

# **ANNUAL REPORT 2011-2012**



**THE CITY OF ROCHESTER, NH**  
**31 Wakefield Street**  
**Rochester, NH 03867**  
**[www.rochesternh.net](http://www.rochesternh.net)**

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**REPORT OF THE CITY MANAGER'S OFFICE  
2011-2012**

Rochester is a vibrant community. Our success is due to a team effort between our Mayor, City Council and Boards, and Committees and the hard-working City employees that continue to deliver quality services.

The City is a service-oriented organization. Police, Fire, Communications and Public Works service protect the public. The Rochester Library and Recreation Department greatly enhance the quality of life. The School Department educates our young people and prepares them for the rapidly changing world.

While the annual report contains some of the highlights of Rochester's efforts to assist our citizens, there is much more to what is happening through customer service, enhancing the environment, or maintaining our infrastructure.

As the recession continues to affect the nation, Rochester has seen its share of ups and downs. Our employment rate has slowly decreased. The City has put enormous effort into economic development. This effort is proving effective. Rochester has the State's largest industrial announcement in October of 2010 with Albany International announcing the relocation of their corporate headquarters moving to our fine City. The City's infrastructure is substantially complete and the private investment is well on its way toward completion.

Rochester is a great place to live, work and play. The municipal government is working hard to help enhance our community with quality service delivered efficiently and effectively.

Respectfully submitted,

Daniel W. Fitzpatrick, ICM C-M  
City Manager

**CITY GOVERNMENT**  
**As Organized January 1, 2012**

**Mayor Thomas J. Jean**

<b>Ward 1</b>	<b>Seat A - Brian LaBranche</b>	<b>Seat B – A. Raymond Varney</b>
<b>Ward 2</b>	<b>Seat A – Elaine M. Lauterborn</b>	<b>Seat B – Sandra B. Keans</b>
<b>Ward 3</b>	<b>Seat A – Peter A. Lachapelle</b>	<b>Seat B – John H. Larochelle</b>
<b>Ward 4</b>	<b>Seat A – David Walker</b>	<b>*Seat B - David Hynes</b> <b>Appointed October, 2012 - Present</b>

**\*Ward 4 – Seat B**  
**IN LOVING MEMORY OF OUR BELOVED CITY COUNCILOR**  
**Ray Lundborn**  
**January, 2012 – August, 2012**

<b>Ward 5</b>	<b>Seat A – Ralph Torr</b>	<b>Seat B - Alan Reed Erickson</b>
<b>Ward 6</b>	<b>Seat A – Stephen Hervey</b>	<b>Seat B - Julien Savoie</b>

**STANDING COMMITTEES**

**Appointments Committee** – John Larochelle, Chairperson; Sandra Keans, Vice Chairperson; Alan Reed-Erickson, Stephen Hervey, Ray Lundborn

**Codes & Ordinances Committee** – Peter Lachapelle, Chairperson; Elaine Lauterborn, Vice Chairperson; A. Raymond Varney, Sandra Keans, Julien Savoie

**Community Development Committee** – Elaine Lauterborn, Chairperson; Alan Reed-Erickson, Vice Chairperson, Stephen Hervey, Ray Lundborn, Brian LaBranche

**Finance Committee** – Thomas J. Jean, Chairperson, A. Raymond Varney, Vice Chairperson; John Larochelle, David Walker, Sandra Keans, Elaine Lauterborn, Ralph Torr

**Public Safety Committee** – David Walker, Chairperson; Peter Lachapelle, Vice Chairperson; Brian LaBranche; Stephen Hervey; Julien Savoie

**Public Works Committee** – Ralph Torr, Chairperson, A. Raymond Varney, Vice Chairperson; David Walker, John Larochelle, Brian LaBranche

**SPECIAL COMMITTEES**

**Government Channel Committee:** Peter Lachapelle, Chairperson; Ray Lundborn (David Hynes) James Graham, Celeste Plaia

**Highway Safety Committee:** David Walker, Chairperson; Peter Lachapelle, Vice Chairperson; Brian LaBranche; Stephen Hervey; Julien Savoie

<b>CITY OFFICERS AND DEPARTMENT HEADS</b>
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Animal Control Officer	Suzanne Paradis
City Assessor	Tom Mullin
Checklist Supervisor, Chair	Vacant
Chief Planner	Michael Behrendt
City Clerk	Vacant
City Engineer	Peter Nourse
City Health Officer	Dan Vincent
City Manager	Daniel W. Fitzpatrick
City Physician	Dr. Terry Bennett
City Solicitor	Danford Wensley
Deputy Assessor	Vacant
Acting Deputy City Clerk	Kelly Walters
Deputy Tax Collector	Karen Paquette
Director of Code Enforcement	Dan Vincent
Director of Planning	Kenneth Ortmann
Economic Development Manager	Karen Pollard
Finance Director/Deputy City Manager	Blaine Cox
Deputy Finance Director	Roland Connors
Fire Chief	Norman Sanborn, Jr.
Fire Chief, Deputy	Francis Zombeck
Fire Chief, Assistant	Mark Dupuis
Fire Marshall	Dominick Bellio
Ice Arena/Recreation, Parks & Youth Services Director	Christopher Bowlen
Library Director	Vacant
Police Chief	David Dubois
Police, Deputy Chief	Mike Allen
Public Works Commissioner/Public Buildings & Grounds Director	Melodie Esterberg
Tax Collector	Doreen Jones
Welfare Director	Todd Marsh
Mayor	Thomas J. "T.J." Jean
Deputy Mayor	A. Raymond Varney

## BOARDS AND COMMISSIONS

**Arena Advisory Board:** David Anctil, Chairperson; Richard Clough; Robert Brown; Randy Willard; Dale Bickford; David Colson; Joan Cadorette-Strogen

**Arts and Culture Commission:** Kim Theriault, Martha Fowler, Alan Reed-Erickson, Andrew Periale, Mary Ellen Humphrey, Catherine Taylor, Susan Schwake, Pamela Hubbard

**Board of Assessors:** Thomas Mullin, Chairperson; Robert Goldstein; Marybeth Walker

**Board of Health:** Thomas Moon, John Larochelle, Dr. Terry Bennett, Daniel Vincent

**Conservation Commission:** Deborah A. Shigo, Chairperson; Michael Dionne, Vice Chairperson; Jeffrey Winders; Mark E. Jennings, John W. Hackett, Meredith (Merry) S. Lineweber, Fred Glidden **Alternate Member:** Kyle Jones

**County Commissioners:** George Maglaras, Chairperson; Catherine Cheney, Robert J. Watson

**Historic District Commission:** Lionel Sylvain, Chairperson; Marilyn Jones, Vice-Chairperson; Weston Flierl, Sandra B. Keans, Molly Meulenbrook, Nancy Dibble, Martha Wingate **Alternative Positions:** Donna Claveau

**Library Trustees:** Pamela J. Hubbard, Chairperson; Michael Roberts, Vice Chairperson; Louise M. Stoddard, Secretary; Martha Ortmann, Treasurer; Joanne V. Pallas, Natalie Wensley

**Licensing Board:** Daniel W. Fitzpatrick, Chairperson, David Dubois, Norman Sanborn

**Personnel Advisory Board:** Joanne Sylvain, Gary Stenhouse, David Dubois

**Planning Board:** Lionel Sylvain, Chairperson; Tim Fontineau, Vice Chairperson; Derek Peters, Secretary; James P. Gray, Stephen Martineau, Gloria R. Larochelle, Rick Healey, David Walker, Mark Sullivan **Alternate Members:** Matthew Kozinski, Robert Jaffin, Gregory Jeanson

**Police Commission:** James McManus, Jr., Al Bemis, David Winship, Jr.

**Recreation Advisory Commission:** Sheila Colson, Chairperson; Paul Roberts, Paul Lynch, Peter Lachapelle, Jeffrey Turgeon, David Hynes

**School Board:** Anne Grassie, Laurie Beaulieu, Daniel Harkinson, Julie Brown, Anthony Pastedlis, PHD; Karen I. Stokes, James P. Gray, Audrey Stevens, Caroline McCarley, Evelyn Logan, Susan O'Connor, Paul Lynch, Robert J. Watson

**Strafford Regional Planning Commission:** Sandra Keans, Robert Jaffin, Leah Stevens, Kenneth Ortmann

**Trustees of the Trust Funds:** David Ouellette, R. Bradley Trafton, Robert Pallas

**Utility Advisory Board:** Sharon Parshley, Chairperson; Arthur Hoffman, George Lewis, Daniel Peterson

**Welfare Appeals Board:** Irene Creteau, Nancy Morneault, Mary P. Flynn

**Zoning Board of Adjustment:** Ralph Torr, Chairperson; Lawrence Spector, Vice Chairperson; Peter Meyer, Randy Lavallee, Robert Gates **Alternate Members:** Rose Marie Rogers, Fidae Azouri, Robert Goldstein

## AUTHORITIES

**Rochester Economic Development Commission** also referred to as Rochester Industrial Development Authority) Richard Lundborn, Chairperson; Janet Davis, Stephen Martineau, Heather Tacconi, Ron Poulin, Timothy Cremen, Susan DeRoy, Mary-Jo Monusky, John Larochelle **Ex-Officio Members:** Thomas J. Jean, Karen Pollard

**Rochester Housing Authority:** Arthur Nickless, Chairperson, Janet Davis, Mark S. Hourihan, Cider Berry, Fred Glidden Jerry Grossman, Otis Perry

## MAYOR'S COMMITTEE'S

**Energy and Sustainability Committee:** John Larochelle, Chairperson; Melodie Esterberg, Holly Clark, Sharon Parshley, Peter Ejarque, Bruce Young, Mark Belanger

**Historic Documents Preservation:** Kelly Walters, Co-Chairperson; Ea Ksander, Co-Chairperson; Janet Pelley, Victoria Lamber, Martha Fowler, Kearn Mann, Joanne V. Pallas, Sinda Sargent, Becky Warburton, Julie Brown

**Riverwalk Committee:** David Walker, Chairperson; Lori Chase, Julien Savoie, Janet Pelley, Robert Steele, Peter Bruckner, Mark Perry, Andrea Lemire

## ELECTION OFFICIALS

**Ward 1:** David Stevens, Moderator; Cindy C. Harmon, Ward Clerk; Joseph Gray, Checklist Supervisor, Mary K. Smith, Joyce Betz, Selectmen

**Ward 2:** David Ouellette, Moderator; Nora Goodwin, Ward Clerk; Kelly Gray, Checklist Supervisor, Roger W. "Mickey" Conroy, Brian Brennan, Jean Anne Twombly, Selectmen

**Ward 3:** Danford Wensley, Moderator; Rick Healey, Ward Clerk, Sandra Healey, Checklist Supervisor; Cindy Radey, Melissa Perusse, Annette Plaisted, Selectmen

**Ward 4:** Jason Hamann, Moderator; Donald Hamann, Ward Clerk; Patricia Dunlap, Checklist Supervisor; Christine Hamann, Abigail Collins, Selectmen

**Ward 5:** Vacant, Moderator; Doris Gates, Ward Clerk; Louisa Tapley, Checklist Supervisor, Daniel Hubbard, Jeffrey Turgeon, Ramona Schoff, Selectmen

**Chair, Supervisors:** Vacant

**City Clerk:** Vacant

**Deputy City Clerk:** Kelly A. Walters

**CITY OF ROCHESTER DEPARTMENTS**

[www.rochesternh.net](http://www.rochesternh.net)

**2011-2012**

Assessor's Office 19 Wakefield Street	Tom Mullin, Assessor 332-5109
Business Office 31 Wakefield Street	Angie Gray 335-7602
City Clerk's Office 31 Wakefield Street	Vacant 332-2130
City Manager's Office 31 Wakefield Street	Daniel W. Fitzpatrick, City Manager 332-1167
Code Enforcement Office 31 Wakefield Street	Dan Vincent, Director of Code Enforcement 332-3508
Economic Development Department 150 Wakefield Street	Karen Pollard, Economic Development Manager 332-7522
Finance Office 31 Wakefield Street	Blaine Cox, Finance Director 335-7609
Fire Department 31 Wakefield Street	Norman Sanborn, Fire Chief 330-7182
Human Resources 31 Wakefield Street	Diane Hoyt 335-7503
Information Systems 31 Wakefield Street	Dennis Schafer 335-7517
Planning & development Department 31 Wakefield Street	Kenneth Ortmann, Director of Planning & Development 335-1338
Police Department 31 Wakefield Street	David Dubois, Chief of Police 330-7127



Public Works Department  
45 Old Dover Road

Melodie Esterberg, Public Works  
Commissioner  
332-4096

Recreation Department  
150 Wakefield Street

Christopher Bowlen, Director  
of Recreation, Arena & Youth Services  
332-4120

Rochester Ice Arena  
67 Lowell Street

Steve Trepanier  
335-6749

Rochester Public Library  
65 South Main Street

Vacant  
332-1428

Tax Collector's Office  
19 Wakefield Street

Doreen Jones, Tax Collector  
332-1136

Wastewater Plant  
175 Pickering Road

David Green  
335-6942

Utility Water Billing  
19 Wakefield Street

Ann Dupuis  
335-7501

Water Treatment Plant  
64 Strafford Road

Robert Gray  
335-4291

Welfare Office  
31 Wakefield Street

Todd Marsh  
335-3505

<b>EMPLOYEE OF THE MONTH 2011-2012</b>
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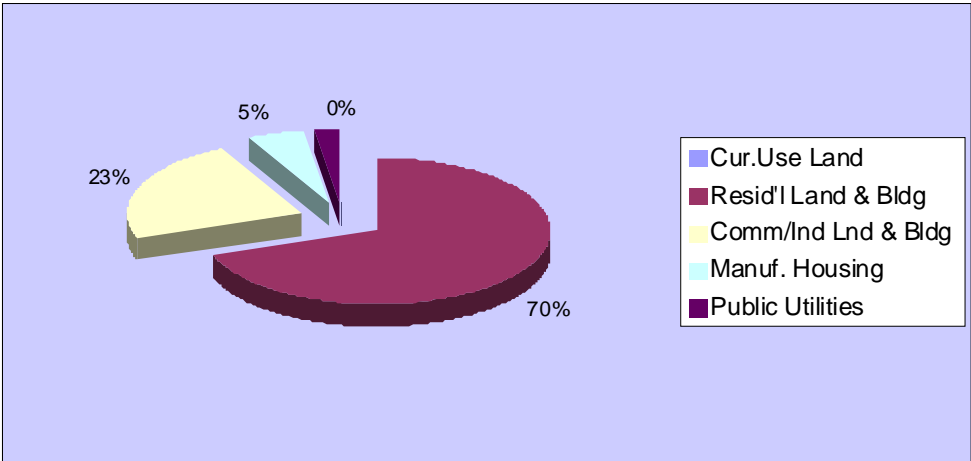
Kay Dexter	Human Resources Department	July 2011
Joe Gasbarro	Public Works Department	August 2011
Mary Ellen Humphrey	Economic Development Dept.	September 2011
Mark Dupuis	Fire Department	October 2011
Rob Phillips	Public Works Department	November 2011
David Green	Public Works Department	December 2011
Bob Dingee	Code Enforcement	January 2012
Tracy Hayes	Police Department	February 2012
Kelly Walters	City Clerk's Office	March 2012
Kenneth Henderson	Public Works Department	April 2012
David Dubois	Police Department	May 2012
Marcia Roddy	City Clerk's Office	June 2012

**REPORT OF THE ASSESSOR'S OFFICE  
2011-2012**

**ASSESSOR'S INVENTORY**

Current Use Land.....	<b>1,199,364</b>
Residential Land.....	<b>447,602,913</b>
Commercial/Industrial Land.....	<b>174,366,912</b>
Residential Buildings.....	<b>970,374,534</b>
Commercial/Industrial Buildings.....	<b>289,311,466</b>
Manufactured Housing.....	<b>104,556,900</b>
Public Utilities Land & Buildings.....	<b>46,514,100</b>

**TOTAL OF TAXABLE PROPERTIES.....2,033,953,864**



**EXEMPTIONS USED**

Blind (31).....	<b>1,357,200</b>
Elderly(382).....	<b>24,840,060</b>
Disabled (84).....	<b>3,139,300</b>

**TOTAL AMOUNT OF EXEMPTION.....29, 336,560**

**Net Valuation on which the tax rate for the Municipal, County & local Education Tax is computed..... 2,004,617,304**

**Less Public Utility Valuations.....46,514,100**

**Net Valuation without Utilities on which tax rate for State Education Tax Computed.....1,958,103,204**

Respectfully submitted,

Thomas A. Mullin, CNHA City Assessor

**REPORT OF THE CITY CLERK**

**Narrative**

The City Clerk’s office is known as the keeper of the records and serves as the local registrar in the issuance of vital records. The office is responsible for recording and issuing certified copies of birth, divorce, death, and marriage certificates. The City Clerk’s office is also responsible for issuing marriage licenses. The City Clerk submits reports to the State of New Hampshire and other authorities as required by law. The City Clerk is responsible for the repair, binding, maintenance, and proper storage of all permanent records in compliance with local and state laws. The Clerk’s office staff often researches older vital records for customers conducting genealogical studies.

The City Clerk’s office staff prepares the following material for the City Council: agendas, informational packets, and the permanent record of all meeting minutes for all City Council meetings. In addition, the City Clerk’s staff prepares the same material for the Codes and Ordinances Committee, Historical Documents Preservation Committee, and the Records Retention Committee.

The City Clerk updates the City Clerk’s Department Webpage and the Deputy City Clerk updates the City Clerk’s Department Facebook and Twitter accounts.

Kelly Walters was appointed as the Acting City Clerk on February 22, 2012. Marcia Roddy was appointed as the Acting Deputy City Clerk on March 14, 2012. Special recognition goes to other City employees who assisted the City Clerk’s office during Fiscal Year 2011: Nancy Carignan, Assistant City Clerk, Diane Moses, Assistant City Clerk, Maryellen Humphrey, Economic Development Specialist, and James Smith, Deputy City Clerk, Milton, New Hampshire.

Lastly, the City Clerk’s office worked with the Historic Documents Preservation Committee in 2011 to apply for a Moose Plate Grant. The Committee has been successful in obtaining a grant in the amount of \$8,992 to preserve some of Rochester’s oldest Selectman Records beginning in 1815 through 1839. These are handwritten records and were in deplorable condition. The Committee was made aware that the 1820 Federal census for Rochester is missing; therefore, one of the most valuable documents restored in 1820 was the book containing the only known list of “heads of households” living in Rochester during that timeframe. Without this information there would be a 20-year gap in Rochester’s census information. This is particularly important for historians and genealogists. The Committee is already in the process of working towards the next grant to preserve all the loose miscellaneous records dating as far back as the mid 1700’s.

**Vital Statistics and Related Revenues**

The following statistics have been generated for Rochester from reports from the State Bureau of Vital Records from July 1, 2011 to June 30, 2012: There were 360 babies born in the City of Rochester, 213 of which were from Rochester residents. There were 169 marriages reported for the City of Rochester and 240 deaths. The top two baby names for the City of Rochester for calendar year 2012 are as follows:

**Girls**

Emma  
Isabella

**Boys**

Aiden  
Ethan

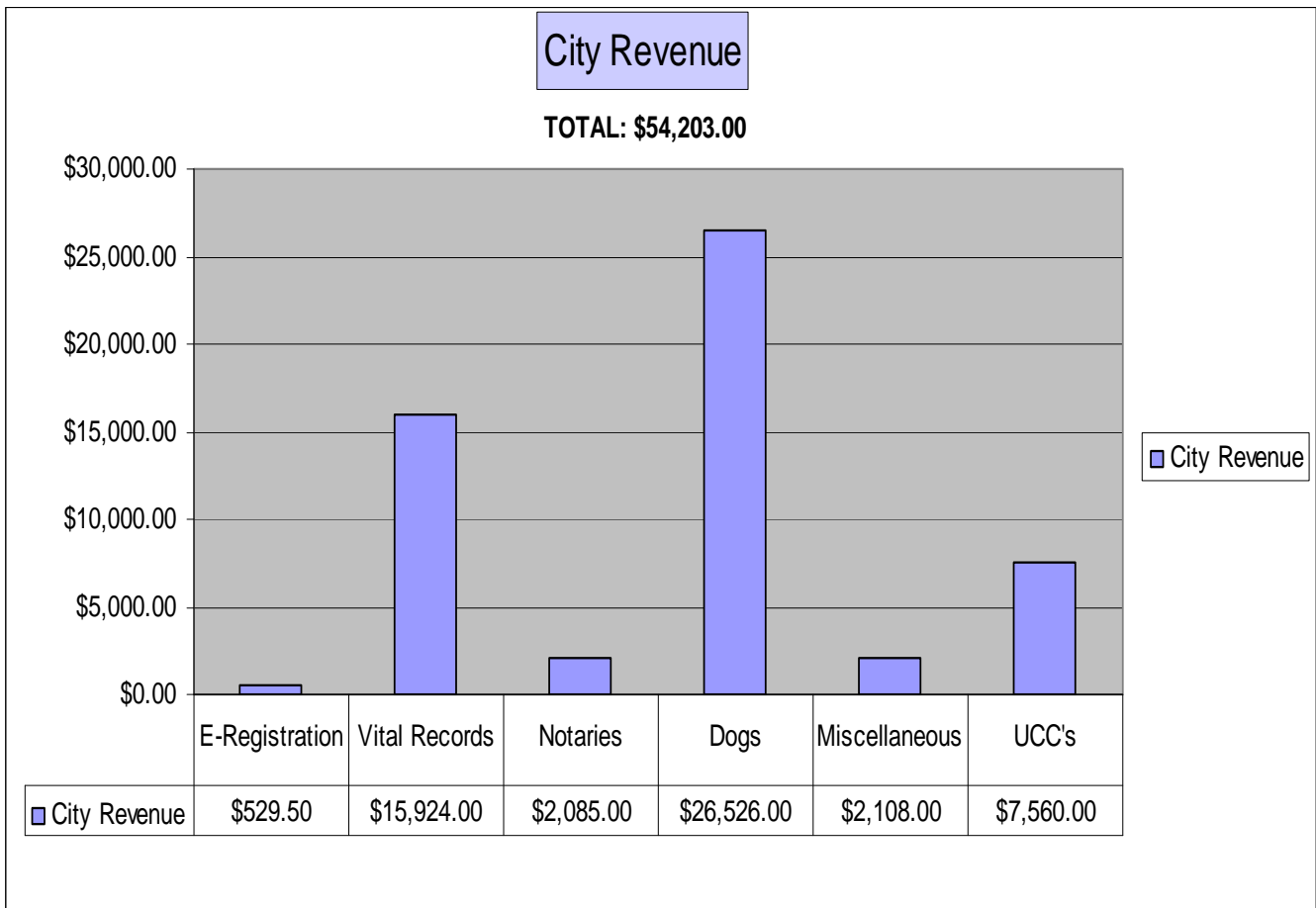
**Adam’s Fund / Pray Fund**

The Deputy City Clerk submitted four applications to the Adam’s Fund/Pray Fund to Charter Trust Company. The total amount awarded between the four applicants was \$1,237.89.

**Dogs**

The City Clerk’s office issued 5,119 dog licenses during the 2012 Fiscal Year. There were 1,574 dog owners listed on the Dog Licensing Warrant of 2012 and a total of 2,041 unlicensed dogs.

**Miscellaneous Information and Revenues**



**Elections**

The City Clerk supervised two elections during the 2012 Fiscal Year: The November 8, 2011, Municipal Election and the January 10, 2012, Presidential Primary Election. The City Clerk’s office accepted new voter registrations, address changes, and party affiliation changes. The City Clerk’s staff attended election training, coordinated each Supervisors’ Session and Moderators Session. The City Clerk’s staff provided in-home voter registration for the elderly and disabled.

The City Clerk's staff communicated with other town and city clerks throughout New England in order to keep the Election Database up to date. All checklists and warrants were posted according to State Law.

As of June 30, 2012, there were a total of 15,777 registered voters in Rochester, New Hampshire and the breakdown to party affiliation is as follows:

	<u>Democrats</u>	<u>Republicans</u>	<u>Undeclared</u>	<u>Total</u>
<u>Ward 1</u>	855	928	954	2,737
<u>Ward 2</u>	802	918	1,100	2,820
<u>Ward 3</u>	889	956	908	2,753
<u>Ward 4</u>	774	678	1,021	2,473
<u>Ward 5</u>	745	840	1,049	2,634
<u>Ward 6</u>	821	655	892	2,368
	4,886	4,975	5,924	15,785

Respectfully submitted,

Kelly Walters  
City Clerk

**RESOLUTIONS**

Resolution Adopting the Granite State Business Park Tax Increment Finance Development Program/Financing Plan and Establishing the Granite State Business Park Tax Increment Finance District. **Resolution 1:** *Adopted on July 5, 2011 [Book ZZ Page 8].*

Resolution Authorizing Acceptance of Additional Donations to the City of Rochester for the Duval Park Fountain Fund and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$1,000. **Resolution 2:** *Adopted on July 5, 2011 [Book ZZ Page 11].*

Resolution Authorizing Application for US Department of Justice, Justice Assistance Grant, to the Rochester Police Department, in the Amount of \$22,087.80. **Resolution 3:** *Adopted on July 5, 2011 [Book ZZ Page 13].*

Resolution Authorizing the Rochester Police Department to Apply for a Byrne Grant through the Attorney General's Office, in the Amount of \$60,000. **Resolution 4:** *Adopted on July 5, 2011 [Book ZZ Page 14].*

Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with the International Brotherhood of Teamsters Local # 633 Bargaining Unit (Library Employees). **Resolution 5:** *Adopted on July 5, 2011 [Book ZZ Page 15].*

Resolution De-Authorizing a Portion of the 2011-2012 Fiscal Year CDBG Appropriation in the Amount of \$11.00. **Resolution 6:** *Adopted on August 2, 2011 [Book ZZ Page 27].*

Resolution Accepting a Byrne Justice Assistance Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$30,000. **Resolution 7:** *Adopted on August 2, 2011 [Book ZZ Page 28].*

Resolution Authorizing the City Manager to File an Application for an Open Spaces Sacred Places [OSSP] Grant in the Amount of \$50,000. **Resolution 8:** *Adopted on August 2, 2011 [Book ZZ Page 30].*

Resolution Determining that an Amendment to the Rochester City Charter Relative to the Police Commission is Necessary and Ordering a Public Hearing in Connection with Such Proposed Amendment. **Resolution 9:** *Adopted on August 2, 2011 [Book ZZ Page 31].*

Resolution Authorizing a Supplemental Appropriation in Connection with Engineering Services Related to Public Infrastructure Improvements in the Vicinity of the So-Called Granite State Business Park and Taking Certain Other Budgetary Actions in Connection Therewith in the Amount of \$67,924.00. **Resolution 10:** *Adopted on August 2, 2011 [Book ZZ Page 34].*

Resolution Accepting the State of New Hampshire Department of Justice, Drug Forfeiture Distribution to the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$371.25. **Resolution 11:** *Adopted on August 16, 2011 [Book ZZ Page 50].*

Resolution De-Authorizing Portion of the 2010-2011 Fiscal Year USDA Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$100. **Resolution 12:** *Adopted on August 16, 2011 [Book ZZ Page 51].*

Resolution Ordering that the Proposed “Amendment to the Rochester City Charter; Relative to the Rochester Police Commission” be Placed on the Next Regular Municipal Ballot and that this Resolution Constitute the Report under the Provisions of RSA 49-B: 5 IV (b). **Resolution 13:** *Adopted on August 16, 2011 [Book ZZ Page 53].*

Resolution Establishing Ward Boundary Lines in Accordance with Section 3 of the Rochester City Charter. **Resolution 14:** *Amended and Adopted on September 6, 2011 [Book ZZ page 73].*

Resolution Authorizing Extension of Municipal Water Line on the So-Called Milton Road. **Resolution 15:** *Adopted on September 6, 2011 [Book ZZ page 74].*

Resolution Changing the Funding Source of Funds For the So-Called Little Falls Bridge Road/Chestnut Hill Road Water Main Project from the State Revolving Loan Funds to Bonding and Making a Supplemental Appropriation in Connection Therewith. **Resolution 16:** *First Reading Approved on September 6, 2011; Public Hearing, Second Reading, and Adoption on September 20, 2011 [Book ZZ page 106].*

Resolution Accepting a State of New Hampshire, Conservation License Plate Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$8,992. **Resolution 17:** *Adopted on September 6, 2011 [Book ZZ page 76].*

Resolution Establishing Polling Places and Times for the November 8, 2011, Municipal Election. **Resolution 18:** *Adopted on September 6, 2011 [Book ZZ page 77].*

Resolution Authorizing the City Manager to Negotiate and Enter into an Ambulance Dispatching Services Agreement Between the City of Rochester and Frisbie Memorial Hospital. **Resolution 19:** *Adopted on September 6, 2011 [Book ZZ page 79].*

Resolution Accepting Grant to the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$1,000. **Resolution 20:** *Adopted on September 6, 2011 [Book ZZ page 80].*

Resolution Accepting a State of New Hampshire Department of Justice, Drug Forfeiture Distribution Grant, to the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$1,370.38. **Resolution 21:** *Adopted on September 6, 2011 [Book ZZ page 81].*

Resolution Accepting a Grant to the Rochester Police Department for Training Purposes and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$1,500. **Resolution 22:** *Adopted on September 6, 2011 [Book ZZ page 82].*

Resolution Accepting a State of New Hampshire Department of Justice, Drug Forfeiture Distribution to the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$5,500. **Resolution 23:** *Adopted on September 6, 2011 [Book ZZ page 83].*

Resolution Accepting an Internet Crimes Against Children [ICAC] Task Force Grant to the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$3,418. **Resolution 24:** *Adopted on September 6, 2011 [Book ZZ page 84].*



Resolution Approving Purchase and Sale Agreement with Regard to Land Situate in, and in the Vicinity of the Granite State Business Park and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$710,000. **Resolution 25:** *Adopted on September 20, 2011 [Book ZZ page 111].*

Resolution Accepting Donation to the City of Rochester, Fire Department from Carole and Russell Albert and Making a Supplemental Appropriation Therewith in the Amount of \$50. **Resolution 26:** *Adopted on October 4, 2011 [Book ZZ page 122].*

Resolution Accepting US Department of Justice, Justice Assistance Grant to the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$22,087.80. **Resolution 27:** *Adopted on October 4, 2011 [Book ZZ page 123].*

Resolution De-Authorizing a Portion of the Justice Assistance Grant Supplemental Appropriation in the Amount of \$5,912.39. **Resolution 28:** *Adopted on October 4, 2011 [Book ZZ page 124].*

Resolution De-Authorizing Portion of the Primex Workers Compensation Safety Improvement Program Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$32.74. **Resolution 29:** *Adopted on November 1, 2011 [Book ZZ page 136].*

Resolution Accepting an Internet Crimes Against Children [ICAC] Task Force Grant to the Rochester Police Department for Overtime Reimbursement and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$2,198.42. **Resolution 30:** *Adopted on November 1, 2011 [Book ZZ page 137].*

Resolution Accepting Reimbursement from the Iornworks Fire Protection Company Insurance and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$2,765.35. **Resolution 31:** *Amended and Adopted on November 1, 2011 [Book ZZ page 138].*

Resolution De-Authorizing a Portion of the New Hampshire Department of Environmental Services Supplemental Appropriation for Illicit Discharge Remediation in the Amount of \$233. **Resolution 32:** *Adopted on November 1, 2011 [Book ZZ page 140].*

Resolution Transferring Funds from the Water Fund to the Conservation Fund in the Amount of \$152,500. **Resolution 33:** *Adopted on November 1, 2011 [Book ZZ page 141].*

Resolution Authorizing a Supplemental Appropriation to the Vehicle and Equipment Replacement Account of the Wastewater Treatment Works 2011-2012 Capital Budget and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$7,000. **Resolution 34:** *Adopted on November 9, 2011 [Book ZZ page 144].*

Resolution De-Authorizing a Portion of the New Hampshire Safety Data Driven Approaches to Crime and Traffic Safety [DDACT] Grant and Making a Supplemental Appropriation Therewith in the Amount of \$1,498.97. **Resolution 35:** *Adopted on December 6, 2011 [Book ZZ page 161].*

Resolution Establishing Polling Places and Times for the January 10, 2012, Presidential Primary Election. **Resolution 36:** *Adopted on December 6, 2011 [Book ZZ page 163].*

Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with the New England Benevolent Association N.E.B.P.A. Local No. 123 Bargaining Unit (Communication Employees). **Resolution 37:** *Adopted on December 6, 2011 [Book ZZ page 164].*

Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with New England Benevolent Association N.E.B.P.A. Local No. 23 Bargaining Unit (Police Employees). **Resolution 38:** *Adopted on December 6, 2011 [Book ZZ page 165].*

Resolution Authorizing a Supplemental Appropriation in Connection with Public Infrastructure Improvements to be Made in the Vicinity of the So-Called Granite State Business Park and Authorizing Bonding in Connection Therewith in the Amount of \$5,000,000. **Resolution 39:** *Adopted on December 20, 2011 [Book ZZ page 184].*

Resolution De-Authorizing a Portion of the Capital Improvement Project Appropriation and Making a Supplemental Appropriation with Regard to the Salmon Falls Hazard Mitigation Project. **Resolution 40:** *Adopted on January 11, 2012 [Book ZZ page 204 ].*

Resolution Accepting Metrocast Cablevision Grant for Public, Education, and Government Cable Access to the City of Rochester and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$30,000. **Resolution 41:** *Adopted on January 11, 2012 [Book ZZ page 205].*

Resolution Accepting Public Service of New Hampshire Grant to the Rochester Economic Development Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$15,000. **Resolution 42:** *Adopted on January 11, 2012 [Book ZZ page 206].*

Resolution Accepting the State of New Hampshire, Justice Drug Forfeiture, Distribution to the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$68.22. **Resolution 43:** *Adopted on January 11, 2012 [Book ZZ page 208].*

Resolution Accepting a Donation from Kevin Ryan to the Rochester Fire Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$50. **Resolution 44:** *Adopted on January 11, 2012 [Book ZZ page 209].*

Resolution Accepting an Internet Crimes Against Children [ICAC] Task Force Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$2,194.93. **Resolution 45:** *Adopted on February 7, 2012 [Book ZZ page 220].*

Resolution Accepting a State of NH Attorney General's Drug Task Force Overtime Reimbursement Grant for the Drug Task Force and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$7,500. **Resolution 46:** *Adopted on February 7, 2012 [Book ZZ page 221].*

Resolution Accepting an Internet Crimes Against Children [ICAC] Task Force Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$300. **Resolution 47:** *Adopted on February 7, 2012 [Book ZZ page 222].*

Resolution Authorizing the City Manager, on behalf of the City of Rochester, to Execute and Enter into a So-Called Highway Safety Improvement Program (HSIP). **Resolution 48:** *Adopted on February 7, 2012 [Book ZZ page 223].*

Resolution Accepting and Approving the Excess Host Community Fees and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$23,728.39. **Resolution 49:** *Amended and Adopted on February 7, 2012 [Book ZZ page 224].*

Resolution Opposing the 2012 Metrocast Cablevision Rate Increases to the Citizens of Rochester. **Resolution 50:** *First Reading and Motion to Table on February 7, 2012, Removed from Table and Adopted on March 6, 2012 [Book ZZ page 257 ].*

Resolution Regarding the Granite State Park Development Company and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$15,014.12. **Resolution 51:** *Amended and Adopted on February 7, 2012 [Book ZZ page 232].*

Resolution Changing Funding Source of Funds and Making a Supplemental Appropriation in Connection Therewith. **Resolution 52:** *First Reading February 7, 2012, and Adopted on February 21, 2012 [Book ZZ page 238].*

Resolution Accepting the Internet Crimes against Children Grant [ICAC] and Making a Supplemental Appropriation in the Amount of \$1,650. **Resolution 53:** *Adopted on March 6, 2012 [Book ZZ page 258].*

Resolution De-Authorizing Funds from the “Street Sweeper” Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$136.72. **Resolution 54:** *Adopted on March 6, 2012 [Book ZZ page 259].*

Resolution De-Authorizing Funds from the “Buckle up in your Truck” Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$2,943.62. **Resolution 55:** *Adopted on March 6, 2012 [Book ZZ page 260].*

Resolution De-Authorizing Funds from the “Operating Safe Commute Patrols” Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$439.64. **Resolution 56:** *Adopted on March 6, 2012 [Book ZZ page 261].*

Resolution De-Authorizing Funds from the “DWI Hunter” Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$631.82. **Resolution 57:** *Adopted on March 6, 2012 [Book ZZ page 262].*

Resolution Accepting a Donation from CVS to the City of Rochester Fire Department in the Amount of \$150. **Resolution 58:** *Adopted on March 6, 2012 [Book ZZ page 263].*

Resolution Accepting the US Marshall’s Service, Drug Forfeiture, Distribution to the City of Rochester’s Police Department and Making a Supplemental Appropriation in

Connection Therewith in the Amount of \$707.72. **Resolution 59:** *Adopted on March 6, 2012 [Book ZZ page 264].*

Resolution De-Authorizing Portion of a New Hampshire Safety Agency DWI Saturation Patrols Grant and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$1,048. **Resolution 60:** *Adopted on March 6, 2012 [Book ZZ page 265].*

Resolution De-Authorizing a Portion of a New Hampshire Safety Agency Speed Saturation Patrols Grant “Corridor Enforcement” and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$1,218.40. **Resolution 61:** *Adopted on March 6, 2012 [Book ZZ page 266].*

Resolution Accepting the US Marshall’s Service (DEA), Drug Forfeiture, Distribution to the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$2,348.67. **Resolution 62:** *Adopted on March 6, 2012 [Book ZZ page 268].*

Resolution Resolving and Agreeing that the New Hampshire Department of Safety Can Allow the Homeland Security Grant Funding for the Purpose of Providing the Critical Care Supplemental Oxygen Program Equipment Directly to Frisbie Memorial Hospital, **Resolution 63:** *Adopted on March 6, 2012 [Book ZZ page 269].*

Resolution Endorsing the Rochester District Commission’s Application for Rochester to be Designated as a “Certified Local Government”. **Resolution 64:** *Adopted on March 6, 2012 [Book ZZ page 270].*

Resolution Authorizing a Supplemental Appropriation to the 2011-2012 Capital Budget of the City of Rochester, Department of Public Works, Sewer Works, for Engineering Purposes Relative to the Rochester Wastewater Treatment Plant and Accepting a Donation in Connection Therewith in the Amount of up to \$25,000. **Resolution 65:** *Adopted on March 6, 2012 [Book ZZ page 271].*

Resolution Adopting Post-Issuance Tax Compliance Policies and Procedures for Tax-Exempt Obligations for the City of Rochester, New Hampshire. **Resolution 66:** *Adopted on March 6, 2012 [Book ZZ page 272].*

Resolution Authorizing City Manager to Negotiate and Enter into the Amendment Between the City of Rochester and Albany Engineered Composites, Inc. **Resolution 67:** *Adopted on March 6, 2012 [Book ZZ page 273].*

Resolution Approving the School Department’s Request to De-authorize Multiple CIP Projects in the Amount of \$502,187.78. **Resolution 68:** *Adopted on April 3, 2012 [Book ZZ page 283].*

Resolution Approving the School Department’s CIP Request to Transfer Existing Funds in the FY12 School Operating Budget to Fund a Cash CIP Project for the Purpose of Removing Oil Tanks from Various Schools and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$106,500. **Resolution 69:** *Adopted on April 3, 2012 [Book ZZ page 284].*

Resolution Approving a Supplemental Appropriation to the Fire Department Budget for an Emergency Management Performance Grant for a Command Vehicle in the Amount of \$42,237. **Resolution 70:** *Adopted on April 3, 2012 [Book ZZ page 286].*

Resolution Authorizing the City Manager to Negotiate and to Enter Into an Agreement with Newport Computer Services, Inc. **Resolution 71:** *Adopted on April 3, 2012 [Book ZZ page 289].*

Resolution Approving a Supplemental Appropriation for the Purpose of Starting the First Phase of Renovating the Old Police Station Building and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$150,000. **Resolution 72:** *Adopted on April 3, 2012 [Book ZZ page 290].*

Resolution Authorizing the City Manager, on Behalf of the City of Rochester, to Enter into and/or Execute Agreements, Documents, and/or Take Other Actions, Alone, or in Conjunction with Other Members of the So-Called Great Bay Municipal Coalition, to Protect and Promote the Interests of the City of Rochester, with Respect to the Great Bay/Piscataqua River Estuary and Matters Related Thereto. **Resolution 73:** *Adopted on April 3, 2012 [Book ZZ page 292].*

Resolution De-Authorizing a Portion of the Wastewater Treatment Blower CIP Appropriation in the Amount of \$26,123.55. **Resolution 74:** *Adopted on April 3, 2012 [Book ZZ page 292].*

Resolution Authorizing a Supplemental Appropriation from the City of Rochester, Economic Development Fund for the Art Esprit Public Art Project “The Mythology of Rochester” in the Amount of \$5,000. **Resolution 75:** *Adopted on April 3, 2012 [Book ZZ page 294].*

Resolution Adopting the 2012-2013 Rochester CDBG “Action Plan for the City of Rochester, New Hampshire” and Approving and Appropriating the 2012-2013 Community Development Budget for the City of Rochester. **Resolution 76:** *First Reading on April 3, 2012, Second Reading and Adopted on May 8, 2012 [Book ZZ page 344].*

Resolution Approving Reallocation of Funds within the CDBG Grant Funds to the Historic Society for the Purpose of the Fire Escape Project and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$33,905. **Resolution 77:** *Adopted on April 3, 2012 [Book ZZ page 297].*

Resolution Authorizing and Approving Transfers in the 2011-2012 Community Block Grant Budget and Making a Supplemental Appropriation in Connection Therewith [Rochester Opera House Balcony Seats]. **Resolution 78:** *First Reading on April 3, 2012. Second Reading failed on April 3, 2012. Second Reading Passed on May, 1, 2012, Adopted on May 1, 2012 [Book ZZ page 319].*

Resolution Authorizing the City Manager to Convey the City’s Interest in Property Situate in Former South Main and Common Streets Right-of-Way. **Resolution 79.** *Motion to Adopt FAILED on May 1, 2012.[Book ZZ page 319]*

Resolution Accepting a New Hampshire Fire Standards and Training Program, Homeland Security Grant, and Making a Supplemental Appropriation in Connection Therewith in the Amount of up to \$159,000. **Resolution 80:** *Adopted on May 1, 2012 [Book ZZ page 323].*

Resolution Authorizing the City Manager to Negotiate and Enter into a Utility Transmission Line Relocation Agreement with PSNH and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$70,000. **Resolution 81:** *Adopted on May 1, 2012 [Book ZZ page 324].*

Resolution Authorizing the City Manager to Negotiate and Enter into a CAP Addendum to Multi-Year Discount Agreement with PRIMEX Regarding Rochester’s Worker’s Compensation Insurance. **Resolution 82:** *Adopted on May 1, 2012 [Book ZZ page 327].*

Resolution Accepting a PSNH Rebate to the City of Rochester in Connection with the Downtown Lighting Project in the Amount of \$32,184. **Resolution 83:** *Adopted on May 1, 2012 [Book ZZ page 328].*

Resolution De-Authorizing Portion of the Department of Public Works 2011-2012 Budget Appropriations for the Downtown Lighting Project in the Amount of \$13,280. **Resolution 84:** *Adopted on May 1, 2012 [Book ZZ page 328].*

Resolution Accepting a Donation to the City of Rochester, Rochester Public Library, Children's Library Gardening Program, from the Rochester Elks Club and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$100. **Resolution 85:** *Adopted on May 1, 2012 [Book ZZ page 329].*

Resolution Accepting a Contract Payment from the Rochester Housing Authority, and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$58,612. **Resolution 86:** *Adopted on May 1, 2012 [Book ZZ page 330].*

Resolution De-Authorizing a Portion of the Rochester Public Library, Library Window Replacement Appropriation in the Amount of \$31,981.22. **Resolution 87:** *Adopted on May 1, 2012 [Book ZZ page 331].*

Resolution De-Authorizing a Portion of the Salmon Falls Tank Altitude Valve Pit Restoration Appropriation. **Resolution 88:** *Adopted on May 1, 2012 [Book ZZ page 332].*

Resolution De-Authorizing a Portion of the Rochester Department of Public Buildings Roof Maintenance Appropriation in the Amount of \$808.89. **Resolution I Resolution 89:** *Adopted on May 1, 2012 [Book ZZ page 333].*

Resolution De-Authorizing a Portion of the Rochester Department of Public Buildings Roof Maintenance Appropriation in the Amount of \$16,492.01 **Resolution II Resolution 90:** *Adopted on May 1, 2012 [Book ZZ page 335].*

Resolution De-Authorizing Portion of the Rochester Department of Public Buildings Vehicle and Equipment Replacement Appropriation in the Amount of \$1,601. **Resolution 91:** *Adopted on May 1, 2012 [Book ZZ page 336].*

Resolution Changing the Funding Source for the So-Called Spaulding Turnpike Interceptor Sewer Project No. 04512 From the Clean Water State Revolving Loan Funds to the Sewer Fund, Fund Balance Cash and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$144,039.41. **Resolution 92:** *Adopted on May 1, 2012 [Book ZZ page 337].*

Resolution De-Authorizing Portion of the Jefferson Street Water Main and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$14,219.15. **Resolution 93:** *Adopted on May 1, 2012 [Book ZZ page 338].*

Resolution Approving Cost Items Associated with the Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Middle Management Group. **Resolution 94:** *Adopted on May 1, 2012 [Book ZZ page 341].*

Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with the International Association of Fire Fighters IAFF Local No. 1451 Bargaining Unit [Fire Department Employees]. **Resolution 95:** *Adopted on May 1, 2012 [Book ZZ page 341].*

Resolution Approving Cost Items Associated with the Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Municipal Managers Group RMMG [Municipal Managers]. **Resolution 96:** *Adopted on May 1, 2012 [Book ZZ page 342].*

Resolution Approving the 2012-2013 Operating Budget for the City of Rochester. **Resolution 97:** *First Reading on May 8, 2012, Public Hearing on June 5, 2012, second reading and Adoption on June 19, 2012 [Book ZZ page 404].*

Resolution Approving the 2012-2013 CIP Budget for the City of Rochester. **Resolution 98:** *First Reading on May 8, 2012, Public Hearing on June 5, 2012, second reading and adoption on June 19, 2012 [Book ZZ page 406].*

Resolution Authorizing a Supplemental Appropriation to the 2011-2012 Capital Budget of the City of Rochester for the So-Called Pine Street Reconstruction Project and Authorizing Bonding and/or Borrowing (Including State Revolving Loan and/or ARRA Funding) in Connection Therewith in the Amount of up to \$1,380,775. **Resolution 99:** *Adopted on May 15, 2012 [Book ZZ page 353].*

Resolution Accepting and Appropriating the Excess Host Community Fees for FY 2012. **Resolution 100:** *First Reading on June 5, 2012, Postponed until June 19, 2012. Second Reading, Motion to Amend Approved, and Adoption on June 19, 2012 [Book ZZ page 394].*

Resolution Accepting the Federal Savings Bank Donation to the Rochester Economic Development, Economic Development Fund and Making a Supplemental Appropriation therewith in the Amount of \$1,500. **Resolution 101:** *Adopted on June 5, 2012 [Book ZZ page 380].*

Resolution Approving the Contract and Cost Items Associated with the Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Municipal Employees Association [RMEA]. **Resolution 102:** *Adopted on June 5, 2012 [Book ZZ page 381].*

Resolution Approving the Contract and Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with American Federation of State, County, and Municipal Employees, Public Work Employees [AFSCME]. **Resolution 103:** *Adopted on June 5, 2012 [Book ZZ page 382].*

Resolution Accepting Misty Lane as a City Street. **Resolution 104:** *Adopted on June 5, 2012 [Book ZZ page 383].*

Resolution Authorizing a Supplemental Appropriation to the FY 2011-2012 Capital Budget of the City of Rochester for the Purpose of Providing Funding for and/or Related to the So-Called Pine Street Reconstruction Project. **Resolution 105:** *First Reading on June 5, 2012. Public Hearing and Second Reading on June 12, 2012, Adopted June 12, 2012 [Book ZZ page 388].*

Resolution Authorizing a Grant Application and Accepting Grant if Awarded Relative to DWI Enforcement Patrols for the Rochester Police Department and Making a Supplemental Appropriation in Connection Therewith in the Amount of \$4,447.76. **Resolution 106:** *Adopted June 12, 2012 [Book ZZ page 390].*

Resolution for a Supplemental Appropriation to the Conservation Fund for Fiscal Year 2011-2012 Pursuant to the Provisions of Section 11.21(c) of the General Ordinances of the City of Rochester in the Amount of \$81,875. **Resolution 107**: **First Reading, Second Reading on June 19, 2012, Motion was approved as amended on June 19, 2012 [Book ZZ page 397].**

Resolution Authorizing the City Manager to Execute Partial Releases from a City Mortgage. **Resolution 108**: **Adopted June 19, 2012 [Book ZZ page 403].**



**AMENDMENTS TO THE ROCHESTER CITY ORDINANCES  
JULY 2011 THROUGH JUNE 2012**

- **Amendment 1: Chapter 17 Section 34:** Amendment to Ordinances Relative to Water User Rates. *AMENDMENT ADOPTED on July 5, 2011 [Book ZZ Page 7].*
  
- **Amendment 2: [FAILED] Chapter 42:** Amendment to Ordinances Repealing Chapter 42 of the General Ordinances of the City of Rochester and Adopting a New Comprehensive Zoning Ordinance in its Stead. *First Reading held on September 6, 2011; Public Hearing held on September 20, 2011; Second Reading held on September 20, 2011; AMENDMENT FAILED on September 20, 2011.*
  
- **Amendment 3: Chapter 40 Section 14:** Amendment to Ordinances Relative to Access to Basements. *AMENDMENT ADOPTED on September 6, 2011 [Book ZZ Page 72].*
  
- **Amendment 4: Chapter 42 Section 42.2:** Amendment to Zoning Ordinance Relative to Land Situate off the Northeasterly Side of the Existing “I-2 Industry 2 Zone” Boundary Line, in the Vicinity of Sky Haven Airport and the So-Called Granite State Business Park, and Currently Bifurcating the Lots Known as Rochester Tax Map 242, Lots 5 and 6. **First Reading on April 3, 2012; Public Hearing and Second Reading on April 17, 2012; AMENDMENT ADOPTED on April 17, 2012 [Book ZZ page 296].**

<b>REPORT OF THE CODE ENFORCEMENT DEPARTMENT</b> <b>2011-2012</b>
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The Code Enforcement Department has been extremely active. As the population of the City of Rochester has grown to approximately 29,000 residents, so does the responsibility of the department to assist residents and visitors in the City of Rochester. This office remains dedicated to this responsibility and will continue its program of proactive Code Enforcement ensuring the health and safety of the citizens of Rochester.

The total revenue collected by the Building Safety Department is categorized as follows:

Food Establishment Licenses		\$ 29,223.00
<b>Miscellaneous Permits &amp; Licenses</b>		
<b>8,190.50</b>		
Building Permits		\$ 467,551.68
Miscellaneous Permits & Fees		130.10
<b>TOTAL</b>	<b>\$</b>	<b>505,095.28</b>
Less Refunds, Waived Fees (Veteran & Municipal Status)		<18,851.00>
<b>TOTAL</b>	<b>\$</b>	<b>486,244.28</b>

The total amount expended by the department was \$ 439,674.57

**BUILDING INSPECTION**

The major duties of the department include the administration of National Codes, the review and issuance of building permits, and the inspection of construction sites to ensure conformance of these codes; additionally enforcing compliance of the Zoning Ordinance and Planning Board approvals.

A total of 1,687 permits were issued with an estimated building cost of \$29,645,922.00. With the combination of building, health, and miscellaneous inspections and activities, there were 1,918 inspections completed. Additionally there were 1,687 plans reviewed.

The major health related duties of the department continue to be the licensing and inspections of two hundred twenty (220) of the City's food service establishments. We have worked closely with the owners and operators to ensure compliance with the New Hampshire rules for the sanitary production and distribution of food. During the year each food establishment was inspected a minimum of two to three times. As a whole, Rochester's food establishments are in full compliance.

The department also performed inspections of day care and foster home facilities, investigated housing code complaints and responded to various health- related concerns for the citizens of Rochester.

***The Board of Health comprised the following members:***

**Dr. Thomas Moon, Regular Member**

John Larochelle, Regular Member

Dr. Terry Bennett, City Physician/ Member


Regular Member, Vacant

Mr. James Grant, Health Officer & Director of Code Enforcement

**CODE ENFORCEMENT**

Other general activities by the department include: Inspections and licensing of twenty four (24) mobile home parks, thirty four (14) pool tables, sixty one (50) video game combined with mechanical devices, thirty five (32) taxi licenses (company, drivers, and cars), three (3) motor vehicle junk yards, two (2) junk dealers twenty seven (31) second hand dealers, three (4) pawnbrokers and miscellaneous hawkers & peddlers. The department has also investigated seventy six (76) written housing complaints and zoning infractions.

Respectfully submitted,



James Grant; Director  
Building Safety Department

**REPORT OF ECONOMIC DEVELOPMENT  
2011 - 2012**

The past year has seen some milestone accomplishments for the city of Rochester. The Turnpike Expansion continued with a steady progress, at times challenging for commuters, but is now substantially complete. The entire \$130 Million project and all 6 Rochester exits will be complete in the next year.

Despite the continuing economic recession, Rochester added 700,000 square feet of new retail over the last few years and reduced vacancy rates in multiple commercial districts across the city, including the Historic Downtown Arts & Cultural District. Supported by more than just retail, this district brought new art galleries, independent restaurants, (FIRE) finance, insurance and real estate and creative enterprises to life in an eclectic business district. Dominated by independents, this district attracted more than six million dollars in private investment and has plans to continue the trend over the next decade.

New businesses are investing along the Spaulding Turnpike construction route, this is especially intense at the Exit 15, Granite Ridge Development District. This district is anchored by Super Wal-Mart, Holiday Inn Express, Shoe Dept., Granite Steak & Grill, Rockin' Diner, and Verizon. Planet Fitness, Family Dollar, CVS, Hannaford, Bank of New Hampshire, Home Depot, McDonald's and Burger King anchor the southern end. This area also is our "Rochester Auto Mile" with Rochester Harley Davidson, Rochester Toyota, Country Tire, Granite Ford, Poulin Auto Country Chrysler Jeep, Meineke, Black Dog Car Wash, Wal-Mart Tire Center, Beranger Volkswagen, and Rochester Motor Sports. A number of new retail developments are in the leasing stage, including a 350,000 square foot retail development by Grossman Development, a Boston-based boutique firm. The Planning Board has preliminarily endorsed the project as very desirable and welcomes further more complete applications. In addition, Tractor Supply Company has received Planning Board approval of their new 19,000 SF retail store to be located on Farmington Road.

The former Thompson Center Arms site remains vacant while interested buyers complete their due diligence. The objective is to convert this industrial site to a commercial development, this will require a zoning change from Industrial to Highway Commercial. The Wilder Company completed filling up the few empty locations at Rochester Crossing with several national retailers and restaurants. On the path to opening are JoAnn Fabrics, GNC, Pet Smart and popular casual dining with Buffalo Wild Wings. On Washington Street is a NHDOT Park and Ride under development, Highfield Commons is a 300+ housing mixed-unit development with the first phase under construction, and two premier parcels remain available, also waiting for a change in zoning.

DeMoula's Market Basket opened this regional center during the 80's and has continued to attract retailers for the Rochester/Maine discount oriented population it serves. Big Lots entered the market in the critical anchor tenant location, formerly occupied by Staples, now located in the Flatley development at Exit 13. The shopping district is busier than ever when Rite Aid made the decision to build a new prototype drugstore across Route 125/Milton Road. Only a few in-line spaces are currently available.

The City has applied for an EDA Public Works Grant to complete a \$3.9 Million sewer and water upgrade to facilitate the expansion of Market Basket Plaza and Stonewall Kitchen for manufacturing, warehouse and distribution. The grant would contribute 50% of the funds necessary, Stonewall Kitchen and Market Basket have committed \$500,000 each. More than 350 new jobs will be created when the project is complete. Announcements of the grant award will be made this winter.

Industrial development was extremely active. Thompson Investment Casting successfully moved from the Route 11 location to a new facility On Old Dover Road, and now have 90 employees. Significant coordination of permits, inspections, reviews and approvals, in addition to state support and an expedited AOT permit were necessary. The City further supported keeping this manufacturing facility within the city with a JOB Loan. This was the second successful spin off from the old Thompson Center, along with Coyote Creek, a retail outlet located within this Granite Ridge Development District. A third spin-off, LHR Sporting Arms, began obtaining permits and funding with the intention to also locate within Rochester and re-employ many of Thompson displaced workers.

In July 2011, the City Council approved the Granite State Business Park TIF District. Access and utilities need to be expanded to utilize the Phase II lots, including a bridge over the active New Hampshire Northcoast Rail Line. TIF financing utilizing RSA 162-K as well as RSA 205 was put in place in partnership with the Rochester Housing Authority and the Business Finance Authority. The city-portion of this project will run the entire calendar year of 2012 and will be substantially complete by Thanksgiving. The extensive and challenging permitting process has begun for the construction of the 343,000 square foot Safran plant which will eventually employ 500 in advanced manufacturing positions.

The Economic Development Department underwent major organizational changes this year:

- The appointment of Karen Pollard to Deputy City Manager/Director of Community Development brought the three development and construction departments under one umbrella: Planning, Codes, and Economic Development. The entire team staff meets monthly for joint discussion of development issues and improving customer service.
- Mary Ellen Humphrey, Economic Development Specialist is now a full-time employee, and chairs the Technical Review Group with an eye towards advocacy for the applicant and insures a business-friendly reception for those coming to the city for permits and planning board approvals.

Entrepreneurial activity has become a very important focus. The Business Boot Camp invited thirty individuals with small business aspirations attended to learn about business plans and how to start a company. The department is exploring a partnership with the ABI Hub in Manchester to establish a satellite here in Rochester, staking claim to being the Seacoast Hub for innovation and high tech businesses. A monthly Business Round Table was established, providing the opportunity for local business people to meet city officials, discuss concerns, network with other businesses, offer suggestions, and build partnerships. All this enhances the city's interest in working with our business community.

We are often asked to benchmark or measure the success of economic development initiatives. This can be a challenging task when it often takes years to see the results of an investment in a

project or enterprise. Since 2003 economic development staff has provided business investments and projected job creation on a project-by-project basis when available. We regularly use data from New Hampshire Employment Security, including the info below.

July 2012	15,540 Employed	Increase of 590 or 3.94%
January 2000	14,950 Employed	

Another valuable statistic comes from the annual MS-1 Report, the Summary Inventory of Valuation from the city to the NH Department of Revenue Administration.

September 2012	3,511.65 acres	15.30% of total taxable acres
	\$463,678,378	Assessed Valuation 23.33% of total

September 2002	3,721.559 acres	15.19% of total taxable acres
	\$322,039,095	Assessed Valuation 22.04% of total

Reduction of Commercial/Industrial Land - 209.909 acres or -5.62%  
 Increase in Assessed Valuation - \$141,639,283 or 43.982%  
 Generates Annually (2011 Tax Rate \$24.86/\$1,000) = \$3,521,152.58

There is no question this has been a difficult and uncertain business environment, however, Rochester has been prepared and proactive in dealing with those challenges. The promise of new advanced manufacturing enterprises, and the establishment of a Career Training Facility with Great Bay Community College, to train skilled employees for these jobs at the Lilac Mall have earned Rochester positive press at the local, state and national level. This has created more optimism and stability in Rochester than at the state, regional and local levels.

## REPORT OF THE FINANCE OFFICE

2011-2012

The fiscal year ending June 30th of 2012 indicates the City's financial position continues to be strong. Conservative revenue forecasts coupled with close monitoring of expenditures in the General Fund, as well as the enterprise funds, has resulted in continued fiscal stability. The data and analysis of the City of Rochester's financial performance below provides an overview of the City's financial activities for the fiscal year ended June 30, 2012.

### FINANCIAL HIGHLIGHTS

#### Government-wide Highlights

- The City's total assets, \$233.4 million, exceeded total liabilities of \$111.3 million, by \$122.1 million. This amount is the Total Net Assets. The \$122.1 million is reported as \$106 million invested in capital assets, net of related debt, \$3 million restricted and \$13.1 million in unrestricted funds. The unrestricted balance represents the amount available to be used to meet the City's ongoing obligations to citizens and creditors.
- The City's Total Net Assets (Governmental and Business Type) increased by \$5 million or 4.3% in fiscal year 2012.
- The City's Total Assets increased by \$5.5 million or 2.4% and Total Liabilities increased by \$.5 million or .45%.

#### Fund Balance Highlights

The unreserved Fund Balance for *all governmental funds* increased by \$4.8 million to \$14.5 million for the fiscal year ending June 30, 2012, which is ahead of last year's total of nearly \$12.8 million. The *General Fund Unreserved Fund Balance* increased by \$1.2 million to \$13.9 million.

### THE CITY AS A WHOLE

The City's *combined* total net assets are \$122.1 million. Separating the net assets and net expenses of Governmental and Business-type Activities, this represents \$72 million for Governmental Activities and \$50.1 million for Business-type Activities.

**Net Assets**  
**(in Millions)**

	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Total Primary Government</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
Current and other assets	40.8	37.7	8.7	9.2	49.5	46.9
Capital assets, net	<u>104.6</u>	<u>103.0</u>	<u>79.3</u>	<u>78.0</u>	<u>183.9</u>	<u>181.0</u>
<b>Total assets</b>	<b>145.4</b>	<b>140.7</b>	<b>88.0</b>	<b>87.2</b>	<b>233.4</b>	<b>227.9</b>
Long-term liabilities	48.4	40.3	36.4	34.1	84.8	74.4
Other liabilities	<u>25.0</u>	<u>31.8</u>	<u>1.5</u>	<u>4.6</u>	<u>26.5</u>	<u>36.4</u>
<b>Total liabilities</b>	<b>73.4</b>	<b>72.1</b>	<b>37.9</b>	<b>38.7</b>	<b>111.3</b>	<b>110.8</b>
Invested in capital assets, net of debt	60.0	61.3	46.0	44.7	106.0	106.0
Restricted	3.0	0.2	-	-	3.0	0.2
Unrestricted	<u>9.0</u>	<u>7.1</u>	<u>4.1</u>	<u>3.8</u>	<u>13.1</u>	<u>10.9</u>
<b>Total net assets</b>	<b>72.0</b>	<b>68.6</b>	<b>50.1</b>	<b>48.5</b>	<b>122.1</b>	<b>117.1</b>

The largest portion of the City's net assets is comprised of investments in land, buildings, equipment and infrastructure less any outstanding debt.

The City's unrestricted governmental net assets increased by \$1.9 million to \$9.0 million. This increase represents an increase in the amount of funds available to meet the City's general fund obligations due largely to the cash expended on capital projects. The issuance of bonded debt in early 2012 replaced cash previously expended on capital projects. The City's ability to complete most major capital projects with cash on hand prior to the actual sale of the bonds has been a testament of its strong fiscal health. The strength of the City is also due to its fiscally conservative practices in past years. It is incumbent on the City to maintain these practices in order to maintain financial strength.

The net assets of the City's business-type activities are investments in the water and sewer plants, related infrastructure, and the arena building/equipment. These "enterprise" funds, however, cannot be used to make up for the other governmental activities. The City, generally, can only use these net assets to finance the continuing operations of the Water, Sewer and Arena.

The City's net assets increased by \$5.0 million, as presented in the Table below. The largest expenditures are from Education, Public Safety, Public Works and General Government. The difference in funding between expenses and revenues is made up through property taxes.



**Changes in Net Assets  
(in Millions)**

	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Total Primary Activities</b>	
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
<b>Revenues</b>						
<b>Program revenues:</b>						
Charges for services	2.1	2.3	8.8	8.7	10.9	11.0
Operating grants	30.6	33.4	-	-	30.6	33.4
Capital grants and contributions	1.2	3.4	0.2	0.7	1.4	4.1
<b>General Revenues:</b>						
Property taxes	50.5	48.5	-	-	50.5	48.5
Licenses and permits	4.3	4.0	-	-	4.3	4.0
Other general revenues	<u>5.5</u>	<u>5.4</u>	<u>0.1</u>	<u>0.1</u>	<u>5.6</u>	<u>5.5</u>
<b>Total revenues</b>	<b><u>94.2</u></b>	<b><u>97.0</u></b>	<b><u>9.1</u></b>	<b><u>9.5</u></b>	<b><u>103.3</u></b>	<b><u>106.5</u></b>
<b>Program Expenses:</b>						
General government	4.1	3.9	-	-	4.1	3.9
Public safety	12.1	12.1	-	-	12.1	12.1
Public works	5.9	5.8	-	-	5.9	5.8
Health and welfare	0.4	0.4	-	-	0.4	0.4
Culture and recreation	1.8	1.8	-	-	1.8	1.8
Community development	0.7	2.6	-	-	0.7	2.6
Community services	0.7	0.8	-	-	0.7	0.8
Education	56.1	57.3	-	-	56.1	57.3
Food services	1.9	1.8	-	-	1.9	1.8
Debt Service	1.6	1.8	-	-	1.6	1.8
Intergovernmental	5.5	5.6	-	-	5.5	5.6
Water	-	-	3.2	3.2	3.2	3.2
Sewer	-	-	3.9	3.8	3.9	3.8
Arena	<u>-</u>	<u>-</u>	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>	<u>0.4</u>
<b>Total Expenses</b>	<b><u>90.8</u></b>	<b><u>93.9</u></b>	<b><u>7.5</u></b>	<b><u>7.4</u></b>	<b><u>98.3</u></b>	<b><u>101.3</u></b>
<b>Excess (deficiency) before contributions and transfers</b>						
	<b><u>3.4</u></b>	<b><u>3.1</u></b>	<b><u>1.6</u></b>	<b><u>2.1</u></b>	<b><u>5.0</u></b>	<b><u>5.2</u></b>
Transfers	<u>-</u>	<u>0.2</u>	<u>-</u>	<u>(0.2)</u>	<u>-</u>	<u>-</u>
<b>Increase (decrease) in net assets</b>						
	<b><u>3.4</u></b>	<b><u>3.3</u></b>	<b><u>1.6</u></b>	<b><u>1.9</u></b>	<b><u>5.0</u></b>	<b><u>5.2</u></b>

**Governmental Activities**

The City recognizes that maintaining a strong financial position is crucial to the City's long-term success. The burden that is placed on citizens and businesses as well as the needs for services must both be taken into consideration with all financial decisions. The major fiscal challenges facing the City continue to be level or decreased State funding for education, health insurance increases, State retirement increases, energy costs, property values and tax rates. Fortunately, other City/School revenues have exceeded expectations and conservative spending has produced balances in many accounts at the end of the year.

- The City's assessed property value for taxation for fiscal year 2012 (tax year 2011) decreased \$16.9 million or 0.8% as of April 1, 2011. The tax rate increased to \$24.86, which is 4% over the previous year.

- The City is committed to regular infrastructure and capital improvements. The capital budget for fiscal year 2012 was \$8.5 million. It is important to note that many of the Highway, Water and Sewer projects are interrelated. The remaining capital improvement funds are for a variety of other City and School upgrades and improvements. It is also important to note that due to the softening economy capital projects City-wide were scaled back considerably for the three preceding years; however, this increase in FY2012 reflects the City Council's recognition for the need to maintain and invest in the City's capital infrastructure.

The major areas where revenues exceeded projections are taxes: \$1.4 million and licenses and permits \$363 thousand.

The conservative philosophy of sustainable and steady growth that Rochester has embraced over the years remains as one of the keys to the City's continued financial strength and stability.

### **Business-type Activities**

Operating revenues for the City's business-type activities exceeded expenses by nearly \$1.6 million.

- The City's sewer system posted a positive change in net assets of \$1.3 million. This fund is showing strong contributions to Net Assets for a third straight year. The sewer fund cash flow report shows an increase of \$739 thousand in the cash balance from the beginning of the year; however, cash flow continues to be a major concern for this fund with respect to servicing the debt for a contemplated new treatment plant. Continued evaluation of the cash flow needs and expected rate changes are essential to the sound management of this fund.
- The City's water system posted a change in net assets of \$321 thousand. The water fund cash flow report shows a decrease of \$812 thousand in cash balance from the beginning of the year. In conjunction with the Sewer Fund, rate reviews and increases in the water rate will be necessary to maintain positive operations.
- The City's ice arena has a reported minimal net asset decrease of \$2,303.

## **CAPITAL ASSETS AND DEBT ADMINISTRATION**

### **Capital Assets**

The City's investment in capital assets, net of depreciation, for its Governmental and Business-type Activities as of June 30, 2012 is \$183.9 million (see the Table below). This investment in capital assets includes land, buildings, equipment, computer software, construction in progress and infrastructure. Infrastructure assets are items that are normally immovable, of value only to the City and include roads and bridges.

**Capital Assets at Year-end  
(net of Depreciation, in Millions)**

	<b>Governmental</b>		<b>Business-type</b>		<b>Total</b>	
	<b>Activities</b>		<b>Activities</b>			
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
Land	7.6	7.5	3.5	3.5	11.1	11.0
Easements	1.1	1.1	-	-	1.1	1.1
Land improvements	2.3	2.5	-	-	2.3	2.5
Buildings and improvements	41.9	42.5	28.7	29.6	70.6	72.1
Vehicles and equipment	5.7	5.6	3.2	2.8	8.9	8.4
Infrastructure	41.5	36.7	31.5	30.1	73.0	66.8
Construction in progress	<u>4.5</u>	<u>7.1</u>	<u>12.4</u>	<u>12.0</u>	<u>16.9</u>	<u>19.1</u>
<b>Totals</b>	<b>104.6</b>	<b>103.0</b>	<b>79.3</b>	<b>78.0</b>	<b>183.9</b>	<b>181.0</b>

Debt

The City may issue general obligation bonds, receive State Revolving Fund notes in lieu of bonds, and notes in anticipation of such bonds, taxes and other anticipated revenues. As of June 30, 2012, the total debt outstanding for all funds is \$80.6 million (See the Table below).

**Outstanding Debt at Year-end  
(in Millions)**

	<b>Governmental</b>		<b>Business-type</b>		<b>Total</b>	
	<b>Activities</b>		<b>Activities</b>			
	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>	<b>2012</b>	<b>2011</b>
General obligation bonds (backed by the City) and State revolving notes	<u>44.6</u>	<u>41.7</u>	<u>36.0</u>	<u>36.3</u>	<u>80.6</u>	<u>78.0</u>
<b>Totals</b>	<b>44.6</b>	<b>41.7</b>	<b>36.0</b>	<b>36.3</b>	<b>80.6</b>	<b>78.0</b>

The General Obligation bond rating process conducted in February - March of 2012 returned a bond rating from Moody's of A1 and a rating of AA- was received from Standard and Poors. While financial steadfastness is only one of the criteria that bond rating agencies use in

assessing overall risk, continued positive performance in this area will help the City to achieve continued increases in bond ratings which in turn mean lower rates and savings to taxpayers.

#### **NEXT YEAR'S BUDGETS AND RATES**

It is important to the City Council and the community it serves to provide appropriate levels of service to taxpayers, diversify the tax base, and create new investment in the City. The City's elected and appointed officials considered many factors in June of 2012 when setting the fiscal year 2013 budget and the resulting impact on tax rates and the service fees that will be charged for business-type activities. The City continues its long standing tradition of fiscal restraint – forecasting realistic anticipated revenues, keeping expenditures in check and directing capital expenditures in an effort to minimize bonded debt. While at the same time, the City's leadership understands that it needs to provide an excellent infrastructure and quality of life to create additional employment opportunities through the attraction of new businesses and the expansion of existing businesses. The City's continued financial strength indicates that a proper balance has been maintained between all of the above factors.

<p style="text-align: center;"><b>REPORT OF THE FIRE DEPARTMENT 2011-2012</b></p>
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The primary mission of the Rochester Fire Department is to provide a range of programs designed to protect and maintain the quality of life within the City of Rochester through Fire Prevention, Fire Suppression and Rescue activities.

## **ORGANIZATION**

The City of Rochester Fire Department is a 62-member “combination” organization providing fire, rescue, and public assistance to the Rochester, East Rochester and Gonic sections of this community.

The department serves a community with an estimated population of 32,000 residents in a 49.2 square mile area from two fire stations which are covered 24/7.

The Chief of the Fire Department reports to the Rochester City Manager under the City Manager form of government.

On behalf of the 63 men and women of the Rochester Fire Department, it gives me great pleasure to submit our 2011-2012 annual report. Our department is operated by dedicated individuals who are committed to enhancing community safety and the quality of life in the City of Rochester.

This fiscal year the Fire Department responded to 2,355 calls compared to 1,864 calls in fiscal year 2010-11. This represents a 26% increase in call volume over the same period last year. The majority of our calls were medical related with 567 or 24% of all our calls, while motor vehicle accidents accounted for 414 runs, or 17% of our total call volume.

Fire Department personnel continue to operate with increasing community demands while still operating at personnel levels that haven’t changed for over a decade. With 1606 runs in 2000 we have had a 46% increase in runs with no increase in manning.

The increasing demand on emergency services has prompted the Chief to re examine the need for a third station. This station is proposed to be located in the northern area of the city to reduce run times to those areas that have extensive response times due to their distance from the Central Station. These needs exist now; however due to economic reasons a plan of 10 years seems appropriate to consider. With a proposal time frame of 10 years, the need for additional manpower should be considered very soon. A new station will require no less than 3 men per shift with four shifts running 24 hours each, ultimately requiring 12 additional firefighters. With one additional firefighter added to the budget each year there will still not be enough time to reach our goal.

The future brings many growth opportunities for the Fire Department. As the City of Rochester expands, the department must expand to meet the continually changing needs. The future brings the expansion of service delivery with the goals of adding Fire Station 3.

The department will look to develop our firefighters with progressive mentoring programs and community involvement. At the same time, we continue to develop our operating standards, experience and equipment. As we grow within the community, I see unlimited potential in many areas.

With the support of the Mayor, City Council, our City Manager and his staff, as well as all other City Departments and supporting governmental agencies, we continue to be an exemplary organization that prides itself on being proactive, efficient and exceptionally effective in our delivery of services.

## **TRAINING**

This fiscal year the department was able to secure Homeland Security Grant money for numerous Technical Rescue and Incident Command classes. This grant covered all costs associated with our members attending the class and providing shift coverage while they were out. The department is continuing to utilize this grant for training in fiscal year 2013.

## **FIRE PREVENTION**

The Office of Fire Prevention is ultimately responsible for providing a fire-safe environment for first responders and citizens of Rochester. The method of providing a safe environment is the collaborative effort with the Building Safety Department, utilizing fire codes, building codes and city ordinances.

**Fire Code Enforcement** – These activities are performed either at the planning, the technical review process or at scheduled fire inspection.

- Inspections of all new buildings
- Routine inspections of existing buildings
- Review and inspection of fire protection system
- Enforcement of applicable fire and building codes

**Arson Investigation**-The Fire Prevention Office is also responsible for fire investigations within the City of Rochester. All fires are investigated to determine the fire's cause and origin. The purpose of the fire investigation is to determine if the fire is.

- Incendiary: fires intentionally set.
- Accidental: fires caused by non malicious, electrical, mechanical, chemical, or careless means.
- Undetermined: fires that may have more than one possible ignition source and therefore cannot prove one source of single ignition point.

If the fire investigator determines the cause is incendiary in nature, police detectives are requested to conduct the criminal investigation.

**Public Education**-One of the primary goals of the Fire Prevention Office is to promote fire safety. This effort is accomplished by utilizing all members of the Rochester Fire Department.

Shift personnel will provide School fire safety education utilizing our smoke house which allows demonstrations of the proper techniques of staying low to escape a smoke filled environment. In addition to our educational activities we also participate in health and safety fairs, career days, fire safety presentations, fire extinguisher training, and fire drill observation and training.

## **MAJOR ACCOMPLISHMENTS**

- Conducted Officer testing for Lieutenant's positions
- Received an Emergency Management Planning Grant from the State to purchase a new Command Vehicle and to outfit the new vehicle and an existing one with new radios and command center equipment.
- Purchased all new turnout gear for the call force to ensure their safety and to remain in compliance with NFPA standards
- Drastically improved radio communications by locating an unlicensed interference source and eliminating it.

The department has works very hard to continue to improve our level of service and our ability to respond to emergencies. Improvements in safety, both for the community and the firefighters are paramount and we continue to find cost effective ways perform our work. We are very fortunate to have a dedicated, caring staff at all levels who deliver outstanding service.

## **HEALTH AND SAFETY**

Health and Safety Council of Strafford County  
Public Health and Emergency Preparedness Annual Report Summary  
For Rochester City Report  
Reporting Period: July 1, 2011- June 30, 2012  
Submitted by: Tory Jennison RN, MS Executive Director

The Health and Safety Council of Strafford County (HSCSC/the Council) celebrated its 8<sup>th</sup> year in 2011, including 8 years of partnership with the City of Rochester. Fire Chief Sanborn continued in his role as Secretary on the HSCSC Board of Directors and, as Rochester's Emergency Management Director (EMD), served as the City's primary representative for public health and emergency preparedness efforts. Both Chief Sanborn and Assistant Chief Mark Dupuis actively represented the City of Rochester on the Strafford County Public Health Network Regional Coordinating Council.

The spring of 2012 saw exciting transition for the Health and Safety Council, as both the part time Executive Director and full time Public Health Coordinator left the organization for new opportunities. A new combined Executive Director/PHN Coordinator role was created to allow for a number of increased efficiencies across the Council, with the most significant being the decision by the HSCSC Board of Directors to dissolve the organizational affiliation with Goodwin Health Center. This administrative structural change recognized that HSCSC was poised for growth and ready for program expansion to benefit the strong partnerships developed across Strafford County public health and emergency management networks. The Council relocated to 1 Washington Street in Dover, NH, where it now shares office space, ideas and resources in the Collaborative Office Group with a number of innovative private and nonprofit entrepreneurs. The Council remains an independent 501c(3) nonprofit organization.

In 2011-2012, HSCSC secured over \$180,000 in funding to support public health emergency planning, training, and volunteer programs for the region. The Council continued in its role of fiscal agent for two local programs, administering more than \$320,000 in funds for Bridging the Gaps, a community coalition building program funded by the Drug Free Communities program, and Farmington And Middleton Expanding Education (FAMEE), a 21<sup>st</sup> Century Community Learning Center Project that provides asset building after-school and summer programming to students in grades K-12 in Farmington Schools.

In addition to its fundamental and ongoing work to support emergency and public health preparedness education and response efforts in Strafford County, the Council administered a number of new grant funded programs that impacted Rochester citizens, providers, and agencies in FY 2012 including:

- Work to convene and educate local agencies that conduct business in citizen's homes to promote awareness of health and safety risks and available support programs via the Healthy Homes Program.
- Case management and provider education for children identified to have high blood lead levels in Strafford County.
- Promotion of public health preparedness and recruitment of medically trained or oriented volunteers for Citizen Corps/CERT/MRC teams in conjunction with the Greater Portsmouth and Greater Exeter Region Public Health Networks.
- Education, exercise planning and administration, and community outreach for first responders and members of the local Indonesian community to facilitate improved communication and safety via a Healthy People 2020 program.

The Council continued to provide subcontractor Community Program and Volunteer Coordination services to both the Greater Exeter and Greater Portsmouth Public Health Regions. These contracts allowed the Council to fund expansion of the role of the Community Program and Volunteer Coordinator and coordinate trainings and educational opportunities for volunteers and responders across three regions, improving attendance and increasing cost effectiveness that allows expanded offerings.

The Strafford County Citizen Corps program continued to grow and restructure to encourage community involvement and improve volunteer preparedness and response capacity. The team has 42 trained and dedicated members to support Strafford County and the City of Rochester during an emergency. The SCCC was activated by Rochester emergency management to assist with traffic control and opening shelters in Rochester following Hurricane Irene and the October Nor'easter. Members also assisted during the Rochester Holiday Parade, Seabrook graded drills, and a number of additional planned and emergency activations throughout the region. The City of Rochester hosted the Community Emergency Preparedness Class last winter, which attracted students from as far away as Hooksett and graduated 18 people.

The success of the SCCC and sustainability of the Council are due in large part to the commitment and generous in-kind support provided by the City of Rochester Fire and Police Departments. Support includes facilitation of meeting space and guest instructors for team



trainings, expert consultation on local and regional preparedness and response plans, participation in community and regional conversation around preparedness priorities and an ongoing commitment to service excellence that infuses the Council's work.

I would like to extend my thanks to the Mayor, City Council and City Manager for their continued support of the fire department. With their support we continue to be an outstanding organization, which is well respected throughout this community.

Respectfully submitted,

Norman Sanborn, Jr.  
Chief of Department

## FIRE DEPARTMENT RESPONSE ACTIVITY

EMERGENCY RESPONSE CALLS	FY '12
Fire, other	4
Building Fire	17
Cooking fire, confined to container	10
Chimney fire	7
Fuel burner/boiler malfunction	3
Trash or rubbish fire	1
Fire in mobile home	1
Passenger vehicle fire	15
Brush fire	35
Outside rubbish fire	4
Outside rubbish, trash or waste fire	5
Special outside fire	4
Medical assist, assist EMS crew	529
EMS call, excluding vehicle accident with injury	38
Vehicle accident with injuries	164
Motor vehicle/pedestrian accident	8
Motor vehicle accident with no injuries	133
Lock-in	2
Extrication of victim from vehicle	2
Removal of victim(s) from stalled elevator	2
Hazardous condition	7
Gasoline or other flammable liquid spill	14
Gas leak (natural gas or LPG)	33
Chemical spill, leak, hazard, oil spill	1
Carbon monoxide incident	23
Electrical wiring/equipment problem	14
Power line down	84
Arching, shorted electrical equipment	22
Vehicle accident, general cleanup	109
Service call	97
Lockout	165
Water problem	4
Water evacuation	2
Water or steam leak	12
Animal rescue	3
Public service assistance	5
Assist police or other governmental agency	30
Assist invalid	1
Unauthorized burning	62
Cover assignment	54
Good intent calls	155
No incident found on arrival at dispatch address	11
Authorized controlled burning	4
Smoke scare, odor of smoke	48

EMS call, party transported by non-fire agency	35
Hazmat Investigation w/no hazmat	1
False alarm or false call	6
Malicious, mischievous false call	3
Municipal alarm system, malicious false alarm	1
System malfunction	3
Sprinkler activation-no fire-malfunction	3
Smoke detector activation due to malfunction	13
Alarm system sounded due to malfunction	111
CO detector activation due to malfunction	24
Smoke detector activation, no fire-unintentional	8
Alarm system sounded, no fire, unintentional	126
Carbon monoxide detector activation, no CO	15
Bomb Scare	2
<b>Citizen Complaint</b>	<b>3</b>
Smoke or odor removal	5
Explosion (no fire)	1
Fireworks explosion (no fire)	1
Rescue or EMS standby	2
Aircraft standby	1
Attempted burning, illegal action, other	2
Attempt to burn	1
Dispatched & cancelled en route	39
Local alarm system, malicious false alarm	1
Detector activation, no fire – unintentional	2
Wind storm, tornado/hurricane assessment	2
<b>TOTAL</b>	<b>2355</b>

**NON-EMERGENCY ACTIVITY** **FY '12**

Building inspection	178
Certificate of Occupancy	32
Campfire Inspections	4
Commercial Hood Inspection	68
Day Care Inspections	19
Fire Alarm System Tests	57
Fire Drills	67
Fire Extinguisher Classes	9
Fire Investigations	17
Fire Prevention Education	25
Foster Home Inspections	42
Juvenile Firesetter Intervention	15
Knox Box Inspections	66
Meetings	239
Permits of Assembly	90
Plan Reviews	90

Pre-construction Meetings	21
Shift Building Inspections	55
Site Reviews	88
Sprinkler Flow Tests	40
Training Sessions	278
Walk-through Inspections	144
Wood Stove Inspections	2
<b>TOTAL</b>	<b>1646</b>

**REPORT OF THE LEGAL DEPARTMENT  
2011-2012**

The following is a report of the activities of the office of the City Attorney for the fiscal year beginning July 1, 2011 and ending on June 30, 2012:

During the fiscal year 2011-2010, the following cases involving the City of Rochester were concluded:

1. Lambert's Auto & Truck Recyclers, Inc. v. City of Rochester and Rochester Planning Board / Strafford County Case # 219-2010-CV-00738.

In addition to the above case, as of June 30, 2012, the following actions involving the City of Rochester were pending in various New Hampshire and Federal Courts:

1. City of Rochester v. Rennelda Trust, George Blaisdell and Clay Phalen/Strafford County Case # 219-2008-E-00117;
2. City of Rochester v. Albert Blaisdell and George Blaisdell / Strafford County Case # 219-2010-CV-00338;
- 3, Franklin Goodale Torr and Ann M. Torr v. Cecilia Torr and the City of Rochester / Strafford County Case #219-2010-CV-00421.
4. Donald and Ruth Gilbert v. City of Rochester / Strafford County Case #219-2011-CV-00426

It should be noted that the above listing of cases does not include various bankruptcy proceedings pending in various U.S. District Courts across the United States in which the City of Rochester has filed proofs of claims and/or other pleadings with regard to the City's various interests in such bankruptcy estates, workers compensation proceedings, and various litigation in which the City is, or was, represented by counsel provided through the City's various liability carriers, or counsel retained on an individual case basis.

The office of the City Attorney also provided representation to the City in numerous matters before the New Hampshire courts with respect to cases in which the City was a party, as well as before various administrative agencies when necessary. In addition, the City Attorney attended Council meetings, as well as meetings of Council committees and other City boards and commissions upon request. Legal opinions and advice were provided to the City Manager, Mayor, Mayor and City Council, Department Heads, and City Department Divisions and. Legal instruments, including deeds, leases, contracts, ordinances, and amendments to ordinances, resolutions and other similar type documents were drafted and reviewed, as required, during the year and representation of the City was provided with regard to the acquisition and disposition of real estate, as well as the negotiation of various disputes and the drafting and review of agreements concerning the City for numerous purposes.

Respectfully submitted,  
Danford J. Wensley, City Solicitor

## REPORT OF THE LIBRARY 2011-2012

The Rochester Public Library saw significant changes in the 2011-12 year, not the least of which was the retirement of long-time library director John Fuchs. John's retirement after nine years of service was an occasion for sadness at his departure as well as excitement about the future, as the library moves forward with exciting new technologies and programs.

The library circulation desks saw an exceptionally busy year as the economic downturn continued to bring more and more people to the building for internet access and recreational reading or videos. 158,304 people visited the library this year – enough people to fill the Colosseum three times. More than 274,000 items were circulated at the library this year, a little less than a third (27%) of which were children's items. On average just under 600 people came in and out of the library *every single day*. Astonishingly, almost *ninety thousand* DVDs and videos were circulated this year – stacked up, those DVDs would be 4,491 feet tall - 15 times the height of the Statue of Liberty.

Computer use in the library was up this year, with internet terminals being accessed more than 12,772 times – put another way, 72% of the time the library was open, people were using the internet computers. In addition to our in-house computers, the library offers building wide wireless access, which was used 10,191 times (almost a 10% increase from last year). 83,069 people visited the Library's website this year. Our subscription databases - which provide a massive collection of information to patrons compiled from magazines, periodicals, professional journals, books and newspapers – were searched a staggering 55,568 times, up from 21,623 last year.

As always, the library's summer reading program was one of the highlights of the year. This year's program, "Dream Big ... Read!" drew 461 registered children to read a total of 6,586 books. The whole library participated this year, with a new adult summer reading program drawing in more than 200 Summer Olympics themed entries, and in the teen room young adults turned in more than 240 reading logs, bingo cards, and book reviews for prizes from the Boston Red Sox, Canobie Lake Park, the Fisher Cats, Club Victoire, Martin's Drive in, Wal\*Mart, Water Country and York's Wild Kingdom.

As in previous years, the library also participated in the statewide Downloadable Audiobooks and eBooks consortium, which our patrons used to download 6,868 items from their home computers or mobile devices. Once again the number of downloaded items surged from last year, increasing by almost 50% from last year. We also shared 4,273 items with other libraries as part of the statewide van delivery service for interlibrary loans.

A new attraction in the library was planted outside the Children's Room entrance: a vegetable garden. Throughout the summer the garden was faithfully tended by library staff members and child visitors, who spent many afternoons planting, weeding, and harvesting the plants. The beautiful garden was the brainchild of Children's Librarian Marie Kelly and was such a success that there are already plans to expand the garden area to other parts of the grounds. Thanks in large part to the support of local businesses like Studley Flower Gardens

(who provided much of the mulch, the pots, and a drip irrigation watering system) and the tireless work of the children's library staff, the garden will be a wonderful annual event for the whole community to enjoy.

The library continued to hold many weekly and seasonal programs, including our popular movie series for adults, craft programs and story times for children, and a holiday wreath making workshop, as well as serving as a meeting place for countless groups and organizations. All told there were 36 adult programs with 389 people attending, and more than 680 registrations for the library's two meeting rooms. The 30<sup>th</sup> Annual Photography Show, organized by reference librarian Beth Nerbonne, drew 139 entries this year and a crowd of just under 100 came to the opening to hear the winners announced. 12 local area businesses sponsored to this year's show. The library also continued our sponsorship of the Rochester Poet Laureate, and welcomed Patricia O'Brien to the two year post.

All of the Library's programs and countless services to the city wouldn't be possible without a dedicated and talented staff. The Rochester Public Library is fortunate to have a team of professionals working for our library patrons and for the City of Rochester.

Respectfully submitted,

Brian Sylvester, MLIS  
Director, Rochester Public Library

<p style="text-align: center;"><b>REPORT OF THE MIS DEPARTMENT 2011 - 2012</b></p>
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## **COMPUTERS AND NETWORKING**

MIS continued support of City operations in FY12. MIS support includes the Local Area Networks (LAN), Wide Area Networks (WAN) and the Institutional Network (I-NET) with all types of user administration, data maintenance and backup, virus prevention, network and personal computer (PC) hardware repairs, upgrades and maintenance, software installation, training and research and development of computer aided procedures.

FY12 contained network cabling projects at several locations including the Community Center, the Central Fire Station and multiple locations in City Hall. There were also upgrades / replacement to servers and other systems as required.

Networked copier / printers were purchased from MIS CIP funds during FY12 for Economic Development, the Police Department and the Finance Office. These replaced much older and less functional devices.

MIS has the primary responsibility for voice communications and City telephone systems. This includes all related hardware, software, voicemail, auto attendants, cabling for phone lines, equipment configuration as well as being the primary contact for various communications vendors.

MIS does much of the management for the Business System including hardware support, user administration, software upgrades and patches from the vendor. In FY12 a Business System upgrade occurred that included new servers running new operating systems, a new database engine and a major release upgrade to the existing system.

FY12 also included continuing the implementation of a system for multiple departments with a specific intent of tracking building permits and other Code Enforcement duties. In FY12 custom reports and a connector between the program and City email that is used in scheduling and reviewing projects were added to the system.

The City of Rochester, NH has its website at <http://www.rochesternh.net> and MIS is also involved with separate sites for the Police Department (<http://www.rochesterpd.org>), Fire Department (<http://www.rochfd.org>) and Rochester Public Library (<http://www.rpl.lib.nh.us>).

## **ROCHESTER GOVERNMENT CHANNEL**

The Rochester Government Channel (RGC) is Channel 26 on Metrocast Cablevision. In FY12 the RGC continued to follow its mission statement by cablecasting live City Council, Planning Board, Police Commission, Zoning Board of Adjustment and School Board Meetings as well as other special meetings and events as needed. In October of 2011 there were two Candidates Forums broadcast prior to the local elections.



Meetings and events are also recorded and most are replayed several times. Other meetings have been recorded as another source for clerks to use in preparing the minutes from those meetings.

The RGC continues to produce informational programming on City departments as well as short Public Service Announcements on various subjects such as setting the tax rate, the City budget, recreational opportunities, elections, dog licensing, rabies clinics and crime prevention.

In 2011 a projector and new screen were installed in the City Council Chambers. This is directly tied into the Government Channel by both a physical connection to the system and the project is managed by the Government Channel Coordinator. This equipment has proved useful for broadcasted meetings and for other presentations.

## **MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS**

MIS generates tax maps and other maps for the City web site in a commonly used format. The electronic tax and topographic maps of the City are used for both public and private projects. In FY12 MIS continued to update and publish the City Zoning Maps, Ward Maps and produce other maps for specific projects such as Comprehensive Rezoning, Rochester Main Street, TIF districting, 2010 Census based redistricting, etc.

The majority of electronic mapping data is also used for GIS viewing and analysis. One of the primary GIS coverage's / layers is for roads. This is depicted as the centerlines and is kept current by MIS with new streets, renamed streets and renumbered streets both public and private. The roads coverage is incorporated into Emergency Services specific programs. Parcel and structure coverage's are updated on a yearly basis to match with current Assessing information. City GIS coverage's are used by various departments for many purposes and projects.

GIS data from the U.S. Census Bureau was used by the City Council for redistricting purposes. New wards boundaries were determined using the population data within the GIS coverage ensuring a balanced population. Various configurations were able to be computed immediately using a GIS program.

## **E-911 COMMITTEE**

MIS participates on the E-911 Committee with coordination of most mapping and data needs. In FY12 the E-911 Committee continued the process of reviewing problem areas, changing or adjusting street numbers administratively as allowed by City Ordinance and recommending street name related changes to the City Council. The E-911 Committee is also responsible for reviewing all new projects relative to street naming and numbering.

The E-911 Committee coordinates street names and numbers for many private roads. When access to multiple homes or parcels is over privately owned property, the owners can agree to follow the City adopted system and no Public Hearing is required. In FY11 private roadways with approved street names included Townsend Lane, Wellsweep Circle, Cold Spring Circle, Lucas Lane and Lady Slipper Court. Also named was Stagecoach Lane, a short section

of a City roadway off Crown Point Road. In FY12 private roadways included Lobster Way, Partridge Green Way, Hemingway Drive, Otter Brook Circle and Indian Brook Circle.

Respectfully submitted,

Dennis Schafer, MIS Director

**REPORT OF THE PLANNING AND DEVELOPMENT DEPARTMENT  
2011 - 2012**

**OUR MISSION**

**The mission of the Planning and Development Department is to promote orderly growth in a manner sensitive to community values and to enhance environmental, economic, and social sustainability.**

Orderly growth. Through the application of carefully crafted regulations and diligent stewardship, the Department works to facilitate smart growth, including development that creates value and is compact, efficient in its use of infrastructure, pleasing, and sensitive to its surroundings.

Community values. The Department seeks to serve the wide range of short and long-term stakeholder interests in Rochester and to understand community values through the use of surveys and other information-gathering techniques. Specific proposals are evaluated within the context of those values and the Master Plan.

Environmental sustainability. The Department carefully weighs costs and benefits in order to provide reasonable protection for our natural resources, including air, land (fields, forests, open space, and various habitats), and water (wetlands, aquifers, rivers, ponds, and flood plains), while encouraging responsible development.

Economic sustainability. The Department especially embraces businesses which make a commitment to the community's vitality by providing well-paying jobs, adding to the value of the built environment, offering choices for consumers, and participating in Rochester's civic life.

Social sustainability. The Department works to preserve Rochester's distinctive identity and to advance quality of life by encouraging investment in social capital and facilitating the health, safety, education, and cultural expression of our citizens.

**COMMUNITY DEVELOPMENT DIVISION**

The City of Rochester is one of only five designated entitlement communities in New Hampshire eligible to receive Community Development Block Grant (CDBG) funds directly from the Federal Department of Housing and Urban Development (HUD). These funds are applied towards housing and community investment projects that directly benefit Rochester residents whose income falls below 80% of the regional median income (\$84,200 for a household of four in 2012).

The City received \$276,362 of new grant funds for allocation during the 2011-2012 fiscal year. This was the second year of the 2010-2015 Community Development Consolidated Plan. A total of \$417,582 was available for community development investments through the FY 11-12 grant, and JOB Loan program income from loan repayments.

Staff coordinates the projects selected in this plan and provides technical assistance to agencies and the public on how best to invest in their neighborhoods and with compliance with the federal guidelines governing the Community Development Block Grant.

The mission of Community Development is to work with the community, nonprofit and private sector partners to improve neighborhoods and assist lower income people to improve the quality of their lives. We know CDBG cannot fill every gap and meet every need, but we believe the policies and guidance provided by our Consolidated Plan will give us a fair and consistent way to make the highest value investment and measure benefit to the community.

Staff time is often used to assist other activities in Rochester, including the implementation of the Neighborhood Stabilization Program; accordingly staff costs were allocated between the two programs. Staying connected to community in other capacities brings fresh information about the status of the low-income community and provides inspiration for future programming or changes needed to prevent additional instances of homelessness or neighborhood degradation, for example.

The Community Development Staff also continue to participate in the larger web of social service agencies, United Way Solutions Forums, and strive to find ways to improve the living conditions for lower income people through non-traditional and often non-financial means. As funding sources get tighter, it takes the collective creativity of the community leaders to continue to find solutions.

## HOUSING

67 households at 50% of the area median income or below were assisted directly with improvements through the Weatherization program. CDBG funds comprised \$40,000 of the assistance leveraging the balance from New Hampshire Department of Energy grants as well as utility company grant assistance. Items specifically addressed include insulation, carbon monoxide testing, moisture assessments and the removal or correction of health and safety hazards in order to improve the general living condition of these residents.

### BASIC NEEDS FUNDING approved in the PUBLIC SERVICES category:

AVIS GOODWIN - Providing access to health care for uninsured individuals is this program's main goal. Individuals seeking preventative and non-emergency care that are under or non-insured are able to access quality healthcare in downtown Rochester. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 11-12 Expenditure: \$3,000

SERVICE TO: 67 individuals

Performance is measured by increasing access to healthcare for low and very low-income individuals.

CROSSROADS HOUSE – This is the emergency homeless shelter in nearby Portsmouth. Staff research showed that proportional to bedspace, as many Rochester residents in need of immediate shelter utilized Crossroads as utilized the shelter in Dover. 5-10% of their bed nights go to Rochester residents. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 11-12 Expenditure: \$6,000

SERVICE TO: 15 INDIVIDUALS

Performance is measured by having an adequate network of emergency housing options for people without housing.

HOMELESS CENTER FOR STRAFFORD COUNTY - This six-month facility provides another level of care for those with no other resources. Families and single women may stay at the shelter overnight and receive a breakfast. Referrals to the shelter through City welfare offices and are screened by My Friend's Place in Dover in order to connect these individuals with the assistance they need to get back into permanent housing. Last year 55 Rochester residents received shelter. This regional partnership has been very successful in filling a gap in the continuum of care. Local shelters were often at capacity for months on end, and while the obligation of City welfare offices to provide shelter remained, the options were limited. Cooperation amongst local agencies and the City, guided by the local Housing Consortium (the regional continuum of care group) found a solution in this shelter model that adequately filled that gap. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 11-12 Expenditure: \$7,000

SERVICE TO: 40 INDIVIDUALS

Performance is measured by having an adequate network of emergency housing options for people without housing.

MY FRIEND'S PLACE - is Strafford County's only full-time, year round shelter that provides housing for homeless individuals and families. Since its opening in 1989 it has been providing temporary housing and a range of services to help rebuild meaningful lives. Rochester residents who are homeless obtain adequate housing while staying at My Friend's Place in the emergency shelter or occasionally moving to their Transitional Housing Program. Transitional housing allows for a stay of up to two years in a private apartment while residents receive intensive case management and access to resources. In the FY 11-12 timeframe, My Friend's Place completed an addition that made the shelter fully accessible to persons with mobility limitations and added 6 new beds to their capacity. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 11-12 Expenditure: \$6,000

SERVICE TO: 60 INDIVIDUALS

Performance is measured by having an adequate network of emergency housing options for people without housing.

HOLY ROSARY SHARE FUND - provides food, clothing and financial assistance to Rochester residents in need thereby reducing the burden on other publicly funded services like the Rochester Welfare Department. The staff is entirely volunteer. Benefactors sponsor all operational expenses. Their grant is utilized to provide security deposit assistance for families (95 individuals last year) who otherwise may become homeless. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

The City also supports the efforts of the SHARE fund's other activities, Gerry's Food Pantry and the Community Clothing Closet that provide food and clothing for needy residents through providing space in the Community Center and waiving the collection of rent that would otherwise be valued at over \$18,000 a year.

FY 11-12 Expenditure: \$6,000  
SERVICE TO: 37 INDIVIDUALS

Performance is measured by allowing people to move into permanent housing, rather than into the shelter network.

SAFETY NET FUNDING was approved in the categories listed below. There are many agencies and activities we have funded in the past and continue to rely upon which inspired the category of “safety net.” These are programs, which provide direct services to our children, elderly, and augment City services, such as our police force and welfare office. These are projects and services from agencies that provide focused situation specific solutions to a wide variety of needs Rochester Citizens have expressed. This category also includes projects that protect the health, safety and the access of public buildings for citizens.

**PUBLIC FACILITIES Category:**

**CROSSROADS HOUSE** - As part of a massive capital improvements project, Crossroads is moving on to the rehabilitation of the family transitional housing section of their Portsmouth complex. This renovation increases the number of families served and provides adequate sized space for larger families and adds kitchenettes for safe food storage and preparation, something currently not available. The administrator of state CDBG funds, CDFR, along with the cities of Dover and Portsmouth have also committed funds for the critically needed renovations to this part of the shelter. The outcome of this project was delayed due to the original bid coming in significantly higher than the original budget. Additional funding from NHHFA and CDFR was sought and an additional allocation was made by the City. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 11-12 Expenditure: \$6,000

SERVICE TO: 15 families

Performance is measured by creating safe transitional and emergency housing that is suitable for family units.

**ROCHESTER CHILD CARE** –Providing 30% of all the licensed childcare in the city, Rochester Child Care is the largest non-profit center in the city. Without the support of well-managed quality childcare, maintaining employment, particularly for low-income families, would be untenable. This grant to the center was used for upgrading the electrical panel at their Charles St. location, per request by the City Code enforcement and Fire departments. Providing grant assistance for capital improvement projects such as this reduces the burden that would otherwise be passed along to the families through tuition increases. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 11-12 Expenditure: \$8,000

Supply all necessary labor and materials to perform electrical improvements.

PROJECTED SERVICE: 1 Public facility upgrade

Performance is measured by providing code related improvements to this public facility.

PUBLIC SERVICES Category:

AIDS RESPONSE SEACOAST - After suffering deep federal cuts to funding, ARS remains viable and able to provide case management, health care management and supportive services to HIV+ individuals. In order to increase access to case management, ARS staff will be holding office hours in the Rochester Community Center beginning this summer. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 11-12 Expenditure: \$3,000

SERVICE TO: 18 INDIVIDUALS

Performance is measured by improvement to case management and increased health sustainability.

HOUSING Category:

WEATHERIZATION PROGRAM - Designed to help low and very-low income persons in Rochester reduce the cost of utilities through energy conservation methods, this popular program has served hundreds of very low-income Rochester residents over the years. Federal ARRA funding has increased the number of households who will be able to receive assistance. Items specifically addressed are repairing heating systems, carbon monoxide testing, moisture assessments, removal or correction of health and safety hazards in order to improve the general living conditions of the residents. These funds are matched at least 1:1 with the New Hampshire Department of Energy Weatherization grant for Strafford County. The goal is to use \$40,000 of CDBG funds to leverage the state grant as well as various private grants, such as those provided through public utilities. It is anticipated that 25 households will be provided with an energy audit and some form of energy efficiency improvements that will yield at least a 25% energy savings. Referrals are generally through Strafford County Community Action program, which administers the local fuel assistance grants. This project is eligible for CDBG funding by serving low/mod income housing -570.208 (a) (3).

FY 11-12 Expenditure: \$37713.61

SERVICE TO: 43 Housing Units

Performance is measured by improving the energy efficiency and safety of these units.

INVESTMENT FUNDING was approved in the categories listed below. Without investment in our community, our City will be compelled to exercise all of its future resources in dealing with chronic problems of poverty, lack of opportunity and community stability. To support our lowest income neighborhoods, a commitment is made to community investment, reflected in both neighborhoods and individuals. With a strong emphasis on access, public facilities improvements and economic development will likely absorb most of the overall Consolidated Plan period funding, though some activities will fall under our Safety Net Category as well.

PUBLIC SERVICES Category:

CHILD AND FAMILY SERVICES OF NEW HAMPSHIRE - Provided family counseling as prevention in cases that are on the radar of HHS/Child Protective Services. This project received funding this year for the first time. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 11-12 Expenditure: \$1,806

SERVICE TO: 49 INDIVIDUALS

Performance is measured by the reduction of the match wait list and increase in school performance.

DOVER ADULT LEARNING CENTER - provides adult basic education in four different areas including basic skill and literacy, high school or GED completion, vocational education and community enrichment. Classes are offered in many accessible locations in Rochester and can include childcare in order to reduce another barrier. This project is eligible for CDBG funding by serving low/mod income limited clientele - 570.208 (a) (2).

FY 11-12 Expenditure: \$5,000

SERVICE TO: 294 INDIVIDUALS

Performance is measured by the completion of adult basic skills and GED courses by Rochester residents.

PROJECT PRIDE - assists students (17-21) who have left traditional school, with vocational and educational skills with the goal of completion of the GED, acquiring pre-employment skills, work maturity skills such as filling out applications, interviewing, punctuality and demonstrating positive attitudes. This program has a high completion rate due in part to the fact that the students applying are there by choice, rather than being court ordered or mandated by the school district. This program is offered in four cycles each year. This project is eligible for CDBG funding by serving low/mod income limited clientele -570.208 (a) (2).

FY 11-12 Expenditure: \$3,648

SERVICE TO: 30 INDIVIDUALS

Performance is measured by GED completion and job placement of participants in the program.

#### ECONOMIC DEVELOPMENT Category:

JOB REVOLVING LOAN PROGRAM - The Job Opportunity Benefit (JOB) Loan program provides a source of funding for businesses to expand, modernize or relocate within Rochester. These funds are almost always used as “gap” financing for businesses to add additional debt to their conventional financing. Currently, typical loans range between \$25,000 and \$50,000. Eligible applicants include Rochester business’ that commit to hiring two to six full-time (or full-time equivalent) workers who qualify as low/moderate income prior to employment. The City’s economic development capacity is enhanced by the infusion of CDBG funds since over \$4,000 a month is currently being repaid to the City and becomes available to fund future loans. This type of activity is eligible for CDBG funding because of the benefit to low and moderate income families.



The City's goal is to continue this unique program, but right now program income is accumulating faster than current demand for this type of financial assistance. Therefore, a special committee has been created to examine current unmet and emerging economic development needs and determine if any of them are good candidates for support through CDBG and JOB Loan program resources.

No new grant funding was allocated from the FY 11-12 award. In the second half of FY 11-12, a new loan for \$70,000 was made. The repayment of this and the existing loan portfolio are expected to generate approximately \$46,000 in annual program income.

The portfolio of JOB loans stands as follows as of June 30, 2012:

	Original Loan	Final Payment	FTE Jobs to be created
Custom Banner	\$50,000	Apr 2014	8
Distinctive Forest Creations	\$35,000	Oct 2013	4
Specialty Textile Products	\$70,000	Jun 2013	6
Yo's Thai Cuisine, LLC	\$50,000	Jun 2012	2
Carney Medical	\$30,000	Aug 2014	2
Phone Booth, LLC	\$25,000	Apr 2014	2
Blue Oasis	\$50,000	Jun 2015	3
Country Tire	\$40,000	July 2018	6
Thompson Investment Casting	\$70,000	Apr 2019	12
Totals	\$420,000	Total Jobs:	33

LOANS MADE: \$70,000

PROJECTED OUTCOME: 12 new jobs to be created by 2013

Performance is measured by the placement of low and moderate-income people in these newly created positions.

SMALL BUSINESS DEVELOPMENT CENTER - The Center in Rochester includes a Micro-enterprise assistance program to promote job creation through a process of education and counseling for local small business owners and those looking to start new enterprises. Counseling and workshops are offered throughout the year. Center staffs are also frequently called upon to work with recipients of the JOB Loan program. This project is eligible for CDBG funding by serving low/mod income clientele.

FY 11-12 Expenditure: \$12,000

SERVICE TO: 16 INDIVIDUALS

Performance is measured by participation in programming by small and start-up business owners.

**PUBLIC FACILITIES IMPROVEMENTS AND INFRASTRUCTURE Category:**

During this past year, we had several new projects spring up and funds were reallocated from the FY10-11 projects that were still in development. This was done to take advantage of other resources, coincide with project timing or facility access/down time. It is anticipated that the

projects adopted in the FY10-11 action plan will be revisited and finalized for inclusion in the FY 12-13 action plan.

Historic Society Fire Escape: A reallocation to fund the estimated \$35,000 cost of rebuilding the second floor fire escape at the Rochester Historic Society. The project received approval at the HDC on March 14 and is currently out to bid, with a bid opening in the first half of April. If the reallocation is approved, work can commence this spring.

FY 11-12 Expenditure: \$34,045

SERVICE TO: COMMUNITY

Performance is measured by rehabilitating the emergency egress from a Community building.

Rochester Opera House Balcony restoration: Unique to the area, the Rochester City Hall contains the region's only performing arts space, known as the Rochester Opera House. This space is wholly contained within the 1908 City Hall, though discrete from city operations and leased to the non-profit Rochester Opera House, Inc.

The project proposes to rectify some deferred maintenance and correct some significant deficiencies in this facility. There are two activities in the proposed project: Restoring the wooden seats and refinishing the floor), both of which have not been maintained in the Opera House's 100 year history and that suffered visibility when overall City Hall maintenance was deferred (leaking roof, etc) in the 1970's and 1980's when the space was not used as a public venue.

The restoration of the seats began in June 2012 with the removal of the 465 seats from the balcony of the Opera House. It will take approximately four months to strip, sand, replace severely damaged portions and refinish the cast iron stanchions. After the seats were removed, the floor was sanded and refinished just as the fiscal year closed. The conclusion to reporting on this project will be in the FY 12-13 annual report.

FY 11-12 Expenditure: \$71,069

SERVICE TO: COMMUNITY

Performance is measured by removal of a blighted portion of a historic building.

#### CDBG ADMINISTRATION FUNDING:

\$55,275 was the maximum available for program Planning and Administration of the Community Development Block Grant of which \$52,831 was expended. Balances from this fund will be available to be reprogrammed in 2012. Funding in this category pays for staff, supplies, legal services, proportional share City audit costs, etc.

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Monitoring: Performance of every applicant and program will be compared annually with projected goals as well as their ability to comply with federal and local regulations. All subgrantees have a contract or letter of agreement on file with the City. Every subgrantee of the program will be monitored regularly.

Monitoring for most agencies will take the form of annual visits to the site office where reporting statistics are kept, as well as the site where activities take place, if different. Staff also takes the opportunity to visit many agencies when they are open to the public or during special

events, to keep current with activities the agency is engaged in and to get a first hand look at how the agency presents itself to the general public.

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### NEIGHBORHOOD STABILIZATION PROGRAM

The award to the City of \$2.4 million dollars for the purpose of purchasing and rehabilitating foreclosed properties to prevent further neighborhood deterioration in areas where foreclosures have been significant.

By the end of this fiscal year, a final fifth property was purchased and complete rehabilitation was underway for the four properties that were acquired by the end of FY 10-11. In part, this was made possible by the supplemental award of an additional \$120,000 awarded at the end of FY 10-11, bringing the total awarded to Rochester to \$2.52 million.

Rehabilitation plans included full abatement of all lead, asbestos and structural deficiencies. The renovated units will be highly energy efficient, architecturally sensitive and made affordable to moderate income homeowners who agree to maintain the property as their primary residence and who have completed 8 hours of homeownership training and an additional landlord best practices training in buildings that contained a second housing units (duplex and three units buildings).

Figures in the table below reflect the actual expenditure per property for all costs accrued in FY 11-12, comprised primarily of rehabilitation, marketing for sale upon completion and carrying costs.

41 Pine Street, 2 units	\$461,842
56A & 56B Chestnut Street, 3 units in two buildings	\$862,335
65 Lafayette Street, 3 units	\$724,754
5 Brochu Court, 2 units	\$367,951

Administrative costs totaling \$73,521 to cover the project management, reporting, compliance and a portion of the city's audit costs related to the NSP projects.

### PLANNING DIVISION

### OUR APPROACH

The Planning Board, Historic District Commission, Zoning Board of Adjustment, Conservation Commission, and staff reviewed a great number of projects in spite of a challenging economy. The Planning Board and Historic District Commission approved most applications with conditions. We work hard with applicants to find an approach or design that serves the objectives of the applicant while also supporting the public interest and meeting legitimate concerns of abutters. Happily, we find most applicants are willing and able to modify projects as appropriate.

We continue to look for ways to keep the process as simple, quick, and pleasant as possible but, as projects grow in complexity and creativity, our obligation to protect the interests of the City remains constant.

## **HIGHLIGHTS**

Here are a few highlights from the year.

### **Safran**

Of course, the major highlight of the year was the approval of a site plan for Snecma SAFRAN Group/Albany International. This project will involve a new 343,000 square foot manufacturing facility on a 49-acre tract, with extensive site improvements. Innovation (formerly Airport) Drive will be extended, including a new bridge, to reach the site. The facility will be manufacturing composite aerospace components and is expected to employ over 400 people.

**Development projects:** Some of the more significant projects, approved by the Planning Board, included the following:

**Jarvis Cutting Tools, Inc., 10 Jarvis Avenue.** Site Plan for expansion of an existing 30,000 square foot manufacturing building by the addition of a 100'X100', 10,000 square foot addition.

**Thompson Center Investment Castings/Mike Haley, 41 Old Dover Road** Site plan for an industrial use with an 18,270 square foot addition to an existing 16,413 square foot building.

**Tractor Supply Company, Farmington Road** Site plan for a 19,097 square foot retail store with 15,000 square feet of outdoor display area and parking (*since put on hold by the applicant*).

**Colby Footwear, 15-25 Oak Street.** Site Plan for a 69,142 square foot two-story addition to the existing Colby Footwear warehouse.

**Rochester Shopping Center, Washington Street.** Amendment to add a 12,500 square foot retail building housing PetSmart.

**Rochesterdom, LLC, 300 North Main Street** Site plan for renovation of Tri-City Transmission into a three tenant commercial building, including Domino's Pizza and Zinga Frozen Yogurt.

**SUR Construction, 233 Chestnut Hill Road** Site plan to create an additional 5.8 acre gravel area for storage of construction related materials.

**The Frisbie Foundation, 245 Rochester Hill Road.** Site plan to construct an approximately 8,000 square foot medical office building at the existing Rochester Hill Family Practice site. The proposed medical office building will become the new location for Rochester Pediatrics.

**Monarch School of New England, 61 Eastern Avenue** Site plan for a 1,200 square foot building addition, a 28 space parking lot expansion and a new play area with an access bridge.

**St. Michael's Church 64 Pine Street.** Site Plan for conversion of residence to a church and associated parking and improvements.

**The Villages at Clark Brook Planned Unit Development (PUD) for the Villages at Clark Brook Old Dover Road.** Amendment to approved PUD for a change in the approved design and mix of uses, including 23 single family lots within the separate Little Quarry subdivision, up to 44 new single family lots, 18 duplex units, 3 live work units, and up to 144 multifamily units in four multifamily buildings.

**Fownes Mill Development, Gagne Street.** Amendment to approved project to allow for 80 elderly housing units in lieu of the 51 standard units in the mill-style building.

**Waste Management of New Hampshire, Rochester Neck Road.** Trail relocation project located within the Conservation Overlay District.

**Howie's Field of Dreams, Roger Allen Recreation Association, Chestnut Hill Road.** Site Plan for a proposed "Buddy Ball" baseball field. The field and appurtenant dugouts, concession stand and bathrooms will be constructed within the 92-acre Roger Allen Recreation facility.

### **Site Plan Regulations**

The Planning Board adopted completely development standards for the City of Rochester Site Plan Regulations. The Planning Department had been working on this for over a year. This was the first such overhaul since the regulations were adopted - since at least 1980 - when the most recent set of Site Plan Regulations were adopted, and 1990, when the most recent set of Subdivision Regulations were adopted. The process part of the regulations, however, was not changed. They are scheduled for attention in the future.

Several newer sections, such as architecture and lighting, were not significantly changed. Here are the subject areas addressed in the new standards: General Standards, Architecture, Construction Practices, Cultural Resources, Landscaping, Lighting, Miscellaneous Design Standards, Natural Resources, Operational Issues, Parking and Circulation, Pedestrian, Bicycle, and Transit Facilities, Public Health and Safety, Stormwater Management, Traffic and Access Management, Utilities, and Standards for Particular Uses/Activities.

Staff reviewed numerous other regulations in New Hampshire and beyond. We are very pleased about this overhaul and believe that these standards are certainly among the best in the state.

### **Surety Process**

The Planning Board updated the requirements for surety process and requirements for subdivisions. A special committee of the board composed of Jim Gray, Gloria Laroche, and Tim Fontneau worked for months with support from the Public Works and Planning Departments to rewrite the regulations for surety. Based on the committee's work the Planning Board adopted new regulations.

*The new regulations address establishing a spreadsheet for costs of construction, setting the surety amount, a process for increasing surety when necessary, types of acceptable surety, paying down the surety for completion of work, the process in case of default on the project, inspections, how much to retain after completion of a project*

## **Master Plans**

The Planning staff met with City Council's Community Development Committee, to review the master plan process. To date, the City has seven adopted master plans:

- 1) Land Use, adopted 2001
- 2) Transportation, adopted 2001
- 3) Downtown, adopted 2003
- 4) Economic Development, adopted 2006
- 5) Natural Resources, adopted 2009
- 6) Cultural Resources, adopted 2010
- 7) Recreation, adopted 2011

Possible chapters that might be pursued in the future include:

- Energy and sustainability
- Public facilities
- Natural Hazards
- Utilities and public services
- Regional concerns
- Community design
- Housing and community development
- Strategic planning

Based on recommendations from the Council's Community Development Committee the Planning Department proposed funding for a Council Strategic Plan exercise.

## **Arts and Culture Commission**

Rochester's newest board, the Arts and Culture Commission has had a busy and productive first year. The commission held a public forum in January to obtain ideas from the public about the types of arts and culture projects that people think should be priorities.

Here are the responses to some of the questions that were posed to the attendees.

*1) Some of the Arts/cultural activities that people attended during the Fall of 2011:*

- Art Stroll
- Lost Soles of Rochester
- Octoberfest
- Holiday Tree Lighting
- Rochester Opera House Holiday Series Shows
- Rochester Historic Society Holiday Tea
- Greater Rochester Chamber of Commerce Holiday Parade
- Writing Group
- Church Events – Granite State Choral Society, Etc.
- Music & Poetry Nights at Mel Flanagan's Restaurant
- Art Display – City Revenue Building
- Art Display – Rochester Public Library

2) *Priority - in order - for future arts/cultural projects*

- Arts & Culture Web Site
- French Festival
- Landscape Enhancement
- Awards/Recognition Ceremony for Artists
- Film Festival
- Murals/public art displays
- Affordable and diverse public arts education
- Engage and educate public

3) *Other projects people are interested in:*

- More Live Music Downtown
- Movies at the Opera House – Alternative, Foreign Films
- Dance Festivals
- Shop Local Campaign
- Attractive Banners
- Music & Poetry Events
- History of Textiles
- Art Museum
- French/Multi-Cultural Festival
- Seasonal Displays (Not Just Holiday Tree and Lights)
- Live & Work Space for Artists
- Arts & Culture Commission Office Space
- Improved Partnerships with Arts & Culture Groups
- Advocacy for Historic Preservation
- City of Rochester Scavenger Hunt with Brochure

**Moving on!**

After a long stint as Chief Planner, Michael Behrendt moved on to become the Durham Town Planner. Michael said, *“This has been a wonderful 16 years, with just a few barely noticeable bumps along the way. While Planning can sometimes be contentious, I appreciate that the various stakeholders here almost always had the best interests of Rochester in mind. I think that we have all helped to move the community forward. I enjoyed immensely working with the dedicated members of the Planning Board, Historic District Commission, and Arts and Culture Commission, and will miss the extraordinary City staff and my fabulous colleagues in the Planning Department. Bonne Chance and Tot Ziens!”*

**Planning and Zoning Board Activity**

The Department and Boards acted upon the following projects.

	<b>Total</b>	<b>Allowed without further review</b>	<b>Sent to PB</b>	<b>Withdrawn</b>
Minor Site Plan	10	10		
Special Downtown	22	22		

Family Day Care	1	1		
Home Occupation	6	6		
<b>TOTAL</b>	<b>39</b>	<b>39</b>		<b>0</b>

**Planning Board applications (11-12)**

	<b>Total</b>	<b>Approved</b>	<b>Denied</b>	<b>Total Lots</b>	<b>Withdrawn</b>
Subdivisions	4	4		5	
Lot Line Revisions	11	11			
Site Plans	21	20			1
<b>TOTAL</b>	<b>36</b>	<b>35</b>	<b>0</b>	<b>5</b>	<b>1</b>

	<b>Total</b>	<b>Allowed without further review</b>	<b>Sent to PB</b>	<b>Withdrawn</b>
Minor Site Plan	10	10		
Special Downtown	7	7		
Day Care	2		2	
Home Occupation	4	4		
<b>TOTAL</b>	<b>23</b>	<b>21</b>	<b>2</b>	<b>0</b>

**Zoning Board of Adjustment applications (10-11)**

	<b>Total</b>	<b>Approved</b>	<b>Denied</b>	<b>Withdrawn</b>
Variances	34	30	4	0
Special Exceptions	4	4	0	0
Equitable Waiver	1	1	0	0
Administrative Appeals (Building Code of Appeal Board)	0	0	0	0
Request for Rehearing	1		1	0
<b>TOTAL</b>	<b>40</b>	<b>35</b>	<b>5</b>	<b>0</b>

**Historic District Commission**

The Historic District Commission reviewed the following projects.

**Wyatt Art Studios (by Mandie Haynes, proprietor).** Application for certificate of appropriateness for change in paint color to facade. Case #HDC-121-368-1-11

**68 South Main Street (Bob McGuire, owner; McHenry Architecture).** Application for certificate of appropriateness for fence and courtesy review of handicap ramp. Case #HDC-120-324-11

**The Chef's Table, 19 Hanson Street.** Application for certificate of appropriateness for projecting sign. Case #HDC-120-386-11.



**Service Credit Union, 90 South Main Street.** Application for certificate of appropriateness for signage for ATM machine. Case #HDC-125-4-11

**68 South Main Street. Application for certificate of appropriateness for signage for Allstate-Sherman Insurance Agency.** Submitted by Scott Sherman. Case #HDC-120-324-11

**16 Wakefield Street. Application for certificate of appropriateness to replace slate roof with architectural shingles.** Submitted by Greg Smith. Case #HDC-121-377-11

**Application for certificate of appropriateness for signage for Better Homes and Gardens Real Estate, the Masiello Group.** 90 North Main Street (former Foster's Building). Case #HDC-121-17-HDC-11

**Application for certificate of appropriateness for a hanging sign for J & K's Second Hand Shop, 33 North Main Street** (by Robert Jolly). Case #HDC-121-374-11

**Application for certificate of appropriateness for new façade for Stephen Brown law office, 21-27 South Main Street** (Jeff Hadden, contractor). Case #HDC-120-354-11

**Application for certificate of appropriateness for fencing surrounding a generator, Profile Bank.** 45 Wakefield Street. Case #HDC-120-420-11

**Application for certificate of appropriateness for one freestanding sign for Tri-City Consumers' Action Co-operative.** 36 Wakefield Street.

**Rochester Historical Society building, 58 Hanson Street.** Application for new fire escape. Submitted by City of Rochester (Melodie Esterberg, Public Works Commissioner). Case #HDC-120-398-12

**SatNet 87 North Main Street/6 Union Street.** Application for new signage. Submitted by Joshua Colwell. Case #HDC-121-368-12

**RJC Insurance LLC d/b/a United Insurance Foss & Came Agency, 7 Hanson Street.** Application for new signage. Submitted by Robert Caron. Case #HDC-120-390-12

**AJ's House of Billiards, 43 North Main Street.** Application for new signage (formerly Three Dogs Pub). Submitted by Boyd Watkins. Case #HDC-121-374-12

**Application for certificate of appropriateness for a projecting sign and window signage for Tibbetts Thrift Store.** 48 North Main Street. Submitted by Lance and Larry Tibbetts. Case #HDC-121-15-1-12

**Application for certificate of appropriateness for signage for Rochester Reptiles,** 28 North Main Street. Case #HDC-121-12-12.

**Application for certificate of appropriateness for The Garage** (formerly The Café) at the Governor's Inn, 76 Wakefield Street. Case #HDC-116-156-12.

**Application for certificate of appropriateness for signage for Jimmy's Smoke Shop,**  
22 North Main Street. Case #HDC-121-11-I2.

**Application for certificate of appropriateness for signage for uChoose Wireless,**  
LLC., 54 South Main Street. Case #HDC-120-334-12

**Conservation Commission**

The focus of the Rochester Conservation Commission for July 2011 through June 2012 has been the following:

- To be the stewards of the Natural Resource Chapter of the City's Master Plan.
- In November of 2011 the Conservation Commission endorsed the expansion of Granite State Industrial Park and recommended the conditional use application of the City for Safran
- Continued education of the Commission members, so that positive outcomes can be reached. Members attended workshops in storm water management, invasive species, energy conservation, land conservation and planning.
- The Commission will continue to protect special places within the City of Rochester. In June of 2012 at a public hearing, the Commission will move forward to acquire a conservation easement of 78 acres of property on Estes Road.
- Commission members will continue to perform site walks to monitor wet land violations and to also monitor conservation lands.
- The Commission, in order to conserve land in the City of Rochester, has formed a partnership with Strafford Rivers Conservancy for the guidance needed.
- The Commission is in the process of developing Standard Operating Procedures for the process of conserving land in the City of Rochester.

Respectfully Submitted,  
Deborah Shigo, Chair of the Rochester Conservation Commission

**674:39-aa Restoration of Involuntarily Merged Lots. –**

I. In this section:

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2016.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

"THE PRIME MISSION OF THE ROCHESTER POLICE DEPARTMENT is the protection of life and property. This is accomplished through fair and equal enforcement, always keeping in mind the rights and dignity of the public. The basis of all Police Action is the law and credibility of the Agency. The measure of our service will be judged by the Public in the way we deliver our service. We will hold all personnel to a high level of ethical practices. This mission can be achieved through crime prevention, public relations and community policing."

### **Overview**

Rochester consists of an approximate area of 46 square miles, with an estimated population of 30,000+. Although very separate in their job functions, all of the members of the Police Department work together to produce a high level of service to the citizens. Our staff consists of sworn officers and a civilian support staff. The Department maintains a Police Explorer Post. This nationally recognized division of the Boy Scouts of America "explores" law enforcement careers with young adults.

Our Communications Center operates with enhanced 911 and is staffed 24 hours per day, by specially trained personnel. This combined center dispatches calls for service for police, fire and Frisbie Hospital ambulance.

A three-member-board of Police Commissioner's elected by the citizens, serves the City. This was an election year, and for the first part of the year, the citizens were represented by Lucien Levesque, Al Bemis, and James F. McManus, Jr. In the second part of the year the citizens were represented by James F. McManus, Jr., Al Bemis and David E. Winship, Jr.

### **Personnel**

The following personnel were hired to fill open vacancies during this reporting period: Officers' Eric Krans, Frank Porfido, Matthew Leccacorvi, Justin Worthley, Chris Cost and Charles Pendlebury.

The following personnel resigned or retired during this reporting period: Communications Specialists Carol Griffin and Danielle Lindman, Police Officers' John Yerardi, Jeffrey Taylor, Thomas Whelan, Molly (Aubuchon) Bossi, Donovan Funk from FT service, Capt. Paul Callaghan and Chief David Dubois.

Recognition was given to the following:

#### **Service Recognition:**

*Gwen Rhodes, Principal Gonic Elementary School* was recognized with a civilian service award for entering the frigid waters of the Cocheco River to rescue a disabled student who fell through the ice.

*Capt. Paul Callaghan - Retirement.* Capt. Callaghan served his last day with the City on December 16, 2011, after twenty four and half years of service. He served the city with

distinction and honor in roles as patrol officer, detective and sergeant, Lieutenant and Captain. He was presented with a retirement badge, granite in scripted rock, a shirt plaque and was thanked for many years of helping to make our city safe.

*Chief David Dubois - Retirement.* A change of command ceremony was held on May 31, 2012 as Chief Dubois retired from service. He served for 29 years, the last ten as Chief. It was noted that he raised the bar and advanced the department to levels that make us a leader in the State. He served as a model of integrity, compassion, fairness and leadership. David thanked the City for 20 glorious years and said to join the Rochester Police Department is to join one of the finest police departments in New England.

*Chief Theodore Blair Memorial Award:* the 10<sup>th</sup> Annual Award was presented to Officer Rachel Ricker. She said when reviewing the policies after taking this job she saw this award and noted one of the criterion was a sense of humor. She vowed someday she would get this award. She said it has been a pleasure meeting the Blair family. The Blair family was on hand to assist with this presentation.

*Willis "Red" Hayes Community Ambassador Award* was created to honor the service of Red Hayes to the City. It is given to that officer most closely representing the personage and essence of the late Willis "Red" Hayes, who was a patrol officer for 32 years. The patrol officer is the heart of law enforcement. Red was the friendly cop on the square and a legend in the City. The award was presented to Officer Anthony Macaione, Jr.

*Medal for Bravery:* Det. Jeremiah Murphy was honored in a private ceremony with awards for wounded in service and medal for bravery after suffering serious bodily injury on April 12, 2012. He acted in the highest traditions of the Rochester Police Department.

*Chiefs Awards:* *Off. Tracy Hayes* received a Chief's award for her work with the POP unit and for her community policing efforts. *Det. Kenneth Tapscott* received a Chief's Award for his work with the Internet Crimes Against Children and for his computer forensic work. *Secretary Becky Warburton* received a Chiefs Award for her consistent representation of the Office of the Chief of Police. *Diversion Coordinator Nicole Rodler* received a Chief's Award for excellence in youth programming.

*Lifesaving Award:* *Officer's Kimbrough and Flathers* used CPR and the AED saving the life of a resident; *Officer Livingstone* was instrumental in saving the life of a person involved in a domestic violence incident; *Sgt. Burke and Officers' Ouellette and Ricker*, all part of the crisis intervention team, were instrumental in assisting a resident who was harming themselves.

*Police Memorial Proclamation:* The Department was recognized with a proclamation from the Mayor during National Police Memorial Week in May.

*Acknowledgments by Citizens or the Department:* The following officers and members were thanked by the Department or by citizens for their assistance in the community. Chief Dubois, Dep. Chief Allen, Lt. Toussaint, Lt. Triano, Sgt. Bossi, Sgt. Turgeon, Sgt. Babine, , Sgt. Boudreau, Sgt. Deluca, Sgt. Burke, Det. Aubuchon, Det. Rousseau, Officer's Hayes, Ouellette, Harding, Miehle, Whelan, Garneau, Lambert, Emerson, Murphy, Bentz, Mackenzie,

Fina, Gantert, Bonneau, Kusnierz, Ricker, Jackson, Blair, Funk, Young, Flathers, Gahan, and Juvenile Diversion Coordinator Nicole Rodler.

## **Major Service Responsibilities**

Our major service responsibilities are:

- to protect life and property through an effective partnership with the public and to address the needs and concerns of citizen customers.
- The Operation of a uniformed patrol force responsible for routine investigations and the general maintenance of law and order.
- The Operation of an Investigations Bureau divided into specialty sections investigating crimes and disorder against persons and property, vice or street crimes, domestic violence, prosecution, motor vehicle offenses, problem oriented policing and maintenance of evidence.
- The prevention and control of juvenile delinquency through a juvenile officer, prosecutor, court diversion coordinator, School Resource Officers, affiliation with Bridging the Gaps Coalition and coordination of community agencies interested in crime prevention
- The Operation of a centralized communications center within the PD that is staff 24 hours per day specializing in dispatching calls for service for Police, Fire and EMS.

Our philosophy of community policing is accomplished by community engagement through the many different programs that the department has implemented. Examples include the Rochester United Neighborhoods, National Night Out, DARE, POP Officer, SRO's, and our website and social media pages. All of these programs are designed to build partnerships that strengthen relationships and build trust within the community.

Our Compstat process involves the scientific analysis of crime data by officers and the crime analyst to help direct our resources to crime and disorder hot spots within the six wards of our City.

## **PERFORMANCE OBJECTIVES and FISCAL YEAR ACCOMPLISHMENTS**

Through our goals committee consisting of Department members, community leaders and civilians, we set several goals, with multiple objectives for the year.

GOAL #1: Increase trust and community policing philosophy through professionalism and core competency.

GOAL #2: Increase community outreach education programs, especially to young children through schools and recreational groups.

GOAL #3: Create a positive public image through increased availability to the public and the media.

GOAL #4: Develop positive relationships with the community through increased police presence and public education.

GOAL #5: Decrease the police department's impact on taxpayers through grant acquisitions, LEAN process, technological enhancements and community assistance.

GOAL #6: Partner with organizations and other city departments to develop a positive image of Rochester as a safe and exciting destination for businesses, families and tourists.

### **The following highlights some of our progress on these goals.**

- A presentation was developed regarding the dangers of synthetic drugs and the trends we are seeing evolving in the community.
- We presented an Internet Safety program to the PTA's, for parental awareness and prevention of Internet drug sales, predator safety and web safety programs and features for family use.
- The Department developed and presented a "sexting and legal consequences" presentation including a brochure containing NH specific State statutes to the school administration.
- The "Room to Live" presentation regarding seatbelt use and distracted driving was presented to Spaulding High School students and is being aired on the government channel.
- Patrol officers and the motor vehicle unit are working on a public education campaign handing out distracted driving pamphlets at traffic stops.
- In conjunction with the Police Commission the department initiated a Policing with Parishes program at the Holy Rosary Church discussing crime prevention tips, the RUN program and what civilians can do in the event of an emergency.

- We have created and distribute a Department newsletter once per month.
- The Department has embraced social media and routinely posts valuable information, as well as responds to inquiries from the public on our Face book page and Twitter feeds.
- Participated in a child safety seat check up with Wal\*Mart and SafeKids. The Department has five certified child seat technicians.
- Teen Night resumed with all partners returning promoting a community-wide drugs, crime and juvenile delinquency prevention message.
- The Department through the POP Officer and Code Enforcement has had incredible positive response from the community for the Compliance Task Force
- We are active with the RPOA (Rental Property Owners Association) and remain available to them when issues arise.
- The Crimeview software for crime analysis has been installed to track crime trends in the City.
- The driving force simulator has been installed and is designed to train officers in decision making processes for emergency driving and use of force decision making.
- The Department has focused efforts on organizations, businesses and citizens in areas of higher crime or quality of life issues through canvassing, increased motor vehicle enforcement and park and walks providing information on the problems in the area and how they can help with reporting and prevention
- The Department is moving forward with the Planning Department to develop and promote a local basic CPTED (Crime Prevention through Environmental Design) training to address recent concerns with home and business thefts.

## **Commentary**

The fiscal year accomplishments are a direct credit to the Police Commission and staff. We also recognize the City Council for the funding and support of various projects and programs. Paramount to our success is the support of the citizen's of the City.

Officers and staff have responded well to the demands of the profession. I publicly thank the men and women of the Rochester Police Department both sworn and civilian for the hard work and dedication over the past year. I am fortunate to lead an agency that remains on the cutting edge of progressive law enforcement.



It is our vision that the Rochester Police Department will continue to be a cornerstone of progress and a model police department in service to our citizens, constantly improving the quality of services that we render. We are committed to offering the best service to the residents and visitors to the City, which can be accomplished through our community policing programs, advanced technology and input from our citizens.

Respectfully submitted,

Chief Michael J. Allen

**THE PUBLIC WORKS DEPARTMENT  
2011 -2012**

The Public Works Department is committed to providing quality of life to over 31,000 City residents by maintaining and improving safety, health, and welfare. Public Works provides clean water, removes and treats sewage, and maintains roads, sidewalks, public buildings, parks and City cemeteries. This department's employees are dedicated each day to providing the very best solutions to challenging problems.

During this period the Department helped with numerous community and downtown projects such as the Christmas Parade and the hanging of downtown Christmas holiday season decorations. Other downtown events included Moonlight Madness, and Touch a Truck.

**Personnel Summary:**

The Department of Public Works underwent some personnel changes during this period. Despite dynamic personnel changes to include the loss of personnel in several key positions, the staff executed highly effective municipal programs.

There were several departures during this period: Mark Badger (Water Treatment Plant Operator), Richard Cousins (Municipal Supervisor for Highways), Melodie Esterberg (Director), and Terry Connelly (Secretary I).

Brought on board during this period was Samantha Juneau (Secretary I) and Steve Poligni (Meter Reader). Duties related to those of the Director and Municipal Supervisor for Highways were assumed by the City Engineer and the Municipal Supervisor for Utilities, respectfully.

During this period, MRI was brought in to evaluate Department functions. A final report was issued in the subsequent period.

**Public Works capital improvement projects initiated or completed during this period:**

The following Streets had pavement improvements via CIP this Fiscal year: Brattle St., Congress St., Davis Blvd., Fairway St., Whitehall Rd., Governors Rd., Museum Way, Salmon Falls Road (Portland to Stonewall), School St., Sullivan Farm Rd.

Pine St. (Phase V of Washington St. project) was awarded to Northeast Earth of Pittsfield, NH. This project was to replace aged drainage and sewer infrastructure, and rebuild the streetscape. Construction started in the subsequent period, Fall, 2012.

Salmon Falls Road (Highland St. to Portland St.). This project achieved design completion during this period by CMA Associates of Manchester. A re-evaluation of the project scope and proposed design and construction techniques was conducted in May 2012 to better align City expectations with the scoped work. Construction is to be from Fall 2012 to Spring 2013.

Salmon Falls Road Curve Softening (Eagle Dr. to Whitehall Rd.). Proposal for the design work from CMA Engineers, Inc. of Manchester was reviewed. This project was a grant project

through the Department of Transportation's Highway Safety Improvement Program which provided a 90%-10% grant. This work is to be completed in Summer 2013.

Brock St. Rebuild. This project had begun design in 2007 by CLD Engineers, Inc. of Manchester. The project was placed on hold and then prioritized in March 2012. Design scope refinement continued during this period. Construction is anticipated to start in Fall, 2012.

The Department assisted Economic development with their U.S. EDA grant proposal to connect Market Basket and Stonewall Kitchen businesses, on Milton Rd. to the City sewer system. The Department contracted with Hoyle, Tanner Associates of Manchester to provide a feasibility study. This report was completed in the subsequent period.

Public Works reviewed and oversaw privately financed construction of several streets during the year. Misty Lane was accepted as a City street during this period. The Department worked closely with the Planning Department to resolve issues with unfinished work at the Channings Lane and Anderson Lane/Givens and Collins Circles subdivisions.

Additionally, the department reviewed and issued 11 driveway permits 40 excavation permits and 34 stormwater permits.

The department managed the regional household hazardous waste collection effort annually. A household hazardous waste collection took place on May 5, 2012, at the Waste Management of New Hampshire Landfill. Approximately 248 vehicles dropped off waste at the event.

### **Winter Operations:**

The 2011-2012 winter was a mild winter with 35 treatable storm events. The amount of sand applied to the roads was approximately 500 tons and 3000 tons of salt were used.

### **Divisional Reports:**

#### **WATER DIVISION**

Water Treatment Plant water production continued to comply with the State and Federal Drinking Water standards. This was accomplished through teamwork and a dedicated staff. The Department provided a quality product and service and sought to achieve customer satisfaction. The plant continued to run very well and produced a high quality drinking water. The Water Treatment plant treated and filtered 724,290,000 gallons water with an average daily flow of 2 million gallons per day. This was 63.7 million gallons less than the previous year.

#### **Major Projects Initiated or Completed:**

- On 13 December 2011, the Rochester Hill Rd. water standpipe sustained an internal structural failure. The 1,000,000 gallon tank was immediately taken off line. The City contracted the services of Tank Industries Consultants, of Chicago, IL to perform technical assessments of the damage. The City also tasked their contracted consultants, Hoyle, Tanner Associates of Manchester to produce a design and bid documents to repair the internal damage, investigate the foundation and surrounding earth and oversee corrective construction efforts. Prior to this event, the tank had last been repainted and

- A major, ongoing leak in the reservoir system was repaired in February, 2012. This leak was in the pipe which connects Round Pond Reservoir in Barrington to Rochester Reservoir. The leak had been known to exist for at least 12 years however its location precluded direct, efficient repair. Repair was achieved through the Department working with the State Department of Environmental Services and local property owners. It is estimated that the leak repair will save many millions of gallons of water each year.

## **SEWER DIVISION**

The Department of Public Works Wastewater Treatment Facility is dedicated to the treatment of wastewater that flows into the facility from Rochester, East Rochester and Gonic and to deliver a clean, clear and safe effluent into the Cocheco River.

The present day advanced Wastewater Treatment Facility is designed to treat an average flow of 5.0 million gallons per day (mgd) with a peak design flow of 16 million gallons per day (mgd). The City operates under the strict effluent limitations and monitoring requirements contained in the July 23, 1997 National Pollution Discharge Elimination System (NPDES) Permit issued by the U.S. Environmental Protection Agency.

Further developments occurred in the activities related to EPA issuance of a facility NPDES permit. Exeter, Dover and Newmarket each received draft permits with limits of 3 mg/l of total nitrogen from EPA. Rochester continued membership in the Coalition was carried by Council vote. The Great Bay Estuary Coalition of communities proposed to the Department of Environmental Services (DES) an Adaptive Management Plan which outlined a suite of remedial measures that the Coalition would support to address nitrogen reduction as an alternative to imposing the 3 mg/l limit in the near future. Included was the proposal for 8 mg/l nitrogen limits for ocean and tidal river discharges, however Rochester did not agree to this limit as they are a fresh water discharge. Further evaluation is needed. It also included monitoring of conditions in Great Bay over years and strategies to employ bioremediation. The Coalition further attempted to persuade DES to withdraw their draft nutrient criteria based on science misconduct or otherwise allow it to be subject to an independent peer review. EPA denied scientific misconduct. The Coalition also gained the support of the U.S. Congressional delegations to support the peer review. Along with other Coalition communities, Rochester filed a Declaratory Judgment and Injunctive Relief against DES. The Coalition sued DES in March 2012 on legal, open rule making process and later filed a Notice of Intent to sue EPA for violation of duties under the Clean Water Act. The period culminated with a Congressional Oversight Hearing of Government Reform in Exeter in which the Rochester Mayor participated, and, a Coalition-EPA meeting in Washington.

### **Major Projects Initiated or Completed:**

- The Alum Residuals Lagoon Upgrade project was complete this period. This project installed a dedicated lagoon system at the Waste Water Treatment Facility to receive coagulated solids from the Water Treatment Plant. The coagulated solids are processed

- Headwork's Upgrade Project: This project was completed during this period.
- The City received a \$57,000 rebate check from PSNH for energy conservation as part of the aeration-blower replacement project completed in 2010.
- New Route 125 Pump Station Upgrade: Design work continued towards 75% complete. Design and engineering firm of Brown and Caldwell.
- Pump Stations for Kirsten/Weeping Willow/Autumn/Sawyer. Design continued during this period. Anticipated construction Winter 2012-2013.
- A Solar Bee mixer pilot study was initially evaluated in which the mixers may enable simultaneous nitrification and de-nitrification. Anticipated trials to be in Spring 2013.
- Completed valve maintenance and exercise program.
- The 31 sewer pump stations throughout the City pumped 266 million gallons of sewerage to the treatment facility.
- The staff continued to work with and support the efforts of the Cocheco River Coalition by performing E-Coli testing and reporting data.

The sewer division continued to work in coordination with other divisions and consultants on many projects throughout the City to include wastewater treatment, collection systems, stormwater and the industrial pretreatment program.

The Wastewater Treatment Facility continued to operate at or below projected O&M costs for power, chemicals, equipment maintenance and plant staffing levels. The staff continued to put forth an outstanding effort and dedication to achieve permit compliance through operational control, preventative/corrective maintenance, teamwork and training.

The Wastewater Treatment Facility treated 1,206,524,000 gallons of wastewater. The average daily effluent flow was 3,305,545 gallons. The facility continues to produce a high quality effluent and is running extremely well as we have removed 346,379 pounds of CBOD (99.2%) and 715,420 pounds of TSS (98.2%), all figures up from previous period. We have also received and treated 1,643,150 gallons of septage.

### **HIGHWAY/FLEET DIVISION**

The Highway/Fleet Division was dedicated to ensuring the City's streets were maintained in the best possible condition within funding constraints. Responsibilities included maintaining all paved and gravel roads, sidewalks, pavement markings, traffic signals, street trees, drainage facilities, as well as insuring that the public works fleet of vehicles and equipment are in good running order.

Highway crews also shimmed several streets. In support of the pavement rehabilitation program, crews redefined ditch lines and graveled shoulders on several streets. Numerous pavement cuts were repaired. Crews installed culverts at various locations. No new vehicles were funded for the Department in FY12.

## **BUILDINGS & GROUNDS DIVISION**

The Buildings and Grounds staff was very busy keeping the City's thirteen buildings and several parks in the best condition possible. This was another successful year of the adopt-a-spot program.

**REPORT OF THE DEPARTMENT OF  
RECREATION & ARENA  
2011-2012**

The Vision Statement for Rochester Recreation & Arena is as follows: *The Department of Recreation & Arena is committed to providing recreational and community programming aimed at enriching the quality of life in Rochester. We strive to maintain meaningful connections with the community by providing programs, services and facilities that foster a healthy community.*

Rochester Recreation & Arena has continued to be responsive to community needs by offering a wide variety of opportunities for Rochester residents to participate in recreational programs. In addition to keeping fees affordable, 55% of program participants were able to enjoy recreational services with no cost.

It has been a particularly exciting year at the Arena starting in July, 2011 when the Stanley Cup made a visit to the delight of 1500 devoted Bruins fans who stopped by to take photographs. In April, 2012 the Arena was the venue for the Greater Rochester Chamber of Commerce's Community Expo with 60 vendors. It was a very successful, well attended community event. If that wasn't enough excitement, Roller Skating was offered as a new program at the Arena from April through August and was an instant hit especially with middle school students. Most Friday and Saturday nights a sizeable teen group could be found skating on the sport floor.

Perennial favorites in recreational programming included Concerts on the Common, swim lessons, Summer Camp, Youth Basketball, Preschool Sports and Play Class. New programs included King Pine Ski, Over 35 Basketball League, and Kiddie Kamp.

In the second year of Teen Night, a monthly program geared to middle school and high school students, attendance nearly doubled to a total of 1442 participants. Teens enjoyed a wide variety of activities including sports, music, arts and crafts and food. This program is a collaborative effort between the Recreation Department, Bridging the Gaps and the Rochester Police Department and takes place at the Community Center.

For more information on current Recreation & Arena programs, visit [www.rochesterrec.com](http://www.rochesterrec.com)

<p style="text-align:center"><b>REPORT OF THE SUPERINTENDENT OF SCHOOLS</b> <b>2011-12</b></p>
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**To the School Board and Citizens of Rochester:**

The Rochester school community continues to strive to develop engaged and passionate learners pre-K – 12. We believe that when all students are engaged, all students are learning. In order to bring this statement to life, the school department has embarked on many exciting initiatives during the 2011-2012 school year. Below are a few highlights of these efforts.

Maple Street School was designated as a Magnet School starting in the Fall of 2012. On August 7, 2012 the school opened with students enrolled for grades kindergarten through fourth with fifth grade planned for the Fall of 2013. A two hundred (200) day calendar, personal learning plans, project based learning and parent involvement requirements are some of the things that make this school unique.

90% Reading and Mathematics Goal - During the 2011-2012 school year, we continued the focus on reading and mathematics instruction at all levels. Students at varying levels are demonstrating significant increases in these areas throughout the District. We had the highest percentage of students on grade level in Reading in the Spring of 2012

Student Engagement & Learning Plan - All members of the educational team in Rochester have been actively participating in implementing our district's Student Engagement & Learning Plan. This plan has each classroom using and focusing on highly effective research based instructional and classroom management strategies. In addition, teams of teachers are collaborating on unit development and examining student work. All of these efforts are with the purpose of increasing student engagement and learning.

Competency Based Assessment & Grading - Spaulding High School entered this Fall a second year of competency based assessment and grading. This high quality learning and assessment practice will be extended for Fall 2013 to grades kindergarten through eighth. During the 2012 – 2013 school year, educators will be collaborating on the development of the competencies, performance indicators and corresponding rubrics for our elementary and middle school levels. In addition, the district is developing the Rochester School District Assessment and Grading Philosophy Statement. This document will serve as the framework for this endeavor.

Early Childhood - In order to increase learning opportunities for the youngest residents of Rochester and to provide the best quality experience for students with special needs, the school district partnered with Rochester Childcare Center and Story Book to provide educational programming. Through this partnership, additional seats were opened in the district' preschool program, REACH. Research supports the long-term effectiveness of early learning experiences and our district is committed to providing these opportunities.

21<sup>st</sup> Century Learning - During the 2011 – 2012 school year, iPads, Smooth Boards and other devices made their way into the hands of students and our classrooms. These tools provide engaging learning experience and truly open the world of learning to our students.



Professional Learning - Our district continues to provide professional learning experiences for the dedicated educators of our school community. This year, the district started the Para-Educator Academy, which is providing concentrated learning experiences for our para-educators. Participation in the Academy is providing para-educators with relevant and practical knowledge which directly relates back to the work in the classroom with students. This is only one example of countless other opportunities designed and implemented to support professional growth in our district.

### *Facilities*

The Board has received space studies on all three levels. The Board and Council approve four minor projects to be completed in the Summer of 2013. The projects are bathrooms at Gonic School, minor renovations at Nancy Loud School and Maple Street Magnet School, and a Guidance Suite at the Middle School.

The ongoing space needs has focused on East Rochester School with a decision due by the Fall of 2012. The remaining elementary schools and the High School will need fine tuning adjustments to meet their space needs.

In the Spring of 2012, the District completed a wireless network for every school in the District. The students are able to login using personal devices and have access to the internet wireless throughout all school buildings.

**Rochester Special Education Revenues and Expenditures**  
As required by RSA 32:11-a

**Table 1: Special Education Revenue**

	2009-2010	2010-2011	2011-2012
Tuition from other districts	\$ 161,048.43	\$ 504,230.36	\$ 360,966.49
Tuition for foster children	0.00	0.00	0.00
Catastrophic Aid (State)	453,329.04	396,396.92	352,946.14
Medicaid Reimbursement (Federal)	502,445.76	563,075.47	499,969.55
Special Education Grants (Federal)	1,636,364.49	1,634,090.96	1,095,349.92

**Table 2: Special Education Expenditures**

	2009-2010	2010-2011	2011-2012
Salaries and Benefits	\$ 11,449,734.41	\$ 11,873,199.35	\$ 11,380,682.17
Tuition and Contracted Services	1,541,664.31	1,670,002.77	1,006,967.38
Supplies and Equipment	88,708.47	62,700.12	63,071.37
Other expenses	98,920.35	107,444.85	73,928.93
Special Area Administrative Services	751,900.57	662,139.19	1,062,151.18
Transportation	683,974.95	788,775.14	738,336.90

**Table 3: Revenue to Expenditure Analysis**

	2009-2010	2010-2011	2011-2012
Total Revenues	\$ 2,753,187.72	\$ 3,097,793.71	\$ 2,309,232.10
Total Expenditures	14,614,903.06	15,164,261.42	14,325,137.93
Net Local Cost	11,861,715.34	12,066,467.71	12,015,905.83

**Table 4: Sources of Revenue as Percent of Total**

	2009-2010	2010-2011	2011-2012
Federal Sources	14.63%	14.49%	11.14%
State Sources	3.1%	2.61%	2.46%
Other Sources	1.1%	3.32%	2.51%
Local Property Tax	81.17%	79.57%	83.88%

**SCHOOL BOARD MEMBERSHIP AND STAFFING  
ROCHESTER SCHOOL DEPARTMENT**

**July 1, 2011 – December 31, 2011**

<b>Seat</b>	<b>Member</b>
Ward 1	Peggy Parker Audrey Stevens
Ward 2	William Brennan Caroline McCarley
Ward 3	Julie Brown Evelyn Logan
Ward 4	Anthony Pastelis Travis Allen
Ward 5	Pamela Hubbard Doris Gates
Ward 6	James Gray Robert Watson
At-Large	Anne Grassie

**January 1, 2012 – June 30, 2012**

<b>Seat</b>	<b>Member</b>
Ward 1	Laurie Beaulieu Audrey Stevens
Ward 2	Daniel Harkinson Caroline McCarley
Ward 3	Julie Brown Evelyn Logan* Matthew Pappas**
Ward 4	Anthony Pastelis Susan O'Connor
Ward 5	Karen Stokes Paul Lynch
Ward 6	James Gray Robert Watson
At-Large	Anne Grassie

\*resigned 3/8/2012  
\*\* sworn in 5/1/2012

*STANDING COMMITTEES*

**July 1, 2011 – December 31, 2011**

**January 1, 2012 – June 30, 2012**

**Building**

Caroline McCarley, Chair  
Anthony Pastelis, Vice-Chair  
Doris Gates  
Peggy Parker  
Audrey Stevens

Caroline McCarley, Chair  
Anthony Pastelis, Vice-Chair  
James Gray  
Evelyn Logan/Matthew Pappas  
Audrey Stevens

**Discipline**

Pamela Hubbard, Chair  
Peggy Parker, Vice-Chair  
Rotating Third Member

Daniel Harkinson, Chair  
Julie Brown, Vice-Chair  
Rotating Third Member

**Finance**

Robert Watson, Chair  
Pamela Hubbard, Vice-Chair  
Travis Allen  
Julie Brown  
Anne Grassie  
Caroline McCarley  
Peggy Parker  
Anthony Pastelis  
Audrey Stevens

Robert Watson, Chair  
Anne Grassie, Vice-Chair  
Julie Brown  
James Gray  
Daniel Harkinson  
Paul Lynch  
Caroline McCarley  
Anthony Pastelis  
Audrey Stevens

**Instruction**

Anne Grassie, Chair  
William Brennan, Vice-Chair  
Julie Brown  
Evelyn Logan  
Anthony Pastelis

Anne Grassie, Chair  
Daniel Harkinson, Vice-Chair  
Laurie Beaulieu  
Susan O'Connor  
Anthony Pastelis

**Personnel**

Audrey Stevens, Chair  
Peggy Parker, Vice-Chair  
Doris Gates  
Anne Grassie  
Evelyn Logan

Audrey Stevens, Chair  
Paul Lynch, Vice-Chair  
Anne Grassie  
Susan O'Connor  
Karen Stokes

**Policy**

Anthony Pastelis, Chair  
William Brennan, Vice-Chair  
Travis Allen  
James Gray  
Doris Gates

Anthony Pastelis, Chair  
James Gray, Vice-Chair  
Daniel Harkinson  
Evelyn Logan/Matthew Pappas  
Susan O'Connor

**Special  
Services**

Travis Allen, Chair  
William Brennan, Vice-Chair  
Julie Brown  
James Gray  
Evelyn Logan

Julie Brown, Chair  
James Gray, Vice-Chair  
Laurie Beaulieu  
Anne Grassie  
Karen Stokes

**CENTRAL OFFICE ADMINISTRATORS**

Michael L. Hopkins, Superintendent of Schools  
Mary Moriarty, Assistant Superintendent of Schools  
Linda Casey, Business Administrator  
Sharon Pray, Director of Pupil Services  
Mary Moriarty, Curriculum Coordinator  
Sally Riley, Curriculum Coordinator  
Marty Brennan, Title I Director  
David Yasenchock, Chief Technology Coordinator  
Richard Bickford, Facilities Manager

**PRINCIPALS**

Robert Seaward, Spaulding High School  
Valerie McKenney, Rochester Middle School  
Kathy Dubois, Bud Carlson Academy (Director)  
Steve LeClair, Chamberlain Street School  
Teresa Bailey, East Rochester School  
Gwen Rhodes, Gonic School  
Robin Brown, Maple Street School  
Arlene Walker, McClelland School  
Maureen Oakman, Nancy Loud School (Teaching Principal)  
Nancy Booth, School Street School (Teaching Principal)  
Christopher Foley, William Allen School

**ASSISTANT PRINCIPALS**

David Robbins, RW Creteau Technology Director  
David Bennett, Spaulding High School  
Paul Newall, Spaulding High School  
Ryan Kaplan, Spaulding High School  
Kate Zacharias, Spaulding High School  
Christopher Foley, Rochester Middle School  
Lorne Lucas, Rochester Middle School  
Mark Dangora, Rochester Middle School  
Jennifer Hersom, Chamberlain Street School  
Susan "Candy" Bailey, East Rochester School  
Michelle McAlister, McClelland School  
Katherine Crosby, William Allen School

**SCHOOL NURSES**

Nancy Graham, RN (Head Nurse)  
Danielle Baker, RN  
Christine Ballentine, RN  
Robin Hutchins, RN  
Elaine Paula, RN  
Jennifer Saucier, RN  
Shaune Shields, RN  
Tracey Tibbetts, RN  
Bethann Welch, RN

**REPORT OF THE TAX COLLECTORS DEPARTMENT  
2011-2012**

The responsibilities of the Tax Collector's office consist of the collections of property taxes, water & sewer utility bills, current use taxes, timber, gravel & yield taxes, and other department collections. The Tax Collector's office executes property tax liens on delinquent taxes, files tax lien redemptions and notifies all property owners & mortgagees for all properties that will be going to tax lien & tax deed. In 2011 we liened approximately 1016 properties.

The Tax Collector's office also processes auto registrations. In 2011-2012 we processed approximately 34,904 registrations totaling \$3,629,405.62. We collected \$96,065.00 in Municipal Agent fees. Due to the State of NH DMV substation closing in June 2009 we are processing a lot more transactions that they used to process. We also process auto registration renewals online and in 2011-2012 we processed approximately 2,439 online renewals.

In 2011-2012 we collected on approximately 29,246 water & sewer bills.

Revenues collected by the Tax Collector's Office:

Total Warrant	48,856,892.00
Timber & Gravel Tax	15,604.62
Int Delinquent Taxes	820,109.19
Chg Tax for CU Removal	116,875.00
Motor Vehicle Permits	3,629,405.62
Misc-RR Natl Bk Tax	0.00
Water	3,436,236.52
Sewer	4,682,010.60

The Tax Collector's Office consisted of three full time employees and three part time employees. Our main goal in the office is to provide courteous and efficient service to all.

The Tax Collector's office staff consisted of Doreen Jones-Tax Collector, Karen Paquette-Deputy Tax Collector, Virginia Gray-Clerk Typist II, Pat Cox-Clerk Typist, Pauline Roseberry -Clerk Typist, and Susan Morris, Clerk Typist. I would like to thank all my staff for all their hard work & dedication through out the year.

Respectfully submitted,

Doreen Jones, CTC  
Tax Collector

<p style="text-align: center;"><b>REPORT OF THE WELFARE DEPARTMENT</b> <b>2011-2012</b></p>
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In compliance with RSA 165, the welfare department for the City of Rochester administers local emergency assistance for poor individuals unable to support themselves and require assistance in a financial crisis. It is our mission to meet our legal obligations in the most professional, thoughtful and cost effective manner possible.

The City of Rochester budgeted \$199,000 for direct assistance for fiscal year 2011-2012. A total of \$136,871.40 was expended. City Welfare formally assisted 290 families and 189 single households.

Rochester City Welfare staff continues to take pride in our pro-active case management approach that has resulted in increased self-sufficiency for clients, at a lower cost to city taxpayers.

Although rental rates have stabilized, the increase in home foreclosures has not only affected homeowners, but also renters, as they have been given notice to vacate buildings being foreclosed upon. Heating fuel costs have also affected resident's ability to heat their homes and/or results in less money for residents to expend for other basic expenses.

As has been true for the last several years, the waiting lists for subsidized housing remained at 3-5 years. Disability decisions at the state and federal level continued to average about 1 year. Budgetary cuts to programs through New Hampshire Department of Health and Human Services have resulted in an elimination of some forms of family cash and emergency assistance. The responsibility and cost has shifted to municipal welfare.

City Welfare works closely with local homeless shelters, including the *Homeless Center for Strafford County* located in Gonic, to find appropriate emergency housing for residents in need. Homeless shelters not only shelter residents from the elements, but often provide needed support and case management to ensure a more long term solution to their current crisis. This is a great benefit to those in need of shelter and a cost savings to city taxpayers.

City Welfare continued collaborations with many government, non-profit agencies and local businesses, including, but not limited to, the New Hampshire Department of Health and Human Services, Strafford County Community Action and Rochester Share Fund.

City Welfare continued an annual Toy Bank collaboration with the Rochester Fire Department, assisting 750 children during the holiday season.

City Welfare also continued a Back-to-School collaboration with Grace Community Church, which outfitted 225 children with new backpacks and needed school supplies.

As in years prior, City Welfare received \$10,000.00 from the McKinney Grant (HUD money). These monies are discretionary, and are used generally for emergency utility assistance, and from time to time for those individuals who may be categorically ineligible for General Assistance. City Welfare also expended \$3,839.00 from the McDuffee-Chase trust fund for heating oil.

A special thanks to the many Rochester residents who have assisted their neighbors in need during challenging economic times. Their belief in neighbor helping neighbor is testament to the spirit and goodwill of Rochester residents.

Issuance of General Assistance Vouchers for Families:

Burial.....		4900.00
Dental.....		398.00
Electricity.....		9482.63
Fuel Heating	2604.56	
Gas.....		.00
Household Goods.....		.00
<b>Medical</b>	<b>25.00</b>	
Mortgage.....		3098.84
Prescriptions.....		1749.47
Rent.....		68368.15
Temporary Shelter (motel).....		720.00
Transportation.....		76.50
<b>TOTAL</b>		<b>\$91,423.15</b>

Issuance of General Assistance for Individuals

Burial.....	4875.00
Dental.....	94.50
Electricity.....	2576.29
Fuel Heating.....	598.45
Gas.....	46.00
Household Goods.....	.00
Medical.....	.00
Mortgage.....	774.68
Prescriptions.....	2394.10
Rent.....	33648.48
Temporary Shelter (motel).....	300.00
Transportation.....	140.75
<b>TOTAL</b>	<b>\$45,448.25</b>



Average cost per case/Family **\$315.25**

*Single* \$240.46

Total vouchers issued: **\$136,871.40**

I would like to thank the following staff for their dedicated service to this office: Gail Bennett, department Secretary III (30 years of service,) Social Worker, Nancy Malinowski, Secretary I, Nancy Sirois and Secretary I, Crystal DeButts. Their dedication through this challenging year and commitment to our mission has been greatly appreciated.

Respectfully submitted,

Todd M. Marsh  
Welfare Director