



**City Council Special Meeting
August 16, 2022
Council Chambers
6:00 PM**

Agenda

- 1. Call to Order**
 - 2. Resolution to Authorize the City Manager to Enter into an Agreement with the City of Dover and the City of Somersworth to Operate an Emergency Cold Weather Warming Center at 30 Willand Drive in Somersworth from November 2022 through March 2023, to include an Agreement with a Third-Party Organization to Provide Services at the Warming Center *first reading and consideration for adoption***
 - 3. Adjournment**
-

**City Council Workshop
August 16, 2022
Council Chambers
31 Wakefield Street
*Immediately following the Special Meeting***

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. HCA Update – Tim Jones, Frisbie Memorial Hospital CEO**
- 6. Rochester Economic Development Commission Update P. 5**

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City Clerk's Office

7. **Discussion:** Amendment to the General Ordinances of the City of Rochester Creating Chapter 260A Regarding Water Development Connection Fee
 - 7.1 **Discussion:** Amendment to Chapter 260-33 ‘Water Rate and Fee Schedule’
8. **Discussion:** Amendment to Chapter 200 of the General Ordinances of the City of Rochester Regarding Sewer Development Connection Fee
 - 8.1 **Discussion:** Amendment to Chapter 200-33 “Wastewater Rate and Fee Schedule”
9. Department Reports
10. Non-Public /Non-meeting
 - 10.1 Non-Public Session – Personnel, RSA 91-A:3, II (a)
11. Adjournment

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City Clerk's Office



08/11/2022

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM ☐
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



Paul Giuliano – Chair

Higher education administrator with success in fostering innovative, collaborative, and high-achieving postsecondary environments. Expertise in strategic partnerships, curriculum design, faculty training and development, student success, strategic planning and development, marketing and communications and community engagement. Paul is currently the Director of Great Bay Community College Rochester. In addition to the REDC Paul serves on the Rochester Planning Board and Zoning Board of Adjustment.



Staff Contacts:

Michael Scala, Director of Economic Development

Jennifer Marsh, Assistant Director of Economic Development



Jonathan Shapleigh – Vice Chair

After graduating from Plymouth State University in 2005 Jonathan Shapleigh has enjoyed a 17-year career in Commercial Banking and is currently VP of Commercial Banking with Bank of New Hampshire. Jonathan has resided in the city of Rochester since 2008 with his spouse Kelli and three children. He has been active within the community as a former Rochester Rotarian, a former board member and Chair of the Children's Museum of NH, a current board member for Rochester Youth Hockey, and has been a member of the REDC for over 5 years where he has served as Chair of the Commission for the past 2 years. Jonathan has a passion for economic development and is looking forward to making an impact as Rochester is shaped into a more vibrant community that better serves its current and prospective residents, businesses, and visitors.



Janet Davis – Member

Janet is a Rochester native and graduated from a local high school, and a business college in Manchester, NH. She is a real estate agent licensed in NH and Maine and affiliated with Hourihane, Cormier & Assocs. Over the years, she has been involved with several civic organizations and has served as a Trustee for Frisbie Memorial Hospital, a member of the Rochester Economic Development Commission, past Chairman of the board for the Rochester Chamber of Commerce and is currently a Commissioner on the Rochester Housing Authority.



Kris Ebbeson – Member

Kris Ebbeson is owner of RiverStones Custom Framing & the Franklin Gallery. She is a strong supporter of the arts. Before starting her own business, she worked as a framer at Ben Franklin Crafts and then became the frame shop manager in 2013. Prior to that, she worked in a variety of industries, including manufacturing, higher education, and aviation. During her tenure at The School for Lifelong Learning of the University System of New Hampshire, she was a key player in the development of a train-the-trainer program for the New Hampshire Liquor Commission. Her career path then took her into aviation; there, she continued her education and became an aircraft appraiser, one of only five women at the time who were certified to do so by the American Society of Appraisers. Past civic affiliations: Granite State Choral Society Board of Directors – Vice President, and Treasurer of Christ Episcopal Church. She is currently an active member

of the Rochester Economic Development Commission and a singing member of Granite State Choral Society, which is based in Rochester.



Timothy Jones - Member

Tim is the CEO of Frisbie Hospital and has a track record for proactively leading organizations through current and anticipated challenges. He understands the importance of building a strong culture and delivering on exceptional employee, physician, and patient engagement. He has also demonstrated the ability to build strong relationships to collaboratively grow service lines and accelerate organizational performance. Prior to joining Frisbie, Tim was the CEO of Encompass Health in Springhill, FL. He has also served as COO and Senior VP of Concord (NH) Hospital, and CEO of Northern Berkshire Healthcare in No. Adams, MA. He started his health care career as a Radiation Therapist, earned his B.S. and MBA from California State University, and is a Fellow of the American College of Healthcare Executives.



Marsha Miller – Member

Marsha Miller and her husband, David are residents of Rochester. From 1966 to 2000, they resided, worked, and volunteered in the Upper Valley Region of New Hampshire. In her professional life, Marsha held the following positions: Vice President Marketing and Branch Administration, National Bank of Lebanon NH; Senior Vice President Retail Banking,

Dartmouth National Bank, Hanover NH; Vice President Student Lending, Fleet Bank, Hanover NH; Associate Director Admissions and Financial Aid, Colby- Sawyer College, New London NH. For the last ten years of her career, Marsha supported the Department of Education's School- to-Work and Career Pathways initiatives by designing, developing, and implementing the K-14 curriculum that included participation and engagement of the business and postsecondary community for careers in Information Technology and Education and Training. In retirement, Marsha volunteers at the Share Fund's Community Thrift Shop, serves as a lector at St. Thomas More Parish in Durham, NH and is a member of the Board of Directors for the Share Fund, Rochester, NH.



Whitney Apgar - Secretary

LEED Green Associate; Project Coordinator at Market Square Architects, PLLC; Sales Associate at Coldwell Banker Realty in Portsmouth, NH. Whitney is a New Hampshire native who moved to Rochester after graduating with her Master of Architecture from Roger Williams University in 2018.



Ron Poulin – Member

Ron Poulin has been in the automobile business for over 35 years and has operated Country Tire & Service Center since 2011. Ron was a partner in Dick Poulin Chevrolet until 2008 and is currently a partner at Poulin Jeep Dodge Ram in Rochester. He was also named "2011 Business Leader of the Year" by the Greater Rochester Chamber of Commerce.

Ron believes in being part of the community. He's currently a member of the Rochester Rotary and serves on the Frisbie Memorial Hospital Board. He has also served on the New Hampshire Auto Dealers Services Board, and the Rochester Chamber of Commerce Board.



Kristen Bournival - Member

Kristen is a current resident of the City of Somersworth, New Hampshire. She is employed by Safran Aerospace Composites, LLC in Rochester, NH as their Chief Financial Officer. As a Certified Public Accountant with over 14 years of experience, she is able to provide financial insight and analysis when needed. She enjoys regularly spending time in Rochester, NH at the many restaurants downtown. She is an active member of the Rochester Economic Development Commission, as well as a representative for the commission on the Granite State Business Park District TIF Committee. She has also have been involved with the local chambers and currently sits as on the Finance Committee for the Big Brothers Big Sisters of New Hampshire.



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City Clerk's Office

Chapter 260A

Water Development Connection Fee

§260A-1 Authority.

The City of Rochester is authorized pursuant to RSA 38:27~~8~~ and RSA 38:28~~37~~ to assess a Water Development Connection Fee on new connections and development to help meet the additional water system demands created by the new development including capital construction and improvement of the City's water system. Said fees are assessed on a capacity-buy in approach as set forth in §260A-~~54~~ below.

§260A-2 Definitions.

This Chapter incorporates by reference the Definitions found in the City of Rochester Water Ordinance, Chapter 260, §260-2, as amended.

§260A-3 Purpose.

These regulations shall govern the assessment of connection fees upon new development connections ~~and development~~ to the City's Public Water System to generate capital funds to maintain, improve and expand the water system to minimize the effect on existing customers in a fair and equitable manner.

§260A-4 Water Development Connection Fee

The water development connection fee or assessment imposed pursuant to these provisions only upon new development connections ~~and development~~, including subdivisions, building construction and other land use changes, ~~are~~ based on a capacity-buy in approach. This approach applies, where to new users that are required to invest in the equity of the City's Public Water System at a rate that reflects prior investments by of existing users per unit of total capacity to raise funds to meet the demands and impacts created by the new development connections ~~and development~~ to the City's water treatment and distribution facilities, inclusive of the system defined herein as the Public Water System. The water development connection fee shall not apply to any capital projects, including new connections or repairs, improvements, replacements, or expansion of the public water system initiated by the City, as approved by the City Council.

§260A-5 Calculation of Fees

The water development connection fee is calculated as a per gallon per day charge by dividing the net equity in user paid capital assets by the capacity of the respective water system in gallons per day. The portion of the water system capacity assigned to any new user is determined based on New Hampshire Water Usage Unit Design Standards, as contained in Table 1008-1 in Env-Wq 1000 of the New Hampshire Code of Administrative Rules. The Code of Administrative Rules can be found at:

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/Env-Wq%201000.pdf>

§260A-6 Assessment and Collection of Fees

The water development connection fee will be assessed by the Department at the time of application only for new connections pursuant to Article I, §260-4. The fee shall not be assessed for any existing connections or developments. The fees shall be collected at the time of application for connection in accordance with §260-4 above; however, the Department and applicant may establish an alternate, mutually acceptable schedule of payment of water development connection fees. If an alternate schedule for payment of fees is established, the Department may require the applicant to post surety, in the form of a cash bond, letter of credit or performance bond to guaranty future payment of the assessed impact fees. The Department and City reserve the right to annual review and amend the water development connection fees as necessary.

§260A-7 Waivers

A. An applicant may request a full or partial waiver from the Department of the water development connection fee assessments imposed by this ordinance. ~~from the Department.~~ The amount of any such waiver, including ~~shall not exceed~~ the value of the land, facilities constructed ~~ed~~ ion, or other like-kind contributions or improvements to be made by the applicant ~~at person~~ toward public capital facilities in lieu of a water development connection fee shall not exceed the value of the water development connection fee. :

B. The applicant must exclude from a waiver application the ~~any~~ value of any on-site and/or off-site contributions or improvements that the applicant is ~~are~~ required by the Department or City to implement or construct as a result of a plan or development approval. The required on or off-site contributions or improvements as a result of a plan or development approval by the City must be, ~~which the applicant would completed by the applicant in addition to or~~ regardless of the water development connection fee under this ordinance. The value of contributions or improvements proposed as a waiver to offset the connection fee by the applicant shall be credited only towards facilities of a like kind. All costs incurred by the Department for the review of a proposed waiver, including reasonable consultant and counsel fees, shall be paid by the applicant requesting a waiver.

~~BC.~~ An applicant may apply to the Department for a waiver of a portion or the full amount of the water development connection fee, where such waiver application is accompanied by an independent fee calculation study that documents the proportionate capital cost impacts of the new connection or development. The Department shall review any such study, and in its discretion, and make a recommendation to the City Manager as to ~~decide~~ whether a waiver should be ~~is~~ granted or denied. The City Manager shall approve all waiver applications. All costs incurred by the Department for review of any such study shall be paid by the applicant.

§260A-8 Administration of Water Development Connection Fees

A. All funds collected shall be properly identified and promptly transferred for deposit into an individual capital facilities connection fee account for the water facilities for which fees are assessed, and shall be used solely for the purposes specified in this ordinance. The water development connection fee account shall be a capital reserve fund account and the City shall not accrue these fee revenues to the general fund.

B. Payment, administration, collection, custody and records for the water development connection fee

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account shall be done by the Finance Department upon the direction of the City Manager.

C. The Department shall make a report to the City Council at the end of the fiscal year providing an account of all public water system facilities funded through ~~impact~~-water development connection fees during the prior year, and the report shall also include a summary of all waivers granted during the prior year.

E. Funds withdrawn from the water development connection fee account shall be used solely for the purpose of acquiring, constructing, expanding or equipping those public water system facilities identified in this ordinance.

§ 260A-9 Appeals.

Any party aggrieved by any decision, regulation or provision under this Article, as amended, from time to time, shall have the right to appeal said decision first to the Department. The Department-~~which~~ shall issue a decision within 30 calendar days of receipt of the appeal. If said appeal is denied by the Department, then the aggrieved party shall have the right to appeal to the Utility Advisory Board within thirty days (30). ~~-and then to the City Manager.~~

§ 260A-10 Additional rules and regulations; amendments.

The City reserves the right to adopt, from time to time, additional rules and regulations as it shall deem necessary and proper relating to this Article, which additional rules and regulations, to the extent appropriate, shall be a part of this Article.

§ 260A-11 When effective

This Article shall be in full force and effect immediately following its passage, as provided by law.

Chapter 260A

Water Development Connection Fee

§260A-1 Authority.

The City of Rochester is authorized pursuant to RSA 38:27 and RSA 38:28 to assess a Water Development Connection Fee on new connections and development to help meet the additional water system demands created by the new development including capital construction and improvement of the City's water system. Said fees are assessed on a capacity-buy in approach as set forth in §260A-4 below.

§260A-2 Definitions.

This Chapter incorporates by reference the Definitions found in the City of Rochester Water Ordinance, Chapter 260, §260-2, as amended.

§260A-3 Purpose.

These regulations shall govern the assessment of connection fees upon new development connections to the City's Public Water System to generate capital funds to maintain, improve and expand the water system to minimize the effect on existing customers in a fair and equitable manner.

§260A-4 Water Development Connection Fee

The water development connection fee, or assessment imposed pursuant to these provisions, shall only be imposed upon new development connections, including subdivisions, building construction and other land use changes, and shall be based on a capacity-buy in approach. This approach applies to new users that are required to invest in the equity of the City's Public Water System at a rate that reflects prior investments by existing users per unit of total capacity to raise funds to meet the demands and impacts created by the new development connections to the City's water treatment and distribution facilities, inclusive of the system defined herein as the Public Water System. The water development connection fee shall not apply to any capital projects, including new connections or repairs, improvements, replacements, or expansion of the public water system initiated by the City, as approved by the City Council.

§260A-5 Calculation of Fees

The water development connection fee is calculated as a per gallon per day charge by dividing the net equity in user paid capital assets by the capacity of the respective water system in gallons per day. The portion of the water system capacity assigned to any new user is determined based on New Hampshire Water Usage Unit Design Standards, as contained in Table 1008-1 in Env-Wq 1000 of the New Hampshire Code of Administrative Rules. The Code of Administrative Rules can be found at:

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/Env-Wq%201000.pdf>

§260A-6 Assessment and Collection of Fees

The water development connection fee will be assessed by the Department at the time of application only for new connections pursuant to Article I, §260-4. The fee shall not be assessed upon any existing connections or developments. The fees shall be collected at the time of application for connection in accordance with §260-4 above; however, the Department and applicant may establish an alternate, mutually acceptable schedule of payment of water development connection fees. If an alternate schedule for payment of fees is established, the Department may require the applicant to post surety, in the form of a cash bond, letter of credit or performance bond to guaranty future payment of the assessed impact fees. The Department and City reserve the right to annual review and amend the water development connection fees as necessary.

§260A-7 Waivers

- A. An applicant may request a full or partial waiver from the Department of the water development connection fee assessments imposed by this ordinance. The amount of any such waiver, including the value of the land, facilities constructed, or other like-kind contributions or improvements to be made by the applicant toward public capital facilities in lieu of a water development connection fee shall not exceed the value of the water development connection fee.
- B. The applicant must exclude from a waiver application the value of any on-site and/or off-site contributions or improvements that the applicant is required by the Department or City to implement or construct as a result of a plan or development approval. The required on or off-site contributions or improvements as a result of a plan or development approval by the City must be completed by the applicant in addition to, or regardless of the water development connection fee under this ordinance. The value of contributions or improvements proposed as a waiver to offset the connection fee by the applicant shall be credited only towards facilities of a like kind. All costs incurred by the Department for the review of a proposed waiver, including reasonable consultant and counsel fees, shall be paid by the applicant requesting a waiver.
- C. An applicant may apply to the Department for a waiver of a portion or the full amount of the water development connection fee, where such waiver application is accompanied by an independent fee calculation study that documents the proportionate capital cost impacts of the new connection or development. The Department shall review any such study, and in its discretion, and make a recommendation to the City Manager as to whether a waiver should be granted or denied. The City Manager shall approve all waiver applications. All costs incurred by the Department for review of any such study shall be paid by the applicant.

§260A-8 Administration of Water Development Connection Fees

- A. All funds collected shall be properly identified and promptly transferred for deposit into an individual capital facilities connection fee account for the water facilities for which fees are assessed, and shall be used solely for the purposes specified in this ordinance. The water development connection fee account shall be a capital reserve fund account and the City shall not accrue these fee revenues to the general fund.
- B. Payment, administration, collection, custody and records for the water development connection fee

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account shall be done by the Finance Department upon the direction of the City Manager.

C. The Department shall make a report to the City Council at the end of the fiscal year providing an account of all public water system facilities funded through water development connection fees during the prior year, and the report shall also include a summary of all waivers granted during the prior year.

E. Funds withdrawn from the water development connection fee account shall be used solely for the purpose of acquiring, constructing, expanding or equipping those public water system facilities identified in this ordinance.

§ 260A-9 Appeals.

Any party aggrieved by any decision, regulation or provision under this Article, as amended, from time to time, shall have the right to appeal said decision first to the Department. The Department shall issue a decision within 30 calendar days of receipt of the appeal. If said appeal is denied by the Department, then the aggrieved party shall have the right to appeal to the Utility Advisory Board within thirty days (30).

§ 260A-10 Additional rules and regulations; amendments.

The City reserves the right to adopt, from time to time, additional rules and regulations as it shall deem necessary and proper relating to this Article, which additional rules and regulations, to the extent appropriate, shall be a part of this Article.

§ 260A-11 When effective

This Article shall be in full force and effect immediately following its passage, as provided by law.

§ 260-33. Water Rate and Fee Schedule. [Amended 6-26-2007; 6-10-2008; 6-16-2009; 7-5-2011; 11-20-2012; 2-4-2014; 9-15-2015]

A. Quarterly water rates. [Amended 11-1-2016; 2-6-2018; 5-5-2020]

- (1) Residential customers without exemption: five dollars and eighty-three cents (\$5.83) per 100 cubic feet of water use.
- (2) Residential customers with exemption: two dollars and fifty-two cents (\$2.52).
- (3) Commercial and industrial customers: five dollars and eighty-three cents (\$5.83).
- (4) Unmetered residential customers:
 - (a) Per quarter per unit without exemption: one hundred fifty-five dollars and ninety-six cents (\$155.96).
 - (b) Per quarter per unit with exemption: seventy-seven dollars and ninety-six cents (\$77.96).
- (5) Minimum fee:
 - (a) Per quarter per unit without exemption: twenty-two dollars and fourteen cents (\$22.14).
 - (b) Per quarter per unit with exemption: seventeen dollars and seventy-six cents (\$17.76).

B. Fees.

- (1) Installation: a minimum of three hundred dollars (\$300.) or estimated cost of installation, in advance one hundred dollars (\$100.).
- (2) Installation and repair license: one hundred dollars (\$100.) per year.
- (3) Bad check: twenty-five dollars (\$25.) plus all associated fees.
- (4) Service reactivated following payment when shut off due to nonpayment: sixty dollars (\$60.).
- (5) Service shutoff or turn on by request: thirty dollars (\$30.).
- (6) Temporary service: see installation fees; water charges will be billed accordingly.
- (7) Private fire protection service: see installation fees.
- (8) Private fire hydrant service connection: one hundred fifty dollars (\$150.) per hydrant per fiscal year. For purposes of this subsection, a private fire hydrant shall mean any fire hydrant located outside the public right-of-way and/or located on property other than that owned by the City of Rochester but which is connected to the public water system. Any private hydrant located behind a water meter on that property shall be exempt from this charge.
- (9) Swimming pools: fees based on volume used times unit rate.
- (10) Meter repair or testing: thirty dollars (\$30.) per visit plus cost of transportation of meter to testing facility and cost of testing.
- (11) Meter damage: fifty dollars (\$50.).

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- (12) Backflow prevention devices: all costs associated with installation, repair, or inspection paid by owner. Inspection costs shall be not less than minimum service charge.
 - (13) Violations: all costs to correct violation paid by owner.
 - (14) Minimum service charge: thirty dollars (\$30.) per visit.
 - (15) Meter tampering charge: a reconnection fee of not less than one hundred dollars (\$100.) nor more than five hundred dollars (\$500)
 - (16) Minimum charge for road maintenance between December 1 and March 31: two hundred dollars (\$200.)
 - (17) System Development Fees: Three Dollars and Seventeen Cents (\$3.17)

Chapter 200-7-T

Sewer Development Connection Fee

§200-7-T-1 Authority.

The City of Rochester is authorized pursuant to RSA 31-~~139~~ 141 to assess a Sewer Development Connection Fee on new connections and development to help meet the additional Sewer system demands created by the new development including capital construction and improvement of the City's Sewer system. Said fees are assessed on a capacity-buy in approach as set forth in §200-7-T-4 below.

§200-7-T-2 Definitions.

This Chapter incorporates by reference the Definitions found in the City of Rochester Sewer Ordinance, Chapter §200, as amended.

§200-7-T-3 Purpose.

These regulations shall govern the assessment of connection fees upon new development connections ~~and development~~ to the City's Public Sewer System to generate capital funds to maintain, improve and expand the Sewer system to minimize the effect on existing customers in a fair and equitable manner.

§200-7-T-4 Sewer Development Connection Fee

The Sewer development connection fee or assessment imposed pursuant to these provisions only upon new development connections ~~and development~~, including subdivisions, building construction and other land use changes, ~~are~~ based on a capacity-buy in approach. This approach applies to where new users that are required to invest in the equity of the City's Public Sewer System at a rate that reflects prior investments by ~~of~~ existing users per unit of total capacity to raise funds to meet the demands and impacts created by the new development connections ~~and development~~ to the City's Sewer treatment and distribution facilities, inclusive of the system defined herein as the Public Sewer System. The sewer development fee shall not apply to any capital projects, including new connections or repairs, improvements, replacements, or expansion of the public sewer system initiated by the City, as approved by the City Council.

§200-7-T-5 Calculation of Fees

The Sewer development connection fee is calculated as a per gallon per day charge by dividing the net equity in user paid capital assets by the capacity of the respective Sewer system in gallons per day. The portion of the Sewer system capacity assigned to any new user is determined based on New Hampshire Sewer Usage Unit Design Standards, as contained in Table 1008.01 in Env-Wq 1008.3 of the New Hampshire Code of Administrative Rules. The Code of Administrative Rules can be found at:

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/Env-Wq%201000.pdf>

§200-7-T-6 Assessment and Collection of Fees

The Sewer development connection fee will be assessed by the Department at the time of application for new connections pursuant to Article I, §200-7-T-4. The fee shall not be assessed for any existing connections or developments. The fees shall be collected at the time of application for connection in accordance with §200-7-T-4 above; however, the Department and applicant may establish an alternate, mutually acceptable schedule of payment of Sewer development connection fees. If an alternate schedule for payment of fees is established, the Department may require the applicant to post surety, in the form of a cash bond, letter of credit or performance bond to guaranty future payment of the assessed impact fees. The Department and City reserve the right to annual review and amend the Sewer development connection fees as necessary.

§200-7-T-7 Waivers

A. ~~A.~~ An applicant may request a full or partial waiver from the Department of the ~~S~~sewer development connection fee assessments imposed by this ordinance from the Department. The amount of any such waiver, including ~~shall not exceed~~ the value of the land, facilities construction, or other like-kind contributions, or improvements to be made by the applicant that ~~person~~ toward public capital facilities in lieu of a Sewer development connection fee shall not exceed the value of the sewer development connection fee.

B. ~~—~~ The applicant must exclude from a waiver application the any-value of any on-site and/or off-site contributions, or improvements that the applicant is~~are~~ required by the Department or City to implement, or construct as a result of a plan or development approval; The required on or off-site contributions or improvements as a result of a plan or development approval by the City must be completed by ~~which~~ the applicant in addition to or ~~would complete~~ regardless of the ~~S~~sewer development connection fee under this ordinance. The value of contributions or improvements proposed as a waiver to offset the connection fee by the applicant shall be credited only towards facilities of a like kind. All costs incurred by the Department for the review of a proposed waiver, including reasonable consultant and counsel fees, shall be paid by the applicant requesting a waiver.

CB. An applicant may apply to the Department for a waiver of a portion or the full amount of the Sewer development connection fee, where such waiver application is accompanied by an independent fee calculation study that documents the proportionate capital cost impacts of the new connection or development. The Department shall review any such study, and in its discretion, make a recommendation to the City Manager as to ~~decide~~ whether a waiver should be ~~is~~ granted or denied. The City Manager shall approve all waiver applications. All costs incurred by the Department for review of any such study shall be paid by the applicant.

§200-7-T-8 Administration of Sewer Development Connection Fees

A. All funds collected shall be properly identified and promptly transferred for deposit into an individual capital facilities connection fee account for the Sewer facilities for which fees are assessed, and shall be used

solely for the purposes specified in this ordinance. The ~~S~~ewer development connection fee account shall be a capital reserve fund account and the City shall not accrue these fee revenues to the general fund.

B. Payment, administration, collection, custody and records for the ~~S~~ewer development connection fee account shall be done by the Finance Department upon the direction of the City Manager.

C. The Department shall ~~provide make~~ a report to the City Council at the end of ~~each the~~ fiscal year ~~providing an account summarizing of~~ all public ~~S~~ewer system facilities ~~expenses~~ funded through ~~sewer development connection impact~~ fees, as well as all waivers granted, during that occurred during the fiscal year being reported. the prior year.

E. Funds withdrawn from the Sewer development connection fee account shall be used solely for the purpose of acquiring, constructing, expanding or equipping those public Sewer system facilities identified in this ordinance.

§ 200-7-T-9 Appeals.

Any party aggrieved by any decision, regulation or provision under this Article, as amended, from time to time, shall have the right to appeal said decision first to the Department. The Department ~~which~~ shall issue a decision within 30 calendar days of receipt of the appeal. If said appeal is denied by the Department, then the aggrieved party shall have the right to appeal to the Utility Advisory Board within thirty days (30). ~~and then to the City Manager~~

§ 200-7-T-10 Additional rules and regulations; amendments.

The City reserves the right to adopt, from time to time, additional rules and regulations as it shall deem necessary and proper relating to this Article, which additional rules and regulations, to the extent appropriate, shall be a part of this Article.

§ 200-7-T-11 When effective

This Article shall be in full force and effect immediately following its passage, as provided by law.

Chapter 200-7-T

Sewer Development Connection Fee

§200-7-T-1 **Authority.**

The City of Rochester is authorized pursuant to RSA 31- 141 to assess a Sewer Development Connection Fee on new connections and development to help meet the additional Sewer system demands created by the new development including capital construction and improvement of the City's Sewer system. Said fees are assessed on a capacity-buy in approach as set forth in §200-7-T-4 below.

§200-7-T-2 **Definitions.**

This Chapter incorporates by reference the Definitions found in the City of Rochester Sewer Ordinance, Chapter §200, as amended.

§200-7-T-3 **Purpose.**

These regulations shall govern the assessment of connection fees upon new development connections to the City's Public Sewer System to generate capital funds to maintain, improve and expand the Sewer system to minimize the effect on existing customers in a fair and equitable manner.

§200-7-T-4 **Sewer Development Connection Fee**

The Sewer development connection fee or assessment imposed pursuant to these provisions only upon new development connections, including subdivisions, building construction and other land use changes, based on a capacity-buy in approach. This approach applies to new users that are required to invest in the equity of the City's Public Sewer System at a rate that reflects prior investments by existing users per unit of total capacity to raise funds to meet the demands and impacts created by the new development connections to the City's Sewer treatment and distribution facilities, inclusive of the system defined herein as the Public Sewer System. The sewer development fee shall not apply to any capital projects, including new connections or repairs, improvements, replacements, or expansion of the public sewer system initiated by the City, as approved by the City Council.

§200-7-T-5 **Calculation of Fees**

The Sewer development connection fee is calculated as a per gallon per day charge by dividing the net equity in user paid capital assets by the capacity of the respective Sewer system in gallons per day. The portion of the Sewer system capacity assigned to any new user is determined based on New Hampshire Sewer Usage Unit Design Standards, as contained in Table 1008.01 in Env-Wq 1008.3 of the New Hampshire Code of Administrative Rules. The Code of Administrative Rules can be found at:

<https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/2020-01/Env-Wq%201000.pdf>

§200-7-T-6 Assessment and Collection of Fees

The Sewer development connection fee will be assessed by the Department at the time of application for new connections pursuant to Article I, §200-7-T-4. The fee shall not be assessed for any existing connections or developments. The fees shall be collected at the time of application for connection in accordance with §200-7-T-4 above; however, the Department and applicant may establish an alternate, mutually acceptable schedule of payment of Sewer development connection fees. If an alternate schedule for payment of fees is established, the Department may require the applicant to post surety, in the form of a cash bond, letter of credit or performance bond to guaranty future payment of the assessed impact fees. The Department and City reserve the right to annual review and amend the Sewer development connection fees as necessary.

§200-7-T-7 Waivers

- A. An applicant may request a full or partial waiver from the Department of the sewer development connection fee assessments imposed by this ordinance from the Department. The amount of any such waiver, including the value of the land, facilities construction, or other like-kind contributions, or improvements to be made by the applicant toward public capital facilities in lieu of a Sewer development connection fee shall not exceed the value of the sewer development connection fee.
- B. The applicant must exclude from a waiver application the value of any on-site and/or off-site contributions, or improvements that the applicant is required by the Department or City to implement, or construct as a result of a plan or development approval. The required on or off-site contributions or improvements as a result of a plan or development approval by the City must be completed by the applicant in addition to or regardless of the sewer development connection fee under this ordinance. The value of contributions or improvements proposed as a waiver to offset the connection fee by the applicant shall be credited only towards facilities of a like kind. All costs incurred by the Department for the review of a proposed waiver, including reasonable consultant and counsel fees, shall be paid by the applicant requesting a waiver.
- C. An applicant may apply to the Department for a waiver of a portion or the full amount of the Sewer development connection fee, where such waiver application is accompanied by an independent fee calculation study that documents the proportionate capital cost impacts of the new connection or development. The Department shall review any such study, and in its discretion, make a recommendation to the City Manager as to whether a waiver should be granted or denied. The City Manager shall approve all waiver applications. All costs incurred by the Department for review of any such study shall be paid by the applicant.

§200-7-T-8 Administration of Sewer Development Connection Fees

- A. All funds collected shall be properly identified and promptly transferred for deposit into an individual capital facilities connection fee account for the Sewer facilities for which fees are assessed, and shall be used solely for the purposes specified in this ordinance. The sewer development connection fee account shall be a capital reserve fund account and the City shall not accrue these fee revenues to the general fund.

- B. Payment, administration, collection, custody and records for the sewer development connection fee account shall be done by the Finance Department upon the direction of the City Manager.
- C. The Department shall provide a report to the City Council at the end of each fiscal year summarizing all public sewer system facilities expenses funded through sewer development connection fees, as well as all waivers granted, that occurred during the fiscal year being reported.
- E. Funds withdrawn from the Sewer development connection fee account shall be used solely for the purpose of acquiring, constructing, expanding or equipping those public Sewer system facilities identified in this ordinance.

§ 200-7-T-9 Appeals.

Any party aggrieved by any decision, regulation or provision under this Article, as amended, from time to time, shall have the right to appeal said decision first to the Department. The Department shall issue a decision within 30 calendar days of receipt of the appeal. If said appeal is denied by the Department, then the aggrieved party shall have the right to appeal to the Utility Advisory Board within thirty days (30).

§ 200-7-T-10 Additional rules and regulations; amendments.

The City reserves the right to adopt, from time to time, additional rules and regulations as it shall deem necessary and proper relating to this Article, which additional rules and regulations, to the extent appropriate, shall be a part of this Article.

§ 200-7-T-11 When effective

This Article shall be in full force and effect immediately following its passage, as provided by law.

§ 200-33. Wastewater Rate and Fee Schedule. [Amended 7-1-2000; 6-26-2007; 2-5-2008; 5-6-2008; 6-10-2008; 6-16-2009; 8-18-2009; 6-21-2011; 11-20-2012; 11-1-2016; 2-6-2018; 3-5-2019; 5-5-2020]

A. Quarterly wastewater rates.

- (1) Residential customers without exemption: seven dollars and forty-three cents (\$7.43) per 100 cubic feet of water use.
- (2) Residential customers with exemption: four dollars and ninety-four cents (\$4.94) per 100 cubic feet of water use.
- (3) Commercial and industrial customers: seven dollars and forty-three cents (\$7.43) per 100 cubic feet of water use.
- (4) High-volume customers (i.e., customers using more than 5,000 units** monthly): six dollars and sixty-eight cents (\$6.68) per 100 cubic feet of water use. **Note: For purposes of this section the word "unit" shall mean 100 cubic feet or 748 gallons of water use.
- (5) Unmetered residential customers:
 - (a) Per quarter per unit without exemption: two hundred twenty-nine dollars and forty-seven cents (\$229.47).
 - (b) Per quarter per unit with exemption: one hundred fourteen dollars and seventy-two cents (\$114.72).
- (6) Sewer metered customers: seven dollars and forty-three cents (\$7.43) per 100 cubic feet.
- (7) Minimum fee:
 - (a) Per quarter per unit without exemption: thirty-four dollars and thirty-one cents (\$34.31).
 - (b) Per quarter per unit with exemption: twenty-seven dollars and thirty-one cents (\$27.31).

B. Septage discharge: fifty-five dollars (\$55.) per 500 gallons or portion thereof.

C. RV septage discharge: sixteen dollars (\$16.) flat fee.

D. Graywater disposal: thirty dollars (\$30.) per 2,000 gallons or portion thereof.

E. TKN surcharge:

- (1) Ceiling limit: 60 pounds per day TKN.
- (2) Surcharge fee: one dollar and eighteen cents (\$1.18) per pound of TKN.

F. Fees.

- (1) Permit and inspection fee: fifty dollars (\$50.).
- (2) Wastewater discharge permit fee: fifty dollars (\$50.)
- (3) Reserve capacity assessment: ~~two~~ four dollars and thirty three cents (~~\$2.~~\$4.33) per gallon.
- (4) Installation fees. Installation by City: three hundred dollars (\$300.) minimum or estimated costs.

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City Clerk's Office

July Department Reports:

- 9.1 Assessor's Office P. 29**
- 9.2 Building and Licensing Services P. 31**
- 9.3 City Clerk's Office P. 33**
- 9.4 Department of Public Works P. 37**
- 9.5 Economic & Community Development P. 47**
- 9.6 Finance Office P. 49**
- 9.7 Planning & Development Department forthcoming**
- 9.8 Recreation & Arena P. 55**
- 9.9 Rochester Fire Department P. 57**
- 9.10 Rochester Police Department P. 63**
- 9.11 Rochester Public Library P. 67**
- 9.12 Tax Collector's Office P. 69**
- 9.13 Welfare Department P. 71**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Darcy Freer, Deputy Assessor

Date: August 9, 2022

Ref: July's Monthly Report

OVERVIEW

1. Notable Items Related to Ongoing Operations

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

Tax map changes that were approved after April 1, 2021 were entered into Vision CAMA software for the 2022 tax year. Our office is continuing to work with the mapping company (CAI Technologies) in order to update the physical and GIS maps.

Abatement applications were all reviewed and processed on or before July 1, 2022.

2. Training

Darcy Freer attended the Creating the Respectful Workplace training.

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

New hire, Ashlynn Marshall started on August 8, 2022 in the position of Assessor I.

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City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1st through July 31st

Date: July 2022

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

1. Notable Items Related to Ongoing Operations

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

Department Revenue

Permit Type	July 2022
Building Permits	\$24,440.00
Electrical Permits	\$5,549.00
Plumbing Permits	\$13,853.00
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$948.00
Sprinkler Permits	\$4,237.00
Mechanical Permits	\$5,647.00
Food Milk Licenses	\$1,445.00
Taxi Licenses	\$0.00
General Licenses	\$250.00
Net Revenue	\$56,369.00

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City Clerk's Office

ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1, 2022 – July 31, 2022

Date: 8/9/22

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

3 births were reported in Rochester during the month of July; Additionally, 11 Rochester residents gave birth in neighboring communities.

26 resident deaths were reported in Rochester in the month of July

7 couples celebrated their wedding ceremonies in Rochester during the month of July. Additionally, 8 Rochester residents married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 225 initial copies of vital records (birth, death, marriage, or divorce) and 192 subsequent copies of vital records. There were 27 marriage licenses issued by staff in July.

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

	2021		2022	
	State	City	State	City
Initial/Subsequent copies:	\$2,914	\$2,646	\$2,760	\$2,535
Marriage Licenses:	\$1,376	\$224	\$817	\$133
Total:	\$4,290	\$2,870	\$3,577	\$2,668

3. Dog Licensing

The City Clerk's Office licensed 482 dogs in the month of July.

The Animal Control Officer issued the civil forfeiture fee the last week of July for all dogs who remained unlicensed three months past the deadline. The civil forfeiture is required by NH RSA 466:31. Prior to issuing the civil forfeiture, the Animal Control Officer and City Clerk staff contacted all dog owners listed on the warrant who had up-to-date contact information, to give them a chance to license before the penalty fee was assessed. The Animal Control Officer also mailed out a final reminder postcard in early July to alert dog owners of the impending penalty if their dog remains unlicensed.

There were 597 civil forfeiture letters mailed this year; although this number is up slightly from the 522 letters last year, it is still significantly lower than it has been historically, which is often well over 1100 civil forfeiture letters. This is due, in large part, to Animal Control Officer Paradis and her efforts to contact owners and given multiple additional opportunities for licensing.

Owners who have not responded to the civil forfeiture letter by mid-August will receive a court summons.

4. Election Updates

The Clerk's office has received the absentee ballots in our office and we have begun to mail them out to those residents who have requested ballots for the September 13, 2022 State Primary. Absentee ballots can be requested for the September primary up until Monday, September 12. Registered voters can also request absentee ballots for the November State General election at this time.

Deputy City Clerk Cassie Givara attended a listening session on July 26th in Epping. This session was hosted by the Secretary of State and the Attorney General's office to give clerks and election officials an opportunity to share concerns and have questions answered in regards to election law changes and procedures to be followed for the upcoming elections.

The breakdown of registered voters in Rochester as of July 31, 2022 is shown below:

Ward	Democrats	Republicans	Undeclared	Totals
1	984	1,038	1,208	3,230
2	922	990	1,204	3,116
3	878	1,028	1,061	2,967
4	852	714	1,272	2,838
5	875	1,019	1,200	3,094
6	930	772	1,069	2,771
Totals:	5,441	5,561	7,014	18,016

5. Office Updates

The renovation of the Clerk's office is set to take place sometime at the beginning of August. Buildings and Grounds has reviewed the space and drawn up the plans to construct a partition wall over the service counter on the interior of the clerk's office. This wall will have two service windows for customers as well as a locking door for staff safety. The Clerk's staff is excited to finally have customers back in our office after over 2 years of utilizing the hallway!

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City Clerk's Office



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1, 2022-July 31, 2022

Date: August 10, 2022

Ref: Monthly Report for ADMINISTRATIVE DIVISION

OVERVIEW

1. Personnel Updates

The Administration Department is down one staff position in the Utility Billing Office. We are in the interviewing stage of the hiring process and hope to be fully staffed again for next month's report.

2. Notable Items Related to Ongoing Operations

Staff is very busy with answering phones, taking service requests from residents and internal departments, greeting visitors, inputting permits, and ordering supplies for all divisions of DPW. The administrative staff is working with the Finance Office to close out invoicing for Fiscal Year 2022 and ensuring all department revenues will be received for fiscal year end. Staff continues to work with IT, the construction vendor and the new software system vendor in regards to the new vehicle fuel system. We are hopeful that it will be up and running in August. A total of 2,862 water/sewer quarterly and monthly invoices were mailed. There were 44 final bills processed and a total of 21 meter installs, replacements or repairs completed.



ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1, 2022-July 31, 2022

Date: August 10, 2022

Ref: Monthly Report for DPW – HIGHWAY/FLEET DIVISION

OVERVIEW

1. Personnel Updates

The Highway / Fleet Division is still short staffed once again, we just had an employee give his two notice. We have a new employee with the start date of 8/18/22

2. Notable Items Related to Ongoing Operations

Fleet division worked on several break downs, and started state inspections. Staff repaired the water tanks on jet truck #45 and reinstalled them, did routine repairs and prevenient maintenance. Highway Staff repaired six catch basins, replaced a catch basin at # 5 Yale Street., painted crosswalks, arrows and stop bars, graded dirt roads, filled pot holes, did street sweeping ,tree work throughout the city and roadside trimming with the brush hog. Paved Fox Lane and Pineknoll Drive, a culvert on Bickford Road was replaced and 68 catch basins cleaned in the month of July.



3. Notable Events Related to Unusual Operations

Set up barriers and break down for fireworks display.

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

Continue with Line striping throughout the city and staff will be looking to pave Spaulding Avenue and bad spots on Tibbets Rd. Replaced 150" of 15 inch culvert on Jessica Drive. that we found during a catch basin repair and sink hole. Staff will be working to complete removal of stock and sanders from old building at 45 Old Dover Road.

5. Staff Kudos

Highway /Fleet had one more staff member pass there CDL license program. Shout out to Jared Brunson passed both of is inspection licenses (Vehicle and Heavy truck)



Chestnut Hill Road



Pineknoll Drive

ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1, 2022-July 31, 2022

Date: August 10, 2022

Ref: Monthly Report for DPW – UTILITES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to and completed hundreds of work orders and service requests. Operators provided contractor support at many locations. Most notably would the Woodman project where older mains were cut away to make way for new utilities.

33 Sewer mains were jet rodded as a preventative maintenance effort.

2. Notable Events Related to Unusual Operations

A mystery substance continues to appear in the sewer mains along Gonic Road in the area of Loring Drive. The source of this substance is under investigation.

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

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

Our LEO resigned and has left our shop even more shorthanded once again.

4. Staff Kudos

Kudos to all staff for remaining productive, working long days and multiple shifts during the recent extended summer heat.

5. Training

Operators received training in sewer collections systems maintenance. Some will test in the month ahead to become certified system operators.



12" Water Main Woodman Street



6" Water Main Myrtle Street



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1, 2022-July 31, 2022

Date: 8/10/2022

Ref: Monthly Report for BULDINGS AND GROUNDS DIVISION

OVERVIEW

1. Personnel Updates

Two new employees for the building and Ground department have been filled. Tony Nasuti started with the City of Rochester on 7/25/22 Tony is the part time custodian that is assigned to the downtown duties. Theresa Liberge started with the City on 8/1/22 and is assigned to DPW facility.

Steven Wheeler will be stepping down as part time weekend custodian at the community center due to health reasons so that position will need to be backfilled as soon as possible.

2. Notable Items Related to Ongoing Operations

Installation of the new exterior and interior gym doors is complete. Final walk-through inspection is scheduled with the contractor 8/4/22

All panic alarms have been tested throughout the city no discrepancies noted.

Buildings and Grounds staff did an outstanding job in assisting with set up of barricades and fencing installation for the fireworks.

The installation of fresh stone dust has been completed at the commons, making for a great walking/jogging surface for the public to enjoy along with relieving the low spots that collected water.



New HVAC technician for Honeywell has been getting to know all the city's systems and is doing a great job.

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

Building and Grounds staff have several projects in the works. We will be doing some safety modifications to the city clerks off. This will include building several walls, installing a door and service windows. We will also be installing the new electronic gate opener at squamagonic disk golf course.

Several projects will be going out to bid this month, this includes installation of lighting on the Hanson pines basketball courts and removal and installation of new flooring in the senior center at the community center.

Flooring contractor has been secured for flooring replacement at pd for warming shelter.

4. Staff Kudos

Michael Riley, Steve Vincent and Jason Thibodeau all attended forklift certification training and received their forklift certification.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1, 2022-July 31, 2022

Date: August 10, 2022

Ref: Monthly Report for DPW-WATER TREATMENT PLANT

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 80.5 million gallons from the surface water facility delivered to our customers. The groundwater plant was offline the entire month due to river flow restrictions.

All water quality testing and monitoring was completed in accordance with NHDES requirements. Disinfection byproducts for July have maintained improved trending & levels. We remain in compliance for disinfection byproducts.

Watershed inspections were conducted at Rochester and Round Pond Reservoirs, Tufts Pond Reservoir, Oxbow Pond, Berry Pond, and the diversion structure. Upper watershed reservoirs remain full but with little to no spillover. The beaver dam downstream of Kristy Lane gage is restricting available flow from the diversion dam.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Mowing and brush control was performed at the Rochester Reservoir Dam. The well was offline this month due to low flow conditions in the Cocheco; equipment maintenance on the offline systems will be tackled as staff time allows. Maintenance at the surface water facility included semiannual control system and SCADA updates, chemical cleaning of the sand filter, and repairs to the bicarbonate feed pump system.



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

Disinfection byproducts remain in compliance for the first month of quarter 3. We continue to monitor water age and TTHM formation in the Salmon Falls tank zone.

Raw water harvesting and transfer to the Reservoir and Round Pond has ceased, and efforts to manage Berry stream flows from the upper watershed are limited to the purpose of overtopping the diversion structure downstream to Kristy Lane. We are currently drawing down Rochester Reservoir and are evaluating whether to reach further up and tap Oxbow or Berry, which will depend on stream bed integrity and water quality from the upper ponds. Estimated raw water capacity is 88%.

Delivery timeframes for Caustic Soda and Activated Carbon have experienced unexpected delays. Drum and tote deliveries of Caustic soda were required to bridge the bulk delivery window.

The SC100 instrument controller for the treated pH analyzer gave up the ghost. The on call and chief operator bypassed and rewired a standby controller until a replacement arrives.

Review of treatment operator applications continued this month.

3. Staff Kudos

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



4. Training

Internal training for treatment personnel continued this month. Our newest operator is preparing for his Grade 2 Treatment examination.

5. Other

Backflow inspections were conducted at several businesses and industrial facilities in the city.

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1 – July 31, 2022

Date: August 8, 2022

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- Began planning for a Grand Opening at the Scenic-Salinger scheduled for late August.
- 55 N. Main completed their asbestos mitigation and held their Pre-Con meeting. Demolition is slated to start in August.
- LDI refinanced their mortgage with a private lender and have fully repaid the City 4+ years early.
- Prep Partners has opened and is receiving product for redistribution from their clients.

2. New Businesses and Business Updates

- Gentle Dental opened at the Ridge Marketplace
- Crumbl Cookie announced they are coming to Rochester (Ridge)

3. Community Development Project Updates

- Training for new Community Development Coordinator Kiersten Wright
- Updated 2023 FY contracts sent to subrecipients
- Consolidated Action Plan Updated with HUD
- Gafney Home Project through CAP approved for additional expenses brought by COVID

4. Boards & Commissions Updates

- No July Meeting for REDC
- REDC will be presenting to City Council on August 16.

5. Training & Staff Development

- Kiersten Wright has joined the team as the new CDBG Coordinator, and is working with Jenn and Carole on training and orientation.

6. Other

-

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1, 2022 - July 31, 2022

Date: August 8, 2022

OVERVIEW

1. Personnel Updates

The interview process is in progress for the new Accountant II position.

2. Notable Items Related to Ongoing Operations

The bid for Municipal Auditing Services was awarded to Melanson.

3. Notable Events Related to Unusual Operations

None

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

None

5. Affected Business Processes or Systems

None

Rochester FINANCE Department

6. Training

Finance staff attended the “Creating the Respectful Workplace” training hosted by Human Resources.

7. Other

Monthly Financial Statements Summary – as of July 31, 2022

For the full detail report, click here: [July 31, 2022 Financial Detail Report](#)

Below are the revenues & expense highlights through July 31, 2022, which represents 10% completion of FY23. A “Pending” designation means no revenues for that category were received by July 31, 2022

GENERAL FUND NON-PROPERTY TAX REVENUES

Motor Vehicle Registrations: Revenues \$452,131- 9% collected.

Waste Management Host Fees: Pending.

Building Permits: Revenues \$49,760, 14% collected.

Interest Income: Pending. Interest rates have recently increased from 55 basis points to 90 basis points.

Interest on Delinquent Taxes: Pending.

State of NH Rooms & Meals: Pending- Revenues typically received in December of each year.

Highway Block Subsidy: Pending.

Cablevision: Pending.

Current Use Taxes: Pending.

Use of Unassigned Fund Balance: Pending.

GENERAL FUND EXPENSES: Overall expenses are below budget at 9%

Fire & Police Overtime: Fire Department Overtime at 12% expended,

Rochester FINANCE Department

Police Overtime at 16% expended.

Welfare Direct Assistance: 5% expended.

WATER-SEWER SPECIAL REVENUE FUNDS:

Water-Sewer Funds: Water Fund: Revenues 6%, Expenses 5%. Sewer Fund: Revenues 3.4%, Expenses 9%.

Community Center: Revenues 4%, Expenses 18 %.

Arena Special Revenue: Revenues 0, Expenses 28%.

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City Clerk's Office

Planning Report

Forthcoming

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City Clerk's Office

RECREATION & ARENA DEPARTMENT - MONTHLY REPORT

To: Blaine Cox, City Manager

From: Lauren Krans, Director of Recreation & Arena

Date: August 10, 2022

Ref: July 2022 Monthly Report for the Department of Recreation & Arena

OVERVIEW

1. Personnel Updates

Steve Trepanier, former Rochester Arena Supervisor, was promoted to the position of Assistant Director. Steve served in the role of Arena Supervisor since 2001, and has vast experience in managing a diverse staff, overseeing facilities, event planning and program management. He is a highly revered member of the department by all levels of staff, and we look forward to him sharing his talents in a global capacity across our department!

2. Monthly Programming Numbers

Program	Participation
Adult Volleyball	55
Lilac Family Fun Festival	5000
Public/Community Swim (ER)	490
Public/Community Swim (GN)	612
Public/Community Swim (HP)	2027
Senior Cardio Dance	12
Senior Cookies & Creations	2
Senior Mobility Class	54
Senior Power Hour	35
Senior Trips	11
Summer Camp	122
Swim Lessons Minnow and Up	115
Swim Lessons Toddler	30
Teen Travel Camp	16
Grand Total	8581

3. Facilities, Operations and Special Events

Lilac Family Fun Festival

Our department played an integral role in the planning and implementation of the Lilac Family Fun Festival. It was estimated that over 5,000 community members and 20 vendors attended the event on July 9th. The week leading up to the event and the weekend of the event was extremely busy for our team. In addition to traditional summer operations, our department was 'boots on the ground' for before, during and after of the festival. The day of the Fun Festival, 10+ part time seasonal Recreation and Arena staff members as well as 5 full time staff members were on site assisting carnival set up, vendors, managing crowds and directing traffic. Full time staff members returned the following morning at 6am to clean the Community Center campus and remove firework debris. The Rochester School Facilities Department was a huge part of this initiative. There were no major incidents or conflicts during the event, a testament to the planning and event management by our team. Director Krans will be putting the LFFF on the Finance Committee Agenda soon to review proposals for next year's event.

Public Pools

Managing the 4 outdoor pools with the current staffing shortage has been challenging. It has been a difficult balancing act keeping pools staffed while also accommodating the wellbeing and work-life balance of our team members. Many of our lifeguards have accepted overtime, which has allowed us to keep two pools open for swim lessons, camp swim, senior swim and public swim most of the summer. To date, we have only had one day this entire summer where all four pools were closed due to staffing.

Senior Activity Center

The SAC continues to be utilized by our 50+ population. Drop-in hours Monday-Friday have been slow and steady with an increase on Friday's due to our new Senior Mobility Class at the center. A new program "Cookies & Creations" has been added, encouraging seniors to participate in a volunteer led craft, chat and enjoy a snack. Multiple senior participants have shared concerns over the temperature of the center. With no air conditioning, the space gets extremely hot and too uncomfortable for them. Numbers have declined due to this. Our team will be exploring and advocating for options to address this next budget cycle.

4. Upcoming Seasons – Fall/Winter 2022-2023

Preparations for the Ice Season are underway at the Rochester Arena. When staff is available in between summer programs, a list of housekeeping projects are underway, including re-painting of the locker rooms and a deep clean of the old upstairs locker rooms that are currently utilized as storage spaces.

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: July 1, 2022 – July 31, 2022

To: Blaine Cox, City Manager

Date: August 10, 2022

Ref: Monthly Report for Fire Department

1. On-Duty Staffing Levels

- Full Staffing – personnel on-duty – **42% of shifts in July**
- One FF Short- personnel on-duty – **42% of shifts in July**
- Two FF's Short – personnel on-duty – **16% of shifts in July**

2. Personnel Updates

Employment Info

- We welcomed our new Fire Chief Dennis Dube, Jr back to the department on July 5, 2022.
- On July 12, 2022 we celebrated FF Richard McCarville, FF Jeremy Bacon and Executive Secretary Kelly Gagne who all completed their 1 year probation as of July 12, 2022.



ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

From: July 1, 2022 – July 31, 2022

3. Emergency Response Statistics

Call Type	Jul-2021	Jul-2022	% Change	22 Fiscal YTD July 1 - July 31	23 Fiscal YTD July 1 - July 31	% Change
Fire Calls/ Explosion	3	7	57%	3	7	133%
Overpressure/Rupture	1	2	-100%	1	2	100%
Emergency Medical Services	99	119	20%	99	119	20%
Rescue	24	91	279%	24	91	279%
Hazardous Conditions	12	28	133%	12	28	133%
Service Calls	42	14	-67%	42	14	-67%
Good Intent Calls	33	39	18%	33	39	18%
False Calls	38	37	-3%	38	37	-3%
Severe Weather/Natural Disaster	1	43	4200%	1	43	4200%
Special Type/Complaint	1	1	0%	1	1	0%
Undetermined	0	3	300%	0	3	300%
TOTALS	254	384	51%	254	384	51%
*Call numbers as of 8/2/2022, they are subject to change						

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: July 1, 2022 – July 31, 2022

4. Operations



Truck 6 was delivered and training began. Members worked hard to outfit Engine 4 and place it into service. Members spent extra time preparing medical bags and other equipment. Lt. Pageau spent many hours applying tool grips to assist with operation and prolong the lifespan of the



ROCHESTER FIRE DEPARTMENT

MONTHLY REPORT

From: July 1, 2022 – July 31, 2022

5. Community Risk Reduction



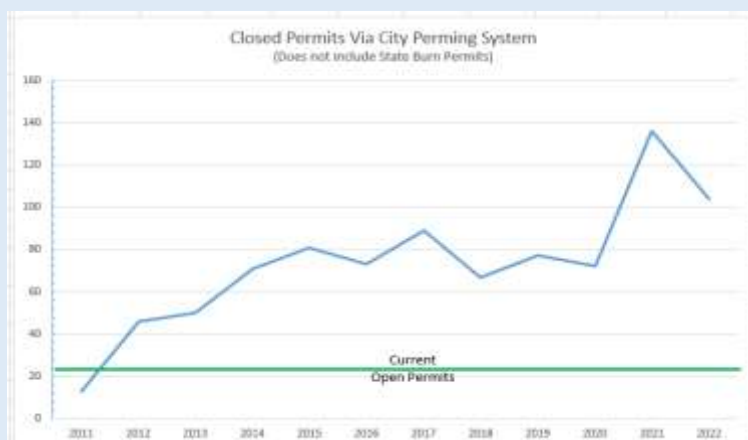
The Fire Prevention Division saw a rise in permit applications during the month of July with a drop in job completions and inspection requests.

A new school application has been submitted and all inspections have been completed for approval of the Seaton Academy located at Holy Rosary Church.

All Firework inspections were completed, issuing thirteen and denying one due to a non-compliant space for safe use of fireworks.

DC Hughes attended the Recreation Departments new Veterans coffee hour. He distributed new pill boxes as part of our adult and elderly Community Risk Reduction program.

DC Hughes worked with the Rochester Opera House to test the use of a CO2 fire extinguisher as part of their theatrical production. This was to ensure that no life system were activated and to prevent any methods that may limits the system's ability to operate as designed.



ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

From: July 1, 2022 – July 31, 2022

6. Training



Members of the Department received training on the new tower ladder from the factory product engineer. This consisted of 3 Full days of training in all aspects of driving, operating and maintaining this apparatus.



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City Clerk's Office



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Gary M. Boudreau, Chief of Police

Date: 08/10/2022

Ref: Monthly Report for July 2022

OVERVIEW

1. Personnel Updates

Personnel: We are still down five dispatch positions. We have one new hire that is one month into his training. There is one background underway and two conditional offers pending. We continue to also work to fill patrol positions. There is a resignation of a Sergeant pending due to relocating. With staffing moves in the Department this will create a promotional process for one lieutenant and two sergeants. Currently we have seven open officer positions.

K-9: Ofc. Hatch and Ripley participated in a centennial parade in Barrington. Ripley had spay surgery this period.

The **Honor Guard** participated in the Children's Hospital at Dartmouth-Hitchcock (CHaD) All-star High School Football game held at Saint Anselm College. They also did the final salute and escort for Officer Andrew Jackson's retirement.

2. Notable Items Related to Ongoing Operations

Comp Stat:

While we continue to see a decrease in overall property crimes year to date when compared to the last two years; 2022=449, 2021=549 2020=652. Overall our violent crimes are up slightly year to date over 2021 from 200 to 221, but is down compared to 2020 (261). As previously stated our highest increase in violent crimes are misdemeanor level domestic violence crimes. In these types of crimes it is the state which pursues criminal charges not the victims. Our officers receive additional training and we take an aggressive stance on domestic violence so it is no surprise this number is not seeing a reduction.



As with months past, we continue to see our overall calls for service down 666 compared to 2021 year to date, but with a patrol workforce which has 17 of 25 patrol officers with under 5 years of service the administrative time which is associated with all service calls is increased as they are not as efficient.

Traffic enforcement continues to be a focus from administrative staff, as traffic complaints are one of the number one complaints from citizens. Proactive motor vehicle time is often one of the areas which suffers with service call volume and administrative requirements. However, in July we conducted 511 traffic stops, doubling our total from June.

Vehicle Updates: We took delivery of the mobile dispatch trailer and used it during the Lilac Fun Festival and fireworks at the Community Center on July 9.

Body Camera Project. We were notified that we are eligible for \$50,000 of grant funds for the body camera project, which the council accepted at the July 5 meeting. We are now processing the state paperwork in relation to the grant.

Building Updates: As we move into the phases of moving the dispatch center to the third floor we are exploring what changes can be made to the existing first floor, floor plan. This includes expansion of locker room spaces. We are soliciting input from the users of the space for ideas to help the function and flow of the workspace.

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

We have worked closely with the Patrol Officers and members of the Fire Department that are dispatch trained to fill some of the open dispatch shifts. This is being supplemented by our per diem dispatchers as well as the dispatch supervisor.

4. Training

Officers Bibeau, Vatcher, Masse, and Wilson have been in phase 2 of FTO (Field Training). NH Certified Officer Downs is tentatively scheduled for his Training Review Board for release to solo patrol on August 12.

The Police Academy is running simultaneous academies. We have four officers in the 189th session. They are at the half-way mark with 8 weeks to go. We have two officers in the 190th session which started August 1.

Highlights of other training by department members included: Crisis Intervention sponsored by the Lee Police Department, two officers attended Advanced Law Enforcement Rapid Response Training (ALERT) Level 1 – Active Shooter “Train the Trainer” training course. Three



officers attended a train the trainer course titled “Solo Officer Rapid Deployment (SORD)” through the Advanced Law Enforcement Rapid Response Training (ALERRT). The Animal Control Officer attended the New England Animal Control and Humane Academy (NEACHA) Conference. One Officer attended the Firearms Instructor Certification course at Police Standards.

5. Other

Diversion Coordinator Nicole Rodler is working with City Staff in developing a local podcast series on what City services we have and utilize to help youth and families with the intent to decrease the knowledge gaps around the community.

There were 50 calls for service at the housing properties during this reporting period. Officer Babine is working closely with housing and residents in problem solving.

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City Clerk's Office

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: July 1, 2022- July 31, 2022

Date: August 10, 2022

Ref: Monthly Report for Library

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 12,012 items circulated with 7,137 people visiting the library in the month of July. Two hundred eighty-three patrons used the library's Internet computers. Interlibrary loan activity included 96 materials borrowed from other libraries and 111 loaned to other libraries.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Over 18 appointments for pick-up were made throughout the month of June.

In July children were welcomed to join in a "Rainbow Weaving Fish" Make-It and Take it craft program on July 7th and a "Plate Crab" craft program on July 19th. Take-it and Make-it craft kits were available during Library business hours on a cart at the Children's Room entrance for those patrons more comfortable putting together the crafts at home.

Patrons in the Children's, Young Adult and Adult summer reading programs continued to log minutes read into the Beanstack App and were awarded fun prizes throughout the month.

Main Desk Librarian (and syndicated cartoonist) Stephanie, and Main Desk Librarian Karyl, created a series of weekly animated videos recommending book, DVD, and other titles available at the Library featuring all new summer themed animations.

Featured Adult Services Displays for the month of July included: *Diverse Voices*, *Changing Places*, *Christmas in July*, and *Beach Reads*. Beach Display items held hidden golden tickets for winning a free copy of *The Heart of the Deal* by Lindsay MacMillan.

The library was proud to host Sher Lester and her fascinating mandala-esque paintings for the month of July.

Three hundred thirty-one of our library patrons downloaded 1,732 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 453 digital downloads from Hoopla.

2. Library Programming

The talented Children's staff created an outdoor Play Cart with a rotating variety of nature & STEM supplies, loose parts, misc. items, household goods, as well as large motor skill items. Children are encouraged to explore, be creative, enjoy the supplies and socialize. The Play Cart is available Tuesday and Fridays 10:00 to 3:00.

Tuesday, July 5th the RPL Children's Room presented a Dominicus Janson Pine StoryWalk® at Hanson Park for 114 children and adults.

Saturday, July 9th the library was happy to participate in the Lilac Family Fun Festival celebrating the 300th Anniversary of the town charter.

The Friends of the Rochester Library Book Club met June 11th and featured *A Gentleman in Moscow* by Garth Amor Towles.

Ocean themed drawing and painting classes for teens were July 11th, 12th, & 19th. Local artist, Vero Stewart, showed how to create texture, and how to create expressive interpretation of Marine animals.

Wednesday, July 13th the Children's Room held a Pop-up Story Time for 41 children and adults outside on the lawn. Bedtime stories and light snacks were provided.

Local author, writing under the pen name of "Martha Levallee", presented her recently published memoir "An Only Child No More – Discovering My New Family at 54."

The Teen Advisory Board (TAB) meeting was held Tuesday, June 18th at 6pm. Teens are encouraged to come hang out, eat snacks, and share ideas library programs, groups, and activities.

A two-part *Percy Jackson: The Lightning Thief* book group began June 20th with a book intro, chapter 1 reading and fun activity. Each participant is given a book to keep and read before meeting again on July 25th and have a book discussion and follow-up activities.

Thursday, July 21st the library hosted Forged Academy from Gonic, N.H. for a Krav Maga Self- Defense class. Krav Maga offers a full body workout while learning effective, realistic self-defense in a motivating, team atmosphere.

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

The True Crime Book Club met June 26th and featured *An Innocent Man* by John Grisham.

July 29th the Children's Room staff celebrated the end of another successful Children's Summer Reading Program with over 80 children and adults. Steve Blunt performed ocean-themed songs and stories for the enthusiastic crowd.

ROCHESTER TAX COLLECTOR'S OFFICE

MONTHLY REPORT

To: Blaine Cox, City Manager

From: Doreen Jones, Tax Collector

Date: August 8, 2022

Ref: Monthly Report for July, 2022

OVERVIEW

1. Other

City of Rochester Tax Collector's Office

July 31, 2022

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2022	Semi Annual Warrant	35,214,857	32,943,986.69	93.55%	2,270,870.31	6.45%
2021		69,388,398	68,598,273.39	98.86%	790,124.61	1.14%
2020		68,438,739	67,969,365.54	99.31%	469,373.46	0.69%
2019		66,169,796	65,813,736.99	99.46%	356,059.01	0.54%
2018		63,834,824	63,677,915.57	99.75%	156,908.43	0.25%
2017		60,524,791	60,402,988.72	99.80%	121,802.28	0.20%
2016		58,196,003	58,109,582.08	99.85%	86,420.92	0.15%
2015		56,938,119	56,891,896.90	99.92%	46,222.10	0.08%
2014		55,068,779	55,030,195.27	99.93%	38,583.73	0.07%
2013		53,324,262	53,291,596.56	99.94%	32,665.44	0.06%
2012		50,952,912	50,926,354.90	99.95%	26,557.10	0.05%
2011		48,856,892	48,834,261.41	99.95%	22,630.59	0.05%
2010		47,308,832	47,291,009.89	99.96%	17,822.11	0.04%
2009		46,898,827	46,887,316.24	99.98%	11,510.76	0.02%
2008		46,522,769	46,515,969.75	99.99%	6,799.25	0.01%
2007		42,964,450	42,959,225.90	99.99%	5,224.10	0.01%
2006		40,794,160	40,791,889.12	99.99%	2,270.88	0.01%
2005		38,024,453	38,023,111.86	100.00%	1,341.14	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
2001		26,943,136	26,942,673.85	100.00%	462.15	0.00%
				Total Uncoll:	4,467,534.89	9.83%

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 23		
Month	Total \$\$	# of Payments
July	\$ 1,204,564.72	1248
Aug		
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 1,204,564.72	1248

Auto Registration Totals FY 23		
Month	Total \$\$	# of Transactions
July	\$ 467,444.60	3193
Aug		
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
March		
April		
May		
June		
Totals	\$ 467,444.60	3193



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Blaine Cox, City Manager

From: Todd M. Marsh, Welfare Director

Date: August 08, 2022

Report Dates: July 01, 2022- July 31, 2022

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

The Welfare Department has hired Erin Nasino for the “Community Outreach Facilitator” position with a start date of 08/08/2022. [Rochester hires Community Outreach Facilitator - The Rochester Post \(rochesternh.gov\)](#)

2. Notable Items Related to Ongoing Operations

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

Available Federal Emergency Rental Assistance Program (ERAP) Funds used by Community Action to assist many individuals experiencing homelessness with motel accommodations are depleting. Many greater seacoast area motels are full due to these efforts. NH Housing Finance Authority has indicated a tentative end date for ERAP funding is end of calendar year. This office is in communications with NH Housing Finance Authority, Community Action and other greater seacoast area local welfare departments to plan, collaborate and coordinate the end of ERAP funding efforts.

3. Notable Events Related to Unusual Operations

No unusual notable events.

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

None

5. Staff Kudos

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

6. Affected Business Processes or Systems

As indicated, the Welfare Department has hired Erin Nasino for the "Community Outreach Facilitator" position with a start date of 08/08/2022.

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 July 2022

General Assistance above represents an average cost per case/family of \$269.88 and case/Individual of \$527.50 for this month.

Total vouchers issued: \$6,589.31

There was a decrease of \$1,862.18 in assistance issued this month compared to May 2021. There was an increase of \$2,814.42 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$684.72

This office reported 43 formal case notes for this period.