


***Office of the City Manager***

**TO:** Mayor Dana S. Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager   
**DATE:** Friday, January 17, 2020  
**SUBJECT:** City Manager's Report for Tuesday, January 21, 2020  
City Council Agenda

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***5:30 pm: Non-meeting -Tentative Agreement between the City of Somersworth and New England Police Benevolent Association (NEPBA) Local #19***

***5:45 pm: Non-meeting -Tentative Agreement: School Board and Somersworth Association of Educators***

***6:00 pm: City Council Workshop***  
***Re: New Fire Station Design - Presented by Kelly Davis from Port One Architects***  
A copy of the Conceptual Design Report is in your City Hall mailbox

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***Unfinished Business (Under Section 14 of Agenda)***

**Resolutions**

- A. Resolution No. 23-20: Proclaiming Somersworth a Welcoming City.** This Resolution has been referred by Mayor Hilliard to the Government Operations Committee. The Government Operations Committee has a meeting scheduled for Wednesday, January 22<sup>nd</sup> at 5:00pm.

***New Business (Under Section 15 of Agenda)***

**Resolutions**

- A. Resolution No. 27-20: Displaying a Permanent Photo of Former Mayor James McLin in the City Council Chambers.** This Resolution follows the same format as the Resolution Council passed for former Mayor Fred Brown's Photo in Council Chambers.

**Other**

- A. Vote to Ratify a Tentative Three (3) Year Wage and Working Agreement between the School Board and the Somersworth Association of Educators.** Attached is a "*confidential*" memorandum from the School Superintendent that provides the cost elements of the tentative agreement.

- B. Vote to Ratify a Tentative Two (2) Year Wage and Working Agreement between the City of Somersworth and the New England Police Benevolent Association Local #19 (NEPBA).** Attached is a “*confidential*” summary of the terms of this proposed Agreement; cost summary will be provided at the meeting.

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

**A. Informational Items.**

- 1. Millennium Park.** Recently, the City’s Park has experienced damage.
  - **Field Lights:** One light base has failed to the point that the light pole fell onto the Pavilion. We have submitted an insurance claim and are in the process of hiring a contractor to inspect all the other light poles.
  - **Fence:** During a recent ice storm, a car slid off Stackpole Road, damaging the fence.
- 2. Debt Service-Proposed Projects.** I have attached a copy of our debt schedule both current and projected new debt to assist Council’s deliberations on moving forward with a new Fire Station and Cemetery Road Complete Streets improvements. This document was presented and discussed at the November 26, 2019 Finance Committee meeting.
- 3. Estimated Tax CAP Impact for FY 2020-2021 Budget.** Attached is a copy of the Tax Cap analysis notice as required by City Council’s adopted policy.
- 4. Upcoming City Council 2020 Workshops.** The following Workshops are scheduled with Mayor Hilliard’s approval:
  - **Monday, Feb. 3<sup>rd</sup> @ 6:00p.m:** Cemetery Road Complete Streets Design, Wright Pierce Engineers, Ryan Wingard.
  - **Tuesday, Feb. 18<sup>th</sup> at 6:00 pm:** Somersworth Housing Authority, Executive Director Debbie Evans will update the Council on their upcoming RAD project.

**Attachments**

- 1. City Attorney Certifications One (1)**
- 2. Department Head Reports**



## City of Somersworth – Resolution

Resolution No: 23-20

### PROCLAIMING SOMERSWORTH A WELCOMING CITY

December 16, 2019

WHEREAS, the City of Somersworth has long been recognized as a hospitable and welcoming place where people, families and institutions thrive and the contributions of all are celebrated and valued; and

WHEREAS, the City of Somersworth is committed to building a welcoming and neighborly community, where all individuals, regardless of race, color, creed, place of origin, ethnicity, religion, gender, sexual orientation, gender identity, age, disability, political affiliation, marital / parental status or military service are welcome, accepted and integrated; and

WHEREAS, the City of Somersworth is committed to enhancing its cultural fabric, economic growth, global competitiveness and overall prosperity for all individuals in the current and future generations who choose to make their home in the City; and

WHEREAS, the City of Somersworth desires to create an environment that strategically positions our City as a globally competitive 21<sup>st</sup> century leader; and

WHEREAS, the City of Somersworth is pleased to join the Welcoming Cities and Counties initiative to help unite our community and ensure that all are welcome here;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City of Somersworth hereby proclaims Somersworth a Welcoming City.

#### Authorization

##### *Sponsored by Councilors:*

Edward LeVasseur\*  
David A. Witham  
Dale R. Sprague\*  
Nancie Cameron  
Kenneth S. Vincent  
Donald Austin  
Richard R. Michaud

##### *Approved:*

City Attorney

## City of Somersworth – Resolution 23-20

### History

First Read Date:	12/16/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:	01/08/2020		

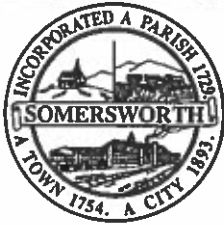
### Discussion

*Councilors Witham, Sprague, Cameron, Vincent, Dumont, Austin, and Michaud asked that their names be added as sponsors to Resolution 23-20.*

*Mayor Hilliard referred Resolution 23-20 to the Government Operations Committee for further review.*

*\*Councilor Levasseur and Councilor Sprague were City Councilors when this Resolution was introduced on December 16, 2019. The new members of the City Council, Councilors Gerding and Paradis, took their place at the beginning of January 2020.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On / / Resolution 23-20		PASSED	FAILED



## City of Somersworth – Resolution

Resolution No: 27-20

### **TO DISPLAY A PERMANENT PHOTO OF FORMER MAYOR JAMES McLIN IN THE CITY COUNCIL CHAMBERS**

January 21, 2020

WHEREAS, James McLin was a lifelong citizen of the City of Somersworth; and

WHEREAS, James McLin was elected Mayor of the City of Somersworth; and

WHEREAS, James McLin served as Hilltop City's longest Serving Mayor from 1988-2006; and

WHEREAS, James McLin inspired generations of Hilltoppers to celebrate and be proud of their Hilltopper Heritage; and

WHEREAS, the Somersworth High School gymnasium has been dedicated to the Honorable James McLin of Somersworth for his decades of support for Somersworth Sports and Education;

NOW, THEREFORE, BE IT RESOLVED THAT in honor of his accomplishments and the Hilltopper pride bestowed upon our Community by his service, that a permanent photo of James McLin will be displayed in the Somersworth City Council Chambers.

#### Authorization

*Sponsored by:*

Mayor Dana S. Hilliard  
Councilors:  
Martin Pepin  
Kenneth S. Vincent  
Martin P. Dumont, Sr.  
Donald Austin  
Richard Michaud  
Matt Gerding  
Nancie Cameron

*Approved:*

City Attorney

## City of Somersworth – Resolution 27-20

### History

First Read Date:	1/21/2020	Tabled:	NA
Public Hearing:		Removed From Table:	NA
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On   /   /   .   Resolution 27-20		<b>PASSED</b>	<b>FAILED</b>



## MEMORANDUM

**To:** Bob Belmore, City Manager

**From:** Scott Smith, Finance Director

**Date:** November 20, 2019

**Re:** Debt Service – Proposed Projects

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I have reviewed our current debt schedule in an effort to plan projected new debt based on current expiring debt. The projects under consideration are the Cemetery Road improvements and the New Fire Station project.

The City does have some expiring debt over the next couple years that will help minimize the impact on the property tax rate for any debt issued for these two projects. Debt expiring over the next two Fiscal Years is as follows:

- \$1,400,000 Bond Issue for a new City Hall – Final Payment January 2021.
- \$3,500,000 Bond Issue for a new Police Station – Final Payment August 2021.

In order to project the impact of new debt issues I have made the following assumptions:

- Bonding for the Cemetery Road project – *a \$1,750,000 issue at 3% amortized over 15 years issued in the fall of 2020*, for the General Fund portion of the project. Although the total project will be in the area of \$3.5 million, much of the work will be associated with Water and Sewer improvements that will be supported by user fees.
- Bonding for the new Fire Station project – *a \$6,000,000 issue at 3% amortized over 20 years issued in the fall of 2021*.

Based on these assumptions and expiring debt, the net impact on the tax rate due to increased debt service would be as follows:

- The Fiscal Year 2022 budget net property tax rate increase for the additional debt service would be \$.07 cents.
- The Fiscal Year 2023 budget net property tax rate increase for the additional debt service would be \$.21 cents.

There isn't a window of expiring debt in the enterprise funds until Fiscal Year 2026 and beyond. However, the rate structure we currently have in place will support the improvements anticipated for Cemetery Road. Any future utility improvements should be reviewed on a case by case basis.

I have attached copies of the City's debt service schedules for the General Fund and Utility Funds. I have also attached a graph hoping to depict visually the impact of the proposed debt and the impact it would have on that property tax rate.

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



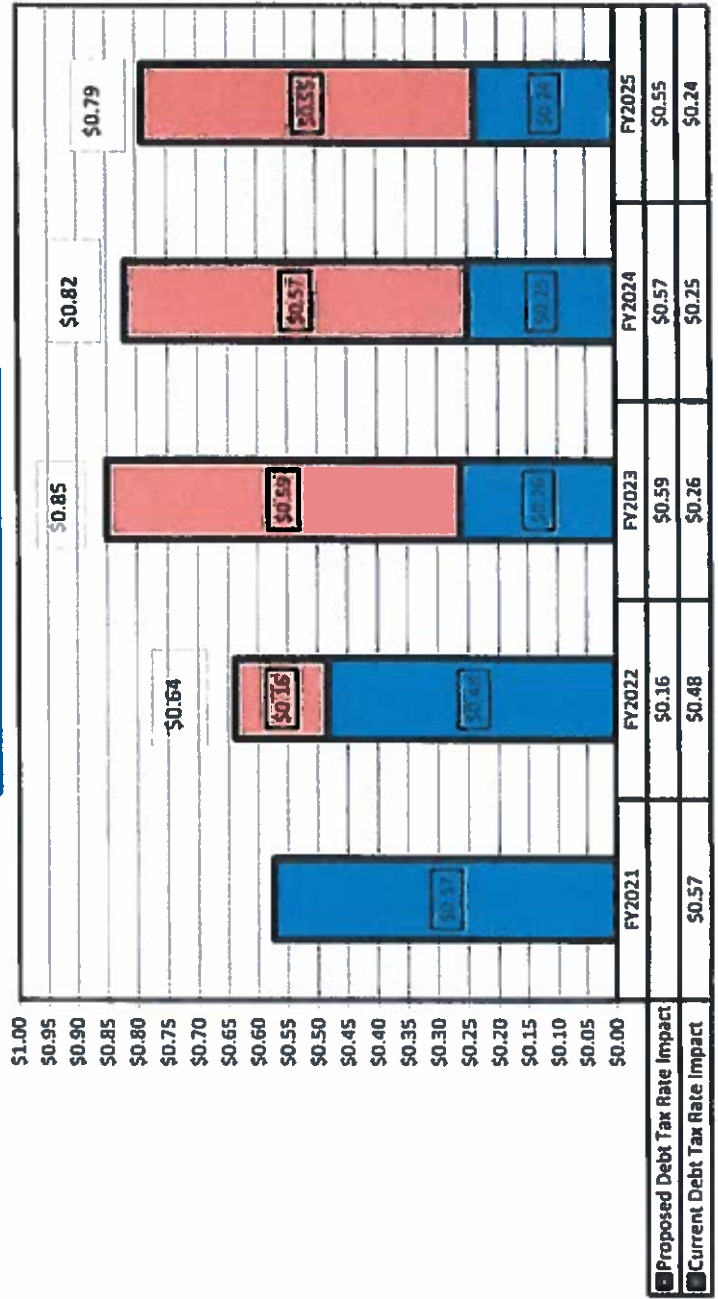
# City Debt Schedule

ROW	DATE	Original Issue Amount	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
<b>PRINCIPAL</b>												
HIGH ST CORRIDOR	Aug 15, 1999	\$1,300,000	65,000									
NEW CITY HALL	Dec 14, 2000	\$1,400,000	70,000	70,000								
POLICE STATION	Aug 15, 2006	\$3,426,127	225,000	225,000	225,000							
DOWNTOWN IMP BOND	Jul 18, 2013	\$1,748,450 (50%)	116,875	116,875	116,875	116,875	116,875	116,875	116,875	114,750	114,750	114,750
DOWNTOWN IMP/Bridg	Jul 17, 2014	\$400,000	29,400	29,400	29,400	29,400	29,400	29,400	29,400	29,400	29,400	29,400
HIGH STREET	Jul 17, 2014	\$1,000,000	85,500	85,500	85,500	85,500	85,500	85,500				
TOTAL PRINCIPAL			591,775	526,775	456,775	231,775	231,775	231,775	146,275	144,150	144,150	144,150
<b>INTEREST</b>												
HIGH ST CORRIDOR	Aug 15, 1999		1,706									
NEW CITY HALL	Dec 14, 2000		7,350	3,675								
POLICE STATION	Aug 15, 2006		14,297	5,401	44							
DOWNTOWN IMP BOND	Jul 18, 2013		55,132	49,025	42,772	36,520	30,267	24,744	19,952	14,630	8,778	2,926
DOWNTOWN IMP/Bridg	Jul 17, 2014		13,686	12,186	10,687	9,188	7,688	6,189	4,693	4,072	3,014	1,808
HIGH STREET	Jul 17, 2014		23,983	19,822	15,262	10,901	6,541	2,180				
TOTAL INTEREST			116,153	89,309	68,764	56,609	44,496	33,113	24,935	18,702	11,792	4,734
TOTAL PAYMENT - Principal and Interest			207,928	616,084	525,539	288,384	276,273	254,888	171,210	162,852	155,942	148,884

BOL-0	DATE	Original Issue Amount	7/15/96	8/29/97	9/22/98	10/29/99	11/26/00	12/23/01	1/20/02	2/17/03	3/14/04	4/11/05	5/9/06
<b>WATER FUND</b>													
WATER UPGRADE-Dec 2007		\$1,843,500	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
WATER UPGRADE-April 2009 (NHMBB Ref)		\$5,000,000	230,000	250,000	260,000	270,000	280,000	295,000	305,000	305,000	430,000		
DOWNTOWN IMP - July 2013		\$1,150,153 (32.5%)	79,475	79,475	79,475	79,475	79,475	79,475	78,030	78,030	78,030		
HIGH STREET	Jul 17, 2014	\$1,100,000	9,500	9,500	9,500	9,500	9,500	9,500					
TOTAL WATER FUND			408,975	418,975	428,975	438,975	448,975	458,975	464,475	473,030	598,030	78,030	0
<b>WASTE WATER FUND</b>													
WASTEWATER UPGRADE Nov 1, 2010		\$524,944	25,904	26,669	27,455	28,266	29,101	29,959	30,844	31,755	32,692	33,657	30,436
WASTEWATER UPGRADE Dec 31, 2005		\$10,324,627	505,000	500,000	495,000	490,000	490,000	490,000	490,000				
DOWNTOWN IMP - July 2013		\$544,996 (15.4%)	37,400	37,400	37,400	37,400	37,400	37,400	37,400	36,720	36,720	36,720	
TOTAL WASTE WATER			568,304	564,069	559,955	560,666	558,501	557,359	558,244	68,475	69,412	70,377	30,436
<b>INTEREST DUE</b>													
WATER			97,739	98,734	99,730	99,734	1,007,418	1,018,734	1,029,719	541,585	557,447	169,487	3,000
WATER UPGRADE-Dec 2007		30,538	26,713	22,988	19,063	15,738	11,913	10,768	4,263	2,995			
WATER UPGRADE-April 2008		87,700	78,500	68,990	58,900	48,500	37,700	26,500	14,700	8,600			
DOWNTOWN IMP - July 2013		37,490	33,337	29,085	24,833	20,581	16,326	13,568	9,949	5,969	1,990		
HIGH STREET	Jul 17, 2014	2,665	2,180	1,596	1,211	727	243						
TOTAL WATER FUND			158,392	140,730	122,569	104,907	85,546	66,682	50,855	28,911	17,564	1,990	0
<b>WASTE WATER FUND</b>													
WASTEWATER UPGRADE Nov 1, 2010		9,645	8,881	8,093	7,283	6,449	5,589	4,705	3,795	2,857	1,892		898
WASTEWATER UPGRADE Dec 31, 2005		111,225	98,600	83,600	68,749	53,900	39,200	19,500					
DOWNTOWN IMP - July 2013		17,812	15,688	13,687	11,686	9,685	7,918	6,385	4,682	2,809	936		
TOTAL WASTE WATER FUND			138,483	123,169	105,381	87,718	70,034	52,708	30,680	8,476	5,646	2,828	898
<b>TOTAL WATER FUND</b>													
			597,759	591,734	594,830	599,641	1,015,416	1,038,734	1,030,719	641,585	657,447	169,487	3,000

Total Enterprise Fund Debt	1,274,154	1,246,943	1,216,779	1,191,368	1,161,056	1,135,724	1,104,264	578,893	680,672	153,225	31,334
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**Somersworth Debt Service  
Estimated Tax Rate Impact.**

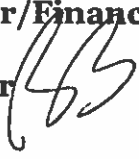




## MEMORANDUM

**TO:** Somersworth School Board c/o Chairman Matthew Hanlon  
Dr. Robert Gadomski, Superintendent of Schools

**CC:** Mayor Hilliard & City Councilors  
Katie Krauss, Business Administrator  
Scott Smith, Deputy City Manager/Finance Director

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

**DATE:** Friday, January 17, 2020

**RE:** Estimated Tax Cap Impact for FY 2020-2021 Budget

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"In accordance with direction received by the Somersworth City Council, the City Manager is required to notify the School Department/School Board by February 1<sup>st</sup> of each year the maximum permitted School tax levy the City Manager intends to include in the Proposed Budget". Attached is a copy of the Tax Cap Analysis for the next fiscal year prepared by Director Scott Smith.

Attached you will find the spreadsheet detailing the limits placed on the upcoming Budget. The maximum permitted School tax levy for the local and State School portions of the FY2021 Budget are as follows:

Local School	\$ 15,979,073
State School	\$ 2,777,548

Please be advised the direction received by City Council is the School Department budget shall be adjusted for any anticipated increases or decreases in the State Tax, and the City Budget shall be adjusted for any anticipated increases or decreases in the County Budget.

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

**Analysis of Tax Cap - Estimate for FY2021 Budget Year**  
**City of Somersworth, NH**

	City Portion	School Portion	State Portion	County Portion	Total
A. Prior Fiscal Year Net Amount Raised By Taxes (FY2019 Actual Levy)	9,044,898	15,397,557	1,966,887	2,676,395	29,085,737
B. Multiplied by the National CPI-U (CPI Urban all cities index)	1.81%	1.81%	1.81%	1.81%	1.81%
C. Subtotal (A x B)	163,713	278,696	35,601	48,443	526,452
D. Prior April 1 to March 31 Net Construction Value (estimated)	21,000,000	21,000,000	21,000,000	21,000,000	21,000,000
E. Multiplied by Prior Fiscal Year Tax Rate/1,000 of Value (Actual)	8.48	14.42	1.87	2.51	27.28
F. Subtotal (D x E)	178,080	302,820	39,270	52,710	572,880
<b>G. Increase Allowed for FY2021 Tax Levy (C + F)</b>	<b>341,793</b>	<b>581,516</b>	<b>74,871</b>	<b>101,153</b>	<b>1,099,332</b>
<b>H. FY2021 Amount allowed to be Raised by Taxes (Capped Tax Levy) (A + G)</b>	<b>9,386,691</b>	<b>15,979,073</b>	<b>2,041,758</b>	<b>2,777,548</b>	<b>30,185,069</b>

**MITCHELL MUNICIPAL GROUP, P.A.**  
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25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

WALTER L. MITCHELL  
LAURA A. SPECTOR-MORGAN  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)  
EDWARD E. LAWSON, JR. (OF COUNSEL)

TELEPHONE (603) 524-3885

January 16, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 27-20

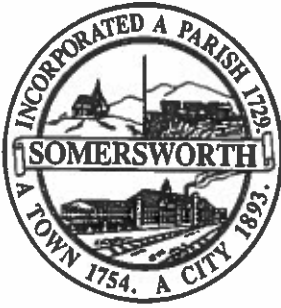
**Title: TO DISPLAY A PERMANENT PHOTO OF FORMER  
MAYOR JAMES McLIN IN THE CITY COUNCIL CHAMBERS**

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: 1/16/2020

By: 



## MEMORANDUM

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To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: January 17, 2020

Re: **Monthly Report**

Finance Department:

- Assisted in Completion of Capital Improvement Plan for City Council.
- Started FY21 budget process.
- Bids:
  - Water Storage Assessment – Received Dec. 12, 2019
  - Wellfield Assessment – Received Dec. 12, 2019
  - Forestry Vehicle Equipment – Due Jan. 16, 2020
  - Plaza Acquisition – Due Jan. 16, 2020
  - DPW Back-up Generator – Due Jan. 9, 2020

Treasurer's Report:

- General Fund cash on hand as of December 31, 2019 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, and the NH Deposit Investment Pool.

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.

### Tax Collector

- Motor vehicle registrations were a total of \$168,161 during the month.
- Collected \$4,925 for Municipal Transportation Fund during month.
- Total receipts for the month were \$4,941,087.

### Human Services:

- Total assistance for the month was \$7,084. That compares to \$5,640 for the month of November 2019 and \$15,103 for December 2018.
- 4 new cases were opened compared to 7 in 2018.
- 18 cases were approved for varying levels of assistance. 22 cases were referred to other agencies for support.

### Library

- The Library had water in the basement after some heavy rain this month. No books were damaged, but we have filed an insurance claim for cleanup and probable replacement of the carpet.
- The new book club selections are out for 2020.
- The Library had 1,827 visits this month.
- There were 2 story times and one book club meeting during the month.

### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.

### Assessing

- The Assessing Department is conducting year 1 of cyclical inspections.
- Started accepting abatement requests. Taxpayers can file until March 2020.

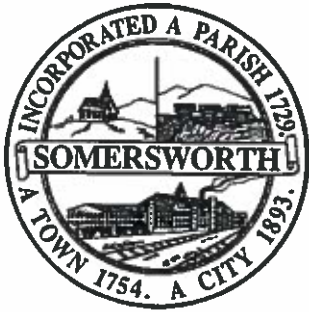


**Treasurer's Report.**  
**General Fund**

**Period as of December 31, 2019**

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$2,391,928	0.00%	N/A	Money available upon demand
Citizens Investment	\$1,679,035	1.60%	N/A	Money available upon demand
NHPDIP	\$4,664,574	1.61%	N/A	Money available upon demand
Profile Bank	\$251,744	0.50%	N/A	Money available upon demand
TD Bank	\$4,148,930	1.51%	N/A	Money available upon demand
Newburyport Bank	\$3,066,053	1.60%	N/A	Money available upon demand
Century Bank	\$4,082,924	1.71%	N/A	Money available upon demand
Provident Bank	\$3,017,029	1.62%	N/A	Money available upon demand

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period as of December 31, 2019	\$72,084	\$166,444	\$92,500	\$73,944



## Department of Development Services

Date: December 31, 2019

From: Shanna B. Saunders

Director of Planning & Community Development

Re: December 2019 - Monthly Report

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In addition to the Department's various activities listed in the attached staff reports, I attended the following Land Use Board meetings:

- Zoning Board – December 4
- Conservation Commission – No meeting
- Planning Board – December 18
- SRTC – December 11
- Historic District Commission meeting – December 19

And attended the following Special Meetings:

- NH Planner's Association Annual Meeting – December 6
- Candy Cane Hunt – December 6

### **Building and Health Departments:**

#### **Major Building Permits Applied for in December 2019 Construction Costs and Fee**

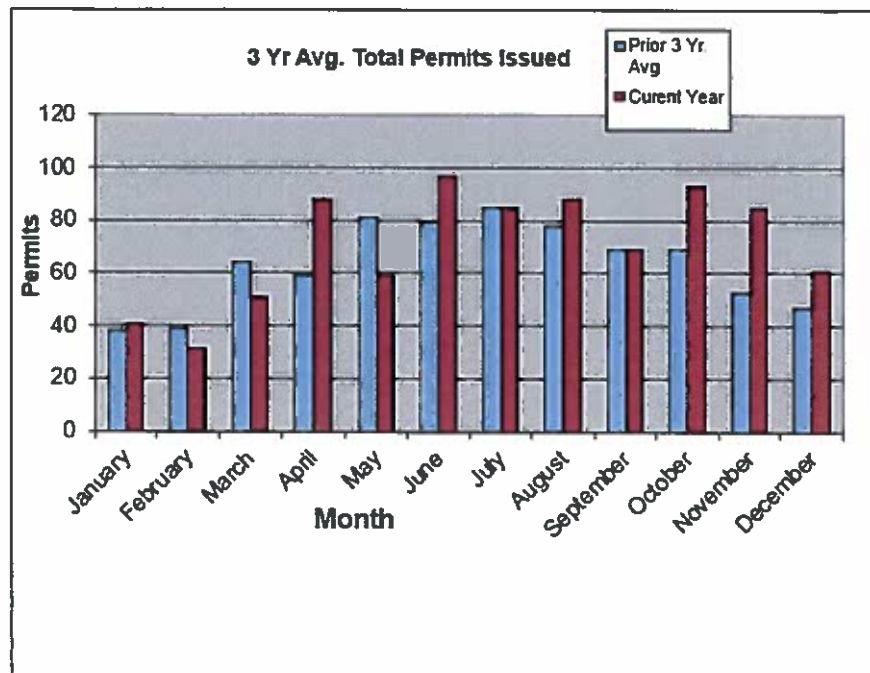
	Address	Construction cost	Fee
43	Whippoorwill Way	\$150,000.00	\$1,375.00
18	Whippoorwill Way	\$150,000.00	\$1,375.00

### Minor Building Permits Applied for in December 2019

	Address	Construction cost	Fee
26	Rocky Hill Rd	\$300.00	\$29.00
5	Somersworth Plaza	\$3,000.00	\$52.00
7	Maple	\$4,900.00	\$69.10
10	Green	\$10,000.00	\$115.00
26	Third	\$1,000.00	\$34.00
18	Grove	\$2,227.00	\$45.04
36	Rocky Hill Rd	\$12,600.00	\$138.40
311	Rt. 108	\$4,500.00	\$65.50
8	Spruce	\$15,000.00	\$160.00

### Permit Receipts

	2017	2018	2019	DIFFERENCE this year to last	% OF CHANGE
January	\$15,262.40	\$12,784.00	\$2,892.72	-\$9,891.28	-16.2%
February	\$9,264.40	\$4,087.20	\$14,382.00	\$10,294.80	-55.9%
March	\$23,362.82	\$5,307.00	\$11,377.66	\$6,070.66	-77.3%
April	\$6,935.89	\$7,899.24	\$12,091.95	\$4,192.71	13.9%
May	\$11,780.49	\$8,966.00	\$4,309.56	-\$4,656.44	-23.9%
June	\$10,058.40	\$7,652.50	\$91,825.41	\$84,172.91	-23.9%
July	\$5,776.84	\$7,641.00	\$18,023.12	\$10,382.12	32.3%
August	\$9,724.60	\$4,329.00	\$21,606.17	\$17,277.17	-55.5%
September	\$7,400.00	\$3,039.60	\$12,040.79	\$9,001.19	-58.9%
October	\$6,460.00	\$7,291.00	\$25,228.33	\$17,937.33	12.9%
November	\$8,584.44	\$19,126.00	\$25,526.43	\$6,400.43	122.8%
December	\$2,621.00	\$14,154.00	\$8,211.20	-\$5,942.80	440.0%
<b>Year total</b>	<b>\$117,231.28</b>	<b>\$102,276.54</b>	<b>\$247,515.34</b>	<b>\$145,238.80</b>	
Difference of change this year to last (completed months only)		\$102,276.54	\$247,515.34	\$145,238.80	142.0%



### Total Permits

ROW		2017	2018	2019	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	51	29	41	41	29.3%
5	February	36	31	31	31	
6	March	79	43	51	51	15.7%
7	April	58	62	88	88	29.5%
8	May	98	84	59	59	-42.4%
9	June	94	65	97	97	33.0%
10	July	75	81	85	85	-7.1%
11	August	88	67	88	88	23.9%
12	September	83	56	69	69	18.8%
13	October	77	73	93	93	21.5%
14	November	61	50	85	85	41.2%
15	December	49	38	61	61	37.7%
16						
17	<b>YTD Totals</b>	850	689	848	159	23.1%
18	Difference of changes this year to last year (Completed months only)		689	848	159	23.1%

## Property Maintenance

**CN – Courtesy Notice**  
**NOV – Violation Notice**  
**COMPLAINT – Summons filed with Court**

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
58	Bartlett	Trash	12/10/19	CN	COMPLETED
22	Bourque	Trash	11/15/19	CN	COMPLETED
108-110	Franklin	Trash	11/20/19	CN	COMPLETED
82	Franklin	Trash	11/20/19	CN	COMPLETED
1	Granite Way	Trash	12/11/19	CN	COMPLETED
62	Green	Trash	12/2/19	CN	COMPLETED
48	Green	Trash	12/2/19	CN	COMPLETED
28	Green	Trash	12/11/19	CN	COMPLETED
66-70	High	Housing Violations	11/1/2019	NOV	COMPLETED
228-230	Main	Trash	11/1/19	CN	COMPLETED
331	Main	Trash	11/8/19	CN	COMPLETED
328	Main	Trash	12/11/19	CN	COMPLETED
17	Market	Housing Violation	12/10/19	CN	COMPLETED
36	Market	Trash	12/11/19	CN	COMPLETED
162	RT 108	Site Plan Violation	11/21/19	CN	COMPLETED
182	W High	Trash	11/22/19	CN	COMPLETED
70	Winter	Trash	11/20/19	CN	COMPLETED
28	Green	MPV	7/9/19	CN, NOV	PENDING
254	High	Protective treatments	5/16/19	CN, NOV	PENDING
230	High	Zoning Violation	12/10/19	CN	PENDING
10-12	School	Housing Violation	8/30/19	CN	PENDING
34	Lil-Nor	Zoning Violation	12/18/19	NOV	PENDING

**PLEASE NOTE** – All matters shown as “Completed” were active matters which were closed in the month of December 2019 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters, all of which were initiated in the month of December 2019.

- In the month of December, 2019, seventeen (17) open matters became compliant and were closed.
- In December 2019, the Code Compliance Office issued:

- Twelve (12) Courtesy Notices; and
- Five (5) Violation Notices.

## COURT MATTERS

- **15-17 Grove St. -** A Case Status Hearing was conducted on 10/28/19. As of that date, the HDC approved work was still incomplete. Per a court-filed Agreement executed in the summer of 2019, all work was to have been completed by September of 2019. As a result of breaching the Agreement and the absence of mitigation factors explaining the incompleteness, the City moved to impose the remainder of the suspended civil penalty. The court has yet to rule on this motion.
  - Following the hearing, work was completed on 15-17 Grove, however, the work, specifically the hand-railings, are not to code, and the property owner will thus have to make appropriate repairs.
  - The City is still waiting for the Court to make a ruling on the City's motion.
  
- **28 Green (Chabot's Creamery) –** Suit was filed on 10/11/19. On 11/6/19, the property owner submitted a permit application for work to bring the property into compliance, per the City's Private Agreement with the owner, as well as satisfying all IPMC codes.

An executed Agreement was filed with the Court stating that all work shall be completed by April 1, 2019.

The Court has since accepted the agreement.



## **Land Use Boards:**

### **Conservation Commission December 2019:**

The Conservation Commission did not meet during December.

### **Historic District Commission December 2019:**

During the meeting the Commission reviewed the following:

- Green Rock Investments, LLC 14 Mt. Vernon Street, in the Historic Moderate Density (HMD) District, Assessor's Map 10 Lot 139, HDC# 47-2019. Application for a certificate of appropriateness to install new siding was **tabled.**

### **Planning Board December 2019:**

The Planning Board reviewed the following:

- SNTG, LLC (Green Collar Laundry), 472 High Street, in the Residential Commercial (RC) District, Assessor's Map 40 Lots 4-A & 4-B, SITE# 8-2019. Application for site plan approval to add a 4,500 sq. ft. commercial building and associated parking and infrastructure to the existing commercial site was **denied.**
- Compliance Hearing regarding site plan compliance including access management and landscaping for Cumberland Farms Inc., 216 Route 108, Map 62 Lot 11, SITE# 10-2016

### **Site Review Technical Committee December 2019:**

- Thomas Gagnon, is seeking site plan approval to convert a duplex into a 3 unit multi-family on a property located at 10 Depot Street, in the Residential Multi-Family (R3) District, Assessor's Map 09 Lot 208, SITE# 17-2019

### **Zoning Board December 2019:**

The Zoning Board reviewed the following:

- Home Made by Rivka, Rivka Rowe, 95 W. High Street, in the Residential/Single Family (R1) District, Assessor's map 25 Lot 72, ZBA# 18-2019. Application for a variance from Section 8.F.5 of the Zoning Ordinance to allow additional signage for a home occupation was **tabled to January.**
- William & Kelly Kiley, 41 Sunningdale Drive, in the Residential/Single Family (R1) District, Assessor's Map 20 Lot 05-29, ZBA# 21-2019. Application for a variance from Section 18.B to allow a 6' fence in the front yard area was **approved.**
- William Walker, 19 Guy Street, in the Residential Duplex (R2) District, Assessor's Map 22 Lot 21., ZBA# 22-2019. Application for a variance from Section 18.B to allow a fence over 4' in the front yard area was **approved.**
- Richard Brooks, 26 Linden Street, in the Residential/Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 100A, ZBA# 20-2019. Application for an Appeal of Administrative Decision made by the Historic District Commission was **withdrawn.**

## Economic Development – December 2019

- **Upcoming Roundtables:**
  - Downtown (Strategic Planning Session): 1- 8 - 20 @ 8:00
  - BIBED (Bankers-Investors- Brokers & E.D.): 1-16-20 @ 8:30
- **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
  - ✓ Auto Audio Store at Former NH Liquor Store
  - ✓ Dairy Queen at Former Dairy Queen / Tri City Plaza
  - ✓ Pet Supplies at Former Dress Barn / Tri City Plaza
  - ✓ Second Life Animal Rescue/Route 108 -Second Hand Store
- **Tenant Prospects: Business – Exploring [considering] Somersworth**
  - ✓ New (larger) location for local Vet
  - ✓ Cards and Gifts Store
  - ✓ Gourmet Popcorn Concessions
  - ✓ New England Donuts
  - ✓ Smash Room
- **Miscellaneous Business-Related Activity**
  - ✓ Plaza RFP/Bid – Deadline January 16
  - ✓ ERZ deadline Feb 10 - information drops to all Biz in the ERZ
  - ✓ VFW front façade garden improvement project
  - ✓ Outside Features Ordinance Proposal drafting
  - ✓ Downtown Roundtable Projects:
    - Downtown Kids Art Project: January & February 2020
- **Marketing and Brand Identity**
  - ✓ Exploring printing options for new pocket folder and inserts
  - ✓ Finished up contract with new Marketing Firm: Open the Door-Christina Pappas
    - ❖ Economic Development web site and hand-outs
- **Community Advocacy**
  - ✓ Monthly: Seacoast Region - Economic Development Roundtable
  - ✓ Quarterly: Great Falls Economic Development Corporation - BOD
  - ✓ Quarterly: Skyhaven Airport – BOD & Marketing Committee



## Parks and Recreation – December 2019

- The Rec Basketball program on Saturday mornings is ongoing. The program will run for a total of 8-sessions until January 18<sup>th</sup>.
- The early bird fee for Biddy Basketball ended on December 5<sup>th</sup>. The deadline to register for the program is January 6<sup>th</sup>. We offer 2 sessions on Saturday mornings for 6-weeks. Session 1 is 8:00-8:50 a.m. for children ages 3-4 and Session 2 is 9:00-9:50 a.m. for children ages 5-6. The program is instructed by the Recreation Supervisor and a handful of parent volunteers. Our goal is to provide an exciting, safe, and instructional program that teaches the basic fundamentals of basketball through fun games and drills.
- Our annual Flashlight Candy Cane Hunt was held on Friday, December 6<sup>th</sup> at the Somersworth High School Football Field. The event was a big success with over 85 kids attending. The snowy weather made our event extra special! We had several volunteers this year from Somersworth Girl Scout Troop # 12325 and the High School Interact Club. A big thank you goes out to all our volunteers as we would not be able to host our special events without their help.
- The Senior Holiday Tea event with SYC was held on Monday, December 9<sup>th</sup>. We had 16 Seniors attend despite the dreary weather outside. Seniors were served desserts and tea by the elementary and middle school students in the SYC after school program. Students made all seniors a special gift to take home, led the seniors in holiday song, and called several Bingo games. Bingo winners received raffle prizes that were donated by local businesses.
- The Father/Daughter Valentine's Dance is scheduled for Thursday, February 13<sup>th</sup>. The dance will be in the café at Idlehurst Elementary School from 6:30-8:30 p.m. Tickets will go on sale in early January. Families will have the opportunity to purchase tickets in advance for a reduced cost or at the door. We are excited to have True Attitude Photo Booth and Dj Scott Langlois from Cuzin Richards Entertainment back again this year. The Photo Booth is included in the ticket price and all girls will have the chance to go home with a printed picture from the dance. The DJ provides all the latest tunes and lights for a evening filled with dancing.

## MEMORANDUM from Director Public Works & Utilities

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

**DATE:** January 16, 2020

**SUBJECT:** Public Works Department Monthly Report for December, 2019 - January, 2020

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

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### **DIRECTOR'S COMMENTS**

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

- Department responses to winter storm events during this period has been numerous.
- Staff received grant approval notice for two (2) Historic Preservation Grants in support of preservation improvements at the Furber Chapel. The City received a \$30,000 Grant from the State's LCHIP program and a \$10,000 grant from the Moose Plate Conservation Grant program. The funds will be used to replace the slate roof at the Chapel.
- Phase I improvements to the Traffic Safety Audit at Blackwater Road and Old Rochester Road is in the process of being implemented. Staff is working with NHDOT and the abutting property owner to remove 8 tall pine trees at this intersection to improve sight distance. Work is set to begin on the tree removal the end of February.
- Bids were received on the emergency backup generator for the DPW Facility. Staff is reviewing the proposals at this time for a recommendation.
- Attending SRPC Commission and Policy Committee meetings; participated in the 2020 Regional Workshop on Housing, Economic Development and Transportation.
- Attending the monthly Sustainability Committee meeting.
- Staff is reviewing EPA's Draft Great Bay Nitrogen Reduction Permit that was recently released.
- The WWTF upgrade improvements project is now out to bid; bids are due on February 7, 2020.
- Staff is reviewing FY21 Budget proposals with the City Manager and Deputy City Manager.

### **HIGHWAY DIVISION**

#### **Operations/Maintenance:**

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Repaired dirt roads around the city
- Performed city trash collection at receptacles, and city buildings
- Installed No Parking signs at the dead end of Lords Ct.
- Filled sand barrels for schools following winter events
- Washed and greased equipment after winter events
- Removed signs and cones from paving season
- Reinstalled signs from vehicle accidents
- Removed brush pile from West High St

- Finished annual leaf collection (delayed due to snow)
- Set up for Christmas Parade
- Participated in the Christmas Parade with 2 trucks
- Cleaned up after Christmas Parade
- Responded to 10 winter events
- Performed 1 Snow Removal

**Recreation:**

- Closed Mast Point Dam, Millennium Park, Willand Pond Parks for the season
- Removed tennis and volleyball net

**Cemetery:**

- Removed a hazardous dead pine tree from cemetery
- Closed the Cemetery for the season

**Sewer Collections Maintenance:**

- Responded to possible sewer back up on Williams St twice. (Nothing found on city side)
- Received 17 Digsafe requests

**WASTEWATER DIVISION**

**Operations/Maintenance:**

- Operating under the (A2O) process which is used during our winter seasonal limits. This process focuses primarily on Biochemical Oxygen Demand & Total Suspended Solids. The winter season runs from Oct 1<sup>st</sup> thru April 30<sup>th</sup>.
- Completed draft budget for the wastewater division.
- Experienced a wet weather event on 12/14/19 which required staff to implement the high flow plan. A total of 4.4 million gallons of water was treated which is 3-times our normal daily flow. At no time did we exceed any parameter of the permit during this time. This wet weather event was the highest we recorded for the 2019 reporting year.
- Completed several major corrective maintenance projects to end the year which included (2) pump rebuilds, replacement of heating system steam line along with water storage tank and replacement of aeration blower bearings.
- Treated a total of 10,500 gallons of septage from residents not on city sewer.

**Compliance:**

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of December.
- Treated a total of 61-million gallons of wastewater during the month. This was the highest monthly flow average for the 2019 reporting year.

**Industrial Pretreatment Program (IPP):**

- Reviewing influent BOD loadings from industrial, commercial and domestic users. Data will be used to forecast overall loadings to the WWTF
- Staff is currently reviewing all SIU reporting documents in preparation for the annual IPP report to both NH-DES & U.S.-EPA.

**Capital Improvements Plan Items:**

- WWTF upgrade – After completing the 30-day public comment period and environmental impact study, NH-DES has given their approval to move forward with the upgrade/construction bids. Upcoming dates are as follows; Post bid request in the Manchester Union January 9<sup>th</sup> 2020. Conduct a pre-bid meeting at City Hall on January 21<sup>st</sup> 2020 at 10am. Complete the bid opening at City Hall on February 7<sup>th</sup> 2020 at 2pm.

## **WATER DIVISION**

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

- Staff is providing recommendations for consulting firms being considered for the assessment of the Hamilton Street standpipe water storage structure and the Rocky Hill Road Well Field Evaluation.
- Work on maintenance projects at the plant including the replacement of a new air dryer needed as part of the treatment process.

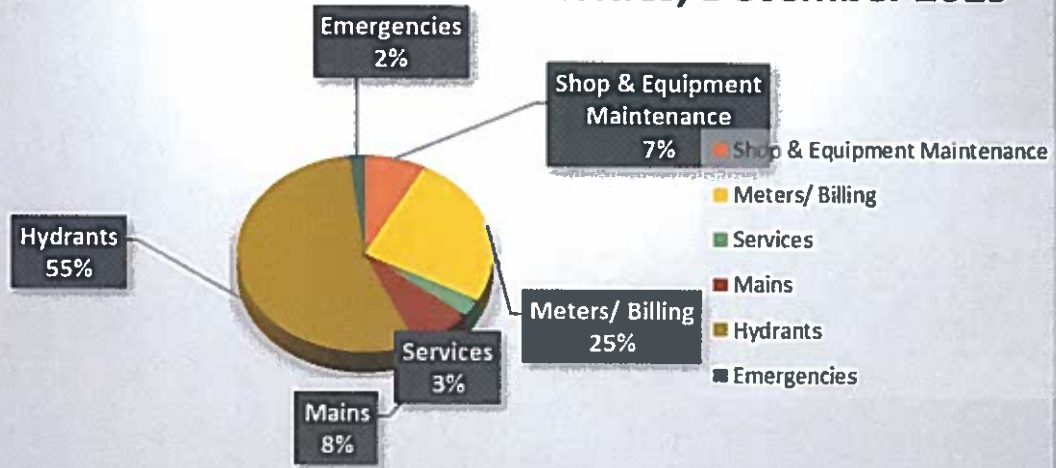
## **ENGINEERING DIVISION**

- Oversaw punch list items for FY2020 paving, including line striping
- Reviewed responses to the two water-related RFPs (wellfield and water storage) that were due in December
- Continued involvement with City Hall maintenance items, including ordering replacement ceiling tiles
- Submitted annual budget figures, in coordination with the Director and other division supervisors.
- Oversight and involvement on a number of ongoing projects, including the new fire station, Cemetery Road complete streets design, TAP grant, and CMAQ grant
- Submitted a grant application to NHDES for part of the upcoming drinking water projects
- Worked with the Director on plans for tree removal at the intersection of Old Rochester Road and Blackwater Road

## **WATER DISTRIBUTION**

- Water Distribution operators completed over 80 work orders and service requests in the month of December.
- Several gate boxes along the High Street corridor were repaired.
- Operators focused mostly on hydrant maintenance in the month of December. Minor repairs were made to hydrants on Down Street, Maple Street and Centre Road.
- Operators responded to several emergencies including dig- safes and frozen/ burst pipes.

## Water Distribution Activities, December 2019





*Somersworth Police Department*  
*12 Lilac Lane*  
*Somersworth, NH 03878*  
*Business: (603) 692-3131 Fax: (603) 692-2111*

David B. Kretschmar  
Chief of Police

## MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David Kretschmar, Chief of Police  
Date: January 13, 2020  
Subject: Monthly Report – Month of December 2019

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Bob:

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

### COMMUNITY POLICING:

- Target generously donated \$1,000.00 to us for their Heros and Helpers Program. Officers from Somersworth, Strafford County Sheriff and Rochester Police were teamed up with 20 underprivileged children to purchase family Christmas gifts. Many Somersworth businesses generously provided pizza and drinks for our wrapping party.



Memo To Bob Belmore  
Monthly Report – Month of December 2019  
Page 2

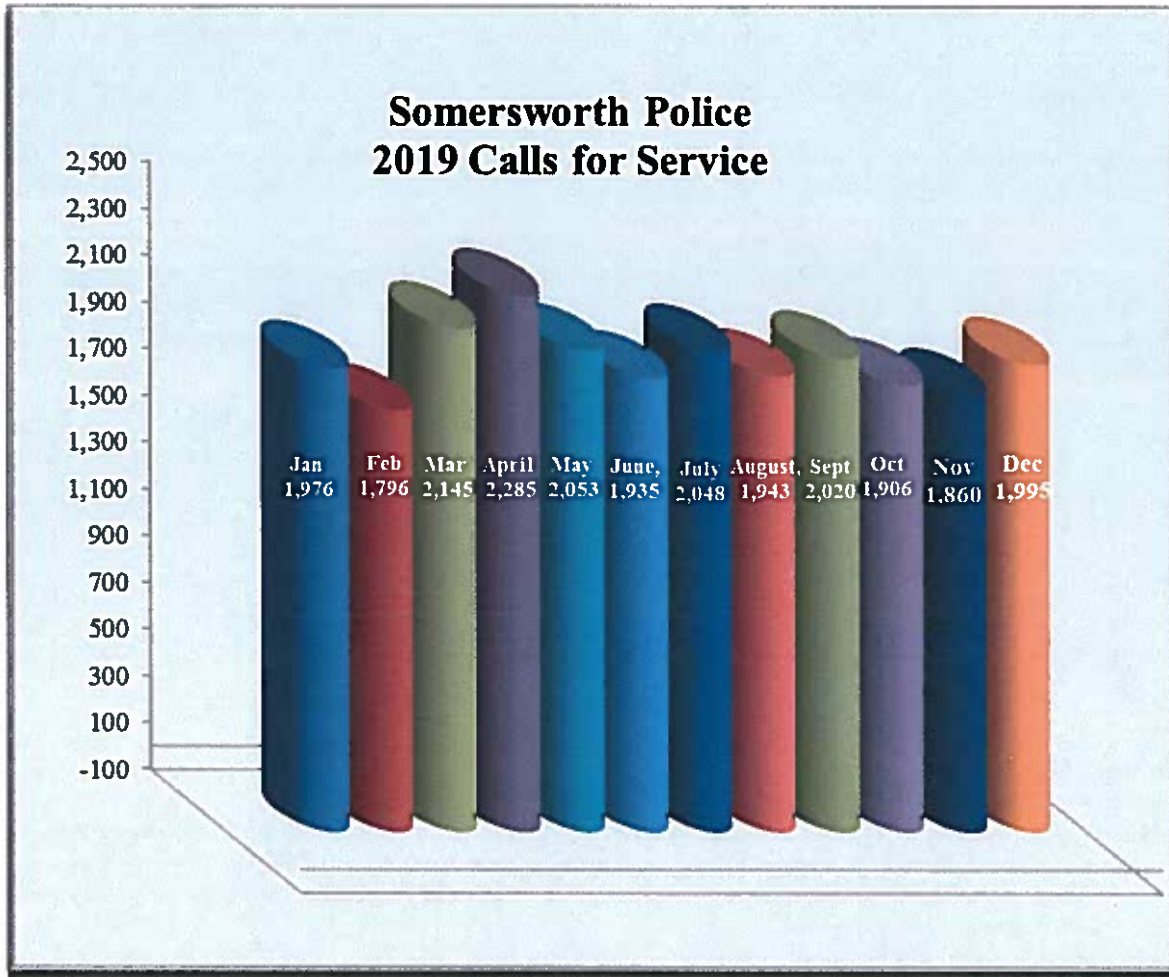
**COMMUNITY POLICING (Continued)**

- We have been reminding motorists about removing all snow and ice from any vehicle they are operating on a public way per Jessica's Law.

**PERSONNEL/TRAINING:**

- Our Special Olympics representative, Officer Lefebvre, received specialized training for this charity work.
- Officer Mele completed training at the NH Police Standards & Training for Field Training Officer.

## STATISTICS:



Month	2019	2018
January	1,976	2,085
Feb	1,796	1,878
March	2,145	2,215
April	2,285	2,452
May	2,053	2,409
June	1,935	2,406
July	2,048	2,174
August	1,943	2,238
Sept	2,020	2,263
Oct	1,906	2,123
Nov	1,860	2,055
Dec	1,995	1,936
<b>TOTAL</b>	<b>23,962</b>	<b>26,234</b>





# 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 2019 MONTHLY REPORT**

#### **EMERGENCY ACTIVITIES**

Building Fires:	9
Vehicle Fires:	0
Outside Fires:	1
Emergency Medical:	56
Motor Vehicle Crash:	10
Malfunction/false alarm:	14
Accidental/public service:	32
Hazardous Condition:	6
Hazardous Materials:	7

#### **NON-EMERGENCY ACTIVITIES**

Burning Permits:	6
Fireworks Permits:	2
Oil Burner Permits:	1
Place of Assembly Permits:	0
Fire Safety Inspections:	8
Fire Drills:	4

#### **CALLS FOR SERVICE**

- We responded to 20 fewer emergency calls this December (132) than in December 2018 – a decrease of 13%.
- We responded to mutual aid fires in Dover, Milton (2) and in Maine to Berwick (3).
- Small kitchen fire at 6 High Street
- Stewarts Ambulance continues to provide excellent EMS services with an average response time of 4 minutes 35 seconds.

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

- Port One Architects from Portsmouth continued with the fire station assessment project with preliminary designs and cost estimates which they are refining.

- NH Homeland Security visited to submit application for emergency generator for the Hilltop School project to power the police/fire transmitter at that location. We have already met the conditions for the city match at zero cost to the city .
- “Active Shooter” equipment from NH Department of Safety grant now in service.
- Participated in new City Councilors’ orientation session.
- Attended meeting of the Public Safety and Government Ops Committees to discuss a city “warming shelter”.
- Re-bid the brush truck with updated specifications.
- Attended pre-construction meeting for solar array project on High Street.
- Witnessed acceptance test of sprinklers at Wentworth Surgery Center.
- Attended county shelter meeting with Mayor Hilliard.
- NH Homeland Security advised that if we place the EOC in the new fire station they will contribute \$140,000 for the emergency generator and technology.
- Delivered Homeland Security training notices to churches.

### **TRAINING/MEETINGS**

- We continue to train 4 new career firefighters on shift.
- Career firefighters received EMS training on shift.
- Three new call firefighters continued FF I/II training in North Berwick.
- Attended SRTC and Seacoast Fire Chiefs meetings.

### **COMMUNITY SERVICE**

- Department participated in Annual Christmas Parade.
- Participated in “Wrapping Party” for Christmas gifts for 375 children at the fire station.
- Call firefighter McCann recognized by WMUR and Fosters for his life-saving action on a cardiac arrest patient in NYC.

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

**FRIDAY  
FEBRUARY  
28**

# **CHIEF HOYLE RETIREMENT FAREWELL**

**TIME  
10-2**



**195 MAPLE ST. SOMERSWORTH, NH 03878**

## **SOMERSWORTH FIRE DEPT.**

**PLEASE STOP BY ANYTIME FROM 10AM-2PM TO WISH FIRE CHIEF  
KEITH HOYLE FAREWELL AS HE WRAPS UP HIS FINAL DAY AS THE  
SOMERSWORTH FIRE CHIEF ENDING HIS LONG DEDICATED  
CAREER IN THE FIRE SERVICE.**

**\*CAKE, REFRESHMENTS AND PRESENTATIONS AT NOON\***

Any questions, please contact Cheryl at 692-3457