



**City Council Public Hearing  
January 18, 2022  
Council Chambers  
31 Wakefield Street  
6:30 PM**

**Agenda**

- 1. Call to Order**
  - 2. FY 2023 Community Development Block Grant ("CDBG")  
Annual Action Plan P. 5**
  - 3. Adjournment**
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**City Council Workshop  
January 18, 2022  
Council Chambers  
31 Wakefield Street  
*Immediately following the Public Hearing***

**Agenda**

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. **Presentation:** Capital Reserve Fund review**
- 6. **Presentation:** Wastewater Treatment Facility permitting**

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City Clerk's Office

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7. **Presentation: Redistricting**
8. **Department Reports P. 7**
9. **Other**
10. **Adjournment**

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City Clerk's Office

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## 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
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COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
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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**

[Empty box for Summary Statement]

**RECOMMENDED ACTION**

[Empty box for Recommended Action]

***December Department Reports:***

- 8.1 Assessor's Office P. 9**
- 8.2 Building and Licensing Services P. 11**
- 8.3 City Clerk's Office P. 13**
- 8.4 Department of Public Works P. 17**
- 8.5 Economic & Community Development P. 23**
- 8.6 Finance Office P. 29**
- 8.7 Planning & Development Department P. 31**
- 8.8 Recreation & Arena P. 33**
- 8.9 Rochester Fire Department P. 35 & 41**
- 8.10 Rochester Police Department P. 47**
- 8.11 Rochester Public Library P. 49**
- 8.12 Tax Collector's Office *forthcoming***
- 8.13 Welfare Department P. 51**

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City Clerk's Office

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## City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867  
 (603) 332-5109 Assessor@rochesternh.net  
[www.rochesternh.net](http://www.rochesternh.net)

January 11, 2022

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

### Subject: December Council Report

#### Revenue Received/Collection Warrants issued:

Assessing Database Copy	\$	10.00
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- The City's GIS system is now updated nightly with current assessment data from the Vision CAMA system. PDF copies of year end 2021 property record cards have been obtained from Vision by Rochester's IT and the IT team is hopeful to have a public database available by the end of February 2022.
- All Rochester sales were validated and the 2021 ratio study for equalization was completed. The Department of Revenue has issued Rochester's Final Ratio Study. The results are as follows:
  - Median Equalization Ratio           78.2%
  - Coefficient of Dispersion           13.7
  - Price Related Differential           1.07
- The Assessing Office has moved its operations to the basement of the Revenue Building in preparation of major building renovations.
- The Assessing Office has posted public (walk-in) hours for Monday 9:00am to 12:00pm and Thursday 2:30pm to 4:30pm in City Council Chambers or by appointment.
- Permit related inspections have begun.

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## End of Month Council Report

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building and Licensing Services for the month of December 2021

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

### Department Revenue

Permit Type	December 2021
Building Permits	\$10,453.70
Electrical Permits	\$4,628.00
Plumbing Permits	\$2,974.28
FireSuppression Permits	\$0.00
FireAlarm Permits	\$0.00
Sprinkler Permits	\$1,966.00
Mechanical Permits	\$3,484.00
Food_Milk Licenses	\$555.00
Taxi Licenses	\$340.00
General Licenses	0.00
<b>Net Revenue</b>	<b>\$24,400.98</b>

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City Clerk's Office

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City Clerk's Office  
 City Hall - First Floor  
 31 Wakefield Street, Room 105  
 ROCHESTER, NEW HAMPSHIRE 03867-1917  
 (603) 332-2130 - Fax (603) 509-1915  
 Web Site: <http://www.rochesternh.net>



## City Clerk's Report December 2021

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 210 initial copies of vital records and 149 subsequent copies of vital records in the month of December. The City Clerk's staff issued 8 Marriage Licenses.

The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester:

- 22 births were reported in Rochester during the month of December; 2 of these children were born to Rochester residents. Additionally, 11 Rochester residents gave birth in neighboring communities.
- 48 resident deaths were reported in Rochester.
- 4 couples celebrated their wedding ceremonies in Rochester during the month of December. Additionally, 4 Rochester residents married elsewhere in the State.

### Revenue – Vital Records/Marriage Licenses

	2020		2021	
	State	City	State	City
Initial/Subsequent copies:	\$2,850	\$2,660	\$2,425	\$2,215
Marriage Licenses:	\$344	\$56	\$344	\$56
<b>Total:</b>	<b>\$3,194</b>	<b>\$2716</b>	<b>\$2,769</b>	<b>\$2271</b>

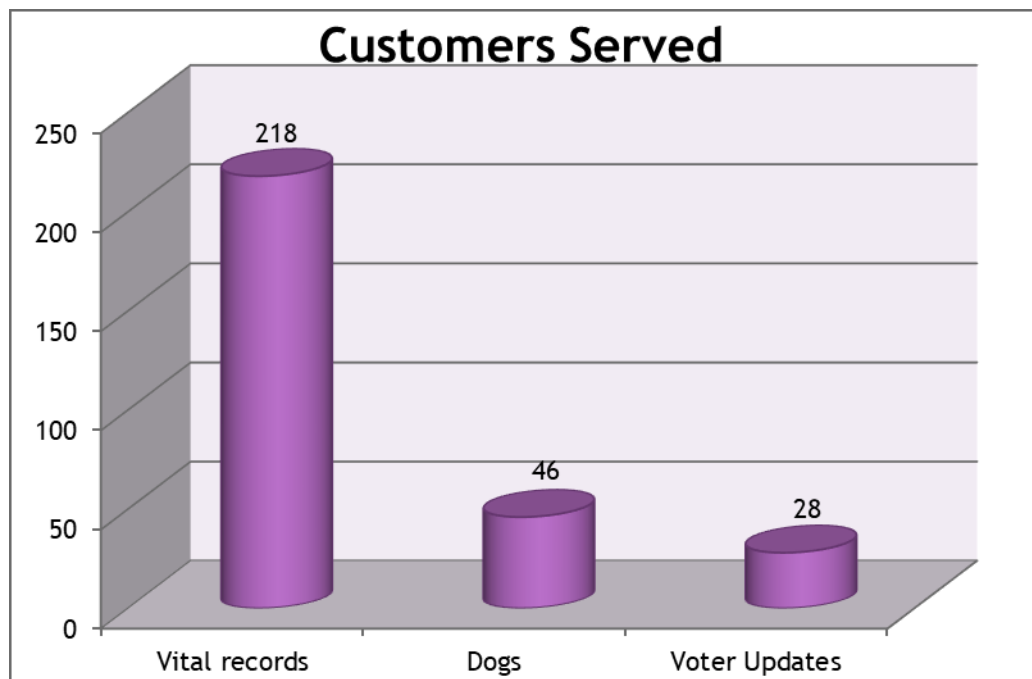
### Dog Licensing

The City Clerk's office licensed 46 dogs during the month of December. There were \$125 in Civil

Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

The new 2022 dog tags have been chosen by the Animal Control Officer. This year's shape will be the car and the color will be yellow. The tags have been ordered and we expect them in our office in the early spring for use in the new licensing year. The dog licenses are not valid for one year from the issue date but rather are due by April 30 of each year for all dogs, regardless of when the license was issued.

### **Customers Served during the month of December 2021**



### **Elections**

With the end of the November municipal election and the completion of the election history being recorded, the City Clerk's office is entering into a lull between elections. Our next election is the State Primary, which will not take place until September 13, 2022. Our office continues to accept voter registrations as well as changes to registrations such as name changes and address changes. As always, there will be a deadline for party affiliation changes 45-days prior to the election. This cutoff date will be July 30, 2022 and will be advertised and announced as we get closer to the deadline.

The Clerk's Office will be helping to organize the January 2, 2022 Inauguration to swear in all Councilors Elect, School Board members elect, and Police commissioners elect. The Inauguration will then recess and the first City Council regular meeting will reconvene on January 11<sup>th</sup>.

**Voter registration summary by party as of December 31, 2021:**

<b>Ward</b>	<b>Democrats</b>	<b>Republicans</b>	<b>Undeclared</b>	<b>Totals</b>
<b>1</b>	<b>985</b>	<b>1,033</b>	<b>1,178</b>	<b>3,196</b>
<b>2</b>	<b>933</b>	<b>1,020</b>	<b>1,228</b>	<b>3,181</b>
<b>3</b>	<b>983</b>	<b>1,127</b>	<b>1,145</b>	<b>3,255</b>
<b>4</b>	<b>864</b>	<b>720</b>	<b>1,283</b>	<b>2,867</b>
<b>5</b>	<b>871</b>	<b>1,011</b>	<b>1,178</b>	<b>3,060</b>
<b>6</b>	<b>873</b>	<b>714</b>	<b>1007</b>	<b>2,594</b>
<b>Totals:</b>	<b>5,509</b>	<b>5,625</b>	<b>7,019</b>	<b>18,153</b>

Respectfully submitted,

Cassie Givara  
Deputy City Clerk

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City Clerk's Office

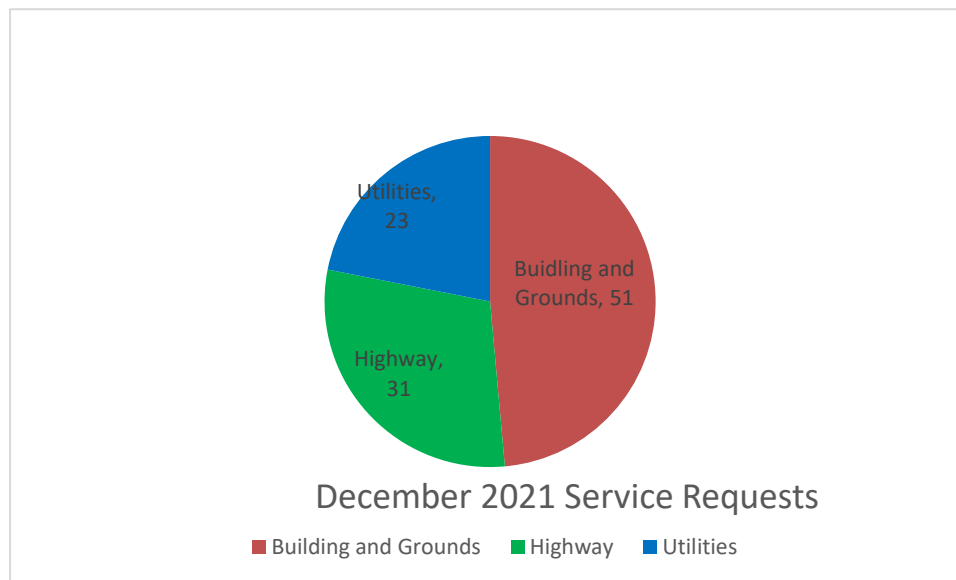
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## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT DECEMBER 2021

In addition to the scheduled work performed, the Department of Public Works responded to approximately 105 requests for service in the month of December. The Highway Division had 31 requests that ranged from pothole repairs, traffic light maintenance and clean storm drains, taking care of debris and obstructions in the roadway, replaced missing street signs, checking trees for damage and dead limbs and treated icy roads. The Utilities Division had 23 requests including sewer concerns, water and sewer inspections, daily dig safe mark outs, water quality and low water pressure calls. Buildings and Grounds Department completed 51 service requests including streetlight repairs, filling janitorial supply orders for departments, changing light bulbs, replacing broken electrical outlets, exterior repairs to Gonic Fire Department, unclogging drains, cleaned up City maintained properties and continue working on maintaining the City grounds and disinfecting work areas throughout the City. Staff also did snow and ice clean up in City maintained parking lots.



### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED

DPW responded to 13 winter events  
 We received ten inches of snow and about ½” ice  
 DPW crew also removed 1,863 yards of snow  
 Patched potholes  
 Cleaned 50 catch basins  
 Finished up holiday lights and tree  
 Hauled fill from hut to Haven Hill pit  
 Installed snow fence  
 Crew took down a couple of trees throughout the City  
 Cleaned ditch lines and culverts  
 Painted out 300 catch basin for winter maintenance  
 Repaired and installed street signs throughout the City  
 Crew did alot of brush trimming overhang throughout the City  
 Repaired plow lights and plow lift piston pick up #33  
 Replace rear wheel axel seal on one ton dump #35  
 Finished inspections and prepare all plows for winter  
 Replaced serpentine belt on six wheel dump #17  
 Installed GPS units in two ten wheel dumps #12 and #72  
 Replaced water pump service van #51  
 Replaced belts and coolant lines on six wheel dump #10

Replaced starter and battery in pick up #1  
 Replaced fuel tank straps on six wheel dump #8  
 Rebuild three pistons on the grader  
 Replaced sander belt on six wheel dump #65  
 Finished repairing sidewalk tractors for winter maintenance  
 Lube, oil and filter service on 5 vehicle  
 Several minor repairs on several vehicles  
 Several minor repairs on several small equipment

### **UTILITY DIVISION**

Utilities Division operators completed over several service requests and over 160 work orders in December 2021. This work included dig safes, routine maintenance, customer service requests and several emergency responses. Contractor support and inspections were provided at various projects throughout the City. Operator also worked alongside Highway and Fleet personnel to support winter operations

#### **Water Distribution System**

Operators repaired a water main near 7 Evergreen Lane. This emergency repair left area customers without water for several hours. A hydrant and valve assembly at 181 Milton Road was replaced early in the month. Operators responded to a burst fire sprinkler system and flooded basements on North Main Street.

#### **Sewer Collection System**

There were two emergency sewer repairs in the month of December. One at 27 McNeil Drive and one at 75 Portland Street.



**Froze and burst sprinkler pipes on North Main Street**

### **BUILDING AND GROUNDS DIVISION**

Building and Grounds Division completed 51 service requests and many other work orders including streetlight repairs, filling janitorial supply orders for departments, changing light bulbs and ballasts, minor electrical repairs, repairs and painting the ceilings at the Library were needed after the lighting upgrades were complete. The remodeling of the men's and woman's restrooms at the Community Center is continuing to make progress. Staff stripped and waxed common areas within the area leased by Strafford Regional Planning and Family Justice including Conference Room A. The hallway within the Community Center that serves Williams Driving School and the Senior Center were also painted. The VCT tile in the Community Room at the Community Center was burnished. Staff continue to do routine maintenance of all City maintained parks and buildings.



**Community Center bathroom remodel**



**Library LED lighting upgrades**

### **WASTEWATER TREATMENT DIVISION**

Items that were completed during the month of December: We continue to work closely with the Great Bay Estuary watershed communities in the response to EPA's Total Nitrogen watershed permit and regional adaptive management projects. As part of our new Total Nitrogen Administrative Order (AOC) staff has been working to comply with the required schedule and multiple lists of reports. City has been contacted by EPA – draft individual NPDES permit is in the work's and we should expect receipt first part of 2022 – new and stringent permit requirements expected. Construction activities have started at the chemical storage facility building. Working with industries on various issues including annual inspections. Chemical cleaned disk filter #1. Installed new air regulating unit for soda ash bulk feed system. Working on O&M and CIP budgets. Reviewing applicants (as they are received) for open pump station maintenance position. Staff has attended State and EPA sponsored training classes. Gorman-Rupp pump systems did a hands on/on-site training class for WWTF and pump station crew. Kristen (Lead Operator) gave a facility tour to a Spaulding High School environmental Science class – Great Job!! Performed and antifreeze change for the vortex grit building/storage room generator and replaced a faulty

block heater at Airport Drive pump station generator. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation. All required testing for EPA and DES has been completed and submitted. Average effluent flow for the month was 3.442 million gallons per day (MGD). Percent of design flow = 68%. Percent of design flow for 2021 = 65.4%. Precipitation for the month = 2.85". Precipitation for 2021 = 48.3".

### WATER TREATMENT DIVISION

Treated water volume for the month of December was approximately 48.5 million gallons from the surface water treatment facility and 16.4 million gallons from the groundwater treatment plant, for a total of 64.9 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. Fourth quarter disinfection byproducts were elevated but remained within compliance limits. Watershed inspections were conducted at Oxbow Pond, Tufts Pond, Round Pond, and the Rochester Reservoir. A deer was found on an isthmus of Tufts Pond and pronounced dead at the scene. Ice is in at all waterbodies. 3.4 inches of rain was recorded at the Rochester Reservoir. All reservoirs are at capacity. Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Heating system and insulation checks were performed at the tank wincom panels. All generators were inspected and serviced by our independent contractor. Maintenance at the well included online instrument service and housekeeping. Maintenance at the WTF included sand filter caustic wash and lateral cleaning; anthracite filter drive knuckle repairs; cleaning of the pipe gallery and containment areas; quarterly instrument calibrations; and repairs to the domestic water supply system. Treatment staff attended trainings on sampling, legislative updates, cross connections, and pressure relief valves. FY2023 O&M and CIP budgets are under development. Staff tested the municipal backflow prevention devices. Our emergency response plan has been updated and submitted to USEPA and NHDES.

### ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. DPW continues to expand the number of vehicles included in the GPS vehicle tracking system for improved operations. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material and condition as well as baseline information that has been developed related to our water, sewer and stormwater systems' “level of service”, “likelihood of failure”, “consequence of failure” and “life cycle cost analysis”, will be incorporated into our Asset Management software. The Department is moving forward on work regarding wastewater “vertical assets”, such as the WWTF and pump stations. The Department is working with its stormwater consultant to verify and update stormwater infrastructure location and information as catchment investigation work is completed.
- **Strafford Square Roundabout:** Bidding of the roundabout construction contract is now anticipated during winter 2021/2022. Prior to construction of that contract, a utility infrastructure contract is now under construction, which will primarily facilitate relocating existing above-ground utilities to underground conduits and vaults, along with other underground utility improvements. The utility infrastructure contract was awarded in early June 2021 and construction began in July 2021; construction is anticipated to continue into spring 2022, after which the roundabout construction would commence.
- **Woodman Area Infrastructure Improvements:** This project includes water, sewer, drainage, roadway, sidewalk and lighting infrastructure improvements, as well as the rehabilitation of Woodman Park and certain parking areas in the Congress/Charles/Woodman /Myrtle area. A contractor pre-qualification process was completed in June 2021. The construction contract was advertised for bids in December 2021. Construction of this project is anticipated to commence in Spring 2022.
- **Colonial Pines Sewer Extension:** The construction contract for Phase 3 was signed in November 2021 and construction is anticipated to commence in the coming months. As in Phase 2, Phase 3 will include drainage improvements in the project area. Additional funding for a final phase of sewer extension and drainage improvements is anticipated to be requested in a future CIP budget.

- **Route 202A Water Main Extension and Water Tank:** This project consists of a 250,000 gallon elevated water storage tank near the Highfield Commons development, and the extension of new water main along Bickford Road, Route 202A, Winkley Farm Lane and Fiddlehead Lane. Construction of this project was awarded in November 2021; and, the construction contract was signed in December 2021. Construction of the project will commence in the coming months.
- **Little Falls Bridge Road Right Turn Lane:** This project consisted of widening the intersection of Little Falls Bridge Road and Chestnut Hill Road for the addition of a dedicated right turn lane from Little Falls Bridge to Chestnut Hill. Construction of this project began in October 2021 and was substantially completed in November 2021. Final completion, including final restoration, is anticipated in Spring 2022.
- **Pavement Maintenance & Rehabilitation:** The FY21 Pavement Rehabilitation list included portions of the following streets: Betts, Chamberlain, Crow Hill, Dartmouth, Donald, Edgewood, Four Rod, Hillcrest, Hobart, Nature, Norman, Phillips, Ramsey, Sunset, Walbridge and Yale. FY21 Pavement Rehabilitation work began during June 2021 and was substantially completed in August 2021. Final restoration work was completed in September 2021. The FY22 Pavement Rehabilitation list is anticipated to be presented in January 2022.
- **Sidewalk Rehabilitation:** The FY21 Sidewalk Rehabilitation work, which commenced in May 2021, included completing sidewalk rehabilitation in East Rochester in the Cocheco Avenue area and rehabilitating sidewalk along Oak Street in Gonic. Accessibility improvements to curb ramps to facilitate the FY21 pavement rehabilitation work were also included in the FY21 sidewalk rehabilitation scope. FY21 Sidewalk Rehabilitation work was substantially completed in August 2021 and final restoration work was completed in September 2021. The FY22 Sidewalk Rehabilitation work is anticipated to be presented in January 2022.
- **Granite Ridge Development – Phase 2:** A formal response from NHDOT on the Phase 2 driveway permit application was received in October 2021; NHDOT has indicated that a median will be required on Route 11 at the Secondary Drive intersection and has requested a revised traffic impact analysis for further evaluation of required mitigation on Route 11 as a result of the proposed development. Currently, Waterstone has withdrawn its application to the Planning Board for the Phase 2 development; however, it is anticipated that Waterstone will resubmit the Phase 2 development to the Planning Board, in the near future for approval. Once there is clear direction for the Phase 2 development, the City will be able to finalize the design package with its engineering consultant for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Waterstone’s construction of site development had previously been proposed for completion in phases; however, the public infrastructure construction would be planned to coincide with the first phase of development, which is not anticipated to begin until later in 2022.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of attenuation tanks. Design of the attenuation tanks is in process. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. In February 2021, the construction contract was terminated by the City for convenience. A new construction contract has been signed with another contractor to re-commence construction on the Carbon Storage and Feed Building; construction will re-commence, in the near future and is anticipated to be completed prior to Rochester’s AOC compliance date for completion of this building of 10/31/22. It is also anticipated that construction of the Dewatering Facility, which is not referenced in Rochester’s AOC with EPA, will re-commence in the coming months as well.
- **Route 11 Sewer Pump Station Upgrade:** The construction contract for this project was awarded in August 2021 and a pre-construction meeting was held in September 2021. Due to long lead times for equipment such as pumps, contractor mobilization to the site is not anticipated before April 2022 and construction would then be anticipated to continue until completion in summer 2022.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers and Programmable Logic Controllers (PLC) Replacement. Although a construction

contract needed to be terminated with a contractor due to abandonment of the jobsite, construction of these projects is anticipated to re-commence in the coming months with another contractor.

- **Sewer System Master Plan:** A 2015 Basis of Design Report for Wastewater Interceptor Upgrades recommended a sewer collection system master plan be completed before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget. A Sewer System Master Plan was also included as a compliance item in the City's AOC with USEPA finalized in March 2021. This evaluation and planning effort commenced in April 2021 with the installation of flow meters throughout the sewer collection system to evaluate existing flows in the system. Following this initial flow metering effort, an overall Sewer System Master Plan scope of work was submitted to USEPA and NHDES on September 1, 2021 for review and comment. A focused scope of work for the Spring 2022 work is currently being finalized with the City's consultant. The Sewer System Master Plan is expected to be completed by Fall 2024.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
  - In November 2020, USEPA Region 1 published a final General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. Rochester submitted a Notice of Intent (NOI) to "opt in" to this permit in March 2021. The City has also entered into an Administrative Order on Consent (AOC) with the USEPA that allows for an interim effluent limit and certain nitrogen reduction project deadlines. USEPA has issued Rochester an Authorization to Discharge with an effective date of coverage of May 1, 2021; the City submitted to EPA & NHDES its second semi-annual AOC compliance report by December 1, 2021 for the reporting period of June 1-November 30, 2021. In addition, Rochester, along with Dover and Portsmouth, has entered into an agreement with an environmental stakeholder that commits to certain TN reduction efforts in exchange for a commitment from the stakeholder to refrain from appealing the General Permit. In July 2021, Rochester joined 5 other Seacoast municipalities (collectively known as the Municipal Alliance for Adaptive Management (MAAM)) in submitting to USEPA a Joint Adaptive Management Plan (AMP) under Part 3 of the TN General Permit.
  - As far as the City's individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region 1; however, USEPA has contacted the Department in recent months to request information. The Department provided in June 2021 updated information related to the City's 2002 NPDES Renewal Application; responded in July 2021 to an additional USEPA information request; and, provided in December 2021 updated weekly phosphorus sampling results. It is anticipated that a draft permit will be issued in the coming months.
  - And, as far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a NOI to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. Year 3 efforts were completed in June 2021, including a revision to the City's Stormwater Ordinance Chapter 218, which was presented to the Planning Board in April 2021, to the Codes and Ordinances Committee in May 2021, and approved by voted of the City Council in June 2021. The third annual report for the MS4 permit was submitted to USEPA in September 2021.
- **New DPW Facility:** A Certificate of Occupancy was obtained in December 2021, and staff began to occupy the administration portion of the facility by the end of the month. Construction continued on-site in December 2021, including continuation of commissioning of heating systems and working through punch list items.

# Economic & Community Development



12/31/2021

MANAGEMENT REPORT



*Economic Development Report, Written by Mike Scala and Jenn Marsh*

*Community Development Report, Written by Julian Long*



## ECONOMIC DEVELOPMENT DEPARTMENT

### MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

#### PROJECTS IN THE PIPELINE

Director Scala and Assistant Director Marsh continue to attend weekly economic development update meetings coordinated by Strafford Regional Planning where Seacoast ED groups discuss strategies and programs beneficial to local businesses during the current crisis.

Scala and Marsh also attend bi-weekly calls held by the NH Business Economic Affairs Department (BEA) to receive updates from Commissioner Caswell on the State's ongoing efforts to assist businesses and organizations through the pandemic.

Econ Dev continues to work with multiple developers interested in several lots throughout the city, most notably, 13 Sawyer Avenue, 38 Hanson.

#### SCENICSALINGER Project

Chinburg Properties continues the construction phase of the project. They are still on track for a March 2022 opening.

Driveway paving is complete. We added 5 spaces for Chinburg parking in lieu of the 9 spaces to be created during the Woodman Revitalization Project scheduled to be started next spring.

#### GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continues to discuss Phase II with Waterstone Properties Group, including future tenant and infrastructure needs.

Waterstone will be presenting plans for the 3 pads at the front of the property to the Planning Board in a future meeting.

Waterstone is still interested in residential development within the Ridge District.



## GRANITE RIDGE DEVELOPMENT DISTRICT – Residential Ordinance Change

Econ Dev received the draft report from Weston and Sampson on 10/20. The final version will be released to the PB sometime before the end of the year with a goal of submission to the CC sometime in March 2022.

## WAYFINDING (Phase III)

Econ Dev and Community Engagement are reviewing the mock-ups of the new signage and will be placing the order in December. Because of a tremendous backlog, Advantage Signs has informed us that they will not be able to install until spring of 2022.

## SIG SAUER - AMAROSA DRIVE

Sig continues to renovate 8 Amarosa Drive.

The City held a meeting with Sig on Dec. 22 to discuss the planned sewer extension down Milton Road and intersection reconfiguration along Rt. 125.

## GRANITE STATE BUSINESS PARK

Prep Partners is nearing completion of their site and expects to be open by early 2022. The sewer connection across the PDA property has been completed.

Pella Windows has received their CO for the second floor and is operational.

## 55 N. MAIN (HOFFMAN BUILDING)

The developer has all approvals and is targeting early April to start work.

## 38 Hanson Street

We received an offer on the building and will be discussing with the CC.

## 13-17 Hanson Street

Public access to the newly created greenspace is scheduled for spring 2022.

## JENN MARSH, ASSISTANT DIRECTOR ECONOMIC DEVELOPMENT

### NEW BUSINESSES

- Flowers by Leslie opened at 63 Hanson Street. This is their second location with Portsmouth being their first.
- Gentle Dental opened a location at the Ridge, 150 Marketplace Blvd.

## ROCHESTER ECONOMIC DEVELOPMENT COMMISSION

The REDC held their December meeting at Smokey's Tavern. City Councilors and Incoming City Councilors were encouraged to attend for a meet and greet with the REDC members. The REDC will look to present to the City Council in February or March of 2022.

### Rochester Main Street

Main Street held their Festival of Trees event at Studley's. The event was a huge success and over 30 businesses/organizations decorated a tree.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

COVID-19: There are a number of weekly conference calls organized by HUD, national homeless coalitions, and other organizations about the ongoing response to the COVID-19 pandemic. The Community Development Coordinator has been attending these calls and forwarding guidelines and resources to Rochester CDBG subrecipients and other regional social services providers. The Community Development Coordinator also continues to track potential funding opportunities for both the city and regional social services providers.

FY 2022 CDBG-CV Grant Application: The Community Development Coordinator released the FY 23 CDBG CARES Act (CDBG-CV) grant application for unexpended CDBG-CV funds on October 6th, and this application was due October 29th. The grant application summary and grant applications will be presented to the Community Development Committee at its December meeting.

FY 2023 Grant Applications: The FY 23 CDBG grant application was released on October 6th, and the application was due November 19th. The grant application summary and grant applications will be presented to the Community Development Committee at its January meeting.

Homeless Center for Strafford County – Ductwork Project: The Community Development Coordinator has worked with the Homeless Center for Strafford County to draft a bid invitation for the ductwork installation project. The bids will be due in mid-January 2022, and the project should begin shortly thereafter.

Lead Paint Remediation: New Hampshire Housing Finance Authority's lead remediation program has requested \$10,827.76 (the amount available in unexpended CDBG funds) to use as matching funds for a Rochester lead remediation project involving a duplex home.

Fair Housing: As a recipient of HUD funding, the City of Rochester has a duty to affirmatively further fair housing. The Community Development Coordinator has been compiling a spreadsheet of regional realtors in order to conduct an educational outreach mailing on Fair Housing Act requirements.

## NON-CDBG ACTIVITIES

Gafney Home Affordable Housing Project: The NH Community Development Finance Authority has awarded a CDBG-CV grant to the Gafney Home affordable housing project. The project will renovate the former Gafney Home to create 20+ units of affordable housing for lower income seniors. The City of Rochester is now awaiting the grant award contract and other documentation.

Easter Seals Affordable Housing Project: The Community Development Coordinator has worked with Easter Seals staff to submit the NH Community Development Finance Authority grant application and required attachments. The project will build 60+ units of affordable housing for lower income seniors. The City of Rochester is now awaiting the NH CDFA's decision on the application.

Naming Policy Draft: The Community Development Coordinator has researched other municipalities' public facilities naming policies and drafted a naming policy for the City of Rochester. The draft policy would have proposed names for public facilities be referred to the Public Works & Buildings Committee and/or the Recreation & Arena Advisory Commission, as appropriate. The draft policy was submitted to the Economic Development Director and the City Manager for review.

## CAROLE GLENN, ADMINISTRATIVE ASSISTANT

Carole continues to process invoices, create Purchase Order requisitions, and place office supply orders as necessary for the department. She is working with Jenn and Mike to create an updated presentation folder for the department. She and Jenn visited the new owner at Cabana Salon to welcome her to downtown Rochester and created a press release for the city and Rochester Main Street websites.

At its December meeting, the Rochester Main Street Board approved Carole as a new member of the Board. She provided support to RMS for their Festival of Trees event held at Studley's and worked with Jenn to decorate the Econ Dev tree for the event. Carole routinely checks the RMS incoming emails, forwarding as appropriate. Carole is also making periodic posts to the Rochester Farmers Market Facebook page.

Carole attended the Rochester Economic Development Commission holiday gathering at Smokey's and took minutes because the secretary was not able to attend.

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City Clerk's Office

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# FINANCE COMMITTEE

## Monthly Financial Summary Report

01/13/2022

**Agenda Item Name:** Monthly Financial Statements Summary – as of December 31, 2021

For the full detail report, click here: [December 31, 2021 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 December 31, 2021, which represents approximately 50% completion of FY22.

### **GENERAL FUND NON PROPERTY TAX REVENUES**

**Motor Vehicle Registrations:** Revenues remain strong at \$2,767,805, 57% collected.

**Waste Management Host Fees:** FY22 quarterly payments 1 & 2 received, total \$2,741,384. City allocation \$1,972,813, School Department allocation of \$768,572. Quarter 3 payment due January-22

**Building Permits:** Revenues remain strong at \$346,120, 115% collected.

**Interest Income:** Remains very soft at \$15,488, interest rates remain low.

**Interest on Delinquent Taxes:** Collections at \$253,169 collected, 74%.

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

**Highway Block Subsidy:** First two FY22 payments received \$370,254, 62% collected.

**Cablevision:** Two quarterly payments received, total \$69,512.

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

**GENERAL FUND EXPENSES:** Overall expenses are trending slightly above budget at 59%. Salary, OT & Benefits are trending slightly below budget at 46%

**Fire & Police Over Time:** Fire Department Overtime trending high at 102% expended, Police Overtime trending at 92% expended.

**Welfare Direct Assistance:** Continues to trend low at 28% expended.

**WATER-SEWER SPECIAL REVENUE FUNDS:**

**Water-Sewer Funds:** Water-Sewer User Fee revenues remain strong on each fund, with low delinquencies. FY22 Expenses trending below budget.

**Community Center:** Expenses trending to budget at 52%, and Revenues are at 33% collected. Will continue to monitor and advise.

**Arena Special Revenue:** Expenses high at 65%. This is primarily due to an emergency ice repair of \$29k. Revenues are at 50% collected, but includes a \$129,815 contribution from ARPA grant funds.



Planning & Development Department  
 City Hall Annex  
 33 Wakefield Street  
 ROCHESTER, NEW HAMPSHIRE 03867-1917  
 (603) 335-1338 - Fax (603) 330-0023  
 Web Site: <http://www.rochesternh.net>

Planning Board  
 Zoning Board  
 Conservation Commission  
 Historic District Commission  
 Arts & Culture Commission

## PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR DECEMBER 2021

### APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met December 6<sup>th</sup>, for a Regular Meeting

**Real Estate Advisors, Inc., 24 Jeremiah Lane** (by Berry Surveying & Engineering) Request for an extension to meet precedent conditions for an approved 54 lot subdivision.

Case# 223 – 21 – A – 19 **APPROVED**

**G&P Boston Properties, 45 & 55 North Main Street** (by Fuss & O'Neill) Lot Line Revision and Site Plan to construct a 6-story residential building with first floor commercial space and parking garage. Case# 121 – 372,373,400 – DC – 21 **APPROVED**

**Public Service Co of NH, 74 Old Dover Road** (by TF Moran) Site Plan to install one (1) 2,600 +/- sf prefabricated fleet storage enclosure within the existing paved storage yard.

Case# 136 – 20 – R1 – 21 **CONTINUED TO 1/3/2022**

**CEM 3 Holdings, LLC, 7A Laura Drive** (by Berry Surveying & Engineering) 2 Lot Subdivision.

Case# 235 – 27 – R1 – 21 **APPROVED**

**Hope on Haven Hill, Inc, 38 Charles Street** (by Norway Plains Associates, Inc) Site plan to remove existing church and build a new 3,700 sf office building.

Case# 125 – 214 – R2 – 21 **APPROVED**

### APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT

Zoning Board of Adjustment met on December 8<sup>th</sup>, 2021

**Z-21-27 Steven Hartford** Seeks a *Variance* from Section 23.2 to permit the construction of a shed within the 10 foot setback. **CONTINUED TO 1/12/2022**

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

**Z-21-28 Patrick Casey** Seeks a *Variance* from Table 19-A to permit the construction of an addition to a single family home within the side setback. **GRANTED**

**Location:** 12 Orchard Street, Rochester, Map 117 Lot 5 in the Residential-2 Zone.

**Z-21-29 Randi and Ryan Watson** Seek a *Special Exception* from Table 18-C to permit a foodstand. **GRANTED**

**Location:** 264 Pickering Road, Rochester, Map 257 Lot 59 in the Industrial Zone.

**Z-21-30 Tri City Consumers' Action Co-Operative, d/b/a Infinity Peer Support** Seeks a *Variance* from Table 18-A to permit a Community Residence-1. **DENIED**

**Location:** 55 Summer Street, Rochester, Map 117 Lot 68 in the Neighborhood Mixed Use Zone.

**APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

Conservation Commission did not hold a meeting in the month of December 2021

**APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION**

The Historic District Commission did not hold a meeting for the month of December 2021

**ARTS AND CULTURE COMMISSION ACTIVITIES**

The Arts and Culture Commission did not hold a meeting in the month of December 2021

**PLANNING & DEVELOPMENT DEPARTMENT NEWS**

**Some exciting news from the Conservation Commission this month!**

Conservation efforts have expanded at the William H Champlin, Jr. Forest off of Route 108 with the addition of 122 acres adjacent to 185 acres already protected. Funded through the Rochester Conservation Commission, Land and Community Heritage Investment Fund (LCHIP), the Aquatic Resource Mitigation Fund (ARM) and over 250 donations; the combined 307-acre parcel can continue to be a valuable community resource. The property offers public access to the forest, wetlands, and views from atop Rochester's Gonic Hill; continuing to promote equitable growth by protecting our natural resources. The New Hampshire Forest Society is currently finalizing a management plan for the property as the acquisition works toward completion in summer 2022.



**To:** Blaine Cox, City Manager  
Mayor Callaghan  
Members of the City Council

**From:** Lauren Krans –Asst. Recreation & Arena Director  
**Date:** December 2021 Monthly Report

December Program	Participation
18 Pick-Up Basketball	49
Adult Floor Hockey	36
Adult 18+ Open Gym	22
18+ Co-Ed Volleyball	91
Learn To Skate	20
Family Open Gym	200
Public Ice Skating	1,129
Senior Breakfast	37
Senior Cardio Drumming	84
Senior Dance Lessons	9
Senior Pickleball	194
Senior Power Hour	110
Senior Table Tennis	12
Senior Trips	14
Senior Zumba Gold	66
<b>December Total</b>	<b>2,024</b>

### Holiday Break Fun

We added additional programming during the December Holiday Break to provide more recreation opportunities to our community members. Weekday Family Open Gym was added each day as was a daily two-hour block of Public Ice Skating. A special Learn to Skate session was planned during break and registration filled quickly for this popular program!

### Spaulding Holiday Concert

Spaulding High School’s Holiday Concert (commonly referred to as Christmas Village) returned to our gymnasium this year after a hiatus due to the pandemic. Our team worked closely with the SHS music department to ensure that an appropriate logistics plan was in place to ensure a safe, fun experience for all. The concert was a success and was a great example of the collaboration between our department and the school department. Arena Supervisor Steve, Rec Supervisor Art and Facilities/Ops Supervisor Ryan facilitated the installation and removal of the gym floor mats for this concert. It is a time consuming (and very dusty!) job that encourages strong teamwork!

### Senior Activity Center Update

Our team continues to work on refreshing the former Rochester Arena Senior Center space to become the new Rochester Senior Activity Center. Our Facilities and Operations Supervisor Ryan has been coordinating with Buildings and Grounds for some general upgrades to the space, including re-painting, a new fire suppression system for the kitchen and enhancements to the entrance door. Rec Supervisor Art has served as the liaison with our senior population to keep them connected and get their feedback on programming the desire to see in the space. We will host a Senior Activity Center ‘update’ presentation at our January Senior Breakfast. Both the January and February Senior Breakfasts will be held in the gymnasium to allow for participants to spread out.

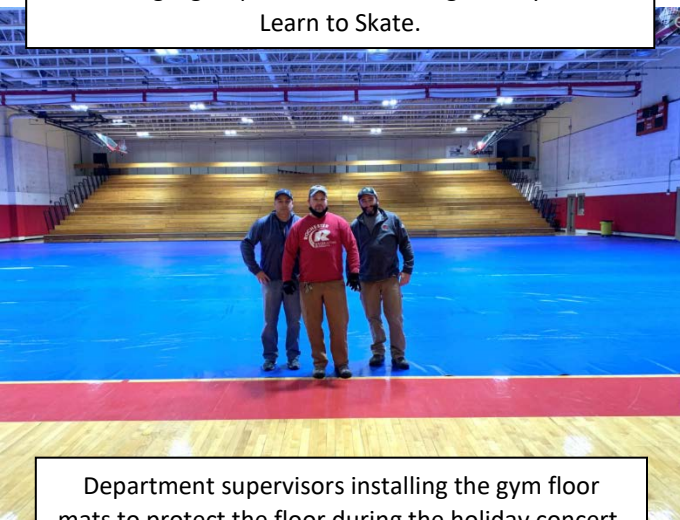
### Supporting Community Events

In addition to our department programs, below are some highlighted community events held in our facilities in December:

- Rochester Elks Annual Hoop Shoot in the Rec Center Gym
- Waypoint’s Holiday Celebration and Community Discussion for Teens in the Rec Center Gym
- Bud Carlson Academy Enrichment Skate at the Rochester Arena
- SHS’s GOST (Goal Oriented Student Transition) program Adaptive Skate at the Rochester Arena.



Arena Supervisor Steve and Support Staff Shannon coaching a group of students during holiday break Learn to Skate.



Department supervisors installing the gym floor mats to protect the floor during the holiday concert.

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City Clerk's Office

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# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

01/13/2022



**To:** Blaine Cox, City Manager  
**From:** Perry Plummer, Fire Chief  
**Date:** January 11, 2022  
**Ref:** Monthly Report for December 2021

On behalf of the members of the Rochester Fire Department, I am pleased to provide you with the department's monthly report for December 2021.

## ON-DUTY STAFFING LEVELS

- Full Staffing – personnel on-duty – **10% of shifts in December**
- One FF Short- personnel on-duty – **55% of shifts in December**
- Two FF's Short – personnel on-duty – **35% of shifts in December**

## PERSONNEL:

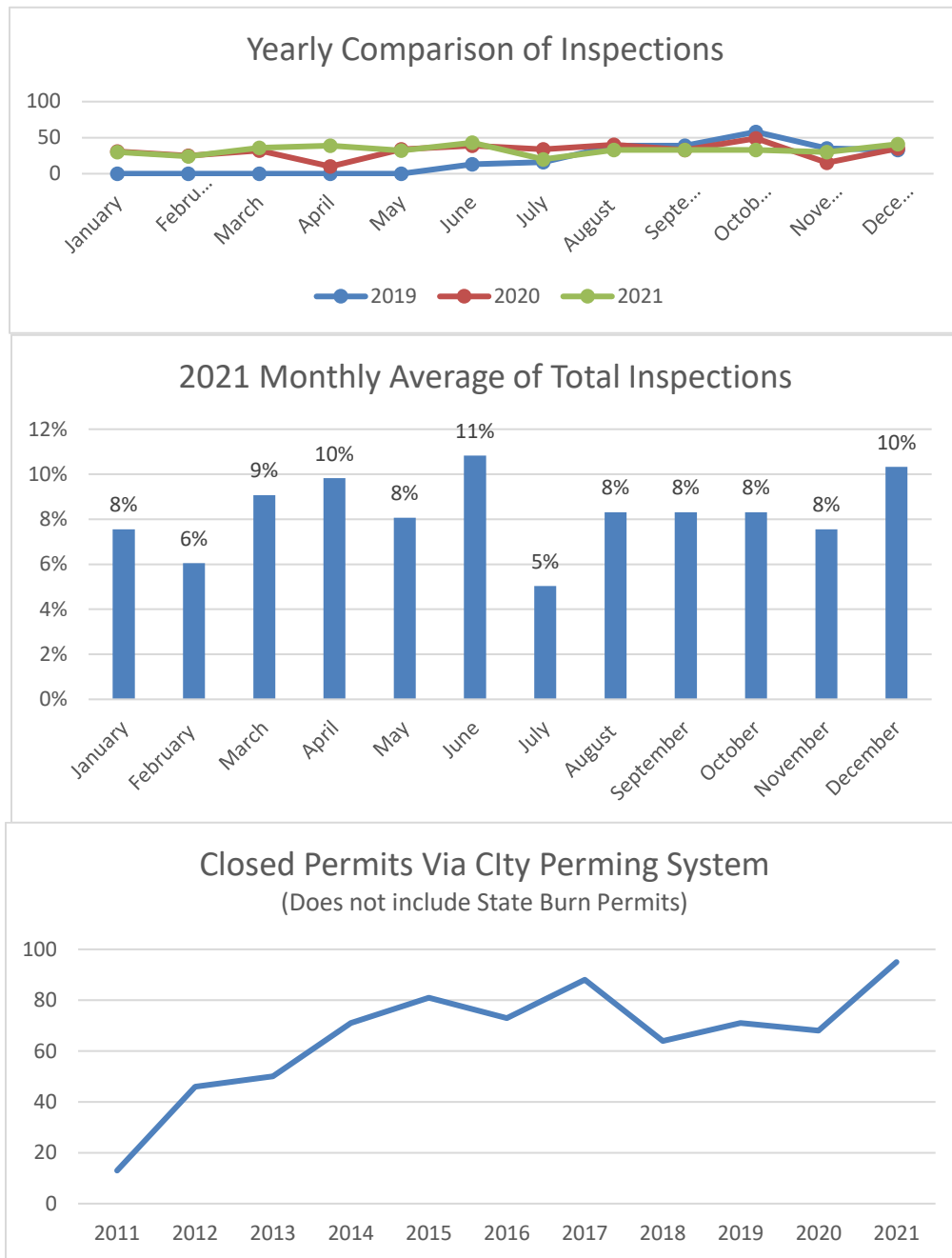
### DEPLOYMENTS:

- Firefighter Lilah Cherim – US Marine Corp - Deployed 04/01/2021 - Expected Return May 2022
- Firefighter Kevin Banks – US Air Force - Deployed 06/13/2021 - Expected Return March 2022
- Firefighter J.B Riley – US Air Force - Deployed 06/13/2021 - Expected Return March 2022

## EMERGENCY RESPONSE STATISTICS

Call Type	Dec-2020	Dec-2021	% Change	21 Fiscal YTD July 1 - Dec 31	22 Fiscal YTD July 1 - Dec 31	% Change
Fire Calls/ Explosion	4	5	20%	91	30	-67%
Overpressure/Rupture	0	0	0%	1	1	0%
Emergency Medical Services	94	110	15%	515	641	24%
Rescue	36	47	23%	190	194	2%
Hazardous Conditions	31	9	-244%	128	77	-40%
Service Calls	44	41	-7%	244	219	-10%
Good Intent Calls	26	42	38%	139	174	25%
False Calls	30	22	-36%	156	188	21%
Severe Weather/Natural Disaster	0	0	0%	8	1	-88%
Special Type/Complaint	0	0	0%	0	2	200%
Other	0	12	-100%	1	26	2500%
<b>TOTALS</b>	<b>265</b>	<b>288</b>	<b>9%</b>	<b>1473</b>	<b>1553</b>	<b>5%</b>

**COMMUNITY RISK REDUCTION:**



The Department worked with a local Adult Foster care provider to assist their newest resident with fire safety drills and techniques. He connected the property owner and the American Red Cross resulting in the installation of smoke and carbon monoxide detection and notification devices for the hearing impaired. The property owner also installed a residential Knox Box to ensure easy access for the Fire Department in an emergency.

The RFD Prevention Division also worked with the Rochester School District and the City’s Recreation Department to prepare for the High Schools annual Christmas Village Concert.

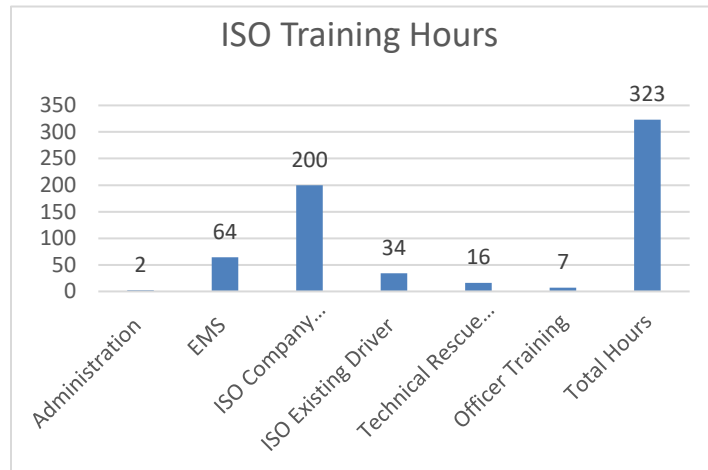
December marks the start of the annual school inspections. Fire Prevention will be all public and private multiple schools between December and June to complete the mandate State Life Safety Inspections.

**Car Seat Inspection/Installation**

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

The Department installed 4 car seat for a citizen this month.

**TRAINING:**



The entire department trained in the State of NH SCBA maze trailer honing their Rescue skills.



## OPERATIONS:

Crews continued with the vaccination program in all of the Schools with 490 2<sup>nd</sup> doses administered along with nearly 50 additional first doses administered. Additional City Employee Booster clinics were held at City Hall.

D-Shift Chief 1, 2, 4 and K1 responded to 120 Wakefield Street for a Building Fire. The Department's training and experience paid off as the on-duty shift did an outstanding job containing the fire to the area of origin. Upon arrival the crew faced fire blowing out the third story window. Without any real access to the third floor the crews had to push through the fire area to extinguish the fire. Mutual aid continues to be an integral part of the fire service as the crews were assisted on scene by Dover, Milton, Somersworth, Farmington, Sanford and Berwick. Barrington, Strafford and Newington provided station coverage for the city. We are happy to report there were no injuries reported.

The Rochester Fire Department celebrated the Holidays by attending the City Holiday parade and also celebrating with a city staff party at Central Station. Many members of the Rochester Fire Department donated time to attend and walk in the parade. Marshal was a huge hit making many kids day by posing for pictures.





The department and Firefighters Union Local 1451 teamed up to donate over \$1,000 worth of clothing for the school clothing drive. Thanks to each and every member who donated money and went shopping to assist children in need.

### **KUDO'S – Above and Beyond**

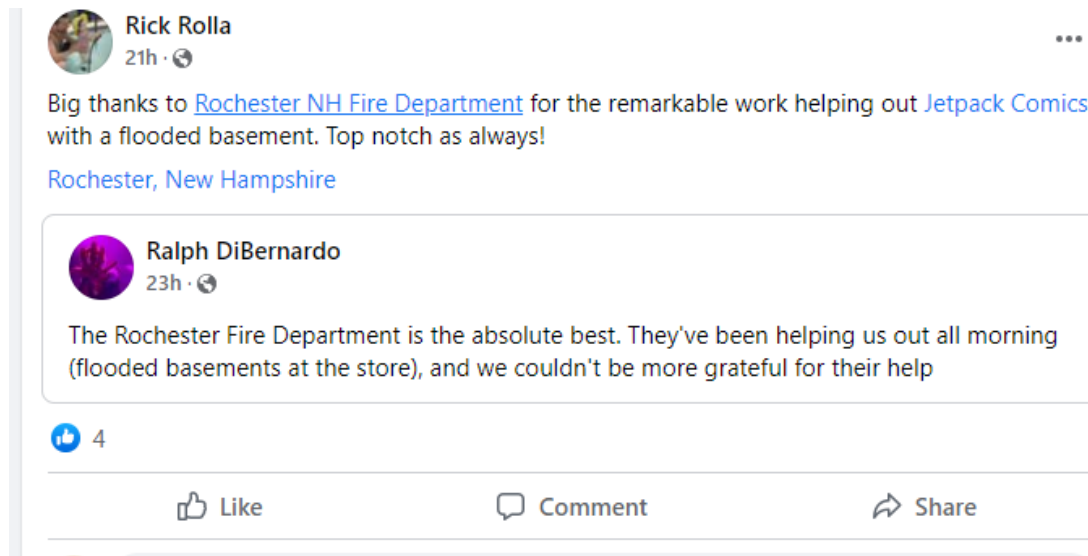
Each week members of the Rochester Fire Department go above and beyond for the citizens of Rochester. But occasionally, someone does something that makes us all proud to be associated with this department. “D” shift recently responded to a call where a disabled veteran needed assistance because he falls out of bed and cannot get back in without assistance. This creates a dangerous and unhealthy situation for the individual as well as increased call volume for the department. After properly assisting the person, Captain Burns spent the time to talk to the resident to understand the issues. He then investigated a solution that would provide relief for the resident. He worked with the Local American Legion to obtain a hospital bed at no cost. He and the members of “D” shift picked the bed up, cleaned it, delivered it to the residence and set it up. The resident was tremendously appreciative. “D” shift, thanks for changing someone’s life. It’s compassion like this that makes the world a better place.

Thank you for a job well done!!!

“C” Shift recently responded to Northgate Apartments for an emergency calls. The details of the call were scattered and inaccurate at best and Dispatch was unable to obtain any reliable information from the caller. On arrival FF Bacon performed a rapid assessment of the patient and discovered the patient was not conscious or breathing. He immediately pulled the patient onto the floor and started CPR. FF Taatjes started establishing ventilation interventions almost as soon as the patient was on the floor. . FF Morales and Levesque arrived on the Rescue and seamlessly joined in the efforts. The crew set up the automated compression device and worked through multiple issues with the device all while maintaining manual compressions with little to no interruptions. The patient was moved to the ambulance and although the crews were split from their assumed positions they adapted without hesitation. We were later informed that the patient was still alive and they were looking for a bed in Boston for him. I am unaware of the patient’s final outcome but I am sure that if it is positive it is due to the rapid, confident and correct care he received from the members of C shift.

Kudos to the members of Local 1451 for participation and support of the City’s holiday parade.

“Big thank you goes out to C shift for a job well done!”  
Facebook post on 12/28/2021



A screenshot of a Facebook post. At the top left is the profile picture of Rick Rolla, with the name 'Rick Rolla' and '21h · 🌐' below it. To the right of the name is a three-dot menu icon. The main text of the post reads: 'Big thanks to [Rochester NH Fire Department](#) for the remarkable work helping out [Jetpack Comics](#) with a flooded basement. Top notch as always!' Below this is a location tag: '[Rochester, New Hampshire](#)'. The post is contained within a rounded rectangular frame. Below the main text, there is a comment from Ralph DiBernardo, with his profile picture, name, and '23h · 🌐'. His comment says: 'The Rochester Fire Department is the absolute best. They've been helping us out all morning (flooded basements at the store), and we couldn't be more grateful for their help'. Below the comment, there is a blue thumbs-up icon followed by the number '4'. At the bottom of the post area, there are three icons: a thumbs-up for 'Like', a speech bubble for 'Comment', and a share icon for 'Share'.





# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

01/13/2022



**To:** Blaine Cox, City Manager  
**From:** Perry Plummer, Fire Chief  
**Date:** December 15, 2021  
**Ref:** **Monthly Report for November 2021**

On behalf of the members of the Rochester Fire Department, I am pleased to provide you with the department's monthly report for November 2021.

## ON-DUTY STAFFING LEVELS

- Full Staffing – personnel on-duty – **33% of shifts in November**
- One FF Short- personnel on-duty – **60% of shifts in November**
- Two FF's Short – personnel on-duty – **7% of shifts in November**

## PERSONNEL:

### DEPLOYMENTS:

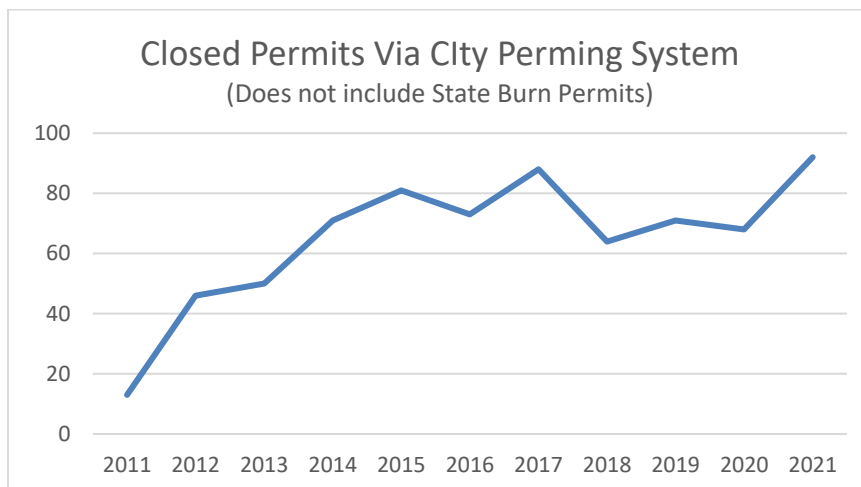
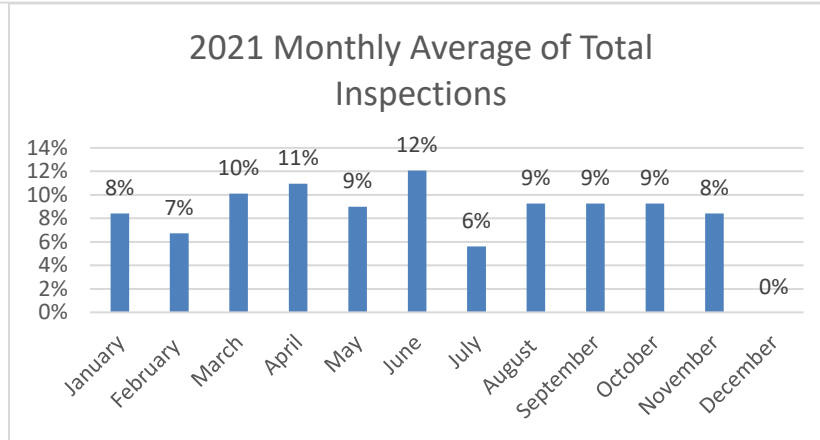
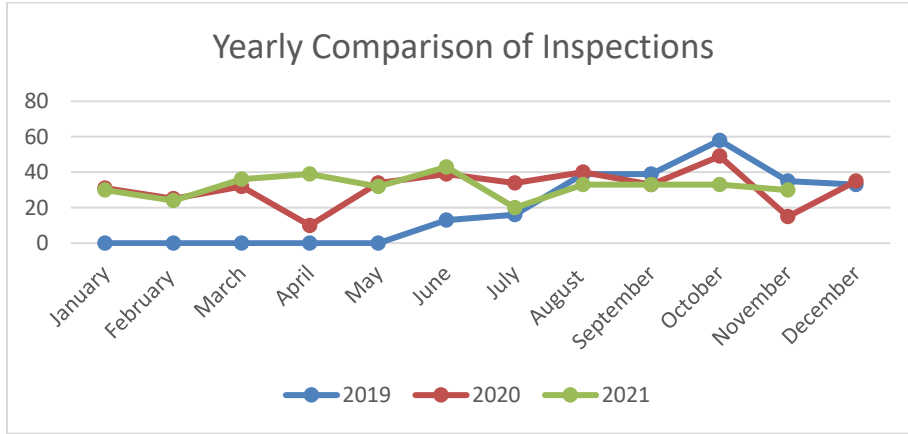
- Firefighter Lilah Cherim – US Marine Corp      Deployed 04/01/2021 - Expected Return May 2022
- Firefighter Kevin Banks – US Air Force -      Deployed 06/13/2021 - Expected Return March 2022
- Firefighter J.B Riley – US Air Force -      Deployed 06/13/2021 - Expected Return March 2022

## EMERGENCY RESPONSE STATISTICS

Call Type	Nov-2020	Nov-2021	% Change	21 Fiscal YTD July 1 - Nov 30	22 Fiscal YTD July 1 - Nov 30	% Change
Fire Calls/ Explosion	10	4	-150%	87	25	-71%
Overpressure/Rupture	0	0	0%	1	1	0%
Emergency Medical Services	112	96	-14%	421	528	25%
Rescue	24	45	88%	154	145	-6%
Hazardous Conditions	8	18	125%	97	68	-30%
Service Calls	37	33	-11%	200	178	-11%
Good Intent Calls	21	22	5%	113	129	14%
False Calls	27	20	-26%	126	161	28%
Severe Weather/Natural Disaster	0	0	0%	8	2	-75%
Special Type/Complaint	0	0	0%	0	2	200%
Other	0	8	800%	1	27	2600%
<b>TOTALS</b>	<b>239</b>	<b>246</b>	<b>3%</b>	<b>1208</b>	<b>1266</b>	<b>5%</b>

**COMMUNITY RISK REDUCTION:**

Vaccines Delivered by Rochester Fire in November:  
 City Employees: 49  
 School Students: 276



The fire department installed 8 detectors in the homes of two elderly families who lacked proper detection and notification. A third family was referred to the American Red Cross for a full home upgrade of devices under the "Sound the Alarm" program. DC Hughes was able to work with the Red Cross to elevate the installation of those detectors.

DC Hughes attended the City's Community Coffee providing education to the attendees on proper home detection and notification. His attendance resulted in a follow-up request to evaluate a pending project for the Family Justice Center.

The Fire Prevention Division was also requested to perform two overseen fire drill for local business.

### Car Seat Inspection/Installation

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

The Department installed 1 car seat for a citizen this month.



### Toy Bank

The Toy Bank Program accepted applications through November 19, 2021. We received 89 applications and helped 235 kids within the City of Rochester. During the November and the beginning of December there were teams of volunteers who helped organize, sort, fill bags and distribute the toys.



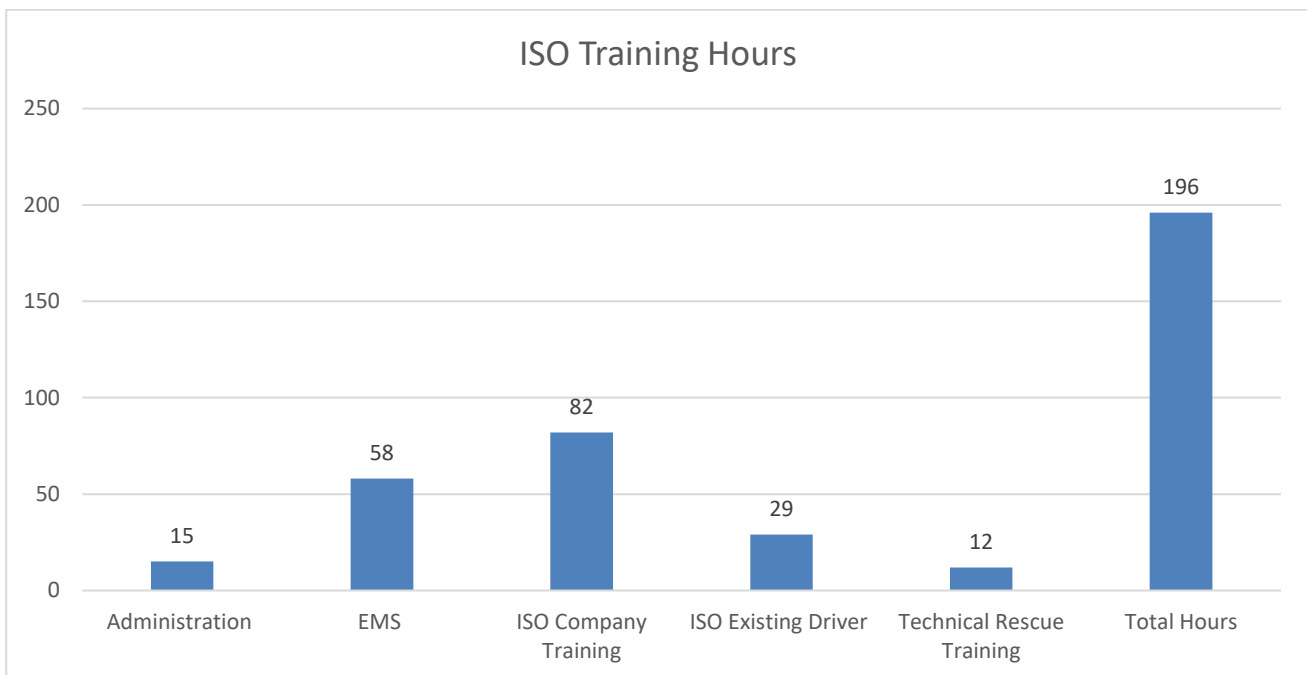
**Thanks to Paul Haggemiller (program lead) and all the men and women of Rochester Fire for their continued efforts and making it Christmas special for so many.**

## Fireman's Ball

The department held it's first "Fireman's Ball in over 8 years. The Ball was well attended, and a good time was had by all. Thanks to Firefighter Kaitlin Taatjes and Local 1451 for organizing this great event.



## TRAINING:



**KUDO'S – Above and Beyond**

“Big thank you goes out to D shift at Station 2-Gonic Station!!”

Facebook message received on 11/14/2021:

Good evening! I just wanted to pass along a sincere “thank you” to your crew that was in the firehouse tonight when I swung by with my 4 year old daughter who got her finger stuck in her water bottle top while we were driving through your city. She was freaking out but calmed down when she saw the “heroes”. We’ve taught our kids to respect firefighters and everything that they do for the community. Tonight, she got to experience it first hand when they helped unstick her finger. She talked about it all the way home. She wanted to say “thank you to the brave firemen” for helping out. We appreciate your folks for their professionalism and their willingness to help a little kid and her parents out. We’re hopeful that the Chief is made aware of kindness of the crew tonight. Thanks again!

Alex Reno  
North Hampton, NH

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City Clerk's Office

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# ROCHESTER POLICE DEPARTMENT



GARY M. BOUDREAU  
*Chief of Police*

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)  
*"Dedication, Pride, Integrity"*

## POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
DAVID R. STEVENS  
*Vice Chairman*  
DAVID E. WINSHIP, JR.  
*Commissioner*

January 12, 2022



TO: City Manager Blaine Cox

RE: Monthly Report – December 2021

**OPERATIONS:** The investigations bureau has 82 cases being investigated currently. There were 13 cases presented to Grand Jury, all were true bills. There were three ISB callouts during this reporting period. There were 5 background investigations and 2 polygraph examinations as we look to fill vacant positions. There were 198 pieces of evidence taken in, 44 pieces returned and 76 pieces destroyed. We are still actively looking to fill the vacant evidence technician position.

**COMPSTAT:** Compstat was cancelled in December due to our crime analyst being out for an extended period. The only major incidents to report now: we are investigating two suspected overdose deaths—we will update the rest of field activities, property crimes, and violent crimes in the January monthly.

**COMMUNICATION CENTER - DISPATCH:** We have a new dispatcher beginning her training in January, and we received another dispatcher resignation. We do have a conditional offer pending and more interviews scheduled to fill these vacancies. We are moving forward with the plans to renovate the third floor and to relocate the dispatch center there.

**COMMUNITY ENGAGEMENT/POP:** Both the CEO and POP Unit remain temporarily re-assigned to Patrol to assist with the ongoing staffing shortage. We will reassess this at the end of February. It remains unlikely the unit will be fully reestablished at that time.

**DIVERSION PROGRAM/TEEN DRUG COURT:** Nicole continues to work with the State-wide "NH Race and Equity LE/CJ Workgroup. The Committee is currently looking at developing community conversations and focus groups rather than recreating anti-bias trainings. Nicole is also continuing her work with the probation transformation.

**FINANCIAL/PURCHASING:** We don't have delivery dates for the new cruisers or ACO vehicle. Updates on the big projects currently underway:

**Radio Replacement Project-** The tower at DPW is not on line due to delays not associated with our project.

**Mobile Dispatch Backup-**the major renovations to the trailer have been completed

**Body Cameras:** We will be attending the next Council finance committee meeting to discuss the changes in pricing and contract for the body camera project.

We have started our FY23 budget building process. We have made initial requests to human resources for costs associated with potential new positions. Following the City Manager's directive of not more than 2% increase in O&M equates to approximately \$13,800.00 for the Police Department.

**HONOR GUARD:** The HG participated in the Rochester Holiday parade and are preparing for the Chief's Change of Command Ceremony on 12/30/21.

**HOUSING:** Overall calls declined this month with no real concerns. There continues to be a lot of behind the scenes work that keeps our police related calls for service low. There were 28 Police related calls for service. Housing Officers assisted with 3 separate food basket deliveries.

**K-9:** Officer Hatch and K9 Ripley continue to work on tracking and obedience. K9 Ripley is progressing well with both. Officer Hatch and K9 Ripley participated in the Holiday Parade on December 5<sup>th</sup>.

**PROSECUTION - JUVENILE:** There were twenty-five new petitions, and one Diversion. There was one emergency placement. There were 6 arraignments (2 for trial, 4 resolved by plea, ). There were one review hearing 2 violation hearings and 1 dispositional hearing. There were 14 trials set (6 resolved by plea, 3 dismissed, 5 rescheduled); there were five motions to impose, one motion to bring forward for trial and two contempt investigations.

**TRAINING:** Officers Moon, Granatowski, and Slankard have been released from the field-training program and are assigned to solo patrol. We have extended the field training for one new officer. Our three recruits at the academy all graduated in December and will begin their field-training program in the first week of January.

Recruits Bibeau, Vatcher, and Masse have completed their in house training programs. All three recruits took their entrance PT test at the academy and will be attending the February academy. New recruit Wilson was also accepted into the February academy. With additional openings in the February academy we are working to complete the backgrounds for two additional candidates.

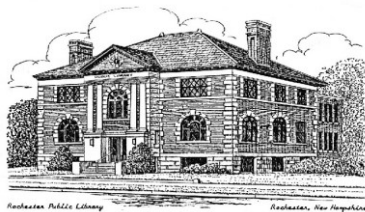
Other training in December consisted of annual required in-service training in use of force, firearms and CPR/NARCAN training.

On December 13<sup>th</sup>, Chief Boudreau attended a zoom conference for police chiefs hosted by the director of the police academy concerning changes coming to the recruit academies in 2022. The academy is transitioning to a commuter academy with no overnight stay unless required due to travel issues. They have also added an academy class in 2022, so there will be four recruit academies.

Respectfully Submitted,

Gary M. Boudreau  
Chief of Police





**Rochester Public Library**  
65 South Main St.  
Rochester, NH 03867

01/13/2022

Main Desk: (603) 332-1428  
Reference: 335-7550  
Children's: 335-7549  
Fax: 335-7582  
[www.rpl.lib.nh.us](http://www.rpl.lib.nh.us)

## **MONTHLY REPORT**

### **December 2021**

There was a total of 8,594 items circulated with 3,024 people visiting the library in the month of December. Two hundred twenty-four patrons used the library's Internet computers. Interlibrary loan activity included 75 materials borrowed from other libraries and 104 loaned to other libraries. The library staff continued throughout the month to post interactive content to social media pages and the library's website.

Saturday, December 4<sup>th</sup> through Friday, December 11<sup>th</sup> families were welcomed to pick-up "Clothespin Snowman" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance.



The library's annual Santa event was held Saturday, December 11<sup>th</sup> on an unseasonably wet morning. Santa visited with families outside the library on the lawn under a canopy. Children made a reindeer craft at a station manned by high school volunteers and the Rochester Home Depot generously donated wooden Kids kits for all in attendance.

All visitors to the Children's Room were encouraged to play with the Story Basket of the month. December's basket featured *The Mitten* by Jan Brett. The basket includes hand crafted finger puppets, mitten and even some snow. Children can follow along with the puppets as their grown up reads or use the puppets to tell the story in their own words.

"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 35 appointments for pick-up were made throughout the month of December.

Two hundred-sixty of our library patrons downloaded 1,452 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 476 digital downloads from Hoopla.

Trustees will be meeting in the library on January 11<sup>th</sup> at 6pm.

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left blank...*

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City Clerk's Office

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**Rochester, New Hampshire  
Inter office Memorandum**

01/13/2022

**TO: Blaine Cox  
City Manager**

**FROM: Todd M. Marsh  
Director of Welfare**



**SUBJECT: Analysis of Direct Assistance for December 2021.**

**DATE: January 4, 2022**

This office reported 90 formal case notes for the month of December.

Voucher amounts issued were as follows:

	<u>10</u> <u>Families</u> <i>2 new</i>	<u>13</u> <u>Single</u> <i>3 new</i>
Burial .....	650.00	650.00
Dental .....	.00	.00
Electricity .....	682.00	.00
Food.....	.00	.00
Fuel heating .....	410.73	415.25
Mortgage .....	.00	.00
Prescriptions .....	.00	.00
Rent .....	1,318.00	1,806.00
Temporary Housing.....	.00	1,300.00
Transportation .....	<u>.00</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$3,060.73</b>	<b>\$4,171.25</b>

General Assistance above represents an average cost per case/family of \$306.73 and case/Individual of \$320.86 for this month.

Total vouchers issued: \$7,881.98

There was a decrease of \$3,637.26 in assistance issued this month compared to December 2020. There was an increase of \$1,495.08 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$0.00

**NOTES**

December budget impact includes the Covid-19 Pandemic situation, including continued availability of New Hampshire Housing Relief Program funds coordinated by Community Action. Unhoused Rochester residents without children continue to be referred to the Somersworth Willand Warming Center.