



**City Council Workshop
August 15, 2023
Council Chambers
6:00 PM**

Agenda

1. Call to Order

Recess to non-public Session for Land, RSA 91-A:3, II (d)

Reconvene City Council Workshop Meeting

2. Public Input

3. Communications from the City Manager

4. Communications from the Mayor

5. REDC Update and Review of Economic Development Reserve Fund Guidelines P. 3

6. Department Reports P. 9

7. Non-public/non-meeting

7.1 Non-Public Session – Land, RSA 91-A:3, II (d)

8. Adjournment

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City Clerk's Office



08/10/2023

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

Resolution Pursuant to RSA 34:1-a Establishing an Economic Development Reserve Fund

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

By adoption of this Resolution, the City Council establishes a Non-Capital Reserve Fund pursuant to RSA 34:1-a for the purpose of encouraging economic development within the City, encouraging the development of industrial and commercial sites, promoting the City as an attractive location for businesses and residents, and acquisition of land related to the same. The name of such fund shall be the Economic Development Reserve Fund.

The City Council, at its sole discretion, may appropriate funds into said Economic Development Reserve Fund through supplemental appropriations or the annual budgeting process, however, in no case shall said annual appropriation be less than One Hundred Thousand Dollars (\$100,000.00). Revenue sources can be Waste Management Host Fee Revenues, or General Fund Unassigned Fund Balance. In addition, other unanticipated revenue sources, and proceeds from transactions that were originally derived from the Economic Development Reserve Fund, may also be appropriated into the fund upon a majority vote of the City Council.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all non-capital reserves transferred to the Economic Development Reserve Fund. The Trustees of the Trust Fund will hold the monies appropriated to the Economic Development Reserve Fund in a separate liquid investment account. Appropriations made to the Economic Development Reserve Fund will be submitted to the Trustees of the Trust Fund within the same fiscal year of the appropriation.

Pursuant to RSA 34:10, the City Council names the Economic Development Commission as its agent to carry out the objects of the Economic Development Reserve Fund. All expenditures made by the Economic Development Commission shall be made only for or in connection with the purposes for which said Fund was established and only in accordance with §7-38-40 of the City Code. All requests for expenditures shall be approved by the 2/3rds vote of the Economic Development Commission prior to being presented to City Council for final approval. Upon said 2/3rds vote expenditure requests may then be presented to City Council. Expenditure requests shall identify expense categories, or specific project scope detail. General administrative, travel and conference activities shall be ineligible expense activities. Expenditure requests can be presented as part of the annual budget process, or through supplemental appropriations. All approved expenditures shall follow the City's Purchasing Policy.

The City Council may dissolve the Economic Development Reserve Fund at its sole discretion. Upon dissolution of any portion of said fund appropriated from the General Fund said funds will lapse to surplus (General Fund Unassigned Fund balance) and cannot be repurposed directly to a different capital fund or project.

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.

CITY OF ROCHESTER

ECONOMIC DEVELOPMENT RESERVE FUND

1.0 PURPOSE STATEMENT

The purpose of this document is to explain the intended uses and procedurally the steps involved in utilizing funds allocated to the City of Rochester's Economic Development Reserve Fund (Fund). The Fund is to be managed by the Rochester Economic Development Commission (REDC), with custody of the funds residing with the Trustees of the Trust, and final spending authorizations approved by the Rochester City Council.

2.0 USES OF FUNDING

The REDC is made up of Council-appointed members of the community that represent a diverse set of skills and background. REDC has created a list of intended uses of the funds that are to be used as a guideline when considering projects. It should be noted this is only a "guideline" and other uses may be permitted by obtaining majority vote of the commission and approval of the City Council. The uses are listed as follows:

- Purchase / Control of real estate and raw land
- Funding of relevant studies and plans
- Investments in the overall economic vitality of the city

2.1 Prohibited Uses

- General Administrative
- Travel
- Conference activities

3.0 PROCESS

3.1 FUND REQUEST AND APPROVAL

1. As part of the annual budget process, or through a supplemental appropriation, a member of the Commission or City Staff may bring forth a written request for funding at the monthly REDC meeting. This request will include the following:
 - a. **Purpose:** A short narrative of the scope of the project and benefits to the economic health of the City
 - b. **Expense Category:** Land Purchase, Study, etc.
 - c. **Amount:** Dollar amount requested
 - d. **Timeline:** Expected timeline of use

2. Once submitted, the Commission will then review, discuss, analyze, and edit the request as required. The Board may then, with a two-thirds (2/3) vote, approve and move the request as presented, or with revisions.
3. If approved by the Commission, the request will be moved to City Council for review, discussion, and a vote to approve or decline. A simple majority vote by the Council is required to approve or deny the funding request.
4. If the request is approved by the Council, a request will be submitted to the Trustees of the Trust for release of the funds.
5. If declined by the Council, the request will return to the Commission for further discussion and revision as necessary.
6. All approved requests will follow the City of Rochester's Purchasing Policy

4.0 FUNDING

Upon obtaining project approval from the REDC and the Rochester City Council, the Rochester Economic Development Department will work with the City of Rochester's Finance Department to disburse the funds within the approved scope of the project.

5.0 REPORTING

On an annual basis, or by special request of the City Council, the REDC will generate a report on any and all projects that received a disbursement(s) from the Fund. This report will detail the status of any open and closed projects, as well as an overview of the health of the Fund itself.

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City Clerk's Office

July Department Reports:

- 6.1 Assessor's Office P. 11**
- 6.2 Building and Licensing Services P. 13**
- 6.3 City Clerk's Office P. 15**
- 6.4 Department of Public Works P. 17**
- 6.5 Economic & Community Development P. 29**
- 6.6 Finance Office P. 33**
- 6.7 Planning & Development Department P. 37**
- 6.8 Recreation & Arena P. 43**
- 6.9 Rochester Fire Department P. 47**
- 6.10 Rochester Police Department P. 53**
- 6.11 Rochester Public Library P. 55**
- 6.12 Tax Collector's Office P. 59**
- 7.13 Welfare Department P. 61**

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City Clerk's Office

ROCHESTER ASSESSING DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Hollis McMullen, Assessor I

Date: August 8, 2023

Ref: July's Monthly Report for Assessing Department

OVERVIEW

1. Notable Items Related to Ongoing Operations

Permit-related inspections continue with subsequent data entry occurring.

Tax map changes that were approved after April 1, 2022, were entered into Vision CAMA software for the 2023 tax year. Our office is continuing to work with the mapping company (CAI Technologies) to update the physical and GIS maps.

Approximately 700 Veteran renewal letters were mailed to residents for the 5-year cycle. Roughly half of these required our office to view discharge paperwork, such as a DD-214, due to the new State Regulation. The office has answered many phone calls and in person visits with regards to said letters and continues to work with residents.

There were a 10 total of abatement applications. All these applications were all reviewed and processed on or before July 1, 2023.

2. Training

Ashlynn Marshall completed her field training hour requirement to obtain her certification from the DRA. Paperwork has been submitted; she awaits word from the DRA.

Theresa Hervey attended a Vision webinar for "Using Vision Sales Analysis During Reappraisal".

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

Hollis McMullen, in the position of Assessor I, gave notice of his intent to leave on September 22, 2023 to pursue travel while he is young.

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City Clerk's Office

BUILDING AND LICENSING SERVICES

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1st through July 31st

Date: July 2023

Ref: Monthly Report for Building and Licensing Services

OVERVIEW

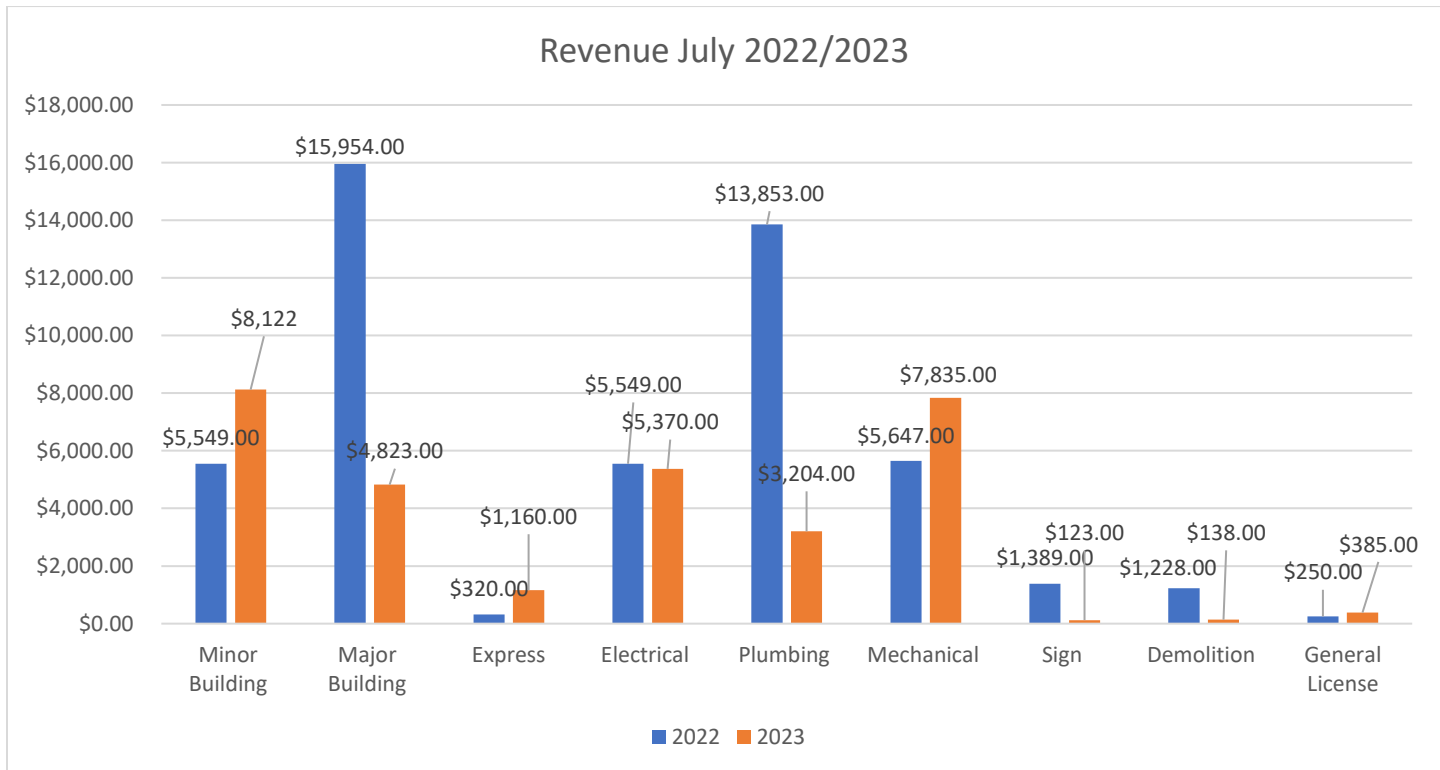
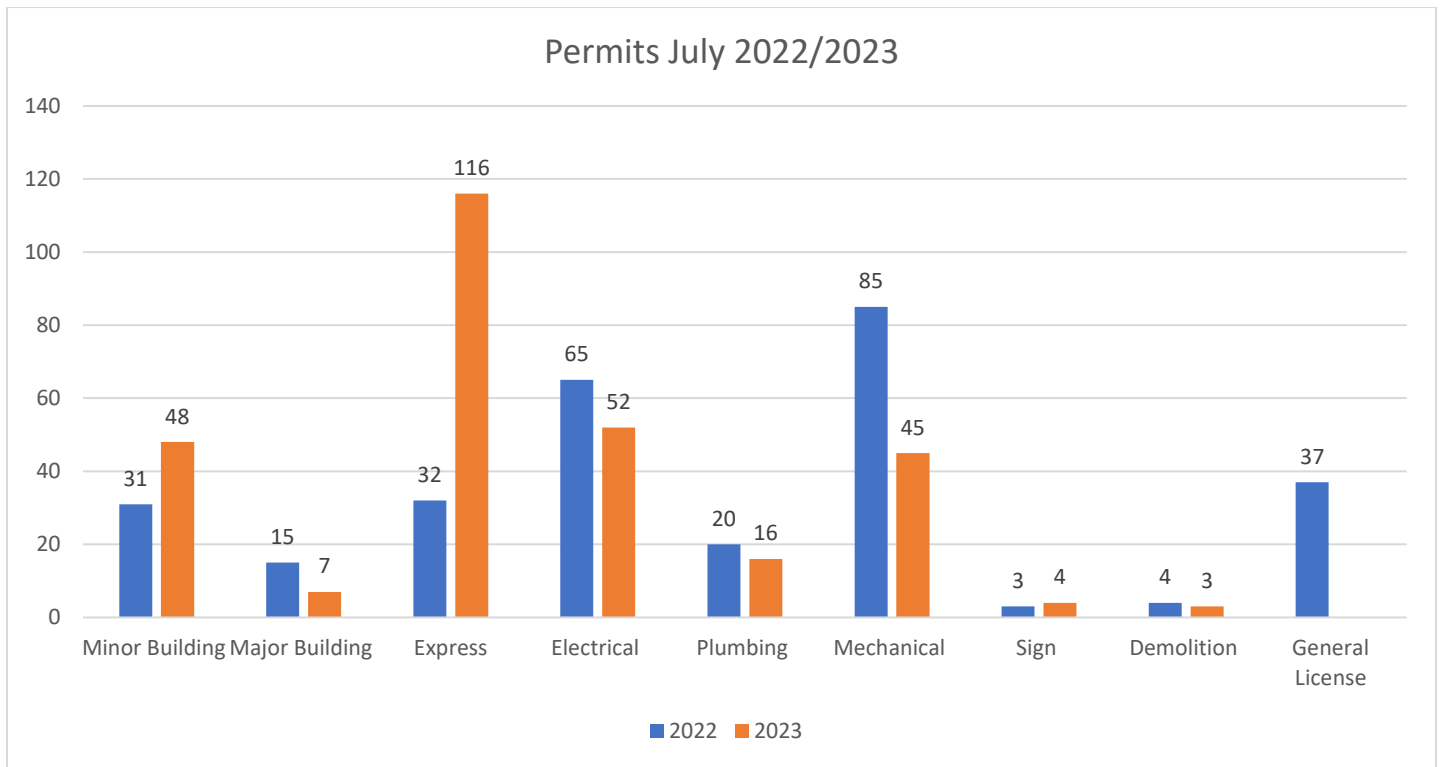
1. Notable Items Related to Ongoing Operations

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

Department Revenue

Permit Type	July 2023
Building Permits	\$14,366.00
Electrical Permits	\$5,370.00
Plumbing Permits	\$3,204.00
Fire Suppression Permits	\$0.00
Fire Alarm Permits	\$623.00
Sprinkler Permits	\$46.00
Mechanical Permits	\$7,835.00
Food Milk Licenses	\$385.00
Taxi Licenses	\$0.00
General Licenses	\$0.00
Net Revenue	\$31,829.00

2. Permit Break Down



ROCHESTER CITY CLERK'S OFFICE

MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1, 2023 – July 31, 2023

Date: 8/4/2023

Ref: Monthly Report for the City Clerk's Office

OVERVIEW

1. Vital Statistics Updates

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

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

4 couples celebrated their wedding ceremonies in Rochester during the month of July. Additionally, 10 Rochester couples married elsewhere in the State.

2. Vital Records Revenue

The City Clerk staff issued 200 initial copies of vital records (birth, death, marriage, or divorce) and 174 subsequent copies of vital records. There were 24 marriage licenses issued by staff in July.

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

	2022		2023	
	State	City	State	City
Initial/Subsequent copies:	\$2,760	\$2,535	\$2,470	\$2,270
Marriage Licenses:	\$817	\$133	\$1,032	\$168
Total:	\$3,577	\$2,668	\$3,502	\$2,438

3. Dog Licensing

The City Clerk's Office licensed 246 dogs in the month of July. There were \$340 in late fees collected.

Starting July 1, there was an additional \$1 late fee added to the \$1 late fee that was assessed on June 1st. The Animal Control Office will be issuing the civil forfeiture penalty within the upcoming weeks. The Civil Forfeiture falls under RSA 466:14, and is an additional \$25 fee (plus \$5 administrative processing fee) for all dog owners who are still out of compliance with licensing 3-months past the deadline. There will be a certified letter sent out to all owners subject to the civil forfeiture. The Animal Control Officer and staff are making every effort to contact owners whose dogs remain unlicensed to give them a final opportunity to license prior to this civil forfeiture.

4. Election Updates

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

Ward	Democrats	Republicans	Undeclared	Totals
1	1030	1,091	1,265	3,386
2	963	1,039	1,243	3,245
3	885	1,086	1,144	3,115
4	859	777	1,314	2,950
5	883	1,080	1,250	3,213
6	941	815	1,048	2,804
Totals:	5,561	5,888	7,264	18,713

There were 13 changes to the voter checklist in July, including 2 new voters not previously registered in the state, 3 voters registering from other NH communities, and 8 changes to existing registrations such as party affiliation or address changes.



ROCHESTER DPW – HIGHWAY/FLEET DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1, 2023-July 31, 2023

Date: 8-4-2023

Ref: Monthly Report for DPW – HIGHWAY/FLEET DIVISION

OVERVIEW

1. Personnel Updates

The Highway / Fleet Division is at full staff. Paul Michaud, Ken Nye, Travis Gagne and Rich Belanger completed ELDT training, now on to testing and driving.

2. Notable Items Related to Ongoing Operations

The Fleet division worked on several break downs, finished major repairs to six wheel dump #10, repaired flail mower deck, preventative maintenance and started state inspections. Highway staff repaired 6 storm water structures, pot holes, roadside tree work throughout the city, completed 160 work orders and 125 service request. Staff cleaned 150 catch basin throughout the city.



3. Notable Events Related to Unusual Operations

Crew has replaced 2 dry wells, one on Margaret Street and one at 54 Forest Park Drive and replaced 15" culvert to an 18" culvert at 78 Dry Hill Road. Highway has been busy line painting intersections and crosswalks throughout the City. Staff did work on several road and ditch lines due to 3 plus inch rain. Crew also worked with Pro Finish Lines on double yellow and white lines throughout the city. Crew did a 1" over lay on Spaulding Avenue. Staff replaced a catch basin at 58 Chestnut Street and did ditching on Hansonville Road.

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

Staff will be continuing street sweeping, catch basin cleaning and line paint throughout the city. Also staff will start paving operations and brushing with the flail mower throughout the city.

5. Staff Kudos

I would like to say Kudos again to staff for the great day to day work.

6. Training

Staff has completed ten minute safety training tests and know B4 training. Some of the staff attended an fork lift training course. We did also have staff attend several NH T2 classes.

08/10/2023



Ditch Line Work

ROCHESTER DPW – UTILITIES DIVISION MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1, 2023-July 31, 2023

Date: 8-4-2023

Ref: Monthly Report for DPW – UTILITIES DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

Operators responded to and completed over 138 work orders and service requests.

July focused mostly on eliminating sources of inflow detected by Weston and Sampson's I&I investigative work. Weston and Samson's team estimates that the repairs made thus far could eliminate \$9,687,553.60 in transport and treatment costs over the next 20 years. This in house effort will continue.

Contractor support was provided on multiple projects including Routet 202 water main, Woodman project & Strafford Square.

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.

The vacant MEO- Utilities position has finally been filled. The candidate is expected to start in the coming weeks.

3. Staff Kudos

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

4. Training

Smoke Testing Sewers to Detect Inflow

Preventing Lyme Disease



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1, 2023-July 31, 2023

Date: 8-4-2023

Ref: Monthly Report for DPW- BUILDING AND GROUNDS

OVERVIEW

1. Personnel Updates

Building and Grounds is fully staffed.

2. Notable Items Related to Ongoing Operations

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

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

Painting of fencing around the common is complete.

City Hall/Opera House Egress Remediation project continues. Step on the front of city hall has been rejected by the city and will be removed and redone due to poor craftsmanship. Electrical work for fire devices continues.

Other projects slated to begin soon are. DHHS LED lighting conversion, Piping replacement for dry suppression system in the police department, roof replacement at the police department, replacement of domestic hot water heat exchanger in the community center, heat exchanger replacement for the



opera house heating system, cove base replacement in the community center gym

Full testing of city emergency lighting has been completed.

Testing of city panic alarms is also scheduled to take place during the month of Aug.

Grounds crew has been using the new sidewalk sweeping machine for weed removal as well cleaning the sidewalks and parking lots.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1, 2023-July 31, 2023

Date: 8-4-2023

Ref: July Monthly Report for the GIS/ASSET MANAGEMENT DIVISION

OVERVIEW

1. Notable Items Related to Ongoing Operations

DPW

Improvements to the GIS-based Computerized Maintenance Management System (CMMS) were completed and 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 construction.

Completed some drone photography and videography of the progress made in constructing the new water tower.

Non-DPW

Held introductory meetings with vendors specializing in ArcGIS Indoors mapping efforts to discuss our needs. Began preparing information for them to produce quotes for their services.

Continued coordination with CSI Technology to configure the data and mapping portions of the new CAD/RMS software as they work towards Go-Live.

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

Created a phone-friendly mapping app for PD's encampment mapping effort.



ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1, 2023-July 31, 2023

Date: 8-4-2023

Ref: Monthly Report for DPW-WATER TREATMENT FACILITY

OVERVIEW

1. Notable Items Related to Ongoing Operations

Treated water volume this month was 52.9 million gallons from the surface water facility and 11.2 million gallons from the groundwater plant for a total of 64.1 million gallons delivered to our customers.

All water quality testing and monitoring was completed in accordance with NHDES requirements. All analytes remained within compliance levels.

Watershed inspections were conducted at all reservoirs. Beavers have been busy at Berry Pond - staff are regularly performing deconstruction and cleanup. Trespassers were found at Round Pond Reservoir and evicted. Staff performed source water sampling for cyanobacteria and standards analyses. Rochester Reservoir recorded 4.9 inches of rain for July.

We cleaned the old boathouse sluiceway and jetted the toe drains for Rochester Reservoir – many thanks to the utility staff for assistance! Stream gages were inspected, and desiccants replaced. Consulting engineers performed stream gage calibrations and are evaluating a suitable relocation of the Kristy Lane Gage.

Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. A coolant leak and block heater for Industrial Way BPS generator was repaired and we are waiting for replacement seals for duty pump 3.

Maintenance at the Cocheco Well included normal inspections and housekeeping, and repairs to the alarm system.



Maintenance at the Surface Water Treatment Facility included repairs to the gate entry system; replumbing of the treated caustic drawdown manifold; replacement of the sand filter influent valve right angle actuator; sand filter caustic wash and mudball removal; repairs to the sand filter indexing system; and repairs to the main PLC and anthracite filter telemetry.

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

Consulting engineers toured the surface water plant this month to prepare for the hydraulic capacity analysis and capital planning.

Engineering for the Salmon Falls Station upgrade is underway.

Raw water quality in the reservoir system had degraded due to heavy rains. Elevated metals and organics are significantly higher than normal.

We will be performing triennial lead & copper sampling and annual inorganic, volatile, and synthetic analyses in August.

Haloacetic acid levels have risen at three sample sites. Staff are investigating necessary process or distribution valve changes.

3. Staff Kudos

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

Staff have worked very well training and utilizing our summer intern for field work, data collection and entry, and equipment repairs and inspections.



4. Training

Operators attended a pump station site visit in Merrimack to evaluate suitable design parameters for the new Salmon Falls Pump Station.

5. Other

Management reviewed the cyber- and physical security audit and water audit.



Sluiceway Cleaning 2023

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City Clerk's Office

ROCHESTER ECONOMIC DEVELOPMENT DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1, 2023 – July 31, 2023

Date: August 1, 2023

Ref: Monthly Report for Economic Development Department

OVERVIEW

1. New Projects & Project Updates

- The City, Chamber of Commerce and the Small Business Administration are hosting a workshop on August 29th from 8:00-10:30. The topic: Resources to Longevity – Small businesses thriving in Rochester. See [link](#) for registration.
- Economic Development is working with the Strafford Regional Planning Commission on a downtown Accessibility Audit.
- 22 South Main and 77 North Main are scheduled for their 79E walkthrough on August 22.
- Design work is nearing completion for the Milton Road roundabout, and the Phase II interior road system at the Ridge.
- Fuss and O'Neill Engineers are in the process of designing the revitalized Water Street area for staff review.

2. New Businesses and Business Updates

Coming Soon:

- No Greater Love Dance Studio – 17 Farmington Road
- D'Angelos – 160 Washington Street (old Tropical Smoothie)
- GNC – 150 Marketplace Blvd.
- Jesh Lash Extension – 1 Wakefield Street
- Rayne Refillery – 12 No Main Street

Relocating:

- Flowers By Leslie moved to 50 North Main Street

3. Community Development Project Updates

- Contracts between CDBG subrecipients and the city signed and received for FY24
- Great Stories Club: Imagining Tomorrow: Building Inclusive Futures” Grant for Library approved by City Council.
- Contracts for City Funded activities signed and received for FY24
- Gafney Home project started construction late June, early July.

4. Boards & Commissions Updates

- The contractor (John Houle Construction, LLC) hired by Rochester Main Street to construct a deck in the Wyandotte walkway next to Fallen Leaf completed the project. Bistro tables and chairs have been ordered to put on the deck.
- Main Street and The Riverwalk participated in the Lilac Family Fun Festival.

5. Training & Staff Development

- none

6. Other

- Child Care Work Team distributed a survey to all City and School staff seeking input on their childcare needs and preferences. A final report from the consulting firm is due in October.
- The department close-out of FY 2023 was completed and the process of opening PO's for FY 2024 is underway.

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City Clerk's Office

ROCHESTER FINANCE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose City Manager

From: July 1, 2023 – July 31, 2023

Date: August 8, 2023

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

All FY24 Adopted O&M and CIP budget entries posted to financial management system. Staff is beginning preparations for FY23 audit.

3. Notable Events Related to Unusual Operations

None

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

Status Quo:

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

Rochester FINANCE Department

5. Staff Kudos

None

6. Affected Business Processes or Systems

None

7. Training

Chad & Ava continue the training for the NHGFOA Accounting Certificate Program.

Rochester FINANCE Department

8. Other

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

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

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

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

Issue Summary Statement

Below are the revenues & expense highlights through July 31, 2023, which represents 8% completion of FY24

<u>GENERAL FUND NON PROPERTY TAX REVENUES</u>				
	FY24 ADOPTED	RECEIVED	PERCENT	NOTES
Motor Vehicle Registrations	\$5,500,000	\$417,580	8%	
Wastemangement Host Fees	\$4,600,000	\$1,106,905	24%	City-\$3,722,000 School-\$878,000
Building Permits	\$550,000	\$21,569	4%	
Interest Income	\$750,000	\$0	0%	July Pending
Interest on Delinquent Taxes	\$360,000	\$7,962	2%	
State of NH Rooms & Meals	\$2,867,759	\$0	0%	Payment December-2
Highway Block Grant	\$635,000	\$0	0%	Quarterly cycles
Cablevision Franchise Fees	\$235,000	\$0	0%	Quarterly cycles
Recreation Programs	\$122,400	\$3,201	3%	
<u>ENTERPRISE FUNDS REVENUES</u>				
Water	\$7,544,084	599264	8%	
Sewer	\$11,744,213	473022	4%	
<u>SPECIAL REVENUE FUNDS REVENUES</u>				
Arena	\$413,290	\$2,349	1%	
Community Center	\$894,759	\$151,986	17%	

Rochester FINANCE Department

	FY24 ADOPTED	EXPENDED	ENCUMBERED	PERCENT
GENERAL FUND EXPENSES	\$51,704,514	\$8,356,159	\$2,894,119	22%
OVERTIME & WINTER MAINTENANCE				
Police	\$111,546	\$16,762		15.03%
Dispatch	\$44,000	\$10,289		23.38%
Fire	\$240,000	\$57,615		24.01%
Public Works Winter Maintenance	\$541,218	\$4,426	\$5,131	2%
ENTERPRISE FUNDS EXPENSES				
Water	\$7,544,084	\$800,062	\$111,976	12%
Sewer	\$11,744,213	\$2,416,164	\$160,094	22%
SPECIAL REVENUE FUNDS EXPENSES				
Arena	\$413,290	\$14,572	\$77,840	22%
Community Center	\$894,759	\$40,729	\$37,635	9%

ROCHESTER PLANNING DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1 to July 31, 2023

Date: August 3, 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 July 10, 2023 for their Regular Meeting and did not have a Workshop Meeting in July.

Waterstone Property Group/Scott Haley, 68 & 76 Farmington Road (by Jones & Beach Engineers, Inc./Erik Poulin) Preliminary Design Review Site Plan for mixed-use development consisting of residential, entertainments spaces, restaurants, and retail. Case 216 – 9&10 – GRD – 23 **PUBLIC HEARING ONLY**

Kozbro LLC, 9 Academy Street (Northam Survey) Amendment to Approved Site Plan. Amendment to add additional dwelling units. Case# 125 – 198 – R2 – 23 **APPROVED**

RBV Realty, LLC/Rebecca Mathews, 46 Stillings Court (Berry Survey) Condominium Subdivision. Case# 114 – 19-1 – NMU – 23 **APPROVED**

RBV Realty, LLC/Rebecca Mathews, 48 Stillings Court (Berry Survey) Condominium Subdivision. Case# 114 – 19-1 – NMU – 23 **APPROVED**

Beth Wiggins, 6 Coleman Street (by Norway Plains/Joel Runnals) 2-Lot Subdivision. Case# 128 – 88 – A – 23 **APPROVED**

Johnny Lam, 24 Signal Street (by Portsmouth Sign Co./ Carrie Vaughn) Conditional Use Permit for second freestanding sign. Case# 120 – 315 – DC – 23 **APPROVED**

42 Front St, LLC, 42 Front Street (by Norway Plains/Ashley Rowe) 2-Lot Subdivision. Case# 102 – 41 – R2 – 23 **CONTINUED to August 7, 2023 meeting.**

Other Items:

The Planning Board also discussed:

- a) Natural Resources Master Plan Chapter Community Event on July 17, 2023

APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on July 12, 2023

Z-23-04 Aranosian Oil Company, Inc. & Aranco Realty, Inc Seeks a *Variance* from Section 30.3 to permit the expansion of a non-conforming use (a gas station) and seeks a variance from Table 19-A, lot coverage where 35% is allowed and they are proposing 70.7%

Location: 160 & 162 Charles Street, Map 128 Lots 214 & 215 in the Residential-2 and Neighborhood Mixed Use Zones

The Zoning Board approved the Variance for the expansion of a non-conforming use because all criteria have been met.

The Zoning Board approved the Variance for lot coverage of 68% because all criteria have been met.

Z-23-18 Tim & Sue Wilson Seek a *Variance* from Section 23.2.A(1)(k) to permit an 868 s.f. security apartment where 800 s.f. is allowed

Location: 10 Chestnut Hill Road, Map 113 Lot 20 in the Highway Commercial Zone.

The Zoning Board approved the Variance because all criteria have been met.

Z-23-19 JCCM Properties, LLC Seeks a *Variance* from Section 5.1 and Table 18-A to permit the construction of 4 additional residential units in the R1 Zone.

Location: 189 South Main Street, Map 125 Lot 84 in the Residential-1 Zone

The Zoning Board approved the Variance citing all the criteria has been met and the expansion will not affect the community.

Z-23-20 MPG Corporation Seeks a *Variance* from Sections 8.5.B(10)(a)[1][b] to permit a front setback of 6 feet where 300 feet is required.

Location: 4 Little Falls Bridge Road, Map 216 Lot 12 in the Granite Ridge Development Zone

The Zoning Board approved the Variance because all criteria have been met.

Z-23-21 MPG Corporation Seeks a *Variance* from Sections 8.5.B(10)(a)[1][b] to permit a rear setback of 56 feet where 100 feet is required.

Location: 4 Little Falls Bridge Road, Map 216 Lot 12 in the Granite Ridge Development Zone

The Zoning Board approved the Variance because all criteria have been met.

Z-23-22 MPG Corporation Seeks a *Variance* from Sections 20.2.F(3) to permit fuel pumps and equipment to be 10 feet from the side lot line where 30 feet is required.

Location: 4 Little Falls Bridge Road, Map 216 Lot 12 in the Granite Ridge Development Zone

The Zoning Board voted to continue the application to the August 9, 2023 Zoning Board Meeting to allow the applicant time to revise the site plan in regards to the diesel fuel pumps to reflect less of an impact to the setback.

Z-23-23 MPG Corporation Seeks a *Variance* from Sections 20.2.F(5) to permit a fueling canopy to be 6 feet from the side lot line where 20 feet is required

Location: 4 Little Falls Bridge Road, Map 216 Lot 12 in the Granite Ridge Development Zone

The Zoning Board voted to continue the application to the August 9, 2023 Zoning Board Meeting to allow the applicant time to revise the site plan.

Z-23-24 GR Development, LLC Seeks a Variance from Section 8.5.B(10)(9a)[1][b] to permit a rear setback of 25 feet where 100 feet is required.

Location: 105 Farmington Road, Map 209 Lot 1 I the Granite Ridge Development Zone

The Zoning Board approved the Variance because all criteria have been met.

Z-23-25 GR Development, LLC Seeks a Variance from Section 8.5.B(10)(a)[2] to permit a front setback of 10 feet where 300 feet is required.

Location: 105 Farmington Road, Map 209 Lot 1 I the Granite Ridge Development Zone

The Zoning Board approved the Variance because all criteria have been met.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on July 19, 2023.

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

The applicant did not attend the meeting. The Commission continued the application to the August 16, 2023 meeting to allow the applicant to be present.

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

Conservation Commission met on July 26, 2023

NHDES Applications: There were no applications submitted for this meeting.

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

Conservation Overlay District: There were no Conservation Overlay District Applications for this meeting.

Other Items:

The Conservation Commission also discussed:

- a) Excavation Site Review
- b) Salmon Falls Watershed Collaborative Visit in September
- c) Reports:
 - a. Zoning Board of Adjustment Review – 17 Sterling Drive
 - b. Technical Review
 - c. Planning Board Review
- d) Old Business:
 - a. Cocheco River Clean-Up Planning
 - b. Status of proposed conservation properties

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts & Culture Commission met on June 21, 2023.

No application were review at this meeting.

The Arts & Culture Commission discussed:

- a) Meeting day changed to 4th Wednesday of Month
- b) 2023/2024 Mural Potentials
- c) Finalization of the Poet Laureate Book
- d) Art Awards Call for Nominations/Criteria
- e) SBDC Day for Arts Businesses

2. Notable Events Related to Land Use Board Workshop Items

Natural Resources Master Plan and Historical and Cultural Resources Master Plans have started the update process. Website has been created:

<https://www.rochesternh.gov/planning-development/master-plan-updates>

Updates are available on the website. Surveys are now closed with nearly 145 respondents.

Outreach event for the Cultural and Historic Master Plan was a huge success in May with more than 40 folks attending. The outreach event for the Natural Resources Chapter was also a success on with nearly 15 members of the community there to provide input.

Input received included:

- Survey takers believe that historic resources are important for both History and a unique sense of place in Rochester
- A Demolition delay was supported by nearly 85% of survey takers
- Nearly 70% of survey takers were pleased with current protections or wanted stronger protections for historic structures
- Historic Districts were supported in not just Downtown but both Gonic and East Rochester.
- 95% of respondents supported a historic marker program
- Between 60 and 70% of survey takers support pop-up arts and culture events and food trucks
- Over 90% of survey takers support more land conservation including land that protects water bodies and wildlife and land that offers recreational activities.
- However, only about 20% of survey takers strongly agreed that Rochester's existing natural resource areas are accessible to them.
- 65% of survey takers wanted to learn more about stormwater issues, managing wildlife habitat, climate change and water quality were also high on the list.
- Over 60% of survey takers wanted to see more clean up of contaminated sites.

3. Training

Planning Department Staff and Planning Board members are participating in the Housing Academy training put on by New Hampshire Housing as part of the Housing Opportunities Grant we received.

ROCHESTER DEPARTMENT OF RECREATION AND ARENA MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Steve Trepanier, Assistant Director of Recreation and Arena

Date: August 12, 2023

Ref: July 2023 Monthly Report for Recreation and Arena

OVERVIEW

1. Program Highlights

Summer camp is in full swing. 120 campers and 21 staff are off to a great start!

Every Wednesday throughout the month, our teen travel camp have been to Port City Bike Tours in Portsmouth NH and Candia Springs Adventure Park for the zip lines and ropes course and a waterpark day.

On July 5, our senior members were treated to a trip to Portland Maine to do a train ride along the Eastern Promenade.

Concert on the commons started on July 12. It was kicked off by 3 Shades of Gray and July 19 Cameron Drive Project and Mica's Grove Train on July 24.

2. Community Events at Rec and Arena

On July 8, Lilac Family Fun Festival was put on with assistance from many city departments. The Festival was a huge success (over 7000 spectators). Multiple bands and live entertainment as well as rides and the best fireworks show in the state! A huge thanks to all those that assisted and volunteered with setup to clean up.

Summer Concert on the commons series began on Wednesday July 12 with 3 Shade of Gray. July 19 The Cameron Drive Project and July 26 Mica's Grove Train.

Senior Breakfast was held on July 21. Thank you to the Mayor and City Manager for assisting with the great event!

3. Monthly Program Numbers: June

Adult Volleyball	148
Bingo	49
Bingo	21
Chair Yoga	118
Concert on the Common	285
Cribbage for Seniors	20
Frisbie Lunch & Learn	11
Game Day	8
Iyengar Yoga	23
Kundalini Yoga	24
Lilac Family Fun Festival	7000
Mah Jongg	13
Public/Community Swim (ER)	467
Public/Community Swim (GN)	384
Public/Community Swim (HP)	943
Quilting & Crafting	23
Quilting and Crafting	5
RSAC Drop In	13
RSAC Presentation	10
Senior Aqua Zumba	80
Senior Breakfast/Cookout	29
Senior Cardio Drumming	96
Senior Mobility Class	27
Senior Power Hour	222
Senior Tech Support	2
Senior Trips	13
Senior Zumba Gold	96
Table Tennis	2
Teen Travel Camp	12
Toddler Play Group	60
VA Veteran's Time	17
Summer Camp	120
Swim Lessons Minnow and Up	139
Swim Lessons Toddler	25
Grand Total	10505

4. Community Events at Rec and Arena

Teen night on April 1st. Had over 80 participants

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

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

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City Clerk's Office

ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1 – July 31

Date: August 9, 2023

Ref: Monthly Report for Fire Department

OVERVIEW

1. Personnel Updates

Shift Staffing:

- Full Staffing – 10 personnel on-duty – **26% of shifts in August**
- One FF Short – 9 personnel on-duty – **74% of shifts in August**
- Two FF's Short – 8 personnel on-duty – **0% of shifts in August**

Anniversaries:

- LT Micah Ruel celebrated 17 years.
- FF Matt Woodbury celebrated 6 years.

Notable Items Related to Ongoing Operations

TYPE OF CALL	7/2022 – 6/2023 Previous Year (Calendar)	July 2022	July 2023
Building Fires	25	2	1
Cooking Fires	12	1	0
Vehicle Fire	13	0	0
Carbon Monoxide Present	19	1	1
Emergency Medical Calls	1097	91	90
Vehicle Accidents (Injury)	144	11	13
Vehicle Accidents (No Injury)	95	14	18
Alarms	1390	43	40
Service Calls	207	13	15
Other	942	89	86
TOTAL CALLS	3944	265	264

-
- On July 17th at noon, we were dispatched to a natural gas leak on Congress Street which was caused during construction. This pipe was not marked out in the digging area and was hit with an excavator while working on a drainage project. The area was shut down and the leak was allowed to off-gas into the atmosphere until Unitil crews could arrive to shut it down. There were 2 homes in close proximity that were evacuated as a precaution. Air monitoring was conducted throughout the call by RFD personnel and Unitil.



-
- On July 18th we were dispatched to a motor vehicle accident on Columbus Ave. There were minor injuries, but the scene was very busy due to the impact between the two trucks and the debris field.



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- On July 20th at approximately 5am we responded to a mutual aid request for a 1st alarm structure fire in Milton. This fire was at Eastern Boats in the large building where the boat hulls are sprayed. We sent engine 4, tanker 7 and Car 5. Car 2 responded from home. This was a dangerous fire due to the fiberglass and chemicals used in the building.



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- On July 21st we responded to a mutual-aid request in the City of Somersworth for a reported structure fire we sent engine 2, Car 5 and Chief Dube to the scene at 23 Noble Street.



-
- On July 26th we responded to a mutual-aid request in the city of Sanford, Maine for station coverage for a 2nd alarm structure fire. We sent truck 6 and car 5.

- On July 29th at about 7:30pm we were dispatched to a working fire at 104 Rochester Hill Road. This fire went to a 2nd alarm and brought in multiple resources to assist RFD. The off-duty Newington Fire Chief who lives in the area was able to provide quick intel and updates before our crews arrived. There were no injuries, but the fire did displace 12 people, 6 cats and 1 hamster did perish. Truck 6 was used to prevent the fire from spreading into the attic.



For the month of 2023, the Fire Department transmitted a code 25 – 3 times and 1 2nd alarm fire.

*A call back is when off-duty firefighters and officers are called in to cover the city during a time in which the on-duty shift is unable to cover due to multiple calls simultaneously or the severity of the call and/or calls

Listed below are the dates and reasons why a code 25 was transmitted:

- 7/17/23 – Station coverage for a Natural gas leak within the city
- 7/21/23 – Station coverage for a structure fire in Somersworth
- 7/26/23 – Station coverage for a structure fire in Sanford ME

2nd Alarm

- 7/29/23 – Station coverage and off-duty personnel to the scene of the structure fire at 104 Rochester Hill Rd Rochester.

Community Risk Reduction

- 1) Supported 3 community events with apparatus and personnel (National Night Out, Rochester Recreation Summer Camp, Rochester Middle School Summer Camp).
- 2) Provided a station tour for exchange students from Northern Ireland.
- 3) The division is seeing an increase of permit requests due to the City's growth.



FY24 Community Risk Reduction and Prevention Services

Inspections Completed	Approvals & Reviews	Active Permits	Rejected Permits	Car Seat Installations
30	94	56	6	0
Permits Issued	Sprinkler	Fire Alarms	Hood Suppression	Tank Removal
23	5	2	0	0
\$3,133	\$2,354	\$779	\$0	\$0
Blasting	Place of Assembly	Pyrotechnics	Fire & Life Safety	
\$0	9	1	51	
\$0	No Fees Associated	\$0	No Fees Associated	



ROCHESTER POLICE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager
From: Gary M. Boudreau, Chief of Police
Date: 08/08/2023
Ref: Monthly Report for July 2023

OVERVIEW

1. Personnel Updates

Personnel: Filling open Dispatch vacancies is still a critical need.

Officer's McCann and Adams started Academy training on July 31.

We had a resignation of a Communications Specialist; and there are two resignations of police officers coming in August.

Filling open crossing guard vacancies is still a critical need.

2. Notable Items Related to Ongoing Operations

We are continuing to work with our vendor on the body camera project. We are looking to bring these on line in August.

We are also continuing to work with our vendor on the new CAD/RMS (computer aided dispatch/records management) program we will be transitioning to. Having been with our current vendor since 1996 there is an enormous amount of data to transfer. As part of the process we are completing an internal "audit" and verification by hand-checking over 50,000 pieces of evidence.

We have been fortunate to locate and are in the process of acquiring all of the police vehicles approved in the FY24 budget. We are still awaiting a build and delivery date of the backline car that was ordered in January of 2023.

Comp Stat:

We do not have a report this period. The Crime Analyst has resigned due to a relocation out of State. We had an offer extended to a candidate who withdrew from the process.

Community Engagement /Problem Oriented Policing.

The CEO and POP unit have been stopping by the summer camp programs and also doing community outreach, extra patrols and foot beats. The POP unit has 15 open cases and made nine arrests this period.



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

We remain in need of qualified school crossing guards.

Staffing in the Communications Center is still at a critical shortage.

4. Training

A couple of notable trainings this period:

From 07/10/23 to 07/12/23, Lt. Turner, Sgt. Williams-Hurley, Detective Livingstone, Officer Brinkman, Officer Garneau, and Officer McPherson attended “Assisting Individuals in Crisis and Group Crisis Intervention” presented by Anne Balboni of the International Critical Incident Stress Foundation. The training is to establish a departmental peer support group for crisis or critical incident situations impacting law enforcement officers.

On 07/24/23, Communications Specialist Stevens attended “Active Shooter/Assailant for 911 Professionals” presented by American Emergency Preparedness (AEP).

From 07/11/23 to 07/13/23, Detective Johnson, Detective Kimball, and Detective DeCost attended the training course titled, “Homicide Investigations and Crime Scene Management.”

We sent several officers in June to crisis intervention training. We are 80% certified in the patrol, detective and sergeant levels. The basic police academy will now offer this class as part of the academy training. This is an important part of our function. Lt. Turner has been doing excellent work getting officers into these courses.

Other Notable Training completed this period included: “Basic Crime Scene Processing”; New England Animal Control Humane Academy (NEACHA) Training Conference; “PepperBall Instructor and Armorer Class.”

In the coming months we are slated to host two separate training courses that will garner us free seats for hosting. The first is “All Types of Drug Interdiction Class” will be held in September. In December we are hosting “Remington Shotgun / AR-15/M4 Armorer’s Classes.” These free seats represents over \$1,000 in savings for our training lines.

ROCHESTER LIBRARY DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

From: July 1, 2023 - July 31, 2023

Date: August 9, 2023

Ref: Monthly Report for Library

OVERVIEW

1. Notable Items Related to Ongoing Operations

There was a total of 12,266 items circulated with 11,043 people visiting the library in the month of July. One hundred eighty-two patrons used the library's Internet computers. Interlibrary loan activity included 118 materials borrowed from other libraries and 141 loaned to other libraries.

Thursday, July 7th the Teen Room held a drop-in Summer Reading Program Craft program at 2pm with all materials available to make Origami creations.

The Friends of the Rochester Library Book Club met Monday, July 10th, and featured *Flash Boys* by Michael Lewis.

The True Crime Club met Tuesday, July 25th at 6pm in the Rose Room. This club is for true crime fanatics. This is a casual group with no required reading. Each month participants can talk about current and cold cases, swap documentaries, podcast, and book recommendations.

The Teen Book Group met on Monday, July 10th at 6pm and was held in the Teen Room. Realistic Fiction titles were discussed this month.

Monday, July 10th the library was proud to begin offering the *All-Abilities Club* every Monday from 10-12pm in the community room. This inclusive program is geared towards adults with developmental disabilities and will include puzzles, coloring, cards, board games, and more.

The Teen Advisory Board (TAB) meeting was held Monday, July 17th at 6pm. Teens were encouraged to come hang out, eat snacks, and share ideas for library programs, groups, and activities.

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

Featured Adult Services Book Displays for the month of July included: *RIP Alan Arkin*, *Beach Reads*, *Canning and Pickling*, *Swoon worthy Reads*, *Get Out and Enjoy the Outdoors*, *All*

Library, July 9, 2023

Together Now, and Great Reads - large print book display; *Summer Viewing* - DVDs display; and *Summer Songs* – music CD Display.

The library was pleased to present the artwork of Ashley Desrochers during the month of July. Ashley Desrochers is a long-time resident of Rochester, City Councilor, artist, and musician. She is most inspired by Dale Chihuly, Claude Monet and nature. Her art seeks to convey strong emotions through fundamental drawing techniques utilizing a variety of mediums.

Three hundred thirty-nine of our library patrons downloaded 1,678 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 580 digital downloads from Hoopla.

2. Library Programming

The Children's Room continued to take advantage of the nice weather and the outdoor lawn space at the library by offering Pop-Up Story Times with over 130 children attending in July. Pop-up Story Times are announced on the Children's Room Facebook page and Instagram by 9:15am and email subscribers also get a notification in their inbox. Story Times are geared toward children 2-6 but the whole family is welcome to attend.

Thursday, July 6th 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.

Friday, July 7th the library was please to host Koda the certified therapy dog. Families with young children were welcomed to visit Koda as well as play with the Children's Room Play Cart outside on the library lawn.

Saturday, July 8th the library was proud to participate in the Lilac Family Fun Festival with *Ribbon Dancer* and *Handprint* crafts, *Bubbles*, and a *Scavenger Hunt*.

On July 11th and 18th, two sessions of *Fun with Robots!* were offered for children ages 6-8 and 8-11. This program provided fun beginner coding for children using library robots.

Tuesday, July 11th the library was pleased to host *Becoming Wolf: Eastern Coyotes in New Hampshire*. Guest speaker, Chris Schadler, a researcher, and advocate for coyotes, presented the population dynamics of coyotes, their past and present range, behavior, habits, and group dynamics with a combination of personal stories and a good dose of humor.

Library, July 9, 2023

Thursday, July 12th the Children's Room hosted a Community Craft project. Children were encouraged to drop in anytime and help create a fun collaborative piece that will remain in the library for all to enjoy.

On July 18th and July 25th, *Musical Moments with Abby – Sing, Say, Move, and Play* was held on the lawn outside the Children's Room for infants and toddlers 4 years and younger. This popular program was designed to expose young children to the world of music.

Wednesday, July 19th the children's room staff welcomed families to join them for a *Story Time Under the Stars*. This program was geared for toddlers and preschoolers but the whole family was welcome to dress in their pajamas, bring a blanket on the library lawn and join Story Time with a light snack at 6:30pm.

On July 26th, library patron, Melissa Gagne won a set of two cat mysteries by author Debbie DeLouise, a member of the Cat Writer's Association. Both books were donated to the library by the author and raffle entries were collected throughout the month of July.

Wednesday, July 26th from 5:30 to 7:00pm the library was pleased to host *Outdoor Game Night* for an evening of bringing our library community together. Over 80 people joined in for outdoor games and fun. Potter's House Bakery made special donuts for our hands-free donut tree. Rochester Fire Dept stopped by for a visit and Mayor Callaghan handed out frozen treats and shared in the fun.

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City Clerk's Office

ROCHESTER TAX COLLECTOR'S OFFICE MONTHLY REPORT

To: Katie Ambrose, City Manager

From: Doreen Jones, Tax Collector

Date: August 4, 2023

Ref: Monthly Report for July 2023

OVERVIEW

City of Rochester Tax Collector's Office

July 31, 2023

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2023	Semi Annual	36,284,477	33,973,468.72	93.63%	2,311,008.28	6.37%
2022		72,060,382	71,337,259.67	99.00%	723,122.33	1.00%
2021		69,388,398	68,900,288.85	99.30%	488,109.15	0.70%
2020		68,438,739	68,099,630.60	99.50%	339,108.40	0.50%
2019		66,169,796	65,976,346.52	99.71%	193,449.48	0.29%
2018		63,834,824	63,700,558.99	99.79%	134,265.01	0.21%
2017		60,524,791	60,430,006.31	99.84%	94,784.69	0.16%
2016		58,196,003	58,134,109.13	99.89%	61,893.87	0.11%
2015		56,938,119	56,897,069.36	99.93%	41,049.64	0.07%
2014		55,068,779	55,033,165.74	99.94%	35,613.26	0.06%
2013		53,324,262	53,294,397.36	99.94%	29,864.64	0.06%
2012		50,952,912	50,928,353.30	99.95%	24,558.70	0.05%
2011		48,856,892	48,836,563.39	99.96%	20,328.61	0.04%
2010		47,308,832	47,294,358.86	99.97%	14,473.14	0.03%
2009		46,898,827	46,889,568.03	99.98%	9,258.97	0.02%
2008		46,522,769	46,517,269.88	99.99%	5,499.12	0.01%
2007		42,964,450	42,960,514.22	99.99%	3,935.78	0.01%
2006		40,794,160	40,791,934.93	99.99%	2,225.07	0.01%
2005		38,024,453	38,023,159.27	100.00%	1,293.73	0.00%
2004		36,065,496	36,063,969.69	100.00%	1,526.31	0.00%
2003		33,310,579	33,309,167.95	100.00%	1,411.05	0.00%
2002		29,725,878	29,724,928.84	100.00%	949.16	0.00%
				Total Uncoll:	4,537,728.39	9.71%

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 24		
Month	Total \$\$	# of Payments
July	\$ 1,251,062.20	1224
Totals	\$ 1,251,062.20	1224
Auto Registrations FY24		
Month	Total	# of Transactions
July	\$ 498,838.26	3310
Totals	\$ 498,838.26	3310



ROCHESTER WELFARE DEPARTMENT MONTHLY REPORT

To: Katie Ambrose, City Manager

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

Date: July 09, 2023

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

Ref: Monthly Report for Welfare Department

OVERVIEW

1. Personnel Updates

None

2. Notable Items Related to Ongoing Operations

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

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

As the recently released 2023 Annual Rent Survey Rental rates survey indicates, rentals are higher throughout New Hampshire, including Rochester, than prior to the pandemic and the beginning of ERAP funding. Higher rental rates are resulting in direct increased costs in voucher assistance. Also, indirect increased costs due to less available income to rental outlays, results in less household budget resilience.

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

3. Notable Events Related to Unusual Operations

None

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

The My Friend Shelter, in Dover, remains temporarily closed for emergency housing services. However, it plans to re-open within the next couple of months. The shelter's closure for services has caused an increase in emergency housing motel expenses for Rochester. *This additional spending emergency housing motel assistance should lower when the shelter re-opens. The welfare department is in communication with the shelter.

5. Staff Kudos

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

6. Affected Business Processes or Systems

On July 28, Governor Sununu signed **SB 110** into law, which clarifies and updates residency and municipalities of origin, for municipal local welfare purposes. Persons will not change original residency, for municipal local welfare purposes, while residing in hospitals, correctional facilities, treatment program centers, and emergency sheltering services, including motels and hotels, when paid for by municipalities or other service assistance providers. Additional language indicates, "Municipalities shall communicate and coordinate assistance options with each other, including reimbursements from municipalities of origin."

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 2023

General Assistance represents an average cost per case/family of \$536.90 and case/individual of \$446.12 for this month.

Total voucher assistance issued: **\$29,226.40.**

There was an increase of \$22,637.09 in assistance issued this month compared to July 2022. There was an increase of \$7,288.07 in vouchers issued this month compared to last month.

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

27 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 158 formal case notes for this period.

9. Other / In The News/Helpful Links

- On July 28, Governor Sununu signed **SB 110** into law, which clarifies and updates residency and municipalities of origin, for municipal local welfare purposes. Persons will not change original residency, for municipal local welfare purposes, while residing in hospitals, correctional facilities, treatment program centers, and emergency sheltering services, including motels and hotels, when paid for by municipalities or other service assistance providers. Additional language indicates, "Municipalities shall communicate and coordinate assistance options with each other, including reimbursements from municipalities of origin.

Rochester can take pride that this law was modeled based on the NH Local Welfare Administrator's 2022 approved Ethics Agreement, which was modeled based on our Greater Rochester Area's existing collaboration practices.

- **NH Housing Releases 2023 Annual Rent Survey.** Findings indicate need to earn 137% of median income to afford a 2-bedroom unit.

[2023 Residential Rental Cost Survey Report Released - New Hampshire Housing \(nhhfa.org\)](https://nhhfa.org/2023-Residential-Rental-Cost-Survey-Report-Released)