

Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager
DATE: Friday, December 9, 2022
SUBJECT: City Manager's Report for Monday, December 12, 2022 City Council Meeting

Lay on the Table (under Section 14 of Agenda)

Other

- A. **Vote to Approve Issuing a Request for Qualifications (RFQ) for the Purchase and Development of the National Guard Readiness Property for Residential Use (requested by the National Guard Building Reuse Commission).** The thought now is to meet after the Holidays to discuss the reuse of the National Guard Readiness Property and other City owned properties at a goal setting session.

Unfinished Business (under Section 15 of Agenda)

Ordinances

- A. **Ordinance No. 7-23: City Council Meeting Schedule for 2023.** Again, Mayor Dana S. Hilliard has proposed the following 2023 City Council meeting calendar dates.
- B. **Ordinance No. 8-23: To Amend Chapter 19 - Zoning, Table of Uses 4.A.1, Footnote 2.** Again, the Planning Board voted to recommend this change to the full Council at their October 19th meeting. This recommendation originated at the Zoning Board of Adjustment level.

Resolutions

- A. **Resolution No. 18-23: To Authorize the City Manager to Enter into an Amended Agreement with the State of New Hampshire Division of Historical Resources and to Accept an Additional Moose Plate Program Grant Award.** Again, this Grant is for the repair and replacement of the well house roof in the Forest Glade Cemetery. Since bids came in over the original estimate, staff submitted for additional funding so that we could move forward with this project supported by this Moose Plate supplemental Grant award.

New Business (under Section 16 of Agenda)

Ordinances

- A. **Ordinance No. 9-23: Supplemental Appropriation to Replace the School Zone Warning Lights on Maple Street and High Street.** The Public Works & Environment Committee met on November 10th and the Finance Committee met on November 29th and both Committees voted to recommend replacing the School Zone Warning Lights. As required by City Charter, a Public Hearing should be scheduled for the next regular meeting on Monday, January 9, 2023.

Resolutions

- A. **Resolution No. 20-23: To Authorize the City Manager to Prepare Bid Specifications for Crack Sealing of Selected Streets.** The Public Works & Environment Committee met on November 10th and voted to recommend the crack sealing of these selected streets. Attached is a copy of a Staff Memorandum provided to the Committee.
- B. **Resolution No. 21-23: To Authorize the City Manager to Accept the New Hampshire Department of Environmental Services Cybersecurity Implementation Grant.** The Finance Committee met on November 29th and voted to recommend accepting this Grant. Attached are copies of the Grant awards notification and an excerpt from the Grant Agreement documents.
- C. **Resolution No. 22-23: Proclamation Declaring January Diversity Month in the City of Somersworth.** City Council should consider waiving Council Rules to act on this Resolution this evening. Attached is a copy of the City Ordinance, Section 6.7.3 of Ch. 6, regarding this annual Action Item.
- D. **Resolution No. 23-23: To Authorize the City to Use Funding from the Municipal and Transportation Fund to Replace the School Zone Warning Lights on Maple Street and High Street.** The Public Works & Environment Committee met on November 10th and the Finance Committee met on November 29th and both Committees voted to recommend replacing the School Zone Warning Lights based on the SUR proposal. Attached is a copy of the SUR proposal.

Other

- A. **Vote to Authorize the Sale of City Surplus Property-per Administrative Code, Chapter 29, Section 8.5, Disposal of City Property: Vehicles (2).** Attached is a copy of this Section of the City Ordinance as well as information pertaining to the vehicles and equipment to be sold on GovDeals. The equipment includes one (1) police unmarked truck and one (1) water division box truck. Please note: The School Department is considering acceptance of the Water Division Box Truck as a transfer from the Water Division to the School Department.
- B. **To Authorize the City Manager to Sign a Temporary Access Permit with Eversource for access onto Property Located at 100 Hide-Away Place (the Oaks Golf Course property).** Attached are copies of the Temporary Access Permit that I would sign along with the Lessee.

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

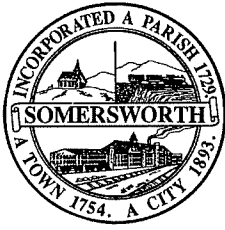
Informational Items

- A. **CIP Fiscal Year 2024-2029.** In accordance with the City Charter, I hereby submit my proposed Capital Improvement Program for City Council consideration. I look forward to Council's direction for future review and discussion opportunities. We have added the FY 23/28 CIP to your google drive and also a hard bound copy is in your mailbox here at City Hall.
- B. **2022 Tax Rate.** Attached is a copy of the Tax Rate analysis provided by Finance Director Scott Smith. (as previously sent to you via email)
- C. **NH DES Drinking Water Program Grant Funding.** The Public Works & Environment Committee met on November 10th and the Finance Committee met on November 29th. Both Committees voted to support an application to the following two programs:
 - Asset Management
 - Energy Audit

Attach is a Memorandum from City Engineer Amber Hall that provides more information on these Grant opportunities. Staff has been informed that the deadline for these two programs is December 9th, therefore, I have authorized the City's application in order to meet this deadline. If awarded, I will be asking Council's authorization to accept the Grants and to move the Programs forward through appropriate Resolutions.

Attachments

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



City of Somersworth – Ordinance

Ordinance No: 7-23

CITY COUNCIL MEETING SCHEDULE FOR 2023

November 14, 2022

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT, in accordance with Chapter 3.7 of the City Charter which provides that the City Council's "regular meetings shall be held on the first and third Monday of the month at 7:00 p.m. unless otherwise designated by Ordinance..." and Chapter 6, City Officials, Section 6.8.2 of the City Ordinances which also provides that the "City Council shall meet in regular session on the first and third Mondays of each month at 7:00 p.m., unless otherwise agreed on by a majority of the members of the Council" that the City Council Meeting schedule for 2023 shall be as follows:

- Monday, January 9th and Monday, January 23rd
- Monday, February 6th and Tuesday, February 21st
- Monday, March 6th and Monday March 20th
- Monday, April 3rd and Monday, April 17th
- Monday, May 1st and Monday, May 15th
- Monday, June 5th and Tuesday, June 20th
- Monday, July 10th
- Monday, August 7th
- Tuesday, September 5th and Monday September 18th
- Monday, October 9th and Monday, October 23rd
- Monday, November 13th
- Monday, December 11th

This Ordinance shall take effect upon passage.

Authorization

Sponsored by:
Mayor Dana S. Hilliard

Approved:
City Attorney

City of Somersworth – Ordinance 7-23

History

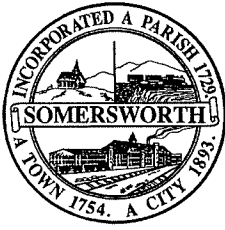
First Read Date:	11/14/2022	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

11/14/2022

Ordinance 7-23 will remain in first reading until the call of the Chair.

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 / / Ordinance 7-23		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 8-23

TO AMEND CHAPTER 19 – ZONING, TABLE OF USES 4.A.1, FOOTNOTE #2

November 14, 2022

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

Amend Table of Uses – Table 4.A.1, Footnote # 2, New residential use is not allowed at the street level.

By adding the following:

Except within the Business District area starting at the intersection of Fayette Street and Main Street continuing along the length of the Business District until the Rollinsford Town line, this includes both sides of Main Street within the (B) District.

Note: The Planning Board made a motion to recommend to City Council to adjust the zoning ordinance as presented.

This Ordinance shall take effect upon passage.

Authorization

Sponsored by Councilor:

David A. Witham

Approved:

City Attorney

City of Somersworth – Ordinance 8-23

History

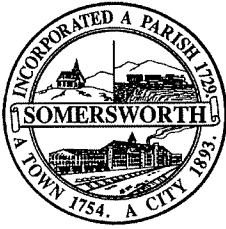
First Read Date:		Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

11/14/2022

Ordinance 8-23 will remain in first reading until the call of the Chair. Public Hearing scheduled for next City Council meeting.

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 / / Ordinance 8-23		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **18-23**

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AMENDED AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES AND TO ACCEPT AN ADDITIONAL MOOSE PLATE PROGRAM GRANT AWARD

November 14, 2022

WHEREAS, the City Council adopted Resolution No. 12-22 on October 25, 2021 authorizing the City Manager to accept a Moose Plate Program Grant from the New Hampshire Division of Historical Resources in the amount of \$10,000 (Ten Thousand Dollars), to be used for replacing the Italianate Well House Roof at Forest Glade Cemetery, requiring no local matching funds, and

WHEREAS, City Staff solicited bids from qualified contractors for the project, and

WHEREAS, the project bids received were in excess of the \$10,000 (Ten Thousand Dollar) grant amount awarded to the City from the New Hampshire Moose Plate Grant Program, and

WHEREAS, City Staff applied for additional funds to complete the restoration and received notification the City was awarded an additional grant in the amount of \$15,000 (Fifteen Thousand Dollars) for a total project award of \$25,000 (Twenty-Five Thousand Dollars),

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into an agreement with the New Hampshire Division of Historical Resources for an additional Moose Plate Program Grant, and to execute any documents and agreements necessary for the grant's execution, and take any and all other such actions relative to this grant project's completion determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Nancie Cameron
Richard Michaud
Donald Austin
Martin Pepin
Kenneth Vincent

Approved:

City Attorney

City of Somersworth – Resolution 18-23

History

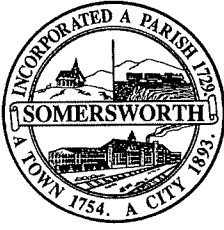
First Read Date:		Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

11/14/2022

Resolution 18-23 will remain in first reading until the call of the Chair.

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	XX/XX/22	Resolution 18-23	PASSED FAILED



City of Somersworth – Ordinance

Ordinance No: 9-23

SUPPLEMENTAL APPROPRIATION TO REPLACE THE SCHOOL ZONE WARNING LIGHTS ON MAPLE STREET AND HIGH STREET

December 12, 2022

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

The annual budget for the City of Somersworth for Fiscal Year 22-23 is amended as follows:

Appropriate \$40,000 (Forty Thousand dollars) from the Municipal and Transportation Fund to the Capital Outlay Budget as follows;

Original Budget	Amendment	Revised Budget
\$ 167,459	\$ 40,000	\$ 207,459

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Kristen LaPanne
City Clerk

Background:

This ordinance appropriates funding from the Municipal and Transportation Fund for the replacement of School Zone Warning lights on Maple Street and High Street.

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

This Ordinance shall take effect upon passage.

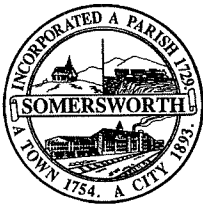
Authorization

Sponsored by Councilor:

David A. Witham
Donald Austin
Matthew Gerding
Richard R. Michaud

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 20-23

TO AUTHORIZE THE CITY MANAGER TO PREPARE BID SPECIFICATIONS FOR CRACK SEALING OF SELECTED STREETS

December 12, 2022

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

WHEREAS the City has prioritized street repair using the BETA Pavement Condition Assessment Program, and

WHEREAS the Public Works and Environment Committee reviewed staff recommended streets to be included for crack sealing preventative maintenance, and now, therefore, supports the following:

Maple Street (Backwater Road to Linden Street)
Hillside Street (Winter Street to Maple Street)
Washington Street (High Street to Main Street)
Kilda Street (Route 108 to Cecile Street)
Cecile Street (Blackwater Road to Kilda Street)
Blackwater Road (Dover Line to High Street)
Salmon Falls Road (Eddy Bridge to Rochester Line)
High Street (section between Stackpole Road and Commercial Drive)

NOW, THEREFORE, BE IT RESOLVED THAT BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to prepare bid specifications and solicit bids from qualified contractors for crack sealing of the aforementioned streets and take any other actions relative to this project determined to be in the best interest of the City.

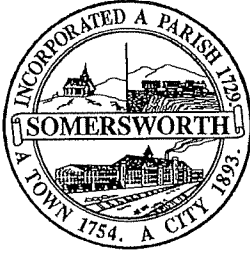
Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin
Kenneth S. Vincent

Approved:

City Attorney



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

Date: 11/3/2022

To: Bob Belmore, City Manager; Scott Smith, Deputy City Manager/Director of Finance; Michael Bobinsky, Director of Public Works & Utilities

Subject: FY2023 Crack Sealing

The Department of Public Works and Utilities reviewed the City streets for condition and age and compared with the condition ratings on our BETA Pavement Condition Assessment program. Crack sealing provides longevity to roadways and pavement condition. This is a best practice for road maintenance in conjunction with our road resurfacing program. The Department prepared a list of recommended streets for crack sealing for FY2023. The table below indicates street name, length, RSR rating, and approximate years since resurfacing.

Street Name	Length (feet)	RSR Rating	Years since Resurfaced	Estimated Cost*
Maple St (Backwater Rd to Linden St)	9,853	90	5	\$16,600
Hillside St (Winter St to Maple St)	451	88	5	\$800
Washington St (High St to Main St)	1,424	93	4	\$2,400
Kilda St (Route 108 to Cecile St)	800	68	21	\$1,400
Cecile St (Blackwater Rd to Kilda St)	268	66	21	\$600
Blackwater Rd (Dover Line to High St)	11,576	89	5	\$19,600
Salmon Falls Rd (Eddy bridge to Rochester Line)	5,294	93	4	\$9,000
			Total Cost	\$50,400

*Estimated costs are based on pricing from 2021 bids at \$0.85/linear foot.



City of Somersworth – Resolution

Resolution No: 21-23

TO AUTHORIZE THE CITY MANAGER TO ACCEPT THE NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES CYBERSECURITY IMPLEMENTATION GRANT

December 12, 2022

WHEREAS the City contracted with ATOM Group to conduct a Cybersecurity Audit at the City's Water and Wastewater Treatment Facilities and the City was provided a list of recommendations to increase security, titled "SCADA Testing Results"; and

WHEREAS the City of Somersworth applied for an American Rescue Plan Act (ARPA) Cybersecurity Implementation Grant Program through the New Hampshire Department of Environmental Services to address the list of recommendations provided in the City's cybersecurity assessment; and

WHEREAS the City of Somersworth has been notified that they have been awarded a Grant, with no local match required, in the amount of \$41,966 (Forty-One Thousand Nine Hundred Sixty-Six Dollars) to implement the recommendations identified in the City's cybersecurity assessment at the City's Water and Wastewater Treatment Facilities; and

WHEREAS the Finance Committee reviewed this Grant award with City staff at their November 29, 2022 meeting and recommends acceptance of the Grant;

NOW, THEREFORE, BE IT RESOLVED THAT BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to accept the New Hampshire Department of Environmental Services Cybersecurity Implementation Grant and take any other actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Matthew Gerding
Richard R. Michaud

Approved:

City Attorney



The State of New Hampshire
Department of Environmental Services

Robert R. Scott, Commissioner



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

November 10, 2022
 VIA EMAIL

Subject: American Rescue Plan Act (ARPA)
 Cybersecurity Implementation Grant: # CYB-ARPA-005
 City of Somersworth (PWS # 2151010 & NPDES # NH0100277)

Dear Mr. Belmore,

Thank you for submitting an application to the American Rescue Plan Act Cybersecurity Implementation Grant Program. The New Hampshire Department of Environmental Services (NHDES) intends to award a **grant in the amount of \$41,966** to the City of Somersworth for a cybersecurity implementation project.

To award the grant funds, a grant agreement must be approved by Governor and Executive Council. Please review the attached grant agreement documents carefully and if everything is acceptable, please complete the documents as follows:

1. Print the attached Grant Agreement and have the authorized representative sign page 1 and initial and date pages 2 and 3.
2. Print the attached Exhibits A-C and have the authorized representative initial and date the bottom of each page.
3. Submit an original [Certificate of Vote](#) signed and notarized.
4. Submit a current certificate of insurance, including proof of Workers' Compensation, in compliance with our coverage requirements as outlined in the Grant Agreement. The Certificate Holder should be "State of New Hampshire, Department of Environmental Services, 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095."

Please return **single-sided hard copy versions** of the completed documents to:

NH Department of Environmental Services
 Attn: Jennifer Brady, Wastewater Engineering Bureau
 29 Hazen Dr, PO Box 95
 Concord, NH 03302-0095

Once the required paperwork is returned, NHDES will submit the funding package to Governor and Council for approval. Please note that any work funded by the grant cannot be completed until after it has been approved by Governor and Council.

Funding recipients must follow procurement requirements which are further detailed in the grant agreement, **EXHIBIT A SPECIAL PROVISIONS**. Recipients are responsible for ensuring that any procurement using State and Local Fiscal Recovery Funds (SLFRF), or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320.

Please contact me if you have any questions about the grant agreement.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Brady". The signature is fluid and cursive, with the first name "Jennifer" and last name "Brady" clearly distinguishable.

Jennifer Brady
NHDES Cybersecurity Grant Program Coordinator
Wastewater Engineering Bureau
(603) 271-0734
Jennifer.E.Brady@des.nh.gov

Cc: Stephanie Nistico, NHDES

Attachments: Grant Agreement
Exhibits A-C

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name Department of Environmental Services		1.2. State Agency Address 29 Hazen Drive, P.O. Box 95 Concord, NH 03302-0095	
1.3. Grantee Name City of Somersworth		1.4. Grantee Address City Hall, 1 Government Way, Somersworth, NH 03878	
1.5 Grantee Phone # 603-692-9504	1.6. Account Number 03-44-44-440010-2476-072	1.7. Completion Date 6/1/2024	1.8. Grant Limitation \$ 41,966
1.9. Grant Officer for State Agency Jennifer Brady		1.10. State Agency Telephone Number 603-271-0734	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1		1.12. Name & Title of Grantee Signor 1 Robert M. Belmore, City Manager	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s)		1.14. Name & Title of State Agency Signor(s) Robert R. Scott, Commissioner Department of Environmental Services	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By:		Assistant Attorney General, On: / /	
1.16. Approval by Governor and Council (if applicable)			
By:		On: / /	

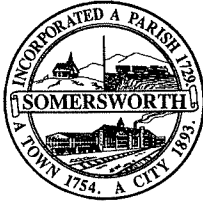
2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

EXHIBIT B
SCOPE OF SERVICES

The City of Somersworth will use the American Rescue Plan Act (ARPA) Cybersecurity grant funding to implement the following cybersecurity improvements identified in the City's cybersecurity assessment, titled "SCADA Testing Results" at the Somersworth Water and Wastewater Treatment Facilities. Potential cybersecurity vulnerabilities were found in the assessment that should be corrected to mitigate the impacts of a cyberattack.

Task Description	Grant Amount
Installation/upgrade of hardware, software and/or configuration changes	\$41,966
Total	\$41,966

Grantee Initials _____
Date _____



City of Somersworth – Resolution

Resolution No: 22-23

PROCLAMATION DECLARING JANUARY DIVERSITY MONTH IN THE CITY OF SOMERSWORTH

December 12, 2022

WHEREAS, January 15, 2023 will mark the 94th birthday of the Rev. Martin Luther King, Jr.; and

WHEREAS, the “dream” of equal treatment, is the foundation of human rights and democratic values; and

WHEREAS, our Nation has worked towards the goal of fulfillment of this commitment for over 245 years; and

WHEREAS, the City of Somersworth has become a model of a Community which embraces and promotes its diversity; and

WHEREAS, the City of Somersworth is committed to the values of equality and liberty stated in the Declaration of Independence, United States Constitution, New Hampshire State Constitution and City Charter; and

WHEREAS, the Rev. Martin Luther King, Jr. reminded us that freedom, liberty and equality must be protected for all citizens and that “from the prodigious hilltops of New Hampshire, let freedom ring.”

NOW, THEREFORE, BE IT RESOLVED THAT the City of Somersworth encourages all residents, including community groups, schools and institutions to continue to work toward fulfilling Dr. King’s dream of the elimination of all barriers to the fulfillment of equal opportunities and human rights; and

The City of Somersworth calls upon all citizens to reflect during this month on the message of Rev. Martin Luther King, Jr. and commit themselves throughout the year to join the fight for the elimination of all forms of discrimination and disadvantage and to ensure that everyone has the right to live in conditions of dignity, respect and peace; and

The Somersworth Mayor and City Council hereby declare that January, 2023 be Diversity and Equality Month in the City of Somersworth and that the City of Somersworth along with all of its citizens hereby recommits itself to the fulfillment of Rev. Martin Luther King, Jr.’s “Dream.”

Authorization

Sponsored by:

Mayor Dana S. Hilliard

Councilors:

David A. Witham

Donald Austin

Richard R. Michaud

Nancie Cameron

Kenneth S. Vincent

Martin Pepin

Robert Gibson

Matthew Gerding

Denis Messier

Approved:

City Attorney

Section 6.7.1 Each member of the City Council of the City of Somersworth shall receive an annual salary of \$1053 for attendance at all regular meetings of the City Council. All compensation shall be part of the Annual Budget Ordinance adoption.

(Section 6.7.1 amended 07/14/2008)

(Section 6.7.1 amended 07/13/2009)

(Section 6.7.1 amended 11/5/2013 by Referendum)

Section 6.7.2 City Council Meetings. The Council shall meet in regular session on the first and third Mondays of each month at 7:00 p.m., unless otherwise agreed on by a majority of the members of the Council. When Monday is a holiday, the regular meeting shall be held on Tuesday following at the same hour, unless otherwise agreed by a majority of the members of the Council. The place of the meeting shall be the Council Chambers at City Hall unless otherwise agreed by a majority of the members of the Council.
(Passed 12/14/2009.)

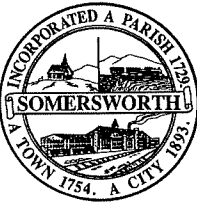
Section 6.7.3 Declaring January Diversity Month. Each year the Mayor and City Council shall introduce at the first meeting in December a Resolution that declares January as Diversity Month in the City of Somersworth. Said Resolution shall proclaim the Community's renewed commitment in embracing diversity and equality as espoused by the values and human rights doctrines of Rev. Martin Luther King, Jr. and as articulated in the Declaration of Independence, the United States Constitution, New Hampshire Constitution and our own City Charter. (Added 01/22/2019)

Section 6.8 City Accolades. The naming of City facilities, fields, parks or entity is an honor which is to be bestowed upon citizens who contributed to the progression of our community through countless hours and years of self-sacrifice and dedication for the greater good.

The naming of such facilities, fields, parks or any other entity of the City Government is to fit the historical intent and honor of the community as a whole and the passage of time assists with evaluating our past efforts.

Except under extraordinary circumstances:

- A. No City facility, field, park or entity shall be named after any current city or school employee until three years after their employment from said service.
- B. No City facility, field, park or entity shall be named after any citizen who currently holds local, state or federal office, unless the elected official has died in office or until three years after leaving office.
- C. No City facility, field, park or entity shall be named after any citizen who was not an employee of the city, school district or who did not hold local, state or federal office unless such said citizen has been recognized for exceptional service to the community.



City of Somersworth – Resolution

Resolution No: 23-23

TO AUTHORIZE THE CITY TO USE FUNDING FROM THE MUNICIPAL AND TRANSPORTATION FUND TO REPLACE THE SCHOOL ZONE WARNING LIGHTS ON MAPLE STREET AND HIGH STREET

December 12, 2022

WHEREAS, the School Zone Warning lights on Maple Street and High Street are aged and in poor condition; and

WHEREAS, City Staff solicited quotes to replace the School Zone Warning lights with modern equipment utilizing present day standards and powered using solar technology; and

WHEREAS, City Staff recommends contracting with S.U.R. Construction of Rochester, NH to replace the School Zone Warning lights utilizing software that is consistent with the other school zones in the City; and

WHEREAS, the Public Works and Environment Committee reviewed this recommendation with City Staff and supports contracting with S.U.R. Construction; and

WHEREAS, the Finance Committee reviewed this recommendation with City Staff and supports contracting with S.U.R. Construction for an amount not to exceed \$40,000 (Forty Thousand dollars); and

WHEREAS, the Finance Committee recommends utilizing the Municipal and Transportation Fund for this project; and

WHEREAS, the City Council is designated as agents to expend these funds;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City may utilize an amount not to exceed \$40,000 (Forty Thousand dollars) from the Municipal and Transportation Fund to replace the School Warning lights on Maple Street and High Street.

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

**S·U·R**

233 Chestnut Hill Road
 Rochester, NH, USA 03867
 603-332-4554
 Main Fax: 603-332-0351

To:	City Of Somersworth	Contact:	Gerry Vachon
Address:	One Government Way Somersworth, NH 03878	Phone:	603-692-4266
		Fax:	
Project Name:	Somersworth - School Zone Flashing Lights	Bid Number:	
Project Location:	Maple St And High St, Somersworth, NH	Bid Date:	11/4/2022

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	CAT 318 EXCAVATOR	16.00	HR	\$175.00	\$2,800.00
2	FOREMAN	32.00	HR	\$100.00	\$3,200.00
3	LABORER	32.00	HR	\$50.00	\$1,600.00
4	TRI-AXLE	20.00	HR	\$90.00	\$1,800.00
5	LIFT RENTAL	1.00	WK	\$1,000.00	\$1,000.00
6	CRUSHED STONE	15.00	CY	\$25.00	\$375.00
7	SAND	15.00	CY	\$12.00	\$180.00
8	CAST IN PLACE CONCRETE BASE	4.00	EACH	\$500.00	\$2,000.00
9	SOLAR FLASHING BEACON	4.00	EACH	\$4,700.00	\$18,800.00
10	TRENCH PATCH	10.00	TON	\$150.00	\$1,500.00
11	FLAGGING	32.00	HR	\$60.00	\$1,920.00

Total Bid Price: \$35,175.00

Notes:

- Proposal is for Furnishing and Installing (2) TAPCO Solar Flashing School Zone Signs on Maple St and (2) on High Street.
- TAPCO Solar Flashing School Zone Signs to Match Units Installed on Cemetery Road.
- Removal/Disposal of Existing Flashing School Zone Signs, Poles, and Electrical are Not Included.
- Removing & Resetting Curb for Base Installation is Not Included.
- Proposal Assumes School Zone Flashing Beacons will be Located a Safe Distance from Overhead Utility Lines.

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>S.U.R. Construction, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Jason DeWildt, PE/ Scott Bonneau</p>
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MEMORANDUM from Director Public Works & Utilities

Date: November 28, 2022

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: Request for Surplus Vehicles to be sold on GovDeals

Vehicle Description

Unit # 903 Water Distribution Truck- 2010 Chevy Box Truck

VIN # 1GB9G5AG9A112936

Mileage: 59,601



Police unmarked vehicle

2008 Chevy 1500 4x4 pick up

VIN # 2GCEK190381191518

Mileage 116,693



authorized or receipts. Petty cash shall be replenished by check upon submission of receipts and supporting documentation on form(s) to be prescribed by the Finance Department.

29.8.4.6 Cooperative Purchasing

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

29.8.5 Disposal of City Property

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

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

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

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

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

(Amended 05/03/2010.)

29.8.5.1 Disposal of City's Natural Resources

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

(Passed 03/29/1988.)



TEMPORARY ACCESS PERMIT

City of Somersworth, a municipal corporation under the laws of the State of New Hampshire, with a primary address of One Government Way, Somersworth, New Hampshire 03878 (Owner"), for the agreements set forth below and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby permit and license Public Service Company of New Hampshire, a New Hampshire corporation doing business as Eversource Energy, having its primary office at 780 North Commercial Street in Manchester, NH ("PSNH"), the right, privilege and authority for PSNH, its agents, employees and contractors, to pass and repass with vehicles and equipment over and across a strip of land of varied width (the "Temporary Access Area"), as shown on an aerial image entitled "Exhibit A." Said Temporary Access Area being a portion of our property located at 100 Hide-Away Place, Somersworth, NH described in a deed recorded in Book 1709, Page 255 of the Strafford County Registry of Deeds, subject to the following terms and conditions.

PSNH shall have the right to cut and remove trees, brush, rocks, and other obstructions within the Temporary Access Area and to fill depressions or roughly grade the surface of the Temporary Access Area for the purpose of exercising the rights herein. If the Temporary Access Area is disturbed or damaged due to the Project's construction activity, PSNH agrees to restore said Temporary Access Area to a condition substantially the same as that which existed prior to said construction and no additional compensation to Owner shall be required for disturbance or damage to the Temporary Access Area. Restoration shall include final grading and driveway repaving where necessary.

This Temporary Access Permit will begin on the date hereof and shall terminate on June 1, 2023. It is understood by both parties that no electric distribution facilities shall be constructed within the Temporary Access Area.

Additional Considerations:

City of Somersworth

By: _____

(Witness)

Signature: _____

Dated _____, 2022

Title (Duly Authorized): _____

Lessee, Hideout Golf, Inc.

By: _____

(Witness)

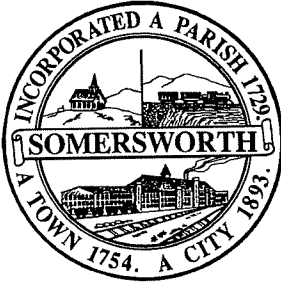
Signature:

Dated _____, 2022

Title (Duly Authorized):

Exhibit A

The Temporary Access Area, as referenced in this Temporary Access Permit, consists of a variable width strip of land, centered on an existing roadway, its approximate location is shown as a purple line in the above image, leading to and from Hide-Away Place, and the PSNH Distribution Right-of-Way.



MEMORANDUM

To: Bob Belmore, City Manager
From: Scott Smith, Director of Finance and Administration
Date: December 2, 2022

Re: Tax Rate

We received official notification from the Department of Revenue Administration today on the City's 2022 tax rate. The State of New Hampshire has set the City's tax rate at \$28.09.

The comparison to the 2021 tax rate breaks down as follows:

	<u>2022 Tax Rate</u>	<u>2021 Tax Rate</u>	<u>Increase/(Decrease)</u>
City	8.55	8.62	(.07)
Local School	15.65	14.58	1.07
State School	1.35	1.81	(.46)
County	<u>2.54</u>	<u>2.52</u>	<u>.02</u>
Totals	28.09	27.53	.56

The actual tax rate is less than our estimated tax rate at the time the budget was adopted due to the following:

- The City's Net Assessed Valuation is \$17,000,000 more than used to estimate the tax rate.
- Meals and Rooms distribution is \$176,000 more than anticipated.
- The State reimbursed a portion of the prior year's Group II Retirement payments, in the amount of \$76,393.

I anticipate tax bills to be mailed mid-week next week.

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



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

Date: 11/7/2022

To: Bob Belmore, City Manager; Scott Smith, Deputy City Manager/Finance Director; Michael Bobinsky, Director of Public Works & Utilities

Subject: NHDES Drinking Water Program Funding Opportunities

There are 4 different grant/funding opportunities through the NH Department of Environmental Services Drinking Water Groundwater Bureau. They are summarized below:

Lead Service Line Inventory - The new Lead Copper Rule Revision (LCRR) under the U.S. Environmental Protection Agency (USEPA) requires community water systems and non-transient, non-community water systems, to develop and submit to NHDES an inventory of service lines within the water system's distribution system by October 16, 2024. The purpose of the inventory is to identify the location, material, and other pertinent information of service lines and ultimately create a replacement plan for all lead service lines and galvanized service lines downstream of lead pipe, also known as "galvanized requiring replacement," within public water distribution systems nationwide.

1. There is no deadline for the submittal, however the inventory and replacement plan are due October 16, 2024.
2. Maximum grant of \$50,000, no community match required.

Asset Management - A grant to assist communities in developing an asset management program. The goals of the Drinking Water Asset Management Program include:

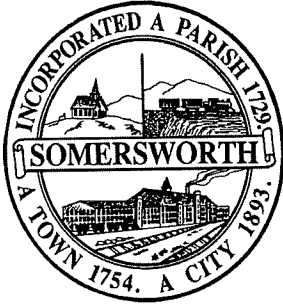
- Initiating an asset management program at community water systems that do not currently have a program, or to enhance any program that has commenced but has yet to reach its goal.
 - Assisting systems in developing an asset inventory with condition assessment.
 - Reviewing current rates to determine if the existing structure supports future investment needs and to determine if the water systems are recovering the true cost of service.
 - Communicating these planning efforts to customers and decision makers.
1. Funds available for communities greater than 150 people.
 2. Maximum grant of \$100,000, no community match required.
 3. Grant funds expire two years after approval.

Energy Audit Solicitation - The goal of the Energy Audit Solicitation is to receive a comprehensive process energy audit. NHDES will hire a contractor through a separate contract to conduct all of the energy audits. The results of these audits will provide applicants with a report that outlines how their facilities use energy, identifies energy conservation measures (ECMs), and presents results that will be useful in generating projects that will result in the reduction of energy used.

1. Funds available for communities greater than 150 people.
2. No community match required.
3. Systems with an Asset Management (AM) program in place or those that are in the process of completing one will receive priority for this grant.

Strategic Planning - The goal of the Strategic Planning Grant program is to provide water systems the ability to initiate a project and position themselves to receive construction funding for an eligible drinking water project. The following are examples of projects for which funds have been allocated. This is not an all-inclusive list, and other types of projects promoting planning efforts may be considered and recommended for funding after review:

- Preliminary Engineering Evaluations.
 - Source Exploration / Hydrogeological Investigation Reports for locating new water supplies.
 - Master Plans.
 - Comprehensive Community Planning Studies which include a public water infrastructure component. Consideration will be given for funding the “drinking water” portion of such studies.
 - Other professionally prepared documents that can be used to enhance system capacity, as determined by the DWGB.
1. Funds available for communities greater than 150 people.
 2. Maximum grant of \$50,000, no community match required.
 3. Grant funds expire two years after approval.
 4. Funds for this program have been allocated only to projects that use outside services. Consultants should be selected based on their knowledge and experience developing plans similar to the proposed project for water utilities.



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: December 8, 2022

Re: Monthly Report

Finance Department:

- Started FY 2023-2024 budget preparation.
- Finalized paperwork for Tax Rate, received from State DRA on December 2.
- Assisted in Union Negotiations.
- Started testing MUNIS update. Don't have a scheduled go-live date yet.
- Bids:
 - Engineering Services for Water Treatment Plant – Due Dec. 1
 - Engineering Services for Main St Water Main replacement – Received Nov. 17
 - Extrication Tools for Fire – Received Nov. 21

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Receipts for the month were \$8,936.
- No permits were issued this month.

Tax Collector

- Motor vehicle registrations were a total of \$178,024 during the month.
- Collected \$5,160 for Municipal Transportation Fund during month.

- Total receipts for the month were \$1,252,829.
- Tax Bills will be mailed out the first week of December.

Assessing:

- Provided final assessment detail to Tax Office for 2022 property tax bills.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Created a new server to host updated version of MUNIS, the City's financial software. We are updating to version 2021.6. Do not have a go live date yet, but are in process of testing.

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u>	<u>Estimated</u>
							<u>Year End</u>
General Fund							
Elected Leadership							
Mayor-Council	\$28,175	\$9,980	\$0	\$18,195	35.42%	\$15,575	\$2,620
Civic Promotions	\$13,550	\$5,878	\$1,262	\$6,410	52.69%	\$5,300	\$1,110
Community Support	\$176,995	\$62,998	\$0	\$113,998	35.59%	\$113,998	\$0
Total Elected Leadership	\$218,720	\$78,856	\$1,262	\$138,603	36.63%	\$134,872	\$3,730
City Management							
City Manager	\$421,324	\$166,002	\$0	\$255,322	39.40%	\$263,365	(\$8,043)
Administration	\$111,463	\$62,156	\$0	\$49,307	55.76%	\$34,875	\$14,432
Total City Management	\$532,787	\$228,157	\$0	\$304,630	42.82%	\$298,240	\$6,390
Finance and Administration							
Finance Department	\$423,439	\$180,855	\$3,000	\$239,584	43.42%	\$252,951	(\$13,367)
City Clerk	\$172,832	\$55,511	\$0	\$117,321	32.12%	\$129,349	(\$12,028)
Elections	\$20,350	\$12,610	\$0	\$7,740	61.97%	\$2,006	\$5,734
Tax Collector	\$294,559	\$123,523	\$0	\$171,036	41.93%	\$174,211	(\$3,175)
Human Services	\$243,170	\$46,375	\$0	\$196,795	19.07%	\$121,097	\$75,698
Library	\$303,168	\$103,323	\$3,904	\$195,941	35.37%	\$172,331	\$23,610
Assessing	\$171,221	\$72,765	\$18,879	\$79,577	53.52%	\$90,108	(\$10,531)
Total Finance and Administration	\$1,628,739	\$594,962	\$25,783	\$1,007,994	38.11%	\$942,054	\$65,940
Development Services							
Planning	\$323,273	\$132,935	\$0	\$190,338	41.12%	\$192,319	(\$1,981)
Economic Development	\$6,795	\$37	\$0	\$6,758	0.55%	\$3,545	\$3,213
Code Enforcement	\$227,768	\$54,873	\$0	\$172,895	24.09%	\$123,151	\$49,744
Recreation	\$199,858	\$75,398	\$0	\$124,460	37.73%	\$95,120	\$29,340
City Hall	\$184,870	\$68,315	\$0	\$116,555	36.95%	\$129,907	(\$13,351)
Total Development Services	\$942,564	\$331,557	\$0	\$611,007	35.18%	\$544,041	\$66,966

*Budget Projections
presented to Finance Committee
11/29/22*

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u>	<u>Estimated</u>
							<u>Year End</u>
Police							
Police Administration	\$489,584	\$249,638	\$21,523	\$218,422	55.39%	\$230,990	(\$12,568)
Patrol	\$2,606,149	\$917,217	\$0	\$1,688,932	35.19%	\$1,593,157	\$95,775
Investigations	\$873,534	\$278,718	\$0	\$594,816	31.91%	\$493,997	\$100,819
Police Support	\$525,735	\$235,157	\$3,185	\$287,393	45.34%	\$277,656	\$9,737
Traffic	\$31,061	\$11,154	\$0	\$19,907	35.91%	\$18,530	\$1,377
Prosecution	\$150,111	\$56,444	\$0	\$93,667	37.60%	\$92,274	\$1,393
Total Police	\$4,676,173	\$1,748,328	\$24,708	\$2,903,137	37.92%	\$2,706,603	\$196,533
Fire							
Fire Administration	\$278,775	\$112,397	\$3,750	\$162,628	41.66%	\$155,850	\$6,778
FireFighting	\$2,117,530	\$972,284	\$24,967	\$1,120,279	47.10%	\$1,355,813	(\$235,534)
Total Fire	\$2,396,305	\$1,084,681	\$28,717	\$1,282,907	46.46%	\$1,511,663	(\$228,756)
Public Works and Utilities							
Public Works Admin	\$1,415,656	\$544,860	\$0	\$870,796	38.49%	\$832,014	\$38,782
Street Maintenance	\$1,731,644	\$137,662	\$10,000	\$1,583,982	8.53%	\$1,589,572	(\$5,590)
Snow Removal	\$147,100	\$22,241	\$0	\$124,859	15.12%	\$124,109	\$750
Street Lighting	\$99,200	\$23,468	\$1,080	\$74,652	24.75%	\$60,218	\$14,434
Equipment Maintenance	\$77,680	\$32,301	\$1,840	\$43,539	43.95%	\$43,338	\$201
City Engineering	\$138,795	\$57,581	\$0	\$81,214	41.49%	\$84,040	(\$2,825)
Buildings and Grounds	\$92,145	\$34,032	\$3,624	\$54,489	40.87%	\$55,781	(\$1,292)
Cemetery	\$8,770	\$816	\$0	\$7,954	9.30%	\$5,479	\$2,475
Solid Waste Collection	\$253,988	\$86,520	\$0	\$167,468	34.06%	\$172,042	(\$4,574)
Total Public Works	\$3,964,978	\$939,480	\$16,544	\$3,008,954	24.11%	\$2,966,592	\$42,362

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u>	<u>Estimated</u>
							<u>Year End</u>
Capital Expenses							
Transfer to Debt Service	\$814,224	\$409,760	\$0	\$404,464	50.33%	\$404,463	\$1
Capital Leases	\$431,104	\$353,617	\$0	\$77,487	82.03%	\$77,486	\$1
Transfer to Other Capital Funds	\$138,701	\$125,701	\$0	\$13,000	90.63%	\$0	\$13,000
Total Capital Assets	\$1,384,029	\$889,078	\$0	\$494,951	64.24%	\$481,950	\$13,001
Other Expenses							
Contingency	\$75,000	\$18,675	\$5,000	\$51,325	31.57%	\$25,000	\$26,325
Total Other Expenses	\$75,000	\$18,675	\$5,000	\$51,325	31.57%	\$25,000	\$26,325
Capital Outlay							
Total Capital Outlay	\$518,754	\$260,083	\$30,054	\$228,617	55.93%	\$197,877	\$30,740
TOTAL CITY GENERAL FUND	\$16,338,050	\$6,173,858	\$132,068	\$10,032,124	38.60%	\$9,808,893	\$223,230

Date: November 30, 2022

To: Bob Belmore, City Manager

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

Re: Department of Development Services November 2022 - 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 – November 2
- Conservation Commission – November 9
- Planning Board – November 16
- SRTC – November 9 & November 30
- Historic District Commission meeting – November 18 & November 22

Building and Health Departments

MAJOR Building Permits Applied for November 2022

Address		Construction Costs	Fees
355	RT 108	\$ 1,000,000.00	\$ 9,000.00
Totals		\$ 1,000,000.00	\$ 9,000.00

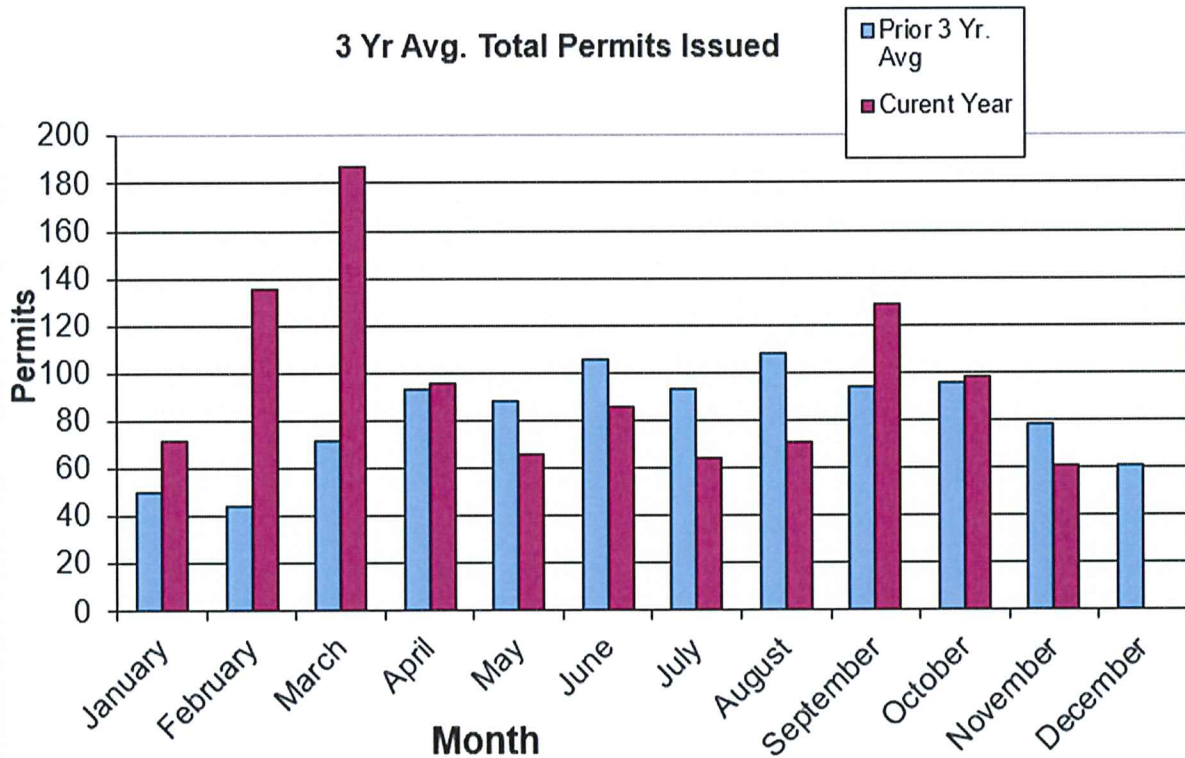
MINOR Building Permits Applied for November 2022

Address		Construction Costs	Fees
29	Francoeur Dr	\$ 15,953.00	\$ 168.58
508	High	\$ 3,500.00	\$ 67.00
8	Nash Parkway	\$ 9,831.00	\$ 115.00
68	Sunningdale	\$ 13,153.00	\$ 143.38
31	Maize Dr	\$ 22,152.00	\$ 224.37
2	Edmund	\$ 7,094.00	\$ 88.85
20	Walnut	\$ 24,000.00	\$ 241.00
59	Colonial Village	\$ 6,000.00	\$ 79.00
46	Cemetery Rd	\$ 5,000.00	\$ 70.00
80	Sunningdale	\$ 7,000.00	\$ 88.00
6	Francoeur	\$ 15,000.00	\$ 160.00
7	Guy	\$ 3,400.00	\$ 65.80
177	Old Rochester Rd	\$ 1,050.00	\$ 34.45
400	High	\$ 10,000.00	\$ 115.00
20	Midway Park	\$ 21,353.00	\$ 217.18
11	Memorial Dr	\$ 3,600,000.00	\$ 0.00

107	Old Rochester Rd	\$ 500.00	\$ 29.50
11	Andrews Rd	\$ 1,725,000.00	\$ 15,550.00
26	Shady Ln	\$ 8,296.00	\$ 99.66
283-285	Main St	\$ 62,208.00	\$ 584.87
139	High St	\$ 1,400.00	\$ 37.60
27	Drew Rd	\$ 8,897.00	\$ 105.08
51	Davis	\$ 16,455.42	\$ 173.10
51	Davis	\$ 16,088.00	\$ 169.79
Totals		\$ 5,622,020.42	\$ 18,785.97

Permit Receipts as of November 30th, 2022

PERMIT RECEIPTS					
	2020	2021	2022	DIFFERENCE this year to last	% OF CHANGE
January	\$13,195.23	\$8,599.31	\$10,660.43	\$2,061.12	24.0%
February	\$13,438.09	\$6,590.61	\$31,019.26	\$24,428.65	370.7%
March	\$24,077.27	\$46,267.60	\$25,904.65	-\$20,362.94	-44.0%
April	\$10,871.58	\$27,779.60	\$26,246.19	-\$1,533.40	-5.5%
May	\$19,665.79	\$33,736.68	\$11,141.09	-\$22,595.59	-66.0%
June	\$13,079.55	\$51,947.53	\$37,046.22	-\$14,901.31	-28.0%
July	\$16,816.46	\$18,776.42	\$9,648.31	-\$9,128.11	-48.0%
August	\$23,823.08	\$46,171.98	\$25,716.69	-\$20,455.29	-44.0%
September	\$23,396.60	\$13,805.11	\$30,356.86	\$16,551.75	120.0%
October	\$16,152.79	\$18,139.91	\$12,587.39	-\$5,552.52	-30.0%
November	\$12,376.38	\$8,476.08	\$30,037.01	\$21,560.93	254.4%
December	\$6,925.03	\$8,858.58	\$0.00		
Year total	\$193,817.84	\$280,290.83	\$252,364.10	-\$27,926.73	
Difference of change this year to last (completed months only)	\$193,817.84	\$280,290.83	\$252,364.10		-10.0%



Property Maintenance November 2022

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

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
11	Ash	Rat Infestation, Building Condition, Electrical Issues		NOV	PENDING
142	Green	Trash		CN	PENDING
12	Mt. Auburn	Camper (Location/Habitation)		CN, NOV	PENDING
442	High	Signs (Firestone Service Doors)		CN, NOV	PENDING
70	Winter	Trash (Furniture)		CN	PENDING
20	Market	Dilapidated Storefront	11/28/22	CN	COMPLETED
18	High	Signs (Closed Service Station)		CN	PENDING
446	Main	Site Plan Violations, Trash, Camper, Dilapidated Fence		NOV	PENDING
826	Tri City Road	Insect Infestation (Cockroaches)		CN	PENDING

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
222	RT 108	Dumpster Screen		CN	PENDING
128	Franklin	Dumpster Screen		CN	PENDING
85	Washington	Sign Maintenance, Dumpster Screen, Lot Striping, Trash		CN	PENDING
10	Silver	Dumpster Screen		CN	PENDING
17	Green	Dumpster Screen		CN	PENDING
116	Franklin	Trash (Furniture)		CN	PENDING
240	Main	Deck Condition (Dilapidated Deck Skirt)		CN	PENDING
15	Garden	Fence Condition		CN	PENDING
87	Franklin	Brick Stairway Condition		CN	PENDING
222	High	Fence Condition		CN	PENDING
22	South	Trash (Furniture)		CN	PENDING
14	South	Trash (Furniture)		CN	PENDING
14	Ford	Trash (Building Debris), House Siding/Trim Condition		CN	PENDING
230	High	Fence Condition		CN	PENDING
69	Franklin	Trash		CN	PENDING
253	Main	Trash (Kitchen Appliance)		CN	PENDING
9	Water	Trash (Furniture)		CN	PENDING
6	Ford	Trash		CN	PENDING
66	High	Trash		CN	PENDING
82	High	Trash		CN	PENDING

PLEASE NOTE – All matters shown as “Completed” were active matters which were closed in the month of November 2022 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of November, 2022, one (1) open matter became compliant and was closed.
- In November 2022, the Code Compliance Office issued:
 - Twenty Six (26) Courtesy Notices; and
 - Three (3) Violation Notices

Land Use Boards:

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 – **Continued to December Meeting**

Historic District Commission:

- Site walk of 85 Elm Street and 20 Green Street properties located in the Business with Historic Overlay (BH) District, Assessor's Map 10 Lots 176 and 177
- Philip Lessard, 139 High Street, in the Residential/Business with Historic Overlay (RBH) District, Assessor's Map 10 Lot 144. Application for a certificate of appropriateness to replace an exterior door was **approved**.
- 85 Elm Street Somersworth LLC, 85 Elm Street and 20 Green Street, in the Business with Historic Overlay (BH) District, Assessor's Map 10 Lots 177 and 176, HDC#31-2022. Application for a certificate of appropriateness to construct a new 128-unit building and demolish 3 structures (20 Green St., 'servants quarter structure and six bay garage at 85 Elm) was **approved**.

Planning Board:

The Planning Board reviewed the following:

- **COMPLIANCE HEARING:** regarding site plan compliance for Central Fence & Deck, 162 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 63 Lot 05
- Donald Lafleur of Potter's Hand Services LLC 192 Main St. & 198 Main St. located in the Business (B) District, Assessor's Map 10 Lots 197 & 198, SUB#07-2022. Application for a lot line adjustment between two properties was **approved**.
- Summa Humma Realty-Somersworth LLC, 355 Route 108, in the Commercial/Industrial (CI) District, Assessor's Map 48 Lot 24A, SITE#02-2022. Application for a site plan amendment for revisions to the architecture was **approved**.
- **Proposed Zoning Amendments**
 - **Section 21 Circulation and Parking:** to move the Multifamily parking regulations to the Site Plan Review Regulations
 - **Section 32 For Based Codes:** to allow for a conditional use permit for dimensional regulations within the Form Based Codes Districts
- **Site Plan Review Regulations Amendment Discussion items**
 - **EV Chargers**
 - **Section 12.7.b.i Appearance Standards – Building Features and Materials – New England Architectural Design Features**

Site Review Technical Committee:

- Matt Beyer 424 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 56 Lot 1J, SITE#16-2022. Application for a minor site plan for personal service establishment was **approved**.
- Favorite Development Group, LLC is seeking site plan amendment and conditional use permit approval for construction of new loading docks and pavement modifications for a property located at 20 Rescue Lane, in the Industrial (I) District, Assessor's Map 58 Lot 6G, SITE#17-2022 & CUP#15-2022
- W. T. Porter Realty Investments, INC is seeking a lot line adjustment and 9-lot subdivision for properties located at 271 & 289 High Street in the Residential Duplex (2) District, Assessor's Map 15 Lots 13 and 16A, SUB#08-2022
- Summit Land Development, LLC is seeking site plan and condo-subdivision approval to allow a Day Care Facility for a lot located on Terrascape Parkway in the Commercial/Industrial (CI) District, Assessor's Map 44 Lot 24, SITE#18-2022 & SUB#09-2022
- Continental Buffet & Bar Inc 509 High Street, in the Residential/Commercial (RC) District, Assessor's Map 40 Lot 47. Request for a minor field modification to allow an outdoor dining area was **approved**.
- KMT Management, LLC 441 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 42 Lot 04, SITE#19-2022. Application for a minor site plan for a professional office was **approved**.

Zoning Board:

The Zoning Board of Adjustment

- Valerie Miller & Andrew Marks 54 Franklin Street, in the Residential Multifamily (R3) District, Assessor's Map 09 Lot 88, ZBA#11-2022. Application for variances from Section 19.21.A.1, 19.21.A.2 and Table 5.A.1 to convert the single-family dwelling to a duplex without the required lot size, frontage, setbacks, and allow less than required parking on site that would be situated in a way that would require the applicant to back out onto the street was **denied**.
- Jesse Van Deinse, 279 High Street, in the Residential Duplex (R2) District, Assessor's Map 15 Lot 16, ZBA#12-2022. Application for a use variance from Table 4.A.5 to allow a Personal Service Establishment (barbershop) was **approved**.

Economic Development – November 2022

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

- **News:** Our reporter has left her position, and we have not yet been assigned a new reporter. No Somersworth press/articles are known of at this writing

- **Vacancy: Commercial - Business Vacancy** [*Site for Sale and /or Lease*]
- **Privately owned Property: Vacant**
 - ✓ **Lucky's:** The DYS Athletics agreement has dissolved due to cost of refurbishment
 - ✓ **Stratham Tire:** No known interested buyers at this time
 - ✓ **Hilltop School:** No updates from last month: The Downstairs Gym is still being explored for a lease agreement by Avalon *Women's Fitness*
 - ✓ **6 Main Street:** Formerly 1886 Barbershop
- **New: Commercial - Business Tenants** [*Certificate of Occupancy issued*]
 - 1) Omnium Brewing: 450 High Street
 - 2) 1886 Barbershop: 279 High Street
- **Existing: Business Expansion** [*Local Business growing and providing new/more service*]
 - ✓ Citizen's Bank @ Brixmor Tri -City Plaza
 - ✓ 1886 Barber Shop is expanding by moving from Main St to 279 High Street
- **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*
 - ✓ Tractor Supply Co: 211- Route 108
 - *Tractor & Supply Company*
 - ✓ Palmer Oil and Gas HDQ: 32 Gator Rock – Route 108
 - *Oil Company*
 - ✓ Great Bay Home – HDQ: Interstate drive
 - *Interior Design Storage & Sales Distribution Center*
 - ✓ Pensle Shoes and Knowledge Institute: 433 -Route 108
 - *Shoe Manufacturer & School of Design*
 - ✓ Forward -Merch: 436 -Route 108
 - *Screen Printing & Fulfillment Center*
 - ✓ Washville formerly Shammy's: 436 High Street
 - *Car Wash*
 - ✓ Thrive Food: 38 Market Street
 - *Take- Out Food Distribution Center*
 - ✓ Granite State Patio & Game Room: 183-187 – Route 108
 - *Pool Tables and Outside Patio Furniture*
 - ✓ Thompson Counselling: 42 High Street
 - *Counseling and Therapy*
 - ✓ Avalon Woman's Fitness Center – 17 Grand Street (*reconsidering*)
 - *Woman's Fitness Center*

- **Potential: Commercial - Business Exploring** [*Exploratory Review in process*]
 - 1) School House Farms - Chinburg Mill expansion into oils and seed distillation
 - 2) Formax, LLC - Seeking a Digital Print & Finishing Industrial space
 - 3) Lash Bar – 424 Route 108
 - 4) Sweet Peach Candy - Exploring Former 1886 Barbershop Space
 - 5) VoplazaLLC – Rock & Gem Retail

- **Miscellaneous:** *Brand Identity & Image: Media and Press Relationship development continues*
 - **Opportunity Zone:** One local investor is using the Opportunity Zone, and another is considering using the incentive
 - **Downtown:** Merchants are making every effort to resurrect the “Downtown Roundtable” that went dormant during Covid, and they have created week-end holiday shopping & dining events through December
 - **Relationship Development:** A roundtable was held with the City’s top 5 investors/ developers to build relationships between one another, and create synergies, while exploring potential cooperative opportunities. In addition, an overview of all that is in process by DDS on their behalf was also reviewed

- **# 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
 - ✓ **Quarterly:** Skyhaven Airport - BOD & Marketing Committee

- **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 - November 2022

Program & Event Highlights:

- Winners for the **Halloween Youth Costume Contest** were announced on November 1st. Congratulations to Vidit Srivastava (ages 3-5), Tessa Sargent (ages 6-9), and Emma Sargent (ages 10-13)! Big thank you to the 35 children who participated in the contest this year and to everyone that took time to vote for their favorite costumes!
- The winner for the **Halloween Pet Costume Contest** was also announced on November 1st. Congratulations to Shadow and pet owner Kaya Richard! Thank you to all the residents that submitted their pet photos!

Upcoming Activities:

- The deadline to register for **Rec Youth Basketball** was on November 15th.
- Our annual **Flashlight Candy Cane Hunt** is scheduled for Friday, December 2nd at the Somersworth High School Football field. The hunt kicks off at 6pm sharp when Santa arrives in style on a fire truck. This is a free event for Somersworth children ages 3-12. All children must be accompanied by an adult. Children are encouraged to bring a flashlight and bucket to help collect the thousands of candy canes scattered throughout the field. Cookies and hot cocoa will be served and there will be an opportunity to meet with Santa. We're currently seeking volunteers to help decorate and run the event.
- We are finalizing details for the **Biddy Basketball** program for children ages 3-6. This program will be held at Idlehurst Elementary School Gym on Saturday mornings from February 25- March 25. Early Bird Registration opens Dec. 1st.

Meetings:

- Kristen Davenport attended the fall NHRPA Seacoast District Meeting in Exeter on Wednesday, November 2nd. At this meeting, local Recreation professionals discussed Summer Camp hiring/staffing challenges, Staff pay rates & incentives, and fall/winter programming ideas.
- Kristen attended the Somersworth Ready Together Coalition meeting on Wednesday, November 30th from 3:45-5:15pm

Special Projects:

- Staff met with the City Manager and Finance Director to discuss the proposal for Recreation Management Software for the Recreation Division.

Park Project Updates:

- 2 Benches have been delivered for the Jules Bisson Park grant project. Depending on weather, benches may be installed in spring 2023.
- Replacement slide has been ordered for Jules Bisson Playground.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: December 8th, 2022

SUBJECT: Public Works Department Monthly Report for November 2022

FROM: Michael Bobinsky, Director of Public Works & Utilities

PUBLIC WORKS AND UTILITIES HIGHLIGHTS

The Department was involved with several activities, service and projects during November. The following are highlights:

-Responding to a water main break on Main Street near Cherry Field Drive. The Department brought in an outside contractor to assist the water crew with the repair. Water crews had difficulty shutting down a portion of the water main to initiate the repairs due to location and function of related gate valves. Once shut down, repairs were made and water restored to effected customers later in the evening. This water main is on the list to be replaced from Indigo Hill Road to the Rollinsford Town Line; an RFP for engineering design work is planned to be released in December.

-Eric Mommsen's 3rd grade class from Maplewood Elementary School planned tours of the equipment and operations at the DPW, Water Plant and WWTF as part of a teaching unit on the Somersworth community.

-Attended Finance Committee.

-Attended SRTC meeting

-Organized the annual Inter-Departmental winter debrief meeting with the City Manager, Police, Fire, Stewarts Ambulance, Somersworth School Department and Public Works staff.

-Highway personnel completed installation of downtown Christmas decorations to include installing Holiday banners on street lights, installation of the Christmas Tree next to City Hall and placed decorations on the exterior of the City Library and City Hall.

-The Christmas Tree was installed immediately next to City Hall and the granite steps. The General Highway Foreman also arranged to replace all of the tree lights with new LED lighting, which gives a solid bright light appearance and will reduce the amount of energy needed to operate the tree over conventional lighting. Staff also participated in planning meetings on the Annual Christmas Parade.

-Vortex Utility Line Inspection Services continued work along Main St as part of our engineering and design for the Main/Constitutional Way Complete Streets project.

-Received approval to award contracts endorse the project agreement with NHDOT for the CMAQ High Street traffic signal upgrade project.

-Working with the City Engineer on developing several project specifications to be bid during this winter for spring work including the Hamilton Street Water Tank Roof Replacement, Sidewalk Rehabilitation Projects and the annual; Road Paving work.

-Reviewed questions from the State E-911 officials who are updating the City's E-911 Maps for accuracy and updating.

HIGHWAY DIVISION

Operations/Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Replaced signs city wide damaged from weather and accidents
- Performed seasonal brush collection
- Performed seasonal leaf bag collection
- Checked and repaired flags along High Street; replaced as needed
- Replaced broke and missing flags along the corridor
- Removed flags along corridor after Veterans Day; reviewed inventory of flags for next year
- Replaced roadside gravel along street that had been washed out
- Replaced all light bulbs on the city Christmas Tree with LED
- Installed all lights, garland, and Christmas banners downtown
- Installed the City Christmas Tree
- Installed decorations on the exterior of the City Library
- Installed delineators on Cemetery Road, checked and straightened delineators around the City
- Removed a portion of a broken tree in the Plaza
- Cleared the culvert on Wells Street to ensure flow
- Conducted a controlled burn at the Malley Farm in preparation of late fall brush collection
- Repaired a sink hole on Indigo Hill Rd
- Repaired a catch basin by 35 Cinnamon Ridge
- Set up and removed voting polling equipment and materials at the five (5) voting locations for November 8 election.
- Repaired damaged sections of sidewalk along Washington Street
- Performed street sweeping
- Painted the brick flush mounted island at Indigo Street and High Street
- Removed numerous political signs on public property throughout the City
- Cut and removed a City tree that fell onto private property at 203 High St
- Cleaned and patched Coombs, Spence, and Quarry Streets

Recreation:

- Performed daily trash collection at all parks
- Removed graffiti and vandalism at all parks

Water Distribution Support:

- Assisted with a water main break on lower Main Street
- Paved Blackwater Road after the fire hydrant replacement was completed

Sewer Collections Maintenance:

- Repaired a manhole at 83 Indigo Hill Rd
- Received 76 Digsafe request

ENGINEERING DIVISION

- Attended Oakridge Drive site walk with engineer for snow easement.
- Attended SRTC meeting.
- Attended PW&E Meeting on 11/10/2022.
- Attended Seacoast Stormwater Coalition meeting.
- Attended Traffic Safety Committee meeting 11/16/2022.
- Completed 142 Green Street drainage repair.
- Completed review and approvals of driveway permits filed by residents.
- Completed review and approval of several trench opening permits prior to winter moratorium
- Completed review and approval of obstruction permits.
- Bids received for TAP Grant project, currently under review.
- Bids received for CMAQ Grant project, currently under review.
- Continued inspection of Vortex CCTV on Main Street and Constitutional Way.
- Attended NHDES Asset Management training.
- Attended pre-proposal meeting for Main Street water main replacement project.
- Attended pre-proposal meeting at the Water Treatment Plant for the Plant Study RFP.
- Continued work on developing the sidewalk reconstruction specifications for review and bid.
- Continued work on developing the road resurfacing bid specifications for review and bid.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (A20) process which is used for the winter months. During this time, we are not required to meet stringent nutrient and Biochemical Oxygen Demand & Total Suspended Solids requirements. The winter season runs from October 1st thru April 30th.
- We are now awaiting the funding to proceed with addressing our cyber security issues. NH-DES accepted our grant request to address the issues outlined by the ATOM group.
- A third-grade class from Somersworth's Maplewood Elementary School toured the WWTF on November 17th. Stephanie Rochefort, Chemist/Lab Director, did an excellent job taking them around and performing a bacteria analysis in the lab to wrap up the tour.

- NH-DES officials completed a final walk-thru of the plant upgrade on November 10th. Jeff Mercer from Wright-Pierce and I answered questions the regulators had.
- Hackworth Fire & Security upgraded our Fire & Security system to a 4G system.
- Staff is waiting for the chemical cooperative results for the upcoming 2023 season. Prices are expected to be higher due to a tight supply market.
- Celebrated a retirement from a long serving staff member Placide (Ned) Nadeau. He had been a member of the wastewater treatment facility since November of 2000. He was an experienced maintenance mechanic and will be missed.
- Experienced 0 rain events which required us to implement the high flow plan.
- Received 6,250 gallons of septage for the month.

Compliance:

- Prepared monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month.
- Treated a total of 40-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Reviewed two wastewater surveys which required no further action.
- Submitted an NOV (Notice of Violation) to General Linen regarding a permit exceedance of Fats, Oil & Grease. General Linen has responded with the intent to hire a consultant to assist them with a permanent resolution. Staff is working closely with General Linen's operational staff to monitor results.
- Issued a permit to Omnium Brewing. They are located on High Street and plan to start brewing early next year.

Capital Improvements Plan (CIP) Items:

- Waste Water Treatment Facility upgrade – The City of Somersworth entered into a contract with Apex Construction to complete the wastewater treatment facility construction improvements in May, 2020. Project milestones included substantial completion – November 10, 2021. Final completion – February 8, 2022.
- Outstanding warranty issues include: Aeration blower variable frequency drive (VFD) replacement – The delivery has been re-scheduled for mid-January with installation immediately following. Replacement heat pumps for cafeteria – All existing equipment has been removed and prep work completed for the final installation. Staff is now waiting for a firm delivery date on the equipment. The 1-yr dewatering equipment inspection has been scheduled for December 13th-14th. Staff is in the process of scheduling the 1-yr inspection of the mixing system.

WATER TREATMENT

- Bacteria's and TOC's water quality testing was completed
- Pumped 33,633,000 gallons of raw water
- Filtered and pumped to the city 29,783,938 of finished water
- Ordered replacement contactor and switch for compressor head #1
- Replaced faulty contactor on compressor head #1

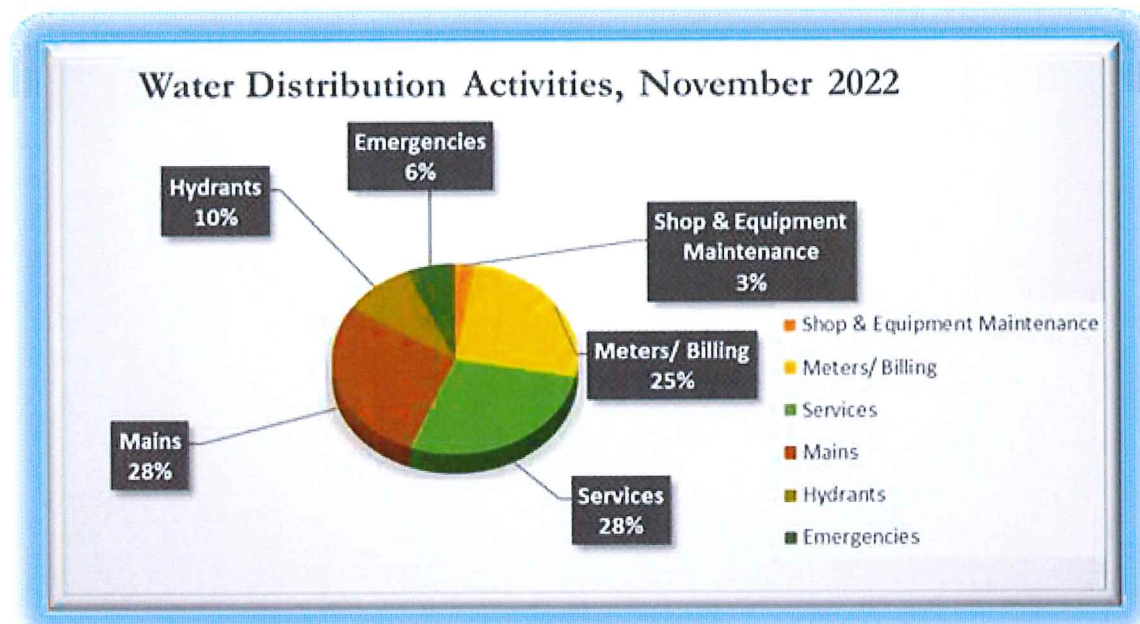
- Met with Wright-Pierce and City management to discuss available grant funding
- Sent DR6000 spectrophotometer for annual calibration
- Students from the 3rd grade class at Maplewood Elementary school toured water treatment plant on November 17
- NHDES officials completed a sanitary survey of the facility and distribution system and will prepare a report to be submitted soon on their findings
- Hosted a non-mandatory pre-bid meeting for the assessment of the water plant operational equipment/systems.
- Repaired leak on filter alum LMI pump
- Received and reviewed the draft bid specs for the Hamilton St tank roof replacement project
- Repaired pressure sensor on train #1 sand pump
- Removed tree debris from edge of river near intake

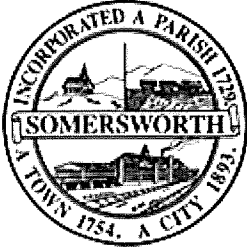
Action items:

- Initiated work on the FY24 budget for the Water Fund

WATER DISTRIBUTION

- Water Distribution operators completed 132 work orders and service requests in the month of November.
- Conducted Fire Hydrant Winterizing
- Sent staff to Backflow Training
- Responded to a water main break on Main Street
- Managed the Blackwater Road Fire hydrant replacement
- Removed remaining seasonal water meters
- Worked with staff from NHDES on the Sanitary Survey
- Made plans with the City of Dover to conduct bi- annual exercise of the Somersworth-Dover emergency water interconnect. Plans are to conduct the exercise in December.





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: December 5, 2022
Subject: Monthly Report – Month of November 2022

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

COMMUNITY POLICING:

- Chief McLin and other Department veterans were honored at the Veteran's Ceremony held at Idlehurst Elementary School on 11/14/22.
- On 11/18/22 the Somersworth Police Department had the honor to host a presentation of a check by the Cops for Kids with Cancer organization to a very special Somersworth resident. A check for 5,000.00 dollars was presented to Isabella Griffith Hanson and her family by Board Member (Ret) Massachusetts State Police Captain Michael Drummy. Also on hand was Police Officer Richard Connor from the Everett Police Department who made the request to the organization that made this possible.

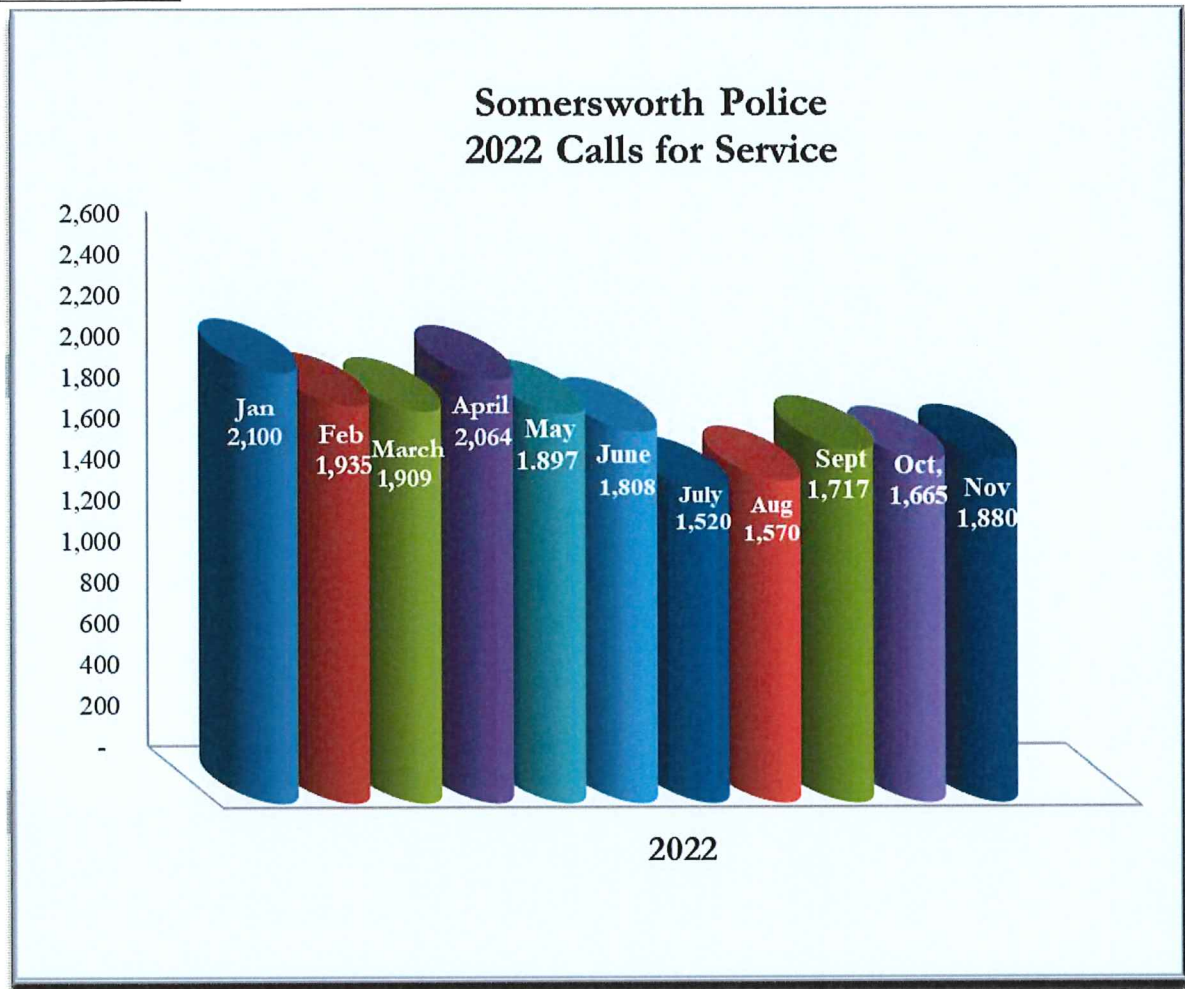
While Isabella was at the station Chief McLin took the time to swear her in as an Honorary Somersworth Police Officer and he presented her with her badge and a department patch. This was a truly humbling event for all that attended.

- On 11/22/22 Officers of the Department attended the 1st Grade Thanksgiving Feast held at Idlehurst Elementary School.

PERSONNEL/TRAINING:

- On 11/14/22 Chief McLin swore in William Lach and his mother pinned his badge on him. Officer Lach has begun in-house Field Training and is scheduled to attend the NH Police Standards and Training Full-Time Police Academy in January.
- Officer Megan Tully has completed her Field Training Program and is now on her own as of 11/23/22.
- Dept Training: Officers received training at the 2022 Virtual CISA School Summit and introduction to interview and interrogation for new detectives.

STATISTICS:



Yearly Comparison					
Month	2022	2021	2020	2019	2018
January	2,100	1,562	1,939	1,976	2,085
Feb	1,935	1,280	1,756	1,796	1,878
March	1,909	1,666	1,926	2,145	2,215
April	2,064	1,802	1,846	2,285	2,452
May	1,897	2,004	1,708	2,053	2,409
June	1,808	1,984	1,749	1,935	2,406
July	1,520	1,757	1,949	2,048	2,174
August	1,570	1,881	1,847	1,943	2,238
Sept	1,717	1,820	1,875	2,020	2,263
Oct	1,665	1,775	1,937	1,906	2,123
Nov	1,671	1,880	1,717	1,860	2,055
Dec		1,944	1,513	1,995	1,936
TOTAL	19,856	21,355	21,762	23,962	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



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

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

7 Dec, 2022

To: Mr. Robert Belmore, City Manager

Re: November 2022 Monthly Fire Department and Emergency Management Report

1. By the end of November, the load bearing walls and roof trusses were complete for the Phase II apparatus bay of the new fire station project. Masonry wall work continues in the operations wing. Every effort is being made to enclose the building as soon as possible to enable pouring the apparatus bay concrete floor and minimizing the impact of winter weather.
2. On an unseasonably warm Saturday evening (1 November), the SFD was dispatched to a reported male stuck in a tree on Cemetery Road. The victim was wedged in the crook of a tree approximately 10 feet off the ground. The SFD used one of our ground ladders as a high point and rope hauling system to gently lift the victim out of his predicament where he had been wedged for several hours. Previous investment in technical rescue training within our department made this rescue relatively straight forward. Dover Fire assisted at the scene with manpower and Berwick Fire along with recalled personnel provided station coverage and an “on-deck” standby for the rescue.
3. Monthly run numbers with a comparison to last year:

	November 2022	November 2021
Fire (all types)	0	6
Overpressure / Overheat (no fire)	0	1
Rescue - EMS	83	64
Hazardous Condition (no fire)	12	6
Service Call	18	20
Good Intent Call	21	21
False Alarm / False Call	14	12
Severe WX / Natural Disaster	0	0
Special Incident	0	0
Total	148	130

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 train derailment.

4. For the most recent reporting period of November, 2022, Stewart's Ambulance responded to 180 emergency calls in the City, transported on 119 of those calls, and had an average response time of four minutes and eight seconds (4.08). A mutual aid ambulance was required to respond into the City ten (10) 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

MITCHELL MUNICIPAL GROUP, P.A.

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

TELEPHONE (603) 524-3885

December 8, 2022

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 20-23

Title: **TO AUTHORIZE THE CITY MANAGER TO PREPARE BID
SPECIFICATIONS FOR CRACK SEALING OF SELECTED STREETS**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced 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: 12/8/22

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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December 8, 2022

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 21-23

Title: TO AUTHORIZE THE CITY MANAGER TO ACCEPT THE NEW
HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES
CYBERSECURITY IMPLEMENTATION GRANT

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: 12/8/22

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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December 8, 2022

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 22-23

Title: **PROCLAMATION DECLARING JANUARY DIVERSITY MONTH
IN THE CITY OF SOMERSWORTH**

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: 12/8/22

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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JOSEPH H. DRISCOLL, IV

TELEPHONE (603) 524-3885

December 8, 2022

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 23-23

Title: TO AUTHORIZE THE CITY TO USE FUNDING FROM THE
MUNICIPAL AND TRANSPORTATION FUND TO REPLACE THE
SCHOOL ZONE WARNING LIGHTS ON MAPLE STREET AND HIGH STREET

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: 12/8/22

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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TELEPHONE (603) 524-3885

December 8, 2022

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 9-23

Title: **SUPPLEMENTAL APPROPRIATION TO REPLACE THE SCHOOL ZONE
WARNING LIGHTS ON MAPLE STREET AND HIGH STREET**

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

MITCHELL MUNICIPAL GROUP, P.A.

City Attorney

Date: 12/8/22

By: 