


# CITY OF SOMERSWORTH

## Office of the City Manager

**TO:** Mayor Dana Hilliard and City Council Members

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

**DATE:** Friday, January 17, 2014

**SUBJECT:** City Manager's Report for Tuesday, January 21, 2014  
City Council Agenda

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5:30 pm

Joint City Council & School Board Workshop  
at the HS Career Technical Center, 2<sup>nd</sup> Floor, Re: the City Charter Tax Cap.

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### *Old Business (under Section 13 of Agenda)*

#### Resolutions:

- A. Resolution No. 23-14 Authorizing the City Manager to Sell City Tax Deeded Property at 43 Colonial Village, 207 Sherwood Glen, and 613 Sherwood Glen. These properties are manufactured housing units. First, I would advertise for sale through a sealed bid process; if unsuccessful, other options would be considered to conclude a sale.
- B. Resolution No. 24-14 Amend Council Rules and Regulations, Section 4.A, City Clerk, Regarding Electronic Recordings of City Council and Other Such Special Meetings.

### *New Business (under Section 14 of Agenda)*

#### Resolutions:

- A. Resolution No. 26-14 To Authorize the Dissolution of the Ad Hoc Cable Committee.

#### Other:

- A. Vote that City Water Service Continue to be Provided to Three Dover Properties: 170 Varney Road, 167 Varney Road, and 193 Blackwater Road, and Furthermore, to Authorize the City Manager to Obtain PUC Approval for the Water Service to these Three Dover Properties. Submitted with Recommendation to Approve by Public Works & Environment Committee. I would offer that this is a housekeeping action item. As reported to the Public Works & Environment, City Attorney recommends that we secure PUC approval as we have with the water service being provided to other property outside our City limits.



- B. Tax Cap Discussion/Direction.** Mayor Hilliard asked that this item be placed on the Agenda as a follow-up to this evening's workshop with the School Board. The City Council may want to decide on some specific guidelines and directives for the City Manager, Staff and School Board.

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

**A. Informational Items:**

- 1. Hunting at Willand Pond.** Attached is a memorandum from Director Sharples in response to the concern brought to my attention regarding hunting and the discharge of firearms in close proximity to houses and the Willand Pond Recreational Trail. Both Dover and Somersworth Police Departments are aware that hunting is not allowed and will enforce infractions. We will post on our side of the Pond.
- 2. FY 2014 General Fund.** Attached is a summary of current year end expenditures as well as revenues. Overall expenditures and revenues appear to be in line with the budget as adopted.
- 3. Sale of Tax Deeded Property.** The City received two (2) bids on the 425 Main Street property; \$125,000 and \$73,000. We received no bids on the 213 West High Street property. I will move forward in accepting the \$125,000 bid.
- 4. Hilltop School/Building Project Study Update.** Attached is a memorandum that provides a brief synopsis of the project to date. Our plan is to provide the City Council and Public a presentation of the Study at a Workshop in March. AG Architects will then finalize the Project Study based on feedback and direction received after the presentation.
- 5. City Council Annual Goal Setting Session.** I would appreciate some direction on how the Mayor and Councilors wish to proceed with the Annual Goal Session with Department Heads. Please consider any preferences on the date and time as well as the meeting format.
- 6. UNH Intern.** Attached is a memo regarding my approval in accepting a UNH Student Intern to work in the Development Services Department with Economic Development Manager, Christine Soutter. Derek Maloomian of Rollinsford will be working with us for about four (4) months on various objectives outlined in the memo.

**B. Attachments:**

1. Department Head Reports
2. Employee Newsletter



**TO BE RETYPED ON CITY LETTERHEAD**

DRAFT

Debra A. Howland, Executive Director  
New Hampshire Public Utilities Commission  
21 South Fruit Street, Suite 10,  
Concord, N.H. 03301-2429

Dear Ms. Howland:

The City of Somersworth is seeking after the fact approval for an extension of its water services to three owners of residential property in Dover. These properties are: Christine Maguire, 170 Varney Road, Ricky A. Brilliard and Mary S. Brilliard, Trustees of the Ricky A. Brilliard and Mary S. Brilliard Revocable Living Trust, 167 Varney Road; and Michael and Colleen Foligno, 193 Blackwater Road.

The Somersworth City Council has voted to approve this extension.

The City of Somersworth Division of Water has determined that the City of Somersworth water system contains sufficient capacity to accommodate this request and the addition will create no adverse effect on the existing water system or its current customers.

The City of Somersworth will provide service uniformly, and in accordance with its existing tariff, to all subscribers within the City of Somersworth and to the additional service area created in the City of Dover.

Thank you for your assistance and please do not hesitate to contact me with any questions or concerns regarding this matter.

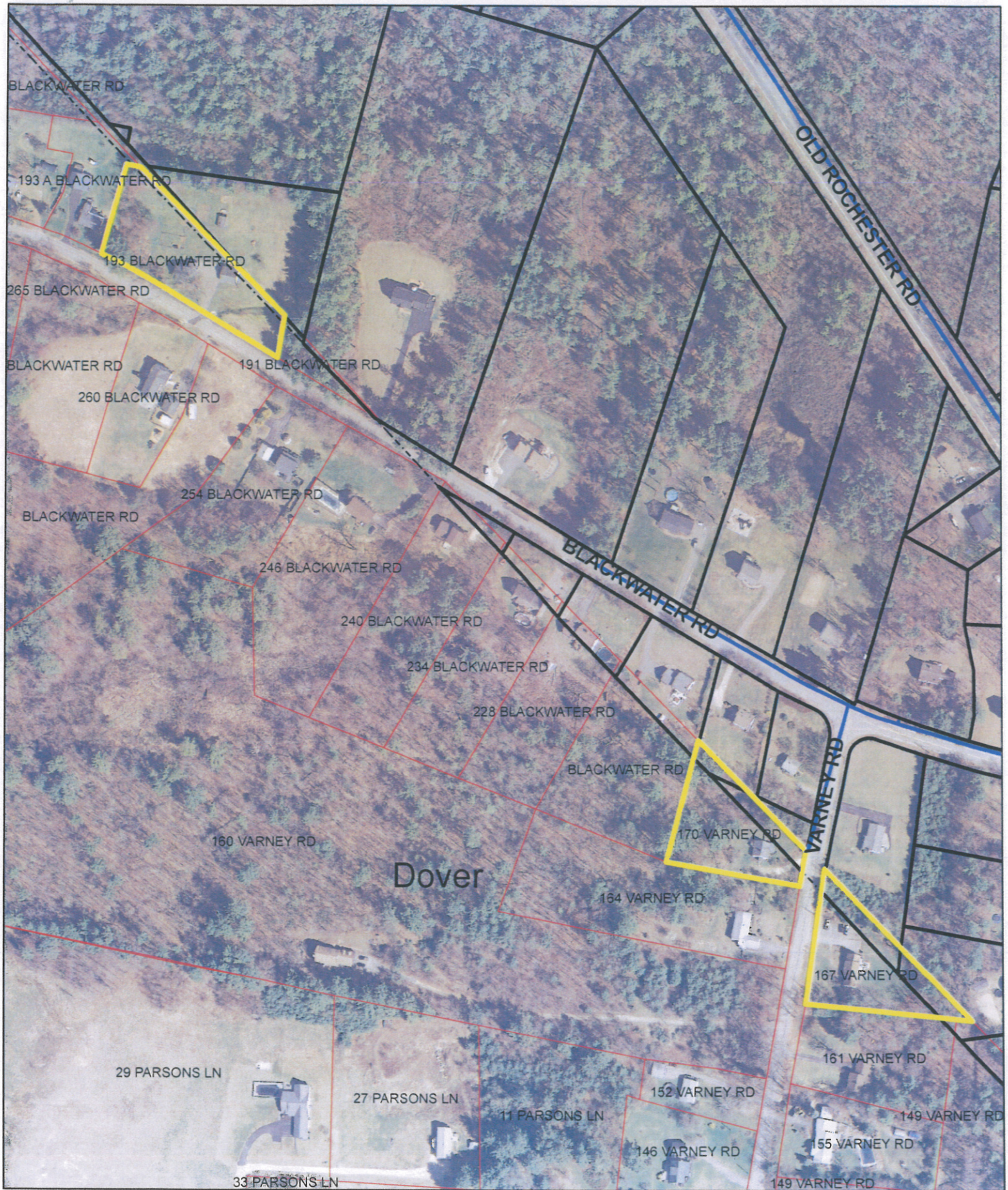
Sincerely,



Robert M. Belmore  
City Manager





# Dover properties serviced by Somersworth water

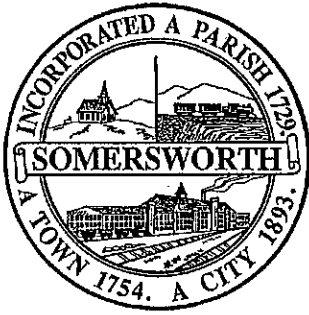


 Supplied by Somersworth water  
 Water line









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**Dave Sharples**  
**Director of Planning and Community Development**

December 18, 2013

To: Robert M. Belmore, City Manager

Re: Hunting at Willand pond

I am writing this memorandum in response to your request for an update on hunting at Willand pond regarding the recent complaints we have received about hunters utilizing the Willand pond area for hunting. I have researched the matter with Chief Crombie and we have found the following:

- Chapter 30 Conduct in Public Parks of our City ordinances (relevant section enclosed) prohibits hunting in our parks. It specifically prohibits anyone from possessing or carrying any firearm or any other form of weapon that is potentially dangerous to wildlife; and,
- The Willand Pond Recreation area is a recognized City park and trail network.

Due to these findings, the Police Chief has informed all his officers of this provision of our ordinances and will enforce this provision in the areas around the pond within the Somersworth City limits. We would recommend that the area be posted so the public is made aware of this ordinance.

Thank you

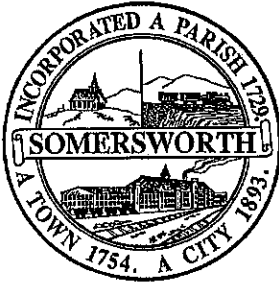
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**4. Hunting; Use Of Weapons Dangerous to Wildlife.** It shall be unlawful for any person in a park to use, carry or possess firearms of any description, or air rifles, spring guns, BB guns, bow and arrows, slings or any other forms of weapons potentially dangerous to wildlife and dangerous to human safety, or any instrument that can be loaded with and fire blank cartridges, or any kind of trapping device. It shall be unlawful for any person to shoot into park areas from beyond the park boundaries.

**Section 8. Behavior.**

- 1. Loitering, Disorderly Conduct.** It shall be unlawful for any person in a park to sleep or protractedly lounge on the seats, picnic tables, benches, or other areas; or to engage in loud, boisterous, threatening, abusive, insulting or indecent language; or to engage in any disorderly conduct or behavior tending to a breach of the public peace.
- 2. Restricted Areas.** It shall be unlawful for any person in a park to enter an area posted as "Closed to the Public", nor shall any person use, or abet the use of any area in violation of posted notices.
- 3. Fireworks and Explosives.** It shall be unlawful for any person in a park to bring, or have in his possession, or set off, or otherwise cause to explode or discharge or burn, any firecrackers, torpedo, rocket, or other fireworks or explosives of inflammable material, or discharge them or throw them into any park area from land or roadway adjacent thereto. This prohibition includes any substance, compound, mixture or article that, in conjunction with any substance or compound, would be dangerous from any of the foregoing standpoints.
- 4. Fires.** It shall be unlawful for any person in a park to build or attempt to build a fire except in such area and under such regulations as may be designated by the City of Somersworth. No person shall drop, throw, or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco paper or other flammable material, within any park area or on any road or street abutting or contiguous hereto.
- 5. Bonfires.** Bonfires of any nature or size are prohibited within the confines of any city park unless an appropriate city permit has been attained.
- 6. Smoking.**
  - (a.) It shall be unlawful for any person to use any tobacco products in a City park at any time.
  - (b.) No person shall dispose of any cigarette, cigar or tobacco, or any part of a cigarette or cigar, on any portion of park property, except in a designated waste disposal container if provided.
  - (c.) Tobacco products means cigarettes, cigars, pipes, snuff, smokeless tobacco, chewing tobacco, products containing tobacco, and tobacco in any other form.



## MEMORANDUM

To: Bob Belmore, City Manager  
From: Scott Smith, Finance Director  
Date: January 15, 2014  
Re: **Estimated General Fund Expenditures**

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Attached please find a spreadsheet detailing the current year to date expenditures and projected year end expenditures by department.

The intent of this information is to provide a projection on the current status of the general fund budget utilizing expenditures to date. This document will be updated monthly and projections will be revised based on the most recent data.

By way of explanation, I would like to focus on specific areas in the detail:

- **Overall Expenditures:** Overall general fund expenditures appear to be in line with the budget, however, the City is still susceptible to emergencies and or higher than normal demands for winter maintenance such as snowplowing and salting and sanding of roads. This will be continually monitored over the balance of the fiscal year.
- **Overtime:** Looking at individual line items, overtime in Police, Fire, and Public works projects to be overspent. However, this is more a result of staff turnover and staff absences, which is being covered by underspending full time wages and benefits.

**Revenues:** Revenues are consistent with prior years. The following are some points of interest:

- **Motor Vehicle Registrations:** Revenue from registrations for the end of December is up slightly compared to last fiscal year (\$705K as of 12/31/2013 v. \$635K as of 12/31/2012). If this trend continues the City will meet projections for this revenue.
- **Building Permits:** Total building permit revenue is up slightly from last year, we have collected approximately 46% revenue compared to budget through December.

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- **Property Taxes:** Property Tax collections continue to be very consistent with prior years. As of December 31, 2013, tax collections were approximately 92.5% of the total warrant.

If you have any questions or require further detail, please let me know.

**City of Somersworth**  
**Expenditures**  
**12/31/2013**

<u>Account</u>	<u>Budget</u>	<u>MTD Exp</u>	<u>YTD Exp</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u> <u>Jan-Jun</u>	<u>Estimated</u> <u>Year End</u>	<u>Balance</u>
<b>General Fund</b>								
<b>Elected Leadership</b>								
Mayor-Council	\$24,125	\$1,814	\$10,044	\$14,081	41.63%	\$12,263	\$22,307	\$1,818
Civic Promotions	\$6,500	\$725	\$2,161	\$4,339	33.24%	\$1,275	\$3,436	\$3,064
Community Support	\$89,186	\$0	\$54,693	\$34,493	61.32%	\$34,493	\$89,186	\$0
<b>Total Elected Leadership</b>	<b>\$119,811</b>	<b>\$2,539</b>	<b>\$66,898</b>	<b>\$52,913</b>	<b>55.84%</b>	<b>\$48,031</b>	<b>\$114,929</b>	<b>\$4,882</b>
<b>City Management</b>								
City Manager	\$286,038	\$18,770	\$108,996	\$177,042	38.11%	\$152,218	\$261,214	\$24,824
Administration	\$122,786	\$7,797	\$71,517	\$51,269	58.97%	\$52,930	\$124,447	(\$1,661)
<b>Total City Management</b>	<b>\$408,824</b>	<b>\$26,567</b>	<b>\$180,513</b>	<b>\$228,311</b>	<b>44.15%</b>	<b>\$205,148</b>	<b>\$385,661</b>	<b>\$23,163</b>
<b>Finance and Administration</b>								
Finance Department	\$302,340	\$26,702	\$152,428	\$149,912	50.42%	\$152,413	\$304,841	(\$2,501)
City Clerk	\$154,537	\$13,569	\$76,726	\$77,811	49.65%	\$78,884	\$155,610	(\$1,073)
Elections	\$11,675	\$85	\$9,382	\$2,293	80.36%	\$0	\$9,382	\$2,293
Tax Collector	\$191,990	\$15,692	\$90,710	\$101,280	47.25%	\$100,719	\$191,429	\$561
Human Services	\$208,900	\$10,974	\$74,539	\$134,361	35.68%	\$103,310	\$177,849	\$31,051
Library	\$246,376	\$21,319	\$114,165	\$132,211	46.34%	\$129,320	\$243,486	\$2,890
<b>Total Finance and Administration</b>	<b>\$1,115,818</b>	<b>\$88,341</b>	<b>\$517,951</b>	<b>\$597,867</b>	<b>46.42%</b>	<b>\$564,647</b>	<b>\$1,082,597</b>	<b>\$33,221</b>
<b>Development Services</b>								
Planning	\$304,912	\$26,159	\$154,302	\$150,610	50.61%	\$154,189	\$308,491	(\$3,579)
Economic Development	\$7,505	\$723	\$3,467	\$4,038	46.20%	\$2,814	\$6,281	\$1,224
Code Enforcement	\$142,332	\$13,778	\$70,855	\$71,477	49.78%	\$78,947	\$149,802	(\$7,470)
Assessing	\$147,302	\$12,695	\$50,116	\$97,186	34.02%	\$96,048	\$146,164	\$1,138
Recreation	\$170,713	\$7,247	\$93,697	\$77,016	54.89%	\$54,953	\$148,650	\$22,063
City Hall	\$127,690	\$8,074	\$56,024	\$71,666	44.52%	\$66,956	\$122,980	\$4,711
<b>Total Developmental Services</b>	<b>\$900,454</b>	<b>\$68,677</b>	<b>\$428,460</b>	<b>\$471,994</b>	<b>47.58%</b>	<b>\$453,908</b>	<b>\$882,368</b>	<b>\$18,087</b>



**City of Somersworth**  
**Expenditures**  
**12/31/2013**

<u>Account</u>	<u>Budget</u>	<u>MTD Exp</u>	<u>YTD Exp</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u> <u>Jan-Jun</u>	<u>Estimated</u> <u>Year End</u>	<u>Balance</u>
<b>Police</b>								
Police Administration	\$384,176	\$34,459	\$238,906	\$145,270	62.68%	\$167,701	\$406,607	(\$22,430)
Patrol	\$1,992,879	\$198,076	\$863,057	\$1,129,822	43.31%	\$970,587	\$1,833,645	\$159,234
Investigations	\$431,298	\$56,620	\$202,545	\$228,753	46.96%	\$220,459	\$423,005	\$8,293
Police Support	\$392,772	\$37,905	\$181,902	\$210,870	46.31%	\$194,339	\$376,241	\$16,531
Traffic	\$51,590	\$2,371	\$19,702	\$31,888	38.19%	\$20,945	\$40,647	\$10,943
Prosecution	\$123,989	\$16,057	\$63,222	\$60,767	50.99%	\$60,290	\$123,513	\$476
<b>Total Police</b>	<b>\$3,376,704</b>	<b>\$345,487</b>	<b>\$1,569,335</b>	<b>\$1,807,370</b>	<b>46.48%</b>	<b>\$1,634,321</b>	<b>\$3,203,666</b>	<b>\$173,048</b>
<b>Fire</b>								
Fire Administration	\$182,343	\$16,959	\$87,880	\$94,463	48.19%	\$93,811	\$181,691	\$652
Fire Fighting	\$1,871,150	\$189,841	\$900,654	\$970,496	48.13%	\$913,839	\$1,814,492	\$56,658
<b>Total Fire</b>	<b>\$2,053,493</b>	<b>\$206,800</b>	<b>\$988,533</b>	<b>\$1,064,960</b>	<b>48.14%</b>	<b>\$1,007,650</b>	<b>\$1,996,183</b>	<b>\$57,310</b>
<b>Public Works and Utilities</b>								
Public Works Admin	\$1,141,371	\$94,619	\$505,250	\$636,121	44.27%	\$595,039	\$1,100,289	\$41,082
Street Maintenance	\$480,508	\$14,086	\$40,234	\$440,274	11.15%	\$439,384	\$479,618	\$890
Snow Removal	\$134,900	\$0	\$15,316	\$119,584	0.00%	\$117,684	\$133,000	\$1,900
Street Lighting	\$140,100	\$11,092	\$60,433	\$79,667	43.14%	\$78,948	\$139,381	\$719
Equipment Maintenance	\$64,683	\$4,528	\$25,705	\$38,978	39.74%	\$38,650	\$64,355	\$328
City Engineering	\$53,110	\$3,626	\$13,485	\$39,625	25.39%	\$36,525	\$50,010	\$3,100
Buildings and Grounds	\$35,700	\$237	\$21,595	\$14,105	60.49%	\$13,746	\$35,341	\$359
Cemetery	\$8,868	\$0	\$1,167	\$7,701	13.16%	\$7,700	\$8,867	\$1
Solid Waste Collection	\$153,660	\$779	\$57,461	\$96,199	37.39%	\$103,000	\$160,461	(\$6,801)
<b>Total Public Works</b>	<b>\$2,212,900</b>	<b>\$128,968</b>	<b>\$740,646</b>	<b>\$1,472,253</b>	<b>33.47%</b>	<b>\$1,430,676</b>	<b>\$2,171,323</b>	<b>\$41,577</b>

**City of Somersworth**  
**Expenditures**  
**12/31/2013**

<u>Account</u>	<u>Budget</u>	<u>MTD Exp</u>	<u>YTD Exp</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u> <u>Jan-Jun</u>	<u>Estimated</u> <u>Year End</u>	<u>Balance</u>
<b>Capital Expenses</b>								
Transfer to Debt Service	\$897,508	\$0	\$674,336	\$223,172	75.13%	\$223,171	\$897,507	\$1
Capital Leases	\$227,157	\$30,466	\$126,627	\$100,531	55.74%	\$100,530	\$227,157	\$0
Transfer to Other Capital Funds	\$162,152	\$0	\$162,152	\$0	100.00%	\$0	\$162,152	\$0
<b>Total Capital Assets</b>	<b>\$1,286,817</b>	<b>\$30,466</b>	<b>\$963,114</b>	<b>\$323,703</b>	<b>74.84%</b>	<b>\$323,701</b>	<b>\$1,286,815</b>	<b>\$1</b>
<b>Other Expenses</b>								
Contingency	\$80,000	\$0	\$10,000	\$70,000	12.50%	\$0	\$10,000	\$70,000
Intergovt Transfers	\$2,271,477	\$2,271,477	\$2,271,477	\$0	100.00%	\$0	\$2,271,477	\$0
<b>Total Other Expenses</b>	<b>\$2,351,477</b>	<b>\$2,271,477</b>	<b>\$2,281,477</b>	<b>\$70,000</b>	<b>97.02%</b>	<b>\$0</b>	<b>\$2,281,477</b>	<b>\$70,000</b>
<b>Capital Outlay</b>								
<b>Total Capital Outlay</b>	<b>\$331,369</b>	<b>\$3,401</b>	<b>\$193,933</b>	<b>\$137,436</b>	<b>79.82%</b>	<b>\$196,473</b>	<b>\$390,406</b>	<b>(\$59,037)</b>
<b>TOTAL CITY GENERAL FUND</b>	<b>\$14,157,667</b>	<b>\$3,172,721</b>	<b>\$7,930,860</b>	<b>\$6,226,807</b>	<b>56.02%</b>	<b>\$5,864,554</b>	<b>\$13,795,415</b>	<b>\$362,252</b>



Christine Soutter, Economic Development Manager  
Department of Development Services

January 15, 2014

### **UNH Intern - Business Recruitment**

Student: Derek Maloomian of Rollinsford

B.A. Geography, minor in Anthropology (2006)

B.S. Communications & Community and Environmental Planning (2014)

Focus will be on recruitment research and related projects (70%). Remaining time will be for Construction Communications (10%) and Business Communications (20%).

Workspace: former assessor's office until new hire joins us. Then we will coordinate with other available office space; Computer access/ city office computers.

Hours: Monday and Wednesday from 9-2. Internship must be 150 hours. Cost: \$0

Dates- January 22 – Mid/May

#### Scope of Work

##### Recruitment

- University level internship focused on researching prospective new businesses for the City of Somersworth.
- Assess current business profile for City and areas where we are lacking in industry.
- Assess profiles for surrounding communities to see which industries are lacking.
- Work with EDM to survey local key businesses to see where their suppliers are located.
- Compile a list of prospective businesses including contact information for decision makers.
- Create a letter of introduction for prospective businesses.
- Create a data base of regional commercial realtors.
- Research other municipal websites and City website to look for opportunities to better attract potential businesses.

##### Construction Communications

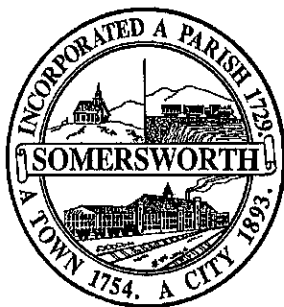
- Work with EDM to refine communication plan for the downtown construction project.
- Update construction page on website with relevant information.
- Work with EDM to create potential events and opportunities to draw in customers to the downtown during construction.

##### Business Communications

- Research other municipal business Facebook pages to assess the need for a City Economic Development Facebook page. If one would be beneficial compile a list of sources that could be used to contribute to page. Examples are news feeds from SBA, IRS, NH Dept of Labor, NH Business Review, local news, periodicals offering best practices for businesses.







## MEMORANDUM

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To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: January 15, 2014

**Re: Monthly Report**

### Finance Department:

- Started FY15 Budget process. Departmental budgets to be submitted in early January.
- Assisted in preparation of water ordinance and updated fee schedule.

### Treasurer's Report:

- General Fund cash on hand as of December 31, 2013 and cash available from bond proceeds as of the same period ending are attached to this report.
- Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, Centrix C-dars program, Bank of NH C-dars program, and a Citizen's Bank investment account.
- Short term interest rates continue to be very low with no upward trend over the past quarter.

### City Clerk:

- Prepared for and took minutes at one scheduled meeting during the month.
- Total Receipts for the month were \$4,649.
- The City Licensing board issued the following permits:
  - DAT's Pizzeria – Entertainment 12/20/13



#### Tax Collector:

- Property tax collections through the end of December were 92.5%, slightly ahead of last year (91.6%).
- A total of 871 vehicles were registered for a total of \$116,212 during the month.
- Collected \$4,345 for Municipal Transportation Fund during month of December.
- 23 customers used the drive up window during the month.
- 52 Motor Vehicles were registered in November using the E-Reg online process.
- Total receipts for the month were \$11,293,945.

#### Human Services:

- Total assistance for the month was \$7,693. That compares to \$ 7,278 for the month of November 2013 and \$ 7,027 for December 2012.
- 9 new cases were opened compared to 7 in 2012 and 14 in 2011.
- 21 cases were approved for varying levels of assistance in December, with 7 cases still pending and 5 cases denied. 20 cases were referred to other agencies for support.

#### Library

- The automation program is moving along and records are beginning to be loaded onto the remote server. We still anticipate the go-live date to be in March.
- The Library held 6 programs this month.

#### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisted in the installation of new equipment for the local cable channel(s).



**Treasurer's Report.**  
**General Fund**

**Period Ending December 31, 2013.**

<b>General Fund Account</b>	<b>Balance</b>	<b>Rate</b>	<b>Maturity Date</b>	<b>Notes</b>
G/F Checking	\$5,271,695	0.00%	N/A	Money available upon demand
Citizens Investment	\$4,034,739	0.10%	N/A	Money available upon demand
Centrix Bank - CDARS Program	\$4,533,784	0.30%	N/A	Money available upon demand
NHPDIP	\$3,001,086	0.02%	N/A	Money available upon demand
Bank of NH - CDARS Programs	\$1,253,041	0.20%	N/A	Money available upon demand
Profile Bank	\$246,342	0.40%	N/A	Money available upon demand

<b>General Fund Interest Earnings</b>	<b>Period</b>	<b>Year to Date</b>	<b>Year to Date Anticipated</b>	<b>Variance Positive/(Negative)</b>
Period Ending December 31, 2013	\$4,039	\$8,095	\$10,000	(\$1,905)

**Capital Projects**

<b>Capital Projects Account</b>	<b>Balance</b>	<b>Rate</b>	<b>Maturity Date</b>	<b>Notes</b>
Downtown Imp	\$3,375,329	0.20%	N/A	Money available upon demand
New Elementary School	\$47,122	0.04%	N/A	Citizens Bank Money available upon demand





**Department of Development Services (DDS)**  
**Monthly Report**  
**December 2013**

**Office of Assessing:**

- The first round of Cycled Inspections was completed in mid-November. Letters to make appointments for inspections were sent to all parcels in which the interior was not inspected. Interior inspections of properties took place for 3 week in December. Response to the letters has also provided the need for inspections to go beyond December 2013. Total properties visited will include approximately 916 parcels.
- Preparations are being made for the 2014 Revaluation.
- Letters are being mailed to recertify all Veterans Credits for the Revaluation. This portion should be completed in March 2014.
- The City received two abatements appeals to the BTLA, one which was solved through mediation and one in which mediation is still on-going.
- We have field checked all permits that have been taken out since April 1, 2013. We will recheck the properties in the spring of 2014 where the permits were found to be not yet complete.

**Office of Code Enforcement / Property Maintenance**

Property Maintenance and Code Enforcement Activity Report for December 2013

Incident Location	Origin of Complaint	Nature of Concern	Responsible person notified	Compliance	Comments
103 Main Street	DDS	health concern	yes	pending	
14 Union Street	CC	rubbish	no	na	no violation found
25 Union Street	CC	grass	yes	yes	
24 Union Street	CC	rubbish	yes	yes	
22 Union Street	CC	rubbish	yes	na	no violation found
24 Washington Street	CC	rubbish	no	na	no violation found
85 Blackwater Road	CC	ordinance violation	yes	yes	no home opp permit
20 Market Street	DDS	rubbish	yes	yes	
17-31 Market Street	DDS	property maintenance	yes	yes	
160 Route 108	CC	property maintenance	yes	pending	
15 Rocky Hill Road	DDS	ordinance violation	yes	yes	no building permit
138-140 Green Street	CC	property maintenance	yes	yes	no heat
125 Main Street	DDS	rubbish	yes	yes	
34 Pinewood Drive	DDS	property maintenance	yes	yes	fire damage repair
Tri City Plaza	CC	property maintenance	yes	pending	safety issue
445 High Street	DDS	health ordinance violation	yes	pending	dumpster
9 Andrews Road	CC	ordinance violation	yes	yes	sign ordinance

<p>DDS means Department Action  CC is for citizen complaint</p>
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# Building and Health Departments:

## Major Building Permits issued in December 2013:

Construction cost      Fee

There were no major building permits issued in December 2013.

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## Minor Building Permits issued in December 2013:

12	Davis	Roof	\$7,500.00	\$70.00
99	West High	Fence	\$5,990.00	\$57.92
11	Laural Ln	Shed	\$1,000.00	\$18.00
15	Rocky Hill Rd	Rehab (Gut and rebuild)	\$5,000.00	\$50.00
1	Cherry Field Dr	Siding	\$38,000.00	\$314.00

PERMIT RECEIPTS						
	2010	2011	2012	2013	DIFFERENCE this year to last	% OF CHANGE
January	\$2,646.50		\$1,789.50	\$1,337.72	-\$401.78	-22.5%
February	\$2,900.00		\$658.60	\$1,922.02	\$1,263.42	191.8%
March	\$5,771.60		\$2,100.00	\$2,974.00	\$833.00	38.9%
April	\$13,118.59		\$1,791.00	\$2,470.38	\$659.38	36.4%
May	\$25,920.25		\$5,347.00	\$6,979.20	\$1,477.20	26.2%
June	\$4,027.25		\$1,269.50	\$8,609.52	\$1,908.52	112.2%
July	\$14,684.40		\$3,466.20	\$8,968.83	\$218.13	5.8%
August	\$9,160.30		\$2,316.53	\$19,706.92	\$10,647.90	348.1%
September	\$4,930.43		\$3,422.70	\$8,522.70	\$5,100.00	149.0%
October	\$2,597.29		\$2,217.25	\$4,208.68	\$1,991.43	89.8%
November	\$4,356.50		\$4,126.12	\$2,543.29	-\$1,582.83	-38.4%
December	\$3837.70		\$1,577.25	\$2,701.12	\$974.37	56.4%
Year total	\$87,951.21	\$26,266.28	\$31,786.15	\$55,489.37	\$23,553.73	
Difference of change this year to last (completed months only)						73.8%

Total Permits 10 to Present						
	2010	2011	2012	2013	DIFFERENCE this year to last	% OF CHANGE
January	28	42	34	31	-3	-8.82%
February	43	20	27	39	9	30.00%
March	86	27	27	44	15	51.72%

April	94	42	40	60	18	42.86%
May	89	77	41	65	22	51.16%
June	85	55	16	72	46	165.52%
July	58	54	48	64	3	5.88%
August	66	66	50	61	8	15.09%
September	65	53	51	72	21	41.18%
October	72	56	61	68	-5	-8.20%
November	48	61	36	48	12	33.33%
December	52	35	45	42	-6	-12.50%
<b>YTD Totals</b>	<b>781</b>	<b>589</b>	<b>503</b>	<b>654</b>	<b>147</b>	<b>28.99%</b>

### **Land Use Boards:**

#### **Conservation Commission December 2013:**

- Workshop meeting held to discuss the Mast Point Dam Revitalization project.

#### **Historic District Commission December 2013:**

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

#### **Planning Board December 2013:**

- No regular or workshop meeting was held.

#### **Zoning Board December 2013:**

- No regular or workshop meeting was held.

### **Economic Development**

- See separate report attached

### **Parks and Recreation**

- The Saturday morning basketball program transitioned from two weeks of instructional clinics to a competitive in house league, where children were divided into teams to compete with one another. Participation numbers continue to be strong.
- Travel teams have been formed off of the rec. league. Teams are comprised of 3<sup>rd</sup> and 4<sup>th</sup> grade boys and girls, and 5<sup>th</sup> and 6<sup>th</sup> grade boys and girls.
- The Flashlight Candy Cane Hunt was held on Friday, December 13<sup>th</sup> at Millennium Park. The event was well attended. Santa Claus also arrived courtesy of a fire truck and was able to spread Christmas cheer to all.

- A City employee Christmas Party was held on Thursday, December 19th from 11:30 a.m. to 2 p.m. in the City Hall Council Chambers. This was a pot luck event, with Secret Santa and raffle prizes incorporated into the party.
- Nick Campion, Recreation Supervisor, received a \$300 scholarship to attend the Northern New England Recreation and Parks Conference held in Bartlett, NH in early January. This three-day conference hosts educational training on parks and recreation operations, programming, administration and more.

**Other:**

- Director Sharples and Greg Bakos from VHB met with NHDOT staff on December 17<sup>th</sup> to discuss the possibility of adding new sidewalks and curbing on Station Street. The NHDOT agreed that Station Street could be added to the TE grant and it has been included in the Engineering Study submitted to NHDOT. The City expects a response from NHDOT by January 24<sup>th</sup> regarding acceptance of the Engineering Study. If accepted, the City will receive a Notice to Proceed from NHDOT so we can begin the Preliminary Design phase of the project.
- Director Sharples, City Manager Belmore, and representatives from the Friends of Somersworth met with AG Architects regarding the Hilltop School study. AG Architects has informed us that a draft report will be completed by late February.
- The City worked with EPA to set up a presentation on the final report performed by SKEO regarding the potential solar array at the landfill site. The City Council has scheduled this presentation on February 18<sup>th</sup> at 5:30pm prior to their regularly scheduled meeting.

Submitted by Dave Sharples

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**Monthly Update**

- Discussions continue with several developers interested in investing in the downtown continue utilizing RSA 79-E to develop underutilized buildings.
- Christine attended two board meetings and events with the Chamber including the annual meeting and a business after hours as she serves on the Executive Committee as the Secretary and is the Chair of the Ambassador Committee. She also attended a Great Falls Development Corporation mtg., the CTC Renovation Committee mtg., 2 BizEd Connect mtgs. and CIBOR.
- The department joined BizEd Connect and continues working closely with the CTC and the business community alongside the City of Dover to create meaningful partnerships. BizEd Connect has resulted in 3 projects all of which were reported on in Fosters.
- Christine attended several online and in person educational workshops including the NH Division of Economic Development Annual Meeting.
- Two window displays now grace the facades of two downtown vacant businesses as part of a collaboration between the school and the business community. Christine facilitated and oversaw both projects.
- An hour long radio interview in regards to the economic development projects took place with Mike Pomp on December 5<sup>th</sup>.
- The Seacoast Economic Development Alliance met and is formulating a letter of introduction to be sent to potential businesses.
- Christine attended a welcome ceremony for the new Commissioner of the NH Division of Resources and Economic Development at Great Bay Community College. The Commissioner will be coming to visit some of our key businesses in early February.
- Research on social media tools and how they are used in other communities was completed along with a draft of a social media policy for the City.
- Christine is working with the Strafford Regional Planning Commission to help forecast the future hiring needs for the area.
- The department is working with a UNH student for a potential internship with the ED office at no cost to the City.



# City of Somersworth Economic Development Update

# 2013

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Robert M. Belmore, City Manager

Dave Sharples, Director of Planning and Community  
Development

Christine J. Soutter, Economic Development Manager

**A Year in Review**



## CITY OF SOMERSWORTH ECONOMIC DEVELOPMENT UPDATE

The City continues to see incremental economic growth during a cautious recovery. The year was marked by the kick off of the downtown revitalization project which will not only enhance the function and aesthetics of the downtown but will also serve to project a more vibrant representation of the City. The following is a summary of development and other economic development efforts of the City:

### *New and expanding business:*

- The City welcomed over a dozen new businesses to the area including Hampshire Pewter, Central Fence & Deck, Aaron's, Dress Barn and American Ambulance.
- A 20,000 square foot expansion to Label Tech on Interstate Drive was completed.
- Integrated Design & Manufacturing on Interstate Drive also completed an expansion.
- Wentworth Douglass Hospital began construction on an ambulatory surgical center located in front of The Works Athletic Club.
- Eyesight Ophthalmic will be expanding into Somersworth in the Spring of 2014. Construction is underway.

### *Recruitment and Retention:*

- The City of Somersworth is partnering with the City of Rochester to offer a Seacoast Manufacturing Exchange, possibly the first of its kind in the State, to bring together area manufacturers to exchange ideas, network and identify strategic partnerships. Meetings are held quarterly and are open to all manufacturers.
- Staff attends formal meetings with Rochester, Dover, Pease, and Portsmouth to create a regional recruitment effort. The group, Seacoast Economic Development Alliance, is facilitated by DRED and is working with the University and the Community College to bring in businesses to the region through a variety of marketing efforts including brochures, letters and advertisements in business magazines.
- The department is working with several potential development partners on a variety of projects in the downtown.
- The Economic Development Manager met regularly with the downtown businesses as the liaison between the City's construction team and the business community. Several public meetings were held and updates were shared through email, phone calls and in person visits.
- Communications have improved through the website and a monthly e-newsletter. The newsletter provides timely resource and event information and has been well-received by the community. A hard copy letter was sent out to all Somersworth businesses with an update on City projects and thanking them for choosing Somersworth.

- The Economic Development Manager is working with the NH Division of Economic Development to create a business recruitment plan and strategy.

*Other Notables:*

- Malley Farm now has high speed cable from Comcast. Cable access was a prerequisite Lifeline Ambulance before they would agree to expand into Malley Farm.
- The Cozy Nest decided not to retire the business and welcomed a new partner, The Rustic Dragonfly, that was formerly located on High Street.
- NH DOT has approved a pre-engineering study for improvements to Route 108. Strong support has been voiced for Exit 10 and that remains at the forefront of discussions.
- The City of Somersworth and Dover are working together to strengthen the partnerships between the CTC's and the local business community. BizEd Connect meets monthly and has succeeded in setting up several internships and projects.
- The City has had numerous positive stories in the local newspaper in regards to our downtown improvement project and the partnership between our Career Technical Center and local businesses. Several interviews in regards to City economic development projects were aired on local radio stations and WMUR.

*Municipal efforts:*

- The City Council adopted RSA 79-E which now has one completed project, 44 Market St. The formerly vacant building now has a two bedroom apartment and a restaurant.
- The City continued participation in the Comprehensive Economic Development Strategy (CEDS) through the Strafford Regional Planning Commission. The CEDS is a regional economic development planning effort that was submitted to the Economic Development Authority (EDA).
- City staff is currently updating a Community Profile of the City that will include the City's history, natural resource base, demographics, business profile, recreation opportunities, and other quality of life components. This profile will be used to market the City and all it has to offer.
- The City enhanced the website which now prominently features Economic Development. The department also worked with CGI Communications to update the Community Videos located on the website.
- The Economic Development Manager participates and provides leadership on a variety of committees including Vision 2020, the Somersworth Chamber, Skyhaven Airport, The Great Falls Development Corporation and the Somersworth Career Technical Center.

*Infrastructure Improvements-Your City Dollars at Work:*

The City has begun several infrastructure improvements to foster economic development and maintain and improve the quality of life of our residents, property owners, visitors, and business owners alike.

- Bonded infrastructure improvements in the downtown beginning with the Somersworth/Berwick bridge and continuing up to the intersection of High St. and Washington St.
- The bond will enhance the funds already secured through State and Federal funding sources to include the rehabilitation of the Bridge.
- A Transportation Enhancement grant for streetscape improvements in the downtown.

*Upcoming Events and Goals:*

- The City will be hosting a Business Before Hours with the Somersworth Chamber on January 24<sup>th</sup>. Highlights from the past year and upcoming projects will be discussed.
- The department has a U.N.H. intern that will begin in January and work with the EDM on recruitment research and a possible social media plan implementation.
- A meeting with the recruitment team from DRED will be taking place in January to plan a strategy to better poise the City for new business.
- Goodwill Industries and a spec development coming to the former Star Lumber on High Street.

# Monthly Report



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

## INTERIM DIRECTOR'S COMMENTS

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

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

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

## WASTEWATER DIVISION, Jamie Wood, Chief Operator

### *Operations/Maintenance:*

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

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

***Safety:***

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

***Compliance:***

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

***Industrial Pretreatment Program:***

- No issues or concerns to report.

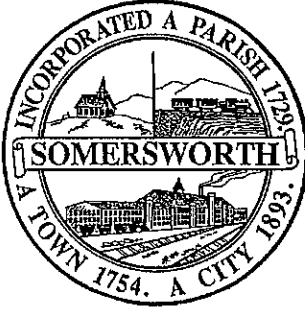
**WATER DIVISION, Allen Breton, Chief Water Plant Operator**

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

**WATER DISTRIBUTION, Shawn McLean, General Foreman**

**Work Completed**

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



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

**DATE:** January 8, 2014

**TO:** Bob Belmore, City Manager

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

**SUBJECT:** General Engineering Services – December 2014

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

*Work Completed:*

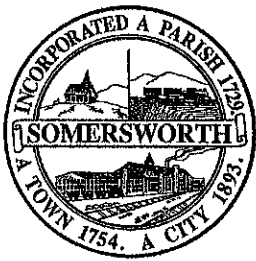
- *Priority Pavement Projects* – prepared memo to CM on highest priority paving projects based on traffic counts; refined project cost for ~7000 lf segment of High Street; presented findings at PW&E Committee and Finance Committee for consideration of bonding a significant paving project in FY 2014.
- *City-Wide Pavement Assessment* – presented additional information and vendor quote for city-wide pavement assessment including 3D laser imaging with GPS tracking to be used in developing a Pavement Management Plan for use in prioritizing paving projects in the annual CIP.
- *Downtown Utilities Project* – met with City Manager, Finance Director and Interim Public Works Director to review cost change proposals for the downtown utilities project. Evaluated contractor unit costs; reported minor discrepancies to PWD.

*Ongoing Efforts:*

- Buffumsville Road, Maple Street, and Down Street drainage improvement projects – initiated survey, wetlands delineation, and camera inspection work; anticipating survey plans and pipe inspection report in January 2014.
- Began preparation of grant reimbursement request to NH OEM for the Rocky Hill Road Culvert Replacement project.
- Evaluated reapplication for grant reimbursement request to NH OEM for the Maple Street Culvert Replacement project.
- Began preparation of 2014 pavement bid documents (similar to the City of Dover) for spring 2014 pavement bid.

**END OF MEMORANDUM**





## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

Dean W. Crombie  
Chief of Police

# MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: Dean Crombie, Chief of Police  
Date: December 6, 2014  
Subject: Monthly Report – Month of December 2013

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### **COMMUNITY POLICING:**

- The Department members participated in the Somersworth Christmas Parade where Captain Timmons was a member of the Parade Committee.
- Lieutenant McLin and School Resource Officer Campbell conducted a safety class and demonstration for students at Maplewood Elementary School.
- Officer O'Brien conducted a safety class and demonstration for students at Tri-City Christian Academy.

### **PERSONNEL (TRAINING & STAFFING):**

- Officer Stephen Keller was sworn in as our newest patrol officer. He has begun our field training program and will attend the next academy.
- The Strafford County Traffic Accident Reconstruction (TAR) Team training was at our station with Sergeant Messier hosting the event
- All officers completed the required yearly Use of Force training, which was conducted by our firearms instructors, Officers Campbell and O'Brien.

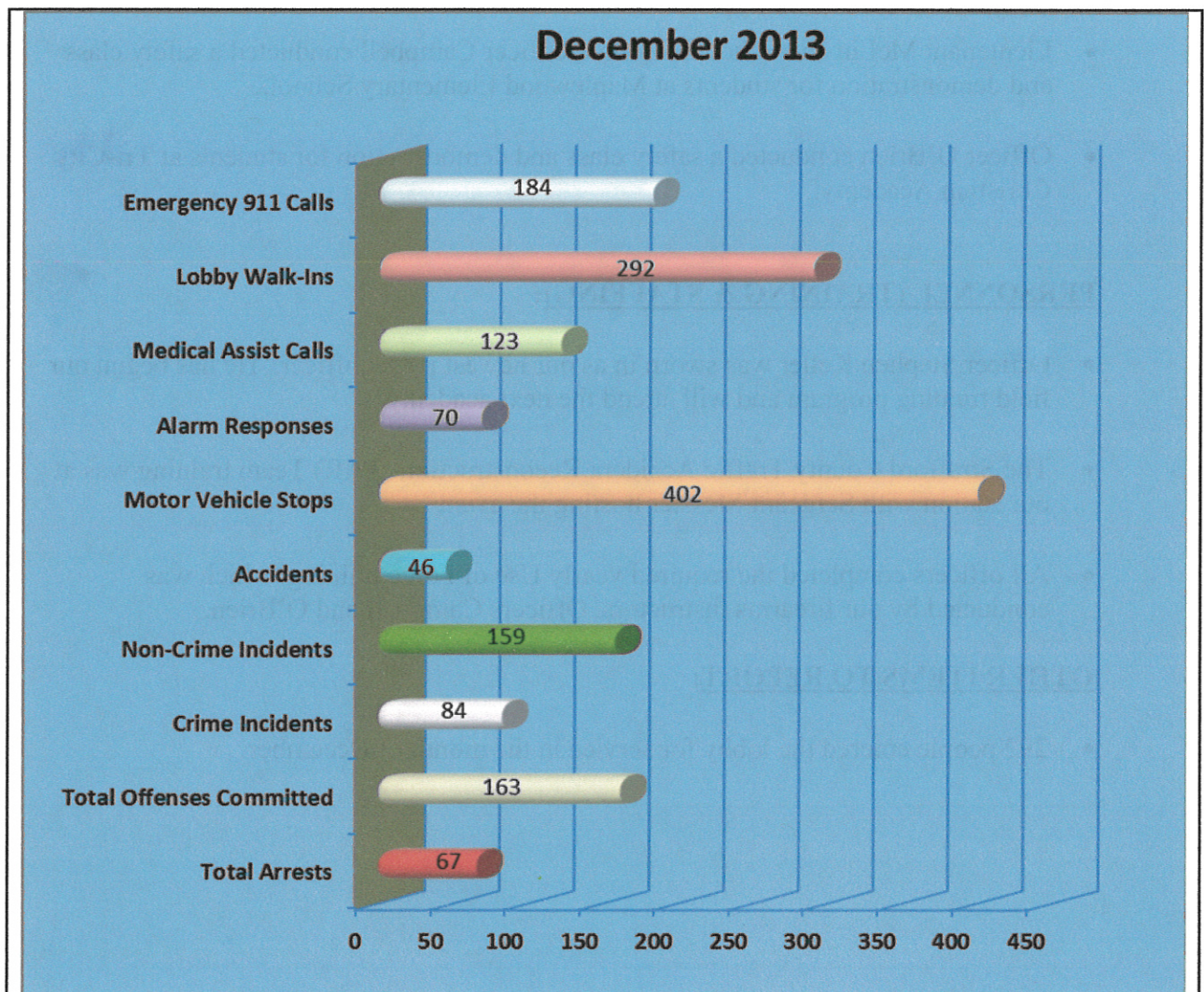
### **OTHER ITEMS TO REPORT:**

- 292 people entered the lobby for service in the month of December.



## MONTHLY STATISTICS

	Month of December	Year to Date Totals
Total Arrests	67	1,004
Calls for Service (Including Items Below)	2,049	26,452
Total Offenses Committed	163	2,496
Crime Incidents	84	1,172
Non-Crime Incidents	159	2,302
Accidents	46	507
Motor Vehicle Stops	402	4,886
Alarm Responses	70	900
Medical Assist Calls	123	1,472
Lobby Walk-Ins	292	3,783
Emergency 911 Calls	184	2,127
Revenues Deposited FY 2013-2014	\$12,021.14	\$89,913.82





# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**Keith E. Hoyle**

Fire Chief & Emergency Management Director

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

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

**Fax: (603) 692-5147**

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

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### DECEMBER 2013 MONTHLY REPORT

#### EMERGENCY ACTIVITIES

Building Fires:	7
Vehicle Fires:	1
Outside Fires:	1
Emergency Medical:	49
Motor Vehicle Crash:	6
Malfunction/false alarm:	9
Accidental/public service:	10
Hazardous Condition:	12
Hazardous Materials:	0

#### NON-EMERGENCY ACTIVITIES

Burning Permits:	7
Fireworks Permits:	1
Oil Burner Permits:	1
Place of Assembly Permits:	1
Fire Safety Inspections:	10
Fire Drills:	3

#### CALLS FOR SERVICE

- We responded to 3 fewer emergency calls this December (95) than in December 2012 – a decrease of 3%.
- We responded to mutual aid fires in Rochester (3) and Berwick and Lebanon ME.
- House fires at 23 Rouleau Dr. (dryer); 24 Union St. (stove); and 34 Pinewood (bedroom) caused approximately \$40,000 in damages. One civilian was slightly burned at Union St. and sought his own medical treatment.
- American Ambulance transition as the City's EMS "911" provider continues to be smooth.

### **PLANNING/PROJECTS/GRANTS**

- The final copy of the City's Disaster Plan is due from our consultant and after review, will be ready for distribution.
- FEMA finally straightened out computer problems and reimbursed us the final \$41,982 from our 2009 FIRE Act grant amended.
- Submitted a FIRE Act grant request to FEMA for \$242,550 to replace SCBA, an in-station air cascade unit and a thermal imaging camera. We will not know if we are successful until the summer (only 4% of applicants receive the grants). If we do receive a grant, it will reduce our CIP by over \$150,000.
- The chassis for the new pumper has been delivered to Toyne Fire Apparatus by Spartan. A May delivery to us is possible.
- Strafford County appealing to the state for assistance with non-compliance of their vendor (Ready Strafford Inc.) to deliver public health and emergency management services to municipalities.
- The process of completely revising the Department's "Standard Operating Guidelines" is continuing each month.

### **TRAINING/MEETINGS**

- Attended meetings of the SRTC: "911" Committee: and the Seacoast Fire Chiefs.
- Members attended training at Primex.

### **COMMUNITY SERVICE**

- The "Toys for Tots" campaign run by the fire union again had a successful year with 452 children receiving toys (photos of the wrapping party held at the fire station on December 20 are attached).
- The Department participated in the city's Christmas Parade. All apparatus (except the on-duty pumper) was staffed by members volunteering their time.

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



## City of Somersworth Report

December 2013

Number of Responses: 130

Response Time Average: 4min 30sec

### Training:

We received applications from SFD personnel for the AEMT course and it is set to begin in January.

EMT-B course was announced and invitation sent to SFD and SPD.

Community Events: We have reached out to the school system to begin planning for a mock DUI event and to discuss in school CPR community education to students.

Car Seat and ambulance operations education was done for staff. SFD was invited.

The Operations Manager performed a Stress in the Emergency Provider for Family class. He taught this class to family members of our employees. While we always invite fire to our training, we felt this was better to be an in house closed class. However, the Operations Manager has offered to the Fire Chief to do this class for his staff's family if desired.

Other: Multiple December snow storms with continued safe and efficient emergency operations. No major incidents during the month.

