



**City Council Public Hearing
March 15, 2022
Council Chambers
31 Wakefield Street
6:00 PM**

Agenda

- 1. Call to Order**
- 2. Resolution Authorizing Change of Funding from Bond to General Fund Unassigned Fund Balance in the amount of \$3,710,641 P. 7**
- 3. Resolution Authorizing Transfer of General Fund Unassigned Fund Balance in the amount of \$1,000,084 to the Economic Development Special Reserve Fund P. 11**
- 4. Resolution Authorizing Supplemental Appropriation to the General Fund Capital Improvement Project (CIP) Fund in the amount of \$1,565,000.00 and to the Water Fund CIP Fund in the amount of \$1,235,000.00 for the so-called Woodman Area Reconstruction Project and Borrowing Authority Pursuant to RSA 33:9 P. 15**
- 5. Adjournment**

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City Clerk's Office

**City Council Special Meeting
March 15, 2022
Council Chambers
31 Wakefield Street
*Immediately following the Public Hearing***

Agenda

- 1. Call To Order**
 - 2. Roll Call**
 - 3. Trustees of the Trust Fund Reappointments P. 21**
 - 3.1 Reappointments of Robert Pallas: Trustees of the Trust Fund, Seat A, term to expire 1/2/2025 *consideration for approval* P. 23 SOI Forthcoming**
 - 3.2 Reappointment of Brett Johnson: Trustees of the Trust Fund, Seat B, term to expire 1/2/2025 *consideration for approval* P. 25**
 - 4. Adjournment**
-

**City Council Workshop
March 15, 2022
Council Chambers
31 Wakefield Street
*Immediately following the Special Meeting***

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**

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City Clerk's Office

- 4. Communications from the Mayor**
 - 4.1 Sunshine Initiative: Riverwalk Assistance – Jay Lucas**
 - 4.2 Family Justice Center 10 Year Anniversary – Amanda Vachon**
- 5. FY21 Annual Audit Presentation – Melanson**
- 6. Police Commission Sign-On Bonus Proposal P. 27**
- 7. Department Reports P. 29**
- 8. Non-Meeting/Non-Public**
 - 8.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
- 9. Adjournment**

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City Clerk's Office

**Resolution Authorizing Change of Funding from Bond to General Fund Unassigned Fund
Balance in the amount of \$3,710,641**

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

That the amount of Three Million Seven Hundred Ten Thousand Six Hundred Forty One Dollars (\$3,710,641) is hereby authorized as a change of funding from previously adopted Bonding authority to General Fund Unassigned Fund Balance. Thirteen (13) capital improvement projects have been identified (Exhibit A attached) for funding change.

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. All projects will be assigned a unique account number for tracking and reported purposes.

EXHIBIT A		
CAPITAL IMPROVEMENT PROJECTS		
CIP Project	Location	Amount
Portland St Reconstruction	Public Works	\$59,247
Arena Dasher Boards Replacement	Arena	\$25,000
Network Upgrade & Expansion	IT	\$17,244
Apparatus Replacement Program	Fire	\$345,000
Apparatus Replacement Program	Fire	\$1,940,000
Subtotal City General Fund		\$2,386,491
Alarm Panels DW	School	\$20,000
Asbestos Abatement	School	\$75,000
Door Hardware Upgrade	School	\$125,000
HVAC Upgrades	School	\$350,000
Subtotal School Dept		\$570,000
Pump Station Maint Upgrades	Water	\$54,150
Water Distribution System Upgrade	Water	\$100,000
Subtotal Water Dept		\$154,150
Sewer System Master Plan	Sewer	\$300,000
NPDES Permit Tech Legal Assist	Sewer	\$300,000
Subtotal Sewer Dept		\$600,000
Subtotal CIP's City-School-Water-Sewer		\$3,710,641



03/10/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT : Changing funding source from Bond to General Unassigned Fund Balance-(13) projects

COUNCIL ACTION ITEM ☐ X
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES X ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE	March 1, 2022		
DEPT. HEAD SIGNATURE	Mark Sullivan-Deputy Finance Director		
DATE SUBMITTED	2-14-22		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE-Finance Committee	On 2-8-22 Finance Committee voted 5-1 to endorse the contemplated change in funding recommendation.
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	(13) bonded capital improvement projects
AMOUNT	\$3,710,641
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> x	NO

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT**Change Funding of bonded Capital Improvement Projects (CIP) to**

Unassigned Fund Balance: Recommended funding change is \$3,710,641. The itemized project list is attached (Exhibit A) and includes City, School, Water & Sewer CIP projects. The anticipated interest savings by avoiding bond issues of these projects is estimated at \$510,000. Savings based on 10 year bond at 2.5% interest.

EXHIBIT A

CAPITAL IMPROVEMENT PROJECTS		
CIP Project	Location	Amount
Portland St Reconstruction	Public Works	\$59,247
Arena Dasher Boards Replacement	Arena	\$25,000
Network Upgrade & Expansion	IT	\$17,244
Apparatus Replacement Program	Fire	\$345,000
Apparatus Replacement Program	Fire	\$1,940,000
Subtotal City General Fund		\$2,386,491
Alarm Panels DW	School	\$20,000
Asbestos Abatement	School	\$75,000
Door Hardware Upgrade	School	\$125,000
HVAC Upgrades	School	\$350,000
Subtotal School Dept.		\$570,000
Pump Station Maint Upgrades	Water	\$54,150
Water Distribution System Upgrade	Water	\$100,000
Subtotal Water Dept.		\$154,150
Sewer System Master Plan	Sewer	\$300,000
NPDES Permit Tech Legal Assist	Sewer	\$300,000
Subtotal Sewer Dept.		\$600,000
Subtotal CIP's City-School-Water-Sewer		\$3,710,641

RECOMMENDED ACTION

Council Approve Recommendation

Resolution Authorizing Transfer of General Fund Unassigned Fund Balance in the amount of \$1,000,084 to the Economic Development Special Reserve Fund

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

That the amount of One Million Eight Four Thousand Dollars (\$1,000,084) is hereby authorized to be transferred from the General Fund Unassigned Fund Balance to the Economic Development Special Reserve Fund. The funds are hereby appropriated exclusively for economic development activity. Ineligible use of funds are ancillary administrative, marketing, conference, or travel expenses that may be related to the primary economic development activity.

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. All projects will be assigned a unique account number for tracking and reported purposes.

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City Clerk's Office



03/10/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Transferring \$1,000,084 of General Fund Unassigned Fund Balance to Economic Development Special Reserve Fund

COUNCIL ACTION ITEM ☐ x
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES x ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

AGENDA DATE	March 1, 2022		
DEPT. HEAD SIGNATURE	Mark Sullivan-Deputy Finance Director		
DATE SUBMITTED	2-14-22		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

COMMITTEE SIGN-OFF

COMMITTEE-Finance Committee	On 2-8-22 Finance Committee voted 6-0 to endorse the contemplated transaction
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	Economic Development Special Reserve Fund
AMOUNT	\$1,000,084
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> x	NO

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

Allow transfer of General Fund Unassigned Fund balance of \$1,000,084 to the Economic Development Special Reserve Fund. This request was presented to the Finance Committee on 2-8-22, and was endorsed by a vote of 6-0. The funds will capitalize the Economic Development Special Reserve Fund to a more adequate level. Expenditure of any funds still require Council approval. The Economic Development Department & REDC are required to submit to Council a short term action plan for use of funds. The action plan must be submitted prior to any expenditures being approved. In addition, administrative, marketing, conference and travel expenses are declared to be ineligible uses of these funds.

The Economic Development Special Reserve Fund has a current balance of \$316,000. This transfer, and the FY23 recurring transfer from Waste Management Host Fee revenues of \$100,000, will capitalize the fund to \$1,500,000. This capitalization will reduce ad hoc Economic Development project funding requests for use of General Fund Unassigned Fund Balance, which Council has been reviewing on a case by case basis. The case by case basis is not a best practice approach to utilizing and controlling General Fund Unassigned Fund Balance.

RECOMMENDED ACTION

Council Approval Recommended

**Resolution Authorizing Supplemental Appropriation to the
General Fund Capital Improvement Project (CIP) Fund in the amount of \$1,565,000.00
and to the Water Fund CIP Fund in the amount of \$1,235,000.00 for the so-called
Woodman Area Reconstruction Project and Borrowing Authority Pursuant to RSA 33:9**

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

That the sum of One Million Five Hundred Sixty Five Thousand Dollars (\$1,565,000.00) be, and hereby is, appropriated as a supplemental appropriation to the General Fund CIP Fund and One Million Two Hundred Thirty Five Thousand Dollars (\$1,235,000.00) to the Water Fund CIP Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the so-called Woodman Area Reconstruction Project.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Eight Hundred Thousand Dollars (\$2,800,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, 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. All projects will be assigned a unique account number for tracking and reported purposes.

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City Clerk's Office



03/10/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

Woodman Area Reconstruction Cost & Funding Breakdown					
		General Fund	Water	Sewer	Total
Base Bid	\$5,915,170.00	\$3,228,445.00	\$1,659,140.00	\$1,027,585.00	\$5,915,170.00
CA Base Bid	\$733,400.00	\$400,300.00	\$205,700.00	\$127,400.00	\$733,400.00
Total Base & CA	\$6,648,570.00	\$3,628,745.00	\$1,864,840.00	\$1,154,985.00	\$6,648,570.00
Available Funds		\$3,115,827.86	\$1,820,708.37	\$1,824,708.36	\$6,761,244.59
Base Short/surplus		(\$512,917.14)	(\$44,131.63)	\$669,723.36	
Alt A Charles St	\$492,385.00	\$84,711.00	\$407,674.00	\$0.00	\$492,385.00
Alt A CA	\$47,600.00	\$8,200.00	\$39,400.00	\$0.00	\$47,600.00
Alt A 5% Cont	\$24,620.00	\$4,236.00	\$20,384.00	\$0.00	\$24,620.00
	\$564,605.00	\$97,147.00	\$467,458.00	\$0.00	\$564,605.00
Alt B Liberty St	\$567,874.00	\$348,945.00	\$218,929.00	\$0.00	\$567,874.00
Alt B CA	\$58,700.00	\$36,100.00	\$22,600.00	\$0.00	\$58,700.00
Alt B 5% Cont	\$28,393.00	\$17,447.00	\$10,946.00	\$0.00	\$28,393.00
	\$654,967.00	\$402,492.00	\$252,475.00	\$0.00	\$654,967.00
Alt C Academy St	\$1,212,600.00	\$399,719.00	\$399,403.00	\$413,478.00	\$1,212,600.00
Alt C CA	\$136,200.00	\$44,900.00	\$44,900.00	\$46,400.00	\$136,200.00
Alt C 5% Cont	\$60,630.00	\$19,986.00	\$19,970.00	\$20,674.00	\$60,630.00
	\$1,409,430.00	\$464,605.00	\$464,273.00	\$480,552.00	\$1,409,430.00
Alt D Congress St Pkg lot	\$72,525.00	\$72,525.00	\$0.00	\$0.00	\$72,525.00
Alt D CA	\$9,500.00	\$9,500.00			\$9,500.00
Alt D 5% Cont	\$3,626.00	\$3,626.00			\$3,626.00
	\$85,651.00	\$85,651.00	\$0.00	\$0.00	\$85,651.00
Total Base +ABCD	\$9,363,223.00	\$4,678,640.00	\$3,049,046.00	\$1,635,537.00	\$9,363,223.00
Current Available Funds		\$3,115,827.86	\$1,820,708.37	\$1,824,708.36	
Short/surpluss		(\$1,562,812.14)	(\$1,228,337.63)	\$189,171.36	

Short **\$2,791,149.77**

General Fund Supplemental Request **\$1,565,000.00**

Water Fund Supplemental Request **\$1,235,000.00**

Total Request **\$2,800,000.00**

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

03/10/2022



City of Rochester, New Hampshire
OFFICE OF THE CITY MANAGER
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net



March 9, 2022

TO: City Council

FROM: Blaine Cox, City Manager

REGARDING: **Trustees of the Trust Fund Reappointments**

DocuSigned by:
Blaine Cox
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The Trustees of the Trust Fund are requesting a Council vote to reappoint two of their members. It was recently discovered that the terms of both Rob Pallas and Brett Johnson have expired. With a board consisting of only four members, they are unable to carry out their business with a quorum until these reappointments are approved. These reappointments are time sensitive, which is why they are requesting an immediate vote as opposed to the typical Appointments Committee process.

The Trustees are currently working on the disbursement of multiple scholarship funds. The Scholarship Committee will be holding their final meeting at the beginning of April. If the Trustees of the Trust Fund are unable to meet, discuss, and make determinations on these scholarships prior to that meeting, the Scholarship Committee will be unable to complete their job. There are also discussions and decisions to be made regarding several grant funds. These decisions are time sensitive and a delay will be detrimental to the process.

The Trustees are requesting that City Council reappoint as follows:

Robert Pallas – Trustees of the Trust Fund, Seat A Term to Expire 1/02/2025

Brett Johnson – Trustees of the Trust Fund, Seat B Term to Expire 1/02/2025

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City Clerk's Office

ROB PALLAS

SOI Forthcoming

City Clerk's Office

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City Clerk's Office



03/10/2022

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: Trustees of the Trust Fund

NEW _____ RE-APPOINTMENT x REGULAR _____ ALTERNATE _____

NAME: Brett Johnson

STREET ADDRESS: 97 Millers Farm Drive

ZIP 03868

TELEPHONE:(H) 603-944-7479 (W) _____ E-MAIL brett59j@yahoo.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ **WARD** 5

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've been a Trustee since December 6, 2018. I have an MBA from the University of New

Hampshire. I have an undergraduate degree from the University of Iowa.

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

I'm planning on attending an upcoming virtual Trustee training session in 2022.

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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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
Police Department Sign-On Bonus Program

AGENDA DATE	March 15, 2022
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	March 9, 2022
ATTACHMENTS Yes <input type="checkbox"/> No <input type="checkbox"/>	

DEPARTMENT APPROVALS

CHIEF FINANCIAL OFFICER	
CITY MANAGER	

BUDGET INFORMATION

SOURCE OF FUNDS	FY2022 Police Dept Adopted Budget
SOURCE ACCOUNT NUMBER	
EXPENDITURE AMOUNT	TBD
APPROPRIATION REQUIRED Yes <input type="checkbox"/> No <input type="checkbox"/>	

LEGAL AUTHORITY

Memorandum of Understanding of 2013-02-07 between the City Manager and the Police Commission which stipulates "The Rochester Police Commission shall have the power to ...establish salaries for sworn employees of the Rochester Police Department." It further stipulates that "The establishment ... in sworn staff salaries ... after approval / adoption of the applicable budget shall not exceed the total amount of funds specifically approved by the City Council for such salaries ... as set forth in the applicable budget." The applicable budget, in this case fiscal year 2022, has adequate appropriated salary budget funds for the contemplated sign-on bonus program.

SUMMARY STATEMENT

In response to the chronic shortages of sworn personnel resulting from the extreme difficulty in recruiting sworn personnel in the Police Department, the Rochester Police Commission is contemplating the award of a sign-on bonus for new hires. The sign-on bonus would be in the amount of \$10,000 and would only be awarded to new hires that are certified in New Hampshire or certified in others states but eligible for quick certification in New Hampshire. The program would also include a "claw back" provision stipulating that if a new hire separated employment from Rochester P.D. in less than 3 years, the new hire would be required to pay back a prorated amount of the bonus.

Police Chief Boudreau supplied the following data for the Police Commission to take into consideration.

Typical non-certified training process:

- In house 4 week in house training.
- 16 weeks at the basic academy
- 1-2 week return from academy review
- 12 (minimum) week field training program (this sometimes does get extended for new officers, we have had an officer in field training for up to 21 weeks before they were released to solo patrol)
- Best case scenario 33/34 weeks before an uncertified new hire officer is released on solo patrol by themselves to serve the citizens

Merit track 1 salary for a new hire is \$50,078.30 (\$192.61 per day/ \$24.07 per hr)

We will pay \$15,408.80 in salary alone, not including benefits to a new hire while they are in the 16-week police academy. We will then pay up to \$34,743.70 in salary alone during the field training process with no guarantee the new hire will make it through the process.

Typical in state certified training process

- 2-3 week in house training
- 8-12 weeks field training program
- In state certified candidate will typically be released to solo patrol less than 15 weeks

Typical out of state certified officer process

- 3-4 week in house training process
- 10–12-week field training program
- Out of state certified officers must attend the NH “law package” of the basic academy. This can be done while the officer is in their field training program to earn their NH police certification.
- Typically, out of state certified officers generally are released to solo patrol within 16 weeks of hiring.

Both in state and out of state certified officers are brought in on different merit tracks on the pay scale relevant to their experience on the job.

RECOMMENDED ACTION

The City Council is not requested to take any action. As noted in the section above, Legal Authority, the Police Commission has the authority to proceed with the contemplated sign-on bonus program. However, before proceeding, the Police Commission seeks any comment, concerns and/ or questions the City Council may have.

2022

February Department Reports:

- 7.1 Assessor's Office P. 31**
- 7.2 Building and Licensing Services P. 33**
- 7.3 City Clerk's Office P. 35**
- 7.4 Department of Public Works P. 39**
- 7.5 Economic & Community Development P. 55**
- 7.6 Finance Office P. 57**
- 7.7 Planning & Development Department P. 61**
- 7.8 Recreation & Arena P. 65**
- 7.9 Rochester Fire Department P. 69**
- 7.10 Rochester Police Department P. 77**
- 7.11 Rochester Public Library P. 79**
- 7.12 Tax Collector's Office P. 81**
- 7.13 Welfare Department P. 83**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Darcy Freer, Deputy Assessor

Date: March 9, 2022

Ref: February's Monthly Report

OVERVIEW

1. Personnel Updates

Sue Serino resigned from the position of Assessor II.

2. Notable Items Related to Ongoing Operations

*The City's GIS system is now updated nightly with current assessment data from the Vision CAMA system. PDF copies of year end 2021 property record cards have been obtained from Vision by Rochester's IT and the IT team is hopeful to have a public database available by the end of February 2022. **Property Cards are now available online effective 3/4/2022!!***

Permit related inspections continue to occur.

Elderly, Disabled and Veteran credit applications continue to be accepted and processed for both new and renewal applicants. The deadline to apply is April 15, 2022.

A total of ten (10) property tax abatement applications were received by our office prior to the March 1, 2021 deadline.

We continue to accept and process applications for Religious, Charitable, Educational and RSA 75:11 exemptions.

Tax map changes that were approved after April 1, 2021 are now being entered into Vision CAMA software for the 2022 tax year.

3. Notable Events Related to Unusual Operations

Our office operations are still being conducted in the basement of the Revenue Building as renovations continue upstairs.

Due to the renovations, we have posted public (walk-in) hours Monday 9:00am to 12:00pm and Thursday 2:30pm to 4:30pm in the Council Chambers or by appointment.

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

New hire, Hollis McMullen started on March 7, 2022 in the position of Assessor I.

5. Staff Kudos

Kudos to the dedicated City Facilities team, led by Mike Riley, that have been working diligently to renovate the first floor of the Revenue Building in a timely fashion.

6. Training

Chief Assessor, Jonathan Rice and Deputy Assessor, Darcy Freer attended the OpenGov Lunch and Learn hosted by Shanna Saunders, Planning & Development Director.

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1st- February 28th 2022

Date: March 2022

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

1. Notable Items Related to Ongoing Operations

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

Department Revenue

Permit Type	February 2022
Building Permits	\$29,986.30
Electrical Permits	\$1,538.00
Plumbing Permits	\$1,447.50
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$120.00
Sprinkler Permits	\$695.00
Mechanical Permits	\$2,688.50
Food Milk Licenses	\$100.00
Taxi Licenses	\$0.00
General Licenses	\$400.00
Net Revenue	\$36,975.30

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City Clerk's Office

ROCHESTER CITY CLERK'S OFFICE MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022 – February 28, 2022

Date: 3/8/2022

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

14 births were reported in Rochester during the month of February; 5 of these children were born to Rochester residents. Additionally, 8 Rochester residents gave birth in neighboring communities.

30 resident deaths were reported in Rochester in the month of February.

3 couples celebrated their wedding ceremonies in Rochester during the month of February. Additionally, 6 Rochester residents married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 219 initial copies of vital records (birth, death, marriage, or divorce) and 188 subsequent copies of vital records. There were 10 marriage licenses issued by staff in February.

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

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$2,417	\$2,218	\$2,847	\$2,628
Marriage Licenses:	\$516	\$84	\$430	\$70
Total:	\$2,933	\$2,302	\$2,933	\$2,698

3. Dog Licensing

The City Clerk's Office licensed 43 dogs in the month of February.

The City Clerk's Office and the Animal Control Officer are finalizing the dates and details for a rabies clinic which we will host this spring. This is a service we try to offer annually to allow a low-cost option for residents (and non-residents) whose dogs are due for rabies. City Clerk staff will be on hand to license residents' dogs if needed. More details on the rabies clinic to come within the next month.

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

We are coming up to one of the busiest times of year with our dog licensing season this spring. All licenses are due for renewal by April 30, 2022. We are anticipating a continuation of the increase of online orders we experienced the past two years of the pandemic.

The Clerk's Office sends out a reminder email for all residents who provided an address; the following day we receive a large influx of online licenses. In March of 2020, we received over 400 online licenses within the first several hours following the email. These orders then have to be manually entered into the dog licensing system with the physical license and tags being mailed to the owners, which is a lengthy process with that many transactions. Our office is preparing to put in some extra team effort to process this rush of licenses and get the licenses processed quickly and efficiently.

With approximately 6,000 dogs needing to be licensed within the City, the months of April and May will be extremely busy for us.

5. Election Updates

We are in the brief "slow period" leading up to our next election; the State Primary to be held on Tuesday, September 13.

The last day to change party affiliations prior to this election will be May 31st, 2022.

There were 16 changes to the voter checklist in February which includes any name changes, new registration, party affiliation changes, and address changes.

6. Personnel Updates

The City Clerk's office will be seeking to increase the hours of our part-time staff member within the upcoming months. Along with our busy dog licensing season and the impending September election, we have multiple time-intensive projects to be completed. Having additional staff on hand will allow our office to be more productive and efficient, and will ensure that important items are not falling through the cracks.

7. Training

Staff education and training was largely put on hold during the past two years due to COVID, which caused the cancellation of most of our training programs and seminars. However, the NHCTCA Clerk Certification program will be restarting this year from August 1- 5. Our newest staff member, Jada Burrows, is considering attending her first year (of three years) of this training academy toward her certification.

City Clerk Kelly Walters and Deputy City Clerk Cassie Givara will be attending the Seacoast Regional Clerk's meeting on May 11th in Sandown, NH.

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City Clerk's Office



ROCHESTER PUBLIC WORKS DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022-February 28, 2022

Date: March 7, 2022

Ref: Monthly Report for ADMINISTRATIVE DIVISION

OVERVIEW

1. Personnel Updates

The Administration Division continues to work with all divisions of DPW to outfit all work spaces at the new building. This is to ensure all divisions have the necessary tools & equipment to work efficiently.

2. Notable Items Related to Ongoing Operations

Staff continue to greet and assist residents on the phone and in person who have questions or concerns. Service requests and supply request for the City are inputted daily and dispatched to the correct division as they come in. Staff completed the process with NH Department of Health & Human Service for their lease renewal.

The DPW is now set up to be its own Entry Level Driver Training (ELD) provider. This is a new Federal requirement for new Commercial Driver's License (CDL) holders.

With the move in to the New DPW Facility the Utility Billing Office is now co-located with the DPW Administrative Staff. Cross training is now in progress. This will allow for better coverage of all administrative functions.

Flyers and posters have been designed and are being distributed for this year's Household Hazardous Waste Day event to be held on May 21, 2022. Nine neighboring communities partner with Rochester and we host the event at the Waste Management of NH site on Rochester Neck Road.



3. Notable Events Related to Unusual Operations

The Utility Billing office issued 105 commercial properties with two weeks' notice of the water service termination for Non Compliance with Back Flow Inspection requirements.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022-February 28, 2022

Date: March 7, 2022

Ref: Monthly Report for HIGHWAY/FLEET DIVISION

OVERVIEW

1. Personnel Updates

The Highway / Fleet Division is fully staffed. Ken Brisson passed his CDL A permit, Jared Brunson, Travis Gagne and Chad Osborne passed there CDL B permit this month.

2. Notable Items Related to Ongoing Operations

Highway operators responded to many emergencies related to the winter weather. These emergencies included five snow and ice storms. Highway crew removed 3,000 yards of snow from around the city. Fleet division work on several break downs, repairs and prevenient maintenance.



3. Notable Events Related to Unusual Operations

Highway and Fleet Division moved over to 209 Chestnut Hill Road this month.

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

With the rain, warm and cold temperature changes will make for lot of pots holes this spring.

5. Staff Kudos

Winter storms and weather-related emergencies gave staff very few days off in the month February. Their commitment to keeping the City operational with a demanding work schedule, short CDL driver, short plow vehicles, cold temperatures and multiple winter weather events is worth “kudos” to *all* employees for the month of February.

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022-February 28, 2022

Date: March 7, 2022

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Personnel Updates

The Utilities Division is in the process of trying to fill its vacant MEO position. Filling this vacancy soon is critical in keeping up with the growing demands of the community's fast growing water distribution and sewer collection systems.

2. Notable Items Related to Ongoing Operations

The first intelligent hydrant (iHydrant) was installed on Route 202 opposite Blue Bird Storage and on a 20" water transmission line. This newer technology monitors system pressure and temperature and will alert on call operators of emergency and non-emergency water system disruptions within roughly a mile of its location using cellular alerts.

3. Notable Events Related to Unusual Operations

Operators responded to multiple water and sewer emergencies in February 2022. Most notable would be the Whitehall Road water main break near Frisbee Hospital where well over a half million gallons of water was lost before the break was isolated.

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

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

Ground frost continues to drive deeper and has been observed at up to 4' deep in some places and could cause more water main breaks in the month ahead.

5. Staff Kudos

Another month of a higher than usual number of water and sewer emergencies combined with snow and ice events kept staff very busy and working many unplanned weekend and night shifts. Their commitment to keeping the City operational combined with a demanding work schedule deserves kudos for all.

6. Training

Operators completed FEMA's online independent study course entitled "Workplace Security Awareness". Operators also completed training in the installation and operation of intelligent hydrant technology which monitors water distribution pressure and temperature 24/7.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022-February 28, 2022

Date: 3/7/2022

Ref: Monthly Report for BUILDING AND GROUNDS DEPARTMENT

OVERVIEW

1. Personnel Updates

Department still has one vacancy within the department. We have received 3 applications and have reached out to all 3 applicants. One interview is set up and left messages with other two people who submitted applications.

The department has one employee that is currently on modified duties due to a slip and fall accident that occurred while climbing over a snowbank to empty trash in a downtown trash receptacle.

2. Notable Items Related to Ongoing Operations

Remodeling continues at 19 Wakefield St. Glass installation is complete, asbestos abatement completed, framing of walls complete, electrical rough in complete, data rough in complete, hanging and taping sheetrock is currently in progress. Estimated completion of the project is April 1st.

LED conversion at the PD is complete. LED conversion at City Hall started on 2/28/22 and the work is expected to be completed by 3/16/22



Buildings and Grounds has begun running operation out of the new facility, we continue to move supplies and equipment over along with setting up the shop for operations.

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

Spring cleanup operations will be starting up soon as we start rolling into spring this will include but not limited to the following activities. Trash pickup, tree limb pick up, curb line clean up, leaf pick up etc.

3. Staff Kudos

Kudos to Dawn Maskell and Jackie Carter for stepping up to the plate and covering custodial duties at the new DPW facility while an employee is on modified work details due to an injury.



19 Wakefield Street Window Install and Abestoes Abatement



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022-February 28, 2022

Date: 3/7/2022

Ref: Monthly Report for WASTEWATER TREATMENT FACILITY

OVERVIEW

1. Personnel Updates

Adam Williams and Cody Bennett both passed the NH Grade 1 Wastewater Operators exam!

Evan Currier passed both the knowledge and road test and has received his CDL driver's license!

2. Notable Items Related to Ongoing Operations

EPA and DES has notified the City that a Draft individual NPDES discharge permit will be issued soon. Completed and submitted the annual Industrial Pretreatment Report.

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

Filling open positions has been a challenge. Currently we have an open pump station maintenance position that has been vacant since Mid-November 2021. There has been very little interest and what applicants we have received fall far short of minimum qualifications. HR and DPW have supported efforts to expand search, will keep council posted as to results and status.



4. Staff Kudos

Team has gone above and beyond during the covid pandemic and staffing shortage. They have increased on call rotations and have picking up additional workloads all without issue or complaint. Facility continues to stay in compliance due to their efforts!

5. Training

There is an ongoing in-house training program where senior staff mentors new staff members as well as attending state sponsored training and certification classes.

6. Other

All required NPDES permit testing has been completed and submitted. Average effluent flow for the February was 3.602 million gallons per Day (MGD). Percent of design flow = 71.6%. Percent of design flow for 2022 = 67.4%. Precipitation for February = 3.52". Precipitation for 2022 = 5.37".



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022- February 28, 2022

Date: March 7, 2022

Ref: Monthly Report for WATER TREATMENT FACILITY

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 46.4MG from the surface water facility and 11.9MG, for a total of 58.3MG 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.

Watershed inspections were conducted at Oxbow Pond, Crown Point Crossing, Berry Pond, Tufts Pond, Berry River Diversion Dam, Round Pond, and the Rochester Reservoir. Meltwater from the periods of warm weather has brought water levels at the diversion dam to the headwall.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Maintenance was performed on the fire and intrusion systems. The sump pump was replaced at the Salmon Falls station. Lovejoys were adjusted on the sand filter drive train. Generators were serviced by our outside contractor.



2. Notable Events Related to Unusual Operations

The Berry River Stream Gage is transmitting but the stage calculation is malfunctioning. Staff and/or consultants will be effecting repairs.

The primary circulator pump for the surface water plant heating system is leaking. A spare seal kit is ready to be installed.

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

Disinfection byproducts for the Gonic area have continued to improve this month. Results for March will determine quarterly compliance.

Supplier pricing for our corrosion control product will be increasing due to supply chain issues.

4. Staff Kudos

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

5. Training

The Chief Operator attending the February NH Public Works Association Meeting as NHWWA board representative. Staff attended training/familiarization for the iHydrant distribution pressure monitoring equipment.



6. Other

A preliminary estimate of water losses recovered by distribution repairs this month is approximately 250 gallons per minute.

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022- February 28, 2022

Date: 3/7/2022

Ref: February Monthly Report for ENGINEERING DIVISION

OVERVIEW

1. Personnel Updates

Alan Dews has been hired to fill the Division's Part-Time Construction Inspector position; his start date is March 1, 2022.

One Assistant City Engineer position remains vacant and posted.

2. Notable Items Related to Ongoing Operations

Strafford Square Roundabout: Construction was paused during February for a winter shutdown. Construction is expected to resume in late March on the utility infrastructure contract, which primarily facilitates relocating existing above-ground utilities to underground conduits and vaults, along with other underground utility improvements. Bidding of the actual roundabout construction is anticipated in late spring or early summer of 2022.

Colonial Pines Sewer Extension – Phase 3: Construction continues with ledge removal and sewer main installation on Hillside Drive and Westview Drive.

Route 202A Water Main Extension and Water Tank: Construction continues with ledge removal and water main installation on Winkley Farm Lane.

Woodman Area Infrastructure Improvements: Bids were received in February; additional funding approval and award of the construction project are anticipated in April, followed by an early summer construction start. Construction is anticipated to have a duration of 2+ years.

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

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

Route 11 Sewer Pump Station Upgrade: A pre-construction meeting was held with the contractor in September 2021. Due to long lead times for delivery of certain equipment such as pumps, contractor mobilization to the site is not anticipated prior to April 2022; construction is anticipated to be completed by the end of summer 2022.

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

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

4. Affected Business Processes or Systems

Engineering staff issued a total of 10 permits in February, including driveway, water connection, sewer connection, and stormwater permits.

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City Clerk's Office

ROCHESTER DEPARTMENT OF ECONOMIC DEVELOPMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022 – February 28, 2022

Date: March 7, 2022

Ref: Monthly Report for Econ Dev Department

OVERVIEW

1. New Businesses

- *Generations Arcade – 39 South Main Street*
- *RE/MAX 360 (Realtors)– 10 South Main Street*
- *Integrity Home Team (Realtors) – 65 Hanson Street*

2. Notable Items Related to Ongoing Operations

- Outdoor dining ordinance updates and discussion on 2022 season.
- Julian Long has finished the draft FY 23 Annual Action Plan for the CDBG program and have posted the draft to the city website.
- Julian Long has worked with Easter Seals and Community Action Partnership to finalize contracts and prepare preliminary contracting for affordable housing projects

3. New or Existing Projects

- Scenic Salinger scheduled to open April 1
- 45-55 N. Main is in the final stage of selecting a contractor and putting out a bid for demolition
- 38 Hanson went to HDC for approval of a Demolition Permit – will be going to the March meeting to finalize
- Prep Partners in the GSBP is close to receiving its CO – expected in March

4. Admin Updates

- Made updates to department web page to include time lapse video of work at ScenicSalinger: [ScenicSalinger - Timelapse.mp4 on Vimeo](#)
- Processed invoices; purchase order requisitions, developed presentation folders for marketing purposes
- Provided support for Rochester Main Street, Rochester Farmers Market, Riverwalk Committee

5. Training

Training on Blu Dot Economic Development Platform

6. Other

- Julian Long attended webinar by Kuster's office on municipal funding opportunities from ARPA and infrastructure bill

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022 - February 28, 2022

Date: March 10, 2022

OVERVIEW

1. Personnel Updates

Efforts continue to fill the vacant Deputy Finance Director of Treasury & Accounting position.

2. Notable Items Related to Ongoing Operations

The city closed on \$3,534,000 General Obligation Bonds through the New Hampshire Municipal Bond Bank on February 10th. The True Interest Cost is 1.68%.

3. Notable Events Related to Unusual Operations

None

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

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

5. Staff Kudos

The city successfully closed on \$3,534,000 General Obligation Bonds this month thanks to Deputy Finance Director Mark Sullivan's hard work on the bond bank application.

Rochester FINANCE Department

6. Affected Business Processes or Systems

None

7. Training

None

8. Other

Monthly Financial Statements Summary – as of February 28, 2022

For the full detail report, click here: [February 28, 2022 Financial Detail Report](#)

Below are the revenues & expense highlights through February 28, 2022, which represents approximately 67% completion of FY22.

GENERAL FUND NON PROPERTY TAX REVENUES

Motor Vehicle Registrations: Revenues remain strong at \$3,660,377, 75% collected.

Waste Management Host Fees: FY22 third quarterly payment received, total received \$3,611,720. City allocation \$2,733,593 School Department allocation of \$878,127. Quarter 4 payment due April-22. Revenue is

Building Permits: Revenues remain strong at \$393,019, 131% collected.

Interest Income: Remains very soft at \$20,335, interest rates remain low.

Interest on Delinquent Taxes: Collections at \$360,925, 103% collected.

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

Highway Block Subsidy: FY22 third payment received, total received \$493,672, 82% collected.

Cablevision: Three payments received from Comcast & Atlantic Broadband, total \$100,764, 42% collected.

Rochester FINANCE Department

Current Use Taxes: Current Use tax revenues are strong at \$112,728.

GENERAL FUND EXPENSES: Overall expenses are slightly above budget at 74%. Expense details are 71% actually expended and 3% encumbered to spend. Salary, OT & Benefits are trending slightly below budget at 61%

Fire & Police Over Time: Fire Department Overtime trending high at 131% expended, Police Overtime trending at 118% expended.

Welfare Direct Assistance: Continues to trend low at 31% expended.

WATER-SEWER SPECIAL REVENUE FUNDS:

Water-Sewer Funds: Water-Sewer User Fee revenues remain strong on each fund, with low delinquencies, and collections both at 48%. FY22 Water Fund expenses are trending below budget at 55%, Sewer Fund expenses are trending below budget at 61%.

Community Center: Expenses trending to budget at 67%, and Revenues are at 60% collected.

Arena Special Revenue: Expenses at 73%.5%. Revenues are at 87% collected, which includes a \$129,815 contribution from ARPA grant funds.

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City Clerk's Office

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1-28, 2022

Date: March 9, 2022

Ref: Monthly Report for Planning Department

OVERVIEW

1. Personnel Updates

Planning Department is still seeking a full time Senior Planner

2. Notable Items Related to Land Use Boards

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met February 7, 2022 for a Regular Meeting

Richard Bedrosian, New England Gaming, LLC, 7 Milton Road (by Arcadia Construction) Request for an extension to meet precedent conditions for an approved 20,000 sf function hall/charitable gaming operation. Case# 222 – 94 – HC – 21 **APPROVED**

Groen Construction, 29 Wadleigh Road (by Jones & Beach Engineers, Inc.) Site plan and conditional use permit to construct a 52-unit 17,455 s.f. apartment building. Case# 137 – 35-1 – HC -21 **CONTINUED TO 3/7/22**

Robert Williams, Grand View Camping Area, 11 & 51 Four Rod Road (by James M. O'Neil, LLC) Lot Line Revision. Case# 217&220 – 4&34 – A – 22 **TABLED**

Great Woods Development, LLC & William Gregory, Bailey Drive (by Norway Plains Associates, Inc.) Lot Line Revision. Case# 224 – 324-37&324-38&324-48 – R1 – 22 **APPROVED**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on February 9, 2022

Z-21-27 Steven Hartford Seeks a Variance from Section 23.2 to permit the construction of a shed within the 10-foot setback. **WITHDRAWN**

Location: 5 Wilson Street, Rochester, Map 128 Lot 249 in the Residential-1 Zone.

Z-22-03 Nancy Montville Seek a Special Exception from Section 23.2 to permit an accessory dwelling unit. **APPROVED**

Location: 19 Jacobs Drive, Rochester, Map 111 Lot 40 in the Residential-1 Zone.

Z-22-04 James Coyne Seeks a Special Exception from Section 23.2 to permit an accessory dwelling unit. **APPROVED**

Location: 8 Norway Plains Road, Rochester, Map 222 Lot 63 in the Residential-2 Zone.

Z-22-05 James Covey Seeks a Variance from Section 24.7.F to permit a home occupation to assemble food trucks. **CONTINUED TO 3/9/2022**

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

Z-22-06 Sofield Apartments, LLC Seeks a Variance from Section 30.3.A to permit an expansion of a non-conforming use to allow additional multifamily dwellings in the agricultural zone. **CONTINUED TO 3/9/2022**

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

Z-21-30 Tri City Consumers' Action Co-Op d/b/a Infinity Peer Support Request to rehear a Variance from Table 18-A to permit a Community Residence-1 **CONTINUED TO 3/9/2022**

Location: 55 Summer Street, Rochester, Map 117 Lot 55 in the NMU Zone.

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission did not meet in the month of February.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on February 16, 2022.

City of Rochester, 38 Hanson Street Certificate of Approval for demolition of the existing building for redevelopment of the site to allow for a new 3-story 14-unit residential and 1-unit commercial building. Case# 120 – 395 – DTC – 22 **APPROVED WITH CONDITIONS**

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission met on February 16, 2022.

The Arts & Culture Commission reviewed the art submission for the new Irving Oil gas station located at 717 Columbus Ave. The Art piece will be displayed on the side of the building facing Brock Street.

3. Notable Events Related to Land Use Board Workshop Items

The Planning Board did not hold a Workshop Meeting in February.

4. Training

Feb 16 - All Planning Staff as well as DPW, Building, Fire, and Police staff met with IT staff to complete some Open Gov Training (Our online permitting software)

5. Ordinance/Regulation Highlight of the Month

Good Fences make Good neighbors. In Rochester fences are regulated by the Zoning Code. Maximum fence height in Residential Zoning Districts is 6 feet. In Commercial Zones the maximum height is 8 feet. In either Zone higher fences can be approved by Special Exception by the ZBA. Fences are exempt from setbacks however, the finished side of a fence shall face outward from the property on which the fence is located. All fences need a building permit to construct. Any questions, let us know!

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City Clerk's Office

RECREATION & ARENA DEPARTMENT - MONTHLY REPORT

To: Blaine Cox, City Manager
From: Chris Bowlen
Date: March 9, 2022
Ref: Monthly Report for Recreation & Arena Department

OVERVIEW

1. Personnel Updates

***New Hire:** Nicole Lee will be joining the department as the Marketing and Programming Coordinator on April 4th. Nicole is a Rochester resident who comes to us with experience as a data analyst for a corporate marketing firm as well as 3+ years of experience at Nottingham Parks & Recreation. This was a competitive process, with 25+ candidates who applied. Nicole will be a great addition to our team and we are looking forward to introducing her to everyone!*

2. Monthly Programming Numbers

Program	Participation
Co-Ed 30+ Basketball League	52
18+ Pick Up Sports	61
18+ Floor Hockey	57
Adult 30+ Open Gym	123
18+ Volleyball	73
Youth Basketball 1 st grade - HS	236
February Vacation Camp	13
Learn to Skate (Feb Vacation)	21
Public Ice Skating	662
Senior Breakfast	23
Senior Cardio Drumming	47
Senior Dance Lessons	4
Senior Pickle-ball Weekday	267
Senior Power Hour	111
Stick and Puck Adult	93
Senior Table Tennis	12
Senior Zumba Gold	59
SHS – BCA Open Gym	396
Sunday Night Pickle-Ball	70
February Total	2,380

3. Facilities, Operations and Special Events

East Rochester Outdoor Skating Rink: The outdoor rink was maintained throughout the month with staff clearing, plowing and shoveling in order to put down more water to refresh the surface. The rink was a big success and used by many families! The department will be looking to upgrade and address some equipment needs in the FY23 budget process to install a more stable type of outdoor rink at the Common as well as continue to enhance the rink at the E. Rochester site.

Staff Sgt. Jesse Sherrill Tribute Game: This event was held at the Rochester Arena and was hosted by the home team of the Somersworth/Coe-Brown Bearcats and the visiting team of Berlin/Gorham. The event attracted members of many local and state law enforcement agencies. Details and media coverage of this event can be found on the Seacoast Online [here](#) or a brief video clip from WMUR [here](#)

4. Upcoming Seasons – Spring/Summer 2022

Summer staff hiring and program preparations are well underway. The Extended Learning Opportunity (ELO) that was initiated in January is taking shape. This summer we're creating our own in-house training program for summer staff:

- REED (Rec Employee Enrichment & Development).
- Goal to offer a resume builder for younger staff and professional development for senior staff
- All team members will participate and receive a certificate at the end of the summer.
- Bi-weekly half hour trainings inside the Senior Activity Center, 10am-12pm
- 3 groups of staff: beginner, moderately experienced and senior staff
- Seminars will be tailored to each groups specific needs
- Presenters will be from local organizations

5. Staff Kudos

Recreation Supervisor Art Jacobs continued to oversee one of the department's core programs with the annual youth and adult winter basketball league. Art's involvement in these programs goes back to the late 1980's when he started as a volunteer for the youth program. With over 35 years of dedication, it is always great to see the amount of people, young and old, that have had such a wonderful experience in participating in this program. Covid-19 did require a 'scaled back' version of the program in 2021, but the important thing was that Art continued the program and provided an outlet for the youth to have during such unprecedented time. Thankfully in 2022 program came back with a roar with normal participation levels and the very familiar buzz of excitement in the gym on Saturdays! Thank you Art!

6. Other Info and Department Tidbits

- Senior Activity Center: Preparations are going as planned.
- Van: The department 15 passenger van is due to arrive in mid-March!
- Did You Know? The Rochester Arena turns 50 this coming November!

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City Clerk's Office

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: February 1, 2022 – February 28, 2022

To: Blaine Cox, City Manager

Date: March 9, 2022

Ref: Monthly Report for Fire Department

1. On-Duty Staffing Levels

- Full Staffing – personnel on-duty – **14% of shifts in February**
- One FF Short- personnel on-duty – **61% of shifts in February**
- Two FF's Short – personnel on-duty – **25% of shifts in February**

2. Personnel Updates

Deployments

- Firefighter Lilah Cherim – US Marine Corp -Deployed 04/01/2021 - Expected Return May 2022

The Rochester Fire Department is happy to announce the safe return of two of our deployed members. We can't thank them enough for their service to our country.

- Firefighter Kevin Banks – US Air Force - Deployed 06/13/2021 – Returned to duty Feb 19, 2022
- Firefighter J.B Riley – US Air Force - Deployed 06/13/2021 – Returned to duty Feb 23, 2022

Employment Info

- Firefighter Pat Couch completed his 25th year as a Rochester firefighter on 2/9/2022
- Firefighter Kaitlin Taatjes completed her 10th year as a firefighter on 2/12/2022



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

ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

From: February 1, 2022 – February 28, 2022

3. Emergency Response Statistics

Call Type	Feb-2021	Feb-2022	% Change	21 Fiscal YTD July 1 - Feb 28	22 Fiscal YTD July 1 - Feb 28	% Change
Fire Calls/ Explosion	2	4	50%	101	43	-57%
Overpressure/Rupture	0	0	0%	1	2	100%
Emergency Medical Services	54	84	56%	649	867	34%
Rescue	31	30	-3%	245	257	5%
Hazardous Conditions	21	14	-33%	159	109	-31%
Service Calls	33	25	-24%	308	293	-5%
Good Intent Calls	19	29	53%	168	236	40%
False Calls	22	20	-9%	201	235	17%
Severe Weather/Natural Disaster	0	0	0%	8	1	-88%
Special Type/Complaint	0	0	0%	0	2	200%
Undetermined	0	0	0%	1	0	-100%
TOTALS	182	206	13%	1841	2045	11%
*Call numbers as of 3/4/2022, they are subject to change as report get updated						

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: February 1, 2022 – February 28, 2022

4. Operations

- 2/25/2022 - Tanker 7 and Chief 3 responded to Barnstead for a second alarm Building Fire.



- 2/28/2022 – A Shift responded to the Granite State Fair Grounds for a fully involved barn fire.



ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

From: February 1, 2022 – February 28, 2022

5. Community Risk Reduction

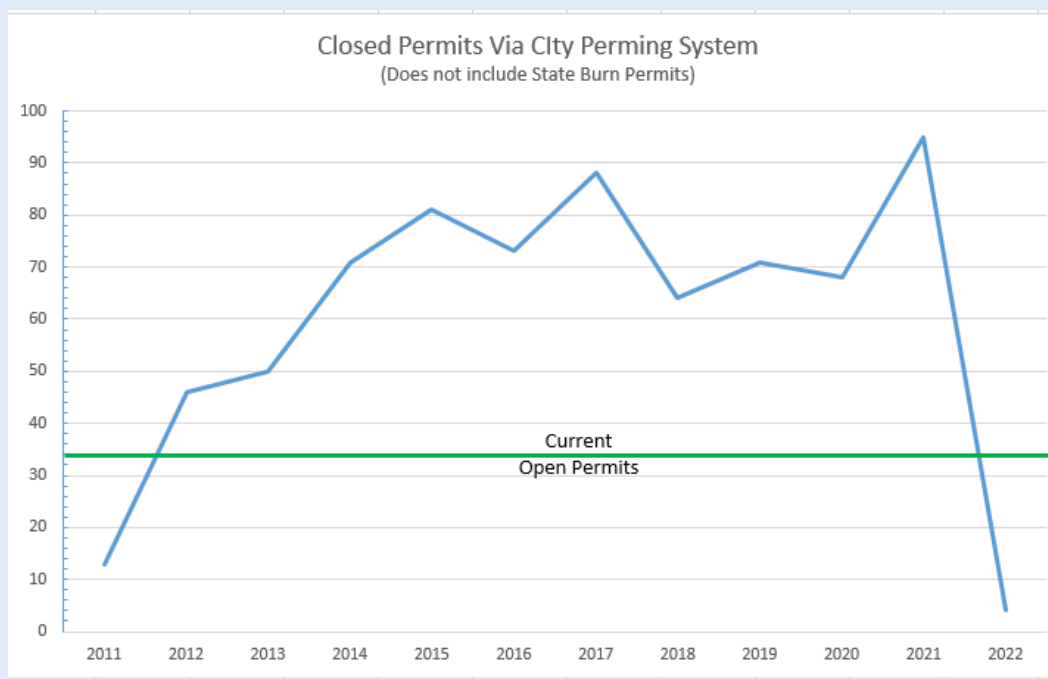
The Fire Prevention Division has been working actively to complete all annual school inspections. DC Hughes has worked closely with Mr. David Totty, Director of Facilities to rectify any noted findings. On February 20th the Spaulding High Schools Stage Pre-Action Deluge suppression system activated due to an unidentified malfunction. DC Hughes and the hired suppression company will be working with Mr. Totty to bring the system back online and to implement improvements to the system that were identified as necessary due to the systems activation.

DC Hughes and Frisbie Hospitals EMS Manager met with the Director of Rochester Housing to look at ways to improve evacuation of facilities during an emergency. They also addressed the most frequent types of calls such as false alarms and service calls caused by malfunctioning facility systems (fire alarm systems, suppression systems and elevators).

Car Seat Inspection/Installation

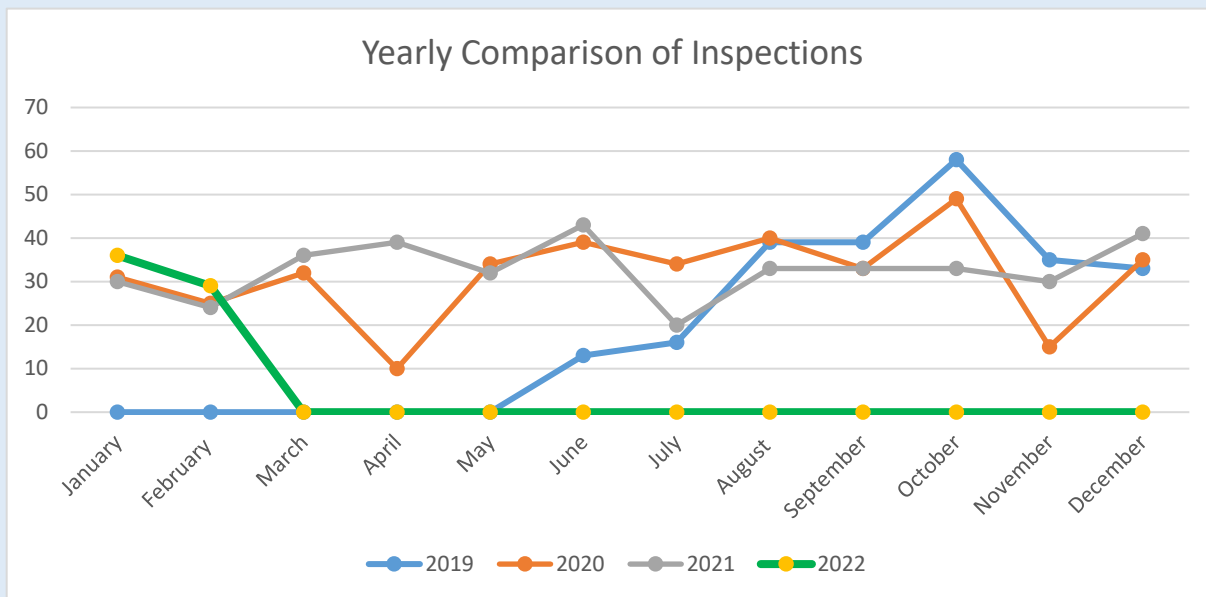
Research from the National Highway Traffic Safety Administration (NHTSA) shows 59% of car seats are not installed correctly.

The Department installed 1 car seat for citizens this month.



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: February 1, 2022 – February 28, 2022



6. Staff Kudos

2/28/2022 - Facebook post thanking "A Shift" for their quick response



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: February 1, 2022 – February 28, 2022

Letter from the RAMA President.

March 8, 2022

Perry Plummer, Acting Chief

Rochester Fire Department

37 Wakefield St.

Rochester, NH 03867

Chief,

This letter is to thank you and your department personnel for their prompt response to the recent fire at the Granite State Fairgrounds. Although it was a total loss your fire fighters put forth a valiant effort and returned multiple times to extinguish hot spots. Luckily, no one was injured and we didn't have much there in storage. We have completed the cleanup of the site and removed all the debris. I know I speak for the entire RAMA Board in saying thank you once again.

Best regards,

Tom DuBois, RAMA President

ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

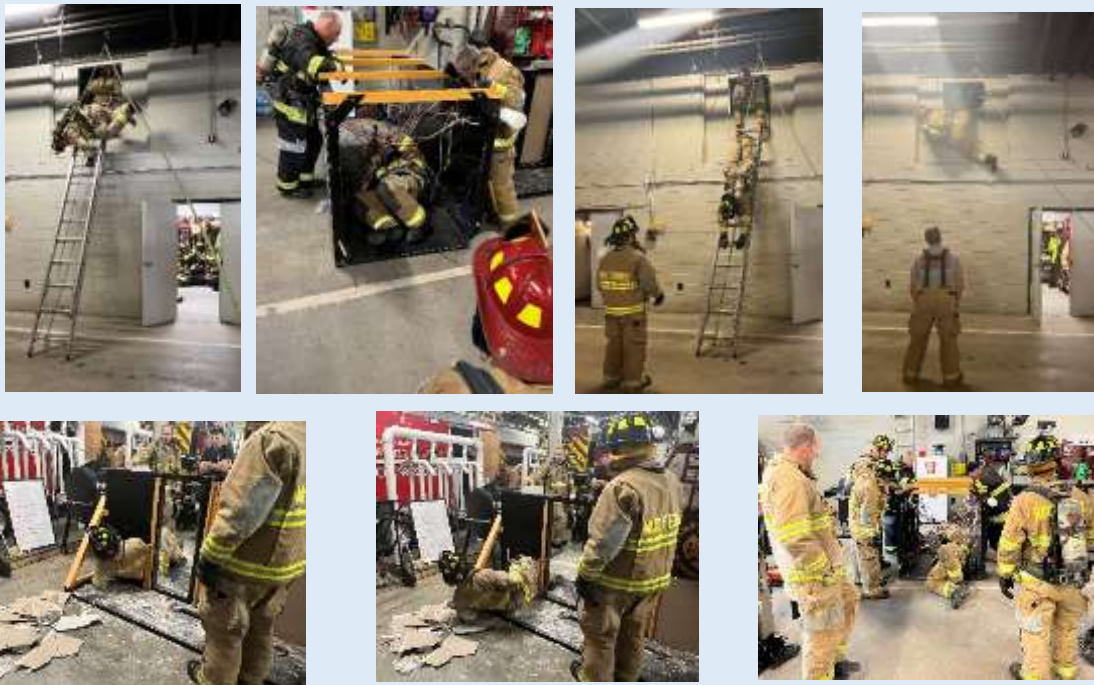
From: February 1, 2022 – February 28, 2022

7. Training

With firefighting being one of the most dangerous jobs in the country it is important firefighters train on a regular basis. The entire department has participated in advanced firefighter safety and survival training. This advanced training teaches and reaffirms the strategies and tactics that allow firefighters to escape should they become trapped. This physically demanding practical training will reduce firefighter injuries and maybe even prevent losing a firefighter to a line of duty death, which occurs approximately 100 times a year in this country.

The complex training props for the course were provided by NH Fire Standards and Training while the disposable materials were donated in part by the Rochester Home Depot.

Below are some pictures of the drills that were practiced.



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left blank...*

City Clerk's Office



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 03/09/2022

Ref: Monthly Report for February 2022

OVERVIEW

1. Personnel Updates

Personnel: We continue to work on filling open positions within the Department. There are seven police officer backgrounds in various stages for open positions. Additional hiring processes are set for Feb 28 and Mar 7.

Offers have been extended and background investigations are underway for both the evidence tech and administrative clerk positions.

2. Notable Items Related to Ongoing Operations

Comp Stat:

Our proactive field activities are still below where we would like to see them. Much of this can be attributed to patrol shifts operating at minimum staffing level and the need to handle service calls from the public. In February property crimes were down 33% as compared to February 2021. Violent crimes increased 4% (24 incidents in 2022 from 23 in 2021) and most violent crimes are related to domestic violence incidents. Overall service calls in February are down 10% (144 calls) as compared to February 2021.

Vehicle Updates

We were authorized to use the State Bid and ordered the backline administrative vehicle. McFarland Ford of Exeter got this bid. They advised delivery is approximately 7 months.



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

At present we are approximately 118% spent in our overtime account. This has been driven by the need to post overtime to maintain safe minimum staffing levels in the patrol division.

4. Staff Kudos

We issued our Employees of the Year awards this period. What is significant here is all letters of nomination came from the peers of the nominees.

Officer of the Year – Brendan Colson

Civilian Support of the Year – Communications Specialist Tiffany Pearce

Chief Theodore Blair Jr. Memorial Award – Officer Hattie Johnson

5. Training

Our four recruits who are in the police academy have been doing well. They have completed their fourth of sixteen weeks of training.

Our three officers who are in the field training program are progressing as expected and we anticipate all of them being released from training the beginning of April.

6. Other

We are in process of submitting the NH Department of Safety grant paperwork for additional funding for our body camera project.

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: February 1, 2022- February 28, 2022

Date: March 9, 2022

Ref: Monthly Report for Library

OVERVIEW

1. Personnel Updates

The library was pleased to welcome Emma Perry on February 7, 2022, into a library page position.

2. Notable Items Related to Ongoing Operations

There was a total of 9,835 items circulated with 3,380 people visiting the library in the month of February. Two hundred seventy-six patrons used the library's Internet computers. Interlibrary loan activity included 70 materials borrowed from other libraries and 150 loaned to other libraries.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Over 30 appointments for pick-up were made throughout the month of February.

The Children's Room Story Basket featured *The Polar Bear's Underwear* by Tupera Tupera for the month of February. The basket included a mini-flannel board, hand crafted underwear, and even a washing machine. Children then followed along with the flannel pieces as their grown-up read or used them to tell the story in their own words.

The library was pleased to host the work of John Gisis during the month of February. Gisis is a life-long resident of Rochester who enjoys capturing the beauty around us with his drone and camera. His photography was displayed on the first floor of the library throughout the month.

Featured Adult Services Displays for the month of February included: *Black History Month*, *Love Story Books* and DVD's and *Armchair Olympians*.

Two hundred sixty-eight of our library patrons downloaded 1,443 e-books to media devices through the library's web site this month. The RPL website also enabled patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 499 digital downloads from Hoopla.

3. Library Programming

The Children's Room hosted four Story Time and four Stay & Play programs per week during the month of February.

February 5th-12th children were welcomed to pick-up "Paper Tube Mouse" kits and adults were welcome to "Shower Steamer" kits for Take It & Make It at home craft projects. The kits were available during Library business hours on a cart at the Children's Room entrance.

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

A new True Crime Book Club began in February and featured *I'll Be Gone in the Dark* by Michelle McNamara.

February 16th the library was pleased to host *Love & Chocolate* with herbalist Rivka Schwartz. Participants learned the history of chocolate and its health benefits while tasting recipes from different eras.

Starting Friday, February 18th and continuing through the week of school vacation the Children's Room held a StoryWalk® Plus with the help of many local businesses. Over 100 participants picked up packets at the library then moved through downtown, stopping at the designated locations to read a page from a book and "collect" clue words. At the end of the walk participants unscramble the "collected" words to create a phrase and receive a prize. The following city departments and businesses contributed to the success of the program: Rochester Main Street; Greater Rochester Chamber of Commerce; Rochester Police Dept.; Bernier Insurance; JetPack Comics; Skeleton Records; Sprinkles and Smiles; RiverStones Custom Framing; Postal Center USA; First Seacoast Bank; Rochester City Hall; Tri-City Bicycles; Town Square Barber; Hervey's Tire Company; Fallen Leaf Bistro; and Collec-tiques.

AARP Tax-Aide volunteers began working at the library Tuesday, Thursday and Saturday mornings starting February 1st through April 15th. This service is available by appointment only.

4. Other

Trustees will be meeting in the library on February 15th at 6pm.

City of Rochester Tax Collector's Office

February 28, 2022

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2021	Warrant	69,388,398	67,127,856.48	96.74%	2,260,541.52	3.26%
2020		68,438,739	67,749,357.93	98.99%	689,381.07	1.01%
2019		66,169,796	65,749,787.86	99.37%	420,008.14	0.63%
2018		63,834,824	63,613,635.51	99.65%	221,188.49	0.35%
2017		60,524,791	60,383,788.73	99.77%	141,002.27	0.23%
2016		58,196,003	58,102,222.47	99.84%	93,780.53	0.16%
2015		56,938,119	56,885,471.20	99.91%	52,647.80	0.09%
2014		55,068,779	55,022,982.11	99.92%	45,796.89	0.08%
2013		53,324,262	53,288,850.18	99.93%	35,411.82	0.07%
2012		50,952,912	50,924,232.98	99.94%	28,679.02	0.06%
2011		48,856,892	48,832,602.39	99.95%	24,289.61	0.05%
2010		47,308,832	47,289,061.59	99.96%	19,770.41	0.04%
2009		46,898,827	46,885,386.42	99.97%	13,440.58	0.03%
2008		46,522,769	46,515,550.97	99.98%	7,218.03	0.02%
2007		42,964,450	42,958,773.45	99.99%	5,676.55	0.01%
2006		40,794,160	40,791,488.55	99.99%	2,671.45	0.01%
2005		38,024,453	38,023,111.86	100.00%	1,341.14	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
2001		26,943,136	26,942,673.85	100.00%	462.15	0.00%
				Total Uncoll:	4,067,193.99	

Tax Collector
Doreen Jones, CTC

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 22		
Month	Total \$\$	# of Payments
July	\$ 1,305,628.13	1039
Aug	\$ 220,363.71	728
Sept	\$ 180,800.32	647
Oct	\$ 171,014.03	630
Nov	\$ 171,461.28	754
Dec	\$ 996,034.92	1102
Jan	\$ 1,371,230.13	1149
Feb	\$ 343,488.87	839
Mar		
Apr		
May		
June		
Totals	\$ 4,760,021.39	6888

Auto Registration Totals FY 22		
Month	Total \$\$	# of Transactions
July	\$ 503,573.94	3397
Aug	\$ 524,877.90	3530
Sept	\$ 492,488.99	3211
Oct	\$ 561,576.55	3191
Nov	\$ 427,117.22	2817
Dec	\$ 404,606.65	2525
Jan	\$ 478,638.50	2857
Feb	\$ 440,067.40	2731
March		
April		
May		
June		
Totals	\$ 3,832,947.15	24259

ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director 

Date: March 09, 2022

Report Dates: February 01, 2022- February 28, 2022

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

No updates to personnel.

2. Notable Items Related to Ongoing Operations

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

February budget impact includes beginning use of federal tax refunds by residents for owed expenses.

3. Notable Events Related to Unusual Operations

No unusual notable events.

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

The Welfare Department is communicating and collaborating with multiple agencies and organizations to navigate the planned closing of the seasonal Willand Warming Center in Somersworth. A high percentage of individuals at the warming center experience chronic mental health, including substance misuse difficulties and have behavioral coping challenges at traditional homeless shelters.

5. Staff Kudos

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

6. Affected Business Processes or Systems

LED lighting with dimming functions installed. The natural daylight lighting provides for better visual/working comfort and the dimming function provides improved adjustable brightness options for the department's deliberately calming social service environment.

7. Training

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

8. Analysis of Direct Assistance for February 2022

Total vouchers issued: **\$3,658.43**

General Assistance above represents an average cost per case/family of \$304.00 and case/Individual of \$348.91 for this month.

There was a decrease of \$8,308.02 in assistance issued this month compared to February 2021. There was an increase of \$1,392.03 in vouchers issued this month compared to last month.

The department received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$.00

This office reported 65 formal case notes for the month of February.