


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, February 14, 2014
SUBJECT: City Manager's Report for Tuesday, February 18, 2014
City Council Agenda

*5:30 p.m. - City Council Workshop
Presentation - Landfill Solar Energy Feasibility Study
(Renewable Energy Reuse Assessment)*

6:30 p.m. - break for Mayor & City Council Group Photo

*6:45 p.m. - Public Hearing on
Ordinance No. 8-14, Add New Chapter 32, Water Ordinance*

Unfinished Business (under Section 13 of Agenda)

Ordinances:

- A. Ordinance No. 8-14 Add New Chapter 32, Water Ordinance.** This Ordinance will replace the present Water Tariff.
- B. Ordinance No. 9-14 Amending Chapter 4, Personnel Rules & Regulations, Compensation Schedule.** This Ordinance change and Ordinance Change No. 10-14 will take effect July 1, 2014 if approved.
- C. Ordinance No. 10-14 Amending Chapter 4, Personnel Rules & Regulations, Section 11.3 Titled "Health Insurance."**

New Business (under Section 14 of Agenda)

Ordinances:

- A. Ordinance No. 11-14 Supplemental Appropriation for Additional Improvements As Part Of The Downtown Improvement Project.** This action item will require a Public Hearing, therefore I recommend the hearing be held prior to the next regular meeting of Monday, March 3rd at 6:45 p.m.

Resolutions:

- A. Resolution No. 28-14 Authorize The City Manager To Purchase iPads To Be Used By The Mayor And City Council.** By passage of this Resolution the City Manager is authorized to take the necessary steps to purchase up to ten (10) iPads with the necessary accessories that may include insurance, case/stand, training and support. The estimated cost is \$ 5,280. plus any additional costs for IT training and support.
- B. Resolution No. 29-14 To Demolish The Former Police Station And Establish A City Park.** Staff has solicited one (1) budget proposal to date. It is anticipated the City would request additional proposals for the demolition as well as for the landscaping aspect of the project. The proposed budget number here does not include hazardous material removal if found.
- C. Resolution No. 30-14 To Authorize The City Manager To Order One Police Cruiser Which Will Be Funded In The Fiscal Year 2014-2015 Budget.** City Council passed a similar Resolution last year. If approved, the City will be able to order the new cruiser to ensure a more timely delivery once the Fiscal Year 2015 Budget is passed. We utilize the NH State Bidding Process for our cruiser purchases. This budget number includes outfitting the unit with lights, radio and mobile computer.
- D. Resolution No. 31-14 To Authorize The City Manager To Contract With Severino Trucking Company, Inc., of Candia, NH For Improvements To Station Street.**
- E. Resolution No. 32-14 To Authorize The City Manager To Contract With Severino Trucking Company, Inc., of Candia, NH For Improvements To Prospect Street Stairs.**
- F. Resolution No. 33-14 To Authorize The City Manager To Contract With Severino Trucking Company, Inc., of Candia, NH For Improvements To Replace Certain Water Services Under Sidewalks In Conjunction With The Downtown Improvement Project.**
- G. Resolution No. 34-14 To Authorize The City Manager To Contract With Severino Trucking Company, Inc., of Candia, NH For The Replacement Of The Exterior Stairs Near The Somersworth City Hall.**
Resolutions No. 31-14, 32-14, 33-14 and 34-14 are the product of the last workshop with HTA Engineers and discussions held with the Public Works & Environment Committee. All are contingent on passage of the Supplemental Appropriation of Ordinance No. 11-14.

City Manager's Items (under section 10 of Agenda)

A. Information Items:

1. Superfund Landfill Site Monitoring Costs.

A. FY 2013-2014 Proposed Contract Amendment. Attached is a "Draft" contract amendment that I will sign (without objection): Additional maintenance works was required and will be needed over the next several months. Presently, there appear to be sufficient escrowed funds on hand to meet the cost of this additional work.

B. FY 2014-2015 Proposed Contract. As has been the practice, I will be signing (without objection) the attached contract for proposed monitoring work to be done by GeoSyntec Consultants as being required by the EPA for FY 2014-2015. This Remedial Action Services contract outlines our compliance obligations in accordance with the existing EPA Consent Decree and Record of Decision (ROD). The City's special Legal Counsel, Attorney Mark Beliveau will be attending the 5:30 p.m. Workshop should you have any questions. Please note that Attorney Beliveau will be reviewing the Contract prior to my signing it.

2. Somersworth-Berwick Bridge. As you will read in the attached Project update, mobilization will occur on or about February 24th.

3. State of the City Address – March 12 at 5:30pm. In accordance with the City Charter, the Mayor and School Board Chairman have scheduled a joint meeting on Wednesday, March 12th starting at 5:30 p.m. for the State of City Address.

4. City Council Workshops.

- February 19th, this Wednesday at 5:00 p.m., a workshop with VHB Engineers regarding the TE Grant.

Please approve the following workshops for the City Council March Meeting Dates:

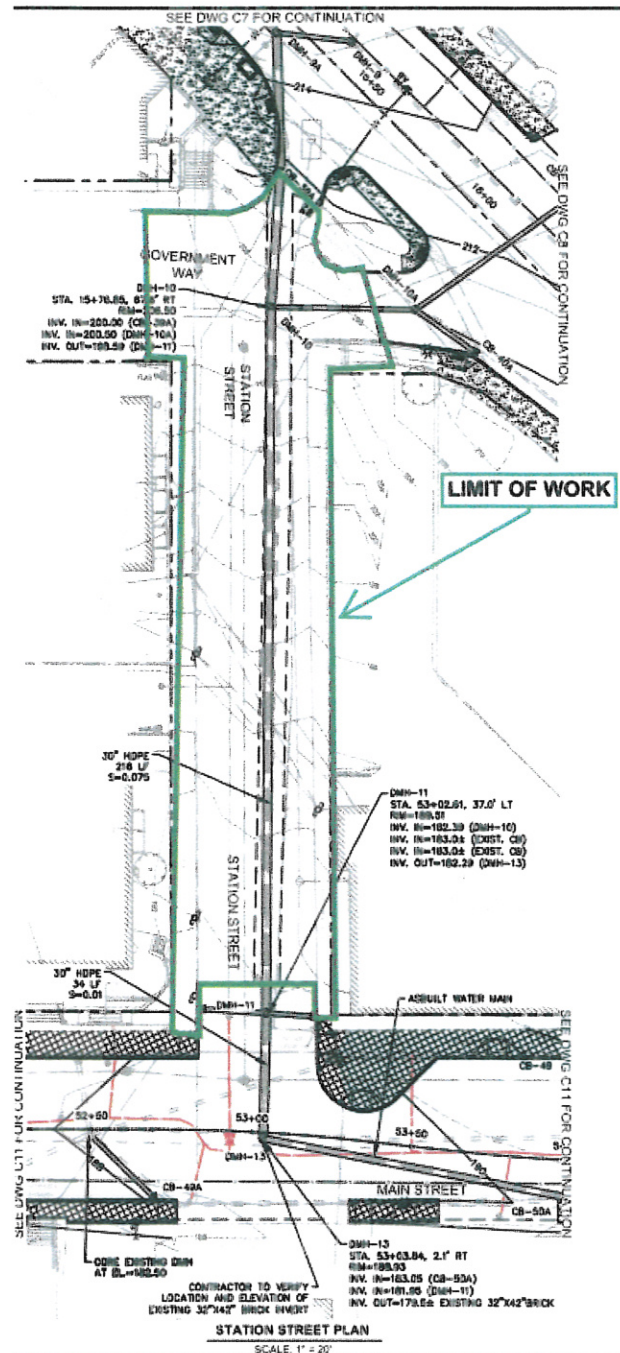
- March 3rd, starting at 5:30 p.m., guest speaker Bert Cohen on sustainability
- March 17th, starting at 5:30 p.m., AG Architects will be presenting their study results, re: Improvements to the former Hilltop School/Building.
- Reschedule a date & time for the Annual Goal Session.

B. Attachments:

1. City Attorney Certifications Three (3).
2. Department Head Monthly Reports.
3. Recreation Department 2014 Park Inventory.

Downtown Improvements Project Additional Funding		
Amount Needed:		
General Fund	\$350,000	
Water Fund	\$50,000	
Total Funding Needed		\$400,000
General Fund Sources Available:		
Fund Balance		Total/as needed
Road Resurfacing/Unencumbered		\$300,000
Sunningdale Sale Proceeds		\$535,000
Sunningdale Fire Proceeds		\$57,000
LGC Surplus Refund		\$186,000
Pandelena Bid Bond		\$25,000
Bond Authorized/Unissued		\$120,000
(Authorized \$4,770,000 issued \$4,650,000, HVAC project less than estimated)		
Water Fund:		\$50,000

TO Finance
Committee
meeting of Feb 11, 2014
JCB



Item #3 - Prospect Street Stairs

Replacement: \$25,000

Includes granite, stringers

New steel painted railing: \$10,000

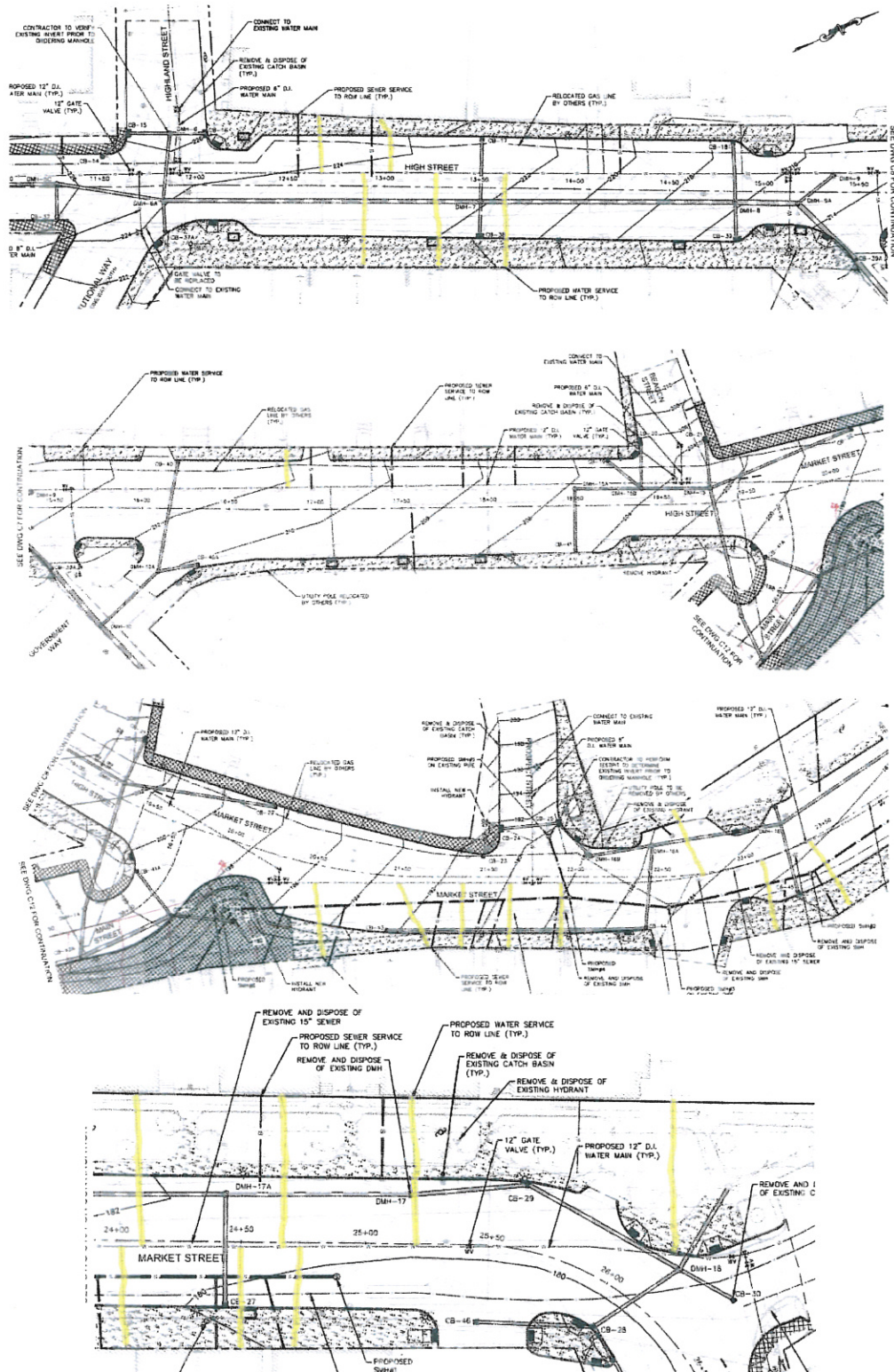
12 Granite steps @ \$250 each: \$3,000

Concrete stringers, rebar, drainage, materials: \$12,000



Construction Cost: \$30,000

Approx. 21 services: \$700 install + \$700 plumber/electrician = \$1,400 each



553604 - Somersworth Downtown Utilities & Infrastructure Project

Public Works Committee Meeting Discussion Items

February 11, 2014

Item #1 - City Hall Stairs

Full Replacement: \$50,000

Includes improved drainage, granite, stringers, reuse of existing railing

15 Granite steps @ \$250 each: \$4,000

3 Granite landing slabs @ \$1600 each: \$5,000

Concrete veneer & rebar work: \$16,500

Demo/excavation: \$10,000

Materials & drainage: \$7,500

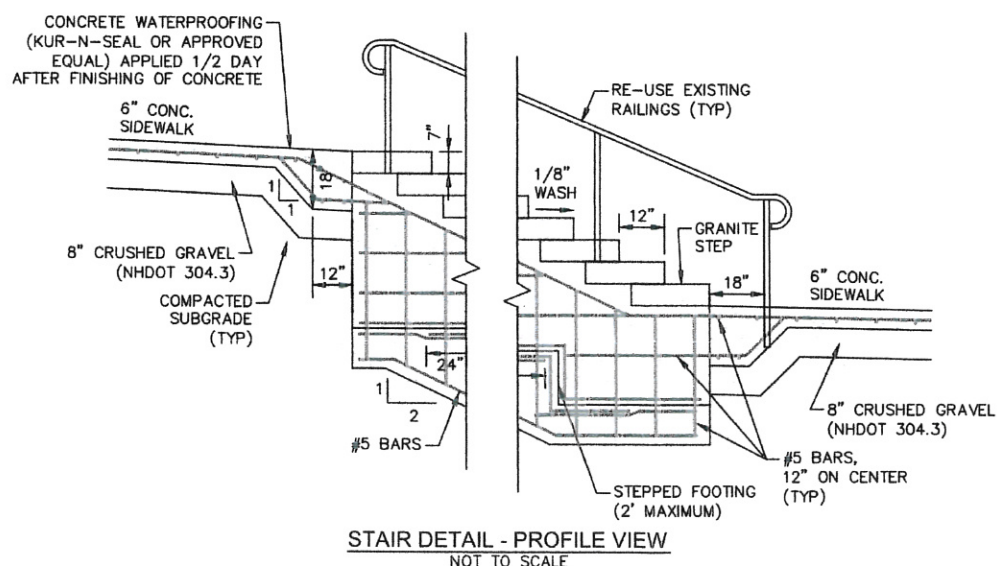
Misc. Work: \$7,000



Resurfacing: \$18,500 (Associated Concrete Coatings Quote)

Stair work includes demo, deep repair patches, hydro clean, Flexcrete coating with sand and Flexseal top coat

Wall work includes removal of loose plaster, hydro clean, saw cut deep holes and repair with mortar, Thoroseal Plaster on all walls



Bob Belmore

From: Dave Sharples
Sent: Thursday, February 13, 2014 12:57 PM
To: Bob Belmore (bbelmore@somersworth.com)
Cc: Scott A. Smith (ssmith@somersworth.com)
Subject: Bridge Project update

*Mayor/
City Council*
RS

Hello Bob,

I attended the Bridge utilities meeting and the Bridge preconstruction meeting today and wanted to pass on the following highlights:

No construction schedule yet but it will be finalized in a week or so but they are anticipating the following:

- Feb 24th – start construction/mobilization, setting signs, site office, etc.
- End of March-early April – Weekend closure from Friday 9pm to Monday 6am to install moment slab and temporary RR Xing. Traffic will be moved to the upstream side of the Bridge either before or immediately following the moment slab installation
- August – move traffic to downstream side
- Mid November – all lanes of traffic reopened
- June 1, 2015 – completion date (expect to do final paving in April/May of 2015)
- Throughout the project there will be two weekend closures (Friday 9pm – Monday 6am) and 6 night closures (9pm – 6am)
- They will have weekly progress meetings in their field office at the Bridge

I did speak with the contractor and they will be placing variable message signs out in advance to alert motorists of the pending construction activities and these signs will be maintained throughout the project. They are also aware of our sensitivity toward change orders and John, the Resident Engineer, will insure that you are notified of any change orders. I also learned that Berwick has signed an agreement with MEDOT to pay for the four ornamental lights on the Maine side so we won't participate in the funding for those lights, just the two on our side.

We may want to schedule a block party on Market Street on the Saturday night of the weekend Bridge closure. No traffic!

Let me know if you have any questions.

Thanks,

Dave

2/13/2014

Department of Development Services (DDS)
Monthly Report
January 2014

Office of Assessing:

- Interior inspections for properties on the 2013 Cycled Inspections took place for 3 days in January. Total properties visited will include approximately 916 parcels.
- Preparations are being made for the 2014 Revaluation.
- Letters are being mailed to recertify all Veterans Credits for the Revaluation. This portion should be completed in March 2014.
- The City received two abatements appeals to the BTLA, one which was solved through mediation and one in which mediation is still on-going.
- We have field checked all permits that have been taken out since April 1, 2013. We will recheck the properties in the spring of 2014 where the permits were found to be not yet complete.
- Sales Verification inspections have taken place in the month of January.
- We are currently receiving and processing Elderly Exemptions and Veteran's Credit applications. These applications must be turned in no later than April 15th to be reviewed for the 2014 tax year.

Office of Code Enforcement / Property Maintenance

Property Maintenance and Code Enforcement Activity Report for January 2014

Incident Location	Origin of Complaint	Nature of Concern	Responsible person notified	Compliance	Comments
2 Green Street	CC	rubbish	yes	yes	
38 Highland Street	CC	property maintenance	yes	pending	foreclosure
10 Portland Street	CC	rubbish	yes	yes	ex-tenant
9 Andrews Road	DDS	zoning violation	yes	yes	sign ordinance
324 Main Street	DDS	rubbish	yes	yes	
9 Mt. Auburn Street	DDS	property maintenance	yes	yes	
8 Ash Street	DDS	property maintenance	yes	yes	
East Alley	DDS	garbage	yes	yes	
446 High Street	DDS	rubbish	yes	yes	

DDS means Department Action CC is for citizen complaint
--

Building and Health Departments:**Major Building Permits issued in January 2014:****Construction cost Fee**

13	Vincent Way	Rehab (Gut and rebuild)	\$40,000.00	\$330.00
----	-------------	-------------------------	-------------	----------

Minor Building Permits issued in January 2014:

96	Market	Window replacement	\$96,000.00	\$0.00
10	Clement Rd	Bathroom addition/Remodel	\$5,984.00	\$58.00
55	Rowland	Rehab (Gut and rebuild)	\$40,000.00	\$330.00
01	Curran Way	Finish Basement/Attic	\$2,000.00	\$25.00

PERMIT RECEIPTS						
	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	\$1,643.82	\$1,789.50	\$1,387.72	\$1,378.00	-\$9.72	-0.7%
February	\$807.00	\$658.60	\$1,922.02			
March	\$1,299.75	\$2,141.00	\$2,974.00			
April	\$4,288.05	\$1,811.00	\$2,470.38			
May	\$2,738.50	\$5,532.00	\$6,979.20			
June	\$1,844.30	\$1,701.00	\$3,609.52			
July	\$2,570.96	\$3,750.70	\$3,968.83			
August	\$2,437.74	\$3,059.03	\$13,916.92			
September	\$4,306.25	\$3,422.70	\$8,522.70			
October	\$1,473.41	\$2,217.25	\$4,336.68			
November	\$1,969.50	\$4,126.12	\$2,930.29			
December	\$877.00	\$1,726.75	\$2,990.12			
Year total	\$26,256.28	\$31,935.65	\$56,008.37	\$1,378.00	-\$9.72	-0.7%
Difference of change this year to last (completed months only)						

Total Permits 2011 to Present

	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	42	34	31	24	-7	-22.58%
February	20	27	39			
March	27	27	44			
April	42	40	60			
May	77	41	65			
June	55	16	77			
July	54	48	54			
August	66	50	61			
September	53	51	72			
October	56	61	56			
November	61	36	48			
December	35	45	42			
YTD Totals	781	589	503	24	-7	-22.58%

Land Use Boards:

Conservation Commission January 2014:

- Twelve Month, LLC, 31 Stackpole Road and 301 Green Street, Assessor's Map 20, Lot 05 and Map 19, Lot 01, CUP #04-2013. The Commission reviewed the application for a single family residential subdivision with wetland impacts and **tabled** the item until the February meeting.

Historic District Commission January 2014:

- My Mobile, on behalf of Tony Doan, 59-65 High Street, Assessor's Map 11, Lot 63A, HDC #25-2013. The Commission **approved** the request to erect signs.
- Them Tran, 76-78 Elm Street, Assessor's Map 10, Lot 193, HDC #29-2013. The Commission **tabled** the request to replace stairs because no one was present to represent the application.
- Them Tran, 68-70 Elm Street, Assessor's Map 10, Lot 191, HDC #30-2013. The Commission **tabled** the request to replace stairs because no one was present to represent the application.

Planning Board January 2014:

- No regular or workshop meeting was held.

Zoning Board January 2014:

- The meeting was cancelled due to inclement weather.

Economic Development

- See separate report attached

Parks and Recreation

- The Saturday morning basketball program for grades 1-6 ended on Saturday, January 11th. The program served over 130 children this year.
- Travel basketball teams have begun competing with other area community teams. Teams are comprised of 3rd and 4th grade boys and girls, and 5th and 6th grade boys and girls.
- Biddy Basketball started on January 25th. There are 35 children participating in the 3 & 4 age group, and 23 participating in the 5 & 6 year old group.
- Planning is underway for the Father-Daughter Valentine's Dance to be held on February 13th at Idlehurst Elementary School.
- Nick Campion, Recreation Supervisor, attended the Northern New England Recreation and Parks Conference held in Bartlett, NH on January 7-9. This three-day conference held educational training on parks and recreation operations, programming, administration and more.
- Nick Campion, Recreation Supervisor, attended the Health & Safety Coordinator Academy at the NHLGC on January 15th. He became certified at the Health & Safety Coordinator for the City of Somersworth and was granted \$500 to implement health and safety initiatives within the City.

Other

- Georgetown University is holding an Energy Prize competition to challenge communities to work together and begin implementing plans for reducing energy consumption from local natural gas and electric utilities. With the support of the Sustainability Committee, Director Sharples has submitted a nonbinding Letter of Intent to see if there is interest in moving forward with the competition.
- The NHDOT has reviewed and approved the Engineering Study that was submitted by VHB, Inc. relative to the Transportation Enhancement project. This approval means that VHB, Inc. can now proceed to the Preliminary Plans phase of the project.

Submitted by Dave Sharples

Monthly Update

- Christine had two meetings with representatives of the Berwick Economic Development Commission to share updates on downtown projects and initiatives and look for possible collaborations.
- Discussions continue with several developers interested in investing in the downtown continue utilizing RSA 79-E to develop underutilized buildings.
- A Social Media Policy has been drafted for the City manager to review.
- Derek Maloomian, a UNH student, began an internship with the department where his focus will be on business recruitment research.
- Christine met with Cindy Harrington, one of two State Recruiters, from the NH Division of Resources and Economic Development to discuss recruitment strategies for the City.
- The department hosted the Somersworth Chamber Business Before Hours on Friday, January 24th. The event drew a record crowd of business members, City officials and invited guests who were updated on the many projects and successes from the past year and for the upcoming year.
- Christine attended the SBA Women's Business Forum and the Industry Forecast meeting in Manchester and the CEO Forum in Durham.
- Business visits and Chamber Ambassador visits continue on a regular basis.
- The Seacoast Economic Alliance members met to discuss their marketing plan with Business NH Magazine for 2014.
- Christine is the Chair of the Skyhaven Airport Marketing Committee which will be working to promote the Wings and Wheels event in June at the airport.
- The department continues to participate on the Career Technical Center's renovation committee, Vision 2020, Great Falls Development Corporation, The Somersworth Chamber, Granite State Future and the seacoast area CIBOR.
- Christine is working with Rochester to promote a Manufacturers Exchange that meets quarterly to network and seek out potential strategic alliances.
- Christine is working with Dover to create a stronger relationship between the CTC's and the local business community through internships and other partnership opportunities. BizEd Connect expects to launch a website by the summer.

Monthly Report



To: Bob Belmore, City Manager
From: Carol Murray, Interim Director
Date: January 17, 2014
Re: Public Works Monthly Report for December, 2013

INTERIM DIRECTOR'S COMMENTS

This winter has delivered harsh weather to New Hampshire. The saturating rains that have come about every month, have driven water into the bases of highways and the arctic cold that has followed have introduced frost heaves, pothole and pavement damage earlier and more severe than normal. While the frost heaves will settle out, they will be back. The delamination and general pavement damage is a statewide condition and the winter conditions will bring more.

The snow banks have diminished, but the snow was in the City over the last month. The snow presented its own challenge, but ice was the most serious maintenance issue on the highways. The very cold temperatures were well below the point where salt is effective. The combination of sand and salt was the only treatment that offered traction. Nighttime refreeze meet the crews came in earlier to treat the road before the commuting hours. In that cold weather time, while it was snowing, the crews dealt with a water main break. The water distribution staff had several emergency shuts that they performed for homeowners due to frozen pipes. The water plant had to make chemical adjustment and filter backflows due to the temperature variations. There were always adequate treated water stored in the standpipe to provide service, and the storage was replenished after each event. The waste water plant experienced some trouble with the Blackwater pump, but it was fixed without a service interruption.

The routine testing, monthly compliance reporting and meter reading operations were accomplished by both the water and waste water treatment facilities. Approximately 50% of the sand/salt budget has been expended, with about 40% of an average winter remaining.

WASTEWATER DIVISION, Jamie Wood, Chief Operator

Operations/Maintenance:

- Maintaining Mean Cell Residence Time (MCRT) at 7-days due to colder weather. This is outside of the Nutrient Removal target of 6-days. Nutrient Removal season runs from May 1st through September 30th each year.
- Installed rebuilt pump at the Blackwater Road pump station. The rotating assembly within pump #1 failed due to age. Both pumps are now back in service.

- Effluent chlorine analyzers were both serviced in accordance with the contractor (HACH) agreement. No issues were reported.
- Underground storage tank for #2 fuel oil was serviced in accordance to State requirements. During this time NH-DES conducted an onsite inspection and reported no issues or concerns. A written report was issued and is included.
- Conducted quarterly storm water inspection in accordance with the onsite Storm Water Prevention Plan (SWPP). No issues were noted.
- Two wwtf staff members responded to three (3) snow events and assisted Public Works with snow plowing.
- Experienced (1) call-back for the month due to an aeration tank blower issue.

Safety:

- No issues or incidents to report.
- Conducted annual overhead crane/hoist inspections with contractor. Re-certified (4) in total which included (2) at the wastewater treatment facility, (1) at the Blackwater Rd pump station and (1) at the water treatment facility.

Compliance:

- Preparing Monthly Reports to US-EPA and NH-DES. Reports are due to the agencies by the 15th of each month.
- Reported no exceedances for the month of December.
- Treated a total of 42 million gallons of wastewater during the reporting month.
- NH-DES conducted a surprise onsite facility inspection on 11/21/13. A formal report has been issued and is included with this report.

Industrial Pretreatment Program:

- No issues or concerns to report.

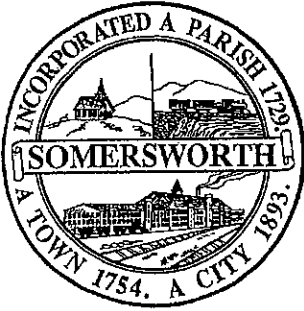
WATER DIVISION, Allen Breton, Chief Water Plant Operator

- Have to reschedule Dover Vac truck for raw water pit cleaning. Truck had been used the night before and driver not sure of contents.
- Receiving Dive team quotes for the Raw Water Intake.

WATER DISTRIBUTION, Shawn McLean, General Foreman

Work Completed

- : Repairs to well houses completed, had 9 winter maintenance events
- : Have removed snow from the downtown
- : Water break on Doelson Street during a snowstorm of 1/2/2014
- : New Caterpillar backhoe arrived



Joe Ducharme, PE
Engineering
Tel: 692-9524
Fax: 692-9576

DATE: February 6, 2014

TO: Bob Belmore, City Manager

COPY: Scott Smith, FD; Carol Murray, Interim PWD

SUBJECT: General Engineering Services – January 2014

General Engineering Services for the month of January 2014 included periodic meetings with the City Manager, Public Works Director, and Finance Director to review and prioritize engineering tasks as well as attend Public Works and Environment Committee and Finance Committee meetings to review pending pavement management activities, prioritize FY2104 paving projects to be bonded, and review progress on the downtown street/utility project.

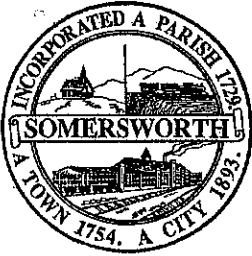
Work Completed:

- *Review of Project Documents* – preliminary review of the proposed Suningdale Subdivision plans; detailed review of City Ordinances related to major subdivisions, e-mail memo of findings to interim PWD; review of unit prices related to downtown utilities change orders, provided comments to CM and PWD.
- *Meeting on Alternative Pavement Repair Methods* – met with PWD, Utilities Foreman, and pavement vendor to discuss alternative pavement repair methods to maximize the miles of repairs possible to City roads that have recently experienced pavement failures.
- *Pavement Bid Documents* – prepared a draft set of bid documents for pavement repairs to High Street and Tri-City Road; distributed to FD, PWD, and Utilities Foreman for review and comments.
- *Council Meeting* – presentation to City Council on planned pavement repairs to High Street and Tri-City Road; discussed pavement assessment program.

Ongoing Efforts:

- Buffumsville Road, Maple Street, and Down Street drainage improvement projects – received survey and wetlands delineation late January as well as camera inspection report. Will begin preliminary design and review of cost estimates immediately.
- Will complete the grant reimbursement request to NH OEM for the Rocky Hill Road Culvert Replacement project.
- Will summarize trench regulation and trench permit amendment recommendations.
- Will complete preparation of 2014 pavement bid documents (similar to the City of Dover) for spring 2014 pavement bid.

END OF MEMORANDUM



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Dean W. Crombie
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: Dean Crombie, Chief of Police
Date: February 3, 2014
Subject: Monthly Report -- Month of January 2014

COMMUNITY POLICING:

- Several department members participated in a fundraising basketball game, where members of the Somersworth Police Association played against the New England Patriots Alumni members. This event raised funds for our association to support our charity work throughout the year.

PERSONNEL (TRAINING & STAFFING):

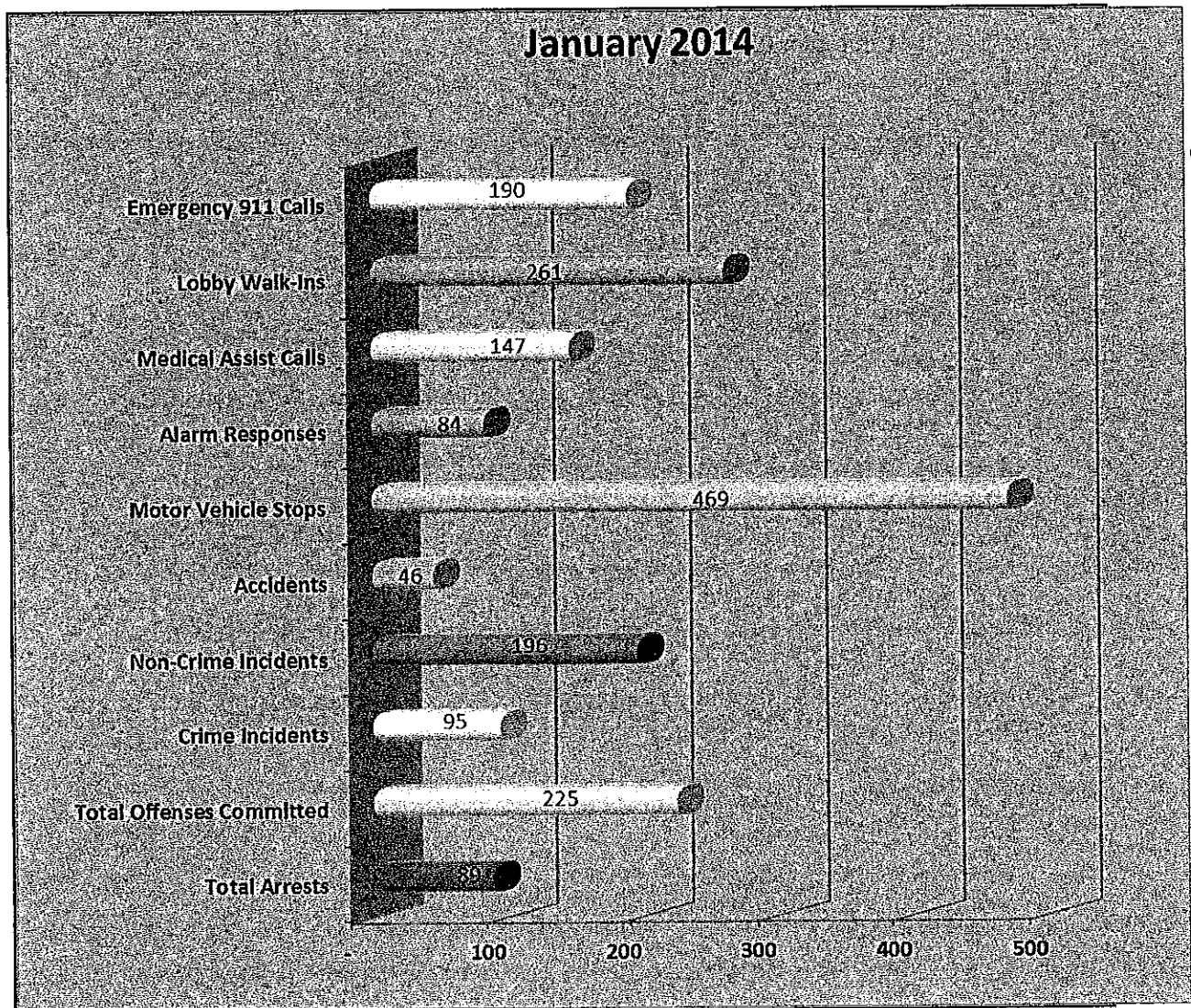
- Officer Jon Hanson completed training for Active Shooter. This training was conducted by the New Hampshire State Police through Primex.
- Cheryl Robinson, Karen Cantrell and Wendy Becker-Metivier completed their required SPOTS security training.
- Captain Russell Timmons attended a Gas Safety Awareness training provided by Unitil.

OTHER ITEMS TO REPORT:

- Our Watchguard in-cruiser video camera system has gone live in all of our patrol vehicles. This state of the art recording system captures police contacts with video and audio recording and will be used in prosecution of cases. This system was paid for through grant funds from the Highway Safety Agency, Justice Assistance Grant funds and our drug asset forfeiture funds. No city funds were used.
- We purchased 500 "forever" stamps before the postage increase saving the City money in upcoming postage.
- 261 people entered the lobby for service in the month of January.

MONTHLY STATISTICS

	Month of January	Year to Date Totals
Total Arrests	89	89
Calls for Service (Including Items Below)	2,241	2,241
Total Offenses Committed	225	225
Crime Incidents	95	95
Non-Crime Incidents	196	196
Accidents	46	46
Motor Vehicle Stops	469	469
Alarm Responses	84	84
Medical Assist Calls	147	147
Lobby Walk-Ins	261	261
Emergency 911 Calls	190	190
Revenues Deposited FY 2013-2014	\$ 5,867.20	\$95,781.02





City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle

Fire Chief & Emergency Management Director

khoyle@somersworth.com

Business: (603) 692-3457

Fax: (603) 692-5147

www.somersworth.com

JANUARY 2014 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	9
Vehicle Fires:	2
Outside Fires:	2
Emergency Medical:	59
Motor Vehicle Crash:	8
Malfunction/false alarm:	15
Accidental/public service:	23
Hazardous Condition:	18
Hazardous Materials:	5

NON-EMERGENCY ACTIVITIES

Burning Permits:	11
Fireworks Permits:	0
Oil Burner Permits:	0
Place of Assembly Permits:	0
Fire Safety Inspections:	8
Fire Drills:	2

CALLS FOR SERVICE

- We responded to 46 more emergency calls this January (141) than in January 2013 – an increase of 48%.
- We responded to mutual aid fires in Dover (2); Rochester (2) and Berwick ME. (4).
- Many broken pipes over weekend of January 4/5 prompted us to put information on the website and Channel 22 from Primex about protections for homeowners and businesses to take.
- American Ambulance transition as the City's EMS "911" provider continues to be smooth.

over

PLANNING/PROJECTS/GRANTS

- The final copy of the City's Disaster Plan from our consultant is under review and after corrections, will be ready for distribution.
- FEMA contacted us about our \$99,068 SAFER Act grant for 10 more call firefighters to be added over two years. They are verifying our financial information, which although is not a notice of an award, is a precursor to it.
- Performed acceptance testing of fire protection systems at the new Wentworth Surgical Center on Rt. 108; the renovated Hyundai dealership on the same road; and the new Eyesight business also on Rt. 108.
- The new pumper construction at Toyne Fire Apparatus is moving along smoothly. An April delivery date may be possible.
- Revised the Department's fire hydrant snow clearing policy and also encouraged the public to clear out hydrants adjacent to their properties to assist the city during major storms.
- The state refused to assist Strafford County with issues surrounding the delivery of emergency management and public health emergency services to municipalities by the state's new vendor (Ready Strafford).
- The process of completely revising the Department's "Standard Operating Guidelines" is continuing each month.

TRAINING/MEETINGS

- Attended meetings of the JLMC: SRTC: "911" Committee: and the Seacoast Fire Chiefs.
- Attended a meeting of the Community Mutual Aid Association (9 surrounding communities who provide the local Air Van to refill firefighter breathing air tanks at fires and firefighter breathing apparatus fit testing equipment required by OSHA).
- F/Fs Moore and Christenbury were certified by the State Fire Academy as "life safety plans reviewers".

COMMUNITY SERVICE

- Attended Chamber of Commerce breakfast at City Hall.
- The Department is participating in the High School's "Fatal Reality" staged auto accident education session in conjunction with Prom Night.

Respectfully Submitted:
Keith E. Hoyle, Fire Chief/EMD