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**ANNUAL REPORT  
FOR  
1998-1999**

**MEMBERS OF THE  
ROCHESTER CITY GOVERNMENT  
(July 1, 1998 to June 30, 1999)**

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CONCORD, N.H.



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## REPORT OF THE CITY MANAGER'S OFFICE 1998-1999

During the past year, the trend of positive economic growth in our state, region and city continued. This can be seen as you scan the "Annual Report" and note growth in our tax base from construction of new homes and businesses and prosperity brought about by a strong job market. As a result of these positive forces, we were able to accomplish some things that might not get done in less fortunate times.

First the City Council took the very positive step of adopting an ordinance that establishes a minimum fund balance for the City of 5% of its' budget. That very prudent action means that the City Government, will always have some savings on hand for the future and for emergency purposes.

Next funding was provided and construction completed on a new swimming pool at the Hanson Pines Area. This marked the first step in a three year program to replace each of the three outdated swimming facilities operated by the City. The Hanson Pines pool was pressed into action in June 1999 and saw attendance more than double over the previous year. It was great to see our residents use this first class facility.

During the year the City moved forward with construction of a new Fire Substation in Gonic. City Council, staff and consultants worked together to Master Plan for future fire safety needs, find an ideal location, acquire land, design and begin construction on a facility that should meet needs for many years.

The City also took some actions aimed at the future and our ability to deal with events into the new millennium. First we began the process of updating the City's Master Plan. This document, which is used to guide future growth is more than 10 years old. Since the most critical areas of master planning are land use and transportation those are the first sections under review by a team of residents, staff and outside consultants. The City's E 911 street renaming and renumbering program has become a model for the state. In Rochester with steady leadership from Council the program has proceeded smoothly. Finally FY 99 saw the establishment of a Conservation Fund for Rochester. We can look around our City at present and see that open space and conservation land is disappearing. This fund to be used by the Conservation Commission is aimed at preserving what we have and perhaps even expanding on land so that future generations can enjoy the outdoors in our fine community.

Finally I want to thank you the residents of Rochester for continuing to support our quality of life through you efforts as volunteers and responsible citizens. Whether you coach a sport, serve on a city board or commission, work with scouts, senior citizens, the Opera House or Lilac fun Festival, you are contributing. Those contributions are what make our City such a special place.



**CITY GOVERNMENT**  
As Organized January 1, 1999

**MAYOR DOUGLAS LACHANCE**

|                     |   |   |
|---------------------|---|---|
| <b>Ward 1</b>       | - | David R. Stevens, James F. McManus, Jr. |
| <b>Ward 2</b>       | - | James E. Twombly, William P. Brennan    |
| <b>Ward 3</b>       | - | Janet R. Pelley, Kenneth A. Billings    |
| <b>Ward 4</b>       | - | David E. Walker, Lucien G. Levesque     |
| <b>Ward 5</b>       | - | Bruce E. Lindsay, Ralph Torr            |
| <b>At-Large</b>     | - | Chuck Grassie, Walter Hoerman, MD       |
| <b>City Manager</b> |   | Gary Stenhouse                          |

**STANDING COMMITTEES, 1999**

- Codes & Ordinances Committee:** Janet R. Pelley, Chairperson; David R. Stevens, Vice Chairperson; Walter Hoerman, MD; William P. Brennan, David E. Walker
- Economic Development Committee:** Walter Hoerman, MD, Chairperson; Lucien G. Levesque, Vice Chairperson; James E. Twombly, Bruce E. Lindsay, Chuck Grassie,
- Finance Committee:** Douglas Lachance, Chairperson; Chuck Grassie, Vice Chairperson; David R. Stevens, James E. Twombly, Janet R. Pelley, Lucien G. Levesque, Bruce E. Lindsay
- Public Safety Committee:** Kenneth A. Billings, Chairperson; David E. Walker, Vice Chairperson; James F. McManus, Jr., Chuck Grassie, William P. Brennan
- Public Works Committee:** Ralph Torr, Chairperson; Janet R. Pelley, Vice Chairperson; James E. Twombly, James F. McManus, Jr., Lucien G. Levesque

**SPECIAL COMMITTEES, 1999**

- Highway Safety Committee:** Kenneth A. Billings, Chairperson; David E. Walker, Vice Chairperson; James F. McManus, Jr., Chuck Grassie, William P. Brennan

**PERSONNEL, 1999**

|                                   |                       |
|-----------------------------------|-----------------------|
| Animal Control Officer            | Suzanne Paradise      |
| Assistant Assessor                | David Hynes           |
| Assistant Assessor                | Victoria Lambert      |
| Chief Assessor                    | Brett Purvis          |
| Business Administrator            | Mark Decoteau         |
| Building Inspector                | Vacant                |
| Checklist Supervisor, Chairperson | Muriel Gagnon         |
| Chief Planner                     | Michael Behrendt      |
| City Clerk                        | Patricia E. Teodorson |
| Deputy Clerk                      | Vacant                |

|  |                      |
|--|----------------------|
| City Engineer                              | Melodie Esterberg    |
| City Manager                               | Gary Stenhouse       |
| City Physician                             | Dr. William Olney    |
| City Solicitor                             | Danford Wensley      |
| Code Enforcement                           | Vacant               |
| Economic Development Director              | Kenneth Ortmann      |
| Fire Chief                                 | Mark Dellner         |
| Deputy Fire Chief                          | Francis Zombeck      |
| Assistant Fire Chief                       | Norman Sanborn, Jr.  |
| Health/Code Officer                        | Vacant               |
| Ice Arena                                  | Chris Bowlen         |
| Library Director                           | Ruth Hooten          |
| Planning Director                          | Kenneth Ortmann      |
| Police Chief                               | Daniel Auger         |
| Public Buildings Director                  | Vacant               |
| Public Works Director                      | David Ford           |
| Recreation, Parks, Youth Services Director | Brent Diesel         |
| Tax Collector                              | Marianne Douglas     |
| Water & Sewer Works Director               | David Ford           |
| Welfare Director                           | Jane Hervey          |
| Zoning Director                            | Kenneth Ortmann      |
| Mayor                                      | Douglas Lachance     |
| Deputy Mayor                               | Charles Grassie, Jr. |

### BOARDS AND COMMISSIONS, 1999

- Arena Advisory Commission:** David Anctil, Chairperson; Robert Zubkus, Raymond McGilvray, Dale Bickford, Richard Clough, Timothy S. Williams, Robert W. Brown
- Board of Assessors:** Brett S. Purvis, Victoria Lambert, David Hynes
- Board of Health:** Dr. Thomas Moon, Chairperson; Dr. James DeJohn, William Keefe, Dr. William Olney, Vacancy
- Conservation Commission:** George Bailey, Chairperson; Brian A. Salas, Jeffrey Winders, Arthur Birch, Steven Smith, Rose Marie Rogers, Robert Emro, Mark Perry
- County Commissioners:** George Maglaras, Chairperson; Paul Dumont, Ronald Chagnon
- Licensing Board:** Gary Stenhouse, Chairperson; Daniel Auger, Mark Dellner
- Planning Board:** Thomas Willis, Chairperson; Bruce Boudreau, J. Bruce Roberts, Peter Anderson, Elmer Lavallee, Nancy Dibble **Alternate Members:** David Clark, Julie Brown, Tim Fontneau, Cliff Newton, Terry Desjardins
- Police Commissioners:** Roger W. Beaudoin, Chairperson; Barry K. Flanagan, Ronald G. Lachapelle
- Recreation, Parks and Youth Services Commission:** Bruce Wotton, Chairperson; Russell Whitehouse, Jeffrey Turgeon, Kate A. Kelley, David F. Lynch, Chuck Grassie, Robert Watson
- Rochester Housing Authority:** Arthur Nickless, Chairperson; Richard Lachance, Marilyn Berry, Wilbur Boudreau, Stella Marcotte, Jerry Grossman, Otis Perry

**Rochester Industrial Development Authority:** Leon Meader, Jr., Chairperson; Laura A. Shambos, Janet Davis, Malcolm Ford, Jr., Vacancy Robert Gustafson, David C. Tinkham, Kenneth Ortmann, Douglas Lachance, George Allen, Danford Wensley

**Stafford Regional Planning Commission:** Chuck Grassie, Sandra Keans, Thomas Willis, Kenneth Ortmann

**Trustees of the Public Library:** David Tinkham, Chairperson; Pamela J. Hubbard, Karen Lambert, Ann M. Cassavechia, Michael Roberts, Betty Meulenbrook, Marcia Nescot

**Trustees of the Trust Funds:** Glenn Lepene, Chairperson; Marilyn Levesque, Daniel J. Harkinson

**Utility Advisory Board:** Eddie Welsh, Chairperson; Patrick Clark, Jeremy Bradshaw, Richardo Cantu, David Reed

**Welfare Appeals Board:** Mark Moeller, Chairperson; Janet Poulin, Mary Flynn, Nancy Morneault

**Zoning Board of Adjustment:** Stephen Wallace, Chairperson; Susan Barney, Ralph Torr, Norman E. Valley, Jr., Daniel Lacroix **Alternate Members:** George Jackson, Kimon Lalas

#### **MAYOR'S TASK FORCE, 1999**

**Cable TV Franchise Renewal Negotiations Committee:** Lee Chasse, David R. Stevens, Gary Stenhouse, Deus Marchacos, Dr. Yeagley, Bill Young

**Opera House Committee:** Harvey E. Bernier, Janet R. Pelley, George Allen

**Rochester Substance Abuse Prevention:** Robert Brown, John Connelly, Sharon Croft, Pam Byers, Dr. Michael Clark, Dan Lacroix Anne, May, Patricia Rainboth, Det. John Caldwell, Bonnie Voye, Kathy Wotton, Pat Lilly, Liz Ossen

#### **ELECTION OFFICIALS, 1999**

**Ward One** - Elmer Lavallee, Moderator; Mary Spear, Ward Clerk; Susan E. Lampron, Checklist Supervisor; Rhona L. Panteledes, Patricia Rainboth, Nancy C. Hubbard, Selectmen

**Ward Two** - Daniel J. Harkinson, Moderator; Nancy J. George, Ward Clerk; T.J. Jean, Checklist Supervisor; Allen Spader, Norman Labrecque, Jean Anne Twombly, Selectmen

**Ward Three** - Danford Wensley, Moderator; Linda Hoey, Ward Clerk; Richard Timmons, Checklist Supervisor; Susan Dole, Theresa M. Lanoix, Selectmen

**Ward Four** - Irene T. Creteau, Moderator; Dorothy Osgood, Ward Clerk; Patricia Dunlap, Checklist Supervisor; Priscilla Dickie, Geraldine Lacasse, Barbara L. Harrison, Selectmen

**Ward Five** - James P. Gray, Moderator; Pauline Torr, Ward Clerk; Sharyn Stuart, Checklist Supervisor; Jeanne Wurth, Maurice Bedard, Marjorie Rodis, Selectmen



**REPORT OF THE ARENA DEPARTMENT**  
**1998-1999**

Fiscal Year 1999 marked the end of the ninth consecutive successful season of the Rochester Arena as an enterprise fund within the City of Rochester. Revenues continued to support operating expenses and debt services and increased the retained earnings account.

Revenues for the 1998-1999 year totaled \$281,224.00 (made up of ice rentals, skate sharpening, public skating, stick practice, learn to skate, soda sales, in-line hockey, special events, etc.).

Operating expenditures came in at a total of \$231,292.00 while debt service expenditures came in at \$12,092.00. In all, \$243,384.00 was expended for the entire fiscal year..

The surplus balance of \$37,840 was added to the arena retained earnings account. This brought the retained earnings account up to \$356,015.00 or an increase of 11% from the previous year. This account is maintained to help the arena fund some of it's projects and for emergency purposes. All expenditures out of this account must receive city council approval.

The arena department's summer youth and adult in-line hockey programs continued to be a huge success and source of revenue during the previously idle summer months. Projections for paying off the state of the art in-line skating floor are only three summers worth of use!!

Fiscal Year 1999 was a great success and many CIP projects are in the works to bring the Rochester Arena up to speed and keep it a successful enterprise fund within the City.

Respectfully submitted,

Chris Bowlen  
Arena Director



**REPORT OF THE ASSESSOR'S OFFICE**  
**1998-1999**

TO THE CITY MANAGER AND CITY COUNCIL OF THE CITY OF ROCHESTER

**ASSESSOR'S INVENTORY**

**LAND VALUATION:**

|                  |             |
|------------------|-------------|
| Residential..... | 150,941,500 |
| Commercial.....  | 97,573,120  |
| Current Use..... | 1,493,700   |

TOTAL VALUE OF TAXABLE LAND..... 250,008,320

**BUILDING VALUATIONS**

|                            |             |
|----------------------------|-------------|
| Residential.....           | 416,240,300 |
| Manufactured Housing.....  | 43,331,000  |
| Commercial/Industrial..... | 146,123,665 |

TOTAL VALUE OF TAXABLE LAND..... 605,694,965

**PUBLIC UTILITIES**

|               |            |
|---------------|------------|
| Gas.....      | 5,473,400  |
| Electric..... | 11,293,400 |

TOTAL VALUATION OF TAXABLE PROPERTY..... 872,470,085

**EXEMPTIONS**

|   |                   |
|---|-------------------|
| Blind (29).....                                   | 678,400           |
| Elderly (423).....                                | 9,158,700         |
| Physically Handicapped Exemption (0).....         |                   |
| Totally & Permanently Disable Exemption (51)..... | 811,700           |
| <b>TOTAL AMOUNT OF EXEMPTIONS</b>                 | <b>10,648,800</b> |

Net Valuation on which tax rate is computed 861,821,285.00  
1998 Tax Rate x \$35.43 per 1000 30,534,328.00

Veterans (2,004)..... \$- 251,000.00  
Payment in lieu of taxes \$+ 94,913.80

Total Amount to be collected \$ 30,378,241.80

Respectfully submitted,  
Brett S. Purvis, Chief Assessor

## REPORT OF THE CITY ATTORNEY

1998-1999

The following is a report of the office of the City Attorney for the year beginning July 1, 1998 and ending on June 30, 1999.

During the fiscal year 1998-1999, the following cases involving the City of Rochester were terminated:

1. Richard McCue v. City of Rochester, et als/Docket #C-94-480-B;
2. Robert DeButts v. Rochester School District/Docket #96-C-0016;
3. Richard Wilkes v. City of Rochester, Gary Stenhouse, Danford J. Wensley, Donald Vittum/Docket #97-CV-000915;
4. Gail Wade v. City of Rochester/NHCHR;

In addition to the above cases, as of June 30, 1999, the following actions involving the City of Rochester were pending in various New Hampshire and Federal Courts:

1. George Blaisdell, et als v. City of Rochester/Docket #85-C-0434, #86-C-0094 and #89-E-0189;
2. George Blaisdell v. City of Rochester/NHSC Docket #93-123 and #93-214;
3. George Blaisdell v. City of Rochester, Danford J. Wensley, Donald Vittum and James Twombly/Docket #97-CV-00082;
4. New England Telephone and Telegraph Company v. City of Rochester/Docket #96-E-0160;
5. Public Service Company of New Hampshire v. City of Rochester and City of Rochester v. Commissioner of Transportation, et als/Docket #96-E-0165;
6. David Bulva and Lina Bulva v. City of Rochester/Docket #98-CV-350-M;
7. Bell Atlantic f/k/a New England Telephone and Telegraph Company v. City of Rochester/Docket #97-E-0123, #98-E-0135 and #99-E-0148;
8. Donald Toy and Bonnie Toy v. City of Rochester/Docket #99-E-0092.

It should be noted that the above listing of cases does not include various bankruptcy proceedings pending in various United States District Courts across the United States in which the City of Rochester has filed proofs of claim and/or other pleadings with regard to the City's various interests in such bankruptcy estates.

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, City Council, Department Heads and various boards and commissions of the City upon request. Legal instruments, including deeds, leases, contracts, ordinances, and amendments to ordinances, resolutions and other similar 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.

Respectfully submitted,

Danford J. Wensley  
City Solicitor



**REPORT OF THE CITY CLERK'S OFFICE**  
**1998-1999**

During FY 1998-1999, the City Clerk's Office performed the following functions:

Processed the following Vital Statistics Records: Birth 454, Deaths; 319; and 279 Marriages; also processed birth record amendments including adoptions, legitimates, affidavits of paternity, and legal changes of names; recorded pre-marital age and time waivers; processed vital record corrections; amendment form; issued delayed certificates of birth; issued burial permits under authorization of the Board of Health and Health Officer; filed burial permits for all Rochester interments; filed and indexed informational copies of births, marriages, and deaths which pertained to Rochester residents but which occurred in other communities; and, attended meetings relative to vital record regulations and statutes.

Recorded the votes and proceedings of the City Council at both regular, special and workshop City Council meetings; published and indexed the minutes of all City Council meetings in accordance with RSA 91-A:4; and, provided informational copies of the minutes to all affected citizens, boards, commissions and department heads. Prepared agendas, packages and minutes for the following: City Council Regular, Special and Workshop Meetings.

Issued 2,966 Dog/Kennel Group Licenses, the latter in conjunction with the Animal Control Officer; provided dog licensing service at the annual Rabies Clinic held at the Rochester Fairgrounds in April.

Recorded as processed (775) Uniform Commercial Code Financing Statements, as well as related termination, continuation, amendment assignment, and search statements.

Supervised one (1) State Primary Election on September 8, 1998 and one (1) State General Election on November 3, 1998.

Accepted new voter registrations, declarations of party affiliation, and checklist changes in address/ward; provided in-home voter registrations for the elderly and disabled; coordinated an attended all sessions of the Supervisors of the Checklist; maintained and updated the City's computerized voter checklist; and printed all required checklists.

Processed six (6) applications for the Adams-Pray Funds for approximately \$249.91 per each applicant.

Provided Notary services for (730) persons, published notices of Public Hearings, vacancies in elected offices, ordinance amendments, Supervisors' Sessions, election, and dog licensing reminders, etc., as required by law.

Recorded Federal and State Tax Liens; City Liens; Writs of Attachment; Utility Pole and Conduit Licenses; Articles of Agreement and Amendments thereto; Surety Bonds; City Vehicle Titles; Agreements and Contracts; Leases; New Hampshire Wetlands Boards/Dredge and Fill Applications; litigations; deeds of the City; and issued FY 98-99 Parking Permits.

Revenues received by the City Clerk's Office for Fiscal Year 1998-1999 were as follows: Marriages \$2,023.; Dog Licenses - \$16,303.; UCC Fees - \$19,905; Vital Records \$12,910.; Notarial Services - \$1,460.; and Misc. Revenues 3,803. Total Revenues were \$56,404

Continued organizing and cataloging documents in both the City Clerk's Office, the City Hall Vault, in accordance with the retention schedule established by the Administrative Rules of the New Hampshire Municipal Records Board.

Respectfully submitted;

Richard Larochelle, Acting City Clerk

**RESOLUTIONS  
ADOPTED BY THE ROCHESTER CITY COUNCIL**

**FY 1998-1999**

| <b>SUBJECT</b>  | <b>DATE</b> |
|---|-------------|
| Resolution of Rochester City Council Supporting an Aid to Local Development Organizations application on behalf of Thompson/Center Arms   | 08/04/98    |
| Resolution Establishing Polling Places/Times for the 1998 State Primary and State General Elections<br>08/04/98   |             |
| Resolution Authorizing the Transfer of Capital Budget Funds and making an Appropriation in connection therewith<br>09/01/98   |             |
| Resolution Approving Supplemental Appropriation for the Rochester School Department<br>09/01/98   |             |
| Resolution Relative to Amending Deferred Compensation Plans for the City of Rochester<br>10/06/98   |             |
| Resolution Approving Supplemental Appropriation for the Recreation Department<br>10/06/98   |             |
| Resolution Authorizing the Establishment of Special Revenue Fund pursuant to the provisions of RSA 47:1-b<br>11/10/98   |             |
| Resolution Accepting Roads in the Phase I Portion of the Rivers Edge Subdivision  | 12/15/98    |
| Resolution Authorizing the establishment of Special Revenue Fund pursuant to the Provisions of RSA 47.1.<br>12/15/98  |             |
| Resolution relative to Amending Deferred Compensation plans for the City of Rochester<br>01/05/99   |             |
| Resolution Authorizing Supplemental Appropriation to the FY 1998-1999 Capital Budget of the City of Rochester for Construction and Related Expenses for the Gonic Fire Station.<br>03/16/99 |             |



|  |          |
|--|----------|
| Resolution Authorizing Supplemental Appropriation to the FY 1998-1999 Capital Budget of the City of Rochester for the Hanson Pines Swimming Pool           | 03/16/99 |
| Resolution Approving Supplemental Appropriation for the City of Rochester FY 1998-1999 Operating Budget (Public Works)<br>04/13/99                         |          |
| Resolution Approving Transfers in the Community Development Block Grant Budget and Authorizing Appropriations in connection therewith as amended           | 04/13/99 |
| Resolution Approving 1999-2000 Community Development Budget  | 05/04/99 |
| Resolution Authorizing Acquisition and conveyance of Real Estate for Industrial Development Purposes<br>06/01/99   |          |
| Resolution Relative to Household Hazardous Waste Collection Day<br>06/01/99  |          |
| Resolution Authorizing and Approving 1999-2000 Capital Budget for the City of Rochester and Authorizing Certain Bonding in Connection Therewith as amended | 06/22/99 |
| Resolution to Approve 1999-2000 Operating Budget for the City of Rochester as amended <b>[VETOED]</b><br>06/22/99  |          |
| Resolution to Approve 1999-2000 Operating Budget for the City of Rochester as amended<br>06/29/99  |          |

**ORDINANCE AMENDMENTS  
ADOPTED BY THE ROCHESTER CITY COUNCIL  
FY 1998-1999**

**SUBJECT  
DATE**

|  |          |
|--|----------|
| Amendment to Chapter 25 of the General Ordinances of the City of Rochester regarding License Fee for Certain Food Service Establishments | 08/04/98 |
| Amendment to Zoning Ordinance relative to the Northwesterly side of Twombly Street   | 12/01/98 |
| Amendment to Ordinance Designed to Promote Fiscal Responsibility   | 12/15/98 |
| Amendment to Ordinance Designed to Promote Tax Stabilization   | 12/15/98 |
| Amendment to Zoning Ordinance Relative to the Ten Rod Road and Capital Circle Area   | 02/02/99 |
| Amendment to Ordinances Establishing a Conservation Fund Pursuant to RSA 36-A:5  | 05/04/99 |
| Amendment to Zoning Ordinance relative to Area in the Vicinity of Ledgeview Drive  | 06/22/99 |
| Amendment to Zoning Ordinance relative to Area Off Old Milton Road   | 06/22/99 |
| Amendment to Zoning Ordinance relative to Garage Setbacks and Dimensional Regulations  | 06/22/99 |
| Amendment to Zoning Ordinance relative to Setbacks for Storage Sheds in the Agricultural Zone  | 06/22/99 |
| Amendment to Sewer Use Ordinance relative to Sewer Users Rate  | 06/29/99 |

**REPORT OF CITY FINANCES**  
**1998-1999**

The fiscal year ending June 30<sup>th</sup>, 1999 represented the ninth consecutive year of positive growth in the City's General Fund. Additionally, during the fiscal year Council approved two measures designed to help ensure continued financial improvement and enhance fiscal stability in the future.

The following financial statements and auditor's report indicate the fiscal health of the City. This fiscal health extends through the Special Revenue Funds (Community Center and Waste Management) and the Enterprise Funds (Arena, Water and Sewer) all of which are operating on a positive basis.

The City Council established two ordinances during the fiscal year which are designed to promote fiscal stability for the next ten years. The first ordinance is the 5% Fund Balance Ordinance which requires any surplus in the General Fund be used to bring the Undesignated Fund Balance to 5% of the current year operating budget. The other ordinance established the Waste Management Special Revenue Fund. This ordinance requires the first \$350,000 in tipping fees from Waste Management be placed in a fund to be used in 2010 and beyond to stabilize the tax rate in the event Waste Management's Turnkey facility should close with a corresponding loss of tax revenue and tipping fees.

The 1998 - 1999 fiscal year activities have added to the immediate and continued financial health of the City.

Respectfully submitted,

Mark F. Decoteau  
Finance Director





MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS  
MANAGEMENT ADVISORS

11 Trafalgar Square

Nashua, NH 03063-1974

Tel (603) 882-1111 • Fax (603) 882-9456

INDEPENDENT AUDITORS' REPORT

Honorable Mayor and City Council  
City of Rochester, New Hampshire

We have audited the accompanying general purpose financial statements of the City of Rochester, New Hampshire as of June 30, 1999 and for the year then ended. These general purpose financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The financial statements referred to above do not include the General Fixed Asset Group of Accounts, as required by generally accepted accounting principles.

The City has not accumulated the total dollar amount of vacation and sick leave earned but not used by its employees. Generally accepted accounting principles require that such amounts, if material, be recorded as a liability in the accompanying financial statements.

In our opinion, except for the items described in the third and fourth paragraphs, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of Rochester, New Hampshire, as of June 30, 1999 and the results of its operations and cash

*Additional Offices:*

Greenfield, MA • Ellsworth, ME • Andover, MA

flows of its proprietary and similar trust fund types for the year then ended in conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The combining schedule listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the City of Rochester, New Hampshire. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.

The year 2000 supplementary information on page 27 is not a required part of the basic financial statements but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and do not express an opinion on it. In addition, we do not provide assurance that the City is or will become year 2000 compliant, that the City's year 2000 remediation efforts will be successful in whole or in part, or that parties with which the City does business are or will become year 2000 compliant.

*Melanson, Heath + Company P.C.*

Nashua, New Hampshire  
October 27, 1999

Combined Balance Sheet - All Fund Types and Account Groups

June 30, 1989

|  | Governmental Fund Types |                       |                        |                      | Proprietary Fund Type Enterprise Funds | Fiduciary Fund Type Trust Funds | Account Group General Long-Term Debt | Totals (Memorandum Only) |
|--|-------------------------|-----------------------|------------------------|----------------------|--|---------------------------------|--------------------------------------|--------------------------|
|  | General Fund            | Special Revenue Funds | Capital Projects Funds |                      |  |                                 |                                      |                          |
| <b>ASSETS AND OTHER DEBITS</b>                                 |                         |                       |                        |                      |  |                                 |                                      |                          |
| Cash and cash equivalents                                      | \$ 15,557,190           | \$ 108,423            | \$ -                   | \$ 200               | \$ 159,897                             | \$ -                            | \$ -                                 | \$ 15,825,710            |
| Investments  | 2,394,817               | -                     | -                      | -                    | 941,438                                | -                               | -                                    | 941,438                  |
| Taxes receivable   | 875,158                 | 746,328               | -                      | 1,513,176            | -                                      | -                               | -                                    | 2,384,617                |
| Accounts receivable  | 781,285                 | 677,964               | 235,981                | 3,153,124            | -                                      | -                               | -                                    | 3,134,662                |
| Due from other funds   | -                       | 278,598               | 5,150                  | 1,325,857            | -                                      | -                               | -                                    | 4,848,354                |
| Due from other governments                                     | -                       | -                     | -                      | 66,277               | -                                      | -                               | -                                    | 1,609,603                |
| Prepaid expenses   | 66,810                  | 38,267                | -                      | 69,377               | -                                      | -                               | -                                    | 133,067                  |
| Inventory  | -                       | -                     | -                      | 50,433,707           | -                                      | -                               | -                                    | 107,644                  |
| Property, plant and equipment                                  | -                       | -                     | -                      | -                    | -                                      | -                               | -                                    | 50,493,707               |
| Other assets   | 2,022                   | -                     | -                      | -                    | -                                      | -                               | -                                    | 2,022                    |
| Amount to be provided for retirement of general long-term debt | -                       | -                     | -                      | -                    | -                                      | -                               | 43,482,389                           | 43,482,389               |
| <b>Total Assets and Other Debits</b>                           | <b>\$ 19,607,062</b>    | <b>\$ 1,849,598</b>   | <b>\$ 241,131</b>      | <b>\$ 56,561,716</b> | <b>\$ 1,101,335</b>                    | <b>\$ 43,482,389</b>            | <b>\$ 122,903,233</b>                |                          |
| <b>LIABILITIES, EQUITY AND OTHER CREDITS</b>                   |                         |                       |                        |                      |  |                                 |                                      |                          |
| Liabilities:   |                         |                       |                        |                      |  |                                 |                                      |                          |
| Accounts payable   | \$ 428,322              | \$ 174,939            | \$ 69,661              | \$ 762,969           | \$ -                                   | \$ -                            | \$ -                                 | \$ 1,455,891             |
| Retainage payable  | -                       | -                     | 915,705                | -                    | -                                      | -                               | -                                    | 915,705                  |
| Due to other funds   | 4,067,089               | 781,265               | -                      | 180,369              | -                                      | -                               | -                                    | 4,848,354                |
| Accrued expenses   | 2,119,164               | -                     | -                      | -                    | -                                      | -                               | -                                    | 2,299,533                |
| Prepaid taxes  | 6,392,981               | -                     | -                      | -                    | -                                      | -                               | -                                    | 6,392,981                |
| Deferred revenue   | 1,963,523               | 120,845               | -                      | -                    | -                                      | -                               | -                                    | 2,084,368                |
| Liability for waste water treatment plant                      | -                       | -                     | -                      | 16,777,811           | -                                      | -                               | 15,900,000                           | 15,900,000               |
| General obligation bonds payable                               | -                       | -                     | -                      | 9,862,473            | -                                      | -                               | 27,562,389                           | 44,380,000               |
| Other liabilities  | 39,623                  | -                     | -                      | -                    | -                                      | -                               | -                                    | 9,902,056                |
| <b>Total Liabilities</b>                                       | <b>15,010,702</b>       | <b>1,077,049</b>      | <b>985,366</b>         | <b>27,603,422</b>    | <b>-</b>                               | <b>-</b>                        | <b>43,482,389</b>                    | <b>68,156,928</b>        |
| Equity and Other Credits:                                      |                         |                       |                        |                      |  |                                 |                                      |                          |
| Contributed capital  | -                       | -                     | -                      | 13,480,118           | -                                      | -                               | -                                    | 13,480,118               |
| Retained earnings  | -                       | -                     | -                      | 15,478,178           | -                                      | -                               | -                                    | 15,478,178               |
| Fund balances:   |                         |                       |                        |                      |  |                                 |                                      |                          |
| Reserved for inventory   | -                       | 38,267                | -                      | -                    | -                                      | -                               | -                                    | 38,267                   |
| Reserved for endowments  | -                       | -                     | -                      | -                    | -                                      | -                               | -                                    | 873,172                  |
| Unreserved:  |                         |                       |                        |                      |  |                                 |                                      |                          |
| Designated   | 2,437,195               | 20,460                | -                      | -                    | -                                      | -                               | -                                    | 2,457,655                |
| Undesignated   | 2,219,165               | 713,822               | (744,235)              | -                    | 228,163                                | -                               | -                                    | 2,416,915                |
| <b>Total Equity and Other Credits</b>                          | <b>4,656,360</b>        | <b>772,549</b>        | <b>(744,235)</b>       | <b>28,959,296</b>    | <b>1,101,335</b>                       | <b>-</b>                        | <b>43,482,389</b>                    | <b>34,744,305</b>        |
| <b>Total Liabilities, Equity, and Other Credits</b>            | <b>\$ 19,667,062</b>    | <b>\$ 1,849,598</b>   | <b>\$ 241,131</b>      | <b>\$ 56,561,716</b> | <b>\$ 1,101,335</b>                    | <b>\$ 43,482,389</b>            | <b>\$ 122,903,233</b>                |                          |

The accompanying notes are an integral part of the financial statements.



CITY OF ROCHESTER, NEW HAMPSHIRE

Combined Statement of Revenues, Expenditures  
and Changes in Fund Balances  
All Governmental and Expendable Trust Funds

For the Year Ended June 30, 1999

|   | Governmental Fund Types |                            |                            |  | Fiduciary<br>Fund Type<br>Expendable<br>Trust | Totals<br>(Memorandum<br>Only) |
|---|-------------------------|----------------------------|----------------------------|--|---|--------------------------------|
|   | General<br>Fund         | Special<br>Revenue<br>Fund | Capital<br>Project<br>Fund |  |   |                                |
| <b>Revenues:</b>  |                         |                            |                            |  |   |                                |
| Taxes   | \$ 30,500,227           | \$ -                       | \$ -                       |  | \$ -  | \$ 30,500,227                  |
| Licenses and permits  | 2,894,539               | -                          | -                          |  | -   | 2,894,539                      |
| Interest, penalties and other taxes                                   | 595,805                 | -                          | -                          |  | -   | 595,805                        |
| Intergovernmental revenue   | 9,989,821               | 2,469,262                  | -                          |  | -   | 11,478,213                     |
| Charges for services  | 263,140                 | 642,588                    | -                          |  | -   | 1,105,728                      |
| Interest income   | 799,184                 | -                          | -                          |  | -   | 799,184                        |
| Other revenues  | 147,565                 | 14,269                     | 748,631                    |  | 84,652  | 823,639                        |
| Total Revenue   | 44,230,381              | 3,346,169                  | 748,631                    |  | 84,652  | 48,410,133                     |
| <b>Expenditures:</b>  |                         |                            |                            |  |   |                                |
| Current:  |                         |                            |                            |  |   |                                |
| General government  | 2,218,790               | -                          | 1,825,835                  |  | -   | 4,044,625                      |
| Public safety   | 5,321,550               | -                          | 38,422                     |  | -   | 5,357,972                      |
| Education   | 27,894,247              | 2,223,833                  | 940,459                    |  | -   | 30,458,539                     |
| Public works  | 1,875,930               | -                          | 843,350                    |  | -   | 2,519,280                      |
| Human services  | 298,112                 | -                          | -                          |  | -   | 298,112                        |
| Culture and recreation  | -                       | -                          | -                          |  | -   | -                              |
| Community development   | 1,032,042               | 855,952                    | -                          |  | -   | 1,032,042                      |
| Community services  | -                       | 357,443                    | -                          |  | -   | 357,443                        |
| Miscellaneous   | -                       | 598                        | -                          |  | -   | 598                            |
| Debt service:   |                         |                            |                            |  |   |                                |
| Principal   | 1,256,638               | -                          | -                          |  | -   | 1,256,638                      |
| Interest  | 710,301                 | -                          | -                          |  | -   | 710,301                        |
| Intergovernmental   | 2,327,832               | -                          | -                          |  | -   | 2,327,832                      |
| Total Expenditures  | 42,134,442              | 3,327,524                  | 3,848,066                  |  | 35,594  | 49,053,626                     |
| Excess (deficiency) of revenues over expenditures                     | 2,095,939               | 108,645                    | (2,897,135)                |  | 49,058  | (843,493)                      |
| Other Financing Sources (Uses):                                       |                         |                            |                            |  |   |                                |
| Bond proceeds   | -                       | -                          | 1,779,000                  |  | -   | 1,779,000                      |
| Transfers in  | -                       | -                          | 148,500                    |  | -   | 148,500                        |
| Transfers out   | (389,500)               | 350,000                    | (350,000)                  |  | -   | (389,500)                      |
| Total Other Sources (Uses)  | (389,500)               | 350,000                    | 1,578,500                  |  | -   | 1,529,000                      |
| Excess of revenues and other sources over expenditures and other uses | 1,696,439               | 458,645                    | (1,318,635)                |  | 49,058  | 885,507                        |
| Fund Equities, beginning  | 2,859,921               | 313,904                    | 574,400                    |  | 179,105                                       | 4,027,330                      |
| Fund Equities, ending   | \$ 4,556,360            | \$ 772,549                 | \$ (744,235)               |  | \$ 228,163                                    | \$ 4,812,837                   |

The accompanying notes are an integral part of the financial statements.

CITY OF ROCHESTER, NEW HAMPSHIRE

Statement of Revenues and Other Sources, and  
Expenditures and Other Uses - Budget and Actual -  
General Fund

For the Year Ended June 30, 1999

|                                     | <u>Budget</u>  | Actual<br>(Budgetary<br>Basis) | Variance<br>Favorable<br>(Unfavorable) |
|-------------------------------------|----------------|--------------------------------|--|
| <b>Revenues and Other Sources:</b>  |                |                                |  |
| Taxes                               | \$ 30,104,583  | \$ 30,104,583                  | \$ -                                   |
| Intergovernmental                   | 8,669,972      | 8,989,921                      | 319,949                                |
| License and permits                 | 2,555,121      | 2,994,539                      | 439,418                                |
| Interest, penalties and other taxes | 510,000        | 595,805                        | 85,805                                 |
| Charges for services                | 205,822        | 263,140                        | 57,318                                 |
| Interest income                     | 700,000        | 739,184                        | 39,184                                 |
| Miscellaneous revenue               | 167,479        | 147,565                        | (19,914)                               |
| Use of fund balance                 | <u>128,000</u> | <u>128,000</u>                 | <u>-</u>                               |
| Total Sources                       | 43,040,977     | 43,962,737                     | 921,760                                |
| <b>Expenditures and Other Uses:</b> |                |                                |  |
| General government                  | 2,217,800      | 2,005,954                      | 211,846                                |
| Public safety                       | 5,345,465      | 5,315,622                      | 29,843                                 |
| Education                           | 27,771,078     | 27,419,031                     | 352,047                                |
| Public works                        | 1,709,024      | 1,675,930                      | 33,094                                 |
| Human services                      | 321,295        | 299,112                        | 22,183                                 |
| Culture and recreation              | 1,032,983      | 1,032,042                      | 941                                    |
| Debt service                        | 1,980,500      | 1,966,939                      | 13,561                                 |
| Intergovernmental                   | 2,327,832      | 2,327,832                      | -                                      |
| Transfers out                       | <u>335,000</u> | <u>335,000</u>                 | <u>-</u>                               |
| Total Uses                          | 43,040,977     | 42,377,462                     | 663,515                                |
| Excess of sources and uses          | <u>\$ -</u>    | <u>\$ 1,585,275</u>            | <u>\$ 1,585,275</u>                    |

The accompany notes are an integral part of the financial statements.

#### 14. Other Liabilities

The balance reported as other liabilities in the enterprise fund represents the State Revolving Loan funding for the Sewer Enterprise fund.

#### 15. Long-Term Debt

##### A. General Obligation Bonds

The City issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for both general government and proprietary activities. The bonds reported in the proprietary funds are expected to be repaid from proprietary fund revenues. Payment is not limited to a particular revenue source. General obligation bonds currently outstanding are as follows:

|   | Final<br>Maturity<br>Date | Original<br>Issue<br>Amount | Interest<br>Rate | Balance              |
|---|---------------------------|-----------------------------|------------------|----------------------|
| High School &<br>Allen School addition                            | October 2004              | \$ 4,965,000                | 7.50%            | \$ 990,000           |
| Public buildings repairs  | October 2004              | 1,100,000                   | 7.50%            | 210,000              |
| Capital bond issue #3   | November 1999             | 2,390,000                   | 9.40%            | 100,000              |
| Capital bond issue #5   | October 2007              | 5,454,021                   | variable         | 4,800,000            |
| Capital bond issue #7   | January 2010              | 7,408,733                   | variable         | 475,000              |
| 1991 NHMBB  | December 2010             | 5,484,100                   | 6.80%            | 3,660,000            |
| 1991 NHMBB  | January 2011              | 13,031,515                  | 6.80%            | 7,190,000            |
| 1992 Series D bonds   | January 2013              | 1,194,500                   | variable         | 1,120,000            |
| Waste water treatment plant<br>Sewer capital improvements<br>bond | July 2004                 | 2,270,000                   | variable         | 660,000              |
|   | November 2005             | 1,900,000                   | 8.16%            | 665,000              |
| Refinancing bonds 1994  | November 2009             | 19,500,000                  | variable         | 17,705,000           |
| 1995 Series bond issue  | August 2015               | 2,440,000                   | variable         | 2,065,000            |
| 1996 Series bond issue  | August 2016               | 1,477,000                   | variable         | 1,330,000            |
| 1997 Series bond issue  | August 2017               | 1,320,000                   | variable         | 1,250,000            |
| 1998 Series A   | August 2018               | <u>2,650,000</u>            | variable         | <u>2,650,000</u>     |
| Totals  |                           | <u>\$ 72,584,869</u>        |                  | <u>\$ 44,360,000</u> |

##### B. State Revolving Loan

The U.S. Environmental Protection Agency sponsors a low interest rate loan program. The loans are administered by the States and are used by local communities to improve their sewer systems.

In fiscal year 1999, the City borrowed an additional \$ 6,980,135 through the New Hampshire Water Pollution Control Revolving Fund Program to improve its sewer infiltration/inflow system. Total funding

to date is \$ 9,862,472 which is included as other liabilities in the Sewer Enterprise Fund. Interest is accrued at 1% to be paid upon completion of construction project within the next year.

C. Future Debt Service

The annual principal and interest payments to retire all general obligation long-term debt outstanding as of June 30, 1999 are as follows:

| <u>Governmental</u> | <u>Principal</u>     | <u>Interest</u>      | <u>Total</u>         |
|---------------------|----------------------|----------------------|----------------------|
| 2000                | \$ 2,609,899         | \$ 1,595,440         | \$ 4,205,339         |
| 2001                | 2,542,005            | 1,436,834            | 3,978,839            |
| 2002                | 2,377,945            | 1,290,156            | 3,668,101            |
| 2003                | 2,359,555            | 1,150,377            | 3,509,932            |
| 2004                | 2,347,165            | 1,012,398            | 3,359,563            |
| Thereafter          | <u>15,345,820</u>    | <u>3,904,992</u>     | <u>19,250,812</u>    |
| Total               | \$ <u>27,582,389</u> | \$ <u>10,390,197</u> | \$ <u>37,972,586</u> |

Proprietary

|            |                      |                     |                      |
|------------|----------------------|---------------------|----------------------|
| 2000       | \$ 1,740,101         | \$ 838,719          | \$ 2,578,820         |
| 2001       | 1,802,995            | 732,539             | 2,535,534            |
| 2002       | 1,832,055            | 638,590             | 2,470,645            |
| 2003       | 1,860,445            | 541,421             | 2,401,866            |
| 2004       | 1,892,835            | 440,054             | 2,332,889            |
| Thereafter | <u>7,649,180</u>     | <u>1,011,516</u>    | <u>8,660,696</u>     |
| Total      | \$ <u>16,777,611</u> | \$ <u>4,202,839</u> | \$ <u>20,980,450</u> |

D. Bond Authorizations

Long-term debt authorizations which have not been issued or rescinded as of June 30, 1999 are as follows:

| <u>Purpose</u>  | <u>Amount</u>        |
|-----------------|----------------------|
| School          | \$ 2,280,000         |
| Water           | 667,000              |
| City - Various  | 6,173,500            |
| Sewer - Various | <u>21,202,221</u>    |
| Total           | \$ <u>30,322,721</u> |



E. Overlapping Debt

The City's proportionate share of debt of other governmental units which provide services within the City's boundaries, and which must be borne by the resources of the City, is summarized below (unaudited):

| <u>Related Entity</u> | <u>Total Principal</u> | <u>City's Percent</u> | <u>City's Share</u> |
|-----------------------|------------------------|-----------------------|---------------------|
| Strafford County      | \$ 2,023,177           | 22.00%                | \$ 445,099          |

This liability is appropriately not reported in the accompanying financial statements.

F. Legal Debt Margin

The maximum debt limit for the City under statute is as follows:

|                             | <u>Net Debt Outstanding</u> | <u>Percent of State-Assessed Value</u> | <u>Statutory Limit</u> | <u>Available Debt Limit</u> |
|-----------------------------|-----------------------------|--|------------------------|-----------------------------|
| School                      | \$ 15,284,117               | 7.00%                                  | \$ 67,420,302          | \$ 51,436,185               |
| Water                       | 9,957,351                   | 10.00%                                 | 96,314,717             | 86,207,366                  |
| All other                   | <u>12,748,272</u>           | 3.00%                                  | <u>28,894,415</u>      | <u>12,953,143</u>           |
|                             | 37,989,740                  |  | <u>\$ 192,629,434</u>  | <u>\$ 150,596,693</u>       |
| Not Subject to Limitations: |                             |  |                        |                             |
| Sewer                       | <u>6,370,260</u>            |  |                        |                             |
| Total                       | <u>\$ 44,360,000</u>        |  |                        |                             |

The statutory limit is based on the State Department of Revenue Administration's assessed valuation of \$ 963,147,165.

G. Changes in General Long-Term Liabilities

During the year ended June 30, 1999, the following changes occurred in liabilities reported in the general long-term debt account group (in thousands):

|                         | <u>Balance July 1, 1999</u> | <u>Additions</u> | <u>Reductions</u> | <u>Balance June 30, 1999</u> |
|-------------------------|-----------------------------|------------------|-------------------|------------------------------|
| Water treatment plant   | \$ 16,100                   | \$ -             | \$ 200            | \$ 15,900                    |
| General obligation debt | <u>28,421</u>               | <u>1,779</u>     | <u>2,618</u>      | <u>27,582</u>                |
| Totals                  | <u>\$ 44,521</u>            | <u>\$ 1,779</u>  | <u>\$ 2,818</u>   | <u>\$ 43,482</u>             |

**16. Contributed Capital**

Contributed capital consists of funding provided to proprietary funds for facility construction from State and municipal sources. Changes in contributed capital for the year ended June 30, 1999 were as follows:

|                   | Balance<br>July 1, 1998 | Contributions    | Depreciation<br>and Disposals | Balance<br>June 30, 1999 |
|-------------------|-------------------------|------------------|-------------------------------|--------------------------|
| Enterprise Funds: |                         |                  |                               |                          |
| Water             | \$ 1,615,406            | \$ 19,166        | \$ ( 48,819)                  | \$ 1,585,753             |
| Sewer             | <u>12,181,297</u>       | <u>7,181</u>     | <u>(294,113)</u>              | <u>11,894,365</u>        |
| Total             | \$ <u>13,796,703</u>    | \$ <u>26,347</u> | \$ <u>(342,932)</u>           | \$ <u>13,480,118</u>     |

**17. Reserves and Designations of Fund Equity**

The City has established "reserves" of fund equity to segregate fund balances which are either not available for expenditure in the future or are legally set aside for a specific future use. Fund "designations," which are not legally required segregations, have also been established to indicate tentative plans for future financial utilization.

The City reported the following types of reserves and designations at June 30, 1999:

Reserved for Inventory - Represents the amount of governmental fund balance that is not available since it is reserved for inventory consumption.

Reserved for Endowments - Represents the principal of the non-expendable trust fund investments. The balance cannot be spent for any purpose; however, it may be invested and the earnings may be spent.

Designated - Represents amounts of fund balance management has set aside primarily to fund future employee compensated absences.

**18. Commitments and Contingencies**

Tax Rates - For fiscal year 2000, the State of New Hampshire enacted a \$ 6.60 statewide property tax to assist local communities in the funding of education costs.

Outstanding Lawsuits - There are several pending lawsuits in which the City is involved. The City's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the City expects such amounts, if any, to be immaterial.

Sewer Treatment Plant Capacity - The City will be required by the United States Environmental Protection Agency to increase the effluent limitations of its wastewater treatment plant to more stringent standards than currently achieved. The cost of designing and constructing such a treatment facilities has been estimated at \$ 15,900,000. This liability is reflected in the City's General Long-term Debt Account Group.

#### 19. Segment Information For Enterprise Funds

The City maintains enterprise funds which provide water, sewer and solid recreational services. Segment information for the year ended June 30, 1999 follows (in thousands):

|                         | Sewer<br>Fund | Water<br>Fund | Arena<br>Fund | Total    |
|-------------------------|---------------|---------------|---------------|----------|
| Operating revenue       | \$ 2,412      | \$ 2,972      | \$ 279        | \$ 5,663 |
| Depreciation expense    | 618           | 495           | 18            | 1,131    |
| Operating income (loss) | 972           | 1,529         | 47            | 2,548    |
| Net income (loss)       | 1,241         | 1,141         | 38            | 2,420    |
| Net working capital     | 1,710         | 2,577         | 236           | 4,523    |
| Fixed asset additions   | 8,510         | 505           | 8             | 9,023    |
| Total assets            | 37,130        | 18,625        | 807           | 56,562   |
| Long-term obligations   | 16,233        | 9,957         | 450           | 26,640   |
| Grants                  | 78            | 25            | -             | 102      |
| Interfund transfers in  | 250           | -             | -             | 250      |
| Total equity            | 20,050        | 8,552         | 356           | 28,958   |

**REPORT OF THE CODE ENFORCEMENT DEPARTMENT  
1998-1999**

The Code Enforcement Department has been very active during this 12 month period. As the population of Rochester continues to grow so does the responsibility of the department to enforce applicable rules and regulations of 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 Code Enforcement Department was \$143,400.66 and is categorized as follows:

|                                   |              |
|-----------------------------------|--------------|
| Food Establishment Licenses ..... | \$ 20,520.00 |
| Code Enforcement Permits .....    | 16,489.66    |
| Building Permits .....            | 106,391.00   |
| TOTAL .....                       | \$143,400.66 |

The total amount expended by the department was \$235,810.06.

**BUILDING INSPECTION**

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 enforce compliance of the Zoning Ordinance and Planning Board approvals. A total of 1,866 permits were issued with an estimated building cost of \$27,133,213.00.

**HEALTH**

The major health related duties of the department continue to be the licensing and inspection of the City's food service establishment. We have worked closely with the owners and operators to ensure compliance with the N.H. rules for the sanitary production and distribution of food. During the year each food establishment was inspected a minimum of two times and as a whole Rochester's food establishments are in full compliance.

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



**BUILDING PERMITS**  
Fiscal Year 1998 - 1999

| Month/<br>Year | Conv.<br>Homes | Condos &<br>Apartments | Mobile<br>Homes | Residential<br>Additions<br>Alterations<br>Repairs &<br>Outbuildings | Nonresidential<br>Buildings | Nonresidential<br>Additions<br>Alterations<br>Repairs &<br>Outbuildings | Foundations | Mechanical  |    |             |    |             |   |          |     |             |
|----------------|----------------|------------------------|-----------------|--|-----------------------------|---|-------------|-------------|----|-------------|----|-------------|---|----------|-----|-------------|
| JUL '98        | 4              | \$255,000              | 0               | \$0  | 7                           | \$393,000   | 40          | \$464,665   | 1  | \$32,638    | 8  | \$315,270   | 1 | \$5,440  | 22  | \$54,350    |
| AUG '98        | 7              | \$536,500              | 0               | \$0  | 7                           | \$339,900   | 26          | \$126,405   | 2  | \$255,800   | 3  | \$9,950     | 0 | \$0      | 15  | \$9,977     |
| SEP '98        | 1              | \$65,000               | 1               | \$100,000  | 13                          | \$745,000   | 39          | \$283,219   | 1  | \$9,458     | 7  | \$600,150   | 0 | \$0      | 27  | \$165,163   |
| OCT '98        | 9              | \$761,460              | 0               | \$0  | 15                          | \$667,050   | 24          | \$166,610   | 1  | \$58,692    | 3  | \$53,500    | 2 | \$16,720 | 25  | \$175,303   |
| NOV '98        | 7              | \$596,000              | 0               | \$0  | 10                          | \$259,164   | 19          | \$115,873   | 1  | \$73,000    | 6  | \$175,575   | 1 | \$6,700  | 25  | \$98,646    |
| DEC '98        | 1              | \$100,000              | 0               | \$0  | 12                          | \$453,900   | 21          | \$172,270   | 1  | \$180,000   | 7  | \$402,700   | 1 | \$10,000 | 17  | \$308,515   |
| JAN '99        | 2              | \$122,000              | 0               | \$0  | 2                           | \$21,000  | 4           | \$8,300     | 0  | \$0         | 3  | \$9,700     | 0 | \$0      | 15  | \$49,003    |
| FEB '99        | 4              | \$341,000              | 0               | \$0  | 0                           | \$0   | 6           | \$76,529    | 0  | \$0         | 5  | \$137,993   | 0 | \$0      | 12  | \$129,902   |
| MAR '99        | 11             | \$679,772              | 0               | \$0  | 4                           | \$117,710   | 19          | \$162,390   | 1  | \$52,300    | 3  | \$279,000   | 1 | \$12,000 | 16  | \$146,948   |
| APR '99        | 5              | \$493,000              | 0               | \$0  | 2                           | \$78,000  | 25          | \$175,626   | 2  | \$2,359,000 | 8  | \$3,596,665 | 0 | \$0      | 12  | \$225,950   |
| MAY '99        | 8              | \$118,599              | 0               | \$0  | 3                           | \$175,900   | 51          | \$235,459   | 0  | \$0         | 2  | \$13,200    | 1 | \$2,645  | 18  | \$582,170   |
| JUNE '99       | 12             | \$1,171,285            | 0               | \$0  | 4                           | \$137,400   | 34          | \$125,634   | 0  | \$0         | 2  | \$130,000   | 1 | \$6,000  | 21  | \$90,555    |
| <hr/>          |                |                        |                 |  |                             |   |             |             |    |             |    |             |   |          |     |             |
|                | 71             | \$5,429,616            | 1               | \$100,000  | 79                          | \$3,378,024   | 308         | \$2,112,960 | 10 | \$3,020,888 | 57 | \$5,723,733 | 8 | \$59,505 | 225 | \$2,111,524 |

BUILDING PERMITS CONTINUED  
1998 - 1999

| Fire Protection | Electrical | Plumbing | Signs       | Pools | Other       | Renewals | MONTHLY TOTAL | YEAR TO DATE TOTAL | Demolitions |    |           |    |           |       |              |       |            |   |          |
|-----------------|------------|----------|-------------|-------|-------------|----------|---------------|--------------------|-------------|----|-----------|----|-----------|-------|--------------|-------|------------|---|----------|
| 2               | \$16,000   | 50       | \$72,805    | 26    | \$68,900    | 3        | \$13,228      | 7                  | \$40,384    | 5  | \$2,929   | 9  | \$20,150  | 185   | \$1,744,759  | 185   | 1,744,759  | 5 | \$31,500 |
| 0               | \$0        | 48       | \$89,920    | 18    | \$54,750    | 2        | \$12,890      | 2                  | \$25,279    | 3  | \$5,845   | 7  | \$11,050  | 140   | \$1,563,268  | 325   | 3,298,025  | 2 | \$5,000  |
| 2               | \$21,826   | 74       | \$142,234   | 28    | \$50,150    | 3        | \$30,448      | 1                  | \$2,500     | 9  | \$80,064  | 6  | \$8,500   | 212   | \$2,303,742  | 537   | 5,801,767  | 2 | \$1,000  |
| 2               | \$25,100   | 69       | \$111,005   | 27    | \$48,900    | 5        | \$24,500      | 0                  | \$0         | 6  | \$27,046  | 0  | \$0       | 188   | \$2,135,886  | 725   | 7,737,653  | 2 | \$2,000  |
| 2               | \$5,640    | 51       | \$121,501   | 22    | \$45,725    | 0        | \$0           | 0                  | \$0         | 3  | \$5,398   | 6  | \$6,100   | 153   | \$1,469,324  | 878   | 9,236,977  | 4 | \$4,500  |
| 3               | \$16,300   | 46       | \$61,450    | 26    | \$137,900   | 2        | \$5,300       | 0                  | \$0         | 2  | \$81,000  | 10 | \$10,525  | 149   | \$1,939,860  | 1,027 | 11,176,837 | 1 | \$6,950  |
| 1               | \$1,700    | 34       | \$69,325    | 10    | \$15,700    | 0        | \$0           | 0                  | \$0         | 1  | \$48,000  | 4  | \$25,249  | 76    | \$369,977    | 1,103 | 11,546,814 | 2 | \$5,500  |
| 3               | \$2,700    | 30       | \$52,807    | 13    | \$37,470    | 1        | \$1,000       | 0                  | \$0         | 0  | \$0       | 2  | \$3,000   | 76    | \$762,401    | 1,179 | 12,329,215 | 1 | \$2,600  |
| 4               | \$7,924    | 45       | \$94,150    | 13    | \$37,470    | 0        | \$0           | 0                  | \$0         | 1  | \$2,000   | 9  | \$9,800   | 127   | \$1,801,464  | 1,306 | 14,130,679 | 8 | \$30,800 |
| 1               | \$300      | 58       | \$1,267,625 | 17    | \$161,850   | 5        | \$22,900      | 6                  | \$642,893   | 20 | \$50,313  | 2  | \$400     | 163   | \$9,074,652  | 1,469 | 23,205,331 | 5 | \$7,900  |
| 3               | \$2,300    | 53       | \$79,650    | 22    | \$375,150   | 3        | \$5,000       | 5                  | \$13,073    | 11 | \$44,607  | 5  | \$2,900   | 185   | \$1,644,653  | 1,654 | 24,849,984 | 3 | \$5,000  |
| 1               | \$27,700   | 47       | \$110,092   | 20    | \$66,745    | 3        | \$3,675       | 11                 | \$92,644    | 11 | \$52,609  | 9  | \$165,600 | 176   | \$2,179,979  | 1,830 | 27,029,963 | 1 | \$500    |
| 24              | \$127,460  | 605      | \$2,266,584 | 242   | \$1,100,810 | 27       | \$118,941     | 32                 | \$816,773   | 72 | \$399,841 | 69 | \$263,274 | 1,830 | \$27,029,963 | 36    | \$103,250  |   |          |

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

Dr. Thomas Moon, D.V.M. - Chairman  
Dr. James DeJohn, M.D.  
Mr. William Keefe, P.D.  
Dr. William Olney, M.D.  
Mr. Larry A. Hamer, H.O. - Secretary

**CODE ENFORCEMENT**

Other general activities performed by the department included inspection and licensing of mobile home parks, licensing of bowling alleys, movie theaters, pool tables, taxi cabs, junk yards, second hand dealers, video games and hawkers & peddlers. In addition has investigated 304 citizen complaints and zoning infractions.

Respectfully submitted,  
Larry A. Hamer  
Director of Code Enforcement Services

**REPORT OF THE CONSERVATION COMMISSION  
1997-1998**

The Conservation Commission is charged with several duties in its mission to protect the natural resources of Rochester. One major duty is the review of NH DES Dredge and Fill Permit applications (wetland permits) filed in the City. The Commission reviewed seven applications in 1997-1998, all with recommendations for acceptance by the DES. The Commission also acknowledges observations of members and reports from citizens in regard to violation of wetland regulations. When a violation is confirmed, it is the policy of the Commission to inform the landowner of the infraction in an attempt to correct the action, and to report the incident to the DES Wetland Bureau only if remedial action is not taken: four occurrences were investigated in the past year, and of these two were reported to the Wetland Bureau.

The Commission also works closely with the Planning Department, offering comments on conservation issues for planning applications. The Commission views this contribution to be critical in circumventing future natural resource problems.

The Commission also oversees the care and maintenance of the six City Forests, but there was no action in this activity during this year. A City task force has been formed for upgrading the recreational aspects of the Hanson Pines site (one of the City Forests), and the Commission chairman is contributing to this effort; several measures are under way for this forest, including a long-term forest plan.

At the request of the NH Natural Heritage Inventory, a search was made in March-April for the presence of Black Gum (*Nyssa sylvanis*), a rare tree in New Hampshire, on three sites in Rochester. Several large specimens were found on one site, and reported to Concord.

Respectfully Submitted,

George D. Bailey, Chairman



## REPORT OF THE FIRE DEPARTMENT 1998 – 1999

I submit this Fire Report for the Fiscal Year covering July 1, 1998 through June 30, 1999 for the Rochester Fire Department.

Our fire department continues to experience increases in emergency and non-emergency activity, particularly in the occasions of “back to back” calls for assistance on a daily basis. This trend is indicative of a rapidly growing community in which Rochester has become over the years.

It is with a sense of urgency and great need that I continue to recommend addition of permanent firefighters in hope we can keep pace with our calls for assistance, not only for emergency incidents but daily non-emergency requests as well.

While our emphasis shall be in this staffing area, we must continue to focus on the other two primary needs if our organization is going to be able to keep pace, that being the fire sub-station issue and adherence to our fire apparatus replacement plan.

In the summer of 1998, after unanimous approval of the Rochester City Council, planning began for the construction of a new fire sub-station to be located in Gonic at the intersection of Rt 125 and Main St. A 2-1/2 story house was relocated next door and construction of the new facility began in June. This building will serve the City well into the next few decades, improving response times into the Gonic area as well as areas of south and west Rochester.

During this period our department continued to modify and improve the Rochester Public Safety Communications Center with Police to ensure the transition goes smoothly with our combined efforts.

This period also saw the final phase of the replacement of the firefighting gear for our call force members as well as our annual phase in of fire hose and nozzles.

Our department received several community donations for the purchase of 2 defibrillators, which provide a shock stimuli to people whose hearts have stopped pumping. These defib units are placed on two of our first response engines and has helped stabilize heart attack victims while awaiting arrival of ambulances. The organization who provided funding for this service was Knights of Columbus, Club Victoire, American Legion Post 7, Veterans of Foreign War, Veterans of Foreign War Auxiliary, Elks BPOE 1393 and the Human Lodge #21 of the Masons of Rochester.

In June of 1998 our department began city wide implementation of the first phase of a Traffic Pre-emption system for emergency vehicles including police and ambulance. Future phases will continue to add all key City intersections over time and all fire department vehicles had strobe

emitters installed. Emergency vehicles, when emergency lights are switched on can overtake intersection lights, thereby increasing safety while entering the intersection.

Our department continues an aggressive and well planned emphasis on training and safety. This results in a highly effective, well organized and safe fireground for emergency forces. In February of 1999, our department hosted a region wide seminar called "Fireground Command" by Mesa, Arizona Fire Chief Dennis Compton at Spaulding High School. The seminar was very well attended by firefighters, officers and Chief's from throughout New Hampshire and Maine.

Our fire prevention programs are well received by the community both through the City as well as our schools. Our efforts on fire code compliance and prevention are "education" and "cooperation" before ordered compliance and enforcement. By continuing this philosophy, we find the Community being more receptive and understanding toward complying with the law.

There have been a number of building and structure fires in the City during this period, two of them destroying very active and viable businesses in the City, Horse Hill Feeds on Walnut St. in March and George & Ed's Convenience Store on North Main St. in May. We are pleased that through the efforts of this department and other City Departments in the City, we could help them in rebuilding their businesses.

In summary, I would like to thank the various City Departments for their assistance over the past year, the employees of this Department who are directly responsible for the success of our organization, you, the City Manager, the Mayor and City Council and the citizens of Rochester whom we serve.

Respectfully submitted,

Mark Dellner  
Chief of Department

## EMERGENCY RESPONSE CALLS

FY 99

|                                     |      |
|-------------------------------------|------|
| Type of Situation-not classified    | 1    |
| Exposure-not classified             | 2    |
| Structure Fire                      | 47   |
| Outside of Structure Fire           | 11   |
| Vehicle Fire                        | 35   |
| Trees, Brush, Grass Fire            | 47   |
| Refuse Fire                         | 13   |
| Fire, Explosion-not classified      | 3    |
| Rescue Call                         | 341  |
| Emergency Medical Call              | 69   |
| Lock-in                             | 4    |
| Extrication                         | 11   |
| Rescue-not classified               | 23   |
| Hazardous Condition                 | 76   |
| Spill, leak with no ignition        | 66   |
| Excessive Heat                      | 5    |
| Power Line Down                     | 56   |
| Arching, Shorted Electrical         | 31   |
| Hazardous Condition-not classified  | 30   |
| Service Call                        | 93   |
| Lockout                             | 24   |
| Water Evacuation                    | 13   |
| Smoke, Odor Removal                 | 10   |
| Animal Rescue                       | 2    |
| Assist Police                       | 12   |
| Unauthorized Burning                | 29   |
| Cover Assignment                    | 33   |
| Good Intent Call                    | 138  |
| Smoke Scare                         | 53   |
| Controlled Burning                  | 13   |
| Vicinity Alarm                      | 2    |
| Steam, Other Gas Mistaken for Smoke | 6    |
| False Call                          | 9    |
| Malicious, mischievous              | 11   |
| Bomb Scare, no bomb                 | 6    |
| System Malfunction                  | 166  |
| Unintentional                       | 89   |
| Situation-not classified            | 4    |
| TOTAL                               | 1588 |

## NON-EMERGENCY ACTIVITY

FY 99

|                                  |     |
|----------------------------------|-----|
| Building Inspection              | 71  |
| Certificate of Occupancy         | 14  |
| Chimney Inspections              | 1   |
| Day Care Inspections             | 6   |
| Fire Alarm Tests                 | 9   |
| Fire Drills                      | 37  |
| Fire Extinguisher Classes        | 8   |
| Fire Investigations              | 23  |
| Fire Prevention Education        | 20  |
| Foster Home Inspections          | 5   |
| Juvenile Firesetter Intervention | 5   |
| Knox Box Inspections             | 9   |
| Permits of Assembly              | 30  |
| Plan Reviews                     | 38  |
| Pre-construction Meetings        | 8   |
| Shift Building Inspections       | 54  |
| Sprinkler Flow Tests             | 5   |
| Training Sessions                | 253 |
| Walk-through Inspections         | 125 |
| Wood Stove Inspections           | 14  |
| TOTAL                            | 735 |



# **REPORT OF INFORMATION SYSTEMS**

**1998 - 1999**

## **COMPUTERS AND NETWORKING**

MIS continued support of City networks and computer users in FY99. Support includes user administration, data maintenance and backup, virus prevention, networking and computer hardware repairs, upgrades and maintenance, software installation, training and research and development of computer aided procedures.

Physical layout changes to various departments resulted in MIS networking support for installation (or moving) of network connections, computers and printers. During FY99 shared network printing was expanded to include the Public Library, Recreation Department and Assessing Department. The moving of School Department administration offices to the Community Center also involved finding another method of access to the System 36 as the direct cabling was no longer available. A company was hired and the connection was established using dedicated telephone lines.

In FY99 the Capital Improvements Program was used for many networking projects. The Central Fire Station and Public Works offices both had cabling done, eleven (11) total network switches were installed at five (5) City facilities, new software was installed for the management of the network devices and some older networking equipment was relocated to facilities where more was needed.

The Cable TV Franchise Agreement with New England Cablevision (NEC) was signed at the very end of FY98 which included the creation of an Institutional Network (I-NET). The installation of fiber and coax lines to all City and School Department facilities began in FY99 and was completed on schedule along with the appropriate terminations. Technological problems with cable modems delayed the process of changing City Wide Area Network (WAN) connections from the existing telephone line system to the much faster I-NET. Many meetings and tests of equipment and systems were done between NEC and both the City and School Department MIS Departments.

The delays in having a functioning I-NET resulted in delays to another part of the Capital Improvements Program. The project of purchasing and installing two new file servers, upgrades to all network operating systems and upgrades for file server backup programs was initiated but not completed in FY99. A Fire Department specific program was used on a PC while waiting for the networking upgrades to get completed so it could be installed onto the FD file server.

In FY99 the contract for computer hardware and maintenance services was renewed. The number of computers, printers and peripherals being covered continued to rise with warranties expiring on some of the past purchases. Some of the very old computers were replaced and removed from the equipment list under contract. At the desktop level, many computers were upgraded in

## **COMPUTERS AND NETWORKING (continued)**

memory, storage and/or the operating system. MIS assessed all file servers and desktop computers for Year 2000 (Y2K) compliance and then applied appropriate fixes / patches / service packs. Any computer or device that could not be made Y2K compliant was removed.

Meetings of the Technology Committee during FY99 covered a variety of computer and networking related topics with focus on possible Y2K problems, the I-NET and Business Applications Software. The Y2K Committee continued to check and report on the status of any City computer equipment and programs that could have problems. Also checked for Y2K compliance were any vendors, suppliers, consultants, etc. that did business with the City.

## **MAPPING AND GEOGRAPHIC INFORMATION SYSTEMS**

The responsibility of updating and publishing electronic is part of Information Systems. All information about legal property line changes (subdivisions, lot line revisions, lot combinations, boundary surveys, etc.) goes from the Planning Department to MIS for map(s) adjustment and then to the Assessing Department. Documentation of the changes and copies of the updated maps are given to the Assessing Department and any other impacted City department. The documentation and lot numbering sequences (determined through a combined effort of Assessing and MIS) become historical tracking sources for property changes in Rochester.

The electronic tax and topographic maps are used for both public and private projects. Occasional private projects pay for drafting materials necessary for publication and duplication of maps. Almost every map used in a geographic related presentation to the City Council is generated by MIS using City of Rochester electronic maps. During FY99 City departments continued to take advantage of having accurate digital maps available. In FY99 MIS continued to update the City Zoning Maps, Wards Map and produce maps specific for projects or incidents as needed.

The Geographic Information Systems (GIS) was updated again in FY99 through a contract with Cartographic Associates, Inc. The updates included parcels and structures coverages and associated attribute data used by several City departments. Also included in the contract was GIS user training in ArcVIEW and upgrades to the ArcVIEW software. The zoning GIS coverage continued to be updated by MIS as zoning changes were approved by the City Council.

The Rochester GIS coverages and electronic maps sent to the Bureau of the Census in FY98 were incorporated into 2000 Census maps which were presented to the City for final checks. Any remaining inaccuracies were noted on the maps and returned to the Bureau of the Census. Accurate maps and data always benefit the City of Rochester.

## **E-911 COMMITTEE**

In FY99 the E-911 Committee continued the process of reviewing problem areas, changing street numbers as allowed by City Ordinance and recommending street name related changes to the City Council. MIS coordinated the transfer of information from the Assessing ownership records to form letters and produced maps necessary to establish and depict street numbering.

A major E-911 project completed in FY99 was street name changes and renumbering in the Gonic section of Rochester. The legal name changes involved a public hearing and being approved by the City Council following a neighborhood meeting with affected landowners and residents. New street names were as follows: Quaker Lane (previously Mill Street), Brickyard Drive (previously Winter Street), Patriots Way (previously Harding Avenue), Shelby Lane (previously School Street) and Pickering Road was extended to encompass what was previously Maple Street. All of these streets were also renumbered based on the City Ordinance.

The E-911 Committee continued to coordinate street names and numbers for many private roads. When access to multiple homes or parcels is over privately owned property, the owner(s) can simply agree to follow the City adopted system and no Public Hearing is required. When this is done in mobile home parks, the owner notifies all residents and usually provides the street sign(s) and new numbers to be posted. The City provides the owners along private roads and mobile home park owners with mapping, numbering and helps with the street name approval process.

An informational meeting for changing duplicate street names in Ward 5 was held in FY99 at the Community Center. Landowners and residents from possibly affected areas were notified by mail and voiced their concerns and suggestions to the E-911 Committee and their City Councilors. The City Council had decided to follow a general rule on which duplicate streets would be renamed but allowed flexibility for certain situations. The landowners and residents voices proved they were proud of the history of their streets but also willing to accept some change in the name of public safety.

Respectfully submitted,

**Dennis Schafer**  
**MIS Coordinator**

# Report of the Planning and Development Department 1998-1999

## COMMUNITY DEVELOPMENT DIVISION

The City of Rochester is one of only five "entitlement communities" in New Hampshire to receive funds directly from the United States Department of Housing and Urban Development (HUD). These funds are applied toward eligible housing and community investment projects that directly benefit Rochester residents whose income falls below 80% of the regional median (49,400 in 1999).

The City received \$376,000 for use during the 1998-1999 fiscal year. This was the fourth year of the five-year Community Development Consolidated Plan.

### Housing

The goal was to complete twelve to fifteen homes during the program year. Eight were completed in the fall of 1998, utilizing funds from the 1997-1998 account (\$65,641) and \$7,000 was incorporated from program income received from repaid loans. Seven additional units were inspected and completed during the spring of 1999 using the remainder of the FY 97-98 account and FY 98-99 funds (\$69,947). Additionally, in June 6, seven units were inspected, of which six closed just after the program reporting year for a total of \$64,010, including one multi-family low interest loan. These projects will be reported in the FY 99-00 report as they will close out the FY 98-99 account and tap into the FY 99-00 allocation for housing rehab. Of the 14 units completed during the reporting year, coordination with other agencies leveraged an additional \$121,525 for six of these homes. These funds were state HOME funds and grants from the Strafford County Community Action Weatherization Program and the Public Service Company of New Hampshire. Approximately \$4,000 was spent separately to pay the fees to the Housing Rehab Specialist for Inspection, writing up the scope of work, and project management for the units rehabilitated this year.

The Weatherization Assistance Program is designed to help low income persons in Rochester reduce the cost of utilities through energy conservation methods. Items specifically addressed are carbon monoxide testing, moisture assessments, removal or correction of health safety hazards and to improve the general living conditions of the residents. Strafford County Action Committee set a goal of providing service to 25 eligible low-income households (50% of the median income or lower). In this first year of the program, 27 households were assisted with the \$25,000, with the CDBG expenditure averaging \$932 per household. This grant was matched with County Weatherization funds, leveraging an additional \$28,198 for these households.

### Economic Development

The Job Opportunity Benefit (or JOB) Loan Program is a program designed to lend money to business' that hire and employ people of low/moderate income. This loan is generally used in conjunction with traditional bank financing to expand a business with a requirement that the business create new jobs available to people of low/moderate income. At the beginning of the reporting year, two JOB loans were approved by the JOB loan committee (which consists of City representatives, local bank and business people, including past recipients of the JOB program loans), each for \$25,000, and agreements to create three new jobs within a reasonable period of time (usually one year). As of the writing of this report, one company has created more than three new positions and has been determined to have fulfilled the terms of their job creation agreement. Additionally, this particular employer has worked hard to incorporate persons participating in programs such as welfare to work and local job training programs when expanding or replacing her workforce.



We also funded Working Capital for the final year of a two-year funding agreement to help establish its program in Rochester. A micro loan fund was established to make very small loans (\$500-\$5000) to very small businesses. \$10,000 was allocated to support the development of the Working Capital program in Rochester. The NH Community Loan Fund will advance the money used for actual loans. Twenty-eight local micro-business owners completed their program, and as a result three local peer support and lending groups were formed, the goal originally was four groups formed by the end of the year. They have maintained a 100% repayment rate on their loans thus far.

The Small Business Development Center is a city supported Micro enterprise Assistance Program designed to promote job retention and job creation through a process of education and counseling for local small business owners. Forty-six individuals attended business plan and tax counseling seminars as well as receiving individual assistance, encompassing more than 450 hours of service directly to small Rochester businesses.

#### **ADA**

While no funds were initially allocated for this category, in the Spring of 1999 an amendment to the 1998-1999 Action Plan was approved which did highlight a couple of accessibility items not recognized earlier in the year.

Rochester Pool/Recreation Area -The pool project was put out to bid without the Davis-Bacon prevailing wage rates as part of the requirements, so CDBG funds could not be used for construction costs without increasing the final cost of the project. Playground equipment and a lift were purchased with \$16,124 in CDBG funds to enhance the accessibility of this central recreation area. Equipment was either installed by the manufacturer as part of the purchase price or installed by City of Rochester employees.

#### **Other Public Facilities**

Rochester Day Care Playground - This project was designed to address the erosion of the bank of the Cocheco river that runs along the backside of the Rochester Day Care property. The project took some time to get off the ground due to the state environmental permit process, so work officially began just after the program reporting period, but all expenditures and final state approval of the project were completed by August 1999. Using their grant of \$15,000, the Day Care used volunteers under the guidance of the project engineer to redirect drainage and rebuild the eroded river bank, and spread new ground cover for the playground. All funds went toward the purchase of materials for the project and the engineer for the project.

Housing Authority/Head Start Day Care at Cold Springs Manor - The Head Start program group came to the City in hopes of adding onto an existing community building to provide room for a Head Start Day Care Program. The center would provide Head Start preschool and child care services for approximately forty to forty-five low/moderate income Rochester children. \$184,000 of reallocated funds were provided to assist in the construction of the new center. Construction began in April of 1999 and was completed just after the end of the reporting period. The Housing Authority and Head Start staff worked diligently with the local housing authority neighborhood to make the addition of the center an asset to the neighborhood. The kitchen in the Head Start part of the facility will be available to residents planning activities in the rebuilt and expanded Community Center adjoining the building. Head Start staff plans to use the Community Center for educational programs on parenting and nutrition. Head Start staff also spent time surveying and recruiting families in the Cold Springs Development for inclusion in the Head Start program.

#### **Public Service**

Ten agencies received grants under this category totaling \$55,000 (approximately 15% of the CDBG allocation). More than four thousand Rochester residents within the income threshold were assisted in a wide variety of areas including: getting their GED, health care for their children, food from Gerry's pantry, assistance filing for a restraining order, and attending teen parenting classes.



## PLANNING AND ZONING DIVISION

It is the mission of the Planning Division to coordinate the physical development and redevelopment of Rochester pursuant to the goals of promoting orderly growth, fostering efficient use of infrastructure, maintaining property values, enhancing the business climate, preserving natural and cultural resources, encouraging beauty in the built environment, and creating a special "sense of place" for present and future residents, landowners, businesses, and industries.

The major responsibilities of the Planning Division include:

- Policy development
- Drafting of ordinances and regulations
- Overseeing the zoning ordinance and processing applications for variances, special exceptions, and amendments
- Strategic planning
- Master Planning
- Development review
- Transportation planning
- Infrastructure planning
- Developing ordinances for the protection of natural and cultural resources
- Coordinating the E911 addressing system
- Geographic information system (mapping) services
- Coordination of and service to land use boards: Planning Board, Zoning Board of Adjustment, and Conservation Commission

This was a typically busy year for the Planning Division. The Planning Board, Zoning Board of Adjustment, or staff (as appropriate) reviewed the projects shown below. Most of these applications were approved with conditions. Except for variance and zoning amendment applications it is unusual for an application to be denied outright. Rather, we work very hard with applicants to see if there is an alternative approach or design that serves the objectives of the applicant while being consistent with the public interest and meeting legitimate concerns of abutters. Happily, we find most applicants are willing and able to modify projects as appropriate.

### Planning Board (98-99)

| <u>Applications</u>    | <u>Approved</u> | <u>On Hold/Withdrawn/Denied</u> |
|------------------------|-----------------|---------------------------------|
| Site Plans             | 41              | 3                               |
| Subdivisions           | 17              | 2                               |
| Lot Line Adjustments   | 13              | 1                               |
| Minor Site Plans       | 19              | 1                               |
| Special Downtown Plans | 5               | 0                               |
| Mobile Home Parks      | 1               | 0                               |
| <u>Excavations</u>     | <u>1</u>        | <u>0</u>                        |
| <i>Total</i>           | 97              | 7                               |

**Zoning Board of Adjustment (98-99)**

| <u>Applications</u>               | <u>Approved</u> | <u>On Hold/Withdrawn/Denied</u> |
|-----------------------------------|-----------------|---------------------------------|
| Variances                         | 13              | 1                               |
| Special Exceptions                | 6               | 3                               |
| Equitable Waiver                  | 3               | 0                               |
| Change of Nonconforming Use       | 0               | 0                               |
| Appeal of Administrative Decision | 1               | 2                               |
| <u>Request for Rehearing</u>      | <u>1</u>        | <u>1</u>                        |
| <i>Total</i>                      | 24              | 7                               |

This has been an exciting year as we commenced a rewrite of the City of Rochester Master Plan. Two chapters will be developed during this next year - Land Use and Transportation. (In subsequent years we will continue the Master Plan process for natural and cultural resources, public facilities, economic and community development, and community design.) A consultant, Jack Mettee of Appledore Engineering working with Gerry Coogan, has been hired to work with the City on the Plan. Work will commence this fall to establish committees and solicit input from the public. We hope many interesting ideas will be generated and we are hopeful this process and the final product will help Rochester citizens shape the City that they want.

## **ECONOMIC DEVELOPMENT DIVISION**

It is the mission of the Economic Development Division to work with the Rochester Economic Development Commission and the Economic Development Committee of the City Council to formulate and implement economic development policy. In the context of that policy, it is also the mission of Economic Development to promote Rochester to local businesses, businesses located elsewhere as an attractive location for relocation and growth, and to assist businesses in obtaining access to important financial and informational resources.

The major ongoing responsibilities of the Economic Development Division include the following:

- Customer (internal and external) service
- Policy development
- Creating opportunities for dialogue between industry peers
- Stimulating and creating articles about Rochester in newspapers and magazines
- Strategic planning
- Visiting selected corporate executives
- Promoting Rochester
- Providing information and assistance in obtaining financial incentives
- Infrastructure planning
- Developing strong relationships with tourism industry

The Rochester Economic Development Commission/Rochester Industrial Development Authority has continued its tradition of assistance, guidance, and support during this busy year. Financial markets and the business world continue to operate in a transitional mode which presents interesting challenges to local economic development efforts. This new environment requires that the City of Rochester approach Economic Development in a much more deliberative, thoughtful and creative manner.

Another result of a competitive market is the need for the community to understand its strengths and weaknesses. If we don't know how outsiders see us, we cannot effectively market our strengths and compensate for our weaknesses. Also, if we want to keep the businesses we have, we must make the effort to understand their needs.

The Department continues to monitor the results of our page on the World Wide Web. This appears to be an effective tool to generate inquiries.

In October 1998, the Department hired Bill Andreas as a full time Economic Development Specialist. Bill comes to us with private sector entrepreneurship having owned his own financial services business and almost 20 years of commercial banking experience. Bill will work on economic development programs that focus on business attraction, business retention, and downtown revitalization.

Negotiations have been ongoing with Albany International Techniweave for the location of their new facility at Granite State Business Park. That facility when fully constructed is expected to encompass 125,000 sq. ft. of "state of the art" manufacturing and office space.

The Rochester Mall, former home of Riches Department Store and Purity Supreme has been purchased by developer Winstanley Enterprises of Concord, Massachusetts. The Kane Company has been retained to market the site, which has been vacant for several years, to prospective retail users.

A Business Visitation Program (BVP) has been started in the City to survey several manufacturers and to revisit those manufacturers who responded two years ago.

A grant has been applied for and accepted through the New Hampshire Office of State Planning to provide funding for a complete environmental assessment of the former Kane Gonic Brickyard. The 17.8 acre former brickyard in Gonic was taken by the City several years ago for back taxes.

**REPORT OF THE POLICE DEPARTMENT  
1998-1999**

*"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."*

It shall be the duty of the Board of Police Commissioners authorized hereunder to appoint such police officers, constables and superior officers as it may, in its judgement deem necessary and to fix their compensation; and to make all rules and regulations for the government of the police force and to enforce same. The Rochester Police Commission's current elected members include, Roger Beaudoin, Barry Flanagan and Ronald Lachapelle,

**Overview**

Rochester consists of an approximate area of 46 square miles, with an estimated population of 28,350. The Rochester Police Department is the second largest Department in the City. Although very separate in their job functions, all of the members of the Department work together to produce a high level of service to the citizens. Our staff consists of sworn officers and a civilian support staff, comprised of Communications Specialists and Administrative personnel. The Department also maintains a Police Explorer Post. This nationally recognized division of the Boy Scouts of America, "explores" law enforcement careers with young adults.

The City is broken out into five patrol zones for police coverage, based on the City's five voting wards. Our Communications Center operates with enhanced 911 and is staffed 24 hours per day, by specially trained personnel. It dispatches calls for service for police and fire.

**Fiscal Year Objectives**

Our fiscal year objectives were to Continue the Community Policing Effort; Continue interaction with customers through park and walk, school lunch, DARE and others; Ascertain and respond to customer service needs through surveys, individual and group meetings with local businesses, parent and school organizations and social clubs, Computer upgrade to include MDT technology, Weapons upgrade, Redefine the Patrol Sectors, Institution of a School Resource Officer.

The Community Policing effort in our schools brings us the DARE Program, which is one of the most successful programs that we have in promoting the message of self-esteem and the dangers of drugs and violence. Our DARE message is brought to all of our schools in various capacities. The fifth grade receives the 17-week CORE program. We also bring an abbreviated four week program to our Kindergarten through fourth grades in most of the schools.



The DARE Program is successful due to the support and interaction of the schools, teachers and parents, the Police and the members of our community. With the DARE Program, we are building a base for the youth in our community. The students build a rapport with the DARE Officer's, often calling them by first names. This positive example carries over to other members of the Department, and can become a mentoring focus-point.

We cannot fail to mention here the generous support the DARE program has received from the community. Having exhausted our eligibility for grant funding to support DARE a few years ago, we have received countless donations from community organizations, including the Masonic Lodge, Veteran's Groups, from business leaders such as WalMart and from individual citizens. Certainly there have been others who have also supported the program. These donations are deeply appreciated by the Department, the City and the students who benefit from them. We have relied on members of our community to perform as role models and speakers at graduations. All of this, coupled with the importance of family involvement, will give these children the solid support and grounding needed to live the message DARE teaches.

In other community policing efforts, we continue to sponsor Department Tours, speaking engagements at schools, day cares and community groups; including those such as the Rochester Parent-Child Center, the Emblem Club and also at other community-related functions, such as career day, safety day presentations, the Lilac Family Fun Festival, the Red Ribbon and the annual Holiday Parades.

Some activities are directly related to our work with the coalitions. These include the neighborhood spruce up days which involve coalition members cleaning up their neighborhoods. This is an example of partnerships at work, with said teamwork producing tangible results at day's end. The Department responds to the concerns of our community members regularly through the auspices of our directed patrol programs, which is intensive enforcement of statutory law at requested locations throughout the City, directed to educate the general public on the importance of abiding by the laws.

### **Grants**

We continue to work with the federal government and other programs on grant funding to assist us in our mission. We have augmented our patrol division with police officers and civilians from COPS FAST, COPS MORE and COPS Universal Grants.

Our efforts with the Rochester Housing Authority to institute a Community Resources Officer were realized with the acceptance of grant monies provided by Housing and HUD for a police officer. This is a two year grant, funding all but \$6,000 over the two years for this officer, who will have a satellite office at the Coldspring Complex. The officer will also be actively involved with other housing locales in the City.

The Police Department was the recipient of a direct award from the BJA (Bureau of Justice Assistance), an LLEBG (Local Law Enforcement Block Grant) in the amount of \$26,367.00. A public hearing was held on the merits of spending the funding, as required and suggestions were made for such things as traffic enforcement, overtime for police investigations as well as the weapons



upgrade. The final committee recommendation after considering the input from the public was to put the funding toward the weapons upgrade of the Department.

The Police Department submitted applications to the NH Highway Safety Agency for grant funding to assist with traffic enforcement patrols for youth alcohol and motor vehicle safety patrols. Also requested was funding bicycle helmets and video cameras in cruisers. We also secured a grant to purchase a laser guided transit system, which diagrams crime scenes in a much more efficient manner than the previous drag or line of sight methods.

The City of Rochester was the recipient of a Byrne Grant to fund a School Resource Officer. The School Resource Officer was introduced to the school community in September of 1998. The officer chosen, Stacy Gilman, met all the qualifications the boards were seeking. At the completion of his first year in the schools, we are able to report the program has met and exceeded our expectations.

The Strafford County Attorney's Office announced a cooperative grant for the county for prosecution of domestic violence cases. A network of support for victims will also be coordinated from that office. The Department had indicated support of this program.

#### **Future**

In the upcoming months, work will continue on staffing plans to integrate the award of the COPS Officers into our personnel matrix, and to review the needs of our Communications Center in terms of personnel, as well as civilian support staff. As our patrol force increases, so will the need for staff to support those positions.

Work is ongoing on the goal of upgrading the computer system. The Department is proceeding with acquiring Mobile Data Terminals to enhance efficiency and improve customer service needs and add to officer safety in the field.

#### **Conclusion**

The City of Rochester is a business. We are in a partnership with our citizens to provide the best possible service we can to them, as they represent our "customer" base. We believe that the advances of the Rochester Police Department in seeking grant funding in areas of personnel and technology puts us on the cutting edge of customer service. The support of the City in approving these advances for the future of public safety services is important.

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 Daniel P. Auger

**REPORT OF THE DEPARTMENT OF PUBLIC BUILDINGS & GROUNDS**  
**1998 - 1999**

Spring of 1999 showed the separation of Code Enforcement and Public Buildings with the move of Public Buildings to the Community Center in the creation of the Department of Public Buildings & Grounds. The responsibilities include the repair, maintenance and custodial services of assigned City buildings, grounds, parks and recreational facilities. In addition, the Department provides project management on contracted projects. Staff members include the Director, Foreman, one maintenance technician, one maintenance laborer, one grounds laborer, six custodians, two part time custodians, one part time secretary, and two temporary seasonal employees.

*Major accomplishments for the period include:*

Community Center

- Replace the second of the two existing boilers
- Install separation curtains in the gymnasium
- Complete fire alarm system with 100% coverage of the building
- Renovations for NH Job Training
- Renovations for School Administrative Offices

City Hall

- Complete trim painting on the outside of building
- Remodel the Planning Office

Old Gonic Fire Station

- Demo building and re-grade lot

New Gonic Fire Station

- Move existing house
- Start construction of new Fire Station

Gonic Brickyard

- Cleanup of grounds
- Continue with hazardous materials cleanup

Public Works Garage

- Replace one of two waste oil heaters

Library

- Repairs to the slate roof

Police Station

- Repairs to the slate roof

Hanson Pool & Playgrounds

- Demo old pool
- Construction new pool, playground and basketball court

Adopt A Spot Program

- Install seven water services with Public Works
- Prepare twenty sites

Adopt A Basket Program

- Construction and install basket hanger systems

City Auction

The Department wishes thank the Mayor and City Council for the support and cooperation to revitalize the City's facilities.

Respectfully submitted,

Richard H. White  
Director of Public Buildings & Grounds

## REPORT OF THE ROCHESTER PUBLIC LIBRARY 1998-1999

The past year was one of many changes for the Rochester Public Library. Perhaps the most dramatic change was the departure of Cindy Scott, who had been Director of the Library for the past seven years and a member of the Rochester Library Staff for thirteen years. Cindy's determination and energy were responsible for the building of the new 12,500 sq.ft. Addition, expansion of the Library Staff, automation of the Library, and the creation of a library that was poised for the demands of the new century. In February of 1999, Ruth Hooten became the new Director of the Library. With many years of library experience in public and academic libraries, she will take on the mandate to expand new services, collections, and programs to meet the needs of the Rochester community.

To meet the growing demands of the Rochester community, a decision was made to automate all functions of the library with specialized library software. After a through search and bid process, the decision was made to go with *Innovative Interfaces Inc.*, considered to be one of the best library systems available. The creation of the Library's database had been started and was intensified. Through the Winter and Spring of 1999 hardware was purchased, training of the staff on the new software was begun, and the new hardware was installed. A new library card was designed to accommodate the use of bar codes as well as to advertise automation. In the Spring of 1999, the Cataloging module was brought on line. It is planned to bring the Circulation module on line in the Summer of 1999. Periodicals and Acquisitions will be the final modules to be set by the Summer of 2000.

Another milestone in the Rochester Library's history was celebrated on May 2nd with the dedication ceremony for the new addition. A week of special library programs preceded the Sunday program. This was an opportunity to not only invite the public to see the new addition but to thank the many people who made the expansion possible. The new library card was unveiled by Cindy Scott and Ruth Hooten. Even Carnegie, the retired library cat, made a special appearance to celebrate the day.

While all these major events were occurring, the normal library activities continued. The Children's Room Summer Reading Program had as its theme Read a Pyramid of Books and 713 children registered and participated in various activities. The book discussion group led by volunteer Martha Anderson continued to be a popular activity. Other programs included regularly scheduled poetry readings, *the Isles of Shoals Gardens*, and *Hiking the Appalachian Trail*. The annual photography exhibit in March continues to be a community favorite.

The coming year promises to be a busy one in many different areas. Automation will continue with the bringing on line of the Periodicals and the Acquisitions modules. A library web page will be developed that will not only give basic library information but will allow access to the Library's holdings and electronic databases. There will be plans to develop and expand other technologies such as on-line databases and electronic patron search capabilities. Comfortable areas for reading are needed to create an inviting and customer friendly atmosphere. A new circulation desk is being designed that incorporates the use of the

computers. It is time to use the new facility and to create a library that is modern, comfortable, and responsive to the needs of the Rochester community.

Respectfully submitted,

Ruth Hooten  
Director of the Rochester Library



**LIBRARY COLLECTION: Fiscal Year 1999**

|                               |        |
|-------------------------------|--------|
| <b>Book Collection:</b>       | 67,103 |
| Additions:                    |        |
| Gifts                         | 610    |
| Purchase                      | 3,202  |
| Discards:                     | 2,949  |
| <b>Total Book Collection:</b> | 67,966 |

|                                       |       |
|---------------------------------------|-------|
| <b>Audio-Visual Collection:</b>       | 4,298 |
| Additions:                            |       |
| Gifts                                 | 358   |
| Purchase                              | 507   |
| Discards:                             | 174   |
| <b>Total audio-visual collection:</b> | 4,989 |

|                 |     |
|-----------------|-----|
| <b>Serials:</b> | 162 |
|-----------------|-----|

**LIBRARY SERVICES**

|                      |        |
|----------------------|--------|
| Public Service Hours | 3,089  |
| Borrowers Registered | 11,907 |
| Adult Circulation    | 77,938 |
| Juvenile Circulation | 69,910 |
| Reference Questions  | 8,299  |
| Programming:         |        |
| Programs             | 233    |
| Attendance           | 5,791  |

# **Rochester Public Library**

INCOME 1998/99

|                                    |           |
|------------------------------------|-----------|
| City of Rochester Operating Budget | \$545,590 |
| Grants                             | 300       |
| Trust Funds                        | 7,064     |

| <u>Funds</u>               | <u>Interest</u> |
|----------------------------|-----------------|
| Charter Trust Company      | \$5,301         |
| Brock                      | 1,265           |
| One CD from Citizens Bank: | 498             |
| Edgerly Trust              |                 |
| Greene-Woodward Trust      |                 |
| Jeness Trust               |                 |
| Malloy Trust               |                 |
| Rose Trust                 |                 |
| Jones Trust                |                 |
|                            | <hr/>           |
|                            | \$7,064         |

|   |         |
|---|---------|
| Fines and Fees                            | 14,716  |
| Gifts/Memorials                           | 1,963   |
| Out of Town Registrations                 | 7,060   |
| Book Sales                                | 1386    |
| Copier, Computer, Reader-Printer Receipts | 1305    |
| Interest - Trust Checking Account         | 38      |
| Miscellaneous                             | 464     |
| Balances as of July 1, 1998               | 460,641 |
| Capital Budget                            | 454,701 |
| Trust Checking Account                    | 692     |
| Special Account                           | <hr/>   |
|   | 5,248   |
|   | 460,641 |

|              |             |
|--------------|-------------|
| TOTAL INCOME | \$1,040,527 |
|--------------|-------------|

**Rochester Public Library**  
EXPENDITURES 1998/99

|                                     |                 |                    |
|-------------------------------------|-----------------|--------------------|
| Personnel Compensation              |                 | \$358,715          |
| Benefits                            |                 | 80,299             |
| Staff Development/Transportation    |                 | 1,143              |
| Supplies                            |                 | 12,713             |
| Print Material                      |                 | 58,969             |
| City                                | \$30,880        |                    |
| Special                             | 13,018          |                    |
| Trust                               | <u>\$15,071</u> |                    |
|                                     | \$58,969        |                    |
| Microforms                          |                 | \$ 1,731           |
| Audio-Visual                        |                 |                    |
| City                                | \$ 4,825        | \$ 7,851           |
| Special                             | 3,016           |                    |
| Trust                               | <u>28</u>       |                    |
|                                     | \$ 7,851        |                    |
| Database Services                   |                 | 9,269              |
| Utilities                           |                 | 25,012             |
| Other (Advertising, Printing, etc.) |                 | 908                |
| Service Contracts                   |                 | 2,032              |
| Programming                         |                 | 2,604              |
| Insurance                           |                 | 7,600              |
| Transfers and Miscellaneous         |                 | 479                |
| General Fund Revenue                |                 | 8,462              |
| Library Capital Budget              |                 | 382,786            |
| Year End Balances                   |                 | 79,954             |
| Capital Budget                      | 71,915          |                    |
| Trust Checking Account              | 1,191           |                    |
| Special Account                     | 5,924           |                    |
| Operating Budget                    | <u>924</u>      |                    |
|                                     | 79,954          |                    |
| <b>TOTAL EXPENDITURES</b>           |                 | <b>\$1,040,527</b> |

## **REPORT OF THE PUBLIC WORKS DEPARTMENT 1998-1999**

The Public Works Department is committed to protecting the Safety, Health and Welfare of its residents and visitors by providing clean water, removing and treating sewage and maintaining our roads and sidewalks. This department works with the Mayor, City Council, City Manager and all other Departments, to provide the BEST service within our means.

This year the department accomplished many items, including but not limited to the following: several drainage projects; street line/crosswalk painting; cleaning catch basins; sweeping streets and sidewalks and downtown; repair and installation of street signs; road patching; traffic and streetlight repair; removing and trimming trees/brush and removal of stumps. Helped with community projects, such as, the Lilac Festival; Boxcar Derby race; Christmas Parade and placing downtown Christmas decorations. The amount of sand used on the roads was 7,785 tons and 4,252 tons of salt.

The road paving Capital Projects were expanded to include drainage improvements, the following roads were rebuilt this year:

- Lafayette St. finished construction
- Havenhill Rd. finished construction
- Library parking lot
- Beaudoin Avenue
- Intersection upgrades in Gonic

### **WATER DIVISION**

It was another progressive year at the Water Treatment Facility. All of the concrete floors were repainted, aging pipelines were replaced and the Filter Rehabilitation was completed.

Extensive testing was performed on Treatment techniques to ensure the best water quality in the most economical fashion. Other chemicals were pilot tested with very little success, but other chemical regimes will be tried in the future.

The Water Treatment Facility treated and filtered a total of 10,999,171,000 Gallons of water. The average daily flow was 2,746,000 Gallons per day. The Plant continues to run very well producing a very high quality drinking water.

The Distribution Department also had a very busy year repairing over 50 leaks, replacing and repairing several fire hydrants and service lines. General maintenance personnel were busy with inspections, shut offs, meter repairs and installations

### **SEWER DIVISION**

The Service/Repair division was also busy this year with several service calls, new services and several repairs.

The Wastewater Treatment Facility collected and treated 1,234,000,000 gallons of Wastewater. The Wastewater Treatment Facility Upgrade and Expansion Contract was awarded to Barletta Engineering Corporation out of Seabrook, NH. Construction started in November 1997 and as of June 30, 1999 60% of the work was completed.

The Sewer Division has also been busy working with the Environmental Protection Agency and the state of New Hampshire by submitting the following documents: revised Sewer Use Ordinance, Model Industrial Discharge Agreement, and revised Industrial Pretreatment Program Documents.

**Report of the Department of Recreation  
and Youth Services  
1998-1999**

The Department of Recreation and Youth Services is comprised of four programs: Recreation, Court Diversion, Youth Connection and Community Resources and Prevention. The department is located in the Community Center Building on Wakefield St. in Rochester.

The Recreation Program provides a diversified range of activities to meet the ever increasing needs of the community.

The Court Diversion Program provides an option to the judicial system for selected Rochester youth who have committed criminal offenses.

The Community Resources and Prevention Program supports and coordinates programs designed to prevent the abuse of alcohol and other drugs. This office also provides resources to the citizens of Rochester who are involved in neighborhood coalitions.

The Rochester Youth Connection program "connects" mature, stable adults with youngsters ages 7 - 17 who need companionship and role-modeling. The program also provides interested youth with the opportunity to volunteer at selected work sites within the community which enables them to gain valuable work skills. The Rochester Rotary Club continues to sponsor this program which it has been doing since the program's inception.

These four programs work very closely with one another to provide the necessary support to the youth and adults involved. The goal of Recreation and Youth Services is to insure quality service in all areas.

The full department offers a wide variety of programs for the young and old of the community. Due to the large number of volunteers involved at Recreation and Youth Services, the staff is able to expand on the services offered.

Summer is a very busy time of year. Youth are taught to swim at the three outdoor pools. Four playground sites throughout the City are offered to children ages 7 - 12 on a daily basis. A Teen Adventure Camp is offered three full days a week to youth ages 12-14. These fully supervised programs offer young people the opportunity to have fun at creative play with their peers in a well supervised setting. Tennis and golf lessons are also offered to residents of all ages.

A new pool and playground complex opened at Hanson Pines in the summer of 1999. There is a wading pool for toddlers and young children and the larger pool that serves the general public. New outdoor basketball courts and state of the art playground equipment are very popular sites for both young and old.



Rochester once again hosted the State Hershey Track and Field Program. More than 800 young people, ages 9 - 14, travel from over 40 different communities to participate in this all day event.

Throughout the year, the Recreation Department offers a wide variety of basketball programs for all ages, with youth leagues in the winter, camps in the summer and open gym times for all ages. The department also offers a wide variety of other programs such as karate, dance, dog obedience, adult volleyball, adult walking club, special trips, youth school vacation camps and junior gym classes.

The Department of Recreation and Youth Services continues to work closely with other city departments and local agencies in order to serve the needs of the community and maintain high quality performance.

I would like to thank the City Manager, the Mayor, the City Council, all of the various department heads and their personnel, the citizens of Rochester and the countless volunteers who have shown their support and cooperation over the past year.

Respectfully Submitted,

W. Brent Diesel, Director

**Annual Report**  
**Office of Community Resources and Prevention**  
**1998-1999**

The Office of Community Resources and Prevention was originally established in 1989 under the name of the Office of Substance Abuse Prevention. The change was made in 1995 to more accurately represent the broad functions of this office in the City of Rochester.

The office initiated and coordinates the activities of the Cold Spring Park Neighborhood Coalition and the Academy Street Awareness Program. In addition, leadership and problem solving training and technical assistance and support has been provided in the past year to the Leonard Street Coalition, Barry Villa Residents Association and Hideaway Village. These coalitions positively impact the lives of over a thousand households.

Resources and referral services are also provided to Rochester residents, as requested. In addition, the office interfaces with social service agencies and other City departments.

A grant for partial funding was secured through the Division of Children, Youth and Families for the 1999 fiscal year.

**Report of the Rochester Youth Connection Program**  
**July 1, 1998 - June 30, 1999**

Rochester Youth Connection offers two programs to the Rochester community, the Youth Volunteer Program and the Big Buddy Program. Youth Connection completed its thirteenth year of service to the Rochester Community.

**I. Big Buddy Program:**

The program ended the year with twenty-three matches. There were seven new matches made and seven matches closed. There are eight girls and seventeen boys on the waiting list. Youth Connection requires volunteers to make a minimum of a one year commitment to the program. The strength of the program is drawn from the dedicated group of volunteers, 70% of whom have served the program two years or more, 30% for four or more years. Youth Connection celebrated the "graduation" of one of the matches who had been paired for seven years. Children are referred to the program by school guidance counselors, Strafford Guidance Center, Juvenile Court Diversion or by their parents.

The volunteers provide much needed adult guidance and positive attention for children who are experiencing extraordinary stress or challenges either personally or within their families. The families greatly appreciate this no cost support to their children

which may include help with school work, exposure to experiences and places that they would otherwise not have access to and quality individual attention. Over time this consistent support for the children often results in improved grades and self-image, better peer and family relationship and a decrease of misbehavior in the community. Volunteers also provide additional guidance to youth struggling with decisions about tobacco use, alcohol use, dating, friendship, and goal setting.

Historically, male volunteers are more difficult to recruit than females. An inadequate number of male volunteers continues to be the most significant challenge to the program. The wait for a Big Buddy is discouraging to both the children and their families, therefore new applications for boys were not accepted during the 98-99 school year. There are currently seven male volunteers and fifteen female volunteers.

The Big Buddy program offers group activities throughout the year. This year's activities and trips included a summer picnic, the annual camp out at Camp Mi-Te-Na, star gazing at the UNH Observatory, a sleigh ride and bonfire, attendance at Charlie and the Chocolate Factory at the Seacoast Repertory theatre, an ice cream social to celebrate a match graduation and a trip to the Boston Museum of Science. Activities for the volunteers included a pot luck dinner and guest speakers at volunteer meetings. Many businesses in the Seacoast area again offered discounted rates to the program participants including the sponsorship of the grade improvement club by McDonald's.

## **II. Youth Volunteer Program:**

The Youth Volunteer Program provides a beginning work-type experience for middle school youth. This program is enthusiastically received by the youth with more than 100 youths applying for the available positions. Forty-four students were placed in ten work sites throughout the community such as Rochester Day Care, the library, Rochester Manor, C&K Printing and several veterinary settings. Thirty-five of the students successfully completed both their volunteer work and group educational meetings. These students contributed about 1,300 hours of volunteer work to area businesses while learning valuable beginning work skills such as punctuality, team work, follow-through and responsibility. The program offers three 12 week sessions a year.

### **Annual Report Juvenile Court Diversion Program 1998-1999**

During the past fiscal year, forty-five (45) youth were referred to the Juvenile Court Diversion Program. Criminal offenses for which the youth were referred included: Arson (5), Criminal Liability (1), Criminal Mischief (3), Criminal Threatening (1), Criminal Trespass (2), Possession of Drugs (2), Receiving Stolen Property (2), Reckless Conduct (3), Shoplifting (3), Theft by Taking (1), and Willful Concealment (14). Of those referred, seven (7) were eventually returned for further court processing due to either refusal to complete (5), parent refusal (1), and one (1) youth moving to another state.

Referrals were spread among the 8 - 16 year old population, with the most referrals being fifteen years old (13).

The thirty-eight (38) completed contracts represented three hundred and fifty-six dollars and nine cents (\$356.09) being collected and paid in restitution to victims and three hundred thirty-three and one-half (333.5) hours being completed in community service throughout the community. Community service sites were provided by the Fellowship Soup Kitchen, The Rochester Daycare, The Rochester Public Library, Rochester Public Buildings, Rochester Manor, Rochester Adopt-a-Spot Program, Salvation Army, and Rochester Planning Department. The organizations and individuals who provided community service sites, supervision and support to these youth helped them learn valuable lessons about their value in the community and what they are capable of contributing despite the mistakes that they've made. These organizations are deserving of special thanks for their help.

The three volunteer committees continued to meet once a month to review cases and provide contracts to our youth. Their dedication is a continued source of inspiration and they also deserve our special thanks. The Juvenile Court Diversion Program again supervised a UNH Family Studies Intern for the spring semester. This student provided two hundred forty (240) hours of service to the program.

This year saw an expansion of our programming to accommodate the changing needs of our clients. The Firestarter Prevention Program, Alternatives to Violence, Anger Management, Drug and Alcohol Education and Shoplifter's Anonymous programs were utilized many times throughout the year. This was the first year for Alternatives to Violence, Anger Management and Drug and Education classes. Also, the Strafford County Jail and YDC both provided several individual tours for our youth.

## REPORT OF THE SUPERINTENDENT OF SCHOOLS School Year 1998-99

### **To the School Board and Citizens of Rochester:**

The 1998-99 school year saw the first national recognition for programs and practices in the Rochester School Department, major progress in integrating new technologies into instruction, and establishment of a School Resource Officer position at Spaulding High School and Rochester Middle School. It was a year of preparation for next steps and progress in several areas.

### **Staff Development Master Plan**

Some fine-tuning of the Staff Development Master Plan included, for the first time, district-wide goals aimed at improving the School Department's interactions with the community. Participation in a program addressing *Exceptional Customer Service* was required of all staff members, and efforts were launched to make communications between parents and the district friendlier and more frequent.

The district also provided extensive staff development opportunities in the use of technology in the classroom, teaching and learning styles, and management of behavior and learning for students with special challenges.

The plan was reviewed in preparation for a major revision to be adopted in School Year 1999-2000.

### **Support for Arts Education**

Rochester was one of 91 districts nationally to be recognized by the *President's Committee on the Arts and the Humanities* and the *Arts Education Partnership* for its support of arts education throughout the district. The citation identified success factors common to the districts with strong support for the arts and strong arts education programs, noting that all of the districts selected in the study exhibited several of the factors. Rochester was specifically cited for its broad range of arts offerings and their availability to virtually every student in the district.

With more than 17,000 public school districts in the nation, this recognition speaks highly of the efforts of the district's staff, students, parents and other supporters of the arts in education.

### **School Resource Officer**

Tragic events at Columbine High School in Colorado created a new national focus on school safety in schools. Rochester had taken a major step in this area with establishment of a School Resource Officer position, shared by Spaulding High School and Rochester Middle School.



The program has been highly successful, largely because of its focus on working within the school system to build positive relationships between students, faculty and the police, while enforcing the laws promoting a safe and drug-free environment. The Detective filling the position does not serve as the school's disciplinarian, but he serves as a backup to the schools' administrators.

Principals have praised the School Resource Officer program for helping to reduce fights, drugs, vandalism and other disciplinary problems at the two schools. Students are generally willing to confide in him with information on potential problems, permitting the schools to prevent problems instead of reacting to them.

### **Student Achievement on Assessments**

Rochester had mixed results with student assessments. Students experienced a decline in performance on the state's NH Educational Improvement and Assessment Program, which tests students at grades 3, 6 and 10. This test measures the district's instruction on items contained in the state's curriculum frameworks in language arts, mathematics, science and social studies.

In contrast, Rochester students improved their results on the Iowa Test of Basic Skills, a standardized test comparing the performance of local students with a national sample. The overall results indicated that Rochester's students are achieving slightly better than the national average in most curriculum areas and that there was growth from the prior year.

These results indicate a need for Rochester School Department to further examine its instructional practices and curriculum and to identify new ways to improve student performance.

### **Technology in Education**

The School Department has shown leadership in the area of technology for learning. During the 1998-99 school year, Rochester received a major grant to support the integration of technology into mathematics instruction. This grant sent two teams of five math teachers, a team from Spaulding High School and one from Rochester Middle School, to the New York Wired Center for Educational Solutions for one week of intensive training during the summer. While there, the teachers worked with a nationally recognized program to develop lessons for students, involving technology, that would strengthen math skills and improve learning. The teams then brought back the new skills and operated an after school learning lab for the year to provide extra help to students with needs in math and other curriculum areas.

In addition to a strong focus on instructional use of technology, the district made great strides in making the technology available to all students. With a state-wide program administered by Bell-Atlantic, all of the schools were provided with Internet access through a 56K dedicated telephone line. Local Area Networks were also installed in all schools and a computer purchased for each classroom, with a goal of final installation by the beginning of School Year 1999-2000. Much of the work done during 1998-99 was in preparation for installation of a

Wide Area Network to tie all of the schools and several other city buildings together and provide high speed Internet access via the cable television system.

Old equipment was not discarded if it could be used. The oldest systems, Apple //e computers from the 1970s cannot be networked and won't run much of the modern educational software. However, they were designated as loan equipment to place computers into the homes of students who otherwise wouldn't have access outside of school. Other systems were used for parts and as stand-alone stations.

### **Partnerships with University of New Hampshire**

In cooperation with the University of New Hampshire, Rochester established or expanded two programs to improve instruction throughout the district. The "Teaching to Learn" program, introduced at Chamberlain Street School, brought university faculty into the school to work with teachers in learning new instructional techniques. Once lesson plans were developed and new techniques learned, the teachers would be observed and critiqued in the effectiveness of their delivery of instruction. The program has now been expanded to include Rochester Middle School.

The Summer Science Academy, sponsored by the UNH Chemistry Department, brought together teachers and students at Spaulding High School to try a number of hands-on science experiments and learn new ways to teach and learn in science. The program provided exciting and educational experiences for 20 teachers and 100 students during the summer. The techniques learned by teachers were then shared with other teachers throughout the district and integrated into regular science instruction during the regular school year. Through this sharing, the benefits of the program were felt in every building and by almost all students in the district.

### **Recognition for Mr. Hopkins**

Mr. Michael Hopkins, Assistant Superintendent, was named New Hampshire's Assistant Superintendent of the Year by virtue of receiving the New Hampshire School Administrators Association's Distinguished Service Award. His contributions to the district have resulted in many improvements and higher achievement for students and faculty alike.

### **School Board Membership: 7/1/98 through 6/30/99**

**Ward 1** Charles E. DeVito  
**Ward 4** Stephen P. Curtis (resigned 5/26/99)  
Frank D. Callaghan  
Raymond Lundborn

**Ward 2** Nancy Warren  
**Ward 5** Robert J. Watson  
Caroline McCarley  
Anne Grassie

**Ward 3** John D. Norris, Jr.  
**At Large** Bert D. George  
Russell A. Albert  
Richard D. Bickford  
Dr. Mark E. Chrusz

### Standing Committees - 7/1/98 to 6/30/99

**Building** Richard D. Bickford, Chair **Special Services** Dr. Mark E. Chrusz, Chair  
Frank Callaghan Bert D. George  
John D. Norris, Jr. Robert Watson

**Instruction** Anne C. Grassie, Chair **Finance** Caroline McCarley, Chair  
Stephen P. Curtis Frank Callaghan, Vice Chair  
Nancy Warren Richard D. Bickford  
Dr. Mark E. Chrusz

**Personnel** Raymond Lundborn, Chair Anne C. Grassie  
Russell Albert Charles E. DeVito  
Charles E. DeVito Raymond Lundborn

### Special Committees: 7/1/98 to 6/30/99

**Discipline** Raymond Lundborn, Chair **Policy** Charles E. DeVito, Chair  
Caroline McCarley Stephen P. Curtis  
Rotating Board Members Nancy Warren

**Kindergarten** Richard Bickford, Chair  
Dr. Mark E. Chrusz  
Charles E. DeVito  
Anne C. Grassie

### Personnel

Superintendent of Schools Raymond Yeagley  
Assistant Superintendent of Schools Michael L. Hopkins  
Director of Pupil Services Bill Miller  
Transportation Coordinator Michael L. Hopkins  
Computer Network Administrator David Yasenchock  
Facilities Manager Richard Kalisz  
Director of Buildings and Grounds John Laverdiere  
Director of School Lunch Sheryllyn Hall  
School Nurses Sharon Croft, RN (Head Nurse)  
Claudette Bayko, RN  
Judy Boardman, RN  
Joanne Clark, RN  
Ann Moynihan, RN  
Supervising Principals Elizabeth Mantelli (Spaulding High School)  
Walter Helliesen (Rochester Middle School)  
David Chick (East Rochester School)  
Robert F. Hanson, Jr. (Allen School)  
Julie Heon (McClelland School)  
Sally Riley (Chamberlain Street School)  
Martha Wingate (Gonic School)

**Report of The Tax Collector's Department**  
**1998 -1999**

The Tax Collectors Department has numerous responsibilities . The collection of all monies due the City of Rochester from various city departments.

The redemption of Tax Liens through the Register of Deeds , on all tax liens paid. The notification on all properties going to Tax Deed, according to all laws, mandated by State Statute RSA 80:76. The Tax Warrant for 1998-1999 was \$30,592,529.00, in approximately 21, 650 tax bills.

The collection of quarterly Water bills is also the responsibility of the department. We have approximately 7,000 water and sewer bills, processed quarterly.

In 1992 we became a State municipal agent. In doing so we are able to charge a fee \$2.50 per registration on those requesting the State Stickers and plates from this office. From the date of July 1, 1998 to June 30, 1999 we collected \$56,717.50 in fees, totaling \$308,203.50, since November 1992.

|                                     |               |
|-------------------------------------|---------------|
| Property Tax .....                  | 30,592,529.00 |
| Yield Tax .....                     | 9,279.78      |
| Int. On Delinquent Taxes Prop ..... | 435,578.99    |
| Timber and Gravel Tax .....         | 57,585.06     |
| Motor Vehicle Permits .....         | 2,801,812.00  |
| Misc- RR/Natl BK Tax .....          | 6,357.75      |
| Water & Sewer .....                 | 4,179,677.21  |

I would like to express my appreciation to staff members, Doreen Jones, Deputy Tax Collector and the two Senior clerks: Jackie Goodwin and Karen Paquette and our part-time staff member Shirley Gray.

We all work together to improve the office and service to the public by working as a team.

Respectfully submitted,

Marianne S. Douglas, CTC  
Tax Collector

**REPORT OF THE WELFARE DEPARTMENT**  
**1998-99**

The city budgeted \$150,000.00 for direct assistance in 1998-99 and \$30,000 for fuel assistance. This fiscal year we saw an increase in direct assistance.

The Welfare Department also received grants from McKinney funds for the year in the amount of \$8,000.00. This was spent on security deposits, mortgage payments, back rent to stop evictions as well as payments for back-due utilities.

The Welfare Department provided direct assistance during this period to 173 single persons and 213 families for a total of 386 cases. The average length of assistance per case was 41.11 days. 177 cases were one-time only assistance. Emergency temporary assistance was offered with every effort being made to assist recipients in reaching the goal of becoming independent of city assistance as soon as possible. Guidance was offered in doing job searches, locating housing, budgeting money and applying for assistance from other agencies where appropriate.

All welfare recipients, unless excused because of disabilities or the need to care for small children, are required to work on the city work program. A total of 663.47 hours were worked off, representing \$3,649.09 of assistance. \$11,409.79 was received in reimbursements.

Expenditures for direct assistance for families were as follows:

|                                    |             |
|------------------------------------|-------------|
| Burial .....                       | \$ 1,000.00 |
| Dental .....                       | 850.00      |
| Electricity .....                  | 7,357.98    |
| Food .....                         | 141.24      |
| Fuel Heating .....                 | 1,773.84    |
| Miscellaneous .....                | 7.39        |
| Mortgage .....                     | 1,610.61    |
| Prescriptions .....                | 4,630.43    |
| Rent .....                         | 67,185.92   |
| Telephone .....                    | .00         |
| Temporary Shelter .....            | 9,912.85    |
| Transportation .....               | .00         |
| TOTAL .....                        | \$94,470.26 |
| Average cost per case/family ..... | 443.52      |



Expenditures for direct assistance for singles were as follows:

|                                    |              |
|------------------------------------|--------------|
| Burial .....                       | \$1,950.00   |
| Dental .....                       | 754.00       |
| Electricity .....                  | 1,572.65     |
| Food .....                         | 88.88        |
| Fuel heating .....                 | 661.59       |
| Medical .....                      | .00          |
| Miscellaneous .....                | 500.00       |
| Mortgage .....                     | .00          |
| Prescriptions .....                | 18,172.09    |
| Rent .....                         | 46,250.11    |
| Tax .....                          | 600.00       |
| Temporary Shelter .....            | 3,506.30     |
| Transportation .....               | 129.00       |
| TOTAL .....                        | \$ 74,184.62 |
| Average cost per case/single ..... | 428.81       |
| Total vouchers issued .....        | \$168,654.88 |

Office expenditures were budgeted at \$141,295. Total expenditures were \$144,203.

The Welfare Department ran a Christmas Project again this year. Through donations we were able to provide items of new winter clothing and toys for 140 children and help for 65 families.

I would like to express my thanks to the other two members of the Welfare Department-Judith Paradis, Social Worker, and Gail Bennett, Secretary. We have worked together this past year in a team effort with a goal of effectively administering to those in need in the most cost efficient manner possible.

Respectfully submitted,

Jane F. Hervey  
Director of Welfare











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