

CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager *RB*
DATE: Friday, February 1, 2019
SUBJECT: City Manager's Report for Monday, February 4, 2019
City Council Agenda

Lay on the Table (Under Section 13 of Agenda)

- A. Ordinance No. 4-19: To Amend Chapter 19, Zoning Ordinance, Section 14, Historic District.**
- B. Resolution No. 22-19: To Authorize the City Manager to Take the Necessary Actions to Discontinue Fair Court as a Class V Highway.** Public Works & Environment Committee met on January 24th and the consensus was to recommend a Council vote on Monday. However, City Attorney is researching the deeds regarding abutters and ran into a delay with the Title Company's. Therefore, I suggest we allow more time to conclude this research.

Unfinished Business (Under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 12-19: To Amend Chapter 6, City Officials, Section 6.9, Veteran's Property Tax Exemption.** Again, the Finance Committee voted to support this action to increase from \$1,400 to \$2,000, for totally disabled Veterans and for the surviving spouse.

Resolutions

- A. Resolution No. 29-19: To Authorize the City Manager to Solicit Proposals from Qualified Consultants to Prepare a Conceptual Design for a New Somersworth Fire Station.** Again, the Finance Committee supports moving forward with an RFP for a conceptual design for a new Fire Station. **FUNDING:** the City received unanticipated revenue in the form of a Workers' Compensation Program premium return in the amount of \$89,655 from Primex. The Finance Committee will be sponsoring a Supplemental Appropriation Ordinance in the near future, should this Resolution pass, which would include a portion of this revenue source to fund this action. I initially suggested a budgeted cost of \$60,000; however, I recommend we complete the RFP process to confirm a more accurate project cost.

New Business (Under Section 15 of Agenda)

Ordinances

- A. **Ordinance No. 13-19: To Amend Chapter 7, Streets, Highways, Sewers, by Renaming the Title to Solid Waste & Recycling, and Amend Chapter 7.1.C, Residential Recycling Bins.** The Public Works & Environment Committee met on January 24th and voted to recommend this title change and also to move forward with allowing residents to use their own recycling bins/containers. I recommend a Public Hearing at the next Council meeting on Tuesday, February 19th. Attached is a red-line copy of the Ordinance showing these recommended changes.
- B. **Ordinance No. 14-19: To Amend Chapter 8a, Sewer Ordinance, Section XV.C, by Deleting Language Regarding the Sewer Special Assessment District.** The Public Works & Environment Committee met on January 24th and voted to recommend removing this language from this Ordinance since this District concluded a number of years ago. I recommend a Public Hearing at the next Council meeting on Tuesday, February 19th. Attached is a red-line copy of the Ordinance showing these recommended changes.

Resolutions

- A. **Resolution No. 31-19: Naming Certain Private Roads: Cattail Circle and Luna Circle and Assigning Addresses if Required.** The E911 Committee met on January 30th and voted to recommend this action. Attached is a map showing the locations of these private roads.
- B. **Resolution No. 32-19: Vote to Authorize the City Manager to Accept and Record Utility Easements on Behalf of the City.** Staff has been working on a utility drainage repair plan regarding street flooding on Garden Street. The City needs to secure an easement to access private property to make needed repairs to our storm drainage line. Should this Resolution be approved the City Manager would be authorized to secure any easements needed in this project to make repairs. Additionally, the passage of this Resolution would allow the City Manager to continue the process to acquire other needed utility easements. Attached is a memorandum from City Engineer Gary Lemay that was discussed at a recent Public Works & Environment Committee meeting.

Other

- A. **Vote to Waive Excavation Moratorium on Stackpole Road (City Ordinance Ch. 12.1, Moratorium Period).** Public Works & Environment Committee voted at their January 24th meeting to recommend the waiver with the certain conditions outlined in the attached memorandum by Public Works Director Mike Bobinsky.

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

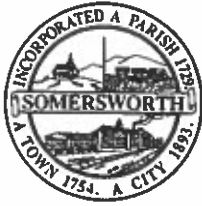
A. Informational Items.

1. Project Updates.

- **Former Bretons Cleaner at 1 Winter Street – EPA Brownfields Grant.** Attached is a memorandum from Director Saunders that provides a status update on this Brownfield's Clean-up Grant Project.
- **Wastewater Treatment Facility Upgrade.** Attached is a memorandum from Director Mike Bobinsky that provides an update on this Capital Improvement Project.
- **CMAQ Grant.** Attached is a copy of the Agenda that was discussed at our recent Project Scoping meeting in Concord at NH DOT last Thursday. I would add that City Staff did receive feedback on how we can minimize any Project timeline lags on this Grant as well as our TAP Grant Project.

B. Attachments.

1. City Attorney Certifications – Four (4)



City of Somersworth – Resolution

Resolution No: 22-19

TO AUTHORIZE THE CITY MANAGER TO TAKE THE NECESSARY ACTIONS TO DISCONTINUE FAIR COURT AS A CLASS V HIGHWAY

November 5, 2018

WHEREAS, the City of Somersworth has determined there is no longer a need to maintain Fair Court; and

WHEREAS, the Public Works & the Environment Committee of the City of Somersworth has reviewed this proposed action with staff and supports this discontinuance,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH, in accordance with RSA 231:43, that Fair Court, is hereby discontinued as a Class V highway, described as follows:

Starting at the northwest corner of map 10, lot 179 along Elm Street, going northerly approximately 36 feet to the southwest corner of map 10 lot 180, continuing easterly approximately 148 feet until reaching Main Street at the southeast corner of map 10, lot 180, then following southerly approximately 32 feet to the northeast corner of map 10, lot 179, and back 126 feet to the original location of the northwest corner of map 10, lot 179.

Authorization

Sponsored by Councilors:

Dale R. Sprague
David A. Witham

Approved:

City Attorney

City of Somersworth – Resolution 22-19

History

First Read Date:	11/05/2018	Tabled:	12/03/2018
Public Hearing:	12/03/2018	Removed From Table:	
Second Read:	12/03/2018		

Discussion

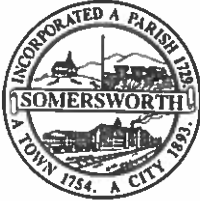
Councilor Witham, seconded by Councilor Levasseur, made a motion to waive Council Rules to have Resolution 22-19 read by title only. The motion passed, 8-0.

Resolution 22-19 will remain in first read until the December 3, 2018 City Council Meeting.

On December 3, 2019, *Councilor Witham made a motion to approve Resolution No 22-19, seconded by Councilor Pepin.*

Councilor Sprague made a motion to table Resolution 22-19, seconded by Councilor Witham. Motion passed 9-0.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion *Resigned Effective 02/01/2019		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague *		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 22-19		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 12-19

TO AMEND CHAPTER 6, CITY OFFICIALS, SECTION 6.9, VETERANS' PROPERTY TAX EXEMPTION

January 22, 2019

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 6, City Officials, Section 6.9, by deleting section 6.9.2 and adding the following:

Section 6.9.2 Service Connected Total Disability. The City adopts the provisions of RSA 72:35, for an optional property tax credit on residential property for a service connected total disability. The service connected total disability tax credit shall be \$2,000.

Section 6.9.3 Surviving Spouse. The City adopts the provisions of RSA 72:29A, for an optional property tax credit for surviving spouses. The surviving spouse tax credit shall be \$2,000.

Further amend Chapter 6 by renumbering as follows:

Section 6.9.4 Exemption for the Blind

Section 6.9.5 Solar Exemption

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

David A. Witham
Martin P. Dumont, Sr.
Martin Pepin

Approved:

City Attorney

City of Somersworth – Ordinance 12-19

History

First Read Date:	01/22/2019	Tabled:	
Public Hearing:	02/04/2019	Removed From Table:	
Second Read:	02/04/2019		
Discussion			

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion *Resigned Effective 02/01/2019		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 12-19		PASSED	



City of Somersworth – Resolution

Resolution No: 29-19

TO AUTHORIZE THE CITY MANAGER TO SOLICIT PROPOSALS FROM QUALIFIED CONSULTANTS TO PREPARE A CONCEPTUAL DESIGN FOR A NEW SOMERSWORTH FIRE STATION

January 22, 2019

WHEREAS, the City Council adopted Resolution No. 39-14 to authorize a comprehensive study to examine the need for the construction of a new fire station, and

WHEREAS, the conclusion of this comprehensive study determined that there is a need to construct a new fire station to meet the future demands of the City, and

WHEREAS, a conceptual design should be prepared to determine if a Fire Station designed to meet the demands of the community now and in the future can be properly situated at the site of the current Fire Station,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to solicit proposals from qualified consultants to prepare a conceptual design for a new Somersworth Fire Station, and to take any other actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilor:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.
Edward Levasseur
Nancie Cameron

Approved:

City Attorney

City of Somersworth – Resolution 29-19

History

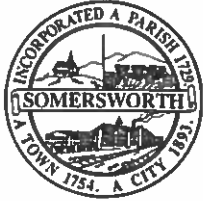
First Read Date:	01/22/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:	02/04/2019		

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion *Resigned Effective 02/01/2019		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 29-19		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 13-19

TO AMEND CHAPTER 7, STREETS, HIGHWAYS, SEWERS, BY RENAMING THE TITLE TO SOLID WASTE & RECYCLING, AND AMEND CHAPTER 7.1.C, RESIDENTIAL RECYCLING BINS

February 4, 2019

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

1. Rename Chapter 7, by:

- Deleting the Title: 'STREETS, HIGHWAYS, SEWERS'
- And replacing with: 'SOLID WASTE & RECYCLING'

2. And further amend Chapter 7, Section 7.1, Container, Section C, Residential Recycling Bins, by deleting this section in its entirety and replacing it with the following:

- C. RESIDENTIAL RECYCLING BINS/CONTAINERS: Eighteen (18) gallon plastic bins or other such solid plastic, metal or fiberglass container identified as acceptable residential recycling containers by the City Manager.

This Ordinance change shall take effect upon passage.

Authorization

Sponsored by Councilors:

Dale R. Sprague
David A. Witham
Martin Pepin
Kenneth S. Vincent

Approved:

City Attorney

City of Somersworth – Ordinance 13-19

History

First Read Date:	2/4/2019	Tabled:	NA
Public Hearing:		Removed From Table:	NA
Second Read:			

Action

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Vacant		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague *		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On Ordinance 13-19			

CHAPTER 7

STREETS, HIGHWAYS, SEWERS
SOLID WASTE & RECYCLING

Section 7.1 – Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter.

BAGS: Specially marked bags designed for refuse as approved by the City Manager, sold by the City and through various commercial/retail outlets throughout the City. Bags will be sold at a price that reflects the per bag cost of refuse collection and disposal.

CITY: The City of Somersworth.

CONSTRUCTION DEBRIS: Waste building materials resulting from construction, remodeling, repair or demolition operations.

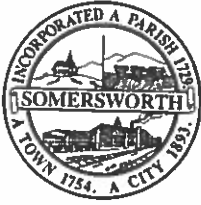
CONTAINER:

- A. **REUSABLE CONTAINER:** A receptacle made of plastic, metal or fiberglass with a capacity not to exceed thirty (30) gallons, a loaded weight of no more than fifty (50) pounds, a tight-fitting lid and handles of adequate strength for lifting.
- B. **NON-REUSABLE CONTAINER:** See definition of “bags”.
- C. **RESIDENTIAL RECYCLING BINS/CONTAINERS:** Eighteen (18) gallon plastic bins distributed by the City and or other such solid plastic, metal or fiberglass container identified as acceptable residential recycling bins containers by the City Manager.
- D. **MULTI-FAMILY BINS:** Ninety-five (95) gallon bins distributed by the City or Contractor and identified as acceptable multi-family recycling bins by the City Manager.

CONTRACTOR: The individual, firm, partnership, joint venture, cooperation or association performing refuse collection and disposal or recycling under contract with the City.

DISPOSAL SITE: A refuse depositor for the processing or final disposal of refuse, including but not limited to sanitary landfills, transfer stations, incinerators and waste processing separation centers, licensed, permitted or approved by all governmental bodies and agencies having jurisdiction.

DUMPSTERS: A commercially designed large metal container for refuse that has a closable top lid(s) and/or side slide doors.



City of Somersworth – Ordinance

Ordinance No: 14-19

**TO AMEND CHAPTER 8A, SEWER ORDINANCE, SECTION XV.C,
BY DELETING LANGUAGE REGARDING THE SEWER SPECIAL
ASSESSMENT DISTRICT**

February 4, 2019

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

Amend Chapter 8A, Sewer Ordinance, Section XV.C, by deleting in its entirety:

- Upon adoption of the Ordinance establishing the Dover Rd. (Route 108) Sewer Special Assessment District, the access fee for all structures on properties in that district shall be two hundred and fifty dollars (\$250) per bedroom or bedroom equivalent.

And further amend Chapter 8A, Sewer Ordinance, Section XV.C, 'Sewer Connection Fees' be deleting:

- "which is outside of the Sewer Special Assessment District,"

This Ordinance change shall take effect upon passage.

Authorization	
<i>Sponsored by Councilors:</i> Dale R. Sprague David A. Witham Martin Pepin Kenneth S. Vincent	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 14-19

History

First Read Date:	2/4/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Vacant		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague *		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 14-19			

2. Two dwelling units	\$ 8.50 per unit
3. Multiple dwelling units 3 or more	\$ 7.50 per unit
4. Commercial Establishments	\$25.00 per establishment
5. Industrial Establishments	\$50.00 per establishment

(B) Sewer Use Volume Charges:

All sewer users will be charged at a rate of \$6.05 per 100 cubic feet of water used beginning July 1, 2017; \$6.65 per 100 cubic feet of water used beginning July 1, 2018; \$7.32 per 100 cubic feet of water used beginning July 1, 2019; \$8.05 per 100 cubic feet of water used beginning July 1, 2020; (Amended 05/03/1999.) (Amended 03/01/2004.) (Amended 06/16/2008.) (Amended 03/06/2017.)

(C) Industrial User Charges: (Effective July 1, 2004.) Industrial users whose wastes entering the City's sewer system exceed the following standards will be charged at the rates shown for the amount by which the standard is exceeded.

<u>Parameter</u>	<u>Standard</u>	<u>Surcharge</u>
BOD	200 mg/l	\$ 7.00 per 100 lbs

All testing and reporting shall be the responsibility of the industrial user at no cost to the City. Reports submitted by industrial users and approved by the Director will be used for calculating industrial user charges.

Industrial User testing for required parameters is stated individually in each Industrial User's Industrial User Permit.

(Amended 03/01/2004.)

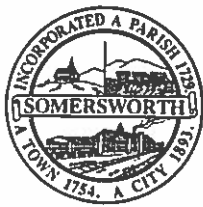
(D) Access and Connection Fees. Pursuant to RSA 149-1:7, the owners of real property shall be assessed a fee upon connection with the City sewer system for the right to connect and utilize a portion of the capacity of that system.

(Amended 03/01/2004.)

~~Upon adoption of the Ordinance establishing the Dover Rd. (Route 108) Sewer Special Assessment District, the access fee for all structures on properties in that district shall be two hundred and fifty dollars (\$250) per bedroom or bedroom equivalent. (Amended 03/01/2004.)~~

Sewer Connection Fees. The owner of any structure which connects to a City sewer line, ~~which is outside of the Sewer Special Assessment District,~~ shall upon connecting to that sewer line pay a fee of one thousand eight hundred dollars (\$1,800) per bedroom or bedroom equivalent (defined as the use of 75 gallons of water per day).

(Added 03/01/2004.)



City of Somersworth – Resolution

Resolution No: 31-19

NAMING CERTAIN PRIVATE ROADS: CATTAIL CIRCLE AND LUNA CIRCLE AND ASSIGNING ADDRESSES IF REQUIRED

February 4, 2019

WHEREAS, Twelve Month, LLC has requested certain streets within their Planning Board approved subdivision off of Stackpole Road and Green Street to be named Cattail Circle and Luna Circle.

WHEREAS, this recommendation was approved by the City's E-911 Street Name and Address Committee at the meeting on January 30, 2019, and

WHEREAS, Cattail Circle would be the first left off of Sunningdale Drive coming from Green Street, and Luna Circle would be the first and second right off of Sunningdale Drive coming from Green Street, and

WHEREAS, this action is in accordance with RSA 231:133; RSA 231:133-a; RSA 106-H; State of NH, Department of Safety, Division of Emergency Communications Addressing Standards, and Chapter 19, Section 23, of the City of Somersworth Ordinances; and furthermore, that this action does not constitute acceptance of the above-named roadways by the Somersworth City Council,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH that these private roads shall be named Cattail Circle and Luna Circle and addresses shall be assigned as necessary.

Authorization

Sponsored by Councilor:

Martin Pepin

Approved:

City Attorney

City of Somersworth – Resolution 31-19

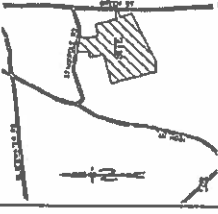
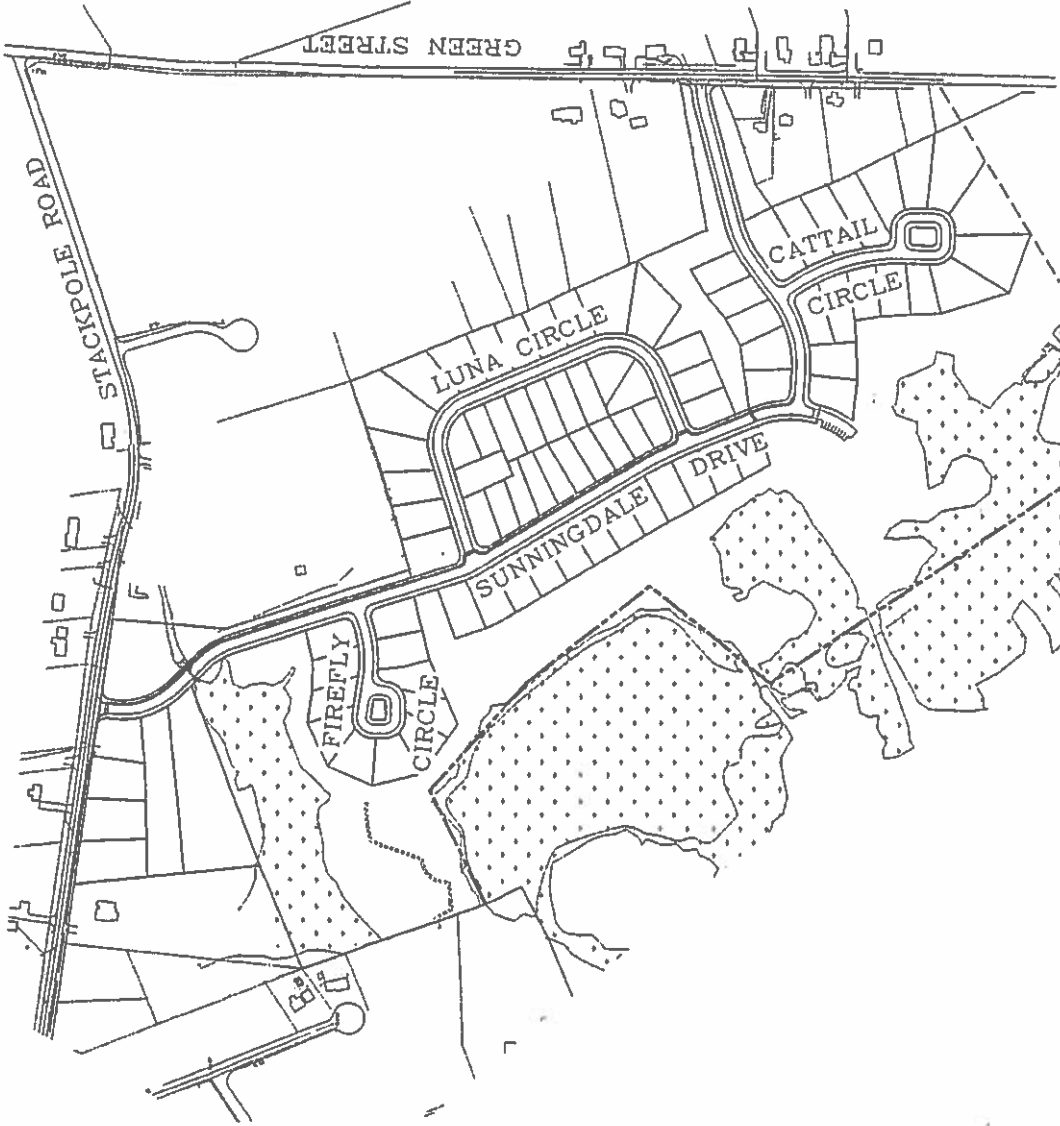
History

First Read Date:	02/04/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record			YES	NO
Ward 1 Councilor	Pepin	*		
Ward 2 Councilor	Vincent			
Ward 3 Councilor	Dumont			
Ward 4 Councilor	Vacant			
Ward 5 Councilor	Michaud			
At Large Councilor	Witham			
At Large Councilor	Sprague			
At Large Councilor	Cameron			
At Large Councilor	Levasseur			
TOTAL VOTES:				
On / / Resolution 31-19				

THE VILLAGES AT SUNNINGDALE



LOCATION MAP
1" = 3000'

PREPARED FOR:
TWELVE MONTH, LLC.
78 EMERY LANE.
STRATHAM N.H. 03886

BEALS ASSOCIATES PLLC
20 PORTSMOUTH AVE. STRATHAM, N.H. 03886
PHONE 603-533-4826 FAX 603-533-4463



City of Somersworth – Resolution

Resolution No: 32-19

TO AUTHORIZE THE CITY MANAGER TO ACCEPT AND RECORD UTILITY EASEMENTS ON BEHALF OF THE CITY

February 4, 2019

WHEREAS, the City continues to update public utility infrastructure such as road culverts, stormwater drainage, wastewater collection, and water distribution pipe and structures during capital improvement construction, maintenance, and repairs, and

WHEREAS, easements onto private properties provide public access by City personnel to perform emergency repairs, scheduled maintenance, or capital upgrades necessary for road and drainage purposes and for water and sewer utility infrastructure purposes,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to take the necessary steps to accept and record road and utility easements on behalf of the City that are necessary for maintaining public infrastructure needs, and furthermore is authorized to take any necessary action needed to meet these needs in the best interests of the City.

Authorization

Sponsored by Councilor:

Dale R. Sprague

Approved:

City Attorney

City of Somersworth – Resolution 32-19

History

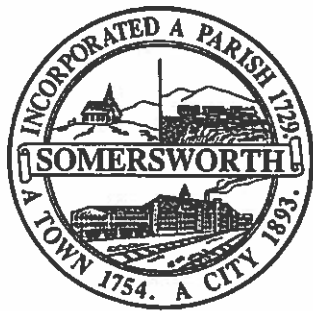
First Read Date:	02/04/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Vacant		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague *		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 32-19		PASSED	FAILED



Gary S. Lemay, P.E.
City Engineer
Tel: 692-9524

Date: 1/24/2019

To: Bob Belmore, City Manager

Cc: Michael J. Bobinsky, Director of Public Works and Utilities; Gerry Vachon, General Highway Foreman – Highway Division; Scott Smith, Director of Finance and Administration

Subject: Garden St. Drainage Issues

1.0 Background

Several intense rain events this past fall have resulted in stresses to the City's storm drainage system and have exposed a drainage issue along the northern end of Garden St. Specifically, Jay Mitchell, a resident at 200 High St. (on the corner of High St. and Garden St.) has reached out to the Mayor and City Council to express concern about this issue. Public Works staff was asked to investigate and correct the issues in this area.

Public Works staff have observed considerable water buildup at this location during recent storms (Figure 1) and have begun to diagnose and address the problem. The storm mains in this area primarily consist of repurposed former sewer mains that are constructed of 80+ year-old vitrified clay pipe. This memo is a brief summary of recent staff efforts to observe and diagnose this issue, and also includes recommendations to address the problem.

2.0 Summary of Key Events

- Due to past problems with leaf litter buildup at this catch basin and prior to the most recent issue (Figure 2), Highway crews added a hinged cover to the catch basin in September/October 2018 to improve access for leaf cleaning.
- Highway crews were dispatched on November 13, 2018 to investigate the backup during a heavy rainstorm.

- Crews suspected that the backup may be due to one of several causes, including 1) leaf litter clogging; 2) a blockage in the catch basin's lateral line; or 3) a backup due to flow limitations in the downstream drainage system.
 - First, the structure was cleared of all leaf litter; removing the leaves did not appear to improve the situation.
 - Water levels in other manholes indicated that the downstream system was showing signs of water backup due to a downstream obstruction between Franklin Street and Fremont Street.
 - Water levels appeared to slowly drop on Garden St. as the precipitation slowed, indicating the catch basin still partially functions.
- The Public Works Director and City Engineer met with Mr. Mitchell on November 14, 2018 to discuss the issue. The City Engineer also met with Mr. Mitchell on November 15, 2018 and called him on November 30, 2018 to keep him informed on the Department's progress.
- A highway crew returned to assess potential issues on November 15, 2018. With lower water levels, the crews were able to access the catch basin's drain line, which is a lateral to the storm system main. The lateral drain line is an 8-inch-diameter vitrified clay pipe of unknown age. The storm drain main line is also constructed of vitrified clay and has an unknown age.
 - Crews attempted to water jet the system around the problematic catch basin. They confirmed the storm system mains along Garden Street are not fully blocked, though it was not clear if there may be a partial obstruction somewhere within the line.
- The Department arranged for a contractor with TV camera capabilities to scope the catch basin lateral line on Wednesday November 28, 2018.
 - The TV scope crew found that there is evidence of extensive pipe sagging in the lateral connecting the catch basin to the storm main, though there was no evidence of a blockage.
 - The pipe also appears to be misshapen at some points, indicating that it may be in the early stages of failure.
 - The sag and misshapenness are likely both reducing the capacity of that individual catch basin on Garden Street.
- Follow-up TV scoping in the storm mains was attempted on December 11, 2018 with the City of Dover's camera crew. Scoping had to be aborted due to excessive debris in both the Garden Street and Fremont Street storm mains.
- Highway crews had the storm mains along Garden Street and Fremont Street cleaned by Eastern Pipe the week of December 17, 2018. Several pieces of large debris, along with a considerable amount of sand and silt, was cleaned out from the mains.
- On Thursday, December 27, TV camera scoping was again attempted along Garden Street and Fremont Street.
 - The cleaning appeared to be insufficient for Garden Street, as the camera was still unable to traverse the storm main due to debris remaining in the line.
 - Cleaning was successful on the Fremont Street storm main, and the camera crew confirmed there were no blockages on Fremont Street.

- Camera scoping was also attempted on the storm main connecting Fremont Street and Franklin Street. The line was not able to be fully scoped due to water backup that was likely from the downstream suspected partial collapse; the portion of the line that was traversable was clear.

3.0 Conclusion and Recommendation

Based on the information available to us at this time, the storm drain line obstruction near Franklin Street appears to be contributing considerably to the Garden Street surcharging and a second surcharging that occurs at the catch basin located between Franklin Street and Fremont Street. The sagging lateral connection on Garden Street is also a concern given the general age and condition of the pipe in this area.

Repairing the obstruction or partial collapse between Franklin Street and Fremont Street is essential to improving drainage throughout this part of the system. A map has been included in this memo (Figure 3) showing the storm system layout and the surcharging catch basins.

An important additional consideration to this work is that Garden Street is scheduled to be milled and overlaid this upcoming Spring 2019 as part of Brox's FY2019 road repair work. Continued drainage backups would damage the newly-paved road, and any pipe collapses or major obstructions could require cutting into a moratorium-protected road to conduct repairs if the drainage issues are not addressed ahead of the paving work.

3.1 Immediate recommendations

The Department recommends the following actions to address the drainage issues in this area:

- 1) When the weather improves, re-clean and then TV scope the Garden Street storm main to confirm there are no collapses or major obstructions. Budget approximately \$800 for this task.
- 2) Obtain authorization to repair the partially collapsed or obstructed clay pipe located between Franklin Street and Fremont Street. Access on private properties between Fremont and Franklin Streets will be required; property owner permission will be obtained prior to any work where city easements do not exist.
 - a. We have received two quotes to conduct this repair, and are hoping to receive a third in the next week or two. The current lowest quote is for approximately \$7,500 plus another \$216 per linear foot if the excavation length exceeds 28 feet due to poor pipe condition. Recommend a budget of \$10,000 for this task due to poor pipe conditions.
 - b. We have reached out to the property owner at 71 Franklin Street (the partial collapse location) for access permission; records review indicates the City does not have drainage easements through this property.

- c. Once repaired, pipe cleaning downstream of Franklin Street may need to occur. Recommend a budget of approximately \$800 for this task.
- 3) Replace the sagging clay pipe lateral between the problematic catch basin and the storm drain main line in Garden Street.
 - a. We have reached out to Brox for a cost estimate to repair this pipe prior to the road repairs on Garden Street as a proposed change order for this spring. A quote is pending, but based on initial discussions include a placeholder budget of \$7,500 for this task.
- 4) Department staff will continue to communicate with Mr. Mitchell on key updates and on-going investigation work.

3.2 Long Term Recommendations

- 1) The Department recommends developing a long-term plan to address this area of storm drainage pipe, specifically the Fremont/Franklin Street system. Options to consider include:
 - a. Acquire easements for the existing Franklin-to-Fremont storm main and then slip-line the pipe. Ballpark costs to slipline the pipe with a fiberglass sleeve are expected to be approximately \$30,000-\$50,000; easement costs are unknown at this point; or
 - b. Re-route the storm system through a new storm main via the existing sewer easement passing through 30 Fremont Street and 87 Franklin Street. Costs are unknown at this time, and would require design and engineering to develop plans and a cost estimate.

It is important that we complete any drainage repairs on Garden Street before Brox completes the scheduled road repairs in Spring 2019.

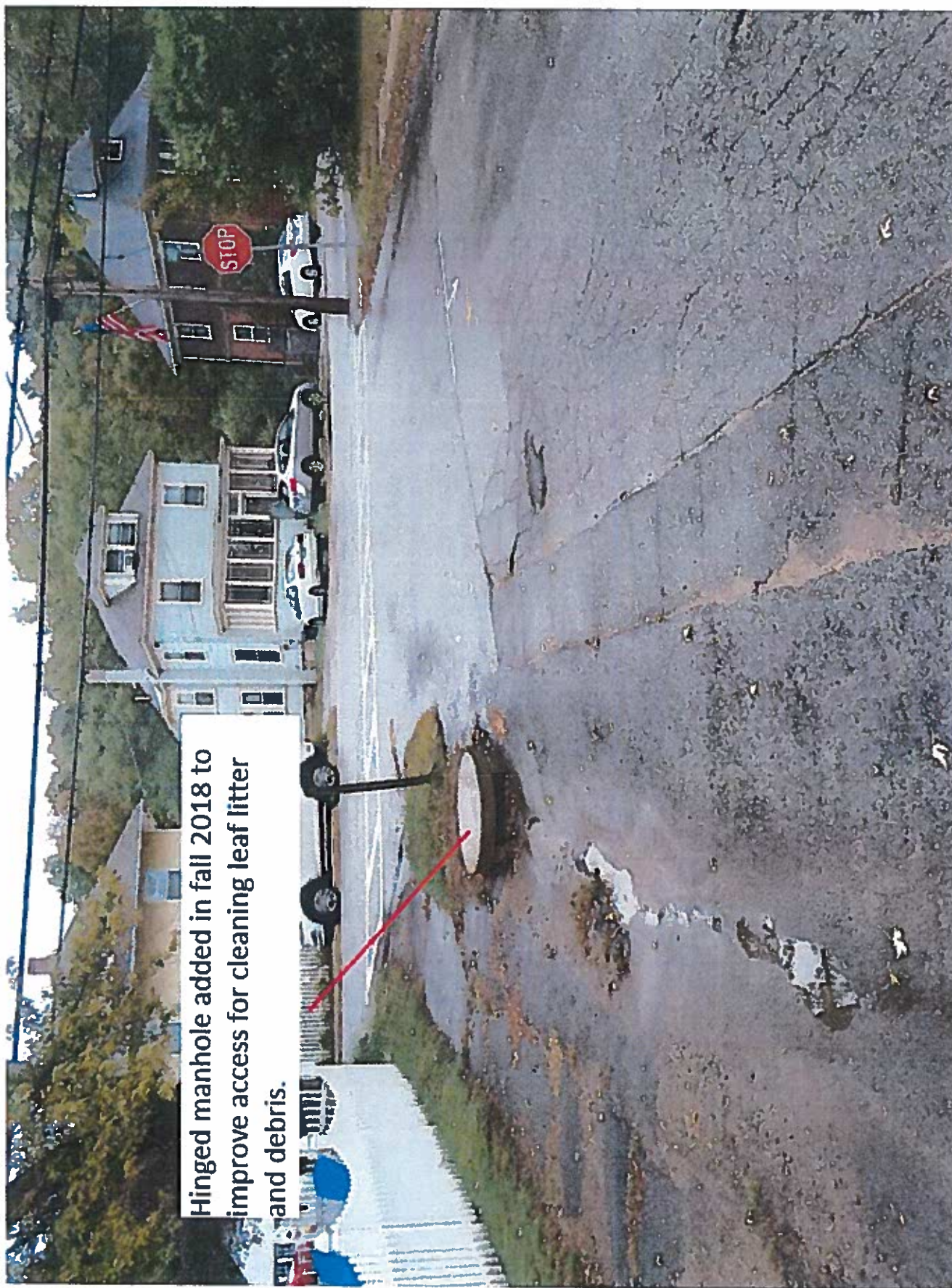
4.0 Summary of Costs

The Department estimates this repair will cost approximately \$22,920, based on the key line items below.

Re-clean and TV Scope Garden Street Storm Main	\$ 800
Repair partial collapse near Franklin Street	\$10,000
Follow-up cleaning Franklin Street Storm Main	\$ 800
Replace Garden Street lateral	\$ 7,500
Contingency (20%)	\$ 3,820
Total	\$22,920

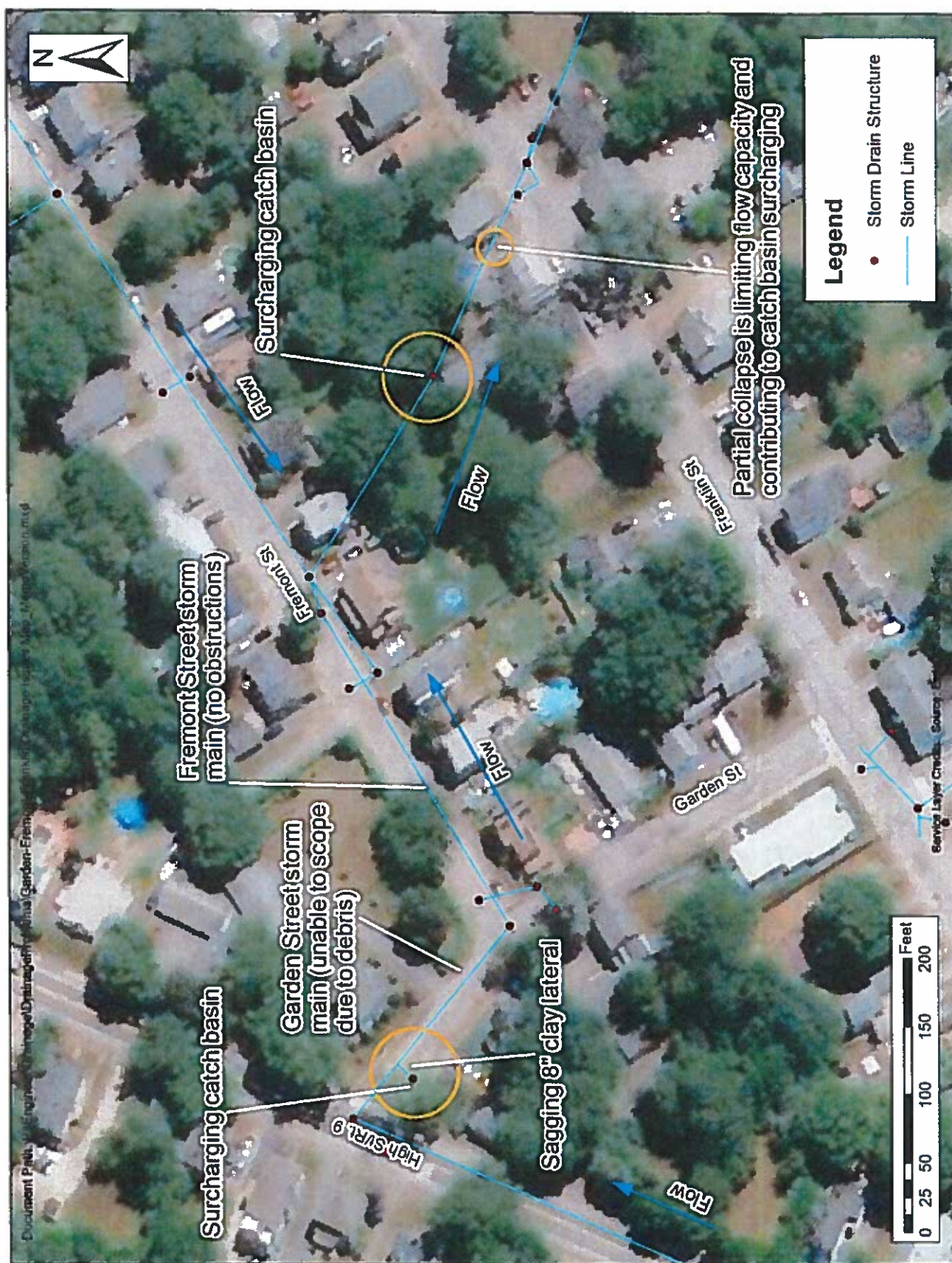


Figure 1: Garden St. drainage backup observed on 11/13/2018. Water had receded to normal levels several hours later following the storm. Inset: Previous backup looking toward Garden Street in summer 2018.



Hinged manhole added in fall 2018 to improve access for cleaning leaf litter and debris.

Figure 2: The Garden St. catch basin in question. The shown cover was replaced with a manhole in fall 2018 to improve access.





MEMORANDUM from Director Public Works & Utilities

Date: January 29, 2019
To: Bob Belmore, City Manager
From: Michael J. Bobinsky, Director of Public Works and Utilities
Cc: Gary Lemay, City Engineer
Re: Request to Waive Pavement Moratorium on Stackpole Road

The Department has been advised that Linda Hodgdon and David and Priscille Blaisdell of 60 and 64 Stackpole Road, respectively, plan to file for a trench permit to install new water and sewer utility stubs from existing utilities in Stackpole Road to their newly subdivided property, proposed as Tax Map 36, Lot 45-2. In addition, we anticipate that the applicant will request a driveway permit to construct a new driveway on this parcel.

The Stackpole Road asphalt sidewalk (between Sunningdale Drive and Deer Creek Run) was recently completed late this past fall 2018. The Department views sidewalks as subject to the City's pavement moratorium regulations which prohibit trenching through newly paved surfaces for a period of five (5) years and overlaid surfaces for a period of three (3) years. Chapter 12 (Streets and Sidewalks) Section 12.1 of the City ordinance outlines the pavement moratorium and allows for City Council to waive this prohibition with conditions. Figure 1 shows the property line adjustment; the new driveway apron and curb cut into the new sidewalk may be located along proposed Tax Map 36, Lot 45-2 (the center property). To that end, the following are the recommended conditions of approval should City Council agree to waive the pavement moratorium:

Trench Opening Permit:

- The Applicant to follow standard City Trench Permit requirements for excavating into Stackpole Road for the utility connections.
 - Standard conditions include requirements for the use of proper work zone and traffic safety procedures, pavement opening, material removal, compaction, street repair, and inspections with City staff.
 - The applicant has advised that they wish to make these connections prior to application of the final pavement course to this portion of Stackpole Road by the Sunningdale Developer, and are in communications with the Sunningdale Developer and City staff on the projected pavement schedule.
 - We anticipate the final pavement course to be installed in May 2019. Completing these utility cuts prior to final pavement allows the applicant to avoid the pavement moratorium prohibition.

- The Applicant will be responsible for paying all costs associated with the trench opening, pavement repairs, utility connection, street restoration and permit fees. The Applicant will be required to have liability insurance naming the City of Somersworth as additional insured in the amounts listed, and post bonds as appropriate for the proposed work.
- The Applicant must maintain frequent communications with Department staff including Highway General Foreman and Chief Water Distribution Operator for road site and utility inspections.
- The Applicant must provide a schedule for the work activity to the Director of Public Works and Utilities in advance of the construction.

Driveway Permit-Recommended conditions of approval to waive pavement moratorium

- The Applicant will be responsible for paying all costs associated with the driveway opening, including pavement repairs, sidewalk restoration and driveway permit fees.
- Applicant will be required to have liability insurance naming the City of Somersworth as additional insured in the amounts listed.
- As requested by the Public Works and Environment committee, a bond may be required depending on the chosen contractor and that contractor's methods for interfacing with the work on Stackpole Road.
- The Applicant to complete a driveway permit and submit the required fees for review. The application will follow the standard driveway permit application process and standards, including attaching a design showing the location, width and other construction details for the proposed driveway apron.
 - Driveway shall be installed following all standard driveway conditions, including a width of no larger than 22 feet.
- The installation must follow ADA-compliant slopes along the curb cut and driveway apron.
- The Applicant shall box cut, remove, and replace existing asphalt and sub-base material 10-feet on either side of the new opening for the driveway apron to City standards to preserve the integrity of the new sidewalk pavement.
 - The Department will review alternatives to this specification based on discussions with the applicant's chosen contractor; the applicant's chosen contractor must ensure that all work done must not impact the quality of work or warranty period for the recently-completed sidewalk or for the to-be-completed roadway overlay.
 - The sidewalk and apron installation shall be machine-finished to blend with the rest of the newly-installed sidewalk.
- Existing drainage structures must be considered with the design and location of the curb cut, and must not impact the functionality of the roadway drainage.
- The Applicant shall preserve the granite curbing material removed from the sidewalk for the Department of Public Works and Utilities' future use.

Please let me know if you have any questions or need additional information.



MEMORANDUM from Director Public Works & Utilities

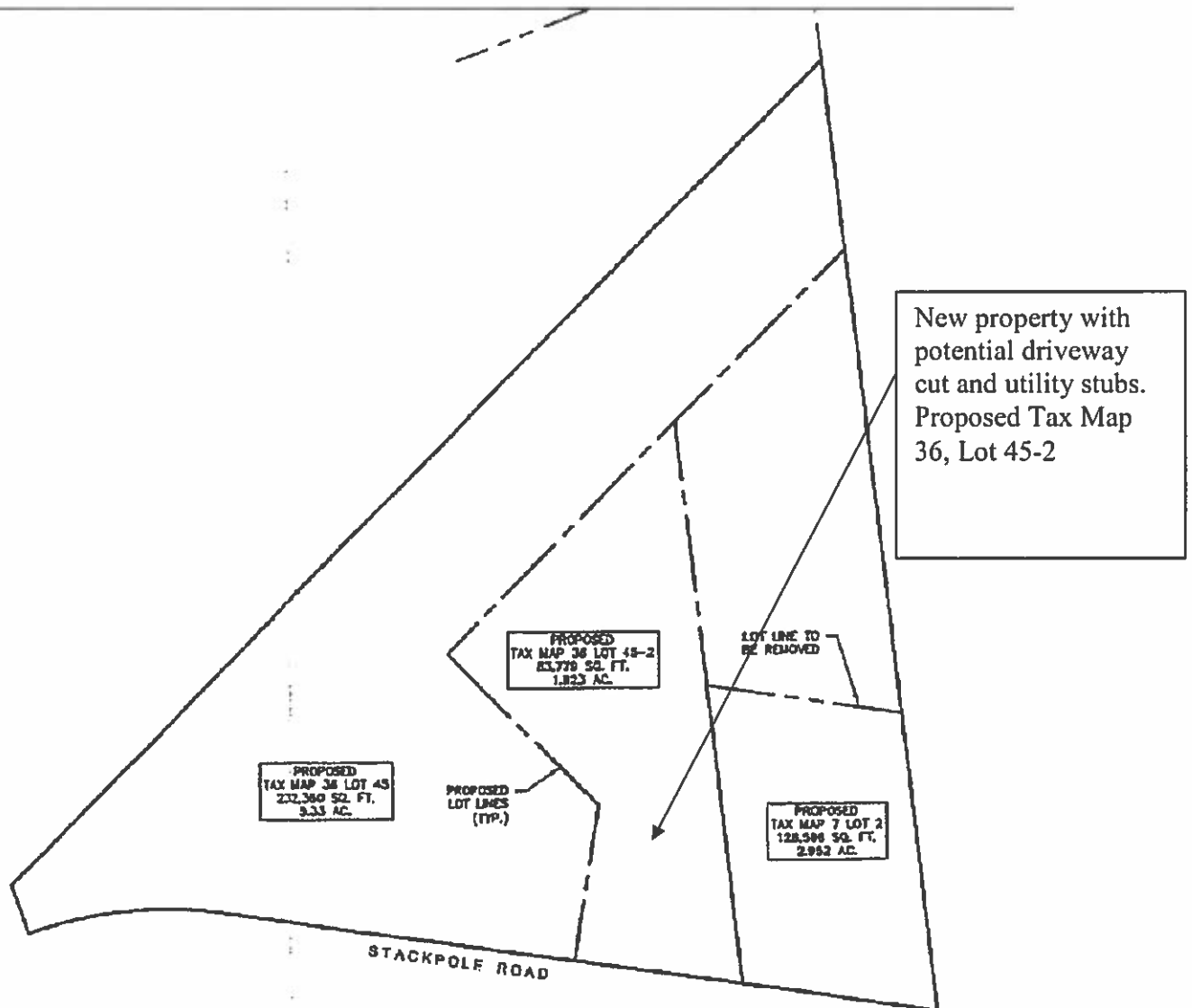
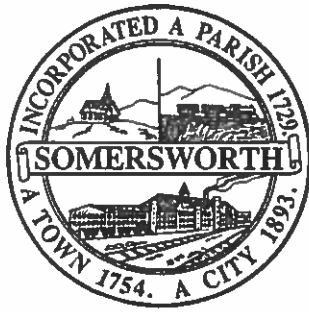


Figure 1: Lot line adjustment plan, as approved by the planning board. New lot numbers have not yet been assigned by the City assessor, therefore the numbers shown are proposed. Additionally, please note that what is shown here as Tax Map 7, Lot 2 is actually Tax Map 20, Lot 7.



Informational Items "1"
Bretons

Shanna B. Saunders, Director
Development Services

To: Bob Belmore
Date: January 30, 2019
Re: Bretons Cleaners Status

Project Overview: The City received \$178K from DES to remove the dilapidated building which included lead paint, asbestos associated with the roof and heating system, and an old heating oil tank, as well as 200K (with 40K match) from EPA (Starting October 1, 2018) to remove contaminated soil.

- Building was Demolished and removed in Fall of 2017. Site was capped.
- Additional reporting that was required by EPA was completed in Spring and Summer of 2018.
- Project shifted from DES to EPA funding in Fall of 2018.
- Bid Documents were completed for Soil removal in Fall 2018.
- Through the bidding process in winter of 2018, it was noted that because of the small amount of soil sampling we have done, the contaminated soil was to be characterized as an F-listed hazardous waste by definition due to the dry cleaner use, so costs for disposal were high because contaminated soil must be taken out of State.
- To help re-characterize the contaminated soil definition, our consultant recommended that in the spring we conduct another day of Geoprobe soil borings to re-sample historical hot spots and collect in-situ waste characterization samples.
- Waste Management has been contacted for details on the acceptable sampling methodology.
- SRPC approved up to \$14,000 to do the additional soil sampling work.
- We are pending approval of the documents required to sample as DES officials had coordinated with us and our consultant. Approval of these documents by EPA was put on hold due to the Federal Government shutdown.



Informational Items "1"
WWTF

MEMORANDUM from Director Public Works & Utilities

Date: January 30, 2019

To: Bob Belmore, City Manager

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

Cc: Gary Lemay, City Engineer, Scott Smith, Deputy City Manager-Director of Finance and Administration, Jamie Wood, Chief Wastewater Operator

Re: Executive Summary on Wastewater Facility Upgrade - \$12,350,000

The following is an Executive Summary of the background and plans for the Wastewater Facility Upgrade current under design:

The City of Somersworth's wastewater treatment facility (WWTF) has been serving our community since it was first constructed in 1970. The City has conducted a number of upgrades to the facility over the years, including major upgrades in 2002 and 2005, along with many minor improvement and maintenance projects. Approximately 75-80 percent of the City's residents and businesses are served by the wastewater collection and treatment system.

In 2015, the City contracted with the engineering firm Wright-Pierce to evaluate the WWTF's capacity in the context of current and future development. Wright-Pierce summarized their findings in a report to the City, which found that the WWTF is reaching its current design capacity. The report also included a number of recommendations for cost-efficiently increasing the WWTF's design capacity through upgrades and enhancements to the existing infrastructure and with relatively little new construction required.

Driven primarily by the desire to proactively support continued development within the City, and the increased biological loadings it may bring, the City has chosen to proceed with design plans for another major plant upgrade over the next three years. The upgrades will focus on three of the plant's major operational areas: the influent screening system, the aeration system, and the sludge dewatering system. The design will also include adding a third clarifier to the facility, as well as numerous functional and safety updates to the facility's operations building.

A summary of the modifications to the wastewater treatment facility that will be included under this upgrade are listed below.

Influent Screenings System/Headworks Building Upgrade

- Install a new influent screening system including two rotary drum screens with integral screenings washing, compaction and dewatering.
- Replace stop gates in the Headworks Building influent channels.

Aeration System/Blower Building Upgrade

- Replace blowers with hybrid screw aeration blowers.
- Provide flow control valves, meters, and probes to improve operational efficiency
- Replace recycle pumps with more efficient units

- Replace submersible aeration tank mixers with a large bubble mixing system. Replace aeration tank effluent weirs.

Secondary Clarifier Upgrade

- Construct a third, 80-ft diameter secondary clarifier, increasing additional hydraulic capacity.
- Modify distribution structure to allow more efficient clarifier operation

Dewatering System Upgrade

- Install a second sludge dewatering centrifuge
- Replace sludge transfer pipes, along with associated valving and piping sludge handling system.
- Install new sludge processing conveyors

Return Sludge/Waste Sludge Pump and Grinding Systems Upgrade

- Replace three return sludge pumps with four new non-clog centrifugal pumps.
- Install replacement sludge pumps and grinders
- Replace sludge piping and the associated valves in the basement of the Operations Building.
- Install a second chemical feed pump and piping.

Operations Building Upgrade

- Modify and expand the HVAC systems for select areas of the Operations Building to meet code-related requirements and protect electrical and instrumentation components from excessive heat.
- Provide instrumentation, controls and SCADA connectivity.
- Install a sprinkler system, alarm systems, and other code-related upgrades to the Operations Building.
- Replace City water and process water lines between the Operations Building and the Headworks Building.
- Replace chemical piping and manholes that allow groundwater into the Operations Building basement.
- Perform other building systems upgrades to increase operational efficiency

Preliminary Schedule:

Final Engineering Design	July 2019
Permitting	February-May 2019
90% Drawing Submittal	May 2019
100% Drawing Bidding Set	July 2019
Advertisement for Bid	August 2019
Bid Opening	September 2019
Bid Evaluation and Award	September-October 2019
Notice to Proceed	October 2019
Substantial Construction Completion	March to July 2021

STATE OF NEW HAMPSHIRE

Planning and Community Assistance

Project: SOMERSWORTH 41741
FED#: X-A004(729)
Project Scoping Meeting

Date: January 31, 2019
1:00 PM

Location: NHDOT
7 Hazen Drive
Planning and Community Assistance Conf Room

Attendees: Thomas Jameson, NHDOT
Town of Somersworth Representatives

Meeting Agenda

Review following information:

Funding

Current status of CMAQ funding:

PE \$48,150 FY2019
PE \$32,100 FY2020
Construction \$565,000.00 FY2020
Construction Engineering \$53,500.00 FY2020
Grand Total \$698,750.00

OCT. 19 - SEPT. 20

Note: The above funding amounts with the 80%/20% Federal/City Match are from the 2017 CMAQ Application (17-04CMAQ Application #). The latest NHDOT ProMIS set the fiscal years for the funding.

Note: All PE funds are programmed only as of this scoping meeting.

General Overview of Approval Process

Project Scoping Meeting – January 31, 2019

- Review information in Meeting Agenda.
- Project sponsor needs to prepare and submit a preliminary project schedule to DOT Planning (refer to LPA Section 3 for sample schedule). NHDOT needs to obtain a realistic construction advertisement date for this project as soon as possible.
- Project sponsor is not eligible for reimbursement of federal funds until a letter is received from NHDOT with Notice to Proceed with Engineering Study.

Scope of work

Implement a signal system optimization of the High Street/Route 108 Corridor in the City of Somersworth

Local Project Agreement (LPA)

- NHDOT sent an original executed copy of the local project agreement on October 10, 2018.

QBS Process

- Refer to Local Public Agency Manual for the Development of Projects (LPA Manual). **LPA Version V3.0 is available on the NHDOT website.** The QBS process is a two-step process. Step 1 is consultant selection and step 2 is consultant negotiation.

Step 1 – Consultant Selection

- Process defined in Section 13 – Consultant Selection by Qualified Based Selection (QBS).
- When the City completes the QBS process all documentation is submitted to NHDOT for review with request for consultant approval. If all documentation is acceptable, NHDOT will issue QBS approval with Notice to Proceed (NTP) with Contract Negotiations.

Step 2 -Consultant Contract Negotiation and Execution

- Process defined in Section 14 – Contract Requirements for Project Design from LPA Manual
- Upon completion of the scope and fee preparation and negotiation process, sponsor submits all documentation to NHDOT for review and approval.
- Once NHDOT has determined that the contract requirements described in section 14 have been met, NHDOT Planning issues an approval letter of contract proposal (step 2) and NTP with the Engineering Study. Prior to issuing the NTP, NHDOT will need to prepare a project estimate in ProMIS to **obligate Preliminary Design (PD) funds.**
- Sponsor submits an executed PE Contract to DOT Planning.

Engineering Study

- Includes Concept plans.
- Local Concerns Public Meeting-give program funding, project schedule, overview of project with potential issues to be addressed
- Purpose and Need Statement
- Existing Conditions and Design Criteria
- Environmental Review and Documentation.
- Alternative Analysis with proposed action selected.
- Structure Studies and Recommendations
- Cost estimate (contingencies allowed).
- Public Presentation of Proposed action- 2nd public meeting. review alternatives investigated and why proposed action selected. Can be separate meeting or part of regularly scheduled meeting(i.e. Selectmen)
- City submits Engineering Study to NHDOT Planning for review and approval.
- NHDOT Planning issues approval letter of Engineering Study with comments as required and notice to proceed with preliminary design. (allow 3 to 4 weeks in project schedule for DOT review and approval of Engineering Study).

Preliminary Design

- Preliminary plans and details for selected alternative. Address NHDOT comments on Engineering Study
- Cost estimate (contingencies allowed).
- NHDOT Planning issues approval letter of Preliminary Design with comments as required and notice to proceed with final design (allow 3 to 4 weeks in project schedule for DOT review and approval of preliminary design)
- **National Environmental Policy Act (NEPA) process must be complete before NTP with final design letter will be issued.**

Final Design

- Final plans and details advancing design and addressing DOT comments on Preliminary Design
- **ROW negotiations and acquisitions can't begin until NEPA Approval obtained**
- Specifications and Bid Documents.
- Cost estimate (NO contingencies allowed).
- NHDOT Planning issues approval letter of final design with comments as required (allow 3 weeks in project schedule for DOT review and approval of final design).

PS & E/Bid Documents

- Final plans, bid documents, cost estimate ready to go out for bid.
- Sign-off required by DOT Environmental. (Most projects meet criteria for Programmatic Categorical Exclusion).
- ROW Certificate, Utility & Railroad Certificate, TCC determination

- NHDOT Planning issues approval letter of PS & E package and Authorization to Advertise project for bidding (allow 3 weeks in schedule for DOT review of submission and FHWA approval of PS & E Estimate to obligate construction funds, assuming that all comments from final design have been addressed).

Bidding Phase

- City advertises for Bid. A minimum 3-week bid period is required.
- City reviews bids and submits bid analysis and selected bidder to DOT Planning.
- NHDOT Planning issues Bid Approval letter to City.
- City submits signed Contract Agreement to DOT Planning with copy of Notice of Award.
- Date of construction contract award is the end of the reimbursements for Preliminary Engineering. All engineering and administration performed by consultant after this date will be part of construction services, which is part of the construction phase of project.

Special Considerations

- Please note that there are 2 parts to the LPA training that is required for the PIRC. Part 1 consists of a full day of training to become LPA certified. Part 2 consists of a ½ day training to become certified by the Office of Federal Labor Compliance (OFC). Both parts of the training are required for Person in Responsible charge for city and consultant and resident engineer. This training is done in spring and fall of each year by OFC and should be taken when project is close to construction.
- Consultant and any sub-consultants over \$10,000 in cost needs an approved overhead rate from NHDOT
- Project sponsor is not eligible for project reimbursement of federal funds until a letter is received from NHDOT with Notice to Proceed with Engineering Study.
- This project is scheduled for construction in federal fiscal year 2020, which starts on October 1, 2019.

Project Schedule (to be provided by town)

Construction Phase (to be discussed at later date)

Project Close Out (to be discussed at later date)

MITCHELL MUNICIPAL GROUP, P.A.

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www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

January 31, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 13-19

Title: TO AMEND CHAPTER 7, STREETS, HIGHWAYS, SEWERS, BY
RENAMING THE TITLE TO SOLID WASTE & RECYCLING, AND
AMEND CHAPTER 7.1.C, RESIDENTIAL RECYCLING BINS

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance, after it passed a first reading. 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: _____

1/31/19

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

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January 31, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 14-19

Title: **TO AMEND CHAPTER 8A, SEWER ORDINANCE, SECTION XV.C,**
BY DELETING LANGUAGE REGARDING THE SEWER SPECIAL
ASSESSMENT DISTRICT

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance, after it passed a first reading. 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: _____

1/31/19

By: _____



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January 31, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 31-19

Title: **NAMING CERTAIN PRIVATE ROADS: CATTAIL CIRCLE AND
LUNA CIRCLE AND ASSIGNING ADDRESSES IF REQUIRED**

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: 2/1/19

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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January 31, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 32-19

Title: TO AUTHORIZE THE CITY MANAGER TO ACCEPT AND RECORD
UTILITY EASEMENTS ON BEHALF OF THE CITY

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: 1/31/19

By: 