




CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, March 16, 2018
SUBJECT: City Manager's Report for Monday March 19, 2018
City Council Agenda

6:00 p.m. Council Workshop

Re: City-wide Property Assessment & Discuss Elderly Tax Exemption

Attached are documents that our contracted City Assessor Marybeth Walker will present.

6:45 p.m. Public Hearing

Re: Resolution 25-18 To Discontinue the Hilltop Rehabilitation Capital Reserve Fund in Accordance with RSA 34:11-A.

Unfinished Business (under section 13 of Agenda)

Resolutions

- A. Resolution 25-18 To Discontinue the Hilltop Rehabilitation Capital Reserve Fund in Accordance with RSA 34:11-A.** Again, the Finance Committee recommends the discontinuance of this fund. As of December 31, 2017 there was \$24,683 in this fund.

New Business (under section 14 of Agenda)

Other

- A. Update on Superfund Landfill –Solar Array (Requested by Finance Committee).** Attached is a memorandum that provides some key considerations regarding this Solar Array project.

City Manager's Items (under section 10 of Agenda)

A. Informational Items.

1. **City Council Goal Setting.** Reminder, the Council Goal Setting Session is Saturday, March 24th starting at 8:30 a.m. Coffee and light refreshments will be provided.
2. **Spirit Up Somersworth.** Attached is the announcement from Somersworth Youth Connection Director Maureen Jackman regarding this year's event. The City will continue its support in the 11th Annual "Spirit Up" Somersworth Community wide clean-up day: Saturday, May 5th from 7:30 a.m. to 1:30 p.m.
3. **City Manager's FY2018/2019 Proposed Budget.** The City Manager Proposed FY 2018/2019 Budget and School Department Budget has been submitted in accordance with the City Charter. Mayor Hilliard has scheduled the Public Hearing for Monday, April 2nd. The City Manager will provide a Budget Presentation starting at 5:30 p.m. The Budget Hearing will start at 6:00 p.m. Budget Workshop is on Saturday, May 31st starting at 8:30 a.m. FYI: This Workshop will be televised.

B. Attachments.

1. Department Head Reports
2. Downtown Business Roundtable Packet – May 10th at 9:00 a.m.



Somersworth, NH

2018 Revaluation of Property Assessments

Presented by
Marybeth Walker, CNHA
President, Corcoran Consulting Associates, Inc

Why a revaluation?

- Every NH municipality is required to perform a complete revaluation at least once every 5-years.
- The New Hampshire Department of Revenue will recertify all of the City's assessing processes/ and procedures in 2019. This will include: Assessed values in comparison to current market value, exemptions and credits, the current use program and accuracy of the field data.
- Our last full revaluation was in 2014. Since that time the market in Somersworth has seen an increase in both the amount of properties sold and the sale prices.
- Our sales to assessment ratio has fallen from 100% in 2014 to 88.9% in 2017. This means a property that sells for \$200,000 is assessed at around \$178,000.
- One of the purposes of a revaluation is to maintain equity and fairness throughout the assessed values when comparing them to sale prices.

Equity - The market is forever changing. Every property is not affected equally.

Fair market value is affected by a number of factors including:

- Property class (residential, commercial, industrial)
- Property location
- Property desirability
- Market supply and demand

What is the Revaluation process?

- 1. Over the last 4 years we have visited all properties in Somersworth. During this process we have attempted to measure the exterior of the buildings and inspect the interior. This information can be found on your property record card.**
- 2. Review all sales to establish if they are arms length transactions. And verify the property record cards for accuracy at the time of the sale.**
- 3. Build, test and refine valuation models based on these sales.**
- 4. Value all properties using newly established models.**
- 5. Review preliminary values in field for quality, reasonableness and equity.**
- 6. Send letters to disclose the preliminary values.**
- 7. Conduct informal taxpayer reviews to answer questions and go over property record cards.**
- 8. Research and verify questions from meetings.**
- 9. Finalize 2018 assessed values.**

How do we establish new values?

There are three approaches to Value that we take into consideration when doing a mass appraisal:

1. **Cost approach**: defined as the sum of the land value and the depreciated value of any improvements.
2. **Sales Comparison approach**: compares sales of similar properties to a subject property. Sales prices are adjusted to account for the differences identified between the comparables and the subject property.
3. **Income Capitalization approach**: capitalizes an income stream into a present value. Typically used to value commercial and investment properties.

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- Sales of vacant and improved properties are the primary source of data used to create residential models.
 - Land values are set using all available land sales.
 - Analysis of new construction is done to establish construction costs, including builders profit.
 - Analysis of older homes establish the amount of depreciation indicated by the current market.
 - Costs of outbuildings from building permits and advertised prices are used to estimate outbuilding costs.

Different types of appraisals

Fee appraisal

A fee appraiser appraises one property at a time.

Date of appraisal is the current date or a predetermined date.

The appraisal is done for an individual reason: purchase, refinance, estate sale etc. Equitable appraisals between properties is not a concern.

Adjustments to comparable sales determined for each appraisal and can differ depending on appraiser or time of appraisal.

Single value produced.

No statistical tests to prove accuracy of appraisal.

Mass Appraisal

A revaluation uses mass appraisal, meaning we appraise many properties at a time.

The appraisal is always done for property tax purposes.

A mass appraisal appraises all property as if it sold on the same date. The date used is usually statutory.

Date of appraisal will be 4/1/2018 for all properties.

Adjustments are built into a model and are the same for all similar properties.

Individual values for each component, land, building, outbuildings and site improvements.

Statistical tests to prove accuracy of appraisals.

How will I know my New Assessed Value?

**In late August, a notice of change in assessment
will be mailed to each property owner in Somersworth.**

When you receive the letter:

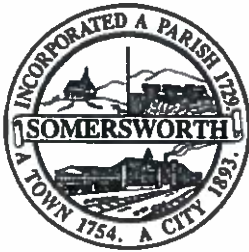
- Review your new assessment and the accompanying sales information carefully. Read the information contained in the notice and look at the sales information provided.
- If you have questions or concerns, schedule a meeting with a Corcoran Consulting representative. We will review the property record card and listen to your concerns.
- During your meeting, you can:
 - Review the data and valuation report for your property
 - See and discuss the comparable sales used to support the new value on your property
 - Bring any information you feel should be considered in the final value to the appraiser's attention
- After the appointments are concluded we will research any concerns and adjust values where warranted.

How will I know the new values are accurate?

- First consider whether the value reflects a reasonable estimate of the *fair market value* for your property as of April 1, 2018.
- Research properties that have sold in your area.
- Compare your value to the new values of comparable properties in your neighborhood. All of the new assessed values will be available on the City web site for public review.

What's Next?

- **March-April 2018-** Finish 2018 cycle inspections.
 - **Spring 2018–**
Measure and list all permits and rechecks as part of assessing process.
Income and Expense requests will be mailed to commercial properties.
 - **July 2018-** Field review of all properties for accuracy and consistency.
 - **August/September 2018–** Notification to taxpayers and Informal Taxpayer reviews with Corcoran Consulting Associates personnel.
 - **Early October 2018–** We will review all concerns from meetings with taxpayers, performs inspections and analysis where needed. Values will be further updated when warranted.
 - **Mid October–** Corcoran Consulting Associates delivers final assessments to the City.
 - **Late November/Early December-** Tax bills will be mailed
-
- **March 1, 2019–** Last date to file an abatement with the City.
 - **April 2019-**
Verification of eligibility for all exemptions and credits will take place.
Verification of eligibility for all charitable, religious and educational exemptions.
Verification of all current use properties will take place.
 - **July 1, 2019–** Last date for City to respond to abatement request.



Marybeth G. Walker
City Assessor

02/23/2018

To: Robert M. Belmore, City Manager
Re: Elderly Exemption

As you are aware in 2015 the City Council voted to increase the elderly exemptions amounts. I have reviewed Somersworth's elderly exemptions in relationship to other NH communities. We are currently at or above the median level for Income and Asset limits but below the median level on the exemption amount. The following is an example of one possible change.

- Increase Exemption amount for persons aged 65 to 74 from \$50,000 to \$55,000
- Increase Exemption amount for persons aged 75 to 79 from \$65,000 to \$75,000
- Increase Exemption amount for persons aged 80 and up from \$75,000 to \$95,000

Using the current elderly exemptions in place, I estimate a \$720,000 reduction in assessed value if this example were to be adopted. A \$720,000 reduction in assessed value would have an estimated \$0.03 impact on the City's tax rate.

Current Guidelines
Assessor
Recommended

Income Single	Income Married		Asset Limits		Exemption 65 to 74	Exemption 75 to 79	Exemption 80 up
\$ 32,000	\$ 50,000		\$ 100,000		\$ 50,000	\$ 65,000	\$ 75,000
					\$ 55,000	\$ 75,000	\$ 95,000

STRAFFORD COUNTY

Town/City	Income Single	Income Married		Asset Limits		Exemption 65 to 74	Exemption 75 to 79	Exemption 80 up
MIDDLETON	\$ 21,000	\$ 33,000		\$ 50,000		\$ 20,000	\$ 25,000	\$ 30,000
STRAFFORD	\$ 30,000	\$ 40,000		\$ 75,000		\$ 30,000	\$ 40,000	\$ 50,000
MILTON	\$ 30,000	\$ 40,000		\$ 75,000		\$ 42,500	\$ 64,000	\$ 85,000
NEW DURHAM	\$ 26,000	\$ 35,000		\$ 60,000		\$ 45,000	\$ 65,000	\$ 90,000
ROCHESTER	\$ 31,400	\$ 41,500		\$ 50,000		\$ 48,000	\$ 84,000	\$ 108,000
FARMINGTON	\$ 30,000	\$ 50,000		\$ 75,000		\$ 50,000	\$ 70,000	\$ 100,000
ROLLINSFORD	\$ 32,000	\$ 36,000		\$ 100,000		\$ 50,000	\$ 75,000	\$ 100,000
SOMERSWORTH	\$ 32,000	\$ 50,000		\$ 100,000		\$ 50,000	\$ 65,000	\$ 75,000
Rochester Proposed 2018	\$ 35,000	\$ 50,000		\$ 100,000		\$ 75,000	\$ 100,000	\$ 125,000
BARRINGTON	\$ 30,000	\$ 50,000		\$ 125,000		\$ 85,000	\$ 127,500	\$ 161,500
MADBURY	\$ 40,000	\$ 50,000		\$ 180,000		\$ 90,000	\$ 110,000	\$ 130,000
DOVER	\$ 38,000	\$ 52,000		\$ 155,000		\$ 107,000	\$ 149,000	\$ 191,000
DURHAM	\$ 32,500	\$ 43,700		\$ 200,000		\$ 125,000	\$ 175,000	\$ 225,000
LEE	\$ 46,500	\$ 59,400		\$ 222,500		\$ 174,000	\$ 210,000	\$ 270,000
MEDIAN	\$ 31,700	\$ 46,850		\$ 100,000		\$ 50,000	\$ 79,500	\$ 104,000
AVERAGE	\$ 32,457	\$ 45,043		\$ 111,964		\$ 70,821	\$ 97,107	\$ 124,321

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:39-a

72:39-a Conditions for Elderly Exemption. –

I. No exemption shall be allowed under RSA 72:39-b unless the person applying therefor:

(a) Has resided in this state for at least 3 consecutive years preceding April 1 in the year in which the exemption is claimed.

(b) Had in the calendar year preceding said April 1 a net income from all sources, or if married, a combined net income from all sources, of not more than the respective amount applicable to each age group as determined by the city or town for purposes of RSA 72:39-b. Under no circumstances shall the amount determined by the city or town be less than \$13,400 for a single person or \$20,400 for married persons. The net income shall be determined by deducting from all moneys received, from any source including social security or pension payments, the amount of any of the following or the sum thereof:

(1) Life insurance paid on the death of an insured;

(2) Expenses and costs incurred in the course of conducting a business enterprise;

(3) Proceeds from the sale of assets.

(c) Owns net assets not in excess of the amount determined by the city or town for purposes of RSA 72:39-b, excluding the value of the person's actual residence and the land upon which it is located up to the greater of 2 acres or the minimum single family residential lot size specified in the local zoning ordinance. The amount determined by the city or town shall not be less than \$35,000. A city or town may set a combined net assets amount for married persons in such greater amount as the legislative body of the city or town may determine. "Net assets" means the value of all assets, tangible and intangible, minus the value of any good faith encumbrances. "Residence" means the housing unit, and related structures such as an unattached garage or woodshed, which is the person's principal home, and which the person in good faith regards as home to the exclusion of any other places where the person may temporarily live. "Residence" shall exclude attached dwelling units and unattached structures used or intended for commercial or other nonresidential purposes.

II. Additional requirements for an exemption under RSA 72:39-b shall be that the property is:

(a) Owned by the resident; or

(b) Owned by a resident jointly or in common with the resident's spouse, either of whom meets the age requirement for the exemption claimed; or

(c) Owned by a resident jointly or in common with a person not the resident's spouse, if the resident meets the applicable age requirement for the exemption claimed; or

(d) Owned by a resident, or the resident's spouse, either of whom meets the age requirement for the exemption claimed, and when they have been married to each other for at least 5 consecutive years.

III. Upon the death of an owner residing with a spouse pursuant to subparagraph II(b) or II(d), the combined net asset amount for married persons determined by the city or town shall continue to apply

to the surviving spouse for the purpose of the exemption granted under RSA 72:39-b until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.

Source. 1996, 140:1. 2003, 299:14, 15. 2004, 238:3. 2006, 212:1, eff. June 1, 2006.

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

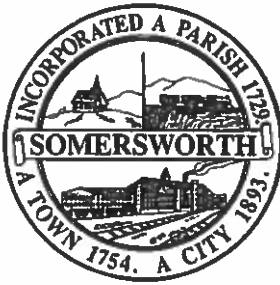
Property Taxes

Section 72:39-b

72:39-b Procedure for Adoption and Modification of Elderly Exemption. –

- I. A town or city may adopt or modify elderly exemptions by the procedure in RSA 72:27-a.
- II. An elderly exemption, based on assessed value for qualified taxpayers, may be granted for a different dollar amount determined by the town or city, to a person 65 years of age up to 75 years, to a person 75 years of age up to 80 years, and to a person 80 years of age or older. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than a dollar amount determined by the town or city of not less than \$13,400 or, if married, a combined net income of not more than a dollar amount determined by the town or city of not less than \$20,400; and own net assets not in excess of a dollar amount determined by the town or city of not less than \$35,000 excluding the value of the person's residence or, if married, combined net assets not in excess of a dollar amount determined by the town or city of not less than \$35,000 excluding the value of the residence. Under no circumstances shall the amounts of the exemption for any age category be less than \$5,000. The combined net asset amount for married persons shall apply to a surviving spouse until the sale or transfer of the property by the surviving spouse or until the remarriage of the surviving spouse.

Source. 1996, 140:1. 1997, 241:2. 2003, 299:16. 2004, 238:4. 2006, 212:2, eff. June 1, 2006.



MEMORANDUM

TO: Mayor Dana Hilliard and Members of the City Council
FROM: Robert M. Belmore, City Manager *[Signature]*
DATE: Friday, March 16, 2018
RE: Superfund Landfill – Solar Array

Based on recent talks with Nhsolar Garden and after discussions with our Legal Counsel, Attorney Mark Beliveau, below are the primary issues arising out of the proposed Solar Lease and Group Net Metering Agreement that present risk to the City.

- The City originally proposed that NhSolar Garden be responsible for all costs incurred by the City at the Landfill directly attributable to the development, construction, operation and maintenance of the solar facility. Meaning, if because of the solar facility the ongoing landfill cleanup remedy required modification, Nhsolar would pay the associated cost. NhSolar said that was a deal breaker and it would not be able to finance the project with that requirement in the Lease.
- In order to better understand the potential risk to the landfill remedy, Geosyntec has given us a proposal to review the possible adverse impacts of putting a solar array on the landfill. The estimated cost is \$3,800 for Phase 1 of the work and \$6,500 for Phase 2 of the work. Phase 2 work is only required if the parties have agreed to go forward with the solar project based on Phase 1 findings. NhSolar has agreed to split the above costs.
- NhSolar has agreed to be responsible for all damages and related costs to the Solar array in the event of landfill settlement, subsidence or shifting. This is not a risk to the City obviously but I mention it so it is clear what risk NhSolar is willing to take on.

- In the most recent draft of the Solar Lease, we were informed that NhSolar Garden has become a subsidiary of New England Solar Garden (NESG) and the actual tenant that will be the party to the Lease is a new single purpose entity called Somersworth Landfill Solar, LLC. At the start, NESG will be the sole 100% member of Somersworth Landfill Solar. Once all permits are received, the developer's tax equity investor will become the 100% member of Somersworth Landfill Solar. The City will want to make sure that the obligations of Somersworth Landfill Solar, LLC are guaranteed by an entity that has the resources to properly construct, operate and maintain the solar facility during the term of the Lease.
- We are concerned that under the most recent proposed Group Net Metering Agreement, the City must be an Eversource default rate customer during the full term of the agreement and the current and possibly future cost of electricity on the open market may be lower than Eversource's default rate and that the surplus generation payment will not work in the City's favor.

Informational Items # 2



February 15, 2018
City Manager Mr. Robert Belmore
One Government Way
Somersworth, NH 03878

Subject: Saturday May 5th 10th Annual Community Cleanup 7:30 AM to 1:00PM

Dear Mr. Belmore:

I wanted to get this out a little earlier so that we might highlight and promote in the upcoming City Newsletter, Save the Date for the Annual Cleanup & Bike Safety Day.

Somersworth Youth Connection (SYC) along with support from the City of Somersworth are once again organizing our yearly community wide cleanup day in celebration of Earth Day. The 10th Annual "Spirit up Somersworth" event will take place on Saturday, May 5th from 7:30-1:00pm.

The challenge is to involve the entire community; students, youth groups, families, businesses and community leaders to "Spirit Up" to designated areas, picking up trash, raking, planting, mulching and "connecting" with our great community. This is sure to be a great family event with free food, music, raffle prizes and plenty of "Spirit & Pride" for Somersworth! We are focusing on cleaning designated areas such as various down town areas, community adopt a spots as well as residents getting out into various neighborhoods.

We appreciate all the support and efforts offered by the City each and every year. We would like to once again request if possible, help with various supplies such as rakes, trash bags, brooms, and gloves. We would also appreciate any assistance and support from the Public Works Department as over the past years has proven invaluable with personnel and trucks available to help in moving materials around as well as trips to Malley Farm and Waste Management dumpsters throughout the morning.

We would also request that information for "Spirit up Somersworth" be shared at a City Council meeting, on the City website and Channel 22 if possible as we move closer to the date. Please don't hesitate to contact me with any questions you might have. Thank you in advance for your consideration.

Sincerely,

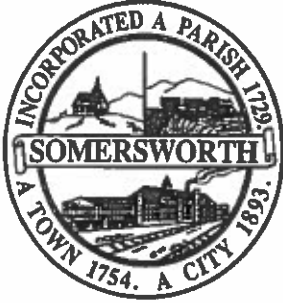
A handwritten signature in blue ink that reads "Maureen Jackman".

Maureen Jackman, SYC Director Somersworth School District
mjackman@sau56.org

Save The Date
10th Spirit up Somersworth
Clean Up
&
Bike Safety Day
Saturday May 5th 7:30-1:30pm



Stay tuned for more information & updates.
Questions? Contact: Maureen Jackman mjackman@sau56.org



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: March 15, 2018

Re: Monthly Report

Finance Department:

- Received draft financial statements from the auditors. Prepared the MD&A for audit and returned for final copy.
- Met with City Manager and Department Heads on FY19 budget proposal. Worked on budget document.
- Stared Clerkworks conversion for MV Registration and Dog registration in the tax office.
- Started Lockbox implementation. Anticipate 4-5 months before program begins.
- Worked on property tax - MUNIS conversion. Scheduled to go live in May.
- Bids:
 - None outstanding at this time.

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, and standing committee meetings during the month.
- Total receipts for the month were \$5,518.

Tax Collector:

- Motor vehicle registrations were a total of \$143,199 during the month.
- Collected \$4,872 for Municipal Transportation Fund during month.
- 27 people used the drive-up this month.
- Recorded 6 Tax Collector's deeds.
- Total receipts for the month were \$1,311,424.

Library

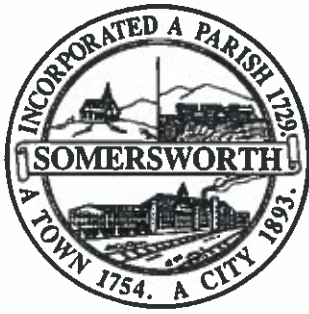
- The Library held a reception to view Margaret Twitchell's exhibit of paintings, water colors, and prints.
- The Librarian attended the Somersworth Festival association's Winterfest and provided a craft area for children.
- The Library provided 14 programs including 3 weekly story time programs and a book discussion group.

Human Services:

- Total assistance for the month was \$5,467. That compares to \$6,654 for the month of January 2018 and \$9,998 for February 2017.
- 7 new cases were opened compared to 4 in 2017.
- 13 cases were approved for varying levels of assistance, with 4 cases still pending, and 2 denials. 26 cases were referred to other agencies for support.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisted with Utility Billing conversion setup.
- Assisting with set up of other modules in the new system.



DEPARTMENT OF DEVELOPMENT SERVICES

Date: March 14, 2018
From: Shanna B. Saunders
Director of Planning & Community Development

Re: February 2018 Monthly Report | DDS

In addition to the Department's various activities listed in the attached staff reports, I attended the following Land Use Board meetings:

- Zoning Board - February 7
- Conservation Commission - Cancelled this month
- Planning Board - February 21
- SRTC - February 7, 14
- Historic District Commission meeting - February 28 (Did not attend)

And attended the following Special Meetings:

- NH Planner's Association - February 23
- Plaza Commission February 8
- Volunteer Appreciation Dinner - February 1
- SRPC Technical Advisory Committee (transportation) - February 2
- Vision 20/20 - February 12
- Leadership Seacoast - February 14
- BTLA Hearing - February 14
- Malley Farm Roundtable - February 15

Office of Assessing- February:

- Inspections of properties who have sold in the last year have begun.
- The Assessing Department completed by appointment inspections of taxpayer properties.
- The Assessing Department has begun inspections of properties who have received a building permit this year.
- The Assessing Department met with taxpayers who had questions about their assessment.
- The Assessing Department has received 9 abatement applications to date.

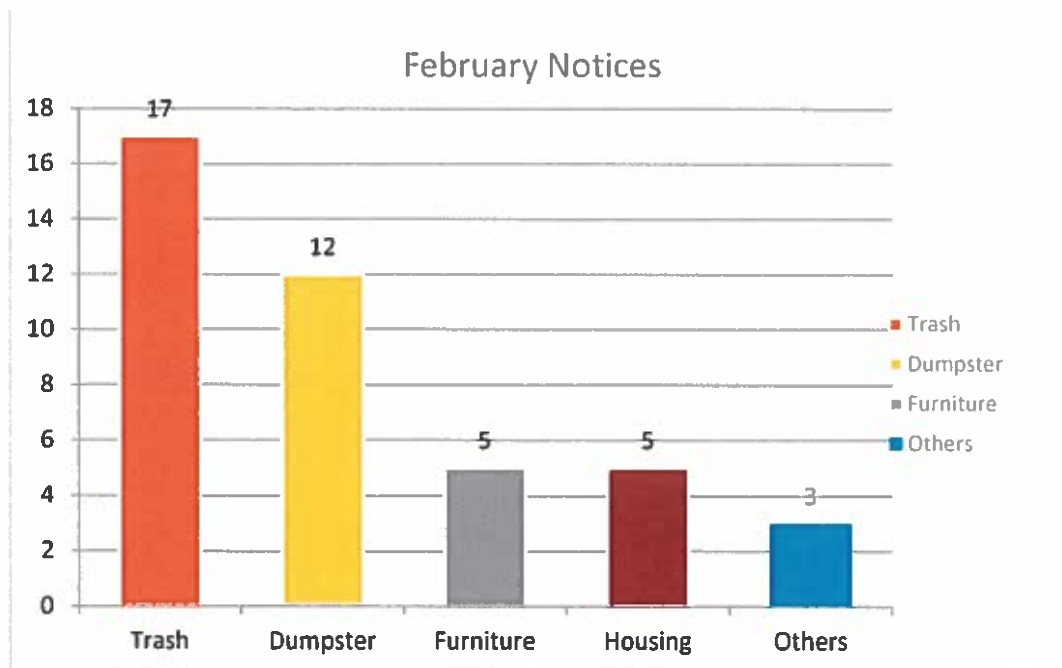
Code Compliance

Property Maintenance and Code Enforcement Activity Report for February 2018						
Incident Location		Nature of Complaint	Origin of Complaint	Date of Complaint	Responsible Person Notified*	Compliance
10	Ash	Furniture at curb	DDS	2/1/18	CN	COMPLETED
223	High	Trash	DDS	2/1/18	CN	COMPLETED
90	Noble	Dumpster	DDS	2/1/18	CN	COMPLETED
300	High	Trash	DDS	2/2/18	CN	COMPLETED
407	Main	Trash	DDS	2/5/18	CN	COMPLETED
67	Elm	Furniture at curb	DDS	2/8/18	CN	PENDING
208-210	Main	Dumpster	DDS	2/8/18	CN	COMPLETED
192	Main	Trash	DDS	2/8/18	CN	COMPLETED
9	Andrews Way	Dumpster	DDS	2/9/18	CN	PENDING
10	Green	Dumpster	DDS	2/9/18	CN	PENDING
117	Green	Dumpster	DDS	2/9/18	CN	PENDING
46	Main	Dumpster	DDS	2/9/18	CN	PENDING
85	Main	Dumpster	DDS	2/9/18	CN	COMPLETED
388	Main	Dumpster	DDS	2/9/18	CN	COMPLETED
20-30	Market	Dumpster	DDS	2/9/18	CN	COMPLETED
3	Market	Dumpster	DDS	2/9/18	CN	PENDING
82	High	Trash	DDS	2/12/18	CN	COMPLETED
13	Water	Trash	DDS	2/12/18	CN & NOV	PENDING
62	Green	Trash	DDS	2/16/18	CN & NOV	COMPLETED
47	Union	Trash	DDS	2/20/18	CN & NOV	PENDING
55	Green	Housing Violations	DDS	2/21/18	CN	PENDING
214	High	Housing Violations	DDS	2/21/18	CN	PENDING
284	Main	Trash	DDS	2/21/18	CN	PENDING
109	Maple	Housing Violations	DDS	2/21/18	CN	PENDING
10-12	School	Trash	DDS	2/21/18	CN	COMPLETED
6-8	School	Trash	DDS	2/21/18	CN	PENDING
57	Green	Housing Violations	DDS	2/22/18	CN	PENDING
55	Prospect	Dumpster	DDS	2/22/18	CN	PENDING
201	Rt. 108	Site Lighting	DDS	2/22/18	CN	PENDING
14-16	Fayette	Trash	DDS	2/23/18	CN	COMPLETED
22	Fayette	Trash	DDS	2/23/18	CN	COMPLETED
31	Green	Trash	DDS	2/23/18	CN	COMPLETED
21	Grove	Permit Violation	DDS	2/23/18	NOV	PENDING
82	High	Furniture at curb	DDS	2/23/18	CN	COMPLETED
14	Indigo Hill Rd	Trash	DDS	2/26/18	CN	PENDING

70	Winter	Trash	DDS	2/26/18	CN	PENDING
70	Winter	Furniture at Curb	DDS	2/26/18	CN	PENDING
14	Indigo Hill	Storage Trailer	DDS	2/26/18	CN	PENDING
84	High	Furniture at Curb	DDS	2/26/18	NOV	PENDING
29	Morning	Dumpster	DDS	2/26/18	CN & NOV	PENDING
50	Main	Housing Violations	DDS	2/26/18	CN	PENDING
84	High	Trash	DDS	2/27/18	CN	PENDING

In addition to new complaints received, work continues on cases from past months. 32 Cases were closed during the month of January. Placed door hangers and sent notices. Worked with multiple property owners and tenants in order to bring, or work towards bringing the properties into compliance.

*CN=Courtesy Notice; NOV=Notice of Violation



Building and Health Departments:**Major Building Permits Applied for in February 2018 Construction Costs and Fee**

80	Sunningdale Dr	\$180,000.00	\$1,450.00
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Minor Building Permits Applied for in February 2018:

160	A	Tri-City Plaza	\$70,000.00
8		Maize Dr	\$22,100.00
75		Indigo Hill Rd	\$11,650.00
64		Bartlett Ave	\$35,000.00
11		Ben-Rich Dr	\$5,794.00
12		Blackwater Rd	\$1,200.00
3		Molly Ln	\$3,000.00

	2014	2015	2016	2017	2018	DIFFERENCE this year to last	% OF CHANGE
January	\$1,820.00	\$2,157.00	\$6,148.85	\$15,262.40	\$12,784.00	-\$2,478.40	-16.2%
February	\$3,864.00	\$2,408.00	\$4,440.00	\$9,264.40	\$4,087.20	-\$5,177.20	-55.9%
March	\$2,191.64	\$5,287.28	\$27,399.40	\$23,362.82	\$0.00	N/A	
April	\$4,768.15	\$8,277.80	\$6,608.52	\$6,935.89	\$0.00	N/A	
May	\$26,049.95	\$7,194.16	\$12,089.70	\$11,780.49	\$0.00	N/A	
June	\$24,286.88	\$4,234.80	\$5,107.95	\$10,058.40	\$0.00	N/A	
July	\$3,646.20	\$4,914.41	\$14,315.00	\$5,776.84	\$0.00	N/A	
August	\$6,156.50	\$6,829.37	\$5,197.60	\$9,632.60	\$0.00	N/A	
September	\$6,224.10	\$4,438.20	\$5,247.60	\$7,400.00	\$0.00	N/A	
October	\$6,880.63	\$4,652.40	\$10,448.80	\$6,460.00	\$0.00	N/A	
November	\$2,377.78	\$18,322.40	\$27,353.16	\$8,584.44	\$0.00	N/A	
December	\$2,338.80	\$7,886.00	\$6,633.66	\$2,596.00	\$0.00	N/A	
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$130,990.23	\$16,871.20	-\$7,655.60	-31.2%

ROW		2012	2013	2014	2015	2016	2017	2018	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	34	31	26	30	33	51	29	-22	-43.1%
5	February	30	39	29	24	49	36	31	-5	-13.9%
6	March	29	44	29	48	71	79	0	N/A	0.0%
7	April	42	60	48	58	57	58	0	N/A	0.0%
8	May	43	65	66	55	60	99	0	N/A	0.0%
9	June	29	77	66	73	77	94	0	N/A	0.0%
10	July	51	54	47	51	89	75	0	N/A	0.0%
11	August	53	62	55	67	79	87	0	N/A	0.0%
12	September	51	72	67	69	69	83	0	N/A	0.0%
13	October	61	60	63	58	57	77	0	N/A	0.0%
14	November	36	50	47	64	49	61	0	N/A	0.0%
15	December	48	42	38	52	54	49	0	N/A	0.0%
16										
17	YTD Totals	507	656	581	649	744	849	60	-27	-92.9%
18	Difference of changed this year to last (completed months only)									-31.0%

Land Use Boards:

Conservation Commission February 2018:

The Commission did not meet in the month of February.

Historic District Commission February 2018:

At the regular meeting the Commission discussed the following:

- Keith Adams, 22 Grove Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11, Lot 30, HDC # 01-2018. Application for window replacement was **approved**.
- Kim Dalzell, on behalf of 90 High Street, LLC, 90 High Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 218, HDC # 02-2018 Application for window replacement and installation was **approved**.

Planning Board February 2018:

At the regular meeting, the Board discussed the following:

- Somedowntown, LLC and the VFW, 59-65 and 43 High Street, in the Business (B) District, Assessor's Map 11, Lots 63A and 64, SUB # 01-2017. Application for a lot line adjustment was **approved**.
- The City of Dover and CPJ Trust, Willand Pond, Willand Drive and Route 108, in the Commercial Industrial (CI) District, Assessor's Maps 41, 43 & 64, Lots 09, 01 & 01, SUB # 02-2017. Application for a lot line adjustment was **approved**.

- The Board held a public hearing on a proposed new Accessory Dwelling Unit ordinance. The Board voted to forward the proposal to the City Council with a recommendation of approval.

Zoning Board February 2018:

At the regular meeting the Board discussed the following:

- The Patricia Anne Sherwood Trust, 370 Old Rochester Road, in the Residential Single Family (R1) District, Assessor's Map 68, Lot 01, ZBA # 16-2017 Application for a variance to keep livestock was tabled until the March 2018 meeting.
- Upland, LLC, 138 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 54, Lot 01, ZBA # 17-2017. Application for a variance to install septic systems in the Groundwater Protection District was approved.
- Motion for Rehearing: The Roman Catholic Bishop of Manchester, 120 Maple Street, in the Residential Duplex (R2) District, Assessor's Map 24, Lot 06, ZBA # 18-2017 The applicant requested a rehearing of the Board's decision to deny a variance for a freestanding sign that exceeds allowable area. The rehearing request was approved and will be held at the March ZBA meeting.
- Hispano Suizo, LLC, 20 Green Street, in the Business (B) District, Assessor's Map 10, Lot 176, ZBA # 02-2018. The applicant requested an administrative appeal of the decision that the nonconforming use has ceased for greater than twelve months and the use can only resume if a variance is issued. This requested was denied.
- Hispano Suizo, LLC, 20 Green Street, in the Business (B) District, Assessor's Map 10, Lot 176, ZBA # 002-2018. Application for a variance to allow auto repair and sales was approved.
- Eastport Property Holdings, LLC, 284 Main Street, in the Business (B) District, Assessor's Map 09, Lot 284, ZBA # 03-2018. Application for a variance to continue the two-family use although it has ceased for greater than twelve months was approved.

Economic Development January 2018

- Finalized plans for:
 - ✓ Banker- Investor -Broker (BIB) Roundtable: 3/1
 - ✓ Chamber of Commerce, Business Before Hours: 3/8
- Began (or continued planning) for:
 - ✓ Vacant space open house
 - ✓ Student art in vacant space windows program
 - ✓ Seacoast (ED Directors) Manufacturer's Roundtable
 - ✓ Somersworth High School Career Day: 3/16/18
 - ✓ Downtown Business Council Roundtable (targeting April)
 - ✓ Berwick/Somersworth Community Engagement class: 4/12/18
- Held (or attended):
 - ✓ Seacoast Leadership Economic Development Day: 2/14/18

- ✓ Malley Farm Roundtable: 2/15/18
- ✓ Tri Chamber Business After Hours: 2/20/18
- Realtor/ Investor (and/or) prospective tenant meetings:
 - ✓ Met with 6 current /potential Somersworth investors
- Talked to prospective tenants to fill vacant (or buy occupied) spaces at:
 - ✓ Fairpoint
 - ✓ Malley Farm
 - ✓ Lucky's Market
 - ✓ Redi - Care
 - ✓ BP Gas Station
- Miscellaneous
 - ✓ Continued touring vacant space
 - ✓ Continued meeting business owners
 - ✓ Obtained and submitted a bid, as a point of reference, to develop a plan to create a brand identity and marketing plan for Somersworth

Parks and Recreation February 2018

- Our Biddy Basketball program is in session until March 10th. We have 45 children between the ages of 3-6 in this program. The Recreation Supervisor runs this program with the help of High School student volunteers and parent volunteers.
- Our annual Father/Daughter Valentine's Dance was a huge success. It was held at Idlehurst Elementary School Café on Thursday, February 8th. We provided a DJ, light refreshments, and raffle prizes. We sold over 100 tickets at the door and 40 tickets in advance.
- Planning is underway for spring activities and events. Recreation staff will begin planning for the 2018 Summer Camp as well as the Granite State Track Field program. Both program registrations will open in March.
- Travel Basketball is still in session. This year we have 3 teams representing Somersworth Recreation. This season starts in December with practices and games are scheduled during the months of January and February. March is tournament season where all teams will travel to local tournaments. In March we'll hold an end of the season banquet for all players, coaches, and their immediate families. This is a great tradition and a perfect way to celebrate our players and coaches.
- Our annual Frosty Basketball Tournament was held February 14-18 this year. This is a double elimination tournament for players girls and boys 5/6 grade travel and school teams. We currently can take up to 10 teams for the girls and boys side. We co-host this tournament with the H.S. Boys Basketball Boosters. This partnership has worked out great and we look forward to continuing the success of this tournament. The Boosters will sponsor our end of the season Travel Basketball banquet as part of the agreement.

2018 Summer Camp Fees Summary

New Fees – to be effective this year

Recommended BY Recreation Division

Approved by City Manager

KIDS CAMP (Grades K-5)

- **Current rates (4-week session- we offer 2 sessions) - \$350**
- **Proposed new rates (4-week session- we offer 2 sessions) - \$400**
- **Early bird resident registration March 15- May 1**
- **Camp registration deadline June 1**
- **Non-resident opens April 15 - \$500 (again an increase of \$50)**

TRENDS CAMP (Grades 6-9)

- **Current rates (4-week session- we offer 2 sessions) - \$450**
- **Proposed new rates- (4-week session- we offer 2 sessions) - \$500**
- **Early Bird Resident Registration March 15- May 1**
- **Camp registration deadline June 1**
- **Non-resident opens April 15- \$600 (again an increase of \$50)**

Comparison to other towns: (based on 4-week session)

Resident/Non-resident

- a) Exeter, grade 1- 7: \$475/\$525
- b) Rochester, age 6-13: \$320/\$640
- c) Barrington, grade 1-6: \$645/ \$745
- d) Somersworth, grade 1-5: \$350/\$450
- e) PROPOSED Som. Grade 1-5: \$400/500

March 8, 2018



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: March 15, 2018

SUBJECT: Public Works Department Monthly Report for February/March, 2018

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

Highlights of the Department's activities during this reporting period are as follows:

- Department responded to three (3) nor'easter storm events, with two (2) of the storms bringing 17" and close to 25" of snow impacting the City's transportation network. Highway crews worked around the clock clearing streets and sidewalks during storms.
- Placed the new Caterpillar Skid Steer with snow blower in service during the recent storm events with very favorable results; the new unit will be used on primary sidewalk corridors.
- Blackwater Road Pump Station is nearly 70% complete at this point; new pumps have been installed and are in service, outstanding items include completing electrical upgrades, heating system, cleaning the wet well and delivery and installation of the new backup generator.
- Coordinated the removal of a large tree on Clement Road under the Eversource Hazardous Tree program.
- Completed the conversion of all 756 city street lights from High Pressure Sodium (HPS) to LED technology with Affinity LED, and record updates with Eversource.
- Held progress meetings with officials of the City of Dover on a proposed intermunicipal emergency temporary water agreement. A project grant is pending award to the City of Dover from the State Drinking Water and Groundwater Trust Fund for the cost of a projected \$1.3 million water main that would connect to the Willand Pond Well Facility to the City of Somersworth 16" cross country water main near High Street.
- Coordinated a meeting with Planning, Recreation and Highways to review upcoming spring parks activities and maintenance projects.
- Participated in the monthly Cemetery Trustees Meeting; heard an update from Zack Andrews who is working on a Forest Glade Cemetery Veterans data base program that may be web based. The project is tied to Zach's Eagle Scout Medal.
- Attended the annual Skyhaven Airport Advisory Committee (SAAC).
- Participated in the Seacoast Stormwater Coalition meeting.
- Attended a planning session with emergency responders and New Hampshire and Maine water officials on a training exercise involving the Salmon Falls River and water intake structures of both the Town of Berwick and the City of Somersworth.
- Participated in negotiations with CMA Engineers for the TAP Grant pedestrian improvements project design services; also Wright Pierce Engineers held a kick off meeting with City staff on the complete design work they are doing for the City.

HIGHWAY DIVISION

Operations/Maintenance

- Performed pot hole repairs as needed city wide with cold patch.
- Performed preventative maintenance on equipment to include washing and greasing trucks, plows and sanders following storms.
- Performed monthly metal pick-up.
- Replaced and repaired signs around the city damaged by accidents and or from winter storm responses.
- Performed road side trash pick-up on Blackwater, and Rocky Hill.
- Responded to 4 winter storm events during this reporting period, and two storms required coordinating snow removal from downtown streets.
- Performed repairs to Police cruisers, and plowing equipment in the garage.

Water Distribution Support

- Hauled in gravel for stockpile for water breaks.
- Responded to a water break on Highland St at Lord's Court.

Sewer Collections Maintenance:

- Responded to two (2) possible sewer back-ups. One on High St. and one on Buffumsville Rd. Both found to be private back-ups.
- Responded to 18 dig safe request.

WASTEWATER DIVISION

Operations/Maintenance:

- We continue to operate under the (A2O) process which is used for winter permit limits. This process is used to specifically treat Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS). The winter season runs from October 1st thru April 30th.
- Staff completed a required laboratory ethics training required under our laboratory certification program. This certification program provides us with current training techniques on quality assurance/quality control measures. We perform analysis for the majority of our laboratory requirements as well as the Town of Rollinsford Water & Sewer District.
- Council approved additional design work for Wright-Pierce Engineering which will include adding an additional secondary clarifier, distribution box and many other improvements to increase capacity at the wastewater treatment facility.
- Experienced three snow events which required overtime due to plowing.
- Treated a total of 11,250 gallons of septage from residents not on city sewer.

Compliance:

- Prepared monthly reports to US-EPA and NH-DES.
- Reported one (1) bacteria permit exceedance for the month of February.
- Treated a total of 45-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- We are currently reviewing existing permits for renewal this year.

Capital Improvements Plan Items:

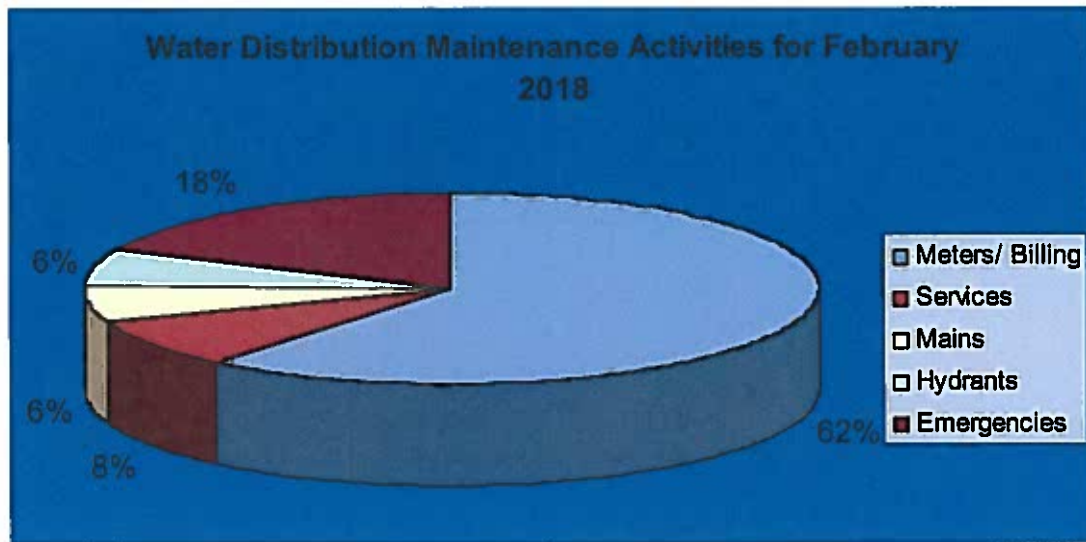
- Blackwater Rd pump station upgrade – Pumps and control panel have been installed. Staff received training on the pumps on 2/22/18. The permanent power connection through the new electrical meter is being planned the first week of March. The new generator has been postponed a second time due to a spike in demand caused by last season's hurricanes. The new delivery date is scheduled for the first week of April. A temporary standby generator has been brought onsite and is hooked up for use should we require back-up power. The project is nearly 70% complete as of this report.

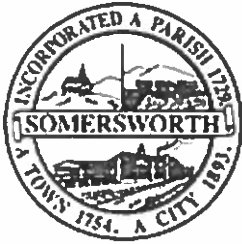
WATER DIVISION***Items completed this month:***

- Bacteria's and TOC's water quality test completed.
- Pumped 31,735,078 gallons of raw water.
- Pumped 26,812,250 gallons of finish water to the distribution system
- Sampled Cryptosporidium matrix spike for EPA
- Had a review and tour for placement of emergency boom around intake
- Met with RMI regarding contract proposal
- Installed new hour meters on air compressor
- Simplex responded to the plant to investigate fire alarm issue
- Worked on leak on filter #2

WATER DISTRIBUTION

- Water Distribution personnel responded to multiple service calls and provided contractor support at multiple construction sites. See the pie chart graphic for summary of work activity.
- There was one water main break in February on Highland Street that left a small number of customers without water for several hours.
- Hydrants that were struck by motor vehicles on Blackwater Road near Route 108 and another at 137 Old Rochester Road were rebuilt on site and put back into service.
- Emergency service calls relating to frozen pipes and meters sharply declined in February due to warmer temperatures. System operators responded to 24 homes and businesses in January and only 9 in the month of February.
- Hydrant painting has been discontinued for the season. Requests to have a specific hydrant painted will be fulfilled starting in the spring.





Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

Business: (603) 692-3131 Fax: (603) 692-2111

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David Kretschmar, Chief of Police
Date: March 14, 2018
Subject: Monthly Report – Month of February 2018

Bob:

Below are some of the activities of our Department for the month of February:

COMMUNITY POLICING:

- Officers from the Department attended the John Powers School on 2/13/18 for Pizza with a Cop. This event allowed for one on one attention to students in a relaxed atmosphere. The Somersworth House of Pizza graciously provided the pizza for the event.
- On 2/22/18 we had Coffee with a Cop at Aroma Joe's on High Street. We had a great turnout and everyone from Lydia's House of Hope, councilors and the Mayor came to give us their support. Aroma Joe's graciously provided coffee to our officers and our guests.

TRAINING:

- Strafford County Attorney's Office trained all sworn personnel on Search and Seizure laws.
- Our Department hosted an Investigator's Meeting for all law enforcement in Strafford County where agencies shared information with one another.



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle

Fire Chief & Emergency Management Director

khoyle@somersworth.com

Business: (603) 692-3457

Fax: (603) 692-5147

www.somersworth.com

FEBRUARY 2018 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	9
Vehicle Fires:	0
Outside Fires:	1
Emergency Medical:	46
Motor Vehicle Crash:	5
Malfunction/false alarm:	5
Accidental/public service:	17
Hazardous Condition:	8
Hazardous Materials:	1

NON-EMERGENCY ACTIVITIES

Burning Permits:	18
Fireworks Permits:	1
Oil Burner Permits:	1
Place of Assembly Permits:	0
Fire Safety Inspections:	2
Fire Drills:	1

CALLS FOR SERVICE

- We responded to 31 fewer emergency calls this February (92) than in February 2017 – a decrease of 34%.
- We responded to mutual aid fires in Dover (3), Farmington, Milton, Rochester (2) and Berwick ME.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

PLANNING/PROJECTS/GRANTS

- State COOP grant vendor contract approved by Finance Committee and we are awaiting a start date in March from the vendor.
- Still waiting to hear from state Homeland Security Office about the \$6000 NH Homeland Security grant for “active shooter” equipment that we applied for to allow us to accompany police into the “warm zone” for victim retrieval.

- We are waiting for a supply of smoke/CO detectors from the State Fire Marshal's Office so we can begin to install these units in homes of the elderly and young families who qualify under this grant program. The vendor the state hired is behind fulfilling their orders statewide.
- Attended meeting of the Community Mutual Aid Air/Rehab Vehicle Committee to replace our 1988 air van (\$250,000 FEMA FIRE Act grant).
- NH Homeland Security will not cover DPW overtime for the May 31 tabletop exercise and the June 21 hazmat spill exercise in the Salmon Falls River as part of the NH and Maine Rural Water Associations grant (they will pay for all fire and police expenses). However, there should be sufficient funds in the NH/ME Rural Water Associations' grant to cover the DPW expense.
- Leaking fire station roof authorized for repair.
- Crack in aerial ladder outrigger system repaired by factory authorized welder and vehicle certified for emergency use.
- NH DES visited our Water Treatment Plant for the purpose of picking trees to anchor the booms we will receive as part of the above grant to protect the water infiltration pipes from hazardous materials infusion.
- Final FY19 fire department budget determined by City Administration.

TRAINING/MEETINGS

- We continue to train 3 new career firefighters on shift.
- One career member enrolled in Officer training coursework.
- One new call firefighter is in FF I/II training.
- Another female call firefighter candidate was approved and is awaiting NH State Police background check.
- Attended Seacoast Fire Chiefs meeting.
- Attended Public Safety Committee meetings.
- Attended meeting of Strafford County EMDs.

COMMUNITY SERVICE

- Department invited to participate in Middle School "Career Day".

Respectfully Submitted:

Keith E. Hoyle, Fire Chief/EMD



FXT
To Mayor &
Councilors
RCM

March 16, 2018

Dear Downtown Somersworth Business,

I am writing to introduce myself. My name is Robin Comstock, and I am the new Economic Development Manager for Somersworth. My priority in this position is to ensure your experience in conducting business in Somersworth is positive and productive. My objective is to serve you as a support system for any issues that may bring you to City Hall. Some of those subjects may include incentives for growth, expansion, renovation, and development. Or perhaps your needs and interests may circulate around issues related to signage, ordinances, rules and regulations, as well as other business and economic development related matters.

I want you to know that I am anxious to be both available and accessible to you and your business needs as they relate to Somersworth. As the former CEO of three New Hampshire Chambers of Commerce, I come to you with extensive background in community and economic development, and hope that experience will prove to be an asset to you and your business needs in Somersworth. My goal is to assist you in the ways that are important to you. To that end, I am sending this letter to invite you to the first *Downtown Business Roundtable*. The concept of this meeting, is that it will provide an opportunity for you to meet your neighbors, and establish a productive and supportive relationship as downtown Business. The roundtable will also provide me, and other Somersworth Civic Leaders, an opportunity to meet you, learn about your business, and share some of the visions for our city and it's future. We all hope you will be able to join us!

Sincerely,

Robin

Robin A. Comstock
Economic Development Manager
Monday - Thursday, 8:30-4:30
One Government Way
Somersworth, New Hampshire 03878
(o) 603- 692-9516 (m) 603-496-5841
rcomstock@somersworth.com



May 10, 2018 @ 8:30

What - Downtown Business Roundtable

When - Thursday, May 10, 2018
9:00-10:00

Where – City Hall Council Chambers
One Government Way
Somersworth, New Hampshire

Why - To introduce Downtown Businesses, and the products and services they produce, to one another, so that positive and productive relations among neighbors are established, and mutual support for one another is possible. This roundtable will also provide you with the opportunity to meet City staff, and ask questions about Somersworth, including it's growth and development plans, and anything else that you have been wondering about the City and its future. Please come join us!

RSVP – Please join us for the informal roundtable, to share an overview of your business, while meeting and learning about your neighbors. RSVP at rcomstock@somersworth.com



Downtown Business Roundtable
Somersworth City Hall
One Government Way
Somersworth, NH
City Council Chambers
Thursday, May 10, 2018 | 8:30 – 9:30

- **Call to Order & Welcome**
 - ✓ Introductions
 - ✓ Name
 - ✓ Business name
 - ✓ Time in downtown Somersworth

- **Downtown Somersworth Overview**
 - ✓ Downtown (Main Street) revitalization
 - ✓ Lighting improvements
 - ✓ The Plaza
 - ✓ Breton's Cleaners & Tap Grant
 - ✓ Berwick

- **Meeting purpose**
 - ✓ Shared vision of Downtown
 - ✓ Common Sense of purpose for Downtown
 - ✓ Shared needs/priorities

- **Ideas for Next Steps**
 - ✓ Cooperative Downtown Marketing
 - ✓ Cooperative Downtown Programming

- **Action items**
 - ✓ ???

- **Next meeting???**

- **Adjourn**

- **Ideas “Parking Lot” for future meetings**