



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

Agenda

- 1. Call To Order**
 - 2. Resolution Authorizing Supplemental Appropriation of \$45,000 to the Recreation Special Events Fund – Lilac Family Fun Festival P. 5**
 - 3. Adjournment**
-

**City Council Special Meeting
December 19, 2023
Council Chambers
*Immediately Following the Public Hearing***

Agenda

- 1. Call To Order**
- 2. Resolution Establishing Polling Places and Times for the January 23, 2024 Presidential Primary Election *first reading and consideration for adoption* P. 9**
- 3. Resolution Authorizing the Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Cybersecurity Implementation Grant Program project in the amount of \$50,000 and Supplemental Appropriation to the Fiscal Year 2024 Water Capital Improvements Fund *first reading and consideration for adoption* P. 11**
- 4. Resolution Authorizing Supplemental Appropriation of \$45,000 to the Recreation Special Events Fund – Lilac Family**

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City Clerk's Office

5. **Adjournment**

**City Council Workshop
December 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. **Presentation: Stormwater Management Agreement/Proposed Stormwater Utility P. 17**
6. **Department Reports P. 19**
7. **Non-Public/Non-Meeting**
8. **Adjournment**

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation of \$45,000 to the Recreation Special Events Fund-Lilac Family Fun Festival

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

That the sum of Forty-Five Thousand Dollars (\$45,000.00) is hereby appropriated to the Recreation Special Events Fund for the purpose of paying costs associated with the annual Lilac Family Fun Festival. Advanced appropriation is needed in order to prepay costs associated with the event. The entirety of the supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

The City of Rochester Recreation Department shall manage the use of funds under the City's established purchasing policies. Funds shall be expended solely on the annual Lilac Family Fun Festival event. Eligible uses of funds shall be for fireworks, various entertainment activities, and other miscellaneous expense pertinent to assuring a safe and successful community event.

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

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City Clerk's Office



12/14/2023

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****Resolution Authorizing \$45,000 Supplemental Appropriation to the Recreation Special Events Fund**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	December 5, 2023	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Mark Sullivan
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	
AMOUNT	\$45,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

Finance Committee voted at their November 14 meeting to recommend a \$45,000 supplemental appropriation to the Recreation Special Events Fund for the Lilac Family Fun Festival. The 2023 Lilac Family Festival was a large success. With the increase in funding from the 2022 to 2023 event, more live entertainment, family activities and double the amount of kiddie carnival rides were offered. To maintain this high quality, family friendly community tradition, the Recreation Department is requesting \$45,000 for the return of this event in July of 2024.

The funding for this event has historically crossed fiscal years, and presented funding challenges. The recent practice has been to maintain a level of funding in a non-lapsing multi-year fund. The advantage to this approach is Council can decide on the level of funding for the event, and control annual funding. If funds are not utilized they carry over to the next fiscal year. Beginning in FY25 the funding request will be part of the annual budget process.

RECOMMENDED ACTION

Authorize resolution to appropriate the funds.

**Resolution Establishing Polling Places and Times for the
January 23, 2024, Presidential Primary Election**

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

That the following polling places are hereby established for the City of Rochester for the upcoming January 23, 2024, Presidential Primary Election.

WARD 1: East Rochester Elementary School
773 Portland Street, East Rochester

WARD 2: Chamberlain Street School
65 Chamberlain Street, Rochester

WARD 3: Gonic Elementary School
10 Railroad Avenue, Gonic

WARD 4: McClelland Elementary School
59 Brock Street, Rochester

**WARD 5: James W. Foley Memorial Community Center a/k/a
Rochester Community Center – ENTRANCE B**
150 Wakefield Street/Community Way, Rochester

WARD 6: Elks Lodge #1393
295 Columbus Avenue, Rochester

Further, that in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day. *The Processing of Absentee Ballots shall begin at 10:00 AM on Election Day.*

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City Clerk's Office

Resolution Authorizing the Acceptance of a State of New Hampshire American Rescue Plan Act (ARPA) Grant for the Cybersecurity Implementation Grant Program project in the amount of \$50,000 and Supplemental Appropriation to the Fiscal Year 2024 Water Capital Improvements Fund

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the grant amount of Fifty Thousand Dollars (\$50,000) from the State of New Hampshire ARPA grant program, and that the Mayor and City Council of the City of Rochester hereby authorized a supplemental appropriation to the Fiscal Year 2024 Water Capital Improvements Plan Fund in the amount of Fifty Thousand Dollars (\$50,000) for the Cybersecurity Implementation Grant Program project.

Further, the Mayor and City Council of the City of Rochester, by adoption of this Resolution authorize the City Manager and/or the Finance Director to act as the City's representative(s) for the execution of all documents necessary to complete the application to the ARPA, process disbursements and execute documents associated with ARPA.

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

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City Clerk's Office



12/14/2023

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 ☐
INFORMATION ONLY ☐

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

RESOLUTION REQUIRED? YES ☐ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☐

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Date: Fiscal Year:

Fund (select):

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

Deauthorization

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

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office



12/14/2023

City of Rochester Formal Council Meeting

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COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

SUMMARY STATEMENT

RECOMMENDED ACTION

November Department Reports:

- 6.1 Assessor's Office P. 21**
- 6.2 Building and Licensing Services P. 23**
- 6.3 City Clerk's Office P. 25**
- 6.4 Department of Public Works P. 29**
- 6.5 Economic & Community Development P. 39**
- 6.6 Finance Office P. 41**
- 6.7 Planning & Development Department P. 45**
- 6.8 Recreation & Arena P. 49**
- 6.9 Rochester Fire Department P. 55**
- 6.10 Rochester Police Department P. 61**
- 6.11 Rochester Public Library P. 63**
- 6.12 Tax Collector's Office P. 65**
- 6.13 Welfare Department P. 67**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Darcy Freer, Chief Assessor

Date: December 12, 2023

Ref: November's Monthly Report for Assessing Department

OVERVIEW

1. Notable Items Related to Ongoing Operations

All Rochester real estate sales continue to be validated in preparation of conducting a ratio study for equalization this fall. All sales will be validated by the mandatory December 15, 2023, deadline.

We have begun preparations to start building permit related inspections.

We began to conduct a full field review of all residential properties in anticipation of the upcoming Revaluation in 2024.

A second round of approximately 660 Veteran renewal letters were mailed to residents for the 5-year cycle. The office continues to answer many phone calls and in person visits with regards to the letters. The first round of renewal letters was majorly successful with nearly all the 750 recipients responding.

2. Training

All members of the Assessing Department attend at least one day of the annual New Hampshire Municipal Conference, which held numerous educational opportunities.

Darcy Freer, Chief Assessor, attended a one-day State Statutes Update Course held by the NH Department of Revenue.

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City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1st through November 30th

Date: November 2023

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

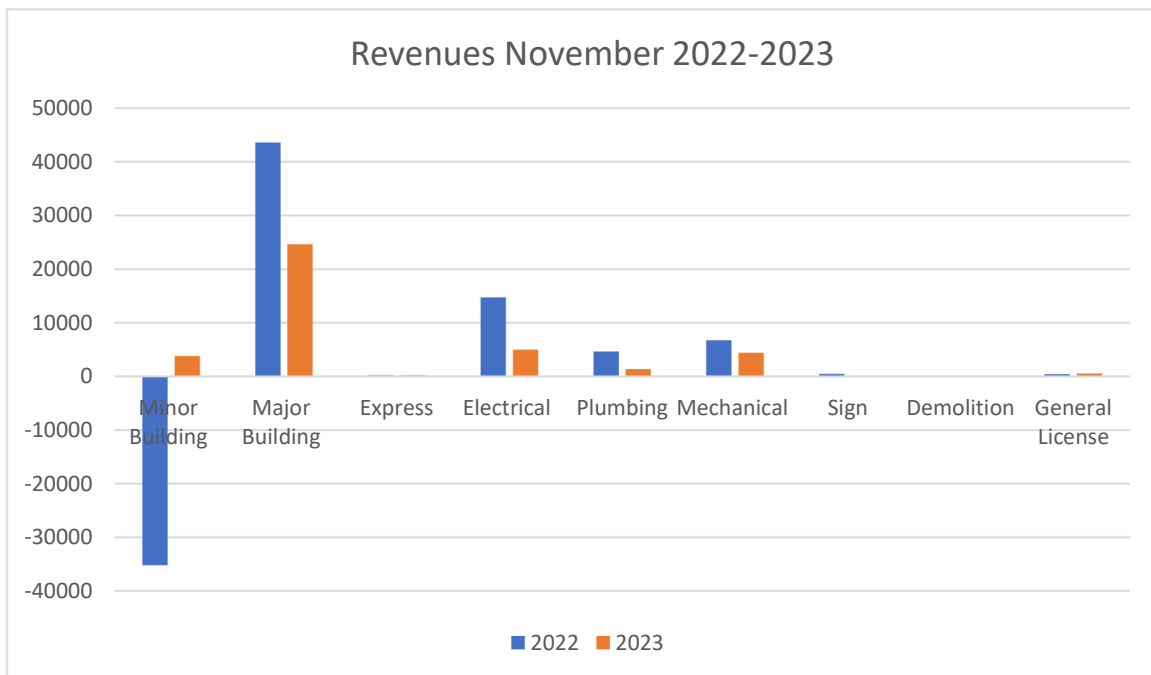
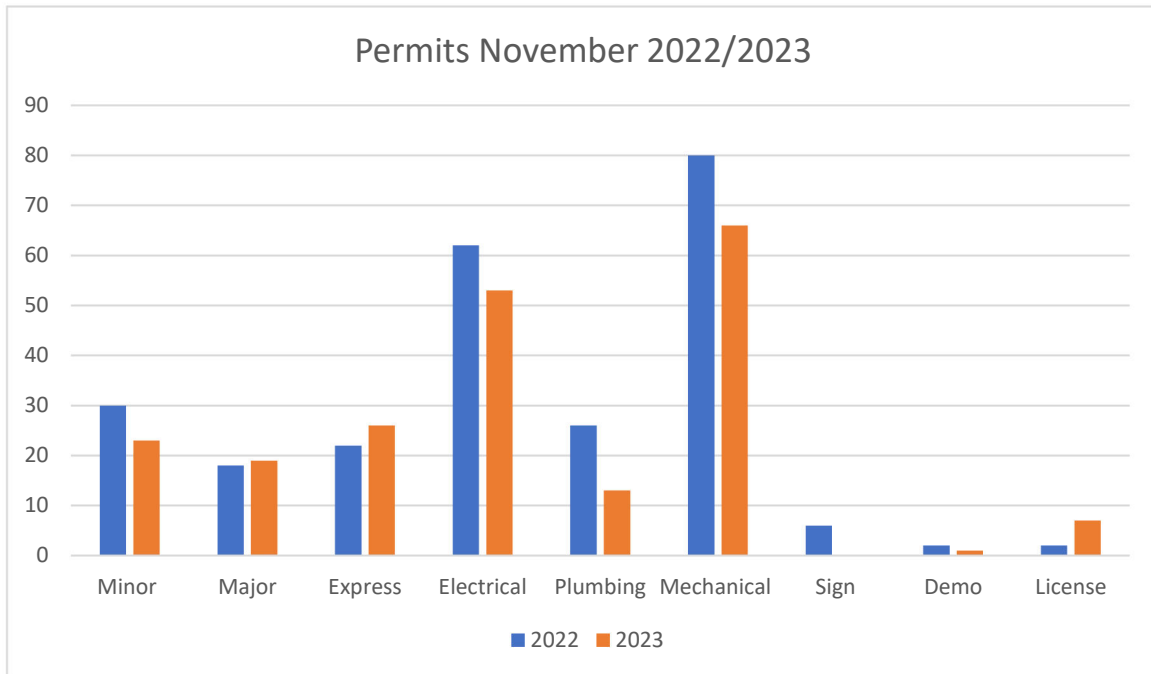
1. Notable Items Related to Ongoing Operations

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

Department Revenue

Permit Type	November 2023
Building Permits	\$28,719.00
Electrical Permits	\$4,982.00
Plumbing Permits	\$1,392.00
Fire Suppression Permits	\$ 0.00
Fire Alarm Permits	\$290.00
Sprinkler Permits	\$128.00
Mechanical Permits	\$4,415.00
Food Milk Licenses	\$375.00
Taxi Licenses	\$140.00
General Licenses	\$0.00
Net Revenue	\$40,441.00

2. Permit Break Down



ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1, 2023 – November 30, 2023

Date: 12/8/2023

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

21 babies were born to Rochester residents throughout the state of NH in the month of November, with 1 baby born within the City.

32 resident deaths were reported in Rochester for the month of November.

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

2. Vital Records Revenue

The City Clerk staff issued 205 initial copies of vital records (birth, death, marriage, or divorce) and 148 subsequent copies of vital records. There were 11 marriage licenses issued by staff in November.

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

	2022		2023	
	State	City	State	City
Initial/Subsequent copies:	\$2,373	\$2,157	\$2,380	\$2,175
Marriage Licenses:	\$946	\$154	\$473	\$77
Total:	\$3,319	\$2,311	\$2,853	\$2,252

3. Dog Licensing

The City Clerk's Office licensed 52 dogs in the month of November. There were \$90 in civil forfeiture fees and late fees collected this month.

There are now fewer than 200 dogs remaining unlicensed in the City, out of over 6,000 dogs residing in Rochester.

The City Clerk's Office will be ordering the new dog tags for the 2024 in the upcoming month in order to have them ready for the 2024 licensing season (May 1 – April 30)

4. Election Updates

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

Ward	Democrats	Republicans	Undeclared	Totals
1	965	1,026	1,222	3,213
2	912	1,008	1,207	3,127
3	812	1,030	1,108	2,950
4	769	736	1,258	2,763
5	826	1,034	1,204	3,064
6	852	760	979	2,591
Totals:	5,136	5,594	6,978	17,708

There were 270 changes to the voter checklist in November, including 99 new voters not previously registered in Rochester, and 21 removals due to voter death or relocation out of the City of Rochester.

The Supervisors of the Checklist from all six Rochester wards met on Wednesday, November 1 at City Hall. The supervisors finalized changes, removals, and additions to the voter in anticipation of the November 7 Municipal election. This Supervisors session also marked the close of the checklist to new voter registrations until Election Day.

The Secretary of State's office has announced that the Presidential Primary Election will take place on Tuesday, January 23, 2024.

The Municipal Election took place on Tuesday, November 7. To see the results, click [here](#)

The City Clerk's Office hosted election officials from the town of Loudon, NH at our ward 5 (Community Center) polling location on Election Day. Loudon is exploring the option of utilizing Poll Pads for their voter check-in process and wanted to see the tablets in use. In the past, the Rochester City Clerk and Deputy City Clerk were able to make similar visits to both Londonderry and Derry during their town elections to watch the poll pads in action and make a more informed decision on moving forward with the purchase. Elections are incredibly busy for Clerk staff, and the difference in schedules between City and Town elections allows for these rare opportunities for different communities to touch base on the big day to compare notes and improve their processes

In any election, recounts can be requested for any race if desired by a candidate; however, if the margin of victory is less than 3% of the total votes cast, the recount cost is \$10 for a single ward recount (as opposed to \$200 per ward for a larger margin of victory.) There were three of these \$10 recounts requested following the Municipal Election:

- City Council Ward 4, Seat A (David Walker and Chuck Grassie) – tie of 409 to 409 on Election Day
- City Council Ward 1, Seat A (**Patricia Turner** and Joshua Guptel) 19 vote difference
- School Board Ward 6, Seat B (**Kelli Allen** and Donna Ellis) 4 vote difference

These three recounts were held on Saturday, November 18 at the James W. Foley Community Center. The results are as follows:

Ward 1 City Council Seat A	Official Results on Election Day November 7, 2023
Patricia Turner	345 * 345
Joshua Guptel	326 * 327
David E. Walker	409 * 410
Chuck Grassie	409 * 409
Donna R. Ellis	242 * 242
Kelli L. Allen	246 * 248

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City Clerk's Office



ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1, 2023-November 30, 2023

Date: December 8, 2023

Ref: Monthly Report for DPW – HIGHWAY/FLEET DIVISION

OVERVIEW

1. Personnel Updates

The Highway / Fleet Division is fully staffed.

2. Notable Items Related to Ongoing Operations

Fleet division worked on several breakdowns also they have finished major repairs to several six-wheel dump trucks for inspections, finished inspections and did preventative maintenance. Highway Staff repaired 4 storm water structures, potholes, and roadside tree work throughout the city. Installed and repaired several signs throughout the city. Highway staff completed 38 work orders and 40 service requests. Staff cleaned 25 catch basins throughout the city. The crew went out three times treating and some plowing for winter events.



3. Notable Events Related to Unusual Operations

The highway has been busy with catch basin painting for winter throughout the city. The crew ditched the side of England Rd, #30 Four Rod Rd. Staff graded all dirt roads. Decorate the city for the holiday season. Staff prepared the DPW yard for winter. Staff have installed all sanders and wings for winter maintenance.

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

Finish up preparing trucks and equipment for winter maintenance. catch basin cleaning, staff will continue brushing throughout the city. Staff will be continuing to paint out catch throughout the city for winter maintenance.

5. Staff Kudos

I would like to say Kudos to the staff for getting the city decorated for the holiday season. Another successful holiday parade and tree lighting events.

ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1, 2023-November 30, 2023

Date: December 8, 2023

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to and completed over 150 work orders and service requests.

Focus on eliminating sources of inflow detected by Weston and Sampson's Infiltration & Inflow investigative work continued in November. Weston and Samson's team estimates that the in-house repairs made in November could eliminate over \$500,000.00 in transport and treatment costs over the next 20 years.

Contractor support was provided on multiple projects including Rt 202 water main and the Woodman project.

Seasonal water main flushing was completed in early November.

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 road exam and obtaining a CDL B w/ Tanker Endorsement.

4. Training

Dangers of Distracted Driving

Live tapping water mains for services using the B-101 Tap Machine



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1, 2023-November 30, 2023

Date: December 8, 2023

Ref: Monthly Report for DPW-BUILDINGS AND GROUNDS

OVERVIEW

1. Personnel Updates

We are currently in the process of obtaining applications for the part-time grounds position. Our current employee gave notice to obtain a full-time position with another employer.

2. Notable Items Related to Ongoing Operations

City Hall/Opera House Egress Remediation project continues. Railing system has now started we are on schedule for completion of 1/19/2024.

Solar installation project for the community center is complete. Currently waiting for Eversource to sign off on the project to put the system online.

Replacement of the dry system suppression system piping in PD is complete.

Heat exchanger for the opera house has been installed, heating system is now back to 100%

Senior center restroom remodel quotes came in higher than expected and budgeted. To complete the project within budget Buildings and Grounds will be the GC for the project.

Gym outlets have been replaced and a new vent cove has been installed. We also installed a barrier on the upper level of the gym to prevent people climbing out onto the bleachers.

Nancy Loud School has been turned over to the city, currently working on swapping the Enterprise Building Integrator (EBI) operating system to the



city's so we can monitor the environment to prevent it from freezing up. No change.

Building and Ground assisting the city clerk's department with other voting requests.

Fire panels and devices had their yearly testing completed along with inspections on all fire extinguishers.

Fall clean up is completed for the season.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1, 2023-November 30, 2023

Date: December 8, 2023

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

OVERVIEW

1. Notable Items Related to Ongoing Operations

Ongoing 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.

Ongoing updates to the City's master address table (MAT) GIS layers. Also, as part of the CSI effort with PD and Fire, continued adding address locations for individual units within commercial plazas, multifamily buildings, and mixed-use buildings.

Further refinements to our data layers, python script, and SQL scripts that are part of the GIS integration for CSI.

Captured photos and video of the completed solar project at the Community Center using our drone.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1, 2023-November 30, 2023

Date: December 8, 2023

Ref: Monthly Report for DPW-WATER TREATMENT FACILITY

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume of the water this month was 43.4 million gallons from the surface water facility and 8.8 million gallons from the groundwater plant for a total of 52.2 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. Annual PFAS sampling for the groundwater supply was collected this month.

Watershed inspections were conducted at all reservoirs; all ponds remain at capacity.

Equipment and ground maintenance was performed at the plant, well, and tanks/stations. Frequent monitoring of the local pressure gage at Eisenhower Tank has been necessary to maintain operations during installation of power and instrumentation. Upgrade of remote telemetry at Granite Ridge Booster Pump Station will require scaling changes for several Input/output signals. Washington Steet Booster Pump Station variable frequency drives are scheduled for replacement in early December.

Relocation of the 20" transmission main segment at the former chlorinator building has been completed and is online.

Maintenance at the Cocheco Well included repairs to the chlorine feed system; third part instrument certification; process flow meter calibrations; and housekeeping.



Maintenance at the Surface Water Treatment Facility included replacement of the Bicarbonate Silo unit heater; drive coupling repair for the anthracite filter train; and replacement of the chlorine sample pump.

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

Level sensing equipment for the 202A/Eisenhower tank remains pending. The automated water main flushing equipment is installed but not currently operational; the contractor is working with the vendor for a solution. Elevated TTHMs were detected again this month at one of our sample locations.

Staff are scheduled to install analog pressure gages along the treatment plant process to gather additional data for the hydraulic capacity study.

3. Staff Kudos

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

The water department and treatment staff were recognized in Southeast Land Trust's annual magazine for our past, present, and ongoing efforts to protect and deliver safe and quality drinking water.

4. Training

Staff provided classroom training for the NHWWA Water Treatment T2 training tract.

Staff attended a NHWWA Technical meeting on upcoming legislation and lead & copper rule revisions.



5. Other

Lead service line (LSL) inventory and investigation for the Rochester Water Department system continued this month, including inspections and record checks. LSL inventory and classification for the Consecutive System is under review by consultants.

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1, 2023 – November 30, 2023

Date: December 4, 2023

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- The Parking Review Group presented its list of recommendations to the City Council at the Nov. Workshop
- 55 N Main is nearing completion on the exterior and façade work.
- 22 South Main Street has framed out all the residential units and is hanging sheetrock.

Mike Scala

2. New Businesses and Business Updates

- Diamond Beauty Studios – 60 Rochester Hill Road

Jenn Marsh

3. Community Development Project Updates

- Applications for FY25 Community Development Block Grant (CDBG) and General City Funding closed on Friday Nov 17.
- Board of Health reached out to meet with Kay in December meeting to discuss Grant Opportunities for Lead Hazard Reduction through HUD
- Winter Surveys opened to help with CDBG FY25 Annual Action Plan; Hard Copies can be found throughout the city, and online version can be found via flyers around the school and available via city site [Community Surveys & Forums | rochesternh,](#)

Kay Wright

4. Boards & Commissions Updates

- The Granite State Business Park and Granite Ridge District TIF (tax increment financing) boards met to review the fiscal year 2023 financial and non-financial reports.

Jenn Marsh

- The Child Care Work Team is finalizing its recommendations for the City Manager regarding the need and feasibility of an employer-supported child care program for City employees.
- Rochester Main Street is preparing for the annual Festival of Trees event to be held the first weekend in December. This is the largest single fundraising event for Main Street. Committees are developing 2024 work plans and budgets to be approved by the Board.

Carole Glenn

5. Training & Staff Development

- Kay sat in several webinars from HUD about updates to the Build America Buy America Act (BABA Act) and its effect/future effects on CDBG funded activities.
- Mike and Jenn attended the NH Economic Development Forum in Plymouth, hosted by the NH Business and Economic Affairs Department.
- Carole attended “NH Business Leaders in Conversation: Ideas for Supporting Childcare Solutions” in Concord. The event was hosted by the United Way.

6. Other

- Jenn presented on the Riverwalk at the Forward NH Foundation Changemaking bootcamp.

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose City Manager

From: November 1, 2023 – November 30, 2023

Date: December 14, 2023

OVERVIEW

1. Personnel Updates

Finance reviewing resumes for the open Accountant I position, which remains open.

2. Notable Items Related to Ongoing Operations

Audit completed. Staff working on property tax bill testing.

3. Notable Events Related to Unusual Operations

None

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

Continuing efforts on staff training

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

None

Rochester FINANCE Department

8. Other

GENERAL FUND NON PROPERTY TAX REVENUES

	FY24 ADOPTED	RECEIVED	PERCENT	NOTES
Motor Vehicle Registrations	\$5,500,000	\$2,521,172	46%	
Wastemangement Host Fees	\$4,600,000	\$2,244,164	49%	City-\$3,722,000 School-\$878,000
Building Permits	\$550,000	\$229,021	42%	
Interest Income	\$750,000	\$624,933	83%	
Interest on Delinquent Taxes	\$360,000	\$154,738	43%	
State of NH Rooms & Meals	\$2,867,759	\$0	0%	Payment December-23
Highway Block Grant	\$635,000	\$387,871	61%	Quarterly cycles
Cablevision Franchise Fees	\$235,000	\$68,802	29%	Quarterly cycles
Recreation Programs	\$122,400	\$109,396	89%	

ENTERPRISE FUNDS REVENUES

Water	\$7,544,084	\$1,354,205	18%
Sewer	\$11,744,213	\$1,598,470	14%

SPECIAL REVENUE FUNDS REVENUES

Arena	\$413,290	\$121,498	29%
Community Center	\$894,759	\$312,245	35%

Rochester FINANCE Department

	FY24 ADOPTED	EXPENDED	ENCUMBERED	PERCENT
GENERAL FUND EXPENSES	\$51,704,514	\$20,568,746	\$2,005,800	44%
OVERTIME & WINTER MAINTENANCE				
Police	\$111,546	\$75,868		68.01%
Dispatch	\$44,000	\$74,999		170.45%
Fire	\$240,000	\$234,435		97.68%
Public Works Winter Maintenance	\$541,218	\$40,058	\$1,338	8%
ENTERPRISE FUNDS EXPENSES				
Water	\$7,544,084	\$2,225,877	\$224,176	32%
Sewer	\$11,744,213	\$4,436,242	\$275,193	40%
SPECIAL REVENUE FUNDS EXPENSES				
Arena	\$413,290	\$168,764	\$64,230	56%
Community Center	\$894,759	\$339,407	\$76,923	47%

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1 to November 30, 2023

Date: December 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 November 6, 2023 for their Regular Meeting and November 20, 2023 for their Workshop Meeting.

This section completed by Jaclyn Millard, Admin Assistant II

Ossipee Aggregates Corp, 111 Northcoast Drive (Norway Plains Associates/Scott Lawler) Install additional railroad track Case# 210 – 16 – I – 21 ***Precedent Conditions Extension to December 20, 2024***

Ossipee Aggregates Corp, 99 & 79 Northcoast Drive (Norway Plains Associates/Scott Lawler) Install additional railroad track Case# 210 – 18&21 – I – 21 ***Precedent Conditions Extension to December 20, 2024***

86 Church Street, LLC, 84 & 86 Church Street (by Norway Plains Associates/Aaron Lamond) Lot-Line Revision Case# 258 – 7&8 – A – 23 ***APPROVED***

Road Runner Real Estate Development, LLC, 797 Portland Street (by Berry Surveying & Engineering/Chris Berry) 16 – Lot Subdivision Case# 108 – 50 – A – 22 ***APPROVED***

Waste Management of New Hampshire, 38 Turnkey Way (by Sanborn, Head, and Associates/Eric Steinhauser) Site Plan for Stage III expansion to increase leachate treatment capacity of the existing Leachate Treatment Plant that supports operations at the TREE facility by adding UF and de-nitrification equipment. Case# 267 – 3 – R1 – 23 ***APPROVED***

Craig and Jessica Hossfeld, 55 Gear Road (by Berry Surveying & Engineering/Chris Berry) Lot-Line Revision to increase size of Map 258 Lot 55 Case# 258 – 53&55 – A – 23 ***APPROVED***

Nathan Dickey, 106 Winter Street (Jones & Beach Engineers) 2 Unit- Condominium Conversion; Case#117 – 171 – R2 – 23 **APPROVED**

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on November 8, 2023

This section completed by Crystal Galloway, Planner I

Z-23-48 NM Cook Development, LLC Seeks a Variance from Section 12.8 to permit the corner of a proposed building within 50' of a wetland boundary. **Location:** 0 & 17 Farmington Road, Maps 216 & 221 Lots 29 & 164 in the Granite Ridge Development Zone.

Z-23-49 NM Cook Development, LLC Seeks a Variance from Section 12.8.B(8) to permit land disturbance within 25' of a wetland boundary. **Location:** 0 & 17 Farmington Road, Maps 216 & 221 Lots 29 & 164 in the Granite Ridge Development Zone.

The applicant requested a continuance for both cases to the December 13th meeting to allow more time for the Conservation Commission to review the plans.

Z-23-54 Barbara Mills Seeks a *Variance* from Table 19-A to permit construction of an addition into the side setback. **Location:** 19 Kinsale Drive, Map 106 Lot 12-2 in the Agricultural Zone.

*The Zoning Board **approved** the variance, citing all the criteria has been met.*

Z-23-55 GSG Rochester Propco, LLC (d/b/a Granite State Bingo) Seeks a *Special Exception* from Table 18-C to permit a Food Stand in the Highway Commercial zone. **Location:** 7 Milton Road, Map 222 Lot 94 in the Highway Commercial Zone.

*The Zoning Board **approved** the special exception citing all criteria has been met with the condition that the location of the truck be approved by the Fire Department and that the special exception is approved for 1 year, as this Bingo Hall location is only temporary.*

Z-23-56 Craig & Jessica Hossfeld Seeks a *Special Exception* from Section 20.2.F(4) to permit a barn structure used to house animals closer than the required 100' and 150' from an abutting property line. **Location:** 55 Gear Road, Map 258 Lot 55 in the Agricultural Zone.

*The Zoning Board **approved** the special exception was approved, citing all the criteria has been met.*

Z-23-57 Joshua Scotton Seeks a *Variance* from Section 23.2.A(20) to permit construction of a shed within the side setback. **Location:** 49 Kinsale Drive, Map 106 Lot 2-7 in the Agricultural Zone.

*The Zoning Board **approved** the variance, citing all the criteria has been met.*

Z-23-58 Haley Cahill Seeks a *Special Exception* from Table 18-E to permit a commercial kennel in the highway commercial zone. **Location:** 187 Wakefield Street, Map 113 Lot 47 in the Highway Commercial Zone.

*The applicant was not present to explain the application. Based on some information from the Planning Director, the Zoning Board **denied** the special exception application without prejudice so that the applicant can return in the future.*

Z-23-59 Robert Trott Seeks a *Variance* from Section 23.2.A(20) to permit construction of a shed within the side setback. **Location:** 55 Bailey Drive, Map 224 Lot 324-24 in the Residential-1 Zone.

*The Zoning Board **continued** the case to the December 13th meeting in order for the Board to conduct a site walk of the property.*

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission did not hold a meeting for the month of November 2023.

This section completed by Crystal Galloway, Planner I

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on November 15, 2023

This section completed by Jaclyn Millard, Admin Assistant II

- 1) **Conservation Overlay District: NONE**
- 2) **NH DES Applications: NONE**
- 3) **Notice of Intent to Cut Wood or Timber:**
 - a) Intent to Cut: Tax Map 0129 Lot 0001 (0 Railroad Ave); 23-389-04-T
- 4) **New Business:**
 - a) Potential development with buffer impacts – 17 Farmington Road – Tax Map 221 Lot 164
- 5) **Reports:**
 - a) Technical Review
 - b) Planning Board Review

c) NHACC Annual Meeting

6) Old Business:

- a) Cocheco River clean-up planning
- b) Trails update
- c) Tax Map 258 Lot 55 (55 Gear Road) Initial Wetland Restoration Monitoring Report
- d) Tax Map 210 Lot 64 (Flat Rock Bridge Road) Wetland Restoration Plan

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not hold a meeting for the month of
November 2023.

This section completed by Jaclyn Millard, Admin Assistant II

2. Notable Events Related to Land Use Board Workshop Items

The Board reviewed the new Capital Improvements Program and their roll in the process. Planning Board members Rick Heally, Peter Bruckner and James Hayden expressed interest in serving as PB Reps on the CIP Committee.

The Board discussed regulations for Underground electric as well as the expectation for amenities to be required for proposed subdivisions and multi family projects.

3. Training

Renee McIsaac attended training.

- 11/04/23 – New Hampshire Association of Conservation Commissions Annual Meeting, workshops in Pembroke NH
- 11/07 – 08/23 Northern New England Chapter of the American Planning Assoc. Conference in Portsmouth

DEPARTMENT OF RECREATION & ARENA MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Sarah Ward, Business Coordinator

Date: 12/12/2023

Overview

1. Personnel Updates

Interviews have taken place for the Facilities and Operations Attendant. We look forward to this person joining us in January. The Facilities and Operations Attendant is a position that will support operations at the Arena and the Rec Center. This position will be instrumental in assisting with facility maintenance, daily operations and opening and closing of seasonal facilities like the ice arena, outdoor ice rink, Squamanagonic Disc Golf Course, Hanson Pines Forest, the three outdoor pools and other various parks throughout the City.

2. Notable Items Related to Ongoing Operations

The Arena completed Learn to Skate Session 3 which was at capacity with 25 skaters, with a wait list.

Recreation Services Supervisor, Ryan Trepanier, has been working with volunteers from Squamanagonic Disc Golf Club on general maintenance of the park as well as tree trimming and clearing. The group changed the landscape on the switchbacks to allow for safer footing. In addition, they added a new tee location and new basket location for wintertime play to avoid treacherous terrain navigation. There are several small foot bridges that will need repairs in the spring. The department will also be submitting a CIP request for a new bridge over a highly trafficked body of water.

Director Krans attended the Nancy Loud Listening Session and was eager to hear that the residents who attended would like to see continued and enhanced recreational use of the property. Explained that we were in the process of creating a new rec master plan and would be looking for opportunities to find synergy between neighborhood feedback and the results of our plan. I encouraged the crowd to keep their eyes open for the Community Survey component of our Rec Master Plan update coming this late December or January. Numerous neighbors shared that they value the Public Pool and open space there. Lots of mention of Public Swim. We took 13 seniors to the Mall at Rockingham park for a holiday shopping excursion.

The Senior Center hosted a Digital Literacy class for older adults that was sponsored by Breezeline and presented by a representative from Cyber Seniors.

We continue to work with Cornerstone VNA to sponsor senior foot clinics. In addition, they hosted 2 community drum circles which were very well received.

3. Notable Events Related to Unusual Operations

The Recreation Department worked with the City Clerk's Office to host elections in the gym on Tues. November 7th.

Spaulding High School Boys Basketball Boosters hosted their annual Fast Break tournament in the gym. This event kicks off the middle school aged basketball season each year.

The High School Basketball and Hockey seasons have started and are utilizing the Community Center Gym and Ice Arena.

The Department sponsored and decorated two holiday trees through Main Streets Festival of Trees.

The Rochester Recreation Master Plan City Manager Self Appointed Work Group has been meeting and formulating the next Recreation Department Master Plan. The group is a collaboration of Recreation Staff, City Staff, Strafford Regional Planning Committee, local businesspeople, sports representatives, school representatives and experienced project managers. A survey is in the works to see what recreational activities residents and non-residents are participating in and where they are doing so. The survey will also ask what changes they would be interested in seeing as far as recreation offerings. The group is also working on site assessments of all city recreation spaces and parks noting conditions and structures are there.

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

Staff is working on an update Standard Operation Procedure for weather related cancellations.

5. Staff Kudos

Business Coordinator, Sarah Ward, celebrated her 20 year anniversary with the City of Rochester.

6. Affected Business Processes or Systems

Gym floor maintenance was continued from October into the beginning of November keeping the gym closed until November 4th.

7. Training

The Arena continues to train new seasonal Arena Attendants to be proficient in ice maintenance and skate sharpening. Rec Supervisor Jeff Turgeon took the Primex webinar Linking Leadership, Confidence and Mindset. Jeff and Business Coordinator Sarah Ward took the Primex webinar Put the Happy Back in Your Holidays. Director Lauren Krans took a youth basketball coaches course through Play Practice Basketball.

8. Department Led Program Numbers

Program	Sum of Count
Adult Pickup Sports	145
Adult Volleyball	40
Bingo	94
Chair Yoga	160
Cribbage for Seniors	20
FOG Drop In (Sunday)	126
FOG Reservation (Sunday)	12
Game Day	14
Homeschool Open Gym	11
Iyengar Yoga	26
Kundalini Yoga	10
Line Dancing	58
Mah Jongg	27
Quilting & Crafting	44
Senior Breakfast/Cookout	42
Senior Mobility Class	34
Senior Pickleball Weekday	408
Senior Pickleball Weekend	62
Senior Tech Support	13
Senior Trips	12
SHS/BCA open Gym	168
Table Tennis	8
Toddler Play Group	14
VA Veteran's Time	17
Senior Power Hour	336
Senior Zumba Gold	144
Public Ice Skating	729
Learn To Skate	21
RSAC Presentation	60
Grand Total	2855

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City Clerk's Office

ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: November 1 – November 30

Date: December 14, 2023

Ref: Monthly Report for Fire Department

OVERVIEW

1. Personnel Updates

Shift Staffing:

- Full Staffing – 10 personnel on-duty – **20% of shifts in November**
- One FF Short – 9 personnel on-duty – **80% of shifts in November**

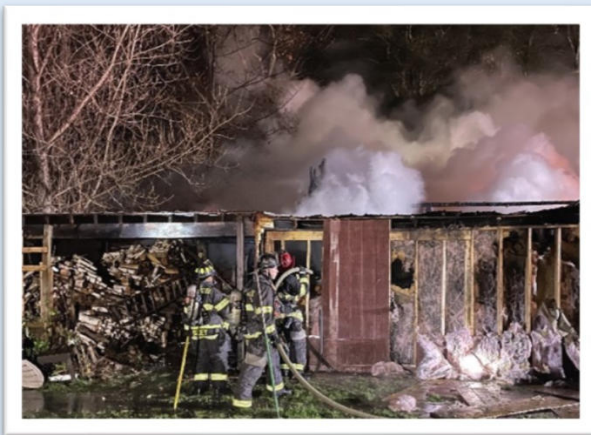
11/28/2023 – Firefighter Brian Snyder worked his last shift. He retired after 26 years with the department.

Notable Items Related to Ongoing Operations

TYPE OF CALL	10/2022 – 11/2023 Previous Year (Calendar)	November 2022	November 2023
Building Fires	21	0	2
Cooking Fires	11	0	2
Vehicle Fire	16	1	1
Carbon Monoxide Present	20	3	4
Emergency Medical Calls	1061	90	99
Vehicle Accidents (Injury)	139	10	13
Vehicle Accidents (No Injury)	75	31	28
Alarms	403	34	37
Service Calls	185	15	8
Other	948	77	59
TOTAL CALLS	3885	261	253

Operations

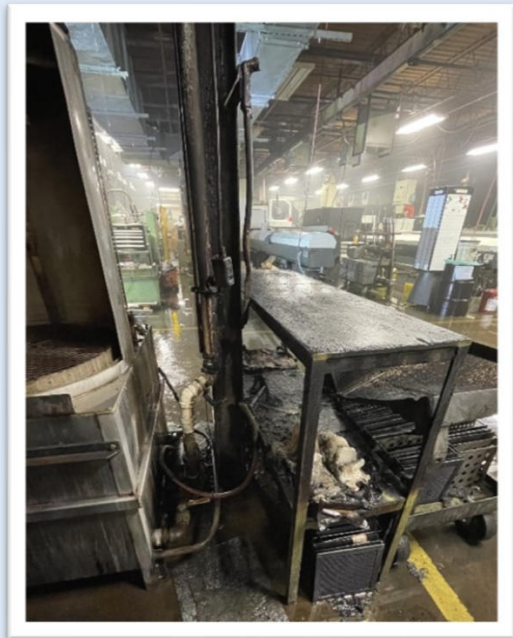
- On 11/3/2023, A-Shift responded to a structure fire at 46 Woodland Green off Salmon Falls Road around 4 pm. The fire was quickly knocked down by the first Engine company and held to the bedroom of the second-floor condominium. There were no reported injuries, and the fire was held at a first alarm.



- On 11/20/2023, an engine, tanker, and 2 command vehicles were requested to assist Dover at a 3rd alarm fire on Sixth Street. We worked with multiple departments to bring the fire under control. There were no reported injuries.

- On 11/22/2023, B shift responded to an oven fire at 42 Lafayette Street. The fire was minor in nature but due to the quick thinking and skills of our Firefighters the owner was able to use the oven to cook on Thanksgiving.

- On 11/26/2023, C-Shift responded to 100 Jarvis Ave for a building filling with smoke. This fire was held by the sprinkler system and did not spread to some nearby materials. Our crews worked quickly to prevent more damage and worked with the owners to get the business back to operating as soon as possible.



Community Risk Reduction.

Fire Prevention and community risk reduction saw an increase in inspection requests as contractors prepare for the winter months.

FY24 Community Risk Reduction and Prevention Services

Inspections Completed	Approvals & Reviews	Active Permits	Car Seat Installations	
163	413	42	15	
Permits Issued	Sprinkler	Fire Alarms	Hood Suppression	Tank Removal
70	13	7	0	0
\$7,024	\$5,521	\$1478	\$0	\$0
Blasting	Place of Assembly	Pyrotechnics	Fire & Life Safety	
\$1	22	1	13	
\$25	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: 12/08/2023
Ref: Monthly Report for November 2023

OVERVIEW

1. Personnel Updates

Personnel: We continue to work on filling vacant positions in dispatch.

We have a new Crime Analyst who will be starting on 12/18/2023.

Our patrol vacancy number going into mid-November is now at seven positions. There is a pending resignation for the first of the year. We advertised a hiring event for November 13, but none of the candidates who expressed interest confirmed attending and the event was canceled. We continue to recruit and participated in the Chamber of Commerce job fair. The Police Commission continues to interview candidates for vacation positions.

Filling open crossing guard vacancies is still a critical need, during the month we have an application from a potential employee who is now in the background process. One of our long term crossing guards has notified us of an indefinite leave due to an injury.

2. Notable Items Related to Ongoing Operations

We went live with our new CAD/RMS (computer aided dispatch/records management) program on December 5.

The Dispatch Supervisor has been working with the State on switching over our Code Red system – a program the City uses to notify residents of major incidents in town. We will be moving to the new program, Genasys, in January and will advertise how the public can register for alerts – anything from storm advisories, to road closures, major incidents in town, or just public information concerning parades or trick or treating.

We have entered into a contract with Weston & Sampson Engineers for design services for our dispatch relocation project. This phase of the project includes analyzing our building's existing conditions, providing designs, and cost estimations.

Juvenile Diversion Coordinator Nicole Rodler has been working with Principal Roy to bring a student Leadership group to a state-wide presentation and training on helping their peers with anxiety; and the city-wide effort to bring Choose Love to Rochester under Mayor Callaghan. Both events will help in prevention efforts around bullying and anxiety.



The Community engagement officer remains busy with various events in the city. He conducted extra patrols at the polls during our recent local election. He and Officer Colson taught a drug identification/awareness class to all of the Spaulding High School teachers during their teachers' workshop.

Officer Kimbrough assisted Officer Babine with handing out Thanksgiving turkey baskets to residents at Housing. He also attended Senior Breakfast where he cooked and served food.

Comp Stat:

We do not have a report this period due the vacant Crime Analyst position and staff was unable to complete a full review of the statistics.

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

We remain in need of qualified school crossing guards. We have started working with DPW concerning the Rapid Flashing Crosswalk Signals which was approved in the FY24 CIP.

Filling open positions in the Communications Center is still a critical need.

We are still seeking to fill one part time Administrative Technician position.

4. Training

Officer's McCann and Adams graduated the Academy on November 17, 2023.

Throughout the month of November, all sworn personnel underwent the mandated annual "4 Hour Use of Force Class" as directed by the New Hampshire Police Standards and Training Council. The emphasis to this year's training was shotgun familiarization and skill building.

Also conducted during the month of November was mandatory training for all police department personnel in the new "CSI" report and records management system that is replacing the "IMC" format effective on 12/05/2023.

Other notable training completed this period included "Peer Support/CISM (Critical Incident Stress Management)" training, "Use of Force Summit 2023", "Vehicle Processing", "Intermediate Digital Forensic Analysis: Automated Forensic Tools Online", "Intermediate Digital Forensic Analysis: Windows File Systems".

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Patty Hardie, Secretary II

Date: December 13, 2023

Ref: Library Monthly Report for November

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 11,071 items circulated with 8,608 people visiting the library in the month of November. Two hundred twenty-seven patrons used the library's Internet computers. Interlibrary loan activity included 107 materials borrowed from other libraries and 151 loaned to other libraries.

Monday, November 13th through Saturday, November 18th families were welcomed to pick-up "Paper Bag Mouse Puppet" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours at the Children's Desk.

The Friends of the Rochester Library Book Club met Monday, November 13th, and featured *The Talk-Funny Girl: A Novel* by Roland Merullo.

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

Thursday, November 9th patrons were welcome to the library *Puzzle Swap* located in the Rose Room on the top floor of the library. The second Thursday of every month patrons are encouraged to bring in a puzzle from home they've already completed and take a different one home to enjoy.

A new podcast episode of Off the Shelf with Marie & Katherine was released after a brief hiatus. Marie and Katherine recommended several books and movies that involve music in one way or another. Most items discussed are available at the Rochester Public Library or through one of the free online services the library has to offer.

Featured Adult Services Book Displays for the month of November included: *Celebrate the Season with your Pet Family*, *Get Cozy*, *Find a November Romance*, *Feast on a Good Book*, *Medicinal Herbs and Remedies*, *Be Outside* and *Honor Native American Heritage*. Also featured was an *Into the Woods* DVD display and *Fall Songs* music CD display.

Library, December 13, 2023

The Rochester Public Library was pleased to display the artwork of Taintor Child during the month of November.

Three hundred sixty-four of our library patrons downloaded 1,792 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 703 digital downloads from Hoopla & Kanopy.

2. Library Programming

In the month of November, the Children's Room said goodbye to the play corner Hive. The bees have buzzed along to make room for the new Construction Zone play corner encouraging our young patrons to keep using their imaginations.

Monday, November 13th the Teen Room offered a needle felting class with Marcey Buchakjian instead of the typical Teen Advisory program. Participants learned how to create beautiful, felted designs for themselves or for a holiday gift.

Wednesday, November 15th the library was pleased to host *A Walk in their Shoes: Dementia Simulation* by Audra Michel from the Residence at Silver Square. The experts from The Residence at Silver Square took participants through a simulation experience to better understand and empathize with what living with Alzheimer's or other forms of dementia can be like. This experience helps guide people through the challenges of compromised vision, hearing, and dexterity, which all affect cognition.

Saturday, November 18th the library was proud to present a DIY Holiday Gift Card Holder crafting program. All materials were provided with simple instructions on making fun gift card holders for the holidays.

Monday, November 20th the Children's Room in coordination with the library's Emerging Technology Specialist were proud to present *3D-Doodler Pens*. This program was created for children ages 8-11. With a 3D pen children can draw a raised graphic on a piece of paper or any flat surface. But what makes a 3D pen truly unique is its ability to "draw" in mid-air, allowing 3D structures to instantly form right in front of their eyes, and then be picked up and held in your hand.

Thursday, November 30th the library was pleased to present *Nutrition through the Holidays* with Sandy Powers, RN from Cornerstone VNA. Participants learned how to improve their diet, develop nutritional goals, and ways to nourish your emotional and spiritual health, particularly through the holiday season.

3. Other

Trustees will be meeting in the library on December 19th at 6pm.

ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Rachel Laughner, Deputy Tax Collector

Date: December 7, 2023

Ref: Monthly Report for Nov 2023

OVERVIEW

City of Rochester Tax Collector's Office						
November 30, 2023						
Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2023	Semi Annual	36,284,477	34,990,792.68	96.43%	1,293,684.32	3.57%
2022		72,060,382	71,423,279.45	99.12%	637,102.55	0.88%
2021		69,388,398	68,949,837.00	99.37%	438,561.00	0.63%
2020		68,438,739	68,221,051.24	99.68%	217,687.76	0.32%
2019		66,169,796	65,995,630.66	99.74%	174,165.34	0.26%
2018		63,834,824	63,711,067.12	99.81%	123,756.88	0.19%
2017		60,524,791	60,439,277.51	99.86%	85,513.49	0.14%
2016		58,196,003	58,136,742.07	99.90%	59,260.93	0.10%
2015		56,938,119	56,899,293.20	99.93%	38,825.80	0.07%
2014		55,068,779	55,037,389.20	99.94%	31,389.80	0.06%
2013		53,324,262	53,296,212.33	99.95%	28,049.67	0.05%
2012		50,952,912	50,929,368.81	99.95%	23,543.19	0.05%
2011		48,856,892	48,840,772.94	99.97%	16,119.06	0.03%
2010		47,308,832	47,296,138.96	99.97%	12,693.04	0.03%
2009		46,898,827	46,892,895.67	99.99%	5,931.33	0.01%
2008		46,522,769	46,520,245.60	99.99%	2,523.40	0.01%
2007		42,964,450	42,962,205.82	99.99%	2,244.18	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:	3,198,312.04	6.43%

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
Sep	\$ 502,590.77	820
Oct	\$ 258,454.99	855
Nov	\$ 223,574.93	890
Totals	\$ 2,568,741.46	4775
Auto Registrations FY24		
Month	Total	# of Transactions
July	\$ 498,838.26	3310
Aug	\$ 522,369.18	3615
Sep	\$ 502,590.77	3293
Oct	\$ 611,271.06	3500
Nov	\$ 448,145.64	2801
Totals	\$ 2,583,214.91	16519



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

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

Date: December 13, 2023

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

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

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/NHH-2023-Res-Rental-Survey-Report.pdf) Higher rental rates are resulting in direct increased costs in voucher assistance. Also, indirect overall increased costs of living results in less household budget resilience, including recovering from unexpected expenses and employment pay reductions

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

Municipal Local Welfare general assistance costs have increased throughout the state.

*General assistance expended since July 1st 2023 total, \$123,631.56, which averages to \$24,726.31 monthly. Total budgeted general assistance amount is \$225,000.00.

Assistance amounts to continue meeting legal obligations will continue to be monitored for potential budget adjustments.

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 by the end of December. 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, opened November 2nd and plans to continue operating as 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

NA

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 November 2023

General Assistance represents an average cost per case/family of \$475.04 and case/individual of \$391.54 for this month.

Total voucher assistance issued: **\$27,169.57**

There was an increase of \$19,197.57 in assistance issued this month compared to November 2022. There was an increase of \$7,539.69 in vouchers issued this month compared to last month.

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

26 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: 0.00

The office reported 146 formal case notes for this period.

9. Other / In The News/Helpful Links

THE 'HOME FOR NOW' SHELTER IN ROCHESTER MOVES FROM SEASONAL TO YEAR-ROUND OPERATIONS

The Rochester Post
November 10, 2023

Excerpts:

“**Todd Marsh**, the Rochester Welfare Director, shared his thoughts on the transition of the ‘Home for Now’ shelter’s operating status on Washington Street, stating, “Since the Homeless Center for Strafford County opened..., people have often inquired about the shelter transitioning to yearlong emergency housing services. As the first executive director of the shelter, I take special pleasure in seeing this change and am honored to have been at the discussion table leading up to the decision. I look forward to the now yearlong shelter adding to an eclectic mix of emergency housing services throughout the greater seacoast area, which is of value during a time of increasing housing insecurity and to people with varying unique needs. This decision will be the shelter board of director’s lasting legacy.”

[THE 'HOME FOR NOW' SHELTER IN ROCHESTER MOVES FROM SEASONAL TO YEAR-ROUND OPERATIONS - THE ROCHESTER POST \(ROCHESTERNH.GOV\)](https://www.rockesternh.gov/news/2023/11/10/the-home-for-now-shelter-in-rochester-moves-from-seasonal-to-year-round-operations)

HIGH COST OF LIVING IN NH DRIVES MORE PEOPLE TO GET WELFARE ASSISTANCE FOR THE FIRST TIME

November 20, 2023

New Hampshire Public Radio | By Jackie Harris, Rick Ganley

Excerpt:

“**NHPR Morning Edition** host Rick Ganley spoke with **Todd Marsh**, the president of the New Hampshire Welfare Administrators Association, about the forces behind this trend and potential solutions.”

HIGH COST OF LIVING IN NH DRIVES MORE PEOPLE TO GET WELFARE ASSISTANCE FOR THE FIRST TIME | NEW HAMPSHIRE PUBLIC RADIO (NHPR.ORG)

RIISING COST OF GETTING BY: WELFARE OFFICES ACROSS THE STATE SEEING INCREASE IN PEOPLE SEEKING HELP

November 19, 2023

Pat Grosssmith

Excerpts:

“**Todd Marsh**, president of the New Hampshire Welfare Administrators Association, said welfare offices across the state are seeing an increase in people seeking help. He said it is not just because ERAP ended, but because people can’t afford the unprecedented hikes in rents.

“We should be mindful of the bigger picture. How and what we do or don’t do will affect their well-being. Practicing situational flexibility beyond the budget numbers can be cost-effective. That’s the benefit of local welfare.”

RIISING COST OF GETTING BY: WELFARE OFFICES ACROSS THE STATE SEEING INCREASE IN PEOPLE SEEKING HELP | MANCHESTER INK LINK