


*Office of the City Manager*

TO: Mayor Dana S. Hilliard and City Council Members  
FROM: Robert M. Belmore, City Manager   
DATE: Friday, February 18, 2022  
SUBJECT: City Manager's Report for Tuesday, February 22, 2022 City Council Meeting

---

*6:00 p.m. Council Workshop*

*Re: Presentation by Ameresco Representatives Regarding a Proposed Solar Array on  
the City's Closed Landfill Site off Blackwater Road*

---

*Unfinished Business (under Section 14 of Agenda)*

**Ordinance**

- A. **Ordinance No. 7-22: To Amend Chapter 4, Personnel Rules & Regulations, Section 7.3 Holidays.** Again, the Government Operations Committee voted to support this Ordinance by adding Juneteenth Day (June 19) to the present list of Holidays for non-union personnel.

*New Business (under Section 15 of Agenda)*

**Resolution**

- A. **Resolution No. 23-22: To Authorize the City Manager to Contract with Pavex Inc., of Methuen, Massachusetts for Fiscal Year 2022 Road Resurfacing Improvements.** The Public Works & Environment Committee and Finance Committee met on February 1<sup>st</sup> and voted to move forward with a Contract for the originally bid Streets with Pavex. The Public Works & Environment Committee met again on February 17<sup>th</sup> and voted to recommend adding the additional Streets due to the favorable bid pricing that the City received. Attached is a Memorandum from Finance Director Scott Smith and Memorandums from our City Engineer Amber Hall, along with a map depicting the Streets. Council may want to consider waiving Rules to act on this Resolution this evening as discussed at the Public Works & Environment Committee meeting last week.
- B. **Resolution No. 24-22: To Authorize the City Manager to Contract with Connecticut Sealcoating of Bethlehem, Connecticut for Fiscal Year 2022 Street Crack-Sealing.** The Public Works & Environment Committee and Finance Committee met on February 1<sup>st</sup> and voted to move forward with the Contract for Street Crack Sealing with Connecticut Sealcoating. Attached is a map depicting the Streets.

## Other

- A. **Discuss the Sale and Development of the Former Breton's Cleaners Site at 1 Winter Street (Request of the Economic Development Committee).** The Economic Development Committee met on February 9<sup>th</sup> and on February 16<sup>th</sup> to discuss the two purchase and development proposals for this City property. The Committee voted to bring this to full Council to discuss next step/s. The Request for Proposal was issued on October 25 of 2021. I have attached a copy of the RFP and a list of developers that we invited to submit a proposal. *\*Please note:* the RFPs for 1 Winter Street are in your google dropbox.

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

### **Informational Items**

1. **Community Revitalization Tax Relief Incentive Program Application (City Ordinance, Chapter 31) from Somedowntown LLC, Mr. David Baker, for 60-64 High Street.** The Economic Development Committee met on February 9<sup>th</sup> and voted to recommend acceptance of this application. Attached is a copy of the application, a Memorandum from Director Michelle Mears, and a copy of Chapter 31. In accordance with our City Ordinance, I recommend a Public Hearing be scheduled for the next regular Council meeting of March 7<sup>th</sup> prior to the Council vote that evening.
2. **Home Depot Grant.** I am pleased to report that the City received a Grant of \$6,200 from Home Depot which will be used to expand and improve the Malley Farm Community Garden. Attached is the email notification of the award that Director Mike Bobinsky received.
3. **Upcoming City Council Workshops & Special Meetings.**
  - New Dates**
    - **Monday, March 14 at 6:00 p.m.** – State of the City Address  
Mayor Hilliard added this date for the State of the City Address per the City Charter.
    - **Saturday, April 9 at 8:30 a.m.** – Goal Setting Session  
*\*Please note,* the Mayor has moved the scheduled March 12 Goal Setting Session to April 9 due to the availability of the facilitator.
  - Reminder Dates**
    - **Monday, March 7 at 6:00 p.m.** – Sidewalk Improvement Plan Presentation
    - **Saturday, April 2 at 8:30 a.m.** – Community Support Organizations & City Budget Review
    - **Monday, April 4 at 6:00 p.m.** – City Manager presents FY2023 Budget & PH at 7:00 p.m.
    - **Monday, April 11 at 6:00 p.m.** – Special City Council Budget Meeting

### **Attachments**

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



# Somersworth Landfill

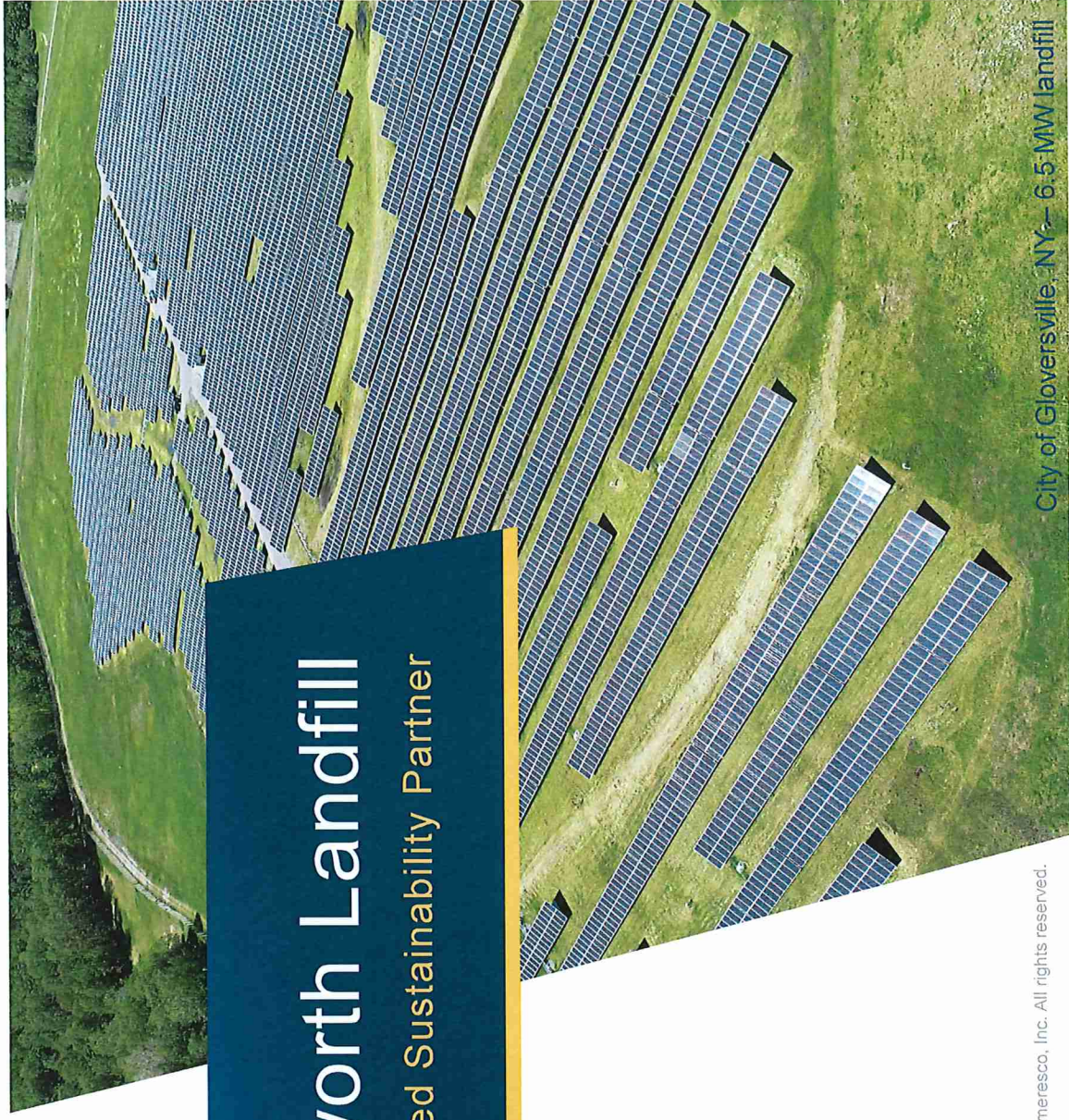
Ameresco - Your Trusted Sustainability Partner



[amesco.com](https://www.ameresco.com)

© 2021 Ameresco, Inc. All rights reserved.

City of Gloversville, NY -- 6.5 MW landfill



# Agenda

---



Introductions



Ameresco Background



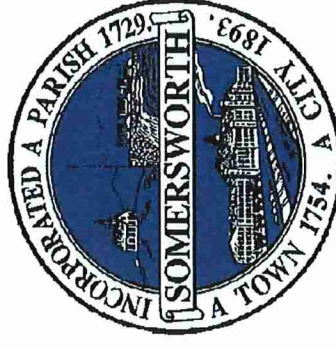
System Details



Anticipated Milestone Schedule



Questions





# Ameresco Team



**Kleo Taliadourous**  
Vice President –  
Renewables



**Luis Alegria**  
Director – Development  
Engineering



**Ryan Fahey**  
Senior Project Development  
Manager, Renewables



**Rob Bukowski, PE**  
Weston & Sampson  
Principal Engineer

# About Ameresco

Ameresco, Inc. (NYSE:AMRC) is a leading cleantech integrator and renewable energy asset developer, owner and operator.

Founded in 2000 | Public in 2010



## Comprehensive Portfolio

Objective approach and in-house technical expertise delivers the most advanced technologies to meet the unique needs of each customer. Majority of projects are budget-neutral, funded by energy cost savings.

## Customer Driven

Federal & Municipal Governments, Commercial & Industrial, Higher Ed, K12, Public Housing, Healthcare, Airports. Market reputation across North America & Europe for excellence in customer satisfaction.



**\$10+ Billion** in energy solution projects, 280+ MWe of Owned Assets in Operation



**8,000+ Customers** benefitting from energy efficiency measures and renewable energy generation



**1,000+ Employees** throughout North America and the United Kingdom



**Up to 45%** Energy cost savings with comprehensive, audit-based improvements



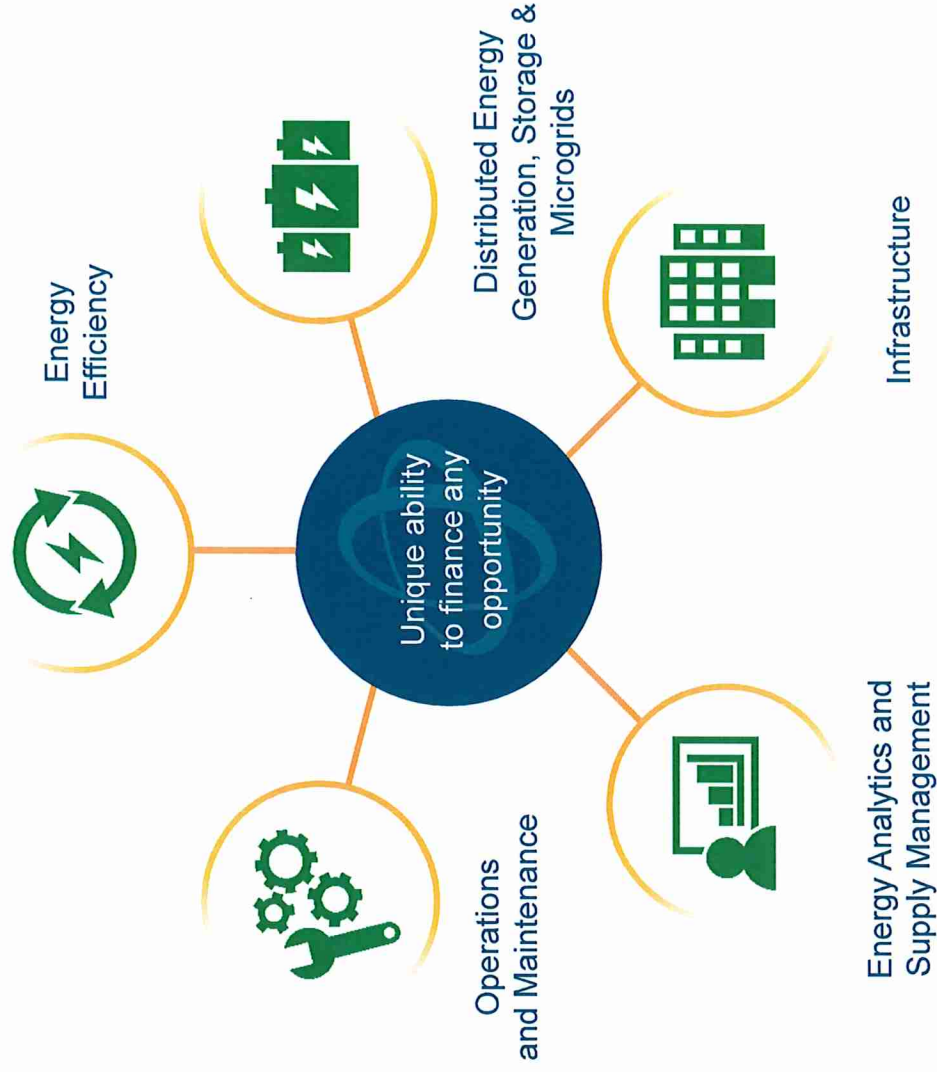
**70+ Offices** providing local expertise in markets served



In 2020, our renewable energy assets and customer projects delivered a carbon offset equivalent to approx. **12.6M metric tons of CO<sub>2</sub>**



# Ameresco's Advanced Technology Portfolio



# New England and Landfill Solar Experience

- **37.3 MW** of landfill systems installed and **52.3 MW** in development\*
- **29 sites** total installed and in development
- More than **45%** of our solar projects installed in the Eastern U.S.
- **145+ MW** completed and **59.1 MW** in development\* across the Northeast

\* In development = in construction & awarded



Village of DePue, IL  
Superfund Site – 26.3 MW  
landfill



City of Northampton, MA –  
3.3 MW landfill



New Hampshire Electric  
Cooperative – 2.5 MW  
ground mount

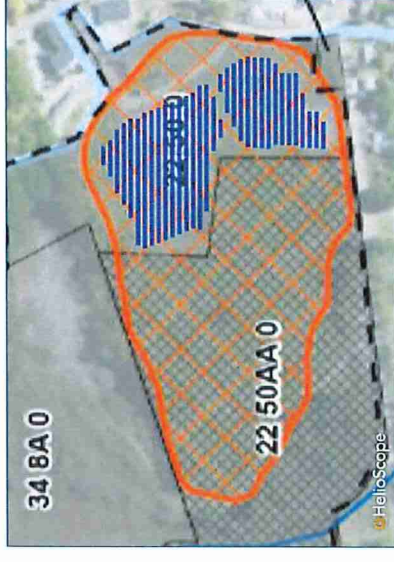


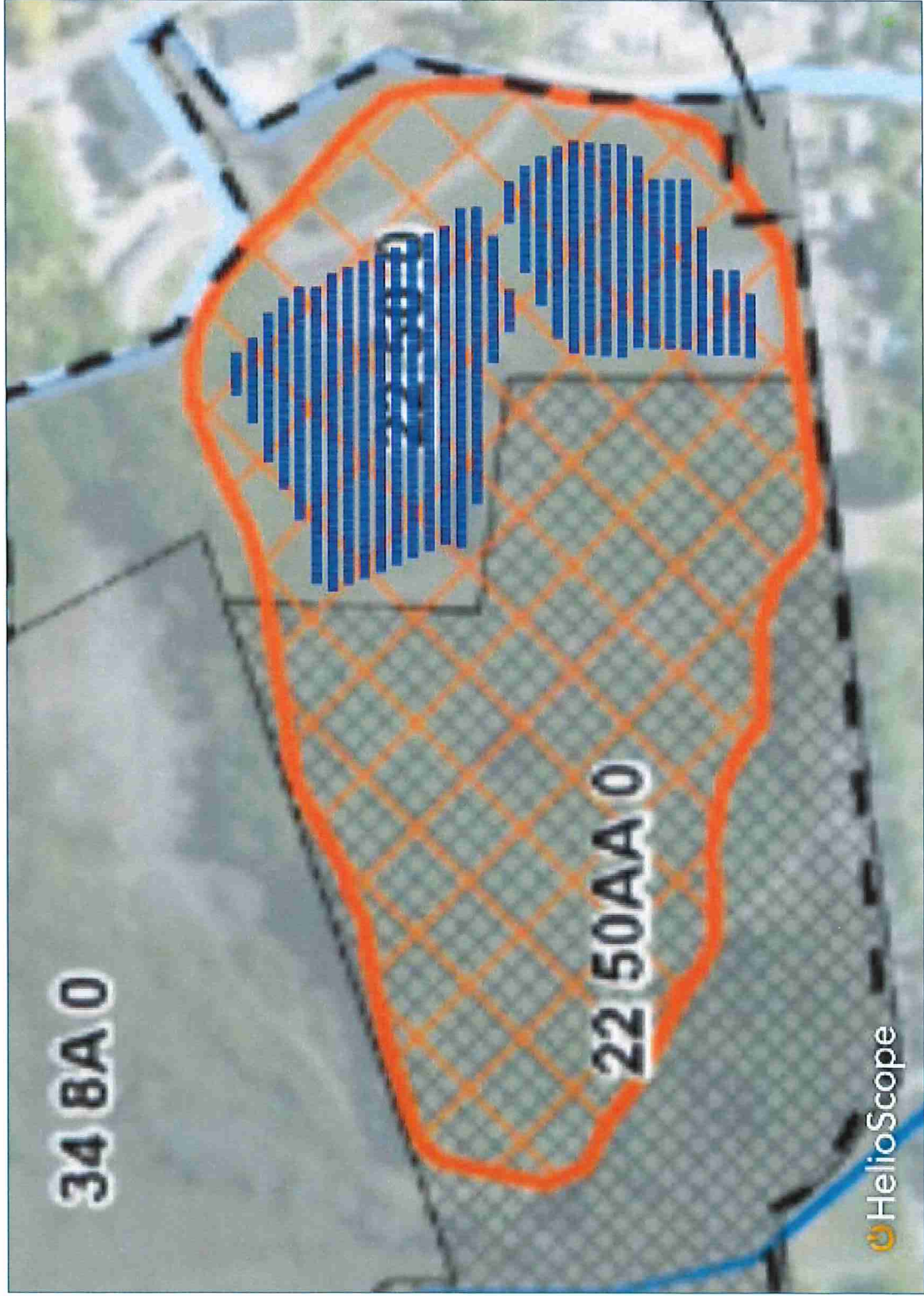
Large Financial  
Institution, Merrimack, NH  
– 3.2 MW ground mount



# System Details

- Capacity: 2,748 kW-DC; 1,990 kW-AC
- Expected Year 1 Production: 3,498,200
- Energy Savings: \$30,784
- Lease Payment: \$37,000/year
  - Escalating 2% annually
- Fixed PILOT: \$13,750/year
- Assumes the City is the sole off-taker of the project output







# Estimated Milestone Schedule

Milestone	Milestone Date
Award	March 2022
Interconnection Application Submitted	April 2022
Interconnection Agreement Executed*	July 2022
BFPP Agreement Executed	July 2022
Lease Executed	July 2022
Permitting	July 2022 – January 2023
Procurement	January 2023 – April 2023
Commencement of Construction	June 2023
Substantial Completion (of Construction)	September 2023
Interconnection/COD*	October 2023
Closeout	November 2023

\*Interconnection and final completion are subject to work performed by Eversource. We consider these dates reasonable assumptions as to when Eversource will complete its interconnection work

# Milestones with Town Support & Coordination

---

- Lease and PILOT negotiation and execution
- NHDES Solid Waste Management Permit
  - Type 1-B Modification to Solid Waste Management Facility Permit
- Wetlands Delineation & NHDES Wetlands Bureau Approval (If Applicable)
- Conservation Commission
  - Conditional Use Application - Section 13 Riparian and Wetland Buffer District Ordinance (If Applicable)
- Planning Board Approval
  - The City has Site Plan Review Regulations that we assume would be required
- EPA Review
- USEPA NPDES General Permit
- NHDES Alteration of Terrain Permit



# Solar Curriculum and Kiosk

- Live demonstrations and curriculum for K-12 students
  - Science and Progression of Lights – Edison to LED
  - Smart Building Technologies
  - Renewable Energy Curriculum
- Public Kiosk with real time data and interactive touch screen
  - Live / Active production
  - Annual Production
  - Carbon Offset equivalences



# Why Ameresco?



## Innovative

Ameresco (NYSE:AMRC) is an innovative cleantech integrator with a comprehensive portfolio of energy efficiency and renewable energy solutions.



## Experts

We deliver a broad and deep solution portfolio within a single energy partner. From design and development to financing and construction, our in-house technical expertise sets us apart.



## Independent

Our objective approach enables us to implement the most advanced technologies to meet the unique needs of each customer.



# Thank You!



The Ameresco Team

Ameresco, Inc.  
111 Speen Street  
Framingham, MA 01701





## City of Somersworth – Ordinance

Ordinance No: 7-22

### **TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS, SECTION 7.3 HOLIDAYS**

February 7, 2022

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

Amend Chapter 4, Personnel Rules and Regulations, Section 7.3, Holidays:

1. Strike the word twelve and replace it with the word thirteen.
2. Add Juneteenth Day

#### Authorization

*Sponsored by Councilors:*

Richard Michaud  
Matt Gerding  
Nancie Cameron  
Donald Austin

*Approved:*

City Attorney

## City of Somersworth – Ordinance 7-22

### History

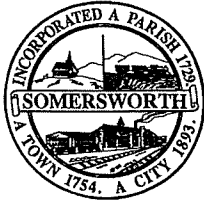
First Read Date:	02/07/2022	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

02/07/2022

*Ordinance No. 7-22 will remain in first read until call of the Chair. Public Hearing scheduled for next City Council meeting.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
<b>TOTAL VOTES:</b>			
On Ordinance 7-22		PASSED	FAILED



## City of Somersworth – Resolution

Resolution No: 23-22

### **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH PAVEX INC., OF METHUEN, MASSACHUSETTS FOR FISCAL YEAR 2022 ROAD RESURFACING IMPROVEMENTS**

February 22, 2022

WHEREAS the City Council adopted Resolution 11-22 authorizing the City Manager to prepare and request bids from qualified contractors for road improvements to the following City streets;

Rocky Hill Road (Otis Rd. to RR Tracks)  
Interstate Drive (Rte. 108 to the End)  
Ellswick Street (High St. to Sinclair Ave.)  
Wolcott Street (High St. to Sinclair Ave.)  
Sinclair Avenue (High St. to Ellswick St.)  
Mt. Vernon Street (Grand St. to Prospect St.); and

WHEREAS the bids received were such that additional road improvements could be made based on funding available and the Public Works and Environment Committee recommends adding the following City streets to the FY 2022 road resurfacing program;

Beacon Street (High St to Prospect St)  
Grove Street (High St to Prospect St)  
Highland Street (High St to Grand St)  
Mt. Vernon Street (High St to Grand St)  
Noble St (High St to Prospect St)  
Paint fog lines on Rocky Hill Road (Otis Rd to Whippoorwill Way), and

WHEREAS, City staff reviewed the results of the bids received and recommends contracting with Pavex Inc., of Methuen, Massachusetts to make these road improvements at a cost not to exceed \$876,357 (Eight Hundred Seventy-Six Thousand Three Hundred Fifty-Seven dollars), and

WHEREAS, the Public Works and Environment Committee has reviewed the recommendation by staff to award the contract to Pavex, Inc. and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Pavex Inc., of Methuen, Massachusetts for road improvements to the aforementioned City streets at a cost not to exceed \$876,357 (Eight Hundred Seventy-Six Thousand Three Hundred Fifty-Seven dollars) and to take any other actions on behalf of this project determined to be in the best interest of the City.

#### Authorization

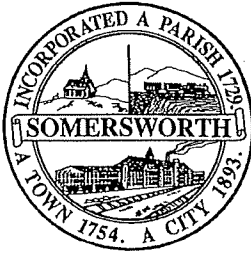
##### *Sponsored by Councilors:*

David A. Witham  
Denis Messier  
Martin Pepin  
Kenneth Vincent

##### *Approved:*

City Attorney





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

Date: 1/28/2022  
To: Bob Belmore, City Manager  
Copy: Mike Bobinsky, Director of Public Works and Utilities;  
Scott Smith; Deputy City Manager/Finance Director  
Subject: FY2022 Road Resurfacing Bid Results

---

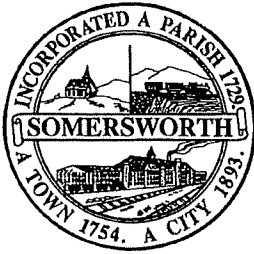
The City received bids for FY2022 Road Resurfacing of six streets on January 20, 2021. Following review and analysis of the bids received, PaveX, Inc. is the apparent low bidder and meets all bid specifications. Base bid totals for the project are as follows:

Contractor	Total Base Bids
PaveX, Inc. Methuen, MA	\$510,752.50
GMI Asphalt, LLC, Belmont, NH	\$592,975.00
Pike Industries, Belmont, NH	\$628,005.00

We have conducted background investigation on PaveX as the apparent low bidder and have spoken with the references provided in their bid including the Town of Merrimac, MA and City of Lowell, MA. We have also spoken with colleagues who are familiar with PaveX and had favorable recommendations.

We recommend award of the contract for base bid work to PaveX, Inc., apparent low bidder.

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: 2/11/2022  
To: Bob Belmore, City Manager  
Copy: Mike Bobinsky, Director of Public Works and Utilities;  
Scott Smith; Deputy City Manager/Finance Director  
Subject: FY2022 Road Resurfacing – Additional Streets

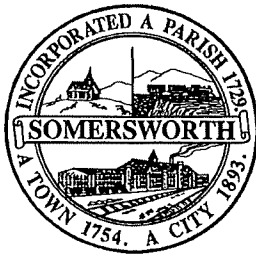
---

The Department of Public Works was requested to obtain a list of potential additional streets to be added to the FY2022 paving list due to the low bid pricing. The Department worked with PaveX to obtain pricing for each additional street.

Potential Additional Street	Price
Beacon St (High – Prospect)	\$28,615.98
Grove St (High – Prospect)	\$54,042.27
Highland St (High – Grand)	\$67,601.14
Mt Vernon St (High – Grand)	\$47,860.21
Noble St (High – Prospect)	\$85,884.23
	Price
	\$284,003.82
	10% Contingency
	\$28,400.38
	Total Price
	\$312,404.20

PaveX maintained all bid prices from the base bid except asphalt tonnage prices which increased due to the steep slopes and workability of the streets. Constructability is a challenge for these streets due to grades.

Additionally, a \$10,000 allowance was included on Noble Street for looking at curbing and drainage improvements. We recommend curbing locations and grading requirements for swales be reviewed in the field for appropriate design considerations after snow melt.



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

Date: 2/11/2022

To: Bob Belmore, City Manager

Copy: Mike Bobinsky, Director of Public Works and Utilities;  
Scott Smith; Deputy City Manager/Finance Director

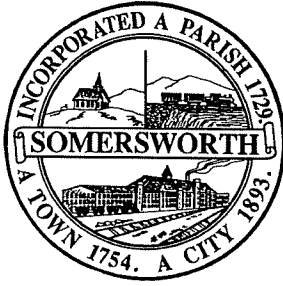
Subject: FY2022 Road Resurfacing - Rocky Hill Road Fogline Pricing

---

The Department of Public Works was asked to do an estimate of striping foglines along the proposed resurfaced section of Rocky Hill Road from Otis Road to Whippoorwill Way.

Using the proposed contractor (PaveX Inc.) unit pricing of \$0.25/linear foot over a total length of 8,800 linear feet; the estimated total cost is \$2,200.





## MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: February 18, 2022

**Re: FY22 Road Resurfacing - Funding**  
**Memo Amnded to Reflect Addition of Contingency**

---

The Department of Public Works was requested to obtain a cost estimate for additional streets to add to the FY 2022 road resurfacing program. After meeting with the Public Works and Environment Committee we have included a 10% contingency to the original paving bid. After doing so, the total estimated cost is as follows:

• Original paving bid	\$561,753
• Additional streets	\$312,404
• Rocky Hill Rd. fog line	\$ 2,200
• Asphalt testing est.	\$ 7,800
• Crack sealing	<u>\$ 32,176</u>
• Total Cost	\$916,333

Funding available for the FY 2022 road resurfacing program is as follows:

• FY22 Appropriation	\$900,000
• Highway Block Grant special funding	\$ 22,010
• Carryover from FY21 budget	<u>\$160,558</u>
• Total	\$1,082,568

The total funding available exceeds the amount needed by \$166,235.

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

Rochester

# FY22 Road Resurfacing Map

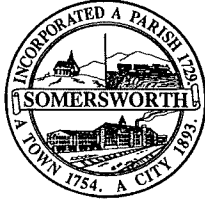


- Legend**
- Original Streets
  - Additional Proposed Streets



0 215 430 860 1,290 1,720 Feet

Source: Layer Credits



## City of Somersworth – Resolution

Resolution No: 24-22

### **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH CONNECTICUT SEALCOATING OF BETHLEHEM, CONNECTICUT FOR FISCAL YEAR 2022 STREET CRACK-SEALING**

February 22, 2022

WHEREAS the City Council adopted Resolution 11-22 authorizing the City Manager to prepare and request bids from qualified contractors for crack-sealing on the following City streets;

Davis Street	Aspen Drive
Chadwick Lane	Milo Lane
Lenox Drive	Cornfield Drive
William Street	Maize Drive
Cote Street	Guy Street
Long Leaf Lane	Commercial Drive
Winslow Drive	Victoria Drive
Greenfield Drive	Willand Drive
Hickory Lane	High Street (Sinclair to
Morrison Street	Stackpole); and
Deer Creek Run	

WHEREAS, City staff reviewed the results of the bids received and recommends contracting with Connecticut Sealcoating of Bethlehem, Connecticut for an amount not to exceed \$32,176 (Thirty-Two Thousand One Hundred Seventy-Six dollars) to crack-seal the aforementioned City streets, and

WHEREAS, the Public Works and Environment Committee has reviewed the recommendation by staff to award the contract to Connecticut Sealcoating and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Connecticut Sealcoating of Bethlehem, Connecticut to crack-seal the aforementioned City streets at a cost not to exceed \$32,176 (Thirty-Two Thousand One Hundred Seventy-Six dollars) and to take any other actions on behalf of this project determined to be in the best interest of the City.

#### **Authorization**

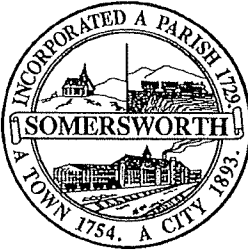
##### *Sponsored by Councilors:*

David A. Witham  
Denis Messier  
Martin Pepin  
Kenneth Vincent  
Donald Austin  
Matt Gerding  
Martin P. Dumont, Sr.

##### *Approved:*

City Attorney





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

Date: 1/28/2022  
To: Bob Belmore, City Manager  
Copy: Mike Bobinsky, Director of Public Works and Utilities;  
Scott Smith; Deputy City Manager/Finance Director  
Subject: FY2022 Crack Sealing Bid Results

The City received bids for FY2022 Crack Sealing of several streets on January 20, 2021. Following review and analysis of the bids received, Connecticut Sealcoating, is the apparent low bidder and meets all bid specifications. Base bid totals for the project are as follows:

Contractor	Unit Price per FT	Not-to-Exceed Price
Connecticut Sealcoating, Bethlehem, CT	\$0.68	\$32,176.00
Nicom, Barre, VT	\$0.45	\$41,790.00
Spots on Lots, Rochester, NH	\$0.85	\$45,000.00
Annseal, Inc., Johnson City, NY	\$0.55	\$54,000.00
Indus, Braintree, MA	\$0.74	\$61,524.00

We based our recommendations on the Not-to-Exceed price and we verified quantities with the vendor.

We have conducted background investigation on Connecticut Sealcoating as the apparent low bidder and have spoken with the references provided in their bid including the Town of New Durham, NH, Town of Alton, NH, and Town of South Windsor, CT. We have also spoken with colleagues who are familiar with Connecticut Sealcoating. All references contacted were favorable.

We recommend award of the contract for work to Connecticut Sealcoating, apparent low bidder based on the Not-to-Exceed price.

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

# FY22 Crack Sealing Map

Rochester

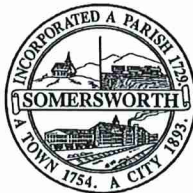


**Legend**

- Proposed Streets



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



One Government Way  
Somersworth, New Hampshire 03878  
(603) 692-4262  
[www.somersworth.com](http://www.somersworth.com)

## City of Somersworth, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

### REQUEST FOR PROPOSAL

#### Acquisition and Redevelopment of 1 Winter Street, City of Somersworth

You are cordially invited to submit a proposal for the acquisition and redevelopment of property located at 1 Winter Street in Somersworth, NH. The City will be hosting a non-mandatory informational session regarding this request on November 23, 2021 at 3:00 PM at the Somersworth City Hall and any interested party may attend.

*All proposals must be submitted with the attached bid certificate, in a **sealed envelope**, plainly marked "Acquisition and Redevelopment – 1 Winter Street, Somersworth, NH".*


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

All proposals/bids must be received by **December 2, 2021 at 2:00 PM** at which time they will be publicly opened and read aloud at the Somersworth City Hall.

**\*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	Proposal	Page 2 of 9
	Title	Acquisition and Redevelopment – 1 Winter Street	
	Date	Due 12/2/2021 at 2:00 p.m.	

## **SECTION 1. INVITATION TO SUBMIT PROPOSALS**

The City of Somersworth invites innovative and progressive developers to submit proposals and concept plans for a public/private partnership to acquire and redevelop municipally owned land located at 1 Winter Street, commonly known as the former location of “Breton’s Cleaners”.

The former building was removed and the property cleaned up with the assistance of New Hampshire DES funding and an EPA Brownfields Grant. Prospective developers should be aware that any future owner of the property may be subject to ground water monitoring testing of the site monitoring wells.

The City is willing to consider any redevelopment plan with the exception of developing it into a parking lot or simply leaving it as open space. Developers must be prepared to present a schedule for development, by which they must adhere or the property ownership may revert back to the City.


Applicants may suggest the asset be granted to them at little to no direct cost based on the strength of their plan. While payment for the property is not a requirement of the proposal, payment offers will be taken into consideration as part of the overall evaluation of a proposal.

**Somersworth Background** - Somersworth is a small working-class city on the move! We are only 10-square miles and located in the southern portion of Seacoast New Hampshire and across the Salmon Falls River from Berwick, Maine. Somersworth began as a grist and sawmill-centric community in the early 1800s. In 1822, Great Falls Manufacturing Company, a textile business with 3 mills, was established and other expansive brick mill buildings were later erected beside the river. Many of these mills and associated residential properties have been renovated for reuse and now house restaurants, riverfront residential, art galleries, a print shop and other innovative and eclectic uses. Somersworth’s population of 11,841 residents is mainly young families, with the largest two population blocks between 30 and 40 years old and under 4 years old. The traffic count through our downtown is 13,000 cars a day.

Somersworth is in a renaissance with many projects currently underway in our downtown. In 2014 the bridge between Somersworth and Berwick was rebuilt to include sidewalks and pedestrian scale lighting. In 2016 a multi-year upgrade of downtown streets, parking, bike lanes, sidewalks and landscaped areas was completed. Currently we have the following projects underway:

- 1) An approximately \$1million of continued progress on Downtown street and sidewalk renovations connecting our Downtown to our Middle/High School under a NH DOT TAP grant
- 2) Municipally funded \$1.2M Complete Street design renovations of Main Street (which the Somersworth Plaza lot fronts on) and others in the downtown area.
- 3) A \$700K NH DES Air Mitigation grant to update and synchronize all traffic lights on High Street (Rte. 9)
- 4) Cemetery Road reconstruction as part of the City’s complete streets program to improve water, sewer, drainage, sidewalks, and other amenities such as lighting and bike lanes.



			
	Request Type	Proposal	Page 3 of 9
	Title	Acquisition and Redevelopment – 1 Winter Street	
	Date	Due 12/2/2021 at 2:00 p.m.	

5) A \$9million new Fire Station.

**Property Background-** The property is a vacant lot, cleared, and appears to be a good building lot. It is approximately .547 acres with an assessed value of \$79,200. It looks over the Salmon Falls River, and is very close to Market Street and adjacent to downtown Somersworth.

This property currently resides in the Business District, and may take advantage of the City's form-based codes [Downtown Core Sub-District Area 1](#) which allows for higher density and uses. This property does not require on-site parking because it is within the Special Parking Zoning Overlay. This parcel is also within the Historic District and within a designated [Economic Revitalization Zone](#). There are no utilities currently provided to the Site as there are no site buildings. Electricity service is available from Eversource Energy, water and wastewater services are available from the City of Somersworth, and natural gas is available from Unitil.

## **SECTION 2. SPECIFICATIONS:**

**Development Objectives** – The City is open to most development ideas, but will prioritize development that enhances the area and provides value to the downtown area. The City is not interested in this property being developed as a parking lot or simply left as open space.

The City of Somersworth encourages developers to respond in a way that meets the goals, standards, and criteria set forth by this Request- For-Proposal (RFP). The submitted proposal shall include the Developer's plan for the design, permitting, construction, operation and maintenance, of the proposed redevelopment.

Prospective developers should undertake their own review and analysis concerning physical conditions, environmental conditions, required permits and approvals, and any other legal considerations. Developers will be responsible for obtaining all applicable State, Federal or Local permits and approvals.


## **SECTION 3. FISCAL/ ECONOMIC IMPACT**

Redevelopment should not place disproportionate requirements on City resources. The City reserves the right to consider any potential financial impact to City resources, whether real or perceived, in the process of accepting or rejecting any proposal.

## **SECTION 4. QUALIFICATIONS OF THE DEVELOPMENT ENTITY**

The proposal must include a description of the development team along with the individuals and organizations to be involved in the development and their experience. At least three business references must be provided for each member of the development team.

The proposal must include a detailed description of the development concept for any disposition of the property and any improvements.

			
	Request Type	Proposal	Page 4 of 9
	Title	Acquisition and Redevelopment – 1 Winter Street	
	Date	Due 12/2/2021 at 2:00 p.m.	

- Proposed uses for the property
- Preliminary concept renderings
- Identified constraints or challenges
- Description of projects ownership and financial structure
- Preliminary project development budget, financial structure, proposed terms for acquiring the property and projected value of completed project
- Identification of predevelopment need and costs and due diligence needs and costs
- Preliminary project schedule and key milestones
- Identify any potential difficulties, along with the firm's proposed resolution and any additional assistance expected from City staff
- Description of the benefits and possible impacts of the project to the surrounding area and to the City of Somersworth including but without limitation to City services that will be required and Traffic impacts.

The proposal must include a conceptual site plan that describes the conceptual site improvements, parking, access and overall site improvements.


## **SECTION 5. SELECTION PROCESS**

The City of Somersworth will use the information provided to develop a shortlist of candidates/firms from which to contact and conduct interviews. A City selection review team will review the proposals and choose those firms/individuals who appear to be the most qualified to meet the City's needs/objectives to meet with the City selection review team to discuss a range of topics including the developer's experience, qualifications, and development objectives. Following the interview process the selection review team will review the information received and impressions generated by the interview and forward a recommendation of one or more finalists to the City Council's Economic Development Committee and eventually to the full City Council for a follow up interview/s and/or final selection.


## **SECTION 6. PROPOSAL PREPERATION AND SUBMISSION REQUIREMENTS**

### **A. General Requirements**

1. Sealed proposals must be received by the Finance Office, City of Somersworth, One Government Way, Somersworth, NH 03878 no later than **December 2, 2021 at 2:00 p.m.**

			
	Request Type	Proposal	Page 5 of 9
	Title	Acquisition and Redevelopment – 1 Winter Street	
	Date	Due 12/2/2021 at 2:00 p.m.	

2. A non-mandatory site information meeting will be held on November 23, 2021 at 3:00 p.m., at the Somersworth City Hall in the Council Chambers. Attendance is optional. Staff will be on hand to answer any questions and tour the site if there is interest.
3. Questions and requests for clarification must be in writing and received by the Finance Director, at One Government Way, Somersworth, NH 03878 or [sasmith@somersworth.com](mailto:sasmith@somersworth.com) by **November 23, 2021 at 4:30 p.m.** All responses will be available by **November 29, 2021**. Consultants who have obtained a copy of the RFP and provided an e-mail address can receive responses directly, in addition, all responses will be posted at this time on the City's website.
4. The proposal should be mailed or delivered directly to:  
City of Somersworth  
Attn: Scott A. Smith  
One Government Way  
Somersworth, NH 03878
5. Four (4) copies of the proposal and one copy in electronic format shall be submitted by placing them in a suitably sized envelope or shipping box and labeling with the words ***"Acquisition and Redevelopment – 1 Winter Street"***
6. The City requests that no City officials be contacted during the process. The Finance Director may be contacted only to clarify questions concerning the RFP.
7. 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. Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the proposal.

			
	Request Type	Proposal	Page 6 of 9
	Title	Acquisition and Redevelopment – 1 Winter Street	
	Date	Due 12/2/2021 at 2:00 p.m.	

## PROPOSAL CERTIFICATE

*The undersigned certifies that this proposal 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

Business Address \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_


\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

Check here if appropriate: \_\_\_\_\_(X) NO PROPOSAL

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



			
	Request Type	Proposal	Page 7 of 9
	Title	Acquisition and Redevelopment – 1 Winter Street	
	Date	Due 12/2/2021 at 2:00 p.m.	

## GENERAL TERMS AND CONDITIONS

### **Preparation of Proposals**

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

Unless otherwise stated in the Request for Proposal, the consultant 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 Bids/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 also reserves the right to reject the proposal of any consultant 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 Proposals. All proposals must be submitted prior to the specified date and time. Any proposals 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.

### **Withdrawal of Proposals**

A consultant 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 Proposals. Any consultant, authorized agent, or other interested party may be present.

			
	Request Type	Proposal	Page 8 of 9
	Title	Acquisition and Redevelopment – 1 Winter Street	
	Date	Due 12/2/2021 at 2:00 p.m.	

### **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 consultant and shall not be chargeable in any manner to the City. The City will not reimburse any consultant 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 consultant 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 RFP shall be considered after its submission on the grounds that the consultant was not fully informed as to any fact or condition. Statistical information, which may be contained within an 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.

### **Quantities**


Quantities of materials, whether to be used on projects, or purchased directly by the City, are provided for informational purposes only unless otherwise specifically stated. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate. Consultants are responsible to verify the accuracy of these estimates.

### **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**

The successful consultant shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents at the consultant's sole expense. The successful consultant 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.

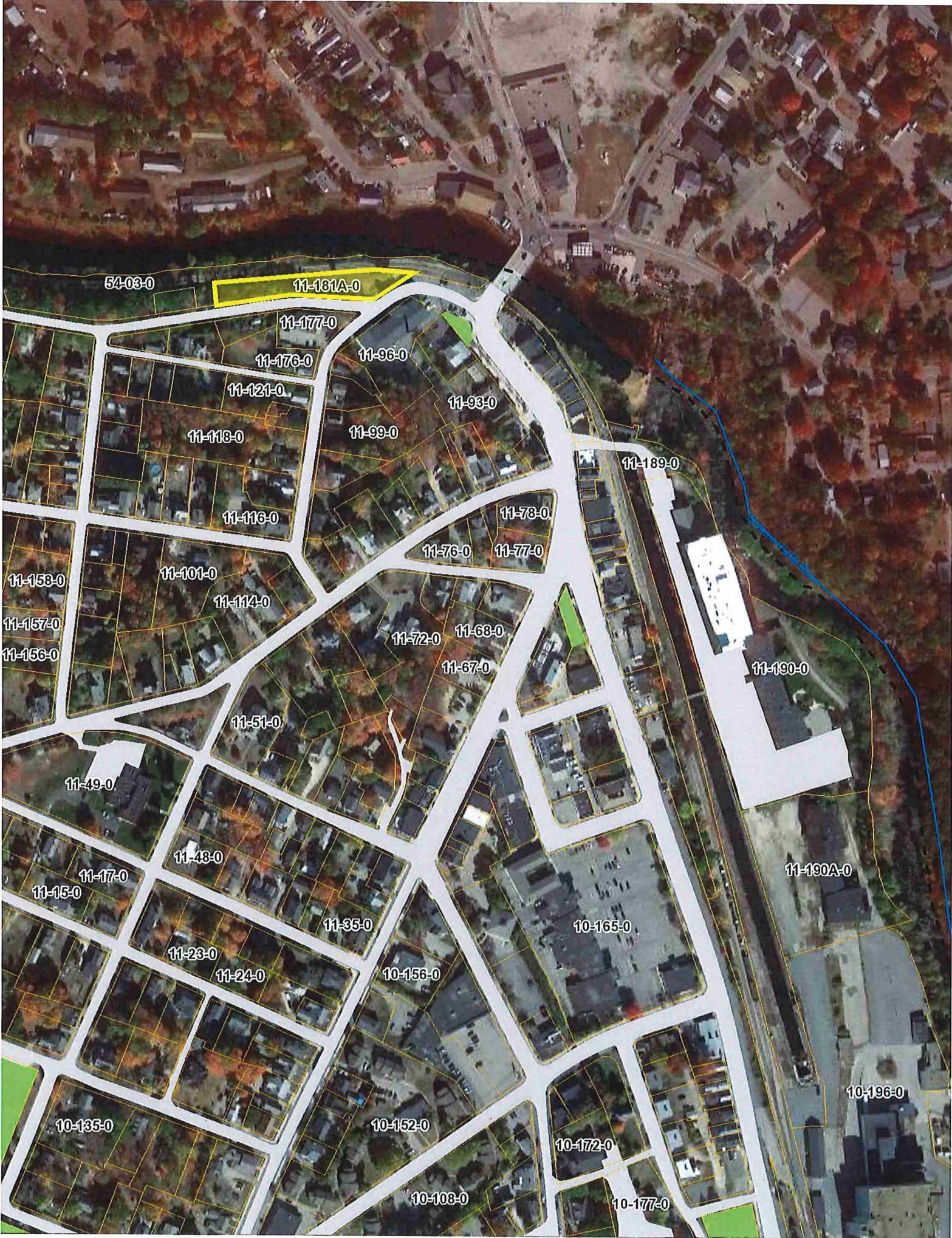
			
	Request Type	Proposal	Page 9 of 9
	Title	Acquisition and Redevelopment – 1 Winter Street	
	Date	Due 12/2/2021 at 2:00 p.m.	

## Results

After the proposals are opened and read, the results will be available for the public. Persons 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 proposal 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 consultant until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the consultant to assume otherwise is done so at their own risk and the City will not be held liable for any expense incurred by a consultant that has not received an official award.





54-03-0

11-131A-0

11-177-0

11-176-0

11-96-0

11-93-0

11-121-0

11-99-0

11-118-0

11-189-0

11-116-0

11-78-0

11-76-0

11-77-0

11-101-0

11-114-0

11-72-0

11-68-0

11-67-0

11-153-0

11-157-0

11-156-0

11-51-0

11-49-0

11-48-0

11-17-0

11-15-0

11-35-0

11-23-0

11-24-0

10-156-0

10-165-0

11-190A-0

10-135-0

10-152-0

10-108-0

10-172-0

10-177-0

10-196-0







**2021**

**Developer Master List**

[ last revised: 11-10-21]

**For- Profit Developers = 23 [27-piece mailing]**

**Great Bridge Properties**

Christopher Davies | cdavies@greatbridgeproperties.com  
118 Maplewood Avenue, Suite C-4  
Portsmouth, New Hampshire – 03801  
603-570-9424

**Chinburg Properties**

Eric Chinburg | echinburg@chinburg.com  
3 Penstock Way  
Newmarket, New Hampshire - 03857  
603-868-5995

**Waterstone Development**

Josh Levy | jlevy@waterstonepg.com  
32 Reservoir Street  
Needham, Massachusetts – 02494  
781-559-3301  
Cc#1: Jenn Fairfield – Director of Marketing and PR

**G.L. Rogers & Company**

Kim Rogers | krodgers@glrogers.com  
157 Deer Street  
Portsmouth, NH - 03801  
603-812-3444

**Anagnost Company**

Dick Anagnost | [dick@anagnost.com](mailto:dick@anagnost.com)  
1662 Elm Street, 2<sup>nd</sup> Floor, Suite 100  
Manchester, New Hampshire – 03101  
603-669-6914

**Jewett Construction**

Craig Jewett | [cjewett@jewettconstruction.com](mailto:cjewett@jewettconstruction.com)  
68A, Route 27  
OO Box 405  
Raymond, New Hampshire – 03077  
603-895-2412

Cc#1: Jim Schwartz – Director of Client Development

Cc#2: Charlie Bagley, Superintendent

[cbagley@jewettconstruction.com](mailto:cbagley@jewettconstruction.com)

[m] 603-296-7920

[o] 603-895-2412

**WJP Development**

Jeffrey Gilbert | [jgilbert@wjpdevelopment.com](mailto:jgilbert@wjpdevelopment.com) // [sengel@wjpdevelopment.com](mailto:sengel@wjpdevelopment.com)

1 Cate Street

Portsmouth, New Hampshire- 03801

603-766-4760

**The Katz Group**

[ksedlock@Katzcompanies.com](mailto:ksedlock@Katzcompanies.com)

273 Corporate Drive

Portsmouth, New Hampshire – 03801

603-427-5100

**Summit Land Development**

Chad Kageleiry | [chad@summitlanddev.com](mailto:chad@summitlanddev.com)  
340 Central Avenue, Suite 202  
Dover, NH 03820  
603-749-2800

**The Kane Company**

Michael Kane | [mkane@netkane.com](mailto:mkane@netkane.com)  
210 Commerce Way  
Portsmouth, New Hampshire – 03801  
603-430-4000

**Cathartes Development Investment**

Jim Goldenberg, Principle | [jimg@cathartes.com](mailto:jimg@cathartes.com)  
11 Beacon Street, Suite 1120  
Boston, Massachusetts – 02108  
617-742-6000

Jeff Johnston, Principle | [jeffj@cathartes.com](mailto:jeffj@cathartes.com)  
100 Summer Street, Suite 1600  
Boston, Massachusetts – 02110  
617-893-9354

**Elm Grove Properties**

Newton Kershaw | [nkershaw@elmgrovecompanies.com](mailto:nkershaw@elmgrovecompanies.com)  
440 Hanover Street  
Manchester, New Hampshire -03104  
603-315-0214

**Roedel Companies**

David Roedel | [droedel@roedelcompanies.com](mailto:droedel@roedelcompanies.com)  
1134 Gibbons Highway  
Wilton, New Hampshire – 03086  
603-654-2040



**North American Management**

David Baker | dbaker62@me.com

Ten Post Office Square

Boston, Massachusetts – 02109

617- 504-3070

617-695-2123

**Somedowntown, LLC**

David Baker |dbaker62@me.com

98 Fairview Avenue

Portsmouth, NH – 03801

Mobile @617-504-3070

**Tennyson Property Management, LLC**

Brian Caple | bccaple@comcast.net

PO Box 1818

Dover, NH 03821-1818

603- 767-5252

**Francoeur Realty Trust**

David Francoeur | dave@allrealestatenh.com

Owner / Manager

17 Parkview Terrace

Somersworth, NH 03878

603 -834-4180 Cell

603-749-7100 Office

**Thibeault Development**

William “Billy” Thibeault

84-87 Boston Street

Everette, MA – 02149

617-387-6700

**Madbury Capital**

Nick Bouquet | nbouquet@madburycapital.com  
401 Edgewater Place, Suite 105  
Wakefield, MA 01880  
207-329-0188

**Pine Brook Construction**

Clint Gendreau | clint@pbc.build  
37 Route 236, Suite 201  
Kittery, ME 03904  
C: 207-415-7992

**The Siragusa Companies**

Mark Siragusa | info@thesiragusacompanies.com  
49 South Main Street  
Derry, NH 03038  
C: 603-965-6228

**The Noise Floor**

Chris Chase | thenoisefloorllc@gmail.com  
54 Broadway  
Dover, NH 03820  
C: 603-828-6559

**Market Square Architects**

Adam Wagner | awagner@marketsquarearchitects.com  
104 Congress Street  
Portsmouth, NH 03801  
C: 207-837-1610/W: 603:501:0202



**DATE:** January 21, 2022  
**TO:** Bob Belmore, City Manager  
**FROM:** Michelle Mears, AICP  
Director of Planning and Community Development

**Re: Community Revitalization Tax Relief Incentive Program (Ch. 31) 60-64 High Street Map 11 Lot 214**

Attached is a Community Revitalization Tax Relief Incentive Program (Ch. 31) for 60-64 High Street, owned by Sometown, LLC.

The application is complete and includes the following items and requests:

- Application for tax relief for 7 years (5 years for a qualifying structure and 2 years for new non-subsidized residential units).
- Public benefits include a) building improvement, b) providing new downtown housing units to create demand for local businesses, c) increased economic activity downtown, d) promotes development of compact and vibrant municipal center providing for the efficiency, safety and a sense of community.

The program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000 whichever is less. Total estimated rehabilitation project cost is \$483,400.

As per Chapter 31 of the City Ordinances the Planning and Community Development Office recommends the City Council hold a duly noticed public hearing to determine: 1) whether the structure at issue is a qualifying structure; 2) whether the proposed rehabilitation qualifies as substantial rehabilitation; 3) whether there is a public benefit to granting the requested tax relief, and 4) whether the proposed use is consistent with the municipality's master plan and development regulations and, if so, for what duration and with what terms.

No later than 45 days after the public hearing, the City Council shall render a decision by majority vote granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

A covenant shall be drafted by the applicant and reviewed by the City's Legal Counsel at the applicant's expense.



BY: \_\_\_\_\_

**Community Revitalization Tax Incentive Application**

**Scope of Redevelopment Project**

Pray Building  
60-64 High Street  
Somersworth, NH 03878  
January 2, 2022

The project will involve a major renovation to one of the most historic and recognizable properties in the downtown corridor, The Pray Building. The building has fallen into severe disrepair over the past 30 years as the owners neglected to make even the most basic level of repairs to sustain this grand building.


We strongly believe this project will provide public benefit as required in Section 7, which was outlined in initial application.

As highlighted in the application we will be installing a completely new heating/cooling system with the most efficient new equipment, replacing all the windows with most energy friendly alternatives rewiring much of the structure and renovating each of the four apartments.

- A. We expect to bring new businesses into the downtown corridor that fits our goal of attracting young people. We expect over the next several years to replace the Cozy Nest with a restaurant, bar or similar new business.
- B. Our work to replace signage on existing businesses, improve the quality of their existing space will continue to support our goal of revitalizing the businesses along downtown corridor.
- C. We do believe this request meets the standard of contributing to a compact vibrant community center as we reconfigure existing businesses and create high quality desirable living space downtown.

I would like to request 7 years of tax relief as part of the revitalization of this property.

Sincerely



David H.M. Baker

Somedowntown LLC  
Managing Member





**City of Somersworth**  
**Department of Development Services**  
One Government Way, Somersworth, NH 03878  
603/692-9519  
FAX 603/692-9575  
[www.somersworth.com](http://www.somersworth.com)

RECEIVED  
JAN 11 2022

BY: \_\_\_\_\_

**Community Revitalization Tax Relief Incentive Application**

(per City Ordinance Chapter 31)

Date: 1/8/22 [Office use only. Fee submitted: 50.00]

**Property information**

Property address/location: 60-64 High St

Name of building (if applicable): Pray Building

Tax Map: 11 Lot #: 0 Block# 214

**Property owner**

Name (include name of individual): SOMEDAWNTOWN LLC

Mailing address: 98 Fairview Ave Portsmouth, NH 03801

Telephone #: 607-504-3070 Email: jbaker62@me.com

**Proposed project**

Explain project and include number of years of relief being requested (attach additional sheets if necessary): We are doing a complete rehabilitation of building. We will demo + rebuild each interior apartment (4), replace all windows, replace heating system, perform extensive restoration of external bricks, replace gutters.

Building uses Existing: \_\_\_\_\_ ; Proposed: \_\_\_\_\_

Nonresidential square footage. Existing: \_\_\_\_\_ ; Proposed: \_\_\_\_\_

# of residential dwelling units. Existing: 4 ; Proposed: 4

Expected construction dates. Start: 01/2022 ; Finish: 8-2022



## Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Electrical: See attached Cost: \$ \_\_\_\_\_  
Plumbing: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Mechanical: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Other: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

## Other Information

Name of contractor (if known): New Creation

Will the project include any residential housing units? 4; If so, how many? 4

Will any state or federal grants or funds be used in this project? No

What are the proposed public benefits associated with this project (in accordance with Chapter 31 Section 7)? See attached

## Submission of application

**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 non-refundable application fee (made out to "City of Somersworth") must be submitted with this application. This application must be signed by the property owner.

*I (we) hereby submit this application under Chapter 31 Community Revitalization Tax Relief Incentive of the City of Somersworth and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the Ordinance and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant.*

Signature of property owner (1): David Hatt Date: 12/31/21

Signature of property owner (2): \_\_\_\_\_ Date: \_\_\_\_\_

## **Public Benefit Statement**

### **Section 7**

60-64 High Street

Pray Building

The proposed substantial rehabilitation must provide at least one of the following public benefits in order to qualify for tax relief under this ordinance:

**A. It enhances the economic vitality of the downtown;**

- We believe renovating residential & commercial units in heart of downtown will increase density of upwardly mobile Millennial residents who will contribute to increased levels of economic activity downtown and continue to generate momentum for similar projects in this economic corridor.*

**B. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district in which the building is located; or**

- The Pray Building is one of the most historically significant buildings in downtown Somersworth and preventing its decay and restoring it to its historic prominence is central to the long term vitality of the downtown corridor.*
- Creating high quality residential living space above an existing commercial/retail spaces will improve the aesthetics of the existing building and will demonstrably contribute to the momentum of the redevelopment of the area.*

**C. It promotes development of compact and vibrant municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B.**

- By creating superior quality residential living space at a market rate will make this a very attractive alternative to upwardly mobile Millennials and will contribute to momentum underway to redevelop the downtown corridor.*

**D. It increases non-subsidized residential housing in the Downtown Revitalization District.**

- One of the primary goals of this project and others we seek to undertake is to increase the density of upwardly mobile Millennials in the downtown corridor. As discussed, we propose to completely four residential units and one commercial unit.*

1/6/22



New Creation  
Custom Building, L.L.C.

**For David Baker**  
**RE: The Pray Building**  
**60 High Street**  
**Somersworth, NH**

556 School Street  
Berwick, ME 03901  
207-698-5812  
207-451-0580

This breakdown is for work on the Pray Building in downtown Somersworth at 60 High Street. The job includes upgrades and repairs to the building exterior (roof, windows and siding), renovation to existing apartment units (including kitchen cabinets provided by owner), plumbing where needed, refinishing floors in main hallway (including stairs) and installation of new HVAC units.

Plumbing	\$10,000.00
Heating	\$115,000.00
Demolition & Dumpsters	\$15,000.00
Framing	\$25,000.00
Electrical	\$60,000.00
Replace Windows	\$125,000.00
Exterior Brick Repair (	\$48,400.00
Drywall	\$20,000.00
Refinish Floors & Stairs	\$20,000.00
Roof Work & Gutters	\$10,000.00
Finish Work	\$35,000.00
<b>ESTIMATED TOTAL</b>	<b>\$483,400.00</b>



Title

**Application Reference**

202109563

**Application Type**

Team Depot Donation

**Project Activity**

Team Depot Volunteer Project

**Overview**

---

**Grant Summary**

---

**Project Title**

We want to help expand the community food garden

**Project Description**

Store 8931 would like to have 25 volunteers help build a shed, add landscaping, provide new hand tools and garden fencing to improve the look and feel of a community garden. The town has a garden on town land that residence can "rent" plots for free and grow their own food. This is something that since covid has taking off faster then ever before and they are expanding and need some assistance.

**Recipient Impact**

This will help the community in which our store is located. We will help make the community garden look good and be able to help with the expansion and provide a shed. Since more people have learned of this community garden it is needing expansion. We would love to help out own community. It will benefit a lot of diverse groups of residence in the town of Somersworth.

**Approved Scope of Work**





Title

## Grant Amount

---

### Amount Requested

\$6,200.00

**Grant Start Date:**

**Grant End Date:**

## Store Info

---

### Primary Home Depot Store

Store 8931-Somersworth

### Will this be a multi-store project/donation?

No

### How Store got involved

The town approached us for a donation, and then the store manager went and did a site visit. They want to work with us.

## Requestor Contact Information

---

**Requestor Name:** Amy Lau

**Requestor Position:** Store Manager

**Requestor Phone:** 603-692-0007

**Requestor Email Address:** amy\_lau@homedpeot.com

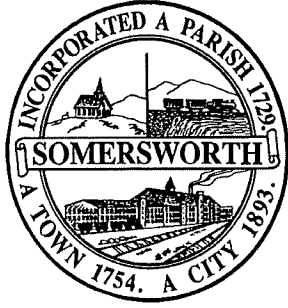
## Store Contact Information

---

**Store Captain:** Amy Lau

**Store Captain Email** amy\_lau@homedpeot.com  
**Address:**





## **MEMORANDUM**

---

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: February 18, 2022

**Re: Monthly Report**

Finance Department:

- Working with Departments on developing FY22-23 budget proposal.
- Filed W-2s and 1099s for year end.
- Bids:
  - Road Paving – Received 1/20/22
  - Crack Sealing – Received 1/20/22

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, and various standing committee meetings during the month.
- Started the 2021 Annual Report.
- Cash receipts for the month were \$7,158.
- Permits:
  - American Legion - Yahtzee
  - American Legion – Queen of Hearts
  - Jass Boxing
  - Festival Association

#### Tax Collector:

- Started preparation of the Notice of arrearage for property tax and utility bills.
- Motor vehicle registrations were a total of \$166,082 during the month.
- Collected \$5,345 for Municipal Transportation Fund during month.
- Total receipts for the month were \$5,066,260.

#### Library

- The Library hosted a cheese tasting event and had 12 attendees.
- The Library had 7 participants in a book discussion group, and 5 families at the weekly family story time.
- The Children's Library has been painted and is much improved.
- The Library had 1,486 visits in January.
- There were 28 new library cards and 52 renewals. There are currently 1,356 active cards.

#### Human Services:

- Total assistance for the month was \$3,230. That compares to \$6,124 for the month of December 2021 and \$2,350 for January 2021.
- 4 new cases were opened compared to 1 in 2021.
- 5 cases were approved for varying levels of assistance with 2 pending and 1 denial. 28 cases were referred to other agencies for support.

#### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Conducted a disaster recovery test of the City's network, and all was restored successfully and operated properly.

#### Assessing

- The Assessing Department is conducting year 2 of cyclical inspections.
- Started accepting abatement requests. Taxpayers can file until March 2022.

Date: January 31, 2022

To: Bob Belmore  
City Manager

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

## Re: Department of Development Services January 2022 - Monthly Report

---

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

- Zoning Board – January 5 & January 13
- Conservation Commission – January 12
- Planning Board – January 19
- SRTC – January 5 & January 13
- Historic District Commission meeting – January 26

### Building and Health Departments:

#### MAJOR Building Permits Applied for in JANUARY 2022

Address		Construction Costs	Fees
8	SANDLOT LN	\$ 315,000.00	\$ 2,860.00
<b>Totals</b>		<b>\$ 315,000.00</b>	<b>\$ 2,860.00</b>

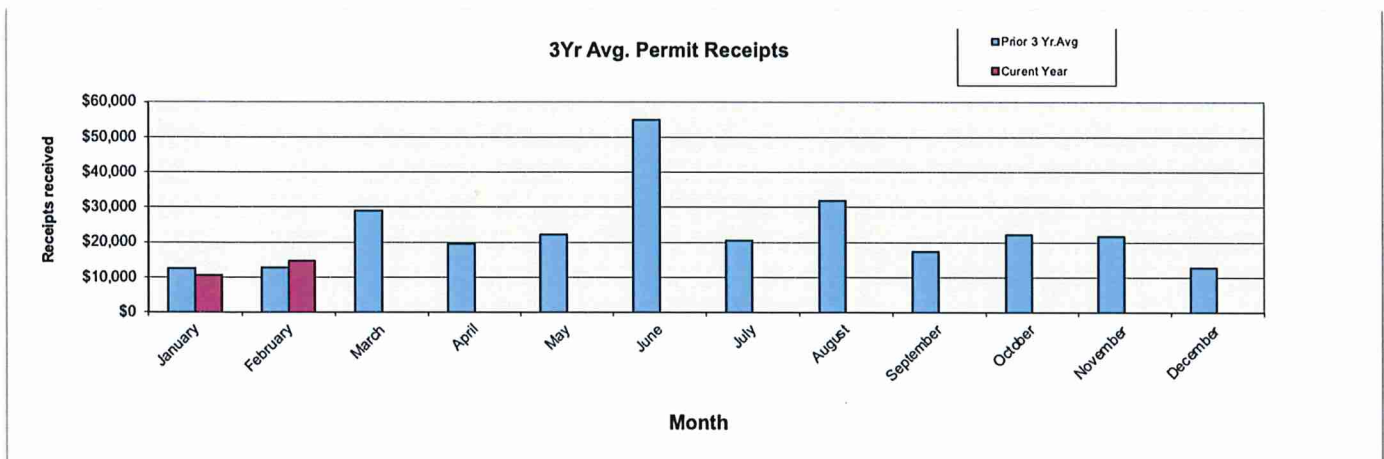
#### MINOR Building Permits Applied for in JANUARY 2022

Address		Construction Costs	Fees
253	HIGH	\$ 18,000.00	\$ 187.00
274	HIGH	\$ 7,812.76	\$ 165.63
7	MARSHBROOK	\$150,000.00	\$ 1,375.00
421	MAIN	\$ 16,591.00	\$ 174.32
23	ASPEN	\$ 11,280.00	\$ 126.52
329	MAIN	\$ 6,210.00	\$ 80.89
71	UNION	\$ 19,000.00	\$ 196.00
3-112	ROYAL	\$ 10,000.00	\$ 115.00
3-212	ROYAL	\$ 10,000.00	\$ 115.00
3-312	ROYAL	\$ 10,000.00	\$ 115.00
3-412	ROYAL	\$ 10,000.00	\$ 115.00
3-211	ROYAL	\$ 10,000.00	\$ 115.00
3-311	ROYAL	\$ 10,000.00	\$ 115.00
2-111	ROYAL	\$ 10,000.00	\$ 115.00

2-211	ROYAL	\$ 10,000.00	\$ 115.00
2-311	ROYAL	\$ 10,000.00	\$ 115.00
2-411	ROYAL	\$ 10,000.00	\$ 115.00
95	W HIGH	\$ 1,000.00	\$ 43.00
22	BLACKWATER	\$ 20,280.00	\$ 207.52
2	DANIEL	\$ 4,000.00	\$ 61.00
172	HIGH	\$ 17,200.00	\$ 352.60
8	TRI-CITY	\$ 21,100.00	\$ 214.90
<b>Totals</b>		<b>\$ 392,473.76</b>	<b>\$ 4,334.38</b>

### Permit Receipts as of JANUARY 31<sup>ST</sup>, 2022

PERMIT RECEIPTS									
	2016	2017	2018	2019	2020	2021	2022	DIFFERENCE this year to last	% OF CHANGE
January	\$6,148.85	\$15,262.40	\$12,784.00	\$2,892.72	\$13,195.23	\$8,599.31	\$10,660.43	\$2,061.12	24.0%
February	\$4,440.00	\$9,264.40	\$4,087.20	\$14,382.00	\$13,438.09	\$6,590.61	\$14,612.57	\$8,021.96	121.7%
March	\$27,399.40	\$23,362.82	\$5,307.00	\$11,377.66	\$24,077.27	\$46,267.60	\$0.00	\$0.00	-100.0%
April	\$6,608.52	\$6,935.89	\$7,899.24	\$12,091.95	\$10,871.58	\$27,779.60	\$0.00	\$0.00	-100.0%
May	\$12,089.70	\$11,780.49	\$8,966.00	\$4,309.56	\$19,665.79	\$33,736.68	\$0.00	\$0.00	-100.0%
June	\$5,107.95	\$10,058.40	\$7,652.50	\$91,825.41	\$13,079.55	\$51,947.53	\$0.00	\$0.00	-100.0%
July	\$14,315.00	\$5,776.84	\$7,641.00	\$18,023.12	\$16,816.46	\$18,776.42	\$0.00	\$0.00	-100.0%
August	\$5,197.60	\$9,724.60	\$4,329.00	\$21,606.17	\$23,823.08	\$46,171.98	\$0.00	\$0.00	-100.0%
September	\$5,247.60	\$7,400.00	\$3,039.60	\$12,040.79	\$23,396.60	\$13,805.11	\$0.00	\$0.00	-100.0%
October	\$10,448.80	\$6,460.00	\$7,291.00	\$25,228.33	\$16,152.79	\$18,139.91	\$0.00	\$0.00	-100.0%
November	\$27,353.16	\$8,584.44	\$19,126.00	\$25,526.43	\$12,376.38	\$8,476.08	\$0.00	\$0.00	-100.0%
December	\$6,633.66	\$2,621.00	\$14,154.00	\$8,211.20	\$6,925.03	\$8,858.58	\$0.00	\$0.00	-100.0%
<b>Year total</b>	<b>\$130,990.23</b>	<b>\$117,231.28</b>	<b>\$102,276.54</b>	<b>\$247,515.34</b>	<b>\$193,817.84</b>	<b>\$289,149.41</b>	<b>\$25,273.00</b>	<b>\$10,083.08</b>	
Difference of change this year to last (completed months only)			\$102,276.54	\$247,515.34	\$193,817.84	\$289,149.41	\$25,273.00	-\$263,876.41	-91.3%





**Property Maintenance January 2022**

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

	Location	Complaint Type	Date of Complaint	Notifications Issued	Status
83	Blackwater	Trash	1/18/22	NOV	COMPLETED
62	Green	Trash	1/14/22	NOV	COMPLETED
65	Green	Trash	1/16/22	NOV	COMPLETED
57	Green	Trash	1/18/22	NOV	COMPLETED
62	Green	Trash	1/3/22	NOV	COMPLETED
62	Green	Trash	12/30/21	CN	COMPLETED
104	Green	Trash	12/30/21	CN	COMPLETED
132-136	High	Housing Violation	1/7/22	CN	COMPLETED
14	Indigo Hill	MPV	12/30/21	NOV	COMPLETED
14	Laurier	Structure Violation	6/23/21	CN	COMPLETED
296	Main	Trash	1/18/22	CN	COMPLETED
17	Rocky Hill	MPV	1/19/22	NOV	COMPLETED
80	Salmon Falls Road	Property Violation	1/19/22	CN	COMPLETED
59	Walton's Way	Site Plan Violation	1/18/22	NOV	COMPLETED
82	Franklin	MPV	9/30/21	CN	PENDING
18	Grand	MPV	10/20/21	CN, NOV	PENDING
48	Green	MPV	12/30/21	CN	PENDING
14	Indigo Hill	Trash	12/30/21	CN, NOV	PENDING
52	Indigo Hill	Zoning Violation	11/15/21	CN	PENDING
40	Main	Dumpster Violation	9/1/21	CN, NOV, Court	PENDING
283/285	Main	Trash	12/15/21	CN, NOV	PENDING
369	RT 108	Dumpster Violation	12/16/21	CN, NOV	PENDING
20-30	Market	Site Plan Violations	1/11/22	CN	PENDING
86	High	MPV	12/20/21	CN, NOV, Court	PENDING
86	High	Sewage Backflow	1/11/22	CN, NOV	PENDING

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

- In the month of January, 2022, fourteen (14) open matters became compliant and were closed.
- In January 2022, the Code Compliance Office issued:
  - Seven (7) Courtesy Notices;
  - Twelve (12) Violation Notices; and
  - Two (2) Court Complaints.

### **COURT MATTERS – Active**

- **City v. Reddy Infosys, Inc. – 82/86 High St.**
  - Suit was filed on 12/16/21 due to continued late set-outs of garbage by the tenants of 82/86 High Street.
  - In conjunction, Defendant was served an invoice for the Department of Public Works’ removal of the waste.
  - City has yet to hear back on a ruling from the Court.
- **City v. Reddy Infosys, Inc. – 86 High St.**
  - Suit was filed just after the first of the year for unsuitable living conditions within 86 High Street. City is awaiting a hearing date.
  - Defendant has since been served with additional violations for sewage backflow in her apartment.
  - Due to the landlord’s unwillingness to address any of the issues in the unit, this matter is being referred to the City’s Attorney for prosecution in Superior Court.
- **City v. Dayenu, LLC – 40 Main St.**
  - Suit was filed months ago. City is awaiting a hearing date to arraign Defendant.
  - Defendant has still made no effort to screen the dumpster. Therefore, the Code Office is preparing a subsequent complaint for District Court.

### **COURT MATTERS – Resolved**

- **City v. Reddy Infosys, Inc. – 68 High St., Unit D**
  - Suit was filed on 1/4/22 due to a lack of a functioning heating supply.

- Shortly after suit was filed, Defendant hired several HVAC technicians to repair the heating supply, as verified by the tenant. Therefore, this case was dismissed.

## **Land Use Boards:**

### **Conservation Commission January 2022:**

- FFF Holdings, is seeking a Conditional Use Permit for construction of a common driveway, utilities and future lot development impacting the vegetative and woodland buffer on a property located on Bernier Street, in the Residential Single Family and Residential Duplex (R1 & R2) Districts, Assessor's Map 36 Lot 24, CUP#07-2021- **Recommend approval.**

### **Historic District Commission January 2022:**

- Thomas Crosslin 55 Prospect Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 108, HDC#01-2022. Certificate of appropriateness to re-side was **approved.**

Joe Russo on behalf of Patrick Bosa 45 Market Street, in the Business with Historic Overlay (BH) District, Assessor's Map 11 Lot 90, HDC#02-2022. Certificate of appropriateness to remove alarm box was **continued.**

James & Kathy Kinneavy 17 Lincoln Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 132, HDC#03-2022. Certificate of appropriateness to replace windows and siding was **approved.**

### **Planning Board January 2022:**

The Planning Board reviewed the following:

- Geoff Aleva on behalf of Craig Riotto 165 Route 108 in the Commercial Industrial (CI) District, Assessor's Map 63 Lot 10 SUB#01-2021, CUP#02-2021 & SITE#04-2021. Request for an extension of the Planning Board approval to complete conditions prior to final approval for an athletic/fitness facility and infrastructure was **approved.**
- MACK V Development, LLC 211 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 44 Lot 10 and 24, SITE#13-2021. Application for site plan approval for a 19,097 SF retail building with outdoor and sidewalk display and infrastructure was **approved.**
- Emanuel Engineering, Inc. on behalf of Joaquin German, 247 Main Street, in the Business (B) District, Assessor's Map 09 Lot 228, SITE#15-2021. Application site plan approval for a 4-unit apartment building and infrastructure was **approved.**

- Carlton Spencer & Sherri Bolin 279 Green Street, in the Residential Single Family (R-1) District, Assessor's Map 18 Lot 45, SUB#10-2021. Application for a 7-lot conservation subdivision was **continued.**

#### Site Review Technical Committee January 2022:

January 5, 2022

- Emanuel Engineering, Inc. on behalf of Joaquin German, is seeking site plan approval for a 4-unit apartment building and infrastructure on a property located at 247 Main Street, in the Business (B) District, Assessor's Map 09 Lot 228, SITE#15-2021

January 12, 2022

- A3H Holdings LLC, is seeking site plan approval for a Motor Vehicle Service (drive thru car wash building) and associated infrastructure on a property located at 436 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 38 Lot 1A, SITE#01-2022

#### Zoning Board December 2021:

The Zoning Board of Adjustment reviewed the following:

- Carl Aimesbury, 7 Myrtle Street, in the Residential Multifamily (R3) District, Assessor's Map 09 Lot 27, ZBA#12-2021. Motion for Rehearing of application for a Variance from Table 5.A.1 and 5.A.2 to allow a second dwelling unit within the existing structure without the required lot area and frontage was **denied.**
- Brian Rodonets of Coastal Architects 271 High Street, in the Residential Duplex (R2) District, Assessor's Map 15 Lot 16A, ZBA#15-2021. Application for a variance from Table 4.A.1 and Table 5.A.1 to allow multifamily use and variance relief from the 150' frontage requirement was **continued.**
- James Weisheit, 1 Silver Street, in the Residential Multifamily (R3) District, Assessor's Map 10 Lot 78, ZBA#16-2021. Application for a variance from Table 5.A.1 to convert an existing 3-unit to a 4-unit multifamily without the required frontage or lot size was **continued.**
- David Wold, 274 Green Street, in the Residential Single Family and Agricultural (R1 & A) Districts, Assessor's Map 18 Lot 04, ZBA#17-2021. Application for a variance from Section 19.20.D.1.b. to allow a 30" x 20.25" double sided sign for a home occupation was **approved.**



## **Economic Development – January 2022**

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

- **News:** (1) The process to select a developer for the Breton Cleaners Site is ongoing. Two developers' proposals were reviewed by the EDC committee in January. It was agreed that those developers should be asked to make presentations to the committee in February and to answer questions (2) Atlantic Broadband has laid new wire and cable, and has activated the new lines and service (3) The new 8 Government Way mixed use development has leased all residential and commercial space, and the new hair shop Tease will soon open
  
- **Vacancy: Commercial - Business Vacancy** [*Site for Sale and / or Lease*]
  - **National Guard Site:** The team continues working with SRPC for a grant for environmental remediation, and for long- range planning for the best use of the site
  - **The Police Station:** Environmental clean-up will soon begin
  - **Breton Cleaners:** Two proposals have been submitted and are being considered
  - **Stratham Tire:** A broker has been contracted - marketing materials are being developed
  - **Sumner Printing:** The printer has been closed by corporate. The building is for lease in 5-year increments. There is a Seacoast business that wants to move to Somersworth and would buy the building, but - has no interest in leasing. Negotiations continue
  - **Garabedian:** Is making aggressive efforts to sell the 114 acres located between route 108 and Willand Drive, and has hired a national marketing- investment- real estate firm to represent the property from coast to coast
  
- **New: Commercial - Business Tenants** [*Certificate of Occupancy issued*]
  - No new Business in January (No Commercial C/O issued)
  
- **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]
  - 1) Somersworth Sports Hub
  - 2) Smart Storage
  - 3) MB Tractor
  - 4) Tractor Supply Co.
  - 5) Palmer Oil and Gas - HDQ
  - 6) Great Bay Home - HDQ
  
- **Potential: Commercial - Business Exploring** [*Considering and in Exploratory Review*]
  - At this writing 5 business are exploring "scouting" Somersworth
  
- **Miscellaneous:** *Brand Identity & Image: Media and Press Relationship development continues*
  - **Press:** Fosters ran a terrific (front page /above the fold) January 8 article on anticipated major development projects for 2022
  - **Chinburg Mill:** With 38 commercial tenants - The Canal Street Mill is full
  - **January BVP:** The annual "Business Visitation Program" Survey was sent

- ✓ Cell Service: The BVP survey revealed that there are major holes of service in Somersworth, which are being addressed by the vendor. The state's BEA office is working with the carrier to provide support and assistance too
  - **ERZ:** the 2021 Deadline is February 10, 2022
  - **Prince Garage:** Environmental clean-up options are being reviewed
  - **HDC:** The City has been awarded a "Certified Local Government Grant" to help promote the Historic District. Educational workshops are being created to offer to the public
- **# SeeSomersworth**
- SeeSomersworth- Keep abreast of Downtown Business Activities at: [www.facebook.com/seesomersworth](http://www.facebook.com/seesomersworth)
- **Community Advocacy:** ZOOM Meetings & Roundtables
- ✓ **Weekly:** SEDS -Seacoast Region Economic Development Stakeholders
  - ✓ **Bi-Weekly:** BEA - Economic Development Roundtable hosted by Commissioner Caswell
  - ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD
  - ✓ **Quarterly:** Skyhaven Airport - BOD & Marketing Committee
  - ✓ **Monthly: Bankers-Brokers-Investors ( BIB) –** Cancelled due to Covid
  - ✓ **Monthly: Downtown Roundtable –** Cancelled due to Covid
- **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 2022

- We are very excited to bring back the Valentine's Dance on Wednesday, February 9<sup>th</sup> from 6:30-8:30 at Idlehurst School Cafe! In order to be more inclusive, for the first time we're opening the dance to both boys and girls in grades K-6 and their special dates. Ticket sales opened on Monday, Jan. 3<sup>rd</sup>. We sold out with 120 attendees this year. Tickets are \$20 per couple (admits 1 adult/all children in family). All attendees and volunteers will be required to wear masks during this event. A professional DJ, Photo booth, refreshments, and a raffle prize drawing
- Biddy Basketball registration opened on January 3<sup>rd</sup>. The program is modified this year due to COVID-19 and the program is only offered to Somersworth residents this year. The program will be on Saturday mornings for 3 sessions total; March 5<sup>th</sup>, 12<sup>th</sup>, & 19<sup>th</sup>. The program is at Idlehurst Elementary School gym. Ages 3-4 play from 8:00-8:50 am and ages 5-6 play from 9:00-9:50 am. We currently have
- The Rec Youth Basketball program for children in grades 1-6 started on Saturday, Jan. 8<sup>th</sup>. This program is open to Somersworth residents only this year and the program is following the

SAU56 COVID protocols. All players, coaches, volunteers, and spectators are required to wear masks. We have 80 children in grades 1-6 registered to play.

- Recreation Supervisor, Kristen Davenport, attended the Northern New England Recreation and Park Conference January 11-13 in North Conway, NH. This conference is extremely valuable as it provides engaging educational sessions as well as networking opportunities with Recreation professionals from New Hampshire, Maine, Massachusetts, Vermont, and Rhode Island.

**Rec Committee Meeting 2/16/22-  
Program & Event Updates**

**Easter Egg-Stravaganza Egg Hunt:**

- Friday, April 15<sup>th</sup>
- Jules Bisson Park
- Hunt begins at 4:30 pm sharp
- Open to Somersworth children ages 2-12
- Free

**Granite State Track & Field:**

- Idlehurst School Track
- Children age 9-14 (must be ages 9-14 by December 31<sup>st</sup> 2022)
- Practices: Mondays & Wednesday, May 11- June 8 (no practice 5/30)
  - Regional Meet- June 11<sup>th</sup>/ State Meet- June 24<sup>th</sup> (for regional meet qualifiers only)
- Time: 3:45-4:45 pm
- Open Somersworth residents only
- Early Bird fee- \$45 / Regular fee- \$60

**Summer Camp 2022:**

**Kids Camp** (children entering grades 1-5) & **Trends Camp** (children entering grades 6-9)

- Registration opens March 15<sup>th</sup> residents/ April 15<sup>th</sup> non-residents
- **8-weeks** (mid-June through mid-August; exact dates TBD based on school summer vacation dates)
- **Noble Pines Park**
- **Regular Camp hours:** 8:30-4:00 pm
- **Extended Care hours:** AM drop off- 7:00-8:30 am / PM pick-up- 4:00-5:30 pm
- **Cost of camp includes:** arts & crafts supplies, special events, field trips, etc.
  - field trips- will be dependent on bus transportation (excluding any walking trips)

**2022 Summer Camp rates:**

<b>Kids Camp Rates 2022 ~</b>	<b>Resident</b>	<b>Non-Resident</b>
Full 8-week early bird option	\$800	NA
4-Week Session (session 1 or 2)	\$450	\$600
Weekly Rate	\$150	\$200
Extended Care per session	\$150	
Extended Care per week	\$50	

<b>Trends Camp Rates ~</b>	<b>Resident</b>	<b>Non-Resident</b>
Full 8-week early bird option:	\$900	NA
Regular session rate (4-weeks)	\$500	\$650
Weekly rate	\$175	\$200
Extended Care per session	\$150	
Extended Care per week	\$50	



## Memorandum

**To:** Bob Belmore, City Manager  
**CC:** Michelle Mears, Director of Development Services  
**Date:** February 15, 2022  
**Subject:** 2022 Seasonal Summer Camp Staff Wages

We're proposing to increase the hourly rate for summer camp staff to attract more qualified applicants and to compete with local NH Rec Departments hiring similar positions. Please see proposed rates below and the updated wage analysis for summer camp staff in NH.

**Proposed rates New Hires 2022:** (3) Camp Directors- \$15/hour & (9) Camp Counselors- \$12/hour

- Returning staff will receive a \$1.00 increase

2022 Seasonal Summer Camp Staff Wages		
	Title:	Hourly Wage:
<b>Current Wages (2021 staff):</b>	Camp Directors	\$14.00
	Camp Counselors	\$11.25
<b>Proposed Wages New Hires 2022:</b>	Camp Directors	\$15.00
	Camp Counselors	\$12.00

SUMMER CAMP STAFF WAGE ANALYSIS		
<u>Town</u>	<u>Position</u>	<u>Hourly Wage</u>
Barrington	Director	\$16.00-\$18.00
	Counselor	\$12.00-\$14.00
Dover	Director	\$14.70-\$16.00
	Counselor	\$12.74-\$14.00
Exeter	Director	\$18.00
	Head Counselor	\$12.00-\$13.00
Farmington	Director	\$17.00
	Counselor	\$11.00-\$14.00
Merrimack	Director	\$18.00
	Counselor	\$10.00-\$11.00
New Boston	Director	\$18.00
	Counselor	\$11.00
Nottingham	Director	\$16.00
	Counselor	\$11.00-\$12.00
Pelham	Director	\$17.00
	Counselor	\$12.00
Rochester	Director	\$18.50
	Head Counselor	\$13.50
Somersworth	Director	\$14.00
	Counselor	\$11.25
		Summer 2021 wages



## MEMORANDUM from Director Public Works & Utilities

---

**TO:** Robert M. Belmore, City Manager

**DATE:** February 10, 2022

**SUBJECT:** Public Works Department Monthly Report for January 2022

**FROM:** Michael Bobinsky, Director of Public Works & Utilities

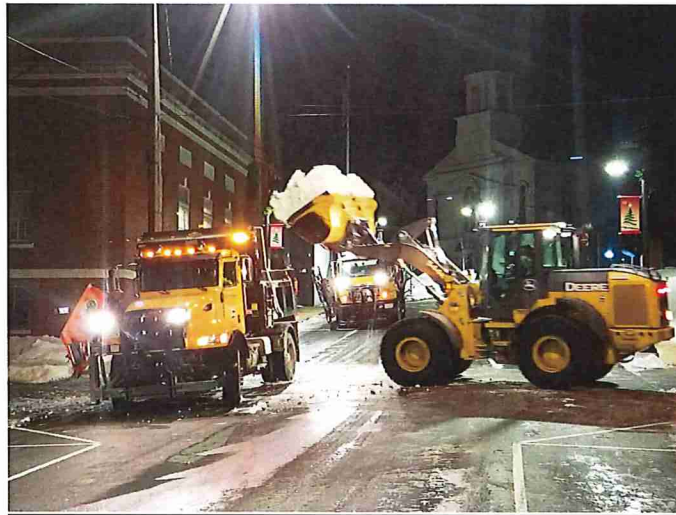
---

### 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. We received three (3) paving bids and five (5) crack sealing bids from interested vendors. Soliciting bids this early has allowed us to get very favorable bid pricing. Our Engineers estimate for the 7 streets to be repaved was right at \$800,000 and our low bid PaveX, came in at \$510,752. Crack sealing bid responses were varied with a high of \$61,524 and a low of \$32,176. After conducting background checks on both low bidders, staff prepared recommendations to award contracts to PaveX of Methuen, Mass for road resurfacing and Connecticut Sealcoating, of Bethlehem, CT. for crack sealing work.
- Staff is continuing making progress on getting easements approved by commercial property owners along the High Street corridor for the CMAQ High Street Traffic Signal Improvement Project. There is a need for 9 Easements from different property owners along the High Street corridor discovered during design work. Staff has already received 4 fully executed easements and is in active talks with the rest of the property owners including Walmart and Target. The project cannot proceed without these easements signed and approved by the property owners.
- Worked with the City Engineer on preparing a proposed update to a developer's check list for accepting streets and other infrastructure proposed by Developers to be accepted by the City.
- Highway Division personnel responded to multiple snow and ice events during January including an all day/night ice and snow blizzard event on January. We are continuing to apply brine (salt and water) as a pretreatment when conditions allow in advance of a snow storm event; our focus has been on pre-treating the High Street corridor and the Downtown hill streets and we are beginning to treat other high traffic streets as well.
- Attended Strafford Regional Planning (SRPC) meetings.
- Met with Malley Farm Community Garden volunteer stewards to discuss plans for the spring meeting where volunteer gardeners must sign up to participate in the program. Department staff will be meeting with officials of Home Depot in February to discuss the recently awarded grant from Home Depot to expand the garden.
- Attended City Council meetings, Council Committee meetings.

- The Wastewater Treatment Plant Upgrade project is now at substantial completion. Staff continues to work with the project engineers from Wright Pierce and the contractor, Apex Construction on overseeing the completion of various punch list items before final completion is approved.
- Attended the Joint Loss Management Committee.
- Attended Municipal Alliance for Adaptive Management (MAAM) meeting.
- Reviewed the Rocky Hill Road Culvert Replacement Design and construction specifications prepared by Wright Pierce Engineers. Staff looks to release this project for bid in February.
- Reviewed and discussed the Departments FY23 Budget proposal and requests with the City Manager and Deputy City Manager.



## HIGHWAY DIVISION

### *Operations / Maintenance:*

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Washed and greased all trucks following winter events
- Removed numerous shopping carts discarded around the city numerous days
- Responded to 10 winter events
- Performed 1 snow removal
- Performed curbside Christmas tree collection
- Trimmed road side trees and brush
- Filled salt barrels after winter events
- Moved compost at Malley Farm in preparation for summer
- Replaced signs that were damaged during snow events
- Brined assigned areas ahead of winter events 4 times
- Burned the Malley Farm brush pile to dispose of collected trees
- Removed bright orange advertising signs attached to utility poles around the downtown

- Inspected and corrected a roof leak at the old PD (extreme ice buildup blocking roof drain)
- Worked with a contractor to remove an old dead tree along High Street
- Responded to localized flooding during 2 rain events

***Recreation:***

- Repaired the features at the Skate Park
- Restored a handmade sign at Willand Pond Park

***Water Distribution Support:***

- Assisted by digging a curb stop on Franklin St

***Sewer Collections Maintenance:***

- Received 41 DigSafe requests

**ENGINEER DIVISION**

- Attended Seacoast Stormwater Coalition meeting.
- Attended SRTC Meeting.
- Completed review and approvals of driveway permits filed by applicants in Sunningdale as well as other residents.
- Completed review and approval of Obstruction permits.
- Completed review and approval of several Trench permits.
- Conducted driveway inspections for Greenview and Sunningdale subdivisions and others.
- Completed oversight/inspection of Cemetery Road project.
- Pursued easements for CMAQ project. Conducted meetings with property owners for easements.
- Attended Public Works & Environment Meeting.
- Attended Finance Committee meeting.
- Received bids for road resurfacing, and crack sealing. Reviewed bids and provided recommendations for committees.
- Attended NH Coastal Adaption Workshop.
- Attended Municipal Alliance for Adaptive Management (MAAM) meeting.
- Reviewed Rocky Hill Road culvert plans and specs.

**WASTEWATER DIVISION**

***Operations/Maintenance:***

- Operating under the (A2O) process which is used during the winter months. During this time, we have less restrictive nutrient and Biochemical Oxygen Demand & Total Suspended Solids requirements. The winter season runs from October 1<sup>st</sup> thru April 30th.
- Completed employment processing for the open Maintenance Mechanic position with Brent Willette. He joined the team on 2/7/22.

- Renewed our annual HACH service agreement which includes all additional probes added during the recent upgrade. This contract covers preventative maintenance as well as replacement of normal wear parts.
- Submitted our first year of Total Nitrogen results now required under the Great Bay Total Nitrogen General Permit. All results were within permit limits.
- Recorded one high flow event due to rain on 1/17/22. Instantaneous flow exceeded five-million gallons per day for 1-hour. 24-hr flows were nearly double our normal daily flow. We implemented our high flow procedures and reported zero permit exceedances during this event.
- Received zero gallons of septage for the month.

#### ***Compliance:***

- Preparing monthly reports to US-EPA and NH-DES.
- Reported one high chlorine exceedance due to a frozen pipe. This was directly related to the sub-zero cold temperatures.
- Treated a total of 40-million gallons of wastewater during the month.

#### **Industrial Pretreatment Program (IPP):**

- Completed Contitech's annual inspection and sampling event on January 10<sup>th</sup>. The only finding was an out-of-date spill plan. The spill plan is being updated and is required to be submitted within 60-days.

#### ***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. Project milestones include substantial completion – November 10, 2021. Final completion – February 8, 2022.
- Remaining construction activities include; Final walk-thru with city staff and Wright-Pierce personnel in late February, Fire alarm system testing/inspection, aeration blower variable frequency drive replacement, SCADA review/training, compressor building HVAC under review due to ongoing exhaust failures, install heating system for dewatering room, radius curbing needs to be removed and replaced, additional loam and seed on facility grounds.

## **WATER TREATMENT**

### **Items completed this month:**

- Bacteria's and TOC's water quality testing completed
- Pumped 29,956,688 gallons of raw water
- Filtered and pumped to the city 28,306,344 of finished water
- Completed FY23 budget submittal, participated in review sessions with the Director and the City Manager's office
- Completed quarter #4 D/DBP report and submitted to NHDES
- Switched lagoons temporarily due to high level in lagoon #1



- Requested quotes from commercial diving vendors for clear well cleaning
- Completed narrative for annual SQC report
- Received annual carbon delivery
- Repaired overhead garage door opener to treatment room
- Completed quarterly report for water use and submitted to NHDES
- Hach completed service on TOC analyzer and Solitax turbidity sensor
- Replaced filter alum LMI pump due to bad diaphragm
- Ordered replacement check and pressure valve for polymer pump #1 due to failure

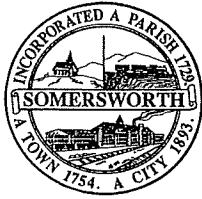
#### Action items:

- Clearwell Cleaning and Inspection
- Security and Fire system replacement

### WATER DISTRIBUTION

- Water Distribution operators completed 110 work orders and service requests in the month of January.
- The team continued to winterized the city's hydrants.
- Provided training and operational orientation to our new employees.
- Tested all in house backflows for functional purposes





## MEMORANDUM from Director Public Works & Utilities

---

Date: February 18, 2022

To: Bob Belmore, City Manager

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

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

Keri Gordon, Executive Assistant to Public Works

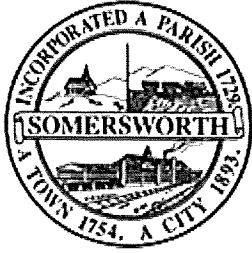
Brenda Breda, Executive Assistant to City Manager

Re: Mr. Fox Composting Program

---

The following is a brief update report on the current experience with the food composting drop off program located at the DPW Facility.

- Public Works Committee voted to support City Manager's request to enter into an agreement with Mr. Fox food composting as a demonstration to include providing a single 64-gallon toter located at the DPW site for public access to drop off food waste.
- The demonstration program started on July 1, 2021 and has been in effect for 34 weeks.
- Since the program started in July 2021, Somersworth residents have dropped off approximately 2,176 gallons of food waste that is converted to composting by Mr. Fox.
- The 64 Gallon toter is collected every Wednesday and based on experience has been full each time there has been a collection.
- Department staff have not experienced any illegal dumping or complaints of unauthorized material in the toter from Mr. Fox.
- Toter is located near the cardboard recycling dumpsters and is available to the public 24-hours a day.
- Informational poster is located near the toter to inform the public what is accepted and what is not.



## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

David B. Kretschmar  
Chief of Police

# MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David B. Kretschmar, Chief of Police  
Date: February 2, 2022  
Subject: Monthly Report – Month of January 2022

---

Bob:

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

### **PERSONNEL:**

- Captain Russell Timmons retired on 1/22/22 after 40 years of service.
- Matt Duval was promoted to the rank of Captain as of 1/23/22.
- Gary O'Brien will be promoted to the rank of Lieutenant as of 2/6/22.
- Nicole Lefebvre will be promoted to the rank of Sergeant as of 2/6/22.
- We had an awards ceremony on 1/14/22 where awards were given out for meritorious service, distinguished service citations, distinguished unit, lifesaving, civilian of the year and officer of the year. This was the first awards ceremony since 2009.

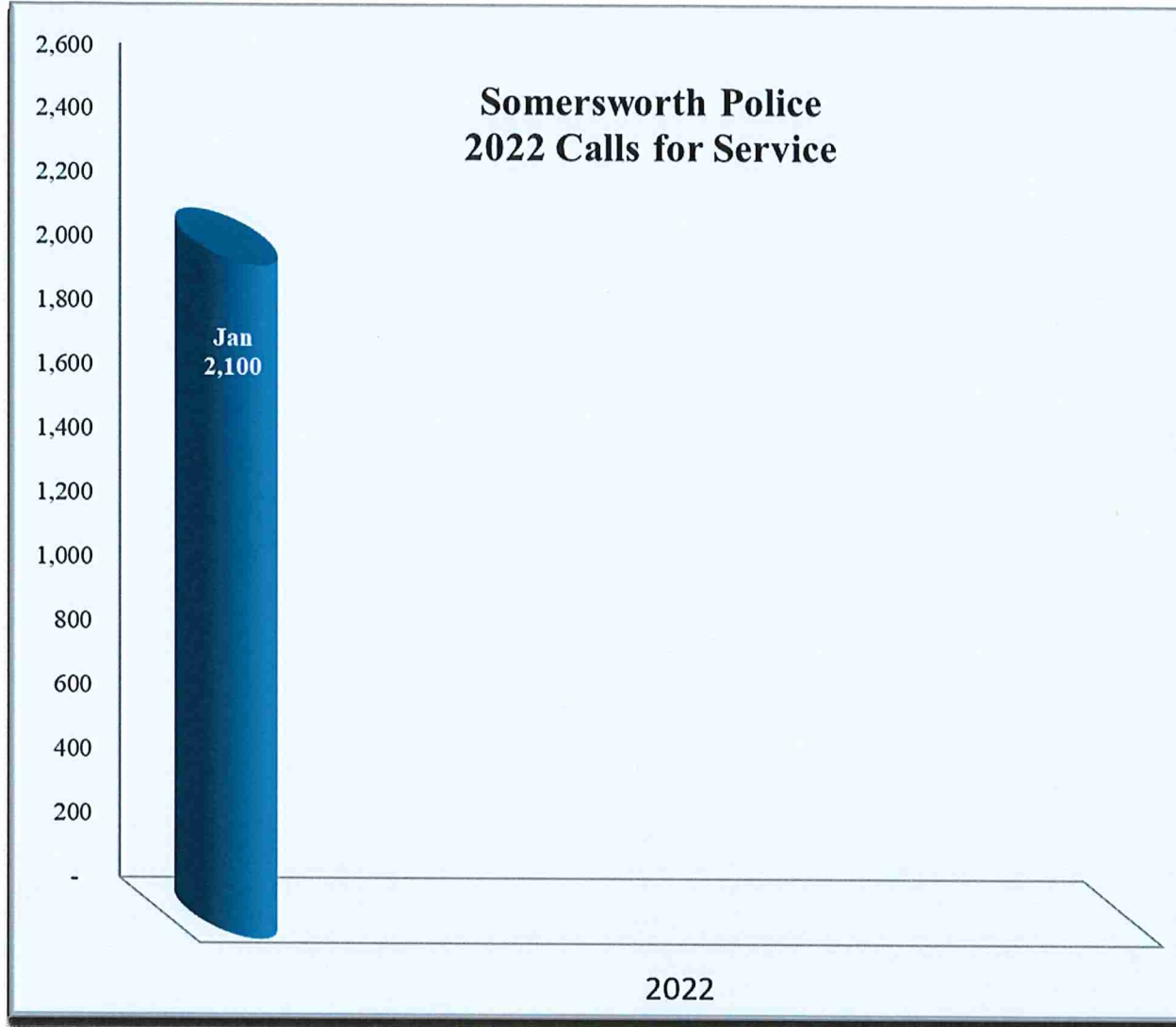
### **OTHER:**

We formally accepted the Body Worn Camera grant after Council approved acceptance of the grant. This grant will pay for half of the equipment costs of \$27,160.00

### **TRAINING:**

Personnel received training in: Drug Investigations, Active Shooter Planning, and Crime Scene Processing.

## STATISTICS:



### Yearly Comparison

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



# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**George Kramlinger**

Fire Chief & Emergency Management Director

[gkramlinger@somersworth.com](mailto:gkramlinger@somersworth.com)

**Business: (603) 692-3457**

Fax: (603) 692-5147

[www.somersworth.com](http://www.somersworth.com)

15 February, 2022

To: Mr. Robert Belmore, City Manager

Re: January 2022 Monthly Fire Department and Emergency Management Report

1. Progression on Phase I construction of the new fire station continues with completion of load bearing walls in the Logistics Wing and the beginning of apparatus bay masonry walls. The Architect, Construction Manager, Fire Department personnel, and myself continue to work on layering and integration of numerous, and complex building subsystems as well as reviewing and refining details throughout the project.
2. By your direction and on behalf of the City, we have applied for a Locality Equipment Purchase Grant Program administered by the Governor's Office for Emergency Relief and Recovery (GOFERR). The requested grant amount is \$47,924 to purchase decontamination equipment for our personal protective equipment (PPE) that includes a washer/extractor (\$9064), dryer (\$9975), and self-contained breathing apparatus (SCBA) washer (\$28,885). This equipment will better clean our PPE with less wear and tear thus prolonging the service life.
3. Call Volume for this reporting period with a comparison to last year:

	January 2022	January 2021
Fire (all types)	6	8
Overpressure / Overheat (no fire)	0	0
Rescue - EMS	100	75
Hazardous Condition (no fire)	8	3
Service Call	18	20
Good Intent Call	16	12
False Alarm / False Call	25	10
Severe WX / Natural Disaster	0	0
Special Incident	0	0
Total	173	128



4. Stewart's Ambulance responded to 196 emergency calls in the City with an average response time of 3 minutes and 56 seconds during January of 2022.

Respectfully submitted

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](http://www.mitchellmunicipalgroup.com)

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

TELEPHONE (603) 524-3885

February 16, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 23-22

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
PAVEX INC., OF METHUEN, MASSACHUSETTS FOR FISCAL  
YEAR 2022 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.

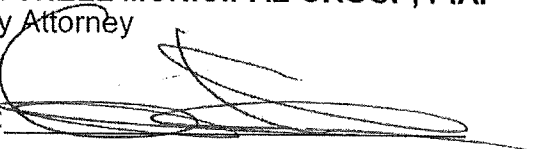
**MITCHELL MUNICIPAL GROUP, P.A.**

City Attorney

Date: \_\_\_\_\_

2/16/22

By: \_\_\_\_\_



**MITCHELL MUNICIPAL GROUP, P.A.**

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

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

TELEPHONE (603) 524-3885

February 16, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 24-22

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
CONNECTICUT SEALCOATING OF BETHLEHEM, CONNECTICUT  
FOR FISCAL YEAR 2022 STREET CRACK-SEALING**

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: 2/16/22

By: 