




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, April 16, 2021
SUBJECT: City Manager's Report for Monday, April 19, 2021

New Business (under Section 15 of Agenda)

Resolutions

- A. **Resolution No. 36-21: Naming Seamore Drive and Assigning Addresses if Required.** The E911 Committee met on March 11th and voted to recommend the naming of Seamore Drive. Attached is a map of this Road's location.

Unfinished Business (under Section 14 of Agenda)

Ordinances

- A. **Ordinance No. 14-21: To Amend Chapter 8A, Sewer Ordinance, Definitions Article II & Industrial Pretreatment Article IV.** Again, the Public Works & Environment Committee voted to support these proposed amendments. These amendments are not substantive in nature, rather administrative language amendments to bring us in line with State and Federal regulations in regards to terminology. I would suggest that this is a housekeeping item.

Attachments

1. City Attorney Certifications One (1)
2. Department Head Reports

Note: There are a variety of updates that will be provided to the Council Standing Committees over the next two weeks.



April 7, 2021

City of Somersworth
Attn: Bob Bellmore – City Manager/City Council
1 Government Way
Somersworth, NH 03878

RE: Malley Farm Lease –#12 - Inspection and Annual Meeting

To Whom It May Concern:

Over the past five years while residing at Malley Farm, Sober Sisters Recovery housed and serviced over 85 women recovering from Substance Use Disorder. Guided by new life skills, our women gain the confidence needed to work full time in the community and reintegrate with children and family.

The Somersworth Fire Department has been to the property twice in the five years. First time for smoke alarm set off by pizza crust burning in the oven, and second to turn off fire alarm triggered by faulty internet service. Burn's Security was not able to attend to the call from our house manager at 3am.

Sober Sisters Recovery completed the following updates and refurbishing to Malley Farm over the past 5 years:

Gutting of the house, filling three large dumpsters and two one-ton trucks full of debris left by previous tenant.

Continued...

New Roof

Chimneys restored

New Chimney Liner

Two new 75-gallon oil tanks

Complete new Buderus Boiler heating & hot water system

28 Radiators wire brushed, repainted and re-plumbed.

All walls and ceilings painted

All hard wood floors stripped and varnished – removal of old carpets

All four bathrooms refurbished top to bottom. This includes subfloors, flange, toilets, showers, plumbing, and ventilation.

Fire Alarm System installed

Insulated Attic & Basement

New bulk head built – entrance to basement from back of house

All windows and screens replaced

Demolition and replacement of the cast iron waste pipe plumbing attic to basement

Front of farmhouse repaired – siding replaced primed and painted.

Landscaping and grounds groomed and repaired

Trees treated, and trimmed.

Shrubs groomed yearly by Bartlett

Electrical and light fixtures replaced in areas of the house

New doors thru out

Side porch repaired

Repaired washer/dryer hook up and installed utility sink in basement

The general condition of the property is impeccable. It was uninhabitable when we signed our lease.

Feel free to contact me with questions or concerns.



Mone' Cassier

Executive Director/Co-Founder

603 703 9077 – www.sober-sisters.org

Email: monecassier1@gmail.com

BOARD OF DIRECTORS – SOBER SISTERS RECOVERY – 11/15/2020

MONE' CASSIER – 603 703 9077 – Executive Director/Co-Founder – Non Voting Member. Mone' is also a small business owner. She resides at 12 Short Street, Rollinsford, NH 03869. Mailing address: P.O. Box 223.

MARK SIPPLE – President of the Board – 603 661 7976 – Mark is the front desk senior agent at Cliff House Resort, located Maine. Mark was also the Executive Director of The Malley Farm Boys Home for 30 years. He resides at 3B Fairfield Drive, Dover, NH 03820.

KIMBERLY SHANNON – Secretary of the Board– 603 767 8646 – Kimberly is the Clinical Research Coordinator and a Surgical Technician at Clear Advantage Vision Correction Center. Kimberly resides at: 42 Old Route 4, Berwick Maine 03901

PENNEY MAYBE – 603 822 3713 – Penney is the Assistant VP of Customer Care at Eastern Propane and Oil. She resides at: 15 Orange Street, Farmington, NH 03835.

WENDY CODD CHASE – 603 319 7259 – Wendy is the NH State Representative for Somersworth and Rollinsford NH. She is also the Co-Owner of Avalon Promotions, a SDVOSB (Service Disabled Veteran Owned Small Business), based in NH for over 30 years. She resides at 12 Short Street, Rollinsford, NH 03869. Mailing Address: P.O. Box 127.

DALE HOUDE – 603 978 8241 – Dale is a Maintenance Technician for the City of Dover. He resides at 124 Henry Law Avenue, Dover, NH 03820.

LAURA HOUDE – 603 545 9374 – Laura is the Health Promotion Supervisor for Wentworth Douglass Hospital. Resides at: 124 Henry Law Avenue, Dover, NH 03820.

KATE KNOX – 603-703-3241 – 86 Durham Road, Dover, NH 03820. Kate is an accomplished artist. Also a handy woman and has worked with the disabled community for over 20 years.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 30 2015

SOBER SISTERS RECOVERY
3 MEADERBORO ROAD
ROCHESTER, NH 03867-0000

Employer Identification Number:
47-4485250
DLN:
26053609001615
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
July 20, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Support for parents with ACEs

"The best thing we can do for the children we care for is to manage our own stuff. Adults who've resolved their own trauma help kids feel safe." —Donna Jackson Nakazawa



"Learning about ACEs is a start but sometimes we need more. Many people with ACEs have never had their pain validated. Understanding that there exists a biological connection between what they experienced in childhood, and the physical and mental health issues they face now, can help set them on a healing path, where they begin to find new ways to take care of themselves, and begin new healing modalities."

—Donna Jackson Nakazawa

Parenting to prevent and heal ACEs

(Adverse Childhood Experiences)



Donna Jackson Nakazawa, *Childhood Disrupted: How Your Biography Becomes Your Biology & How You Can Heal*

"The main point is this: No matter how old you are – or how old your child may be, there are scientifically supported and relatively simple steps that you can take to reboot the brain, create new pathways that promote healing, and come back to who it is you were meant to be."

NURTURE & PROTECT KIDS AS MUCH AS POSSIBLE



Be a source of safety and support.

MOVE AND PLAY

Drum. Stretch. Throw a ball. Dance. Move inside or outside for fun, togetherness and to ease stress.

MAKE EYE CONTACT

Look at kids (babies, too). It says, "I see you. I value you. You matter. You're not alone."

SAY, "SORRY"

We all lose our patience and make mistakes. Acknowledge it, apologize, and repair relationships. It's up to us to show kids we're responsible for our moods and mistakes.



GIVE 20-SECOND HUGS

There's a reason we hug when things are hard. Safe touch is healing. Longer hugs are most helpful.



SLOW DOWN OR STOP

Rest. Take breaks. Take a walk or a few moments to reset or relax.

HUNT FOR THE GOOD



When there's pain or trauma, we look for danger. We can practice looking for joy and good stuff, too.

BE THERE FOR KIDS

It's hard to see our kids in pain. We can feel helpless. Simply being present with our kids is doing something. It shows them we are in their corner.

HELP KIDS TO EXPRESS MAD, SAD & HARD FEELINGS

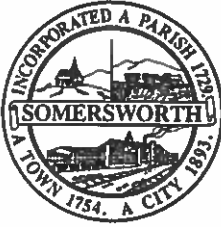
Hard stuff happens. But helping kids find ways to share, talk, and process helps. Our kids learn from us.



KEEP LEARNING

Understand how ACEs impact you and your parenting.

More tips & resources for parents on back.



City of Somersworth – Ordinance

Ordinance No: 14-21

TO AMEND CHAPTER 8A, SEWER ORDINANCE, DEFINITIONS ARTICLE II & INDUSTRIAL PRETREATMENT ARTICLE IV

April 5, 2021

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 8A, Sewer Ordinance:

1. Amend Definitions Article II by adding:

Section 5. Best Management Practices or BMPs means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Section 2.1 A and B [40 CFR 403.5(a)(1) and (b)]. BMPs include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage. [Note: BMPs also include alternative means (i.e., management plans) of complying with, or in place of certain established categorical Pretreatment Standards and effluent limits.]

Section 10. Categorical Pretreatment Standard or Categorical Standard. Any regulation containing pollutant discharge limits promulgated by EPA in accordance with sections 307(b) and (c) of the Act (33 U.S.C. section 1317) that apply to a specific category of Users and that appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.

Section 35. New Source. (1) Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed Pretreatment Standards under section 307 (c) of the Act that will be applicable to such source if such Standards are thereafter promulgated in accordance with that section, provided that: (a) The building, structure, facility, or installation is constructed at a site at which no other source is located; or (b) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an Existing Source; or (c) The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an Existing Source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the Existing Source, should be considered. (2) Construction on a site at which an Existing Source is located results in a modification rather than a New Source if the construction does not create a new EPA Model Pretreatment Ordinance 6 building, structure, facility, or installation meeting the criteria of Section (1)(b) or (c) above but otherwise alters, replaces, or adds to existing process or production equipment. (3) Construction of a New Source as defined under this paragraph has commenced if the owner or operator has: (a) Begun, or caused to begin, as part of a continuous onsite construction program (i) any placement, assembly, or

installation of facilities or equipment; or (ii) significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or (b) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

Section 44. Pretreatment Standards Shall mean prohibited discharge standards, categorical Pretreatment Standards, and Local Limits.

2. Amend Definitions Article II by deleting Section 66 in its entirety.

3. Amend Industrial Pretreatment Article IV by deleting Section 2. Industrial User Permit (IUP), Subsection B (9) and B (10) in their entirety.

4. Amend Industrial Pretreatment Article IV by deleting Section 2. Industrial User Permit (IUP), Subsection C (5) and replace with the following:

(5) Criminal prosecution against violators will be in accordance with 40 CFR 403.B
(f)(1)(iii)(B)(5)

5. Recodify entire Ordinance as required.

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Martin P. Dumont Kenneth S. Vincent Matthew Gerding	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 14-21

History

First Read Date:	04/05/2021	Tabled:	
Public Hearing:	04/19/2021	Removed from Table:	
Second Read:			

Discussion

04/05/2021

Councilor Witham made a motion to suspend Council rules to allow a first reading of Ordinance No. 14-21 to be read by title only. The motion was seconded by Councilor Gerding and passed 8-0 by roll call vote. City Clerk Slaven performed a first reading of Ordinance No. 14-21 by title only. Public Hearing scheduled at the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / Ordinance 14-21		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **36-21**

NAMING SEAMORE DRIVE AND ASSIGNING ADDRESSES IF REQUIRED

April 19, 2021

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the following roadway be named and addresses assigned if required;

NAME

EXPLANATIONS

“SEAMORE DRIVE”

- 1) Name requested by Developer, Palmer Gas
- 2) E-911 Street Name and Address Committee approved on March 11th, 2021.
- 3) This action will rename this section of Gator Rock Road extends northerly from the west end of Gator Rock Road ending in a Cul-de-Sac

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT this action is in accordance with RSA 231:133; RSA 231:133-a; RSA 106-H; State of NH, Department of Safety, Division of Emergency Communications Addressing Standards, and Chapter 19, Section 23, City of Somersworth Ordinances

Authorization	
<i>Sponsored by Councilor:</i> Martin Pepin	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 36-21

History

First Read Date:	04/19/2021	Tabled:	
Public Hearing:		Removed from Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			0
On //	Resolution 36-21	PASSED	FAILED



Resolution 36-21

MITCHELL MUNICIPAL GROUP, P.A.
ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
NAOMI N. BUTTERFIELD
JUDITH E. WHITELAW (OF COUNSEL)
EDWARD E. LAWSON, JR. (OF COUNSEL)

TELEPHONE (603) 524-3885

April 15, 2021

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 36-21

Title: **NAMING SEAMORE DRIVE AND ASSIGNING ADDRESSES IF REQUIRED**

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

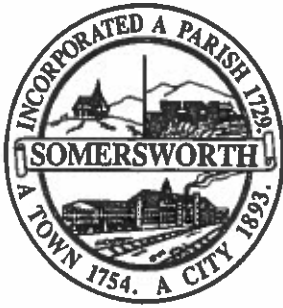
MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

4/15/21

By: _____





MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: April 15, 2021

Re: **Monthly Report**

Finance Department:

- Assisted in completing FY22 proposed budget.
- Assisted in preparation of FY22 Budget presentation.
- Assisted in preparation and presentation of the State of the City.
- Assisted in preparation of information for grant opportunities through Congressman Pappas' office.
- Participated in Union Negotiations.
- Bids:
 - City Hall Copiers – Due April 15.
 - Wellhouse Roof – Forest Glade Cemetery – Due April 29.
 - Library Accessibility – Received March 25.
 - Cemetery Road – Received March 23.

Treasurer's Report:

- General Fund cash on hand as of March 31, 2021 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, one emergency Council meeting, and standing committee meetings.
- Total receipts for the month were \$11,216.
- Permits:
 - American Legion Post 4485 – Games of Chance
 - Elizabeth Kenton – Protest Permit
 - Hilltop Fireworks – Permit for 2021

Tax Collector:

- Motor vehicle registrations were a total of \$217,051 during the month.
- Collected \$7,405 for Municipal Transportation Fund during month.
- Notices of Arrearage was sent for delinquent Property Taxes and Utility Bills.
- Total receipts for the month were \$1,420,291.

Library

- The Library had 1861 visits during the month.
- The total number of items in circulation was 2,651. The Library also filled 41 inter-library loan requests.
- 29 new library cards were issued, and 63 cards were renewed.

Human Services:

- Total assistance for the month was \$3,750. That compares to \$3,560 for the month of February 2021 and \$5,591 for March 2020.
- 2 new cases were opened compared to 5 in 2020.
- 6 cases were approved for varying levels of assistance and 2 cases were denied. 15 cases were referred to other agencies for support.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Started City Hall Server upgrade project. Installed new Cat 7 cable, hardware installation should occur in May.

Assessing

- Processing abatements received by deadline.
- The Assessing Department is conducting year 3 of cyclical inspections.

Treasurer's Report.
General Fund

Period as of March 31, 2021

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$2,656,414	0.00%	N/A	Money available upon demand
Citizens Investment	\$4,193,551	0.15%	N/A	Money available upon demand
NHPDIP	\$691,195	0.02%	N/A	Money available upon demand
Profile Bank	\$252,701	0.15%	N/A	Money available upon demand
TD Bank	\$1,666,810	0.20%	N/A	Money available upon demand
Newburyport Bank	\$6,079,669	0.34%	N/A	Money available upon demand
Century Bank	\$7,780,630	0.30%	N/A	Money available upon demand
Provident Bank	\$7,062,663	0.75%	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 31,2021	\$44,425	\$86,511	\$105,000	(\$18,489)

Date: March 31, 2021

To: Bob Belmore, ICMA-CM
City Manager

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

Re: Department of Development Services March 2021 - 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 all Via ZOOM:

- Zoning Board – No Meeting
- Conservation Commission – March 10
- Planning Board – March 17
- SRTC – March 3
- Historic District Commission meeting – March 24

Building and Health Departments:

MAJOR Building Permits Applied for in March 2021

Address		Construction Costs	Fees
39	Luna Cir	\$ 221,000.00	\$ 2,014.00
29	Luna Cir	\$ 251,136.00	\$ 2,285.22
35	Luna Cir	\$ 252,576.00	\$ 2,298.18
38	Whippoorwill Wy	\$ 175,000.00	\$ 1,600.00
3A	Colonial Vill	\$ 50,000.00	\$ 475.00
13	Colonial Vill	\$ 50,000.00	\$ 475.00
4	Colonial Vill	\$ 50,000.00	\$ 475.00
472	High St	\$ 788,912.00	\$ 7,125.21
126	Lily Pond Rd	\$ 3,000.00 (HO revising proj \$)	\$ 57.00
8	Tri-City Plaza	\$ 310,000.00	\$ 2,815.00
83	Washington	\$ 178,796.00	\$ 1,634.16
152	High St	\$ 178,796.00	\$ 1,634.16
110	Verona	\$ 128,035.00	\$ 1,177.32
11	Bartlett Ave	\$ 32,679.00	\$ 319.11
5	Bartlett Ave	\$ 414,106.86	\$ 3,751.96
40	Whippoorwill Wy	\$ 170,000.00	\$ 1,555.00
8	Government Wy	\$ 768,096.00	\$ 6,937.86
Totals		\$ 4,022,132.86	\$ 36,629.18

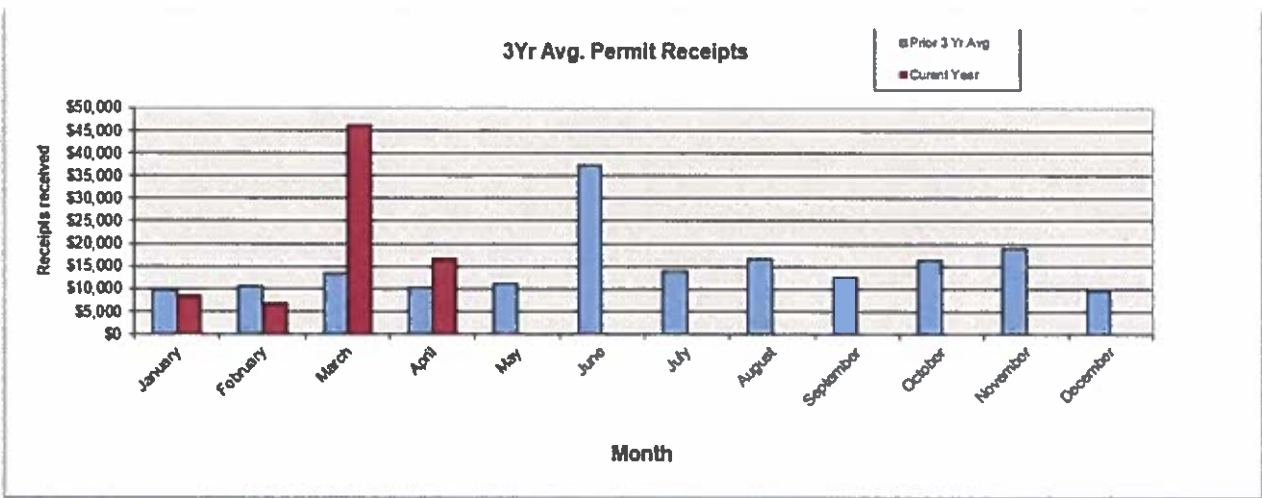
MINOR Building Permits Applied for in March 2021

Address		Construction Costs	Fees
12	Turgeon Ln	\$ 1,200.00	\$ 54.00
3	Cattail Cir	\$ 4,244.00	\$ 63.20
371	Main St	\$ 9,453.00	\$ 110.08
45	Grand	\$ 30,000.00	\$ 295.00
206	Main St	\$ 3,800.00	\$ 59.20
23	Stackpole Rd	\$ 4,100.00	\$ 61.90
16	Blackwater Rd	\$ 6,450.00	\$ 116.10
18	Blackwater Rd	\$ 4,800.00	\$ 111.40
411	Sherwood Glen	\$ 5,450.00	\$ 74.05
16	Turgeon Ln	\$13,232.14	\$ 144.09
22	Cinnamon Ridge Rd	\$12,280.02	\$ 135.52
9	Chabot	\$54,678.00	\$ 517.10
48	Sunningdale Dr	\$ 6,744.00	\$ 85.70
82	Franklin	\$ 2,500.00	\$ 55.00
26	Drew Rd	\$ 1.00 (old-inspection only)	\$ 25.00
46	Victoria Dr	\$13,448.00	\$ 146.03
371	RT 108	\$ 5,000.00	\$ 70.00
362 C	RT 108	\$ 5,000.00	\$ 115.00
11	Pearl	\$ 8,199.00	\$ 98.79
3	Rocky Hill Rd	\$13,500.00	\$ 146.50
68	Lily Pond Rd	\$ 5,138.00	\$ 71.24
113	Indigo Hill Rd	\$ 2,500.00	\$ 55.00
4	Green St	\$ 4,800.00	\$ 68.50
35	Whippoorwill	\$12,236.00	\$ 135.12
17	Third	\$ 469.00	\$ 29.22
69	Milo Ln	\$49,612.00	\$ 471.51
8	Hawthorne Cir	\$66,455.00	\$ 623.10
28	Tates Brook Rd	\$65,000.00	\$ 610.00
108	Maple	\$ 3,000.00	\$ 52.00
55	Mt Vernon	\$14,840.00	\$ 158.56
Totals		\$ 428,129.16	\$ 4,756.61

Permit Receipts as of March 31st, 2021

PERMIT RECEIPTS					
	2019	2020	2021	DIFFERENCE this year to last	% OF CHANGE
January	\$2,892.72	\$13,195.23	\$8,599.31	-\$4,595.92	-34.8%
February	\$14,382.00	\$13,438.09	\$6,590.61	-\$6,847.48	-51.0%
March	\$11,377.66	\$24,077.27	\$46,269.40	\$22,192.13	92.2%
April	\$12,091.95	\$10,871.58	\$0.00	N/A	
May	\$4,309.56	\$19,665.79	\$0.00	N/A	
June	\$91,825.41	\$13,079.55	\$0.00	N/A	
July	\$18,023.12	\$16,816.46	\$0.00	N/A	
August	\$21,606.17	\$23,823.08	\$0.00	N/A	
September	\$12,040.79	\$22,999.60	\$0.00	N/A	
October	\$25,228.33	\$16,152.79	\$0.00	N/A	
November	\$25,526.43	\$12,153.38	\$0.00	N/A	
December	\$8,211.20	\$6,925.03	\$0.00	N/A	
Year total	\$247,515.34	\$193,197.84	\$61,459.32	-\$10,748.73	21.2%
Difference of change this year to last (completed months only)	\$28,652.38	\$50,710.59	\$15,189.92	-\$10,748.73	

Great Bay Coordinator
Great Bay Resource Protection Partnership



Total Permits Ending March 31st, 2021

ROW		2019	2020	2021	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	41	60	49	-11	-22.4%
5	February	31	64	37	-27	-73.0%
6	March	51	62	104	42	40.4%
7	April	88	65	0	N/A	
8	May	59	77	0	N/A	
9	June	97	88	0	N/A	
10	July	85	94	0	N/A	
11	August	88	98	0	N/A	
12	September	69	117	0	N/A	
13	October	93	102	0	N/A	
14	November	85	73	0	N/A	
15	December	61	60	0	N/A	
16						
17	YTD Totals	848	960	190	-4	-405.3%
18	Difference of changes this year to last year (Completed months only)	123	186	190	4	2.1%

Property Maintenance March 2021

*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice; COMPLAINT – Summons filed with Court

	Location	Complaint Type	Date of Complaint	Notifications Issued	Status
1	Beacon	Trash	3/19/21	CN	COMPLETED
2	Clement	Trash	3/8/21	CN	COMPLETED
65	Green	Trash	3/26/21	CN	COMPLETED
17	Green	Trash	3/8/21	NOV	COMPLETED
11-13	Green	Trash	3/19/21	CN	COMPLETED
55	Green	Trash	3/19/21	CN	COMPLETED
65	Green	MPV	3/19/21	CN	COMPLETED
31	Green	Trash	3/19/21	CN	COMPLETED
203	Green	Trash	3/8/21	CN	COMPLETED
2	Green	Trash	2/12/21	CN	COMPLETED
10	Green Street	Trash	2/23/21	CN	COMPLETED
470	High	Sign Violation	2/10/21	NOV	COMPLETED
464	High	Sign Violation	2/10/21	NOV	COMPLETED
260	Main	Trash	3/8/21	CN	COMPLETED
283-285	Main	Trash	3/25/20	CN	COMPLETED
302	Main	Trash	3/8/21	CN	COMPLETED
331	Main	Trash	2/23/21	CN	COMPLETED
1	Maloney	Zoning Violation	3/3/21	CN	COMPLETED
36-38	Market	Trash	3/8/21	NOV	COMPLETED
9	Mt. Auburn	Trash	3/8/21	CN	COMPLETED
42	Pleasant	Trash	3/26/21	CN	COMPLETED
16	Walnut	Trash	3/8/21	CN, NOV	COMPLETED
4	Enterprise Drive	Site Plan Violation	12/15/20	NOV	PENDING
37	Franklin	MPV	10/20/20	NOV	PENDING
41-43	Franklin	MPV	10/20/20	NOV	PENDING
55	Green	MPV	3/26/21	NOV	PENDING
506	High	MPV	3/8/21	NOV	PENDING
413	High	Site Plan Violation	12/15/20	NOV	PENDING
127-129	High	MPV	3/19/21	NOV	PENDING
142	Indigo Hill	MPV	3/25/21	NOV	PENDING
107	Main	Structure Violation	3/8/21	NOV	PENDING
87	Rocky Hill	Dumpster	2/9/21	CN, NOV	PENDING
85	W. High	MPV	3/12/21	NOV	PENDING

PLEASE NOTE – All matters shown as “Completed” were active matters which were closed in the month of March 2021 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of March, 2021, twenty-two (22) open matters became compliant and were closed.
- In March 2021, the Code Compliance Office issued:
 - Twenty (20) Courtesy Notices; and
 - Twelve (12) Violation Notices.

COURT MATTERS – Active

- **City v. Karen & Andrew Goldstein d/b/a KAB Realty – 48 Green Street**
 - Suit was filed in 2019 due to abhorrent living conditions within the lower-leftmost unit of 48 Green Street. A resolution could not be reached between the Code Dept. and the defendant; therefore, a trial was scheduled for March of 2020. Due to COVID, the trial was cancelled.
 - Since the filing of the suit in 2019, the tenants residing at the unit in question have since been evicted. Discussion is ongoing with counsel for the defendant regarding settlement. The Code Dept’s position is that all violations must be cured prior to the re-leasing of the unit in question. Due to the nature of the violations at this property, as well as the investment of time into this case, monetary fines will be sought.
 - Status hearing was held on 1/27/21. No resolution could be made with opposing counsel. Trial date has been requested in this matter.

COURT MATTERS – Resolved

- **14 Indigo Hill Rd.** – Through counsel, the City moved for Summary Judgment against the property owner in early August. On September 4, 2020, Judge Howard ruled in the City’s favor, ordering a civil penalty of \$33,550.00 to be paid to the City along with attorney’s fees and costs.

Additionally, Judge Howard ordered a permanent prohibitory injunction against the property owner, requiring permanent compliance with state and local regulations. The property owner was thus ordered to clean the property of all junk and trash by September 25, 2020.

- Despite the order, the property owner has failed to clean the property. Therefore, the City is making arrangements to move onto the property, clean any refuse that exists, and bill the property owner, per the judge’s order granting the City authorization to do so.

- The Code Dept. is continuing to try to arrange for a forcible removal of all junk and trash at this property this season, but it is likely that the actual removal will take place in the Spring of 2021.
- The Code Office anticipates that the removal of the junk can be scheduled for either late April or early May. The contractual and insurance paperwork is in its final stages, and once finally executed, we will schedule the actual removal.

Land Use Boards:

Conservation Commission March 2021:

- 385 Route 16 Realty Corp. is seeking a conditional use permit to construct stormwater management within the Riparian and Wetland Buffer for the expansion of an existing automobile sales and service facility located at 385 Route 108 in the Commercial Industrial (CI) District, Assessor's Map 49 Lot 46 and Map 57 Lot 02, CUP#01-2021 **Recommend Approval**
- Craig Riotto is seeking a conditional use permit to fill 5,465 SF of wetlands to construct an athletic/fitness facility and infrastructure on a property located at 165 Route 108 in the Commercial Industrial (CI) District, Assessor's Map 63 Lot 10, CUP#02-2021 **Recommend Approval.**

Historic District Commission March 2021:

- Carla Goodknight of CJ Architects, 120 and 146 High Street, in the Residential Multifamily with Historic Overlay (R3H) District, Assessor's Map 10 Lot 152, HDC#01-2021. Application to renovate the exterior of the existing residential apartment buildings was **approved.**
- Paul Doloroso Jr. 17-19 Highland Ave. in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 55, HDC#02-2021. Application to construct a fire egress balcony was **approved.**

Planning Board March 2021:

The Planning Board reviewed the following:

- Patriots Power Sports, Trucks and Equipment LLC 375 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 58 Lot 05, SITE#08-2021 . Application for site plan approval for Automobile Sales of new and used tractors, motor vehicles, recreational vehicles, snow blowers and lawnmowers was **approved.**
- FFF Holdings, LLC is seeking conceptual review for a proposed subdivision on a property located on Bernier Street, in the Residential Single Family (R1) and Residential Duplex (R2) Districts, Assessor's Map 36 Lot 24
- Forget Management LLC, 285 Route 108, in the Commercial/Industrial (C/I) District, Assessor's Map 47 Lot 08, SITE#09-2020 & CUP#4-2020. Request for an extension of the

Planning Board approval to complete conditions prior to final approval to expand the existing automobile sales and service facility with infrastructure improvements was **approved**.

- Brixmor Tri City Plaza LLC, 8 Tri City Plaza, in the Residential/Commercial (R/C) District, Assessor's Map 40 Lot 5C, SITE#03-2020. Request for an extension of the Planning Board approval to submit final plans and construct a 3,500 SF medical/dental building and site improvements with waivers was **approved**.

Site Review Technical Committee March 2021:

- Patriots Power Sports, Trucks and Equipment LLC is seeking site plan approval for Automobile Sales of new and used tractors, motor vehicles, recreational vehicles, snow blowers and lawnmowers for a property located at 375 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 58 Lot 05, SITE#08-2021
- Craig Riotto, is seeking a 2-lot subdivision, site plan approval and conditional use permit for an athletic/fitness facility and infrastructure on a property located at 165 Route 108 in the Commercial Industrial (CI) District, Assessor's Map 63 Lot 10 SUB#01-2021 & SITE#04-2021

Zoning Board March 2021:

The Zoning Board of Adjustment had no meeting or applications in March.

Economic Development – March 2021

- **The March Highlights Include:** A National Hospital is exploring Somersworth for it's new overnight rehabilitation services.
- **New Commercial Vacancy and/or for Sale**
 - ✓ 156 High Street beauty Parlor
 - ✓ Route 108 Stratham Tire
- **Tenant Prospects: Business – Exploring [considering] Somersworth**
 - ✓ Smart Storage Solutions- 23,250 SF facility submitted for Site Plan review.
 - ✓ A current/local MFT continues to pursue land at Malley Farm as an Op -Zone
- **New Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
 - ✓ Those involved with opening their business in March are still in process, including (but not limited to) The Somersworth Sports Hub, Patriot Tractor, Truck & Supply Company. The Police Station, and a concept for the Plaza
- **Miscellaneous Business-Related Activity**
 - ✓ Media and Press:
 - Union Leader 3/21/21: "Somersworth Newly Confident and on the Rise"

➤ **Upcoming Roundtables:**

- ✓ The downtown Roundtable has agreed to meet (via ZOOM) the first Monday of every month to develop an appropriate program to promote Downtown
- ✓ Weekly ZOOM meetings include: (1) Seacoast Economic Development Stakeholders meeting (facilitated by SRPC) and (2) State -Wide Economic Development Directors meeting (facilitated by BEA) Commissioner Taylor Caswell

➤ **Community Advocacy ZOOM Meetings**

- ✓ Weekly: Seacoast Region - Economic Development Roundtable
- ✓ Weekly: State -BEA Economic Development Roundtable
- ✓ Monthly: CIBOR meetings to promote available commercial sites
- ✓ Quarterly: Great Falls Economic Development Corporation – BOD
- ✓ Quarterly: Skyhaven Airport - BOD & Marketing Committee

➤ **Covid-19**

- ✓ **State and Regional Partnerships:**
 - BEA, SRPC, SEDC, SBDC, SBA
 - Seacoast Chambers of Commerce
 - Seacoast Economic Development Directors
- ✓ **SEDS:** Participate in a weekly ZOOM with Seacoast Economic Development Directors as a “Response Team” for area business. The group includes seven (7) regular participants, and several weekly “guest” experts. The group cooperative has been named: “*Seacoast Economic Development Stakeholders*” (SEDS)
- ✓ **SRPC:** Acts as a coordinator of the Seacoast Economic Development Directors, and organizes and hosts a weekly meeting of the group
- ✓ **Communication:** Daily email sent to Somersworth business to provide support and information about resources for COVID-19 resiliency
- ✓ **Restaurants:** The Governor issued new COVID Guidance for Restaurants. As a result of passing HB155, Outdoor Seating has been approved through 2023

Parks & Recreation- March 2021

- Staff are busy planning for upcoming spring and summer programs. With COVID-19 restrictions still in place, programs have been modified to meet guidelines and to continue to keep the community safe. We're very excited to get back to in-person programming after a full year of offering remote activities due to COVID-19.
- Our winter remote contests and activities are now closed. The Fit February Community Fitness Challenge ended on March 5th. We had 11 residents from all different age demographics participant in the challenge. 4 winners were chosen at random and were mailed a \$50 gift card. The Snow-mation Contest ended on March 12th. We had 4 entries for the Best Snowman category, 2 entries for Most Creative Snow Sculpture, and 1 entry for Coolest Snow Fort. \$50 gift cards to Walmart were mailed to the 3 winners of each category.
- Our new Easter Egg-Stravaganza Drive-Thru event is full with 70 residents that pre-registered to attend the event. This event is an alternative safe option to our popular in-

person Easter Egg Hunt. Families that pre-registered will enter Memorial Drive and wave to the Easter Bunny that will be in front of the Somersworth Middle School on Saturday, April 3rd from 10:00-11:45 am. Families will receive an Easter kit with 50 candy-filled plastic eggs to host their own egg hunts safely at home.

- Unfortunately, we will not be offering our Kids Camp and Trends Camp Summer Programs this year due to continuing requirements to operate safely during the COVID pandemic. The good news is that we are working on an alternative Noble Pines Summer Play Program. Staff are working hard to develop this new 8-week full day summer program for children going into grades 1-5. The Noble Pines Summer Play Program will be for Somersworth residents only and we can take a maximum of 24 kids total this summer due to guidelines. CDC and State of NH Safer at Home Day Camp guidelines will be followed. Program details will be available in early April and registration will open the following week and will be on a first come, first serve basis.
- Staff have developed a new Rec Running & Cardio Club to offer children ages 9-12 this spring. Participant numbers will be limited and the program will follow CDC and State of NH Safer at Home Youth Sports guidelines. This is an alternative program to our traditional Granite State Track and Field program that is canceled due to the pandemic. The program will focus on individual skills through a series of stations with cardio fitness challenges, stretching techniques, and practicing running various distances. The program will be at Millennium Park this year and will be open to 12 kids maximum. Practice sessions will be on Mondays and Wednesdays for 7 sessions total in May and June.
- We completed our final RECspiration activity newsletter. There are now 52 editions of RECspiration available on our website for community members to access at any time. Staff came up with the RECspiration activity newsletter idea back in March 2020 when the pandemic first hit. Our goal with RECspiration is to provide fun and exciting activities that encourage people to get exercise, to be creative, practice mindfulness, spend time outdoors, and so much more. We sincerely hope residents enjoyed the newsletters and were able to have fun and stay creative during these most challenging times.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: April 12, 2021

SUBJECT: Public Works Department Monthly Report for March 2021

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Departmental operations began to shift away from winter storm responses to very early spring cleaning including preparing equipment for street cleaning, initiating bid documents for street lane markings; concentrated litter clean up, straightening street signs and tree and branch removal.
- We kept the plows and sanders on all of the major plow equipment in the event of a later winter storm, continued to closely monitor weather patterns.
- Participated in City Council meetings, Goal Setting Sessions and Budget meetings.
- Attended Public Works and Environment Committee meeting
- Participated in SRPC Executive and Policy Committee meetings, reviewed and acted on projects for inclusion in the 10-year plan.
- Work on updates to the Emergency Operations Plan, and the Multi- Hazard Mitigation Plan Update with the City Manager, Fire Chief and other Department Heads.
- The Department received several calls on the opening of the Malley Farm, particularly toward the end of March. After inspections and dryer weather conditions, we reopened the Malley Farm on Tuesday, April 6th.
- Started to receive applications for volunteer gardeners to participate in the Community Garden program at Malley Farm. Last year was quite active and we anticipate this year will have even more participants. A pre-registration-planning meeting for new and returning gardeners was scheduled for early April. The Departments supports the program by delivering bark mulch and compost from the leave pile, and record keeping. Garden Stewards manage the program.
- Scheduled pre- construction meeting with Continental Paving for their upcoming Spring/early Summer paving work.
- Discussed the possibility of extending the sewer line in final plans and specifications for the Cemetery Road Complete Street project with the design team and City Manager.
- Received bids on the reconstruction of Cemetery Road Complete Street project on March 23rd.
- Completed initial storm line cleaning and preparation for the slip lining of the storm pipe between Freemont Street and Franklin Street. Contractor will be back in April to install the new liner.
- Met with Wright Pierce Engineers on progress made to the Hamilton Street standpipe -water asset management report; anticipate a near final draft in early May; completion end of May.
- Updated PowerPoint slides for the State of the City address.
- Participated in STRC meetings

- Attended an LPA project training session sponsored by NHDOT; received certificate.
- Participated in a Cemetery Trustees Meeting.
- Met with Unitil on a future gas line expansion project.
- Attended the monthly Sustainability Committee meeting.
- Participated in a settlement session with Consolidated Communications and the seacoast communities.
- Attended Seacoast Stormwater Coalition meeting; Discussed using the Coalition format for some permit requirements for the 13 communities subject to the new EPA Nitrogen Permit.
- Reviewed the Site Plan Ordinance in relationship to the City's obligations with MS4 stormwater permit compliance. The City Engineer and I will be meeting with the City Manager in April to review recommended amendments.

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.
- Trimmed road side trees and brush.
- Responded to 1 winter events.
- Washed and greased trucks.
- Began sweeping streets.
- Removed downed trees after high winds.
- Assisted the School Department with removing large pieces of concrete.
- Performed roadside trash collection in neighborhoods after high winds on trash days.
- Worked on cleaning up the yard by removing old manholes that were damaged and worn and no longer suitable for use.
- Removed broken hot top after snow banks melted.
- Removed leaves from behind the PD
- Performed roadside trash collection on main roads.
- Removed illegally dumped items from Rocky Hill Rd.
- Performed snow removal on Franklin St and Fremont St to allow room for Vortex services to work on drainage.
- Posted Franklin St and Fremont St "no parking" for Vortex services to work on drainage.
- Removed hazardous trees at Malley Farm Compost Facility.
- Installed new street name signs that came up missing (Willand Dr, Paul St, and Wiggins Ct.)
- Repaired broken barricades that were damaged throughout the winter.
- Cleared floods around the city during heavy rains.
- Collected "New Hampshire the Beautiful" bags from around the city that volunteers collected.

Recreation:

- Removed hazardous trees and limbs after high winds by walking all parks twice.
- Performed trash collection in the parks.
- Repaired / Repainted benches at Willand Pond Park.

Cemetery:

- Removed tree limbs from winter storms and wind events.
- Trimmed broken branches from trees.
- Removed trash that someone had collected from around the cemetery.

Water Distribution Support:

- Assisted with a water break on Old Rochester Rd (16-B).
- Assisted the Water Division with opening manholes to locate a leak on High St.

Sewer Collections Maintenance:

- Responded to investigate a possible sewer back up on Rocky Hill Rd, problem was found to be a private issue.
- Responded to investigate a possible sewer back up on Buffumsville Rd, found a blockage in the main line. Cleared blockage and restored flow.
- Performed a confined space entry to remove concrete from the invert of a manhole on Buffumsville Rd.
- Made a list of manholes around the city that snow plow trucks hit, causing damage to both plow and manhole.
- Received 41 DigSafe requests.

ENGINEERING DIVISION

- Attended Public Works & Environment Committee Meeting.
- Attended Seacoast Stormwater Coalition meeting.
- Attended Great Bay Estuary nitrogen meeting.
- Observed additional inspection of Filter # 1 by Wright-Pierce and WesTech.
- Cemetery Road Pre bid held on 3/9/21. Bid documents received 3/18/21.
- Completed review and approvals of driveway permits filed by applicants in Sunningdale subdivision.
- Attended E-911 Committee meeting.
- Vortex Services was onsite to clean and inspect Franklin-Fremont storm drain.
- Met with Sebago Technics to review CMAQ project progress and approval by NHDOT.
- Received W-P water storage tank assessment report. Met internally to review.
- Completed driveway inspections for Greenview and Sunningdale subdivisions.
- Attended NHDOT LPA Part II Compliance Labor Training.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (A20) process which is used during the winter months. During this time, we are not under a nutrient limit instead focused on treating Biochemical Oxygen Demand & Total Suspended Solids. The winter season runs from October 1st thru April 30th.
- The facility continues to be closed to the general public until further notice due to the coronavirus pandemic. Staff is practicing social distancing and have stocked up on necessary PPE supplies to combat the pandemic.
- A letter was sent to the EPA stating our intent to accept the Great Bay Total Nitrogen General Permit which serves thirteen communities. This permit will be in effect for five-years and establishes several milestones related to the reduction of nitrogen within our community.
- Updated the Sewer Use Ordinance for council approval. This was driven by a recent Industrial Pretreatment inspection conducted by NH-DES.
- Working with the Lamprey Landfill Cooperative which manages the ash landfill located at the Malley Farm. They are seeking a new permit for leachate disposal and treatment. I've requested they complete both a priority and conventional pollutant scan to be included with their application for review.
- No septage was treated for the month of March due to temporary construction activities within the offloading area. We expect to resume septage deliveries in April.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedance for the month of March.
- DES conducted a remote inspection of the facility as well as laboratory records. We expect a report within the next few weeks.
- Treated a total of 43-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Notified by Sumner printing that they will be moving their Somersworth operations to their Wisconsin facility by the end of April. They specialize in napkins and paper mats for restaurants.
- Stephanie (Industrial Pretreatment Coordinator) spent time training General Linen staff on reading/recording pH results. We also scheduled their annual sampling event for April 20-21.
- We reviewed two industrial surveys attached to occupancy permits and determined no commercial or industrial permits were necessary.

Capital Improvements Plan (CIP) Items:

- Waste Water Treatment Facility upgrade – The City of Somersworth has entered into a contract with Apex Construction to complete the upcoming facility construction improvements. Project milestones include substantial completion – August 15th, 2021. Final completion – November 13th, 2021.
- Recent construction activities include; Installation of the new dewatering system (centrifuge), Start-up of the new headworks influent screens and Installation of the new roof top stairs with hatch used to access the roof from inside and without a ladder.

WATER DIVISION

Items completed this month:

- Bacteria's and TOC's water quality tests completed
- Pumped 32,894,844 gallons of raw water
- Filtered and pumped to the city 31,280,797 of finished water
- Attended a virtual meeting with Wright Pierce and Apex regarding filter # 1
- Reviewed draft assessment of Rocky Hill wellfield
- Attended virtual meeting with NHDES regarding nitrification using chloramines
- Met with City Manager to review Hamilton St tank assessment
- Attended virtual with Wright Pierce to review draft assessment of Hamilton St tank
- Repaired potassium supply manifold
- Cut up and removed tree's that fell during wind storm
- Open and inspected valve on filter # 1 that had been malfunctioning
- Attended virtual training with NHWWA
- Received quotes for annual intake inspection
- Cleaned and straightened laser shields for filter # 1
- Received update on carbon pricing for this year

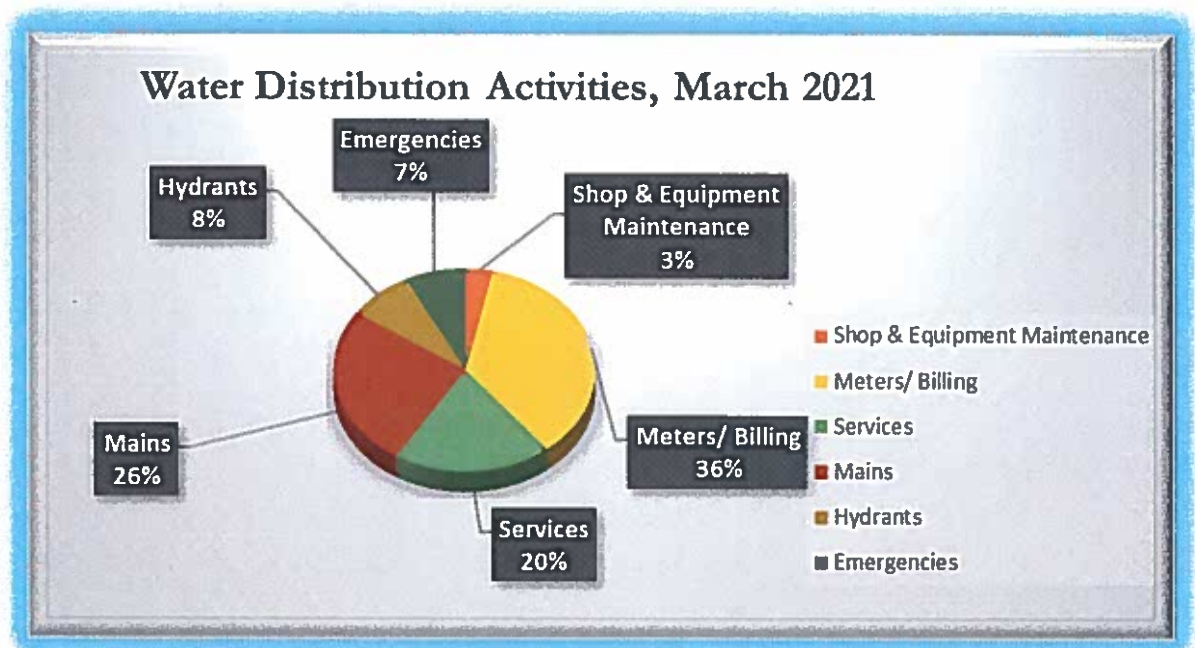
Action items:

- Repair of filter # 1
- Well study report review

WATER DISTRIBUTION

- Water Distribution operators completed over 143 work orders and service requests in the month of March.
- Main line valves were inspected and received maintenance as needed along Buffumsville Road.

- Leaks surveys were conducted on Franklin, Garden, Bartlett, Lil Nor and Pinkham Street. A minor leak was discovered on High Street near Franklin Street. This repair has been scheduled for mid-April 2021.
- Operators responded to several emergencies including low pressure, dig safes, hydrant vs. motor vehicle and a 12" mainline break on Old Rochester Road resulting in loss of service to area customers for several hours.
- As part of routine water quality maintenance, mains were flushed on James Court, Molly Lane and Drew Road.
- The City's Cross Connection Control Program Report for 2020 was completed and submitted to NHDES as required for this annual reporting period.





The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



April 7, 2021

ELECTRONIC COPY ONLY

Jamie Wood
Chief Operator
Somersworth WPCF
99 Buffumsville Road
Somersworth, NH 03878

Subject: National Pollutant Discharge Elimination System (NPDES)
Off-Site Desk Audit (DSA)
Somersworth Water Pollution Control Facility (WPCF), Somersworth, NH
NPDES Permit # NH0100277

Dear Mr. Wood:

On March 19, 2021, as a representative of the New Hampshire Department of Environmental Services (DES), Water Division, Wastewater Engineering Bureau, I initiated a NPDES DSA of the Somersworth WPCF. Objectives of the DSA included a comprehensive evaluation of information, data and records as relevant for compliance determination.

The following people participated in this DSA:

Jamie Wood, Chief Operator, Somersworth WPCF
Stephanie Rochefort, Chemist, Somersworth WPCF
Stephanie Larson, Environmental Inspector, DES

Enclosed is a copy of the Compliance Evaluation Data Entry Form: 3560NH.

No deficiencies were observed during the NPDES DSA. Thus no response is required by Somersworth to this inspection report.

Please be advised that DES will continue to monitor Somersworth's compliance status, and that this letter does not provide relief against any existing or future violations.

If you have any questions, please call me at 603-271-1493.

Sincerely,

Stephanie Larson
Environmental Inspector
Compliance Section
Wastewater Engineering Bureau

Somersworth WPCF
Somersworth, NH

April 7, 2021
Page 2 of 2

ec: DES, WD, WWEB/File
Teresa Ptak, NPDES Compliance, NHDES
Solanch S. Pastrana-Del Valle, Water Compliance Section, USEPA

Attachment: Compliance Evaluation Data Entry Form: 3560NH



EPA Region 1
Clean Water Act



Compliance Evaluation Data Entry Form: 3560NH

Only the highlighted fields are required for Offsite Desk Audits.

DES Version 1.0

Inspector:	Stephanie Larson	Date form completed:	4/6/2021
Compliance Monitoring Agency:	STATE-NHDES	Facility Type:	Municipal

NPDES ID:	NH0100277	Permit Effective:	11/28/2020
		Permit Expiration:	11/29/2005

Section A: Inspection Information

Inspection start date:	3/19/2021	Inspection start time:	n/a
Inspection end date (if more than one day):	Choose date	Inspection finish time:	n/a

Name and Location of Facility Inspected:

Name:	Somersworth WPCF		
Address:	99 Buffumsville Road		
City:	Somersworth	State:	NH
ZIP:	03878		

Facility Representative #1:

Name:	Jamie Wood	Title:	Chief Operator		
Address (if off-site):	Enter text				
City:	Enter text	State:	Enter text	ZIP:	Enter text
Phone #:	603-692-2418	Email:	jwood@somersworth.com		

Facility Representative #2 (if necessary):

Name:	Stephanie Rochefort	Title:	Chemist		
Address (if off-site):	Enter text				
City:	Enter text	State:	Enter text	ZIP:	Enter text
Phone #:	603-692-2418	Email:	srochefort@somersworth.com		

Clean Water Act Section:

CWA §308[A][B]: NPDES	Base Program (Limits, Reporting, Schedule)
Compliance Monitoring Type:	Off-Site Desk Audit (DSA)
Compliance Monitoring Reason:	Core Program

Section B: Single Event Violation Code

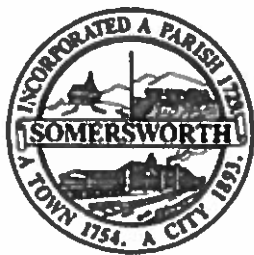
Deficiencies observed? No	Choose an item.
	Choose an item.
	Choose an item.

QA Reviewer:

Teresa Ptak

Teresa Ptak

4/12/2021



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David Kretschmar, Chief of Police
Date: April 16, 2021
Subject: Monthly Report – Month of March 2021

Bob:

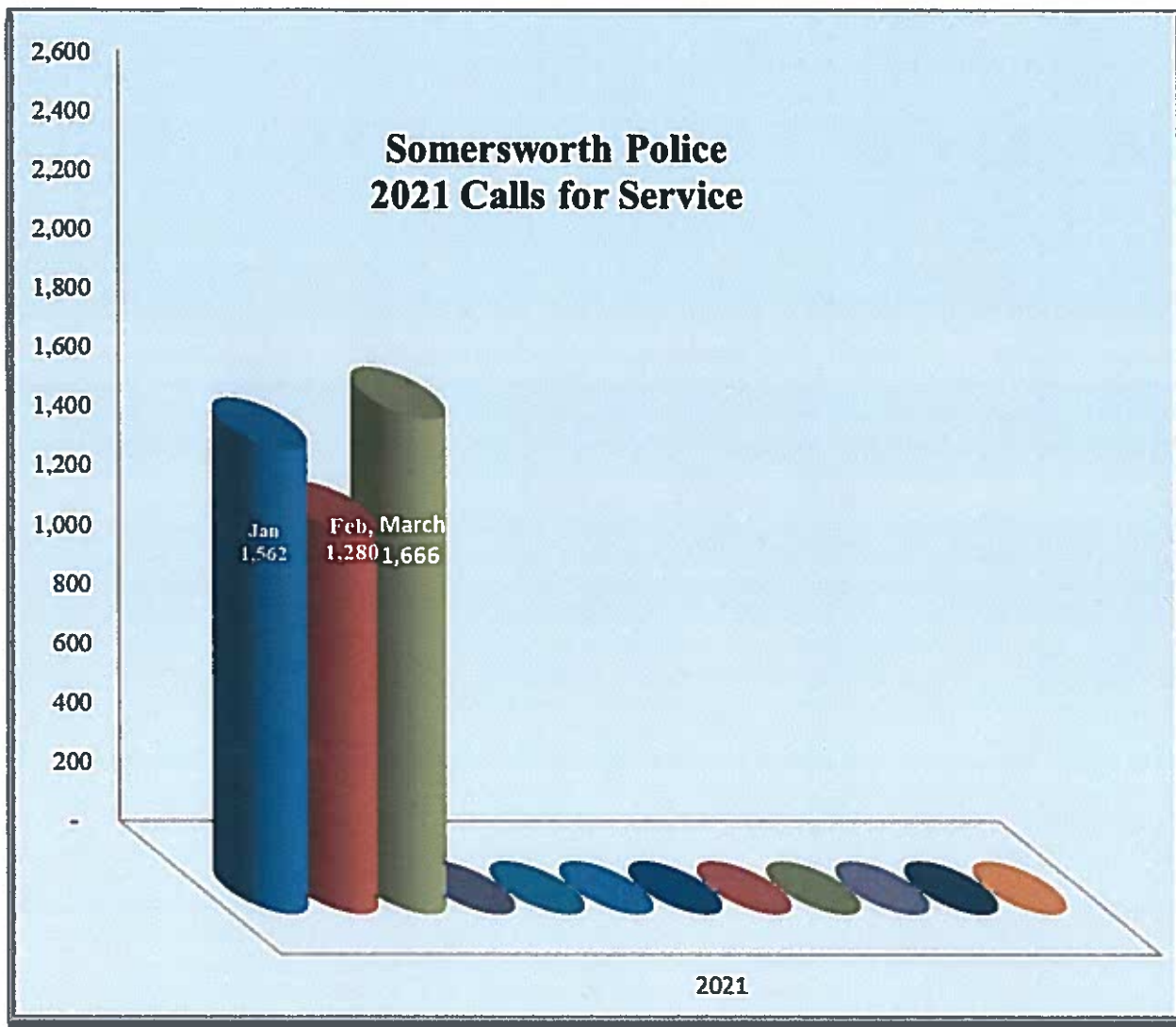
Below are some of the activities of our Department for the month of March:

COMMUNITY POLICING:

Two of our officers, Officer Nicole Lefebvre and School Resource Officer Ashley Fuller, participated in the 11th Annual Winni Dip to benefit Special Olympics. On March 6, they, along with their other team members from the Strafford County Sheriff's Department, jumped into freezing water to raise money for Special Olympics.

STAFFING/TRAINING:

- Officer Scott South was hired on 3/15/21. He is scheduled to attend the NH Police Academy that begins in May, 2021. He is currently in field training in the Patrol Division. This officer brings us to a full compliment.
- During the month of March, the following training was completed: DOJ Grants Financial Management Training, FBI Crisis Negotiator, SPOTS User Recertification, and one supervisor attended the FBI LEEDA Supervisor Leadership Institute.
- All officers received Use of Force training in the month of March.



STATISTICS:

Yearly Comparison

Month	2021	2020	2019	2018
January	1,562	1,939	1,976	2,085
Feb	1,280	1,756	1,796	1,878
March	1,666	1,926	2,145	2,215
April	0	1,846	2,285	2,452
May	0	1,708	2,053	2,409
June	0	1,749	1,935	2,406
July	0	1,949	2,048	2,174
August	0	1,847	1,943	2,238
Sept	0	1,875	2,020	2,263
Oct	0	1,937	1,906	2,123
Nov	0	1,717	1,860	2,055
Dec	0	1,513	1,995	1,936
TOTAL	4,508	21,762	23,962	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



George Kramlinger
Fire Chief & Emergency Management Director
gkramlinger@sommersworth.com

Business: (603) 692-3457
Fax: (603) 692-5147
www.sommersworth.com

14 April, 2021

To: Mr. Robert Belmore, City Manager

Re: March 2021 Monthly Fire Department and Emergency Management Report

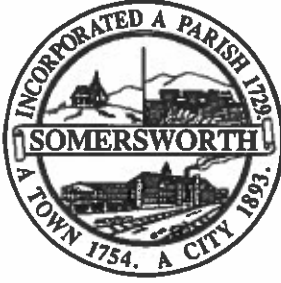
1. Coordinated the effort of several organizations to conduct a very successful drive-through vaccination clinic for SAU-56 and private school teachers within the City using the Idlehurst Elementary campus. Fire Department personnel performed vaccinator and command functions.
2. SFD personnel invested many hours refining details for the new Fire Station.
3. In the early afternoon on Sunday, March 7th, SFD personnel rescued a skater who fell through the ice on the Salmon Falls. Somersworth Dispatch, PD, and Stewart's Ambulance assisted. Our entire public safety system worked very well. Full staffing and recent realistic ice rescue training contributed to a rapid and successful outcome.
4. Firefighter Assistance and Search Team (FAST) training continued.
5. Call Volume this month with a comparison to last year:

	March 2021	March 2020
EMS Related	68	61
MVA no injuries	7	5
Down Power Lines	10	8
Fires (all types)	8	7
All Other Hazards	44	47
Total	137	128

6. We continue to receive outstanding cooperation and response from Stewart's Ambulance Service. Average response time for the latest reporting period of January 2021 is an excellent 4:01.

Respectfully submitted

George D. Kramlinger
Fire Chief / EMD



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: April 13, 2021

Re: **Ordinance 13-21 FY2021-2022 Budget**

Attached for your review please find Ordinance 13-21, FY2021-2022 Budget, as adopted by the City Council at their April 12, 2021 meeting.

I have included a spreadsheet detailing the individual amendments to the budget ordinance, by department.

Also attached is a current tax rate estimate and an updated estimate on compliance with the tax cap. The current estimated tax rate is \$28.74, which is an \$.89 increase over the prior year. The budget, as amended is under the tax cap by \$32,258.

If you have any questions or need any additional information please let me know.



City of Somersworth – Ordinance

Ordinance No: 13-21

FISCAL YEAR 2021-2022 BUDGET

March 15, 2021

THE CITY OF SOMERSWORTH ORDAINS THAT BUDGETS FOR THE CITY OF SOMERSWORTH FOR THE 2021-2022 FISCAL YEAR SHALL BE:

DEPARTMENT

ADOPTED BUDGET

GENERAL FUND

Elected Leadership	\$151,736
City Management	516,828
Finance and Administration	1,536,912
Development Services	905,535
Police	4,510,389
Fire	2,292,773
Public Works	3,236,264
Other Expenses	1,157,086
Capital Outlay	78,475
Intergovt Assessments - County	2,742,364
School Department	27,680,522

TOTAL GENERAL FUND

44,808,884

ENTERPRISE FUNDS

Wastewater Department	2,531,410
Water Department	2,398,316
Solid Waste	547,873

TOTAL ENTERPRISE FUNDS

5,477,599

SPECIAL REVENUE FUND

Cable Fund	105,896
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TOTAL FY 2021-2022 APPROPRIATION

\$50,392,379

AS ADOPTED April 12, 2021

This Ordinance will take effect upon passage.

Authorization

Sponsored by:
Mayor Dana S. Hilliard
by request

Approved:
City Attorney

City of Somersworth
Ordinance No. 13-21 FY 2021-2022 Budget
Adjustments by City Council
Adopted April 12, 2021

Department	Description	Proposed Budget	Amendments	Amended Budget
GENERAL FUND				
Elected Leadership	Community Support - Meals on Wheels	149,236	2,500	
Elected Leadership				151,736
City Management	Reduce Health Insurance	518,197	(1,369)	
City Management				516,828
Finance and Administration	Reduce Health Insurance	1,540,478	(3,566)	
Finance and Administration				1,536,912
Development Services	Reduce Health Insurance	908,566	(3,031)	
Development Services				905,535
Police	Reduce Health Insurance	4,525,987	(15,598)	
Police				4,510,389
Fire	Reduce Health Insurance	2,300,734	(7,961)	
Fire				2,292,773
Public Works	Reduce Health Insurance	3,241,916	(5,652)	
Public Works				3,236,264
Other Expenses	Increase in Sidewalk CRF Transfer	1,137,086	20,000	
Other Expenses				1,157,086
Capital Outlay		78,475		
Capital Outlay				78,475
Intergovt Assents - County Estimate		2,742,384		2,742,384
School Department		27,680,522		
School Department				27,680,522
TOTAL GENERAL FUND		\$44,823,591	(\$14,677)	\$44,808,914

City of Somersworth
Ordinance No. 13-21 FY 2021-2022 Budget
Adjustments by City Council
Adopted April 12, 2021

Department	Description	Proposed Budget	Amendments	Amended Budget
ENTERPRISE FUNDS				
Wastewater Department	Reduce Health Insurance	2,544,807	(13,197)	
Wastewater Department				2,631,419
Water Department	Reduce Health Insurance	2,402,519	(4,203)	
Water Department				2,398,316
Solid Waste		547,873		547,873
TOTAL ENTERPRISE FUNDS		\$5,494,999	(\$17,400)	\$5,477,599
Cable Fund		105,896		105,896
TOTAL FY 2021-2022 APPROPRIATIONS	AS AMENDED	\$59,424,466	(\$32,077)	\$59,392,379

2021/22 Tax Rate Estimate

CITY PORTION		Estimated FY21-22 Tax Rate	FY20-21 Tax Rate	Change
Gross Appropriations	19,969,493			
Less: Revenues	10,462,741			
Less: Shared Revenues	-			
Add: Overlay	50,000			
Add: War Service Credits	246,500			
Net Town Appropriation	9,803,252	8.96	8.68	0.28
SCHOOL PORTION				
Net Local School Budget	25,704,152			
Less: Equitable Education Grant	6,807,786			
Less: State Education Taxes	1,981,798			
Net School Tax Total	16,914,568	15.45	14.79	0.66
STATE EDUCATION TAXES				
Equalized Valuation (no utilities)	1,981,798			
Net State Education Total	1,981,798	1.83	1.94	(0.11)
COUNTY PORTION				
Due to County	2,742,364			
Less: Shared Revenue	-			
Net County Total	2,742,364	2.50	2.44	0.06
Total Tax Rate		28.74	27.85	0.89
Total Property Taxes Assessed	31,441,982			
Less: War Service Credits	(246,500)			
Total Property Tax Commitment	31,195,482			
Net Assessed Valuation (Estimate)				
State Education Taxes (No utilities)	1,085,000,000	1.83	1,981,798.00	
All Other Taxes	1,095,000,000	26.91	29,465,659.00	
			31,447,457.00	

Analysis of Tax Cap - Estimate for FY2022 Budget Year
City of Somersworth, NH

	City Portion	School Portion	State Portion	County Portion	Total
A. Prior Fiscal Year Net Amount Raised By Taxes (FY2021 Actual Levy)	9,475,698	16,156,463	2,080,608	2,663,741	30,376,510
B. Multiplied by the National CPI-U	1.23%	1.23%	1.23%	1.23%	1.23%
C. Subtotal (A x B)	116,551	198,724	25,591	32,764	373,630
D. Prior April 1 to March 31 Net Construction Value (estimated)	26,000,000	26,000,000	26,000,000	26,000,000	26,000,000
E. Multiplied by Prior Fiscal Year Tax Rate/1,000 of Value (Actual)	8.68	14.79	1.94	2.44	27.85
F. Subtotal (D x E)	225,680	384,540	50,440	63,440	724,100
G. Increase Allowed for FY2022 Tax Levy (C + F)	342,231	583,264	76,031	96,204	1,097,730
H. FY2022 Amount allowed to be Raised by Taxes (Capped Tax Levy) (A + G)	9,817,929	16,739,727	2,156,639	2,759,945	31,474,240
I. FY2022 Estimated Amount Adopted to be Raised by Taxes	9,803,252	16,914,568	1,981,798	2,742,364	31,441,982
J. Variance between estimated and capped tax levy (H - I)	14,677	(174,841)	174,841	17,581	32,258
K. Amount required to be absorbed by City and School	17,581	174,841	(174,841)	(17,581)	0
L. Amount of Budget Adjustment Required for FY2021 (J + K)	32,258	0	0	0	\$32,258

M. Total amount Under/(Over) the Tax Cap