




*Office of the City Manager*

**TO:** Mayor Dana S. Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager   
**DATE:** Friday, October 25, 2019  
**SUBJECT:** City Manager's Report for Monday, October 28, 2019  
City Council Agenda

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*Unfinished Business (Under Section 14 of Agenda)*

**Ordinances**

- A. Ordinance No. 10-20: To Amend Chapter 29 Administrative Code, to Reassign the Responsibility of Maintaining Parks and Recreational Facilities and Grounds to the Department of Public Works.** Again, the Government Operations Committee voted to move forward with this Ordinance change.

*New Business (Under Section 15 of Agenda)*

**Ordinances**

- A. Ordinance No. 11-20: Supplemental Appropriation for Additional Improvements to Maple Wood School Funded by State Building Aid.** The Finance Committee met on October 16<sup>th</sup> and voted to recommend this Supplemental Appropriation. Attached are memorandums from Superintendent Robert Gadomski explaining the rest of the project work that would be accomplished with this Appropriation. This Ordinance will require a 2/3<sup>rd</sup>s majority vote and also a Public Hearing at the next regular Council Meeting on November 18<sup>th</sup>.
- B. Ordinance No. 12-20: To Amend Chapter 20, Building Codes, Section 20.L, Fees, Fines, and Penalties, and Appendix A, Fee Schedule.** The Finance Committee had reviewed these fee increases and voted to support them. I recommend a Public Hearing be scheduled for the next Council meeting on Monday, November 18<sup>th</sup>. Attached is a copy of the "**red-line**" fee changes.

**Resolutions**

- A. Resolution No. 18-20: City Council Commitment to Support the Veterans Memorial At Stein Park By Pledging to Provide the Balance of Funding Required at the Conclusion Of The Veterans Park Commission's Fund-Raising Campaign.** The City has received \$2,450.00 in private donations to date. Attached is our current list. I would add that there are also some pledged donations that have not yet arrived.

## **Other**

- A. Vote on Community Revitalization Tax Relief Incentive Program Application, City Ordinance Chapter 31 – Somedowntown LLC., 8 Government Way.** Again, the Economic Development Committee met on September 16<sup>th</sup> and voted to recommend acceptance of this application for Somedowntown, LLC, Mr. David Baker, for 8 Government Way. A copy of the application as well as Director Shanna Saunders memorandum determining the application is complete was provided to you in the last Council meeting's packet.
- B. Vote for Re-Adoption of the City of Somersworth Investment Policy.** This is an annual housekeeping action item for the City Council. City Staff supports re-adoption without any amendments. The Finance Committee met on October 16<sup>th</sup> and recommends re-adoption. Attached is a copy of the City Investment Policy.
- C. Vote on Sale of City Surplus Property – Vehicles.** Attached is the list of City surplus vehicles. If approved, I will move forward with the process to dispose of these vehicles. We will be using GovDeals to attempt to sell these vehicles. I have also attached a copy of our City Ordinance Ch. 29, regarding the disposal of surplus property in excess of \$1,000 in value. I would also add that the Finance Committee voted to support this action.

## ***City Manager's Items (under section 11 of Agenda)***

### **A. Informational Items.**

- 1. Wentworth Douglas Hospital – Somersworth Plaza Lease.** Wentworth Douglas Hospital representatives are requesting approval to install a generator at their location at 85 Main Street in the Somersworth Plaza. This land is leased from the City. The Economic Development Committee met on October 15<sup>th</sup> and supported its approval without a Lease Amendment. The generator installation was approved with the condition that they use current onsite gas for their gas supply. The plan also includes landscaping to shield the generator. Attached is a copy of their request. Staff is moving forward with its approval through a minor field modification.
- 2. Brownfields Grant, 1 Winter Street, Former Breton's Cleaners.** Attached is a memorandum from Finance Director Scott Smith that provides some detail on the project's funding to date. As you will read, the project is close to being closed out. The Council will eventually need to address its redevelopment.

### **Attachments**

- 1. City Attorney Certifications Two (2)**
- 2. Department Head Reports**



## City of Somersworth – Ordinance

Ordinance No: 10-20

### **TO AMEND CHAPTER 29 ADMINISTRATIVE CODE TO REASSIGN THE RESPONSIBILITY OF MAINTAINING PARKS AND RECREATIONAL FACILITIES AND GROUNDS TO THE DEPARTMENT OF PUBLIC WORKS**

October 7, 2019

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Section 29.3.6.12A and Section 29.3.6.16 as follows:

#### Section 29.3.6.12A Division of Recreation

The Division of Recreation shall:

- a) Provide recreational programs for the residents of the City and others, as authorized.
- b) Perform such other related duties as may be assigned.

#### Section 29.3.6.16 Division of Public Works

The Division of Public Works shall be responsible for all the physical structures and facilities of the City not assigned to another organizational body. The Division of Public Works will coordinate operations in Forest Glade Cemetery with the board of Cemetery Trustees. In addition, the Division of Public Works shall:

- a) Repair, maintain, construct and operate the public streets, bridges, sidewalks and rights-of-way of the City.
- b) Repair, maintain, construct and operate the storm and sanitary sewer systems of the City.
- c) Maintain City buildings and land except as may be assigned to another department, and to maintain all City parks and recreational facilities and grounds not otherwise assigned. (Amended 06/06/2016.)
- d) Provide specific maintenance assistance in the Forest Glade Cemetery as mutually agreed upon with the Cemetery Trustees.
- e) Maintain and repair all City mechanical equipment except items for which other maintenance arrangements have been made.
- f) Direct and maintain the equipment maintenance records for all motor vehicles and equipment.
- g) Provide lubricants, fuel and other vehicle consumables for authorized vehicles on a reimbursement basis.
- h) Perform such other related duties as may be assigned.

This Ordinance shall take effect upon its passage.

<b>Authorization</b>	
<i>Sponsored by Councilors:</i> Martin P. Dumont, Sr. David A. Witham Nancie Cameron Edward LeVasseur	<i>Approved:</i> City Attorney

<b>City of Somersworth – Ordinance 10-20</b>
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<b>History</b>			
First Read Date:		Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

<b>Discussion</b>
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Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
<b>TOTAL VOTES:</b>			
On    /    /    .    Ordinance -19		PASSED	FAILED



## City of Somersworth – Ordinance

Ordinance No: 11-20

### **SUPPLEMENTAL APPROPRIATION FOR ADDITIONAL IMPROVEMENTS TO MAPLE WOOD ELEMENTARY SCHOOL FUNDED BY STATE BUILDING AID**

October 28, 2019

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter:

The annual budget for the City of Somersworth for Fiscal Year 2019-2020 is amended as follows:

Appropriate \$669,865 from unanticipated School Department Revenue, State Building Aid, as follows:

Original Budget	Amendment	Revised Budget
\$26,103,113	\$669,865	\$26,772,978

Approved as to Funding:

Recorded by:

Scott A. Smith  
Director of Finance and Administration

Trish Harris  
City Clerk

#### Background:

This Ordinance appropriates funding for improvements to Maple Wood Elementary School, with funding provided by the State of New Hampshire through School Building Aid. The total amount of Building Aid to complete the improvements is \$1,835,649. The School will receive a distribution of \$669,865 this fiscal year, and a distribution of \$1,165,784 next fiscal year.

***This Ordinance requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing subject to Section 7.4.1 and, Section 7.7 (A) of the City Charter.***

#### Authorization

##### *Sponsored by Councilors:*

David A. Witham  
Dale Sprague  
Martin Pepin  
Martin Dumont, Sr.

##### *Approved:*

City Attorney

## City of Somersworth – Ordinance 11-20

### History

First Read Date:	10/28/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
<b>TOTAL VOTES:</b>			
On   /   /   .   Ordinance 11-20		PASSED	FAILED



**SCHOOL ADMINISTRATIVE UNIT FIFTY SIX**  
**Rollinsford School District – Somersworth School District**  
51 West High Street  
Somersworth, NH 03878  
(603) 692-4450 • Fax (603) 692-9100



**Ordinance No. 11-20**

**ASSISTANT SUPERINTENDENT**  
Lori Lane

**SUPERINTENDENT**  
Robert Gadomski

**BUSINESS ADMINISTRATOR**  
Katie Krauss

**STUDENT SERVICES DIRECTOR**  
Nancy Jo Michaud

**Special Education Liaison**  
Debbie Brooks

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**To:** The City of Somersworth Finance Committee  
Bob Belmore, City Manager  
Scott Smith, Deputy City Manager/Finance Director

**From:** Dr. Bob Gadomski, Superintendent of Schools  
Lori Lane, Assistant Superintendent of Schools  
Katie Krauss, Business Administrator

**Date:** October 11, 2019

**RE:** Maple Wood Elementary School Renovation Project Funding Request

On September 26, 2019, the Somersworth School District was notified by the NH Department of Education that the request for State School Building Aid that had been submitted for the Maple Wood School renovation and construction project would be funded. The amount earmarked for this project in the NH Legislative budget that was recently signed into law is \$1,835,649.

Because it was uncertain when the construction project started on July 1, 2019 whether or not building aid would be available, a large scope of the original project was delayed. Without building aid, the School District would not have the necessary funding to support the construction costs of the entire project. However, with the notification of the building aid award, this makes finishing this project possible.

**In order to complete the project, the School District is asking the City Finance Committee to consider and support, for City Council approval, the receipt of the state building aid award of \$1,835,649 in order to finish this project.**

We would like to make the Finance Committee aware that because of changes in the legislation, state building aid is now paid "up front," not over several years as has been done in the past. The School District has been notified that we will receive payments from the NH Department of Education during the FY20 and FY21 fiscal years for the entire building aid award.

On the next page, you will find a budget for the entire Maple Wood Elementary School Project. Along with overall costs for the different project scope areas, is a breakdown of how the project is funded. Please note that because of the different funding sources, it will not be necessary to take out another bond. The bond the City Council approved in October 2018 is sufficient to fund this project.

COSTS		FUNDING		
Project Scope Areas	Cost	City Bond	Other Funding	Other Funding Source
Main Entrance and Admin Office Addition	\$1,009,250.96	\$289,250.96	\$720,000	Public Infrastructure Funds
Energy Upgrades (HVAC and Lighting)	\$1,389,173.33	\$153,981.33	\$833,503.99 \$300,000.00 \$101,688.00	State Building Aid Lease (School District) Energy Rebates (Unitil)
Roof Replacement	\$ 382,079.00	\$152,831.60	\$229,247.40	State Building Aid
Music Room Addition, Bathroom and Library Renovations	\$1,816,833.71	\$1,043,936.11	\$772,897.61	State Building Aid
Total Project Cost	\$4,597,337.00	\$1,640,000.00	\$2,957,337.00	

Thank you for the opportunity to present this exciting opportunity to you for your consideration. Should you have any questions, please let us know.





**SCHOOL ADMINISTRATIVE UNIT FIFTY SIX**  
**Rollinsford School District – Somersworth School District**  
51 West High Street  
Somersworth, NH 03878  
(603) 692-4450 • Fax (603) 692-9100



**ASSISTANT SUPERINTENDENT**  
Lori Lane

**SUPERINTENDENT**  
Dr. Robert Gadowski

**BUSINESS ADMINISTRATOR**  
Katie Krauss

**STUDENT SERVICES DIRECTOR**  
Nancy Jo Michaud

**Special Education Liaison**  
Debbie Brooks

October 24, 2019

**MEMO:**

**To:** Honorable Mayor Dana Hilliard  
City Council Members

**From:** Dr. Robert Gadowski, Superintendent of Schools

**Re:** Building Aid

I would like to clarify the requirements needed for final approval of building aid for the last phase of the Maple Wood renovation project. The Somersworth School District has already been notified that we have been approved for the funding, pending demonstration of these final requirements. The following steps are needed for final approval of funding prior to starting the final stage of renovation.

**\*\*** Receive a waiver from the state to meet the "square foot per pupil" requirement of the renovation project. These materials have been submitted and we expect final approval within the next 2 weeks.

**\*\*** The completion of a public hearing on the acceptance of building aid

**\*\*** Gaining final approval of the City Council

The school district appreciates the ongoing support of the City Council for this project. We anticipate that building aid will allow us to conclude this project with no additional cost to the City.



## City of Somersworth – Ordinance

Ordinance No: 12-20

### **TO AMEND CHAPTER 20, BUILDING CODES, SECTION 20.L, FEES, FINES, AND PENALTIES, AND ADD APPENDIX A, FEE SCHEDULE**

October 28, 2019

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Delete Sections 20.L.1, 20.L.2, 20.L.3, 20.L.4, 20.L.6, 20.L.7, in their entirety,

and Add the following:

#### **20.L.1.1 BUILDING PERMIT FEE SCHEDULE**

See Appendix A

#### **20.L.1.2 COMMERCIAL/INDUSTRIAL-THIRD PARTY INSPECTIONS**

Third party inspections may be required as determined by the City Engineer, Code Enforcement Officer, City Planner or, Fire Chief or their appointees. These inspections are, but not limited to: compaction, slump, torque, welding, structural, loading, lighting, drainage, subsurface waste, water treatment, pollution, and fire safety. The expense of such third party inspections is the responsibility of the applicant.

Add Appendix A

#### **Chapter 20 Appendix A**

<b>SERVICES:</b>	<b>FY 20 FEES</b>
<b>BUILDING PERMIT FEES:</b>	
Residential 1 & 2 Family Dwellings: <ul style="list-style-type: none"><li>•Single &lt; 4,000 sqft</li><li>•2 Family &lt;8,000 sqft</li></ul>	Application fee of \$25.00
Residential Construction or Alteration with labor cost	\$9.00 per thousand dollars
Residential Construction or Alteration without labor cost	\$12.00 per thousand dollars
Estimate cost first floor (w/an unfinished basement or crawl space)	\$50.00/sqft
Estimate cost other finished areas	\$40.00/sqft
Estimate cost other unfished areas	\$30.00/sqft
Estimate cost first floor on a slab or over finished basement	\$40.00/sqft
Commercial/Industrial	\$9.00 per thousand plus \$25.00

Construction/Renovation	application fee
<b>DEMOLITION PERMIT FEES:</b>	
Demolition Application Fee	\$35.00 Structure
<b>PLUMBING PERMIT FEES:</b>	
Residential Application Fee	\$25.00
Residential Install, Add or Change Water Distribution Fee	\$10.00
Residential Install, Add or Change Water Piping Fee	\$10.00
Residential Boiler & Associated Plumbing for Hot Water Heating Fee	\$10.00 per thousand dollars
Residential Fixtures Fee * See list below	\$5.00/fixture
Commercial Application Fee	\$9.00 per thousand dollars plus \$25.00 application fee
<b>MECHANICAL PERMIT FEES:</b>	
Mechanical Permit Application Fee	\$9.00 per thousand dollars plus \$25.00 application fee
<b>SUBSURFACE SEWER DISPOSAL, INSTALLATION OR REPAIR PERMIT FEES:</b>	
Subsurface sewer disposal, installation or repair permit fee	\$35.00
<b>ELECTRICAL PERMIT FEES:</b>	
<b>Residential Service Installations or Upgrades:</b>	
• <100 amp service	\$7.00 plus \$25.00 application fee
• >100 – 400 amp	\$10.00 plus \$25.00 application fee
• >400 – 800 amp	\$12.00 plus \$25.00 application fee
• >800 – 1000 amp	\$15.00 plus \$25.00 application fee
• >1000 amp	\$18.00 plus \$25.00 application fee
<b>Residential Meter Installation:</b>	
• Domestic	\$5.00 plus \$25.00 application fee

<b>SERVICES:</b>	<b>FY 20 FEES</b>
• Quick Recovery	\$5.00 plus \$25.00 application fee
• Off Peak	\$5.00 plus \$25.00 application fee
• Primary	\$5.00 plus \$25.00 application fee
• Power	\$5.00 plus \$25.00 application fee
• Temporary Service	\$15.00 plus \$25.00 application fee
<b>Residential Switches:</b>	
• Standard	\$1.00 plus \$25.00 application fee
• With Light	\$1.00 plus \$25.00 application fee
• Generator transfer	\$5.00 plus \$25.00 application fee
<b>Fixtures:</b>	
• Standard incandescent	\$1.00 each plus \$25.00 application fee
• Standard fluorescent	\$1.00 each plus \$25.00 application fee
• 4 light tube fluorescent	\$3.00 each plus \$25.00 application fee
• Sign	\$10.00 each plus \$25.00 application fee

• Suspended ceiling fixture	\$3.00 plus \$25.00 application fee
• Smoke and/or CO detector	\$3.00 each (\$25.00 max) plus \$25.00 application fee
• Neon, LED sign, strip rope lighting	\$3.00 plus \$25.00 application fee
<b>Outlets:</b>	
• Duplex, Quadruple or GFCI	\$1.00 each plus \$25.00 application fee
• Hi-Intensity Lighting	\$10.00 each plus \$25.00 application fee
• Power (special i.e. generator) less than 10 KW	\$10.00 plus \$25.00 application fee
• Power (special i.e. generator) 10 – 25 KW	\$16.00 plus \$25.00 application fee
• Power (special i.e. generator) more than 25 KW	\$24.00 plus \$25.00 application fee
<b>Baseboard Heat:</b>	
• < 10 KW	\$3.00 plus \$25.00 application fee
• 10 – 25 KW	\$5.00 plus \$25.00 application fee
• > 25K W	\$.50 per KW plus \$25.00 application fee
<b>Equipment:</b>	
• Solar Photovoltaic Array	\$2.00 per panel plus \$25.00 application fee
• Microwave, Disposal, Dishwasher, Exhaust Fan, Oven, Range/Oven Combo, Warmer Table, Surface Range, Washing Machine, Clothes Dryer, Hot Water Heater, Air Conditioner, Oil Burner, Electrical Furnace, Motors less than ½ hp	\$5.00 plus \$25.00 application fee
<b>Transformers:</b>	
• Up to 25 KVA	\$10.00 plus \$25.00 application fee
• 25 KVA and Over	\$25.00 plus \$25.00 application fee
• Commercial work and installations	\$9.00 per thousand dollars plus \$25.00 application fee

**\* Fixtures are, but not limited to the following:**

Stacks	Sill Cocks
Sinks	Showers
Bath Tubs	Urinal
Water Closet	Catch Basin
Lavatory	Dishwasher
Water Heaters	Humidifier
Water Storage Tanks	Kitchen Disposal
Laundry Tray	Clothes Washer
Floor Drains	Special Wastes
Sewage Ejector	Rainwater Leaders
Drinking Fountain	Main backflow preventer
Pump	Miscellaneous Fixtures

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Dale R. Sprague Martin Pepin Martin P. Dumont, Sr.	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 12-20
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History			
First Read Date:	10/28/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion
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Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On    /    /    .    Ordinance 12-20		PASSED	FAILED

## Chapter 20 – Appendix A

SERVICES:	FY 20 FEES	
<b>BUILDING PERMIT FEES:</b>		
Residential 1 & 2 Family Dwellings:	Application fee of \$25.00	Comment [SMH1]: Current Cost is \$10.00
• Single < 4,000 sqft		
• 2 Family 8,000 sqft		
Residential Construction or Alteration with labor cost	\$9.00 per thousand dollars	Comment [SMH2]: Current Cost is \$8.00 per thousand dollars
Residential Construction or Alteration without labor cost	\$12.00 per thousand dollars	Comment [SMH3]: Current Cost is \$10.00 per thousand dollars
Estimate cost first floor (w/an unfinished basement or crawl space)	\$50.00/sqft	
Estimate cost other finished areas	\$40.00/sqft	
Estimate cost other unfinished areas	\$30.00/sqft	
Estimate cost first floor on a slab or over finished basement	\$40.00/sqft	
Commercial/Industrial Construction/Renovation	\$9.00 per thousand plus \$25.00 application fee	Comment [SMH4]: Current Cost is \$8.00 per thousand
<b>DEMOLITION PERMIT FEES:</b>		
Demolition Application Fee	\$35.00 Structure	Comment [SMH5]: Current Cost is \$10.00 for Demolition Application Fee, \$15.00 for any structure less than 144sqft, \$25.00 for any structure over 144sqft
<b>PLUMBING PERMIT FEES:</b>		
Residential Application Fee	\$25.00	Comment [SMH6]: Current Cost \$10.00 with minimum application fee of \$20.00
Residential Install, Add or Change Water Distribution Fee	\$10.00	
Residential Install, Add or Change Water Piping Fee	\$10.00	
Residential Boiler & Associated Plumbing for Hot Water Heating Fee	\$10.00 per thousand dollars	
Residential Fixtures Fee * See list below	\$5.00/fixture	
Commercial Application Fee	\$9.00 per thousand dollars plus \$25.00 application fee	Comment [SMH7]: Current Cost is \$10.00 application fee, \$8.00 per thousand dollars with minimum application fee of \$20.00
<b>MECHANICAL PERMIT FEES:</b>		
Mechanical Permit Application Fee	\$9.00 per thousand dollars plus \$25.00 application fee	Comment [SMH8]: Current Cost is \$10.00 application fee plus \$8 per thousand with minimum application fee of \$20.00
<b>SUBSURFACE SEWER DISPOSAL, INSTALLATION OR REPAIR PERMIT FEES:</b>		
Subsurface sewer disposal, installation or repair permit fee	\$35.00	
<b>ELECTRICAL PERMIT FEES:</b>		
<b>Residential Service Installations or Upgrades:</b>		
• <100 amp service	\$7.00 plus \$25.00 application fee	
• >100 – 400 amp	\$10.00 plus \$25.00 application fee	
• >400 – 800 amp	\$12.00 plus \$25.00 application fee	
• >800 – 1000 amp	\$15.00 plus \$25.00 application fee	
• >1000 amp	\$18.00 plus \$25.00 application fee	
<b>Residential Meter Installation:</b>		
• Domestic	\$5.00 plus \$25.00 application fee	

## Chapter 20 – Appendix A

SERVICES:	FY 20 FEES
• Quick Recovery	\$5.00 plus \$25.00 application fee
• Off Peak	\$5.00 plus \$25.00 application fee
• Primary	\$5.00 plus \$25.00 application fee
• Power	\$5.00 plus \$25.00 application fee
• Temporary Service	\$15.00 plus \$25.00 application fee
<b>Residential Switches:</b>	
• Standard	\$1.00 plus \$25.00 application fee
• With Light	\$1.00 plus \$25.00 application fee
• Generator transfer	\$5.00 plus \$25.00 application fee
<b>Fixtures:</b>	
• Standard incandescent	\$1.00 each plus \$25.00 application fee
• Standard fluorescent	\$1.00 each plus \$25.00 application fee
• 4 light tube fluorescent	\$3.00 each plus \$25.00 application fee
• Sign	\$10.00 each plus \$25.00 application fee
• Suspended ceiling fixture	\$3.00 plus \$25.00 application fee
• Smoke and/or CO detector	\$3.00 each (\$25.00 max) plus \$25.00 application fee
• Neon, LED sign, strip rope lighting	\$3.00 plus \$25.00 application fee
<b>Outlets:</b>	
• Duplex, Quadruple or GFCI	\$1.00 each plus \$25.00 application fee
• Hi-Intes. Lighting	\$10.00 each plus \$25.00 application fee
• Power (special i.e. generator) less than 10 KW	\$10.00 plus \$25.00 application fee
• Power (special i.e. generator) 10 – 25 KW	\$16.00 plus \$25.00 application fee
• Power (special i.e. generator) more than 25 KW	\$24.00 plus \$25.00 application fee
<b>Baseboard Heat:</b>	
• Less than 10 KW	\$3.00 plus \$25.00 application fee
• 10 – 25 KW	\$5.00 plus \$25.00 application fee
• More and	\$.50 per KW plus \$25.00 application fee
<b>Equipment:</b>	
• Solar Photovoltaic Array	\$2.00 per panel plus \$25.00 application fee
• Microwave, Disposal, Dishwasher, Exhaust Fan, Oven, Range/Oven Combo, Warmer Table, Surface Range, Washing Machine, Clothes Dryer, Hot Water Heater, Air Conditioner, Oil Burner, Electrical Furnace, Motors less than ½ hp	\$5.00 plus \$25.00 application fee
<b>Transformers:</b>	
• Up to 25 KVA	\$10.00 plus \$25.00 application fee
• 25 KVA and Over	\$25.00 plus \$25.00 application fee
• Commercial work and installations	\$9.00 per thousand dollars plus \$25.00 application fee

Comment [SA59]: New Fee

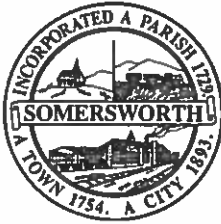
Comment [SA510]: New Fees

## Chapter 20 – Appendix A

**\* Fixtures are, but not limited to the following:**

Stacks	Sill Cocks
Sinks	Showers
Bath Tubs	Urinal
Water Closet	Catch Basin
Lavatory	Dishwasher
Water Heaters	Humidifier
Water Storage Tanks	Kitchen Disposal
Laundry Tray	Clothes Washer
Floor Drains	Special Wastes
Sewage Ejector	Rainwater Leaders
Drinking Fountain	Main backflow preventer
Pump	Miscellaneous Fixtures





## City of Somersworth – Resolution

Resolution No: 18-20

**CITY COUNCIL COMMITMENT TO SUPPORT THE VETERANS MEMORIAL AT STEIN PARK BY PLEDGING TO PROVIDE THE BALANCE OF FUNDING REQUIRED AT THE CONCLUSION OF THE VETERANS PARK COMMISSION'S FUND-RAISING CAMPAIGN**

October 28, 2019

WHEREAS, on June 4, 2018, Mayor Dana S. Hilliard announced the formation of the Veterans Park Commission to re-design Stein Park so that it may become a living tribute to all the brave men and women who answered the call of defending this great nation, and

WHEREAS, the City Council adopted Resolution 2-20 to authorize the City Manager to contract with Ironwood Design Group to provide final design services for a Veteran's Memorial at Stein Park, and

WHEREAS, the City, through the Veterans Park Commission, has embarked on a fund-raising campaign to partner with local businesses and citizens in an effort to construct this living tribute and make it a reality, and

WHEREAS, the City Council wants to demonstrate their support to all those who wish to contribute to this Veterans Memorial by pledging to provide the balance of funding required at the conclusion of the fund-raising campaign and move expeditiously toward the completion of this lasting Memorial,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT that the City Council is committed to support the development of the Veterans Memorial at Stein Park and pledges to provide the balance of funding required at the conclusion of the Veterans Park Commission's fund-raising campaign.

Authorization	
<i>Sponsored by:</i> Mayor Dana S. Hilliard Martin P. Dumont, Sr. Martin Pepin Nancie Cameron Richard R. Michaud Kenneth S. Vincent	<i>Approved:</i> City Attorney

## City of Somersworth – Resolution 18-20

### History

First Read Date:	10/28/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

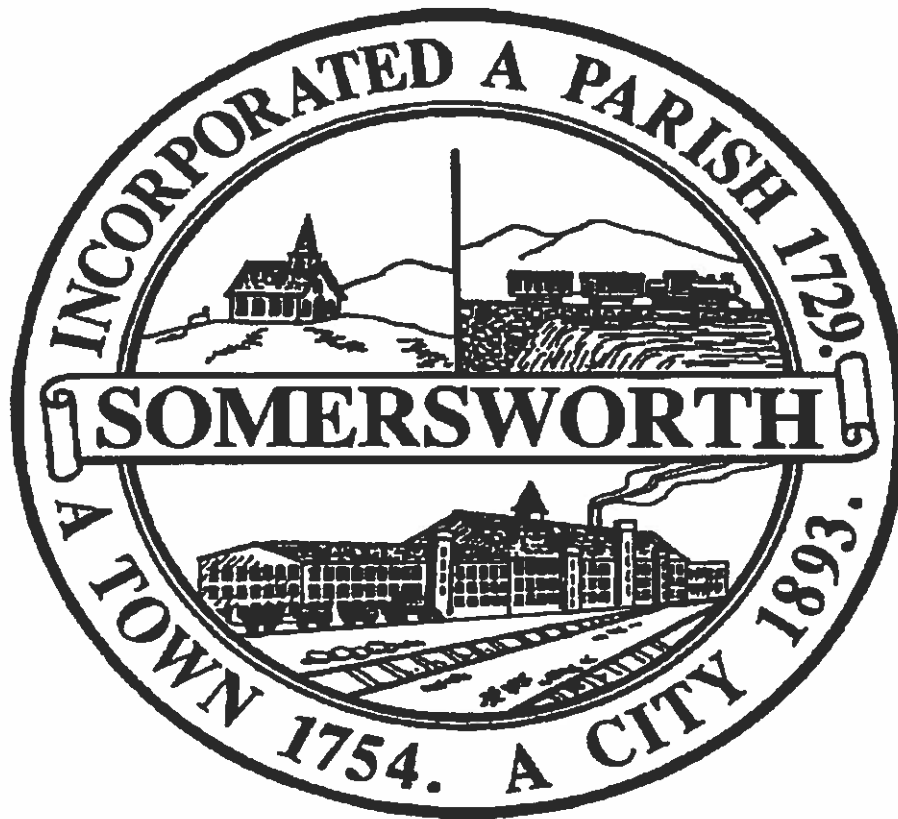
Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
<b>TOTAL VOTES:</b>			
On    /    /    .    Resolution 18-20		PASSED	FAILED

**VETERANS PARK DONATIONS**

Stratham Tire	Route 108	\$200.00
Greater Seacoast Community Health	(formerly Goodwin Health) Route 108	\$250.00
Chinburg Management, LLC	3 Penstock Way, Newmarket, NH 03857	\$1,000.00
General Linen Service, LLC	75 Centre Road, Somersworth, NH 03878	\$500.00
Somersworth Housing Authority	25 Bartlett Ave., Ste A., Somersworth, NH 03878	\$500.00
<b>Total</b>		<b>\$2,450.00</b>

**INVESTMENT POLICY  
CITY OF SOMERSWORTH, NEW HAMPSHIRE**

I



**Adopted by City Council  
March 19, 2007**

**Re-adopted by City Council March 17, 2008  
Re-adopted by City Council March 16, 2009  
Re-adopted by City Council March 15, 2010  
Amended by City Council September 20, 2010  
Re-adopted by City Council September 26, 2011  
Re-adopted by City Council October 1, 2012  
Re-adopted by City Council October, 21, 2013  
Re-adopted by City Council, October 20, 2014  
Re-adopted by City Council, October 19, 2015  
Re-adopted by City Council, September 19, 2016  
Re-adopted by City Council, September 18, 2017  
Re-adopted by City Council, October 15, 2018**

# **INVESTMENT POLICY**

## **CITY OF SOMERSWORTH, NEW HAMPSHIRE**

### **PREFACE**

An investment policy establishes a framework for the safe and prudent investment of public funds. While attempting to achieve the best possible results, an investment program must consider the safety and liquidity necessary to effectively meet the operational needs of the City.

The following are guidelines established to provide guidance and direction for city officials in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability, and in ensuring that laws are followed.

### **II SCOPE**

The investment policy applies to all financial assets in the custody of the city treasurer of the City of Somersworth, New Hampshire. These funds are accounted for in the City's annual audited financial reports and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Agency and Escrow Funds
- Any new funds created by the City, unless specifically exempted by the governing body, in accordance with law, or by law

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not apply to the City of Somersworth Trust Funds.

### **III OBJECTIVES:**

1. **Security:** Safety of principal is the foremost objective of the City. Each investment transaction shall seek to ensure that capital losses are avoided.
2. **Liquidity:** Investments shall not be made that may have an adverse effect on the normal operations of the City. Therefore, the length of all investments shall be dictated by cash flow needs.
3. **Return on Investment:** Return on investments should be maximized, but never to the extent that security of principal or liquidity of funds is jeopardized. City officials are encouraged to receive competitive proposals on prospective investments.

# **INVESTMENT POLICY**

## **CITY OF SOMERSWORTH, NEW HAMPSHIRE**

### **IV AUTHORITY:**

New Hampshire Statute 48:16 is the legal authority under which the City Treasurer operates. See appendix "A" attached.

Other requirements include: The City of Somersworth Administrative Code Section 29.3.6.7 Division of Finance.

### **V. ADMINISTRATION**

In accordance with the City of Somersworth Administrative Code Section 29.3.6.7 Division of Finance, the division of Finance shall include the functions of the City Treasurer with the head of the Division being the City Treasurer. Therefore, administration of the cash management of the City, directed by the City Treasurer, shall be coordinated with the Assistant Director of Finance.

### **VI. PRUDENCE**

The investment policy shall be conducted in accordance with the "prudent person" standard, which requires that:

*Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.*

### **VII. INSTRUMENTS:**

In accordance with RSA 48:16 III and VI, excess funds of the City of Somersworth shall be invested in:

- a) United States Treasury securities maturing in less than one year; or
- b) Savings bank deposits of banks incorporated under the laws of the State of New Hampshire; or
  - o Fully insured or collateralized certificates of deposits of banks incorporated under the laws of the State of New Hampshire; or certificates of deposits that meet all the conditions as required by RSA 48:16 VI; or

# INVESTMENT POLICY

## CITY OF SOMERSWORTH, NEW HAMPSHIRE

- c) Fully insured or collateralized certificates of deposits of national banks located within the State of New Hampshire, or in banks recognized by the State Treasurer; or
- d) New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22; or
- e) Short-term obligations of United States Government agencies; or
- f) Repurchase agreements with banks chartered by the State of New Hampshire and fully collateralized by United States Treasury Bills and such other instruments as may be specifically authorized by the Revised Statutes of the State of New Hampshire.
- g) As an alternative to the option of collateralization for excess funds provided in paragraph V, the treasurer may also invest public funds in interest bearing deposit which meet all of the following conditions:
  - (a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.
  - (b) The selected bank arranges for the redeposit of the funds in one or more federally insured financial institutions located in the United States, for the account of the treasurer.
  - (c) The full amount of principal and any accrued interest of each such certificate of deposit is covered by federal deposit insurance.
  - (d) The selected bank acts as custodian with respect to such certificates of deposit issued for the account of the treasurer.
  - (e) At the same time that the funds are deposited and the certificates of deposit are issued, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows. At no time shall any investment be made exceeding a maturity date in excess of one year.

### **VIII. DIVERSIFICATION:**

The City's investment portfolio shall be diversified. Over concentration in a maturity, an instrument, or institution/issuer is to be avoided.

#### **➤ DIVERSIFICATION BY INSTRUMENT**

	Maximum Percent of Portfolio
▪ Overnight Investments	100%

## **INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE**

▪ U.S. Treasury Obligations	90%
▪ NH Public Deposit Investment Pool	50%
▪ Certificates of Deposit	75%

### **IX. DEPOSITORIES AND DEALERS:**

Unless otherwise in the best interest of the City, the City shall solicit cash management and banking services every three to five years. Proposals, therefore, will be accepted through a competitive bidding process.

Short-term investment of surplus funds may be made by contacting credible institutions to establish the best available instrument at that time. All investments must be backed by full third party collateral and consider cash flow needs prior to considering the return on that investment. Also, no investment shall be made that contradicts the section titled "instruments" in this policy

### **X. SAFEKEEPING AND COLLATERALIZATION**

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 102% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

### **XI. REPORTING**

The City Treasurer shall submit quarterly to the City Manager an investment report that summarizes recent market conditions and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

### **XII. ETHICS AND CONFLICT OF INTEREST:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or



## **INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE**

which could impair their ability to make impartial investment decisions. Officers and employees involved in the investment process shall disclose to the City Manager any material financial interest in financial institutions that conducts business with the city. Further, they shall report to the City Manager any large personal financial investment position that could be related to the performance of the City portfolio. Officers and employees involved in the investment process shall subordinate their personal investment transactions to those of this City, particularly with regard to the timing of purchases and sales.

### **XIII. PERFORMANCE EVALUATION**

The City shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the City's investment program as it relates to the City's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

### **XIV. OTHER**

The City Council, shall review this policy annually, with changes made as warranted, followed by re-adoption by the City Council.

The City Council reserves the right to implement changes to this policy without prior notice if it is deemed in the City's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Director of Finance and Administration.

# **INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE**

## **Appendix A**

### **TITLE III**

#### **TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES**

#### **CHAPTER 48**

#### **CITY OFFICERS**

#### **City Treasurer**

#### **Section 48:16**

##### **48:16 City Treasurer; Duties. –**

I. The city treasurer shall have custody of all moneys belonging to the city. The treasurer shall deposit the same in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the regional federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

II. The city treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from the city treasury, and of all notes given by the city, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the city giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the mayor and council statements from the treasurer's books, and submit the books and vouchers to them and to the city auditors for examination, whenever so requested.

III. Whenever the city treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the city treasurer shall invest the same in accordance with the investment policy adopted by the mayor and board of aldermen or city council under RSA 47:6, II. The treasurer may invest in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

IV. The city treasurer shall pay out fees held pursuant to RSA 673:16, II upon the order of

## **INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE**

the local land use board or its designated agent or in the case of moneys held pursuant to RSA 674:44-d upon order of the heritage commission.

V. The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the city. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

VI. As an alternative to the option of collateralization for excess funds provided in paragraph V, the treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:

- (a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.
- (b) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.
- (c) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.
- (d) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.
- (e) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

**Source.** 1939, 170:2. RL 65:15. 1949, 207:1. RSA 48:16. 1959, 197:2. 1973, 490:2. 1991, 268:9; 377:7; 383:10. 1992, 64:4. 1996, 209:11. 1997, 208:9. 1998, 40:3. 2007, 246:7. 2008, 120:26. 2010, 7:4, eff. July 3, 2010. 2013, 97:4, eff. Aug. 19, 2013.

*Amended  
Common*

#### 29.8.4.6 Cooperative Purchasing

Where prices on goods or services have been determined by competitive procurement by an agency of the State of New Hampshire or any other entity through which the City purchases cooperatively, that price shall be considered sufficiently competitive for the purchase of authorized items is obtained as outlined above. This specifically includes equipment and supplies available through bidding of the New Hampshire Department of Transportation and similar agencies for trucks, cars and related equipment.

#### 29.8.5 Disposal of City Property

Where an item is surplus to the needs of a department, it shall be made available to other departments in the City for their use. Transfer of equipment between departments shall be recorded in the general Fixed Assets Group of Accounts (if applicable).

##### Property Valued at Less than \$1,000 other than Real Estate

Upon request of the proper department head, the City Manager may authorize the sale of any surplus municipal supplies, materials and equipment valued at less than \$1,000 and no longer required by any City Department. The method of disposal may include sealed bid, auction, trade-in, or any other method deemed appropriate to include worldwide auction sites such as EBay and/or other available mediums.

##### Property Valued at \$1,000 or More and Real Estate

No municipal supplies, materials and equipment valued at \$1,000 or more and no real estate whatsoever shall be offered for sale unless and until the City Council so orders. Any such sale authorized by the City Council may be conducted by competitive bidding, public auction, or any other means authorized by the City Council. The City may reject any and all bids or auction offers.

(Amended 05/03/2010.)

##### 29.8.5.1 Disposal of City's Natural Resources

No transferral of the City's natural resources whether through barter, trade, or through sale, shall take place without authorization of the City Council.

(Passed 03/29/1988.)



## MEMORANDUM from Director Public Works & Utilities

Date: October 10, 2019

To: Bob Belmore, City Manager  
Scott Smith, Deputy City Manager-Director of Finance

From: Michael J. Bobinsky, Director of Public Works and Utilities

Re: 2019 Vehicles proposed to be sold

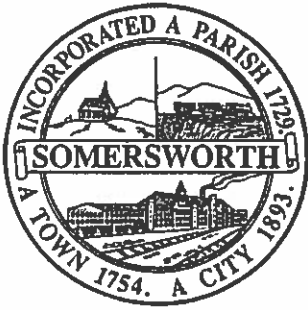
The following is a listing of City equipment we propose to sell on GovDeals:

Vehicles to be sold:

DPW	Make	Year	Serial #	Mileage
303	International Dump*	2000	1HTSDAAR8YH243698	52,655
202	Chevy 1-Ton Dump**	2006	1GBJK34G06E204403	97,571
<u>FIRE</u>				
	Forestry -1 Hummer**	1988	45437	13,949
	Car-2 Chevy Impala*	2007	2G1WS55R879197923	126,945
<u>POLICE</u>				
	Det.-Buick Lucerne*	2001	1G4HP54K314174397	89,762

\*Unit is ready to be sold

\*\*Unit is still in service; waiting for replacement vehicle from FY20 Budget.



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Shanna B. Saunders, Director  
Development Services

To: Bob Belmore  
Date: September 20, 2019  
Re: 85 Main Street Generator Proposal

Please find attached a request from Richard Saklad, Property Manager for Wentworth-Douglass Hospital, for a small generator on the property at 85 Main Street. The generator is 4' x 2' and 29" high. The generator is located on the "back" of their building, however because their building faces the Plaza parking lot the back of their building fronts on Main Street and Washington Street. Because of this, they have proposed 5-6 emerald green arborvitae.

Because this property is on land leased from the City this installation may require Council approval. A copy of the lease is attached.



# WENTWORTH-DOUGLASS HOSPITAL

MASSACHUSETTS GENERAL HOSPITAL SUBSIDIARY

September 4, 2019

City of Somersworth, New Hampshire  
C/O Shanna Saunders  
One Government Way  
Somersworth, NH 03878

Hi Shanna.

I am following up on our conversation about my request to add a small generator to our site at 85 Main Street.

The generator that we are looking to add to the site is a small light commercial/residential unit to provide back-up power for heat, information services and our vaccine refrigerator. The size of the unit is 48" long by 26" wide and 29" tall.

I have included the basic information on the unit.

We would like to put the unit on the back side of the building. See enclosed sketch. The generator is hard to see on the sketch because it is very small. Our plan is to conceal the generator with plantings. There are considerable plantings already on the corner, but we would add 5 or 6 emerald green arborvitae. These should provide a nice hedge to conceal the unit. I have included some information on the arborvitae for reference.

Please let me know if there is additional information that you would need to get this approved, or if there are any suggestions the City has regarding this request.

Sincerely,

Richard Saklad  
Property Manager  
Wentworth-Douglass Hospital  
789 Central Ave.  
Dover, NH 03820

603-868-8320

789 Central Ave, Dover NH 03820



HILL, FAMILY PRACTICE  
85 MAIN ST.

Somersworth, NH

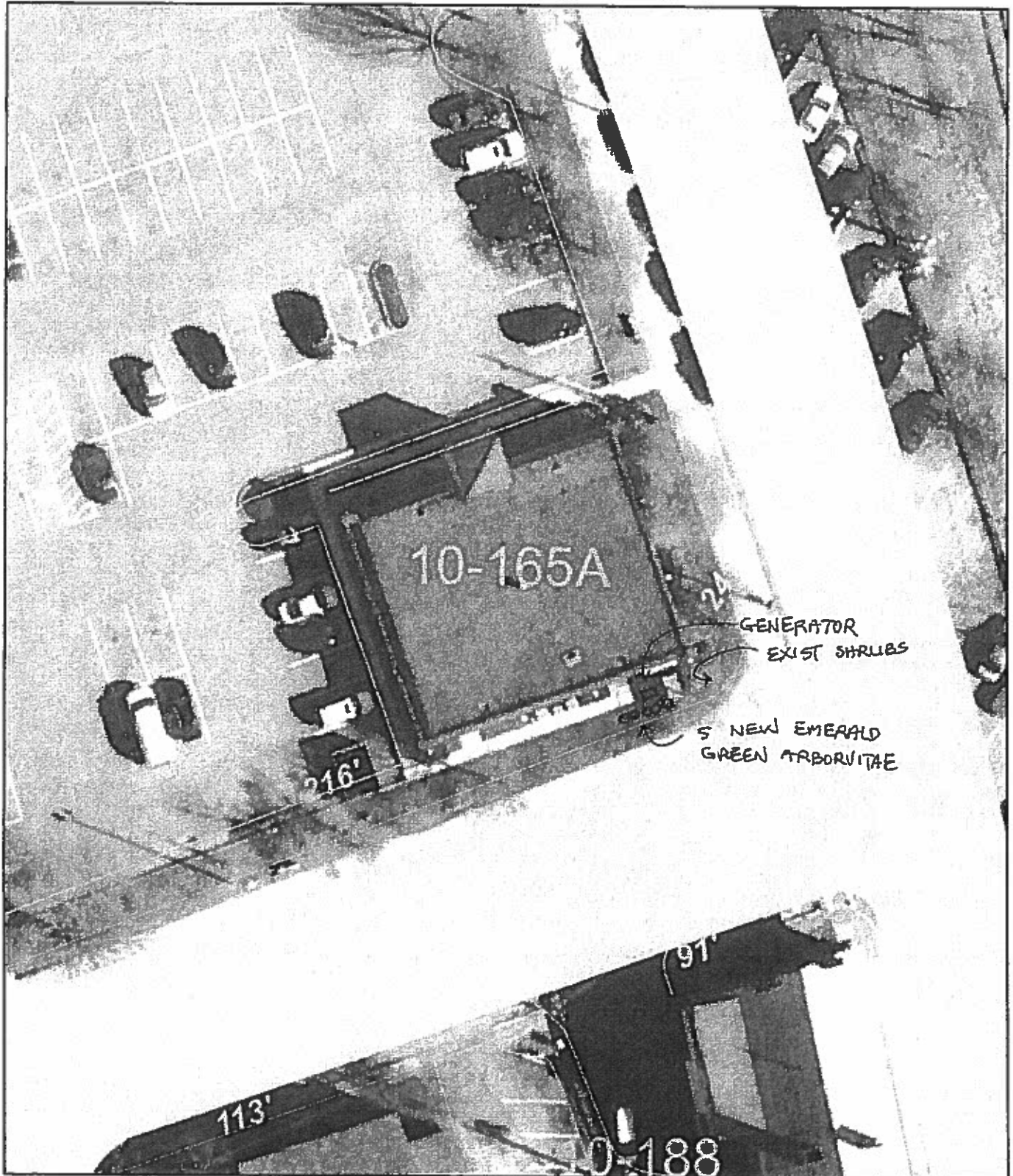


CAI Technologies

August 30, 2019

1 inch = 34 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



Models: **20RESC**

# KOHLER Power Systems

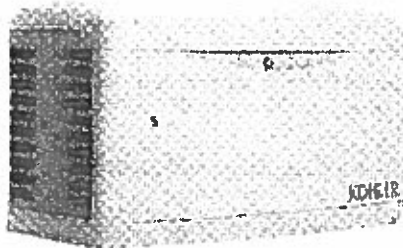
Multi-Fuel  
LPG/Natural Gas

**9001**  
KOHLER  
POWER SYSTEMS  
NATIONALLY REGISTERED

THE NOT  
**50**  
YEARS  
OF  
INNOVATION

**MVP  
AWARD**  
2010

PHOTOGRAPHY BY  
**PHOTOGRAPHY**

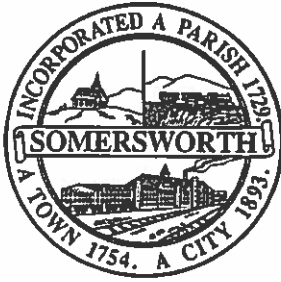


## The Kohler® Advantage

- **High Quality Power**  
Kohler home generators provide advanced voltage and frequency regulation along with ultra-low levels of harmonic distortion for excellent generator power quality to protect your valuable electronics.
- **Extraordinary Reliability**  
Kohler is known for extraordinary reliability and performance and backs that up with a 5-year or 2000-hour limited warranty.
- **Powerful Performance**  
Exclusive Powerboost™ technology provides excellent starting power.
- **Corrosion-Proof Enclosure**  
The bold new Kohler design is completely corrosion proof, even in harsh seaside environments, and is impact-resistant even at -34° C (-30° F).
- **Fast Response**  
Kohler generators restore power to your home quickly and reliably.

## Standard Features

- **RDC2 Controller**
  - One digital controller manages both the generator set and transfer switch functions (with optional Model RXT).
  - Designed for today's most sophisticated electronics.
  - Electronic speed control responds quickly to varying demand.
  - Digital voltage regulation protects your sensitive electronics from harmonic distortion and unstable power quality.
- **Kohler Command PRO Engine Features**
  - Kohler Command PRO® OHV engine with hydraulic valve lifters for reliable performance without routine valve adjustment or lengthy break-in requirements.
  - Powerful, reliable air-cooled performance.
  - Simple field conversion between natural gas and LPG fuels while maintaining emission certification.
- **Designed for Easy Installation**
  - Polymer base eliminates the need for a concrete mounting pad, reducing installation time and cost.
  - Fuel and electrical connections through the enclosure wall eliminate the need for stub-ups through the bottom.
  - Load connection terminal block allows easy field wiring.
  - Designed for outdoor installation only.
- **Certifications**
  - Meets emission regulations for U.S. Environmental Protection Agency (EPA) with both natural gas and LPG. Note: CARB does not regulate emergency standby generators with outputs less than 50 HP.
  - UL 2200/cUL listed (60 Hz model).
  - CSA certification available (60 Hz model).
  - GOST certified (Russia).
  - Accepted by the Massachusetts Board of Registration of Plumbers and Gas Fitters
- **Approved for stationary standby applications in locations served by a reliable utility source.**
- **Warranty**
  - Standard 5-year/2000-hour limited warranty for on-grid (standby) applications in locations served by a reliable utility source.



## MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: October 25, 2019

Re: **Brownfields Grant – Breton's Cleaners Cleanup**

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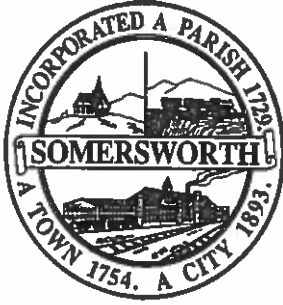
Renaud Industries, LLC has completed the removal of soils from the former Breton's Cleaners site. 896 tons of soil were removed and disposed of. The balance of the funding for the project is as follows:

- Total Funding - \$240,000 (\$200,000 EPA Grant, \$40,000 City match)
- Spent to Date - \$210,173 (\$175,137 EPA Grant, \$35,036 City match)
- Balance Available - \$ 29,827 (\$ 24,863 EPA Grant, \$ 4,964 City match)

We have not been billed by Credere Associates yet for their work in October, but they have estimated that cost to be approximately \$10,000. That will reduce the total balance available to approximately \$19,000.

There will be some additional invoices for lab work and possibly reimbursing the railroad to review the certified shoring plan.

Work left to complete is for Credere Associates to complete the remediation report, start groundwater sampling, and complete some well repairs. I do not have an estimated cost for this work yet. I will provide that as soon as we receive it.



## MEMORANDUM

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**To:** Bob Belmore, City Manager

**From:** Scott Smith, Director of Finance and Administration

**Date:** October 21, 2019

**Re:** **Monthly Report**

### Finance Department:

- Auditors completed field work for FY2019 audit.
- Completed State of NH MS-434 and MS-535 used for tax rate setting purposes.
- Work on final FY2021-2026 CIP Document.
- Completed paperwork on FY20 equipment lease.
- Bids:
  - Snow Plowing/Hauling services – due October 31, 2019
  - Winter Sand – due October 24, 2019
  - Plaza Acquisition and Redevelopment – due January 16, 2020

### Treasurer's Report:

- General Fund cash on hand as of September 30, 2019 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, and the NH Deposit Investment Pool.

### City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings and standing committee meetings during the month.
- Started preparations for the November elections.

- Total Receipts for the month were \$6,945.
- Permits:
  - 9/06/19 – Pete for America
  - 9/12/19 – Somersworth Festival Association
  - 9/05/19 – First Parish Church
  - 9/18/19 – Somersworth Festival Association
  - 9/25/19 – First Parish Church
  - 9/16/19 – Cub Scout Pack 195

#### Tax Collector

- Motor vehicle registrations were a total of \$135,646 during the month.
- Collected \$4,115 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,137,354.
- Impending Deed notices were mailed, with a deed date of October 30.

#### Human Services:

- Total assistance for the month was \$5,473. That compares to \$6,313 for the month of August 2019 and \$7,074 for September 2018.
- 6 new cases were opened compared to 4 in September 2018.
- 16 cases were approved for varying levels of assistance. 23 cases were referred to other agencies for support.

#### Library

- The Library started story time again, and it continues to be a very popular program getting at least 24 people each week.
- 11 people attended the book club.
- The Library had 2,522 visitors in September.
- The September Library Card Sign Up promotion generated some excitement and was really enjoyed by our young readers. The net increase in numbers wasn't as much as hoped, but it was an enjoyable program and we look forward to doing it again.

#### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.

#### Assessing

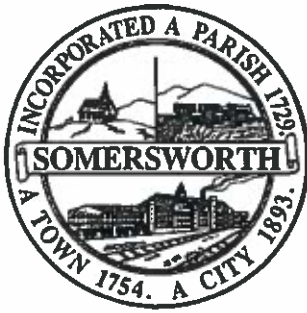
- Completed the informal hearings process of the revaluation and finalized values.
- Completed the State Form MS-1 for tax rate setting purposes.
- Started cycled inspections, which is year 1 of a 4 year program.

**Treasurer's Report.  
General Fund**

**Period as of September 30, 2019**

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$1,959,148	0.00%	N/A	Money available upon demand
Citizens Investment	\$876,477	1.80%	N/A	Money available upon demand
NHPDIP	\$4,644,477	2.07%	N/A	Money available upon demand
Profile Bank	\$251,427	0.50%	N/A	Money available upon demand
TD Bank	\$4,131,861	2.02%	N/A	Money available upon demand
Newburyport Bank	\$3,055,522	1.89%	N/A	Money available upon demand
Century Bank	\$3,714,020	1.82%	N/A	Money available upon demand
Provident Bank	\$2,007,211	1.98%	N/A	Money available upon demand

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period as of September 30, 2019	\$94,627	\$94,627	\$46,250	\$48,377



## Department of Development Services

Date: September 30, 2019

From: Shanna B. Saunders

Director of Planning & Community Development

Re: September 2019 - Monthly Report

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

- Zoning Board – September 4
- Conservation Commission – September 11
- Planning Board – September 18 & 25
- SRTC – September 4 & 11
- Historic District Commission meeting – No Meeting

And attended the following Special Meetings:

- SRPC Transportation Advisory Committee – September 6
- SRPC Brownfields Committee – September 9
- NH Planner's Association – September 13
- Economic Development Committee - September 16
- Planning Board Workshop - September 25
- DES Wetlands Rules Change Training – September 26

### **Building and Health Departments:**

#### **Major Building Permits Applied for in September 2019 Construction Costs and Fee**

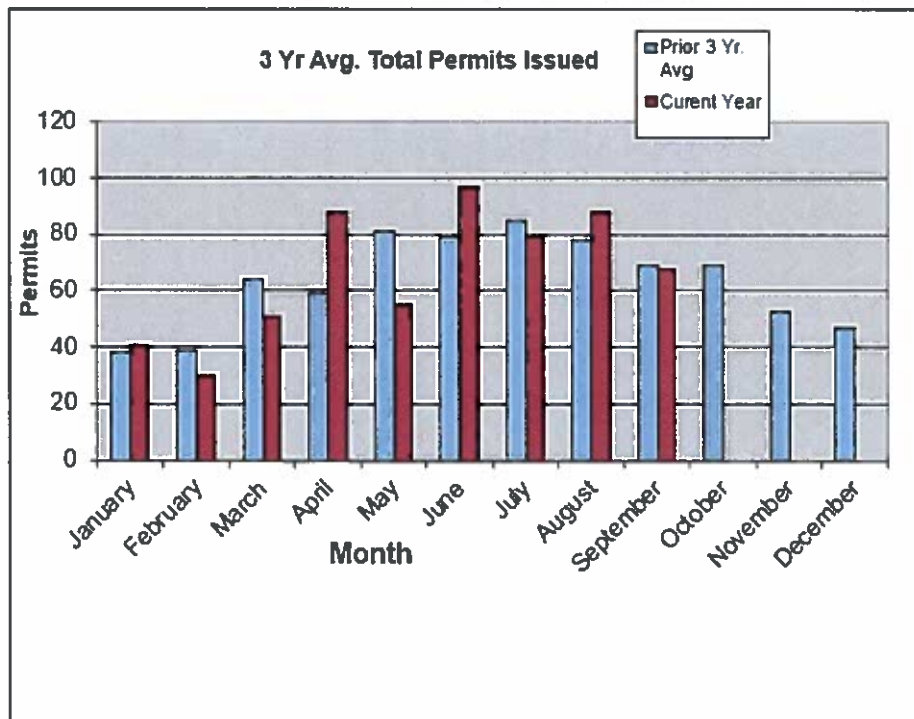
	Address	Construction cost	Fee
417	Old Rochester Rd	\$100,000.00	\$1,010.00
6	Cattail Circle	\$193,000.00	\$1,554.00

**Minor Building Permits Applied for in January 2019**

	Address	Construction cost	Fee
286	High	\$5,000.00	\$50.00
25	Second	\$10,165.00	\$91.50
59	Waltons Way	\$178,660.00	\$1,439.28
28	West High	\$5,000.00	\$60.00
4	Cattail Circle	\$38,000.00	\$314.00
52	Market	\$10,000.00	\$90.00
38	Crystal Springs Way	\$1,800.00	\$28.00
27	Crest Dr	\$3,000.00	\$40.00
1A	Francoeur Dr	\$7,960.00	\$73.68
15	Nash Pkw	\$800.00	\$25.00
36	Mt. Auburn	\$2,500.00	\$35.00
78	Market	\$2,000.00	\$26.00
30	Veteran's Terrace	\$5,295.00	\$52.36
12	High	\$3,800.00	\$40.40
23	Works Way	\$220,000.00	\$1,770.00
33	Crystal Springs Way	\$878.00	\$25.00
345	High	\$10,500.00	\$94.00
41	Sunningdale Dr	\$3,218.00	\$61.00
37	Veteran's Terrace	\$1,775.00	\$25.00
10	School	\$4,000.00	\$50.00
11	Noble	\$13,000.00	\$140.00
13	Nadeau	\$2,000.00	\$26.00
15	Laurel Ln	\$40,000.00	\$330.00
17	Cemetery Rd	\$2,000.00	\$30.00
19	Guy	\$9,600.00	\$86.80
9	Second	\$5,000.00	\$90.00
4	Bennett	\$850.00	\$25.00
45	Malley Farm Rd	\$2,000.00	\$26.00
6	Francoeur Dr	\$11,039.00	\$98.31
2	Blackshire Ct	\$26,000.00	\$218.00

## Permit Receipts

	2017	2018	2019	DIFFERENCE this year to last	% OF CHANGE
January	\$15,262.40	\$12,784.00	\$2,892.72	-\$9,891.28	-16.2%
February	\$9,264.40	\$4,087.20	\$14,333.00	\$10,245.80	-55.9%
March	\$23,362.82	\$5,307.00	\$11,377.66	\$6,070.66	-77.3%
April	\$6,935.89	\$7,899.24	\$12,091.95	\$4,192.71	13.9%
May	\$11,780.49	\$8,966.00	\$4,185.76	-\$4,780.24	-23.9%
June	\$10,058.40	\$7,652.50	\$91,825.41	\$84,172.91	-23.9%
July	\$5,776.84	\$7,641.00	\$15,141.12	\$7,500.12	32.3%
August	\$9,724.60	\$4,329.00	\$21,606.17	\$17,277.17	-55.5%
September	\$7,400.00	\$3,039.60	\$12,015.79	\$8,976.19	-58.9%
October	\$6,460.00	\$7,291.00	\$0.00	N/A	
November	\$8,584.44	\$19,126.00	\$0.00	N/A	
December	\$2,621.00	\$14,154.00	\$0.00	N/A	
<b>Year total</b>	<b>\$117,231.28</b>	<b>\$102,276.54</b>	<b>\$185,469.59</b>	<b>\$123,764.05</b>	
Difference of change this year to last (completed months only)		\$61,705.54	\$187,939.59	\$126,234.05	200.6%





### Total Permits

ROW		2017	2018	2019	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	51	29	41	41	29.3%
5	February	36	31	30	30	-3.3%
6	March	79	43	51	51	15.7%
7	April	58	62	88	88	29.5%
8	May	99	84	55	55	-52.7%
9	June	94	65	97	97	33.0%
10	July	75	91	79	79	-15.2%
11	August	88	67	88	88	23.9%
12	September	83	56	68	68	17.6%
13	October	77	73	0	N/A	0.0%
14	November	61	60	0	N/A	0.0%
15	December	49	38	0	N/A	0.0%
16						
17	YTD Total	850	689	597	69	-13.4%
18	Difference of changed this year to last (completed months only)	850	528	598	0	13.3%

### Property Maintenance

CN – Courtesy Notice  
 NOV – Violation Notice  
 COMPLAINT – Summons filed with Court

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
67	Elm	Grass	8/23/19	CN	COMPLETED
71	Franklin	Window Glazing	2/6/19	CN	COMPLETED
48	Green	MPV	7/26/19	NOV	COMPLETED

42-46A	Green	Trash	8/5/19	CN	COMPLETED
62	Green	Trash	8/26/19	CN	COMPLETED
102	Green	Trash	9/6/19	CN	COMPLETED
121	Green	Trash	9/6/19	CN	COMPLETED
103 - 103.5	Green	Trash	9/9/19	CN	COMPLETED
62	Green	Trash	9/19/19	CN	COMPLETED
62	Green	Trash	9/10/19	CN	COMPLETED
62	Green	Trash	9/9/19	CN	COMPLETED
65	Green	Trash	9/9/19	CN	COMPLETED
15-17	Grove	Housing Violation	8/26/19	CN	COMPLETED
138	High	Housing Violations	5/23/19	NOV	COMPLETED
316	High	Grass	6/5/19	CN, NOV, COMPLAINT	COMPLETED
14	Indigo Hill	Zoning Violation	9/11/19	CN	COMPLETED
108	Maple	Grass	6/11/19	NOV	COMPLETED
90	Noble	Property Violation	8/14/19	CN	COMPLETED
25	Otis	MPV	6/4/19	NOV	COMPLETED
39	Rocky Hill	Trash	8/14/19	CN	COMPLETED
259	Rt 108	Zoning Violation	8/20/19	CN	COMPLETED
162	Rt. 108	Trash	8/29/19	CN	COMPLETED
3	Walnut	MPV	7/3/19	CN	COMPLETED
41-43	Franklin	MPV	6/18/19	CN, NOV	PENDING
28	Green	Contract/IPMC Violation	9/25/19	NOV	PENDING
230	High	Zoning Violation	9/23/19	CN	PENDING
46	Main	Zoning Violation	9/25/19	CN	PENDING

**PLEASE NOTE** – All matters shown as “Completed” were active matters which were closed in the month of September 2019 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters, all of which were initiated in the month of September 2019.

- In the month of September, 2019, twenty-three (23) open matters became compliant and were closed.
- In September 2019, the Code Compliance Office issued:
  - Fifteen (15) Courtesy Notices; and
  - Five (5) Violation Notices.

## COURT MATTERS

- **375 Rt. 108.** As of October 3, 2019, Attorney Brian Barrington has secured an agreement with the Court and Rolly Janetos as follows:

“Commissioner shall cause to be removed all auto parts, equipment, inventory and vehicles belonging to, on the site or issued or claimed by TSA within thirty days.”

- This deadline submitted to the Court to have all cars removed will expire on October 25, 2019.

### **Land Use Boards:**

#### **Conservation Commission September 2019:**

During the meeting the Commission reviewed the following:

- Steven E. Brown, is seeking an After the Fact Conditional Use Permit to allow earthwork activities within the 100' wetland buffer on properties located at Commercial and Willand Drive, in the Commercial Industrial (C/I) District, Assessor's Map 43 Lots 1-G, 1-I & 1-K, CUP# 05-2019. Application tabled to the November CC Meeting.
- Somersworth Falls LLC, is seeking a Conditional Use Permit for the expansion of the existing parking lot within the 50' and 100' Wetland Buffers on a property located at 267 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 46 Lot 4F, CUP# 07-2019. Conservation Commission Recommended Approval.

#### **Historic District Commission September 2019:**

- The Historic District did not hold a meeting due to no applications.

#### **Planning Board September 2019:**

The Planning Board reviewed the following:

- SNTG, LLC (Green Collar Laundry), is seeking site plan approval to add a 4,500 sq. ft. commercial building and associated parking and infrastructure to the existing commercial site on property located at 472 High Street, in the Residential Commercial (RC) District, Assessor's Map 40 Lots 4-A & 4-B, SITE# 8-2019 – Application Tabled for more information on third party review engineer request.
- Ian Joseph Campbell LLC, 413 High Street, in the Commercial Industrial (CI) District, Assessor's Map 36 Lot 3A, SITE# 12-2019 & CUP# 04-2019. Application for site plan and conditional use permit to allow 3 solar power arrays on pedestals was approved.
- Somedowntown LLC, 8 Government Way, in the Business (B) District, Assessor's map 11 Lot 209, SITE# 09-2019. Application for site plan approval to add a second floor and convert existing building into a mixed-use structure with 3 residential apartments was approved.
- WORKSHOP MEETING:
  - Third Party Review
  - Traditional New England Style Architecture

#### **Site Review Technical Committee September 2019:**

The SRTC reviewed the following:

- Somedowntown LLC, is seeking site plan approval to add a second floor and convert the existing building into a mixed-use structure with 3 residential apartments on property located at 8 Government Way, in the Business (B) District, Assessor's map 11 Lot 209, SITE# 09-2019

- Somersworth Falls LLC, is seeking site plan and conditional use permit approval to expand the existing parking lot on a property located at 267 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 46 Lot 4F, SITE# 14-2019 and CUP# 07-2019

#### **Zoning Board September 2019:**

- William McCarthy, 9 William Street, in the Residential Single Family (R1) District, Assessor's Map 21 Lot 78, ZBA# 15-2019. Application for a variance to construct an addition within the front and side setbacks was **denied**.
- Piccadilly Properties LLC, 97 High St and 10 Highland St, in the Residential/Business (R/BH) District, Assessor's Map 11 Lots 37 & 39, ZBA# 16-2019. Application for a variance to allow an 8 unit multi-tenant dwelling without the required lot area was **approved**.

### **Economic Development – September 2019**

#### ➤ **Upcoming Roundtables:**

- ✓ Regional Economic Development Roundtable: 10-5-19
- ✓ Downtown: 10-9-19 @ 8:30
- ✓ BIBED (Bankers-Investors- Brokers & E.D.): 10-17-19 @ 8:30

#### ➤ **New Commercial Vacancy**

- ✓ 353 High Street – formerly Family Care of Somersworth
- ✓ 224 Route 108 – formerly Flow Tattoo

#### ➤ **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**

- ✓ 388 High Street – Conproco business office
- ✓ 123 Main Street – Sold to Indonesian Restaurant

#### ➤ **Tenant Prospects: Business – Exploring [considering] Somersworth**

- ✓ Tattoo Parlor
- ✓ Domino's Pizza
- ✓ Cards and Gifts Store

#### ➤ **Miscellaneous Business-Related Activity**

- ✓ VFW front façade garden Improvement project
- ✓ Downtown Vacant Space - Kids Art Project
- ✓ Sent letter to each major investor about upcoming Plaza RFP/Bid
- ✓ Emailed and hand delivered letter for ERZ application deadline

#### ➤ **Marketing and Brand Identity**

- ✓ Seacoast Lately Map includes Somersworth!
- ✓ Working with new Marketing Firm: Open the Door- Christina Pappas
  - ❖ Economic Development web site and hand-out

➤ **Community Advocacy**

- ✓ Great Falls Economic Development Corporation - BOD
- ✓ Skyhaven Airport – BOD & Marketing Committee

**Parks and Recreation – September 2019**

- The Pee Wee Soccer program began on Saturday, September 7<sup>th</sup> and will run for 6 sessions on Saturday mornings from 9:00-9:45 a.m. We have 22 children ages 3-4 that are enrolled in the program. We have 4 parent volunteers helping to coach the 3 teams along with the Rec Supervisor.
- The Splash Pad closed for the season on Monday, Sept. 9<sup>th</sup>. All features were upgraded before the end of the summer so that we will no longer need to use AA batteries or replace battery packs. This upgrade will allow the splash pad features to operate more efficiently. Public Works assisted with removing all the spray features and everything was stored at the Water Dept. facility until it opens next June.
- The early bird registration opened for Rec Basketball and will run until October 1<sup>st</sup>. The fee after that will increase and the deadline to register is November 1<sup>st</sup>. The program will run on Saturday mornings for 8-sessions, November 16- January 18. Sessions will be between 8:00-12:00 p.m. at Idlehurst Elementary School gym and the Middle School gym. Gym assignments will be based on the age group. We're currently seeking volunteers to coach this program.
- Recreation staff are planning for the upcoming Senior Picnic which is co-hosted by Somersworth Recreation, Somersworth Police, Somersworth Fire, Somersworth Housing Authority, and Strafford Meals on Wheels. The Senior Picnic Committee members are finalizing details of the event to include a magician for entertainment, a free meal for all seniors, a ton of raffle prizes, and more. This year the event will be Wednesday, October 23<sup>rd</sup> 11:00-1:00 p.m. at the Flanagan Center Gym. Seniors are encouraged to dress in their favorite Halloween costume for a chance to win a prize. We're looking forward to celebrating with all the seniors!
- Recreation staff are in the process of planning several special events over the next few months. We're working on updating our special events flyer to put on our website and will send this flyer out to seek volunteer groups to help facilitate events. We will also begin to seek donations to help offset costs to run each event. Donations allow us to provide a better experience for all our participants and we truly appreciate the support from our local businesses and community members.

- The rubber roof was replaced on the Park House building at Millennium Park. Bob's Affordable Roofing was awarded the job and they completed the job in 1 day. Our Rec Maintenance employee replaced all the old trim boards to the building.



## MEMORANDUM from Director Public Works & Utilities

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**TO:** Robert M. Belmore, City Manager

**DATE:** October 22, 2019

**SUBJECT:** Public Works Department Monthly Report for September-October, 2019

**FROM:** Michael Bobinsky, Director of Public Works & Utilities

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### DIRECTOR'S COMMENTS

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

- The Department initiated road repair work on 23 streets with contractors Pike Industries and Continental Paving. Repair work primarily consists of milling and repaving the designated streets. Work will occur through much of October and be completed by November. Highway personnel assisted with installing no parking zone signages and flyers to properties affected by the street repair work.
- Provided support assistance for the annual Pumpkin Festival with street closures and traffic control.
- The Sustainability Committee organized the showing of the film "Paris to Pittsburg", a documentary film about the effects of climate change on communities throughout the world, and examples of use of renewable energy sources. The Committee is planning similar discussions about current topics around sustainable practices.
- Initiated preliminary discussions with staff about the proposed plans for the transfer of parks maintenance functions to the Department of Public Works
- Participated in interviews for a vacant Equipment Operator I position.
- Attended a City Council workshop on the outcomes of the NHDOT safety audit of the Blackwater Road and Old Rochester Road (Rte. 16B) traffic intersection. NHDOT Traffic Engineer presented findings and made recommendations.
- Attended a GACIT hearing sponsored by NHDOT to review and offer comment on the State's 10-year transportation plan. Officials from SRPC attended and presented as well.
- Attended the NH Public Works Association Fall Conference
- Working with staff, substantially corrected the street flooding concerns on Fremont Street.
- Received several driveway and trench opening permit applications from property owners and utilities during this period. Contractors are trying to wrap up remaining construction activities before the November 15 winter moratorium is in effect.
- Presented the WWTF upgrade project to SRTC, Conservation Commission and the Planning Board as part of an overview of the Plant improvements.
- Met with the project team from Wright Pierce on final plans and bid specifications for the WWTF planned upgrades. Bids are anticipated to be released in early November.

### HIGHWAY DIVISION

#### Operations/Maintenance:

- Performed monthly metal collections.
- Performed maintenance (lube, oil, filter to all state inspection) and repairs to city equipment.
- Performed State Inspections on 48 pieces of rolling stock.
- Performed pothole patching citywide.

- Repaired dirt roads around the city.
- Performed road side mowing.
- Performed city trash collection at receptacles, and city buildings.
- Performed street sweeping in low areas where dirt has accumulated from rain.
- Performed city mowing and weeding of beds.
- Maintained Malley Farm Compost Facility (pushing up brush and leave piles, removing illegal debris, moving last season's compost to pile, turned last year's compost pile).
- Posted streets "No Parking" on the paving list for this year.
- Went door to door placing flyers in every house along the streets being paved.
- Milled and Paved a section of Pleasant St, and the entrance to the Plaza.
- Performed trimming of overhanging brush on sidewalks and signs.
- Burned the Malley Farm brush pile in preparation for fall brush collection.
- Replaced road side gravel on Blackwater Road.
- Repaired a failing drain manhole on Laurier Street.
- Sent two (2) Equipment Operators to a Backhoe training course.
- Milled and paved sections of Middle Street.
- Sanded and painted bottom panel of garage doors at the Public Works Facility.

#### **Cemetery:**

- Replaced road side gravel in the cemetery.
- Performed permanent repair to fascia on the maintenance building in the cemetery.

#### **Water Distribution Support:**

- Prepped and paved a water main break trench on Blackwater Road.

#### **Sewer Collections Maintenance:**

- Responded to possible sewer back up on Winter Street (found to be a private issue).
- Repaired a manhole on Cinnamon Ridge that was failing.
- Repaired a manhole on Noble Street that was failing.
- Received 78 Digsafe requests.

### **WASTEWATER DIVISION**

#### **Operations/Maintenance:**

- Operating with (MUCT) process which is used during our summer seasonal limits. This process focuses on removing two critical nutrients phosphorus and ammonia nitrogen.
- Sent a Notice of Violation (NOV) to one of our Significant Industrial Users (SIU). They missed a quarterly report and experienced two effluent pH violations.
- Submitted our annual chemical cooperative (Southern Maine Regional Water Council) 2020 chemical request and membership renewal forms. Staff will receive the bid results in mid-December.
- Assisted Stripe Nine Brewery with their application for an industrial wastewater Indirect Discharge Request (IDR). Under NH law, all brewery waste is classified as industrial waste due to the high strength pollutants and therefore require approval from the State of NH as well as a permit issued by the local municipality. Their application is now with the State DES for final review and approval.
- Treated a total of 17,000 gallons of septage from residents not on city sewer.

#### **Compliance:**

- Preparing monthly reports to US-EPA and NH-DES.
- Reported two (2) permit exceedances for the month of September due to a "slug load" which is a concentrated influent load of pollutants (BOD & TSS). To address this incident, we are scheduling additional testing of our Significant Industrial Users in an



attempt to identify the source. Notification to both NH-DES and U.S.EPA was provided in accordance with our permit requirements.

- Submitted our annual Whole Effluent Toxicity (WET) test results to both agencies. The results passed by a large margin which certifies our discharge effluent is free of all identified toxic pollutants which could have a negative impact on the aquatic life of the Salmon Falls river.
- Treated a total of 37 million gallons of wastewater during the month.

***Capital Improvements Plan Items:***

- WWTF upgrade – City staff along with Wright-Pierce met & reviewed the 90% shop drawings. We made recommendations and agreed on the project moving forward. We have sent the final (100%) shop drawings to NH-DES for their review. Once approved, we will go out to advertise for bids as early as November with a possible bid opening in January 2020.

**WATER DIVISION**

***Items completed this month:***

- Bacteria's and TOC's water quality tests were completed.
- Pumped 37,496,000 gallons of raw water.
- Filtered and pumped to the city 34,114,188 of finished water.
- Attended BMP (Best Management Practices) recertification training.
- Completed 2020 SMRWC bid sheets for chemical purchasing.
- Met with State DES, Director of Public Works and the City Manager regarding sanitary survey.
- Hach completed installation of new manganese analyzer.
- Hach performed round 1 of service partnership on the Plants water testing equipment
- Updated chemical inventories for upcoming year
- Reviewed upcoming water Request for Proposals involving the Rocky Hill Road wellfield and the assessment of the Noble Pines Water Storage Tank.
- Testing for Diquat was completed by State of Maine as part of a weed abatement effort in the Milton Dam.

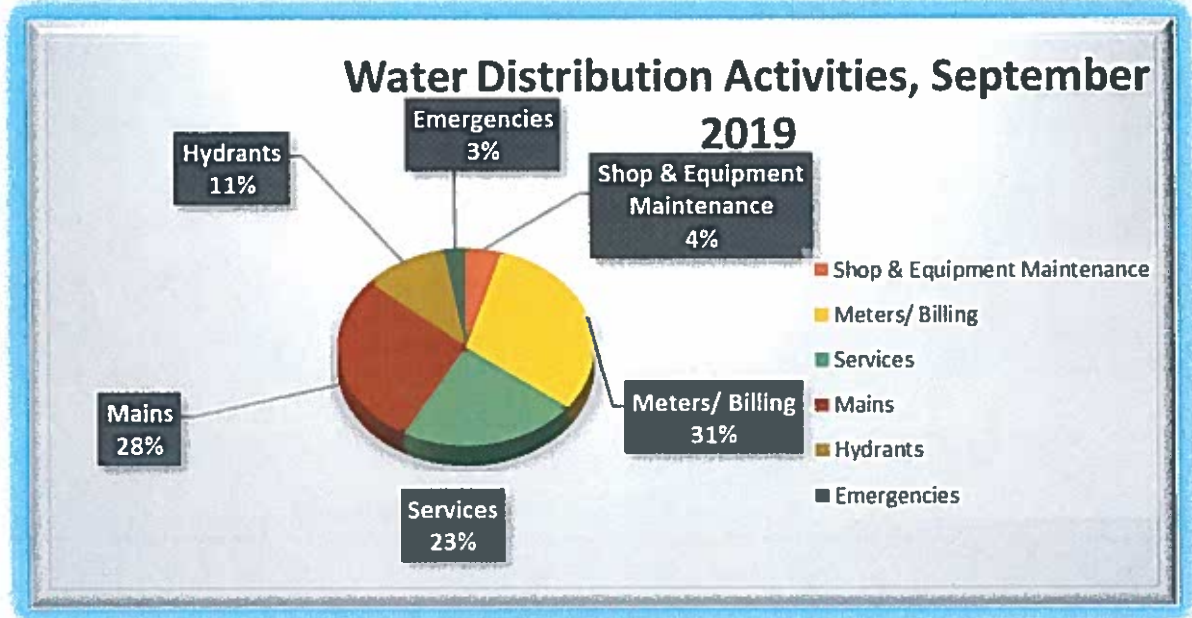
**ENGINEERING DIVISION**

- Continued oversight and management of FY2020 road resurfacing work with Pike Industries (22 streets/roads) and Continental Paving (for Stackpole Road).
- Developed the City's annual stormwater report due to EPA on September 30, 2019
- Continued involvement in City Hall maintenance, including recent completion of the roof repair work by Hall Brothers.
- Involved in ongoing City infrastructure design projects, including the TAP and CMAQ grants, complete streets design, and new fire station conceptual design.
- Accepted thirteen driveway permits, two obstruction permits, and eight trench permits.
- Worked on finalizing plans for the City's two water-related RFPs for storage and the Rocky Hill wellfield.

**WATER DISTRIBUTION**

- Water Distribution operators completed over 93 work orders and service requests in the month of September.
- Four (4) hydrants along the Route 108 corridor were repaired as needed and painted.
- Leak surveys were conducted in the areas of Union Street, Blackwater Road and Indigo Hill Road. No leaks were detected.

- Operators will focus on winterizing parks, park facilities, cemeteries and hydrants in the month of October.





*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: October 1, 2019  
Subject: Monthly Report – Month of September 2019

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Bob:

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

### COMMUNITY POLICING:

- Officer Ashley Fuller, School Resource Officer gave a presentation to parents and students during Open House about the dangers of vaping and internet and cell phone safety.

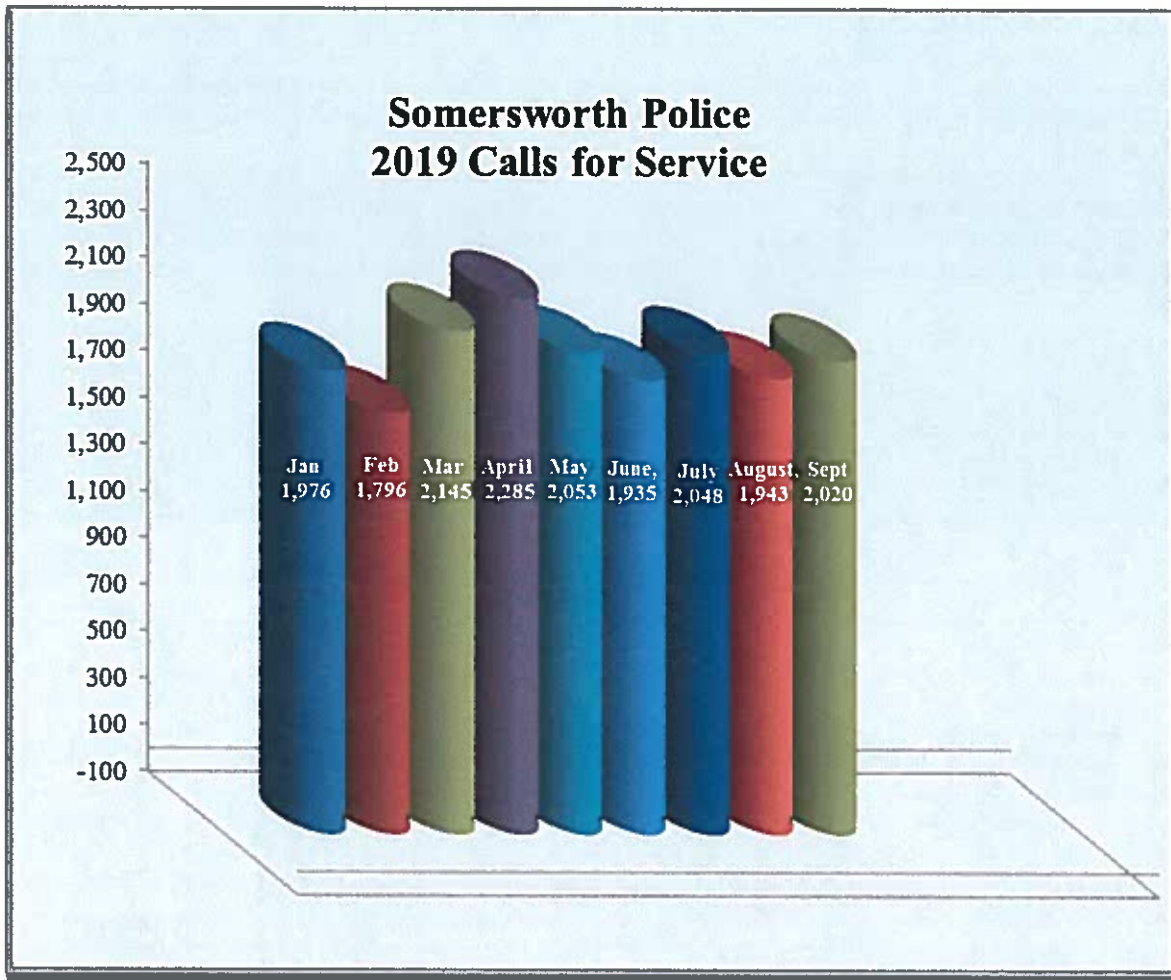
### PERSONNEL/TRAINING:

- Officer Jesse Wentworth, a Somersworth resident, was hired on 9/9/19. Officer Wentworth completed an internship with us last summer when he was completing his bachelor's degree in Criminal Justice. He is currently in field training and is enrolled in the next police academy that begins in January.
- Sergeant Michael Dumont completed his last watch for the City retiring on 9/26/19 after working for the City for 37 years. He worked 15 years as a part-time (32 hour per week) officer and 22 years as a full-time officer with Somersworth.
- Department personnel received training in: Investigative Techniques, Crime Scene "Boot Camp", and Advanced Roadside Impaired Driving Enforcement (ARIDE).

### OTHER:

- We received notification that we were approved for \$885.35 reimbursement from the Dept of Justice for bullet proof vests for new officers.

## STATISTICS:



Month	2019	2018
January	1,976	2,085
Feb	1,796	1,878
March	2,145	2,215
April	2,285	2,452
May	2,053	2,409
June	1,935	2,406
July	2,048	2,174
August	1,943	2,238
Sept	2,020	2,263
Oct		2,123
Nov		2,055
Dec		1,936
TOTAL	18,201	26,234



# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**Keith E. Hoyle**  
Fire Chief & Emergency Management Director  
[khoyle@somersworth.com](mailto:khoyle@somersworth.com)

**Business: (603) 692-3457**  
**Fax: (603) 692-5147**  
[www.somersworth.com](http://www.somersworth.com)

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### SEPTEMBER 2019 MONTHLY REPORT

#### EMERGENCY ACTIVITIES

Building Fires:	3
Vehicle Fires:	0
Outside Fires:	6
Emergency Medical:	67
Motor Vehicle Crash:	13
Malfunction/false alarm:	12
Accidental/public service:	37
Hazardous Condition:	8
Hazardous Materials:	3

#### NON-EMERGENCY ACTIVITIES

Burning Permits:	11
Fireworks Permits:	5
Oil Burner Permits:	0
Place of Assembly Permits:	1
Fire Safety Inspections:	11
Fire Drills:	7

#### CALLS FOR SERVICE

- We responded to 10 more emergency calls this September (149) than in September 2018 – an increase of 7%.
- We responded to one mutual aid fire in Dover.
- We had wires down responses during a wind storm.
- Stewarts Ambulance continues to provide excellent EMS services to the city with an average response time that was 4 minutes 8 seconds.

#### PLANNING/PROJECTS/GRANTS

- Port One Architects from Portsmouth continued with the fire station assessment project with 3 visits along with S.W. Coles who core-drilled the current site for suitability for a new fire station.

- The NH Department of Safety awarded us another \$6000 grant for the active shooter equipment as the previous award's state vendor could not deliver equipment on time.
- Attended pre-construction meetings for Stackpole Road re-surfacing followed by the city road re-surfacing contractor.
- Witnessed fire alarm and sprinkler system acceptance tests for 3 units at the new Green Street condominiums.
- Met with the Pumpkin Festival organizers.
- Met with a representative of Palmer Energy who wants to erect an LPG distribution facility on Gator Rock Road.
- Along with other Strafford County Fire and Police chiefs, met with County Commissioners regarding an initiative to improve public safety radio communications throughout the county.
- Met with other EMDs concerning cold weather sheltering this winter.
- Prepared bid specifications for the new pick-up truck and brush truck.

### **TRAINING/MEETINGS**

- We continue to train 4 new career firefighters on shift.
- Preparing for the Department's Open House on October 5.
- Attended SRTC, Public Safety Committee and Seacoast Fire Chiefs meetings.

### **COMMUNITY SERVICE**

- The Department participated in "Indonesian Festival".
- Attended ribbon-cutting at the Maplewood School.

Respectfully Submitted:  
Keith E. Hoyle, Fire Chief/EMD

**MITCHELL MUNICIPAL GROUP, P.A.**

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

WALTER L. MITCHELL  
LAURA A. SPECTOR-MORGAN  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

October 25, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 11-20

Title: **SUPPLEMENTAL APPROPRIATION FOR ADDITIONAL IMPROVEMENTS  
TO MAPLE WOOD SCHOOL FUNDED BY STATE BUILDING AID**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

Date: 10/25/19

**MITCHELL MUNICIPAL GROUP, P.A.**  
City Attorney

By: 

**MITCHELL MUNICIPAL GROUP, P.A.**

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

WALTER L. MITCHELL  
LAURA A. SPECTOR-MORGAN  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

October 25, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 18-20

Title: CITY COUNCIL COMMITMENT TO SUPPORT THE VETERANS MEMORIAL  
AT STEIN PARK BY PLEDGING TO PROVIDE THE BALANCE OF FUNDING  
REQUIRED AT THE CONCLUSION OF THE VETERANS PARK  
COMMISSION'S FUND-RAISING CAMPAIGN

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney

Date: 10/25/19

By: 