




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, December 11, 2020
SUBJECT: City Manager's Report for Monday, December 14, 2020

Public Hearings (under Section 3 of Agenda)

- A. **City Council Vote to Approve the Betterment Assessment Agreement as a Petition from these Property Owners to Conditionally Layout Nadeau Street as a City Class V Roadway, Subject to Betterment Assessments.** After the Public Hearing this evening City Council must wait at least 10 days to vote to conditionally lay out the road, which can be done at next Council meeting in January. Attached is a Memorandum from City Engineer Amber Ferland regarding the Nadeau Street acceptance. Please recognize her so she can present all the construction cost estimates and other information that is in the Memorandum as required by law and as advised by City Attorney.

Communications (under Section 7 of Agenda)

- A. **Dover City Officials to Provide Notice to the City Council Required by NH RSA 674:54 for the Governmental Use of Property Located at 30 Willand Drive.** Dover Mayor Robert Carrier, City Manager J. Michael Joyal, Fire Chief Paul Haas and Strafford IDN Representative Tory Jennison will be available for questions. Rochester's Mayor Caroline McCarley may also be joining in. Attached is a summary report sent by Dover City Manager J. Michael Joyal.

Lay on the Table (under Section 13 of Agenda)

Ordinances

- A. **Ordinance No. 5-21:** To Amend Chapter 19 – Zoning, Definitions, Section 25.B, Agricultural Use. Attached is a map showing the Zoning areas where the bee keeping could be allowed should this Ordinance pass.
- B. **Ordinance No. 7-21:** To Amend Chapter 6 – City Officials, Section 6.6.2.4, Public Safety Committee.

Unfinished Business (under Section 14 of Agenda)

Ordinances

- A. **Ordinance No. 10-21: City Council Meeting Schedule for 2021.** Mayor Dana Hilliard has proposed the following 2021 City Council regular meeting calendar. Attached is the City Council meeting calendar.

Resolutions

- A. **Resolution No. 16-21: To Authorize the City Manager to Request Proposals for a Conceptual Design for Improving Access to the Somersworth Public Library.** Again, the Finance Committee voted to support this conceptual design project for our Library.

New Business (under Section 15 of Agenda)

Resolutions

- A. **Resolution No. 19-21: Proclamation Declaring January Diversity Month in the City Of Somersworth.** City Council will need to consider waiving Council Rules to act on this Resolution this evening.
- B. **Resolution No. 20-21: To Authorize the City Manager to Amend the Contract with Emery and Garrett Groundwater Investigations of Meredith, NH to Provide an Assessment of the Rocky Hill Road Wellfield.** The City Council approved \$75,000 for this project and have previously approved a contract of \$68,500. The Finance Committee discussed this recommended action at their December 9th meeting and voted to support it.

Other

- A. **Vote to Waive any Public Hearing Requirement under NH RSA 674:54 Pertaining to the Change of Use Application Submitted by the City of Dover for Property Located at 30 Willand Drive and Furthermore to Support the Use of this Property as a Warming Shelter in Partnership with Dover and the City of Rochester (Requested by Mayor Dana S. Hilliard).**

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

A. Informational Items

1. **CIP Fiscal Year 2022-2027.** In accordance with the City Charter, I have submitted a proposed Capital Improvement Program for City Council consideration. I look forward to Council direction for future review and discussion opportunities. We have added the FY 2022-2027 CIP to your google drive but also a bound hard copy is in your mailbox here at City Hall.
2. **Fiscal Year 2021-2022 Budget Preparation.** Attached is a Memorandum directing City Department Heads to begin their preliminary Budget requests for FY 2021-2022. I welcome any specific Council direction as I prepare the City Manager's Proposed Budget for submittal to the Mayor & Council by the Charter deadline of March 15.
3. **Brownfields Revolving Loan Fund Clean-up Grant.** Attached is an email from Michael McCluskey from NH Department of Environmental Services providing notification that the City was awarded a State of NH Brownfields Grant Funding for \$97,450 to complete hazardous material cleanup and redevelopment of the former Police Station at 5 Main Street.
4. **Comcast Franchise Agreement.** Under the Council Consent Calendar, you have a letter from Comcast to formally request the commencement of the renewal process for the City's Cable Franchise Agreement. Without objection, I will engage an Attorney with the Donahue, Tucker & Ciandella Law Firm of Exeter, NH to assist us in this process. We have had an excellent relationship with them and Attorney Kate Miller took the lead on the last renewal process. This Firm is recognized as one of the State's finest Attorney Firms in navigating the Cable Communication's Act. I will be utilizing the City's Cable Fund to pay for these legal services. Attached is a copy of the last Renewal, Resolution and Amendment.
5. **Congratulations to Stephanie Rochefort.** Attached is a letter from US Environmental Protection Agency recognizing Stephanie Rochefort, Somersworth's Wastewater Treatment Plant Chemist as a 2020 Regional EPA Industrial Pretreatment Program Excellence Award Recipient. A shout out to Stephanie for her stellar work on behalf of the City!

Attachments

1. **City Attorney Certifications Two (2)**
2. **Department Head Reports**



Public Hearings "A"

Amber R. Ferland, P.E.
City Engineer
Tel: 692-9524

Date: 12/8/2020
To: Bob Belmore, City Manager
Copy: Mike Bobinsky, Director of Public Works and Utilities;
Scott Smith; Deputy City Manager/Finance Director
Subject: Nadeau Street Reconstruction

A summary of the Nadeau Street Reconstruction project scope, costs, and funding source is below:

Project Scope:

This construction project includes:

- Box cut excavation of the existing roadway to remove existing deteriorating base and pavement materials.
- Construction of a 14' by 30' long turnaround area at the end of the road.
- Construction of a new 18" gravel base for roadway.
- New 4" asphalt surface in two lifts (2.5" binder course, and 1.5" wearing surface course).
- V-Shaped roadside ditches on both sides of the road for drainage.
- Driveway apron tie-ins with 12" HDPE culverts and end sections.

Project Cost Estimate:

Project Component	Component Cost
Surveyor Consultant – Updated Survey	\$6,700
Surveyor Consultant – Planning Board Review	\$3,000 (placeholder)
Construct Hammerhead Turnaround	\$38,000
Rebuild Roadway to City Specifications	\$27,000
Drainage Improvements	\$10,000
Legal Review	\$5,000 (placeholder)
Contingency (10%)	\$8,970
Total	\$98,670 (round to \$100,000)

Project Funding Source:

- A Betterment Assessment is established.
- 10-year loan with equal installments and no interest.
- The City will contribute \$15,000 from the General Fund.

**NH Housing Finance Authority Grant Award and Property Purchase
Tri-City Emergency Extreme Cold Weather Warming Center
30 Willand Drive Somersworth, NH**

The tri-city communities of Dover, Somersworth and Rochester have been working in partnership to address homeless needs over the course of the past few years. As part of this effort, the communities have worked together with local volunteers, area churches and staff from the Strafford County Integrated Delivery Network (IDN) to facilitate the availability and staffing of emergency warming centers for the area's homeless during life threatening winter weather conditions. Last winter, the periodic use of approved local church buildings along with the availability of some existing city-owned facilities did allow for alternating locations to be used throughout the tri-cities for warming centers whenever deemed necessary by emergency management officials.

With the onset of the COVID-19 pandemic, it was recognized by tri-city representatives that the availability of volunteers and continued use of church and municipal facilities (i.e. libraries, community centers, police and fire stations) as emergency warming centers would not be possible this winter. As a result, the Tri-City Partnership, led by the mayors of the tri-cities, began working in cooperation with Strafford County Community Action Program (CAP) earlier this summer to identify and secure a single alternate location for use as an emergency warming center for the three communities. Unfortunately, as of early November, a suitable site had not been secured for use by CAP as an emergency tri-city warming center.

Despite not securing a warming center location, CAP did proceed during the fall with contracting with a local hotel in Dover to provide additional homeless shelter space beginning in mid-November. In doing so, CAP was able to address a separate critical need for additional homeless shelter space. CAP's hotel-based shelter is providing bedrooms and decompression space for existing regional homeless shelters impacted by COVID-19 distancing requirements. This decompression shelter space was not intended nor is it able to address the capacity and specific needs that the tri-cities have this winter for an emergency cold weather warming center during life threatening weather conditions.

Without a location for an emergency warming center having been successfully arranged as of early November, emergency management and public welfare staff continued to seek alternatives. For Dover this involved identifying and making contacts regarding available vacant properties in Dover that could be leased throughout the winter and were generally in an immediately useable state. At the same time, Rochester was considering the possibility of using a vacant city-owned building although it would require making temporary arrangements for power, water and sanitation facilities.

While the efforts to secure alternative emergency warming center locations in the tri-cities continued into November, Dover's staff became aware of grant funding through the NH Housing Finance Authority (NHHFA). It was made known that grant funds remained available and could be utilized to support the COVID-19 related needs for opening and operating an emergency warming center serving the tri-cities. The grant funding could be awarded for either the lease or purchase of a property along with staffing and securing any necessary equipment and supplies for the operations of an emergency warming center.

In accordance with the federal CARES Act requirements from which the NHHFA grant funds were derived, once a grant application was submitted, reviewed and approved, a facility needed to be quickly secured and become operational with all expenditures completed by no later than December 30, 2020. It was specifically noted that after December 30, 2020, the grant did not have a continuing obligation for the use of the property or equipment acquired with the grant funds. Given the short window of opportunity and the deadline for expenditures to be made, securing a suitable property that could be purchased and put into use immediately as opposed to being leased for only a portion of December was clearly the best course

to pursue. A property purchased with the grant funds could be utilized through the remainder of the winter and a determination then made at a later date of whether to retain the property or sell it and reinvest the proceeds into another appropriate use.

In recognizing the possibility of securing a sizeable grant that could meet an essential need for the tri-cities, an online search of properties immediately available for purchase and use in Dover along with Somersworth and Rochester was undertaken. The property at 30 Willand Drive in Somersworth was ultimately identified as the best possible option. An initial drive by of the property was conducted on November 9th and an appointment to view the property with the real estate agent was completed on November 10th. Officials from the tri-cities were invited to attend the showing. At that showing, it was evident that the property was suitably configured to support an emergency warming center for the tri-cities. It has in place fully functioning life safety and security systems, an open floor plan, accessible bathroom facilities and the seller is able to accommodate a quick closing allowing for the occupancy and required use to begin prior to the December 30th grant deadline.

Following the site visit, further informal discussions were had with the NHHFA regarding the application process and likelihood of securing funding to purchase and stand-up the operation of a tri-city emergency warming center for this coming winter. Consultation between various tri-city officials and staff of IDN also occurred regarding this possibility. Given the discussions with NHHFA, IDN and others, it was determined that Dover was best able to proceed as the grant applicant and recipient of funding to purchase the facility and arrange for its operation given the limited window of time available. IDN was identified as the entity that could best staff the warming center facility and continue to support its operations with other grant funding which they had already secured for staffing a warming center throughout this winter.

A formal application for grant funding to purchase, equip and operate 30 Willand Drive as an emergency extreme cold weather warming center was subsequently submitted by Dover to NHHFA. Formal notice was provided on November 19th that a grant award was available to the City of Dover for the purchase, equipping and use of the property as an emergency warming center serving the tri-cities. The initial grant award was for the amount of \$975,240 to be expended by no later than December 30, 2020.

Following notice of the grant award, a purchase and sales agreement for the property at 30 Willand Drive was executed and formally approved at a special meeting of the Dover City Council on December 2nd. The agreement provided for payment of the full asking price of \$749,900 and, along with other standard contingencies, allows for an option to terminate the agreement should the City of Somersworth disagree with or disapprove of the proposed governmental use of the property. In recognition of the sensitivity of Dover purchasing property for a governmental use in the City of Somersworth and out of deference to the City of Somersworth and the Somersworth City Council's already planned meeting on December 14th, the closing date is scheduled to occur afterwards on December 15th.

As noted previously, the 30 Willand Drive property needs no improvements and is in an ideal condition and layout for an emergency cold weather warming facility. The plan is to use the existing building and associated parking as they are laid out today. The open floor areas will have table, chairs and cots placed within them, and the small office area off the main entrance will be used for that purpose. Although improvements are not necessary for the use of the facility, arrangements have been made with the seller to allow for installation of an emergency generator, washer/dryer, shower unit and fencing prior to the closing on the sale of the property. All improvements are being made in compliance with State and local building and life safety code requirements.

In addition to financing the purchase of the property, the NHHFA grant also is funding the purchase of all necessary furnishings, equipment, supplies and staffing needed to stand-up the operation of the facility and continue its operations through December 30th. The grant has provided the funding needed to purchase a passenger van that will be used by warming center staff to ensure that users of the facility have

transportation available to and from the facility. The grant also supports making a payment to the City of Somersworth in lieu of taxes equivalent to the most recent tax billing of \$8,850. This payment is separate and in addition to the required property tax bill payment recently paid by the seller. While the NHHFA grant is funding the building purchase along with staffing and other expenses incurred through December 30th, the Strafford County IDN will provide continued staffing for the remainder of the winter season utilizing other grant funds they have secured.

While Dover has assumed the responsibility for the obligations associated with receipt of the NHHFA grant, it is committed to owning and will maintain the facility at 30 Willand Drive for the intended use benefiting the tri-cities through this winter and next year. The future use and disposition of the facility post COVID-19 pandemic is expected to be part of further discussions to be facilitated by the Tri-City Partnership over the course of this winter.

Via Electronic Submittal

December 2, 2020

J. Michael Joyal, Jr.
City Manager
City of Dover, NH
288 Central Ave
Dover, NH 03820

Dear City Manager Joyal:

I write to acknowledge your letter dated November 19th, providing notice to the City of Somersworth under RSA 674:54.

I understand that you, your staff, and perhaps some members of the Dover City Council will be attending the next regular Somersworth City Council meeting on December 14th, to answer questions about Dover's plans for 30 Willand Drive. Following that discussion, our Council will decide whether the Council or our Planning Board wishes to hold a hearing as provided by that statute, and if so it will then set a date for that hearing.

Respectfully,



Robert M. Belmore
City Manager



City of Somersworth – Ordinance

Ordinance No: 5-21

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

July 13, 2020

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows in Section 25 Definitions:

	ACCESSORY USES	DISTRICT		
		PERMITTED	SPECIAL EXCEPTION	PROHIBITED
1.	Construction site mobile office. ¹	A, B, C/I, MY, HMD ⁷ , I, R-1, R-1A, R-2, R-2A, R-3, R/B, R/C, R/O, MH		
2.	Accessory building such as a private garage, storage/tool shed, playhouse, greenhouse, swimming pool or similar structures accessory to a dwelling, business or industry. ²	A, B, C/I, MY, HMD ⁷ , I, R-1, R-1A, R-2, R-2A, R-3, R/B, R/C, R/O, MH		
3.	Clubhouse, community center, laundry room, non-commercial recreational facilities, such as swimming pools and tennis courts, provided primarily for the residents of a mobile home park or condominium/apartment complex.	B, MY ⁹ , HMD ⁷ , R-2A, R-3, R/B, R/C, MH		A, C/I, I, R-1, R-1A, R/O
4.	Outdoor storage, maintenance and utility areas and facilities. ³	I	C/I	A, B, MY ⁹ , HMD ⁷ , R-1, R-1A, R-2, R-2A, R-3, R/B, R/C, R/O, MH
5.	Parking of recreational vehicles. ⁴	A, HMD ⁷ , R-1, R-1A, R-2, R-2A, R-3, R/B, R/C, R/O		B, C/I, MY, I, MH
6.	Factory seconds store.	B, C/I, I, MY		A, HMD ⁷ , R-1, R-1A, R-2, R-2A, R-3, R/B, R/C, R/O, MH

7.	Parking & transfer of commercial vehicles larger than 2 axle trucks, vans, vehicles or trailers exceeding 30 feet, vehicles or equipment weighing in excess of 18,000 lbs. gross weight intended.	C/I, I, MY ¹³		A,HMD ⁷ ,B,R-1,R-1A,R-2,R-2A,R-3,R/B,R/C,R/O,MH,
8.	Produce, Christmas tree and other seasonal stands.	C/I,R/C, MY ⁹		A,B,HMD ⁷ ,I,R-1,R-1A,R-2,R-2A,R-3 R/B,R/O,MH
9.	Keeping of livestock or swine.	A		B,C/I,MY,HM D ⁷ ,I,R-1,R-1A,R-2, R-2A,R-3,R/B, R/C,R/O,MH
10	Backyard chickens. ¹⁴	A,HMD,MY,R-1,R-2, R-2A, R-3,R/B,R/O		B,C/I,CN,I,M H,R/C
11	Storage of more than one unregistered and uninspected by the State and/or the City motor vehicle.	C/I, I		B,MY,HMD ⁷ , R-1, R-1A,R-2,R-2A,R-3,R/B,R/C,R/O,MH R-333333333,R/B,R/C,R/O,M H
12	Home occupation. ⁵	A,MY,R-1,R-1A,R-2,R-2A, R-3, R/B, R/C, R/O,MH		B,C/I,I
13	Child care home. ⁶	A,MY,R-1,R-1A,R-2, R-2A,R-3,R/B,R/C, R/O,MH		B,C/I,MY,I
14	Group child care home. ⁶	A,HMD ³ ,R-3, R/B,R/C,R/O	R-1,R-1A, R-2,R-2A,	B,C/I,MY,I,M H
15	Storage boxes or spaces trailers used as storage for non-hazardous materials by the commercial or industrial use that occupies the property. ⁷	B,C/I,I		A,HMD ³ ,R-1, R-1A,R-2,R-2A,R-3,R/B,R/C,R/O,MH, MY ⁴

16	Framed-Covered Structures. ⁸	A,B,C/I,MY,HM D,I, R-1,R-1A,R-2,R- 2A, R-3,R/B,R/C, R/O,MH		
17	Outdoor Wood-fired Hydronic Heaters (OWHH). ¹⁰	A,B,C/I,CN,MY, HMD,I,R-1,R- 1A,R-2,R-2A,R- 3,R//B,R/C,R/O, MH		
18	Contractor's Office/Storage Yard ¹¹	C/I, I, R/C ¹²		A,B,CN,MY, HMD, MH,R,R-1,R- 1A,R-2,R- 2A,R-3,R- B,R-O
19	Apiculture/ Beekeeping ¹⁵	A, R1, R1A, and HMD		B,CN,MY, MH,R-2,R- 2A,R-3,R- B,R-O,CI, R/C, Rec

¹⁵ Amended XX/2020. Beekeeping is subject to the following provisions:

- a) An annual permit shall be required to keep beehives under this provision. An application for such permit shall be submitted to the Department of Development Services for review by the Director of Planning and Community Development (or designee) for Zoning compliance. There shall be a \$10 permit fee at the time the completed application is filed. Applications to renew the certificate of use shall be due by January 1st following the date of approval of the certificate of use and then by every January 1st thereafter for so long as the beekeeping continues.
- b) Number of Bee Hives allowed: Below is a chart that specifies how many bee hives are allowed on the property based on lot size.

(TABLE 4.A.2.a)

NUMBER OF BEE HIVES IN RELATION TO LOT SIZE	
Lot /Acreage	Number of Hives
1/4 acre or less (1/4 acre = 10,890 sq. ft., roughly 50 ft. x 215 ft.)	2 hives
more than 1/4 acre, less than 1/2 acre (1/2 acre = 21,780 sq. ft., roughly 100 ft. x 218 ft.)	4 hives
more than 1/2 acre, less than 1 acre	6 hives

(1 acre = 43,560 sq. ft., roughly 150 ft. x 290 ft.)	
1 acre or more	8 hives

- c) Bee Hive placement: Hives shall be located in the side or rear yard area and shall be at least 20 feet from the property line. Hives shall not be located in any front yard area. These provisions shall not apply to lots located in the Agricultural (A) district.
- d) One sign is required if a hive is located on a vacant lot, the name, mailing address and phone number of the beekeeper shall be clearly read from the street. The sign shall not exceed one square foot in area, shall not be lit, and non-reflecting materials shall be used.
- e) Commercial use is prohibited, unless approved as a Home Occupation. Commercial use is defined but not limited to the selling of bees or bee products.

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

City of Somersworth – Ordinance 5-21

History

First Read Date:	07/13/2020	Tabled:	11/16/2020
Public Hearing:	08/10/2020	Removed From Table:	
Second Read:	08/10/2020		

Discussion

07/13/2020

*Ordinance No. 5-21 will remain in first read until the call of the Chair.
Public Hearing scheduled at the call of the Chair.*

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

10/19/2020

Remains in Committee

11/16/2020

Councilor Witham made a motion to amend Ordinance No. 5-21 in line with the red-line version before Council this evening. The motion was seconded by Councilor Austin and passed 7-0 by voice vote.

Councilor Paradis requested a map of the districts where hives are permitted.

Councilor Gerding made a motion to further amend Ordinance No. 5-21 to replace the word "colony" with "hive" in section b. The motion was seconded by Councilor Witham and passed 7-0 by voice vote.




Councilor Witham made a motion to table Ordinance No. 5-21. The motion was seconded by councilor Paradis and passed 7-0 by voice vote.

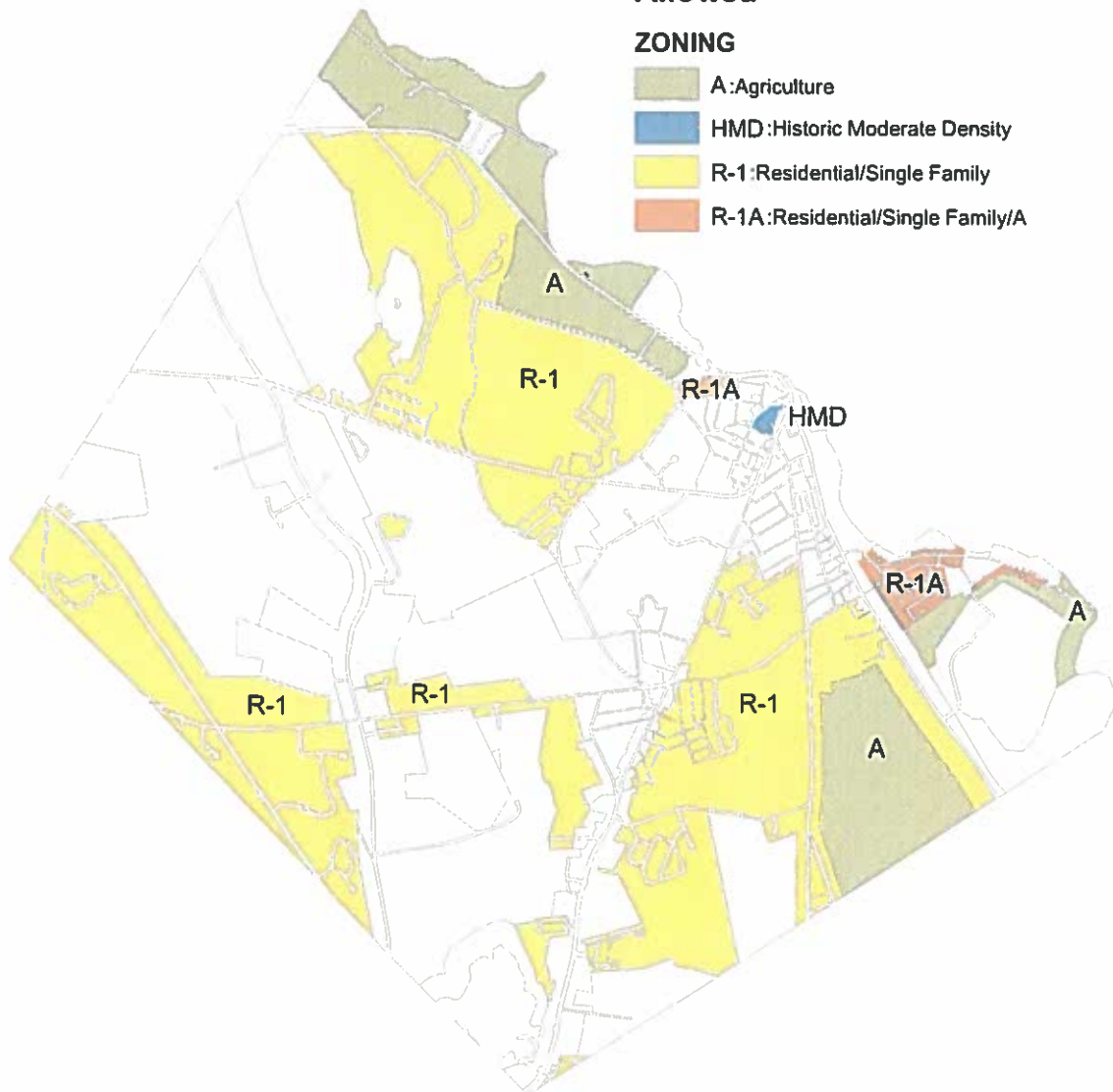
Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / Ordinance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

City of Somersworth, NH Proposed Apiculture/Beekeeping Zoning Map 2020

Districts Apiculture/Beekeeping Allowed

ZONING

-  A:Agriculture
-  HMD:Historic Moderate Density
-  R-1:Residential/Single Family
-  R-1A:Residential/Single Family/A



12/11/2020

Prepared by: Director of Planning and Community Development Mears



City of Somersworth – Ordinance

Ordinance No: 7-21

TO AMEND CHAPTER 6 – CITY OFFICIALS, SECTION 6.6.2.4, PUBLIC SAFETY COMMITTEE

September 21, 2020

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

Remove Section 6.6.2.4 in entirety and replace with:

Section 6.6.2.4 Public Safety Committee

The purpose of the Committee is to consider matters relating to Police and Fire services and other emergency response needs of the City, as well as other matters referred to it. In order to be proactive and to continuously improve our quality of life, the Committee may also provide recommendations and guidance for Police, Fire, and other emergency operations in delivering services ethically and effectively to ensure the safety and security of the Public; and Public Trust is not compromised.

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by:</i> Mayor Dana S. Hilliard Councilor Matthew Gerding	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 7-21

History

First Read Date:	09/21/2020	Tabled:	10/19/2020
Public Hearing:	10/19/2020	Removed From Table:	
Second Read:	10/05/2020		

Discussion

Ordinance No. 7-21 will remain in first read until the call of the Chair.

10/05/2020

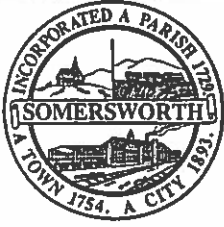
Councilor Witham moved to refer Ordinance No. 7-21 to the Public Safety Committee. The motion was seconded by Councilor Vincent and passed 8-0 by voice vote.

10/19/2020

Councilor Paradis made a motion to approve amendments to Ordinance No. 7-21 as endorsed by the Public Safety Committee. The motion was seconded by Councilor Pepin and passed 9-0 by voice vote.

Councilor Witham made a motion to table. The motion was seconded by Councilor Dumont and passed 9-0 by voice vote.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / Ordinance 7-21		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 10-21

CITY COUNCIL MEETING SCHEDULE FOR 2021

November 16, 2020

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 2021 shall be as follows:

- Monday, January 4th and Tuesday, January 19th
- Monday, February 1st and Tuesday, February 16th
- Monday, March 1st and Monday March 15th
- Monday, April 5th and Monday, April 19th
- Monday, May 3rd and Monday, May 17th
- Monday, June 7th and Monday, June 21st
- Monday, July 19th
- Monday, August 9th
- Tuesday, September 7th and Monday September 20th
- Monday, October 11th and Monday, October 25th
- Monday, November 15th
- Monday, December 13th

This Ordinance shall take effect upon passage.

Authorization

Sponsored by:
Mayor Dana S. Hilliard

Approved:
City Attorney

City of Somersworth – Ordinance 10-21

History

First Read Date:	11/16/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / Ordinance 10-21		PASSED	FAILED

2021

City Council

Calendar

Blue - Council Meetings

Red - Holidays
(City Hall Closed)

Green - Council Paychecks



January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

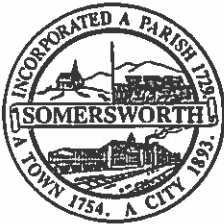
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



City of Somersworth – Resolution

Resolution No: 16-21

**TO AUTHORIZE THE CITY MANAGER TO REQUEST PROPOSALS FOR
A CONCEPTUAL DESIGN FOR IMPROVING ACCESS TO THE
SOMERSWORTH PUBLIC LIBRARY**

November 16, 2020

WHEREAS, the Somersworth Public Library provides citizens access to materials and services necessary for their informational, cultural, educational, and recreational needs, and

WHEREAS, the Somersworth Public Library has multiple floors and levels within the building that are accessed by stairways, and

WHEREAS, the City would like to contract with a qualified architect or engineer to analyze this facility and provide a conceptual design or conceptual design options to improve access for all citizens to enjoy the entire facility,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to request proposals for a conceptual design for improving access to the Somersworth Public Library and take any other actions with this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Martin Pepin
Richard Michaud

Approved:

City Attorney

City of Somersworth – Resolution 16-21

History

First Read Date:	11/16/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On	Resolution 16-21	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 19-21

PROCLAMATION DECLARING JANUARY DIVERSITY MONTH IN THE CITY OF SOMERSWORTH

December 14, 2020

WHEREAS, January 15, 2021 will mark the 92nd 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 243
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, 2021 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

Martin P. Dumont, Sr.

Matthew Gerding

Crystal Paradis

Approved:

City Attorney

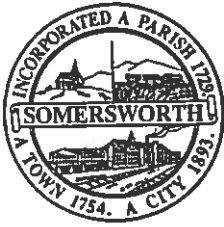
City of Somersworth – Resolution 19-21

History

First Read Date:	12/14/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / Resolution 19-21		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 20-21

TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT WITH EMERY AND GARRETT GROUNDWATER INVESTIGATIONS OF MEREDITH, NH TO PROVIDE AN ASSESSMENT OF THE ROCKY HILL ROAD WELLFIELD

December 14, 2020

WHEREAS, the Somersworth City Council adopted Resolution 33-20 to authorize the City Manager to contract with Emery and Garrett Groundwater Investigations to provide an assessment of the Rocky Hill Road wellfield for a contract amount of \$68,500 (Sixty Eight Thousand Five Hundred dollars), and

WHEREAS, the Emery and Garrett contract included a provision for an additional charge of \$3,000 (Three Thousand dollars) if a generator was required to provide power to the pump in Well #2R in order to conduct a pumping test, and

WHEREAS, the backup generator is needed in order to provide power to conduct the pump test to Well # 2,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with Emery and Garrett Groundwater Investigations of Meredith, NH to an amount of \$71,500 (Seventy One Thousand Five Hundred dollars) to provide for the rental and installation of temporary power supply to the pump in Well #2R in order to conduct the pumping test, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to approve any additional change orders relative to this project up to an amount not to exceed a total contract value of \$75,000 (Seventy Five Thousand dollars).

Authorization

Sponsored by:

Councilors:

David A. Witham, Chair

Donald Austin, Vice Chair

Martin Pepin

Martin P. Dumont

Approved:

City Attorney

City of Somersworth – Resolution 20-21

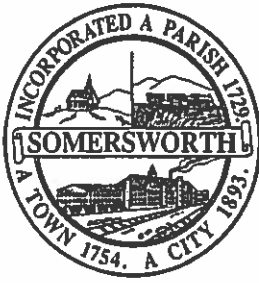
History

First Read Date:	12/14/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Note: The City Council has appropriated \$75,000 for this project.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / Resolution 20-21		PASSED	FAILED



MEMORANDUM

TO: Department Heads
David Kretschmar, Chief of Police; George Kramlinger, Fire Chief; Mike Bobinsky, Director of Public Works & Utilities; Scott Smith, Director of Finance & Administration; Michelle Mears, Director of Planning & Community Development

CC: Dr. Bob Gadowski, School Superintendent

FROM: Bob Belmore, City Manager

DATE: November 20, 2020

SUBJECT: FY21-22 Budget Preparation

Worksheet Coordination with Finance

As we did last year, budget requests will be processed through the City's financial system (MUNIS). The budget projection number to be used is 20221, and you will enter your budget request in level 3. Please contact Finance if you need any assistance on how the program functions. Note that the Finance Department will complete the salaries, wages, and benefit section for each budget. As soon as the salary, wage, and benefit sections are completed, they will be provided to you.

Limitation on Budget Increase – City Charter Tax Cap Provision

In accordance with the amendment to the City Charter for a tax and spending cap, we are required to conform and implement its provisions during each budget cycle. Under the tax-cap, the City Manager is required to submit a proposed budget that complies with the National Consumer Price Index-Urban as published by the United States Department of Labor for the calendar year immediately preceding budget adoption with an adjustment for "net increase in new construction". Although that information is not currently available, the National CPI-U for October 2020 is 1.18% (percent). All departments should examine cost saving measures in order to comply with this portion of the Charter. Such measures should weigh efficiency, cost savings realized and the level of municipal service change, if any, i.e. a cost-benefit examination and performance-based level analysis.

Clearly defined requests with specific backup detail is of the utmost importance. As customary, we will need to be able to justify all requests for appropriations. Please provide backup to your requests in a manner similar to last year. Be sure to include quantities, per unit cost, vendor quotes, and any other information that will assist in justifying your requests.

Budget Documentation & Detail

Include all CIP items as well as minor capital outlay/capital improvements with your submittals with any adjusted estimates and supporting documentation. These requests should include any capital item being requested for the FY22 budget *that wasn't included as part of the Capital Improvements Plan*. That is, any item less than \$10,000 that would otherwise have been included in the CIP. Please attach a quote for each request submitted.

Please include the following supporting documentation with this year's budget request:

- An organization chart of your entire department by position title

Revenues & Appropriations:

- Please address your projected **Revenues** in detail and offer recommendations for possible increases in department charges or proposals for new Revenues.
- A brief narrative to support the budget **Appropriations** that should include the following sections:
 - ➔ Budget Comments: to describe any significant changes in the budget request, new personnel requested, or new programs and services under consideration.
 - ➔ Programs and Services: a description of each department within your budget request, a description of services provided, and any statistical information that may be of use during budget deliberations.
 - ➔ Grants: Identify potential grant or other revenue sources.

All budgets should be loaded into the financial system by January 7, 2021. After you have input your completed budget with the supporting documentation, I will be meeting with you individually to review your budget request.

Should you have any questions, please let Scott or I know.

As is customary, the SAU/School Department will be submitting the Budget in another format.

Bob Belmore

From: McCluskey, Mike <michael.g.mccluskey@des.nh.gov>
Sent: Friday, December 04, 2020 1:53 PM
To: Bob Belmore
Cc: Kenison, Karlee; Doherty, Amy; Bubier, Melinda; Drew, Scott
Subject: Brownfields Revolving Loan Fund - Cleanup Grants

Dear Mr. Belmore:

Congratulations on your successful application for a cleanup grant from New Hampshire's Brownfields Revolving Loan Fund (RLF)! Based upon the information presented in your application dated August 31, 2020, the New Hampshire Department of Environmental Services (NHDES) intends to award \$97,450 to the City of Somersworth for the purpose of funding cleanup work at the former Police Station property, located at 5 Main Street in Somersworth, New Hampshire.

We are currently preparing the grant documents and hope to get them to you within the next couple weeks. In the interim, feel free to contact me if you have any questions.

Sincerely,

MICHAEL G. McCLUSKEY, P.E.
N.H. DEPARTMENT OF ENVIRONMENTAL SERVICES
Brownfields Program
Hazardous Waste Remediation Bureau
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095
Tel (603) 271-2183
Fax (603) 271-2181
Email: Michael.McCluskey@des.nh.gov

This e-mail and any files transmitted with it may be confidential and are intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material protected by law or regulation. If you are not the intended recipient or the person responsible for delivering the e-mail for the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify me at the Department of Environmental Services at (603) 271-2183.

FIRST AMENDMENT TO JUNE 18, 2013
RENEWAL CABLE TELEVISION FRANCHISE AGREEMENT
BETWEEN THE CITY OF SOMERSWORTH, NEW HAMPSHIRE, AND
COMCAST OF MAINE/NEW HAMPSHIRE, INC.

WHEREAS, Comcast of Maine/New Hampshire, Inc. (hereinafter "Franchisee"), is the duly authorized holder of a Renewal Cable Television Franchise to operate a cable television system in the City of Somersworth, New Hampshire (hereinafter the "City") pursuant to NH RSA 53-C, as amended, said Renewal Franchise having commenced on June 18th, 2013;

WHEREAS, Franchisee and the City wish to amend the Renewal Cable Television Franchise Agreement;

WHEREAS, the Renewal Cable Television Franchise Agreement may be amended by written agreement following publication of the proposed amendment in a manner consistent with NH RSA Chapter 43;

WHEREAS, the Council of the City of Somersworth as Franchising Authority (hereinafter "Franchising Authority") is authorized to amend the Renewal Cable Television Franchise Agreement pursuant to RSA 53-C;

NOW THEREFORE, after due and full consideration, the Franchising Authority and Franchisee agree that the Renewal Cable Television Agreement is hereby amended as follows:

Section 2.2, Term: is deleted and a new Section 2.2 inserted therefore:

Term: The term of this non-exclusive Renewal Franchise shall be for a period of ten (10) years and shall commence on June 18, 2013 following the expiration of the current Franchise, and shall expire at midnight on June 17, 2023.

WITNESS OUR HANDS AND OFFICAL SEAL, this 21 day of March, 2017.

CITY OF SOMERSWORTH

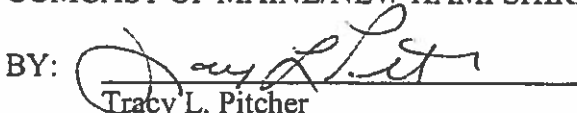
BY:



Robert M. Belmore, ICA-CM, City Manager
Duly Authorized

COMCAST OF MAINE/NEW HAMPSHIRE, INC.

BY:



Tracy L. Pitcher
Regional Senior Vice President
Greater Boston Region

RESOLUTION NO. 31-17 TO AUTHORIZE THE CITY MANAGER TO AMEND THE
RENEWAL CABLE TELEVISION FRANCHISE AGREEMENT BETWEEN THE CITY OF
SOMERSWORTH AND COMCAST OF MAINE/NEW HAMPSHIRE, INC.

Somersworth, NH

February 21, 2017

WHEREAS, Comcast of Maine/New Hampshire, Inc. is the duly authorized holder of a Renewal Cable Television Franchise to operate a cable television system in the City of Somersworth, New Hampshire pursuant to NH RSA 53-C, as amended, said Renewal Franchise having commenced on June 18th, 2013, and,

WHEREAS, Comcast of Maine/New Hampshire and the City of Somersworth wish to amend the Renewal Cable Television Franchise agreement, and,

WHEREAS, the Renewal Cable Television Franchise Agreement may be amended by written agreement following publication of the proposed amendment in a manner consistent with NH RSA Chapter 43, and,

WHEREAS, the City Council of the City of Somersworth as Franchising Authority is authorized to amend the Renewal Cable Television Franchise Agreement pursuant to RSA 53-C,

NOW THEREFORE, BE IT RESOLVED BY THE City Council of the City of Somersworth that the Renewal Cable Television agreement is hereby amended as follows:

Section 2.2, Term: is deleted and a new section 2.2 inserted as follows:

Term: The term of this non-exclusive Renewal Franchise shall be for a period of ten (10) years and shall commence on June 18, 2013 following the expiration of the current Franchise, and shall expire at midnight on June 17, 2023

Sponsored by Councilors

David A. Witham

Martin Pepin

Approved:

City Attorney

8 to 1 vote



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Region 1
5 Post Office Square, Suite 100
BOSTON, MA 02109-3912

November 25, 2020

Robert Belmore
City Manager
City of Somersworth
One Government Way
Somersworth, NH 03878

Dear Mr. Belmore:

On behalf of the United States Environmental Protection Agency (EPA) New England Office, we are pleased to have the City of Somersworth (City) selected as the 2020 Regional EPA Industrial Pretreatment Program Excellence Award recipient. The City was nominated by the New Hampshire Department Environmental Services to acknowledge the outstanding work that has been performed over the years by Stephanie Rochefort, Industrial Pretreatment Program Coordinator. The award and acknowledgement from EPA are very well deserved.

EPA virtually presented the award to the City at the Annual EPA New England Industrial Pretreatment Coordinators Conference on October 28, 2020. However, it is also customary to present the award at the annual New England Water Environment Association (NEWEA) Awards Luncheon held at the Boston Marriott Hotel/Copley Place in January with an invitation for City officials to attend. Due to the pandemic the NEWEA workshop will be held virtually, but we are optimistic that another virtual presentation can be accomplished during the event.

Regardless, EPA would like to offer to virtually present the award at an upcoming City meeting. Please let me know if that is a possibility and if you have any questions related to the award, please do not hesitate to contact me at (617) 918-1531 or Pimpare.justin@epa.gov. Once again, EPA would like to congratulate Stephanie Rochefort and the City of Somersworth on being selected as the 2020 Regional EPA Industrial Pretreatment Program Excellence Award recipient.

Sincerely,

Justin Pimpare
Regional Pretreatment Coordinator

cc: Mark Spinale, EPA
Alexis Rastorguyeff, NH DES
Jamie Wood, City of Somersworth
Mike Bobinsky, City of Somersworth
Stephanie Rochefort, City of Somersworth

MITCHELL MUNICIPAL GROUP, P.A.

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

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
NAOMI N. BUTTERFIELD
JOSEPH H. DRISCOLL, IV
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

December 10, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 20-21

**Title: TO AUTHORIZE THE CITY MANAGER TO AMEND THE
CONTRACT WITH EMERY AND GARRETT GROUNDWATER
INVESTIGATIONS OF MEREDITH, NH TO PROVIDE AN
ASSESSMENT OF THE ROCKY HILL ROAD WELLFIELD**

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: 12-10-2020

By: Walter Mitchell

MITCHELL MUNICIPAL GROUP, P.A.

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

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
NAOMI N. BUTTERFIELD
JOSEPH H. DRISCOLL, IV
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

December 10, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 19-21

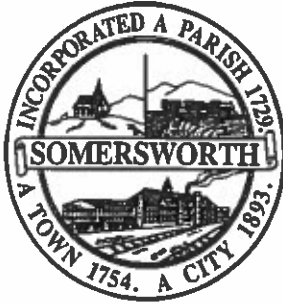
Title: **PROCLAMATION DECLARING JANUARY
DIVERSITY MONTH IN THE CITY OF SOMERSWORTH**

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: 12-10-2020

By: Walter Mitchell



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: December 10, 2020

Re: **Monthly Report**

Finance Department:

- Started FY 2021-2022 budget preparation.
- Assisted in presentation of FY2022-2027 CIP to Planning Board.
- Worked with the ATOM Group to conduct a cyber security audit on the City's network. Results and recommendations expected in December.
- Finalized paperwork for Cemetery Road Bond, sale scheduled for February 2021.
- Finalized initial Bond Anticipation Note for Fire Station final design.
- Bids:
 - Franklin/Fremont Street Drainage – Due January 7, 2021

City Clerk:

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

Tax Collector

- Motor vehicle registrations were a total of \$142,089 during the month.
- Collected \$4,575 for Municipal Transportation Fund during month.
- Total receipts for the month were \$5,639,925.
- Tax bills were prepared and mailed out.

Human Services:

- Total assistance for the month was \$4,766. That compares to \$2,326 for the month of October 2020 and \$5,640 for November 2019.
- 1 new cases were opened compared to 7 in 2019.
- 10 cases were approved for varying levels of assistance. 24 cases were referred to other agencies for support.

Assessing:

- The Assessing Department is conducting year 1 of cyclical inspections.
- Started accepting abatement requests. Taxpayers can file until March 2021.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Providing guidance for the IT infrastructure design related to the new Fire Station.



Date: November 30, 2020

To: Bob Belmore, ICMA-CM
City Manager

From: Michelle Mears, AICP
Director of Planning and Community Development

Re: Department of Development Services November 2020 - Monthly Report

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

- Zoning Board – No meeting
- Conservation Commission – November 12
- Planning Board – November 16
- SRTC – November 11
- Historic District Commission meeting – November 24

Building and Health Departments:

Major Building Permits Applied for in November 2020

Address		Construction Costs	Fees
1	Royal Dr	\$ 65,000.00	\$ 1,195.00
9	Cattail Circle	\$ 217,000.00	\$ 1,978.00
Totals		\$282,000.00	\$3,173.00

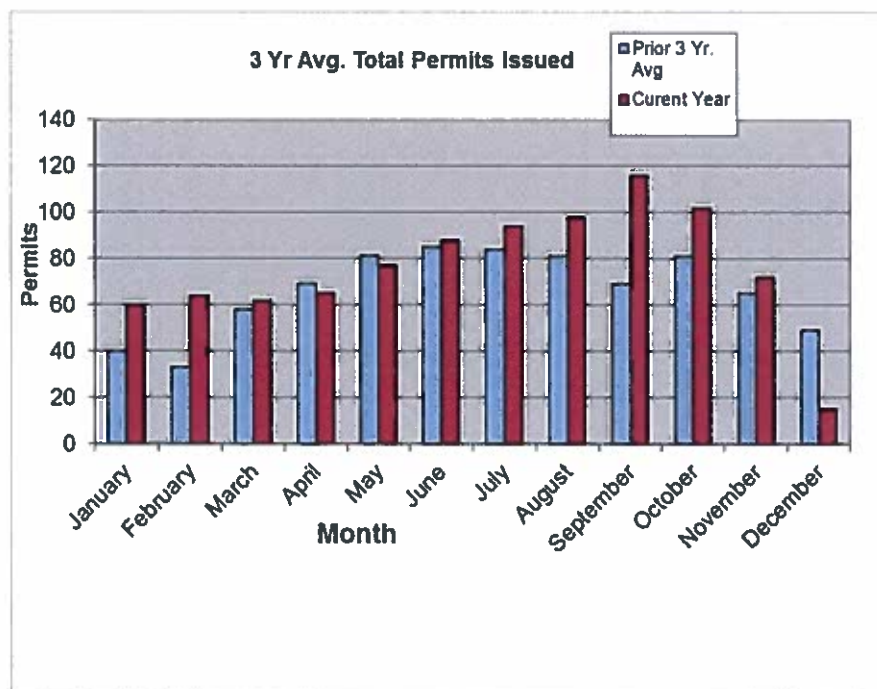
Minor Building Permits Applied for in November

Address		Construction Costs	Fees
71	Buffumsville Rd	\$ 25,000.00	\$ 250.00
17	Rocky Hill	\$ 1,740.00	\$ 41.00
4	Winslow Dr	\$ 5,000.00	\$ 70.00
284	Main St	\$ 10,431.00	\$ 118.00
3	Rocky Hill	\$ 31,000.00	\$ 304.00
16	Maple St	\$ 2,500.00	\$ 47.50
20	Walnut	\$ 8,500.00	\$ 101.50
50	Maple	\$ 15,000.00	\$ 160.00
50	Maple	\$ 15,000.00	\$ 160.00
15	Waltons Way	\$ 88,000.00	\$ 817.00
39	Ruel	\$ 10,000.00	\$ 115.00
22	Canal	\$ 64,000.00	\$ 793.00
666	Sherwood Glen	\$ 5,800.00	\$ 77.20
13	Cattail Circle	\$ 2,500.00	\$ 55.00
43	Whipporwill Way	\$ 1,100.00	\$ 38.20
204	Maple	\$ 2,000.00	\$ 49.00
19	Rouleau Dr	\$ 3,000.00	\$ 79.00
12	Blackwater	\$ 779.00	\$ 34.35
216A	Green St	\$ 50,000.00	\$ 625.00
20	Turgeon Ln	\$ 6,950.00	\$ 87.55
104	Green	\$ 23,000.00	\$ 232.00
16	Maple	\$ 2,500.00	\$ 47.50
Totals		\$373,800.00	\$4,301.80

Permit Receipts as of November 30th, 2020

PERMIT RECEIPTS

	2018	2019	2020	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,892.72	\$13,195.23	\$10,302.51	356.2%
February	\$4,087.20	\$14,382.00	\$13,438.09	-\$943.91	-6.6%
March	\$5,307.00	\$11,377.66	\$24,077.27	\$12,699.61	111.6%
April	\$7,899.24	\$12,091.95	\$10,871.58	-\$1,220.37	-10.1%
May	\$8,966.00	\$4,309.56	\$19,665.79	\$15,356.23	356.3%
June	\$7,652.50	\$91,825.41	\$13,079.55	-\$78,745.86	-85.8%
July	\$7,641.00	\$18,023.12	\$16,816.46	-\$1,206.67	-6.7%
August	\$4,329.00	\$21,606.17	\$23,823.08	\$2,216.91	10.3%
September	\$3,039.60	\$12,040.79	\$22,956.60	\$10,915.81	90.7%
October	\$7,291.00	\$25,228.33	\$16,152.79	-\$9,075.54	-36.0%
November	\$19,126.00	\$25,526.43	\$12,145.88	-\$13,380.55	-52.4%
December	\$14,154.00	\$8,211.20	\$1,063.50	-\$7,147.70	-87.0%
Year total	\$102,276.54	\$247,515.34	\$187,285.82	-\$60,229.52	
Difference of change this year to last (completed months only)	\$68,996.54	\$213,777.72	\$174,076.44	-\$39,701.28	S



Property Maintenance November 2020

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

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
9	Prospect	Moisture Issue	11/13/20	CN	COMPLETE
37	Franklin	MPV	10/20/20	CN	COMPLETE
41-43	Franklin	MPV	10/20/20	CN	COMPLETE
472	High	MPV	10/30/20	CN	COMPLETE
36-38	Market	Trash	10/27/20	NOV	COMPLETE
17	Parkview Terrace	Heat Issue	11/16/20	CN	COMPLETE
111	Rocky Hill Road	Trash	10/28/20	CN	COMPLETE
18	Rocky Hill Road	Trash	10/28/20	CN	COMPLETE
16	Walnut	Trash	11/21/20	CN	COMPLETE
62/64 - C	Market	MPV	11/19/20	COURT COMPLAINT	PENDING
220	RT. 108	Site Plan Violation	11/13/20	NOV	PENDING
3	Rouleau	Trash	11/20/20	CN	PENDING
107	Rocky Hill Rd.	Trash	11/20/20	NOV	PENDING
355 #1	Main	Structure Violation	11/20/20	COURT COMPLAINT	PENDING
334 A	Main	Trash	11/30/20	NOV	PENDING
328	Main	Trash	11/20/20	NOV	PENDING

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

- In the month of November, 2020, nine (9) open matters became compliant and were closed.
- In November 2020, the Code Compliance Office issued:
 - Four (4) Courtesy Notices;
 - Four (4) Violation Notices; and
 - Two (2) Court Complaints

COURT MATTERS, (Active)

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

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

- Despite the order, the property owner has failed to clean the property. Therefore, the City is making arrangements to move onto the property, clean any refuse that exists, and bill the property owner, per the judge's order granting the City authorization to do so.
- On November 30, 2020, the Code Office, along with a junk removal contractor, conducted an inspection of the property to establish an inventory of items to be removed via court order. The exact date of the junk removal has yet to be determined, due to COVID-19 concerns within the department.
- **62 Green Street Apartments** – Through counsel, suit was filed against this property owner, Bill Goldstein, in mid-August. The City's motion sought preliminary and permanent injunctions against the storage of garbage on the premises.
 - On Friday, October 2, 2020, a telephonic hearing was held with regard to the temporary injunction. The judge took the matter under advisement, and we expect to receive his ruling by the end of this week (10/09/2020).
 - The City received Judge Howard's ruling on November 23, 2020, in which he ruled in favor of the City, granting the City a preliminary injunction against non-compliant trash storage at 62 Green Street. Settlement discussions are ongoing between City and defense counsel.
- **62-64 Market Street, Unit C** – A complaint was submitted to the Court on 11/19/2020, for multiple violations in both Unit C, and the common areas of 62-64 Market Street. Violations present include; compromised electrical outlets, leaking bathroom fixtures, water leak through ventilation ducting, inappropriate handrail height on staircases, and exposed high-current electrical lines.
 - Defendant has until 12/09/2020 to plea in this case.
- **355 Main Street, Unit 1** – A complaint was submitted to the Court on 11/20/2020, for the lack of a weather-tight seal on/in several exterior windows of this property, allowing for air-draft and moisture penetration, causing a mold and mildew issue. This issue has been ongoing since Fall of 2019.
 - Defendant has until 12/09/2020 to plea in this case.

COURT MATTERS, (Past)

- **85 Washington St. (Shiva Market)** – A complaint was submitted to the Court on 6/10/2020, seeking a fine for un-screened dumpsters in the rear of the property and for falling over parking lot sign poles.
 - We are currently waiting for the defendant to plea in this case.
- **17-31 Market Street Apartments** – In a past HDC meeting, it was ordered that the railings and decks on the staircases at the 17-31 Market Street apartments were to be painted white. They were not, and so suit was filed with a sought fine of \$1,000.
 - Currently awaiting ruling on motion.
- **208 Route 108 (Calef's Auto)** – Violation in question is the parking of vehicles on non-paved surfaces, which violates this property owner's site plan approval conditions. Due to COVID-19, all in-person hearings are being rescheduled at a later time, thus, arraignment date is TBD.

Land Use Boards:

Conservation Commission November 2020:

- Wentworth Douglass Hospital, 23 Works Way, in the Commercial Industrial (CI) District, Assessor's Map 61 Lot 14B, CUP# 08-2019. Application for conditional use permit for a 1-mile long nature trail in the wetland buffer was **tabled**.
- Public Hearing regarding the purchase of property for Conservation Purposes for a property located at 93 Coles Pond Road, in the Residential Single Family (R1) District, Assessor's Map 50 Lots 13 and 13-1.

Historic District Commission November 24, 2020:

During the meeting the Commission reviewed the following:

- Scott Perdue, 16 Maple Street, in the Residential Single Family/A with Historic Overlay (R1AH-I) District, Assessor's Map 11 Lot 101, HDC# 43-2020. Application to install a shed was **approved**.
- John Ayer, 2 Emery Street, in the Residential Single Family/A with Historic Overlay (R1AH-I) District, Assessor's Map 11 Lot 161, HDC# 44-2020.
 - Request to restore/update existing carriage house, repair damaged siding, remove/replace kit slider, remove one (1) window at the corner and install entry door was **approved**.
 - Request to remove windows on the back of building was **tabled**.

Planning Board November 18, 2020:

The Planning Board reviewed the following:

- Craig Riotto is seeking conceptual site plan review of an Athletic/Fitness Facility on a property located at 165 Route 108 in the Commercial Industrial (CI) District Assessor's Map 63 Lot 10, SITE# 12-2020- conceptual review information only
- Trio Investments, LLC, 49 Market Street, in the Business with Historic Overlay (BH) District, Assessor's Map 11 Lot 78, SITE# 09-2016. Request for an extension of the Planning Board approval for the increase in assembly allowance and hours of operation was approved.

City Manager Belmore presented the 2022-2027 Capital Improvements Plan all Department Heads were in attendance to answer questions from the Planning Board.

Site Review Technical Committee:

SRTC was not held in November.

Minor Site Plan

- Humberto Adrade of Green Rock Investments is seeking minor site plan approval to expand a driveway into a parking lot on a multi-family site for a property located at 14 Mt. Vernon St. in the Historic Moderate Density (HMD) District, Assessor's Map 10 Lot 139, SITE# 08-2020
Withdrew application

Zoning Board November 4, 2020:

The Zoning Board of Adjustment reviewed the following:

- Daniel Vincent, 21 Linden Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 118, ZBA# 06-2020. Application for a variance from 19.6.C.1.a to expand a non-conforming use (residential two-unit dwelling) by constructing a 916sf addition to a detached, carriage-house apartment was withdrawn by applicant, no meeting held.

Economic Development – November 2020

- Aclara: Letter of offer submitted with 45 days allowed for *due- diligence*
- The Plaza: Concept will soon be presented to City Manager by potential developer
- Downtown Holiday Decorations and related Holiday activity being organized
- Virtual Job Fair: 11/17 (300 registered / 100 participated)
- Indonesian Cultural Center: Looking for vacant space purchase for Center

➤ Upcoming Roundtables:

✓ All Cancelled

➤ New Commercial Vacancy and/or for Sale

✓ 396 High Street

- **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
 - ✓ Lucky's is under agreement with the closing slated for December
 - ✓ Kia is under agreement for a Sports - Equipment Dealership
 - ✓ Total Breakdown has purchased 123 Main Street & will move soon
 - ✓ Old Rail Pizza is moving into "the Big Dipper" space on route 108
 - ✓ Former Bangs Hair Salon opens on High Street
 - ✓ Frisbee Memorial- Family Healthcare (353 High) has been leased to the Somersworth Redi Care Clinic (396 High)
- **Tenant Prospects: Business – Exploring [considering] Somersworth**
 - ✓ The (old/former) Police Station – Letter of Intention submitted
 - ✓ MFT of exterior siding considering Commercial Drive
 - ✓ Somersworth Sports Dome - Route 108
 - ✓ Micro - Hotel considering Route 108
- **Miscellaneous Business-Related Activity**
 - ✓ ERZ - 2020 material distributed monthly for application deadline
 - ✓ Hilltop Chevrolet is beginning reconstruction on garage that had a recent fire
- **Community Advocacy ZOOM Meetings**
 - ✓ Weekly: Seacoast Region - Economic Development Roundtable
 - ✓ Weekly: State -BEA Economic Development Roundtable
 - ✓ Monthly: CIBOR meetings to promote available commercial sites
 - ✓ Quarterly: Great Falls Economic Development Corporation - BOD
 - ✓ Quarterly: Skyhaven Airport - BOD & Marketing Committee
- **Covid19**
 - ✓ **Seacoast Chamber Alliance** - A Consortium of all six Seacoast Chambers of Commerce known as the *Seacoast Chamber Alliance* has created a business support initiative known as: *Seacoast Economic Recovery Program* which provides specific programming to business that need support and assistance during COVID-19. The most current programs include: (1) Virtual Job Fair /11-17-20 had 300 registered and 100 participants (2) A marketing program for seacoast business is also being developed by the chambers at the request of the Governor
 - ✓ **SEDS:** Participate in a weekly ZOOM with Seacoast Economic Development Directors as a "Response Team" for area business. The group includes seven (7) regular participants, and several weekly "guest" experts. The group cooperative has been named: "*Seacoast Economic Development Stakeholders*" (*SEDS*)
 - ✓ **SRPC:** (1) Has hired a "Resiliency Coordinator" to organize and consolidate all (currently fractioned) Covid response efforts, that will benefit business and the community at large. Natalie Moles has been hired, and started in the position in November. (2) SRPC is hosting a Brownfields

ZOOM that has specially been created for Economic Development Directors in December

- ✓ **Communication:** Daily email message to Somersworth Business

Parks & Recreation- November 2020

- Staff met with the Somersworth Christmas Parade Committee to discuss alternative safe activities and contests to offer the community during the holiday season. We'll be collaborating this year in an effort to provide safe, unique, & fun holiday celebrations for all demographics in Somersworth. The committee has named the series of events 10 Square Miles of Christmas Fun! The Christmas Parade Committee will be working on several activities to include a socially distant Santa drive-through visit, a virtual tree lighting ceremony with a story reading, ice sculpture, and some fun holiday themed contests. Recreation staff will be taking the lead on 3 of the activities that will be offered in December to include the Holiday Home Decorating Contest, Holiday Youth Coloring Contest for children ages 3-13, and Somersworth Sentiments. Somersworth Sentiments is a program where children will make holiday cards, write letters, and draw pictures that will be displayed in the lobby of the Somersworth Housing Authority locations as a way to spread holiday cheer to the Senior demographic.
- RECspiration is an ongoing activity newsletter that staff started back in March when we were forced to cancel our in-person programs and events due to COVID-19. We now have over 35 editions of RECspiration newsletters that are available on our website. Activity samples include fitness, mindfulness, recipes, crafts, games, fun facts, and more.
- Due to the many safety challenges resulting from the COVID-19 Pandemic, the City has made the difficult decision to cancel our 2020-2021 Rec Youth Basketball Program for children in grades 1-6 and our 2021 Biddy Basketball Program for children ages 3-6. In lieu of offering our basketball programs, Recreation staff will focus on providing virtual resources and ideas to help families stay active and creative during the winter months. We encourage residents to follow "Somersworth Recreation" on Facebook & visit our website as we'll be posting our weekly RECspiration activity newsletter as well as providing additional resources, ideas, program updates, and more.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: December 8, 2020

SUBJECT: Public Works Department Monthly Report for November, 2020

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- The new City Engineer and Executive Assistant began their duties.
- Alden Bailey Restoration completed the replacement of the slate roof at the Furber Chapel at Forest Glade Cemetery. State Historic Preservation Grant officials toured the project site and offered compliments for the timely completion of the improvements. Close out reports are being prepared at this time.
- Participated in the final site inspection of the Veterans Memorial at Sein Park.
- Participated in a zoom call with PUC administrators on the double pole complaint issue. Participated in settlement discussions with PUC officials and Consolidated Communications.
- Developed plans to address the replacement of the failed catch basin on Winter Street.
- Highway Division employees provided support to the City Clerk's office for the November 3 National election to sanitize polling locations.
- Participated in SRPC Executive, Policy Board and TAC meetings
- Conducted assessment of the Winter Street sink hole, provided initial repair and developing plans for a permanent fix.
- Participated in progress meetings on several projects including the Rocky Hill Road culvert replacement, CMAQ -High Street Traffic Signal Upgrade; TAP sidewalk improvements, Rocky Hill Road Well Evaluation Summary, and the Winter Street sink hole /failed catch basin.
- Met with sales representatives from Chadwick BaRoss on finalizing details of the new C992 Holder Tractor, accepted delivery of the new unit as well.
- Met with Unutil officials on their interest in relocating their valve station off of Maple Street and Bartlett Avenue to City property along the back side of the Cemetery/construction spoils storage area.
- Reviewed a proposal from the City of Rochester for additional water supply to the Addison Estates Residential Development.
- Attended City Council, and Public Works and Environment Committee meetings.

HIGHWAY DIVISION

Operations / Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Modified the leaf box to fit current fleet
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Performed seasonal leave bag collection
- Performed seasonal brush collection
- Began installing Christmas decorations on poles downtown with a rented platform lift
- Filled in gaps and shored up the Winter St. retaining wall where granite blocks were shifting
- Prepared the City Christmas tree for installation (Plugged in and checked bulbs)
- Burned the Malley Farm after seasonal brush collection
- Repaired a section of sidewalk at 247 High St
- Placed large rocks at the Veterans Park to deter vehicle traffic from driving on the grass.
- Installed and filled salt barrels at City buildings
- Performed fall sweeping of streets to remove leaves that plug catch basins
- Removed American Flags along High St. corridor
- Trimmed road side trees and brush
- Cut back plants at city green spaces around the city
- Repaired a catch basin on High Street
- Prepped and paved sidewalk sections on Green Street and High Street
- Cleared storm drain covers in preparation of an anticipated heavy rain event.
- Milled and paved a sag in the road on Blackwater
- Set up for opening ceremony at Veterans Park
- Repaired a sink hole on Myrtle St.
- Repaired a basin on Handle Rd
- Installed Delineators along Blackwater Rd across from Cumberland Farms
- Repaired a failing catch basin in Nash Park Way
- Set up for and disassemble all voting locations; Highway personnel provided staff support for sanitizing surfaces at polling places

Recreation:

- Performed daily trash collection in parks
- Performed fall clean ups at all City parks
- Removed hazardous limbs from trees at the dog park

Water Distribution Support:

- Assisted with a water break on Blackwater Rd with trucks and excavation
- Prepped and paved in the water break trench

Sewer Collections Maintenance:

- Re-set a manhole in Nash Park Way
- Investigated a sewer issue on Prospect St (found to be residents' responsibility)
- Received 72 DigSafe requests

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (A20) process which is used during the winter months. During this time, we are not under a nutrient limit instead focused on treating Biochemical Oxygen Demand & Total Suspended Solids. The winter season runs from October 1st thru April 30th.
- Impact Fire services assisted us with our annual fire extinguisher inspections. This included the main facility, pumping stations and vehicle units. In total, twenty-one fire extinguishers were inspected and serviced.
- Laviolette Controls completed the installation of the new wet well level control system at Blackwater Rd pump station. This is now being controlled through the use of a level transducer. The advantage of this option over the mechanical air system is the transducer uses a beam of light to measure the liquid level which is less susceptible to error from material within the tank.
- Completed our semi-annual preventative maintenance on our chlorine analyzers, pH and oxygen sensors. No issues were noted.
- Operated under the high flow plan due to heavy rainfall on 11/23 & 11/30. During this time the Influent flow peaked at 4.6 MGD. No permit exceedances were reported during these events.
- Treated the system for filaments particularly Nocardia which was caused during our down time last month while repairs were being made to our dewatering system. Plant personnel are still working on destroying this nuisance organism which causes solids to foam and increases effluent turbidity.
- Plant personnel did not treat any septage for the month of November due to temporary construction activities within the offloading area.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedance during the month of November.
- Treated a total of 54-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Working on Earth Eagle Brewing's discharge permit. They have applied for a permit at their new location on Rte. 108. This will be a three (3) year permit which will allow a discharge of up to 75 gals/day monthly average with a daily max limit of 90 gals/day. This permit also requires NH-DES approval.

Capital Improvements Plan (CIP) Items:

- Waste Water Treatment Facility upgrade – Apex Construction is working on facility construction improvements. Project milestones include substantial completion – July 17th, 2021. Final completion – October 15th, 2021.
- Recent construction activities include connecting the new two-inch and six-inch city water lines to the main building. Replacement of all new water lines and yard hydrants. Painting of the clarifier mechanisms and bridge. Set up and testing of the bypass pumping system needed to allow for the upgrade of the distribution box. Start-up and testing of the new aeration grid.

WATER DIVISION

Items completed this month:

- Bacteria's and TOC's water quality test completed
- Pumped 32,298,781 gallons of raw water
- Filtered and pumped to the city 31,106,891 of finished water
- Conducted a meeting with Hoyle Tanner engineer regarding Rocky Hill well infrastructure
- Removed polymer pump # 3 for repair after failure
- Received quote for replacement polymer pump / parts
- Apex construction completed removal of filter # 1 media
- Wright-Pierce inspected damage to filter # 1
- WesTech was brought in by Wright-Pierce for consultation on filter # 1
- Barre Miller pump company set pump in well # 2 for testing
- Submitted water production data to Wright-Pierce for Hamilton St standpipe assessment
- Emery & Garrett drilled 2 new observation wells at Rocky Hill wellfield
- Hach completed quarterly maintenance on manganese analyzer

Action items:

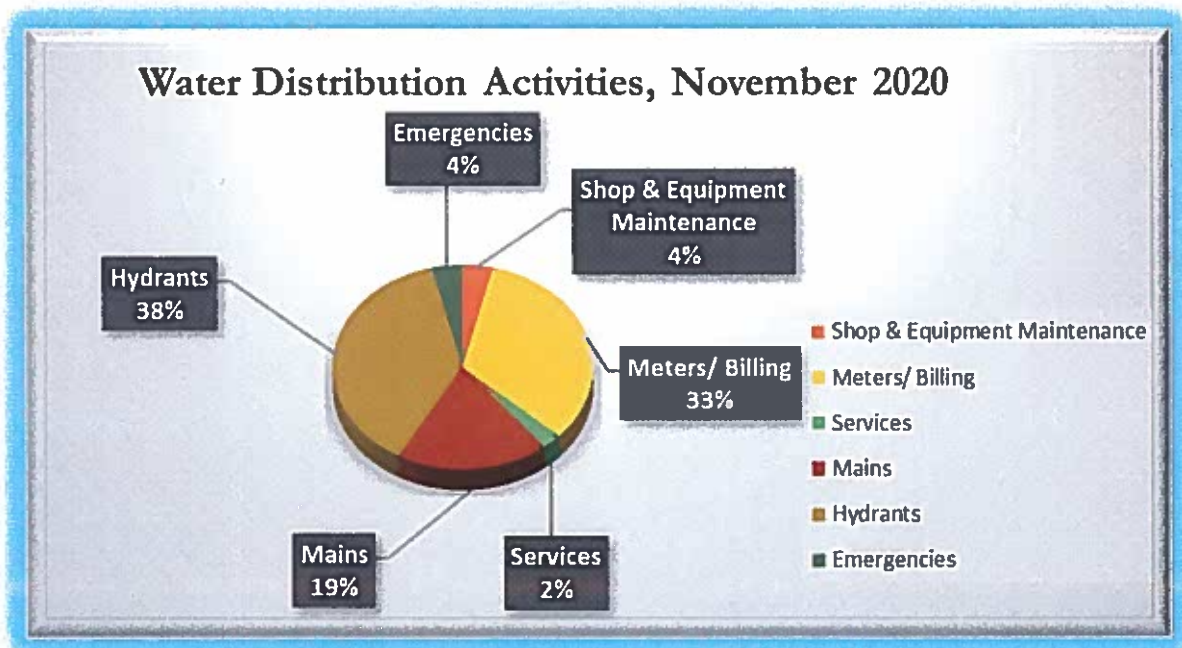
- Replacement of sanitary sewer check valve's
- Repair of filter # 1

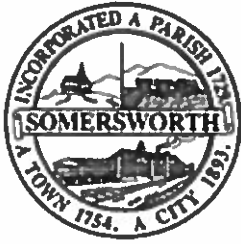
ENGINEERING DIVISION

- Completed draft specifications for the 2021 Road Paving bid documents; preparations are to release these for bid solicitation in December.
- Completed review and approvals of remaining street opening and driveway permits filed by applicants before the November 15, winter moratorium.
- Observed the inspection of Filter # 1 following the removal of media material at the Water Treatment Plant.
- Completed RFP documents for the Fremont and Franklin St storm sewer slip lining project.
- Met with engineering firms on the Rocky Hill Road Culvert Replacement Project.
- Reviewed Winter Street sink hole repair project. Developed basic specifications for soliciting price quotes.
- Met with the Rocky Hill Road Well Field consultants on site to review prep work for pumping Well # 2.
- Attended Public Works and Environment Committee.

WATER DISTRIBUTION

- Water Distribution operators completed over 90 work orders and service requests in the month of November.
- Main line valves were inspected and received maintenance as needed on all of Lily Pond Road, Enterprise Drive and a portion of Route 108.
- New water mains were tested and put into service on Buffumsville Road and Luna Circle. One new water service was added to the system on Tri City Road.
- Operators responded to several emergencies including a water main break on Blackwater Road that left customers without water for several hours.
- Hydrants on all of High Street and Market Street were inspected and winterized.





Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David Kretschmar, Chief of Police
Date: November 4, 2020
Subject: Monthly Report – Month of November 2020

Bob:

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

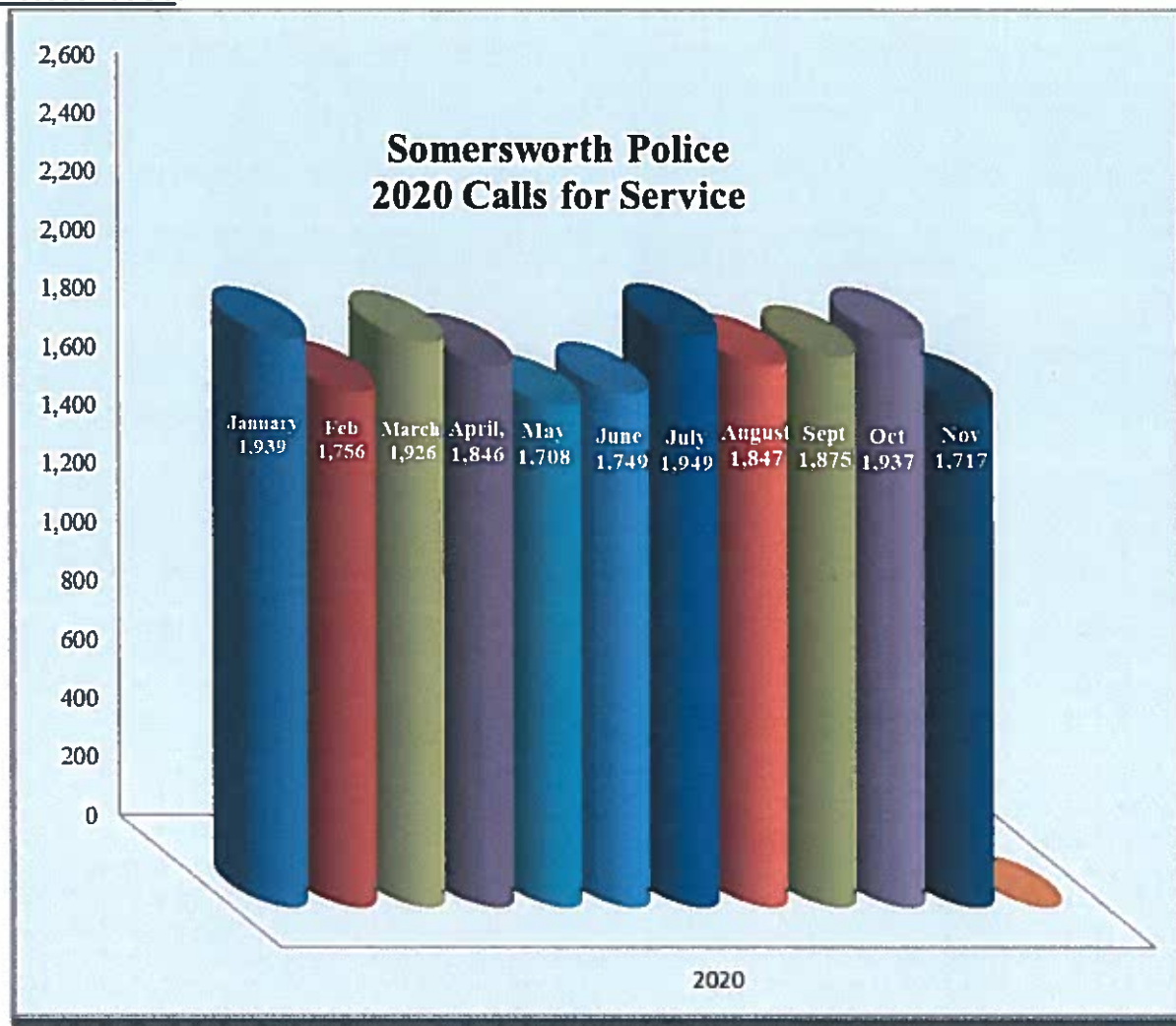
COMMUNITY POLICING:

- There was no community policing activities due to COVID-19 for the month of November.
- Shop with a Cop is back!! We are once again partnering with Target to provide gifts to 20 pre-selected families for Christmas. This is all made possible through a grant from the Target Foundation, who provided us with \$1,000.00 to distribute to the pre-selected families. Due to COVID-19 concerns, this year's version will look different in that gifts will be purchased and wrapped by officers at the Police Department and then delivered right to the recipient's home. A big thanks to Target and to School Resource Officer Ashley Fuller in their efforts to make this possible this year.

OTHER ITEMS:

- Wayne Marquis has been hired as our part-time parking enforcement officer. He currently works part-time for the State of New Hampshire as an enforcement officer at New Hampshire Parks on the Seacoast. Expect to see him soon as he finishes his in-house training.

STATISTICS:



Yearly Comparison

Month	2020	2019	2018
January	1,939	1,976	2,085
Feb	1,756	1,796	1,878
March	1,926	2,145	2,215
April	1,846	2,285	2,452
May	1,708	2,053	2,409
June	1,749	1,935	2,406
July	1,949	2,048	2,174
August	1,847	1,943	2,238
Sept	1,875	2,020	2,263
Oct	1,937	1,906	2,123
Nov	1,717	1,860	2,055
Dec	0	1,995	1,936
TOTAL	20,249	23,962	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



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

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

10 December, 2020

To: Mr. Robert Belmore, City Manager

Re: November 2020 Monthly Fire Department and Emergency Management Report

1. COVID-19 cases are on the rise. As Emergency Management Director I have worked with City staff to review policies and procedures and remain engaged with State authorities. As Fire Chief, I have implemented additional protective measures to keep the firefighting force healthy and safe.
2. Department members have invested numerous hours reviewing new Fire Station plans, thinking through day-to-day operations in the new building, and making substantive inputs to refine the design. The cooperation and working relationship with Mr. Kelly Davis of Port One Architects is outstanding.
3. Major repair work was accomplished on the Ladder Truck's aerial ladder, hydraulic system, and electronics.
4. Training on the new Forestry Truck focused on driving – to include cone course evolutions – and pump operations.

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

	November 2020	November 2019
EMS Related	50	54
MVA no injuries	7	9
Down Power Lines	9	1
Fires (all types)	7	8
All Other Hazards	39	50
Total	112	132

6. We continue to receive outstanding cooperation and response from Stewart's Ambulance Service. Average response time for the latest reporting period of October 2020 is an excellent 4:12.
7. Please feel free to contact me with any questions or concerns.

Respectfully submitted

George D. Kramlinger
Fire Chief / EMD
City of Somersworth

City of Somersworth
Capital/Non-Capital Reserve Funds.
As of 10/31/2020

Description	FY2020 Annual Funding Level	Total Balance 10/31/2020	Encumbered	Balance Available 10/31/2020
Sidewalk Improvements	FY2020 Budget contribution is \$10,000	\$52,911.00	\$0.00	\$52,911.00
Accrued Employee Leave	FY2020 Budget contribution is \$5,000	\$87,391.00	\$0.00	\$87,391.00
Facility Maintenance Fund	FY2020 Budget contribution is \$10,000	\$122,478.00	\$0.00	\$122,478.00
City Parks/Facilities Rehab	FY2020 Budget contribution is \$3,000	\$35,470.00	\$30,000.00	\$5,470.00
Municipal Transportation Fund	Contribution based on \$5 surcharge on vehicle registration - Avg about \$5,000/month	\$319,192.00	\$139,750.00	\$179,442.00
Total Capital/Non-Capital Reserve Funds		\$617,442.00	\$169,750.00	\$447,692.00

*Presented to
Finance
Committee
12/19/2020*

City of Somersworth
Other Trust Funds
As of 10/31/2020

Description	Description	Total Balance 10/31/2020	Encumbered	Balance Available 10/31/2020
Forest Glade Gate Fund	Expendable Trust fund for Forest Glade Gate	\$10,631.00	\$0.00	\$10,631.00
Forest Glade Chapel Fund	Expendable Trust fund for Forest Glade Chapel	\$10,647.00	\$10,647.00	\$0.00
Library Chandler Funds	Perpetual Trust Fund for Library Books, etc.	\$1,608.00	\$1,000.00	\$608.00
Library Bailey Fund	Perpetual Trust Fund for Library Books, etc.	\$445.00	\$0.00	\$445.00
Guilmette Fund	Expendable Trust fund for a Track Field in Somersworth	\$69,028.00	\$0.00	\$69,028.00

Also held by the Trustees of Trust Funds not listed here are cemetery perpetual care funds and high school scholarship funds.



MEMORANDUM from Director Public Works & Utilities

*Presented
to Public Works
& E
Comm.
12/1/20
(BS)*

Date: November 30, 2020

To: Bob Belmore, City Manager

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

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

Amber Ferland, City Engineer

Re: Project Updates

The following are updates to key Departmental Projects:

Downtown Holiday Decorations: Highway Division personnel will start installation of the downtown holiday banner decorations the week of November 30; plans are also underway to install the Christmas Tree with lights at the USS Somersworth Park. Highway personnel have also completed the removal and storage of all US Flags on High Street and Constitutional Way.

Veterans Memorial Park: Rye Beach Landscaping and Matrix have been advised of punch list items and are beginning to address identified items. The City Engineer flagged the planting warranty's to Ironwood Architects to ensure the City receives the proper plant warranty. Per the design specifications and the contract with Rye Beach, the 90-day plant maintenance period begins May 1, 2021, and upon acceptance by the Landscape Architect, the one-year warranty period will begin. We estimate the plant warranty extending to August 1, 2022 depending upon final acceptance dates. Water Division personnel winterized the irrigation system during the week of November 9. Staff obtained a price quote from Victor Stanley sales representatives for a new trash receptacle to be placed on the sidewalk near the front of the Park and submitted a PO for approval. Total cost with shipping is \$1,714. The trash receptacle will match the same specification as those used in the downtown improvements.

Winter Street sink hole: Sink hole at Winter St just down from Lincoln Street, is caused from a failed catch basin and requires replacement. Staff is soliciting quotes from contractors on the City's contracted equipment bid list for the replacement of the catch basin and immediate surface repairs. Site meetings occurred on November 26; quotes are due to the City Engineer on Thursday December 3.

FY21 Road Repair Bids: Bid specification documents are complete but for policy feedback needed on the preferred sidewalk profile design for the High Street (W. High Street to Memorial Drive) pavement repair and sidewalk replacement alternate.

Rocky Hill Road Culvert Replacement Project: Staff obtained two (2) proposals from engineering firms to provide design specification services for the replacement of the 36"

drainage culvert located on Rocky Hill Road. The firms included Hoyle Tanner Inc. and Wright Pierce Engineering. A recommendation on which firm to select will be submitted by Friday December 4.

Cemetery Road Complete Street Reconstruction Project: Wright Pierce notified staff that they have reached 90% engineering design on the project. I will be scheduling a briefing on the 90% design work with your office and the Wright Pierce team; looking at week of December 7.

Rocky Hill Road Wellfield Assessment work: Emery and Garrett are preparing for a multiple hour well pump test to Well # 2 (currently not used). Temporary power is needed to perform the pump test as Well #2 well house does not have an active power source.

Water Asset Management and Hamilton Street water storage assessment project: Staff has been providing the Wright Pierce Engineering team with needed background information on the City's water storage and distribution system, including past engineering assessment work and financial data on the Water Fund. Staff is working with the consultants on proposed draft level of service indicators as part of the water asset management element of the project. Preliminary report on the condition assessment of the Hamilton Street storage tank is to be delivered by late November, early December. The project schedule calls for substantial completion of the reports and assessment work between February and March 2021 and an overall deadline by end of May, 2021.

Wastewater Treatment Plant Upgrade Project:

The water lines were installed and tested. The fire alarm system is completed with the system communications being finalized. The clarifier #3 is being backfilled and cleaned up, and contractors are continuing to work on the compressor building and related electrical work. The recurring monthly meeting to discuss work completed and the next month look ahead with Wright Pierce is scheduled for December 11.

EPA's Nitrogen Removal General Permit issued: EPA announced that after several years of negotiations from NH seacoast communities and other environmental groups, a new General Permit for nitrogen discharges into the Great Bay was adopted; communities will have a choice between adopting the standards within the General Permit or seek a separate individual permit from EPA. Affected communities have until April 1, 2020 to submit a Letter of Intent to be covered by the General Permit or to seek an individual permit. Staff is beginning to review the requirements of the General Permit to assist with an overall recommendation.

Assessment of Water Treatment Plant Filter # 1; loss of filter media material: Apex Construction completed the removal of the media material to filter #1 and an initial assessment of the filter bed structure was made by Wright Pierce engineers. A follow-up site assessment by Wright Pierce is planned for the week of November 30 and then followed by a technical memorandum with recommendations to staff.