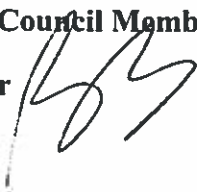




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, August 7, 2020
SUBJECT: City Manager's Report for Monday, August 10, 2020

Unfinished Business (Under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 23-20:** To Amend Chapter 4, Personnel Rules & Regulations, Section 11.3.1, Health/Dental Insurance, Regarding Spouses Employed by the City. The Government Operations met on August 4th and continued the matter for further evaluation. This Ordinance change remains in Committee.
- B. Ordinance No. 1-21:** To Amend Chapter 30, Conduct in Public Parks, Section 13, Dog Waste in Parks, by Adding Section D, Dog Park Rules. Again, the Recreation Committee voted to support this Ordinance amendment at their June 23rd meeting.
- C. Ordinance No. 2-21:** To Amend Chapter 30, Conduct in Public Parks, Section 8 – Regarding Advertising. Again, the Recreation Committee reviewed and voted to support this Ordinance amendment at their June 23rd meeting.
- D. Ordinance No. 3-21:** To Amend Chapter 21A, Display of Permissible Fireworks. The Public Safety Committee met on August 5th and voted to recommend amendments to this proposed Ordinance change. Attached is the *red-lined* proposed amendment(s) with the recommended changes to be presented by Committee members. The Committee is advocating keeping the application fee at \$5.00 as well as making no changes to the allowed fireworks discharging times. The Committee supports the penalty fine increases.
- E. Ordinance No. 4-21:** Transfer Ordinance for Fire Staffing Funding. Again, this Ordinance is in support of Resolution No. 49-20 which was adopted at the June 15th Council meeting. Money appropriated to replace Fire Department mobile radios will be used to cover the projected increase in cost of overtime and associated payroll roll-up costs.
- F. Ordinance No. 5-21:** To Amend Chapter 19 – Zoning, Section 25.B, Agricultural Use. The Public Works & Environment Committee met on July 30th and asked the City Manager to provide some research on alternative language for their consideration. This Ordinance change remains in Committee.

- G. Ordinance No. 6-21: To Add to Chapter 19, Zoning, Section 32, Form Based Codes.** Again, this proposed Amendment has been in the works for some 18-plus months. The City Attorney has reviewed this language and he has no proposed changes.

New Business (Under Section 15 of Agenda)

Resolutions

- A. Resolution No. 2-21: To Authorize the City Manager to Enter into a Grant Agreement with the United States Department of Justice Cops Hiring Program to add One Additional Police Officer.** The City was notified in June that we were awarded a \$125,000 Grant over a three year period to assist in funding one additional officer. This would leave an estimated cost of \$165,038.00 to the City over the three year period of the Grant. Additionally, the City would be required to retain the officer for a period of one year upon expiration of the grant. It is anticipated that the grant position would be assigned to the Patrol Division of the Police Department. In addition to patrol duties, this officer would be assigned as a Community Policing Officer, overseeing programs such as National Night Out, Pizza with the Police, Coffee with a Cop and a new program known as ACERT. Please see Chief Kretschmar's memorandum for further explanation.
- B. Resolution No. 3- 21: To Authorize the City Manager to Prepare Bid Specifications for Road Resurfacing and Associated Repairs of Selected Streets.** The Public Works & Environment Committee met on July 7th and voted to support this Road Resurfacing plan. I want to point out, if adopted, the road resurfacing would be conducted in 2021, the crack sealing would be completed prior to this winter of 2020. Attached is a Memorandum from City Engineer Gary Lemay providing more detail on these repairs.
- C. Resolution No. 4 -21: Authorizing the City Manager to Sign a Lease/Purchase Agreement for the Purchase of City Vehicles.** The Finance Committee voted to support this Resolution on June 9th. Please see Finance Director Scott Smith's memorandum that outlines the Proposals received. At the conclusion of the lease financing, the City will own the vehicles.
- D. Resolution No. 5-21: To Authorize the City Manager to Contract with Port One Architects of Portsmouth, NH to Provide Final Design Services to Construct a New Fire Station at The Location of the Current Fire Station on Maple Street.** The Finance Committee and the Fire Station Building Committee voted to recommend the City continue with the services of Port One Architects. Attached is the cost page from the draft Port One proposed contract.
- E. Resolution No. 6-21: To Authorize the City Manager to Order One SUV Style Police Cruiser and One Undercover Police Vehicle Which will be Funded by a Lease Purchase Agreement.** Resolutions 6-21 and Resolution 7-21 are the actual purchases that will be made should the lease financing be approved. These purchases were approved by the City Council in the FY 2021 Budget. Attached is further information from Chief Kretschmar regarding these replacement vehicles as well as the associated CIP document pages.

- F. Resolution No. 7-21: To Authorize the City Manager to Order a Ford Pick-Up Truck for the Department of Public Works Which will be Funded by a Lease Purchase Agreement.** Attached is the CIP page for this vehicle. The present vehicle is earmarked for trade-in.
- G. Resolution No. 8-21: To Authorize the City Council to Establish a Betterment Assessment for the Purpose of Reconstructing Nadeau Street and Accepting it as a City Street.** The Public Works & Environment and Finance Committee met on July 30th to discuss the possibility of some cost sharing with the Residents who have agreed to fund the road upgrades so that the City Council will be in the position to accept the road as a City approved road. Attached is a Memorandum from City Engineer Gary Lemay outlining the cost estimates for needed repairs as well as other steps required such as survey and Planning Board approval.
- H. Resolution No. 9-21: To Authorize the City Manager to Amend the Contract with CMA Engineers of Portsmouth, NH for Engineering Service associated with the Transportation Alternatives Program Grant.** The Finance Committee met on July 30th and voted to recommend this amendment to the full City Council. Attached is a spreadsheet that outlines the funding needed to move this project forward.
- I. Resolution No. 10-21: Resolution Requesting all Residents and Visitors, in the Strongest of Terms, to Wear Appropriate Face Coverings While in Public. All Business Owners and Places of Public Accommodation, To the Extent not Already Covered Within Guidance Issued by The Governor, are Requested to Develop Policies and Procedures, Including Appropriate Signage Or Notices, Urging or Requiring Visitors to Wear Face Coverings.**

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

A. Informational Items.

- 1. City Hall Drop-Box.** I have authorized the purchase and installation of a secure drop-box by the City Hall door on Government Way. Residents will be able to use this box at all hours of the day and week to drop off utility and tax payments as well as other documents.
- 2. FY 2021 Revenue Estimates.** Attached is a memorandum from Finance Director Scott Smith that was discussed at the July 30th Finance Committee meeting. In summary, the City is positioned well as far as projected FY21 Revenues as of this date. However, we are concerned in regards to the next Fiscal Year out, Fiscal Year 22.
- 3. Surplus Fire Department Humvee.** I am pleased to report the unit was placed on GovDeals for bidding and it sold for \$13,000. We purchased it for \$10,000 – 7 years ago.

Attachments

- 1. City Attorney Certifications Ten (10)**
- 2. Department Head Reports**



City of Somersworth – Ordinance

Ordinance No: 23-20

TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS, SECTION 11.3.1, HEALTH/DENTAL INSURANCE, REGARDING SPOUSES EMPLOYED BY THE CITY

June 15, 2020

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:

1. Amend Chapter 4, Personnel Rules and Regulations, Section 11.3.1, Health/Dental Insurance, by adding to the last paragraph:

This benefit shall not be available to any employee whose alternative health insurance is provided through a spouse's plan through either the City or the School District.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

Richard Michaud
Nancie Cameron
Donald Austin
Matt Gerding

Approved:

City Attorney

City of Somersworth – Ordinance 23-20

History

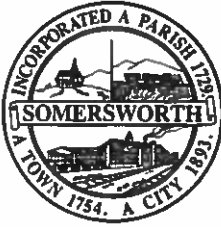
First Read Date:	6/15/2020	Tabled:	
Public Hearing:	07/13/2020	Removed From Table:	
Second Read:			

Discussion

*Ordinance No. 23-20 will remain in first read until the call of the Chair.
Public Hearing scheduled at the call of the Chair.*

*Mayor Hilliard referred Ordinance 23-20 to the Government Operations Committee
7-13-2020*

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 23-20		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 1-21

**TO AMEND CHAPTER 30, CONDUCT IN PUBLIC PARKS,
SECTION 13, DOG WASTE IN PARKS, BY ADDING SECTION
D, DOG PARK RULES**

July 13, 2020

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:

Add the following:

13. (d.) Dog Park Rules. The City Council has established a City Dog Park at Millennium Park. The City Manager is authorized to promulgate Dog Park Regulations for this park. These Regulations shall be subject to the enforcement section as provided herein Chapter 30, Conduct in Public Parks.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

Nancie Cameron
Richard Michaud
Crystal Paradis
Martin Pepin

Approved:

City Attorney



City of Somersworth – Ordinance

Ordinance No: 2-21

TO AMEND CHAPTER 30, CONDUCT IN PUBLIC PARKS, SECTION 8 - REGARDING ADVERTISING

July 13, 2020

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:

Chapter 30, Section 8:

- Rename the title to “Advertising” by deleting the word “Generally,” and
- Identify the existing language in Chapter 30, Section 8 as subsection “a)” and
- Add as a new subsection 8. b), the following;

City Park Sponsorship Advertising Program. The City Manager is authorized to implement an Advertising Program for certain City Parks to include Noble Pines (outfield fence), Millennium Park (outfield fence & Dog Park fencing), and Jules Bisson Park (River Street fence). The City Manager is further authorized to set the terms, conditions, and sponsorship costs for said Advertising Program.

This Ordinance shall take effect upon its passage.

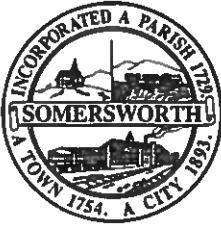
Authorization

Sponsored by Councilors:

Nancie Cameron
Richard Michaud
Crystal Paradis
Martin Pepin

Approved:

City Attorney



City of Somersworth – Ordinance

Ordinance No: **3-21**

TO AMEND CHAPTER 21A, DISPLAY OF PERMISSIBLE FIREWORKS

July 13, 2020

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

Delete Chapter 21A, Section 5 – Permit Fee in its entirety and replace with:

5. Permit Fee

The fee for a permissible fireworks display permit shall be fifty dollars (\$50.00) per event. The fee shall be paid at the time of the application and is non-refundable.

Delete Chapter 21A, Section 7, E in its entirety and replace with:

E. No permissible fireworks shall be discharged between the hours of 11:00p.m. and 8:00 a.m. with the following exceptions:

- a. January 1: no discharge between 12:00 a.m. and 8:00 a.m.
- b. July 3, 4 and 5: no discharge between 12:00 a.m. and 8:00 a.m.
- c. December 31: no discharge prior to 8:00 a.m.

Delete Chapter 21A, Section 9 – Penalty, B in its entirety and replace with:

B. Any person who violates the provisions of this Ordinance shall be guilty of a violation and upon conviction thereon shall be fined in an amount of:

- \$250 for first offense;
- \$500 for second offense; and
- \$1,000 for each and every subsequent offense.

This Ordinance will take effect upon passage.

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

City of Somersworth – Ordinance 3-21

History

First Read Date:	07/13/2020	Tabled:	NA
Public Hearing:	08/10/2020	Removed From Table:	NA
Second Read:			

Discussion

*Ordinance No. 3-21 will remain in first read until the call of the Chair.
Public Hearing scheduled at the call of the Chair*

Mayor Hilliard referred to Public Safety Committee 7/13/2020

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 3-21		PASSED	FAILED

**DRAFT – Proposed Amendments to be presented by
Public Safety Committee**

	City of Somersworth – Ordinance
	<p>Ordinance No: 3-21</p> <p>TO AMEND CHAPTER 21A, DISPLAY OF PERMISSIBLE FIREWORKS</p>

July 13, 2020

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

Delete Chapter 21A, Section 5 – Permit Fee in its entirety and replace with:

5. Permit Fee

The fee for a permissible fireworks display permit shall be fifty dollars (\$~~5,000.00~~) per event. The fee shall be paid at the time of the application and is non-refundable.

Delete Chapter 21A, Section 7, E in its entirety and replace with:

E. No permissible fireworks shall be discharged between the hours of 11:00p.m. and 8:00 a.m. with the following exceptions:

- a. January 1: no discharge between 12:~~3000~~ a.m. and 8:00 a.m.
- b. July 3, 4 and 5: no discharge between 12:~~3000~~ a.m. and 8:00 a.m.
- c. December 31: no discharge prior to 8:~~3000~~ a.m.

Delete Chapter 21A, Section 9 – Penalty, B in its entirety and replace with:

B. Any person who violates the provisions of this Ordinance shall be guilty of a violation and upon conviction thereon shall be fined in an amount of:
 \$250 for first offense;
 \$500 for second offense; and
 \$1,000 for each and every subsequent offense.

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by Councilor:</i>	<i>Approved:</i>

CHAPTER 21A

DISPLAY OF PERMISSIBLE FIREWORKS

1. Statutory Authority

This article is enacted pursuant to the authority granted by Section 17 of Chapter 47 and Section 6 of Chapter 160-C of the New Hampshire Revised Statutes Annotated.

2. Definitions

"Consumer fireworks" means consumer fireworks as defined in 27 C.F.R. section 555.11 and formerly known as class C common fireworks.

"Fire Chief" means the Fire Chief of the City of Somersworth or his/her designee.

"Permissible fireworks" means consumer fireworks, except for those items that are prohibited pursuant to RSA 160-B:16, 160-B:16-b, and 160-B:16-c.

"Police Chief" means the Police Chief of the City of Somersworth or his/her designee.

3. Permit Required

No person shall use, discharge or explode any permissible fireworks without a permit issued by the City of Somersworth.

4. Permit Application

- A. Any person wishing to obtain a permissible fireworks display permit shall apply to the Police Chief and the Fire Chief at least 72 hours prior to the display. The time frame may be waived at the discretion of the Police Chief and Fire Chief.
- B. The applicant shall provide the following information:
 - a. Date of application
 - b. Name, address and telephone number of the applicant
 - c. Address of the location where the display will be held
 - d. A diagram of the display location, showing the location of all nearby property lines, nearby buildings, public ways, nearby trees, electrical and telephone lines or other overhead obstructions, and the location of any nearby storage of flammable or combustible liquids or gases
 - e. Name of the owner of the property where the display will be held
 - f. Intended date and time of display, including a possible rain date

- g. Written authorization of the property owner, if different from the applicant
- h. Signature of the applicant

5. Permit Fee

The fee for a permissible fireworks display permit shall be ~~five dollars (\$5.00)~~ fifty (\$50.00) per event. The fee shall be paid at the time of application and is non-refundable.

6. Site Inspection

- A. Prior to issuing a permit, the Police Chief or the Fire Chief may conduct an inspection of the display site to determine whether a permissible fireworks display can be held in a safe manner.
- B. If, in the opinion of the Police Chief or Fire Chief, the proposed site is not suitable for the safe display of permissible fireworks, the application for a permit shall be denied.

7. Restrictions

- A. No person under the age of 21 may possess, use, discharge or explode permissible fireworks.
- B. No permissible fireworks may be used, discharged or exploded during periods of very high or extreme fire danger as determined by the Fire Chief or the NH Division of Forests and Lands.
- C. Permissible fireworks shall be used, discharged or exploded in a manner such that all discharge debris shall remain within the property lines of the approved site.
- D. No permissible fireworks shall be used, discharged or exploded indoors unless a permit for "Pyrotechnic Display before a Proximate Audience" has been obtained from the NH Department of Safety.
- E. No permissible fireworks shall be discharged between the hours of 11:00 p.m. and 8:00 a.m. with the following exceptions:
 - a. January 1: no discharge between ~~12:30~~ 12:00 a.m. and 8:00 a.m.
 - b. July 3, 4 and 5: no discharge between ~~12:30~~ 12:00 a.m. and 8:00 a.m.
 - c. December 31: no discharge prior to 8:00 a.m.
- F. The applicant shall be responsible for removing any debris accumulated due to the discharge of fireworks that fall onto the public way, public property, and any private property other than the approved site within twenty-four (24) hours of the display.

8. Permit Revocation

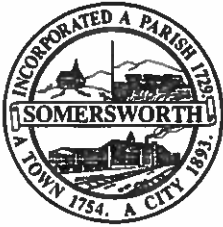
- A. A permit may be revoked or suspended by the Police Chief or Fire Chief for any of the following reasons:
 - a. Very high or extreme fire danger
 - b. Unfavorable weather conditions, such as drought or high winds
 - c. If any person under the age of 21 possesses, uses, discharges or explodes any permissible firework device
 - d. If any pyrotechnic device other than a permissible firework is possessed, used, discharged or exploded on the site
 - e. If the person who is using, discharging or exploding the permissible fireworks appears to be under the influence of alcohol or drugs
 - f. If, in the opinion of the Police Chief or Fire Chief, the use, discharge or exploding of permissible fireworks would create a threat to public safety

9. Penalty

- A. The Police Chief and Fire Chief are authorized to seize, take, remove or cause to be removed, at the expense of the owner, all firework devices that are being discharged in violation of this ordinance.
- B. Any person who violates the provisions of this ordinance shall be guilty of a violation and upon conviction thereon shall be fined in an amount not exceeding \$1,000. of: \$250.00 for a first conviction; \$500.00 for a second conviction; and \$1,000.00 for each and every subsequent conviction.

10. Separability

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct independent provision and such holding shall not affect the validity of the remaining portions thereof.



City of Somersworth – Ordinance

Ordinance No: 4-21

TRANSFER ORDINANCE FOR FIRE STAFFING FUNDING

July 13, 2020

BE IT ORDAINED BY THE CITY OF SOMERSWORTH, pursuant to Section 7.7 (D) of the City Charter, that the following General Fund unencumbered balance transfer be made:

<u>DEPARTMENTS</u>	<u>FROM</u>	<u>TO</u>
ELECTED LEADERSHIP		
CITY MANAGEMENT		
FINANCE AND ADMINISTRATION		
DEVELOPMENT SERVICES		
POLICE		
FIRE		28,569
PUBLIC WORKS		
CAPITAL EXPENSES	28,569	
OTHER EXPENSES (<i>CONTINGENCY</i>)		
INTERGOVT ASSESSMENTS-COUNTY TAX		
SCHOOL DEPARTMENT		
	<hr/>	<hr/>
TOTAL GENERAL FUND	28,569	28,569

Note: This is in support of Resolution 49-20, adopted on June 15, 2020 by the Somersworth City Council to adopt a policy of staffing the Fire Department with a minimum of four (4) firefighters on each shift. Money appropriated to replace Fire Department mobile radios will be used to cover the increased cost of replacement overtime and associated payroll benefits.

This Ordinance shall take effect upon passage.

Authorization

Sponsored by Councilors:

David A. Witham
Nancie Cameron
Donald Austin
Martin Pepin
Kenneth S. Vincent
Martin P. Dumont, Sr.
Richard Michaud

Approved:

City Attorney

City of Somersworth – Ordinance 4-21

History

First Read Date:	07/13/2020	Tabled:	NA
Public Hearing:		Removed From Table:	NA
Second Read:			

Discussion

*Ordinance No. 3-21 will remain in first read until the call of the Chair.
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 4-21		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: **5-21**

TO AMEND CHAPTER 19 – ZONING, DEFINITIONS, SECTION 25.B, AGRICULTURAL USE

July 13, 2020

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 in Section 25 Definitions:

Section 19.25.B, Agricultural Use, delete the word, “apiculture.”

Section 19.25.B shall read as follows:

AGRICULTURAL USE Land used for agriculture, farming, dairying, pasturage, horticulture, aquaculture, floriculture, silviculture, animal and poultry husbandry.

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by Councilors:</i> Crystal Paradis Nancie Cameron Matthew Gerding	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 5-21

History

First Read Date:	07/13/2020	Tabled:	NA
Public Hearing:	08/10/2020	Removed From Table:	NA
Second Read:			

Discussion

Mayor Hilliard referred Ordinance No. 5-21 to the Public Works & Environment Committee on 7/13/2020.

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 5-21		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 6-21

TO ADD TO CHAPTER 19, ZONING, SECTION 32, FORM BASED CODES

July 13, 2020

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:

Add Section 32 Form Based Codes:

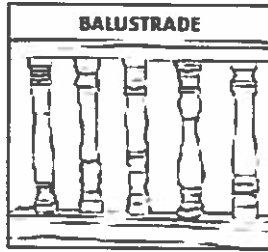
19.32.A Purpose and Intent

19.32.A.1 The City of Somersworth Form Based Code Overlay District follows the premises of context sensitive zoning. This Code is intended to foster a vibrant Main Street both for itself and for its adjacent neighborhoods through a lively mix of uses—with shopfronts, sidewalk cafes, and other commercial uses at street level, enhanced by canopy shade trees, upper story residences and offices.

19.32.A.2 To allow further refinement consistent with individual areas, the Form-Based Code Overlay District has been divided into sub-districts, with special requirements for each sub-district to allow for context sensitive development along corridors and neighborhoods alike.

19.32.A.3 All of the areas within the Form-Based Code Overlay District share a common goal of increased emphasis on the form and placement of structures, and a decreased emphasis on the function(s) contained within them. As such this Section sets careful and clear controls on building form— with broader parameters on building use—so as to shape clear, attractive public spaces (good streets, neighborhoods and parks) with a healthy mix of uses. With proper urban form, a greater integration of building uses is natural and comfortable.

19.32.B Definitions



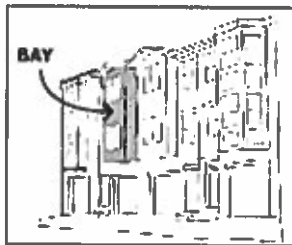
19.32.B.1 Artist Studios– Work space for one or more artists or artisans, including the accessory sale of art produced on the premises.

19.32.B.2 Balustrade - A railing supported by balusters, commonly an ornamental parapet on a balcony, bridge, or terrace.



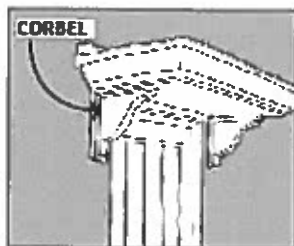
19.32.B.3 Banding - A horizontal band at least six inches thick applied to the Façade of a building, that offers a change in color, texture, pattern, material, or relief from the main siding material.

19.32.B.4 Bay - The space between architectural elements, or a recess or compartment, in the façade.



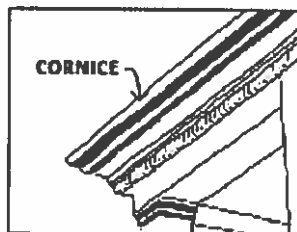
19.32.B.5 Bioswale - A channeled depression or trench that receives rainwater runoff and has vegetation (such as grasses, perennial flowers herbs, shrubs, and trees) and organic matter (such as compost and mulch) to accommodate water infiltration and filter out pollutants.

19.32.B.6 Build to Line - A line parallel to the street right-of-way line at any story level of a building, and representing the minimum distance which any part of the building is set back from said right-of-way line.



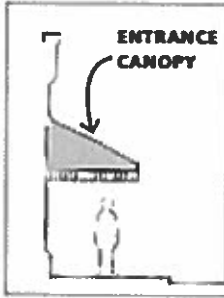
19.32.B.7 Corbel – Bracket or weight-carrying member, built deeply into the wall so that the pressure on its embedded portion counteracts any tendency to overturn or fall outward.

19.32.B.8 Cornice - Decorative trim located at the meeting point between walls and a roof or ceiling.



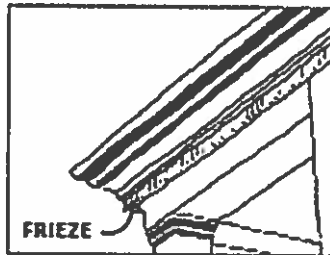
19.32.B.9 Decorative Lighting - Exterior lighting that enhances the appearance of the structure using downcast and shielded fixtures.

19.32.B.10 Depth (Building) - the variation of a building facade that provides visual interest and compatibility of scale.



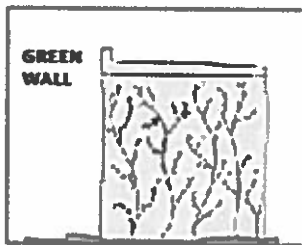
19.32.B.11 Eating & Drinking Establishments – Any establishment, however designated, at which food is sold for consumption on the premises to patrons seated within an enclosed building, or elsewhere on the premises. Drive-thru access is not permitted.

19.32.B.12 Entrance canopies - A structure, often canvas, mounted to a building to shelter an area or form a sheltered access to the entrance of a building.



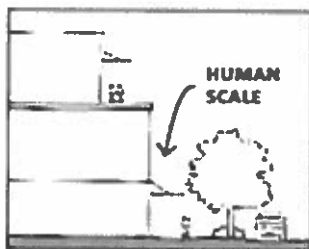
19.32.B.13 Façade - The front of a building facing a street or other public space.

19.32.B.14 Frieze - a sculptured or richly ornamented band on a building.



19.32.B.15 Frontage Build-Out – The percentage of the linear distance measured along the front lot line that is occupied by the primary structure.

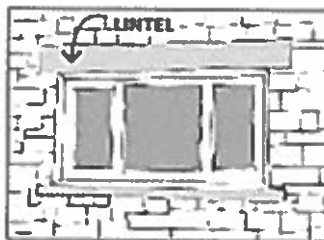
19.32.B.16 Green Wall - Vegetation growing on or against a vertical surface.



19.32.B.17 Human scale — The perceived size of a building, or related appurtenances (lighting, signage, etc) relative to a human being.

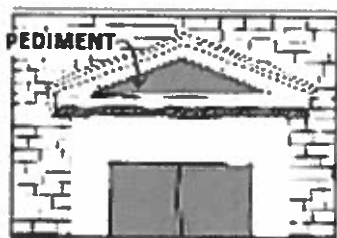
19.32.B.18 Lintel – A horizontal support of timber, stone, concrete, or steel across the top of a door or window.

19.32.B.19 Lodging – Structures providing overnight accommodations for individuals on a temporary basis.

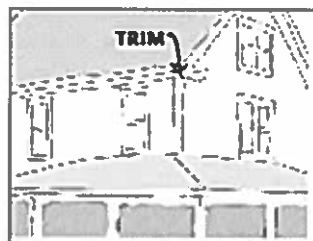
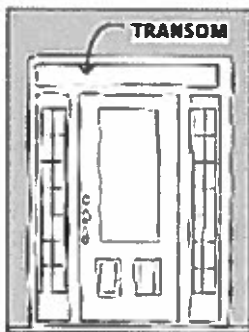
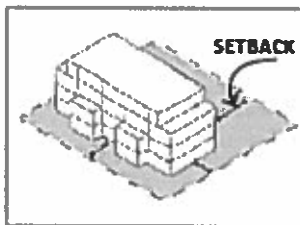
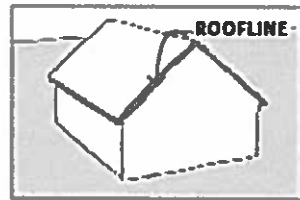
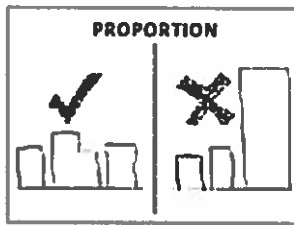


19.32.B.20 Mass - Refers to the size or physical bulk of a building.

19.32.B.21 Pediment – A triangular gable forming the end of the roof slope over a portico (the area, with a roof supported by columns, leading to the entrance of a building); or a similar form used decoratively over a doorway or window.



19.32.B.22 Professional Services & Offices – Businesses offering services for others, predominately on premises, and often by someone engaged in that work as a career.



19.32.B.23 Proportion - The visual effect of the relationships of the various objects and spaces that make up a structure to one another and to the whole.

19.32.B.24 Rain garden - An engineered system consisting of a slightly depressed landscaped area constructed with a specialized soil mixture, an aggregate base, an underdrain, and site-appropriate plant materials that tolerate both moist and dry conditions.

19.32.B.25 Roofline - The profile of a roof including its slope and cladding which forms the frontage immediately below the roof and the eaves of a structure.

19.32.B.26 Shutters - Lightweight, sometimes louvered, decorative frames in the form of doors located on the sides of a window.

19.32.B.27 Streetscape - The visual elements of a street, including the road, adjoining buildings, sidewalks, street furniture, trees and open spaces that combine to form the street's character.

19.32.B.28 Transom (Window) - Horizontal windows installed above doors and windows that generally match the width of the opening.

19.32.B.29 Treebox filters - A 'boxed' bioretention cell that is placed at the curb (typically where storm drain inlets are positioned). It receives storm water runoff along the curb and the storm water is then filtered through layers of soil, feeding the tree, before it enters a drain or basin.

19.32.B.30 Trim - The finish materials on the exterior of a building, such as moldings applied around openings (window trim, door trim), siding, windows, exterior doors, attic vents, crawl space vents, shutters, etc.

19.32.C Form Based Codes Overlay District Boundaries

19.32.C.1 The Form Based Code Overlay District includes Tax Map Lot 11-181A, formerly known as Breton's Cleaners, crosses Winter Street to include Tax Map Lot 11-96 known as the Queensbury Mill then runs along the rear property line of all lots that front on the south side of Market Street, crosses Prospect Street, including Lots 11-78 and 11-77, crosses Beacon Street and then runs along the rear boundary line of all property Lots that front on the western side of High Street up to Hamilton Street, and the SW corner of Tax Map Lot 10-129.

19.32.C.2 The Overlay District Boundary then crosses High Street to the southernmost corner of Tax Map Lot 10-163 then runs along the rear property line of all property Lots that front the easterly side of High Street to Constitutional Way and the NE corner of Lot 10-155, except the whole of Lot 10-152. Property Lot 10-152 has two frontages on High Street, one of 90 feet and one of 105 feet. The Overlay District exists on Lot 10-152 approximately 100 feet deep from High Street on those two frontages, only.

19.32.C.3 The Form Based Code Overlay District then includes Property Lot 10-153A and Lot 10-153 on Constitutional Way, runs kitty-corner across Washington Street to the NE corner of Lot 10-170, then runs along the rear boundary line of all property Lots that front on the eastern side of Green Street down to Fayette Street, then down Fayette Street to include Lots 10-177 and 10-179. The Overlay District then crosses Main Street and runs northerly up the property line of Main Street and the NH NorthCoast Corp RR line up to the SW corner of Property Lot 11-205 across from the Somersworth Plaza driveway. The District then runs 25 feet easterly up the side boundary line of property Lot 11-205 and runs along the rear property line of all property Lots that front on the easterly side of Main Street and Market Street, crossing Canal Street and running along the rear property line of all property Lots that front on the easterly side of Market Street ending at the Somersworth/Berwick Bridge.

19.32.C.4 This boundary is the exterior boundary and all property Lots within this exterior loop are also within the Form Based Code Overlay District.

19.32.C.5 The Form Based Code Overlay District also includes Property Lots 11-190, 11-190A, 11-190B, 11-191, 10-196, 10-199, 09-282 and 09-282C

19.32.D Sub-Districts

19.32.D.1 The five Area Sub-District Sheets (Areas 1 – 5) for the Form-Based Code Overlay District shall locate the boundaries for the following sub-districts:

- a) Downtown
- b) High Street
- c) Main Street
- d) Residential
- e) Millyard

19.32.E Permitted Uses

19.32.E.1 The standards for use and dimensions to be utilized within the Form Based Codes Overlay District are shown on the front of the five (5) Area Sub-District Sheets (Areas 1 – 5) at the end of this section.

19.32.E.2 Determination of Use Category - The Director of Development Services or their designee shall determine in which use category, in the Permitted Uses Table, on each district sheet, a proposed use is located. When a use is not specifically listed, the Director of Development Services or their designee is authorized to determine if the use is similar enough to be placed in a category or if the use is prohibited by this Chapter.

19.32.E.3 Uses - Where uses are not specifically called out in the Permitted Use Table an applicant may submit a Conditional Use Permit for their proposed use.

19.32.E.4 Criteria for granting a Conditional Use Permit:

- a. Both public and private buildings and landscaping contribute to the aesthetic value of the right of way and provide civic spaces.
- b. Development adequately accommodates automobiles, while respecting the pedestrian and the spatial form of public areas.
- c. The design of streets and buildings reinforces a safe environment, but not at the expense of accessibility.
- d. The architecture and landscape designs are inspired by local climate, topography, history, and building practice.
- e. Civic spaces and public gathering places are provided as locations that reinforce community identity and activity.

19.32.F Dimensional Regulations

19.32.F.1 The dimensional regulations to be utilized within the Form Based Codes Overlay District are shown on the front of the five (5) Area Sub-District Sheets (Areas 1 – 5) at the end of this section.

19.32.F.2 Anything cited as “per ordinance” refers to Table 5.A.1 in the Zoning Ordinance entitled “Dimensional and Density Regulations”.

19.32.G Architectural Standards

19.32.G.1 The architectural standards to be utilized within the Form Based Codes Overlay District are shown on the back of the five (5) Area Sub-District Sheets (Areas 1 – 5) at the end of this section.

19.32.G.2 Waivers may be used to adjust the architectural standards, but designs must still meet the intent of these standards. In the case of Commercial or Multifamily use waivers shall be granted by the Planning Board if appropriate. In the case of Single family or duplex development waivers shall be granted by the Director of Development Services or their designee, if appropriate.

19.32.G.3 Any property within the Form-Based Code Overlay District that is ALSO within the Historic Overlay District shall meet the requirements of Section 14 of the Zoning Ordinance. A Historic District Application might be required.

19.32.H Streetscape Standards

19.32.H.1 The streetscape standards to be utilized within the Form Based Codes Overlay District are shown on the back of the five (5) Area Sub-District Sheets (Areas 1 – 5) at the end of the section.

19.32.I Administration

19.32.I.1 The Form-Based Code Overlay District exists like every other district and development within, is intended to be reviewed and approved as any other district. For development standards not covered herein, the other applicable sections of the City of Somersworth Ordinance and Regulations shall be used as the requirement. Commercial and Multifamily projects submitted shall follow the process outlined within the Site Review Regulations.

19.32.I.2 Any appeals of this section shall be treated as any other zoning appeal and shall be directed to the Zoning Board of Appeals.

FORM BASED CODES DISTRICT SHEETS

District Sheet 1 – Market and High Street

District Sheet 2 – High Street

District Sheet 3 – Main Street

District Sheet 4 – Residential

District Sheet 5 – Mill Yard

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by Councilors:</i> Martin P. Dumont, Sr. Richard Michaud Crystal Paradis	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 6-21

History

First Read Date:	07/13/2020	Tabled:	
Public Hearing:	08/10/2020	Removed From Table:	
Second Read:			

Discussion

*Ordinance No. 3-21 will remain in first read until the call of the Chair.
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 6-21	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 2-21

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE COPS HIRING PROGRAM TO ADD ONE ADDITIONAL POLICE OFFICER.

August 10, 2020

WHEREAS, the City Council adopted Resolution 32-20 authorizing the City Manager to apply for a grant with the United States Department of Justice COPS Hiring program to add 2 (two) additional police officers to the Somersworth Police Department, and

WHEREAS, the City of Somersworth has received notification of a Grant Award in the amount of up to the \$125,000 maximum; and

WHEREAS, the Grant will allow the City of Somersworth to add 1 (one) full time police officer by providing 75% of salary and benefit costs up to \$125,000 for a three-year period; and

EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN:

COPS Hiring Grant Limit	=	\$125,000
<u>Estimated City Match</u>	=	<u>\$165,038</u>
Total Project Award	=	\$290,038

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents and agreements necessary for the grant's execution, and take any and all other such actions on relative to this grant determined to be in the best interest of the City.

Note: Acceptance of this grant requires the City to maintain this position for 1 full year after the grant period. Additionally, once filled, this may require a supplemental appropriation for the FY21 budget. It is the intent to bring forward a supplemental appropriation when necessary.

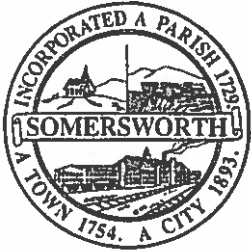
Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Donald Austin
Nancie Cameron
Kenneth S. Vincent

Approved:

City Attorney



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: July 23rd, 2020
Subject: COPS Hiring Program Award

Bob,

As you know, the Police Department, with your and the City Council's support completed an application process for two full time police officer positions through the U.S. Department of Justice's Community Oriented Policing Services program, also known as the COPS Hiring Program.

On June 25th, 2020 we were notified that we were awarded one of those two positions with the City to receive \$125,000.00 over a three year period to assist in funding that position. This would leave an estimated cost of \$165,038.00 to the City over the three year period of the grant. Additionally, the City would be required to retain the officer that fills the grant for a period of one year upon expiration of the grant.

It is anticipated that the grant position would be assigned to the Patrol Division of the Police Department. In addition to patrol duties, this officer would be assigned as a Community Policing Officer, overseeing programs such as National Night Out, Pizza with the Police, Coffee with a Cop and a new program known as ACERT.

ACERT is an acronym for Adverse Childhood Experiences Response Team. This program is a collaboration of the Somersworth Police Department, Social Services, the United Way, the Strafford County Child Advocacy Center and the Strafford County Family Justice Center. The goal of Somersworth ACE Response Team is to proactively respond to children in families where trauma or potential trauma has occurred to mitigate the impact of trauma on a child's development and wellbeing and to improve familial protective factors. In 2019 alone, the Police Department responded to an average of 38 calls a month involving trauma and children that would have triggered ACERT referrals. It is the team's intent to provide referrals and services to those families that need and accept them, with the hope of reducing the need for services as the children mature. This will be first ACERT program in Strafford County.

When we were awarded this grant, we were given a 45 day window to accept the grant funds. This would have meant having to accept the grant funds with Council approval on or before August 10th, 2020. We have since received authorization through the COPS Office to delay the acceptance date to October 1st, 2020 in order to give Council time to review and accept the grant.



City of Somersworth – Resolution

Resolution No: 3-21

TO AUTHORIZE THE CITY MANAGER TO PREPARE BID SPECIFICATIONS FOR ROAD RESURFACING AND ASSOCIATED REPAIRS OF SELECTED STREETS

August 10, 2020

WHEREAS, the City of Somersworth's Capital Improvement Plan recommends road resurfacing and other general maintenance of streets in the City, and

WHEREAS, the City has prioritized street repair using the pavement condition index assessment tool, and

WHEREAS, the Public Works and Environment Committee recommends the following list of streets to be included in a resurfacing work plan for the 2021 construction season:

Drew Road
Edmund Street
Fox Court
Laurier Street
Lemelin Court
Rowland Street
Shady Lane
Wilson Street
Locke Avenue
Portland Street
South Street
Ben Rich Drive
Lil-Nor Avenue
Pinkham Street
Primrose Lane
Midway Park
Bartlett Avenue
Cass Street; and

WHEREAS, The Public Works and Environment Committee reviewed a work plan for a portion of High Street from the Washington Street/West High Street intersection to Memorial Drive that will include a mill and pave of the road surface, adding granite curbing to the southbound lane, and reconstructing the adjoining sidewalk and recommends including this project as a bid alternative in the bid specifications; and

WHEREAS, the Public Works and Environment Committee recommends the following list of streets to be included in a crack-sealing work plan for the 2020 construction season:

High Street (Tri-City Road to Dover line)
High Street/Market Street/Main Street Downtown Area

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to prepare bid specifications and solicit bids from qualified contractors for road resurfacing and associated repairs of the aforementioned streets and take any other actions relative to these infrastructure projects determined to be in the best interest of the City.

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



Gary S. Lemay, P.E.
City Engineer
Tel: 692-9524

Date: 7/1/2020
To: Bob Belmore, City Manager
Copy: Mike Bobinsky, Director of Public Works and Utilities;
Scott Smith, Deputy City Manager/Finance Director
Subject: FY2021 Street Paving List

The City completed an updated pavement management study, with new data collected in July 2019 and the results presented to the City Council in November 2019. These data provided a 0 (worst) to 100 (best) road surface rating (RSR), which is analogous to the pavement condition index (PCI) used in the original 2014 analysis¹. These data were provided in previous Public Works and Environment Committee meetings to develop a list of priority roads most needing repair.

Proposed Base Paving Work

The priority repair list was combined with a proposed treatment and cost estimate for each street to develop the following FY2021 street paving recommendation list (Table 1). The recommended list also takes City geography into account, as it is more economical (i.e., better anticipated bid prices, lower mobilization costs) to resurface several streets within the same neighborhood as compared to several streets throughout the City. Figure 1 is a map showing the general grouping of streets. The proposed base bid cost estimate is \$890,320, just under the \$900,000 road resurfacing budget for FY2021.

Table 1: Proposed base bid street list for FY2021 road resurfacing.

Street	Group	Road Surface Rating (RSR)	Proposed Treatment	Estimated Cost
Drew Rd	1	39	Shim/Overlay	\$64,980
Edmund St	1	60	Overlay	\$15,780
Fox Ct	1	30	Shim/Overlay	\$28,720
Laurier Street	1	16	Shim/Overlay	\$63,800
Lemelin Court	1	28	Shim/Overlay	\$25,460
Rowland Street	1	24	Shim/Overlay	\$46,160
Shady Lane	1	20	Shim/Overlay	\$21,540
Wilson Street	1	49	Shim/Overlay	\$20,660
Locke Avenue	2	45	Shim/Overlay	\$22,460
Portland Street	2	40	Shim/Overlay	\$18,600
South Street	2	35	Shim/Overlay	\$128,700
Ben Rich Drive	3	25	Shim/Overlay	\$37,480
Lil-Nor Avenue	3	29	Shim/Overlay	\$94,000

¹ As discussed in the November 2019 City Council meeting, staff compared the 2019 RSR ratings to past 2014 PCI ratings and found the ratings to be very similar after accounting for 5 years of aging and recently repaired roads.

Street	Group	Road Surface Rating (RSR)	Proposed Treatment	Estimated Cost
Pinkham Street	3	48	Shim/Overlay	\$52,600
Primrose Lane	3	36	Shim/Overlay	\$29,760
Midway Park	4	23	Shim/Overlay	\$92,040
Bartlett Avenue	5	28	Shim/Overlay	\$101,580
Cass Street	5	36	Shim/Overlay	\$26,000
Total				\$890,320

Additional work has also been discussed in recent Public Works and Environment Meetings. These include the following:

- a) Crack sealing costs were estimated for two segments of High Street:
 - a. High Street from Tri-City Plaza to the Dover line: \$12,000
 - b. Downtown - High/Market Street: \$6,000
 - c. Total: \$18,000
- b) High Street (Washington to Memorial Drive), complementing TAP sidewalk work:
 - a. Add granite curbing to southbound lane: \$226,500
 - b. Reconstruct 5' asphalt sidewalk (assuming new curbing is completed): \$89,700
 - c. 1.5" mill/overlay of High Street: \$120,800
 - d. Total: \$410,600

If all three elements (base resurfacing, crack sealing, High Street work) are combined, the total cost would be approximately \$1,318,920.

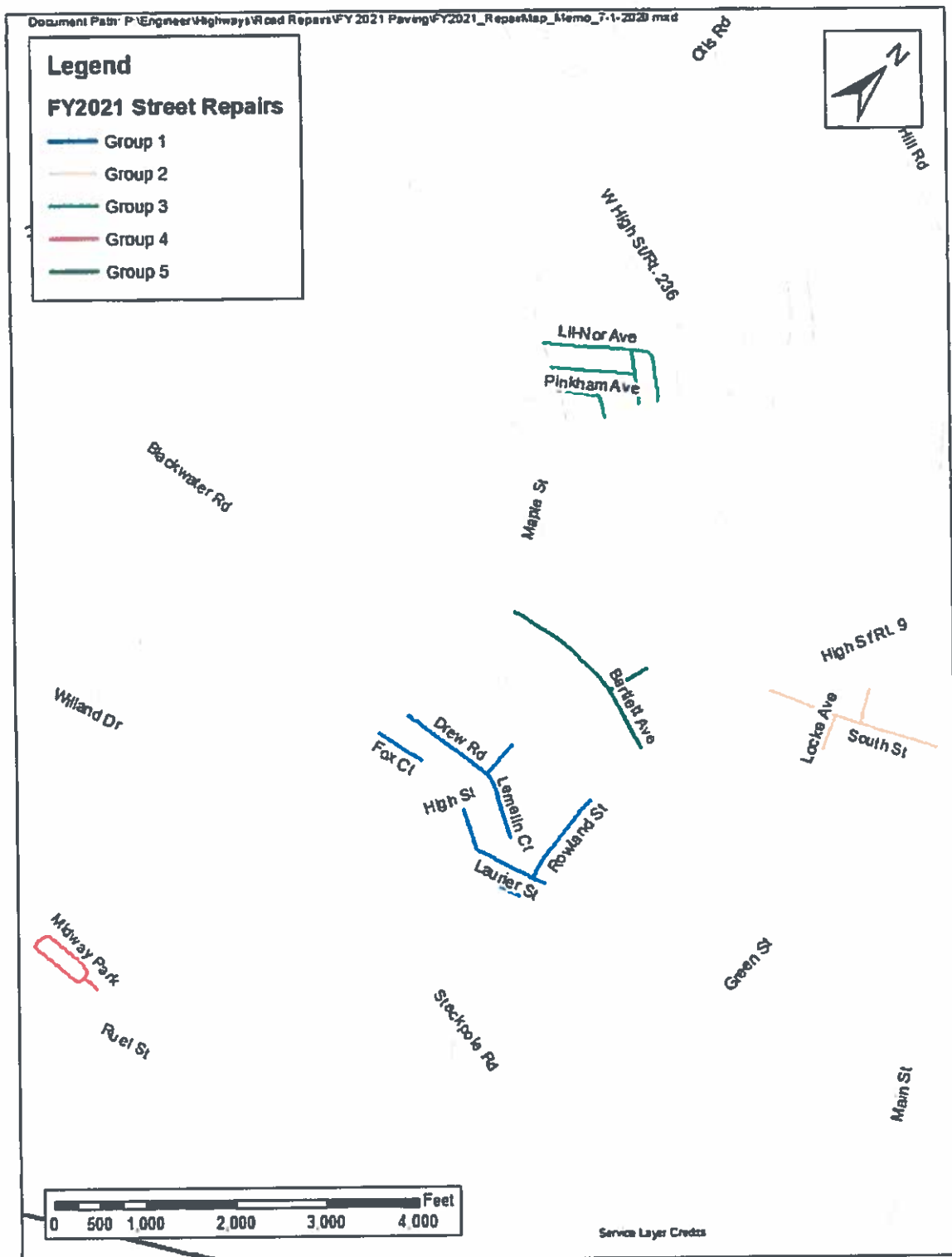
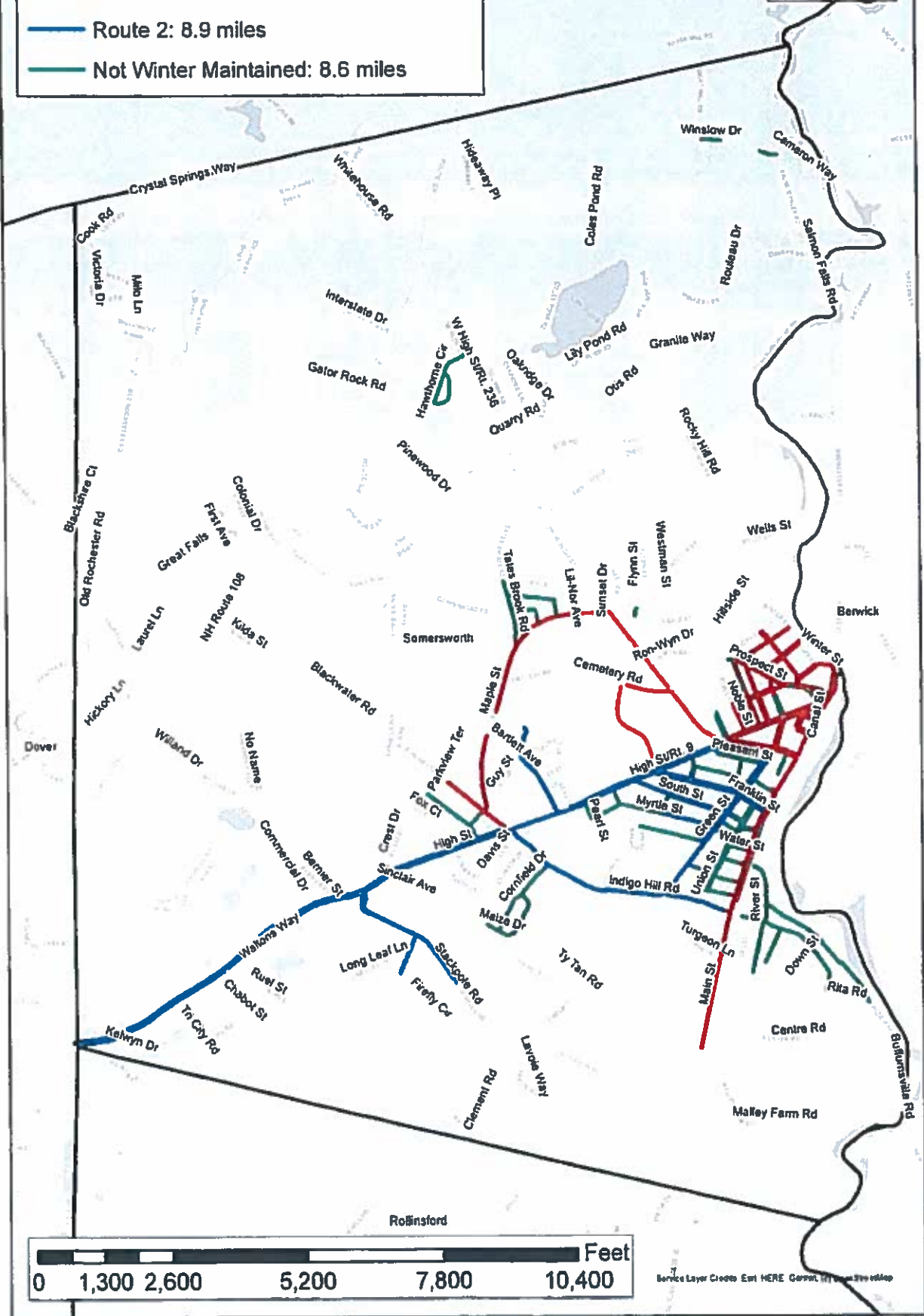


Figure 1: Potential FY2021 street repair list. All streets are proposed to undergo an overlay or a shim-and-overlay treatment.

Legend

Sidewalk Plow Route (25 miles total)

- Route 1: 7.5 miles
- Route 2: 8.9 miles
- Not Winter Maintained: 8.6 miles



0 1,300 2,600 5,200 7,800 10,400 Feet



City of Somersworth – Resolution

Resolution No: **4-21**

**AUTHORIZING THE CITY MANAGER TO SIGN A
LEASE/PURCHASE AGREEMENT FOR THE PURCHASE OF CITY
VEHICLES.**

August 10, 2020

WHEREAS, the fiscal year 2020-2021 adopted budget contains an appropriation for a down payment toward the purchase of the following City vehicles:

- One SUV style Police Cruiser
- One Police Undercover Vehicle
- DPW 1-Ton Truck – 103 Replacement, and

WHEREAS, City staff solicited quotes for financing this purchase through a lease/purchase agreement and recommends entering into an agreement with Tax Exempt Leasing Corp., and

WHEREAS, the Finance Committee for the City of Somersworth reviewed these quotes with city staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a five-year lease/purchase agreement with Tax Exempt Leasing Corp. for the acquisition of City vehicles.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Donald Austin

Approved:

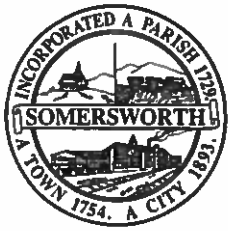
City Attorney

City of Somersworth
Equipment Lease/Purchase Proposals
July 27, 2020

from Ad Scott

Company	3 Year Payments	5 Year Payments
TD Equipment Finance	\$45,734.00	\$28,350.00
Tax Exempt Leasing Corp.	\$45,509.02	\$27,974.04
Kansas State Bank	\$45,932.44	\$28,377.99
The Bancorp	\$46,350.20	\$29,169.40

*Fin. Comm.
07/30/20
RS*



City of Somersworth – Resolution

Resolution No: **5-21**

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH PORT ONE ARCHITECTS OF PORTSMOUTH, NH TO PROVIDE FINAL DESIGN SERVICES TO CONSTRUCT A NEW FIRE STATION AT THE LOCATION OF THE CURRENT FIRE STATION ON MAPLE STREET.

August 10, 2020

WHEREAS, the City Council adopted Resolution 1-20 to authorize the City Manager to contract with Port One Architects of Portsmouth, NH to provide a conceptual design and a preliminary cost estimate for a new fire station, and

WHEREAS, the conceptual design and cost estimate has been completed and presented to the City Council, and

WHEREAS, utilizing the conceptual design and cost estimate the City Council adopted Resolution 50-20 to authorize a bond to construct a new fire station at the location of the current fire station on Maple Street, and

WHEREAS, Port One Architects have provide a cost to provide final design and other related professional services needed to complete the construction of the new fire station in the amount of \$466,400 (Four Hundred Sixty-Six Thousand Four Hundred dollars), and

WHEREAS, the Finance Committee and Fire Station Building Committee reviewed this cost and proposed services with staff and supports contracting with Port One Architects to provide these services,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Port One Architects of Portsmouth, NH to provide final design and other related professional services needed to complete the construction of the new fire station in an amount not to exceed \$466,400 (Four Hundred Sixty Six Thousand Four Hundred dollars) and to take other such action relative to this contract determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Donald Austin
Kenneth S. Vincent

Approved:

City Attorney

consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

\$ 466,400 (Four Hundred Sixty-Six Thousand Four Hundred Dollars)

- .2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

- .3 Other
(Describe the method of compensation)

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

Hourly. See attached Rate Sheets.

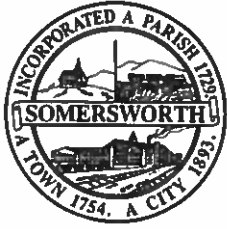
§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

Hourly. See attached Rate Sheets.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Sections 11.2 or 11.3, shall be the amount invoiced to the Architect plus Fifteen percent (15 %), or as follows:
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Ten	percent (10	%)
Design Development Phase	Twenty	percent (20	%)
Construction Documents Phase	Forty	percent (40	%)
Construction Phase	Thirty	percent (30	%)
Total Basic Compensation	one hundred	percent (100	%)



City of Somersworth – Resolution

Resolution No: 6-21

**TO AUTHORIZE THE CITY MANAGER TO ORDER ONE SUV
STYLE POLICE CRUISER AND ONE UNDERCOVER POLICE
VEHICLE WHICH WILL BE FUNDED BY A LEASE PURCHASE
AGREEMENT**

August 10, 2020

WHEREAS, the City of Somersworth's Capital Improvement Plan proposes a replacement schedule for police cruisers and undercover vehicles to maintain fleet integrity and reduce maintenance costs, and

WHEREAS, the Somersworth City Council would like to improve the fleet of police cruisers by continuing the replacement of traditional sedan style cruisers with a more modern SUV style of police cruiser, and

WHEREAS, the Somersworth City Council would like to improve the fleet of police undercover vehicles and replace them with a newer more reliable fleet of vehicles, and

WHEREAS, City staff has evaluated the advantage of the use of a standard vehicle manufacturer acquisition policy and recommends the use of the NH State bid list for Ford vehicles as the most efficient method of procuring these new vehicles, and

WHEREAS, the Finance Committee has reviewed this with staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order one new "SUV" style police cruiser and one new police undercover vehicle which will be funded through a lease purchase agreement.

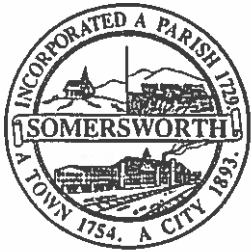
Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Donald Austin
Crystal Paradis
Martin P. Dumont Sr.

Approved:

City Attorney



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: August 7th, 2020
Subject: Vehicle Fleet Status

Bob,

Following is a listing of vehicles currently assigned to the Police Department. The list is broken down into Patrol and Investigative Divisions, and includes the year and mileage of each vehicle.

- PATROL**

Unit 116	2016 Ford Explorer	133,368 miles (Is the current Detail Cruiser)
Unit 211	2011 Chevrolet Caprice	124,398 miles (Assigned to SRO)
Unit 216	2016 Ford Explorer	138,209 miles
Unit 316	2016 Ford Explorer	118,396 miles
Unit 416	2016 Ford F-150 Pickup	16,555 miles (Parking Enforcement)
Unit 117	2017 Ford Explorer	82,720 miles (Assigned as K-9 Vehicle)
Unit 118	2018 Ford Explorer	53,771 miles
Unit 120	2020 Ford Explorer	2,446 miles


Unit 211 is scheduled to come offline with the next cruiser purchase, when that happens Unit 216 will then be assigned to the SRO.

- INVESTIGATIONS**


2006 Buick Lucerne	59,609 miles
2006 Buick Lucerne	79,825 miles
2014 Dodge Charger	123,944 miles
2008 Chevrolet Pickup Truck	97,959 miles

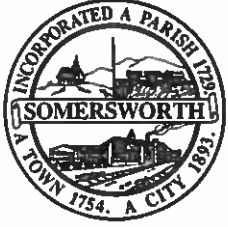
We normally have 5 unmarked units, but we pulled a 2007 Ford Taurus offline as it needed major repairs that would have cost significantly more than the vehicle was worth.

DATA ENTRY FORM #H1

Project Title:		Police Cruiser - Ford Explorer Package						
Department:	Submitted By:	Date:	Priority:	Project Cost:				
Police	Chief David Kretschmar	July 15, 2019	I	\$367,263				
<p>1. General Project Description? This is a rolling replacement program for line cruisers and changeover to Ford Explorer Police Cruisers.</p> <p>2. How will this expenditure improve service, productivity, or lower operating cost to the City of Somersworth? We are a medium sized Department where our police cruisers are utilized 24 hours a day, 7 days a week. Replacing line cars that are at the end of their life cycle maintains fleet integrity and reduces maintenance costs, while contributing to officer safety.</p> <p>3. Is this a replacement item? Yes - Our Marked Fleet consists of: (1) 2018 Ford Explorer (1) 2017 Ford Explorer, (3) 2016 Ford Explorers, (1) 2013 Dodge Charger, (1) 2011 Chevrolet Caprice and (1) 2016 Ford F150 (Parking Vehicle) We have only replaced one cruiser for each of the last 3 years.</p> <p>If NOT, How was the need previously met?</p> <p>4. List name of Firm and price of quotes received: Irwin Ford (2020 State Bid) - \$31,424.00 2 Way Communications - Equipment & Change Over Radio -\$10,915.00 2-Way Communications - Modem & Install - \$1,582 Wayne Chaloux's Signs & Graphix - \$925.00 each Patrol PC - Rugged Laptop, Mounting & E-Ticket Equipment-\$6,562.00 (5 Year Warranty and Install WatchGuard - New In-cruiser video system -\$5,370</p>								
Total Project Funds:		FY21	FY22	FY23	FY24	FY25	FY25	Yearly Total
Sources:								\$0
General Fund		\$56,778	\$58,481	\$60,236	\$62,043	\$63,904	\$65,821	\$367,263
Bonds/Lease								\$0
Grant								\$0
Enterprise Fund								\$0
Other								\$0
	Totals	\$56,778	\$58,481	\$60,236	\$62,043	\$63,904	\$65,821	\$367,263
Commence FY:	Quarter:					Prior Years' Funding		\$0
							Total Project	\$367,263

DATA ENTRY FORM #H2

Project Title:	Replacement Undercover Vehicles							
Department:	Submitted By:	Date:	Priority:	Project Cost:				
Police	Chief David Kretschmar	July 15, 2019	I	\$148,741				
<p>1. General Project Description: Replacement of Undercover Vehicles of various makes and models within stated budget parameters</p> <p>2. How will this expenditure improve service, productivity, or lower operating cost to the City of Somersworth: Our undercover vehicle fleet consists of (5) vehicles. These vehicles were used when purchased and have considerable mileage and wear. We propose a continual outfitting of one new undercover vehicle per year.</p> <p>3. Is this a replacement item? Yes If NOT, How was the need previously met? We have typically replaced our unmarked vehicles piecemeal and on an as needed basis. This will start to formulate a replacement schedule. Our used vehicles were purchased with Forfeiture Funds and JAG Grant Funds. Funding through the forfeiture system has been greatly reduced and is not a guarantee and the JAG Grant no longer allows these types of purchases.</p> <p>4. List name of Firm and price of quotes received: MHQ - Per Mass Bid Ford Escape 2019 - \$19,995.00 2 Way Communication -\$3,000 for installation of radio and antenna system , and purchase and installation of new siren and all lighting systems for grill and tail lights.</p>								
Total Project Funds:		FY21	FY22	FY23	FY24	FY25	FY25	Yearly Total
Sources:								\$0
General Fund		\$22,995	\$23,685	\$24,395	\$25,127	\$25,881	\$26,657.51	\$148,741
Bonds/Lease								\$0
Grant								\$0
Enterprise Fund								\$0
Other								\$0
	Totals	\$22,995	\$23,685	\$24,395	\$25,127	\$25,881	\$26,658	\$148,741
Commence FY:	Quarter:					Prior Years' Funding		\$0
							Total Project	\$148,741



City of Somersworth – Resolution

Resolution No: 7-21

TO AUTHORIZE THE CITY MANAGER TO ORDER A FORD PICK UP TRUCK FOR THE DEPARTMENT OF PUBLIC WORKS WHICH WILL BE FUNDED BY A LEASE PURCHASE AGREEMENT

August 10, 2020

WHEREAS, the City of Somersworth's Capital Improvement Plan proposes a replacement schedule for City equipment to maintain fleet integrity, standardize equipment and reduce maintenance costs, and

WHEREAS, the City of Somersworth's approved FY2020-2021 budget provides funding through a lease purchase agreement for the following vehicle replacements,

- Ford F350 and to contract with Howard P. Fairfield for the winter plow related equipment;

and

WHEREAS, City staff has evaluated the advantage of the use of a standard vehicle manufacturer acquisition policy and recommends the use of the NH State bid list for Ford vehicles as the most efficient method of procuring these new vehicles, and

WHEREAS, the Finance Committee has reviewed this with staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order the aforementioned vehicle replacement with winter plow equipment which is funded in the approved FY2021 City budget through a lease purchase agreement.

Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Martin Pepin
Martin P. Dumont Sr.

Approved:

City Attorney

DATA ENTRY FORM #J2


Project Title:		Replacement of One-Ton Truck No. 103				
Department:	Submitted By:	Date:	Priority:	Project Cost:		
Public Works	Michael Bobinsky	August 22, 2019	III	\$56,371		

1. General Project Description: Replacing foreman Truck 103, a 2008 Chevy 2500 3/4 ton, with new Ford F350 1 ton.


2. How will this expenditure improve service, productivity, or lower operating cost to the City of Somersworth? Current vehicle 103 will meet its life expectancy by 2021. It currently has approximately 80,542 miles on it and should have about 90,000 by 2021. This vehicle will perform some of the lighter work that the remaining heavy duty 1-tons are less suitable for, and functions as the General Foreman's vehicle. Replacing with a heavy duty Ford F350 will reduce the frequency of repairs. Warranty is 36 months/36,000 mile bumper to bumper "excluding wearable items" and a 5 yr./60,000 mile power train warranty. The diesel engine has a 100,000 mile warranty on it. Diesel is more fuel efficient (21 MPG vs. 15 MPG), and continuing with a Ford purchase postures DPW to be more standardized and efficient with the performance of and stocking for scheduled and unscheduled services. By having a city-wide Ford fleet, the Department can better control maintenance costs.

3. Is this a replacement item? Yes. This new truck will replace Truck 103 as the General Foreman's truck. After evaluating the truck body, body will need to be replaced. Boyer's to install Knapheide service body; price includes line-x completed detailed lining.

4. List name of Firm and price of quotes received.
 Based on purchase of similar truck - Quote 9/20/2017
 -Grappone Ford, Cab and Chassis= **\$37,592**
 -Boyer's / Line-x of Southern NH = **\$7,495**
 - HP Fairfield installation of Fisher Plow = **\$6,500**
Total cost \$51,587
 -Intent is to trade in current vehicle 103, Trade value \$4,000-current trade in value.
 Price escalated 3% per year for 3 years to FY2021 - \$56,371.



Proposed New Truck
New Unit painted to match current unit



Existing Foreman's Truck

Total Project Funds:	FY21	FY22	FY23	FY24	FY25	FY26	Total
Sources:							\$0
General Fund							\$0
Bonds/Lease	\$56,371						\$56,371
Grant							\$0
Enterprise Fund							\$0
Other							\$0
Totals	\$56,371	\$0	\$0	\$0	\$0	\$0	\$56,371
Commence FY:	Quarter:			Prior Years' Funding			
				Total Project			
				\$56,371			



City of Somersworth – Resolution

Resolution No: **8-21**

**TO AUTHORIZE THE CITY COUNCIL TO ESTABLISH A
BETTERMENT ASSESSMENT FOR THE PURPOSE OF
RECONSTRUCTING NADEAU STREET AND ACCEPTING IT AS A
CITY STREET**

August 10, 2020

WHEREAS, the City has provided winter maintenance on Nadeau Street for a number of years but recently discovered that it has never been accepted as a City street, and

WHEREAS, the residents owning the three (3) properties abutting Nadeau Street have approached the City and requested the City take the necessary steps to accept and maintain the street as a City street, and

WHEREAS, to accept it as a City street it must be reconstructed and brought up to City standards, and

WHEREAS, the Public Works and Environment Committee has reviewed this issue and recommends the City reconstruct Nadeau Street and assess the cost for reconstruction against the owners of the three properties abutting Nadeau Street with the following stipulations,

- The City shall contribute \$15,000 (Fifteen Thousand dollars) toward the cost of reconstruction,
- The total cost of the reconstruction less the \$15,000 (Fifteen Thousand dollars) contributed by the City shall be prorated over a ten (10) year period and assessed equally against each of the three (3) properties,
- There shall be no interest fee included in the assessment, said waived fee for the ten (10) year period being estimated at approximately \$11,000, and

WHEREAS, the Finance Committee has reviewed this issue and supports the recommendation of the Public Works and Environment Committee:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City shall establish a betterment assessment for the purpose of reconstructing Nadeau Street and accepting it as a City street.

Note: The City will prepare documents with each property owner agreeing to the betterment assessment. After all documentation is completed, a supplemental appropriation will be required to fund the improvements.

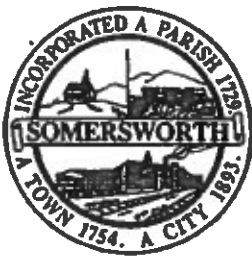
Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Martin Pepin Donald Austin Kenneth S. Vincent Matthew Gerding	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 8-21

History			
First Read Date:	08/10/2020	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:			
Resolution 8-21		PASSED	FAILED



Gary S. Lemay, P.E.
City Engineer
Tel: 692-9524

Date: 5/21/2020
To: Bob Belmore, City Manager
Copy: Mike Bobinsky, Director of Public Works and Utilities;
Scott Smith; Deputy City Manager/Finance Director
Subject: Nadeau Street – Acceptance and Cost Estimate

The Department of Public Works has been asked to prepare a cost estimate for acceptance of Nadeau Street as a City street. This memo outlines estimated costs¹ that would be incurred during this process. All of these cost components are considered estimates and would be subject to change due to actual bid prices or actual time/material costs incurred. A map showing a rough work plan is shown in Figure 1.

Components are expected to include:

- 1) Surveyor consultant - \$9,700 subtotal
 - a. \$6,700 for an updated survey (per TF Moran Proposal)
 - b. Time and materials cost for Planning Board review (\$3,000 placeholder - Consultant)
- 2) Construct hammerhead turnaround - \$38,000 subtotal including:
 - a. Excavation/box cut and fine grading of new gravel base material
 - b. Binder/wearing course paving and associated items (e.g., tack coat)
 - c. Shoulder gravel
 - d. Loam/seed disturbed areas
 - e. Mobilization/demobilization
- 3) Rebuild existing roadway to City specifications (24 feet width) - \$27,000 subtotal including
 - a. Full-depth reclamation (8") of existing surface, supplement with
 - b. Binder/wearing course paving and associated items (e.g., tack coat)
 - c. Adjust sewer manhole (1)
 - d. Shoulder gravel
 - e. Mobilization/demobilization
- 4) Drainage ditching, driveway culverts - \$10,000 subtotal
 - a. \$2,000 per driveway apron reconstruction, including 12" culvert - 3 total driveways
 - b. Create 18-inch-deep drainage swales (V-shaped) - \$4,000
 - c. This item was not previously disclosed to the property owners, but is a critical component that must be done as part of this work.
- 5) Legal review (Contract City Attorney) and other recording fees - \$5,000 placeholder

This comes to a subtotal of \$89,700. Assuming a 10% contingency, the estimated total is \$98,670, rounded up to \$100,000.

¹ Construction costs estimated using unit prices from recent bids and engineered cost estimates for similar projects. Costs assume that paving work can be scheduled in coordination with other City paving projects to minimize mobilization costs and take advantage of lower unit prices.

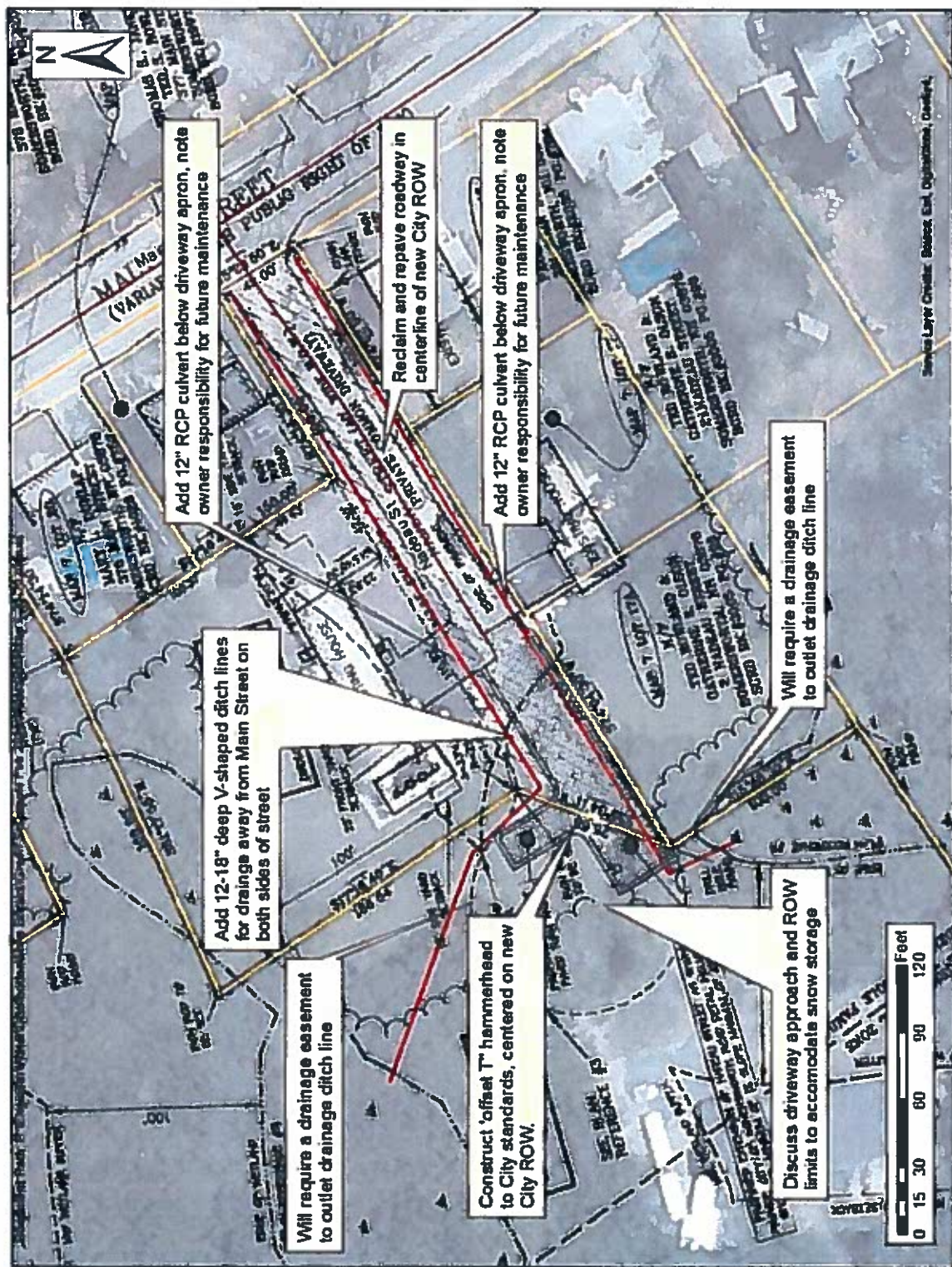


Figure 1: Nadeau Street draft plan showing major components.

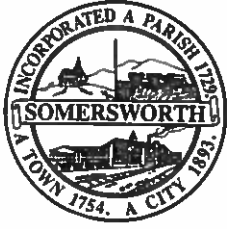
City of Somersworth
Estimated Amortization Schedule
Nadeau Street Project
For Discussion Purposes Only

Amount of Betterment \$100,000
Term 10 Years
Interest Rate 2% **

Year	Payment	Pricipal Outstanding	Principal	Interest	Total	Assessment per lot
2021	1	100,000	10,000	2,000	\$12,000	\$4,000.00
2022	2	90,000	10,000	1,800	\$11,800	\$3,933.33
2023	3	80,000	10,000	1,600	\$11,600	\$3,866.67
2024	4	70,000	10,000	1,400	\$11,400	\$3,800.00
2025	5	60,000	10,000	1,200	\$11,200	\$3,733.33
2026	6	50,000	10,000	1,000	\$11,000	\$3,666.67
2027	7	40,000	10,000	800	\$10,800	\$3,600.00
2028	8	30,000	10,000	600	\$10,600	\$3,533.33
2029	9	20,000	10,000	400	\$10,400	\$3,466.67
2030	10	10,000	10,000	200	\$10,200	\$3,400.00

\$111,000

**** Note :** *The interest rate is the average rate of 10 year Bond issues for the prior 5 years through the NHMBB. When Betterment Assessment is set, can use the current market rate.*



City of Somersworth – Resolution

Resolution No: **9-21**

TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT WITH CMA ENGINEERS OF PORTSMOUTH, NH FOR ENGINEERING SERVICES ASSOCIATED WITH THE TRANSPORTATION ALTERNATIVES PROGRAM GRANT

August 10, 2020

WHEREAS, the Somersworth City Council adopted Resolution 30-18 to authorize the City Manager to contract with CMA Engineers of Portsmouth, NH for engineering services associated with the transportation alternatives program (TAP) grant for an amount not to exceed \$122,402 (One Hundred Twenty-Two Thousand Four Hundred Two dollars), and

WHEREAS, the project requires CMA to provide services to complete Right-of-Way (ROW) acquisitions and other coordination with design service due to the extension of the contract duration at a total cost of \$9,828 (Nine Thousand Eight Hundred Twenty Eight dollars) increasing the total contract amount to \$132,230 (One Hundred Thirty Two Thousand Two Hundred Thirty dollars), and

WHEREAS, city staff have reviewed this contract amendment with the Finance Committee and they support this amendment,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with CMA Engineers of Portsmouth, NH to provide engineering and design services associated with the transportation alternatives program grant project to an amount not to exceed \$132,230 (One Hundred Thirty Two Thousand Two Hundred Thirty dollars) and to take any other actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Martin Pepin

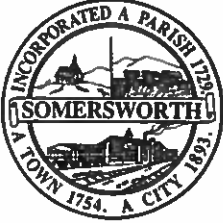
Approved:

City Attorney

SOMERSWORTH TAP GRANT
 TOTAL PROJECT = \$986,000
 Federal Share (80%) = \$789,200
 City Share (20%) = \$197,300

	Design Eng.	Right of Way	Const Eng.	Construction	Totals
Current Estimate	\$122,402	\$15,000	\$75,000	\$759,500	\$971,902
CMA Contract	\$119,902	\$2,500	\$0	\$0	\$122,402
Proposed Amendment #1	\$1,956	\$7,872	\$0	\$0	\$9,828
Amended CMA Contract	\$121,858	\$10,372	\$0	\$0	\$132,230
Balance Available	\$544	\$4,628	\$75,000	\$759,500	\$839,672

Fin. Comm.
07/30/20

	<h2 style="text-align: center;">City of Somersworth – Resolution</h2>
	<p>Resolution No: 10-21</p> <p>RESOLUTION REQUESTING ALL RESIDENTS AND VISITORS, IN THE STRONGEST OF TERMS, TO WEAR APPROPRIATE FACE COVERINGS WHILE IN PUBLIC. ALL BUSINESS OWNERS AND PLACES OF PUBLIC ACCOMMODATION, TO THE EXTENT NOT ALREADY COVERED WITHIN GUIDANCE ISSUED BY THE GOVERNOR, ARE REQUESTED TO DEVELOP POLICIES AND PROCEDURES, INCLUDING APPROPRIATE SIGNAGE OR NOTICES, URGING OR REQUIRING VISITORS TO WEAR FACE COVERINGS</p>

August 10, 2020

- WHEREAS:** The condition known as coronavirus disease 2019 (“COVID-19”), which is caused by the novel coronavirus (SARS-CoV-2), is presently affecting individuals throughout the United States and the State of New Hampshire; and
- WHEREAS:** COVID-19 is potentially fatal, predominantly but not exclusively for those at high risk; and
- WHEREAS:** Continuing studies into COVID-19’s non-fatal effects increasingly reveal damage, including long-term irreversible damage, to various human organs, including the lungs, heart, and possibly the brain and other organs or organ systems; and
- WHEREAS:** On March 13, 2020, Governor Christopher Sununu issued Executive Order 2020-04, declaring a state of emergency in New Hampshire with respect to COVID-19 (novel coronavirus); and
- WHEREAS:** The Governor, the federal Centers for Disease Control and Prevention (“CDC”), President Trump, and the World Health Organization (“WHO”) have issued or recommended further restrictions aimed at minimizing exposure to the novel coronavirus, including social distancing, hygienic practices (*e.g.*, handwashing), and, now, face coverings; and
- WHEREAS:** Having had the opportunity to study the virus for several months, the CDC has confirmed that the virus spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (*e.g.*, shouting, chanting, singing); and

WHEREAS: The CDC has also confirmed that a significant number of those infected with the virus are either asymptomatic or pre-symptomatic, yet can still readily transmit the virus to others unknowingly; and

WHEREAS: Multiple independent studies confirm, and agree, that widespread wearing of face coverings helps drastically reduce transmission of the virus to others by (i) reducing the amount of viral load exhaled or expelled into the air surrounding an infected person, and (ii) reducing the distance which that viral load travels or can travel; and

WHEREAS: Face coverings, and particularly medical grade ones, may also help protect the wearer to some degree; and

WHEREAS: Guidance from medical experts across the country strongly recommends the wearing of face coverings when in public, and particularly where a person is not able to maintain adequate distance from another person; and

WHEREAS: It is incumbent upon every resident and visitor in the City of Somersworth to take all measures reasonably possible to protect the public health; and

WHEREAS: The purpose of this resolution is to ensure public awareness of the importance of face coverings, as well as ensure business owners are aware that they have the right, as a property owner or possessor, to control the manner of use of their property; and

WHEREAS: This Resolution is being sponsored by the Tri-City Mayors of Somersworth, Rochester, and Dover

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND SOMERSWORTH CITY COUNCIL THAT:

All residents and visitors within the City of Somersworth who are medically able, are hereby requested, in the strongest of terms, to wear appropriate face coverings while in public. Face coverings should cover the nose and mouth of the person wearing it.

AND, BE IT FURTHER RESOLVED THAT:

All business owners and places of public accommodation, to the extent not already covered within guidance issued by the Governor, are requested to develop policies and procedures, including appropriate signage or notices, urging or requiring visitors to wear face coverings.

Authorization*Sponsored by the Tri-City Mayors:*

Mayor Dana Hilliard
Donald Austin, Councilor
Nancie Cameron
Matt Gerding
Richard R. Michaud
Martin P. Dumont Sr.

Approved:

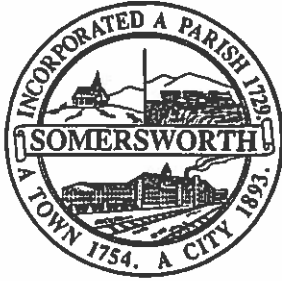
City Attorney

City of Somersworth – Resolution 10-21**History**

First Read Date:	08/10/2020	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:			



MEMORANDUM

To: Bob Belmore, City Manager
From: Scott Smith, Finance Director
Date: July 28, 2020
Re: Finance Committee – FY2021 Revenue Estimates

I have reviewed Property Tax collections for the July 1, 2020 bills and compared our upcoming revenue estimates against prior years actuals, and would like to report on the following.

Property Tax Collections:

We have compared the current year's collections as of July 15, 2020, to that as of July 15, 2019. The numbers are as follows:

- 2020 collections = \$13,534,097 which is 91.68% of the Property Tax commitment.
- 2019 collections = \$13,350,728 which is 93.65% of the Property Tax commitment.

The City's collections are off approximately 2% compared to the prior year as a percentage of the warrant, but are up \$183,000 in total collections.

Revenue:

Attached is a brief summary of non-tax revenue which include actuals from FY2020, estimated revenue for FY2021 used as part of the budget as adopted, and adjusted estimates to consider based on current conditions due to closures and other market conditions. The focus of this report is on City estimated revenue, and does not include any estimates for School revenue.

- **Licenses and Permits:** The largest revenue source here is Motor Vehicle Permit revenue. FY20 actual was \$1,962,955. This was a slight increase over FY19. Our estimate used for FY21 is \$1,715,000. This is a conservative estimate based on the

prior year, and will allow for some decrease in the event the pandemic has a negative impact in this area.

- **Governmental Revenues:** The FY21 estimate is based on FY20 actuals which is typical unless we have information to the contrary. Our understanding at this time is the State has said that we should expect no loss on State revenues this fiscal year. We won't receive the actual estimates until tax rate setting time.
- **Charges for Services:** This grouping includes revenue from Recreation programs. The current revenue estimate for this is \$85,000. For review I have revised this to \$0 due to the lack of programming because of the pandemic. The alternate side to this is we have budgeted expenses to provide recreation programs and if they don't occur, we will not expend that money.
- **Interest on Investment:** We have seen a sharp decline in rates we receive from investing City funds. At the time we were preparing the City budget we were seeing rates in excess of 2%. We earned \$270,000 in interest income in FY20, and have included a revenue estimate of \$185,000 for FY21. Rates have decreased to around .5% (1/2 of a percent). I recommend we reduce the revenue estimate for FY21 by \$45,000.
- **Other Sources:** We record various lease income here as well as transfers in from other funds. The total is a bit misleading because it includes revenue from transfers from the cable fund and donations received that were included as part of a supplemental appropriation for the Veterans Memorial and the new dog park. However, based on prior year's actuals I recommend we increase this by \$29,000.

If we wish to adjust the recreation revenue estimate, we may want to consider the possibility of using some additional fund balance to make up the difference. However, if the recreation program revenue is viewed as a wash with the lack of programming expense, we can most likely make the necessary adjustment to investments income and not require the use of any additional fund balance.

City of Somersworth
General Fund Revenue Estimates

<u>Account</u>	<u>2020 Actual</u>	<u>2021 Budget</u>	<u>Revised</u>	<u>Inc/(Dec) Year End</u>
			<u>2021 Budget</u>	
General Fund				
LICENSES AND PERMITS	2,263,887	1,869,975	1,869,975	0
GOVERNMENTAL REVENUES	1,112,650	1,112,461	1,112,461	0
CHARGES FOR SERVICE	407,386	484,413	399,413	(85,000)
INTEREST ON INV//SALE OF CITY PROP	355,539	210,000	165,000	(45,000)
OTHER SOURCES	275,743	139,750	168,750	29,000
USE OF FUND BALANCE	1,050,000	800,000	800,000	0
TOTALS	5,465,205	4,616,599	4,515,599	(101,000)

GovDeals provides services to government agencies allowing them to sell surplus assets via the internet. Each agency sets its own auction rules and may be subject to government




[Advanced Search](#)

[More Photos](#)

1988 HUMVEE-Prior Military Vehicle

Auction Closed

High Bidder: s*****4

Sold Amount: **\$13,000.00**

Buyer's Premium (12.50%): **\$1,625.00**

Total Price: **\$14,625.00**

[View Bid History](#)

[Terms and Conditions](#)

11,672 visitors

Year	Make/Brand	Model	VIN/Serial	Miles
1988	HUMVEE	1988	045437	13,949 (Accurate?: Unknown)
Condition	Category			
Used/See Description	Automobiles (Classic/Custom)			

1988 HUMVEE Military Surplus Vehicle, soft top, converted to a Fire Forestry Response Vehicle for the last 20 years. Good condition, runs well. All forestry fire equipment has been removed from the vehicle and is not included in this sale. Mileage reported is what is displayed in the vehicle but we can not confirm that it is accurate.

? Questions and Answers

Q: Does it come with a on road title? Also 6.2 or 6.5 engine? Thanks (7/24/20 8:27 AM)

A: The answer on the road title may vary based on State rules. In NH it is road worthy as long as it passes inspection. We do have the Certificate of Title. It is a 6.2 Diesel. Also it is a 24 volt system based on Military Specs. (7/24/20 9:53 AM)

Q: Has there been holes drilled in the bed from the skid unit? Do you have the tailgate? (7/25/20 1:20 PM)

A: We do not have the tailgate. We are attaching some additional pictures focusing on the bed of the vehicle. (7/27/20 8:26 AM)

Q: Will you please post a good picture of the full rear and a couple of more pictures of the interior. Thx, Mike (7/25/20 10:56 PM)

A: We are attaching more pictures of the bed and interior, hope these are helpful. (7/27/20 8:46 AM)

Q: Is this vehicle Automatic (7/26/20 1:32 AM)

A: Yes, the vehicle is an automatic. (7/27/20 8:46 AM)

ELECTION REVIEW PLANNING COMMISSION

2020 Elections Examination and Plan Recommendations

August 10, 2020

Councilor Crystal Paradis, Chair

Councilor David A. Witham, Vice Chair

Councilor Matt Gerding

Councilor Martin P. Dumont, Sr.

Councilor Nancie Cameron

OBJECTIVES:

- Examine and develop a plan under our state law and restrictions which ensures the fidelity of our upcoming primary and general elections for all voters.
- Ensure the safety of all voters and poll workers for the upcoming primary and general election.
- Develop a plan which Council will approve and endorse and seek the approval from the Secretary of State that meets the needs of all Hilltop voters.
- Develop a plan which Council will approve and endorse informing the voters of how the primary and general election will meet their needs of safety.

EXAMINATION

The Election Review Planning Commission (ERPC) recognized that time is of the essence in order to develop a workable plan that will be completed in time to deliver to the full City Council and have available to implement for the 2020 primary election.

The ERPC decided to meet bi-weekly to meet the timeframe necessary, and held meetings on June 10, June 24, July 8, and July 29. The minutes of these meetings will reflect the wide array of issues discussed and will also reflect the limitations in local control as it relates to conducting elections.

In an effort to keep the report focused the ERPC will not include in this report every issue that was raised during the meetings, but focus on those major issues that were examined and a plan is recommended whereby the objectives of the ERPC are accomplished.

The principal issues at hand are as follows:

- Ward Polling Locations
- Safety of Voters and Elections Workers
- Election Worker Recruitment
- Encourage Absentee Voting

RECOMMENDATIONS

Ward Polling Locations:

Under State of NH voting rules, the City must maintain one polling location *in each Ward* available for voters of that Ward. Furthermore, the City can't combine polling locations. The following are the ERPC's recommendations for each polling location to emphasize the safety and fidelity of the upcoming elections:

- **All Wards**
 - Provide signage and directional markings to ensure social distancing. Directional markings will assist voters in standing locations while in line waiting to vote, proper entrance location and exit locations so ingress and egress activity will not cross.
 - Provide tables or stations at entrance and exit making masks and hand sanitizer available.
 - All Polling locations should be closed to the general public for any purpose other than voting, should facilities be open at that time.
 - Door protocol – doors should be propped open to the extent possible and weather permitting.
- **Ward 3 – Relocate from Flanagan Center**
 - Move the polling location to the Somersworth High School. Voting will be conducted in the cafeteria.
 - Put signs at the Flanagan Center notifying residents that polling location has been moved to the High School in the cafeteria.
- **Ward 4 – Relocate from the Charpentier Apartments**
 - Move the polling location to Idlehurst Elementary School. Voting will be conducted in the cafeteria.
 - Put signs at Charpentier Apartments that the polling location has been moved to Idlehurst Elementary School in the cafeteria.
- **Ward 5 – Romeo J. Messier Building**
 - There is limited space at this polling location and access for voters to an exit from the building while not crossing with the entrance door is difficult. The recommendation is to replace the current overhead door with one that has a built-in exit door that could provide acceptable directional movement. The door has been ordered at a cost of \$4,575.00. It will also require work to be completed to the floor of the facility, which Highway staff will complete.

Safety of Voters and Election Workers

- State of New Hampshire will provide all Personal Protective Equipment (PPE) for election workers and voters. The following list of PPE is being provided for both elections:
 - KN-95 Masks for election officials.
 - Surgical Masks for voters.
 - Face Shields for election officials not working behind sneeze guards.
 - Gloves for election workers and voters.

- Gowns for election workers not working behind sneeze guards and who will be assisting voters in close proximity.
- Hand Sanitizer – a gallon jug positioned after the ballot box for voters to sanitize as they exit the polling place.
- Hand sanitizer in smaller containers for election workers to position throughout the polling location.
- Sneeze Guards
- Sanitizing Wipes in jugs for sanitizing surfaces during election day, except voting booths. Wet voting booths may dampen ballots causing them to jam in the counting device. Paper mats will be supplied for voters to place on the writing surface of the voting booth.
- Accessible Voting Systems one4all wipes for keyboard surfaces.
- Disposable earphone covers for the one4all accessible voting system.
- Pen/Pencil to issue to the voter to mark their ballot.
- Social Distancing Signs.
- Painter's tape to mark social distancing.
- Paper Mats for writing surfaces.
- Ballot Privacy Carriers - a specially marked folder/envelope for voters who choose to use it to carry the marked ballot to the counting device. In response to COVID-19, ballots are larger to minimize the folds required for absentee ballots which should reduce ballots jamming in the counting device.
- Use of face masks should be strongly encouraged during the voting. Masks and hand sanitizer should be made available for voters at each polling location.
- PPE will be provided for each election worker, and will be available during the elections.
- Periodic cleaning of each polling location should occur during the election. The City Manager is recommending he assign City staff to accomplish this task, not expected of election workers.
- Pens or pencils provided will not be re-used during the election.
- Encourage the use of absentee ballots, to reduce crowds on election day.

Election Worker Recruitment

- Provide PPE & encourage proper social distancing to help ensure safety of all election workers.
- Provide a \$75 stipend in addition to the normal remuneration election workers receive as hazard pay as approved by City Council Res. No. 1-21.
- Emphasize the additional stipend to be provided in addition to election worker pay with any communication recruiting election workers; push out recruitment by way of various media

Encourage Absentee Voting

- Post information on the City's website, Channel 22, and social media encouraging voters to use an absentee ballot. Include information on how to obtain an application to vote with and absentee ballot and instructions on how the process works.

- Include a mailer with the monthly utility bills with information about absentee voting. The mailer was included with the July utility bills, and will be included with the next three months bills to encourage absentee voting for the November General Election.
- Consider a direct mailer to all Somersworth residents encouraging absentee voting for the November General Election. The ERPC does not support the use of a mailer for the September Primary since the turnout is historically much lower than the General Election.
- Notify voters of the recommended mail-in date to avoid late returns. Emphasize to voters if the recommended mail-in date is missed they can deliver their ballot directly to City Hall.
- As of the date of this report, absentee ballots can be counted on election day anytime after 1PM. The State is considering changing this to allow communities to begin counting absentee ballots earlier. The City should support this change.

MITCHELL MUNICIPAL GROUP, P.A.

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August 5, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 2-21

Title: **TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT
AGREEMENT WITH THE UNITED STATES DEPARTMENT OF
JUSTICE COPS HIRING PROGRAM TO ADD ONE
ADDITIONAL POLICE OFFICER**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: _____

8/6/2020

By: _____



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August 5, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 3-21

**Title: TO AUTHORIZE THE CITY MANAGER TO PREPARE BID
SPECIFICATIONS FOR ROAD RESURFACING AND ASSOCIATED
REPAIRS OF SELECTED STREETS**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: _____

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August 5, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 4-21

Title: **AUTHORIZING THE CITY MANAGER TO SIGN A
LEASE/PURCHASE AGREEMENT FOR THE PURCHASE
OF CITY VEHICLES**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: _____

8/6/2020

By: _____



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August 5, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 5-21

**Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
PORT ONE ARCHITECTS OF PORTSMOUTH, NH TO PROVIDE
FINAL DESIGN SERVICES TO CONSTRUCT A NEW FIRE
STATION AT THE LOCATION OF THE CURRENT FIRE
STATION ON MAPLE STREET**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: 8/6/2020

By: 

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August 5, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 6-21

Title: **TO AUTHORIZE THE CITY MANAGER TO ORDER ONE SUV
STYLE POLICE CRUISER AND ONE UNDERCOVER POLICE
VEHICLE WHICH WILL BE FUNDED BY A LEASE PURCHASE
AGREEMENT**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: _____

8/6/2020

By _____



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August 5, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 7-21

**Title: TO AUTHORIZE THE CITY MANAGER TO ORDER A FORD
PICK UP TRUCK FOR THE DEPARTMENT OF PUBLIC WORKS
WHICH WILL BE FUNDED BY A LEASE PURCHASE AGREEMENT**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: 8/6/2020

By: 

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August 5, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 8-21

Title: **TO AUTHORIZE THE CITY COUNCIL TO ESTABLISH A
BETTERMENT ASSESSMENT FOR THE PURPOSE OF
RECONSTRUCTING NADEAU STREET AND ACCEPTING
IT AS A CITY STREET**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: _____

8/6/2020

By: _____



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August 5, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 9-21

Title: **TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT
WITH CMA ENGINEERS OF PORTSMOUTH, NH FOR ENGINEERING
SERVICES ASSOCIATED WITH THE TRANSPORTATION ALTERNATIVES
PROGRAM GRANT**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: _____

8/6/2020

By: _____



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August 5, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 10-21

**Title: RESOLUTION REQUESTING ALL RESIDENTS AND VISITORS, IN
THE STRONGEST OF TERMS, TO WEAR APPROPRIATE FACE
COVERINGS WHILE IN PUBLIC. ALL BUSINESS OWNERS AND PLACES OF
PUBLIC ACCOMMODATION, TO THE EXTENT NOT ALREADY COVERED
WITHIN GUIDANCE ISSUED BY THE GOVERNOR, ARE REQUESTED TO
DEVELOP POLICIES AND PROCEDURES, INCLUDING APPROPRIATE SIGNAGE
OR NOTICES, URGING OR REQUIRING VISITORS TO WEAR FACE COVERINGS**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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.

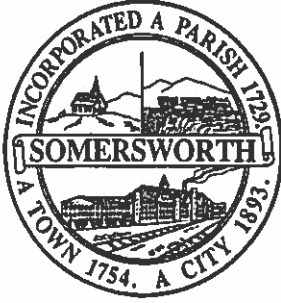
MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

8/6/2020

By: _____





MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: August 7, 2020

Re: **Monthly Report**

Finance Department:

- Started FY20 year-end closing. Audit field work has not yet been scheduled. Plodzick and Sanderson will be conducting this year's audit.
- Started preparation of FY2022-2027 Capital Improvement Program.
- Bids:
 - Furber Chapel Roof project – August 27, 2020

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.

Tax Collector

- Motor vehicle registrations were a total of \$158,742 during the month.
- Collected \$6,125 for Municipal Transportation Fund during month.
- Total receipts for the month were \$3,821,608.

Human Services:

- Total assistance for the month was \$1,375. That compares to \$5,543 for the month of July 2019 and \$3,554 for June 2020.

Library

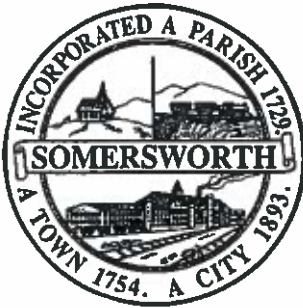
- The Library has served 147 people with checkouts during July.
- The Library added new links on the Library webpage to allow patrons to view the most recently acquired movies, fiction, and non-fiction books.

Assessing

- The Assessing Department is in the process of conducting cycled inspections.

Information Technology

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



Department of Development Services

Date: July 31, 2020

From: DDS Staff

Department of Planning & Community Development

RS
interim Director
8/7/20

Re: July 2020 - Monthly Report

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

- Zoning Board - No Meeting
- Conservation Commission - July 8
- Planning Board - July 15
- SRTC - July 8
- Historic District Commission meeting - July 22

Building and Health Departments:

Major Building Permits Applied for in July 2020 Construction Costs and Fee

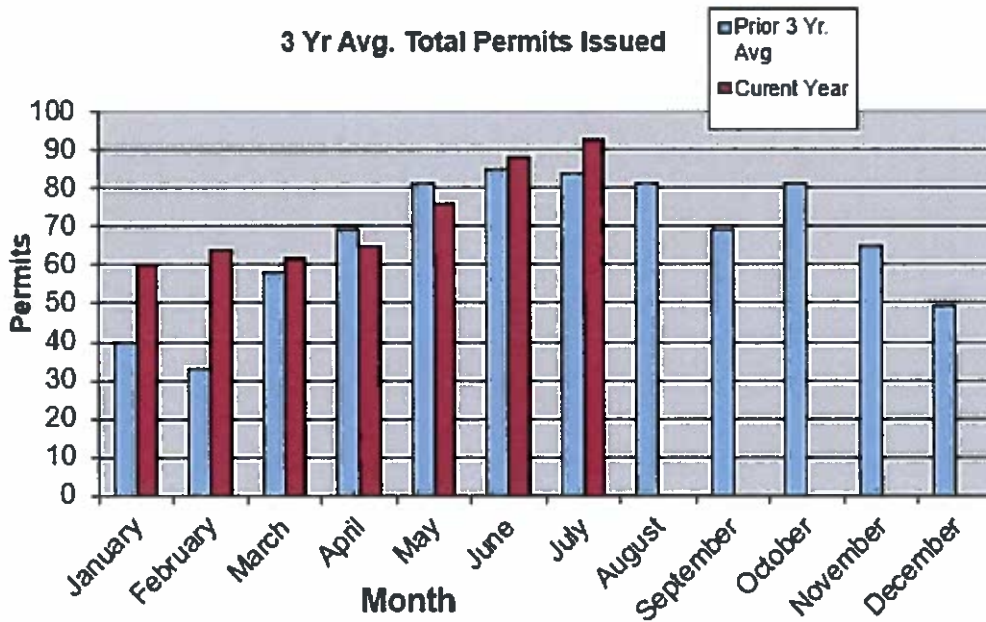
	Address	Construction cost	Fee
82	High	\$30,000.00	\$295.00
72	Stillwater Circle	\$130,000.00	\$1,195.00
74	Stillwater Circle	\$130,000.00	\$1,195.00
76	Stillwater Circle	\$130,000.00	\$1,195.00
326	Sherwood Glen MHP	\$37,195.00	\$360.00
4	Ellswick	\$165,000.00	\$1,510.00
56	Winter	\$150,000.00	\$1,375.00
66A	High	\$25,000.00	\$250.00

Minor Building Permits Applied for in July 2020

	Address	Construction cost	Fee
16	Davis	\$5,000.00	\$85.00
99	Stackpole Rd	\$5,000.00	\$0.00
234	High	\$7,700.00	\$94.30
9	Curran Way	\$500.00	\$31.00
4	Blackshire Ct	\$3,070.00	\$52.63
204	Rt. 108	\$5,500.00	\$157.00
2	Main	\$3,000.00	\$52.00
3	Flynn	\$6,351.00	\$82.16
14	Cameron Way	\$27,000.00	\$268.00
11	Cornfield Dr	\$4,689.00	\$67.20
27	Laurel Ln	\$8,784.00	\$104.06
102	West High	\$36,000.00	\$349.00
49	Franklin	\$2,000.00	\$49.00
85	Sunningdale Dr	\$3,858.00	\$59.72
2	Nash Pkw	\$6,220.00	\$80.98
111	Rocky Hill Rd	\$120,000.00	\$1,105.00
22	Cemetery Rd	\$7,000.00	\$88.00
466	High	\$2,000.00	\$43.00
73	Union	\$5,980.00	\$78.82
86	Franklin	\$400.00	\$29.80
85	Union	\$9,272.00	\$108.45
28	Linden	\$5,000.00	\$70.00
64	West High	\$2,500.00	\$47.50
99	West High	\$9,281.00	\$108.53
25	South	\$4,500.00	\$65.50
32	Victoria Dr	\$17,110.00	\$178.99
148	Indigo Hill Rd	\$1,805.52	\$46.67
92	Blackwater Rd	\$2,400.00	\$46.60
54	Sunningdale Dr	\$22,000.00	\$223.00

Permit Receipts

	2018	2019	2020	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,892.72	\$13,195.23	\$10,302.51	356.2%
February	\$4,087.20	\$14,382.00	\$13,438.09	-\$943.91	-6.6%
March	\$5,307.00	\$11,377.66	\$24,077.27	\$12,699.61	111.6%
April	\$7,899.24	\$12,091.95	\$10,871.58	-\$1,220.37	-10.1%
May	\$8,966.00	\$4,309.56	\$19,588.72	\$15,279.17	354.5%
June	\$7,652.50	\$91,825.41	\$13,079.55	-\$78,745.86	-85.8%
July	\$7,641.00	\$18,023.12	\$16,731.46	-\$1,291.67	-7.2%
August	\$4,329.00	\$21,606.17	\$0.00	N/A	
September	\$3,039.60	\$12,040.79	\$0.00	N/A	
October	\$7,291.00	\$25,228.33	\$0.00	N/A	
November	\$19,126.00	\$25,526.43	\$0.00	N/A	
December	\$14,154.00	\$8,211.20	\$0.00	N/A	
Year total	\$102,276.54	\$247,515.34	\$110,981.90	-\$43,920.53	
Difference of change this year to last (completed months only)	\$54,336.94	\$154,902.43	\$110,981.90	-\$43,920.53	-28.4%



Total Permits

ROW		2018	2019	2020	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	29	41	60	60	31.7%
5	February	31	31	64	64	51.6%
6	March	43	51	62	62	17.7%
7	April	62	88	65	65	-35.4%
8	May	84	59	76	76	22.4%
9	June	65	97	88	88	-10.2%
10	July	91	85	93	93	8.6%
11	August	67	88	0	N/A	
12	September	56	69	0	N/A	
13	October	73	93	0	N/A	
14	November	50	85	0	N/A	
15	December	38	61	0	N/A	
16						
17	YTD Totals	689	848	508	47	-40.1%
18	Difference of changes this year to last year (Completed months only)	405	452	508	56	12.4%

Property Maintenance

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

	Location	Complaint Type	Date of Complaint	Notifications Issued	Status
7	Alicia	Grass	7/21/20	CN	COMPLETED
10	Beacon	Grass	7/5/20	CN	COMPLETED
158	Blackwater	MPV	7/18/20	CN	COMPLETED
22	Bourque	MPV	7/7/20	NOV	COMPLETED
5	Brian	Housing Violation	7/8/20	CN	COMPLETED
15.5	Cemetery	Trash	7/24/20	CN	COMPLETED
20-22	Cliff	Grass	7/12/20	CN	COMPLETED
36	Cornfield	Grass	7/20/20	NOV	COMPLETED
67	Elm	Grass	7/24/20	CN	COMPLETED

14-16	Fayette	MPV	7/10/20	CN	COMPLETED
20-24	Franklin	Trash	7/13/20	CN	COMPLETED
69	Franklin	Trash	7/25/20	CN	COMPLETED
18	Grand	Zoning Violation	7/8/20	CN	COMPLETED
47	Green	MPV	2/26/20	CN	COMPLETED
62	Green	Trash	7/2/20	CN	COMPLETED
48	Green	Trash	7/15/20	CN	COMPLETED
62	Green	Trash	7/27/20	CN	COMPLETED
7-9	Green	Trash	7/20/20	CN	COMPLETED
161	High	Protective Treatments	3/10/20	CN	COMPLETED
256	High	MPV	7/24/20	CN	COMPLETED
18	High	Grass	7/20/20	CN	COMPLETED
223	High	Grass	7/4/20	CN	COMPLETED
322	High	Grass	7/16/20	CN	COMPLETED
34	Lil-Nor Ave.	Zoning Violation	4/15/20	CN	COMPLETED
228-230	Main	Protective Treatments	3/25/20	CN, NOV	COMPLETED
206	Main	MPV	7/2/20	CN	COMPLETED
260	Main	Trash	7/15/20	CN	COMPLETED
6	Pearl	Zoning Violation	4/22/20	CN, NOV	COMPLETED
47	Prospect	Protective Treatments	3/10/20	CN	COMPLETED
79	Prospect	Protective Treatments	3/2/20	CN	COMPLETED
9	Rocky Hill Road	Grass	7/14/20	CN	COMPLETED
127	Rocky Hill Road	MPV	7/8/20	CN	COMPLETED
12	Rowland	Grass	7/5/20	CN	COMPLETED
204	RT 108	Permit Violation	6/2/20	CN	COMPLETED
18	Silver	Trash	7/29/20	CN	COMPLETED
20-22	Spring	Trash	7/28/20	CN	COMPLETED
48	Green	Housing Violation	11/14/19	CN, NOV, COMPLAINT	PENDING
254	High	Protective Treatments	2/28/20	CN	PENDING

PLEASE NOTE – All matters shown as “Completed” were active matters which were closed in the month of July 2020 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of July, 2020, thirty-six (36) open matters became compliant and were closed.
- In July 2020, the Code Compliance Office issued:
 - Thirty-one (31) Courtesy Notices; and
 - Four (4) Violation Notices.

COURT MATTERS (Old)

***As you know, the courts are only just beginning to open in a limited capacity. The Code Office has not received any correspondence, rulings, or orders, with regard to the following matters. Since in-person arraignments have been postponed indefinitely for these sorts of cases, the Code Compliance Office's current operating procedure is to issue fines through the Court without the need for a hearing.**

- **85 Washington St. (Shiva Market)** – A Complaint was submitted to the Court on 6/10/2020, seeking a fine for un-screened dumpsters in the rear of the property and for falling over parking lot sign poles.
 - We are currently waiting for the defendant to plea in this case.
- **17-31 Market Street Apartments** – In a past HDC meeting, it was ordered that the railings and decks on the staircases at the 17-31 Market Street apartments were to be painted white. They were not, and so suit was filed with a sought fine of \$1,000.
 - Currently awaiting ruling on motion.
- **28 Green (Chabot's Creamery)** – Suit was filed on 10/11/19. On 11/6/19, the property owner submitted a permit application for work to bring the property into compliance, per the City's Private Agreement with the owner, as well as satisfying all IPMC codes.
 - An executed Agreement was filed with the Court stating that all work shall be completed by April 1, 2019. The Agreement was accepted by the Court.
 - Work remained outstanding in the month of April, and as of today's date, 5/1/20, the work still remains outstanding. Therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.
 - Currently awaiting ruling on motion.
- **230 High St.** – Violation in question is a broken fence along the High Street corridor. Following service of the complaint, the defendant has covered the fence to shield the disrepair from view, and has committed to plans to begin repairs once the ground has thawed enough to install new fence posts. However, the work remains uncomplete, and thus, the Code Office will motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.

- The fence was still not fixed, therefore, a Motion to Impose the fill civil penalty of \$1,000 was filed with the court.
 - Currently awaiting ruling on motion.
 - *Defendant has since removed the broken section of the fence. This was done in mid-June.*
- 41-43 Franklin St. – An agreement was made on January 27, 2019. The defendant has already applied for requisite permits to begin work on the property. Half of the work will be completed by the end of March 2020. The remaining, more extensive work, will be completed by June 1, 2020, with construction starting no later than April 1, 2020. Work remains uncomplete as of 4/1/2020, and thus, the Code Office will motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.
 - Work remains partially finished. Therefore, a Motion to Impose the fill civil penalty of \$1,000 was filed with the court.
 - Currently awaiting ruling on motion.
- 208 Route 108 (Calef's Auto) – Violation in question is the parking of vehicles on non-paved surfaces, which violates this property owner's site plan approval conditions. Due to COVID-19, all in-person hearings are being rescheduled at a later time, thus, arraignment date is TBD.

Land Use Boards:

Conservation Commission July 2020:

- Wentworth Douglass Hospital, 23 Works Way, in the Commercial Industrial (CI) District, Assessor's Map 61 Lot 14B, CUP# 08-2019. Application for conditional use permit for a 1-mile long nature trail in the wetland buffer was tabled.
- Francis J. & Dione N. Nichols are seeking a Conditional Use Permit to construct a 384 SF addition and deck within the Riparian & Wetland Buffer on a property located at 111 Rocky Hill Road, in the Residential Single Family (R-1) District, Assessor's Map 51 Lot 23, CUP# 03-2020 **Recommend Approval**

Historic District Commission July 2020:

During the meeting the Commission reviewed the following:

- MacKenzie Ventures, INC, 56 Winter Street, in the Residential Single Family/A with Historic Overlay, Assessor's Map 11 Lot 173 4A, HDC# 21-2020. Application to construct a new single-family, cape-style home was approved

- Christine Galer, 59 Maple Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 12 Lot 32, HDC# 26-2020. Application to enclose a portion of the deck into a screened porch, add a shed dormer to rear side of the main roof, replace stairs and front door was **approved**.
- William F. Simmons Trustee, 28 Linden Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 100, HDC# 27-2020. Application to install a block retaining wall was **approved**.
- Kirk & Kamra Stucker, 17 Noble Street, in the Historic Moderate Density (HMD) District, Assessor's Map 10 Lot 137, HDC# 28-2020. Application to replace the asphalt and rubber roof with an aluminum shingle and PVC roof was **approved**.
-

Planning Board July 2020:

The Planning Board reviewed the following:

- 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. Application for site plan approval to construct 3,500 SF medical/dental building and site improvements with waivers was **approved**.
- Francis J. & Dione N. Nichols 111 Rocky Hill Road, in the Residential Single Family (R-1) District, Assessor's Map 51 Lot 23, CUP# 03-2020. Application for a Conditional Use Permit to construct a 384 SF addition and deck within the Riparian & Wetland Buffer was **approved**.

Site Review Technical Committee July 2020:

Minor Site Plan

- Lorax Sustainable Development, LLC 362 Route 108, in the Commercial/Industrial (C/I) District, Assessor's Map 47 Lot 3A, SITE# 06-2020. Application for minor site plan approval to repurpose existing facilities as a new/used car dealership was **approved**.

Zoning Board July 2020:

- No applications before the Board in July.

Economic Development – July 2020

- **Upcoming Roundtables:**
 - ✓ All Cancelled – but participants are asking to reconvene in the fall
- **New Commercial Vacancy and/or for Sale**
 - ✓ 424 -Route 108 (former hair shop)

- ✓ 451 High Street (former Bingo Parlor)
- **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
 - ✓ Vibe Motors @ 362 Route 108 (Former- Empire Beauty School)
- **Tenant Prospects: Business – Exploring [considering] Somersworth**
 - ✓ The old/former Police Station
 - ✓ Aclara
 - ✓ Lucky's
- **Miscellaneous Business-Related Activity**
 - ✓ Daily information emails sent to Somersworth Business
 - ✓ ERZ was just expanded until 2028
- **Community Advocacy**
 - ✓ Weekly Zoom: Seacoast Region – Eco Dev
 - ✓ Weekly Zoom: BEA Commissioner Caswell – Eco Dev
 - ✓ Quarterly: Great Falls Economic Development Corporation - BOD
 - ✓ Quarterly Zoom: Skyhaven Airport – BOD & Marketing Committee
(developed a web site specifically for Skyhaven vs as a division of Pease)
- **Covid19**
 - ✓ Governor's "Stay at Home 2.0" Order - Virtually all business is open following the 50% capacity and 6' apart rule
 - ✓ At this writing the Governor is not mandating masks, although numerous private sector business have mandated
 - ✓ Outside Seating participating restaurants and/or Private Clubs include the following. It is worth noting that outside seating will prove to be critical to the stability and success of restaurants
 - a. Gravy
 - b. Stripe Nine Brewery
 - c. Kelly's Row
 - d. Bad Lab Brewery
 - e. The Oaks
 - f. Tasya's
 - g. Smoke & Cream
 - h. Station 319 Eatery
 - ✓ Emergency Funding Opportunities include:
 1. FEDERAL: Unemployment and Federal Eviction Protection expires July 31,2020
 2. STATE: A Gap Fund is offered by the NH Business Finance Authority

- ✓ Working with:
 1. BEA, SRPC, SEDC, SBDC, SBA, BFA, CDFA
 2. Seacoast Economic Development Directors and Chambers
- ✓ Participate on a "Response Team" with area Economic Development Directors and Chambers of Commerce to support business by:
 1. Sharing accurate and often comprehensive information
 2. Developing cohesive messaging
 3. Vocal advocate for teaching local business how to move to electronic and virtual web - based platforms
 4. Active advocate for webinars to teach responding to the new environment and methods

Misc. Notes: Most owner operated retailers are telling me that they won't even consider opening until September, some are saying January. The first study on the economic impact of Covid and the projected effect on business has been distributed, here is the link to that study : https://www.nhsbdc.org/sites/default/files/media/nh_sbdc_2020_business_resiliency_survey.pdf

MEMORANDUM from Kristen Davenport, Recreation Supervisor
RECREATION DEPARTMENT

- The Hilltopper Fitness Frenzy Challenge ran from July 5- July 31 and was open to all Somersworth residents. The goal of this challenge is for participants to get 30 minutes of physical activity at least 3 days per week during the month of July. Participants can use the challenge log sheet to keep track of their weekly activity goals and are encouraged to send us their completed log sheets by August 7th to be eligible to win some great raffle prizes.
- The new Rec Chalk Obstacle Course Challenge started on July 20th and will run through August 31st. This challenge is open to all Somersworth residents. The Somersworth community is challenged to design and draw their own obstacle courses using only sidewalk chalk. Residents are encouraged to send photos of their chalk obstacle course creations to the Rec Office throughout the challenge for a chance to win raffle prizes. Recreation staff will be going around to City parks to design and draw chalk obstacle courses that will be shared on our Rec webpage and the Rec Facebook page as a way to promote the challenge.
- RECspiration is an ongoing activity newsletter created by staff each week. RECspiration is available on the Rec website and Rec Facebook page. Our goal is to provide families with resources to help keep them active, creative, and having fun during this incredibly difficult time. All editions of RECspiration are available in pdf format on our webpage so that residents can access them at any time.
- The Jules Bisson Park rejuvenation project is now underway. TCD Construction completed the gazebo construction on July 17th. UltiPlay Parks and Playgrounds, Inc. completed demolition of the old playground structure on July 27th and the new playground structure was installed on July 29- July 31. The next phase of the project will be the construction of the ADA pathway and improved parking. The new parking area will be connected by an ADA pathway that allows access to the new gazebo and the ADA playground component.



- Due to COVID-19, the City has made the difficult decision to not hold our in-person Pee Wee Soccer program for children ages 3 and 4. In lieu of offering our instructional program, we'll be offering free starter packs to Somersworth residents with children ages 3 and 4. Packs will be available on a first come, first serve basis. Supplies are limited so we encourage residents to call or email the Rec Dept. to reserve their child's pack as soon as possible. The deadline to reserve starter packs will be Tuesday, August 25th. Starter packs will include 1- size 3 soccer ball, 5 small cones, 1 drawstring bag, and 5-6 sample practice plans with age appropriate games and drills to practice safely at home.

MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: August 5, 2020

SUBJECT: Public Works Department Monthly Report for July-August, 2020

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Several projects were under taken by the Department during this reporting period, including final plans for the water main and culvert replacement work on Green Street and Stackpole Road, (project is a joint effort with the City and NHDOT), completed the installation of the new emergency generator at DPW; supervised the punch list work of Pike Paving, made progress on the CMAQ and TAP grant projects, and initiated installation of the Dog Park fencing at Millennium Park.
- Constriction improvements for the Wastewater Treatment Facility Upgrade are progressing well.
- Jules Bisson Park Playground improvements to include a new gazebo and play structure was completed. Additional work to install an ADA pathway remains and will be scheduled by Highway personnel to complete.
- Finalized RFB for the Furber Chapel Roof Replacement Project and sent out RFB's to prospective bidders.
- Initiated plans to include Recreation Programing functions into Department Operations, along with ongoing parks and open space maintenance.
- Participated in a zoom call with PUC administrators on the double pole complaint issue. PUC officials are asking for additional information from all of the participating towns and cities.
- Reviewed plans and cost estimates for the proposed Nadeau Street betterment district, participated with the City Manager in discussions with the abutters about project costs.
- Welcomed two (2) new employees to the Highway Division
- Participated in SRPC Executive Board meetings

N

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
- Performed city wide street sweeping
- Repaired signs damaged by vehicles
- Dug a test pit on Coles Pond Rd
- Performed mowing of city green spaces
- Mowed Blackwater landfill

- Dug up to inspect a drain line at Stackpole Rd and Green St
- Boarded up the old PD and removed ground level A/C
- Removed 2 Hemlock trees at Stackpole and Green in preparation for drain and water work
- Burned the brush pile at Malley Farm
- 2 crew members attended a webinar on roadside mowing
- Reformed road side trimming of overhanging tree limbs
- Cleared vegetation from around the vent pipes at Blackwater Landfill
- Removed and replaced a section of broke sidewalk on High St
- Graveled and loamed around PD parking lot from wash outs along the edges

Recreation:

- Mowed the ballfield at Malley Farm
- Replaced nets on basketball hoops
- Cut brush, saplings, 3 dead trees, and removed limbs 10'-14' in preparation for the new dog park
- Cleared brush at Jules Bisson that was overhanging the fence
- Reinstalled the swings at the parks
- Began reinstalling picnic tables at parks (waiting on keyed a-like locks for remaining tables)

Cemetery:

- Performed 2 burial during this time
- Laid out a plot for an upright stone
- Laid out a plot in the cremation garden for stone placement
- Cleaned up piles after 2 volunteer weekends of cleaning
- Removed a hazard spruce tree that was dead
- Repaired the sidewalk entering the cemetery

Water Distribution Support:

- Paved in water break trench on 1st St
- Assisted with curb box replacement at 30 Prospect St

Sewer Collections Maintenance:

- Raised 2 Manholes that were paved over, 1 on Shady Lane, 1 on Drew Rd
- Cleared brush around the Rocky Hill Rd Pump Station to deter vandalism
- Boarded up a window at the Rocky Hill Rd Pump Station that was vandalized
- Cleared brush and located cross country manholes from Rocky Hill Rd Pump Station to the railroad tracks
- Responded to a possible sewer back-up at 1 Davis St, found to be a private issue
- Received 105 Digsafe requests

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (MUCT) process which is used during our summer seasonal limits. In addition to treating Biochemical Oxygen Demand & Total Suspended Solids, this process also addresses nutrient limits which include total phosphorus and ammonia nitrogen. The summer season runs from June 1st thru September 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.
- Power Up generator service completed the annual preventative maintenance including load banks of all of our pump stations and the main facility building.
- Currently troubleshooting an issue with Blackwater Rd pump station. We are experiencing pump control failures related to the bubbler system. This is a warranty item and I'm currently working with the vendor (Gorman Rupp) to address this concern.
- Hawthorne circle pump station generator update – The new generator is currently being installed. Start-up of the new 25kW Kohler generator will take place the second week of August.
- Treated 5,700 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES. Reports are due to the agencies by the 15th of each month.
- Reported no permit exceedances during the month of July.
- Completed semi-annual WET (Whole Effluent Toxicity) sampling. This is a permit requirement and measures the toxicity level of our effluent and its effect on the aquatic life within the receiving waters.
- Treated a total of 55-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Completed all of our annual inspections of our industries as well as both of our local breweries. We are now working on the annual report for NH-DES and U.S. – EPA.
- Met with a new brewery (Earth Eagle Brewing) located in Barkley Square and toured the facility as well as assisted them with their permit application.
- Completed a Notice of Violation (NOV) for a local industry who exceeded both high and low pH requirements. We are proactively working with them on a solution concerning this issue.

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 – July 17th, 2021. Final completion – October 15th, 2021.
- Recent construction activities include excavation of the 80-foot diameter settling tank (clarifier). The goal is to complete the dig, install the piping as well as complete the concrete work for the grease tank and clarifier base slab by the end of August.
- An additional sub-contractor (Johnson & Johnson) has joined the team and is responsible for all of the pipe work on the project. They are reviewing the plans with facility staff in preparation for demo and rebuild.
- As part of the project we are replacing two 2" water service lines and adding a 6" fire service water line. This project includes test pits to locate and confirm the existing water lines depth and diameter.

WATER DIVISION

Items completed this month:

- Bacteria's and TOC's water quality tests completed

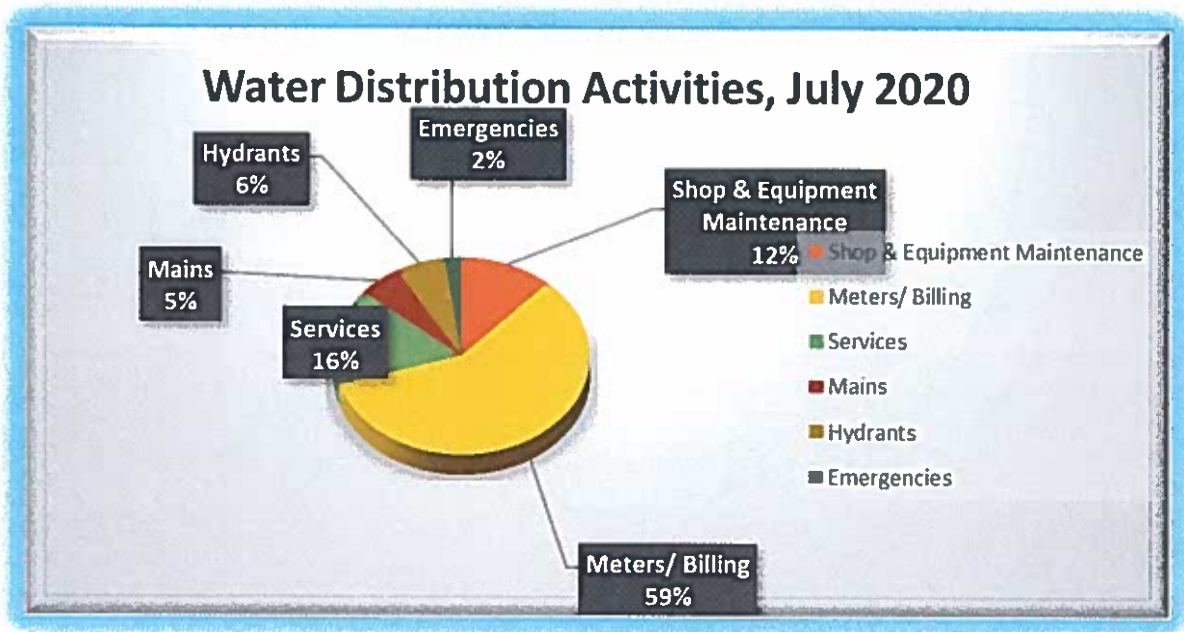
- Pumped 46,777,438 gallons of raw water
- Filtered and pumped to the city 43,301,000 of finished water
- Completed D/DBP quarter # 2 report and submitted to NHDES
- Attended virtual meeting with Wright- Pierce for standpipe and system evaluation
- Responded to a potential Cyanobacteria bloom in Salmon Falls river
- Painting began on exterior of Water Treatment plant
- Completed lead and copper sampling notification letters and had them mailed to listed residents
- Attended virtual technical meeting with NHWWA on arsenic and manganese
- Rocky Hill standpipe was inspected by Underwater Solutions
- Ran well to The Oaks to fill irrigation pond
- Diagnosed carbon feed system valve issue

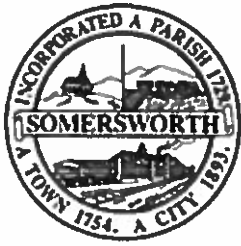
ENGINEERING DIVISION

- Accepted 5 driveway permits and one trench permit
 - 35 driveway permits accepted year-to-date, up 40% from last year (25 year-to-date through July 2019)
- Coordinated with Central Fence and Deck on the dog park fencing installation
- Conducted a site visit with the contractor for the Millennium Park light pole replacement
- Conducted a pre-construction meeting and continued coordination with NHDOT, City staff, and the contractor for upcoming water main repairs on Green Street
- Oversight of Pike's FY2020 punch list follow-up repairs
- Attended a kick-off meeting with NHDES and the City's engineering consultant for the upcoming water storage assessment
- Working with other City staff, the City's engineering consultant, and WWTF contractor to address any construction-related questions
- Developed draft specifications for upcoming road crack sealing work

WATER DISTRIBUTION

- Water Distribution operators completed over 112 work orders and service requests in the month of July.
- Four new services were added to the City's water distribution system including a water line for watering stations at the future dog park on Stackpole Road.
- Operators responded to several emergencies including a structure fire and two customer side service leaks.
- A hydrant at 33 Hawthorne Circle was repaired. Hydrants along the Green Street corridor were reconditioned and painted safety red. This work will continue in August 2020.





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: August 3, 2020
Subject: Monthly Report – Month of July 2020

Bob:

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

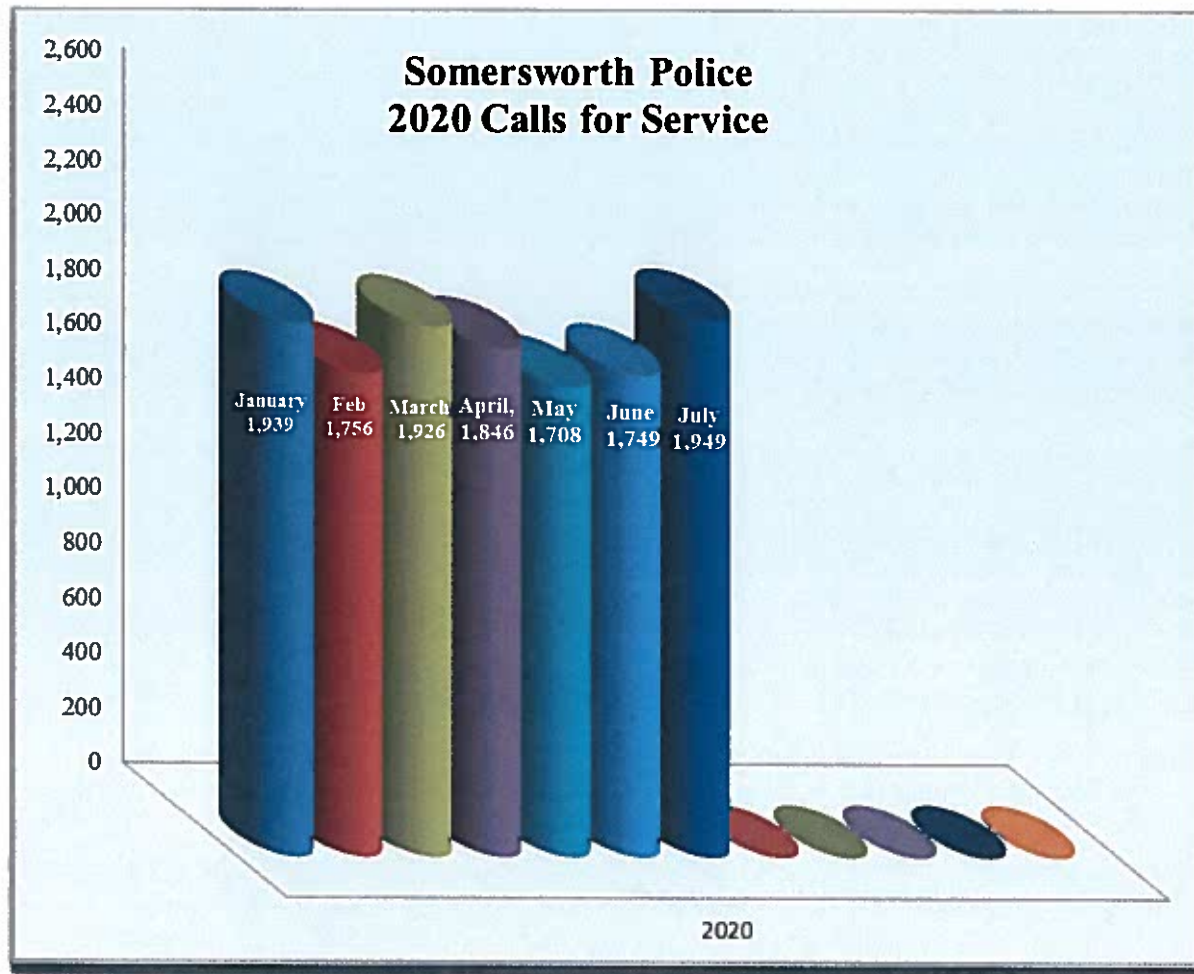
COMMUNITY POLICING:

- There were no activities due to COVID-19.

OTHER ITEMS:

- The Crime Scene vehicle is operational. It has been striped consistent with other fleet vehicles and it will be receiving the final necessary equipment of a mobile radio and Cradlepoint modem.
- The 2020 Explorer police cruiser from the 19/20 budget is now in the patrol fleet being utilized by the Patrol Division.

STATISTICS:



Yearly Comparison

Month	2020	2019	2018
January	1,939	1,976	2,085
Feb	1,756	1,796	1,878
March	1,926	2,145	2,215
April	1,846	2,285	2,452
May	1,708	2,053	2,409
June	1,749	1,935	2,406
July	1,949	2,048	2,174
August	0	1,943	2,238
Sept	0	2,020	2,263
Oct	0	1,906	2,123
Nov	0	1,860	2,055
Dec	0	1,995	1,936
TOTAL	12,873	23,962	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



George Kramlinger
Fire Chief & Emergency Management Director
gekramlinger@somersworth.com

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

4 August 20

To: Mr. Robert Belmore, City Manager

Subject: July 2020 Monthly Fire Department and Emergency Management Report

1. The statistical data associated with the COVID-19 pandemic is trending in a favorable direction for both the State and the City of Somersworth. The emergency management office assisted the Somersworth PD in obtaining clothing face coverings through State HHS.
2. FF Kevin Craft successfully completed his one year of probation on 7 July. Well done!
3. Training in July continued to focus on confined space rescue as the penstock replacement at the lower falls hydro-electric plant is well underway. Additional training topics included cancer awareness and prevention, suicide awareness and prevention, active shooter/hostile event, MAYDAY prevention, and vehicle extrication training using vehicles provided by Chandler towing of Sanford ME.
4. The HUMVEE Forestry unit that has served the City faithfully for many years has been decommissioned and is now up for auction. The water tank and other components from the HUMVEE are being used to complete the upfit of the new Ford F-550 Forestry Truck at Eastern Fire Apparatus in Milton.
5. A Fire Apparatus Committee consisting of FF Dan Toof (chairman), Lt Mike Spinney, FF Mike Calabrese, and FF Kevin Craft are assisting the Fire Chief in developing specifications for the new pumper to be purchased with CIP funds.

6. Call Volume this month with a comparison to last year:

	July 2020	July 2019
EMS Related	56	62
MVA no injuries	6	1
Down Power Lines	2	0
Fires (all types)	6	4
All Other Hazards	70	64
Total	140	131

7. We continue to receive outstanding cooperation and response from Stewart's Ambulance Service. Average response time for the latest reporting period of June 2020 is an excellent 4:35.
8. Please feel free to contact me with any questions or concerns.

Respectfully submitted

George D. Kramlinger
Fire Chief / EMD
City of Somersworth