


Office of the City Manager

TO: Mayor Matt Gerding and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, April 12, 2024
SUBJECT: City Manager's Report for Monday, April 15, 2024 City Council Meeting

Lay on the Table (under Section 14 of Agenda)

Ordinance

A. Ordinance 9-24: Fiscal Year 2024-2025 Budget. See Attached Memorandum.

Unfinished Business (under Section 15 of Agenda)

Ordinances

A. Ordinance 13-24: To Amend Chapter 19, Zoning Ordinance, Table of Uses, Table 4.A.5, and Adding Notes 11 Through 11.4, Regarding Motor Vehicle Service-Related Uses Within the Residential/Commercial District. Again, the Economic Development Committee voted to support this Ordinance change. Attached is a Map showing the proposed amendments' affected area, prepared by the Planning Office Staff.

New Business (under Section 16 of Agenda)

Other

A. Vote to Approve the Community Revitalization Tax Relief Incentive Program Application (City Ordinance, Chapter 31) from 200 Main Street LLC (Chinburg Properties) for the Proposed Redevelopment Project of 200 Main Street. The Economic Development Committee met on April 1st and voted to support Chinburg Properties request for Tax Relief for seven (7) years pending information on the eligibility of placement on the National Register of Historic Places, which could add another four (4) years of Tax Relief. Attached is a copy of the application, an email from Essex Preservation Consulting regarding National Registry listing, and a Memorandum from Development Services Director Michelle Mears. The Finance Committee voted at their April 1st meeting to recommend eleven (11) years of Tax Relief. I have also included a copy of prior approved projects that received Tax Relief under Chapter 31.

- B. Vote to Approve the Request of 200 Main Street LLC (Chinburg Properties) to Waive all City Fees Associated with the 200 Main Street Redevelopment Project to Include Application Fees, Permit Fees, Water/Sewer Connection Fees and Impact Fees and to Provide City Support in Obtaining Grant Proceeds for the Removal or Rebuild of the Main Street Pedestrian Bridge.** The Finance Committee met on April 11th and voted to recommend Chinburg's request to waive the fees listed in City Ordinance, Chapter 20, Building Codes, and to recommend the Planning Board waive Site Plan Application Fees. The Committee recommended Staff follow the Water and Sewer Ordinances, and agreed that the developer pay for any third-party costs. Eric Chinburg was in attendance and he withdrew his ask for City assistance to seek Grant Funding regarding the pedestrian footbridge.
- C. In Accordance with NH RSA 674:41, the City Council (the Local Governing Body), after Review and Comment by the Planning Board, Votes to Authorize the Issuance of a Building Permit for the Erection of a Building at 35 Coles Pond Road which is a Private Road.** The Planning Board met on February 15th and voted to support the applicant's request. Attached is a Memorandum from Michelle Mears, Director of Development Services, a copy of the Building Application, a copy of RSA 674:41, and minutes from the Planning Board meeting. The Finance Committee voted at their April 11th meeting to support this authorization. I have also included a copy of a "*draft*" Hold Harmless Agreement that will be reviewed by City Attorney and recorded prior to the Issuance of a Building Permit per the RSA.

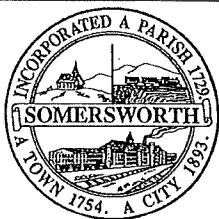
Informational Items

- A. Cable Fund.** Unless the Community restricts the use of Cable TV Franchise fees, either in the Franchise Agreement or through action of the Governing or Legislative Body, Franchise Fees are considered general fund revenues and can be used for any Municipal purpose. Our Franchise Agreements with Comcast and with Breezeline do not restrict the use of Franchise Fees.
- B. Upcoming City Council Special Meeting.**

➤ **Monday, April 22 at 7:00 p.m. – *Special City Council Budget Meeting* (if needed)**

Attachments

- 1. Department Head Reports**



City of Somersworth – Ordinance

Ordinance No: 9-24

FISCAL YEAR 2024-2025 BUDGET

March 18, 2024

THE CITY OF SOMERSWORTH ORDAINS THAT BUDGETS FOR THE CITY OF SOMERSWORTH FOR THE 2024-2025 FISCAL YEAR SHALL BE:

DEPARTMENT

GENERAL FUND

	<u>BUDGET</u>
Elected Leadership	\$230,220
City Management	614,050
Finance and Administration	1,919,546
Development Services	1,082,786
Police	5,180,374
Fire	2,838,771
Public Works	3,572,794
Other Expenses	1,391,000
Capital Outlay	45,000
Intergovt Assessments - County	3,169,922
School Department	31,319,747

TOTAL GENERAL FUND

51,364,210

ENTERPRISE FUNDS

Wastewater Department	3,619,635
Water Department	2,873,558
Solid Waste	676,169

TOTAL ENTERPRISE FUNDS

7,169,362

SPECIAL REVENUE FUND

Cable Fund	69,513
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TOTAL FY 2024-2025 APPROPRIATION

\$58,603,085

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by Request:</i> Councilor David A. Witham	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 9-24

History

First Read Date:	3/18/2024	Tabled:	3/18/2024
Public Hearing:	3/18/2024	Removed From Table:	
Second Read:			

Discussion

3/18/2024

Councilor Witham made a motion to suspend Council Rules to allow for a first reading of Ordinance 9-24 by title only. The motion was seconded by Councilor Gibson and passed 9-0 by voice vote.

Clerk LaPanne performed a first reading of Ordinance 9-24 by title only.

Councilor Witham made a motion to suspend Council Rules to allow for a second reading of Ordinance 9-24. The motion was seconded by Councilor Paradis-Catanzaro and passed 9-0 by voice vote.

Clerk LaPanne performed a second reading of Ordinance 9-24.

Councilor Witham made a motion to table Ordinance 9-24. The motion was seconded by Councilor Vincent and passed 9-0 by roll call vote.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Goodwin		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Ordinance 9-24	PASSED	FAILED



MEMORANDUM

TO: Mayor Gerding & City Councilors

FROM: Robert M. Belmore, City Manager

DATE: Friday, April 12, 2024

RE: FY 2024/2025 Budget

Ordinance 9-24: Fiscal Year 2024/2025 Budget

Attached is a Memorandum from City Clerk Kristen LaPanne that shows a comparison of our Election Worker Stipends to those of Dover and Rochester. Additionally, there is a copy of a Memorandum from Finance Director Scott Smith regarding Fund Balance.

Budget Adjustments made in the City Manager's Proposed Budget

In addition to the mention of not fully funding programs outlined in the Capital Improvement Program (CIP) such as the Master Plan, Sidewalk Improvements and Resurfacing, I offer the following comments regarding my Budget Proposal to meet the Tax Cap:

Police

- New Part-Time Police Officer Funded for Six (6) months, in lieu of Twelve (12) months
- New Part-Time Police Dispatcher - Not Funded
- Full-Time Police Officer Salaries – Funding was reduced, however no cut in Positions

Highway

- New Equipment Mechanic/Equipment Operator – Funded for Seven (7) months in lieu of Twelve (12) months (this position moves from a seasonal summer position to full-time)
- 2-Ton Slide in Hot Box \$29,000 - Not Funded
- Salmon Falls Ditch work \$160,000 - Not Funded
- Cemetery Improvements – Furber Chapel matching Grant funds – Not Funded

Fire

- Self-Contained Breathing Apparatus (SCBA) \$104,000 – Not Funded (Looking to Grant Funding)

Memorandum

To: Bob Belmore, City Manager
Scott Smith, Finance Director
From: Kristen LaPanne, City Clerk
Date: April 10, 2024
Re: Election Worker Compensation

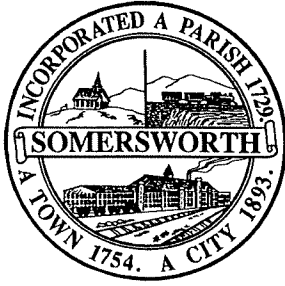
Rochester pays their Moderators, Ward Clerks, Selectmen and Supervisors of the Checklist for any election related functions including testing of ballot machines, meetings/sessions, mandatory trainings, and counting of ballots. In some of these instances, the election workers are paid only ½ of their stipend. Assistant Moderators and Assistant Supervisors of the Checklist receive the same amount of compensation on Election Day as the Moderator and Supervisor of the Checklist.

Dover pays their Moderators, Ward Clerks, Selectmen and Supervisors of the Checklist per election only. Dover does not have Assistant Moderators or Supervisors of the Checklist. They pay their non-elected election day poll workers up to \$10 per hour on Election Day. All positions are paid per election only and not for other election related functions.

Somersworth pays their Moderators, Ward Clerks, Selectmen and Supervisors of the Checklist per election only. Non-elected election day poll workers receive a stipend equal to the position they assist with, and sometimes receive a pro-rated amount depending on hours worked during the election (i.e., non-elected poll workers assisting with Selectmen duties that worked ½ day during the election would receive \$50). The City of Somersworth also provides a stipend to Assistant Supervisors of the Checklist at a rate of \$10 per hour on an as needed basis for State elections at the discretion of the City Clerk.

Election Worker Stipends Per City

	Supervisor of Checklist	Moderator	Ward Clerk	Selectmen
Somersworth	\$180	\$125	\$120	\$100
Rochester	\$150	\$150	\$125	\$100
Dover	\$222	\$250	\$170	\$9 per hour

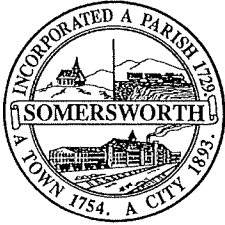


MEMORANDUM

TO: Bob Belmore, City Manager
FROM: Scott Smith, Finance Director
DATE: April 9, 2024
SUBJECT: Unassigned Fund Balance

The City currently has \$7,432,738 in Unassigned Fund Balance. The City's Fund Balance Policy strives to maintain an Unassigned Fund Balance of 5-17% of total appropriations of the community, which includes City, School, and County. The percentage based on the proposed budget is approximately 12.7%.

If you require any additional information, please let me know.



City of Somersworth – Ordinance

Ordinance No: 13-24

TO AMEND CHAPTER 19, ZONING ORDINANCE, TABLE OF USES, TABLE 4.A.5, AND ADDING NOTES 11 THROUGH 11.4, REGARDING MOTOR VEHICLE SERVICE-RELATED USES WITHIN THE RESIDENTIAL/COMMERCIAL DISTRICT

April 1, 2024

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 Chapter 19, Table of Uses – Table 4.A.5 as follows:

Principle Use 9

To prohibit Auto Convenience Markets in the Residential/Commercial (R/C) District

Principle Use 20

To prohibit Motor Vehicle Repair Garage/Stations in the Residential/Commercial (R/C) District

Principle Use 21

To prohibit Automobile Sales in the Residential/Commercial (R/C) District

Principle Use 29

To prohibit Motor Vehicle Services in the Residential/Commercial (R/C) District

Amend Chapter 19, Table of Uses – Table 4.A.5 by adding notes 11, 11.1, 11.2, 11.3, and 11.4 as follows:

Auto Convenience Market, Motor Vehicle Repair Garage Station, Automobile Sales, Motor Vehicle Service shall be subject to the following Specific Land Use Standards:

SPECIFIC LAND USE STANDARDS In addition to the other requirements of this document, the following standards apply to the uses listed in this section. If the proposed use does not meet the standards contained herein, a variance would be required:

11.1 AUTO CONVENIENCE MARKET.

- a) The use shall be located a minimum of two hundred feet (200') from any residential property. The distance shall be measured from building to building in a straight line.
- b) All repair and service work shall be performed within an enclosed building.
- c) Bay Doors. Bay doors or vehicle entrances, exits and openings shall not face any residential zoning district within 200-feet from the face of the building containing

- the bay door, vehicle entrance, exit or opening. Bay doors are required to be automatic doors so that doors are closed after vehicles have entered/exited building.
- d) No used or discarded automotive parts or equipment may be located in any open area outside of an enclosed building.

11.2 MOTOR VEHICLE REPAIR GARAGE/STATION.

- a) The use shall be located a minimum of two hundred feet (200') from any residential property. The distance shall be measured from building to building in a straight line.
- b) All repair and service work shall be performed within an enclosed building. Bay Doors. Bay doors or vehicle entrances, exits and openings shall not face any residential zoning district within 200-feet from the face of the building containing the bay door, vehicle entrance, exit or opening. Bay doors are required to be automatic doors so that doors are closed after vehicles have entered/exited building.
- c) No used or discarded automotive parts or equipment may be located in any open area outside of an enclosed building.
- d) No outside storage of stock, equipment or residual used equipment shall be located in any open area outside of an enclosed building.
- e) All disabled or wrecked vehicles shall be stored in an area which is screened from view from the surrounding properties and adjoining streets. Such vehicles shall not be stored on the property longer than 21 days.

11.3 AUTOMOBILE SALES.

- a) The use shall be located a minimum of two hundred feet (200') from any residential property. The distance shall be measured from building to building in a straight line.
- b) All repair and service work shall be performed within an enclosed building.
- c) Bay Doors. Bay doors or vehicle entrances, exits and openings shall not face any residential zoning district within 200-feet from the face of the building containing the bay door, vehicle entrance, exit or opening. Bay doors are required to be automatic doors so that doors are closed after vehicles have entered/exited building.
- d) The installation and use of an outside public address or bell system is prohibited.
- e) Any used or discarded automotive parts or equipment located in any open area outside an enclosed building must be screened from view.

11.4 MOTOR VEHICLE SERVICES.

- a) Building shall be constructed or arranged so that entrances, exits, and openings shall not face any residentially zoned property within 100 feet of the entrances, exits or openings.
- b) Bay Doors. Bay doors or vehicle entrances, exits and openings shall not face any residential zoning district within 100 feet from the face of the building containing

- the bay door, vehicle entrance, exit or opening. Bay doors are required to be automatic doors so that doors are closed after vehicles have entered/exited building.
- c) All service work (excluding parking services) shall be performed within an enclosed building.

This Ordinance shall take effect upon passage.

Authorization	
<i>Sponsored by Councilors:</i> Paul Goodwin Richard Michaud Robert Gibson Crystal Paradis-Catanzaro	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 13-24

History

First Read Date:	04/01/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

4/01/2024

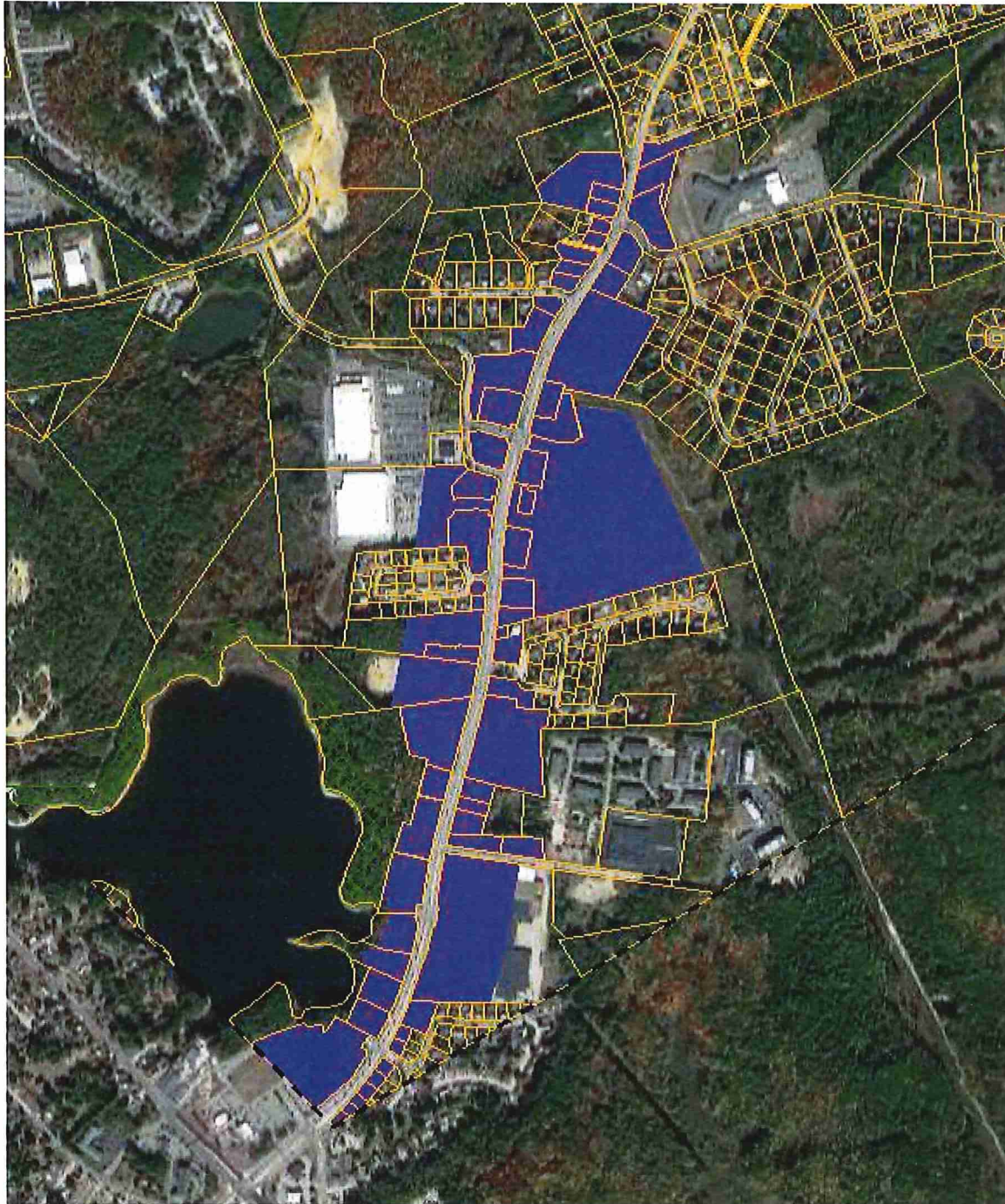
Councilor Messier made a motion to suspend Council Rules to allow for a first reading of Ordinance 13-24 by title only. The motion was seconded by Councilor Witham and passed 9-0 by voice vote.

Clerk LaPanne performed a first reading of Ordinance 13-24 by title only.

Ordinance 13-24 will remain in first reading until the call of the Chair.

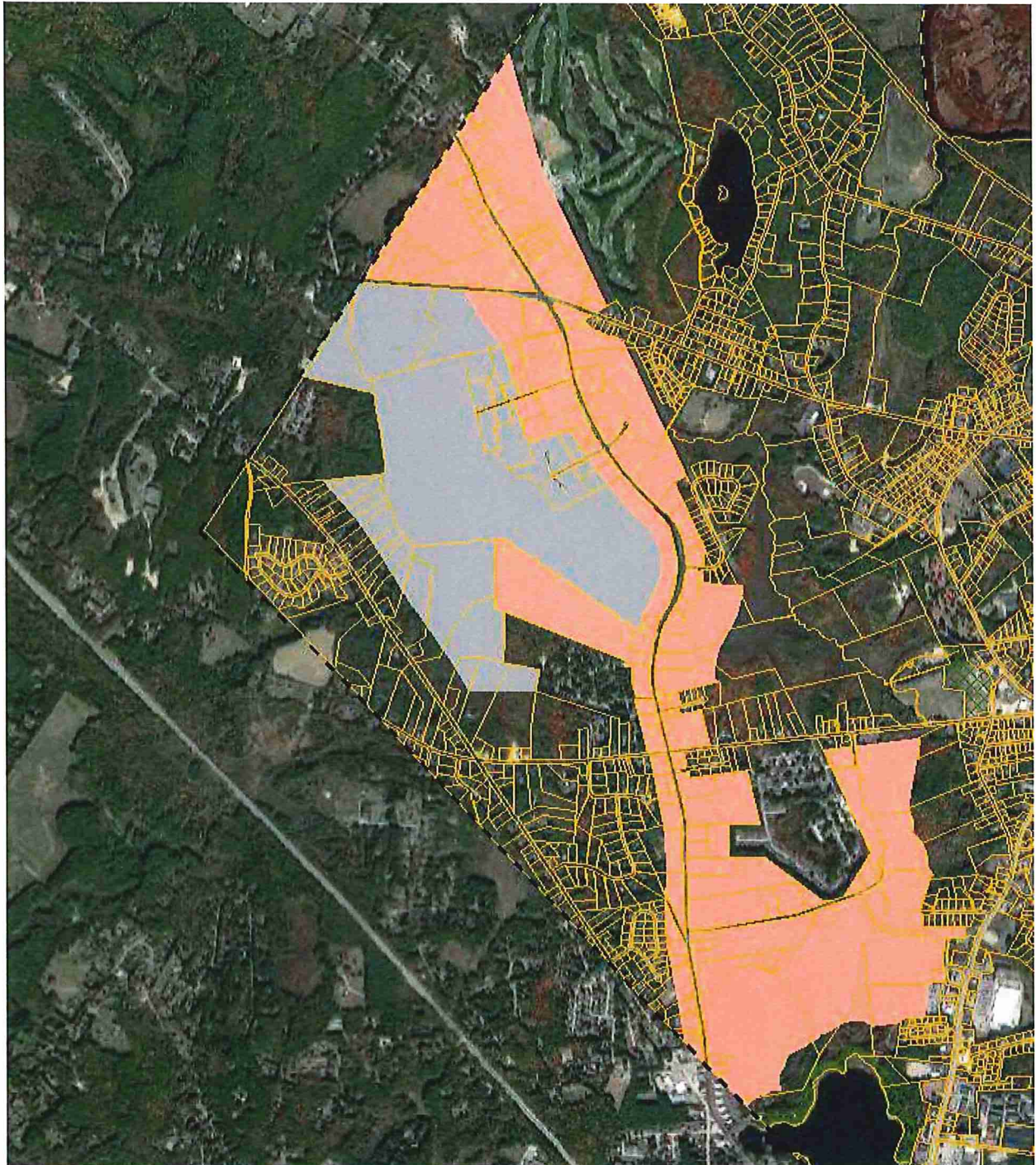
Voting Record		YES	NO
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Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Goodwin		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On Ordinance 13-24		PASSED	FAILED

Map 1 of the Residential/Commercial District City of Somersworth NH, Residential/Commercial District Map Proposed Zoning Revision to Prohibit Auto Convenience Market, Motor Vehicle Repair Garage/Station, Automobile Sales, Motor Vehicle Services



(note: Residential/Commercial is purple color)

Map 2 of the Commercial /Industrial and Industrial Districts titled City of Somersworth NH, Commercial/Industrial and Industrial Districts Map Proposed Zoning Changes to Specific Land Use Standards. Map depicts areas of allowed Commercial/Industrial use.



(Note: Commercial/Industrial peach color and Industrial is gray color)

Auto Convenience Market, Motor Vehicle Repair Garage Station, Automobile Sales, Motor Vehicle Service shall be subject to the following Specific Land Use Standards

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- c) All service work (excluding parking services) shall be performed within an enclosed building.



DATE: March 29, 2024
TO: Bob Belmore, City Manager
FROM: Michelle Mears, AICP
Director of Planning and Community Development

Re: Community Revitalization Tax Relief Incentive Program (Ch. 31) 200 Main Street –
Assessor's Map 9 Lot 282

Attached is a Community Revitalization Tax Relief Incentive Program (Ch. 31) for 200 Main Street owned by 200 Main Street LLC. The proposal is to redevelop the property which includes three (3) residential buildings, two (2) of those being new construction and one (1) re-use of an existing building for approximately 152,000 SF. The current proposal consists of 145 units along with underground and on-site parking. The site is approximately 5.47 acres. The number of units is conceptual and could be revised with formal Site Plan Submission. The Planning Board reviewed the conceptual design at the March 20, 2024 meeting.

The applicant has submitted the following items:

1. A completed application
2. Application fee
3. Existing conditions plan (it is noted that there existing conditions photos included but not found within the submittal)
4. A copy of the Property Record Card
5. Description of Public Benefit
6. Conceptual Site Plans
7. Cost Estimates associated with the project

The applicant is seeking tax relief for 11 years

1. 5 years for qualifying structure
 - Additional 2 years for a project that results in new non-subsidized residential units
 - Additional 4 years for substantial rehabilitation of a structure that is listed on or determined eligible for listing on the National Register of Historic Places provided that the substantial rehabilitation is conducted in accordance with the US Secretary of Interiors Standards for Rehabilitation.

The applicant has identified the following public benefits will be met with this rehabilitation:

- A. Enhancing the economic and social vitality of the downtown by returning a vacant building back to use;

- B. Providing a publicly accessible river walk along the Salmon Falls River;
- C. Enhancing and improving a historic building that is culturally important on a local level;
- D. Improving a historic building's energy efficiency;
- E. Promoting development of compact municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; and
- F. Increasing non-subsidized residential housing in the Downtown Revitalization District.

The program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-habilitation assessed valuation or \$75,000 whichever is less. The estimated direct construction costs are listed as \$15,950,000.

Items that in addition should be submitted for review:

1. Per. Chapter 31. Section 4a. Information regarding the change in use of the property with this rehabilitation – the current use of the property is listed as “Factory with Warehouse”
2. Per Chapter 31. Section 4.a.1. A New Hampshire Division of Historical Resources Individual Resource Inventory Form.
3. It is indicated in the cover letter that the applicant is seeking City support for grants Section 14. Indicates that the Ordinance *would not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50% of the construction costs from State or Federal programs* – Clarification that they are not seeking any State or Federal grants that would conflict with the provisions of the ordinance.

As per Chapter 31 of the City Ordinances the Planning and Community Development Office recommends the City Council hold a duly noticed public hearing to determine: 1) whether the structure at issue is a qualifying structure; 2) whether the proposed rehabilitation qualifies as substantial rehabilitation; 3) whether there is a public benefit to granting the requested tax relief, and 4) whether the proposed use is consistent with the municipality's master plan and development regulations and, if so, for what duration and with what terms.

Master Plan: This project complies with the following goals of 2010 Master Plan Chapter:

Goal 1. To make the vision a reality, the City will aggressively pursue the following goals: 1. Make the downtown a livable, walkable, vibrant focal point for the city and region that is physically attractive, socially and culturally energized and offers the opportunity for a diversity of business activity

Goal 3. Actively manage growth that is consistent with the city's vision and master plan and provides for a balance of residential, recreational, business, industrial and institutional activities.

Goal 6. Grow great neighborhoods that provide a variety of housing opportunities to accommodate its diverse citizenry while respecting the city's natural and cultural heritage.

No later than 45 days after the public hearing, the City Council shall render a decision by majority vote granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

A covenant shall be drafted by the applicant and reviewed by the City's Legal Counsel at the applicant's expense.

Additionally, the applicant is requesting the following:

- A waiver from all City fees associated with the project, including but not limited to application fees, permit fees, water/sewer connection fees, and impact fees.
- Support in obtaining a grant to aid in the removal or rebuilding of the Main Street pedestrian bridge.

Brenda Breda

CHINBURG

APPLICATION
Ch. 31

From: Christine Beard <chris@essexpreservation.com>
Sent: Tuesday, April 2, 2024 9:12 AM
To: Paul Goodwin
Cc: Matt Assia
Subject: Re: Eligibility Memo Request
Attachments: Great Falls.pdf

Paul,

I have taken a look at the historic maps and aerial images for the building at 200 Main Street in Somersworth. The building appears to have been constructed as a storage facility (based on window type) for the Great Falls Manufacturing Company. Judging from the details and construction of the building, it was likely erected around 1920. It does appear on the 1962 aerial view. In my professional opinion the building would be eligible for National Register listing as part of a larger district that would include all surviving buildings of the former Great Falls Manufacturing Company complex. While some of the older buildings have been removed over the years, the complex retains a sufficient amount of historic fabric and integrity to meet the criteria for National Register listing. The period of significance for the district would extend to the 1970s (50 year cutoff) and therefore 200 Main Street would be considered an eligible contributing building within the district. See attached images of maps and aerials.

Regards,

Chris

ESSEX PRESERVATION CONSULTING
6 Chestnut Street
Suite 205
Amesbury, MA 01913
978-356-0322
chris@essexpreservation.com

On Apr 1, 2024, at 11:35 AM, Paul Goodwin <pgoodwin@Chinburg.com> wrote:

That would work, thanks Christine.

Paul Goodwin

Sent from my iPhone

On Apr 1, 2024, at 9:39 AM, Christine Beard <chris@essexpreservation.com> wrote:

Paul,

I believe this is the property we discussed a couple months ago. The site is not yet listed on either the state or National Register. The small building alone (200 Main) would not be eligible individually, but would certainly be eligible as part of a larger district that

includes all of the buildings that were once associated with the Great Falls Manufacturing Company. I am not sure what level of detail you would need for the City. I could certainly mark up one of the old insurance maps to show which buildings remain and attach it to an email stating that I feel it is an eligible district. Does that work? If they need more, it likely makes sense to prepare an inventory form, which is a considerably larger undertaking.

Regards,

Chris

ESSEX PRESERVATION CONSULTING
6 Chestnut Street
Suite 205
Amesbury, MA 01913
978-356-0322
chris@essexpreservation.com

On Mar 29, 2024, at 1:49 PM, Paul Goodwin
<pgoodwin@Chinburg.com> wrote:

Hi Chris,

We are submitting an application for local tax relief at the 200 Main Street project in Somersworth, the Great Falls Bleachery and Dye Works site. We are retaining the existing building and because of this, the project is eligible for additional tax relief however to qualify the structure must be eligible for listing on the national or state register. I don't believe the site is listed already, nor do I believe that we have to list the property but simply show that it is eligible to list.

Would you be able to provide a brief memo stating the eligibility merits of the site for listing to help us demonstrate this to the City?

Paul

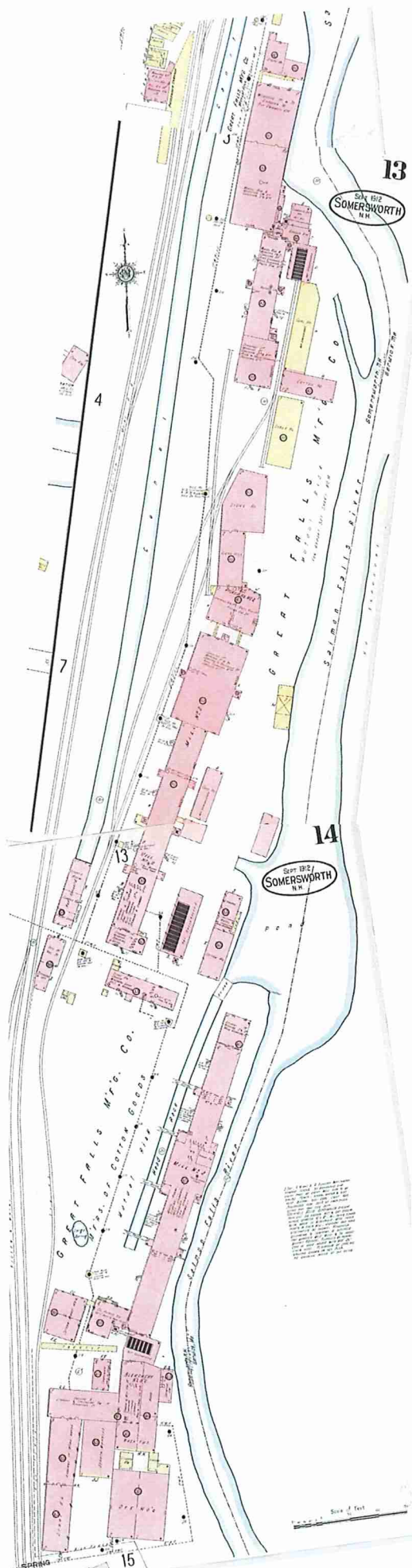
<image001.png>

Paul Goodwin | Senior Development Manager
Phone | (603) 692-6016
Email | pgoodwin@chinburg.com

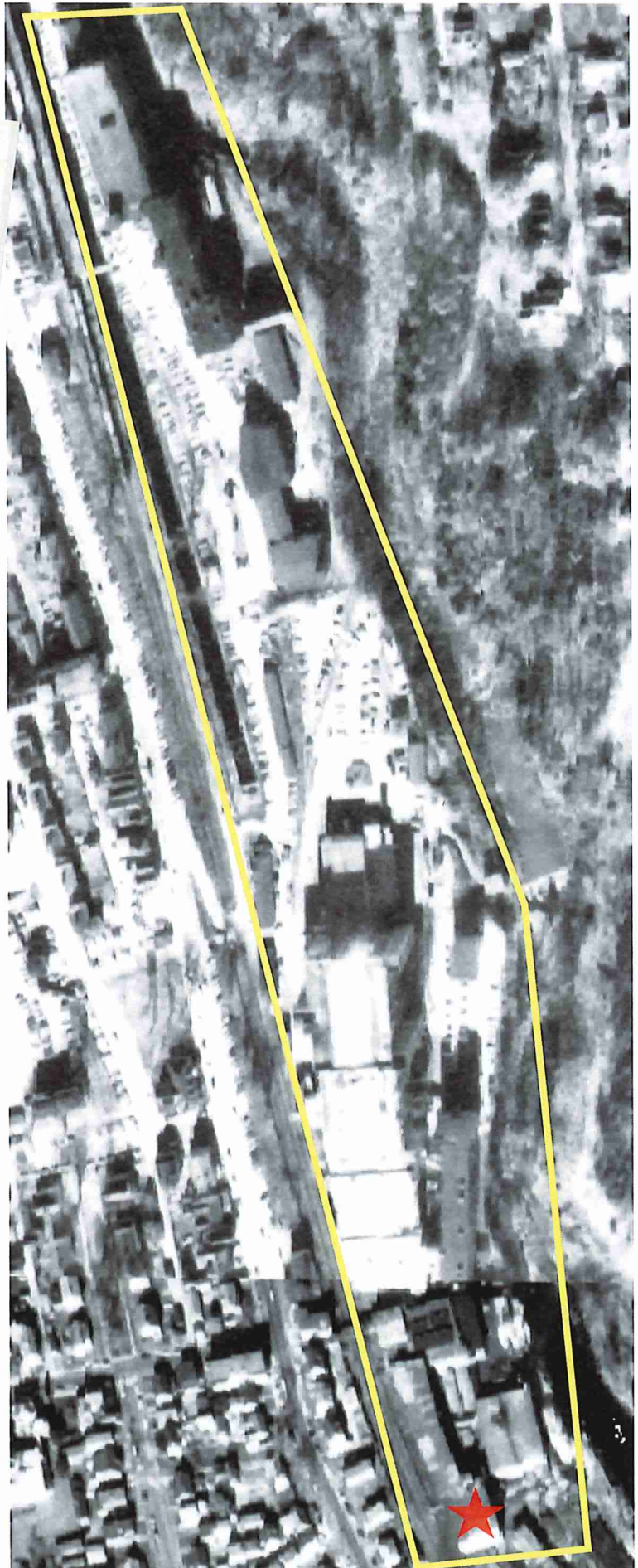
3 Penstock Way
Newmarket, NH 03857

www.chinburg.com

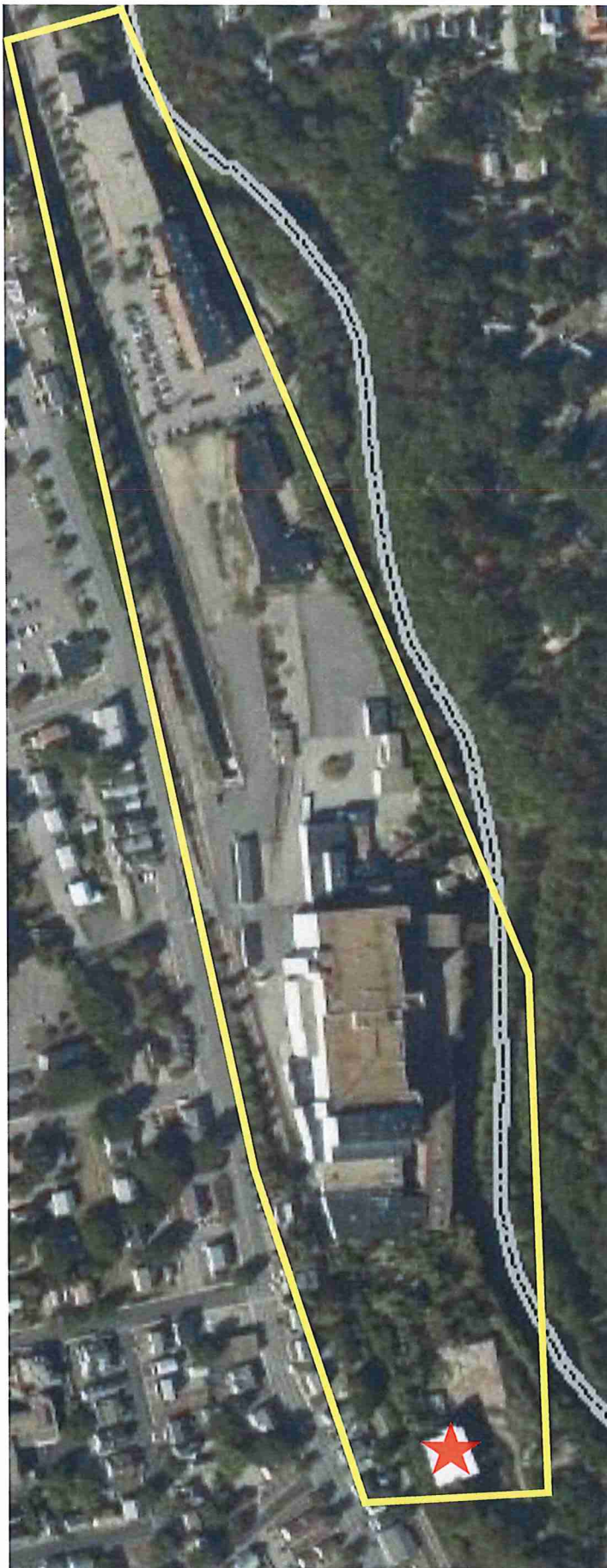
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1912 MAP



1962 Aerial View



Current View

Bob Belmore

From: Michelle Mears
Sent: Wednesday, April 10, 2024 12:18 PM
To: Bob Belmore
Cc: Brenda Breda; Scott A. Smith
Subject: 200 Main Street Building Permit

Good afternoon,

The estimated building permit fee for 200 Main Street is \$135,025 (assuming \$15 million dollar permit fee). The Site Plan applications are unknown until an estimated cost of site work is submitted for this project.

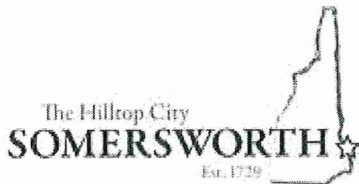
Michelle Mears

Michelle Mears, AICP
Director of Planning and Community Development

City of Somersworth
One Government Way
Somersworth, NH 03878

(603) 692-9519
mmears@somersworthnh.gov
www.somersworthnh.gov

• Sewer
Connection fee
estimate = \$313,200.





March 28, 2024

Mr. Robert M Belmore, City Manager
City of Somersworth
1 Government Way
Somersworth, NH 03878

RE: 200 Main Street, Somersworth, New Hampshire, 79-E Application

Dear Mr. Belmore:

200 Main Street LLC is please to submit this application for the Community Revitalization Tax Relief, RSA 79-E, Somersworth Chapter 31, for consideration of the proposed redevelopment of 200 Main Street in Somersworth, the "Project." The Project is requesting 11 years of tax relief in accordance with the provisions of RSA 79-E, waiver from all city fees associated with the project, including but not limited to application fees, permit fees, water/sewer connection fees, and impact fees, and support in obtaining grant proceeds to aid with the removal or rebuilding of the Main Street pedestrian bridge.

To support our request, please find enclosed the following materials:

1. Completed Application form with signatures
2. Application Fee made payable to City of Somersworth (hand delivered)
3. Existing Conditions Plan and Photos
4. Copy of Property Record Card
5. Description of Public Benefit
6. Conceptual Site Plans
7. Cost Estimates associated with the Project

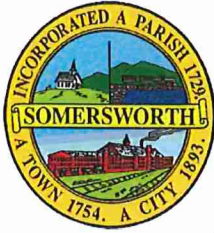
We appreciate the City's support to advance this transformative project at the heart of Somersworth's historic mill yard district.

Sincerely,

Eric Chinburg
President, Chinburg Properties
On behalf of 200 Main Street LLC



[1] COMPLETED APPLICATION FORM



City of Somersworth
Department of Development Services
One Government Way, Somersworth, NH 03878
603/692-9519
FAX 603/692-9575
www.somersworth.com

Community Revitalization Tax Relief Incentive Application

(per City Ordinance Chapter 31)

Date: 3/18/2024 [Office use only. Fee submitted: _____]

Property information

Property address/location: 200 Main Street, Somersworth, NH

Name of building (if applicable): _____

Tax Map: 09 Lot #: 282

Property owner

Name (include name of individual): 200 Main Street LLC

Mailing address: 3 Penstock Way, Newmarket, NH 03857

Telephone #: (603) 969-9148 Email: massia@chinburg.com

Proposed project

Explain project and include number of years of relief being requested (attach additional sheets if necessary): The Project is requesting 11 years of relief. Please see attached additional sheets.

Building uses	Existing: <u>28,800 SF</u>	; Proposed: <u>117,200 SF</u>
Nonresidential square footage.	Existing: <u>28,800 SF</u>	; Proposed: <u>0</u>
# of residential dwelling units.	Existing: <u>0</u>	; Proposed: <u>approx. 145</u>
Expected construction dates.	Start: <u>12/1/2024</u>	; Finish: <u>6/1/2026</u>

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: Please see attached additional sheet. Cost: \$ See attached.
Electrical: _____ Cost: \$ _____
Plumbing: _____ Cost: \$ _____
Mechanical: _____ Cost: \$ _____
Other: _____ Cost: \$ _____

Other Information

Name of contractor (if known): Chinburg Builders Inc.

Will the project include any residential housing units? Yes; If so, how many? Approximately 145

Will any state or federal grants or funds be used in this project? No

What are the proposed public benefits associated with this project (in accordance with Chapter 31 Section 7)? Please see attached additional sheets.

Submission of application

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 non-refundable application fee (made out to "City of Somersworth") must be submitted with this application. This application must be signed by the property owner.

I (we) hereby submit this application under Chapter 31 Community Revitalization Tax Relief Incentive of the City of Somersworth and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the Ordinance and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant.

Signature of property owner (1):  Date: 3/26/2024

Signature of property owner (2): _____ Date: _____

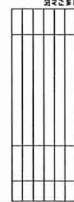


[3] EXISTING CONDITIONS PLAN AND PHOTOS



[2] APPLICATION FEE

Check hand delivered to Director of Planning and Community Development.



Unofficial Property Record Card - Somersworth, NH

General Property Data

Parcel ID **09 282 0**
Prior Parcel ID **1508 --**
Property Owner **200 MAIN STREET LLC**

Account Number **0**

Mailing Address **3 PENSTOCK WAY**

Property Location **200 MAIN ST**

Property Use **FACTORY**

Most Recent Sale Date **10/16/2002**

Legal Reference **2602-253**

Grantor **FACEMATE (NEW HAMPSHIRE) INC,**

City **NEWMARKET**

Mailing State **NH** Zip **03857-4416**

Sale Price **75,000**

ParcelZoning **MY**

Land Area **5.200 acres**

Current Property Assessment

Card 1 Value Building Value **5,400**

Xtra Features
Value **0**

Land Value **75,300**

Total Value **80,700**

Building Description

Building Style **WAREHOUSE**
of Living Units **1**
Year Built **1942**
Building Grade **FAIR**
Building Condition **Very Poor**
Finished Area (SF) **2842**
Number Rooms **0**
of 3/4 Baths **0**

Foundation Type **BRICK/STN**
Frame Type **STEEL**
Roof Structure **GABLE**
Roof Cover **METAL**
Siding **CORREG STL**
Interior Walls **MINIMUM**
of Bedrooms **0**
of 1/2 Baths **0**

Flooring Type **CONCRETE**
Basement Floor **N/A**
Heating Type **STEAM**
Heating Fuel **OIL**
Air Conditioning **0%**
of Bsmt Garages **0**
of Full Baths **0**
of Other Fixtures **0**

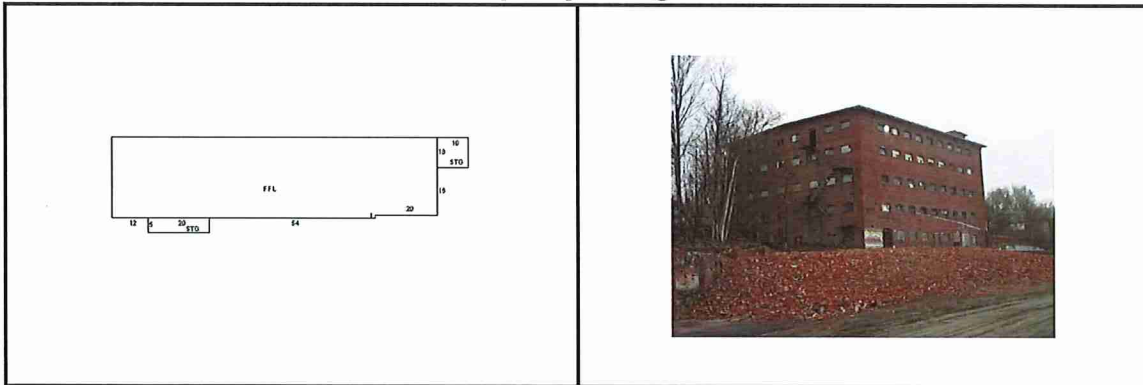
Legal Description

G7

Narrative Description of Property

This property contains 5.200 acres of land mainly classified as FACTORY with a(n) WAREHOUSE style building, built about 1942 , having CORREG STL exterior and METAL roof cover, with 1 unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 0 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



[4] PROPERTY RECORD CARD



Summary of Public Benefits

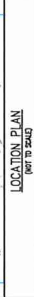
RE: 200 Main Street, formerly Great Falls Beachery and Dye Works, 79-E Public Benefits

This project benefits the public of Somersworth by:

- Enhancing the economic and social vitality of the downtown by returning a vacant building back to use.
- Providing a publicly accessible river walk along the Salmon Falls River.
- Enhancing and improving a historic building that is culturally important on a local level.
- Improving a historic building's energy efficiency.
- Promoting development of compact municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B.
- Increasing non-subsidized residential housing in the Downtown Revitalization District.



[5] DESCRIPTION OF PUBLIC BENEFIT



NOTES:

- REFERENCE PLANS:**
CONTINUATION SPECIAL CONTRACT; INSUREE'S (\$1,000-\$999/Year) FOR LOCATION OF ALL COURTESY UTILITIES

SOMERWORTH, NEW HAMPSHIRE PREPARED BY DOUGLASS SURVEY, INC. DATED JUL 13, 2005

- Downloaded from <http://ajphaphysocpharm.sagepub.com/> at 11:06 11 November 2014

LEGEND:

EXISTING UNOCCUPIED SPACE	EXISTING STONE RETAINING WALL	USE OF OPEN SPACE
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SEWER		
VEGETATION		

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[6] CONCEPTUAL SITE PLAN



[7] COST ESTIMATES

Construction Narrative & Estimated Costs

200 Main Street, Somersworth, NH

Rev.: March 18, 2024



Narrative:

The Project scope will include the renovation of the existing storehouse building and the construction of a new structure with four-stories of residential over one of parking. The structures will be connected and operate as one building.

The existing building will be gut renovated and receive new sprinkler, fire alarm, HVAC, plumbing, and electric systems, as well as new windows and roof. Combined with the new addition, this structure will create approximately 77 apartments.

The Project is also proposed a new free-standing structure just downhill of the existing storehouse. This new building will be four-stories of residential over one of parking. The newly constructed building will create approximately 68 apartments over ground level parking.

Estimate of Direct Construction Costs:

<u>Category</u>		<u>Estimate</u>
Structural	\$	845,017
Exterior Alterations	\$	3,763,080
Interior Alterations	\$	4,584,159
Electrical	\$	1,879,146
Plumbing/Heating	\$	1,443,471
Mechanical	\$	1,228,028
Fire Provention	\$	581,697
Other	\$	1,625,401


Estimate Total: \$ 15,950,000

City Ordinance, Chapter 31

[illegible]

No	Alt No	Direction/Street/City
200		MAIN ST, SOMERSWORTH
OWNERSHIP		
Owner 1: 200 MAIN STREET LLC		
Owner 2:		
Owner 3:		
Street 1: 3 PENSTOCK WAY		
Street 2:		
Unit #:		

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value	Legal Description	User Acct
400	5.200	15,100		105,400	120,500	G7	0
							GIS Ref
							GIS Ref
							Insp Date
							04/03/24



Patriot
Properties Inc.

Twn/City: NEWMARKET			St/Prov: NH		Cntry		Own Occ: N	
			Postal: 03857-4416		Type:			
PREVIOUS OWNER								
Owner 1: FACEMATE (NEW HAMPSHIRE) INC -								
Owner 2: -								
Street 1: 5 W MAIN ST								
Twn/City: CHICOPEE								
St/Prov: MA			Cntry					
Postal: 01020								

PREVIOUS ASSESSMENT										Parcel ID				09 282 0		!3656!		USER DEFINED			
Tax Yr		Use		Cat		Bldg Value		Yrd Items		Land Size		Land Value		Total Value		Asses'd Value		Notes		Date	
2023		400		FV		5,400		0		5.2		75,300		80,700				Year end		12/18/2023	
2022		400		FV		5,400		0		5.2		75,300		80,700				80,700 Year End Roll		1/24/2023	
2021		400		FV		5,400		0		5.2		75,300		80,700				80,700 Year End Roll		12/22/2021	
2020		400		FV		5,400		0		5.2		75,300		80,700				80,700 Year End Roll		1/8/2021	
2019		400		FV		5,400		0		5.2		75,300		80,700				80,700 Year End Roll		11/12/2019	
2018		400		FV		31,300		11100		5.2		103,600		146,000				146,000 Year End Roll		12/7/2018	
2017		400		FV		31,300		11100		5.2		103,600		146,000				146,000 Year End Roll		11/14/2017	
2016		400		FV		31,300		11100		5.2		103,600		146,000				146,000 Year End Roll		10/25/2016	

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				Prior Id # 3:	

<p>NARRATIVE DESCRIPTION</p> <p>This parcel contains 5.2 ACRES of land mainly classified as FACTORY with a WAREHOUSE Building built about 1942, having primarily CORREG STL Exterior and 28000 Square Feet, with 1 Unit, 0 Bath, 0 3/4 Bath, 0 HalfBath, 0 Rooms, and 0 Bdrm.</p>										<p>OTHER ASSESSMENTS</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Descrip/No</th> <th>Amount</th> <th>Com. Int</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>										Code	Descrip/No	Amount	Com. Int																								
Code	Descrip/No	Amount	Com. Int																																												
<p>SALES INFORMATION</p> <table border="1"> <thead> <tr> <th>Grantor</th> <th>Legal Ref</th> <th>Type</th> <th>Date</th> <th>Sale Code</th> <th>Sale Price</th> <th>V</th> <th>Tst</th> <th>Verif</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td rowspan="2">FACEMATE (NEW H</td> <td>2602-253</td> <td>10/16/2002</td> <td>OTHER</td> <td>75,000</td> <td>No</td> <td>No</td> <td></td> <td></td> <td rowspan="2">private-not open mkt quit clai</td> </tr> <tr> <td>1125-221</td> <td>12/30/1983</td> <td></td> <td></td> <td>No</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>										Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes	FACEMATE (NEW H	2602-253	10/16/2002	OTHER	75,000	No	No			private-not open mkt quit clai	1125-221	12/30/1983			No	No			<p>TAX DISTRICT</p> <p>3656</p>									
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BUILDING PERMITS										ACTIVITY INFORMATION				
Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment		Date	Result	By	Name	
										4/3/2024	MEASURED	752	NANCY MILLER	
										9/1/2020	FIELD REVIEW	748	B HATHORN	
										6/1/2019	FIELD REVIEW	748	B HATHORN	
										10/24/2017	FIELD REVIEW	743	RON DOYON	
										10/28/2014	PERMIT VISIT	748	B HATHORN	
										8/13/2014	FIELD REVIEW	743	RON DOYON	
										4/4/2014	FIELD REVIEW	743	RON DOYON	
										11/13/2013	PERMIT VISIT	748	B HATHORN	
										4/4/2013	PERMIT VISIT	748	B HATHORN	
										Sign:	VERIFICATION OF VISIT NOT DATA ____/____/____			

LAND SECTION (1st / lines only)																										
Use Code	LUC Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh Influ	Neigh Mod	Inf 1	%	Inf 2	%	Inf 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
400	FACTORY		228512		SQUARE FESITE			0	2.	0.23 CF			ACCESS	-65	EAS/MNT	-5			105,441						105,400	

EXTERIOR INFORMATION

Type: 43 - WAREHOUSE					
Qty Ht: 5 - 5					
(Liv) Units: 1		Total: 1			
Foundation: 3 - BRICK/STN					
Frame: 2 - STEEL					
Prime Wall: 18 - CORREG STL					
Sec Wall: %					
Roof Struct: 4 - FLAT					
Roof Cover: 4 - TAR+GRAVEL					
Color: BRICK					
View / Desir:					
GENERAL INFORMATION					
Grade: D - FAIR					
Year Blt: 1942		Eff Yr Blt:			
Alt LUC:		Alt %:			
Jurisdic:		Fact:			
Const Mod:					
Lump Sum Adj:					

BATH FEATURES

Full Bath		Rating:
A Bath:		Rating:
3/4 Bath:		Rating:
A 3Q8th		Rating:
1/2 Bath:		Rating:
A H8th:		Rating:
OtherFix:		Rating:
OTHER FEATURES		
K't/s:		Rating:
A K't/s:		Rating:
Fp'l:		Rating:
WSFlue:		Rating:

COMMENTS

ACCESS OFF RIVER ST; PSNH POLE EASMENT;
2003-FIRE DAMAGE, 2019- 2 OF 3 BLDGS &
PART OF REMAINING BLDG DEMO'D (FIRE);
4/24; PRE-79E INSPECTION; 7X10 CONC BLK
UTIL & PAVING=NV.

RESIDENTIAL GRID

1st Res	Grid	Desc:	# Units
Level	FY	LR DR D K FR RR BR FB HB L O	
Other			
Upper			
Lvl 2			
Lvl 1			
Lower			
Totals			

REMODELING

	No Unit	RMS	BRS	FL
Exterior:				
Interior:				
Additions:				
Kitchen:				
Baths:				
Plumbing:				
Electric:				
Heating:				
General:				
Totals				

RES BREAKDOWN

No	Unit	RMS	BRS	FL
Totals				

DEPRECIATION

Phys Cond:	DL - Delapidated	74.0%
Functional:		
Economic:	L - LOCATN	15.0%
Special:	OT - OTHER	90.0%
Override:		
	Total:	97.82%

INTERIOR INFORMATION

Avg Ht/FL: STD		
Prim Int Wal 5 - MINIMUM		
Sec Int Wall:		%
Partition: T - TYPICAL		
Prim Floors: 8 - AVERAGE		
Sec Floors:		%

CALC SUMMARY

Basic \$ / SQ:	52.00
Size Adj.:	0.88571429
Const Adj.:	0.75388795
Adj \$ / SQ:	34.722
Other Features:	-26400
Grade Factor:	0.75
NBHD Inf:	1.00000000
NBHD Mod:	
LUC Factor:	1.00
Adj Total:	694100
Depreciation:	678969
Depreciated Total:	15131

COMPARABLE SALES

Rate	Parcel ID	Type	Date	Sal Price
WAV	\$SQ:		AvRate:	Ind.Val
Juris. Factor:			Before Depr:	26.04
Special Features:	0		Val/Su Net:	0.43
Final Total:	15100		Val/Su SzAd:	0.54

MOBILE HOME

[illegible]

SPEC FEATURES/YARD ITEMS

[illegible]

SKETCH

Factor	18-29 (%)	30-49 (%)	50-69 (%)
FOR	10	42	13
TFL	20	42	13
SFL	20	42	13
FFL	20	42	13
BMT	20	42	13
(6750)	20	42	13

SUB AREA

Code	Description	Area - SQ	Rate - AV	Undepr Value	Sub Area	% Usbl	Descrip	% Type	Qu # Ten
BMT	BASEMENT	6,950	7,640	53,090					
FFL	1ST FLOOR	6,950	34,720	241,317					
FOR	4TH FL	6,950	29,510	205,120					
SFL	2ND FLOOR	6,950	34,720	241,317					
TFL	3RD FLOOR	6,950	29,510	205,120					
FIV	5TH FL	200	29,510	5,903					

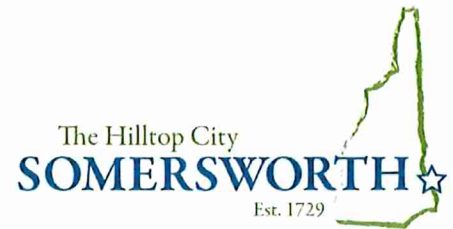
SUB AREA DETAIL

Code	Description	Area - SQ	Rate - AV	Undepr Value	Sub Area	% Usbl	Descrip	% Type	Qu # Ten
BMT	BASEMENT	6,950	7,640	53,090					
FFL	1ST FLOOR	6,950	34,720	241,317					
FOR	4TH FL	6,950	29,510	205,120					
SFL	2ND FLOOR	6,950	34,720	241,317					
TFL	3RD FLOOR	6,950	29,510	205,120					
FIV	5TH FL	200	29,510	5,903					
Net Sketched Area: 34,950				Total:	951,867				
Size Ad	28000	Gross Area	34950	FinArea	28000				

IMAGE

AssessPro
Patriot Properties, Inc.

Total:	
Total Special Features:	
Total Yard Items:	
More: N	



DATE: April 9, 2024
TO: Bob. Belmore, City Manager
FROM: Michelle Mears, AICP
Director of Planning and Community Development

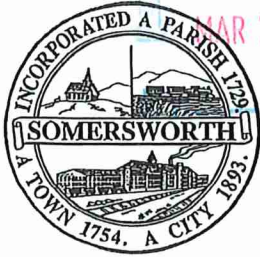
Re: 35 Coles Pond Road Building Permit Map 49 Lot 14

The applicant is proposing to construct a single-family dwelling unit at 35 Coles Pond Road, which is a private road. Since Coles Pond is a private road, RSA 674:41 requires the following prior to the issuance of building permit:

1. The local governing body City Council after review and comment by the Planning Board votes to authorize the issuance of building permits for the erection of the buildings on the said private road or portion thereof;
2. The municipality neither assumes the responsibility for maintenance of said private road nor the liability for any damages resulting from the use thereof;
3. Prior to the issuance of a building permit, the applicant shall produce evidence that the notice of the limits of the municipal responsibility and liability has been recorded in the county registry of deeds for the lot, which the building permit is sought.

As outlined the City Council must vote to authorize the issuance of a building permit for this parcel after the Planning Board review and comment. The Planning Board reviewed the matter at the February 17, 2023 Planning Board meeting.





2 sets plans received

Major Building Permit Application

City of Somersworth, New Hampshire
Department of Development Services – Office of Code Enforcement
One Government Way, Somersworth NH 03878
Telephone: (603) 692-9520

(Office Use Only)	
Issue Date:	
Permit #:	B2024-076
HDC #	
Map #	49
Lot #	14
Zone	R1

Location of Construction (Address): 35 Coles Pond Road Somersworth NH 03809
Property Owner: Peter & Christine Ransom Phone:
Mailing Address: 4 Evelyn Dr Cell #: 207-252-7704
City: York State: ME Zip Code: 03909 Email: Tolraitech@gmail.com
Contact: Sarah Savage 617-823-4456

Contractor: Savage Builders LLC Phone: 603 457 9000
Mailing Address: 170 Commercial Way Ste #200 Cell #: 617 823 4456
City: Portsmouth State: NH Zip Code: 03801 Email: Sarah@savagebuilders.com

Cost of Construction: \$110,000.00 X.009 or .012 + 25 = Permit Fee: \$1015-

Permit fee for Residential 1 & 2 family dwellings as well as Commercial/Industrial projects, is based on \$9.00 per \$1,000.00 of Construction Cost plus the application fee. When labor is not considered, the calculation is based on \$12.00 per \$1,000 of the Materials Value plus the application fee. If no value given see Chapter 20. Appendix A to calculate value

APPLICATION FEE FOR ALL PROJECTS IS \$25.00)

Proposed Construction is for: ☒ New Single-Family Dwelling ☐ New Commercial Structure
(check only one) ☐ New Two-Family Home ☐ Residential Addition > 400 Sq Ft 561 SF
☐ Change the Use of the property ☐ New Multi-Family Dwelling ☐ Commercial Addition > 400 Sq Ft Tiny
☐ Other: Replacement / New Mobile Home (for 399 sq ft or less - use Minor Permit) Home
Lic #

Is property within the following? Historic District Yes ☐ No ☐ Approved Site Plan Yes ☒ No ☐
(You must respond to all) Major or Minor Subdivision Yes ☒ No ☐ A Current Use parcel Yes ☐ No ☐
Flood Hazard Area – per the Flood Insurance Rate Map Yes No
Is proposed work located within 100 feet of a jurisdictional Wetland Area Yes No – if so please document.
Is proposed work located within the Ground Water Protection District Yes No – if so please document.

Land Information: City Water Yes ☐ No ☐ Corner Lot Yes ☐ No ☒
City Sewer Yes ☐ No ☐

Description of work to be performed: CUP #16-2022
Building a new construction "Tiny Home" built on a slab
561 Sq Ft. (See plans for details)

Page 2 - Section A

EXISTING (or PREVIOUS) CONDITIONS

Existing Use: (land only ☐ - if so skip to "B")

Residential ☐ Commercial ☐ Mixed Use (both) ☐

Existing Structures

Existing # of Buildings on site: _____

Total Sq Ft of existing building(s): _____

Garage Parking: _____ Exterior Parking: _____

Electrical Service: _____

Type of Heat: _____ Fuel Type: _____

of Fireplaces: _____ # of Kitchens: _____

Foundation Type: _____ Building Height: _____

of Full Baths: _____ # of Partial Baths: _____

For Residential Units: (Existing Conditions)

of Units: _____

of Bathrooms: _____

of Bedrooms: _____

For Commercial Units: (Existing Conditions)

of Units: _____

Office Area (sq ft): _____

Office Area (sq ft): _____

Page 2 - Section B

PROPOSED CONDITIONS

Proposed Use:

Residential ☒ Commercial ☐ Mixed Use (both) ☐

Setbacks: (from the new structure to all lot lines, measure through existing structures if needed.)

Front Setback: 50' Left Setbacks: 12'5"

Rear Setback 75' Right Setbacks: 20'

14'4" x 19'6" x 24'4"

Proposed Structures (Total of existing + proposed)

Proposed # of Buildings on site: 1

Total Sq Ft of proposed building(s): 561

Garage Parking: 0 Exterior Parking: Yes

Electrical Service: Circuit-Breaker's

Type of Heat: Mini-Split Fuel Type: Propane

of Fireplaces: 1 # of Kitchens: 1

Foundation Type: Slab Building Height: 22'

of Full Baths: 1 # of Partial Baths: 0

For Residential Units: (Total of existing + proposed)

Proposed # of units: 1

Proposed # of Bathrooms: 1

Proposed # of Bedrooms: 1 + Loft

For Commercial Units: (Total of existing + proposed)

Proposed # of units: _____

Proposed Office Area: _____

Proposed Other Area: _____

Certification of Accuracy: As owner of record, I certify that all information contained within this application is true and accurate to the best of my knowledge and belief.

Certification of Compliance: I hereby certify that I am familiar with all pertinent codes relating to the above specified work, and that all work shall be performed in compliance with these codes, also that I am familiar with the City of Somersworth, City Ordinance, Section 19, Table of Uses, Table 5.A.1 and Table 5.A.2 and all other dimensional Regulations.

Inspections: It is the responsibility of the contractor/property owner to obtain all inspections required. **This signed application constitutes consent on the applicant's part to allow for inspections at the property by the Code Office, Assessing Office and any other required City Staff.** Any work that is covered prior to the inspection may be required to be removed for inspection. Food Service applicants should contact Department of Health and Human Services, Bureau of Food Protection immediately for further instructions on obtaining State Inspections. If an inspection fails twice for the same reason, a re-inspection fee of \$25 will be assessed for every subsequent inspection. This fee shall be paid prior to each and every additional inspection.

Certificate of Occupancy (C/O): A C/O must be issued PRIOR to any occupancy of a new residential and/or commercial structures or any structure where there is a change of use. A Certificate of Occupancy shall be clearly displayed in all structures of non-residential uses. For Commercial Projects, Electronic As-Builts must be submitted prior to issuance of a C/O.

It is the responsibility of the property owner and all contractors, electricians and plumbers to obtain and post the necessary permits in a conspicuous location before any work has begun. Electrical, Plumbing and Mechanical Work all require their own permits and inspections. Permits are non-transferable. If this is an "After the Fact" permit, it may be subject to a fee two times the normal permit fee, not to exceed \$500.00.

PLEASE BE ADVISED: Any deviation from the specifications submitted will require an amendment to this permit or additional permits. Permits expire one (1) year from the issue date. The Building Inspector/Code Officer may grant an extension of time if a written request is submitted prior to the expiration date. Permits become invalid if work is not started within 180 days or if work is abandoned/suspended for a period of 180 days. Standard review turnaround is typically 3-5 business days. State law allows up to 30 days. Food Service applicants should contact Department of Health and Human Services, Bureau of Food Protection immediately for further instructions.

The STATE OF NEW HAMPSHIRE requires that ENERGY CODE COMPLIANCE be obtained for any new or an addition to a structure greater than 150 sq ft. You may also need to obtain compliance or altering, renovating or winterizing an existing structure. More information can be found at the web site: www.puc.state.nh.us and follow the link for Energy Codes. Provide a completed EC-1 form this application if required for your project

Applicants are advised that the making of a false statement on this form is a criminal offense.

Signature of Owner: _____ Date: _____

Signature of Contractor: [Signature] Date: 3/26/24

DO NOT WRITE BELOW THIS LINE

Paid By: Savage Builders LLC ☐ CASH ☒ CHECK # 2106

Received By: CBH Date: 03/26/24

FO FO/PD RF IN Fi OT

THIS PERMIT IS: ☒ ISSUED with the following conditions: ☐ DENIED for the following reason(s):

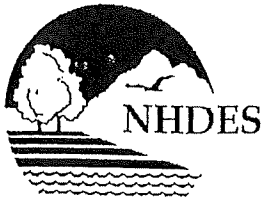
Approved By: _____ Date: _____

ATTACHMENTS AND SUBMITTALS REQUIRED AT THE TIME OF APPLICATION	
For Residential 1 and 2 Family	For Commercial or Multi-unit Residential
Plan of overhead view showing setbacks and all existing and proposed construction. <input checked="" type="checkbox"/>	Plan of overhead view showing setbacks and all existing and proposed construction. <input type="checkbox"/>
Driveway Permit (copy attached) [contact City Engineer – 603-692-9524] <i>gravel</i> <input type="checkbox"/>	Driveway Permit (copy attached) [contact City Engineer – 603-692-9524] <input type="checkbox"/>
Sewer Permit (copy attached) [contact – 692-9523] Or N.H. Approved Septic Design <i>pend</i> <input type="checkbox"/>	Sewer Permit (copy attached) [contact – 692-9523] Or N.H. Approved Septic Design <input type="checkbox"/>
Water Connection Fee Paid (copy of receipt attached) [contact – 692-9523] <i>well</i> <input type="checkbox"/>	Water Connection Fee Paid (copy of receipt attached) [contact – 692-9523] <input type="checkbox"/>
Two (2) full sets of building plans <input checked="" type="checkbox"/>	Backflow Prevention Device [contact- 692-9523] For appropriate device/installation <input type="checkbox"/>
P.U.C. Completed EC-1 Form (www.puc.state.nh.us/EnergyCodes/residential.htm) <input checked="" type="checkbox"/>	Three (3) full sets of stamped plans <input type="checkbox"/>
Copy of Planning Board or Zoning Decision (if applicable) <input type="checkbox"/>	Letter of Energy Compliance <input type="checkbox"/>
Have you filled out page two Section A and B completely? <input type="checkbox"/>	Copy of Planning Board or Zoning Decision (if applicable) <input type="checkbox"/>
Foundation Certification – This is due prior to C/O, it is advised this done as soon as applicable.	Have you filled out page two Section A and B completely? <input type="checkbox"/>
	Foundation Certification – This is due prior to C/O, it is advised this done as soon as applicable.
	Waste Water Permit Application [contact Steffany Rochefort at 692-2418]
	Fire Department – Plans submitted when required (see the Code Officer for Details)

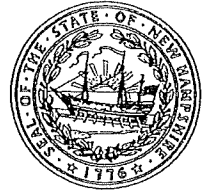
Please be advised, the order of inspections, for the **Building Inspector Only**, are as follows:

- | | |
|---------------------------------------|-----------------------------|
| 1. Footing Inspection | 4. Rough Framing Inspection |
| 2. Foundation Inspection / Pier Depth | 5. Insulation Inspection |
| 3. Foundation Drains | 6. Final Inspection |

Note: Not all inspections may apply to every situation and additional inspections may be required as needed. In addition, third party inspections may be required as determined by the City Engineer, Code Enforcement Officer, City Planner or, Fire Chief or their appointees. The expense of such third party inspections is the responsibility of the applicant. Electrical, Plumbing and Mechanical Work all require their own permits and inspections.



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

APPROVAL FOR CONSTRUCTION OF INDIVIDUAL SEWAGE DISPOSAL SYSTEM (ISDS)

AS AUTHORIZED BY THE NH DEPARTMENT OF ENVIRONMENTAL SERVICES, WATER DIVISION PURSUANT TO RSA 485-A, WATER POLLUTION AND WASTE DISPOSAL AND ENV-WQ 1000, SUBDIVISION AND INDIVIDUAL SEWAGE DISPOSAL SYSTEM DESIGN RULES.

APPLICATION APPROVAL DATE: 4/13/2023

APPROVAL NUMBER: eCA2023041318

I. PROPERTY INFORMATION

Address: 35 COLES POND ROAD
SOMERSWORTH NH 03909
Subdivision Approval No.: PRE-1967
Subdivision Name:
County: STRAFFORD
Tax Map/Lot No.: 49/14

II. OWNER INFORMATION

Name: PETER RANSOM
Address: 4 EVELYN DRIVE
YORK ME 03909

III. APPLICANT INFORMATION

Name: CHRISTOPHER S ALBERT
Address: PO BOX 575
NOTTINGHAM NH 03290

IV. DESIGNER INFORMATION

Name: CHRISTOPHER S ALBERT
Address: PO BOX 575
NOTTINGHAM NH 03290
Permit No.: 01085

V. SPECIFIC TERMS AND CONDITIONS: Applicable to this Approval for Construction

Please read VI. **General Terms and Conditions** on the reverse side of this approval.

A. TYPE OF SYSTEM: ADVANCED ENVIRO-SEPTIC

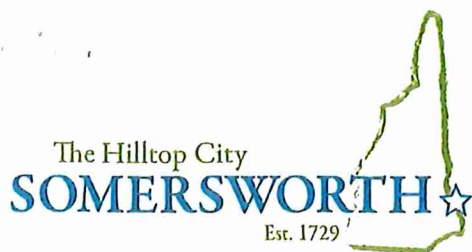
B. NO. OF BEDROOMS: 2

C. APPROVED FLOW: 300 GPD

D. OTHER CONDITIONS AND WAIVERS:

1. This approval is valid for 4 years from date of approval, per Env-Wq 1004.13.
2. All activity shall be in accordance with RSA 483-B, the Shoreland Water Quality Protection Act.
3. No waivers have been approved.

Eric J. Thomas
Subsurface Systems Bureau



One Government Way, Somersworth, NH 03878
somersworthnh.gov | facebook.com/cityofsomersworthnh | 603.692.4262

Peter and Christine Ransom
4 Evelyn Drive
York, Maine 03909

February 17, 2023

RE: 35 Coles Pond Road, in Residential Single Family (R1) District, Assessors Map 49 Lot 14, CUP# 16-2022

Dear Applicant:

Please be advised that at the meeting of February 15, 2023 the Somersworth Planning Board made the following decisions for your request for **CONDITIONAL USE PERMIT**: to construct a new single family dwelling unit within the Riparian and Wetland Buffer district for property located at 35 Coles Pond Road, in Residential Single Family (R1) District, Assessors Map 49 Lot 14, CUP# 16-2022 was **APPROVED WITH THE FOLLOWING CONDITIONS**:

1. **PLAN REVISIONS:**
 - a. Aggregate driveway as close to (south leach field as possible);
 - b. No pesticide or herbicide use for lawn;
 - c. No lawn beyond existing treeline;
 - d. Snow storage as far from the buffer as possible;
 - e. Install drip edge and infiltration system around perimeter of house;
 - f. Add a note to the plan that any pesticide usage shall be in line with Chapter 19 Section 13, the Riparian and Wetland Buffer District Ordinance
2. **CONDITIONS THAT MUST BE MET PRIOR TO FINAL APPROVAL**
 - a. The final plans shall bear the stamp and signature of the wetland scientist. Please submit three folded paper copies of the full set of plans to the Office of Development Services for final endorsement.
3. **FEDERAL AND STATE PERMITS** - All Federal and State permits shall be in place before plan signing and recording, including NHDES Wetlands permit.

DURATION OF APPROVAL: All conditional approvals shall be valid for a period of 120 days in which time all precedent conditions must be met or the approval shall be null and void. The applicant may request an extension no later than 14 days prior to expiration.

EXTENSIONS: All requests for extension must be submitted in writing to the Department of Development Services no later 14 days prior to expiration with the appropriate fees. Failure to comply with the deadline dates without submission of a written request for extension will result in the approval being null and void.

MM:dlc

APPEAL PROCESS: Pursuant to RSA 677:15, an aggrieved party may appeal this decision to the Strafford County Superior Court within 30 days of the date the Board voted to approve or disapprove the application, or to the ZBA pursuant to RSA 676:5, III within 30 days of the date the Board made its decision.

Please contact the Development Services Department at 603-692-9519 with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Mears". The signature is written in dark ink and is positioned above the printed name and title.

Michelle Mears, AICP
Director of Planning and Community Development

MM:dlc

Ms. Mears said they received approval on August 18, 2022.

MOTION: Mr. Witham proposed a motion to grant the extension with the condition that all work cease on the site until NH DES approvals have been received; Mr. Robidas seconded the motion.

Mr. Belmore asked if the applicant had completed all proposed work in the City and was now just doing proposed site work in Rollinsford. Ms. Mears said that the City did not have final plans from Rollinsford. Mr. Belmore said the applicant needed to provide state approval for alteration of terrain. Ms. Mears said that the City had the authority to address terrain disturbance in the City.

Mr. Witham said he was confused about the property lines and could not get answers from the absent applicant. Mr. Robidas proposed to extend the deadline and request that the applicant come before the Board. Mr. Rhodes suggested a 30-day extension and an appearance by the applicant. Mr. Goodwin noted that the City was just waiting for NH DES approval and that the approval of the Rollinsford plans would not affect the approved plans in the City. Ms. Mears said the applicant would need to submit final plans from Rollinsford.

Mr. Witham withdrew his motion.

MOTION: Mr. Rhodes proposed a motion to grant the request for a 30-day extension on the condition that the applicant would appear at the next regular meeting of the Board; Mr. Robidas seconded the motion; and the Board unanimously passed the motion.

c. PUBLIC HEARING: Northam Survey LLC are seeking a Conditional Use Permit for a new single-family dwelling unit within the Riparian and Wetland Buffer district for a property located at Coles Pond Road in the Residential Single Family (R1) District, Assessor's Map 49, Lot 14, CUP#: 16-2022

Ms. Mears reviewed the application for the Board and recommended that the Board accept the application as complete. She said the application had been reviewed by the Conservation Commission who recommended a number of conditions of approval.

MOTION: Mr. Horton made a motion to accept the application as complete; Mr. Robidas seconded the motion; and the Board unanimously approved the motion.

Eric Salovitch from Northam Survey, LLC presented the application to the Board. Also present was the owner of the property, Peter Ransom. Mr. Salovitch reviewed the history of the lot and the existing "camp" building on the site. He said there were suitable soils for a leach field for septic. He said he has submitted a shoreline permit application to the state and was still awaiting a response. He said some trees would need to be removed but are outside the tree buffer line.

Mr. LeHoullier opened the Public Hearing.

Mr. Jeff Wituszynski, 17 Coles Pond Road, said he shares a private road which was his primary concern. He said he was concerned about adding additional people to the neighborhood and additional traffic on the road. He said the existing building on the site was not used as a residence. He said he

February 15, 2023 PB Minutes

was concerned with the current amount of truck traffic on the road. He said he did not think the proposal was in the best interest of the City or of the neighborhood.

Mr. Vince Kurlovich, 34 Coles Pond Road, presented a letter from another abutter to the Board. He said he had concerns about the unique conditions of the area and the impact further development would have upon them. He said he was concerned about flood water and the proposed septic system. He said he was also concerned with current truck traffic on the road. He said that he did not believe there was proper road frontage and that the existing building was more of “a shed.”

Mr. Wituszynski asked about the zoning conformity of the site and asked why the proposed building didn't need a variance.

Ms. Mears reviewed the abutter letter for the Board. The abutter stated that they felt the wetlands should be protected and that new construction would negatively affect the current quality of life.

Mr. Peter Ransom, the owner of the property, said that the proposed single-family home would only be used seasonally, as a “camp” home and that the existing structure on the lot would be used for storage with a sleeping loft. He said he thought a camp home would have minimal impact and would mostly be used in the warmer months, though occasionally in the winter. He said that he was currently part of an HOA in York and could recognize the concerns of the abutters and the importance of being a good neighbor.

Mr. LeHoullier closed the Public Hearing.

Mr. Horton said the project might warrant a site visit from the Board to get a feel for the layout of the proposed project as well as the potential concerns of the abutters.

Mr. Goodwin asked if it were possible for a future owner to use the house as a permanent residence. Mr. Northam said the structure would be built as a four-season home.

Mr. Richardson asked if the loft was going to be the bedroom. Mr. Northam said it was an additional sleeping area. He asked where people would be parking. Mr. Northam said that parking could be along the aggregate driveway.

Mr. Witham confirmed that the CUP was for the impact to wetland buffers. He questioned whether the proposed dwelling met the other zoning requirements. He said that he thought the Board should be able to review the applicant's NH DES permits with the ability to red flag or even stop construction should issues arise. He asked Ms. Mears to point out the ordinance which would allow for construction of the home. Ms. Mears said that Section 6.19.6.A.1: Non-conforming Lots, allows for dwellings to be built on lots created for that purpose. Mr. Northam said they had worked to make the lot more conforming.

Mr. Belmore expressed confusion over the use of the camp, as it was going to be heated and could be used year-round. He asked whether it would be limited to seasonal use.

Mr. Rhodes said that the applicants had done all they could to minimize impact and that they are in a zone that allows for 4-season homes. He said the neighbor's concerns were valid, but because the road

February 15, 2023 PB Minutes

was private, the City did not have authority over it. He agreed that a site visit might be a good idea. He said he did not see any grounds to deny.

Mr. Robidas said he was not comfortable with 4-season use, but could not see a reason to deny the application.

Mr. Belmore said he didn't think a site visit would be necessary and he thought the application could be voted on. Mr. Witham agreed.

MOTION: Mr. Rhodes moved that the conditional use permit application submitted by Northam Survey LLC did not have the potential for regional impact; Mr. Robidas seconded the motion; and the Board unanimously approved the motion.

Mr. Witham asked Mr. Rhodes about a request by the Conservation Commission for a drip edge to be added to the proposed home. Mr. Rhodes asked that it be added to the list of conditions of approval.

Ms. Mears reviewed the proposed conditions of approval for the Board. She listed the conditions of approval recommended by the Conservation Commission:

1. Aggregate driveway as close to (south leach field as possible);
2. No pesticide or herbicide use for lawn;
3. No lawn beyond existing treeline;
4. Snow storage as far from the buffer as possible;
5. A drip edge must be added to the proposed home.

She then reviewed further conditions of approval for the Board:

1. PLAN REVISIONS:
 - a. Aggregate driveway as close to (south leach field as possible);
 - b. No pesticide or herbicide use for lawn;
 - c. No lawn beyond existing treeline;
 - d. Snow storage as far from the buffer as possible
 - e. Add a note to the plan that any pesticide usage shall be in line with Chapter 19 Section 13, the Riparian and Wetland Buffer District Ordinance
 - f. Install drip edge around perimeter of the house;
2. CONDITIONS THAT MUST BE MET PRIOR TO FINAL APPROVAL
 - a. The final plans shall bear the stamp and signature of the wetland scientist. Please submit three folded paper copies of the full set of plans to the Office of Development Services for final endorsement.
3. FEDERAL AND STATE PERMITS - All Federal and State permits shall be in place before plan signing and recording, including NHDES Wetlands permit.

DURATION OF APPROVAL: All conditional approvals shall be valid for a period of 120 days in which time all precedent conditions must be met or the approval shall be null and void. The applicant may request an extension no later than 14 days prior to expiration.

EXTENSIONS: All requests for extension must be submitted in writing to the Department of Development Services no later 14 days prior to expiration with the appropriate fees. Failure to comply with the deadline dates without submission of a written request for extension will result in the approval being null and void.

APPEAL PROCESS: Pursuant to RSA 677:15, an aggrieved party may appeal this decision to the Strafford County Superior Court within 30 days of the date the Board voted to approve or disapprove the application, or to the ZBA pursuant to RSA 676:5, III within 30 days of the date the Board made its decision

MOTION: Mr. Robidas proposed a motion that the Conditional Use Permit be granted with the conditions of approval as outlined by Ms. Mears; Mr. Rhodes seconded the motion; and the Board unanimously approved the motion.

- d. **PUBLIC HEARING:** 85 Elm Street Somersworth LLC are seeking Site Plan approval of a 128-unit multi-family development and infrastructure property to be located at 85 Elm Street and 20 Green Street in the Business with Historic and Form-Based Codes Overlay (BHFBC) District, Assessor's Map 10, Lots 176 and 177, SITE#: 20-2022 and CUP#: 01-2023

Ms. Mears reviewed the application for the Board, noting that the applicant had come before the Board in August 2022 for a Conceptual Review and had received approval with conditions for the demolition of four existing building on the site as well as the proposed design of the building by the Historic District Committee at their November 2022 meeting. She said the applicant was seeking waivers for the number of required parking spaces and for landscaping in the parking area. She said the City was waiting for a second third-party review of the revised plans as well as traffic impact study information to be provided by the applicant.

MOTION: Mr. Horton proposed a motion that the application be accepted as complete; the motion was seconded by Mr. Barry; and the Board unanimously approved the motion.

Neil Hanson, of Tighe and Bond, represented the applicant before the Board. Also present were Ben Stebbins and Rob Previti, the applicants. He presented the application to the Board. He said the proposed building would be located on Elm and Green Streets as well as the corner of Elm and Fayette Streets. He noted a slope from Elm to Green Street, into which the proposed structure would be built and which would allow for an underground parking garage on the site.

He said there would be parking both onsite and street parking on Green Street. He acknowledged that issues had been raised about available parking and that those issues were being addressed. He mentioned additional parking on Main Street. He said the proposed building would have bike storage and that there was a public transportation stop close by to encourage alternative modes of transportation.

He discussed plans for winter parking, suggesting residents could park at a park and ride facility, located in neighboring Dover, and then take public transportation to the building during winter parking bans. He said residents might also be able to purchase a winter parking pass at local parks. He said prospective tenants would be required to sign up for parking alerts sent out by the City and would then need to find alternative parking.

TITLE LXIV PLANNING AND ZONING

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Regulation of Subdivision of Land

Section 674:41

674:41 Erection of Buildings on Streets; Appeals. –

I. From and after the time when a planning board shall expressly have been granted the authority to approve or disapprove plats by a municipality, as described in RSA 674:35, no building shall be erected on any lot within any part of the municipality nor shall a building permit be issued for the erection of a building unless the street giving access to the lot upon which such building is proposed to be placed:

(a) Shall have been accepted or opened as, or shall otherwise have received the legal status of, a class V or better highway prior to that time; or

(b) Corresponds in its location and lines with:

(1) A street shown on the official map; or

(2) A street on a subdivision plat approved by the planning board; or

(3) A street on a street plat made by and adopted by the planning board; or

(4) A street located and accepted by the local legislative body of the municipality, after submission to the planning board, and, in case of the planning board's disapproval, by the favorable vote required in RSA 674:40; or

(c) Is a class VI highway, provided that:

(1) The local governing body after review and comment by the planning board has voted to authorize the issuance of building permits for the erection of buildings on said class VI highway or a portion thereof; and

(2) The municipality neither assumes responsibility for maintenance of said class VI highway nor liability for any damages resulting from the use thereof; and

(3) Prior to the issuance of a building permit, the applicant shall produce evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds; or

(d) Is a private road, provided that:

(1) The local governing body, after review and comment by the planning board, has voted to authorize the issuance of building permits for the erection of buildings on said private road or portion thereof; and

(2) The municipality neither assumes responsibility for maintenance of said private roads nor liability for any damages resulting from the use thereof; and

(3) Prior to the issuance of a building permit, the applicant shall produce evidence that notice of the limits of municipal responsibility and liability has been recorded in the county registry of deeds for the lot for which the building permit is sought; or

(e) Is an existing street constructed prior to the effective date of this subparagraph and is shown on a subdivision plat that was approved by the local governing body or zoning board of adjustment before the municipality authorized the planning board to approve or disapprove subdivision plats in accordance with RSA 674:35, if one or more buildings have been erected on other lots on the same street.

II. Whenever the enforcement of the provisions of this section would entail practical difficulty or unnecessary hardship, and when the circumstances of the case do not require the building, structure or part thereof to be related to existing or proposed streets, the applicant for such permit may appeal from the decision of the administrative officer having charge of the issuance of permits to the zoning board of adjustment in any municipality which has adopted zoning regulations in accordance with RSA 674, or, in municipalities in which no board of adjustment exists, to the local legislative body, or to a board of appeals, whichever is appropriate, in accordance with RSA 674:14 and 674:15, including the requirement for a public hearing. In a municipality which does not require building permits, direct application may be made to the zoning board of adjustment, or the local legislative body, or the board of appeals for permission to erect the building. In passing on such appeal or application, the board of adjustment, local legislative body, or board of appeals may make any reasonable exception and shall have the power to authorize or issue a permit, subject to such conditions as it may impose,

if the issuance of the permit or erection of the building would not tend to distort the official map or increase the difficulty of carrying out the master plan upon which it is based, and if erection of the building or issuance of the permit will not cause hardship to future purchasers or undue financial impact on the municipality. Any such decision made in this connection by a board of adjustment, local legislative body, or by a board of appeals pursuant to this section and RSA 674:14 and 674:15 shall be in writing, together with the reasons for the decision, and shall be subject to review in the manner described in RSA 677.

II-a. Municipalities may except any lot, including island lots for islands served exclusively by boats, from the requirements of paragraphs I and II by an affirmative vote of the local legislative body pursuant to RSA 675, first submitted to the planning board for its approval and:

- (a) If approved by the board, approved by a majority of those present and voting at a regular or special meeting of the local legislative body; or
- (b) If disapproved by the planning board, approved by not less than 2/3 of those present and voting at a regular or special meeting of the local legislative body.

III. This section shall supersede any less stringent local ordinance, code or regulation, and no existing lot or tract of land shall be exempted from the provisions of this section except in accordance with the procedures expressly set forth in this section. For purposes of paragraph I, "the street giving access to the lot" means a street or way abutting the lot and upon which the lot has frontage. It does not include a street from which the sole access to the lot is via a private easement or right-of-way, unless such easement or right-of-way also meets the criteria set forth in subparagraphs I(a), (b), (c), (d), or (e).

IV. In addition to the requirements for the erection of buildings in paragraph I and notwithstanding the exceptions provided in paragraph II, the planning board for a county in which there are located unincorporated towns or unorganized places shall require every building which is erected on leased land located within an unincorporated town or unorganized place to have a building permit. A building permit shall be required under this paragraph regardless of the proximity of the building to any street or highway. The county shall, by resolution, authorize the planning board to issue building permits under this paragraph.

Source. 1983, 447:1. 1988, 131:2, 3. 1989, 266:20. 1995, 291:10. 1998, 344:6. 2002, 270:1, 5. 2004, 154:1, 2. 2005, 226:1, 2, eff. Sept. 3, 2005.

DRAFT

City of Somersworth, NH

Agreement and Release Regarding Building Permit for Property Abutting a Private Road

Now Come Peter Ransom and Christine Ransom (hereinafter referred to jointly or severally as “owners”) with a residential address 4 Evelyn Drive, York, Maine 03909 and the City of Somersworth, New Hampshire (hereinafter referred to as “city”), a municipal corporation existing under the laws of the State of New Hampshire with an address of One Government Way, Somersworth, NH 03878, and agrees as follows:

WHEREAS, owners own certain real property in Somersworth identified in the city’s tax records as Tax Map 49 Lot 14 and which abuts Coles Pond Road, conveyed to said owners by a Deed recorded at Book XX, Page XX at the Strafford County Registry of Deeds; and

WHEREAS, the relevant portion of said Coles Pond Road upon which owner’s real property fronts is a private road that has not been approved by the Somersworth Planning Board, so that the owners’ property is therefore subject to the building restrictions imposed under RSA 674:41;

No THEREFORE, the City and owners on behalf of themselves, their heirs, legal representatives, successors and assigns, covenant and agree as follows:

1. The City shall allow owners to construct a single family residence on the property identified above the subject to the terms and conditions of a building permit to be issued by the City.
2. The parties understand and agree that City assumes no responsibility for maintenance including but not limited to snowplowing, of said Coles Pond Road, and no liability for damages arising from use of said road.
3. Owners agree to be responsible for maintaining access to the subject property and do hereby forever release discharge the City, its officers, agents, and employees: (1) from the obligation of maintaining said Coles Pond Road; and (2) from any loss, damage, claim, or expense of any kind or nature whatsoever arising directly or indirectly from the condition of said road, including but not limited to any loss, damage, claim or expense arising from failure to provide any municipal services such as police, fire, and ambulance services.
4. Owners hereby assume responsibility for transporting any children who may now or in the future reside on the property to the nearest school bus stop.
5. The parties understand and agree that this Agreement and Release shall be recorded at the Strafford County Registry of Deeds before the building permit is issued, as required under RSA 674:41, I (c) (3).

IN WITNESS WHEREOF the parties have hereunder set their hands this

_____ day of _____, 2024.

Witness:

Peter Ransom (Owner)

Witness:

Christine Ransom (Owner)

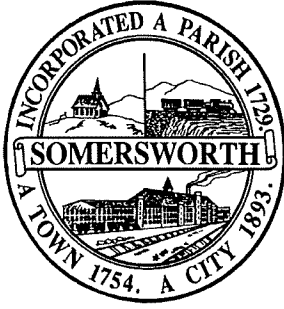
CITY OF SOMERSWORTH

Witness:

By:_____

Robert M. Belmore, City Manager

Duly Authorized



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: April 10, 2024

Re: **Monthly Report**

Finance Department:

- Assisted in completing FY25 proposed budget.
- Assisted in preparation of FY25 Budget presentation.
- Completed MS-6c for State of NH.
- Completed MSDA for FY2023 Audited Financial Statements.
- Completed Single Audit filings.
- Worked with Bond Counsel and started documentation for a Bond Anticipation Note for the Constitutional Way project.
- Bids:
 - Catch Basin Cleaning – Due April 11.
 - Construction Equipment Rental – Due April 11.
 - Long Line and Pavement Markings – Due April 25.

Treasurer's Report:

- General Fund cash on hand as of March 31, 2024 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, and a Citizen's Bank investment account.

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, and standing committee meetings.

Tax Collector:

- Motor vehicle registrations were a total of \$173,985 during the month.
- Collected \$5,580 for Municipal Transportation Fund during month.
- Notices of Arrearage was sent for delinquent Property Taxes and Utility Bills.
- Total receipts for the month were \$1,375,945.

Library

- 3,574 people visited the Library in March.
- There were 38 new library cards issued. There are a total of 1,688 active cards.
- Programs in April are:
 - April 2 – Quality Time with Diana Metraud
 - April 6 – Solar Eclipse of the Library
 - April 13 – Puzzle Swap
 - April 13 – Community Outreach Booth at Pete and Cat Event (Idlehurst)
 - April 16 – Pollinator Gardens
 - April 20 – Earth Day Art (Presented by Seacoast Mothers Association)
 - April 23 – Spring Fling (partnership with Community Gardens)
 - April 24 – PNSY STEM program – Squishy Circuits
 - April 30 – Historic Lighthouses and Keepers of NH and Southern Maine
- The Library received 2 donations for the 2024 Summer reading Program:
 - Tri-City Subaru & CDJR \$500
 - White Mountain Pool and Spa \$100
- The Somersworth Women's Club donated \$500 to be used for 2024-2025 adult programming. The Library has booked Kelly Dwyer to run nature related programs in the Spring 2025.

Human Services:

- Total assistance for the month was \$13,652. That compares to \$17,032 for the month of February 2024 and \$15,963 for March 2023.
- 3 new cases was opened compared to 10 in 2023.
- 20 cases were approved for varying levels of assistance and 5 cases were denied. 25 cases were referred to other agencies for support.

Information Technology

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

Assessing

- Processing abatements received by deadline.
- City-wide revaluation is on-going.

Treasurer's Report.
General Fund

Period as of March 31, 2024.

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$2,701,693	0.00%	N/A	Money available upon demand
Citizens Invest & ICS	\$66,699	2.65%	N/A	Money available upon demand
NHPDIP	\$12,411,736	5.38%	N/A	Money available upon demand
TD Bank	\$3,924,345	3.55%	N/A	Money available upon demand
Newburyport Bank	\$5,921,535	4.97%	N/A	Money available upon demand
Eastern Bank	\$326,354	2.00%	N/A	Money available upon demand
Leader Bank	\$3,234,643	4.50%	N/A	Money available upon demand
Bank of NH	\$3,123,169	4.65%	N/A	Money available upon demand

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period as of March 31, 2024	\$360,860	\$1,031,001	\$356,250	\$674,751

Date: 4/1/24

To: Robert Belmore, City Manager

From: Michelle Mears, AICP
Director of Planning and Community Development & D.D.S. Staff

Re: Department of Development Services March 2024 - Monthly Report

In addition to the Department's various activities listed in the attached staff reports, City Staff attended or assisted with the following Land Use Board meetings.

- Zoning Board – No meeting
- Conservation Commission – March 13
- Planning Board – March 20
- SRTC – March 6 & March 13
- Historic District Commission – March 27

Building and Health Departments

MAJOR Building Permits Applied for March 2024

Address		Construction Costs	Fees
5	Main St	\$ 124,000.00	\$ 1,141.00
9	Birch Hill Lane Unit A and B	\$ 630,000.00	\$ 5,695.00
11	Birch Hill Lane Unit A and B	\$ 630,000.00	\$ 5,695.00
Total		\$ 1,384,000.00	\$ 12,531.00

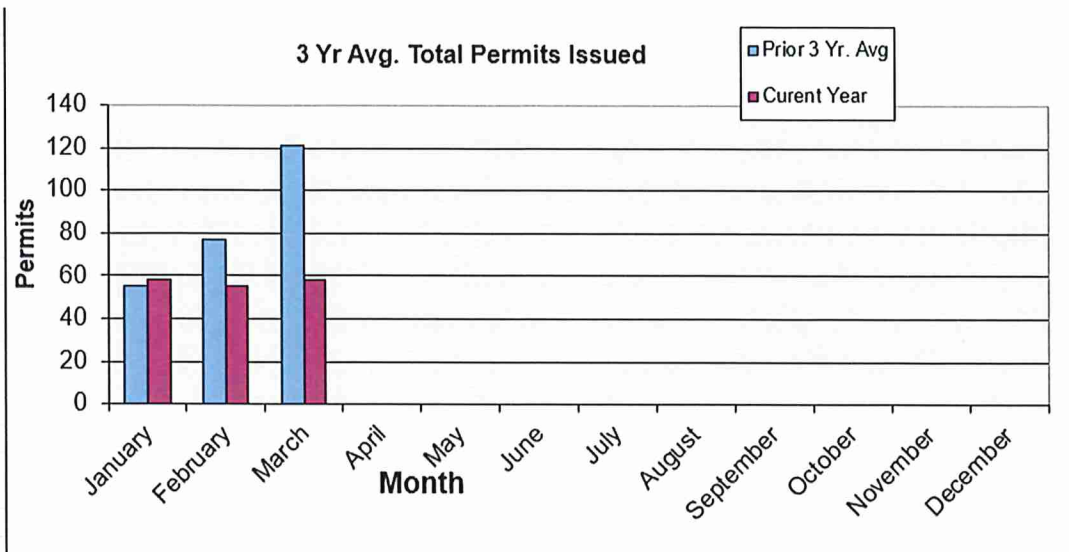
MINOR Building Permits Applied for March 2024

Address		Construction Costs	Fees
172	Green St	\$ 2,000.00	\$ 43.00
35	Hickory Ln	\$ 6,210.00	\$ 80.89
6-8	School St	\$ 23,526.00	\$ 241.00
52	Sunningdale Dr	\$ 8,500.00	\$ 127.00
18	Union St	\$ 3,000.00	\$ 61.00
11-13	Green St	\$ 6,700.00	\$ 85.30
9-11	Beacon St	\$ 2,200.00	\$ 44.80
64	Hickory Ln	\$ 30,000.00	\$ 295.00
19	Cemetery Rd	\$ 56,988.51	\$ 537.90
25	Grand	\$ 2,471.47	\$ 47.24
319	High St	\$ 27,000.00	\$ 268.00
343	Main St	\$ 25,200.00	\$ 251.80
5	Flynn St	\$ 48,510.00	\$ 466.00

199	Green St	\$ 98,687.00	\$ 913.18
44	Buffumsville Rd	\$ 50,000.00	\$ 625.00
15	Chabot St	\$ 20,000.00	\$ 205.00
158	Green St	\$ 3,400.00	\$ 55.60
259	Main St	\$ 3,000.00	\$ 61.00
24	Fremont St	\$ 5,000.00	\$ 85.00
76	South St	\$ 9,144.00	\$ 107.30
47	Green St	\$ 6,646.00	\$ 84.81
162	Colonial Village	\$ 5,904.10	\$ 78.14
252	Old Rochester Rd	\$ 21,600.00	\$ 284.20
365	Main St	\$ 1,500.00	\$ 38.50
20	Luna Circle	\$ 13,947.21	\$ 150.00
215	Blackwater Rd	\$ 40,000.00	\$ 505.00
6	Alicia St	\$ 33,696.00	\$ 328.26
96	Rocky Hill Rd	\$ 12,000.00	\$ 133.00
162	Green St	\$ 9,000.00	\$ 106.00
41	Luna Circle	\$ 11,236.00	\$ 126.12
5	Rocky Hill Rd	\$ 5,420.00	\$ 73.78
23	Works Way	\$ 0.00	\$ 25.00
36	Cote St	\$ 13,915.00	\$ 150.24
497	High St Unit D	\$ 5,000.00	\$ 70.00
Totals		\$ 611,401.29	\$ 6,754.06

Permit Receipts as of March 2024

PERMIT RECEIPTS							
	2020	2021	2022	2023	2024	Total DIFFERENCE 2024 vs 2023	% CHANGE 2024 vs 2023
January	\$13,195.23	\$8,599.31	\$10,660.43	\$12,486.79	\$56,497.71	\$44,010.92	77.9%
February	\$13,438.09	\$6,590.61	\$31,381.26	\$10,679.12	\$11,231.26	\$552.14	4.9%
March	\$24,077.27	\$46,267.60	\$25,904.65	\$49,155.68	\$20,483.26	-\$28,672.42	-140.0%
April	\$10,871.58	\$27,779.60	\$26,246.19	\$14,650.50			
May	\$19,665.79	\$33,736.68	\$11,141.09	\$33,819.63			
June	\$13,079.55	\$51,947.53	\$37,046.22	\$12,436.71			
July	\$16,816.46	\$18,776.42	\$9,648.31	\$23,252.47			
August	\$23,823.08	\$46,171.98	\$25,716.69	\$22,620.10			
September	\$23,396.60	\$13,805.11	\$30,356.86	\$10,732.46			
October	\$16,152.79	\$18,139.91	\$12,587.39	\$22,766.41			
November	\$12,376.38	\$8,476.08	\$30,037.01	\$6,930.30			
December	\$6,925.03	\$8,858.58	\$7,853.79	\$18,565.77			
Year total	\$50,710.59	\$61,457.52	\$67,946.35	\$72,321.59	\$88,212.23	Overall Change	22.0%
Difference of change this year to last (completed months only)							



Property Maintenance March 2024

*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice;

Address	Complaint Type	Complaint Date	Notification Issued	Status
446 High Street	MPV	11/17/2022	NOV	Pending
11 Ash Street #A	MPV	1/5/2023	NOV	Pending
14 Canal Street	Structure Violation	3/23/2023	CN	Pending
Blue Heron Drive	Wetlands Violation	2/10/2023	NOV	Resolved
65 Green Street	Fire Escape Violation	3/23/2023	CN	Pending
334 Main Street	Junkyard	7/25/2023	CN, NOV	Pending
289 Main Street	MPV	4/28/2023	NOV	Pending
254 High Street	Siding Violation	5/31/2023	NOV	Pending
283 Main Street	MPV	7/6/2023	NOV	Pending
290 Main Street	Siding Violation	7/11/2023	NOV	Pending
396 High Street	MPV	8/29/2023	NOV	Pending
334 Main Street	Zoning Violation	1/30/2015	NOV	Pending
59 High Street	MPV	10/17/2023	CN	Pending
82 High Street	Zoning Violation	10/19/2023	NOV	Pending
472 High Street	Sign Violation	10/27/2023	CN	Resolved
290 Main Street	Siding Violation	10/31/2023	NOV	Pending
47 Prospect Street	MPV	10/31/2023	CN	Pending
8 Wiggins Court	Zoning Violation	11/6/2023	NOV (2)	Resolved
156 High Street #C	Sign Violation	11/16/2023	NOV	Resolved
45 Cinnamon Ridge Road	Camper Violation	11/21/2023	CN	Pending
197 Rt. 108	Trash	11/21/2023	NOV	Resolved

47 Green Street #B	MPV	11/30/2023	NOV	Pending
24 West High Street	Dumpster Violation	12/5/2023	CN	Resolved
1 Drew Road	Fence Violation	12/11/2023	CN	Pending
47 Maple Street	Siding Violation	12/11/2023	CN	Pending
18 High Street	MPV	12/14/2023	NOV	Pending
90 Market Street	Siding Violation	12/14/2023	CN	Pending
56 Market Street	Siding Violation	12/14/2023	CN	Pending
47 Green Street #A	MPV	12/19/2023	NOV	Pending
97 High Street	Siding Violation	12/22/2023	CN	Resolved
19 Tri-City Road	Off Premise Sign	12/28/2023	CN	Pending
7 Ash Street	Trash	12/28/2023	CN	Resolved
51 Prospect Street	HDC Violation	1/4/2024	NOV	Pending
47 Prospect Street	HDC Violation	1/4/2024	NOV	Pending
53 Prospect Street	Siding Violation	1/8/2024	CN	Pending
16 Portland Street	MPV	1/23/2024	CN	Pending
31 Market Street #A	MPV	1/30/2024	NOV	Pending
62 Green Street	Siding Violation	2/16/2024	CN	Pending
7 Ash Street	Trash	2/16/2024	NOV	Resolved
283 Main Street	Trash	2/16/2024	NOV	Resolved
8 Beacon Street	HDC Violation	2/21/2024	NOV	Pending
1 Drew Road	Fence Violation	2/23/2024	NOV	Pending
85 Washington Street	Wall Violation	2/23/2024	NOV	Pending
47 Green Street	MPV	2/23/2024	NOV	Pending
436 High Street	Site Plan Violations	2/26/2024	CN	Pending
68-70 Elm Street	MPV	3/19/2024	NOV	Pending
76-78 Elm Street	MPV	3/19/2024	NOV	Pending
80-82 Elm Street	MPV	3/19/2024	NOV	Pending
14 Depot Street	Trash	3/20/2024	NOV	Resolved
47 Depot Street	MPV	3/20/2024	NOV	Pending
7 Green Street	Discharge Violation	3/20/2024	CN	Resolved
506 High Street	Fence Violation	3/25/2024	CN	Pending
12 Linden Street	Acc. Structure Violation	3/25/2024	CN	Pending
66 Milo Lane	MPV	3/26/2024	NOV	Pending
11 Ash Street	Trash	3/29/2024	CN	Resolved
23 Mt. Vernon Street	Siding Violation	3/29/2024	CN	Pending

PLEASE NOTE – All matters shown as “Resolved” were active matters which were closed in the month of March 2024 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of March, 2024, thirteen (13) open matters became compliant and were closed.
- In March, 2024, the Code Compliance Office issued:
 - Five (5) Courtesy Notices; and
 - Six (6) Violation Notices

COURT MATTERS – Ongoing

- **City v. Michael Davis – 25 Otis Road**
 - The Court held a review hearing on September 14, 2023, at which parties and counsel appeared. The Court reviewed the parties' Third Joint Statement Of Status, and heard from counsel. The parties agree that the defendant has made and is making progress on the Conditional Use Permit ("CUP"), which remains the sole outstanding item. To that end, the defendant assembled necessary materials and attended and presented at the Conservation Commission meeting on September 13. The Commission requires additional information (a timeline/annotated plan indicating what has occurred on the property at what time). The parties anticipate that the CUP process will require an additional two-to-three Commission meetings and two-to-three Planning Board meetings.
 - Based on the parties' joint request, the Court now rules as follows:
 - 1. A review hearing will be scheduled for early March, by which time the parties expect that the CUP process will have concluded. The hearing will concern the status of the CUP process as well as the City's outstanding sanctions requests.
 - 2. On or about the 20th of each month, the parties shall file status reports as to the CUP process and any other issues.
 - 3. If any party needs a hearing on any issue between now and March, that party may file a motion seeking a hearing and explain why one is necessary.
 - **March Update:** The Conservation Commission continued the applicant to the July 10th meeting of the Commission. The Defendants new legal representation, Marcia Brown, is requesting an extension to September 15th 2025 to complete the defendants Conditional Use Permit. A compliance hearing is slated for 5/8/2024 at Strafford Superior Court. The intent of this hearing is to assess Mr. Davis ability to bring his property into compliance under new legal representation.

- **City v. James Wolcott – 197 Rt. 108**

- City of Somersworth-Code Compliance had issued a Citation and Summons to James Wolcott for his lack of adherence to the Zoning Ordinance regarding junkyards. First notified of this violation back on 12/29/2022, Mr. Wolcott has failed to abide by the Zoning Ordinance, disregarding multiple notices to clean up the property.
- On 7/20/2023, the Code Compliance Office came to an agreement with Mr. Wolcott regarding his outstanding code violations. In exchange for suspending the civil penalty of \$1,000.00, Mr. Wolcott agreed to plead guilty to the violation and clean up the property by 8/20/2023.
- On 9/12/2023, the Code Compliance Office motioned the court to impose the suspended sentence. This property was not brought into compliance by the agreed upon date and continues to be out of compliance as of 9/30/23. The City is seeking to impose the original \$1,000.00 fine.
- On 9/27/2023, Judge Gardner ruled in favor, granting the City's motion to impose a suspended sentence. The defendant, James Wolcott, was given until October 31st, 2023 to pay the civil penalty in full.
- On 11/1/2023, James Wolcott failed to pay the fines ordered by the court. The Code Compliance Office will file a motion to Dover District Court seeking a bench warrant for failure to pay 1,000.00 in fines. Updates will be provided in the December report.
- On 12/9/2023, The Code Compliance Office motioned the court to issue a bench warrant for James Wolcott.
- On 12/21/2023, Judge Lown granted the City's request, issuing the bench warrant on 1,000.00 cash bail.
- On 3/1/2024, James Wolcott was arrested for an active bench warrant set at 1,000.00.
- On 3/2/2024, Dover District Court set an arraignment date of 4/1/2024.

- **City v. Reddy Infosys Inc. – 86 High Street**

- On 9/29/2023, Anji Reddy plead guilty to twenty-two class B felonies and will pay a fine of 1,000.00 for his lack of compliance with the City of Somersworth Property Maintenance Ordinance. In an attempt to incentivize Reddy Infosys Inc. to make the necessary repairs, the fines were temporarily suspended. Reddy Infosys Inc. was given until 1/31/24 to complete all of the repairs necessary as outlined in the 2/28/2023 Notice of Violation.

- On 10/2/2023, Judge Gardner approved the guilty plea and agreement to complete the necessary repairs by 1/31/24. In addition, the defendant grants access to the City for prescheduled compliance inspections. Suspension of fines is contingent upon code compliance by the deadline of 1/31/2024. If the defendant fails to abide by the agreement, the original fines will be imposed.
- On 10/16/2023, an inspection was conducted at 86 High Street. Reddy Infosys Inc. has made substantial progress in renovating the apartment. The next compliance inspection is scheduled for 10/19/2023 and 11/6/2023.
- On 2/27/2024 the Somersworth Building Inspector signed off on the work completed at 86 High Street. Only a few items remain to bring this case to completion.
- This case was placed on a temporary hold by the City of Somersworth Code Compliance Office as the defendant was seeking to add an additional unit to 86 High Street. As part of developing an additional unit, the defendant would complete the electrical upgrades and wall repairs needed for the existing unit when the new unit begins construction. A deadline of April 10th, 2024 was given to the defendant to have all plans and required documents to the HDC and Planning Board. Failure to do so would result in the Code Compliance Office imposing an additional \$75,000.00 in fines along with the Compliance Officers prosecution fees as allowed under NH RSA 676:17.
- **City v. DWBH Ventures – 289 Main Street**
 - On 6/22/2023, City of Somersworth-Code Compliance has issued a Citation and Summons to DWBH for their lack of property maintenance regarding a multitude of code violations observed on 4/28/2023.
 - On 7/10/2023 the Code Compliance Office received a notice of entry of “not guilty” and waiver of arraignment by the defendant’s attorney. On 8/7/2023, the Code Compliance Office was notified of a 9/25/2023 trial date.
 - On 9/25/2023 the Code Compliance Office came to an agreement with DWBH Ventures for an additional 6 months to complete the necessary work to the apartment. Additionally, by 1/1/2024, the Defendant shall issue a report to the City regarding the status of repairs. If necessary, another hearing will be scheduled 6 months from 9/2023.
 - On 12/14/2023 the Code Compliance Office received notice from Dover District Court that a trial has been scheduled for 4/2/2024.
 - On 2/28/2024 DWBH Ventures notified the City that they will begin lead abatement on 3/11/2024. 4/2/2024 trial is still pending full code compliance.

- On 3/29/2024 The Code Compliance Office inspected 289 Main Street and found partial completion of the work required. DWBH Ventures notified the City that Four Points Property Management will no longer be servicing the property and that a local property management company, Real Property Management will be handling all future repairs.
- On 3/29/2024 The Code Compliance Office negotiated an agreement with DWBH Ventures, allowing an additional 8 Weeks to complete the required renovations. Failure to remediate all of the code violations listed in the 4/28/2023 Notice of Violation will result in the Code Compliance Office imposing the agreed upon fine of \$12,375.00 along with the Compliance Officers prosecution fees as allowed under NH RSA 676:17.

- **City v. Anji Reddy – 11 Ash Street**

- On 8/25/2023, Anji Reddy plead guilty to one class B Misdemeanor and will pay a fine of 1,000.00 for his lack of compliance with the City of Somersworth Property Maintenance Ordinance/Fire Codes. Additionally, Mr. Reddy will need to comply with any future compliance issues within 14 days of receiving notification. Emergencies as deemed by the Code Compliance officer must be fixed within 7 days. Failure to adhere by the terms of the defendant's guilty plea will incur an additional \$2,500.00 fine.
- On 8/25/2023, Anji Reddy plead guilty to an additional class B Misdemeanor and will pay a fine of 1,000.00 for his lack of compliance with the City of Somersworth, Property Maintenance Ordinance, regarding the lack of sufficient heat for tenants during the 22/23 winter. Additionally, Mr. Reddy will need to comply with any future compliance issues within 14 days of receiving notification. Emergencies as deemed by the Code Compliance officer must be fixed within 7 days. Failure to adhere by the terms of the defendant's guilty plea will incur an additional \$7,425.00 fine.
- On 8/25/2023, Anji Reddy plead guilty to an additional class B Misdemeanor and will pay a fine of \$1,000.00 for his lack of compliance with the City of Somersworth, Property Maintenance Ordinance, regarding the electrical issues in the building. Additionally, Mr. Reddy will need to comply with any future compliance issues within 14 days of receiving notification. Emergencies as deemed by the Code Compliance officer must be fixed within 7 days. Failure to adhere by the terms of the defendant's guilty plea will incur an additional \$22,275.00 fine.
- On 8/25/2023, Anji Reddy plead guilty to two additional class B Misdemeanors and will pay a fine of \$1,000.00 for his lack of compliance with the City of Somersworth, Property Maintenance Ordinance regarding lead paint exposure and egress window issues.

Additionally, Mr. Reddy will need to finish replacing all necessary windows in the building in 60 days. All surfaces with lead paint must be abated by a lead safe certified company within 120 days. Failure to do so will result in a 25,000.00 fine.

- On 12/29/2023, The City requested proof of compliance with the terms of the agreement. As indicated in the agreement, the lead paint in the unit was to be abated following applicable state regulations.
- On 12/29/2023, The defendant responded to the City's request indicating that a tenant had painted over the lead paint as of 11/30/2023. This violates the agreement made as individuals cannot perform lead abatement work in the State of New Hampshire without a valid license per NH RSA 130-A:10 and NH RSA 130-A:12.
- On 1/3/2024, The Somersworth Code Compliance Officer, Shane Conlin submitted a Motion To Impose Suspended Sentence. This motion was made for failure to abide by the 8/25/2023 agreement. A ruling was issued on 1/18/2024 to schedule a Motion Hearing to Impose Suspended Sentence.
- On 1/16/2024, The Defendant countered the City's Motion, submitting a Motion Landlord's Objection To Motion To Impose Suspended Sentence.
- On 1/17/2024, The Somersworth Code Compliance Officer, Shane Conlin submitted a Motion To Oppose Landlord's Objection.
- On 1/15/2024, Dover District Court issued a Notice of Hearing to the Code Compliance Officer, Shane Conlin to attend a Motion Hearing scheduled for 3/18/2024.
- On 3/18/2024, the Code Compliance Officer provided litigation for the trial held at Dover District Court against the Defendant, Anji Reddy. The trial lasted for several hours with the City ultimately requesting the court to impose the City's \$25,000 fine in addition to \$1,636.96 in prosecution fees itemized by the Code Compliance Officer, Shane Conlin. Both parties were informed that the ruling would be sent via mail.
- On 3/18/2024, Judge Lown, ordered the following:

“The Court finds that the State has met its burden of proving that the defendant/owner has failed to comply with the *Agreement* and the Court imposes on the individual defendant the penalty of 25,000.00, plus attorney fees totaling 1636.96, as set forth in the itemization submitted by the City of Somersworth. Thus the *Motion to Impose* is granted.”

- **City v. Anthony Kurlovich – Parcel 50-13**

- 2/9/2024, City of Somersworth-Code Compliance has issued a Citation and Summons to Anthony Kurlovich for failing to rectify wetland ordinance violations. An arraignment is scheduled for 4/15/2024.
- During the week of March 25th, 2024, City of Somersworth-Code Compliance Office received evidence that the code violations have been addressed temporarily and will be permanently fixed when weather and environmental conditions allow. As a result, the Code Compliance Office intends to motion the Court to Dismiss Without Prejudice. In the event this issue comes back, the City maintains its right to revive the case. The arraignment scheduled for 4/15/2024 has been cancelled.

Land Use Boards:

Minor Field Modification Requests: None

Conservation Commission:

March 13th

- A Land Use & Natural Resources Master Plan Chapter Workshop was held with Strafford Regional Planning Commission.

Historic District Commission:

March 27th

- A Historic Plaque Program Workshop with the Summersworth Historical Society & Museum was held.
- **(CONTINUED from February 28th, 2024):** Peter Merrill is seeking a certificate of appropriateness to install a dormer on a proposed attic unit on a property located at 86B High Street, in the Business (BH) District with Historic Overlay, Assessor's Map 11 Lot 217, HDC#04-2024 was **continued**.
- Marcia Brown is seeking a certificate of appropriateness to install metal roofing and four skylights on a property located at 20 Noble Street, in the Residential/Single Family/A (R-1AH) District with Historic Overlay, Assessor's Map 10 Lot 135, HDC#07-2024 was **approved**.
- Marcia Brown is seeking a certificate of appropriateness to make roof repairs including the removal of a window and installation of new trim and a gutter on a property located at 20 Noble Street, in the Residential/Single Family/A (R-1AH) District with Historic Overlay, Assessor's Map 10 Lot 135, HDC#08-2024 was **approved**.

- Adam Young is seeking a certificate of appropriateness to remove two chimneys on a property located at 32 Prospect Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 74, HDC#10-2024 was **approved**.

Planning Board:

The Planning Board reviewed the following:

March 20th

- A Vision, Land Use & Natural Resources Master Plan Chapter Workshop was held with Strafford Regional Planning Commission.
- Hideout Golf, LLC is seeking a site plan amendment for a two-phase project to construct a patio area and practice tee on an existing golf course located at 100 Hideaway Place in the Commercial/Industrial (CI) District, Map 50 Lot 11, SITE#07-2024 was **approved**.
- Chinburg Builders/200 Main Street LLC is seeking conceptual review for a proposed three (3) building multifamily development located at 200 Main Street in the Millyard (MY) District, Map 9 Lot 282, SITE #06-2024.

Site Review Technical Committee:

March 6th

- Peter Merrill is seeking Minor Site Plan approval to convert an existing attic space into an apartment on a property located at 86B High Street in the Business (BH) District with Historic Overlay, Assessor's Map 11 Lot 217, SITE#03-2024 was **approved**.
- TerraScape Park, LLC is seeking Minor Site Plan approval to construct a 4,849 SF parking area on a property located at 5 Terrascape Parkway, in the Commercial/Industrial (CI) District, Map 44 Lot 24-2, SITE#05-2024 was **approved**.
- Hideout Golf, LLC is seeking a Site Plan Amendment for a two-phase project to construct a patio area and practice tee on an existing golf course located at 100 Hideaway Place in the Commercial/Industrial (CI) District, Map 50 Lot 11, SITE#09-2023.

March 13th

- Chinburg Builders is seeking conceptual review for a 14,270 square foot 145-unit residential building with associated parking infrastructure located at 200 Main Street in the Millyard (MY) District, Map 9 Lot 282, SITE #06-2024.
- Bill Dube Kia, LLC is seeking site plan approval for a 22,000 square foot car dealership with associated accessways and parking infrastructure located at 220 & 222 Route 108, in the Commercial/Industrial (CI) District, Assessor's Map 61 Lots 10 & 11, SITE#02-2024.
- Jonathan Hanson is a site plan amendment for site improvements for a property located at 375 Route 108 in the Commercial/Industrial (CI) District, Assessor's Map 58 Lot 05, SITE#08-2024.

Zoning Board:

March 6th

Meeting cancelled – No new applications received

Master Plan Update – 2023-2024

Visioning Workshop

In March, the Planning Board held a Vision, Land Use & Natural Resources Master Plan Chapter Workshop with Strafford Regional Planning Commission. The workshop was a joint meeting with the Zoning Board of Adjustment, Mayor's Housing Task Force, and Conservation Commission. Attendees worked in groups to discuss the following topics related to community conditions and trends: Building Climate Readiness, Balancing Development Patterns, Connectivity, and Community Vibrancy.

Natural Resources Chapter

In March, the Conservation Commission held a Land Use & Natural Resources Master Plan chapter workshop with staff from Strafford Regional Planning Commission. Topics discussed include target areas for conservation, flood storage and control, wellhead protection, protective buffers, habitat management, floodwater, and property management.

Economic Development – March 2024

This Month's Commercial & Business Activity Includes - But is Not Limited to:

- **Vacancy: Commercial - Business Vacancy** [*Site for Sale and / or Lease*]
 - a) **Vacant -Privately owned Property**
- **Existing: Business Expansion** [*Local Business growing and providing new/ more service*]
 - ✓ Tri City Masonry-exploring expansion
 - ✓ Favorite Foods
 - ✓ Kids Culture
- **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]
 - ✓ Smart Storage: 1 Enterprise Drive - Route 108
 - Storage Center
 - ✓ Forward -Merch: 436 -Route 108
 - Screen Printing & Fulfillment Center
 - ✓ Wentworth Douglas Hospital Daycare Center- Terrascape
 - Providing daycare for over 200 children PB approval January 2023
 - ✓ Vida Tortilla- 45 Market Street

- **Final Certificate of Occupancy Granted**
 - ✓ Spectrum Connection: Behavioral Health & Development Services of Strafford County
 - *Medical Office*
- **Potential: Commercial - Business Exploring** [*Exploratory Review in process*]
 - 1) Janco
 - 2) Pizza and pub restaurant – 202 Route 108
 - 3) Dancy Company Lucky's Plaza
 - 4) Bakery Downtown
 - 5) Mixed use building- restaurant/café with housing on upper stories High Street
- **# SeeSomersworth**
 - ✓ SeeSomersworth- Keep abreast of Downtown Business Activities at: www.facebook.com/seesomersworth
- **Community Advocacy: ZOOM Meetings & Roundtables**
 - ✓ **Bi - Weekly:** SEDS - “Seacoast Region Economic Development Stakeholders”
 - ✓ **Bi - Weekly:** BEA-CEDR – “Community Economic Development Region”
Economic Development Roundtable hosted by Commissioner Caswell
 - ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD
- **Relationships & Partners:** Regular Engagement, Involvement, and Interface
 - ✓ **State and Regional Partnerships:**
 - BEA, SRPC, SBDC, SBA, SEDS
 - Seacoast Chambers of Commerce
 - Seacoast Economic Development Directors (SEDS)

Parks & Recreation – March 2024

Program & Event Highlights:

- **Biddy Basketball-** The program started on Saturday, March 2nd and concluded on March 30th. All children received a medal at the last session to celebrate all of their hard work this season. We're very proud of these young players for trying new things and practicing their basketball skills each week. Big thank you to all the program volunteers for donating their time and for making each practice fun & engaging for the kids.
- **Easter Egg-Stravaganza Egg Hunt-** Due to flooding at the park and unfavorable weather conditions, we made the difficult decision to cancel the annual Egg Hunt this year. Instead, we offered an alternative free event at Somersworth Public Library on Friday, March 29th from 3:30-5pm. Somersworth families were invited to pick up a bag of candy-filled Easter eggs and visit with the Easter Bunny. We also had a jelly bean guess jar where the top 2 guesses without going over won an Easter basket filled with goodies, the Library put together a great Storywalk and Scavenger hunt for the kids to participate in. We were very happy with the turnout as we were able to give out over 150 bags of eggs to families. Big thank you to Somersworth Public Library for working with us on this last minute event change and for helping us make it a big success!

Upcoming Activities:

- **Hilltoppers 50+ Walking/Hiking Program-** Free program for Somersworth residents ages 50+. Registration opens on Monday, March 4th at 8am. The program will run for 6 weeks on Thursday mornings and all walks will begin at 10am. Walking locations will rotate each week and the schedule will be provided on our website to include meeting locations.
- **Tiny Toppers-** Free program for children ages 2-4 and their adult caregivers. Registration will open on Monday, March 25th. The program will run for 5 weeks on Wednesday mornings at Noble Pines Park from 9:45-10:30am. Participants will have the opportunity to play age-appropriate games, exercise, socialize with friends, meet new community members, and enjoy outside time.
- **Granite State Track & Field-** Early bird registration opened March 4th. This program is only offered to Somersworth residents due to the limited number of spots in the program.
- **Kids Camp-** registration opened on Monday, March 11th at 8am for the resident 8-week and 4-week options only. Weekly and non-resident registration will open on May 1st, if space is available. This is an 8-week program that will run from June 24- August 16th from 8-4pm, Monday-Friday. The program is held at Noble Pines Park and will feature weekly field trips to NH State Parks, arts & crafts, sports, team building activities, special events & trips, and more! We will be accepting up to 48 campers per week.

Staff Updates & Meetings:

3/8- March Park meeting with DPW to discuss parks, projects, spring field use, etc.

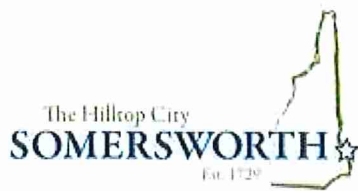
3/12- Staff met with USA Softball of NH to discuss a potential partnership at Malley Farm Softball fields

3/19- Annual Spring Field Use Meeting (with League Reps from Babe Ruth & Little League)

3/20- Recreation Committee Meeting

MISC:

- **RecDesk Updates-** Registrations for month of March:
 - Online: 105
 - In-person: 1
 - Member profiles: 106
-



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: April 10, 2024

SUBJECT: Public Works Department Monthly Report for March 2024

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

-The City recognized long time Highway Division employee Paul Bohan; worked for the Public Works Department for over 35 yrs. who retired on March 29. The Department hosted a well-attended special employee lunch and recognition of his many years of service and contributions. Employees from all Departments and his family joined us in thanking Paul for his service.

-Highway personnel responded to significant ice storm in late March, which involved plowing and treating roads/sidewalks and address down tree limbs. The City experienced power failures at different locations.

-Participated in an EPA Climate Resiliency Training program. Looking at ways we can protect our wastewater treatment, pump stations and collection systems as we deal with changing climate conditions.

-Joined the City Manager in a briefing by an EPA Regulator who presented a draft wastewater discharge permit update. The draft permit will still go through a public review process and involves several new requirements; likely in effect in the next year or two.

-Attended City Council meetings; Public Works and Environment Committee, SRTC meetings, and SRPC meetings.

-Participated in the preconstruction meeting for the redevelopment of 5 Main Street, former Police Station Building.

-Participated in a pre-construction meeting for this year's annual road paving work. Our contractor GMI Asphalt and staff reviewed work process, schedule and expectations for this year's road surfacing work. GMI anticipates starting either the week of April 15 or 22.

-Served on an interview panel with the Fire Chief position with other City Department officials.

-Had discussions with Unifit officials and the City Engineer on expectations for Unifit to follow in restoring the trench patches along Blackwater Road and on Maple Street.; conducted a site walk as well.

-Inspected a large maple tree in the front lawn of the Sober Sisters, with City staff and the States' seacoast tree arborist.

Received word the City qualified for another year as Tree City USA community by the National Arbor Day Foundation.

-Scheduled a preconstruction meeting with Granese and Sons for the reconstruction of Constitutional Way project.

HIGHWAY DIVISION

Operations / Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Walked downtown for trash and weeds
- Replaced signs city wide damaged from weather and accidents
- Filled salt barrels at the schools after winter events
- Continued work on straightening street signs city wide
- Washed and greased all trucks after winter events
- Checked basins city wide ahead of heavy rain events
- Responded to a severe winter event including freezing rain, resulting in multiple trees down, trees over hanging the roads creating hazardous driving which were required to be cut and stacked on the side of the roads
- Collected all piles of limbs and trees from ice storm
- Cleaned and prepared flower beds for spring
- Checked all trucks prior to winter event
- Performed road side trimming
- Performed road side trash collection, Blackwater Rd, Willand Dr, Commercial Dr, Rocky Hill Rd, and W High St
- Repaired a wash out on Buffumsville Road.
- Repaired dirt roads city wide after heavy rains
- Responded to three (3) winter events

Recreation:

- Removed broken limbs at Noble Pines Park following winter events twice
- Repaired the roof of the recreation building behind the Fire Department

Cemetery:

- Removed downed limbs in the cemetery after a winter event

Sewer Collections Maintenance:

- Received 27 Digsafe request

ENGINEERING DIVISION

- Attended SRTC meetings.
- Attended Climate Resiliency Training through EPA for the wastewater treatment plant.
- Attended Public Works & Environment Committee meeting.
- Attended Seacoast Stormwater Coalition monthly meeting.
- Attended 6th Annual Engineer's Conference seminars.
- Continued Lead Service Line Inventory data collection.
- Received bids for Constitutional Way Complete Street project.
- Completed FY2024 Paving Pre-construction meeting.
- Completed oversight and project management and inspection of CMAQ Grant project.
- Continued oversight and project management of TAP Grant project.
- Continued oversight of Hamilton Street storage tank project with Wright-Pierce.
- Continued oversight of water treatment plant evaluation project with Wright-Pierce.
- Continued oversight and site visits for BETA design progress on Main Street watermain design project.
- Continued oversight of Constitutional Way and Main Street Complete Streets with Wright-Pierce.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating the process in A20 mode which is used for the winter months. The winter season runs from November 1st thru April 30th. During this time, we are not required to meet stringent nutrient, Biochemical Oxygen Demand & Total Suspended Solids requirements.
- EPA met with city staff on March 11th and presented us with some insight on our upcoming draft NPDES permit. There are several milestones which will likely delay the final permit approximately 1-year.
- Completed a 12-hr course on climate resiliency put on by EPA Region 1. This course is designed to assist permit holders with how to complete a new requirement involving climate change, identifying areas of concern and developing a plan to reduce its impact on the overall operation.
- Completed the Phase II upgrade kick off meeting with Wright-Pierce on March 14th. This meeting was followed up with a site walk thru and Q&A. Desing is now under way.
- We continue to work on the wastewater asset management O&M plan with the assistance of Wright-Pierce. The draft is near completion.
- Updated our waste Management sludge profile which included metals, semi-volatiles & volatiles analysis. Our results came back under the limits allowing us continued use of the landfill for another three-year period.
- Activated the high flow plan three times during the month of March.
- Received 13,000 gallons of septage for the month.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month.
- Treated a total of 71-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

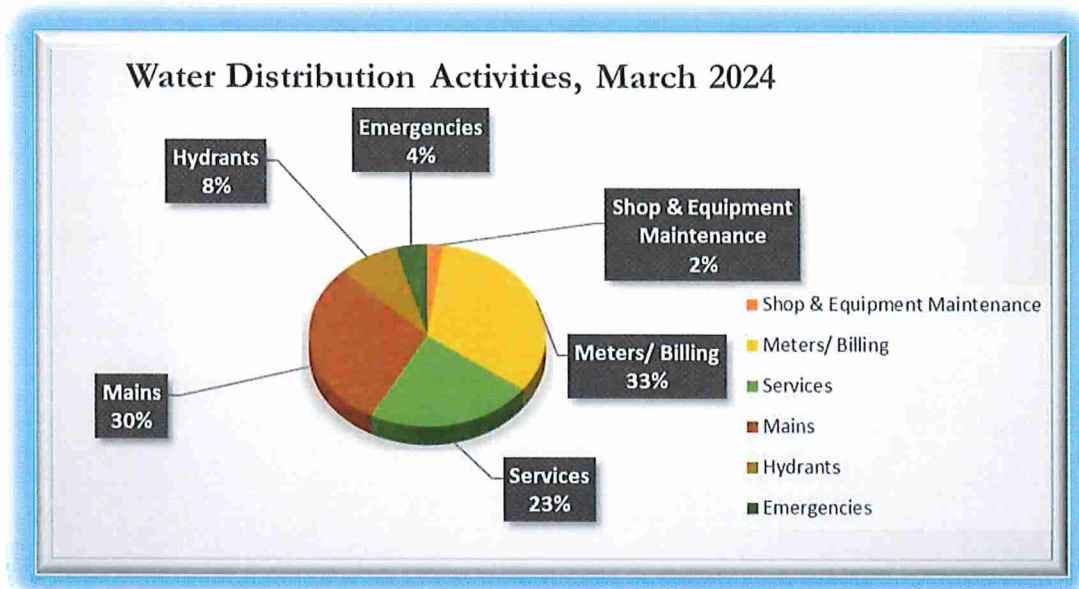
- Reviewed two wastewater surveys which did not require any further action.
- Completed two annual Industrial User inspections. This included Contitech Thermopol and Velcro USA. Both inspection and sampling results were within permit limits, therefore no further action was necessary.
- Stephanie completed her annual HAZMAT certification.

Capital Improvements Plan (CIP) Items:

- Upgrade outstanding upgrade warranty issues:
 - We experienced a compressor failure with our zone mixing system. Upon investigating the failure, we discovered a faulty cooling fan which was immediately ordered. Delivery and installation took place on March 20th. This unit is now back in service

WATER DISTRIBUTION

- Water Distribution operators completed 98 work orders and service requests in the month of March.
- Hydrant/Valve training
- Exploratory verification (River St.)
- Valve Replacements
- Meter breakdowns
- Various post meter replacement resolutions



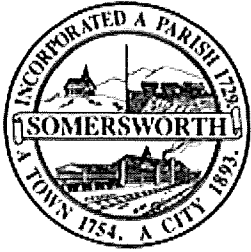
WATER TREATMENT

Items completed this month:

- Bacteria's and TOC's completed
- Pumped 37,032,559 gallons of raw water
- Filtered and pumped to the city 34,050,644 of finished water
- Received quote from Laviolette Controls for new tank monitoring equipment
- Received quote for annual carbon delivery
- Contacted and set up account with Veolia for purchasing Kruger replacement parts
- Began maintenance on train #1 for startup in April
- Laviolette Controls installed new SCADA with cyber security grant
- Provided updated information to Wright Pierce for Hamilton St tank design
- RMI submitted a waiver for testing frequency on the plants SQC
- Hach completed repair on TOC analyzer
- Purchased replacement motor for mixer on train #1
- Laviolette completed emergency repair on PLC due to power failure
- Powerup Generator completed emergency repair on generator due to failed cooling line

Action items:

- Lead & Copper inventory
- Lagoon cleaning bids
- VFD installation



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Timothy J. McLin
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: Timothy J. McLin, Chief of Police
Date: April 1, 2024
Subject: Monthly Report – Month of March 2024

Below are some of the activities of our department for the month of March:

COMMUNITY POLICING:

- Somersworth First Responders collected food and gift cards at the Community Food Drive on March 30th at Market Basket that benefitted the Community Food Pantry and the Seeds of Faith Food Pantry. 2,800 pounds of food was collected and \$2,030.00 in cash, gift cards and checks.
- Team Somersworth “Freezin for a Reason” participating in the Law Enforcement Winni Dip on 3/10/24 where the SPD Minions braved the cold waters of Lake Winnepesaukee to raise funds for Special Olympics.

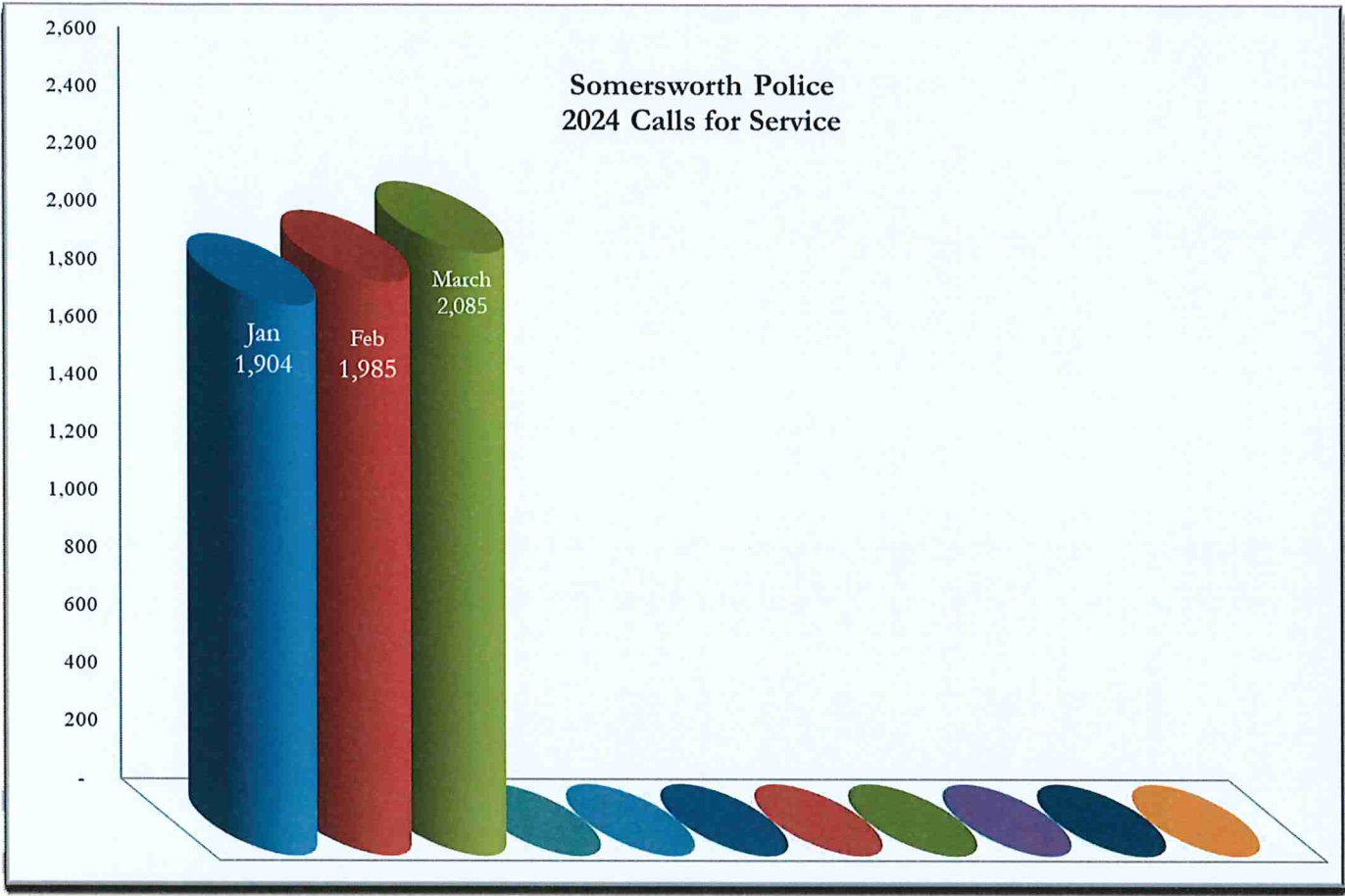
PERSONNEL/TRAINING:

- Sergeant Loghan Major was named Officer of the Year for 2023 and Dispatcher Skip Pepin was named as Civilian of the Year for 2023. Nominations and selection of the winners was by all employees of the Department.
- Sergeant Erich Lutz and Officer Scott Chanthavong were at Plymouth State University on 3/27/24 as part of an event to recruit more police officers for the Department.
- Training in March: Pistol Armorers Class and Taser Virtual Reality Instructor Training.

OTHER:

Drug Take Back Day is Saturday, April 27th from 10:00 am until 2:00 pm.

STATISTICS:



Yearly Comparison						
Month	2024	2023	2022	2021	2020	2019
January	1,904	1,906	2,100	1,562	1,939	1,976
February	1,985	1,606	1,935	1,280	1,756	1,796
March	2,085	2,011	1,909	1,666	1,926	2,145
April		1,708	2,064	1,802	1,846	2,285
May		1,843	1,897	2,004	1,708	2,053
June		1,594	1,808	1,984	1,749	1,935
July		1,610	1,520	1,757	1,949	2,048
August		1,993	1,570	1,881	1,847	1,943
September		2,212	1,717	1,820	1,875	2,020
October		2,150	1,665	1,775	1,937	1,906
November		1,760	1,671	1,880	1,717	1,860
December		2,010	1,693	1,944	1,513	1,995
TOTAL	5,974	22,403	21,549	21,355	21,762	23,962



To: Mr. Robert Belmore, City Manager
Date: April 9, 2024
Re: March 2024 Monthly Fire Department Report

With the recent rain and melting snow, flooding may become a reality in your area. Following these simple safety tips will help keep you and your family safe if you encounter flooding.

Flooding is a temporary overflow of water onto land that is normally dry. Floods are the most common disaster in the United States. Failing to evacuate flooded areas or entering flood waters can lead to injury or death.

Floods may:

- Result from rain, snow, coastal storms, storm surges and overflows of dams and other water systems.
- Develop slowly or quickly. Flash floods can come with no warning.
- Cause outages, disrupt transportation, damage buildings and create landslides.



If you are under a flood warning:

- Find a safe shelter right away.
- Don't walk, swim or drive through flood waters. **Turn Around, Don't Drown!**
- Remember, just 6 inches of moving water can knock you down, and one foot of moving water can sweep your car away.
- Stay off bridges over fast-moving water.
- Depending of the type of flood emergency information will provided.
 - Evacuate if told to do so.
 - Move to higher ground or a higher floor.
 - Stay where you are.

Monthly emergency response statistics with a comparison to the prior year:

	March 2024	March 2023
Fire (all types)	9	3
Overpressure / Overheat (no fire)	1	2
Rescue - EMS	62	67
Hazardous Condition (no fire)	18	32
Service Call	7	9
Good Intent Call	17	29
False Alarm / False Call	19	14
Severe WX / Natural Disaster	0	0
Special Incident	0	0
Total	133	156

A mutual aid ambulance was called into the city 1 time during the past month versus 5 times in March 2023.

Note: The categories used to report monthly incidents are those mandated by the National Fire Incident Reporting System (NFIRS). Most categories are self-explanatory. For those categories that are not obvious, the following examples can add clarity: Good Intent Call - a reported fire that turns out to be steam from a dryer vent; Severe WX/Natural Disaster - a lightning strike or tree falling on a house that requires an inspection to ensure there is no fire; and a Special Incident - low frequency event such as a citizen's complaint of an ordinance or code violation.

Note: The SFD responds with Stewart's on the more serious medical calls and any time a mutual aid ambulance responds into the city. In addition, FD EMTs, AEMTs, and a paramedic assist Stewart's with transports when a driver and/or additional EMS providers are required.

Respectfully submitted,

Mark Dellner

Mark Dellner
Fire Chief / EMD
City of Somersworth