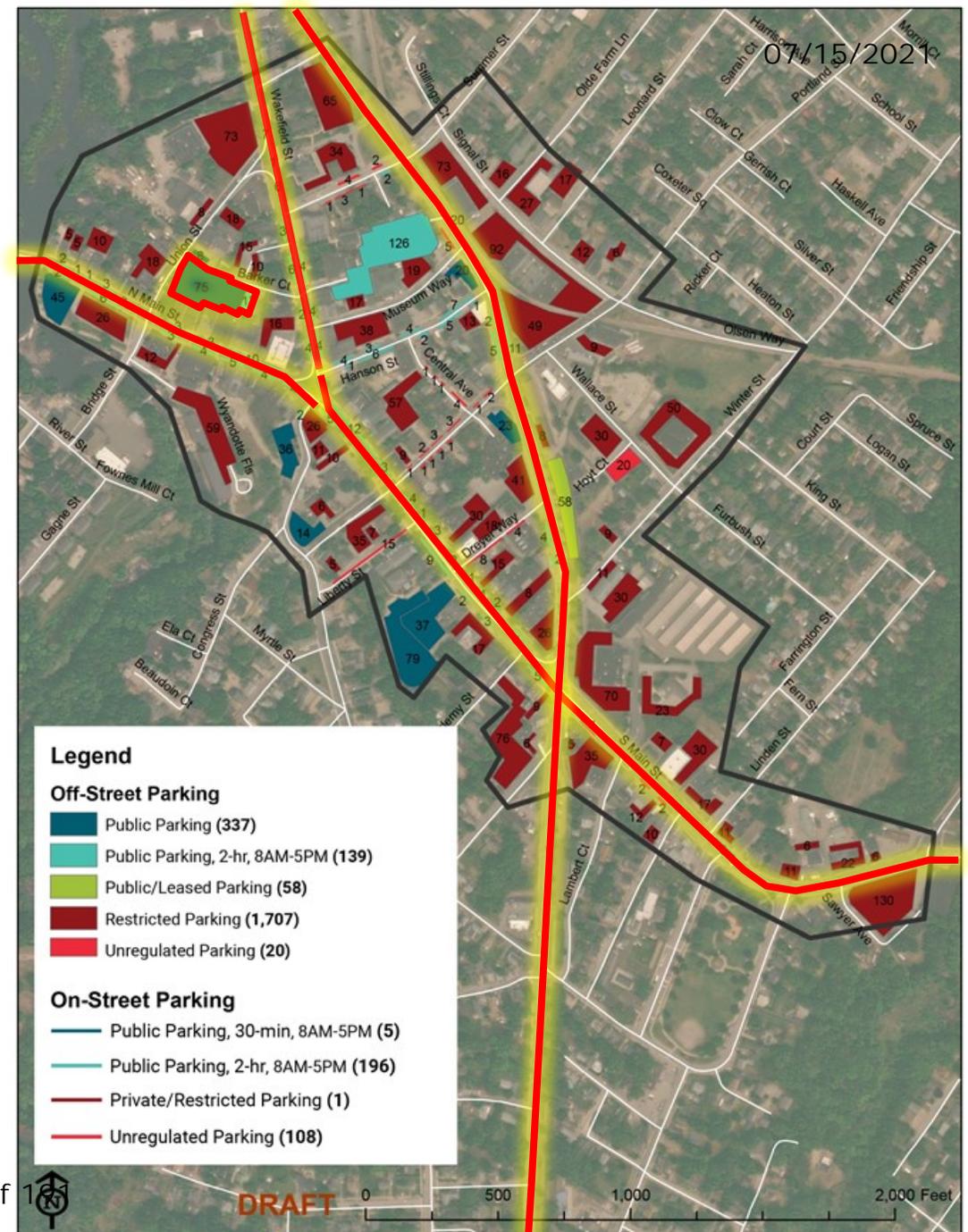
Appendix

Violations by location

Street	Parking Tickets
Wakefield St.	64
South Main St.	44
North Main St.	41
Union St. Parking Lot	23
Columbus Ave.	19

All data from 2019

Data reflects citywide violations



Vacancy Rates

Vacancy Rate	2016	2019
Retail	6.6% → 10% for model	1.9%
Office	2.8% → 10% for model	0.7%
Residential	2.8%	1.5%
	Model	

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City Clerk's Office



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

--

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867

(603) 332-5109 Assessor@rochester.net

www.rochesternh.net

MEMORANDUM

TO: City Council

FROM: Jonathan Rice, Chief Assessor 

DATE: June 22, 2021

SUBJECT: RSA 79-E: Community Revitalization Tax Relief Incentive (Update)

This memo is written to update City Council as to the current-status of all 9 previously approved RSA 79-E covenants.

82 Wakefield St. (0116-0158-0000) "Studley's"

EXPIRED - Started 4/1/2015 and expired 3/31/2020 (5 years).

Total new construction costs \$300,000 (estimated).

Base Assessment: \$369,100

Current Assessment: \$408,300

Change in Assessment: + \$39,200

2-6 North Main St. (0120-0360-0000)

ACTIVE - Started 4/1/2015 and expires 3/31/2022 (7 years).

Total new construction costs \$75,000 (estimated).

Current Base Assessment: \$541,800

Current 79-E Adjustment: - \$199,000

Full Value Assessment: \$740,800

*This property sold on 9/1/2020 for \$1,850,000

1 Wakefield St. (0120-0394-0000)

ACTIVE – Started 4/1/2015 and expires 3/31/2022 (7 years).

Total New construction costs \$1,600,000 (estimated).

Current Base Assessment: \$385,400

Current 79-E Adjustment: - \$778,900

Full Value Assessment: \$1,164,300



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867

(603) 332-5109 Assessor@rochester.net

www.rochesternh.net

124 North Main St. (0121-0163-0000)

ACTIVE – Started 4/1/2015 and expires 3/31/2022 (7 years).

Total New construction costs \$90,000 (estimated).

Current Base Assessment: \$196,200

Current 79-E Adjustment: - \$159,000

Full Value Assessment: \$355,200

28 North Main St. (0121-0012-0000)

ACTIVE – Started 4/1/2021 and expires 3/31/2028 (7 years).

Total New construction costs \$1,600,000 (estimated).

Current Base Assessment: \$203,500

Current 79-E Adjustment: - \$70,600

Full Value Assessment: \$274,100

*This property is pending final inspection for 2021.

22 South Main St. (0120-0363-0000) “Rochester Trust Company”

PENDING – Starts _____ and expires _____ (11 years).

Total New construction costs \$1,600,000 (estimated).

Current Base Assessment: \$382,700

Current 79-E Adjustment: N/A

Full Value Assessment: N/A

73-77 North Main St. (0121-0369-0000) “Hartigan Block/ Bennett Building”

PENDING – Starts _____ and expires _____ (11 years).

Total New construction costs \$950,000 (estimated).

Current Base Assessment: \$203,800

Current 79-E Adjustment: N/A

Full Value Assessment: N/A

10-14 North Main St. (0121-0010-0000) “Scenic Salinger”

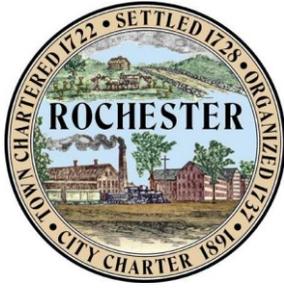
PENDING – Starts _____ and expires _____ (7 years).

Total New construction costs \$6,131,000 (estimated).

Current Base Assessment: \$222,300

Current 79-E Adjustment: N/A

Full Value Assessment: N/A



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867

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www.rochesternh.net

10 South Main St. (0120-0392-0000) "Ainslie Bulding"

PENDING – Starts _____ and expires _____ (7 years).

Total New construction costs \$300,000 (estimated).

Current Base Assessment: \$184,700

Current 79-E Adjustment: N/A

Full Value Assessment: N/A

Definitions:

Active - Substantial completion of project as determined by the Assessing Department. "Clock" has started on term as outlined in covenant.

Pending - Project has not started or reached substantial completion per Assessing Department.

Total New construction costs - Estimated cost of project.

Current Base Assessment = Assessed value prior to new construction. The "frozen" assessment to be used over the term of the 79-E with exception to market fluctuations.

Current 79-E Adjustment – Change in assessed value, which is a direct result of the new construction. This value is not included in the current base assessment and will be added to the property's assessment once the 79-E covenant term expires.

Full Value Assessment - Current Base Assessment plus the Current 79-E Adjustment.

Total Business Investment (estimated) - \$12,646,000

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City Clerk's Office

City of Rochester

Code of Ethics and Conduct

For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Rochester City Council, Police Commission, School Board, or the City's board and commissions established by the City Charter, City Ordinance or Council policy

TABLE OF CONTENTS

<u>Title</u>	<u>Page No.</u>
A. Ethics	
B. Conduct	
1. Elected and Appointed Officials' Conduct with One Another	
2. Elected and Appointed Officials' Conduct with City Staff	
3. Elected and Appointed Officials' Conduct with the Public	
4. Council Conduct with Other Public Agencies	
5. Council Conduct with Boards and Commissions	
6. Conduct with the Media	
C. Sanctions	
D. Principles of Proper Conduct	
E. Checklist for Monitoring Conduct	
F. Glossary of Terms	
G. Implementation	
APPENDIX A – Model of Excellence Member Statement	

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Policy Purpose

The Rochester City Council has adopted a Code of Ethics and Conduct for members of the City Council and City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

A. ETHICS

The citizens and businesses of Rochester are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the City of Rochester Commitment to Excellence, the effective functioning of democratic government therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for the personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Rochester City Council, Police Commission, and School Board have jointly adopted a Code of Ethics and Conduct for members of the City Council, Police Commission, School Board, and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation. The Ethics section of the City's Code of Ethics and Conduct provides guidance on ethical issues and questions of right and wrong.

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Rochester and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.
2. Comply with both the spirit and the letter of the Law and City Policy. Members shall comply with the laws of the nation, the State of New Hampshire and the City of Rochester in the performance of their public duties. These laws include, but are not limited to: the United States and New Hampshire constitutions; the Rochester City Charter; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Rochester City Council, Police Commission, School Board, or the City's board and commissions established by the City Charter, City Ordinance or Council policy

3. **Conduct of Members.** The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.
4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by each body governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions by City staff.
5. **Conduct of Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. **Communication.** Members shall publicly disclose substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.
9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgement or action or give the appearance of being compromised.
10. **Confidential Information.** Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose

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confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources. Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.
12. Representation of Private Interests. In keeping with their role as stewards of the public interest, members shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. Advocacy. Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Rochester, nor will they allow the inference that they do. Council members and board and commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, board/commission meetings, or other official City meetings.
14. Police Role of Members. Members shall respect and adhere to the council-manager structure of Rochester City government as outlined by the Rochester City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
15. Independence of boards and commissions. Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.
16. Positive Work Place Environment. Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

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B. Conduct

The Conduct section of the City's Code of Ethics and Conduct is designed to describe the manner in which members should treat one another, City staff, constituents, and others they come into contact with in representing the City of Rochester.

The constant and consistent theme through all of the conduct guidelines is "respect." Members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide members to do the right thing in even the most difficult situations.

1. Elected and Appointed Officials' Conduct with One Another

Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

1a. In Public Meetings

Use formal titles

Elected and appointed official should refer to one another formally during public meetings, such as Mayor, Deputy Mayor, Chair, Commissioner or Councilor followed by the individual's last name.

Practice civility and decorum in discussion and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Honor the role of the chair in maintaining order

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda

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items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other members

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenged the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches

Members have a public stage to show how individuals with disparate points of view can find common ground and seek compromise that benefits the community as a whole.

Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose. In private settings, board and commission members may communicate at any time and on any subject with individual members of the City Council, and may express to them individual viewpoints and opinions. In public, however, all members shall represent the official policies or positions of their board or commission, with the following exception. During a council public hearing on any item addressed by the board or commission, any member may speak under standard time limits, but shall indicate whether their testimony represents an official position (majority opinion) or a minority opinion of the board/commission to which they belong. The chair shall represent the majority view of the board or commission, but may report on any minority views as well, including his or her own. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or his/her designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself.

Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Rochester, nor will they allow the inference that they do.

For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Rochester City Council, Police Commission, School Board, or the City's board and commissions established by the City Charter, City Ordinance or Council policy

Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

1(b). In Private Encounters

Continue respectful behavior in private

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

Be aware of the insecurity of written notes, voicemail messages, and E-mail

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to other? How would you feel if this voicemail message were played on a speaker phone in a full office? What would happen if the E-mail message were forwarded to others? Written notes, voicemail messages and E-mail should be treated as potentially "public" communication.

Even private conversations can have a public presence

Elected and appointed officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after meetings noted.

2. Elected and Appointed Officials' Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Member questions/inquiries to City staff

1. General. Council and board/commission communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to

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Council questions posed outside of normal business hours should be expected no earlier than the next business day.

2. Routine Requests for Information and Inquires. Members may contact staff directly for information made readily available to the general public on a regular basis (e.g., “What are the library hours of operation?”) Under these circumstances staff shall treat the member no differently than they would the general public, and the member shall not use their elected status to secure preferential treatment. The city manager does not need to be advised of such contacts.
3. Non-Routine Requests for Readily Available Information. Members may also contact staff directly for easily retrievable information not routinely requested by the general public so long as it does not require staff to discuss the issue or express an opinion (e.g., “How many traffic lights are there in the City?” or “Under what circumstances does the City lower its flags to half mast?”).
4. Non-Routine Requests Requiring Special Effort. Any member request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise) must be directed to the city manager (e.g., “How many Study Issues completed over the past five years have required 500 or more hours of staff time?”, or “What is the logic behind the City’s sign ordinances affecting businesses along Route 11?”). The city manager shall be responsible for distributing such requests to his/her staff for follow-up. Responses to such requests shall be copied to all Council members (if originating from a Council member), relevant board or commission members (if originating from a board or commission member), the city manager, and affected department directors.
5. Meeting Requests. Any member request for a meeting with staff must be directed to the city manager.

Do not disrupt City staff from their jobs

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, intimidates staff, and hampers staff’s ability to do their job objectively.

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Never publicly criticize an individual employee

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the city manager through private correspondence or conversation. Comments about staff in the office of the city attorney should be made directly to the city attorney. Appointed officials should make their comments regarding staff to the city manager or the Mayor.

Do not get involved in administrative functions

Elected and appointed officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

Check with City staff on correspondence before taking actions

Before sending correspondence, Council members should check with City staff to see if an official City response has already been sent or is in progress.

Limit requests for staff support

Routine secretarial support will be provided to all Council members.

Requests for additional support staff – even in high priority or emergency situations – should be made to the city manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

Do no solicit political support from staff

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

3. Elected and Appointed Officials' Conduct with the Public**3(a). In Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evidence on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

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Be welcoming to speakers and treat them with care and gentleness. While questions of clarification may be asked, the official's primary role during public testimony is to listen.

Be fair and equitable in allocating public hearing time to individual speakers.

The chair will determine and announce limits on speakers at the start of the public hearing process. Questions should not be asked for the express purpose of allowing one speaker to evade the time limit imposed on all others (e.g., "Was there something else you wanted to say?"). Generally, each speaker will be allocated three minutes with the applicants and appellants or their designated representatives allowed ten. If many speakers are anticipated, the chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No qualified speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the chair requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the chair reopens the public hearing for a limited and specific purpose.

Give the appearance of active listening

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

Maintain an open mind

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials. To express an opinion or pass judgment prior to the close of a public hearing casts doubt on a member's ability to conduct a fair review of the issue. This is particularly important when officials are serving in a quasi-judicial capacity.

Ask for clarification, but avoid debate and argument with the public

Only the chair - not individual members - can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

If speakers become flustered or defensive by questions, it is the responsibility of the chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by members to the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Members' personal opinions or

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inclinations about upcoming votes should not be revealed until after the public hearing is closed.

No personal attacks of any kind, under the circumstances

Members should be aware that their body language and tone of voice, as well as words they use, can appear to be intimidating or aggressive.

Follow parliamentary procedure in conducting public meetings

The city attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The chair, subject to the appeal of the full Council or board/commission makes final rulings on parliamentary procedure.

3(b). In Unofficial Settings

Make no promises on behalf of the Council, board/commission, or City

Members will frequently be asked to explain a Council or board/commission action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or board/commission action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

Make no personal comments about other members

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other members, their opinions and actions.

Remember that despite its impressive population figures, Rochester is a small town at heart

Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Rochester. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

4. Council Conduct with Other Public Agencies

Be clear about representing the City or personal interests

When representing the City, the Council members must support and advocate the official City position on an issue, not a personal viewpoint. Outside of official board or commission

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meetings, board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board commission to do so for a particular purpose.

When representing another organization whose position is different from the City, the Council members should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Council members should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

Correspondence also should be equally clear about representation

City letterhead may be used when the Council member is representing the City and the City's official position. A copy of official correspondence should be given to the City Manager to be filed with the Clerk's Office as part of the permanent public record.

City letterhead should not be used for non-City business nor for correspondence representing a dissenting point of view from an official Council position.

5. Council Conduct with Boards and Commission

The City has established several boards and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

If attending a board or commission meeting, be careful to only express personal opinions

Council members may attend any board or commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Council member at a board or commission meeting should be clearly made as an individual opinion and not a representation of the feelings of the entire City Council.

Limit contact with board and commission members to questions of clarification

It is inappropriate for a Council member to contact a board or commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Council

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members to contact board or commission members in order to clarify a position taken by the board or commission.

Remember that boards and commission serve the community, not individual Council members

The City Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Council. But board and commission members do not report to individual Council members, nor should Council members feel they have the power or right to threaten board and commission members removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, ability to work with staff and they public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

Be respectful of diverse opinions

A primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council members may have a closer working relationship with some individuals serving on boards and commissions, but must be fair and respectful of all citizens serving on boards and commissions.

Keep political support away from public forums

Board and commission members may offer political support to a Council member, but not in a public forum while conducting official duties. Conversely, Council members may support board and commission members who are running for office, but not in an official forum in their capacity as a Council member.

6. Conduct with the Media

Board and commission members are not authorized to represent the City outside of official board/commission meetings unless specifically authorized to do so.

Council members are frequently contacted by the media for background and quotes.

The best advice for dealing with the media is to never go "off the record"

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

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The Mayor is the official spokesperson for the City on City positions

The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council member is contacted by the media, the Council member should be clear about whether their comments represent the official City position or a personal viewpoint.

Choose words carefully and cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

C. SANCTIONS

Public Disruption

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

Inappropriate Staff Behavior

Council members should refer to the city manager any City staff or to the city attorney any City Attorney's staff who do not follow proper conduct in their dealings with Council members, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

Council members Behavior and Conduct

Compliance and Enforcement. The Rochester Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Rochester City Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards and commissions and the Mayor and Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, or committee assignments.

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Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council, in compliance with the New Hampshire Revised Statutes Annotated and the City Charter.

Council members should point out to the offending Council member infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor¹ ²in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Deputy Mayor.

It is the responsibility of the Mayor to initiate action if a Council member's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

Board and Commission Members Behavior and Conduct

Counseling, verbal reprimands, and written warnings may be administered by the Mayor to board and commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective board or commission, the city clerk, the city attorney, the city manager, and the City Council. Written reprimands administered by the Mayor shall not be included in packets for public meetings and shall not be publicized except as required under the Right to Know Law.

Any report addressing alleged misconduct by a board or commission member shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Right to Know Law.

When deemed warranted, the Mayor or majority of Council may call for an investigation of board or commission member conduct. Should the city manager or city attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the city manager and/or the city attorney to investigate the allegation and report the findings.

¹ In regards to the Police Commission and School Board, referrals must be made to the Chair of those respective bodies.

² Any member may refer a violation to the City Attorney's Office if they feel a conflict exists with the Mayor, Deputy Mayor, Chair, or Vice Chair.

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The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as "Information Only". Any such report shall be made public and distributed in accordance with normal procedures (i.e., hard copies to numerous public locations and posted online). Any report to Council addressing the investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Right to Know Law.

It shall be the Mayor and/or the Council's responsibility to determine the next appropriate action. Any such action taken by Council (with the exception of "take no further action") shall be conducted at a noticed public hearing. These actions include, but are not limited to: discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

D. PRINCIPLES OF PROPER CONDUCT

Proper conduct IS...

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT...

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly

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- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

It all comes down to respect

Respect for one another as individuals...respect for the validity of different opinions...respect for the democratic process...respect for the community that we serve

E. CHECKLIST FOR MONITORING CONDUCT

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

F. GLOSSARY OF TERMS

Attitude	The manner in which one shows one's dispositions, opinions, and feelings
Behavior	External appearance or action; manner of behaving; carriage of oneself
Civility	Politeness, consideration, courtesy

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Conduct	The way one acts; personal behavior
Courtesy	Politeness connected with kindness
Decorum	Suitable; proper; good taste in behavior
Manners	A way of acting; a style, method, or form; the way in which things are done
Point of Order	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
Privilege	Fellow member considers offensive
Propriety	Conforming to acceptable standards of behavior
Protocol	The courtesies that are established as proper and correct
Respect	The act of noticing with attention; holding in esteem; courteous regard

G. IMPLEMENTATION

As an expression of the standards of conduct for members expected by the City, the Rochester Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this document shall be included in the regular orientations for candidates for City Council, applicants to board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Rochester Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commission and update if necessary.

(Adopted:)

Lead Department: Office of the City Manager

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APPENDIX A - Model of Excellence Member Statement

MODEL OF EXCELLENCE

Rochester City Council, Boards and Commissions

MEMBER STATEMENT

As a member of the Rochester City Council or of a Rochester board or commission, I agree to uphold the Code of Ethics and Conduct for Elected and Appointed Officials adopted by the City and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interest of Rochester;
- Treat all people with whom I come in contact in any way I wish to be treated;

I affirm that I have read and understood the City of Rochester Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date

Name

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June Department Reports:

- 9.1 Assessor's Office P. 123**
- 9.2 Building and Licensing Services P. 125**
- 9.3 City Clerk's Office P. 127**
- 9.4 Department of Public Works P. 131**
- 9.5 Economic & Community Development P. 137**
- 9.6 Finance Office P. 143**
- 9.7 Planning & Development Department Forthcoming**
- 9.8 Recreation & Arena P. 153**
- 9.9 Rochester Fire Department P. 155**
- 9.10 Rochester Police Department P. 163**
- 9.11 Rochester Public Library P. 187**
- 9.12 Tax Collector's Office P. 189**
- 9.13 Welfare Department P. 191**

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City Clerk's Office



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867
 (603) 332-5109 Assessor@rochesternh.net
www.rochesternh.net

July 8, 2021

To: City Manager/Council

From: Darcy Freer, Deputy Assessor

Subject: June Council Report

Revenue Received/Collection Warrants issued:

June 2021 Tax Bills	\$	34,662,377.00
Timber Tax Warrant	\$	3,871.55
Gravel Tax Warrant	\$	1,440.66
Assessing Database Copy	\$	20.00

- CAMA software conversion with Vision Government Solutions Inc., Live Database Transition is completed and functioning. A go Live for web-based services and other departments is ongoing.
- All abatement applications were researched, reviewed and processed by the July 1st statutory deadline.
- A remote BTLA hearing was held in regards to an exemption appeal application from the Rochester Mechanical and Agricultural Association.
- Taryn Lambert, attended a 4 day New Hampshire State Statutes I Course.

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City Clerk's Office

End of Month Council Report

07/15/2021

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building and Licensing Services for the month of June 2021

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

Department Revenue

Permit Type	June 2021
Building Permits	\$33,453.00
Electrical Permits	\$13,552.00
Plumbing Permits	\$2,332.00
FireSuppression Permits	\$0.00
FireAlarm Permits	\$345.00
Sprinkler Permits	\$498.00
Mechanical Permits	\$5,108.00
Food_Milk Licenses	\$9,235.00
Taxi Licenses	0.00
General Licenses	\$125.00
Net Revenue	\$64,648.00

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City Clerk's Office



City Clerk's Office
 City Hall - First Floor
 31 Wakefield Street, Room 105
 ROCHESTER, NEW HAMPSHIRE 03867-1917
 (603) 332-2130 - Fax (603) 509-1915
 Web Site: <http://www.rochesternh.net>



City Clerk's Report June 2021

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 272 initial copies of vital records, and 220 subsequent copies of vital records in the month of June. The City Clerk's staff issued 22 Marriage Licenses.

The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester:

- 16 births were reported in Rochester during the month of June; 5 of these children were born to Rochester residents. Additionally, 11 Rochester residents gave birth in neighboring communities.
- 35 resident deaths were reported in Rochester.
- 2 couples celebrated their wedding ceremonies in Rochester during the month of June.

Revenue – Vital Records/Marriage Licenses

	2020		2021	
	State	City	State	City
Initial/Subsequent copies:	\$2,662	\$2,443	\$2,542	\$2,351
Marriage Licenses:	\$946	\$154	\$860	\$140
Total:	\$3,608	\$2,597	\$3,402	\$2,491

Those residents looking to obtain vital records without traveling to city hall can do so by ordering records either online [Vital Records Online Order](#) or by sending a request through the mail. More information on mail requests can be found on our website [Vital Records Mail Request](#)

Dog Licensing

The City Clerk's office licensed 708 dogs during the month of June. There were \$0 in Civil

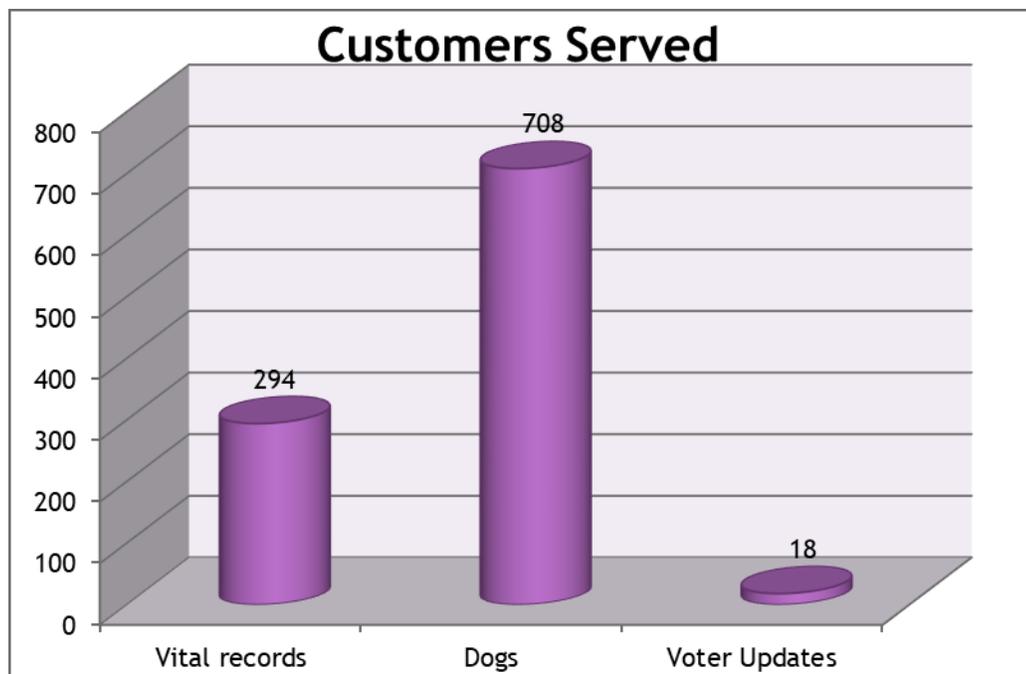
Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

Starting on June 1st, there was an additional \$1 late fee assessed for all dogs who remained unlicensed and their owners will be listed on the dog warrant which is sent to the Animal Control Officer at the police department for further action. There will be an additional \$1 late fee added on July 1 and all owners of dogs remaining unlicensed by the end of July will be issued a civil forfeiture fee of \$25 per dog.

Did you know dog licensing is required by NH State Law? RSA 466:1 requires all owners of dogs over 4-months old to license their dog with the city or town where they live effective April 30 through May 1 of each year (regardless of what date they are licensed). The warrant process and civil forfeiture fees are also dictated by State Law (NH RSA 466:14). Dog licensing is not a “dog tax” as some believe. The money generated from these licenses is distributed to the State to go towards the operation of the veterinary diagnostics laboratory as well as funding towards the State animal population control program which provides spaying and neutering services. The money which remains in the City after these distributions is used for the purchase of dog tags and other dog licensing supplies.

More information on dog licensing, such as fees, schedule and rabies vaccine information can be found on the City Clerk’s webpage [Dog Licensing Information](#)

Customers Served during the month of June 2021



Elections

On Thursday, July 29, the Clerk's Office will hold the final Supervisors of the Checklist session to close out the "Verification of the Checklist" (a.k.a. Purge) process which began in April. To review; a list was generated from the state election system showing all registered voters who had not voted in an election within four years prior to the most recent General Election. These voters were then sent out a verification letter advising them that if action was not taken to re-register at the City Clerk's office, that they will be removed from Rochester's voter checklist.

The City of Rochester sent out just over 5,200 of these letters. At the final Supervisors of the Checklist session, the supervisors will be authorizing the registrations of those voters who have responded to the letter by coming into the office to renew their voter registration, as well as removing the voters whose letters were returned as undeliverable and voters who opted not to re-register.

Voter registration summary by party as of June 30, 2021:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,204	1,269	1,567	4,040
2	1,120	1,217	1,632	3,969
3	1,226	1,399	1,571	4,196
4	1,056	867	1,792	3,715
5	1,089	1,236	1,618	3,943
6	1,147	900	1,392	3,439
Totals:	6,842	6,888	9,572	23,302

Respectfully submitted,

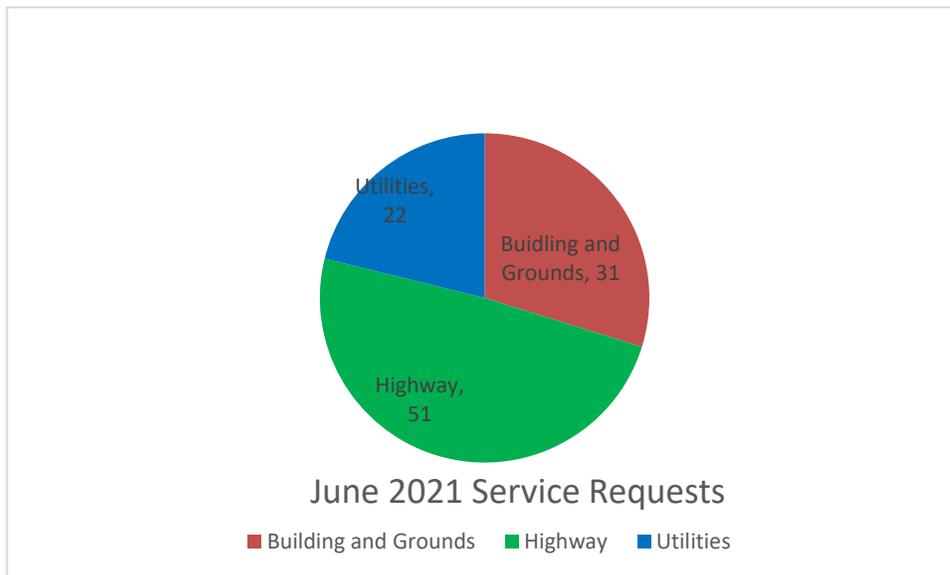
Cassie Givara,
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT June 2021

In addition to the scheduled work performed, the Department of Public Works responded to approximately 104 requests for service in the month of May. The Highway Division had 51 requests that ranged from pothole repairs, traffic light maintenance, clean storm drains, repair culverts and replace missing street signs. The Utilities Division had 22 requests including sewer concerns, water and sewer inspections and daily dig safe mark outs. Buildings and Grounds Department completed 31 service requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs, replacing broken electrical outlets and broken door locks, made faucet repairs, unclogging drains, and changing batteries in the Annex for the handicap buttons, disinfecting work areas throughout the City.



HIGHWAY & FLEET MAINTENANCE WORK COMPLETED

- Patched pot holes
- Repaired 5 catch basins throughout the City
- Cleaned 90 catch basins
- Continue to sweep all City streets
- 1" over lay on Sheepboro Road.
- Grade and add gravel to all dirt roads
- Drainage survey in the Winter Street area
- 1" overlay on Wallace Street
- Paved yellow and white lines
- Crew did wind storms damage throughout the City
- Repair drain line on Charles Street
- Go and pick up V- Plow for new building
- Clean out culverts some more from beaver debris on Chestnut Hill Road
- A few days removing ledge on French Hussy Road
- Paint crosswalks and arrows throughout the City
- Assist Electric Light with more loop repairs
- Clean up ditch and side of roads throughout the City
- Repair and install street signs through the City
- Crew did a lot of brush trimming overhang through the City
- Replaced ball joints, rotate tires, fix transmission mounts and rear brakes on service van #51
- Replaced tail light assembly on one ton dump #24
- Repaired AC on pick up #32

Replace front tire on truck #23
Replace wiring on service truck #56
Repaired winch on the hot box
Rebuild pump on the paint machine
Replaced brakes on truck #2
Weld gutter broom on street sweeper #13
Replaced back up alarm on loader #38
Cleaned radiator on the grader #27
Installed GIS on 5 vehicles
Repaired message board
Replaced two belts on six wheel dump #20
Replaced blower motor on service truck #33
Start to work on loader #39 ride control
Replaced batteries in six wheel dump #10
Installed new key ignition on service truck #51
Repaired fuel tank strap on six wheel dump #17
Worked on vac-truck computer #63, took it to Freightliner
Worked on one ton service truck #21, rear main seal and different lock
Lube, oil and filter service on 7 vehicles
Several minor repairs on several vehicles
Several minor repairs on several pieces of the small equipment



Overlay on Sheepboro Road

V plow for new facility



Reflectorized pavement lines were done

1" overlay on Wallace Street

UTILITIES DIVISION

Utilities Division completed 22 service requests which included performing monthly maintenance on sewer cleaning in problematic areas. There were several utility mark outs for dig safe, staff continue to do a private hydrant count and did a flow test at 134 Chestnut Hill Road (Lydall), low pressure call at the condos on Taylor Avenue. Staff has been doing water and sewer inventory count for the end of the fiscal year. The utility crew is continuing with the sewer manhole replacement program.

BUILDING AND GROUNDS DIVISION

Building and Grounds Division completed 31 work requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs and ballasts, changing out electrical outlets, changing batteries in the handicap buttons, unclogging drains, fixing leaky pipes and assisted departments when needed. Staff have been working on several projects. Staff did a full cleanup and cut back brush and weeds at Squamanagonic Park. Power washing of concrete retaining wall to prepare for dryloc and also cutting back brush at the Library. Flower bed clean up at the City Hall complex, Police Department and the Historical Museum. There were irrigation repairs and 10 bad sprinkler heads were replaced. The East Rochester pool was losing an extreme amount of water daily, underwater repairs were done to correct the leak.



Power washed the Library



Squamagonic clean up



Underwater pool repairs

WASTEWATER TREATMETN DIVISION

Items that were completed during the month of June: We continue to work closely with the Great Bay Estuary watershed communities in response to EPA's Total Nitrogen Watershed General Permit and regional adaptive management projects. River Street pump station punch list items about 90% complete – schedule to have finished by end of July. Route 11 pump station has been bid and once approved by NHDES the plan is to award to the low bidder Northeast Earth Mechanics, Inc. Influent pump #1 VFD failed and needs to be replaced. Instrumentation work completed to link bar screen room gas detectors to SCADA system. Installed solar powered aeration basin mixer in anoxic zone C. Completed annual crane and hoist inspection. Staff attended state sponsored training classes. Submitted individual draft EPA NPDES permit application. Conducted multiple pre-bid walkthroughs for contracted services. Completed semi-annual generator maintenance service. Completed semi-annual SCADA and control panel maintenance service. Completed NHDES fuel storage tank required action items from last inspection. Completed installation of alum sludge line flow meter. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTF and pump stations. All required testing has been completed and submitted. Average effluent flow was 2.552 million gallons per day (MGD). Percent of design flow = 51%. Percent of design flow for 2021 = 59%. Precipitation for the month = 1.27". Precipitation for 2021 = 12.37".

WATER TREATMENT DIVISION

Treated water volume for the month of June was approximately 72.0 million gallons from the surface water treatment facility and 8.3 million gallons from the groundwater treatment plant, for a total of 80.3 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Second quarter disinfection byproducts were within expected limits. Watershed inspections were conducted at Tufts Pond, Berry Pond, the Diversion Dam, Round Pond Reservoir, and Rochester Reservoir. A large log was removed from the diversion dam. Increased consumption and limited rain (0.9 inches) has caused the Rochester Reservoir to drop approximately 18 inches. Water temperatures have risen to over 70F and raw water monitoring of pH, dissolved oxygen, conductivity, and color was performed throughout the watershed. We have commenced our summer management practices and all other sources are at capacity. Third party stream gage inspections and calibrations were performed at all three stations. Annual independent conservation easement monitoring was completed this month. Equipment and grounds maintenance was performed at the plant, well and tanks/stations. Annual inspections were performed on all backup generators. PLC cabinet exhaust fans were installed at Rochester Hill and Salmon Falls. The Cocheco Well was placed offline on the 14th due to low river flow conditions. Staff used this opportunity to perform additional maintenance on the aerators, phosphate feed system and instrumentation. Maintenance at the WTF included repairs to the chlorine feed pump roller assembly; raw pump control logic improvements; manufacturer service on the Iron and Manganese analyzers; cleaning of the sand filter basin walls and media addition; and housekeeping and inventory. Seasonal maintenance and in-house inspection of the dams was performed this month. Vintage pipeline and valve locating was performed at the Washington Street parcel. Staff coordinated a flow test on Industrial Way with the Fire Department to troubleshoot a touchy alarm. Staff assisted the Recreation Department in locating a leak in the East Rochester Pool. Spring hydrant flushing has been completed. Many thanks to all who assisted with this important task.



Round Pond Reservoir



20" gear gate at Washington Street

ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. DPW has expanded the number of vehicles included in the GPS vehicle tracking system for improved operations. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material, and condition as well as baseline information that has been developed related to our water, sewer, and stormwater systems’ “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”, will be incorporated into our Asset Management software. The Department is moving forward on work regarding wastewater “vertical assets”, such as the WWTF and pump stations.
- **Strafford Square Roundabout:** Bidding of the roundabout construction contract is now anticipated in late 2021. Prior to that contract, and in preparation for that construction, a utility infrastructure contract will be completed primarily to facilitate burying existing above-ground utilities. The utility infrastructure contract was awarded in early June 2021 and construction is expected to begin in July 2021.
- **North Main Street RRFB:** Pedestrian crossing improvements were planned for the North Main Street crosswalk between #105 and the municipal parking lot, including pedestrian-activated rectangular rapid flash beacons (RRFB), signage, and lighting improvements; however, budget constraints led the City Council to vote in May 2021 to install solar powered RRFBs only. Construction of these solar powered RRFBs began in late June and is expected to be completed in early July.
- **Woodman Area Infrastructure Improvements:** This project includes water, sewer, drainage, roadway, sidewalk, and lighting infrastructure improvements, as well as the rehabilitation of Woodman Park and certain parking areas in the Congress/Charles/Woodman /Myrtle area. A contractor pre-qualification process was completed in June 2021. Advertisement for bids is anticipated in late summer 2021. Construction of this project is anticipated to commence during fall 2021.
- **Colonial Pines Sewer Extension:** Phase 3 of this multi-phased sewer extension program is anticipated to be advertised for bids in July 2021, following a contractor pre-qualification process that was completed in June 2021. Construction of Phase 3 is anticipated to commence during summer 2021. As in Phase 2, Phase 3 will include drainage improvements in the project area. Additional funding for a final phase of sewer extension and drainage improvements is anticipated to be requested in the FY23 CIP budget.
- **Route 202A Water Main Extension and Water Tank:** This project consists of a 250,000 gallon elevated water storage tank near the Highfield Commons development, and the extension of new water main along Bickford Road, Route 202A, Winkley Farm Lane, and Fiddlehead Lane. Advertisement for bids is anticipated in late July 2021, following a contractor pre-qualification process that was completed in June 2021. Construction of this project is anticipated to commence during fall 2021.
- **Little Falls Bridge Road Right Turn Lane:** This project consists of widening the intersection of Little Falls Bridge Road and Chestnut Hill Road for the addition of a dedicated right turn lane from Little Falls Bridge to Chestnut Hill. Advertisement for bids is anticipated in July 2021; and, construction is expected to be completed by the end of the calendar year 2021.
- **Pavement Maintenance & Rehabilitation:** The FY21 Pavement Rehabilitation list includes portions of the following streets: Betts, Chamberlain, Crow Hill, Dartmouth, Donald, Edgewood, Four Rod, Hillcrest, Hobart, Nature, Norman, Phillips, Ramsey, Sunset, Walbridge, and Yale. FY21 Pavement Rehabilitation work began during June 2021 and is expected to be completed by August 2021.
- **Sidewalk Rehabilitation:** The FY21 Sidewalk Rehabilitation work, which commenced in May and is on-going, includes completing sidewalk rehabilitation in East Rochester in the Cocheco Avenue area and rehabilitating sidewalk along Oak Street in Gonic. Accessibility improvements to curb ramps to facilitate the FY21 pavement rehabilitation work will also be included in the FY21 sidewalk rehabilitation scope. FY21 Sidewalk Rehabilitation work is expected to be complete within the next month.
- **Granite Ridge Development – Phase 2:** Waterstone has submitted to NHDOT a response to comments on the revised traffic impact analysis study of November 2019. Further discussion with NHDOT and Waterstone, as well as the Planning Board approval process, in the coming months will direct the development of a design package for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Construction of site development is now expected to be completed in two phases; however, the public infrastructure construction will coincide with the first phase of development and is expected to begin in 2022, pending approvals and completion of design.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing

pipeline and addition of attenuation tanks. Design of the attenuation tanks is in process. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.

- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. In February 2021, the construction contract was terminated by the City for convenience. Construction is anticipated to commence with another construction contractor later in 2021.
- **River Street Sewer Pump Station Upgrade:** Construction was substantially completed in April 2021. Final completion is now anticipated in August 2021.
- **Route 11 Sewer Pump Station Upgrade:** A contractor pre-qualification process was completed in April 2021. Bids were received from pre-qualified contractors in June 2021. Additional funding is needed to award the construction contract and the engineer's construction administration contract. If additional funding is approved, construction is projected to commence in early fall 2021 and have a duration of one year.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, and Programmable Logic Controllers (PLC) Replacement. Construction of these projects is expected to be completed in the next few months.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget. This evaluation and planning effort commenced in April 2021 and is expected to have a duration of 2-3 years.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
 - In November 2020, USEPA Region 1 published a final General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. Rochester submitted a Notice of Intent (NOI) to "opt in" to this permit in March 2021. The City has also entered into an Administrative Order on Consent (AOC) with the USEPA that allows for an interim effluent limit and certain nitrogen reduction project deadlines. USEPA has issued Rochester an Authorization to Discharge with an effective date of coverage of May 1, 2021; the City submitted to EPA & NHDES its first semi-annual AOC compliance report on June 1, 2021 for the reporting period of May 1-31, 2021. In addition, Rochester, along with Dover and Portsmouth, has entered into an agreement with an environmental stakeholder that commits to certain TN reduction efforts in exchange for a commitment from the stakeholder to refrain from appealing the General Permit.
 - As far as the City's individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1; however, USEPA did contact the Department in June 2021 to request updated information related to the City's 2002 NPDES Renewal Application. The requested information was provided in June 2021 and the Department awaits a response from USEPA.
 - And, as far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a NOI to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. The second annual report for the MS4 permit was submitted to EPA in September 2020. Year 3 efforts were completed in June 2021, including a revision to the City's Stormwater Ordinance Chapter 218, which was presented to the Planning Board in April 2021, to the Codes and Ordinances Committee in May 2021, and approved by voted of the City Council in June 2021.
- **New DPW Facility:** Building construction continues with exterior trim and detail work, interior painting, mechanical, electrical, and plumbing work, ceiling installation, ceramic floor tile installation, and work on the fuel island canopy, along with other site work, including preparation for additional paving anticipated in July 2021. The antenna tower on-site has been erected, as well. Construction of the facility is anticipated to continue through early November 2021, with furniture move-in scheduled for mid-November.

Economic & Community Development



6/30/2021

MANAGEMENT REPORT



Economic Development Report, Written by Mike Scala and Jenn Marsh

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

PROJECTS IN THE PIPELINE

Director Scala and Assistant Director Marsh continue to attend weekly economic development update meetings coordinated by Strafford Regional Planning where Seacoast ED groups discuss strategies and programs beneficial to local businesses during the current crisis.

Scala and Marsh also attend bi-weekly calls held by the NH Business Economic Affairs Department (BEA) to receive updates from Commissioner Caswell on the State's ongoing efforts to assist businesses and organizations through the pandemic.

Econ Dev continues to work with multiple developers interested in several lots throughout the city. Most notably, 13 Sawyer Avenue, 38 Hanson, and 55 N. Main.

SCENIC/SALINGER

Chinburg Properties has entered the construction phase of the project. They are still on track for a December 2021 opening.

Driveway paving of Water Street has been tentatively early fall.

GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continues to discuss Phase II with Waterstone Properties Group, including future tenant and infrastructure needs. The City is still in discussions to accept a reduced Infrastructure plan to jumpstart the project.

Waterstone will be presenting plans for the 3 pads at the front of the property to the Planning Board in a future meeting.

WAYFINDING (Phase III)

Plans are underway to design and implement Phase III of the project. The goal is for completion by the end of the calendar year.

SIG SAUER - AMAROSA DRIVE

Sig has started the renovations of 8 Amarosa Drive.

The City continues to work with Sig on the planned sewer extension down Milton Road and intersection reconfiguration along Rt. 125.

GRANITE STATE BUSINESS PARK

LDI continues to work on construction of their facility. The exterior walls are complete with scheduled move-in date September 6th, 2021.

Prep Partners is nearing completion of their site work. They hope to be completed by the end of the year.

The PDA has approved the sewer crossing to service the Prep Partners lot and ED is working with DPW to schedule the build.

A Groundbreaking Ceremony is slated to be held sometime in August.

Pella Windows has poured their foundation and is in the process of erecting the frame of their structure.

A Groundbreaking Ceremony has been scheduled for July 14.

55 N. MAIN (HOFFMAN BUILDING)

We are in discussions with an interested Developer. He is putting together a preliminary renderings sometime in July.

38 Hanson Street

Econ Dev is still in discussion with a prospective developer. We expect an official offer on the property sometime next month.

JENN MARSH, ASSISTANT DIRECTOR ECONOMIC DEVELOPMENT

TRAILS

Jenn has reached out to the SRPC and Recreation Department to begin work on mapping Rochester's existing trails. They will be looking for gaps in trails that can be connected and mapped for recreational purposes.

RIVERWALK

The Kayak Launch in June was a success, there were about 15 kayakers that joined the committee and the Fire Department had their rescue boat. The Riverwalk is currently holding a fundraiser and selling calendars to raise funds for future projects. Calendars can be purchased by any committee member and are \$5 a piece with a chance to win one of 31 prizes in August.

NEW BUSINESSES

Label Shopper opened their doors and are located in the Lilac Mall. They offer designer brands at a discount and do have some accessories and house wares as well.

ROCHESTER FARMERS MARKET

The market is open and will have live music every week (weather depending). Vicky Poland is still the market manager and has done a great job gathering vendors during a time when most farms/businesses do not have adequate staff to attend the market. There is a weekly raffle with a chance to win \$20 in market cash if you attend and purchase something from the market.

OUTDOOR DINING

Staff worked with Lilac City Grille and My Cielo Taqueria to secure outdoor dining at their locations for the 2021 season. Both are open and ready to serve you in their outdoor space. Back Hill Brewery will be joining in the outdoor dining as soon as a contractor finishes up some work that will allow for adequate space for the Brewery.

ROCHESTER MAIN STREET

Main Street co-hosted their first "Business Appreciation Lunch" with the City of Rochester. The BBQ was held out front of the Annex and was a great opportunity for the downtown businesses to get to know their neighbors, Main Street Board Members and City staff. It was a very successful event with 13 different downtown businesses in attendance in addition to some City Councilors and city staff. Main Street board members worked with Studley's Flower Gardens to add flowers to the Parson Main Statue which is Main Street's adopt a spot.

JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

COVID-19: There are a number of weekly conference calls organized by HUD, national homeless coalitions, and other organizations about the ongoing response to the COVID-19 pandemic. The Community Development Coordinator has been attending these calls and forwarding guidelines and resources to Rochester CDBG subrecipients and other regional social services providers. The Community Development Coordinator also continues to track potential funding opportunities for both the city and regional social services providers.

Rochester Child Care Center – Fire Doors Project: A contractor has been selected for the project, and work is scheduled to begin in early FY 2022.

Homeless Center for Strafford County – Kitchen Installation: The Community Development Coordinator has been working with the Homeless Center for Strafford County executive director on procurement for the kitchen installation project.

FY 2022 Contract Addendums: The Community Development Coordinator has drafted and sent the contract addendums to My Friend's Place and Waypoint NH for their additional funds approved at the July City Council meeting.

Fair Housing: The Community Development Coordinator has prepared and mailed fair housing informational brochures to Infinity Peer Support (formerly Tri-City Coop) for distribution to the organization's clients.

Gafney Home Senior Affordable Housing Project: Community Action Partnership of Strafford County (CAP) and the Strafford Regional Planning Commission (SRPC) approached the City of Rochester regarding a grant application to the NH Community Development Finance Authority for state CDBG CARES Act funds to renovate the Gafney Home to create 21 units of affordable housing for senior residents. The Community Development Coordinator has been working with CAP and SRPC staff to prepare the grant application and to schedule the required pre-application public hearing for July 20th.

Trainings and Webinars: The Community Development Coordinator has attended webinar trainings on tiny homes, chronic homelessness, and environmental reviews (site contamination).

NON-CDBG ACTIVITIES

COVID-19 Grants: The Community Development Coordinator has continued to attend webinar trainings on the American Rescue Plan Act (ARPA), reporting requirements, and allowable use of ARPA funds.

FY 22 Municipal Funding Contracts: The Community Development Coordinator has drafted and sent out the FY 2022 non-CDBG municipal funding contracts for the social services grants allocated as part of the city's FY 22 budget.

OTHER ACTIVITIES

JUUL Lawsuit: The City of Rochester has sued JUUL based on the impact of vaping and e-cigarettes on Rochester's youth population. The Community Development Coordinator was

deposed by the lawsuit defendant based on the Community Development Coordinator's grant management of the Bridging the Gaps federal grant.

FINANCE REPORT

June 2021

07/15/2021

Agenda Item Name: Monthly Financial Statements Summary – as of June 30, 2021

For the full detail report, click here: [Jun-21 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

E-mail Address: mark.sullivan@rochesternh.net

Meeting Date Requested: July 13, 2021

Issue Summary Statement

The June 2021 financial summary reports are attached. June represents approximately 100% completion of FY21. Below is a summary of revenues & expenses that Finance continues to monitor.

Revenues:

Motor Vehicle Registrations: FY21 motor vehicle registrations ends extremely strong at \$5,946,055 collected, or 149% of estimated budget.

Waste Management Host Fees: All four quarterly checks have been received. Grand total received is \$3,639,688. Transfer of the School Department's allocation of \$878,000 has been completed. Revenue received is \$761,561 over budgeted estimate.

Building Permits: FY21 Building permits collected \$752,799, or 376% of estimated budget.

Interest Income: Pending June-21 recording. Interest Income was soft at 49% received or \$124,790. Interest income rates remain low at approximately .50%.

Interest on Delinquent Taxes: Collected \$382,867, 109% of estimated budget.

State of NH Rooms & Meals: DRA final rate confirmed at \$1,568,269, payment received.

Water-Sewer User Fees: Payments have seen a recovery, will continue to monitor. New User Rates went into effect January 1, 2021. Water User Rate \$5.83 per unit, Sewer User Rate \$7.43 per unit.

Highway Block Subsidy: Three quarterly payments received, total \$493,988, 95% of budget. Pending final quarterly payment.

Cable Franchise Fees: All FY21 Payments from Atlantic Broadband and Comcast have been received. Revenue is \$314,805, or 171% of estimated budget.

Covid-19 Cares Act Reimbursements: \$724,336 in Cares Act reimbursements have been received.

Expenses:

Total General Fund expenditures are at 92%. Same period FY20 was 97.5%.

General Fund salaries and benefits below budget at 94.8% expended.

Fire Overtime- \$422,916, 176% expended.

Police Overtime- \$140, 581, 129% expended.

Welfare Direct Assistance- \$77,080, or 44% expended.

Snow Removal & Supplies- \$207,270 , or 81% expended.

Summary: Cash position remains strong, and in a good position.

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
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1000 GENERAL FUND						
11011 ECONOMIC DEVELOPMENT REVENUE	0	0	0	750.70	-750.70	100.0%
11031 CITY CLERK REVENUE	124,850	0	124,850	127,667.75	-2,817.75	102.3%
1104092 CARES ACT-FED THRU STATE-RE	0	59,325	59,325	51,922.05	7,402.95	87.5%
11051 ASSESSORS REVENUES	0	0	0	70.00	-70.00	100.0%
11061 BUSINESS OFFICE REVENUE	250,000	0	250,000	124,790.44	125,209.56	49.9%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	33,409,885	28,053	33,437,938	36,460,803.39	-3,022,865.39	109.0%
11072 TAX COLLECTOR REVENUE	3,308	0	3,308	2,971.00	337.00	89.8%
11081 GENERAL OVERHEAD REVENUE	3,460,991	2,177,674	5,638,665	3,527,430.95	2,111,234.33	62.6%
11082 GENERAL OVERHEAD REVENUE	2,186,077	0	2,186,077	2,260,497.01	-74,420.01	103.4%
11083 GENERAL OVERHEAD - FEDERAL	0	0	0	672,414.00	-672,414.00	100.0%
11091 PUBLIC BLDGS REVENUE	0	0	0	66.57	-66.57	100.0%
11101 PLANNING	18,250	0	18,250	56,470.35	-38,220.35	309.4%
11201 REV LEGAL OFFICE	50,000	0	50,000	35,833.32	14,166.68	71.7%
12011 POLICE CITY REVENUE	363,479	0	363,479	346,041.40	17,437.60	95.2%
12021 FIRE CITY REVENUE	25,500	0	25,500	9,719.79	15,780.21	38.1%
12022 FIRE STATE REVENUE	41,812	0	41,812	10,125.00	31,687.00	24.2%
12031 DISPATCH CENTER	60,982	0	60,982	35,952.02	25,029.98	59.0%
12041 CODE ENFORCEMENT REVENUE	244,210	0	244,210	784,436.30	-540,226.30	321.2%
13011 PUBLIC WORKS REVENUE	35,400	0	35,400	66,207.48	-30,807.48	187.0%
13012 STATE HIGHWAY SUBSIDY	519,175	0	519,175	493,988.59	25,186.41	95.1%
14011 WELFARE REVENUE	2,500	0	2,500	6,876.51	-4,376.51	275.1%
14021 RECREATION REVENUE	60,050	0	60,050	16,240.00	43,810.00	27.0%
14028 RECREATION DEFERRED REVENUES	0	0	0	57,445.00	-57,445.00	100.0%
14031 LIBRARY REVENUE	10,800	1,000	11,800	7,023.35	4,776.65	59.5%
TOTAL GENERAL FUND	40,868,269	2,266,052	43,134,321	45,155,742.97	-2,021,421.69	104.7%
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5001 WATER ENTERPRISE FUND						
510001 WATER WORKS REVENUE	6,710,052	125,000	6,835,052	3,872,572.40	2,962,479.60	56.7%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	3,872,572.40	2,962,479.60	56.7%
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5002 SEWER ENTERPRISE FUND						

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YEAR-TO-DATE BUDGET REPORTP 2
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FOR 2021 12

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
520001 SEWER WORKS REVENUE	7,945,222	125,000	8,070,222	4,616,098.87	3,454,123.13	57.2%
520002 SEWER WORKS REVENUE	396,081	0	396,081	53,451.00	342,630.00	13.5%
550204 SEWER-REVENUE PRIVATE/OTHER	0	10,250	10,250	10,250.00	.00	100.0%
TOTAL SEWER ENTERPRISE FUND	8,341,303	135,250	8,476,553	4,679,799.87	3,796,753.13	55.2%
5003 ARENA ENTERPRISE FUND						
530001 ARENA REVENUE	416,031	0	416,031	255,785.83	160,245.17	61.5%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	255,785.83	160,245.17	61.5%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	889,241	0	889,241	712,671.00	176,570.00	80.1%
TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	712,671.00	176,570.00	80.1%
GRAND TOTAL	57,224,896	2,526,302	59,751,198	54,676,572.07	5,074,626.21	91.5%

** END OF REPORT - Generated by Mark Sullivan **

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	409,559	5,381	414,940	433,607.68	2,810.02	-21,477.70	105.2%
11012351 ECONOMIC DEVELOPMENT	512,693	4,096	516,789	355,750.50	8,220.43	152,818.07	70.4%
11020050 IT SERVICES	897,327	42,938	940,265	894,014.39	18,858.59	27,392.02	97.1%
11030051 CITY CLERK	334,501	0	334,501	340,835.33	20,319.56	-26,653.89	108.0%
11040050 ELECTIONS	70,168	0	70,168	29,201.93	2,087.55	38,878.52	44.6%
11040990 CARES ACT ELECTION-FED THR	0	51,922	51,922	51,922.05	.00	.00	100.0%
11050070 ASSESSORS	570,520	47,461	617,981	565,709.42	844.67	51,426.91	91.7%
11060051 BUSINESS OFFICE	608,770	1,352	610,122	557,117.22	606.55	52,398.23	91.4%
11063151 HUMAN RESOURCES	225,528	1,250	226,778	266,169.85	4,891.48	-44,283.33	119.5%
11070070 TAX COLLECTOR	379,761	3,020	382,781	402,180.99	1,393.41	-20,793.40	105.4%
11080050 GENERAL OVERHEAD	1,169,916	-446,525	723,391	399,464.22	58,111.77	265,815.01	63.3%
11090050 PB CITY WIDE 50	687,246	83,352	770,598	744,879.61	8,784.21	16,934.18	97.8%
11090051 PB CITY HALL 51	65,698	0	65,698	77,971.48	4,557.06	-16,830.54	125.6%
11090052 PB OPERA HOUSE 52	48,769	0	48,769	28,155.24	11,645.14	8,968.62	81.6%
11090054 PB CENTRAL FIRE 54	10,945	0	10,945	7,449.52	2,430.08	1,065.40	90.3%
11090055 PB GONIC FIRE 55	10,787	0	10,787	9,569.41	637.00	580.59	94.6%
11090056 PB LIBRARY 56	19,313	0	19,313	18,529.42	624.78	158.80	99.2%
11090057 PB DPW GARAGE 57	12,155	0	12,155	11,737.23	388.26	29.51	99.8%
11090061 PB HISTORICAL MUSEUM 61	1,320	0	1,320	567.00	753.00	.00	100.0%
11090063 PB HANSON POOL 63	6,700	0	6,700	2,919.91	275.00	3,505.09	47.7%
11090064 PB GONIC POOL 64	1,100	0	1,100	138.00	137.50	824.50	25.0%
11090065 PB EAST ROCHESTER POOL 65	800	0	800	138.00	137.50	524.50	34.4%
11090068 PB GROUNDS 68	10,880	0	10,880	9,711.45	500.00	668.55	93.9%
11090069 PB DOWNTOWN 69	17,000	0	17,000	8,641.04	5,835.20	2,523.76	85.2%
11090070 PB REVENUE BUILDING 70	21,368	0	21,368	18,909.06	1,615.76	843.18	96.1%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	3,000.00	.00	.00	100.0%
11090075 PB NEW POLICE STATION	24,066	0	24,066	17,967.16	3,300.96	2,797.88	88.4%
11090077 PB ANNEX	11,140	0	11,140	3,845.29	347.61	6,947.10	37.6%
11102051 PLANNING	427,669	4,518	432,187	362,035.74	539.35	69,611.91	83.9%
11200051 LEGAL OFFICE	611,159	0	611,159	575,845.90	2,844.51	32,468.59	94.7%
12010053 PD ADMINISTRATIVE SERVICES	2,076,031	55,000	2,131,031	1,908,069.81	46,537.18	176,424.01	91.7%
12012453 PD PATROL SERVICES	5,463,738	0	5,463,738	4,949,308.62	.00	514,429.38	90.6%
12012553 PD SUPPORT SERVICES	417,396	10,035	427,431	413,386.86	.00	14,044.14	96.7%
12020054 FIRE DEPARTMENT	4,991,261	20,000	5,011,261	5,013,034.25	26,511.84	-28,285.09	100.6%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,592	0	28,592	20,054.88	923.40	7,613.72	73.4%
12020754 CALL FIRE	29,890	-10,000	19,890	16,140.62	.00	3,749.38	81.1%
12023354 EMERGENCY MANAGEMENT	42,101	0	42,101	5,765.64	6,119.92	30,215.44	28.2%
12030153 DISPATCH CENTER	869,310	30,085	899,395	860,712.50	7,930.23	30,752.27	96.6%
12040051 CODE ENFORCEMENT	593,170	8,974	602,144	579,139.24	247.77	22,756.99	96.2%
12050050 AMBULANCE	282,321	96,125	378,446	378,444.00	.00	2.00	100.0%

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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2021 12

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,412,336	6,021	2,418,357	2,177,195.46	207,081.77	34,079.77	98.6%
13010957 WINTER MAINTENANCE	530,920	0	530,920	360,354.59	8,658.70	161,906.71	69.5%
13020050 CITY LIGHTS	218,000	0	218,000	168,576.06	34,135.52	15,288.42	93.0%
14010051 WELFARE	480,831	9,409	490,240	352,956.04	6,551.76	130,732.20	73.3%
14022072 RECREATION ADMINISTRATION	671,686	8,561	680,247	609,768.86	10,261.51	60,216.63	91.1%
14022150 RECREATION PLAYGROUNDS/CAM	101,305	-3,000	98,305	36,294.10	1,711.05	60,299.85	38.7%
14022250 RECREATION POOLS	94,924	0	94,924	88,326.41	2,717.92	3,879.67	95.9%
14030056 LIBRARY	1,342,026	1,000	1,343,026	1,200,180.38	12,570.73	130,274.89	90.3%
15000051 COUNTY TAX	6,941,353	0	6,941,353	6,752,536.00	.00	188,817.00	97.3%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,471,220	0	4,471,220	4,471,219.51	.00	.49	100.0%
17030050 OVERLAY	350,000	0	350,000	.00	.00	350,000.00	.0%
17040051 TRANSFER TO CIP & OTHER FU	1,290,000	2,227,674	3,517,674	2,417,674.28	.00	1,100,000.00	68.7%
TOTAL GENERAL FUND	40,868,269	2,258,649	43,126,918	38,977,122.15	535,456.25	3,614,339.93	91.6%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,353,392	125,000	5,478,392	4,020,367.95	44,213.26	1,413,810.79	74.2%
51601073 WATER TREATMENT PLANT	1,287,559	0	1,287,559	1,121,046.99	40,303.69	126,208.32	90.2%
51601570 WATER REVENUE OFFICE	69,101	0	69,101	67,445.32	.00	1,655.68	97.6%
TOTAL WATER ENTERPRISE FUND	6,710,052	125,000	6,835,052	5,208,860.26	84,516.95	1,541,674.79	77.4%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,106,648	225,250	4,331,898	4,997,751.59	16,403.30	-682,256.89	115.7%
52602074 SEWER TREATMENT PLANT	4,167,052	0	4,167,052	1,593,649.24	179,771.46	2,393,631.30	42.6%
52602470 SEWER REVENUE OFFICE	67,603	0	67,603	67,366.91	.00	236.09	99.7%
TOTAL SEWER ENTERPRISE FUND	8,341,303	225,250	8,566,553	6,658,767.74	196,174.76	1,711,610.50	80.0%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	416,031	0	416,031	361,891.28	12,361.17	41,778.55	90.0%
TOTAL ARENA ENTERPRISE FUND	416,031	0	416,031	361,891.28	12,361.17	41,778.55	90.0%
6000 COMMUNITY CENTER SP REV FUND							



07/06/2021 11:03
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CITY OF ROCHESTER
YEAR-TO-DATE BUDGET REPORT

P 3
glytdbud

FOR 2021 12

6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	889,241	0	889,241	784,292.20	71,568.32	33,380.48	96.2%
	TOTAL COMMUNITY CENTER SP REV FUND	889,241	0	889,241	784,292.20	71,568.32	33,380.48	96.2%
	GRAND TOTAL	57,224,896	2,608,899	59,833,795	51,990,933.63	900,077.45	6,942,784.25	88.4%

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City Clerk's Office

Forthcoming:
Planning
Department
Report

City Clerk's Office

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City Clerk's Office



Rec & Arena Monthly Report

07/15/2021

To: Blaine Cox, City Manager
 Mayor Lauterborn
 Members of the City Council

From: Lauren Krans –Asst. Recreation & Arena Director
Date: July 14, 2021
Re: June 2021 Monthly Report

Program	June #'s
Community Swim (HP)	295
Community Swim (GN)	289
Community Swim (ER)	285
Senior Aqua Zumba	18
Senior Breakfast	25
Senior Cardio Drumming	54
Senior Swim	73
Senior Zumba Gold	53
Summer Camp	95
Swim Lessons	76
Teen Travel Camp	9
Adult Volleyball	63
Senior Power Hour	71
Senior Trips	7
JUNE TOTAL	1413

Rochester Rec Summer Camp

Summer Camp began on Wednesday, June 23, the day after Rochester Schools let out for summer vacation. Our camp enrollment remained strong, with 95 children registered for the program. With COVID precautions relaxed, facemasks at camp are not mandatory. Loosened restrictions also allowed us to dissolve one of our ‘camp pods’ into the remaining groups. This helped reinforce staffing numbers and allow us more options for indoor facility use with the campers. Camp will not take any bus field trips this summer, but staff has planned walking trips in an effort to “Explore Rochester”, including a trip to the Rochester Opera House and Rochester Public Library.

Indoor Senior Breakfast & Trip to North Conway

As soon as COVID best practices supported more normalcy, our team was ready to jump on hosting the first indoor Senior Breakfast of the year! Twenty-five of our 50+ community members attended the event for good food and great socialization. June also brought back Senior Trips, with a crew of 7 seniors joining Rec Supervisor Art on a day trip to North Conway. Our senior participants are extremely excited for our new van and cannot wait to see what plans we have in store for upcoming trips!

Swim Lessons & Community Swim

The outdoor pools opened on June 19th for Swim Lessons and Community Swim. As anticipated, Swim Lessons registrations are down slightly from pre COVID. We anticipate registration numbers will increase for Session 2 & 3 as families become more comfortable with the return to normal programs and routines. Community Swim has been a large success, with very positive feedback from participants. Our Senior Swim participants have made a strong return this summer, with 73 people attending this 50+ program now located at the Gonic Pool. Many of these seniors had not utilized the Gonic Pool before and were very impressed with the facility.

Isobel Cup Champion

Taylor Wenczkowski of the National Women’s Hockey League’s Boston Pride hosted a meet and greet at the Rochester Arena on June 27. Taylor is a Rochester native and 2021 Isobel Cup Champion. With her designated ‘day with the Cup’ Taylor chose to share the glory with her hometown by hosting a meet and greet right here in Rochester. Around 100 community members visited the rink to say hello to Taylor and take a picture with her and the Cup!

Congrats!



**Four of Spaulding’s
 2021 Top Ten
 Students are Rec
 Employees!**



**Lifeguards at our In House Certification
 training at the ER Pool.**



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City Clerk's Office

07/15/2021



Rochester Fire Department

37 Wakefield St. Rochester, NH 03867

(603) 335-7545



To: Blaine Cox, City Manager

From: Mark E. Klose, Fire Chief

Date: July 15, 2021

Ref: Monthly Report for June 2021

On behalf of the Rochester Fire Department, I am pleased to provide you with the following report. The report serves as a summary of the activities, projects and programs underway with the fire department.

DEPARTMENT INFORMATION:

- Manning Station 1 and Station 2 (Gonic)
- 3 Shifts at 10 firefighters (1 Captain, 1 Lieutenant and 8 Firefighters)
- 1 Shift at 9 (1 Captain, 1 Lieutenant and 7 Firefighters)

PERSONNEL:

- FF Brandt Berry gave his letter of resignation effective June 19, 2021.
- Firefighters JB Riley and Kevin Banks received are now on active military orders. 12 month deployment to Kuwait.
- Conducted interviews for Executive Secretary. Made a selection and extended a conditional offer.

OPERATIONS DIVISION:

- Conducted final inspection of Rescue 8 at Toyne Fire Apparatus (Breda, IA)
- Conducted Pre-Construction for Truck 6 at Sutphen Fire Apparatus (Columbus, OH)
- Placed into service new battery-operated extrication tools.
- A-Shift crews assisted with the care of 2 critical neonatal pts with a positive outcome.
- Provided Critical Incident Debrief for Personnel.
- Responded to and mitigated all emergencies in the City.



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INCIDENTS (Total 276 calls)

June 6, 2021, Tank, -7, Engine-2, C1 and C4, mutual aid to Farmington for a structure fire

June 6, 2021, Engines-5, 2, 3, 1 Truck-9, C1 and C4 23 Maple Street for a structure fire. Small porch fire

June 9, 2021 Engine-5, Tank-7, and C4 responded mutual aid to Farmington for a structure fire.

June 18, 2021 Tanker -7 and Chief 4 mutual aid to Acton, ME for a structure fire.

June 24, 2021 Engines-2, 5 Tanker-7 Chief 1 and Chief 4 to Waste Management for a trash fire on the pile.

June 25, 2021 Engine-2 and C4 mutual aid to Dover for a structure fire

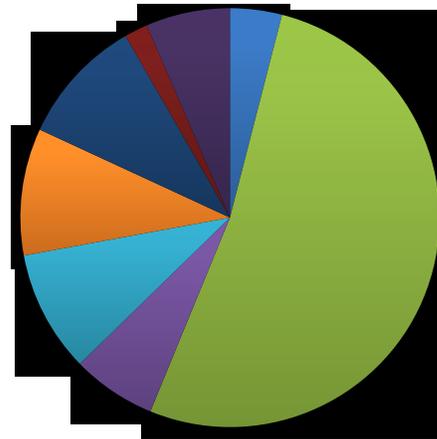
June 28, 2021 Engines-5, 2, Tanker-7, Truck-9, C2, C4, K1 along with mutual to 5 Outlook for a structure fire.

Incident Type Category:

<u>Incident Type Category:</u>	<u>Occurrences</u>	<u>%</u>
Fire/Explosion	11	4.0%
Overpressure Rupture	0	0.0%
Rescue Call	144	52.2%
Hazardous Condition	18	6.5%
Service Call	26	9.4%
Good Intent Call	27	9.8%
False Calls	27	9.8%
Severe Weather/Natural Disaster	5	1.8%
Special Type/Complaint	0	0.0%
Undetermined	18	6.5%
TOTAL	276	100.0%

Incident Type Categories

- Fire Explosions
- Overpressure Rupture
- Rescue Call
- Hazardous Condition
- Service Call
- Good Intent Call
- False Calls
- Severe Weather/Natural Disaster
- Special Type/Complaint
- Undetermined





Rochester Fire Department

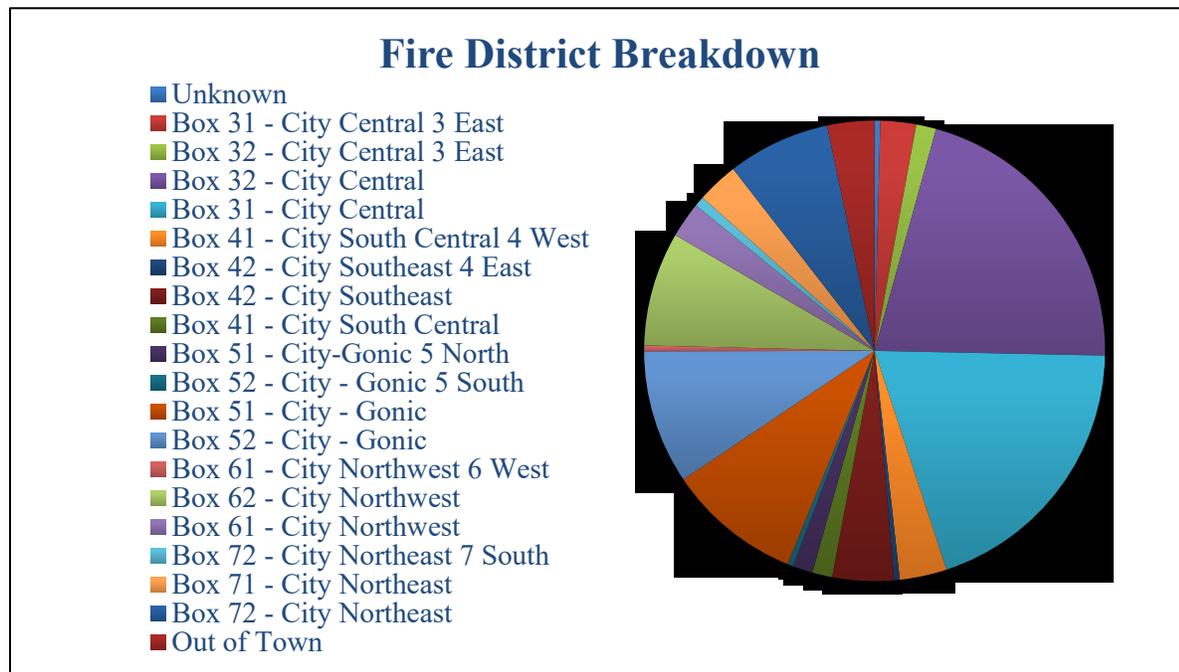
37 Wakefield St. Rochester, NH 03867

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Fire District Breakdown

<u>Fire District</u>	<u>Occurrences</u>	<u>%</u>
Unknown	1	0.4
BOX 31 – City Central 3 West	7	2.5
BOX 32 – City Central 3 East	4	1.4
BOX 32 – City Central	58	21.0
BOX 31 – City Central	54	19.6
BOX 41 - City South Central 4 West	9	3.3
BOX 42 - City Southeast 4 East	1	0.4
BOX 42 - City Southeast	12	4.3
BOX 41 - City South Central	4	1.4
BOX 51 - City-Gonic 5 North	4	1.4
BOX 52 - City-Gonic 5 South	1	0.4
BOX 51 - City-Gonic	26	9.4
BOX 52 - City-Gonic	26	9.4
BOX 61 - City Northwest 6 West	1	0.4
BOX 62 - City Northwest	22	8.0
BOX 61 - City Northwest	7	2.5
BOX 72 - City Northeast 7 South	2	0.7
BOX 71 - City Northeast	8	2.9
BOX 72 - City Northeast	20	7.2
Out of Town	9	3.3
TOTAL:	276	100.0





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June 12, 2021, Grand opening for the new kayak launch.





Rochester Fire Department

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APPARATUS:

June 11, 2021, Rochester Fire Department received our UTV Kawasaki 6 passenger Mule.

New trailer has been received, sent out to vendor for lights and lettering.

EMERGENCY MANAGEMENT:

Rochester Fire Department finished up assisting the State of NH, NH department of Health and Human Services with administration of Covid vaccines.

FUTURE PROJECTS(s):

- Fire Department Records Management Software (RMS) Emergency Response (ER) data entry continues.

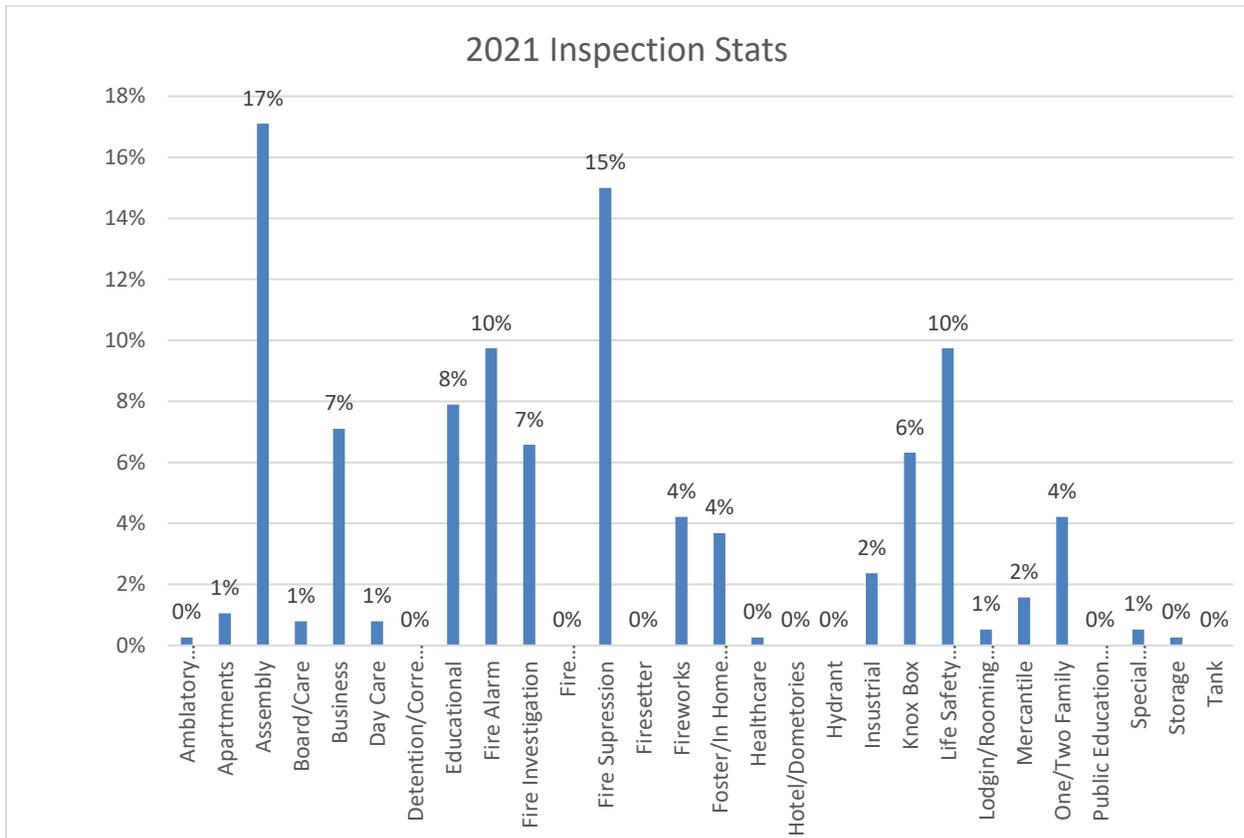
FIRE PREVENTION DIVISION:

During the month of June, the Fire Prevention Division continued to be out in the community working on various types of inspections and programs. June was the month for firework permitting. DC Hughes inspected twenty two (22) sites of which sixteen (16) received permits, six (6) were denied due to the inability to obtain safe shooting distance from structures, trees and overhead obstructions and one (1) was denied due to the individual attempting to apply late afternoon on July 1st. DC has also started the planning for the 2021 Fire Prevention Week Event (October 9th) and is assisting with National Night Out. The Fire Department provided Fire Watch details for five (5) events.



Rochester Fire Department

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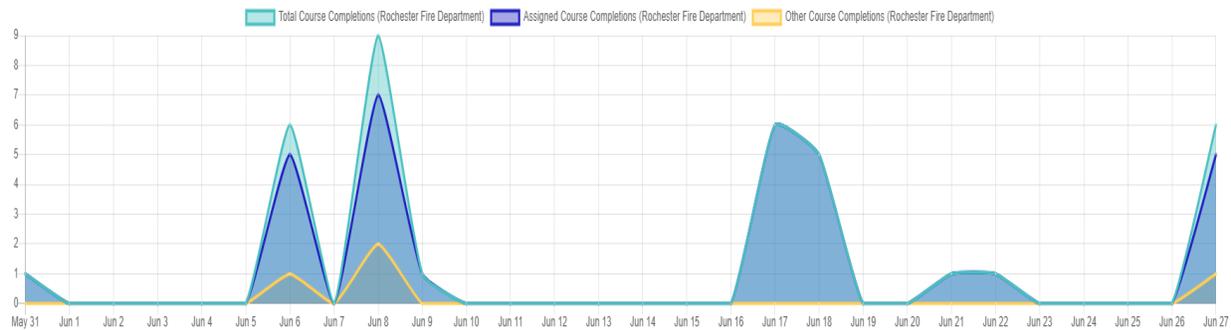
TRAINING DIVISION:

IMC

Total Individual Course Completion Records:	141
Total Present:	134
Total Absentees:	1
Total Credit Hours Awarded:	254.50
Total Course Hours Awarded:	136.50
Total Certifications Awarded:	0
Total Renewal Dates Given:	0

Date From Date To

Course Completions



Course Status

Course Content Type

Policy Status

Fire Rescue 1 Academy

Total Individual Course Completion records: 58

Total Credit Hours Awarded: 58



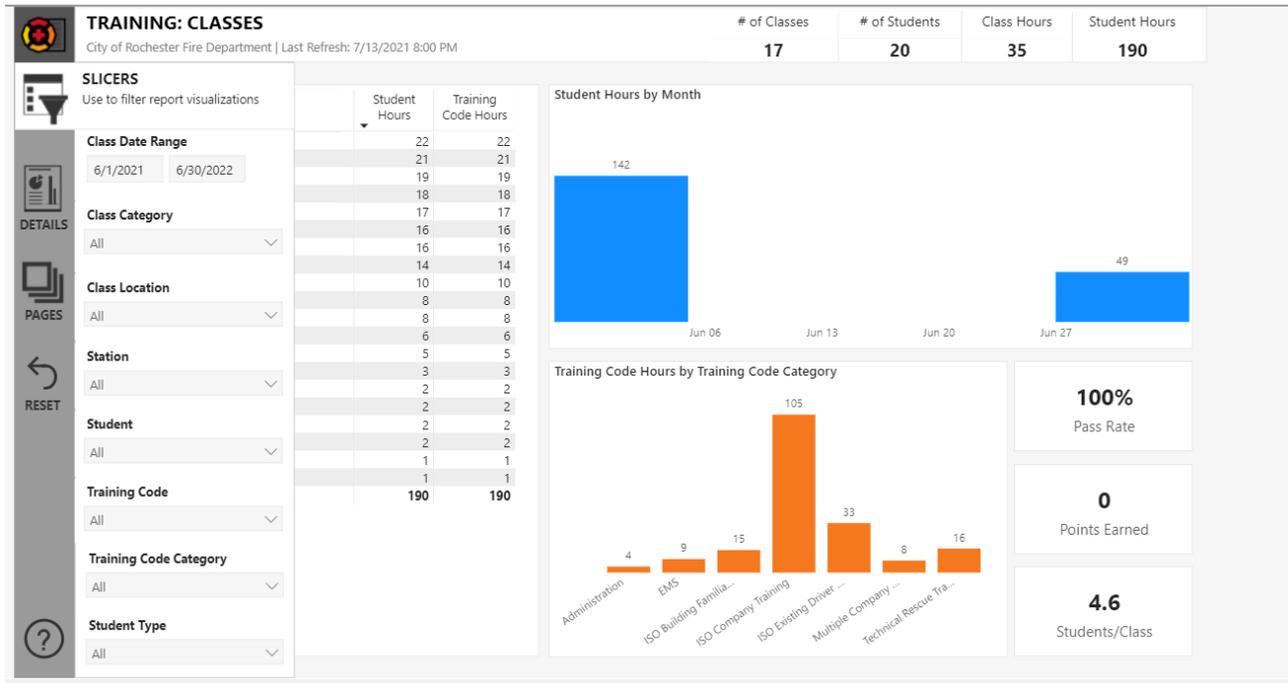
Rochester Fire Department

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Emergency Reporting (Partial Reporting)



- Continue the onboarding and data transfer of equipment and training information to the “Emergency Reporting Data Platform,” and have proceeded with a limited roll out to members for training reports.
- Organized/scheduled/facilitated the required appointments for new employees in prep. for initial training week (12July21 start date)
- Attended all required meetings and scheduled events.
- All members continue to perform necessary training required by the “ISO”

07/15/2021

ROCHESTER POLICE DEPARTMENT



PAUL R. TOUSSAINT
Chief of Police

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org
"Dedication, Pride, Integrity"

POLICE COMMISSION

DEREK J. PETERS
Chairman
DAVID R. STEVENS
Vice Chairman
LISA M. STANLEY
Commissioner

June 9, 2021



TO: City Manager Blaine Cox

RE: Monthly Report – June 2021

OPERATIONS: At this time, due to COVID-19, all RUN meetings are on hold.

The investigations bureau had 26 cases submitted for review or were detective generated. There are currently 86 cases assigned. There were no detective call outs this period. There were 18 cases presented to a virtual Grand Jury, all were true bills. There were six phones analyzed with Cellebrite. There were six background investigations and four polygraphs. There were two sex-offender compliance checks. Evidence logged in 327 pieces, returned 34 items to owners and 91 additional pieces were destroyed.

COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT: Community Engagement Officer Danie has been working on upcoming events:

- Working with the Rochester Main Street Board.
- Helped with the upcoming fireworks planning
- Been present for discussions surrounding a music series in the downtown starting soon.
- Exploring ideas and ways of getting the RAD women's self-defense program back and running.
- Planning the RPBA & Crimeline Golf Tournament
- Helped the board for Rochester Thank a Police Officer Day.

Officer Danie remains active with the police explorers and has also assisted at the week-long police explorer's cadet academy in Concord this period.

Officer Danie continues to be involved with POP officers Robinson and Seager.

There have been numerous issues with the Anchorage Inn on Wadleigh Road and many calls for service to patrol that has strained resources. Many of these calls for services are drug related, including sales and overdoses. Officer Danie facilitated a narcotics investigation working closely with the POP unit. A male suspect was arrested on charges including possession of Controlled Narcotic/Drugs with the Intent to Distribute and Felon in Possession of a Dangerous Weapon. As a result of their efforts calls for service to that location have decreased.

Officer Danie, Officer Robinson, and Officer Seager took part in the multi-agency proactive enforcement saturation patrol on June 1 between 4:00PM and Midnight, combining efforts with the NH State Police and Probation and Parole. There were more than 100 traffic stops/bicycle stops/pedestrian stops and 16 criminal arrests.

In addition, both POP officers and the CEO have each assisted patrol during staffing shortages by working patrol overtime shifts and working a rotating one-week schedule in patrol as well.

The POP officers and CEO have been following up on the Riviera site assessment with Code and Fire and are planning the next location for a site assessment for next month.

COMPSTAT: The quantity of traffic stops decreased, yet the reason for and amount of arrests from traffic stops is consistent with last month. The reasons include traffic offenses, occupants with warrants and officers observing other crimes during the stop. There was a slight increase in traffic crashes, none of which were DUI-related, but rather called in as welfare checks. The two DUI arrests for the month were drug-related. The decrease in proactivity is attributed to low staffing levels.

There was a significant increase in shoplifting reports, most from Walmart completing and forwarding their backlog of incidents. It is also worth noting that in some of these incidents Walmart only wanted the persons issued trespass notifications rather than pursuing criminal charges, which will impact the amount of corresponding arrest reports.

There was an increase in theft from motor vehicles, with targeted items consisting of articles that would improve the quality of life of a transient individual, such as inflatable mattresses, cell phone chargers and battery packs, lawn chairs, and loose change. Burglaries this past month had similar items stolen, and were entries into garages and outbuildings in order to locate said items. Many of these instances took place in Gonic. Officers conducted extra patrols in response to intelligence data. Thefts of catalytic converters has decreased, attributed to a buyer moving out of the area. Of the two stolen motor vehicles for the month, one was an unauthorized use by a significant other where the victim is now uncooperative. The other was located and officers have identified a suspect that they are investigating.

The majority of the drug-related offenses were uncovered by the P.O.P. Unit. Not all of those instances generated an arrest report, as P.O.P. is still investigating them as larger crimes. The overall YTD increase in drug crimes is mostly attributed to proactive efforts of the P.O.P. Unit.

Violent crimes remain relatively low, with a significant year to date (YTD) decrease.

COMMUNICATION CENTER - DISPATCH: The radio equipment for alerting at the FD came in. We are waiting for 2-Way to install. We are also waiting for 2-Way to reprogram the cruisers and the engines to reflect the appropriate apparatus calling. This is an officer safety issue and we have asked them to expedite the process.

We will be filling a vacancy in the center, but another has opened due to the person in field training not working out.

We are looking to collaborate with some fire training with the fire department on active fires for the dispatchers to gain more experience.

DIVERSION PROGRAM/TEEN DRUG COURT: The Juvenile Probation Transformation has been working on challenges in engaging law enforcement and judges in the process. The first convening session had only Probation Officers and some service providers involved in the work. The team is also working on revamping the 20 Conditions of release down to 4 with a restorative component.

Nicole continues to work with the State-wide “NH Race and Equity LE/CJ Workgroup on developing appropriate and effective trainings around cultural diversity, awareness and anti-bias- and reworking the RFP for a consultant to set up the anti-bias training given the “divisive environments” legislation.

Nicole participated in the NH Juvenile Court Diversion Network’s Board Retreat establishing new policies and procedures, as it continues to grow. As well, has been working with NHJCDN and New Futures Advocacy Group on juvenile legislation around substances.

Nicole participated and coordinated mock interviews with the CRJ Teacher at SHS for students in the course.

Nicole worked on scheduling trips for the Summer Teen Travel along with the Rec Dept. The first trip was to Funspot on June 30, with 9 local youth attending.

Nicole continues to work with the Strafford County Diversion Program and their new Coordinator, currently working on bringing in local volunteers for her community panels.

Nicole was deposed on behalf of the City of Rochester in the Juul case and is scheduled for a second day of deposition in July.

EMD USE: Display and Deploy: One Display Only: None

FINANCIAL/PURCHASING: We ended the FY21 budget in overall good financial health for the department with no budgetary concerns.

Radio Replacement Project-DPW Tower sections were set in place and hardware was fixed to the tower. Currently the site is now waiting on power and fiber connections being made in conjunction with the DPW facility. We hope to have this site online in early fall. We expect to have the Z-Tron gear for station alerting in place by the end of July.

Mobile Dispatch Backup-We are still waiting on the Motorola gear to be delivered, much like other supply chains there is a significant backlog in getting the equipment. We also ordered the switches the IT department recommended for the connections they need in the trailer. We can schedule the build once all the equipment arrives.

We had another cruiser accident this period. We are waiting on the insurance adjuster to assess the damage, but expect that it will be a total loss. This cruiser is a 2020 model. While we will try, it is unlikely we will be as fortunate to locate another already built and unclaimed replacement car. If we cannot we will work with the finance department to order a replacement in with our FY22 CIP cruiser order.

This month there were two purchases of \$5000 or more which would require a signature from the commission. The first was for computer switching equipment for the mobile dispatch trailer and the second was for ammunition.

We have several projects to being working on in the FY22 budget including the body camera purchases, annual vehicle replacements, building renovations and CAD/RMS replacement.

FORFEITURE SPENDING: There was no forfeiture spending this period.

HIRING: The Detective Division has been working tirelessly to complete the background investigations for the candidates with extended conditional offers by the Commission. The seven candidates are in various stages of the process. We anticipate all of them starting employment on August 1. The four non-certified candidates have been the priority in order to register them for the September academy. Two out-of-state certified officers need to register for the law package part of the same academy.

Great Bay College held a virtual police-testing exam, as the campus still has not reopened. This was only the second test administered since February 2020 due to Covid. Of the 46 individuals participating only 34 passed the cognitive portion. With more than 50 agencies using this resource for hiring of candidates it strengthens our need to look at other avenues to cultivate new recruits.

HONOR GUARD: Since the last reporting, the honor guard participated in the wake and funeral services for Ret. Sgt. Steve Burke. Sgt. Burke had served the city for 29 years, retiring in 2014. The honor guard also participated in the retirement of Officer Eric Ball who served for slightly more than 20 years. The honor guard provided a flag presentation; assisted and prepared a final radio call, had prepared a social with food outside the department, and called commands for his final walk out and salute. We provided an escort to city limits.

HOUSING: Officer Mundy and Officer Babine have spent a significant amount of time on foot beats and out of the cruiser to speak with residents. Many issues that arise are resolved through conversation due to these foot beats. During the heat wave the officers checked in on the air-conditioned cooling locations in the community rooms, but discovered not many were partaking.

While out patrolling, the housing officers discovered a female behind the medical building on Charles Street. They determined she was trying to get out of the heat and provided her resources and locations she could go for the cooling stations.

Housing officers resolved compliance issues related to unregistered vehicles on housing properties.

The Officers have had many interactions at Cold Spring Circle with the children there. A heavy presence at Cold Spring continues to be a priority for the housing officers. So far, this has been a deterrent for criminal and unwanted activity.

There were a couple of non-tenant females creating issues at Linscott and Wyandotte properties. After identification, they were trespassed from the properties. They have not been back which has directly resulted in a decline in police activity.

Officer Babine reviewed the footage from the trail camera behind the Art Nickless building. There were no new incidents of criminal mischief discovered or reported.

There were 35 police related calls for service. These include escorts, follow-ups, paper work services, and proactive issues discovered. The housing officers completed 5 housing backgrounds for the month.

K-9: K-9 Gunner has been transitioning well into the household of his handler. K-9 Gunner and Officer Hatch have been continuously completing maintenance tracks and have completed numerous types of tracks of varying terrain at several locations. Officer Hatch is hopeful that the Working Dog Foundation can organize three judges in July in order for him and K-9 Gunner to be certified as a team.

PROSECUTION - ADULT: Due to limitations in operations being imposed/mandated by the Court, adult prosecution has been working in a reduced capacity; however, they have begun doing more in person.

PROSECUTION - JUVENILE: There were three new petitions and two diversion cases. There were also two motions to impose and two motions to bring forward. There were nine arraignments (1 set for trial, 6 resolved by plea, 2 rescheduled). There were four review hearings, four trials resolved by plea, two trials found guilty, and three other trials either failed to appear or had motions to continue. There were two dispositional hearings. Lt. Gould assisted Attorney Mitrushi with District Court when needed. She was also on staff for the Explorer Cadet Academy from June 18-25.

RENTAL PROPERTY OWNERS ASSOC.: Lt. Bossi was not able to attend the last RPOA meeting due to a scheduling conflict.

SCHOOL RESOURCE OFFICERS: All three SRO's wrapped up end of the year classes, paperwork and assisted the schools with their end of the year activities and procedures.

In years past Officer's Jackson and Porfido cycled back in to Patrol for the summer months. This year however they are both on leave to address personal matters. Sgt. Deluca, due to his part time status, is off for the summer.

Explorer Post: Officer Jackson

Officer Jackson had two Rochester Police Cadet meetings. More than likely the Post will be taking a break for the summer months and will resume during the school year in September.

TRAINING: New officer recruits Moon and Gleason have now completed nine weeks of academy instruction. Both recruits are on track to graduate with their certifications August 20th.

Certified Officer Spencer Aube has now moved to his final observation phase of the field-training program. His final training review board is scheduled for Monday July 12th.

Officers Robinson, Miller and Rummo were all certified as physical fitness testing administrators

The Remington 870/AR-15 armorers' course that we were scheduled to host in June was canceled by the vendor due to low registration and has been rescheduled for the fall.

Respectfully Submitted,

Paul R. Toussaint

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City Clerk's Office

Rochester Police Department

April 2021 Comp Stat Report



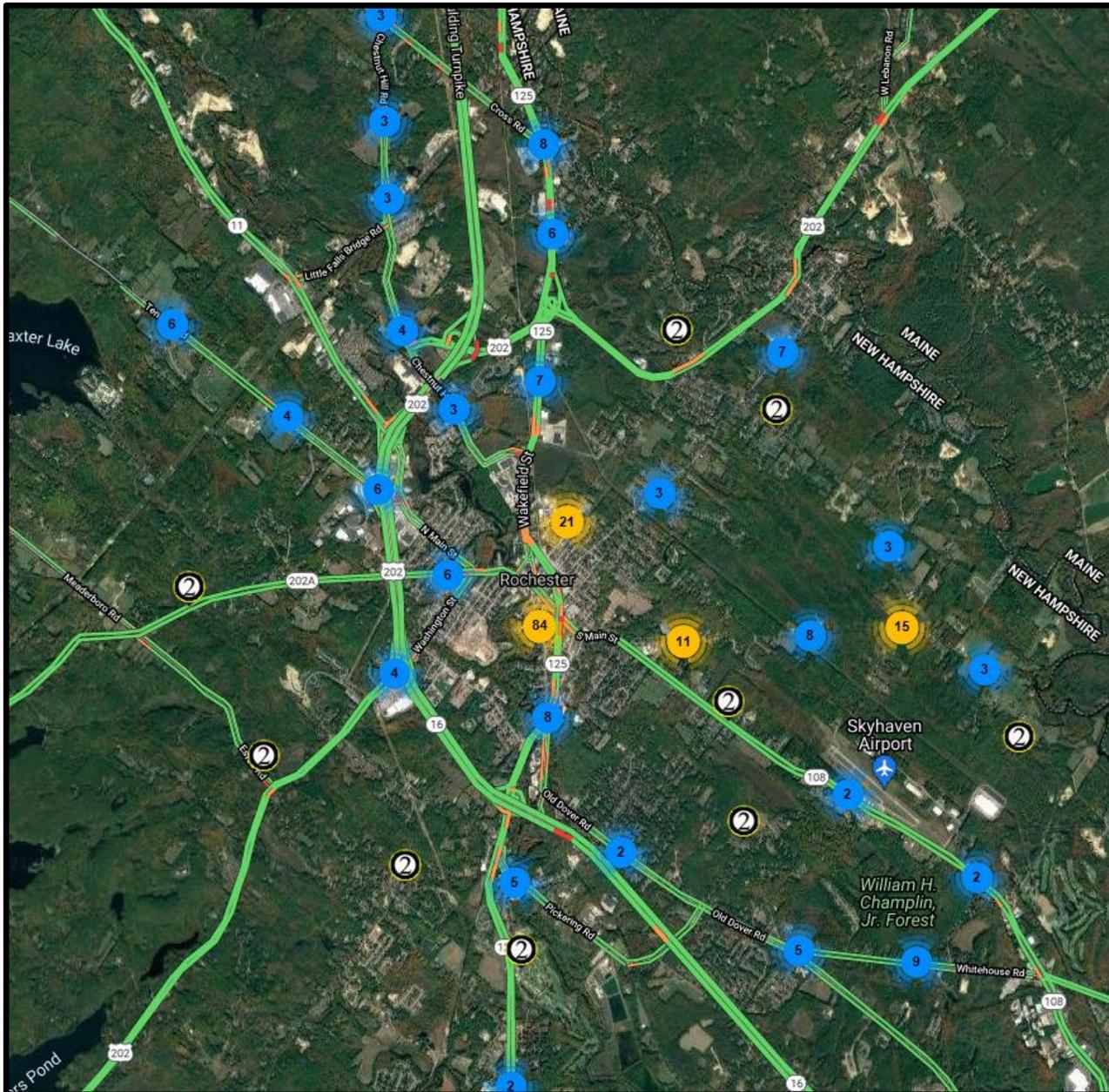
April 2021 Traffic Activities

- Traffic Stops
- Motor Vehicle Crashes
- DWI Incidents
- Traffic Comparisons

Traffic Stops

Traffic Stop Breakdown

- 387 Total Stops
 - 17 Arrests
 - 14 traffic offenses
 - 2 capias/warrants
 - 1 On-view offense
 - 22 Summons
 - 333 Warnings
 - 8 No Action



Motor Vehicle Crashes

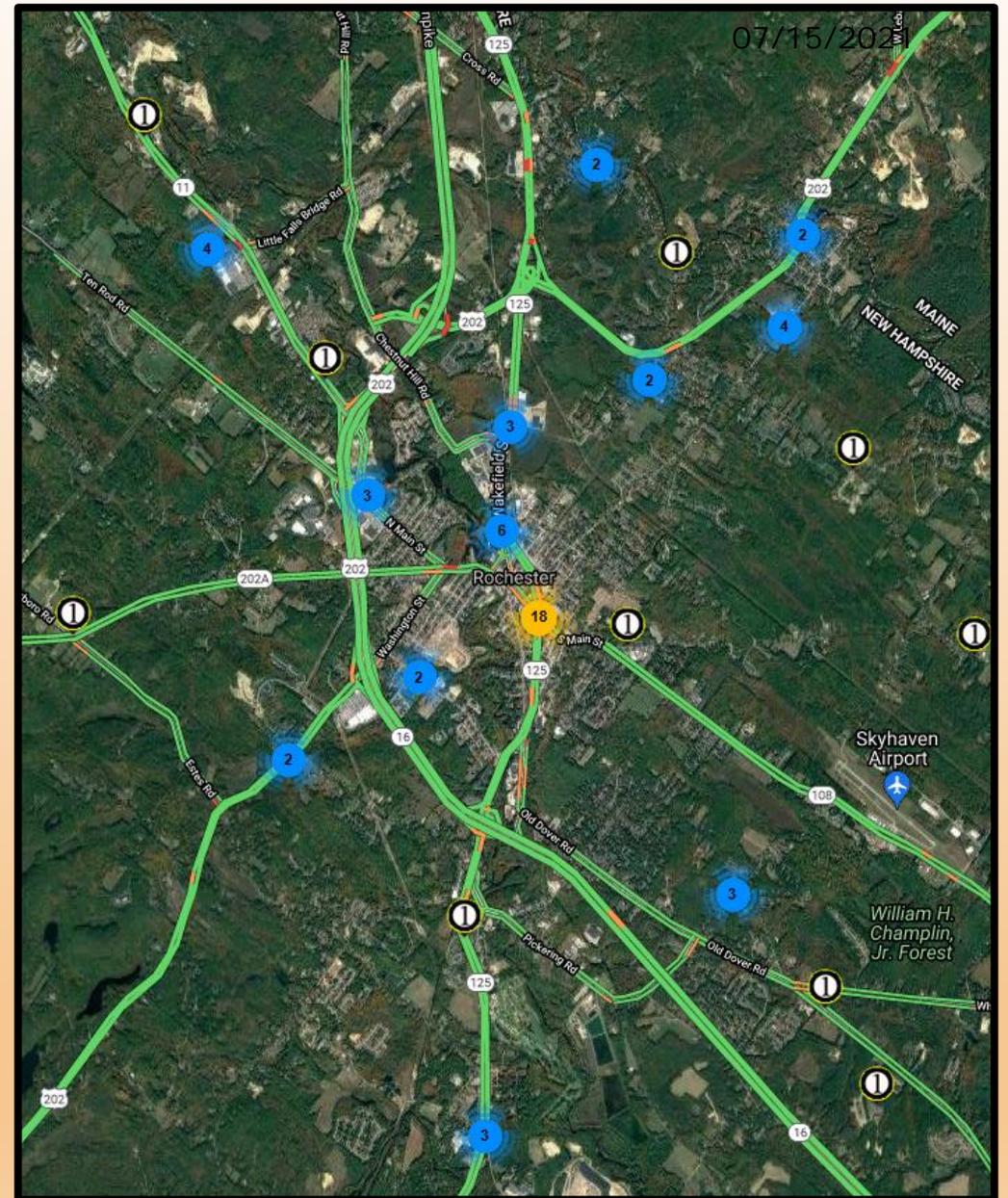
- 72 total crashes

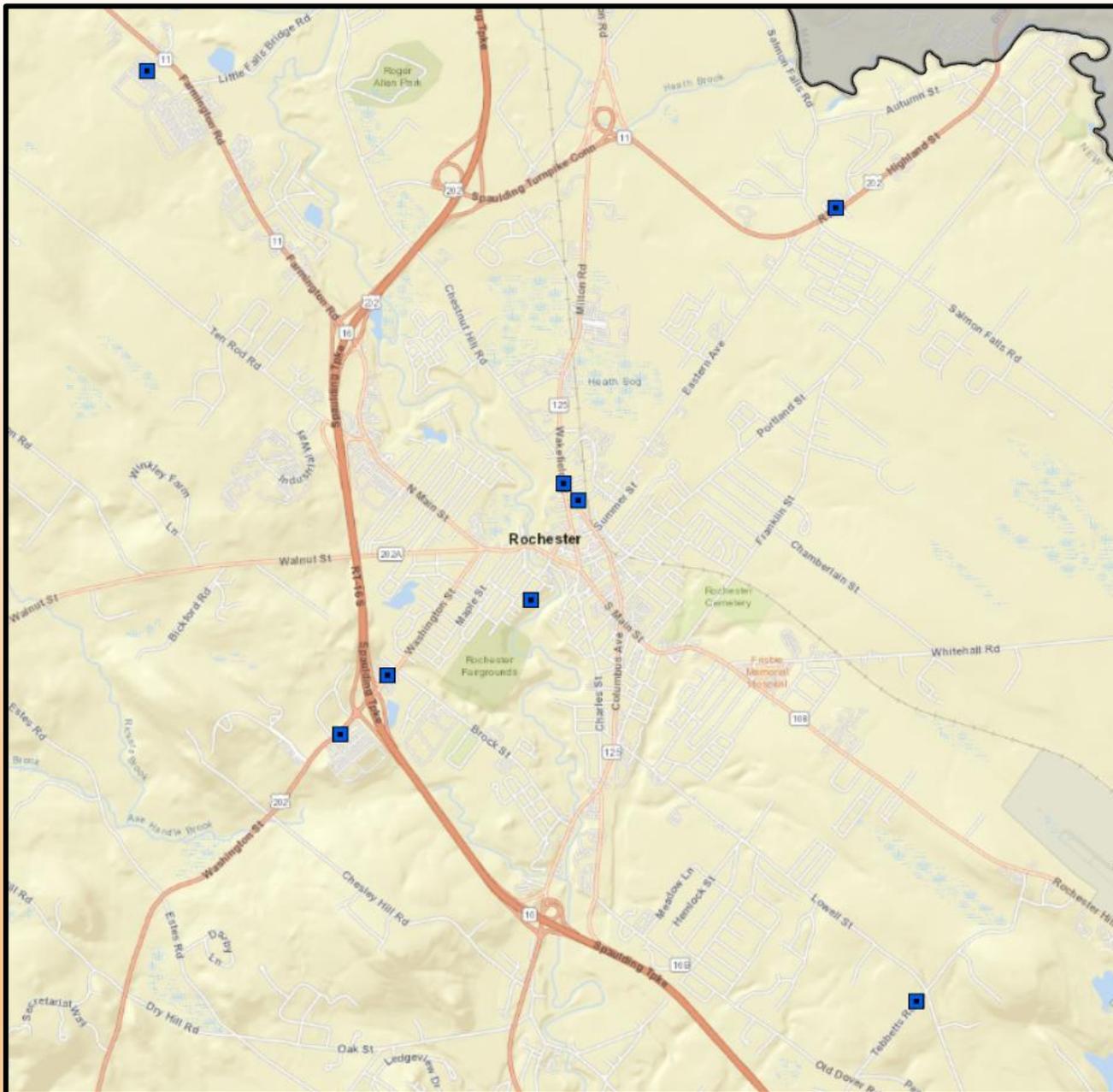
11% increase from the previous month.

- Arrests
 - 9 arrests
 - 3 DWI arrests
- 3 Summons Issued
- 15 Parking lot crashes
- 8 Hit & Run crashes (5 in Parking lot)

High Volume Roads

Street	# of Accident
Columbus Ave	11
Farmington Rd	6
Wakefield St	6
North Main St	5





DWI Incidents

Total Incidents – 8

- 7 Alcohol/1 Drug

Breakdown:

- 3 Crashes (Alcohol)
- 5 Traffic Stops

Traffic Activity Comparisons

Specific Crimes	Apr-21	Apr-20	% Change	Mar-21	% Change	Feb-21	YTD 21	YTD 20	% Change	YTD 19
Traffic Stops	387	32	1109%	496	-22%	515	2072	1502	38%	1856
Arrests from Stops	17	2	750%	9	89%	24	85	46	85%	90
Summons	22	6	267%	25	-12%	28	105	65	62%	76
Warnings	333	21	1486%	444	-25%	435	1802	1359	33%	1621
No Action	8	1	700%	15	-47%	21	57	24	138%	61
Accidents	72	41	76%	65	11%	91	289	265	9%	285
Summons from ACs	3	5	-40%	1	200%	5	13	11	18%	7
Arrests from ACs	9	2	350%	3	200%	7	24	17	41%	17
Field Interviews	8	5	60%	1	700%	2	14	28	-50%	23
DWI	8	6	33%	10	-20%	7	31	24	29%	26
<i>Narcotics</i>	1	2	-50%	5	-80%	4	12	7	71%	7
<i>Alcohol</i>	7	4	75%	5	40%	3	19	17	12%	19
DWI from Accidents	3	1	200%	2	50%	3	10	7	43%	5

Property Crimes

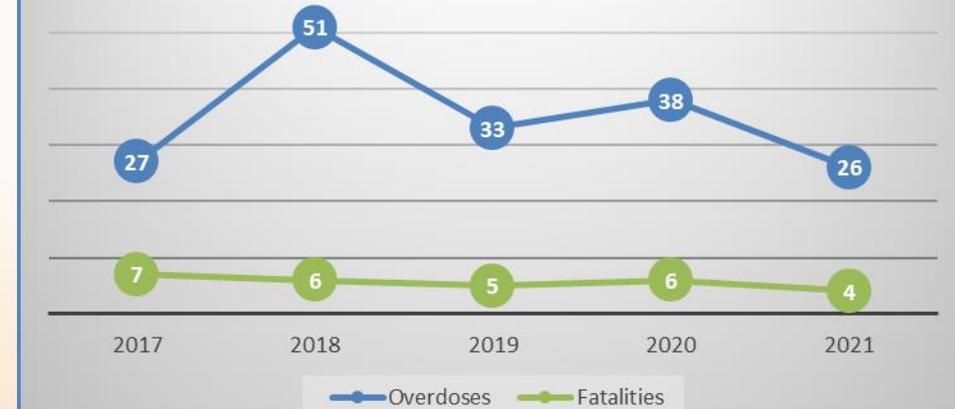
All Incident Reports												
Specific Crimes	Apr-21	Apr-20	% Change	Mar-21	% Change	Feb-21	YTD 21	YTD 20	% Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Burglary	6	8	-25%	9	-33%	3	23	26	-12%	9%	15%	32
Shoplifting	10	24	-58%	11	-9%	17	49	76	-36%	49%	80%	92
Theft from a Building	4	17	-76%	5	-20%	12	28	59	-53%	11%	32%	53
Theft from M/V (including Parts)	5	9	-44%	6	-17%	5	37	26	42%	0%	8%	42
All Other Theft	7	12	-42%	13	-46%	5	47	46	2%	2%	11%	26
M/V Theft	4	9	-56%	8	-50%	2	16	14	14%	31%	21%	12
Vandalism	21	27	-22%	27	-22%	23	98	127	-23%	26%	27%	107
Total Property	57	106	-46%	79	-28%	67	298	374	-20%	18%	28%	364
Arrests												
Specific Crimes	Apr-21	Apr-20	% Change	Mar-21	% Change	Feb-21	YTD 21	YTD-20	% Change			YTD 19
Burglary	0	3	-100%	2	-100%	0	2	4	-50%			8
Shoplifting	5	16	-69%	5	0%	10	24	61	-61%			98
Theft from a Building	0	6	-100%	0	0%	1	3	19	-84%			13
Theft from M/V (including Parts)	0	0	0%	0	0%	0	0	2	-100%			5
All Other Theft	0	1	-100%	0	0%	0	1	5	-80%			2
M/V Theft	1	1	0%	4	-75%	0	5	3	67%			2
Vandalism	6	4	50%	10	-40%	7	25	34	-26%			46
Total Property	12	31	-61%	21	-43%	18	60	128	-53%			174

Drug Incidents

- 1 Arrests result of Search Incident to Arrest
- 2 cases, POP related cases
- 1 result of Overdose investigation
- 2 Juvenile related Dab pen/methamphetamine
- 2 cases search warrant related
- 1 DCYF related (house check where drugs found)

07/15/2021

Overdoses/Fatalities by Year



All Incident Reports												
Specific Crimes	Apr-21	Apr-20	%Change	Mar-21	%Change	Feb-21	YTD 21	YTD-20	%Change	YTD 2021 Closure Rate	YTD 2020 Closure Rate	YTD 19
Possession	9	9	0%	24	-63%	14	61	52	17%	34%	65%	34
Drug Events	10	3	233%	11	-9%	7	40	20	100%			30
Overdoses	10	3	233%	5	100%	1	26	38	-32%			33
Fatal Overdoses	1	1	0%	3	-67%	0	4	6	-33%			5
Total Drug	30	16	88%	43	-30%	22	131	116	13%			102
Arrests												
Specific Crimes	Apr-21	Apr-20	%Change	Mar-21	%Change	Feb-21	YTD 21	TYD 20	%Change			YTD 19
Possession	2	8	-75%	6	-67%	3	19	21	34	-38%		39

Violent Crimes

All Incident Reports												
Specific Crimes	Apr-21	Apr-20	%Change	Mar-21	%Change	Feb-21	YTD 21	YTD 20	%Change	YTD 2021 Closure Rate	YTD 2020Closure Rate	YTD 19
Homicide	0	0	0%	0	0%	0	0	0	0%	0%	0%	0
Robbery	0	3	-100%	0	0%	0	0	6	-100%	0%	83%	2
Aggravated Assault	3	2	50%	1	200%	2	10	10	0%	40%	60%	16
<i>from DV*</i>	2	1	100%	0	0%	2	6	5	20%	50%	100%	3
Simple Assault	28	33	-15%	23	22%	21	99	136	-27%	44%	49%	123
<i>from DV*</i>	14	24	-42%	11	27%	14	53	79	-33%	60%	62%	56
Total Violent	31	38	-18%	24	29%	23	109	152	-28%	21%	48%	141
Arrests												
Specific Crimes	Apr-21	Apr-20	%Change	Mar-21	%Change	Feb-21	YTD 21	YTD 20	%Change			YTD 19
Homicide	0	0	0%	0	0%	0	0	0	0%			1
Robbery	0	5	-100%	0	0%	0	0	5	-100%			3
Aggravated Assault	1	1	0%	0	0%	1	4	6	-33%			10
<i>from DV*</i>	0	1	-100%	0	0%	1	3	5	-40%			3
Simple Assault	9	21	-57%	8	13%	12	44	67	-34%			72
<i>from DV*</i>	6	17	-65%	8	-25%	9	32	49	-35%			50
Total Violent	10	27	-63%	8	25%	13	48	78	-38%			86

Domestic Violence Related Calls

April 2021

Misdemeanor – 17
 Felony - 2
 90F* - 10

2021 Monthly Comparison



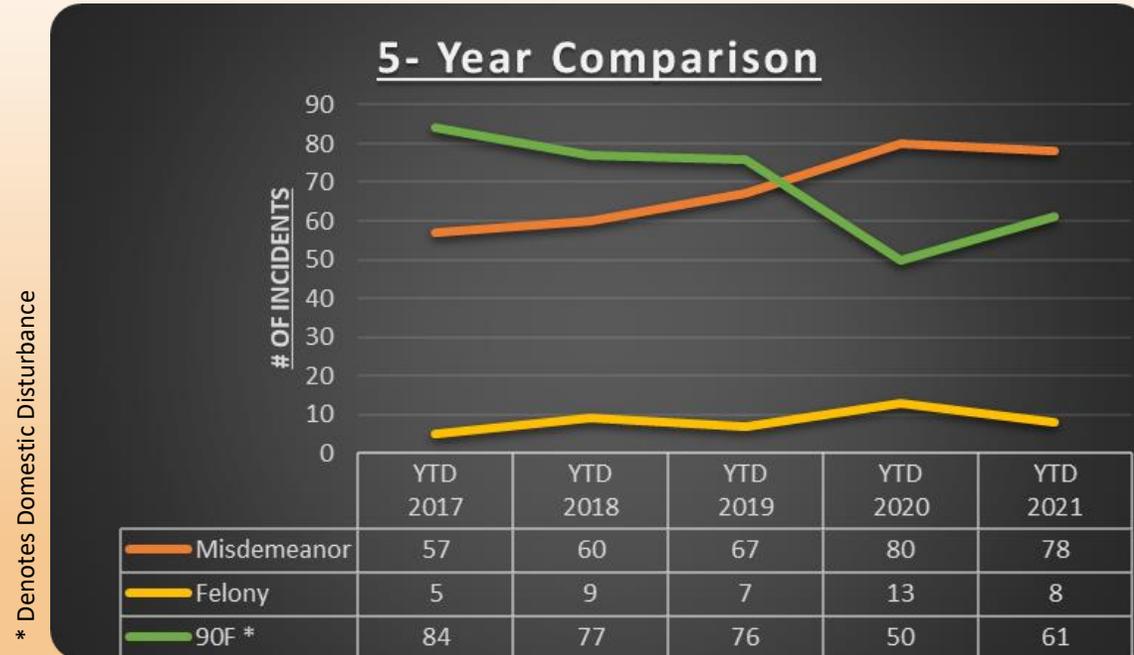
* denotes Domestic Disturbance

3-Year Comparison



* denotes Domestic Disturbance

Domestic Violence Related Calls, (cont.)



Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	84	69-100	72	Normal
Traffic Stop	715	371-1060	387	Normal
DWI	7	5-10	8	Normal
Robbery	2	0-3	0	Normal
Aggravated Assault	5	2-8	3	Normal
Simple Assault	37	28-46	28	Moderately Low
Burglary	8	4-12	6	Normal
Shoplifting	24	15-32	10	Moderately Low
Theft from Building	16	9-24	4	Moderately Low
Theft from MV	15	6-24	5	Moderately Low
MV Theft	3	1-5	4	Normal
Vandalism	35	27-43	21	Moderately Low
Possession	16	10-21	9	Moderately Low
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	44	34-55	31	Moderately Low
Property	118	93-142	57	Very Low

Calls for Service 2019 v 2021

Calls for Service Breakdown 2019 thru 2021

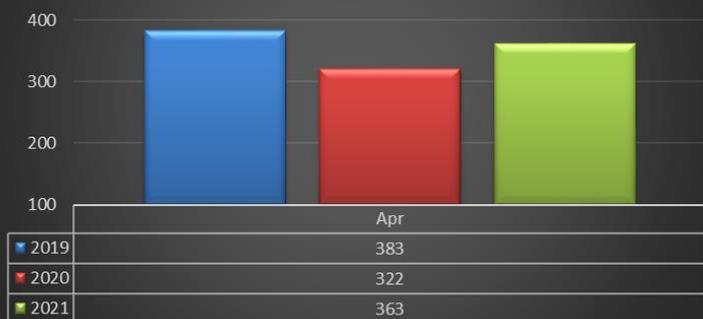


3-Year Calls for Service Comparison for March



Calls for Service by Priority

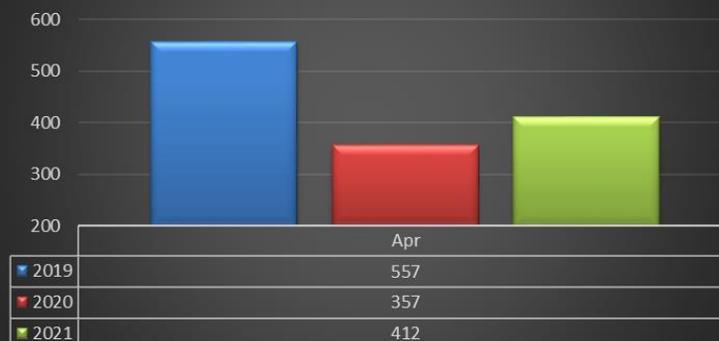
Priority 1 CFS 3-Year Comparison for April



Priority 2 CFS 3-Year Comparison for April

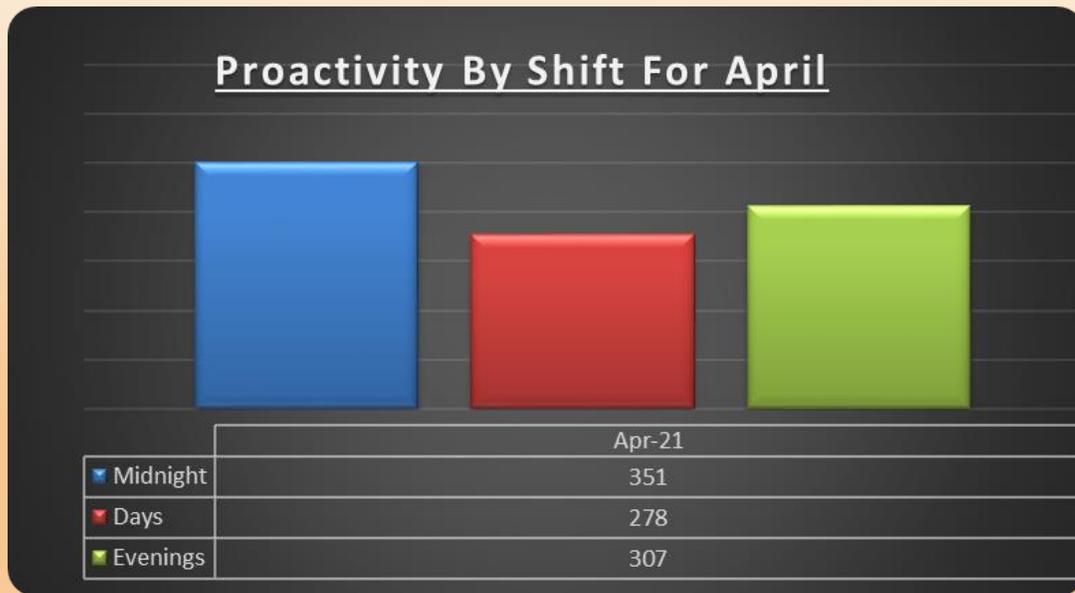


Prioity 3 CFS 3-Year Comparison for April

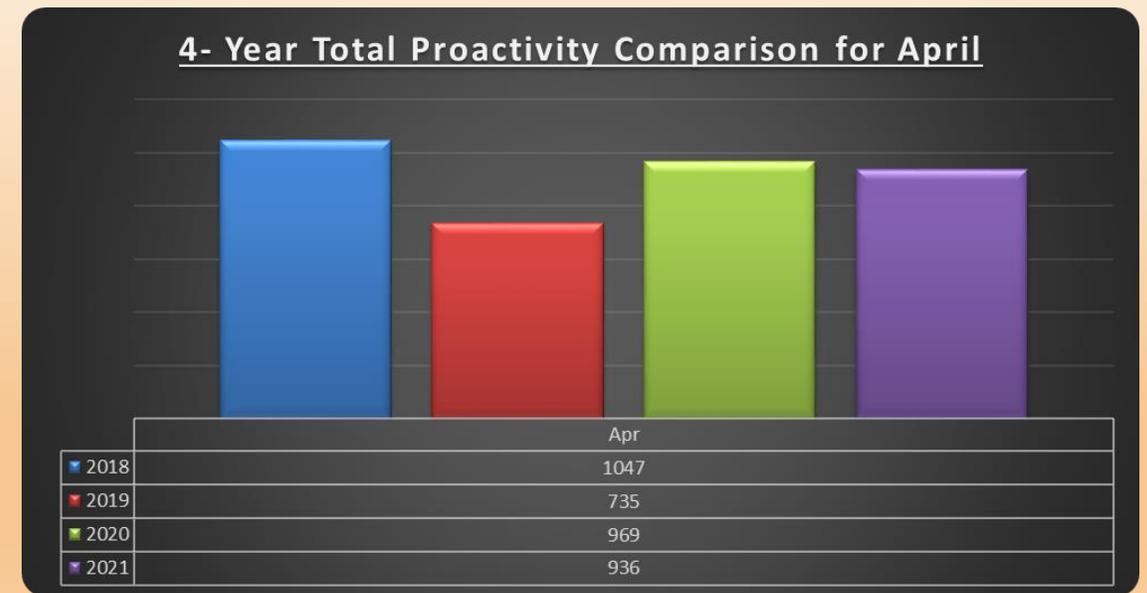


Proactive Hours by Shift

Monthly Comparison 2021 by Shift



4-year Total Comparison for March





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City Clerk's Office



Rochester Public Library
65 South Main St.
Rochester, NH 03867

07/15/2021

Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

MONTHLY REPORT June 2021

June 1st the library opened at half-capacity with no appointments necessary for browsing. Computer and tech help still require appointments and 176 patrons used these services. There was a total of 9,327 items circulated with 2,273 people visiting the library in the month of June. Interlibrary loan activity included 46 materials borrowed from other libraries and 190 loaned to other libraries. The library staff continued throughout the month to post interactive content to social media pages and the library's website.

The Children's Room presented the first Story Walk of the Summer series on Saturday, June 5th at the YMCA Healthy Kids event. Pictures and text from the book *The Sock Fairy*, By Bobbie Hinman, lined the path to the Fairy House Village. Families enjoyed this story of a mischievous little fairy responsible for missing socks, mismatched socks, and the occasional hole in the toe.



On June 21st the Children's Room Staff held the Tails and Tales Summer Reading Program kickoff event with ice cream, a Story Walk and a fun craft. Programming this year will be held outside on the lawn of the library with all families welcome.

The Teen and Adult Summer Reading Programs also began on June 21st. Teens and Adults are encouraged to sign-up log-in their reading and earn prizes.

The Children's Room, in partnership with the Children's Museum of New Hampshire, continued to offer project-based activity packages. Fifty packages were available through the month of June at the library. Bridging the Remote Learning Gap, a program geared toward supplementing school activities for at-home learners.

“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. Items were packaged in bags and a contactless pick-up was available in the ground floor lobby. Over 203 appointments for pick-up were made throughout the month of June.

Two hundred and eighty of our library patrons downloaded 1,599 e-books to media devices through the library’s web site this month. The RPL website also enabled 19 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 392 digital downloads from Hoopla.

City of Rochester Tax Collector's Office
June 30, 2021

Tax Year	Semi Warrant	Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2021	Semi Warrant	34,662,377	19,729,034.87	56.92%	14,933,342.13	43.08%
2020		68,438,739	67,559,816.90	98.72%	878,922.10	1.28%
2019		66,169,796	65,584,327.17	99.12%	585,468.83	0.88%
2018		63,834,824	63,450,850.66	99.40%	383,973.34	0.60%
2017		60,524,791	60,354,110.30	99.72%	170,680.70	0.28%
2016		58,196,003	58,084,496.12	99.81%	111,506.88	0.19%
2015		56,938,119	56,862,874.36	99.87%	75,244.64	0.13%
2014		55,068,779	55,015,260.08	99.90%	53,518.92	0.10%
2013		53,324,262	53,280,093.99	99.92%	44,168.01	0.08%
2012		50,952,912	50,919,632.71	99.93%	33,279.29	0.07%
2011		48,856,892	48,823,415.27	99.93%	33,476.73	0.07%
2010		47,308,832	47,283,271.07	99.95%	25,560.93	0.05%
2009		46,898,827	46,879,569.93	99.96%	19,257.07	0.04%
2008		46,522,769	46,510,458.93	99.97%	12,310.07	0.03%
2007		42,964,450	42,954,392.10	99.98%	10,057.90	0.02%
2006		40,794,160	40,787,509.45	99.98%	6,650.55	0.02%
2005		38,024,453	38,019,001.03	99.99%	5,451.97	0.01%
2004		36,065,496	36,060,384.01	99.99%	5,111.99	0.01%
2003		33,310,579	33,306,755.65	99.99%	3,823.35	0.01%
2002		29,725,878	29,722,554.10	99.99%	3,323.90	0.01%
2001		26,943,136	26,940,506.27	99.99%	2,629.73	0.01%
2000		25,415,248	25,413,243.68	99.99%	2,004.32	0.01%
1999		22,973,308	22,971,980.41	99.99%	1,327.59	0.01%
1998		30,592,529	30,590,734.68	99.99%	1,794.32	0.01%
1997		29,835,914	29,834,230.90	99.99%	1,683.10	0.01%
1996		27,726,424	27,724,777.67	99.99%	1,646.33	0.01%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
				Total Uncoll:	17,406,408.26	

Tax Collector
Doreen Jones, CTC

CSS Count FY 21		
Month	Total \$\$	# of Payments
July	\$ 365,434.21	659
Aug	\$ 190,384.98	596
Sept	\$ 139,331.29	507
Oct	\$ 140,164.30	547
Nov	\$ 172,533.78	640
Dec	\$ 575,726.71	827
Jan	\$ 1,267,237.61	1108
Feb	\$ 211,638.14	648
Mar	\$ 480,219.72	980
Apr	\$ 221,576.68	654
May	\$ 106,510.80	574
June	\$ 694,528.54	935
Totals	\$ 4,565,286.76	8675

Online Credit Card Payments (Citizen Self Service)

Doreen Jones, CTC
Tax Collector

**Rochester, New Hampshire
Inter office Memorandum**

**TO: Blaine Cox
City Manager**

FROM: Todd M. Marsh 
Director of Welfare

SUBJECT: Analysis of Direct Assistance for June 2021.

DATE: July 2, 2021

This office reported 84 formal case notes for the month of June.

Voucher amounts issued were as follows:

	<u>7</u> <u>Families</u> 3 new	<u>6</u> <u>Singles</u> 1 new
Burial00	1,300.00
Dental00	.00
Electricity	233.00	.00
Food.....	.00	.00
Fuel heating00	.00
Mortgage00	.00
Prescriptions00	.00
Rent	3,025.00	500.00
Temporary Housing.....	.00	705.00
Transportation	<u>.00</u>	<u>.00</u>
TOTAL	\$3,258.00	\$2,505.00

General Assistance above represents an average cost per case/family of \$465.42 and case/Individual of \$417.50 for this month.

Total vouchers issued: \$5,763.00

There was an increase of \$1,878.00 in assistance issued this month compared to June 2020. There was an increase of \$135.81 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$1,476.12

NOTES:

June budget impact includes the Covid-19 Pandemic situation, including executive orders regarding temporary prohibition of evictions and foreclosures and continued expanded unemployment. Utility companies continue to practice increased flexibility with customers. Homeless management for individuals experiencing chronic life living difficulties continue.