




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members

FROM: Robert M. Belmore, City Manager 

DATE: Friday, August 4, 2023

SUBJECT: City Manager's Report for Monday, August 7, 2023 City Council Meeting

Unfinished Business (under Section 15 of Agenda)

Resolutions

- A. Resolution No. 54-23: **To Authorize the City Manager to Enter into a Purchase and Sales Agreement with Chinburg Builders to Sell the Former National Guard Readiness Center Located on Blackwater Road.** I was contacted by Chinburg Builders representative Paul Goodwin a few weeks ago to inform us that Chinburg Builders have decided not to proceed with their proposal for the Former National Guard Readiness Center. Attached is his email to me. Due to the withdrawal, Councilor Austin, EDC Chairman, did not call a meeting.
- A. Resolution No. 2-24: **To Authorize the City Manager to Execute the Joint Powers Agreement of the Community Power Coalition of New Hampshire and to Form an Electric Aggregation Committee Known as The Somersworth Community Power Committee.** Again, the Finance Committee voted to support this Resolution to the full Council. A Coalition representative had met with the Finance Committee and we have asked him to attend this meeting, Mr. Henry Herndon, should Council have questions for him.
- B. Resolution No. 3-24: **To Authorize the City Manager to Negotiate a Lease Extension with Hideout Golf, Inc. to Operate and Maintain an 18-Hole Public Golf Course Known as The Oaks Golf Course in Somersworth, New Hampshire.** Again, the Finance Committee and the Public Works & Environment Committee voted to support this Resolution to the full Council. Mr. Peter Harrity is planning to attend the meeting should Council have questions pertaining to the OAKS Proposal.

New Business (under Section 16 of Agenda)

Resolutions

- A. Resolution No. 4-24: **Proclamation Reaffirming the City of Somersworth's Commitment for Inclusiveness and Diversity.** This Resolution is being introduced by Mayor Dana S. Hilliard with full City Council support/sponsorship.

- B. Resolution No. 5-24: To Authorize the City Manager to Order Two SUV Style Police Cruisers and One Unmarked Police Vehicle which will be Funded by a Lease/Purchase Agreement.** The Public Safety Committee and the Finance Committee met on July 27th and voted to support this Resolution to the full Council. Chief McLin has been in contact with Irwin Ford and they have some available 2023 Ford Explorer SUVs on the lot. Please note that production of 2024 Ford Explorers may be on hold for some time according to the dealership. Should Council approve the purchase this evening, the City should be able to secure (2) front line police cruisers. I respectfully request that Council consider waiving its' rules to provide a second reading and vote this evening.
- C. Resolution No. 6-24: To Authorize the City Manager to Order One Front-End Loader and Accessory Equipment for the Department of Public Works Which Will be Funded by a Lease/Purchase Agreement.** The Public Works & Environment Committee met on July 27th and voted to recommend approval to order this Front-End Loader. Please note: We will be trading in the old loader and receiving credit towards the purchase of the new loader. Please see attached Memorandum from Public Works Director Mike Bobinsky provided to the Committee at this meeting
- D. Resolution No. 7-24: To Authorize the City Manager to Sign a Lease/Purchase Agreement for the Purchase of City Vehicles and Equipment.** The Finance Committee met on July 27th and voted to recommend purchasing these City Vehicles and Equipment. Please see attached Memorandum from Finance Director Scott Smith with the Lease/Purchase cost breakdown. I respectfully request that Council consider waiving its' rules to provide a second reading and vote this evening should Council move on the Police Vehicle purchases this evening.
- E. Resolution No. 8-24: To Authorize the City Manager to Order One Fire Command Vehicle and Accessory Equipment Which Will be Funded by a Lease/Purchase Agreement.** The Public Safety Committee met on July 27th and voted to recommend the purchase of this Fire Chief Command vehicle. Although Council has supported our shift, a few years back, to standardize our vehicle fleet to Ford Vehicles, I would like your approval to accept the recommendation of Chief George Kramlinger and supported by Equipment Mechanic Roy Remick to pursue the purchase of another Chevy Tahoe. The Tahoe appears better suited for a Fire Chief Command Vehicle in lieu of a Ford Expedition in terms of durability and functionality, in addition it should come in at a lower cost. The plan is for the present Tahoe to be passed on to the new Deputy Chief, once hired.

Other

- A. Vote to Confirm the City's Authority to Sell the 5 Main Street Property, as Approved by the City Council on June 20, 2023 in Reference to Resolution 53-23, with the Clarification that by Doing so the City is Confirming the Release of the Property from the "23-Year Restriction" and from the Easement Reservation for the "Pocket Park."** The purchaser's Title Insurance Attorney has requested the City Council hold the Public Hearing and to take this vote. Additionally, he requested that the Somersworth Housing Authority weigh in on these former restrictions to ensure that these can be dismissed without challenge. Please see attached letter from Debbie Evans, Executive Director of Somersworth Housing Authority regarding SHA's support to move forward with the sale without any past restrictions or easements staying in place.

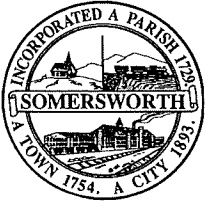
City Manager's Items (under section 12 of Agenda)

Informational Items

- A. Fire Station Ribbon Cutting.** There will be a Fire Station Ribbon Cutting prior to Monday's August 7th Council meeting. A tour of the new facility will be at 4:30 p.m. for those wanting to do so, and the Ribbon Cutting will be at 5:30 p.m. at the Fire Station Facility as well as the push-in Ceremony for Engine 5.
- B. CIP Fiscal Year 2025-2030.** I will be starting the sixth (6) year Capital Improvement Program process with City Departments this month. This plan takes several months to complete and the CIP is then presented to the Planning Board for review and comment prior to submittal to the City Council by the December 15 City Charter deadline. Attached is a Memorandum sent to Department Heads and the School Superintendent.
- C. City Attorney.** Attached is an email that I sent to Council on July 31 regarding Walter Mitchell's retirement at the end of this September. I have also attached a copy of his letter to the City making his announcement. The other team of Attorneys with the Mitchell Municipal Group will continue to represent the City as they all have participated in the past with great success. I will continue to utilize this firm as our recognized City Attorney representative/s unless directed otherwise by Council.

Attachments

- 1. Department Head Reports**
- 2. City Attorney Certifications: Five (5)**



City of Somersworth – Resolution

Resolution No: **54-23**

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A
PURCHASE AND SALES AGREEMENT WITH CHINBURG BUILDERS
TO SELL THE FORMER NATIONAL GUARD READINESS CENTER
LOCATED ON BLACKWATER ROAD

June 20, 2023

WHEREAS, the City Council voted on January 30, 2023 to issue a Request for Proposals (RFP) for the acquisition and redevelopment of the former National Guard Readiness Center located on Blackwater Road; and

WHEREAS, the City Council adopted Resolution 30-23 on February 21, 2023 to provide guidance to qualified developers in submitting proposals for reuse of the National Guard Readiness Center on Blackwater Road; and

WHEREAS, City Staff developed and issued an RFP utilizing the guidance provided in Resolution 30-23 requesting proposals to be submitted on May 26, 2023; and

WHEREAS, the City received one proposal from Chinburg Builders to purchase the property for \$200,000 (Two Hundred Thousand dollars), selecting Option B, whereby the existing baseball field and related infrastructure will remain in its current location; and

WHEREAS, the proposal also contains the following conditions that will require City support and/or action:

- To rezone the site to allow for the construction of four-story multifamily buildings with accessory commercial uses
- Tax relief under Chapter 31 – Community Revitalization Tax Relief Incentive
- City support in applying for demolition grant funds made available through InvestNH for housing projects; and

WHEREAS, the Economic Development Committee reviewed the offer received and supports entering into a purchase and sales agreement to sell the property to Chinburg Builders for \$200,000 (Two Hundred Thousand dollars) with the aforementioned conditions;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a purchase and sales agreement with Chinburg Builders to sell the former National Guard Readiness Center on Blackwater Road for \$200,000 (Two Hundred Thousand dollars), and to take any other actions determined to be in the best interest of the City to sell this property.

Authorization

Sponsored by Councilors:

Donald Austin
Robert Gibson
Matt Gerding
Richard Michaud

Approved:

City Attorney

City of Somersworth – Resolution 54-23

History

First Read Date:	6/20/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

6/20/2023

Deputy Clerk Ramsey performed a first reading of Resolution 54-23.

Councilor Gerding made a motion to suspend Council Rules to allow for a second reading of Resolution 54-23. The motion was seconded by Councilor Cameron.

Point of Order called by Councilor Vincent. Councilor Vincent inquired about discussion on suspending Council Rules.

Discussion:

Councilor Vincent feels that it would be good to wait so the public can come in and give their opinion. City Manager Belmore mentioned that he has requested a representative to come to the meeting to answer any questions that may arise.

Councilor Witham feels that this is different from the former Police Station property because of the rezoning and because this building is in a residential area. Councilor Witham stated that waiting will give the residents an opportunity to have input.

Councilor Gerding stated that he was unaware of Chinburg attending the next meeting and withdraws his motion. Councilor Cameron withdrew her second as well.

Resolution 54-23 will remain in first reading until the call of the Chair.

Bob Belmore

From: Paul Goodwin <pgoodwin@Chinburg.com>
Sent: Thursday, July 13, 2023 2:15 PM
To: Bob Belmore
Cc: Eric Chinburg; Matt Assia
Subject: National Guard Readiness Center

Hello Bob,

Thank you for connecting this morning, I appreciate your time and insights. Unfortunately, we have decided not to proceed with our proposal for the former National Guard Readiness Center at this time.

Chinburg greatly appreciates the City's time and consideration for the opportunity. We believe the site has a lot of potential for a great project and that a smaller project is likely possible with city and community support but given the current community climate, related entitlement uncertainty, and our other project priorities, hopefully Aclara, we feel its best to withdraw from the proposal at this time.

We are certainly open to revisiting the opportunity should the City continue to advance a housing-based redevelopment for the site and make progress on some of the supporting coordination, such as a rezoning, to support that aim.

Many thanks again for your and your staff's support and efforts during this process.

My best,

Paul

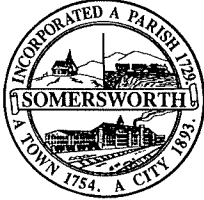


Paul Goodwin | Senior Development Manager
Phone | (603) 692-6016
Email | pgoodwin@chinburg.com

3 Penstock Way
Newmarket, NH 03857

www.chinburg.com



	<p style="text-align: center;">City of Somersworth – Resolution</p> <p>Resolution No: 2-24</p> <p>TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE JOINT POWERS AGREEMENT OF THE COMMUNITY POWER COALITION OF NEW HAMPSHIRE AND TO FORM AN ELECTRIC AGGREGATION COMMITTEE KNOWN AS THE SOMERSWORTH COMMUNITY POWER COMMITTEE</p>
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July 10, 2023

WHEREAS, the Community Power Coalition of New Hampshire (CPCNH) was created as a separate entity in accordance with New Hampshire RSA 53-A in order to jointly support the implementation and operation of Community Power Aggregations and related energy programs and to offer membership on the same mutually-advantageous terms to all municipalities and counties throughout the State of New Hampshire; and

WHEREAS, the CPCNH has currently grown to approximately 33 member Cities and Towns throughout the State of New Hampshire; and

WHEREAS, the City of Somersworth would like to join the CPCNH in order to provide the residents and businesses of the City the opportunity to access a competitive electric power supplier utilizing the benefits of community power aggregation; and

WHEREAS, an electric aggregation committee, named the Somersworth Community Power Committee, is required to be created in order to implement a community power aggregation plan for the City of Somersworth; and

WHEREAS, the City shall establish the Somersworth Community Power Committee consisting of Five (5) members, said membership established as follows:

Two (2) City Councilors appointed by the Mayor
One (1) Planning Board member appointed by the Planning Board Chair
One (1) Somersworth Business Owner appointed by the Mayor
One (1) Somersworth Resident appointed by the Mayor,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute the Joint Powers Agreement of the Community Power Coalition of New Hampshire and to take any other actions necessary to become party to the Community Power Coalition of New Hampshire, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an electric aggregation committee, named the Somersworth Community Power Committee, shall be established.

Authorization	
<p><i>Sponsored by Councilors:</i></p> <p>David A. Witham Donald Austin Robert Gibson Richard Michaud</p>	<p><i>Approved:</i></p> <p>City Attorney</p>

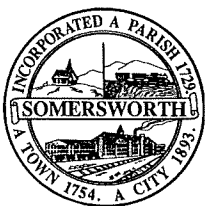
City of Somersworth – Resolution 2-24

History

First Read Date:		Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 2-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **3-24**

**TO AUTHORIZE THE CITY MANAGER TO NEGOTIATE A LEASE
EXTENSION WITH HIDEOUT GOLF, INC. TO OPERATE AND
MAINTAIN AN 18-HOLE PUBLIC GOLF COURSE KNOWN AS THE
OAKS GOLF COURSE IN SOMERSWORTH, NEW HAMPSHIRE**

July 10, 2023

WHEREAS, the City of Somersworth and Hideout Golf, Inc. entered into a 38-year lease agreement on September 26, 2002, for Hideout Golf, Inc. to construct, operate, and maintain an 18-hole public golf course, known as The Oaks, on City owned property; and

WHEREAS, Hideout Golf, Inc. has approached the City with a proposal to make a number of capital improvements to the property to include new irrigation construction, bunker and cart path construction, and redesign of several holes; and

WHEREAS, to realize the full value and benefits of these capital improvements Hideout Golf, Inc. is proposing to extend the lease term and make any other lease amendments, that may be in order, to benefit both parties; and

WHEREAS, the proposal was presented to the Public Works and Environment Committee and they support the consideration of extending the lease agreement; and

WHEREAS, the proposal was presented to the Finance Committee and they support the consideration of extending the lease agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to negotiate a lease extension with Hideout Golf, Inc. for the operation and maintenance of an 18-hole golf course on City owned property, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the negotiated lease extension shall be presented to the Somersworth City Council for review and final approval.

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Donald Austin
Martin Pepin
Richard Michaud
Robert Gibson
Kenneth S. Vincent

Approved:

City Attorney

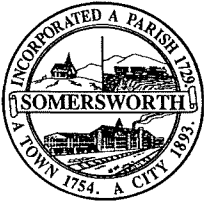
City of Somersworth – Resolution 3-24

History

First Read Date:		Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 3-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **4-24**

PROCLAMATION REAFFIRMING THE CITY OF SOMERSWORTH'S COMMITMENT FOR INCLUSIVENESS AND DIVERSITY

August 7, 2023

WHEREAS, the City of Somersworth is proud of its commitment to Community diversity; and human compassion for all to live in conditions of human dignity, respect and peace; and

WHEREAS, the Hilltop City is built upon the vast diversity of citizens from which it draws its strength and sense of Community; and

WHEREAS, the Hilltopper Spirit is vested in its essence of neighbor helping neighbor; and

WHEREAS, We, as a Community, reaffirm our commitment to celebrating all with our values of liberty and equality, while condemning all actions of hate, discrimination, and violence; and

WHEREAS, the City of Somersworth calls upon all Hilltoppers to commit themselves to join the fight for the elimination of all forms of discrimination and to ensure that everyone has the right to live in conditions of dignity, respect and peace;

NOW, THEREFORE, BE IT RESOLVED THAT the Mayor and City Council call upon all Hilltoppers to silence all hate and to embrace each other with respect and love, while celebrating the colors of our Community.

Authorization

Sponsored by:

Mayor Dana S. Hilliard

Councilors:

Martin Pepin

Kenneth S. Vincent

Robert Gibson

Don Austin

Richard Michaud

David A. Witham


Matt Gerding

Nancie Cameron

Denis Messier

Approved:

City Attorney

	<p style="text-align: center;">City of Somersworth – Resolution</p> <p>Resolution No: 5-24</p> <p>TO AUTHORIZE THE CITY MANAGER TO ORDER TWO SUV STYLE POLICE CRUISERS AND ONE UNMARKED POLICE VEHICLE WHICH WILL BE FUNDED BY A LEASE/PURCHASE AGREEMENT</p>
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August 7, 2023

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

WHEREAS, the City of Somersworth’s adopted fiscal year 2024 Budget provides funding for two SUV style police cruisers and one unmarked police vehicle through a lease/purchase agreement; 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 vehicles as the most efficient method of procuring these new vehicles;

WHEREAS, the Public Safety Committee supports the ordering of this equipment;

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

Authorization	
<p><i>Sponsored by Councilors:</i></p> <p>Martin Pepin Robert Gibson Don Austin Richard Michaud David A. Witham Denis Messier</p>	<p><i>Approved:</i></p> <p>City Attorney</p>



GENERAL FUND FY2023-2024 PROPOSED BUDGET

408 OTHER EXPENSES

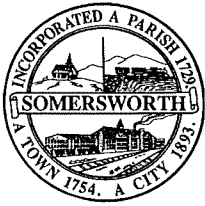
900 CAPITAL OUTLAY

ACCT NUMBE.	DESCRIPTION	23-24 PROPOSED	Detail
49055	Fire SCBA Replacement	108,000	CIP 2024-2029 Year 1 of a 4 Year replacement program
49082	Downpayment on Vehicle Lease	20,000	Down payment on Vehicle lease - vehicles and equipment listed below
49155	Jules Bisson Park Improvements	30,000	CIP 2024-2029
49156	DPW Barricades	13,000	For use at festivals and other City sponsored events.
49157	DPW Mechanic Scan Tool	11,750	Used by Machanic as diagnostic tool for large trucks, will help maintain State Inspection Station Certification.
49158	Ash St. Park Improvements	10,000	Improvements to Ash Street Park as outlined by Moarch Butterfly challenge.
		192,750	

#13K per

Vehicles included with the lease/purchase arrangement in Account 49082:

Fire Command Vehicle, Two Police Cruisers, One Unmarked Police Vehicle
DPW Loader 503



City of Somersworth – Resolution

Resolution No: **6-24**

TO AUTHORIZE THE CITY MANAGER TO ORDER ONE FRONT-END LOADER AND ACCESSORY EQUIPMENT FOR THE DEPARTMENT OF PUBLIC WORKS WHICH WILL BE FUNDED BY A LEASE/PURCHASE AGREEMENT

August 7, 2023

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

WHEREAS, the City of Somersworth's adopted fiscal year 2024 Budget provides funding for a new loader with accessory equipment through a lease/purchase agreement; and

WHEREAS, City staff evaluated equipment from qualified vendors and recommends contracting with United Construction & Forestry of Pembroke, New Hampshire for the purchase of a John Deere 544 P loader with accessory equipment; and

WHEREAS, the Public Works and Environment Committee supports the ordering of this equipment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order one front-end loader with accessory equipment which is funded in the approved fiscal year 2024 City budget through a lease/purchase arrangement.

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin
Kenneth S. Vincent
Robert Gibson
Don Austin

Approved:

City Attorney



MEMORANDUM from Director Public Works & Utilities

Date: July 25, 2023

To: Bob Belmore, City Manager

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

Cc: Scott Smith, Deputy City Manager-Director of Finance

Re: FY 24 CIP-Front-end Loader Replacement

Public Works is budgeted to replace our front-end loader with a new John Deere loader. Please reference the attached quote for the replacement from United Construction and Forestry. Anticipated total cost is \$249,300. The department needs the older John Deere due to age and condition to be replaced with the 2024 replacement John Deere to maintain existing attachments and operational requirements. A trade in value is proposed with the John Deere dealer.

**JOHN DEERE**

Customer Purchase Agreement/Commitment to Lease for PA#
 John Deere Construction, Utility and Forestry
 Products and Compact Construction Equipment - US
 ("Purchase Agreement")

09545912

PA Revision#

Original

Customer Name: CITY OF SOMERSWORTH

PURCHASER NAME AND ADDRESS (First Signer)				DEALER NAME AND ADDRESS			
NAME(First, Middle, Last) CITY OF SOMERSWORTH				DEALER NAME United Construction & Forestry		Dealer Account No. : 176364	
STREET or RR 18 LILAC LN				STREET or RR 98 Sheep Davis Road			
CITY SOMERSWORTH	STATE NH	ZIP CODE 03878	COUNTY Strafford	CITY Pembroke	STATE NH	ZIP CODE 03275	Phone Number 603-225-2769
PHONE NUMBER 603-692-4262		EMAIL ADDRESS rremick@somersworth.com		Date Of Order: Apr 11, 2023			
REWARDS #				Dealer Order No.: 17064051		TYPE OF SALE: <input checked="" type="checkbox"/> CASH <input type="checkbox"/> LEASE <input type="checkbox"/> TIME SALE	
PURCHASER NAME AND ADDRESS (Second Signer)				PURCHASER TYPE: 5 City/Town/Village		MARKET USE CODE: 49 Highways & Streets	
NAME(First, Middle, Last)				Add Purchaser to Mailing List (Check One or More) <input type="checkbox"/> Construction <input type="checkbox"/> CCE <input type="checkbox"/> Utility <input type="checkbox"/> Forestry <input type="checkbox"/> Government			
STREET or RR				PURCHASER IS: <input checked="" type="checkbox"/> Business <input type="checkbox"/> Individual		Purchaser Acct.: 	
CITY	STATE	ZIP CODE	COUNTY	<input type="checkbox"/> SOCIAL SECURITY <input type="checkbox"/> IRS TAX ID NO <input type="checkbox"/> EIN		NO.:	
PHONE NUMBER		EMAIL ADDRESS					
REWARDS #							

EXTENDED WARRANTY IS: <input checked="" type="checkbox"/> Accept <input type="checkbox"/> Decline		LOCATION OF FIRST WORKING USE : Use County STRAFFORD		Use State/Province NH	COUNTY CODE 17
Ultimate Uptime Package Purchase: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		(Initials) _____			

QTY	NEW	DEMO	RENT	USED	EQUIPMENT (Model, Size, Description)	Hours of Use	PIN or Serial Number	Delivered Cash Price
1	X				2023 JOHN DEERE 544 P WHEEL LOADER Stock # 304593	4	1DW544PAHPLZ18128	\$ 219,000 00
1					CRAIG PLOW & WING SYSTEM	4		\$ 76,900 00
1					MICHELIN SNOW PLUS TIRES	4		\$ 13,400 00
1					+ Extended Warranty : Extended Warranty, 544 P, Comprehensive, 5000 Total Hours or 60 Total Months, \$200 Deductible		2021923571	\$ 0 00
(1) TOTAL CASH PRICE								\$ 309,300 00

QTY	TRADE-IN (Model, Size, Description)	Hours of Use	PIN or Serial Number	AMOUNT
1	JOHN DEERE 544K	9694	DW544KZ624298	\$ 60,000 00
COMMENTS: INCLUDES DELIVERY AND TRADE HAUL BACK INCLUDES \$1000 PARTS CREDIT FOR ACCESSORIES CURRENT IN STOCK UNIT AS OF 4-12-23 TIRE SWAP CREDIT TBD AT TIME OF SALE .				(2) TOTAL TRADE-IN ALLOWANCE \$ 60,000 00
				(3) TOTAL TRADE-IN PAY-OFF \$ 0 00
				(4) BALANCE \$ 249,300 00
				(5) Filling / Origination Fees \$ 0 00
				(6) EST. SERVICE AGREEMENT TAXES \$ 0 00
				(7) SUBTOTAL \$ 249,300 00
				(8) RENTAL APPLIED \$ 0 00
				(9) CASH WITH ORDER \$ 0 00
				(10) BALANCE DUE (7-(8 & 9) \$ 249,300 00

**JOHN DEERE**

Customer Purchase Agreement/Commitment to Lease for PA#

09545912

John Deere Construction, Utility and Forestry

PA Revision# Original

Products and Compact Construction Equipment - US

Customer Name: CITY OF SOMERSWORTH

Quote ID: 28506286

("Purchase Agreement")

ACKNOWLEDGMENTS: Purchaser offers to sell, transfer, and convey the item(s) listed as "Trade In" to the Dealer at or prior to the time of delivery of the above product(s), as a "trade-in" to be applied against the cash price. Purchaser represents that each "trade-in" item shall be free and clear of all security interests, liens, and encumbrances at the time of transfer to the Dealer except to the extent shown below. The price to be allowed for each "trade-in" item is listed on this document. The Purchaser promises to pay or otherwise satisfy the Balance Due (line 9) shown hereon in cash, or to execute a Retail Installment Contract, Rental Purchase Option Contract, Lease Agreement or other security agreement for the Balance Due for the Equipment, plus additional charges shown thereon, on or before delivery of the Equipment ordered herein. Despite delivery of the Equipment to the Purchaser, title to the Equipment shall not pass to the Purchaser until the Balance Due is paid or is otherwise satisfied in full for Equipment purchases. For Equipment leases and rentals, title to the Equipment shall not pass to the Purchaser. The Purchaser and the Dealer agree that this Purchase Agreement is not a security agreement and that delivery of the Equipment to the Purchaser pursuant to this Purchase Agreement will not constitute possession of the Equipment by the Purchaser, as a debtor, for the purposes of the purchase money security provisions in any statutes relating to personal property security or its equivalent. Purchaser understands that its rights in connection with this transaction are limited as set forth in this Purchase Agreement.

The Purchaser(s) and the Dealer acknowledge that while this document is defined herein as a "Purchase Agreement", it serves as both a purchase agreement for the Equipment and/or a commitment to lease the Equipment. In addition, the defined term "Purchaser" extends to and includes both a purchaser of the Equipment and/or a lessee of the Equipment. Furthermore, this Purchase Agreement is deemed to constitute a "Purchase Order" or a "Customer Purchase Order for John Deere Construction, Utility and Forestry Products and Compact Construction Equipment" for the purposes of any other John Deere documents, including, without limitation, any dealer terms schedules.

USE OF INFORMATION/PRIVACY NOTICE (U.S.):

I understand that John Deere Construction & Forestry Company and its affiliates ("John Deere") and Dealer collect information, including my personal information and machine data to provide warranty, customer service, product and customer support, marketing and promotional information about Dealer, John Deere and their equipment, products and services and to support other business processes and purposes. See the John Deere Privacy Statement (<https://www.deere.com/en/privacy-and-data/privacy-statements/>) for additional information on the types of personal information and machine data John Deere collects, how it is collected, used and disclosed. See Dealer directly for information about its privacy policy.

DISCLOSURE OF REGULATION APPLICABILITY: When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-Road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. More information is available on the California Air Resources Board website at <http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm>.

IMPORTANT WARRANTY NOTICE: The Standard Warranty for new John Deere construction, utility, forestry and compact construction products is set forth in a separate document the Dealer will provide to the Purchaser. Please read the Standard Warranty carefully before signing. No express warranty is made unless specified in the Warranty Statement. PURCHASER'S RIGHTS AND REMEDIES PERTAINING TO THIS TRANSACTION ARE LIMITED AS INDICATED IN THE STANDARD WARRANTY AND PURCHASE AGREEMENT. WHERE PERMITTED BY LAW, NO IMPLIED WARRANTY OF MERCHANTABILITY, CONDITIONS OR FITNESS IS MADE.

TELEMATICS:

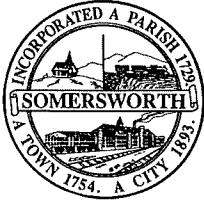
Orders of telematic devices include only the hardware. Where available, telematics software, including JDLink™ connectivity service, may be enabled from your local John Deere Operations Center or JDLink website. Please see your authorized John Deere dealer for assistance.

The undersigned purchaser(s) (the "Purchaser") hereby orders the product(s) (the "Product") described above from the Dealer. The Dealer shall not be liable for failure to provide the Product or for any delay in delivery if such failure or delay is due to the Dealer's inability to obtain such Product from the manufacturer or supplier or other cause beyond the Dealer's control. The cash price shown above is subject to the Dealer receiving the Product from the manufacturer or supplier prior to any change in price by the manufacturer or supplier and is also subject to any new or increased taxes being imposed upon the sale of the Product after the date of this Purchase Order.

Purchaser's signature below acknowledges the Purchaser has received a copy of the Standard Warranty, Version (Initials) and understands its terms and conditions.

Purchaser (First Signer)	CITY OF SOMERSWORTH	Signature		Date	
Purchaser (Second Signer)	 	Signature		Date	
Dealer Representative	United Construction & Forestry	Signature		Date	
Salesperson	WHITCHER, JASON	Signature		Date	

DELIVERY ACKNOWLEDGEMENT	Delivered with Operator's Manual On: 	Purchaser Signature
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City of Somersworth – Resolution

Resolution No: **7-24**

TO AUTHORIZE THE CITY MANAGER TO SIGN A LEASE/PURCHASE AGREEMENT FOR THE PURCHASE OF CITY VEHICLES AND EQUIPMENT

August 7, 2023

WHEREAS, the fiscal year 2024 adopted budget contains an appropriation for a down payment toward the purchase of the following City vehicles and equipment:

- Two (2) SUV style Police Cruisers
- One (1) Unmarked Police Vehicle
- One (1) Fire Command Vehicle
- One (1) Department of Public Works Front-end Loader; 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 reviewed these quotes with City staff and supports the recommendation including the following lease terms;

- Utilize a 5 (five) year lease for the Police Cruisers and the Unmarked Police Vehicle
- Utilize a 7 (seven) year lease for the Fire Command Vehicle and the Department of Public Works Front-end Loader;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a lease/purchase agreement with Tax Exempt Leasing Corp., utilizing the lease terms recommended by the Finance Committee, for the acquisition of City vehicles and equipment.

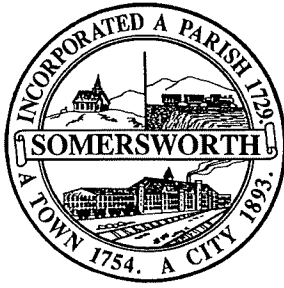
Authorization

Sponsored by Councilors:

Martin Pepin
Robert Gibson
Don Austin
David A. Witham

Approved:

City Attorney



MEMORANDUM

TO: Bob Belmore, City Manager

FROM: Scott Smith, Finance Director

DATE: August 1, 2023

SUBJECT: *Updated* Lease Quotes for Vehicle Replacement

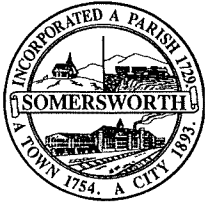
I requested quotes for a five (5) year and seven (7) year lease/purchase agreement, with payments in arrears, with a \$20,000 down payment resulting in a principal balance of \$500,000 financed. The results were as follows:

	<u>5 Year</u>	<u>7 Year</u>
• Tax Exempt Leasing Corp	\$116,928	\$87,667
• Kansas State Bank	\$117,956	\$89,091
• Bank of New Hampshire	\$118,750	\$90,000

The Finance Committee has reviewed the results and is recommending we contract with Tax Exempt Leasing Corp. for the lease/purchase of the vehicles and equipment. However, they are also recommending we use a 5-year lease/purchase for the Police Cruisers and Unmarked Police vehicle, and a 7-year lease/purchase for the Fire Command vehicle and Public Works Loader. This can be accommodated by the leasing company, and if done the estimated cost of the lease will breakdown as follows:

- 5-year lease – annual cost is \$42,913
- 7-year lease – annual cost is \$58,823
- Total cost for first 5 years = \$101,736

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



City of Somersworth – Resolution

Resolution No: **8-24**

**TO AUTHORIZE THE CITY MANAGER TO ORDER ONE FIRE
COMMAND VEHICLE AND ACCESSORY EQUIPMENT WHICH
WILL BE FUNDED BY A LEASE/PURCHASE AGREEMENT**

August 7, 2023

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

WHEREAS, the City of Somersworth's adopted fiscal year 2024 Budget provides funding for one fire command vehicle with accessory equipment through a lease/purchase agreement; 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 vehicles as the most efficient method of procuring these new vehicles; and

WHEREAS, the Public Safety Committee supports the ordering of this vehicle and equipment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order one fire command vehicle and accessory equipment which will be funded through a lease/purchase agreement.

Authorization

Sponsored by Councilors:

Martin Pepin
Denis Messier
Richard Michaud
Kenneth S. Vincent
Robert Gibson
Don Austin
David A. Witham

Approved:

City Attorney



ESTABLISHED 1961

Deborah I. Evans
Executive Director

Public Housing - Community Development - Social Services
Somersworth Housing Authority
25 Bartlett Avenue, Suite A• Somersworth, NH 03878



July 31, 2023

Dear Mayor Hilliard, Somersworth City Council Members and City Manager Belmore:

We write at your request concerning the City property located at 5 Main Street, and specifically to confirm that the Somersworth Housing Authority has no further interest in the ownership and use of that property.


More specifically, we have no interest in or objection to the sale of that property and the release of it from the "23-year ownership restriction" and the pocket park easement reservation both of which appeared in the deed dated August 26, 2010, from the City to MSC Development, LLC.

Respectfully,

Deborah I Evans
Executive Director
Somersworth Housing Authority, NH006
25 Bartlett Ave., Ste A
Somersworth, NH 03878
603-692-2864 x318
603-692-2877 Fax
dievans@somersworthhousing.org

**MEMORANDUM**

TO: Chief McLin, Police Department; Chief Kramlinger, Fire Department; Scott Smith, Finance Director; Michelle Mears, Development Services Director; Michael Bobinsky Public Works/Utilities Director; Katie Krauss, SAU 56 Business Administrator

FROM: Robert M. Belmore, City Manager 

CC: Mayor Hilliard and City Councilors

DATE: June 28, 2023

SUBJECT: Capital Improvement Program Fiscal Year 2025-2030

Finance Director Smith will send you copies of your Department's CIP summary FY 2024-2029 under separate cover. The preliminary schedule for submitting projects is:

Wednesday, June 28:	City Manager directive issued. Staff Meeting discussion on CIP, 9:00 a.m., Executive Conference Room
Friday, August 11:	Deadline for submittals to Finance Director Smith.
Tues., Sept. 5 – Fri., Sept. 8	City Manager to meet individually with Department Heads with follow-up meetings as necessary
Friday, September 8:	
On or before October 6:	CIP submitted by City Manager to Planning Board for their consideration at their October 18th meeting
On or before December 15, 2022 -	City Manager submittal to City Council (Charter deadline is December 15 th)

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
JOSEPH H. DRISCOLL, IV
NAOMI N. BUTTERFIELD – OF COUNSEL

TELEPHONE (603) 524-3885

July, 2023

Dear Clients (Officials, Staff and volunteers),
many of whom have grown to be friends –

Over the past 53 years, good health, good luck and good people have allowed me to enjoy providing guidance for your municipalities. However, at some point this must come to an end, and I want to make that decision rather than have circumstances dictate it. Therefore, I have decided to retire. My last day in the office will be Thursday, September 28th, and my first official day of retirement will be October 1, 2023.

I will leave with the knowledge that our “municipal-only” law firm is in strong hands. I am proud that Laura has grown to possess an unsurpassed knowledge of municipal law and is highly respected statewide by municipal officials, judges and attorneys. Joe, who came to us with 10 years of litigation experience, has proven himself in his time here as both a wise counselor and an insightful, effective trial advocate. Naomi has repeatedly proven her value and expert knowledge helping our clients extract themselves from complex employment messes. And others will be joining them to add additional strengths.

Please feel free to reach out to any of us if you have questions about my change in status.

While there often is a touch of sadness in making this type of decision, I have been privileged and honored to have done what I have enjoyed for so long - so how can I be sad.

Thank you all - I will miss you.



Walter

Bob Belmore

From: Bob Belmore
Sent: Monday, July 31, 2023 10:41 AM
To: Councilor Don Austin; Dana Hilliard; David Witham; Denis Messier; Ken Vincent (thevince@comcast.net); Martin Pepin (mpepin@comcast.net); Matthew Gerding; Nancie Cameron; Richard Michaud; Robert Gibson
Cc: Brenda Breda; Scott A. Smith
Subject: FW: Message from "RNP58387957D6B3"
Attachments: 20230731103827793.pdf

Good Morning

Attached is an announcement from our City Attorney Walter Mitchell regarding his retirement at the end of September.

As you know, we have used this legal firm for many years now and the City has engaged Walter as well as other Attorneys in this firm as our City's Legal representative in court proceedings and for legal advice with much success. These Attorneys presently include Laura Spector-Morgan, Joseph Driscoll and Naomi Butterfield.

I recommend the City continue to utilize this legal firm as our contracted "City Attorney" for our general counsel needs to include general advice and land-use matters. They are familiar with our Charter, Ordinances, general protocol and have worked with our staff on a variety of issues.

As a reminder, we do source out other specialized legal assistance needs such as was the case with the recent Cable TV Franchise Agreements (Attorney Kate Miller), our Superfund Counsel Gareth Orsmond, and Labor Relations Counsel Tom Closson.

Please let me know if you have any questions or wish to discuss, regards, Bob

Robert M. Belmore
City Manager

City of Somersworth
One Government Way
Somersworth, NH 03878

(603) 692-9503
bbelmore@somersworthnh.gov
www.somersworthnh.gov

Annual Instructions from Finance Director Scott Smith:

The CIP data forms are electronically constructed and electronically managed. The Data Entry sheet is “linked” to the CIP summary sheet. So once data is entered onto the data sheet, it is automatically posted and totaled on the CIP summary sheet.

Each Department Head is responsible for filling out the material on this sheet. There is one sheet for each capital request. As you can see, there is a section for a photo to be inserted in the document to better understand the need and nature of the CIP request item.

Each department will find a file on the Public Server so labeled. You simply enter your data at your convenience and save it to the server. In addition, Finance Director Smith will email you your file.

It is also important that you obtain written estimates for requests or supply other documentation to validate the project's total cost.

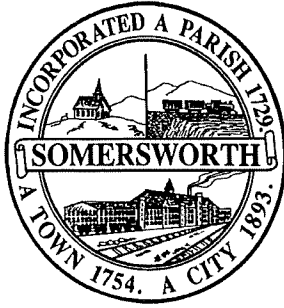
Special Notes:

Capital Outlay – CIP Items: As you develop your needs assessment for capital improvements, please take some time to consider other capital needs in maintaining your department's present infrastructure to include cost items relating to buildings and grounds upkeep.

Continuous Improvement: Also, please consider best management practices (BMP) and sustainability improvements during these preparations as they relate to operational costs and capital outlay. Please note any such recommendations to include specific cost-benefit criteria.

Please contact me with any questions.

Thank you.



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: August 1, 2023

Re: Monthly Report

Finance Department:

- Started FY23 year-end closing. Audit fieldwork to occur in October.
- Started preparation of FY2025-2030 Capital Improvement Program.
- Converted the City's broadcast equipment for channel 22 and channel 95. Once in place will be able to broadcast in High Definition.
- Participated in interviews for a Library Director.
 - Bid Water Meter Install – Received July 27, 2023

Treasurer's Report:

- General Fund cash on hand as of June 30, 2023 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, and a Citizen's Bank investment account.

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting, and standing committee meetings during the month.
- Total receipts for the month were \$10,049.

Tax Collector

- Motor vehicle registrations were a total of \$172,150.
- Collected \$5,730 for Municipal Transportation Fund.
- Tax Bills were due on July 6.
- Total receipts were \$4,416,720.

Human Services:

- Total assistance for the month is \$9,350. That compares to \$8,061 for the month of June 2023 and \$1,581 for July 2022.
- 7 new cases were opened compared to 2 in 2022.
- 13 cases were approved for varying levels of assistance with 4 cases denied and 5 cases pending. 75 cases were referred to other agencies for support.

Library

- There were 76 attendees for our Police Storytime.
- There were 60 attendees for our EMS Storytime.
- We had 33 attendees for our USPS Storytime, and the children were able to take a tour of the post office.
- There were 42 new Library cards issued.

Assessing

- The Assessing Department is starting to gear up for the citywide revaluation, most work starting in January 2024.

Information Technology

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

**Treasurer's Report.
General Fund**

Period as of June 30, 2023,

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$11,761,224	0.00%	N/A	Money available upon demand
Citizens Invest & ICS	\$1,051,584	2.60%	N/A	Money available upon demand
NHPDIP	\$12,434,021	5.12%	N/A	Money available upon demand
TD Bank	\$4,803,314	3.40%	N/A	Money available upon demand
Newburyport Bank	\$4,739,146	3.72%	N/A	Money available upon demand
Eastern Bank	\$524,301	2.00%	N/A	Money available upon demand
Leader Bank	\$3,121,746	4.00%	N/A	Money available upon demand
Bank of NH	\$1,000,000	4.75%	N/A	Money available upon demand

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period as of June 30, 2023	\$304,518	\$884,037	\$200,000	\$684,037

Date: 8/2/23

To: Robert Belmore, City Manager

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

Re: Department of Development Services July 2023 - Monthly Report

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

- Zoning Board – No meeting
- Conservation Commission – July 12
- Planning Board – July 19
- SRTC – July 12
- Historic District Commission – July 26

Building and Health Departments

MAJOR Building Permits Applied for July 2023

Address		Construction Costs	Fees
23	Works Way	\$ 93,123.00	\$ 863.11
161	Colonial Village	\$ 70,000.00	\$ 655.00
162	Colonial Village	\$ 70,000.00	\$ 655.00
187	Maple St Turcotts Pit	\$ 697,807.00	\$ 6,305.26
	Bernier St	\$ 275,000.00	\$ 2,500.00
Total		\$ 1,205,930.00	\$ 10,978.37

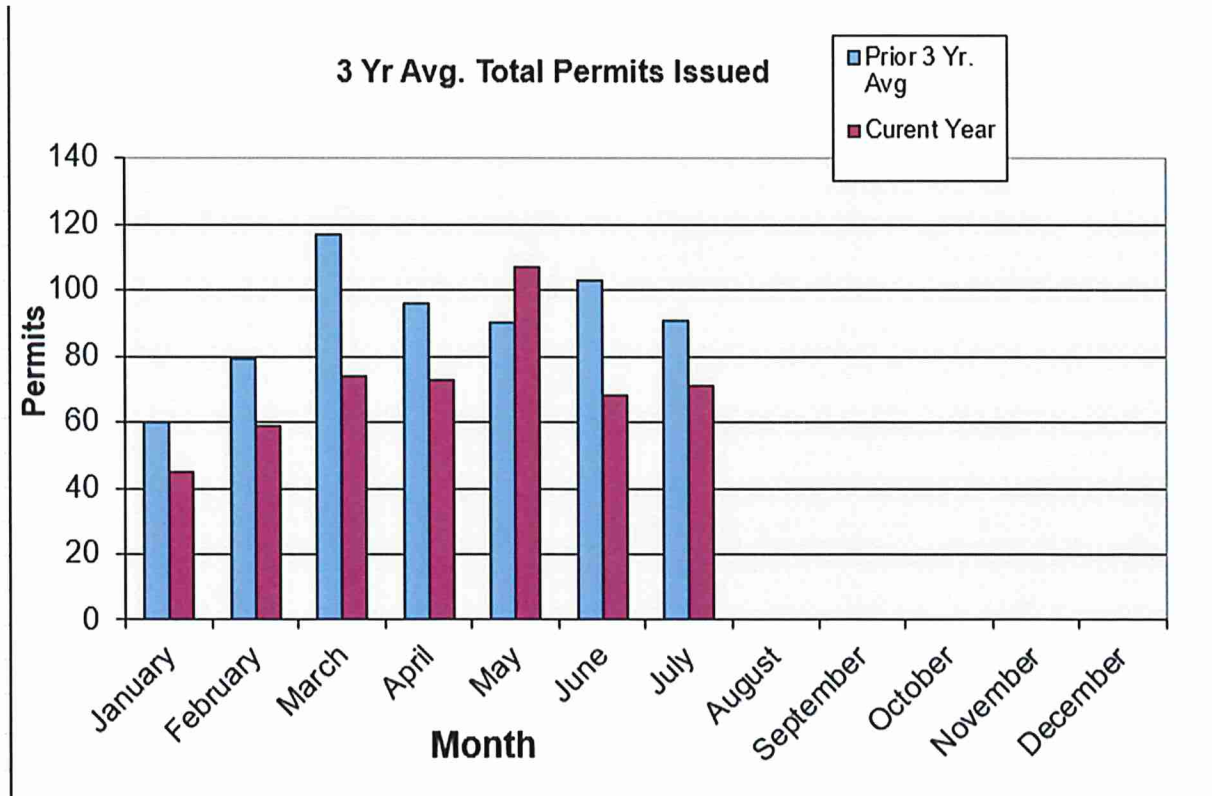
MINOR Building Permits Applied for July 2023

Address		Construction Costs	Fees
20-24	Franklin	\$ 6,000.00	\$ 97.00
123	Main	\$ 3,000.00	\$ 61.00
207	Old Rochester Rd	\$ 38,000.00	\$ 367.00
10	Third St	\$ 5,000.00	\$ 70.00
7	Myrtle St	\$ 1,950.00	\$ 48.00
94	Union St	\$ 1,200.00	\$ 39.40
188	W High St	\$ 50,000.00	\$ 475.00
32	Maize Dr	\$ 76,928.68	\$ 717.36
6	Nash Parkway	\$ 18,472.00	\$ 191.25
8	Deer Creek	\$ 13,837.00	\$ 149.50

17	Chadwick Ln	\$ 74,960.74	\$ 699.65
51	Cinnamon Ridge Rd	\$ 60,333.85	\$ 298.00
100	W High St	\$ 4,000.00	\$ 73.00
48	Colonial Village	\$ 10,385.00	\$ 118.46
407	High St	\$ 1,000.00	\$ 34.00
67	Green St	\$ 40,000.00	\$ 385.00
637	Sherwood Glen	\$ 3,000.00	\$ 61.00
8	Clark Way	\$ 32,000.00	\$ 313.00
16-20	Central	\$ 2,300.00	\$ 45.70
464	High St	\$ 50,000.00	\$ 475.00
470	High St	\$ 35,000.00	\$ 340.00
29	Myrtle St	\$ 46,516.23	\$ 443.65
35	Maple St	\$ 14,805.00	\$ 160.00
19	Nash Parkway	\$ 1,800.00	\$ 46.60
207	Green St	\$ 8,900.00	\$ 105.00
45	Malley Farm Rd	\$ 20,000.00	\$ 0.00
5	Rocky Hill Rd	\$ 78,531.68	\$ 731.79
9	Fremont St	\$ 10,000.00	\$ 115.00
342	Main St	\$ 8,137.00	\$ 98.23
304	Sherwood Glen	\$ 4,800.00	\$ 68.20
2	Baker Way	\$ 7,000.00	\$ 88.00
295	Main St	\$ 11,340.00	\$ 155.86
290	Main St	\$ 750.00	\$ 34.00
11	Ford St	\$ 10,864.00	\$ 122.78
8	Union St	\$ 2,750.00	\$ 49.75
52	Sunningdale Dr	\$ 58,000.00	\$ 547.00
Totals		\$ 811,561.18	\$ 7,824.18

Permit Receipts as of July 2023

PERMIT RECEIPTS						
	2020	2021	2022	2023	DIFFERENCE this year to last	% OF CHANGE
January	\$13,195.23	\$8,599.31	\$10,660.43	\$12,486.79	\$1,826.36	14.6%
February	\$13,438.09	\$6,590.61	\$31,381.26	\$10,679.12	-\$20,702.14	-193.9%
March	\$24,077.27	\$46,267.60	\$25,904.65	\$49,155.68	\$23,251.03	47.3%
April	\$10,871.58	\$27,779.60	\$26,246.19	\$14,650.50	-\$11,595.69	-79.1%
May	\$19,665.79	\$33,736.68	\$11,141.09	\$33,819.63	\$22,678.54	67.1%
June	\$13,079.55	\$51,947.53	\$37,046.22	\$12,436.71	-\$24,609.51	-197.9%
July	\$16,816.46	\$18,776.42	\$9,648.31	\$23,252.47	\$13,604.16	58.5%
August	\$23,823.08	\$46,171.98	\$25,716.69			
September	\$23,396.60	\$13,805.11	\$30,356.86			
October	\$16,152.79	\$18,139.91	\$12,587.39			
November	\$12,376.38	\$8,476.08	\$30,037.01			
December	\$6,925.03	\$8,858.58	\$7,853.79			
Year total	\$111,143.97	\$193,697.75	\$152,028.15	\$156,480.90	\$4,452.75	2.8%
Difference of change this year to last (completed months only)	\$193,817.84	\$280,290.83	\$260,217.89			



Property Maintenance July 2023

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

Address	Complaint Type	Complaint Date	Notification Issued	Status
3 Market Street	Dumpster Violation	11/17/2022	CN	Pending
446 Main Street	MPV	11/17/2022	NOV	Pending
230 High Street	Fence Violation	11/29/2022	CN	Pending
41 Franklin Street	MPV	12/5/2022	CN	Pending
37 Green St	Siding Violation	12/5/2022	CN	Pending
28 Green St	MPV	12/5/2022	CN	Pending
43 Mt. Auburn	MPV	12/5/2022	CN	Pending
107 Green St	Step Violation	12/5/2022	CN	Pending
37 Franklin St	MPV	12/5/2022	CN	Pending
290 Main Street	MPV	12/5/2022	CN	Pending
76 Elm Street	MPV	12/5/2022	CN	Pending
93 Main Street	MPV	12/20/2022	CN	Pending
506 High Street	Dumpster Violation	12/19/2022	CN	Pending
48 Green Street	MPV	12/19/2022	NOV	Pending
71 Indigo Hill Road	Siding Violation	12/13/2022	CN	Pending
302 Main Street	Fence Violation	12/13/2022	CN	Resolved
11 Ash Street #A	MPV	12/29/2022	NOV	Pending
78-80 Market Street	Siding Violation	1/13/2023	CN	Resolved
10 Green Street	MPV	1/19/2023	CN	Resolved
11 Ash #B	MPV	2/2/2023	NOV	Pending
Blue Heron	Wetlands Violation	2/10/2022	NOV	Pending
136 Indigo Hill Road	Siding Violations	2/17/2023	CN	Resolved
18 Davis Street	MPV	2/17/2023	CN	Pending
11 Silver Street	Siding Violation	2/17/2023	CN	Pending
354 Main Street #1	MPV	2/15/2023	NOV	Pending
24 Maple	Step Violation	3/22/2023	CN	Pending
296 Main Street	MPV	3/23/2023	CN	Resolved
114 Green Street	Step Violation	3/23/2023	CN	Pending
65 Green Street	Life Safety Violation	3/23/2023	CN	Pending
38 Franklin Street	MPV	3/27/2023	NOV	Pending
334 Main Street	Junkyard	3/17/2023	CN	Pending
197 Rt 108	Junkyard	4/4/2023	CN, NOV	Resolved
114 Green Street	Stairway Violation	3/23/2023	CN	Pending
13 Water Street	MPV	4/28/2023	NOV	Pending
221 Rt 108	Fence	4/28/2023	CN	Resolved
289 Main Street	MPV	4/28/2023	NOV	Pending
162 Rt 108	Site Plan Violation	5/9/2023	CN	Pending
59 Waltons Way	Site Plan Violation	5/10/2023	NOV	Pending

63 Rocky Hill Road	MPV	5/17/2023	NOV	Pending
65 Rocky Hill Road	Trash	5/17/2023	NOV	Pending
61 Winter	Trash	5/19/2023	CN	Resolved
118 Franklin	Grass	5/22/2023	CN	Resolved
67 Elm Street	Grass	5/19/2023	CN	Resolved
97 High Street	Structure Violation	5/23/2023	CN	Pending
13 Water Street	MPV	5/1/2023	NOV	Pending
396 High Street	MPV	5/25/2023	CN	Pending
1 Drew Road	Fence Violation	5/31/2023	CN	Pending
4 Constitutional Way	Grass	5/31/2023	CN	Resolved
254 High Street	Siding Violation	5/31/2023	NOV	Pending
67 Green Street	MPV	6/5/2023	NOV	Resolved
375 Rt 108	Site Plan Violation	6/9/2023	NOV	Pending
29 Franklin Street	MPV	6/9/2023	NOV	Pending
62-64 Market	Ventilation Violation	6/14/2023	NOV	Pending
57 Green Street	MPV	6/16/2023	CN	Pending
10 Depot Street	Trash	7/7/2023	CN	Resolved
14 Central Street	Grass	7/7/2023	CN	Pending
13 Myrtle Street	Grass	7/7/2023	CN	Resolved
20 Myrtle Street	Grass	7/7/2023	CN	Resolved
2 Morning Street	Grass	7/7/2023	CN	Resolved
19 Union Street	Grass	7/7/2023	CN	Resolved
23 Lil-Nor Ave	Grass	7/7/2023	CN	Resolved
7 Lil-Nor Ave	Grass	7/7/2023	CN	Resolved
4 Gator Rock Road	Grass	7/7/2023	CN	Resolved
4 Terrascape Parkway	Grass	7/7/2023	CN	Resolved
283 Main Street	MPV	7/6/2023	NOV	Pending
357 Main Street	MPV	7/10/2023	NOV	Pending
162 Rt 108	Trash	7/11/2023	CN	Resolved
20 Franklin Street	Trash	7/11/2023	CN	Resolved
48 Green Street	Unsafe Structure	7/11/2023	NOV	Pending
290 Main Street	Siding Violation	7/11/2023	NOV	Pending
1 Tri City Road	Egress Violations	7/12/2023	NOV	Pending
357 Main Street	MPV	7/10/2023	NOV	Pending
66 High Street	Trash	7/10/2023	NOV	Resolved
Tri City Plaza	Siding Violation	7/12/2023	CN	Resolved
36 Market Street	Trash	7/13/2023	CN	Resolved
42 Green Street	Trash	7/21/2023	CN	Pending
53 Union Street	Trash	7/21/2023	CN	Resolved
14 Depot Street	Trash	7/21/2023	CN	Pending

48 Green Street	Trash	7/21/2023	CN	Resolved
28 Franklin Street	Sinkhole	7/21/2023	CN	Pending
442 High Street	Site Plan Violation	7/24/2023	NOV	Pending
66 High Street	Site Plan Violation	7/24/2023	NOV	Pending
48 Green Street	Tree Hazard	7/24/2023	CN	Pending
118 Franklin Street	Grass	7/24/2023	CN	Pending
343 Main Street	Grass	7/24/2023	CN	Pending
82 High Street	Illegal Apartment	7/24/2023	NOV	Pending

PLEASE NOTE – All matters shown as “Resolved” were active matters which were closed in the month of July 2023 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of July, 2023, twenty-eight (28) open matters became compliant and were closed.
- In July, 2023, the Code Compliance Office issued:
 - Twenty-Two (22) Courtesy Notices; and
 - Ten (10) Violation Notices

COURT MATTERS – Ongoing

- **City v. Anji Reddy – 11 Ash Street**
 - City of Somersworth-Code Compliance submitted a motion to impose suspended sentence to the Dover District Court on June 21st, 2023. The motion seeks to charge Mr. Reddy with two Class B misdemeanor charges and a fine of 4,000.00.
 - On July 17, 2023 Judge Gardner ruled in favor of the City, finding Anji Reddy guilty of one Class B misdemeanor with a civil penalty of 2,000.00.
 - On July 21, 2023 the Somersworth Code Compliance Office submitted a motion to reconsider the courts July 17th ruling. The Code Compliance Office expected the Court to find Mr. Reddy guilty of two Class B misdemeanor charges with a civil penalty of 4,000.00. The Code Compliance Office believes that the previous motion to impose was misapprehended by the courts through a clerical error. The Code Compliance Office expects to prevail in the motion to reconsider.
 - A case status hearing has been scheduled for August 28th, 2023 to review any outstanding code violations.

- **City v. Michael Davis – 25 Otis Road**

- The Court conducted a review hearing on July 20, 2023, at which the parties updated the Court on the status of the two remaining items - the Conditional Use Permit ("CUP") and the berm re-location - that stand between the defendant and full compliance with the Joint Proposed Order. Prior to the hearing, the parties submitted a Joint Statement of Status, which the Court reviewed.
- After hearing from counsel and the defendant, the Court orders as follows:
- 1. A second review hearing will occur on August 11, 2023 at 9:30. The defendant is required to appear at that hearing.
- 2. The CUP application is currently on the conservation commission agenda for August 9, and all documents must be submitted by August 2. The city has provided the defendant with a lengthy list of items necessary to complete the CUP application. The defendant represented that he is working on gathering those items, understands the deadlines, and expects to have the additional items timely submitted.
- 3. The "southerly" berm is in full compliance except for large rocks surrounding the telephone pole. The defendant committed to removing those rocks (and the dirt/fill between them and the pole) by or before the end of July. The "northerly" berm remains less than 25' from the road center line. The defendant shall either come to an agreement with the city as to an alternative solution to moving the berm, or shall move the berm so as to come into compliance with the agreement. Nothing in this order should be construed as requiring the city to agree to an alternative to moving the northerly berm back to 25' from the road center line.
- 4. The parties shall file a second Joint Statement of Status no later than two days prior to the August 11 review hearing.

- **City v. DWBH Ventures – 289 Main Street**

- City of Somersworth-Code Compliance has issued a Citation and Summons to DWBH for their lack of property maintenance regarding a multitude of code violations observed on 4/28/2023. The Code Compliance Office is seeking criminal felony charges with a 12,375.00 civil penalty.
- On 7/10/2023 the Code Compliance Office received a notice of entry of not guilty and waiver of arraignment by the defendant's attorney. As of 7/26/23, the Code Compliance Office is waiting for the court to set a trial date.

- **City v. James Wolcott – 197 Rt. 108**
 - City of Somersworth-Code Compliance had issued a Citation and Summons to James Wolcott for his lack of adherence to the Zoning Ordinance regarding junkyards. First notified of this violation back on 12/29/2022, Mr. Wolcott has failed to abide by the Zoning Ordinance, disregarding multiple notices to clean up the property.
 - On 7/20/23, the Code Compliance Office came to an agreement with Mr. Wolcott regarding his outstanding code violations. In exchange for suspending the civil penalty of 1,000.00, Mr. Wolcott agreed to plead guilty to the violation and clean up the property by 8/20/23.
- **City v. Anji Reddy – 13 Water Street**
 - City of Somersworth-Code Compliance has issued a Citation and Summons to Reddy Infosys Inc. for outstanding code violations. The citation seeks to charge Reddy Infosys Inc. with felony criminal charges and a civil penalty of 24,200.00. A hearing date of 9/18/23 has been scheduled at Dover District Court.

Land Use Boards:

Minor Field Modification Requests: None

Conservation Commission:

- Packy's Investment LLC is seeking a conditional use permit for 12,235 SF impact to the Riparian and Wetland Buffer as part of a commercial development on a property located at 363 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 48 Lot 22B, CUP#14-2022 was **continued**.
- Michael Davis is seeking a conditional use permit for after the fact excavation and alterations within the Riparian and Wetland Buffer on a property located at 25 Otis Road, in the Residential/Single Family (R1) District, Assessor's Map 31, Lot 49, CUP#03-2023 was **continued**.

Historic District Commission:

- Alexander Shaw is seeking a certificate of appropriateness to install seamless gutters with down spouts and guards and to make minor repairs to fascia for a property located at 53 Mount Vernon Street in the Residential/Single Family/A with Historic Overlay (R-1AH) District, Assessor's Map 11 Lot 11, HDC#22-2023 was **approved**.

Planning Board:

The Planning Board reviewed the following:

- **PUBLIC HEARING:** 85 Elm Street Somersworth LLC are seeking a Site Plan Amendment to add 24 residential units and make revisions to parking including the addition of a parking lot on a property located at 85 Elm Street, 20 Green Street, and 67 Elm Street in

the Business with Historic and Form-Based Codes Overlay (BHFBC) District, Assessor's Map 10 Lots 176 & 177, SITE#20-2022 & CUP#1-2023 was **withdrawn**.

- **PUBLIC HEARING:** Norway Plains Associates on behalf of ROSO Soccer Club is seeking Site Plan and Conditional Use Permit approval for reconstruction of athletic fields to remove an existing baseball field and construct two soccer fields on a property located at 23 Tates Brook Road, in the Residential/Single Family (R1) District, Assessor's Map 32, Lot 6F, SITE#07-2023 was **approved**.
- **PUBLIC HEARING:** Joe Falzone of Twelve-Month LLC is seeking a Waiver of Subdivision Regulation Requirement of Chapter 22, Section #7 for reduction in bond requirement for street acceptance for a property located at Villages at Sunningdale Drive, in the Residential/Single Family (R-1) District, Assessor's Map 20 Lot 5, SITE#08-2023 was **approved**.
- Winchester Arms, LLC is seeking a Lot Line Adjustment between two properties located along Route 108/Commercial Drive in the Commercial/Industrial (CI) District, Assessor's Map 41, Lot 9 and Map 64, Lot 1, SUB#02-2023 was **approved**.
- **PUBLIC HEARING:** Brittany Lee on behalf of Somersworth Rail Station is seeking a Site Plan Amendment for a waiver of parking space requirements for a property located at 400 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 37 Lot 4, SITE#11-2023 was **approved**.
- Dylan Glover is seeking Conceptual Review for a Motor Vehicle Services use located at 40 Main Street, in the Business (B) District, Assessor's Map 11, Lot 204, SITE#10-2023.

Site Review Technical Committee:

- **PUBLIC HEARING:** The Oaks is seeking minor site plan approval for a 2,750 square-foot, 9-bay golf simulator on a property located at 100 Hideaway Place, in the Commercial/Industrial (CI) District, Assessor's Map 50 Lot 11, SITE#09-2023 was **approved**.

Zoning Board: No meeting

Master Plan Update - 2023

Somersworth Housing Survey

The Somersworth Planning Office is working with the Strafford Regional Planning Commission to create a new plan for housing in Somersworth. On Wednesday, June 28th, the Somersworth Housing Survey was launched. Since then, the survey has received 250 responses. To expand community outreach, the survey deadline was extended to Friday, August 4th. The survey is available on the [Master Plan Update webpage](#) located on the City website. Paper copies and a QR code for mobile devices are available in City Hall.

Community Housing Workshop

On Thursday, September 14th, a Community Housing Workshop will be held at the Blackbox Theater at the High School located at 18 Cemetery Road in Somersworth. Join us for a family-friendly event including food, speakers, activities, and conversations about housing in Somersworth. Stay tuned for more details! [Register here](#) to attend this free event.

Economic Development – July 2023

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

- **Vacancy: Commercial - Business Vacancy** [*Site for Sale and /or Lease*]
- a) **Vacant -Privately owned Property**
 - ✓ **400 High Street:** working with owner on potential specialty craft brew market place (Unit C) waiver approved at Planning Board.
- **Existing: Business Expansion** [*Local Business growing and providing new/more service*]
 - ✓ Tri City Masonry-exploring expansion
 - ✓ Favorite Foods
- **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]
 - ✓ Somersworth Sports Hub: Willand Drive
 - Sports Dome
 - ✓ Smart Storage: 1 Enterprise Drive - Route 108
 - Storage Center
 - ✓ MB Tractor: 355— Route 108
 - Tractor Retail Sales
 - ✓ Forward -Merch: 436 -Route 108
 - Screen Printing & Fulfillment Center
 - ✓ The Bistro at the Rail- 400 High Street
 - Old Rail Pizza will be takeout 4 days a week
 - ✓ Fold'd Diner SOS- 69 High Street
 - Crepe- and omelet focused modern diner on a mission
 - ✓ Pop Zup: 22 Canal Street Unit 324
 - Specialty Food
 - ✓ Wentworth Douglas Hospital Daycare Center- Terrascope
 - Providing daycare for over 200 children PB approval January 2023
 - ✓ Pensole Shoes: 434 – Route 108
 - Shoe Manufacture
 - ✓ Washville- Formerly Shammy's Carwash: 436 High Street
 - Car Wash
 - ✓ Thompson Counselling: 42 High Street
 - Counseling and Therapy
- **Potential: Commercial - Business Exploring** [*Exploratory Review in process*]
 - 1) Vietnamese Food- Tri-City Plaza
 - Formerly Flooring Company next to TJMAXX

- 2) Bending Bodhi Yoga
- 3) Potential Car Wash High Street

➤ **# SeeSomersworth**

- ✓ SeeSomersworth- Keep abreast of Downtown Business Activities at:
www.facebook.com/seesomersworth

➤ **Community Advocacy:** ZOOM Meetings & Roundtables

- ✓ **Bi - Weekly:** SEDS - “Seacoast Region Economic Development Stakeholders”
- ✓ **Bi - Weekly:** BEA-CEDR – “Community Economic Development Region”
Economic Development Roundtable hosted by Commissioner Caswell
- ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD

➤ **Relationships & Partners:** Regular Engagement, Involvement, and Interface

- ✓ **State and Regional Partnerships:**
 - BEA, SRPC, SBDC, SBA, SEDS
 - Seacoast Chambers of Commerce
 - Seacoast Economic Development Directors (SEDS)

Parks & Recreation – June 2023

Program & Event Highlights:

- ***Granite State Track & Field-*** the State Meet was held on Saturday, June 17th at Winnisquam High School in Tilton, NH. The rain held off for most of the meet & our team had a wonderful experience competing against athletes from across the state. We’re very proud of our team for working hard all season to improve their individual events & for representing Somersworth with great sportsmanship. We had 11 athletes compete at Meet and there will approximately 350 athletes from across NH.
- ***Kids Camp-*** The 8-week program started on June 26th and will run until August 18th. We have 44 campers in session 1 and 54 campers total in session 2. Kids Camp will attend field trips on Tuesdays and Thursdays to a NH State Park or local business. There are also weekly walking trips to the Somersworth Public Library and special events. We’re very excited for a fun summer at the Pines!

Upcoming Activities:

- ***Pee Wee Soccer-*** Early Bird registration opened on June 1st & will run until July 9th. This is a beginner program for children ages 3 & 4. The program will run on Saturday mornings at Noble Pines Park from Sept. 9- Oct. 21st.

City Park Updates:

- The Splash Pad opened for the season the week of June 16th. The Splash Pad will be open 10:00am-7:00pm daily, weather permitting.

Staff Training & Meetings:

- Rec Supervisor attended a site walk on June 6th with some Conservation Commission members to assess a potential new trail at Malley Farm Recreation Area.
- Rec Supervisor conducted Summer Camp staff orientation & training from June 20-22.
- All Summer Camp staff received CPR/First Aid/AED training online.

MISC:

- *RecDesk Rec Management Software Update-*
 - Our new online registration went live on June 1st! Customers will now have 24/7 access to browse programs offerings, register, & pay by credit.
 - In the month of June we had 22 customers register for Pee Wee Soccer utilizing the online registration portal.
- *New Registration Process*
 - We have updated our new registration process for both in-person & online registrations.
 - The refund policy has also been updated.
- *Recreation Website updates*
 - Staff have been updating the Rec webpages to include the new registration process, easy access Register Now buttons, etc.
- *Malley Farm Use-*
 - Seacoast Softball League/3 STEPS SPORTS LLC will be hosting 2 tournaments from July 7-14th. We purchased new bases for both fields that Hillside Landscaping installed. Public Works staff are helping to drag the infields and get the fields ready.

MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: August 2, 2023

SUBJECT: Public Works Department Monthly Report for July 2023

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

July has been a busy period for the Department with several projects and seasonal projects underway or in substantial completion.

- TAP Grant –High Street Sidewalk Improvements Substantially Completed

-Northeast Earth Mechanics has substantially completed all improvements related to the TAP Grant project. Remaining work includes light poles on High Street and Memorial Drive



- CMAQ Traffic Signal Upgrade Project to start

-Electric Light Company is beginning work on the six signals on High Street from Kelwyn Drive to Blackwater Road. Work involves replacing the traffic signal equipment, adding pedestrian features to included improved access. Work is expected to have traffic impacts and signal interruptions during construction which is.

Other activities included:

- Attended City Council meeting.
- Participated in Public Works and Environment Committee and Finance Committee meetings
- Organized Viewworks training sessions for staff
- Responded to State Home Land Security Inquiries regarding heavy rain events impacting the area
- Attended a virtual meeting sponsored by the State Department of Energy on solar grants
- Highway personnel were active during July with a wide range of activities and projects.

ENGINEERING DIVISION

- Attended Finance Committee meeting on 7/27/2023.
- Attended Public Works & Environment Committee meeting on 7/27/2023.
- Attended Seacoast Stormwater Coalition meeting.
- Attended site meetings with School Dept and TAP Grant design team.
- Completed final walkthrough with NHDOT on TAP Grant project.
- Continued oversight of Crack Sealing with Superior Sealcoat.
- Completed pre-construction meeting for Unitil Blackwater Road gas project.
- Completed pre-construction walkthrough for CMAQ Grant project.
- Continued oversight and project management and inspection of TAP Grant project.
- Continued oversight and project management and inspection of FY2023 Sidewalk project.
- Continued oversight of water treatment plant evaluation project with Wright-Pierce.
- Completed Viewworks training modules.
- Completed review and approval of several driveway permits.
- Completed review and approval of several trench permits.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (MUCT) process which is used for the summer months. During this time, we are required to meet stringent nutrient, Biochemical Oxygen Demand & Total Suspended Solids requirements. The summer season runs from May 1st thru September 30th.
- Pulled pump #2 from West High St pump station and sent out to AAA Pump for windings, bearings, and seals.
- Omni Metals located on Interstate Drive is assisting us with fabricating a missing (W) on the facility title. They hope to have it completed by the end of the month.
- Sent out two internal recycle pumps which required electrical windings, bearings, and seals. Received one back and expecting the second mid-August. In its absence, we installed a spare pump to continue operations.
- Wright-Pierce conducted inspections of all four of our pump stations in accordance with our Asset Management Program. I expect a full report by the end of the month.
- Experienced two rain events that required activating the high flow.
- Received 6,250 gallons of septage for the month.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES. Reports are due to the agencies by the 15th of each month.
- Reported zero permit exceedances for the month.
- Treated a total of 47-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Reviewed one wastewater survey which required no further action.
- Submitted a response letter to EPA regarding our April 26-27th EPA audit. Staff is working with both EPA and DES to recommend revised language within the Sewer Use Ordinance.
- Revised the Lamprey Cooperative Landfill permit regarding flow measurement based on flow data collected.

Capital Improvements Plan (CIP) Items:

- Outstanding upgrade warranty issues include;
 - Return Activated Sludge Pump #3 has been deemed unacceptable by Wright-Pierce due to frequent failures. The pump representative has agreed and has ordered a replacement. No update on delivery.
 - The plant recently experienced failures with two internal recycle pumps which are used to move suspended solids within the biological zones. Wright-Pierce and staff met with the manufacturer representative on July 14th to discuss the matter. We expect a response shortly.
 - Submitted a warranty claim within the compressor building. Staff identified a water leak within a wall penetration. Apex has partnered with Johnson & Jordan to make the necessary repairs.

WATER TREATMENT

Items completed this month:

- Bacteria's and TOC's water quality tests completed
- Pumped 42,594,813 gallons of raw water
- Filtered and pumped to the city 39,685,836 of finished water
- Troubleshoot and repair air compressor contactors
- Contacted First Light for phone line repair of 2 lines
- Completed FY23 invoices
- Wright Pierce conducted a facility analysis for ongoing water plant assessment
- Received laboratory analysis on sludge for SQC
- Installed replacement cooling fan on Raw #1 VFD
- Installed repaired backwash waste pump
- Drafted a memo for city management for overage costs on lagoon haul-out

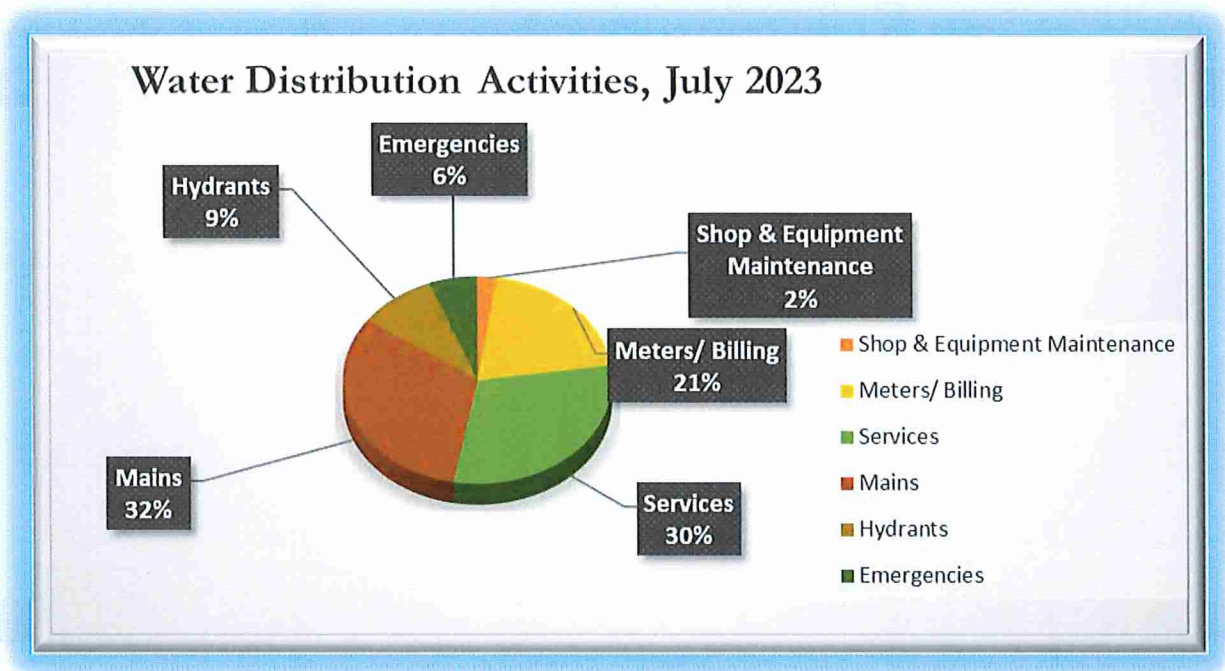
- Completed mowing and trimming at Rocky Hill well and standpipe
- Graded road to Rocky Hill standpipe
- Received new SCADA computers form Back Bay

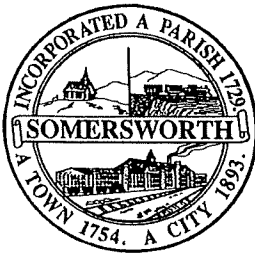
Action items:

- New SCADA computer install
- CIP FY25-30

WATER DISTRIBUTION

- Water Distribution operators completed 149 work orders and service requests in the month of July.
- Indigo Hill Water Main Repair
- Blackwater Road Locate (exploratory)
- Various Hydrant Repairs
- Colonial Village meter pit maintenance



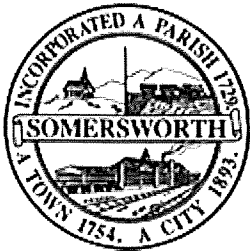


Amber F. Hall, P.E.
City Engineer
Tel: 692-9524

Date: 7/25/2023
To: Michael Bobinsky, Director of Public Works and Utilities
Subject: Hamilton Street Storage Tank – Roof Replacement

The City received a proposal from CorrTech to design and construct the roof replacement on the Hamilton Street storage tank roof for \$330,570 (attached). A summary of the project is detailed below.

- February 2021: Asset Management Plan (AMP) presentation by Wright-Pierce included an estimate of \$110,000 (+/- 20%) and included dome material and engineering, freight, demo of existing roof and installation of new roof, and was from a different vendor who did not respond to our inquiries this year.
- The roof replacement is identified in the AMP to be a short-term project (2021-2028). A roof replacement is expected to prolong 5-7 years of life.
- February 2021: As recommended in the AMP, if replacement of the tank is to be deferred to the intermediate term, then replacement of the roof is recommended in the short term.
- The Storage Tank replacement project was identified to cost \$6,325,000.
- The roof replacement proposal received by CorrTech on 6/23/2023 is \$330,570 and can be completed this year.
- The City budgeted \$154,500 for the roof replacement.
- Additionally, an estimate of \$165,000 in the AMP short-term improvements for "Hamilton Street Storage Tank Inspection and Repairs" – this includes estimated inspection costs in addition to the roof replacement that are recommended to be scheduled for the tank in the short-term timeframe.



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Timothy J. McLin
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: Timothy J. McLin, Chief of Police
Date: August 2, 2023
Subject: Monthly Report – Month of July 2023

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

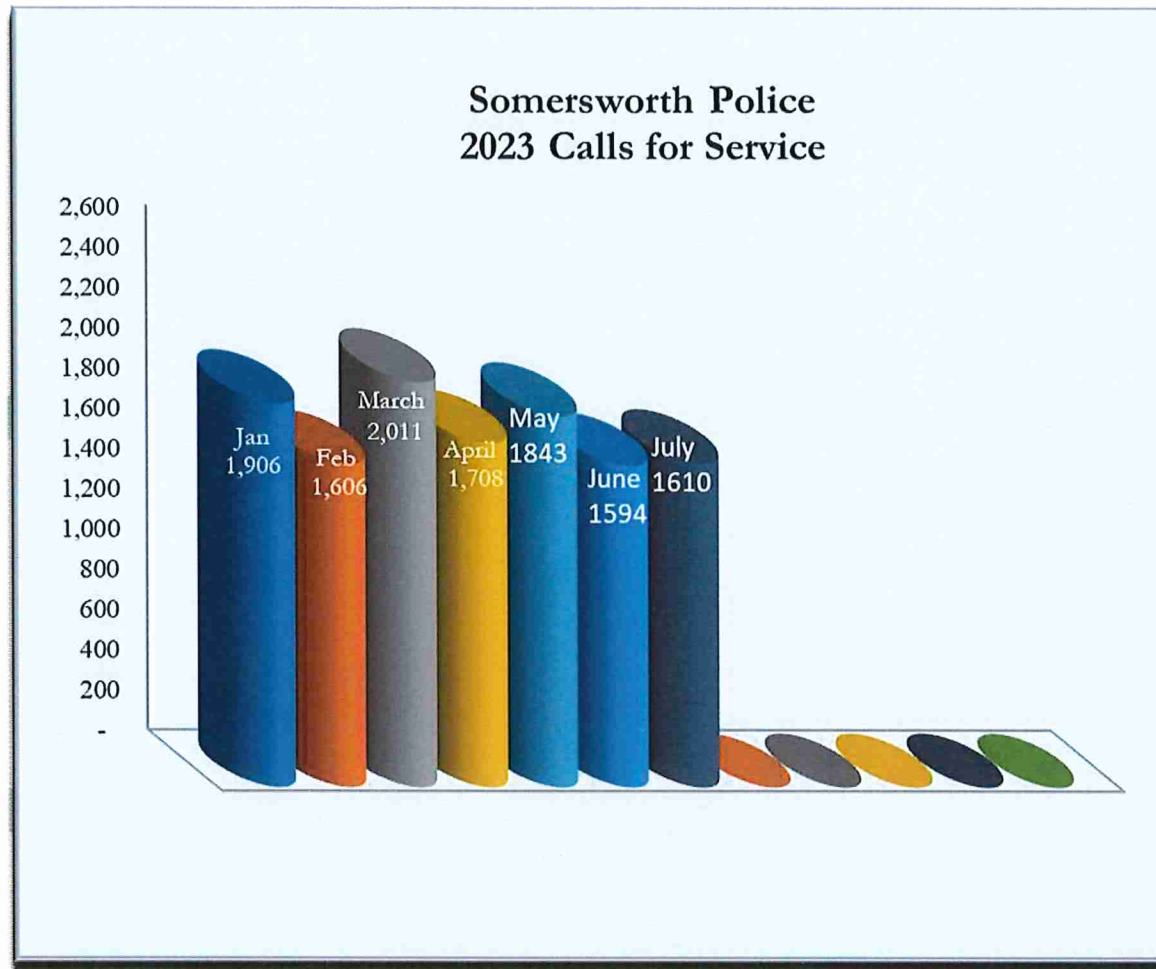
COMMUNITY POLICING:

- Officers read and played games with children at the Library on July 30th.
- The Wellness Uniforms were finally implemented on July 31st. The Police Department is very grateful for the support from the City Council and the City Manager's Office for these uniforms.

PERSONNEL/TRAINING:

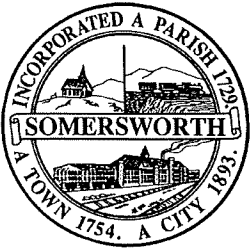
- Special Recognitions: Jake Jacques was sworn in as a full time police officer and is attending the Academy beginning July 31st, 2023 along with Aiden MacDougall who was sworn last month. Bryce Cantin successfully completed his Field Training and was awarded his collar brass signifying the completion of training. Joseph Geary was awarded the rank of Staff Sergeant. Nichole Lefebvre resigned as a Sergeant and moved onto a position as an investigator with the New Hampshire Fire Marshal's Office. We thank her for a decade of service with the Somersworth Police Department.
- Officer Training this Month: Sergeant DeFrancesco attended the FBI Command Leadership Institute. Detective Eric Chandler, Sergeant Loghan Major and Officer Meghan Tully were all certified as PT Instructors

STATISTICS:



Yearly Comparison

Month	2023	2022	2021	2020	2019
January	1,906	2,100	1,562	1,939	1,976
Feb	1,606	1,935	1,280	1,756	1,796
March	2,011	1,909	1,666	1,926	2,145
April	1,708	2,064	1,802	1,846	2,285
May	1,843	1,897	2,004	1,708	2,053
June	1,594	1,808	1,984	1,749	1,935
July	1,610	1,520	1,757	1,949	2,048
August	-	1,570	1,881	1,847	1,943
Sept	-	1,717	1,820	1,875	2,020
Oct	-	1,665	1,775	1,937	1,906
Nov	-	1,671	1,880	1,717	1,860
Dec	-	1,693	1,944	1,513	1,995
TOTAL	9,074	21,549	21,355	21,762	23,962



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Timothy J. McLin
Chief of Police

Memo To: Bob Belmore, City Manager
From: Timothy McLin, Police Chief
Date: July 26, 2023
Subject: Public Safety Committee Update

Bob:

The following are updates to provide to the Public Safety Committee:

1. Marked Police Cruisers and Unmarked Police Vehicle

- Ford has notified us that they have suspended production of 2023 Ford Explorers, and the 2024 model will be delayed until possible early next year.
- We have been trying to identify any available 2023 models on a dealership lot, so we may acquire two of them. I am in the process of verifying with Irwin Automotive as to whether they still have any on their lot.
- We have identified a 2023 Ford Bronco Sport for our unmarked vehicle purchase.

2. Taser Lease

- I received the updated quote for the new Taser lease from Axon for the CIP. The quote is for \$145,792.40 over 5 years, for a yearly payment of \$29,158.48. The prior quote was for approximately \$131,000.00 from over 1 year ago.
- The new Tasers have a dual deployment method for close and further distances and have virtual reality headset training (to include de-escalation training and a training suit). All training and replacement cartridges needed are included as well.

3. Body Cameras

- Motorola has approved the updated engineering that we had installed to comply with memory requirements.

- The training is complete and the equipment has been installed in the cruisers.
- The final preparations are being accomplished for deployment, which I am hoping will be within 2-3 weeks.

4. Radio Console Replacement

Two Way Communications has ordered the necessary equipment and parts and we are still waiting for the components to be delivered. This is the new updated equipment for our two radio consolettes in Dispatch.

5. Wellness Program

- Our wellness uniforms have all been delivered, issued, and will be deployed at the end of this week.
- Our annual wellness consultation visit program will be instituted soon with Amanda De Wildt. She is a psychotherapist from Portsmouth who will be conducting our yearly first responder wellness visits.

6. Staffing

- We currently have two officers still in our Field Training Program (that have graduated from the Police Academy).
- We have two officers attending the NH Police Academy beginning July 31st.
- Sgt. Nicole Lefebvre has accepted a position as an investigator with the NH Fire Marshall's Office and her last day will be August 8th.
- This will leave us with 5 open positions to fill.

7. Community Policing

- Our National Night Out event is August 1st, from 4 to 7 PM at Jules Bisson Park.
- We are engaging in our visits to City Parks and other areas, for our Topper Support Program, which often includes ice cream, cold drinks, and popsicles.
- We are also attending visits with the Beach Buggy Book Mobile, where officers may read books to children.



City of Somersworth

Fire Department



2 August, 2023

To: Mr. Robert Belmore, City Manager

Re: July 2023 Monthly Fire Department and Emergency Management Report

1. We have occupied and are operating from Phase II of the new Fire Station. Final paving, landscaping, and final site clean-up remain on the exterior. Some furniture remains to be delivered and Port One Architects along with Harvey Construction continue to work with us on interior finishing touches and “punch list” items.
2. Engine-5, our new Pierce Enforcer pumper officially entered front line service on Friday, 14 July. E-5 worked its first fire in the City on Friday, 21 July when a lighting strike sparked a dwelling fire on Noble St.
3. Day-to-day operations and activity continue to be very busy. In addition to the emergency response calls detailed below, fire drills, alarm and sprinkler inspections, certificate of occupancy inspections, plan reviews, permit applications, probationary firefighter training, and work around the new Fire Station fill our schedule.
4. Monthly emergency response statistics with a comparison to last year:

	July 2023	July 2022
Fire (all types)	3	13
Overpressure / Overheat (no fire)	0	0
Rescue - EMS	65	86
Hazardous Condition (no fire)	8	12
Service Call	20	14
Good Intent Call	27	18
False Alarm / False Call	21	15
Severe WX / Natural Disaster	0	0
Special Incident	0	0
Total	144	158

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

5. For the most recent reporting period of June, 2023, Stewart's Ambulance responded to 132 emergency calls in the City, transported on 80 of those calls, and had an average

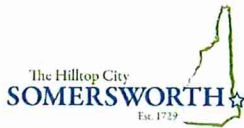
response time of four minutes and eleven seconds (04.11). A mutual aid ambulance was required to respond into the City seven (7) times during the reporting period.

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

Respectfully submitted

George D. Kramlinger

George D. Kramlinger
Fire Chief / EMD
City of Somersworth



City of Somersworth

Fire Department



25 July, 2023

To: Mr. Robert Belmore, City Manager

Re: Public Safety Committee Report for 27 July, 2023 Meeting

1. **New Fire Station Project Status:** Site work completion is delayed 2 – 3 weeks. Curbs, sidewalks, and final paving – in that order – are yet to be scheduled. All sub-contractors are behind due to the rain over the past month. The curb subcontractor has not committed to a date and the remaining major site tasks can't be accomplished until the curbs are set. We are living and operating out of Phase II with a fairly extensive punch list that we are working through. The main entrance is operational. However, the door control and intercom systems are still being worked on. Overall, the project is meeting the high design and construction standards we established at the beginning of the project.
2. **New Fire Station Ribbon Cutting:** Based on direction by the City Manager, the new Fire Station ribbon cutting ceremony is scheduled for 5:30 PM, on Monday, 7 August, 2023, prior to the scheduled City Council Meeting. I recommend using a piece of retired fire hose as the ribbon and our new battery powered cutter (placed on a table) as the scissors to cut the ribbon. The hose is long enough to accomplish as many ceremonial cuts as desired. Pieces of the hose can be offered as ceremonial mementos. Program, speakers, and list of invitees remains to be finalized. Once the ribbon cutting ceremony is complete, the plan is to move to a push-in ceremony for Engine-5.
3. **Engine-5 Update:** Engine 5 was placed in front line service early in the afternoon of 14 July, 2023. The first solo response was to a medical call on Terrascape Parkway at approximately 3:30 PM. Engine 5 pumped its first fire in the City during the early evening of Friday, 21 July, 2023 when lighting sparked a cellar fire on Noble St. Overall, the truck is meeting the high design and manufacturing standards we established at the beginning of the project and FD personnel have increased safety and operational effectiveness through an extensive training program.
4. **FY 24 CIP:**
 - a. **Fire Chief Command Vehicle:** Based on a Tahoe class vehicle, a review of state bid lists, the need for graphics, radios, a command box, and associated equipment, the current estimated cost is \$73,000. Once additional research is conducted, a request for bid will be accomplished and submitted for approval.
 - b. **Self-Contained Breathing Apparatus (SCBA):** Research and demonstrations to facilitate the development of a specifications and a request for bid are yet to be completed but will be done so as soon as time and conditions permit. A key component of our assessment will include an evaluation/comparison of a 45-minute cylinder vs the currently used 30-minute cylinder.

5. Day-to-day operations and activity continue to be very busy. In addition to the emergency response activity detailed below, fire drills, alarm and sprinkler inspections, certificate of occupancy inspections, plan reviews, processing permit applications, probationary firefighter training, Engine-5 upfit, and new Fire Station move-in fill the schedule.
6. June 2023 emergency response statistics with a comparison to last year:

	June 2023	June 2022
Fire (all types)	6	8
Overpressure / Overheat (no fire)	0	0
Rescue - EMS	56	68
Hazardous Condition (no fire)	5	7
Service Call	20	17
Good Intent Call	20	11
False Alarm / False Call	11	11
Severe WX / Natural Disaster	0	0
Special Incident	1	0
Total	119	122

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

7. For the most recent reporting period of June, 2023, Stewart's Ambulance responded to 132 emergency calls in the City, transported on 80 of those calls, and had an average response time of four minutes and eleven seconds (04.11). A mutual aid ambulance was required to respond into the City seven (7) times during the reporting period.

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

Respectfully submitted

George D. Kramlinger

George D. Kramlinger
Fire Chief / EMD
City of Somersworth

STRAFFORD

Regional Planning Commission

July 8, 2023

Robert Belmore, City Manager
Somersworth City Hall
1 Government Way
Somersworth, NH 03878

Dear Mr. Belmore,

The Strafford Metropolitan Planning Organization (SMPO) is responsible for transportation planning for the region. The MPO is comprised of the Policy Committee and the Technical Advisory Committee (TAC). Each of the eighteen communities is a member of the MPO through their association with Strafford Regional Planning Commission (SRPC).

The TAC is typically comprised of municipal staff representatives, or other individuals involved in day-to-day transportation decisions. They provide leadership and make recommendations to the SMPO Policy Committee. The Policy Committee is comprised of all SRPC Commissioners and other transportation and transit providers and agencies in the State and region.

Members will be appointed for two years, in this case, Fiscal Years 2024 and 2025. The TAC meets at 9 a.m. on the first Friday of every month to give and receive input on regional transportation issues and is a critical component in the decision-making process for the MPO. Our records indicate that the terms of your current appointees expired on June 30, 2023:

CURRENT APPOINTEE:

Michelle Mears: term expired 6/30/2023

ALTERNATE:

Michael Bobinsky: term expired 6/30/2023

Please use the attached appointment form and return once completed to Megan Taylor-Fetter (mtaylorfetter@strafford.org), Strafford Regional Planning Commission, 150 Wakefield Street, Suite 12, Rochester, NH 03867. If you have any questions, please do not hesitate to contact me.

Sincerely,



Jennifer Czysz AICP
Executive Director

cc: Michelle Mears, Michael Bobinsky

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover | Durham | Farmington | Lee | Madbury | Middleton | Milton | New Durham
Newmarket | Northwood | Nottingham | Rochester | Rollinsford | Somersworth | Strafford | Wakefield



The Community Food Pantry, Inc.

176 West High Street
P.O. Box 228
Somersworth, NH 03878-0228
Tel.: (603) 692-2907

29 July 2023

City of Somersworth
1 Government Way
Somersworth, NH 03878

To the City of Somersworth

This letter is to express the sincere appreciation of the Community Food Pantry Inc. for your annual donation totaling \$2,500.00 received during the last six weeks. Your donations are greatly appreciated and will help to purchase food to provide many needy families nutritious meals.

During the first six months of 2023 the pantry had a total of 2,440 family visits for an average of 407 visits per month. This included 4,900 individuals. With the increased cost of food, housing, clothing, etc., the reductions in food stamps, and the ending of pandemic assistance, these numbers are expected to continue increasing over the coming months. The inflation in the country is having an impact on the pantry with increased family visits as we are serving families from any town once a week if needed. During the first six months of 2023, the Community Food Pantry expended a total of \$34,094.00 to purchase food for distribution to those in need. This is more than the \$25,5843.00 spent during the first six months of 2022 on food. In addition, the pantry receives no cost food from both New Hampshire and Maine U.S.D.A. under the TEFAP Program and some of the area grocery stores. It is generous donations such as yours that help the pantry continue to provide food to those less fortunate.

In accordance with IRS regulations, this letter will serve to acknowledge your gift. We also attest that you received no material benefit for your contribution. Please retain this letter with your personal tax records.

If you would like to have a tour of the pantry I would be happy to show you around. I can be reached by email at Communityfoodpantry@comcast.net or on my cell phone at 207-475-4518.

Thank you for choosing the Community Food Pantry for your donations and for your generosity. I hope you will continue to support the pantry in the future.

Sincerely,



Patricia Vachon
Executive Director

The Community Food Pantry, Inc. is registered with the Internal Revenue Service as an approved 501(c)(3) non-profit organization (EIN 02-0476902).

MITCHELL MUNICIPAL GROUP, P.A.

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25 BEACON STREET EAST
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www.mitchellmunicipalgroup.com

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LAURA A. SPECTOR-MORGAN
JOSEPH H. DRISCOLL, IV
NAOMI N. BUTTERFIELD – OF COUNSEL

TELEPHONE (603) 524-3885

August 1, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 4-24

Title: **PROCLAMATION REAFFIRMING THE CITY OF SOMERSWORTH'S
COMMITMENT FOR INCLUSIVENESS AND DIVERSITY**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 8/1/23

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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August 1, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 5-24

Title: **TO AUTHORIZE THE CITY MANAGER TO ORDER TWO SUV STYLE POLICE CRUISERS AND ONE UNMARKED 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 resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 8/1/23

By: 

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August 1, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 6-24

Title: **TO AUTHORIZE THE CITY MANAGER TO ORDER ONE FRONT-END LOADER
AND ACCESSORY EQUIPMENT 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 resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 8/1/23

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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August 1, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 7-24

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

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 8/1/23

By: 

-MITCHELL MUNICIPAL GROUP, P.A.

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TELEPHONE (603) 524-3885

August 2, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 8-24

Title: **TO AUTHORIZE THE CITY MANAGER TO ORDER ONE FIRE COMMAND
VEHICLE AND ACCESSORY EQUIPMENT 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 resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 8/2/23

By: 