


Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, February 17, 2023
SUBJECT: City Manager's Report for Tuesday, February 21, 2023 City Council Meeting

6:00 p.m. Non-meeting – Union Negotiations

6:30 p.m. Council Workshop

Re: Presentation by Placework Architects ~ Public Library Expansion/ADA Improvements Study

Unfinished Business (under Section 15 of Agenda)

Ordinances

- A. **Ordinance No. 14-23: Supplemental Appropriation for Unanticipated Heating Systems Replacement Projects at the Police Station and Department of Public Works Facility.** Again, the Finance Committee supports this Supplemental Appropriation.

Resolutions

- A. **Resolution No. 29-23: To Authorize the City to Use Funding from the Building Maintenance Fund for the Unanticipated Replacement of the Heating Systems at the Police Station and Department of Public Works Facility.** Again, the City spent \$34,430 on the Police Station repair and \$12,980 to complete the Public Works Facility repair. We had approximately \$143,000 in the Fund at the end of December, 2022.
- B. **Resolution No. 30-23: To Provide Guidance for Qualified Developers in Submitting Proposals for Reuse of the National Guard Readiness Center on Blackwater Road in Somersworth, NH.** Again, attached are maps depicting Option A and Option B.

New Business (under Section 16 of Agenda)

Ordinances

- A. **Ordinance No. 15-23: To Amend Chapter 34, Exemptions and Credits, Section 34.2, Veterans' Property Tax Credit.** The Finance Committee met on February 3rd and recommended this housekeeping item to align with House Bill 1667 that passed in June of 2022. The revised NH Statue affects our current Veterans' Credit in 2 ways. This action to re-adopt the current Veterans' Credit will include active military if they meet the requirements and not just discharged military veterans. In addition, if we don't re-adopt this tax credit, the City will revert to the \$50 standard Veterans' Credit. I recommend a Public Hearing be scheduled for the next regular Council meeting on Monday, March 6, 2023.

- B. Ordinance No. 16-23: Supplemental Appropriation for Sidewalk Improvements.** The Public Works & Environment Committee met on February 15th and voted to recommend this funding formula to the full Council. I recommend a Public Hearing be scheduled for the next regular Council meeting on Monday, March 6, 2023.

Resolutions

- A. Resolution No. 31-23: Vote to Support the City of Somersworth Joining a Statewide Public Transportation Coalition.** Mayor Hilliard and I recently met with Rad Nichols, COAST Executive Director to discuss this initiative. Rad has been visiting other COAST served Communities to solicit a strong membership for this Coalition. I have attached copies of information that Rad provided to the Mayor and I.
- B. Resolution No. 32-23: To Notify the City Tax Collector that the City Council Shall not Accept a Tax Deed on Certain Properties Subject to an Unredeemed Tax Lien.** The Finance Committee took up this matter at their February 3rd meeting and voted to support Resolution No. 32-23, & Resolution No. 33-23. This recommendation is based on the past practice to deed the most delinquent properties and allow more time for others to come into tax payment compliance. Attached is the list of properties that was provided to the Finance Committee.
- C. Resolution No. 33-23: To Notify the City Tax Collector that the City Council Shall not Accept a Tax Deed on Properties Located on Wexford Lane and Blackwater Road Subject to an Unredeemed Tax Lien.** The recommendation of ‘not to accept’ is based on the land containing buried debris; i.e., potential contamination clean-up costs.
- D. Resolution No. 34-23: To Authorize the City Manager to Contract with GMI Asphalt, Inc. of Belmont, NH for Fiscal Year 2023 Road Resurfacing Improvements.** Attached is a summary of bids received from City Engineer Amber Hall.
- E. Resolution No. 35-23: To Authorize the City Manager to Contract with GMI Asphalt, Inc. of Belmont, NH for Fiscal Year 2023 Sidewalk Repair and Reconstruction Project.**
The Public Works & Environment Committee met on February 15th to discuss the three (3) bids received for the Road Resurfacing and the Sidewalk Repairs. After review, the Committee accepted Staff's recommendation to award the contract to GMI Asphalt, Inc. Attached is a Memorandum from City Engineer Amber Hall.

Other

- A. Vote to Ratify a 3-Year Wage and Working Agreement between the City of Somersworth and Public Works/Highway Division Union, AFSCME Council 93, Local 863.** Attached is a *“confidential”* Memorandum regarding this Tentative Agreement.
- B. Vote to Waive the Excavation Moratorium for the TAP Grant Project.** Please see the attached Memorandum from City Engineer Amber Hall and the request from Northeast Earth Mechanics.

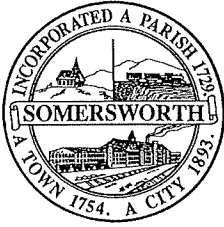
City Manager's Items (under section 12 of Agenda)

Informational Items

- A. City Board Committee Nominations.** Per RSA 422:37, I am pleased to inform you that I have appointed Scott Smith, Finance Director/Deputy City Manager to the Skyhaven Airport Advisory Council. I have also nominated Michelle Mears, Director of Planning & Community Development for a seat on the Great Falls Development Corporation Board of Directors. I am confident both of them will serve Somersworth's best interests.
- B. Moose Plate Grant Amendment.** The City was notified that the additional \$15,000 Grant Funding request (original Grant was \$10,000) to replace the Italianate Well House Roof at Forest Glade Cemetery was approved by the Executive Council.
- C. Former Police Station.** The Economic Development Committee met on February 15th and stated that their collective understanding was that the City is not placing any conditions on the \$200,000 minimum bid solicitation for the former Police Station. That is, there are no redevelopment timelines attached to the sale.
- D. Upcoming City Council Workshops & Special Meetings.**
- **State of the City Address** - Monday, March 20 at 6:00 p.m.
 - **City Manager Presents FY2024 Proposed Budget** – Monday, April 3 at 6:00 p.m.
FY2024 Budget Public Hearing at 7:00 p.m.
 - **Community Support Organizations & City Budget Review** - Saturday, April 8 at 8:30 a.m.
 - **Special Budget Meeting of Council** - Monday, April 10 at 6:00 p.m.

Attachments

1. Department Head Reports
2. City Attorney Certifications: Five (5)
3. Copy of RSA 422:37, Skyhaven Airport Advisory Council
4. Draft RFB - Former Police Station Property



City of Somersworth – Ordinance

Ordinance No: **14-23**

SUPPLEMENTAL APPROPRIATION FOR UNANTICIPATED HEATING SYSTEMS REPLACEMENT PROJECTS AT THE POLICE STATION AND DEPARTMENT OF PUBLIC WORKS FACILITY

February 6, 2023

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

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

Appropriate \$47,410 (Forty-Seven Thousand Four Hundred Ten dollars) from the Building Maintenance Fund to the Capital Outlay Budget as follows:

Budget	Amendment	Revised Budget
\$ 207,459	\$ 47,410	\$ 254,869

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Kristen LaPanne
City Clerk

Background:

This Ordinance appropriates funding from the Building Maintenance Fund to replace the heating systems at the Police Station and the Department of Public Works Facility.

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

Authorization

Sponsored by Councilor:

David A. Witham
Donald Austin
Matt Gerding
Richard Michaud

Approved:

City Attorney

City of Somersworth – Ordinance 14-23

History

First Read Date:	2/6/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

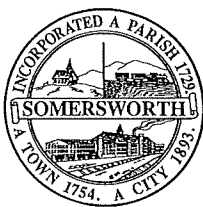
2/6/2023

Clerk LaPanne performed a first reading of Ordinance 14-23.

Ordinance 14-23 will remain in first reading until the call of the Chair.

A Public Hearing is scheduled for the next regular scheduled City Council meeting.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On Ordinance 14-23		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **29-23**

TO AUTHORIZE THE CITY TO USE FUNDING FROM THE BUILDING MAINTENANCE FUND FOR THE UNANTICIPATED REPLACEMENT OF THE HEATING SYSTEMS AT THE POLICE STATION AND DEPARTMENT OF PUBLIC WORKS FACILITY

February 6, 2023

WHEREAS, the Somersworth City Council adopted Resolution 23-12 on April 16, 2012 to create a Non-Capital Reserve Fund known as the Building Maintenance Fund for the purpose of unanticipated and/or unplanned building maintenance for City and School Facilities, and

WHEREAS, the Police Station and Department of Public Works Facility incurred failures of the heating systems which required replacement to properly heat these facilities during the winter months; and

WHEREAS, City Staff solicited quotes and recommended using ProHVAC of Dover, NH for the replacement of the heating system units at each facility; and

WHEREAS, the Finance Committee reviewed this recommendation with City Staff and authorized staff to contract with ProHVAC for an amount not to exceed \$55,000, \$40,000 for the Police Facility and \$15,000 for the Public Works Facility, and to make the repairs as soon as possible; and

WHEREAS, the actual cost for the repairs at both facilities is \$47,410 (Forty-Seven Thousand Four Hundred Ten dollars); and

WHEREAS, the Finance Committee recommends utilizing the Building Maintenance Fund for these repairs; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City may utilize an amount of \$47,410 (Forty-Seven Thousand Four Hundred Ten dollars), from the Building Maintenance Fund for the unanticipated replacement of the heating systems at the Police Station and Department of Public Works Facility.

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

City of Somersworth – Resolution 29-23

History

First Read Date:	2/6/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

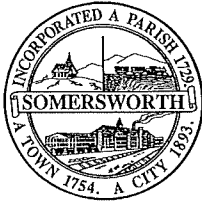
Discussion

2/6/2023

Clerk LaPanne performed a first reading of Resolution 29-23.

Resolution 29-23 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 29-23	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **30-23**

**TO PROVIDE GUIDANCE FOR QUALIFIED DEVELOPERS IN
SUBMITTING PROPOSALS FOR REUSE OF THE NATIONAL
GUARD READINESS CENTER ON BLACKWATER ROAD IN
SOMERSWORTH, NH**

February 6, 2023

WHEREAS, the Somersworth City Council directed the City Manager and the City Council's Economic Development Committee to solicit requests for reuse proposals from qualified developers for the former National Guard Readiness Center on Blackwater Road at a workshop held on Monday, January 30, 2023; and

WHEREAS, the proposals will seek reuse of the property for either residential or recreational purposes; and

WHEREAS, the current property is approximately a 7.28 acre lot comprising some open space, a 12,459 square foot assembly building, a 5,689 square foot maintenance garage, parking areas and a Little League Baseball Field and associated field amenities (concession, storage shed, batting cages, dugout, score booth); and

WHEREAS, the proposals may consider the full development of the site including the ball field or development of the site not including the ball field, or both; and

WHEREAS, use of the entire site would be noted as development **OPTION A** as identified on the attached map and use of the site excluding the ball field and associated support infrastructure (parking, concessions, etc.) would be identified as **OPTION B** as identified on the attached map; and

WHEREAS, qualified developers responding to OPTION A shall establish a plan for relocating the Little League Field to the site of the current softball field at Millennium Park to include needed reconstruction of the Millennium Park field into a regulation Little League Field to include irrigation, dugouts, a combined concession/score booth/storage room equal in size to existing amenities at the current site,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager will seek reuse development proposals from qualified developers in line with property utilization either identified as OPTION A or OPTION B as outlined and delineated on the attached maps.

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

City of Somersworth – Resolution 30-23

History

First Read Date:	2/6/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

2/6/2023

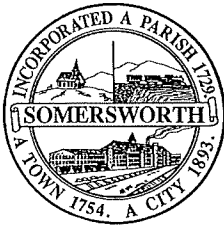
Clerk LaPanne performed a first reading of Resolution 30-23.

Resolution 30-23 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 30-23	PASSED	FAILED







City of Somersworth – Ordinance

Ordinance No: **15-23**

TO AMEND CHAPTER 34, EXEMPTIONS AND CREDITS, SECTION 34.2, VETERANS' PROPERTY TAX CREDIT

February 21, 2023

THE CITY OF SOMERSWORTH ORDAINS THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Chapter 34, Exemptions and Credits, by deleting Section 34.2, Veterans' Property Tax Credits in its entirety and replace it with the following:

Section 34.2 Veteran's Property Tax Credit

The City adopts the provisions of RSA 72:28, for an optional Veterans' Property Tax Credit. The Veterans' Property Tax Credit shall be \$750, effective April 1, 2023.

Background:

The State of New Hampshire has revised RSA 72:28 to include veterans that continue to serve in the military. Previously, only veterans that have been discharged from the military qualified for the tax credit. The NH Municipal Association and the State of New Hampshire Department of Revenue Service have recommended that municipalities re-adopt the tax credit. The City's current tax credit is \$750, the maximum under State law is \$750.

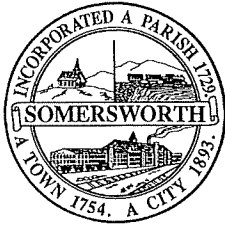
Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Matt Gerding
Richard Michaud

Approved:

City Attorney



City of Somersworth – Ordinance

Ordinance No: **16-23**

SUPPLEMENTAL APPROPRIATION FOR SIDEWALK IMPROVEMENTS

February 21, 2023

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

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

Appropriate \$40,000 (Forty Thousand dollars) from the special Highway Block Grant funds to the Department of Public Works - Street Maintenance Budget as follows;

Budget	Amendment	Revised Budget
\$ 1,146,450	\$ 40,000	\$ 1,186,450

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Kristen LaPanne
City Clerk

Background:

This Ordinance appropriates funding from the special non-lapsing Highway Block Grant funds for sidewalk improvements. The total contract with GMI Asphalt, Inc. for the sidewalk improvements is \$140,000, with \$100,000 appropriated in the adopted Fiscal Year 22-23 budget, and the additional \$40,000 from this supplemental appropriation.

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

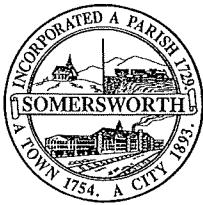
Authorization

Sponsored by Councilors:

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

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 31-23

VOTE TO SUPPORT THE CITY OF SOMERSWORTH JOINING A STATEWIDE PUBLIC TRANSPORTATION COALITION

February 21, 2023

WHEREAS, the City of Somersworth supports and promotes public transit in our Community; and

WHEREAS, the Cooperative Alliance for Seacoast Transportation (COAST) is leading an effort to start a meaningful dialogue on increasing financial support for public transportation operations throughout the State of New Hampshire; and

WHEREAS, a Statewide Coalition of public transit and community-based transportation providers and the communities, businesses, and other organizations they serve is being formed and is known as the Statewide Public Transportation Coalition; and

WHEREAS, the initial policy objective of this Coalition is to increase the State's share of the operating costs of public transit, as the State's per capita contribution to public transit operations according to American Association of State Highway and Transportation Officials (AASHTO) is by far the lowest in New England and nearly the lowest in the Nation; and

WHEREAS, with Federal emergency relief funding currently provided to public transit system operators expected to be fully expended by 2024, and operating costs having increased significantly due to workforce shortages and inflation, additional State support is urgently needed to avoid deep cuts in the services provided by the State's public transit agencies; and

WHEREAS, there are recently approved Federal funds that will be unavailable to public transit systems in New Hampshire if matching funds are not available from the State. Without increased State support to unlock these new Federal funds, the State's public transit agencies, and the services provided, will need to be significantly reduced by 2024/2025; and

WHEREAS, cuts in services will create adverse impacts to vulnerable members of the Somersworth Community who rely on public transit,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Mayor and City Council supports the policy objective of significantly increased financial support from the State of New Hampshire and strongly urge that these increased funds be included in the State Fiscal Year 2024/2025 biennial budget. Also, the City Council supports the City of Somersworth joining the Statewide Public Transportation Coalition and will work with the other coalition members to advocate for reasonable State funding levels so that public transit agencies across the State will be able to continue operation into the foreseeable future.

Authorization

Sponsored by:

Mayor Dana S. Hilliard

Approved:

City Attorney

Building a Statewide Public Transportation Coalition



COAST and the New Hampshire Transit Association are interested in starting a meaningful statewide dialogue on increasing state operating support for public transportation in New Hampshire. As a critically important segment of the state's transportation infrastructure, we must develop and follow through on a legislative strategy to advocate for our systems' financial needs.

By forming a statewide coalition of public transit and community-based transportation providers, and the communities we serve, we aim to begin to build momentum on this topic. Ultimately, our goal will be to positively influence legislation to help financially support our ongoing operating needs at the state level, particularly in light of rapidly increasing costs (particularly those associated with bus operator shortages), and newly available Federal funds we can use in New Hampshire if we had the matching funds available. Without increased state support our agencies and the services we provide will need to be cut by 2025.

Key Members To Date:

- ❖ Cooperative Alliance for Seacoast Transportation (COAST)
- ❖ City of Rochester
- ❖ Manchester Transit Authority (MTA)
- ❖ Nashua Transit System (NTS)
- ❖ Advance Transit (AT)
- ❖ Concord Area Transit (CAT)
- ❖ Transport NH

Policy Objectives:

→ **Policy Objective #1: Increase public transportation operating funding in the New Hampshire state budget.** New Hampshire currently provides just \$200,000 per year in general funds statewide for public bus transportation. This is the lowest amount in the New England region. At COAST our \$34,782 portion covers 1.5 days of service per year (3 days with FTA match). The remainder of services are funded through federal funds, municipal funding (property taxes and fees), grants, and additional revenue such as advertising and ticket sales (fares).

- ◆ ASK: \$2.75 million in state operating support per year.

→ **Policy Objective #2: Allow audio recording for public transportation security footage.** Currently, security cameras on New Hampshire public transportation are only legally allowed to record video footage. The majority of disruptive, and sometimes criminal incidents on our services, involve verbal abuse. The New Hampshire Transit Association seeks an exemption to the recording statutes, similar to New Hampshire School Buses, that allows audio recording utilized only for investigative purposes.

- ◆ ASK: Legislative carve out for public transportation in recording laws.

UPDATE: While an LSR had been filed by Senator Perkins Kwoka, it is likely being withdrawn due to the state's still relatively new (5 yr. old) constitutional right to the freedom from government intrusion.



A Unique Opportunity to Fund Public Transit in NH

Please join us in a newly forming Statewide Public Transportation Coalition to advocate for increased state funding in support of public transit operating and capital needs as the upcoming state budget for the SFY24-25 biennium is being developed.

Public transit has been an important but chronically underfunded public resource in New Hampshire and the time has come to make a correction. We have a unique, time limited opportunity to do away with the status quo and optimize state investments by matching (leveraging) historic levels of investments committed to public transit in our state by the Federal government through the bipartisan Infrastructure Investment and Jobs Act (IIJA).

COAST, like most other public transit providers in New Hampshire, is facing a near term fiscal operating cliff that is influenced by several trends, the most significant of which is chronic underfunding by the State of New Hampshire. This is a conversation and situation that has needed attention and resolution for years. The pandemic, with all the emergency relief funding, impacts on workforce, and now inflation, has in some ways delayed the arrival at this cliff, but also served to make the issue more acute.

The most significant missing link in how public transit is funded in New Hampshire is the relative lack of state funding. New Hampshire receives somewhat lower federal funding than peer states, but many transit systems still have difficulty accessing federal funds available to them because of lack of non-federal match. This is particularly the case with new funding available through the IIJA. Transit systems in New Hampshire and their member communities have been innovative in growing local contributions, private sector funding through bus stop and on-bus advertising, and taking on contracted services where contract proceeds are match eligible. Ultimately, though, the missing piece in comparison to peer states is meaningful investment by the State Legislature. Current statewide funding for operations is just \$200,000 across the entire state (annually). For the decade before 2020 it was \$0. COAST's share of state operating funds is \$34,782, equivalent to funding less than 1.5 days of service per year. In New England, we ranked last in state funding for operations at \$0.15 per capita in 2020. Maine was next in New England at \$2.98 per capita, nearly 20 times as much as New Hampshire.

This fall the New Hampshire Transit Association (NHTA) on behalf of its members submitted a request for increased state funding to support public transit operations. Given the extent of inflation related cost increases and additional match funds needed to leverage all the IIJA funding coming to the state, a request for an initial funding increase, along with a request to pursue innovative funding solutions, was made. Equal to approximately \$2.00 per capita, the NHTA requested \$2.75M annually in state operating support through the next biennium, or roughly 1/4 of the total match needed to leverage all IIJA funding. If granted, this would

represent a consequential increase over current funding levels but will still fall far short of what is needed or when compared to other states.

Public Transit Funding in New England States (2020)					
State	2020 Total State Funding (Capital & Operations)	2020 Population	2020 Total State Funding Per Capita	2020 State Funding for Operations	State Funding for Operations Per Capita
Massachusetts	\$ 2,333,718,671	7,022,220	\$ 332.33	\$ 1,567,711,731	\$ 223.25
Connecticut	\$ 708,350,572	3,600,260	\$ 196.75	\$ 472,350,572	\$ 131.20
Rhode Island	\$ 63,383,734	1,096,229	\$ 57.82	\$ 54,649,134	\$ 49.85
Vermont	\$ 8,156,111	642,495	\$ 12.69	\$ 7,087,000	\$ 11.03
Maine	\$ 14,732,041	1,362,280	\$ 10.81	\$ 4,061,833	\$ 2.98
New Hampshire	\$ 815,387 *	1,377,848	\$ 0.59	\$ 200,000 **	\$ 0.15
* Includes \$161K of NH Turnpike Toll Revenues used for short-term Spaulding Turnpike construction mitigation projects.				National Average	\$ 63.00
				National Median	\$ 5.94 (Ohio)
** For the first time in over a decade, the 2020-21 NH State Budget allocated \$200k/yr. to support public transit operations.					
Source: AASHTO 2022 Survey of State Funding for Public Transportation					

Subsequent to the NHTA's request, the NH Dept. of Transportation submitted a supplemental budget request for the upcoming SFY24-25 State Budget that requested state public transit operating funds increase to \$664,999 in SFY24 and \$1,744,550 in SFY25.

Without increased state support, NH transportation agencies and the services we currently provide will not exist in their current shape or form. NH transit providers' ability to continue supporting critical workforce transportation and mobility for other basic life needs, let alone our ability to expand our economic impact, is severely limited if continued state underfunding forces transportation services to be reduced.

Our current 5-year projections at COAST show a \$707,000 gain in FY2023 (based on ability to use CARES Act funding at a 100% federal share, thus allowing COAST to hold some municipal match contributions in reserve), a \$90,000 loss in FY2024, growing to a \$1.23M loss in FY2025 and then levels off and grows with inflation in FY26 and FY27. If we were to make these losses up through our traditional budgeting, we would have to request a doubling of funds from our member municipalities to avoid service eliminations.

Municipalities have been contributing their fair share (or more) toward their local and regional public transportation networks across New Hampshire. Public transit providers have been diversifying their revenue streams and thinking outside of the proverbial box to fund their operations. Both have been maximized for years and through extremely difficult periods. The time for the state of New Hampshire to participate much more meaningfully in funding this

important resource has come. The time is now for ensuring the State's investment leverages the maximum benefit by putting Federal funds committed to New Hampshire into use advancing our statewide economy and serving our residents for whom these services are a lifeline.

Join us to help actively call this matter into focus for our Legislators and Senators. Let's make a difference together.



City of Somersworth – Resolution

Resolution No: 32-23

TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON CERTAIN PROPERTIES SUBJECT TO AN UNREDEEMED TAX LIEN

February 21, 2023

WHEREAS, RSA 80:76 directs the Tax Collector, after 2 years, to execute to the City a deed of the land subject to a real estate tax lien and not redeemed; and

WHEREAS, the Governing Body of a municipality may refuse to accept a tax deed on behalf of the municipality because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, or for any reason that would be contrary to the public interest,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Tax Collector be notified that for those reasons the City shall refuse to accept the tax deeds on property located at the following locations:

<u>Location</u>	<u>Tax Map/Lot</u>
79 Crystal Springs Way	82-43M
124 Sherwood Glen	87-124M
130 Sherwood Glen	87-130M
207 Sherwood Glen	87-207M
208 Sherwood Glen	87-208M
325 Sherwood Glen	87-325M
332 Sherwood Glen	87-332M
409 Sherwood Glen	87-409M
510 Sherwood Glen	87-510M
703 Sherwood Glen	87-703M
4 Ringer Drive	88-2M
5 Ringer Drive	88-10M
10 Ringer Drive	88-5M

Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Matt Gerding
Robert Gibson

Approved:

City Attorney

Customers in blue have applied for help through the NH Homeowners Assistance Fund Program

Customer Name	Mailing Address	City	State	Zip	Property ID	Property Location	Bill Year	Bill Number	Unpaid Balance 01.31.2023
GIBSON JASON+FAUCIA	38 PAGE ST	SOMERSWORTH	NH	03878-2739	11-150	38 PAGE ST	2019	77	\$1,620.35
MCDONNELL CAROLYN A	102 MAPLE STREET	SOMERSWORTH	NH	03878	13-84	102 MAPLE ST	2019	152	\$4,842.95
TUTTLE ERICA P (HILDRETH)	7 LIL-NOR AVE	SOMERSWORTH	NH	03878-1907	24-45	7 LIL-NOR AV	2019	250	\$6,661.75
RHODES MICHAEL J	347 MAIN ST	SOMERSWORTH	NH	03878-2156	8-14	347 MAIN ST	2019	208	\$11,293.36
MURRAY FRANK A + DONNA M	327 PELHAM ST	METHUEN	MA	01844	35-14	30 BLACKWATER RD	2019	167	\$110.48
MOBILE HOMES WITH MULTIPLE YEARS DUE									
SHAW TRACY sold to (JAMES MIGLIONICO)					82-49M	73 CRYSTAL SPRINGS WAY	2017	179	\$555.19
SHAW TRACY sold to (JAMES MIGLIONICO)					82-49M	73 CRYSTAL SPRINGS WAY	2018	239	\$767.80
SHAW TRACY sold to (JAMES MIGLIONICO)					82-49M	73 CRYSTAL SPRINGS WAY	2019	225	\$869.50
GIBBONS PEGGY	65 CRYSTAL SPRINGS WAY	SOMERSWORTH	NH	03878-4407	82-57M	65 CRYSTAL SPRINGS WAY	2017	66	\$264.30
GIBBONS PEGGY	65 CRYSTAL SPRINGS WAY	SOMERSWORTH	NH	03878-4407	82-57M	65 CRYSTAL SPRINGS WAY	2018	94	\$900.33
HAINES STEVEN	207 SHERWOOD GLEN	SOMERSWORTH	NH	03878-1541	87-207M	65 CRYSTAL SPRINGS WAY	2019	76	\$971.27
HAINES STEVEN	207 SHERWOOD GLEN	SOMERSWORTH	NH	03878-1541	87-207M	207 SHERWOOD GLEN	2018	118	\$1,597.94
O'CONNELL SHANE	332 SHERWOOD GLEN	SOMERSWORTH	NH	03878	87-332M	207 SHERWOOD GLEN	2019	103	\$1,623.33
O'CONNELL SHANE	332 SHERWOOD GLEN	SOMERSWORTH	NH	03878	87-332M	332 SHERWOOD GLEN	2018	190	\$360.64
JOHNSON KAREN E	PO BOX 1334	ROCHESTER	NH	03866-1334	87-409M	332 SHERWOOD GLEN	2019	174	\$1,405.22
JOHNSON KAREN E	PO BOX 1334	ROCHESTER	NH	03866-1334	87-409M	409 SHERWOOD GLEN	2018	135	\$836.91
JACOB PAUL	10 RINGER	SOMERSWORTH	NH	03878	38-5M	409 SHERWOOD GLEN	2019	119	\$1,769.39
JACOB PAUL	10 RINGER	SOMERSWORTH	NH	03878	38-5M	10 RINGER DR	2018	262	\$858.79
BONNEAU SANDRA + DOUGLAS	703 SHERWOOD GLEN	SOMERSWORTH	NH	03878-1583	87-703M	10 RINGER DR	2019	246	\$1,563.50
BONNEAU SANDRA + DOUGLAS	703 SHERWOOD GLEN	SOMERSWORTH	NH	03878-1583	87-703M	703 SHERWOOD GLEN	2018	27	\$1,446.47
BONNEAU SANDRA + DOUGLAS	703 SHERWOOD GLEN	SOMERSWORTH	NH	03878-1583	87-703M	703 SHERWOOD GLEN	2019	22	\$2,000.98
MOBILE HOMES									
SHEA KEVIN	79 CRYSTAL SPRINGS WAY	SOMERSWORTH	NH	03878-4407	82-43M	79 CRYSTAL SPRINGS WAY	2019	226	\$650.05
MAY LOGAN	124 SHERWOOD GLEN	SOMERSWORTH	NH	03878-1561	87-124M	124 SHERWOOD GLEN	2019	150	\$1,669.84
HINCHEY HEIDI T	130 SHERWOOD GLEN	SOMERSWORTH	NH	03878-1561	87-130M	130 SHERWOOD GLEN	2019	111	\$1,432.66
TILTON GARY R + JACQUELINE M	208 SHERWOOD GLEN	SOMERSWORTH	NH	03878-1541	87-208M	208 SHERWOOD GLEN	2019	245	\$858.08
BARTLETT STEPHANIE	325 SHERWOOD GLEN	SOMERSWORTH	NH	03878-1563	87-325M	325 SHERWOOD GLEN	2019	14	\$925.74
DOUGLASS NEIL A	510 SHERWOOD GLEN	SOMERSWORTH	NH	03878	87-510M	510 SHERWOOD GLEN	2019	50	\$1,743.64
STONE JOHN J + BRENDA L	5 RINGER DR	SOMERSWORTH	NH	03878	88-10M	5 RINGER DR	2019	238	\$1,250.24
MERKLEY RODGER S	4 RINGER DR	SOMERSWORTH	NH	03878-2042	88-2M	4 RINGER DR	2019	157	\$1,003.21

Customers in blue have applied for help through the NH Homeowners Assistance Fund Program

Customer Name	Mailing Address	City	State	Zip	Property ID	Property Location	Bill Year	Bill Number	Unpaid Balance 01.31.2023
OTHER									
PIONEER MECHANICAL INC (ALL PA		WAKEFIELD	NH	03872	35-12A	5 WEXFORD LANE	2010	1083590	\$2,080.62
PIONEER MECHANICAL INC (ALL PA		ROCHESTER	NH	03868	35-12A	5 WEXFORD LANE	2011	1035817	\$2,024.03
PIONEER MECHANICAL INC (ALL PA		ROCHESTER	NH	03868-8409	35-12A	5 WEXFORD LANE	2012	1057298	\$1,967.85
PIONEER MECHANICAL INC (ALL PA		ROCHESTER	NH	03868-8409	35-12A	5 WEXFORD LANE	2013	1077619	\$1,916.00
PIONEER MECHANICAL INC (ALL PA		ROCHESTER	NH	03868-8409	35-12A	5 WEXFORD LANE	2014	1018178	\$2,031.82
PIONEER MECHANICAL INC/ LANDRY		SANBORNVILLE	NH	03872-0124	35-12A	5 WEXFORD LANE	2015	1022330	\$1,988.33
PIONEER MECHANICAL INC/ LANDRY		SANBORNVILLE	NH	03872-0124	35-12A	5 WEXFORD LANE	2016	1026656	\$1,784.88
PIONEER MECHANICAL INC/ LANDRY		SANBORNVILLE	NH	03872-0124	35-12A	5 WEXFORD LANE	2017	152	\$1,714.18
PIONEER MECHANICAL INC/ LANDRY		SANBORNVILLE	NH	03872-0124	35-12A	5 WEXFORD LANE	2018	203	\$1,556.48
PIONEER MECHANICAL INC/ LANDRY	PO BOX 124	SANBORNVILLE	NH	03872-0124	35-12A	5 WEXFORD LANE	2019	189	\$879.60
PIONEER MECHANICAL INC (ALL PA	PO BOX 124	SANBORNVILLE	NH	03872	35-12B	7 WEXFORD LANE	2010	1083591	\$1,915.64
PIONEER MECHANICAL INC (ALL PA		WAKEFIELD	NH	03868	35-12B	7 WEXFORD LANE	2011	1035818	\$1,867.52
PIONEER MECHANICAL INC (ALL PA		ROCHESTER	NH	03868-8409	35-12B	7 WEXFORD LANE	2012	1057299	\$1,816.38
PIONEER MECHANICAL INC (ALL PA		ROCHESTER	NH	03868-8409	35-12B	7 WEXFORD LANE	2013	1077620	\$1,780.51
PIONEER MECHANICAL INC (ALL PA		ROCHESTER	NH	03868-8409	35-12B	7 WEXFORD LANE	2014	1018179	\$1,886.51
PIONEER MECHANICAL INC (ALL PA		ROCHESTER	NH	03872-0124	35-12B	7 WEXFORD LANE	2015	1022331	\$1,848.76
PIONEER MECHANICAL INC/ LANDRY		SANBORNVILLE	NH	03872-0124	35-12B	7 WEXFORD LANE	2016	1026657	\$1,656.58
PIONEER MECHANICAL INC/ LANDRY		SANBORNVILLE	NH	03872-0124	35-12B	7 WEXFORD LANE	2017	153	\$1,617.08
PIONEER MECHANICAL INC/ LANDRY	PO BOX 124	SANBORNVILLE	NH	03872-0124	35-12B	7 WEXFORD LANE	2018	204	\$1,449.45
PIONEER MECHANICAL INC/ LANDRY	PO BOX 124	SANBORNVILLE	NH	03872-0124	35-12B	7 WEXFORD LANE	2019	190	\$820.14



City of Somersworth – Resolution

Resolution No: **33-23**

TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON PROPERTIES LOCATED ON WEXFORD LANE AND BLACKWATER ROAD SUBJECT TO AN UNREDEEMED TAX LIEN

February 21, 2023

WHEREAS, RSA 80:76 directs the Tax Collector, after 2 years, to execute to the City a deed of the land subject to a real estate tax lien and not redeemed; and

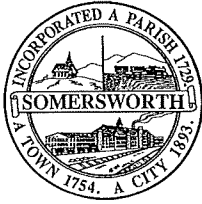
WHEREAS, the Governing Body of a municipality may refuse to accept a tax deed on behalf of the municipality because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, or for any reason that would be contrary to the public interest,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Tax Collector be notified that for those reasons the City shall refuse to accept the tax deeds on property located at the following locations:

<u>Location</u>	<u>Tax Map/Lot</u>
5 Wexford Lane	35-12A
7 Wexford Lane	35-12B

Note – It is believed that these properties contain contaminated soils and /or buried debris and an uninhabitable mobile home.

Authorization	
<i>Sponsored by:</i> David A. Witham Donald Austin Matt Gerding Robert Gibson	<i>Approved:</i> City Attorney



City of Somersworth – Resolution

Resolution No: **34-23**

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
GMI ASPHALT, INC. OF BELMONT, NH FOR FISCAL YEAR 2023
ROAD RESURFACING IMPROVEMENTS**

February 21, 2023

WHEREAS, the City Council adopted Resolution 19-23 on November 14, 2022, authorizing the City Manager to prepare and request bids from qualified contractors for road improvements to the following City streets:

Buffumsville Road (River St to New Dam Bridge) shim/overlay
Bourque St. (Down St. to Second St.) shim/overlay
Lee St. (Indigo Hill Rd. to Bourque St.) shim/overlay
Maloney St. (Salmon Falls Rd. to end) reconstruction
First St. reconstruction
Trench patching due to water breaks; and

WHEREAS, the bid package included an alternate bid item for additional road improvements and the bid submitted is such that there is sufficient funding to include the following City streets;

Coombes Road (Lily Pond to Quarry Road) shim/overlay
Quarry Road (West High St to end) shim/overlay
Spence St. (West High to Coombes Road) shim/overlay; and

WHEREAS, the Public Works and Environment Committee reviewed the results of the bids received with City staff and recommends contracting with GMI Asphalt, Inc. of Belmont, NH to make these road improvements for a cost of \$1,240,107 (One Million Two Hundred Forty Thousand One Hundred Seven dollars); and

WHEREAS, The Public Works and Environment Committee recommends including a contingency in the amount of \$59,893 (Fifty-Nine Thousand Eight Hundred Ninety-Three dollars) for the project, and allow the City Manager to increase the contract to an amount not to exceed \$1,300,000 (One Million Three Hundred Thousand dollars) if needed, and it is determined to be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with GMI Asphalt, Inc. of Belmont, NH to make road improvements to the aforementioned City streets for a cost of \$1,240,107 (One Million Two Hundred Forty Thousand One Hundred Seven dollars); and

BE IT FURTHERED RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount of \$59,893 (Fifty-Nine Thousand Eight Hundred Ninety-Three dollars) is included with the project total for contingencies and the City Manager is authorized to increase the contract to an amount not to exceed \$1,300,000 (One Million Three Hundred Thousand dollars) if needed, and it is determined to be in the best interest of the City.

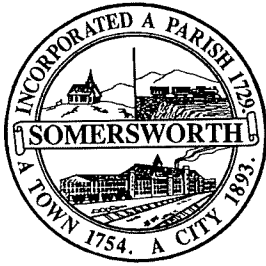
Authorization

Sponsored by:

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

Approved:

City Attorney



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

Date: 2/7/2023
To: Bob Belmore, City Manager
Copy: Michael Bobinsky, Director of Public Works and Utilities;
Scott Smith; Deputy City Manager/Finance Director
Subject: FY2023 Road Resurfacing Bid Results

The City received three bids for FY2023 Road Resurfacing on February 1, 2023. Following review and analysis of the bids received, GMI Asphalt is the apparent low bidder and meets all bid specifications. Base bid totals for the project are as follows:

Contractor	Total Base & Alternate Bids
GMI Asphalt, LLC, Belmont, NH	\$1,240,107.20
Continental Paving, Londonderry, NH	\$1,416,095.60
Pike Industries, Belmont, NH	\$1,595,332.50

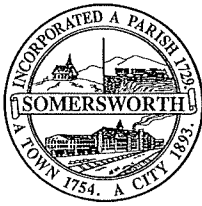
We have conducted background investigation on GMI Asphalt as the apparent low bidder and have spoken with the references provided in their bid including the Town of Ashland, NH, the City of Laconia, NH, City of Concord, NH, and Town of Gilford, NH. All of these municipalities have utilized GMI Asphalt and had favorable experiences. Three of these municipalities have current contracts or multiple year contracts with GMI.

We have also spoken with colleagues from the City of Dover regarding their experience with GMI Asphalt. GMI provided paving services to the City of Dover approximately 5-6 years ago as a subcontractor to a general contractor who was under contract with the City of Dover. Dover officials indicated a need to have some work redone to meet specifications and determined a higher level of inspections was needed. The City of Somersworth hired GMI Asphalt in 2010 to provide resurfacing work on Willand Drive, and it appears that GMI Asphalt was hired in 2010 or 2011 to resurface the upper portion of High Street from South Street to Washington Street. Recently, GMI was hired to complete some permanent trench patch repairs within the City in fall of 2020. This work was done well and met specifications.

Attached is a copy of the bid tabulation to include unit pricing from each of the bidders.

City of Somersworth
Request for Bids - #01042023 - FY2023 Road Resurfacing
2/2/2023

Contractor	Base Bid #1	Base Bid #2	Base Bid #3	Base Bid #4	Alternate Bid #1
Pike Industries, Inc 3 Eastgate Park Road Belmont, NH 03220	\$625,335.00	\$245,181.00	\$314,571.50	\$225,000.00	\$185,245.00
Continental Paving 1 Continental Drive Londonderry, NH 03053	\$703,772.00	\$179,547.60	\$244,010.00	\$89,840.00	\$198,926.00
GMI Asphalt 288 Laconia Road Belmont, NH 03220	\$614,605.00	\$177,458.20	\$241,418.00	\$48,000.00	\$158,626.00



City of Somersworth – Resolution

Resolution No: **35-23**

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
GMI ASPHALT, INC. OF BELMONT, NH FOR FISCAL YEAR 2023
SIDEWALK REPAIR AND RECONSTRUCTION PROJECT**

February 21, 2023

WHEREAS, the City Council adopted Resolution 10-23 on September 26, 2022, authorizing the City Manager to prepare and request bids from qualified contractors for repairs and reconstruction of certain City sidewalks; and

WHEREAS, City staff solicited bids from qualified contractors and recommends awarding a contract to GMI Asphalt, Inc. of Belmont, NH; and

WHEREAS, the Public Works and Environment Committee reviewed the results of the bids received with City staff and recommends contracting with GMI Asphalt, Inc. of Belmont, NH for an amount of \$130,580 (One Hundred Thirty Thousand Five Hundred Eighty dollars) to make repairs and reconstruction to the following sidewalks:

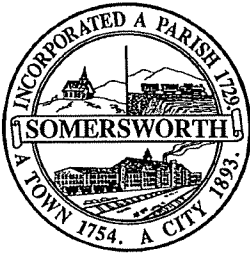
West High St. from Maple St. to Cemetery Road
West High St. by the SAU Building driveway
Bartlett Avenue from Guy St. to High St.; and

WHEREAS, the Public Works and Environment Committee recommends including a contingency in the amount of \$9,420 (Nine Thousand Four Hundred Twenty dollars) for the project, and allow the City Manager to increase the contract to an amount not to exceed \$140,000 (One Hundred Forty Thousand dollars) if needed, and it is determined to be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with GMI Asphalt, Inc. of Belmont, NH to make sidewalk repairs and reconstruction to the aforementioned City sidewalks for an amount of \$130,580 (One Hundred Thirty Thousand Five Hundred Eighty dollars); and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount of \$9,420 (Nine Thousand Four Hundred Twenty dollars) is included with the project total for contingencies and the City Manager is allowed to increase the contract to an amount not to exceed \$140,000 (One Hundred Forty Thousand dollars) if needed, and it is determined to be in the best interest of the City.

Authorization	
<i>Sponsored by:</i> David A. Witham Denis Messier Martin Pepin Kenneth S. Vincent	<i>Approved:</i> City Attorney



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

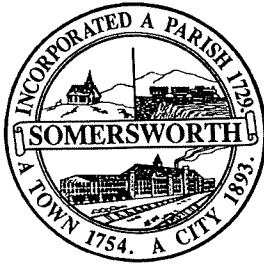
Date: 2/1/2023
To: Bob Belmore, City Manager
Copy: Michael Bobinsky, Director of Public Works and Utilities;
Scott Smith; Deputy City Manager/Finance Director
Subject: FY2023 Sidewalk Bid Results

The City received bids for FY2023 Sidewalk Replacement project for three streets on January 19, 2023. Following review and analysis of the bids received, GMI Asphalt, LLC is the apparent low bidder and meets all bid specifications. Base bid and alternate bid totals for the project are as follows:

Contractor	Base Bid #1 West High St	Base Bid #2 West High St	Base Bid #3 Bartlett Ave	Base Bid #4 Green St	Alt. Bid #1 Green St	Total Base Bids
SJ Cantwell, Dover, NH	\$133,589.15	\$27,784.45	\$44,181.58	\$446,149.60	\$494,523.10	\$652,004.78
GMI Asphalt, LLC, Belmont, NH	\$90,905.00	\$16,020.00	\$23,655.00	\$367,400.00	\$395,750.00	\$497,980.00
Northeast Earth Mechanics, Pittsfield, NH	\$134,100.00	\$25,100.00	\$34,600.00	\$601,050.00	\$653,750.00	\$794,850.00
Engineer's Estimate	\$57,500.00	\$5,915.00	\$9,750.00	\$238,350.00	\$245,150.00	\$311,515.00

These three bids came in over budget. Based on the budgeted amount for this project, and subject to additional funding it is possible to complete the sidewalks on West High Street and possibly Bartlett Avenue. We suggest that we remove from consideration the Green Street sidewalk bid at this time.

Attached is a copy of the bid tabulation to include unit pricing from each of the bidders.



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

Date: 2/16/2023
To: Bob Belmore, City Manager
Cc: Scott Smith, Deputy City Manager/Finance Director; Michael Bobinsky, Director of Public Works and Utilities
Subject: TAP Grant Winter Moratorium Waiver Request

Northeast Earth Mechanics, the selected contractor for the TAP Grant project, is requesting a waiver of the winter moratorium so they can work before April 15th. They are looking for this waiver for the following reasons:

- The contractor wants to start early on the trail behind the school and do the culvert work before spring thaw and higher runoff volumes.
- The contractor is looking to line up subcontractors early in the season to meet the 90-day construction schedule timeline as required in the contract documents.

The waiver of this moratorium would allow the contractor to excavate within City owned property and public rights-of-way. However, any placement of concrete, asphalt or other temperature sensitive materials would be required to meet specification and placement requirements.

Additionally, should any snow events or freezing temperatures resume this winter, the contractor would be required to maintain the site and provide for safe access and maintenance. Once the contractor mobilizes on site and starts work, the maintenance of the site becomes the contractor's responsibility.

Therefore, we recommend approval of the winter moratorium waiver request.

Attachments:

Email from Northeast Earth Mechanics

Waiver Request



159 Barnstead Road

Pittsfield, NH 03263

P. (603) 435-7989 F. (603) 435-7950

www.neearth.com

February 16th, 2023

Robert Belmore

City Manager

Somersworth, NH

Request to work beyond Somersworth winter shutdown dates between November 15th and April 15th

Bob,

NorthEast Earth Mechanics, LLC is requesting to work beyond the City of Somersworth's winter shutdown for road construction between the dates of November 15th and April 15th. All work completed will conform with plans and specifications for the Somersworth TAP project 41363 X-A004 (606).

Sincerely,

Rodney Stockman

Rodney Stockman

Operations Manager

Northeast Earth Mechanics, LLC

Amber Ferland

From: D.J. Green <donal dg@neearth.com>
Sent: Thursday, February 16, 2023 3:21 PM
To: Amber Hall; Michael Bobinsky
Cc: Ryan Stockman; Rodney Stockman
Subject: RE: Northeast Earth Mechanics, LLC Request to Work Beyond Winter Moratorium

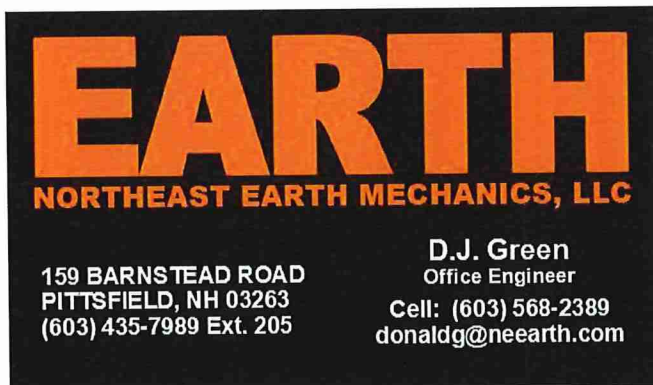
Amber,

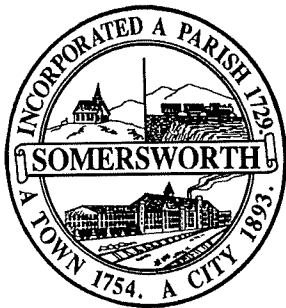
I believe the intent is to start work so we can have the subcontractors come in closer towards the beginning of the year. As Rodney stated in the meeting the guys we use for subs pile work fairly heavy in the beginning months of the year and the further out we get the less likely we are to have firm schedules with them.

As far as adverse temperatures and weather on the project if we are allowed to begin early we usually handle that on an event by event basis. If there is to be a snow event we could have it set up as our equipment and anything we are working on is to be cleaned up and off of any roadways or areas that need to be plowed, as well as out of the way of any school attendees on walking paths/sidewalks etc. before the storm will hit. We also have the ability to have people on call just in case something happens. Our supervisors will generally shoot out to the site on rain or snow days to check things over even though there is no work that day. In any case we will 100% work with both the town and the schools to mitigate/ resolve any items before they become issues.

Hopefully this helps in your decision making.

Thanks,
DJ





MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: February 15, 2023

Re: **Monthly Report**

Finance Department:

- Working with Departments on developing FY23-24 budget proposal.
- Filed W-2s and 1099s for year end.
- Participated in Union Negotiations
- Bids:
 - Road Paving – Received 2/2/2023
 - Sidewalk Improvements – Received 1/19/2023
 - Crack Sealing – Due 2/16/2023

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, and various standing committee meetings during the month.
- Cash receipts for the month were \$7,058.
- Permits:
 - Jass Boxing - Boxing Show 1/14/2023 & 1/21/2023
 - Gather Farmers Market Every other Monday, 1/16/2023 - 12/18/2023
 - The Falls Chamber of Commerce-Somersworth Summer Fest 6/10/2023
 - Somersworth Festival Assoc. Breakfast w/ Frosty 2/11/2023
 - Somersworth Festival Assoc. Spring Craft Fair 5/13/2023
 - Somersworth Festival Assoc. Celebration 6/16/2023
 - Somersworth Festival Assoc. International Children's Festival 6/17/2023

- Somersworth Festival Assoc. Kids Concert Series 7/12/2023, 7/19/2023, 7/26/2023, 8/2/2023 & 8/9/2023
- Somersworth Festival Assoc. Pumpkin Festival 10/14/2023
- Somersworth Festival Assoc. Harvest Craft Fair 10/21/2023
- Somersworth Festival Assoc. Penny Sale 11/19/2023
- Somersworth Festival Assoc. Holiday Craft Fair 12/2/2023
- The Falls Chamber of Commerce Winter Gala Raffle Throughout 2023

Tax Collector:

- Property Tax bills were due January 9, 2023.
- Motor vehicle registrations were a total of \$162,204 during the month.
- Collected \$5,395 for Municipal Transportation Fund during month.
- Total receipts for the month were \$12,256,209.

Library

- Take your Child to the Library Day was held on February 4, 2023.
- Attendance is increasing, we had almost twice the number of visitors in January 2023 as we did in January 2022. 28 attended story time this month.
- The Library had 2,797 visits in January.
- There were 35 new library cards and 62 renewals. There are currently 1,640 active cards.

Human Services:

- Total assistance for the month was \$14,169 That compares to \$5,889 for the month of December 2022 and \$3,230 for January 2022.
- 9 new cases were opened compared to 4 in 2022.
- 15 cases were approved for varying levels of assistance with 1 denial. 89 cases were referred to other agencies for support.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisting with MUNIS update.

Assessing

- The Assessing Department is conducting year 3 of cyclical inspections.
- Started accepting abatement requests. Taxpayers can file until March 2023.

Date: January 31, 2022

To: Robert Belmore, City Manager

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

Re: Department of Development Services January 2023 - Monthly Report

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

- Zoning Board – January 4
- Conservation Commission – January 11
- Planning Board – January 18
- SRTC – No meeting
- Historic District Commission – January 25-cancelled

Building and Health Departments

MAJOR Building Permits Applied for January 2023

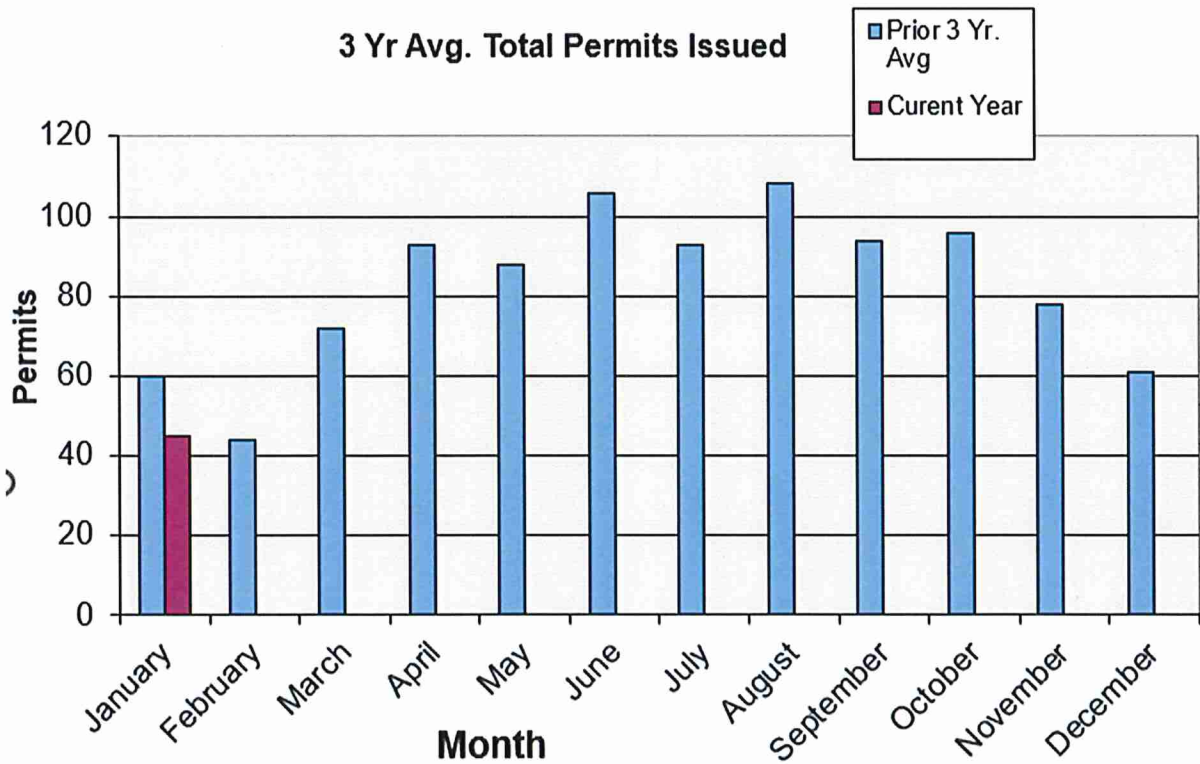
Address		Construction Costs	Fees
20	Oakridge Dr	\$ 399,000.00	\$ 3,616.00
Total		\$ 399,000.00	\$ 3,616.00

MINOR Building Permits Applied for January 2023

Address		Construction Costs	Fees
8	Beacon St	\$ 4,900.00	\$ 115.00
338	High St	\$ 94,000.00	\$ 900.00
15	Luna Circle	\$ 30,000.00	\$ 295.00
52	Lily Pond Rd	\$ 88,200.00	\$ 818.80
23	Midway Park	\$ 26,000.00	\$ 259.00
40	Cemetery Rd	\$ 21,880.00	\$ 221.92
103	Green St	\$ 8,000.00	\$ 97.00
81	Winter St	\$ 8,201.00	\$ 98.80
281	High St	\$ 7,750.00	\$ 94.75
153	Indigo Hill Rd	\$ 55,700.00	\$ 526.30
14	Ruel St	\$ 10,486.32	\$ 119.37
81	Stackpole Rd	\$ 18,700.00	\$ 193.30
7	Cornfield Dr	\$ 36,325.00	\$ 358.00
130	Lily Pond Rd	\$ 13,000.00	\$ 142.00
431	Rt 108	\$ 55,000.00	\$ 520.00
Totals		\$ 478,142.32	\$ 4,664.49

Permit Receipts as of January 31st, 2023

PERMIT RECEIPTS						
	2020	2021	2022	2023	DIFFERENCE this year to last	% OF CHANGE
January	\$13,195.23	\$8,599.31	\$10,660.43	\$12,486.79	\$1,826.36	14.6%
February	\$13,438.09	\$6,590.61	\$31,381.26			
March	\$24,077.27	\$46,267.60	\$25,904.65			
April	\$10,871.58	\$27,779.60	\$26,246.19			
May	\$19,665.79	\$33,736.68	\$11,141.09			
June	\$13,079.55	\$51,947.53	\$37,046.22			
July	\$16,816.46	\$18,776.42	\$9,648.31			
August	\$23,823.08	\$46,171.98	\$25,716.69			
September	\$23,396.60	\$13,805.11	\$30,356.86			
October	\$16,152.79	\$18,139.91	\$12,587.39			
November	\$12,376.38	\$8,476.08	\$30,037.01			
December	\$6,925.03	\$8,858.58	\$7,853.79			
Year total	\$193,817.84	\$280,290.83	\$260,217.89	\$12,486.79		
Difference of change this year to last (completed months only)	\$193,817.84	\$280,290.83	\$260,217.89			



Property Maintenance January 2022

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

Location	Complaint Type	Complaint Date	Notification Issued	Status
11 Ash Street	MPV	11/14/2022	NV	Pending
142 Green Street	Trash	10/18/2022	CN	Resolved
3 Market Street	Dumpster Violation	11/17/2022	CN	Pending
18 High Street	Sign Violation	11/17/2022	CN	Resolved
446 Main Street	MPV	11/17/2022	NOV	Pending
341 High Street	Fence Violation	11/21/2022	CN	Pending
222 Rte 108	Dumpster Violation	11/21/2022	CN	Pending
85 Washington Street	MPV	11/29/2022	CN	Pending
128 Franklin Street	Dumpster Violation	11/21/2022	CN	Pending
10 Silver St	Dumpster Violation	11/29/2022	CN	Pending
15 Garden Street	Fence Violation	11/29/2022	CN	Pending
87 Franklin Street	Step Violation	11/29/2022	CN	Pending
222 High Street	Fence Violation	11/29/2022	CN	Pending
14 Ford Street	Trash	11/29/2022	CN	Pending
230 High Street	Fence Violation	11/29/2022	CN	Pending
197 #A Rt 108	MPV	12/2/2022	CN	Pending
41 Franklin Street	MPV	12/5/2022	CN	Pending
65 Green St	MPV	12/5/2022	CN	Resolved
57 Green St	Siding Violation	12/5/2022	CN	Pending
47 Green St	Trash	12/5/2022	CN	Pending
37 Green St	Siding Violation	12/5/2022	CN	Pending
28 Green St	MPV	12/5/2022	CN	Pending
43 Mt. Auburn	MPV	12/5/2022	CN	Pending
107 Green St	Step Violation	12/5/2022	CN	Pending
48 Franklin St	MPV	12/5/2022	CN	Pending
37 Franklin St	MPV	12/5/2022	CN	Pending
67 Green St	MPV	12/5/2022	CN	Resolved
184 High Street	Siding Violation	12/5/2022	CN	Pending
38-40 Franklin St	MPV	12/5/2022	CN	Pending
290 Main Street	MPV	12/5/2022	CN	Pending
36-38 Market Street	Front Door Missing	11/29/2022	CN	Pending
151 Indigo Hill Road	Trash	11/18/2022	CN	Pending

2 Government Way	Dumpster Violation	12/19/2022	CN	Pending
71 Franklin Street	Trash	11/29/2022	CN, NOV	Pending
66 High Street	Step Violation	12/5/2022	CN	Pending
84 Market Street	Siding Violation	11/29/2022	CN	Resolved
17 Broad Street	Siding Violation	12/5/2022	CN	Pending
130 Main Street	Landscaping Issues	12/5/2022	CN	Pending
76 Elm Street	MPV	12/5/2022	CN	Pending
80 Elm Street	MPV	12/5/2022	CN	Resolved
36 Green Street	Trash	12/5/2022	CN	Pending
93 Main Street	MPV	12/20/2022	CN	Pending
109 Main Street	Sign Violation	12/20/2022	CN	Pending
105 Main Street	MPV	12/20/2022	CN	Pending
117 Main Street	Sign Violation	12/20/2022	CN	Pending
506 High Street	Dumpster Violation	12/19/2022	CN	Pending
25 Otis Road	Dumpster Violation	12/19/2022	CN	Pending
39 Rocky Hill Road	Dumpster Violation	12/19/2022	CN	Pending
47 Salmon Falls Road	Dumpster Violation	12/19/2022	CN	Pending
48 Green Street	MPV	12/19/2022	NOV	Pending
67 Elm Street	MPV	12/20/2022	NOV	Pending
53-55 Union	MPV	12/13/2022	CN	Pending
71 Indigo Hill Road	Siding Violation	12/13/2022	CN	Pending
194 Green Street	Trash	12/13/2022	CN	Pending
10-12 School Street	Chimney Violation	12/13/2022	CN	Pending
302 Main Street	Fence Violation	12/13/2022	CN	Pending
357 Main Street	MPV	12/13/2022	CN	Pending
11 Ash Street #A	MPV	12/29/2022	NOV	Pending
197 #B Rt. 108	MPV	12/29/2022	CN	Pending
77 Indigo Hill Road	MPV	12/13/2022	CN	Resolved
396 High Street	MPV	12/13/2022	CN	Pending
258 High Street	MPV	12/13/2022	CN	Pending
8 Beacon Street	Building Permit	1/4/2023	CN	Resolved
9 High Street	MPV	1/5/2023	CN	Resolved
37 Franklin St	Trash	1/12/2023	CN	Pending
78-80 Market Street	Siding Violation	1/13/2023	CN	Pending

187 Rt.108	Site Plan Issues	1/1/2023	CN	Pending
260 Main Street #2	Mold	1/20/2023	CN	Pending
354 Main Street #1	MPV	1/23/2023	NOV	Pending
354 Main Street #2	MPV	1/23/2023	NOV	Resolved
13 Water Street	Trash	1/11/2023	CN	Pending
6 Highland Street	Siding Violation	1/17/2023	CN	Pending
11 Silver	Siding Violation	1/19/2023	CN	Pending
41 Green Street	Step Violation	1/19/2023	CN	Pending
31 Green Street	Trash	1/19/2023	CN	Pending
10 Green Street	MPV	1/19/2023	CN	Pending
13 Water Street	Trash	1/12/2023	CN	Resolved
445 Main Street	Mold	1/17/2023	CN	Resolved

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

- In the month of January, 2023, twelve (12) open matters became compliant and were closed.
- In December 2022, the Code Compliance Office issued:
 - Thirteen (13) Courtesy Notices; and
 - Two (2) Violation Notices

Land Use Boards:

Congratulations to Dana Crossley who has been promoted to a Planning Technician.

Minor Field Modification Request:

- 509 High Street, in the Residential/Commercial (R/C) District, Assessor’s Map 40 Lot 47, SITE-2000. Request to add outdoor patio dining area (360 SF) was approved.

Conservation Commission:

- The Oaks is seeking Conditional Use Permit for proposed timber cut on a property located at 100 Hideaway Place, in the Commercial Industrial (CI) and Residential Single Family (R1) Districts, Assessor’s Map 50 Lot 11 CUP #17-2022 was approved.
- Northam Survey LLC, is seeking a conditional use permit for new single family dwelling unit within the Riparian and Wetland Buffer district for a property located at Coles Pond Road, in Residential Single Family (R1) District, Assessors Map 49 Lot 14, CUP# 16-2022 was approved.

Historic District Commission:
The meeting was cancelled.

Planning Board:

The Planning Board reviewed the following:

- Site Plan Review Regulations Amendment: to amend Section 12.4.a Vehicular Circulation and Parking, Number of Spaces: to add parking requirements for Electric Vehicle Charging Spaces –Approved.
- Favorite Development Group, LLC is seeking site plan amendment and conditional use permit approval for construction of new loading docks and pavement modifications for a property located at 20 Rescue Lane, in the Industrial (I) District, Assessor's Map 58 Lot 6G, SITE#17-2022 & CUP#15-2022 **PUBLIC HEARING- Continued to February 15, 2023. WITHDRAWN.**
- W. T. Porter Realty Investments, INC is seeking a lot line adjustment and 9-lot subdivision for properties located at 271 & 289 High Street in the Residential Duplex (2) District, Assessor's Map 15 Lots 13 and 16A, SUB#08-2022 **PUBLIC HEARING Continued to February 15, 2023-Approved.**
- Summit Land Development, LLC is seeking site plan and condo-subdivision approval to allow a Day Care Facility for a lot located on Terrascape Parkway in the Commercial/Industrial (CI) District, Assessor's Map 44 Lot 24, SITE#18-2022 & SUB#09-2022 **PUBLIC HEARING Approved.**
- Fiona Johnson is seeking site plan and conditional use permit approval to construct a 5,700 SF warehouse/distribution facility with infrastructure on a property located on Willand & Commercial Drive, in the Commercial/Industrial (CI) District, Assessor's Map 43 Lot 1G, SITE#14-2022, CUP#13-2022 **PUBLIC HEARING continued to February 15, 2023-Approved.**
- Packy's Investment, LLC is seeking site plan and conditional use permit approval to construct 4,000 SF mini-warehouses (self-storage units) and 12 solar trackers with infrastructure on a property located at 363 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 48 Lot 22B, SITE#15-2022, CUP#14-2022 **PUBLIC HEARING- incomplete application.**

Planning Board Workshop Business: Proposed Zoning Amendments & Site Plan changes

- Section 21 Circulation and Parking: to move the Multifamily parking regulations to the Site Plan Review Regulations- **recommended to City Council -1st Reading.**
- Section 32 For Based Codes: to allow for a conditional use permit for dimensional regulations within the Form Based Codes Districts **recommended to City Council 1st Reading**

Site Review Technical Committee:

No meeting in January.

Zoning Board:

- **PARTIAL REHEARING:** Valerie Miller & Andrew Marks are seeking a variance from Table 5.A.1 to permit the conversion of the single-family dwelling to a duplex without the required lot size, frontage or setbacks property located at 54 Franklin Street, in the Residential Multifamily (R3) District, Assessor's Map 09 Lot 88, ZBA#11-2022 was **Denied**
- Todd & Katrina Ellis, are seeking a variance from 19.24.f to allow an Accessory Dwelling Unit that is not internally connected to the existing Single-Family Dwelling for a property located at 18 Baker Way, in the Residential Single Family (R1) District, Assessor's Map 32 Lot 12B, ZBA#14-2022 was **approved**.

Economic Development – January 2023

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

- **News:**
- **Realtor.com Best Markets for First-Time Homebuyers 2023-** Somersworth ranked **10 nationally** for the following: top marks for young millennials (ages 25-34), more choices for homes, affordable home options, job opportunities, short commute time (28 mins), mix of amenities, and steady real estate market. Check out <https://www.realtor.com/research/first-time-homebuyer-markets-2023/>. Somersworth, NH, has the highest count of food and drink establishments per household within its metro area. This was a ranking of 659 cities and places with population over 5,000 located within 100 largest metro areas.
- Boston.com **article about Somersworth one of the best spots in the nation for first-time home buyers.** Somersworth topped the list for proximity to restaurants. <https://www.boston.com/real-estate/real-estate-news/2023/01/18/nh-city-ranked-among-best-first-time-buyers/>
- Somersworth development boom in 2023? Housing, Sports Dom, and more to watch article in Fosters Daily Democrat <https://www.fosters.com/search/?q=somersworth>
- **Vacancy: Commercial - Business Vacancy** [*Site for Sale and / or Lease*]
- a) **Vacant -Privately owned Property**
 - ✓ **4 Main Street** – (Formally 1886 Barbershop) is vacant and being considered by Hair Salon called
 - ✓ **Lucky's:** recently sold.
 - ✓ **Stratham Tire:** The space has been broken up into 2 smaller units
 - ✓ **Hilltop School:** No updates from last month: The Downstairs Gym is still being explored for a lease agreement by Avalon *Women's Fitness*
- **New: Commercial - Business Tenants** [*Certificate of Occupancy issued*]
 - ✓ **Modern Aesthetics Lash Bar:** 424 Route 108
 - ✓ **Voplaza:** Rock and Gem- 90 High Street
 - *Gem, rock, and minerals retail*

- **Existing: Business Expansion** [*Local Business growing and providing new/more service*]
 - ✓ Citizen's Bank @ Brixmor Tri -City Plaza-

- **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]
 - ✓ Somersworth Sports Hub: Willand Drive
 - *Sports Dome*
 - ✓ Smart Storage: 1 Enterprise Drive - Route 108
 - *Storage Center*
 - ✓ MB Tractor: 355— Route 108
 - *Tractor Retail Sales*
 - ✓ Palmer Oil and Gas HDQ: 32 Gator Rock – Route 108
 - *Oil Company*
 - ✓ Great Bay Home – HDQ: Interstate drive
 - *Interior Design Storage & Sales Distribution Center*
 - ✓ Forward -Merch: 436 -Route 108
 - *Screen Printing & Fulfillment Center*
 - ✓ The Bistro at the Rail- 400 Main Street
 - Old Rail Pizza will be take out 4 days a week
 - ✓ Fold'd Diner SOS- 69 High Street
 - Crepe- and omelet focused modern diner on a misson
 - ✓ Pop Zup: 22 Canal Street Unit 324
 - *Specialty Food*
 - ✓ 1886 Barber Shop- 279 High Street
 - ✓ Wentworth Douglas Hospital Daycare Center- Terrascape
 - *Providing daycare for over 200 children PB approval January 2023*
 - ✓ Electiq Hair Salon- 2 Main Street
 - *Hair Salon*
 - ✓ Pensole Shoes: 434 – Route 108
 - *Shoe Manufacture*
 - ✓ Washville- Formerly Shammy's Carwash: 436 High Street
 - *Car Wash*
 - ✓ Thrive Food: 38 Market Street
 - *Take- Out Food Distribution Center*
 - ✓ Thompson Counselling: 42 High Street
 - *Counseling and Therapy*
 - ✓ Eclectiq: 4 Main Street
 - *Hair Salon*

- **Potential: Commercial - Business Exploring** [*Exploratory Review in process*]
 - 1) School House Farms - Chinburg Mill expansion into oils and seed distillation
 - 2) Formax, LLC - Seeking a Digital Print & Finishing Industrial space
 - 3) Avalon Woman's Fitness Center – 17 Grand Street
 - 4) Costa- Somersworth Plaza Unit 1
 - 5) Vietnamese Food- Tri-City Plaza
 - Formerly Flooring Company next to TJMAXX

- 6) C Sun-82 High Street
 - Internet Café /Gaming
- 7) McFarland Ford- location TBD
- 8) Seacoast Pretzel Company- location TBD
- 9) Tri City Masonry-exploring expansion

- **Miscellaneous:** *Brand Identity & Image: Media and Press Relationship development continues*
 - **Hilltop School Historic Marker:** The Mayor's office has applied for, and subsequently been awarded, a NH Historic Marker/sign for the Hilltop School. Eric Chinburg will contribute half of the total cost. The process to obtain the marker is in motion
 - **Reorganization:** The DDS department will be reorganized in 2023. The Director of Planning and Community Development and new Planning Technician will be working on Economic Development.
- **# SeeSomersworth**
 - SeeSomersworth- Keep abreast of Downtown Business Activities at: www.facebook.com/seesomersworth
- **Community Advocacy:** ZOOM Meetings & Roundtables
 - ✓ **Bi - Weekly:** SEDS - "Seacoast Region Economic Development Stakeholders"
 - ✓ **Bi - Weekly:** BEA-CEDR – "Community Economic Development Region" Economic Development Roundtable hosted by Commissioner Caswell
 - ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD
 - ✓ **Quarterly:** Skyhaven Airport - BOD & Marketing Committee
- **Relationships & Partners:** Regular Engagement, Involvement, and Interface
 - ✓ **State and Regional Partnerships:**
 - BEA, SRPC, SBDC, SBA, SEDS
 - Seacoast Chambers of Commerce
 - Seacoast Economic Development Directors (SEDS)

Parks & Recreation – January 2023

Program & Event Highlights:

- The **Rec Youth Basketball program** for children in grades 1-6 started on Saturday, December 10th and will run for 8-weeks.
- The 5/6 Grade Boys Rec Basketball program played at halftime during the Somersworth Boys Varsity game against Belmont on Tuesday, Jan. 31st. Rec Players were also invited into the locker room for the pre-game with the team. This was a wonderful experience for our young Rec Players and it was great to see so many players come to cheer on the Varsity players and show their support. Thank you to the High School coaches and players for

providing this opportunity and for donating their time to run the Rec program on Saturday mornings.

Upcoming Activities:

- Registration for the upcoming **Biddy Basketball** will end on January 20th. The program will be 5 sessions on Saturday mornings from February 25-March 25. We offer a session for children ages 3 & 4 which will run from 8:00-8:45am and another session for children ages 5 & 6 which will run from 9:00-9:45am. We are currently full with a waitlist for both age groups.
- Our annual **Valentine's Dance** is scheduled for Thursday, February 9th 6:30-8:30pm at the Idlehurst Elementary School Café. Tickets are on sale Monday, January 9th- Wednesday, February 8th at City Hall. Tickets will be \$25 per couple (admits 1 adult/children) and \$5 per extra adult. Tickets will not be available at the door and tickets must be purchased in advance to attend. A professional DJ and Photo Booth will be provided as well as light refreshments, raffle prizes, and goody bags for all students.

Division Projects:

- Rec Staff are working on the 2022 Annual Report for the Recreation Division. Final reports are due to the City Clerk by February 13th.

City Park Updates:

- Staff ordered a replacement slide for the playground damage that occurred at Jules Bisson Park in November 2022. Damage was the result of vandalism and a police report was filed. The slide will be installed by Public Works as soon as weather and staffing permit.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: February 14, 2023

SUBJECT: Public Works Department Monthly Report for January 2023

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Staff completed bid specifications for the annual road repair and resurfacing and crack sealing work on designated streets and we solicited bids early in January; bids due on February 2.
- Bid specifications and scope of work was also completed for reconstructing 3 sidewalks; following a bid solicitation, bids were due on January 19. The City received 3 bid proposals and all 3 were substantially over the engineers estimate and exceeds the budget appropriation for this work. Staff is evaluating funding options with City Council Committee's at this time.
- Participated in pre bidders meetings on related projects.
- Met with Wright Pierce engineers on their proposal to provide a condition assessment of the Water Treatment Plant and prepare a report on future needs.
- Highway Division personnel responded to multiple snow and ice events during January including an all day/night snow blizzard with high winds on January 23-24. This storm resulted in significant power loss due to tree limbs and trees falling on utility poles. At one point over 30% of the City was without power. Highway personnel worked closely with Fire and Police on closing roads due to down wires and removed large tree limbs to open up roads as needed. Highway crews with contracted trucks removed snow from 3 major storm events in the downtown area during this month.
- Highway personnel and equipment removed down trees and limbs on City streets following the late January winter storm event.
- Provided winter storm response cost information to FEMA officials from both the federal and state offices of Home Land Security dealing with the December 23, 2022 Snow storm. There is a possibility this storm will be declared a disaster and the City will be eligible for some cost recovery of expenses related to storm response.
- Attended Strafford Regional Planning (SRPC) meetings.
- Participated in labor negotiations with Water and Wastewater and AFSCME Bargaining Units.
- Attended sessions on water and wastewater quality topics at the annual NEWEA Conference.
- Attended City Council meetings, Council Committee meetings.

- The Wastewater Treatment Plant operated under emergency generator power mode during the January blizzard due to power loss. The power surges damaged a Variable Frequency Drive (VFD) serving one of the aeration Blowers.
- Attended the Joint Loss Management Committee.
- Attended Seacoast Stormwater Coalition Meeting.
- Received cost proposals from vendors that repair broken gravestones at Forest Glade Cemetery. Selected Gravestone Services of New England to repair 5 headstones in the Hebrew section of the Cemetery. Work will commence in early spring.
- Reviewed and discussed the Department FY24 Budget proposal and requests with the City Manager and Deputy City Manager/Finance Director.



HIGHWAY DIVISION

Operations / Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed repairs to maintenance and repairs to city equipment following winter events
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Replaced signs city wide damaged from weather and accidents
- Responded to 10 Winter Events
- Performed 1 snow removal
- Washed and greased trucks after winter events
- Collected limbs along the road side after severe winter storm
- Cut and cleared downed trees from road ways to reopen roads following severe winter storm
- Cut and cleared limbs over hanging the road ways after severe weather
- Filled salt barrels following winter events

- Collected limbs around the library that had fallen in the pocket park
- Cleared basins in low areas ahead of heavy rains
- Collected Christmas trees placed curb side
- Repaired barricades damaged during emergency events
- Performed driver training in accordance to ELDT (entry level driver training)

Recreation:

- Replaced the pedestrian bridge at Mast Point Dam, after finding the timbers to be soft and rotted
- Performed daily trash collection at all parks
- Removed graffiti and vandalism at all parks

Cemetery:

- Removed a broken tree following a winter event

Sewer Collections Maintenance:

- Received 33 Digsafe request

ENGINEER DIVISION

- Attended Public Works & Environment Committee meeting on 1/11/2023.
- Attended Finance Committee meeting on 1/11/2023.
- Attended SRTC Meeting on 1/4/2023.
- Attended Rec Committee on 1/18/2023.
- Attended Seacoast Stormwater Coalition meeting.
- Completed Asset Management Level of service Goals items for the wastewater assessment.
- Completed the Water Treatment Plant Evaluation project meeting with Wright-Pierce.
- Completed pre-bid meeting for FY2023 Sidewalk Reconstruction project.
- Completed pre-bid meeting for FY2023 Hamilton Street Water Tank Roof Replacement project.
- Completed pre-bid meeting for FY2023 Road Resurfacing project.
- Attended the Municipal Alliance for Adaptive Management (MAAM) meeting on 1/25/2023.
- Attended NEWEA Annual conference in Boston.
- Completed E911 mapping update with State DESC.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (A20) process which is used for the winter months. During this time, we are not required to meet stringent nutrient and Biochemical Oxygen Demand & Total Suspended Solids requirements. The winter season runs from October 1st thru April 30th.
- We are still waiting for NH-DES to release the funding for our Cybersecurity Grant. DES accepted our application in the amount of \$41,966 to be distributed to both the water and wastewater treatment facilities. This funding was reviewed and approved by council and will be used to address our current security issues discovered by the ATOM groups facility evaluations conducted this past summer.
- The facility welcomed our newest member of the team, Bob Dupuis comes to us from Pepsi. He filled our open maintenance mechanic position and is looking forward to his new career in the environmental field.
- The Water Distribution Division conducted the backflow prevention inspections which includes the main facility and Blackwater Rd pump station. All units passed with no issues.
- Experienced two rain events which required us to implement the high flow plan. Flows exceeded 5.0 million gallons per day on both January 12th and 26th. No permit exceedances were noted during these events.
- Received 3,500 gallons of septage for the month.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month.
- Treated a total of 64-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Reviewed five wastewater surveys. Two required commercial permits and three required no further action.
- Submitted one NOV (Notice of Violation) to General Linen for exceeding Fats, Oil & Grease limit. General Linen has responded with the intent to hire a consultant to assist them with a permanent resolution.
- In the early stages of preparing for our IPP audit which is scheduled for April.

Capital Improvements Plan (CIP) Items:

- Waste Water Treatment Facility upgrade – The City of Somersworth entered into a contract with Apex Construction to complete the wastewater treatment facility construction improvements in May, 2020. Project milestones included substantial completion – November 10, 2021. Final completion – February 8, 2022.
- Outstanding warranty issues include:
 - Aeration blower variable frequency drive (VFD) replacement – The delivery has been re-scheduled for the middle of March with installation immediately following.

- Replacement heat pumps for cafeteria – The new units have been delivered. The roof top units as well as the wall mounted units have both been installed. We are now waiting for the electrical connection to take place. Once this is completed, Johnson & Jordan will return and complete start-up.
- Dewatering - During the December 13-14th 1-year inspection, it was discovered we were supplied with the incorrect bowl and scroll. GEA-Westfalia is working on a plan to provide us with the correct equipment as specified. I will provide further updates as they come in.
- Return Activated Sludge Pump #3 has been deemed unacceptable by Wright-Pierce due to frequent failures. We are working with the supplier to replace this item in a timely man

WATER TREATMENT

Items completed this month:

- Bacteria's and TOC's water quality tests completed
- Pumped 31,939,859 gallons of raw water
- Filtered and pumped to the city 27,812,813 of finished water
- Received quotes for UCMR5 testing laboratories
- Purchased and installed replacement VFD for carbon system due to unit failure
- Completed annual statement for SQC report
- Received annual carbon delivery
- Met with City management on FY24 budget
- Attended annual joint meeting between NHWWA and NEWWA
- Received quote from Alliance group on boiler repair
- Submitted annual fee for SQC to NHDES
- Ran generator during winter storm due to power fluctuations and downed power lines
- Moved polymer pump from train #1 to train #2
- Ordered new pressure switch for polymer batching system
- Repaired HMI on raw pump #1 VFD
- Responded to water quality complaint at 144 Lily Pond Rd

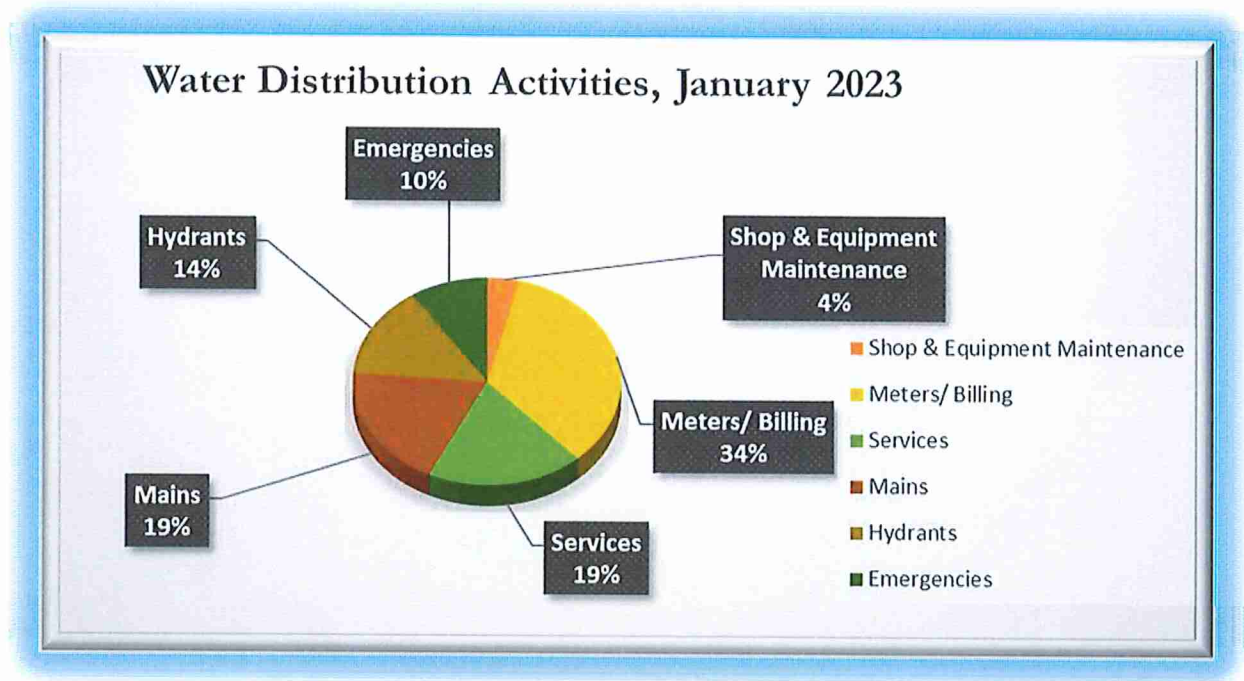
Action items:

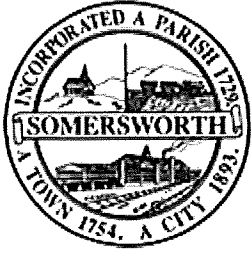
- Hamilton St roof bid
- Water plant survey

WATER DISTRIBUTION

- Water Distribution operators completed 103 work orders and service requests in the month of January.
- Hydrant winterizing
- In house backflow testing
- Problem area checks
- Data log training

- Highway assistance
- Water Plant generator training





Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Timothy J. McLin
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: Timothy J. McLin, Chief of Police
Date: February 9, 2023
Subject: Monthly Report – Month of January 2023

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

COMMUNITY POLICING:

On January 23rd the Police Department had the honor to host a presentation of a check by the Cops for Kids with Cancer Organization to a very special Somersworth resident. A check for \$5,000.00 dollars was presented to Austin Dean and his family by Board Member Sgt. Robert Hall from the Everett Police Department.

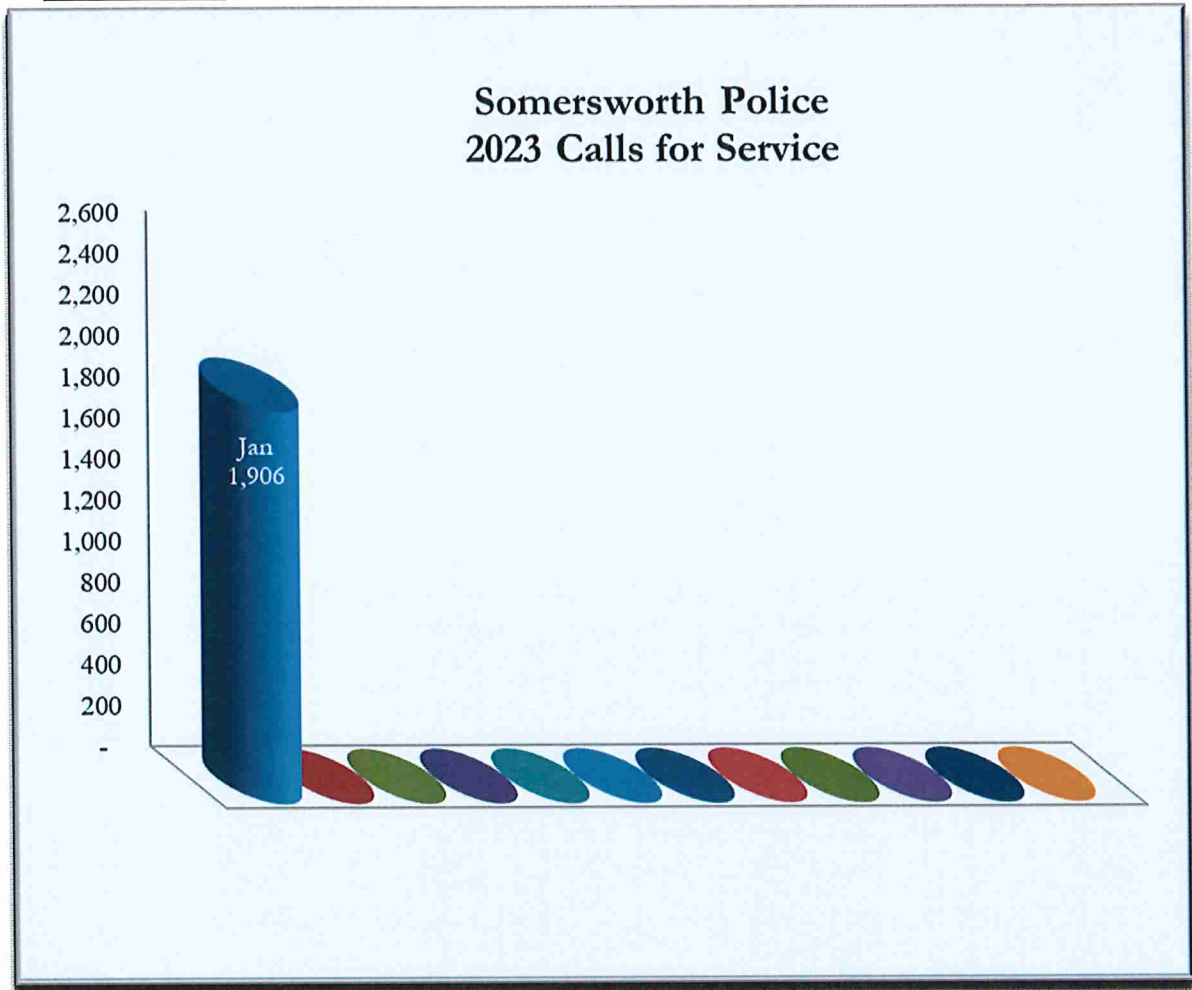
While Austin was at the station, Chief McLin swore him in as an Honorary Somersworth Police Officer and Austin was given a badge and a department patch.

This was a truly humbling event for all that attended. The Somersworth Police Department would like to thank the Cops for Kids with Cancer organization for all they do to help alleviate some of the burden placed on families while they are going through treatments. This is truly a worthwhile cause and the Somersworth Police Department was truly grateful to be part of the day. We would also like to acknowledge Investigations Captain John Sunderland who made the request to the organization on behalf of the family. We wish Austin and his family all the best as they fight this battle.

PERSONNEL/TRAINING:

- We have three recruits in the police academy that started January 9th (expected graduation date of April 28th) and a fourth recruit has passed the entrance physical agility test and will attend the full-time police academy on February 27th (with an expected graduation date of June 16th). All of these officers have been in field training prior to their police academy and will complete the FTO program upon their certification.
- Dave Watts, a former federal police officer from the Portsmouth Naval Shipyard was hired on January 9, 2023. Since Officer Watts is a certified federal police officer, New Hampshire Police Standards has accepted this certification and Officer Watts will be able to study and take a test of the NH Laws in order to receive his NH certification as a police officer.

- STATISTICS:



Yearly Comparison

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



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



George Kramlinger

Fire Chief & Emergency Management Director

gkramlinger@sommersworth.com

Business: (603) 692-3457

Fax: (603) 692-5147

www.sommersworth.com

17 Feb, 2023

To: Mr. Robert Belmore, City Manager

Re: January 2023 Monthly Fire Department and Emergency Management Report

1. Regarding the new fire station project - by the end of January, the load bearing walls on the first floor of the operations wing (Phase II) were complete, the second floor decking was installed, and the concrete second floor was poured. Latest estimate for completion and occupancy is mid-July.
2. Planning continues with the SAU to develop a student-parent reunification plan in the event an emergency renders a school uninhabitable.
3. From 7:00 AM on 23 January to 7:00 AM on January 24, the SFD responded to over 100 calls mostly relating to the hard-hitting winter storm. At the height of the storm, nearly 30 percent of the City was without electrical power.
4. Monthly run numbers with a comparison to last year:

	January 2023	January 2022
Fire (all types)	7	6
Overpressure / Overheat (no fire)	0	0
Rescue - EMS	79	100
Hazardous Condition (no fire)	60	8
Service Call	14	18
Good Intent Call	29	16
False Alarm / False Call	31	25
Severe WX / Natural Disaster	17	0
Special Incident	0	0
Total	237	173

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

5. For the most recent reporting period of January, 2023, Stewart's Ambulance responded to 132 emergency calls in the City, transported on 90 of those calls, and had an average response time of three minutes and fifty-two seconds (3:52). A mutual aid ambulance was required to respond into the City nine (9) times during the reporting period.

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

Respectfully submitted

George D. Kramlinger

George D. Kramlinger
Fire Chief / EMD
City of Somersworth

MITCHELL MUNICIPAL GROUP, P.A.

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

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

TELEPHONE (603) 524-3885

February 16, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 15-23

Title: **TO AMEND CHAPTER 34, EXEMPTIONS AND CREDITS,**
SECTION 34.2, VETERANS' PROPERTY TAX CREDIT

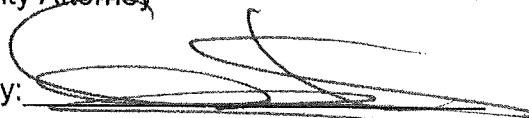
This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

2/16/23

By: _____



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TELEPHONE (603) 524-3885

February 16, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire


Resolution No. 32-23

Title: **TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL
SHALL NOT ACCEPT A TAX DEED ON CERTAIN PROPERTIES
SUBJECT TO AN UNREDEEMED TAX LIEN**

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: 2/16/23

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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February 16, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 33-23

Title: TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL
SHALL NOT ACCEPT A TAX DEED ON PROPERTIES LOCATED ON
WEXFORD LANE AND BLACKWATER ROAD SUBJECT TO
AN UNREDEEMED TAX LIEN

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: 2/16/23

By. 

MITCHELL MUNICIPAL GROUP, P.A.

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NAOMI N. BUTTERFIELD – OF COUNSEL

TELEPHONE (603) 524-3885

February 16, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 34-23

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
GMI ASPHALT, INC. OF BELMONT, NH FOR FISCAL YEAR 2023
ROAD RESURFACING IMPROVEMENTS**

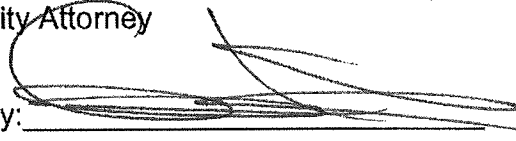
This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

2/16/23

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

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TELEPHONE (603) 524-3885

February 16, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 35-23

**Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
GMI ASPHALT, INC. OF BEMONT, NH FOR FISCAL YEAR 2023
SIDEWALK REPAIR AND RECONSTRUCTION PROJECT**

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: _____

2/16/23

By: _____



TITLE XXXIX AERONAUTICS

CHAPTER 422 NEW HAMPSHIRE AERONAUTICS ACT

Skyhaven Airport

Section 422:37

422:37 Skyhaven Airport Advisory Council. –

I. There is hereby established a Skyhaven airport advisory council consisting of 11 voting members, 3 of whom shall be appointed by the governor, with the advice and consent of the council. The membership of the advisory council shall be comprised of individuals who shall have expertise in the area of aeronautics and shall not have any financial interest in Skyhaven airport nor be the spouse or issue of any person having such a financial interest. The additional members of the advisory council shall be as follows:

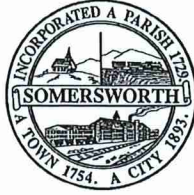
- (a) One member appointed by the mayor of Rochester, New Hampshire.
- (b) One member appointed by the mayor of Dover, New Hampshire.
- (c) One member appointed by the mayor of Somersworth, New Hampshire.
- (d) One member appointed by the president of the senate.
- (e) One member appointed by the speaker of the house of representatives.
- (f) One member representing the economic development sector of Rochester, appointed by the city manager of Rochester.
- (g) One member representing the economic development sector of Somersworth, appointed by the city manager of Somersworth.
- (h) One member representing the economic development sector of Dover, appointed by the city manager of Dover.
- (i) One nonvoting member who shall be the Strafford county representative appointed to the Pease development authority board of directors in accordance with the provisions of 12-G:4, I(g).

II. The term of office for the voting members of the advisory council shall be 3 years and until a successor is appointed and qualified. A vacancy shall be filled in the same manner as the original, but only for the unexpired term.

III. The advisory council shall elect one of its members as chairman, one as a vice-chairman, and one as a secretary/treasurer. The members of the advisory council shall receive no compensation for their services, but their reasonable expenses incurred in the performance of their duties shall be paid. The advisory council shall have the right to establish bylaws for the management of its affairs within the meaning of this section and the laws of the state. The Pease development authority shall provide the advisory council with administrative support necessary to carry out its responsibilities under this section.

IV. The advisory council shall consult with and advise the Pease development authority and its airport manager with respect to the policy, programs, and goals for Skyhaven airport; all operations of Skyhaven airport, including the preparation of its operating and capital budget; the procurement of services of a fixed based operating firm; and the use of Skyhaven airport property. In order to accomplish said purposes, the advisory council shall meet with the airport manager no less frequently than quarterly, or at the call of the chairman or any 3 council members. The council shall file annually a report of its deliberations and recommendations with the Pease development authority board of directors and executive director. In all instances, the authority shall retain the power to make the final decision regarding the management and

Scott A. Smith
Finance Director
sasmith@somersworth.com
(603) 692-9504



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Somersworth, New Hampshire 03878
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City of Somersworth, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

DRAFT

REQUEST FOR BID

Real Estate - Former Somersworth Police Station Property

The City of Somersworth invites interested parties to submit bids for the purchase of municipally owned property known as "The Former Police Station" located at 5 Main Street in Somersworth. Prospective bidders may contact the Department of Development Services at 603-692-9516 to arrange a tour of the building during City Hall normal business hours.

All BIDs must be submitted with the attached bid certificate, in a sealed envelope, plainly marked "Bid for Somersworth Police Station" addressed as follows:

Somersworth City Hall
Attn: Scott A. Smith, Director of Finance
One Government Way
Somersworth, NH 03878

All bids must be received by **March 9, 2023 at 2:00 p.m. EST**. All bids will be publicly opened and read aloud. A list of all bidders and their respective bids will be available to the public at the Finance Office following the award by the City, and a copy of the list will be mailed to each unsuccessful bidder, along with the return of their deposit.

***IMPORTANT:** If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a NO BID indication. Failure to respond in this manner will result in deletion from our bid list.

Vendors wishing to respond to a bid request with alternates to specifications must notify the Finance Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

	Request Type	Bids	Page 2 of 10
	Title	Bids for Former Somersworth Police Station	
	Due Date	March 9, 2023 at 2 P.M.	

SECTION 1. INVITATION TO SUBMIT BIDS

The City of Somersworth invites interested parties to submit proposals for the purchase of municipally owned property know as “The Former Police Station” located at 5 Main Street in Somersworth, NH.

The City has set a minimum bid on this property in the amount of **\$200,000 (Two Hundred Thousand dollars)**.

The City of Somersworth has on file the original architectural plans of the building. Interested bidders are welcome to make an appointment to review these plans by contacting the Department of Development Services at 603-692-9519.

The City has recently concluded a cleanup of the facility through a New Hampshire Department of Environmental Services grant. A brief description of the remedial action and certain information prospective bidders should be aware of are included in **Attachment A**. A copy of the tax card for this property is included in **Attachment B**.


Bids shall be submitted on the Real Estate Bid Form attached to these bid specifications or available in the Finance Office at City Hall. A deposit equal to ten percent (10%) of the bid price must accompany the bid. The deposit must be in the form of a certified or cashier’s check, made payable to the City of Somersworth. The successful bidder will be required to execute a purchase and sales agreement in accordance with the terms of this notice and the balance must be paid within forty-two (42) days of the mailing of a notice of award. If such balance is not paid within the allotted time, the required deposit will be forfeited and the property will be re-bid. Deposits submitted by unsuccessful bidders will be returned within ten (10) days after the mailing of the notice of award to the successful bidder.

All closing costs are to be the responsibility of the successful bidder. There will be no real estate sales commission involved.

The property will be conveyed by City’s Deed with no warranty quitclaim covenants. No delinquent taxes must be paid by the buyer. The City makes no other representation as to the state of title, liens, encumbrances, easements, or other matters that may affect the title, ownership or intended use of the property. Bidders, therefore, are advised to undertake an examination of the record title of the property and the related zoning regulations.

The property is being sold on an “as is” basis. Bidders are encouraged to inspect the property prior to bidding.

Prospective bidders looking to redevelop this property may have access to certain tax incentives and will be subject to specific zoning listed below.

			
	Request Type	Bids	Page 3 of 10
	Title	Bids for Former Somersworth Police Station	
	Due Date	March 9, 2023 at 2 P.M.	

SECTION 2. TAX INCENTIVES

Economic Revitalization Zone


The property is located in an Economic Revitalization Zone (ERZ) which offers potential tax credits for businesses that invest in their facility and create jobs. Businesses located in the ERZ that create jobs may be eligible for up to **\$200,000** in tax credits (capped at \$40,000 per year) against their Business Profits Tax and/or Business Enterprise Tax.

Community Revitalization Tax Relief Incentive

The property is also within the City's downtown Community Revitalization Tax Relief Incentive district, Chapter 31 of the City's Ordinances, offering a potential property tax incentive for owners making significant investment in their building. Chapter 31 was adopted and embraced by the City Council in 2013, adopting RSA 79-E, as a means to encourage investment in downtown buildings and is part of the downtown revitalization efforts taking place. Chapter 31 is a public benefit enhancing the district by encouraging the rehabilitation of underutilized buildings within the downtown thus contributing to the economic and social vitality of the community. Prospective bidders should review Chapter 31 and may obtain that on-line at www.somersworthnh.gov.

SECTION 2. ZONING

This property currently resides in the Business District, and may take advantage of the City's Form Based Codes Gateway Sub District Main Street Area 3 which allows for higher density and uses. Permitted uses include: residential upper stories only, lodging, eating and drinking, professional services and offices, civic, and other similar uses by Conditional Use Permit. This property does not require on-site parking because it is within the Special Parking Zoning Overlay.

			
	Request Type	Bids	Page 4 of 10
	Title	Bids for Former Somersworth Police Station	
	Due Date	March 9, 2023 at 2 P.M.	

CITY OF SOMERSWORTH REAL ESTATE BID FORM

Minimum Bid = \$200,000

I, undersigned, offer to purchase the following real estate at the price indicated and in accordance with the specifications provided in the City of Somersworth's Invitation to Bid on said real estate:

<u>Property</u>	<u>Tax Map/Parcel</u>	<u>Bid</u>
5 Main St, Somersworth, NH	Map 11 Lot 210	\$ _____

Bid Price in Words \$ _____


A certified or cashier's check in an amount equal to ten percent (10%) of the total bid price and made payable to the City of Somersworth has been enclosed herewith as the required deposit.

Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Telephone Number: _____

			
	Request Type	Bids	Page 5 of 10
	Title	Bids for Former Somersworth Police Station	
	Due Date	March 9, 2023 at 2 P.M.	

BID CERTIFICATE

The undersigned represents that they are authorized to bind the bidder to the bid amount specified and hereby offers to provide to the City of Somersworth the commodities and services as contained in the attached competitive sealed bid specifications at the price stated in complete accordance with all conditions of the bid specifications. Furthermore,

The undersigned certifies that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity

Signature/Title


Company

Date

Phone Number

Check here if appropriate : _____(X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective o/ these deviations

			
	Request Type	Bids	Page 6 of 10
	Title	Bids for Former Somersworth Police Station	
	Due Date	March 9, 2023 at 2 P.M.	

Attachment A



MEMORANDUM

DATE: January 13, 2023
TO: Mr. Bob Belmore and Mr. Scott Smith
FROM: Judd Newcomb, LG, PG
SUBJECT: Somersworth Old Police Station Cleanup
5 Main Street, Somersworth, New Hampshire

Mr. Belmore and Mr. Smith,

The following memorandum provides a summary of remedial actions undertaken at the former Somersworth Old Police Station Site located at 5 Main Street, Somersworth, New Hampshire (Site), from August 2022 to January 2023. Remedial actions were completed in accordance with the New Hampshire Department of Environmental Services (NHDES) approved October 7, 2021, Remedial Action Plan (RAP), and January 24, 2022, Technical Specifications.

Remedial actions included abatement by removal of asbestos-containing materials (ACM) in the Site building, as well as removal of lead paint and polychlorinated biphenyl (PCB)-containing building materials; removal of one (1) 1,000-gallon No. 2 fuel oil underground storage tank (UST) containing approximately 542 gallons of fuel oil and the associated total petroleum hydrocarbon (TPH) impacted UST containment sand in the basement of the Site building; and removal of universal and other regulated wastes. Due to cost constraints and maintaining the building envelope, windows (interior and exterior), roofing materials, and vermiculite filled concrete block were excluded from abatement/removal activities. Remedial activities were performed by EnviroVantage (EV) of Epping, New Hampshire, with oversight performed by Credere.

Based on the known Site conditions and remedial activities completed to date, Credere recommends the following:

- Inform prospective buyers that ACM remains in caulk and glazing on windows, in black roof sealant, and that concrete blocks in historical window opening on the façade of the building contain vermiculite. If disturbed or removed, ACM must be handled and disposed in accordance with New Hampshire Statute Chapter Env-A 1800 – Asbestos Management and Control. Note that the upper roof was not accessed during


MEMORANDUM

PAGE 2 OF 2

Phase II Environmental Site Assessment sampling and additional ACM may be encountered in additional roofing materials. Additional suspect ACM should be sampled by a New Hampshire certified Asbestos Inspector.

- There is a source of moisture in the Site building that leads to efflorescence on masonry surfaces. This leads to accelerated deterioration of painted masonry surfaces. As such, remedial measures to stabilize deteriorated PCB paint in certain portions of the building (i.e., jail cell area and basement) currently impacted by efflorescence will need ongoing monitoring, maintenance, and/or repair due to accelerated degradation from the efflorescence. Prospective buyers should be informed of the presence of PCB-containing paint and employ proper health and safety practices and worker notification to prevent exposure to PCBs in paint during maintenance, repair, or future renovation. The source of moisture in the building should ultimately be assessed and eliminated or controlled through roofing and drain repairs, etc. .



			
	Request Type	Bids	Page 7 of 10
	Title	Bids for Former Somersworth Police Station	
	Due Date	March 9, 2023 at 2 P.M.	

Attachment B

11 210 0
Map Block Lot

1 of 1 COMMERCIAL
CARD
City of Somersworth - N

Total Card / Total Parcel
150,500 / 150,500
150,500 / 150,500
150,500 / 150,500

PROPERTY LOCATION

No	Alt No	Direction/Street/City
5		MAIN ST, SOMERSWORTH

OWNERSHIP

Owner 1:	CITY OF SOMERSWORTH
Owner 2:	
Owner 3:	
Street 1:	1 GOVERNMENT WAY
Street 2:	

PREVIOUS OWNER

Owner 1:	MCS DEVELOPMENT LLC -
Owner 2:	
Street 1:	97 HIGH ST
Street 2:	

OTHER ASSESSMENTS

Code	Descrpt/No	Amount	Com. Int

NARRATIVE DESCRIPTION

This parcel contains .359 ACRES of land mainly classified as
MUNICIPAL with a OFFICE Building built about 1950, having
primarily BRICK Exterior and 7844 Square Feet, with 1 Unit, 0
Bath, 0 3/4 Bath, 0 HalfBath, 0 Rooms, and 0 Bdrm.

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yrd Items	Land Value	Total Value
903	0.359	82,900	1,000	66,600	150,500
Total Card	0.359	82,900	1,000	66,600	150,500
Total Parcel	0.359	82,900	1,000	66,600	150,500
Source:	Market Adj Cost	Total Value per SQ unit /Card:	19.19	/Parcel:	19.19

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2021	903	FV	82,900	1000	.359	66,600	150,500	150,500	Year End Roll	1/24/2023
2022	903	FV	82,900	1000	.359	66,600	150,500	150,500	Year End Roll	12/22/2021
2020	903	FV	82,900	1000	.359	66,600	150,500	150,500	Year End Roll	1/8/2021
2019	903	FV	138,100	1000	.359	66,600	205,700	205,700	Year End Roll	11/12/2019
2018	903	FV	125,100	1100	.359	70,600	196,800	196,800	Year End Roll	12/7/2018
2017	903	FV	124,900	0	.359	70,600	195,500	195,500	Year End Roll	11/14/2017
2016	903	FV	124,900	0	.359	70,600	195,500	195,500	Year End Roll	10/25/2016
2015	903	FV	124,900	0	.359	70,600	195,500	195,500	year end	10/26/2015

SALES INFORMATION

Grantor	Legal Ref	Type	Date	V	Tst	Verif	Notes
MCS DEVELOPMENT	4163-0691		9/10/2013	GOVT AGENCY	60,000	No	
CITY OF SOMERSW	3860-791		9/3/2010	GOVT AGENCY	9,000	No	
CITY OF SOMERSW	910-204		8/18/1972		48,550	No	

TAX DISTRICT

Parcel ID	11 210 0
Parcel ID	11 210 0

USER DEFINED

Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	327
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

PRINT

Date	Time
02/08/23	14:06:19
LAST REV	
Date	Time
09/07/21	10:20:01
apro	
327	

PAT ACCT.

Pat Acct	
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BUILDING PERMITS

Date	Number	Descrpt	Amount	C/O	Last Visit	Fed Code	F. Descrpt	Comment
3/11/2011	D-2011-21	DEMOLITI	10,000	C			INTERIOR WORK	

ACTIVITY INFORMATION

Date	Result	By	Name
10/8/2020	MEASURED	751	JAY F
6/7/2019	FIELD REVIEW	748	B HATHORN
3/13/2019	FIELD REVIEW	748	B HATHORN
4/13/2018	PERMIT VISIT	748	B HATHORN
11/1/2017	UNOCCUPIED	743	RON DOYON
7/31/2014	FIELD REVIEW	743	RON DOYON
11/14/2013	PERMIT VISIT	748	B HATHORN
10/9/2012	INSPECTED	743	RON DOYON
8/14/2012	MEASURED	742	TIM COURNOYE

LAND SECTION (First 7 lines only)

Use Code	Description	LUC	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh Infl	Neigh Mod	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	Spec Land	J Code	Fact	Use Value	Notes
903	MUNICPL		15645		SQUARE FESITE			0	7.	0.61	DT	SHAPE	-25						66,560					66,600	

Total AC/HA: 0.35916 Total SF/SM: 15645

Parcel LUC: 903 MUNICPL Prime NB Desc DOWNTOWN

Total: 66,560 Spl Credit Total: 66,600

Disclaimer: This Information is believed to be correct but is subject to change and is not warranted.

Database: AssessPro - AssessPro

cynthia

2023

EXTERIOR INFORMATION

Type:	71 - OFFICE	
Qty Ht:	2 - 2	
(Liv) Units:	1	Total: 1
Foundation:	3 - BRICK/STN	
Frame:	1 - WOOD	
Prime Wall:	7 - BRICK	
Sec Wall:		%
Roof Struct:	4 - FLAT	
Roof cover:	11 - MEMBRANE	
Color:	TAN	
View / Desir:		

BATH FEATURES

Full Bath		Rating:
A Bath:		Rating:
3/4 Bath:		Rating:
A 3QBth		Rating:
1/2 Bath:		Rating:
A HBth:		Rating:
OtherFix:		Rating:
OTHER FEATURES		
Kits:		Rating:
A Kits:		Rating:
Fpl:		Rating:
WSFlue:		Rating:

COMMENTS

FORMER SOMERSWORTH PD;
ECO=ASBESTOS, 2019- DRYWALL 2ND FLR
ONLY, MINIMAL 1ST FLR GUTTED, 2ND FLR
40% GUTTED, NO PLUMB, OLD FURNACE, NO
DUCTS OR BASEBOARDS, NO SPRINKLERS,
2020-BLDG VACANT.

RESIDENTIAL GRID

1st Res	Grid	Desc:											# Units
Level	FY	LR	DR	D	K	FR	RR	BR	FB	HB	L	O	
Other													
Upper													
Lvl 2													
Lvl 1													
Lower													
Totals													
										BRs:	Baths:		HB

CONDO INFORMATION

Location:	
Total Units:	
Floor:	
% Own:	
Name:	

INTERIOR INFORMATION

Avg Ht/Fl: STD		
Prim Int Wal	1	- DRYWALL
Sec Int Wall:		%
Partition:	T	- TYPICAL
Prim Floors:	4	- CARPET

DEPRECIATION

Phys Cond:	FR - Fair	56. %
Functional:		
Economic:	O - OTHER	40. %
Special:	NC - NEWCON	50. %
Override:		

CALC SUMMARY

Basic \$ / SQ:	74.00
Size Adj:	0.95716470
Const Adj:	1.00475097
Adj \$ / SQ:	71.167
Other Features:	0
Grade Factor:	1.00
NBHD Inf:	1.00000000
NBHD Mod:	
LUC Factor:	1.00
Adj Total:	630741
Depreciation:	547861
Depreciated Total:	82879

MOBILE HOME

Make:

SPEC FEATURES/YARD ITEMS

Code	Description	A	Y/S	Qty
85	PAVING	D	Y	1 36X

COMPARABLE SALES

Rate	Parcel ID	Type	Date	Sale Price
WTA/V\$/SQ:		AvRate:		Ind.Val
Juris. Factor:			Before Depr:	71.17
Special Features:	0		Val/Su Net:	6.68
Final Total:	82900		Val/Su SzAd	10.57

REMODELING

	No Unit	RMS	BRS	FL
Exterior:				
Interior:				
Additions:				
Kitchen:				
Baths:				
Plumbing:				
Electric:				
Heating:				
General:				
	Totals			

RES BREAKDOWN

No Unit	RMS	BRS	FL
Totals			

SUB AREA

Code	Description	Area - SQ	Rate - AV	Undepr Value
BMT	BASEMENT	4,459	15,660	69,813
FFL	1ST FLOOR	4,459	71,170	317,332
SFL	2ND FLOOR	3,385	71,170	240,899
OPF	OPEN PORCH	70	26,170	1,832
WDK	WOOD DECK	40	21,600	864
Net Sketched Area: 12,413				630,740
Total:				7844
Size Ad	7844	Gross Area	12413	FinArea

SUB AREA DETAIL


[illegible]

IMAGE



AccessPro Patriot Properties, Inc

[illegible]

			
	Request Type	Bids	Page 8 of 10
	Title	Bids for Former Somersworth Police Station	
	Due Date	March 9, 2023 at 2 P.M.	

GENERAL TERMS AND CONDITIONS

Preparation of Proposals

Proposals shall be submitted on the forms provided and must be signed by the bidder or the bidder's authorized representative. The person signing the bid shall initial any corrections to entries made on the proposal form.

Unless otherwise stated in the Request for Proposal, the bidder agrees that the proposal shall be open for acceptance for sixty (60) calendar days from the date of submittal to the City of Somersworth.

Acceptance or Rejection of Proposals

The City of Somersworth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that is determined to be in the best interest of the City.

The City of Somersworth will evaluate proposals in their entirety and will take into consideration proposals that best fit the character, the vision and the strategic plan for the community.

The accepted proposal must include a willingness to enter into a development agreement with the City.

The City of Somersworth also reserves the right to reject the proposal of a bidder that has failed to perform properly or complete on time contracts of a similar nature.


Delivery of Proposals

Proposals must be submitted in a sealed envelope, and shall be addressed to the City at the address and to the attention of the official as outlined in the request for proposal. All proposals must be submitted prior to the specified date and time. Any proposal received after the specified date and time will not be considered and will not be opened. Proposals delivered via facsimile, e-mail, or any format other than within a sealed envelope shall not be considered.

City's Use of Proposal Material

All material submitted in or with the proposal shall become the property of the City. All material submitted in response to this RFP shall become public information and shall not be considered proprietary in nature. Selection or rejection of the proposal shall not affect this right.

Withdrawal of Proposals

			
	Request Type	Bids	Page 9 of 10
	Title	Bids for Former Somersworth Police Station	
	Due Date	March 9, 2023 at 2 P.M.	

A bidder will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposal.

Public Opening of Proposals

Proposals will be publicly opened and read aloud at the time and place as indicated in the request for proposal. Any bidder, authorized agent, or other interested party may be present.

Proposal Review Process

After the closing date of proposal submittals all proposals will be reviewed by City Staff and the City Economic Development Council. The proposal that best meets the criteria and vision for redevelopment of the downtown will be presented to the full City Council for consideration.

Proposal Ownership and Costs

Upon submission, proposals become the property of the City of Somersworth. The cost of preparing and submitting a proposal is the sole responsibility of the bidder and shall not be chargeable in any manner to the City. The City will not reimburse any bidder for any costs associated with the preparation and submission of a proposal.


Examination of Proposed Materials

The submission of a proposal shall be deemed a representation and warranty by the bidder that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the proposal shall be considered after its submission on the grounds that the bidder was not fully informed as to any fact or condition. Statistical information, which is contained within a RFP or any addendum thereto, is for informational purposes only. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate.

Buy Local

The City of Somersworth reserves the right to award any proposal to local vendors, as determined by the City, even in the event they may not be the lowest qualified vendor, if it is determined to be in the best interest of the City. The City will consider such factors as overall cost, prior service, and any other pertinent information available when making such decisions.

Insurance Requirements

			
	Request Type	Bids	Page 10 of 10
	Title	Bids for Former Somersworth Police Station	
	Due Date	March 9, 2023 at 2 P.M.	

The successful bidder shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents at the bidder's sole expense. The successful bidder shall be required to present to the City of Somersworth a certificate of insurance in the amounts required naming the City of Somersworth as an additional insured.

Results

After the proposals are opened and read, the results will be available for the public. Bidders that desire a comprehensive list of the results may do so by attending the opening, or requesting such, in writing, to the Director of Finance and Administration.

The award of a bid shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the City of Somersworth. No presumption of award shall be made by any bidder until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at their own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.



February 3, 2023

Administrative Office:

577 Central Avenue, Suite 10
Dover, NH 03820
603-435-2500

Early Childhood Education

Centers:

577 Central Avenue, Suite 50
Dover, NH 03820
603-285-9460

120 Main Street
Farmington, NH 03835
603-755-2883

150 Wakefield Street, Suite 117
Rochester, NH 03867
603-285-9461

46 Stackpole Road
Somersworth, NH 03878
603-817-5458

Family Resource Centers:

577 Central Ave, Suite 50
Dover, NH 03820
603-435-2500

10 Cold Spring Manor
Rochester, NH 03867
603-435-2500

Outreach Office:

577 Central Avenue, Suite 20
Dover, NH 03820
603-435-2500

10 Cold Spring Manor
Rochester, NH 03867
603-435-2500

Food Pantries:

577 Central Avenue, Suite 10
Dover, NH 03820
603-435-2500

10 Cold Spring Manor
Rochester, NH 03867
603-435-2500

City of Somersworth
Attn: Kristen LaPanne, City Clerk
One Government Way
Somersworth, NH 03878

Dear Kristen,

On behalf of Community Action Partnership of Strafford County, **thank you for your generous municipal donation of \$4,000.00**, which we received on January 17, 2023.

Our mission at CAPSC is to reduce barriers to help clients improve their economic stability and well-being through education, advocacy, and partnerships. But we can't do it alone. **It is because of you, our most important partner in the fight against poverty, that CAPSC is able to provide for those experiencing food insecurity, help those that are unsheltered, educate our children, heat and weatherize homes, provide transportation for seniors, and so much more.**

2022 was a challenging and stressful year for many families in Strafford County, and your donation this winter is more important than it has ever been. **Without the generosity of donors like you, many families would have to make hard choices this year: whether to heat their homes or feed their children, whether to pay their electric bill or buy their medications, whether to pay their rent or receive medical care.** CAPSC believes no one should have to make these unimaginable choices, and your donation will help us to ensure that no one will have to.

It is your generosity that makes it possible for us to fill the void where so many families are falling short this winter. **Your gift is the hope that fills so many of our neighbors and lets them know there is someone who cares.** Your donation, your investment in CAPSC, makes a difference not only today but throughout the year and beyond. You truly are the heart of our organization and the reason we are able to do so much in the community. On behalf of all the families we serve, thank you!

Sincerely,

Melissa Spil

Melissa Spil
Chief Advancement Officer
P: 603.435.2480
mspil@straffordcap.org

Thank you!

As required by the Internal Revenue Service, this letter shall confirm that Community Action Partnership of Strafford County (EIN# 02-0268636) provided no goods or services in exchange for your contribution, making it tax deductible to the extent allowed by law.

PLAQUE

SOMERSWORTH FIRE STATION

2023

FIRE STATION BUILDING COMMITTEE

Martin Pepin, Chairman

David A. Witham

Kenneth S. Vincent

Paul Robidas

CITY MANAGER

Robert M. Belmore

DEPUTY CITY MANAGER

Scott A. Smith

MAYOR

Dana S. Hilliard

CITY COUNCILORS

David A. Witham, Deputy Mayor

Martin Pepin

Kenneth S. Vincent

Robert G. Gibson

Donald Austin

Richard R. Michaud

Martin P. Dumont, Sr.

Nancie Cameron

Matthew Gerding

ARCHITECT

Port One Architects Inc., Portsmouth, NH

CONSTRUCTION MANAGER

Harvey Construction Corporation, Bedford, NH

FIRE CHIEF

George D. Kramlinger