



**City Council Public Hearing
September 19, 2023
Council Chambers
6:00 PM**

Agenda

- 1. Call to Order**
 - 2. Resolution for Supplemental Appropriation to FY24 General Fund CIP of \$546,000 for Community Center Solar Array Project and Acceptance of Anticipated \$164,000 Investment Tax Credit-Direct Payment P. 5**
 - 3. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Charitable Gaming and Commercial Bingo Halls P. 9**
 - 4. Adjournment**
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**City Council Special Meeting
September 19, 2023
Council Chambers
*Immediately following the Public Hearing***

Agenda

- 1. Call to Order**
- 2. Roll Call**
- 3. Resolution for Supplemental Appropriation to FY24 General Fund CIP of \$546,000 for Community Center Solar Array Project and Acceptance of Anticipated \$164,000 Investment Tax Credit-Direct Payment *second reading and consideration for adoption* P. 5**
- 4. Adjournment**

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City Clerk's Office

City Council Workshop
September 19, 2023
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. Department Reports P. 15**
- 6. Non-public/non-meeting**
 - 6.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
- 7. Adjournment**

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City Clerk's Office

**Resolution for Supplemental Appropriation to FY24 General Fund CIP of \$546,000 for
Community Center Solar Array Project & Acceptance of Anticipated \$164,000 Investment
Tax Credit-Direct Payment.**

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

That the Mayor and City Council of the City of Rochester hereby appropriate Five Hundred Forty Six Thousand Dollars (\$546,000.00) to the FY2024 General Fund CIP-Public Buildings for the purpose of paying costs associated with construction of a Solar Array for the Community Center. The entirety of this supplemental appropriation shall be derived from General Fund Unassigned Fund Balance.

Further, the IRS has made changes to laws related to solar Investment Tax Credits (ITC) that offers a direct payment to municipalities of Thirty Percent (30%) of the construction costs in lieu of a tax credit. This direct payment opportunity is anticipated to be One Hundred Sixty Four Thousand Dollars (\$164,000.00).

Further, that the Mayor & City Council agree to accept the anticipated One Hundred Sixty Four Thousand Dollars (\$164,000.00) as a General Fund Miscellaneous Revenue when received.

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



09/14/2023

City of Rochester Formal Council Meeting**AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT Community Center-Solar Array

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

AGENDA DATE	8/1/2023
DEPT. HEAD SIGNATURE	Submitted by: Mark Sullivan Deputy Finance Director
DATE SUBMITTED	7/21/2023
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED 2

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee 7-11-23
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	TDB
AMOUNT	\$546,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

A proposal to purchase a solar array for the Community Center was presented to Finance Committee on 7-11-23. The proposal included detailed financial analysis and Net Present Values justifying the purchase option versus lease or power purchase agreement. IRS has changed laws related to the solar investment tax credit, and municipalities are eligible for a 30% direct payment on construction costs in lieu of a tax credit. The total cost of the array is \$546,000. The 30% direct payment from IRS is anticipated to be \$164,000. This direct payment return results in a quicker capital recovery period. Finance Committee voted favorable to recommend to full Council the purchase option

RECOMMENDED ACTION

Council Approval Recommended

**Amendment to Chapter 275 of the General Ordinances of the City of
Rochester Regarding Charitable Gaming and Commercial Bingo Halls**

THE CITY OF ROCHESTER ORDAINS:

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

Chapter 275, Table 18, Use Table

ADD: Commercial Bingo Hall – Permitted in Highway Commercial and Granite Ridge Zones

275-2.1 - Definitions

ADD: Collocation: Facilities, equipment, or uses located within the same structure or parcel, often sharing the same driveway and parking facilities.

Commercial Bingo Hall: Any hall owned or leased by an individual, corporation, realty trust, partnership, association, or any other person who rents or leases the hall to a charitable organization for the operation of bingo games or Lucky 7, excluding halls owned by any charitable organization or governmental subdivision as defined by RSA 287-E:1.

275-20.2 Conditions for Particular Use

ADD: Commercial Bingo Hall. Commercial Bingo Halls are permitted only when collocated with Charitable Gaming Facilities or by Special Exception.

1. Facilities and buildings are subject to Parking, Landscaping, and Architectural standards set by Charitable Gaming Facilities as per Zoning Ordinance Regulations 275-20.2
2. The facility is required to submit a safety and security plan subject to approval by the Rochester Fire and Police Departments. The plan shall outline all aspects of life safety to include emergency egress, access, site security, and occupancy limitations.

Amendments take effect upon passage.

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City Clerk's Office



09/14/2023

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

Excerpt from June 19, 2023 Planning Board minutes**X. Zoning and Plan Amendments****A. Charitable Gaming Ordinance–Bingo Inclusion; recommendation to the City Council**

Mrs. Saunders stated that the Planning Board previously passed the Charitable Gaming Ordinance and since new information has become public, there have been many questions on definitions within the Ordinance. Mrs. Saunders stated that Bingo has been found to be an additional piece of Charitable Gaming and holds its own State Statute. Mrs. Saunders stated that Bingo should be included in the Charitable Gaming Ordinance and that the inclusion would not include any other changes to the Ordinance and that this inclusion would make the application process more efficient.

Mr. O'Connor stated that Bingo Halls can still stand as a single unit with an approved Special Exception from the Zoning Board of Adjustment. Mr. O'Connor described the different Bingo operations and how they relate to State Statutes.

Mr. May asked if there would be any impacts to Bingo played in places like churches. Mr. O'Connor responded that no, bingo at churches and other specific facilities would fall under a different category.

Mrs. Saunders stated that this new ordinance would not affect current facilities that are running Bingo operations.

Mr. Walker recommended a word change to Section 275-20.2 of the Charitable Gaming Ordinance.

Mr. Richardson asked for verification of the inclusion of Bingo in the Charitable Gaming Ordinance would apply to commercial operations only. Mrs. Saunders responded yes, that is correct.

A motion was made by Mr. Hamann and seconded by Mr. Dews to approve the draft ordinance. The motion carried with 8 votes, Mr. Walker opposed.

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City Clerk's Office

August Department Reports:

- 5.1 Assessor's Office P. 17**
- 5.2 Building and Licensing Services P. 19**
- 5.3 City Clerk's Office P. 21**
- 5.4 Department of Public Works P. 23**
- 5.5 Economic & Community Development P. 33**
- 5.6 Finance Office P. 37**
- 5.7 Planning & Development Department P. 41**
- 5.8 Recreation & Arena P. 47**
- 5.9 Rochester Fire Department P. 51**
- 5.10 Rochester Police Department P. 57**
- 5.11 Rochester Public Library P. 61**
- 5.12 Tax Collector's Office P. 65**
- 5.13 Welfare Department P. 67**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Hollis McMullen, Assessor I

Date: September 12, 2023

Ref: August's Monthly Report for Assessing Department

OVERVIEW

1. Personnel Updates

Ashlynn Marshall has obtained her Certified Measurer and Lister Certification through the NH Department of Revenue Administration.

2. Notable Items Related to Ongoing Operations

Permit-related inspections continue with subsequent data entry occurring.

Our office has received from the mapping company (CAI Technologies) all of the associated data necessary to update our physical and GIS online maps.

Approximately 700 Veteran renewal letters were mailed to residents for the 5-year cycle. The office answered many phone calls and in person visits with regards to said letters with nearly all responded to by the recipients. A second round of letters will be generated and mailed in September.

Preparations are being made to finalize the MS-1 Form.

Sales are being validated in preparation of conducting a ratio study for equalization this fall.

Preparations are being made to conduct a full field review of all residential properties in anticipation of the upcoming Revaluation in 2024.

Chief Assessor Freer and Deputy Assessor Hervey, along with Mayor Callaghan, City Manager Ambrose and other City staff, toured and reviewed RSA 79-E projects at 22 So Main St and 73-77 No Main St to determine a construction completion status of the projects.

3. Training

Theresa Hervey and Darcy Freer attended a Vision webinar for "Comparable Sales Analysis".

The entire office underwent training by Elizabeth Greene for the anticipated file migration cut over to SharePoint.

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

Interviews were held for the soon to be vacant Assessor I position. Subsequently new hire, Lauren Forte, will start on September 5th.

5. Staff Kudos

Big shout out to Elizabeth Green, who despite helping run a highly short staffed department, has been a huge asset in the training, execution and follow-up to the SharePoint migration and in preparation for our departments new hire.

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1st through August 31st

Date: August 2023

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

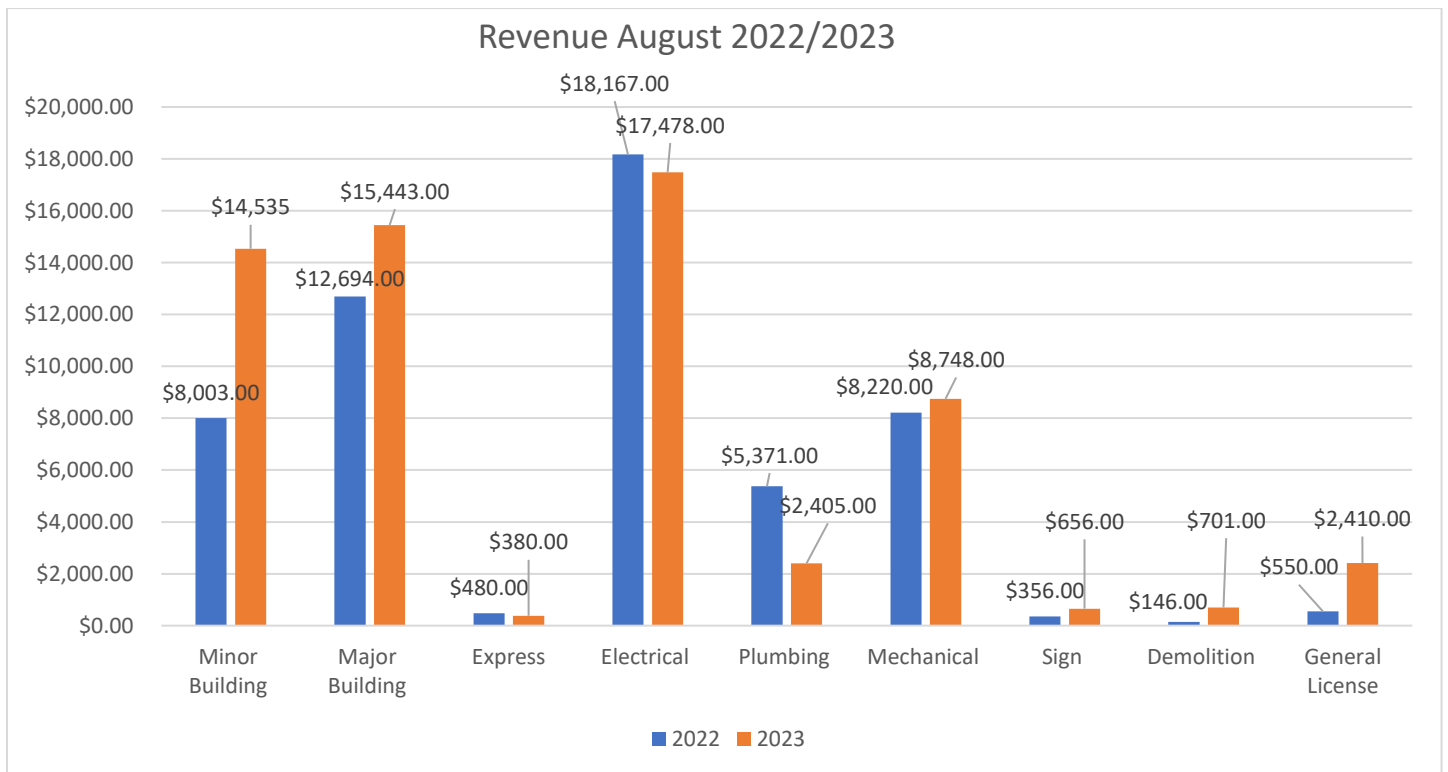
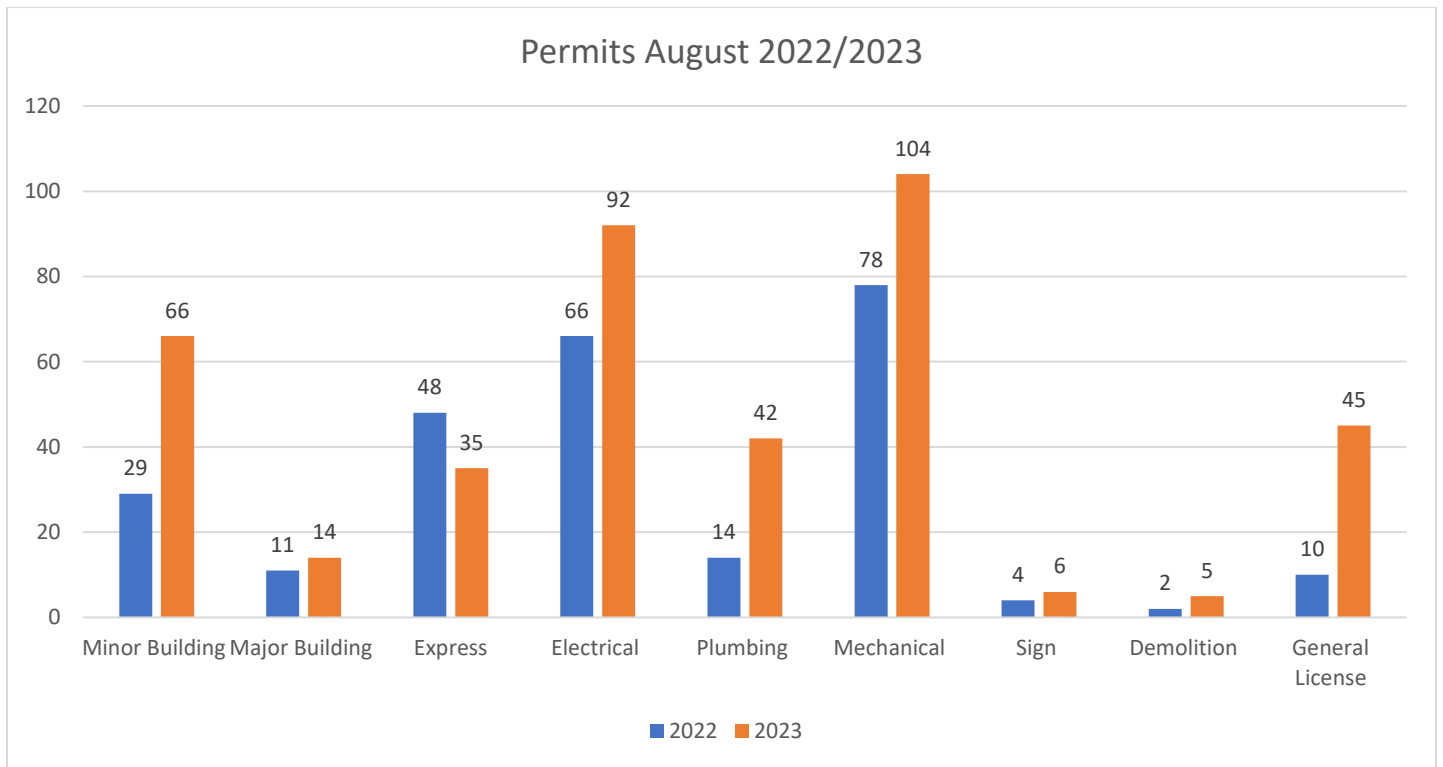
1. Notable Items Related to Ongoing Operations

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

Department Revenue

Permit Type	August 2023
Building Permits	\$31,715.00
Electrical Permits	\$17,478.00
Plumbing Permits	\$2,405.00
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$56.00
Sprinkler Permits	\$2,247.00
Mechanical Permits	\$8,748.00
Food Milk Licenses	\$2,410.00
Taxi Licenses	\$0.00
General Licenses	\$0.00
Net Revenue	\$65,059.00

2. Permit Break Down



ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1, 2023 – August 31, 2023

Date: 9/12/2023

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

16 babies were born to Rochester residents throughout the state of NH in the month of August.

29 resident deaths were reported in Rochester for the month of August.

8 couples celebrated their wedding ceremonies in Rochester during the month of August. Additionally, 11 Rochester couples married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 299 initial copies of vital records (birth, death, marriage, or divorce) and 198 subsequent copies of vital records. There were 25 marriage licenses issued by staff in August.

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

	2022		2023	
	State	City	State	City
Initial/Subsequent copies:	\$3,258	\$2,947	\$3,382	\$3,083
Marriage Licenses:	\$1,505	\$245	\$1,075	\$175
Total:	\$4,763	\$3,192	\$4,457	\$3,258

3. Dog Licensing

The City Clerk's Office licensed 204 dogs in the month of August. There were \$2,080 in civil forfeiture fees and late fees collected this month.

The City Clerk's office began to collect the civil forfeiture fees, which the Animal Control Officer issued the week of August 21st. These fines were issued to owners of dogs that remain unlicensed 4-month past the licensing deadline. The Clerk's Office has been continuously updating our database to reflect owners who have moved out of the City or who have dogs that have died since the prior licensing year.

4. Election Updates

The breakdown of registered voters in Rochester as of August 31, 2023 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,025	1,092	1,268	3,385
2	974	1,045	1,261	3,280
3	884	1,079	1,155	3,118
4	826	764	1,283	2,873
5	879	1,070	1,250	3,199
6	913	793	1,032	2,738
Totals:	5,501	5,843	7,249	18,593

There were 15 changes to the voter checklist in August, including 7 new voters not previously registered in Rochester.

The filing period for the November 7, 2023 Municipal Election will open at 9 AM on Monday, September 8th and will remain open through 5 PM on Friday, September 25th. Those wishing to file for office of Mayor, City Council, School Board, Police Commission, or election officials can stop into the Clerk's office during this period to fill out their paperwork.

The Supervisors of the Checklist from all six Rochester wards will be meeting the night prior to the opening of the filing period; Thursday, September 7th in City Hall. The supervisors will be meeting to finalize any changes, removals, or additions to the voter checklist before it closes throughout the duration of the filing period.

5. Staff Training

Jada Burrows, Administrative Technician II, received her certificate of completion for her first year of the NHCTCA (NH City and Town Clerk's Association) certification program. This is a 3-year program for clerk staff to receive their state certification.



ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1, 2023-August 31, 2023

Date: September 8, 2023

Ref: Monthly Report for DPW – HIGHWAY/FLEET DIVISION

OVERVIEW

1. Personnel Updates

The Highway / Fleet Division is short two staff members this month.

2. Notable Items Related to Ongoing Operations

Fleet division worked on several break downs and have finished major repairs to several six wheel dump trucks for inspections. Staff is still working on preventive maintenance and continuing with state inspection. Highway staff repaired 5 storm water structures, pot holes, and roadside tree work throughout the city. Staff installed and repaired several signs throughout the city. Highway staff completed 136 work orders and 55 service request. Staff cleaned 40 catch basin throughout the city.



3. Notable Events Related to Unusual Operations

Highway has been busy line painting intersection and crosswalks throughout the City. Crew also worked with Pro Finish Lines on double yellow and white lines throughout the city. Crew did a 1" over lay on the end of Haig Street and did pave shims on Heaven Hill Road. Estes Road, Chelsey Hill Road, Wilson Street staff also paved in culvert repairs on Whitehall Road and Franklin Street.

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

Staff will be continuing street sweeping, catch basin cleaning and line paint thought out the city. Also staff will be continuing brushing with the flail mower thought out the city. Staff will be starting some road side ditching.

5. Staff Kudos

I would like to say Kudos again to staff for the great day to day work and being short two staff members.

ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1, 2023-August 31, 2023

Date: September 8, 2023

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to and completed over 100 work orders and service requests.

On August 29th a water main break in front of 3 Chestnut Street left area customers without water for several hours.

The final water main segment of the Route 202A Water Main Project was placed into service.

Focus on eliminating sources of inflow detected by Weston and Sampson's I&I investigative work continued in August. Weston and Samson's team estimates that the repairs made in August could eliminate over \$384,000 in transport and treatment costs over the next 20 years. This in house effort will continue.

Contractor support was provided on multiple projects including Rt 202 water main, Woodman project & Colonial Pines.

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

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

3. Staff Kudos

Kudos to Lexi Garland for passing the CDL Tanker Endorsement written exam.

4. Training

Working Outdoors in Hot Weather

Bac-t Sampling and Disinfecting New Water Mains



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1, 2023-August 31, 2023

Date: September 8, 2023

Ref: Monthly Report for DPW-BUILDING AND GROUNDS

OVERVIEW

1. Notable Items Related to Ongoing Operations

Roofing project at the Community Center is complete, inspection with material representative was completed and passed their inspection resulting in the approval for a 20-year warranty.

Building and Ground Department completed 31 work orders and 38 service requests during the month of July. This included electrical, plumbing, exterior landscaping, and general building repairs.

Painting of fencing around the common is complete.

City Hall/Opera House Egress Remediation project continues, electrical work approximately 85% complete, front concrete stairs will be removed on the 11th and redone, handrails on 2 stairwells have been installed painting still needs to be completed. Framing and sheetrock in progress on vestibule and opera house stairs.

Other projects slated to begin soon are. DHHS LED lighting conversion will be starting during the month of September. Piping replacement for dry suppression system in the police department, piping has been ordered by contractor and they are waiting for it arrive. The roof replacement at the police department is scheduled for the week of 9/4, replacement of domestic hot water heat exchanger in the community center has been completed. The heat exchanger replacement for the opera house heating system, exchanger is due in towards the end of September, cove base replacement in the community center gym will take place after the floor refinishing and that is scheduled for October 26, 2023. Poles and pole bases for the outdoor



lighting of the basketball courts have arrived and installation will begin the week of September 11, 2023th. Buildout of additional woman's locker room space is in progress and should be completed by the end of September.

Full testing of city emergency lighting has been completed.

Testing of city panic alarms has been pushed back to September due to current work load of time sensitive projects.

2. Staff Kudos

Kudos to our part time grounds laborer Brandon Drouin, I received a very nice call from a resident watching Brandon conduct landscaping at the commons. She expressed her gratitude of what a hard-working person he is and the attention to detail he puts forward making the commons and the rest of city took great for the residents of Rochester.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1, 2023-August 31, 2023

Date: September 8, 2023

Ref: August Monthly Report for DPW- GIS/ASSET MANAGEMENT DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

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

Coordination continued with our Stormwater, Wastewater, and Water consultants in our on-going efforts to advance DPW's Asset Management Program.

Ongoing updates to our Utility systems layers following new development and redevelopment.

Completed some drone photography and videography of the City Hall roof and part of the Cocheco River in advance of CIP projects. Also took some progress photos of the Strafford Square project.

Continued effort to receive initial quotes associated with indoor mapping efforts.

Continued coordination with CSI Technology to configure the data and mapping portions of the new CAD/RMS software as they work towards Go-Live. Successfully implemented our initial GIS integration with their software.

Ongoing updates to the City's master address table (MAT) GIS layers.

Mapping assistance to Planning staff related to the readdressing effort within the Baxter Recreation Area.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1, 2023-August 31, 2023

Date: September 8, 2023

Ref: Monthly Report for DPW- WATER TREATMENT FACILITY

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 54.5 million gallons from the surface water facility and 10.6 million gallons from the groundwater plant for a total of 65.1 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. Lead and Copper sampling was completed this month; 90th percentile was 0.002 mg/L for Lead, and 0.181 mg/L for copper, both below regulated limits. All other analytes also remained within compliance levels.

Watershed inspections were conducted at all reservoirs. Trespassers were reported at Round Pond Reservoir and left without incident. We have isolated and drawn down Rochester Reservoir to manage water quality. Rochester Reservoir recorded 7.1 inches of rain for July.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Maintenance at the Cocheco Well included wellhead inspection, blower intake cleaning, and housekeeping.

Maintenance at the Surface Water Treatment Facility included repairs to the potassium permanganate feed system and finish sample lines; cleaning and inspection of the aluminum sulfate bulk tanks; and peroxide washing of the anthracite filter bed.



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

Reduction in customer demand has increased distribution system detention time and necessitated additional hydrant flushing and valving to maintain water quality.

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City Clerk's Office

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1 – August 31, 2023

Date: September 1, 2023

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- Strafford County Regional Planning, The Stafford Public Health Network and the City of Rochester are working on an [Accessibility Audit](#) for our downtown district. The audit will take place September 25th and we are looking for volunteers to help (Jenn).
- 55 N. Main continues to progress – estimated completion June '24 (Mike).
- The Casino and Sig projects are scheduled to go to Planning Board in September (Mike).
- 79E inspections were conducted with Chief Assessor Freer for 77 North Main and 20 S. Main to confirm 50% completion per the CC (Mike).
- On August 10 two proposals for RFP 24-02 (Redevelopment of 45 Old Dover Road) were received and for submitted for review by the City Council (Mike).

2. New Businesses and Business Updates

- Rite Aid located at 105 Milton Road will be closing September 18th. The Wakefield Street Rite Aid will remain open (Jenn).

3. Community Development Project Updates

- The Annual Action Plan for the FY24 Community Development Block Grant was approved by HUD on August 1st.
- The Community Development Coordinator has been working on closing out projects with HUD for the FY23 Community Development Block Grant to work on the CAPER (Consolidated Annual Performance Evaluation Report) due at the end of September.

- The Community Development Committee did not meet during the month of August
Kiersten Wright

4. Boards & Commissions Updates

- Rochester Main Street hosted “Moonlight Madness” to celebrate the completion of the deck they had built in Wyandotte Alley. Businesses offered various promotions and the band “Middleman” performed on the deck. The turnout for the event was excellent.
- Volunteers with Rochester Main Street planted over 50 perennials around the perimeter of Central Square to further beautify the space.
- Volunteers with Rochester Main Street worked with Waypoint to paint a mural on the back side of the Waypoint Teen Center. The mural repurposed paint left from beautifying the jersey barriers used for outdoor dining. The artist created a line drawing which volunteers painted.
- The Childcare Work Team hosted 2 community forums (morning and evening). Mills Consulting facilitated discussion with attendees to learn more about community interest and need for childcare. In addition, the work team put out a community survey (survey can be accessed here: [Community Surveys & Forums | rochesternh](#)) that will be open until mid-September. Work team members attended the car seat event hosted by the Fire Department to distribute survey QR codes and encourage families to take the survey.

Carole Glenn

- CM Ambrose, Director Scala, and Mayor Callaghan attended an update for COAST stakeholders at the Dover High School. COAST went over projects in funding gaps beginning FY 24/25 and what would be required from the state and municipalities to avoid service restrictions (Mike).

5. Training & Staff Development

- N/A

6. Other

- Jenn, Kiersten, and Carole spent a day painting and sealing the benches at Hanson Pines (Carole).
- The Small Business Administration, Chamber of Commerce and City hosted a networking event on “Resources to Longevity: Small Businesses Thriving in Rochester”. The event was well attended (Jenn).
- Mike and Jenn attended the State of the State with Governor Sununu at the Rochester Country Club (Jenn/Mike).

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City Clerk's Office

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose City Manager

From: August 1, 2023 – August 31, 2023

Date: August 8, 2023

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

Finance Staff are working on the FYE23 audit, and performing many year end reconciliations.

3. Notable Events Related to Unusual Operations

None

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

Status Quo:

City Manager Ambrose is working to prepare the department to address Finance Director functions following her promotion to City Manager. She is currently evaluating the current job description and the organizational structure of the department and City to determine the most fitting approach for this vacancy.

Rochester FINANCE Department

5. Staff Kudos

All of Finance staff, Chad, Ava, Ann & Angie continue to perform well, and are always willing to take on new challenges.

6. Affected Business Processes or Systems

None

7. Training

Chad Mabey, and Ava Scott completed the NH GFOA Accounting Certificate program. This program provides a solid foundation to governmental accounting.

8. Other

Agenda Item Name: Monthly Financial Statements Summary – as of August 31, 2023

For the full detail report, click here: [August 31 2023 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Issue Summary Statement

Below are the revenues & expense highlights through August 31, 2023, which represents approximately 17% completion of FY24.

Rochester FINANCE Department

<u>GENERAL FUND NON PROPERTY TAX REVENUES</u>				
	FY24 ADOPTED	RECEIVED	PERCENT	NOTES
Motor Vehicle Registrations	\$5,500,000	\$988,454	18%	
Wastemangement Host Fees	\$4,600,000	\$1,106,905	24%	City-\$3,722,000 School-\$878,000
Building Permits	\$550,000	\$93,813	17%	
Interest Income	\$750,000	\$156,739	21%	
Interest on Delinquent Taxes	\$360,000	\$43,893	12%	
State of NH Rooms & Meals	\$2,867,759	\$0	0%	Payment December-23
Highway Block Grant	\$635,000	\$193,935	31%	Quarterly cycles
Cablevision Franchise Fees	\$235,000	\$68,300	29%	Quarterly cycles
Recreation Programs	\$122,400	\$87,901	72%	
ENTERPRISE FUNDS REVENUES				
Water	\$7,544,084	\$1,002,168	13%	
Sewer	\$11,744,213	\$1,059,553	9%	
SPECIAL REVENUE FUNDS REVENUES				
Arena	\$413,290	\$10,766	3%	
Community Center	\$894,759	\$191,995	21%	

Rochester FINANCE Department

	FY24 ADOPTED	EXPENDED	ENCUMBERED	PERCENT
GENERAL FUND EXPENSES	\$51,704,514	\$12,942,059	\$2,756,832	30%
OVERTIME & WINTER MAINTENANCE				
Police	\$111,546	\$39,320		35.25%
Dispatch	\$44,000	\$28,624		65.05%
Fire	\$240,000	\$27,335		11.39%
Public Works Winter Maintenance	\$541,218	\$18,033	\$5,186	4%
ENTERPRISE FUNDS EXPENSES				
Water	\$7,544,084	\$1,388,562	\$242,690	22%
Sewer	\$11,744,213	\$3,571,342	\$219,000	32%
SPECIAL REVENUE FUNDS EXPENSES				
Arena	\$413,290	\$46,340	\$83,848	32%
Community Center	\$894,759	\$150,762	\$109,953	29%

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1 to August 31, 2023

Date: September 1, 2023

Ref: Monthly Report for Planning Department

OVERVIEW

1. Notable Items Related to Land Use Boards

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met August 7, 2023 for their Regular Meeting and August 21, 2023 for their Workshop Meeting.

This section completed by Jaclyn Millard, Admin Assistant II

RBV Realty, LLC, 324 Blackwater Road (by Berry Surveying & Engineering/Chris Berry & Kenneth Berry) PRELIMINARY Design Review 9-Lot Subdivision Case# 264 – 11 – A – 23
PUBLIC HEARING ONLY

Fieldstone Land Consultants, PLLC, 303 & 305 North Main Street (Michael Ploof) 3-Unit Condominium Conversion Case# 114 – 8 – HC – 23 **APPROVED**

New England Gaming and Consulting LLC, 7 Milton Road (by Altus Engineering/Norway Plains/DMAC Architecture) Site Plan to construct Charitable Gaming Facility Case# 222 – 94 – HC – 23 **CONTINUED TO SEPTEMBER 11, 2023**

GNM Solar 17, LLC, 60 Shaw Drive (by Norway Plains Associates/Scott Lawler) Amendment to Approved Site Plan to shift Solar Trackers' locations to comply NHDES Alteration of Terrain requirements for ground slopes. Case# 240 – 49 – A – 22 **APPROVED**

Packy's Investment Properties, LLC, 17 Sterling Dr (by Norway Plains Associates/Scott Lawler) Amendment to Approved Site Plan to relocate 6 solar trackers from wetlands to wetlands' buffer. Case# 208 – 18 – GRD – 21 **APPROVED**

42 Front Street, LLC, 42 Front Street (by Norway Plains Assoc./Ashley Rowe) 2-Lot subdivision. Case# 102 – 41 – R2 – 23 **CONTINUANCE to September 11, 2023 Planning Board Meeting.**

Wesson Realty, LLC, Pickleball Facility, 389 Gonic Road Extension request to meet Precedent Conditions Case# 262 – 73&74 – HC – 22 ***EXTENSION APPROVED TO January 11, 2024.***

Other Items:

The Planning Board also discussed:

- a) Proposed Amendments to the Granite Ridge District Zoning Setbacks
- b) Strafford Regional Planning Commission Appointments
- c) Review of City Inspections and Surety

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on August 9, 2023
This section completed by Crystal Galloway, Planner I

Z-23-17 SWD Property Management, LLC Seeks a *Variance* from Table 18-B to permit the construction of a 10,700 s.f. retail building in the R2 zone. **Location:** 25 Old Dover Road, Map 132 Lot 39 in the Residential-2 Zone.

The Zoning Board approved the Variance by a 3 to 2 roll call vote as presented based on the applicant's testimony.

Z-23-22 MP Corporation Seeks a *Variance* from Section 20.2.F(3) to permit fuel pumps and equipment to be 10 feet from the side lot line where 30 feet is required. **Location:** 4 Little Falls Bridge Road, Map 216 Lot 12 in the Granite Ridge Development Zone.

The applicant requested a continuance to the September 13, 2023 meeting.

Z-23-23 MP Corporation Seeks a *Variance* from Section 20.2.F(5) to permit a fueling canopy to be 6 feet from the side lot line where 20 feet is required. **Location:** 4 Little Falls Bridge Road, Map 216 Lot 12 in the Granite Ridge Development Zone.

The applicant requested a continuance to the September 13, 2023 meeting.

Z-23-26 Christopher & Rebecca Bannon Seeks a *Variance* from Table 19-A to permit a two-family home without the required frontage. **Location:** 155 Charles Street, Map 128 lot 226 in the Residential-2 Zone.

The Zoning Board unanimously approved the Variance as presented, citing all criteria has been met.

Z-23-27 Katie Hespelein & Matt Restivo Seeks a *Variance* from Table 19-A to permit the construction of a deck within the rear setback. **Location:** 2 Pawtucketts Way, Map 257 Lot 30 in the Agricultural Zone.

The Zoning Board unanimously approved the Variance as presented, citing all criteria has been met.

Z-23-28 Ralph W. Torr Seeks an *Equitable Waiver* from Table 19-A to permit an existing structure to remain within the front setback. **Location:** 52 Little Falls Bridge Road, Map 209 Lot 15 in the Agricultural Zone.

The Zoning Board unanimously approved the Equitable Waiver as presented, citing all criteria has been met.

Z-23-29 Ralph W. Torr Seeks an *Equitable Waiver* from Section 12.3 to permit an existing structure to remain within the 75-foot river buffer. **Location:** 52 Little Falls Bridge Road, Map 209 Lot 15 in the Agricultural Zone.

The Zoning Board unanimously approved the Equitable Waiver as presented, citing all criteria has been met.

Z-23-30 Ralph W. Torr Seeks a *Variance* from Table 19-A to permit an existing structure to remain within the front setback. **Location:** 52 Little Falls Bridge Road, Map 209 Lot 15 in the Agricultural Zone.

The applicant withdrew the variance request.

Z-23-31 Ralph W. Torr Seeks a *Variance* from Section 12.3 to permit an existing structure to remain within the 75-foot river buffer. **Location:** 52 Little Falls Bridge Road, Map 209 Lot 15 in the Agricultural Zone.

The applicant withdrew the variance request.

Z-23-32 Central Falls Realty & Echo Property Management, LLC Seeks a *Special Exception* from Section 30.5(B) to permit a single-family home be constructed on a parcel without the minimum lot requirements. **Location:** 9 Lois Street, Map 115 Lot 8 Block 1 in the Residential-1 Zone.

The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.

Z-23-33 Central Falls Realty & Echo Property Management, LLC Seeks a *Special Exception* from Section 30.5(B) to permit a single-family home be constructed on a parcel without the minimum lot requirements. **Location:** 8 Margaret Street, Map 115 Lot 8 Block 2 in the Residential-1 Zone.

The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.

Z-23-34 Central Falls Realty & Echo Property Management, LLC Seeks a *Special Exception* from Section 30.5(B) to permit a single-family home be constructed on a parcel

without the minimum lot requirements. **Location:** 6 Margaret Street, Map 115 Lot 8 Block 3 in the Residential-1 Zone.

The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.

Z-23-35 Central Falls Realty & Echo Property Management, LLC Seeks a *Special Exception* from Section 30.5(B) to permit a single-family home be constructed on a parcel without the minimum lot requirements. **Location:** 4 Margaret Street, Map 115 Lot 8 Block 4 in the Residential-1 Zone.

The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.

Z-23-36 68 Hemingway, LLC Seeks a *Special Exception* from Section 23.2.22(A)(2) to permit the installation of a rooftop solar array. **Location:** 68 Hemingway Drive, Map 258 Lot 63 in the Residential-2 Zone.

The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.

Z-23-37 68 Hemingway, LLC Seeks a *Special Exception* from Section 23.2.22(A)(2) to permit the installation of a rooftop solar array. **Location:** 72 Hemingway Drive, Map 258 Lot 63 in the Residential-2 Zone.

The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.

Z-23-38 68 Hemingway, LLC Seeks a *Special Exception* from Section 23.2.22(A)(2) to permit the installation of a rooftop solar array. **Location:** 78 Hemingway Drive, Map 258 Lot 63 in the Residential-2 Zone.

The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.

Z-23-39 68 Hemingway, LLC Seeks a *Special Exception* from Section 23.2.22(A)(2) to permit the installation of a rooftop solar array. **Location:** 94 Hemingway Drive, Map 258 Lot 63 in the Residential-2 Zone.

The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.

Z-23-40 Robert Lee Seeks a *Special Exception* from Table 18-A to permit an accessory dwelling unit in an existing garage. **Location:** 5 Edgewood Lane, Map 126 Lot 28 in the Residential-1 Zone.

The Zoning Board by a 4 to 1 vote approved the Special Exception as presented, citing all criteria has been met.

Z-23-41 Carol Zink-Mailloux Seeks a *Variance* from Table 19-A to create two separate lots without the minimum lot requirements. **Location:** 452 & 456 Pickering Road, Map 263 Lot 5 in the Agricultural Zone.

The Zoning Board unanimously approved the Variance as presented, citing all criteria has been met.

Z-23-42 Richard Hartford Seeks a *Special Exception* from Section 23.2.A(1)(a) to permit an accessory dwelling unit located in an existing detached garage. **Location:** 92 Hansonville Road, Map 259 Lot 58 in the Agricultural Zone.

The Zoning Board unanimously approved the Special Exception as presented, citing all criteria has been met.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on August 16, 2023.

This section completed by Crystal Galloway, Planner I

Jayne Densmore, 50 South Main Street Certificate of Approval for a new window decal sign and exterior awning. Case# 120 – 366 – DC – 23

The applicant did not attend the meeting. The Commission approved the application as submitted with the suggestion to increase the valance of the awning to include the business name.

Lisa Kesler, 16 North Main Street Certificate of Approval for new signage.
Case# 121 – 11 – DC – 23

The Commission approved the application for new signage as presented.

Kendall Spewock, 1 Wakefield Street Certificate of Approval for façade improvements and lighting. Case# 121 – 377 – DC – 23

The Commission approved the application as submitted with the condition the applicant submits the finalized materials and colors to be used for approval.

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on August 23, 2023

This section completed by Jaclyn Millard, Admin Assistant II

NHDES Application/Notices

- a) **Alteration of Terrain** – Y170 Transmission Line Structure Replacement Project (multiple Tax Maps)
- b) **Notice of Violation** – Jaeger USA Tax Map 141 Lot 29

Notice of Intent to Cut Wood or Timber/ Intent to Excavate: There were no Notices of Intent to Cut Wood or Timber for this meeting.

Conservation Overlay District

- a) 350 Chestnut Hill Road Tax Map 203 Lot 7 and 8 – Wetland Buffer impacts associated driveway construction ***APPROVED***

Other Items:

The Conservation Commission also discussed:

- a) Gonic Dam Removal – Request for letter of support
- b) Reports:
 - a. Technical Review
 - b. Planning Board Review
- c) Old Business:
 - a. Request letter for additional record for Tax Map 207 Lot 1
 - b. Salmon Falls Watershed Collaborative Success Safari agenda finalized
 - c. Moose Plate Grant Funds
 - d. Cocheco River Clean-Up Planning

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts & Culture Commission met on June 21, 2023.
This section completed by Jaclyn Millard, Admin Assistant II

No applications were review at this meeting.

The Arts & Culture Commission discussed:

- a) Pride Festival
- b) Finalization of the Poet Laureate Book
- c) Art Awards Call for Nominations/Criteria
- d) SBDC Day for Arts Businesses – January

ROCHESTER DEPARTMENT OF RECREATION AND ARENA MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Steve Trepanier, Assistant Director of Recreation and Arena

Date: September 12, 2023

Ref: August 2023 Monthly Report for Recreation and Arena

OVERVIEW

1. Program Highlights

Summer camp came to a successful end on August 18. 120 campers and staff had a great summer and built amazing friendships that will carry them into the school year.

August 19th was the last day of swimming lessons.

August 27 was the last day pools were open to the public.

Staff is now preparing facilities for fall and winter programming.

2. Community Events at Rec and Arena

August 9 our department hosted a senior cookout at the Gonic Pool. Attendees were treated to hamburgers and hotdogs with all the fixings. DJ Al was on site to provide entertainment during the event as it was capped off by a nice dip in the pool!

August 18 was our monthly senior breakfast at the Senior Center. A large turnout made their way in on a rainy day.

On August 23, our seniors were treated to a hike at the Champlin Forest guided by Dave Anderson of the Forest Society.

Catwolf was the final concert on the commons for the 23 season. A large crowd enjoyed a great evening of music and weather to put a close to a wonderful summer of music.

School was back in session on Aug 29. We began welcoming back students using our gym for classes.

On August 31, Fall and winter staff were back at the Arena for a welcome back meeting to kick off the fall season of sports.

3. Monthly Program Numbers: June

Program	Sum of Count
Adult Volleyball	96
Bingo	147
Chair Yoga	135
Concert on the Common	375
Cribbage for Seniors	29
Iyengar Yoga	23
Kundalini Yoga	12
Mah Jongg	9
Public/Community Swim (ER)	288
Public/Community Swim (GN)	168
Public/Community Swim (HP)	735
Quilting & Crafting	40
Senior Breakfast/Cookout	37
Senior Game Day	5
Senior Mobility Class	65
Senior Presentations	11
Senior Tech Support	10
Toddler Play Group	31
VA Veteran's Time	1
Vet to Vet Cafe	3
Walk & Talks/Rec Talks Etc.	20
Grand Total	2240

4. Community Events at Rec and Arena

Teen night on April 1st. Had over 80 participants

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

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

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City Clerk's Office

ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1 – August 31

Date: September 13, 2023

Ref: Monthly Report for Fire Department

OVERVIEW

1. Personnel Updates

Shift Staffing:

- Full Staffing – 10 personnel on-duty – **39% of shifts in August**
- One FF Short – 9 personnel on-duty – **61% of shifts in August**

Anniversaries:

- Captain Micah Ruel – 17 years
- Firefighter Matthew Woodbury – 6 years

Promotions:

- Micah Ruel promoted to Captain of D shift.
- Joseph Riley promoted to Lieutenant of B shift.

Notable Items Related to Ongoing Operations

TYPE OF CALL	08/2022 – 07/2023 Previous Year (Calendar)	August 2022	August 2023
Building Fires	24	1	0
Cooking Fires	9	3	0
Vehicle Fire	12	2	1
Carbon Monoxide Present	19	0	0
Emergency Medical Calls	1070	116	89
Vehicle Accidents (Injury)	141	14	11
Vehicle Accidents (No Injury)	86	25	16
Alarms	1401	29	40
Service Calls	197	22	12
Other	938	66	62
TOTAL CALLS	3897	278	231

Operations

This summer has been very wet and as a result the rivers and lakes are full and have fast-moving water. We have had several calls for assistance for the month of August, we responded to the following calls that were water related.

- **08/11/23** - Responded to the Salmon Falls River near the bridge for a report of 2 missing juveniles last seen on floats. The 2 juveniles were found unharmed on the shore of the river and did not require any medical attention.
- **08/21/23** - Responded to the same area of the Salmon Falls River for a report of people that missed meeting a parent for pickup. The people were found without injury and didn't require aid.
- **08/26/23** - Responded to 132 Salmon Falls Road for a female trapped on a sand bar with a leg injury. The female had floated down the river and missed her spot on the shore to exit. She was met by EMS and RFD personnel on the sandbar. She was packaged in a stokes basket and carried out to the driveway and transferred to an ambulance.

We also responded to the following calls for mutual aid involving structure fires:

- **08/01/23** - Responded to a structure fire in Lebanon Maine, Little River Road.
- **08/04/23** - Responded for a structure fire in Lebanon Maine, Heath Road.
- **08/04/23** - Responded for a 3rd alarm structure fire in Dover, Spruce Lane.
- **08/13/23** - Responded to a structure fire caused by lightning strike in Strafford, NH.
- **08/22/23** - Responded to Sanford Maine for a reported fire at Walmart.

Community Risk Reduction

- 1) The Fire Prevention Division (DC Hughes, FF Taatjes and FF Boodey) in conjunction with Walmart hosted a car seat check and installation event. A total of 10 car seats were checked or installed. One seat was completely replaced due to it being expired. The National Car Seat Program provided the family with a free replacement.



- 2) The Fire Prevention Division was invited to attend Frisbie Hospitals Breastfeeding Conference. DC Hughes and FF Kaitlyn Taatjes presented information on car seat safety and installation.



- 3) RFD participated in the National Night Out by providing staffed apparatus for a touch a truck event. Captain Marique also volunteered to sit in the dunk booth.

- 4) DC Hughes attended the recreational department senior BBQ and swim. He was able to educate the attendees on the department's fire of life and pillbox programs.



FY24 Community Risk Reduction and Prevention Services

Inspections Completed	Approvals & Reviews	Active Permits	Rejected Permits	Car Seat Installations
60	230	76		10
Permits Issued	Sprinkler	Fire Alarms	Hood Suppression	Tank Removal
36	7	6	0	0
\$4,275	\$3,340	\$935	\$0	\$0
Blasting	Place of Assembly	Pyrotechnics	Fire & Life Safety	
\$0	14	1	10	
\$0	No Fees Associated	\$0	No Fees Associated	

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City Clerk's Office



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager
From: Gary M. Boudreau, Chief of Police
Date: 09/13/23
Ref: Monthly Report for August 2023

OVERVIEW

1. Personnel Updates

Personnel: We have filled two additional dispatch vacancies, but are still down positions.

Filling open crossing guard vacancies is still a critical need.

The candidate for the Crime Analyst position withdrew. We continue to work with Lexis Nexus on finding a suitable person to fill this role.

With the retirement of Dep. Chief Thomas and a couple of other resignations, we are actively working to now fill four vacant patrol positions.

2. Notable Items Related to Ongoing Operations

We are continuing to work with our vendor on the body camera project.

We are continuing to work with our vendor on the new CAD/RMS (computer aided dispatch/records management) program we will be transitioning to.

We began a renovation on the first floor expanding our female locker room. We will shuffle some offices around and will move our briefing room to the opposite side of the building.

Comp Stat:

We do not have a report this period due the vacant Crime Analyst position. We are actively recruiting for this position with our vendor. Even without the full report, we continue to monitor our statistics. Year to date in 2023 property crimes are down 13% and violent crimes are down 23% as compared to year to date 2022 numbers. Year to date we have had 79 overdoses, with 10 of these being fatal. For the same period in 2022, we had 92 overdoses with 12 being fatal.

Community Engagement /Problem Oriented Policing.

The CEO Officer Kimbrough had a very busy month at various events including the Senior Breakfast, Touch a Truck at the summer camps, working with the city Outreach Coordinator visiting homeless camps, Crimeline, National Night Out, Summer Camp field



trips. He is working with the City's Government Channel Coordinator regarding a public service announcement for crosswalks

Officer Kimbrough also assisted the Marshalls and Sheriff's Office with a case regarding a wanted person and conducted extra patrols with POP Officer Colson.

The POP unit has 12 open cases and made five arrests this period. Officer's Colson and Crawford continued to monitor the storage unit locations and have been conducting patrols in these areas daily. They have conducted traffic stops and made pedestrian contacts throughout this reporting period. They have checked on multiple homeless camps and have been working with other agencies regarding a problem residence.

K-9:

In the past month Ripley and Officer Hatch have attended two community events. One at the New England Dragway for the Working Dog Foundation and the other was National Night Out in Rochester.

Ripley and Officer Hatch were requested for several tracks during this period. They responded to 5 callouts in total; a warrant attempt in case subject ran, an attempted burglary, a suicidal female, a domestic disturbance, and evidence from a burglary at the Ridge.

DIVERSION PROGRAM/TEEN DRUG COURT

Nicole was nominated to sit on the newly revised NH Juvenile Court Diversion Network's Board of Directors as Program Representative and will serve a 2 year term.

Nicole did a fantastic job coordinating the annual National Night Out with attendance of approximately 5,000. Many community partners were involved. She continues to work with Waypoint and the CEO and City Outreach Facilitator on conducting outreach to youth and young adults. She attended the NH Juvenile Police Officer's conference and gained some useful education around the increase in cases for sextortion; hate crimes and other sessions

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

We remain in need of qualified school crossing guards. Only 2 of the 11 positions are filled. Filling open positions in the Communications Center is still a critical need.



4. Training

Officer's McCann and Adams have completed 5 weeks of Academy Training. Officer's Ball and Bernstein are in Week 12. Officer's Settle and Hill are progressing through field training and both are projected to complete training by the end of September for release to solo patrol.

We held interviews for police officer candidates who all achieved passing scores and will be invited to an interview with the Police Commission.

Great Bay Community College, who hosts the Police Examination Alliance testing process that provides local agencies with officer candidate lists, cancelled their August test date due to poor enrollment. Only 10 individuals registered.

Attorney Blanchard, the Deputy City Attorney and prosecutor for the City conducted 2-hour blocks of instruction on DUI investigation/documentation training for all patrol officers and supervisors.

NH Police Standards and Training Council notified law enforcement agencies of a new training requirement for all officers to complete annually: "Mental Health Training for Law Enforcement Officers." This is a 1-hour online training that officers have already started completing.

Other notable training completed this period included a week-long Firearms Instructor training course, the Urban Rifle Instructor training course, the summer scenario training for the NH Chapter of the New England Crisis Negotiators Association (NECNA) at the Granite State College in Portsmouth, NH.

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City Clerk's Office

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: August 1, 2023 - August 31, 2023

Date: September 13, 2023

Ref: Monthly Report for Library

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 12,916 items circulated with 11,054 people visiting the library in the month of August. Two hundred fifteen patrons used the library's Internet computers. Interlibrary loan activity included 105 materials borrowed from other libraries and 152 loaned to other libraries.

Thursday, August 3rd the Teen Librarian held a drop-in Craft program at 2pm with all materials available to make Tie-Dyed T-Shirts on the library lawn. The Teen Book Group met on Monday, August 7th at 6pm and was held in the Teen Room. Science Fiction titles were discussed this month.

The Friends of the Rochester Library Book Club met Monday, August 14th, and featured *The Dutch House* by Ann Patchett.

The *All-Abilities Club* met every Monday from 10-12pm in the community room. This inclusive program is geared towards adults with developmental disabilities and will include puzzles, coloring, cards, board games, and more.

The Teen Advisory Board (TAB) meeting was held Monday, August 21st at 3 & 6pm. Teens were encouraged to come hang out, eat snacks, and share ideas for library programs, groups, and activities.

The Teen Room continued to host drop-in activities after school during the week. Tuesdays featured writing activities, Wednesdays STEAM activities, and Thursdays feature board and card games. July also began the Teen Summer Reading Program with Coloring, Drawing, Bracelet Making, Puzzles and Dungeons & Dragons every Wednesday.

The True Crime Club met Tuesday, August 29th at 6pm in the Rose Room. This club is for true crime fanatics. This is a casual group with no required reading. Each month participants can talk about current and cold cases, swap documentaries, podcast, and book recommendations.

Featured Adult Services Book Displays for the month of August included: *Beach Reads*, *Swoon-worthy Reads*, *Get Out*, and *Jams, Jellies and Preserves*. Also featured were a *Summer Viewing* - DVDs display; and *Songs of Summer* – music CD Display.

The library was pleased to present the artwork of Suzanne Jolin during the month of August. Her interest in art began at a young age by copying coloring books to eventually drawing anything that caught her eye. She started drawing with pencil, pen and ink, charcoal, and later developed a love for painting. She is inspired by her love for her family and the beauty of the great outdoors.

Three hundred fifty-nine of our library patrons downloaded 1,715 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 602 digital downloads from Hoopla.

2. Library Programming

Wednesday, August 2nd the library was pleased to host author John Doelman for an engaging presentation of his new book *Quetico Connection*. He brought personal experiences of a lifetime of wilderness canoe tripping through introspective poetry and photography for all to enjoy.

Thursday, August 3rd the Children's room welcomed Steve Blunt, an award-winning children's musician who plays a delightful mix of original tunes and beloved standards. A fun upbeat performance of songs that celebrate diversity & build community with warmth, humor & lots of audience participation was held on the library lawn celebrating all that participated in this year's Children's Summer Reading Program.

The Children's Room finished this year's Summer Reading Program, *All Together Now* on Friday, August 4th. Three hundred-fourteen children signed up for the program and collectively read over 116,970 minutes. Final prizes were available for pick-up through the month of August ending on September 1st. Prizes included ice cream coupons from Sprinkles and Smiles, and gift certificates from Jetpack Comics.

Thursday, August 10th the Children's Room hosted a Lego Free Play event. Lego lovers ages 5-12 were invited to join the Children's Room staff in the story time room for unlimited free play with the library Lego collection from 10am – 12pm.

Friday, August 18th the library was please to host Koda the certified therapy dog. Families with young children were welcomed to visit Koda as well as play with the Children's Room Play Cart outside on the library lawn.

The Teen Summer Reading program came to an end August 4th. This year over 56 teens signed up for the program and collectively read over 78,250 minutes. Two scavenger hunts, a

STEM craft project, Drop-In games, and an Eclipse program for teens were all available throughout the month of August as well.

Wednesday, August 23rd the library was pleased to host Richard Adams Carey for a presentation of his book *In the Evil Day: A Small Town in New Hampshire and the Crime that Stunned the Nation* sponsored by NH Humanities to Go.

Tuesday, August 29th the library was happy to host musical duo *New Leaves* on the outside lawn of the library. Cameron & Mary performed original material, folk and classic country music for the whole family to enjoy.

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City Clerk's Office

ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Doreen Jones, Tax Collector

Date: Sept 7, 2023

Ref: Monthly Report for Aug, 2023

OVERVIEW

City of Rochester Tax Collector's Office

August 31, 2023

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2023	Semi Annual	36,284,477	34,396,322.80	94.80%	1,888,154.20	5.20%
2022		72,060,382	71,355,825.56	99.02%	704,556.44	0.98%
2021		69,388,398	68,915,966.52	99.32%	472,431.48	0.68%
2020		68,438,739	68,138,317.85	99.56%	300,421.15	0.44%
2019		66,169,796	65,982,108.54	99.72%	187,687.46	0.28%
2018		63,834,824	63,705,675.27	99.80%	129,148.73	0.20%
2017		60,524,791	60,432,634.26	99.85%	92,156.74	0.15%
2016		58,196,003	58,134,931.97	99.90%	61,071.03	0.10%
2015		56,938,119	56,897,069.36	99.93%	41,049.64	0.07%
2014		55,068,779	55,033,634.07	99.94%	35,144.93	0.06%
2013		53,324,262	53,294,702.83	99.94%	29,559.17	0.06%
2012		50,952,912	50,928,731.05	99.95%	24,180.95	0.05%
2011		48,856,892	48,836,563.39	99.96%	20,328.61	0.04%
2010		47,308,832	47,294,506.21	99.97%	14,325.79	0.03%
2009		46,898,827	46,889,568.03	99.98%	9,258.97	0.02%
2008		46,522,769	46,517,269.88	99.99%	5,499.12	0.01%
2007		42,964,450	42,960,514.22	99.99%	3,935.78	0.01%
2006		40,794,160	40,791,934.93	99.99%	2,225.07	0.01%
2005		38,024,453	38,023,159.27	100.00%	1,293.73	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,312.97	100.00%	1,266.03	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
				Total Uncoll:	4,026,170.49	8.42%

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 24		
Month	Total \$\$	# of Payments
July	\$ 1,251,062.20	1224
Aug	\$ 333,058.57	986
Totals	\$ 1,584,120.77	2210
Auto Registrations FY24		
Month	Total	# of Transactions
July	\$ 498,838.26	3310
Aug	\$ 522,369.18	3615
Totals	\$ 1,021,207.44	6925



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

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

Date: September 11, 2023

Report Dates: August 01, 2023- August 31, 2023

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

In recent months, due to the phased ending of ERAP funding and increasing rent, local welfare has largely not experienced during ERAP funding, there has been an increasing trend of sought assistance from renters.

August reports a notable, yet continued expected general assistance increase from August 2022 when ERAP funding was available. Increased rental assistance is consistent with many municipal welfare department throughout the state.

As the recently released 2023 Annual Rent Survey Rental rates survey indicates, rentals are higher throughout New Hampshire, including Rochester, than prior to the pandemic and the beginning of ERAP funding. [NHH-2023-Res-Rental-Survey-Report.pdf \(nhhfa.org\)](https://www.nhhfa.org/NHHFA/Portals/0/2023-Res-Rental-Survey-Report.pdf) Higher rental rates are resulting in direct increased costs in voucher assistance. Also, indirect increased costs due to less available income to rental outlays, results in less household budget resilience.

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

3. Notable Events Related to Unusual Operations

None

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

The My Friend Shelter, in Dover, remains temporarily closed for emergency housing services. However, it plans to re-open within the next couple of months. The shelter's closure for services has caused an increase in emergency housing motel expenses for Rochester. *This additional spending emergency housing motel assistance should lower when the shelter re-opens. The welfare department is in communication with the shelter. The Homeless Center for Strafford County (Home For Now), in Rochester, intends to open on October 2nd and transition to a yearlong shelter.

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

On July 28, Governor Sununu signed **SB 110** into law, which clarifies and updates residency and municipalities of origin, for municipal local welfare purposes. Persons will not change original residency, for municipal local welfare purposes, while residing in hospitals, correctional facilities, treatment program centers, and emergency sheltering services, including motels and hotels, when paid for by municipalities or other service assistance providers. Additional language indicates, "Municipalities shall communicate and coordinate assistance options with each other, including reimbursements from municipalities of origin. The new law has minimized Rochester local welfare responsibility for people assisted into Rochester motels/hotels by helping agencies, including other municipal local welfare departments. [Approved Change To RSA 165 – NH Local Welfare Administrators Association \(nhlwaa.org\)](https://nhlwaa.org)

7. Training

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

8. Analysis of Direct Assistance for August 2023

General Assistance represents an average cost per case/family of \$536.90 and case/Individual of \$503.00 for this month.

Total voucher assistance issued: **\$21,410.00**

There was an increase of \$18,024.20 in assistance issued this month compared to August 2022. There was a decrease of \$7,816.40 in vouchers issued this month compared to last month.

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

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

Reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaled: \$4,352.18

The office reported 175 formal case notes for this period.

9. Other / In The News/Helpful Links

None