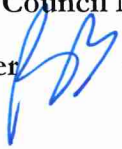


*Office of the City Manager*

TO: Mayor Dana S. Hilliard and City Council Members  
FROM: Robert M. Belmore, City Manager   
DATE: Friday, January 20, 2023  
SUBJECT: City Manager's Report for Monday, January 23, 2023 City Council Meeting  
*Rescheduled to Monday, January 30, 2023 due to Winter Storm*

---

5:30 p.m. - City Council Goal Setting Session  
6:30 p.m. - Non-meeting / Union Negotiations  
Re: Tentative Agreements

---

*Lay on the Table (under Section 14 of Agenda)*

Other

- A. Vote to Approve Issuing a Request for Qualifications (RFQ) for the Purchase and Development of the National Guard Readiness Property for Residential Use (requested by the National Guard Building Reuse Commission). The Council is meeting on Monday, January 23<sup>rd</sup> at 5:30 p.m. for a Goal Setting Workshop to discuss the reuse of the National Guard Readiness Property and other City owned properties.

*Unfinished Business (under Section 15 of Agenda)*

Ordinances

- A. Ordinance No. 10-23: To Amend Chapter 14, Licenses & Permits, Sections 14.2 Permits, 14.3 Fees, 14.6 Application. 14.7 and 14.8. Again, the Government Operations Committee voted to recommend these Ordinance changes.
- B. Ordinance No. 11-23: To Amend Chapter 29, Administrative Code, Section 29.4.9, Traffic Safety Committee. Again, the Government Operations Committee voted to recommend these Ordinance changes.
- C. Ordinance No. 12-23: To Amend Chapter 19 Zoning, Section 21 Circulation & Parking Regulations A.1 and A.2. Again, the Planning Board approved these Zoning proposed changes at their November 16<sup>th</sup> meeting for Council consideration.
- D. Ordinance No. 13-23: To Amend Chapter 19 Zoning, Section 32 Form Based Codes. Again, the Planning Board approved these Zoning proposed changes at their November 16<sup>th</sup> meeting for Council consideration.
-

## *New Business (under Section 16 of Agenda)*

### Resolutions

- A. **Resolution No. 27-23: To Authorize the City Manager to Contract with Beta Group, Inc. for Engineering and Design Services for a Water Main Replacement Project on Main Street.** The Public Works & Environment Committee and the Finance Committee met on January 11<sup>th</sup> to discuss this Resolution. The City received three (3) proposals, and after review, the Committee accepted Staff's recommendation to award the contract to Beta Group, Inc. Interviews were conducted with all these Engineering Firms by Director Scott Smith, Director Mike Bobinsky, City Engineer Amber Hall and Water Distribution Foreman Mike Hoage and I. Council approved \$172,000 in the Water Enterprise Budget for this project. There is some small contingency added to the bid price. Please see attached Memorandum from Director Mike Bobinsky.
- B. **Resolution No. 28-23: To Authorize the City Manager to Contract with Wright Pierce Engineering of Portsmouth, NH for Planning and Design Services Associated with Future Water Treatment Facility Upgrades.** The Public Works & Environment Committee and the Finance Committee met on January 11<sup>th</sup> to discuss this Resolution. The City received one (1) proposal, and after review, the Committee accepted Staff's recommendation to award the contract to Wright Pierce Engineering. The proposal was in the amount of \$130,000, however, \$20,000 was added for contingency. Should the City receive the Grant, the actual cost for both would be reduced. The Council approved \$100,000 in the Water Enterprise Budget for this project. Please see attached Memorandum from Director Mike Bobinsky.
- Please note:* We have not yet received notification from the NH Department of Environmental Services about our \$100,000 Asset Management Grant application.

### Other

- A. **Vote to Ratify the following 3-Year Wage and Working Agreements between the City of Somersworth and:**
1. Somersworth Association of Educators (SAE)
  2. Somersworth Firefighters Local #2320, International Association of Firefighters (IAFF)
  3. Water and Wastewater Employees Association

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

### Informational Items

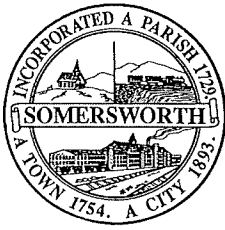
- A. **Planning Grant.** I have authorized Michelle Mears, Director of Planning & Community Development to apply for a \$25,000 Planning Grant to address a Housing chapter component of our City's Master Plan. We will also be applying for a Regulatory Housing Audit to examine all our Zoning, Subdivision Regulations, and Ordinances to consider changes related to Housing. This Grant application will be for \$50,000. Both Grants do not require any City matching funds.

### *Informational Items Continued*

- B. Somersworth Public Library Grant.** Without objection, I will authorize the acceptance of Grant Funds for \$8,721 for Library use. Attached is a Memorandum from Librarian Rebecca Whitney detailing the programming use for these Funds from the NH Charitable Foundation. There is no City match for this Grant.
- C. AARP Community Challenge Grant.** Attached is a Memorandum from Michelle Mears, Director of Planning & Community Development regarding this \$4,000 Grant. There is no City match for this Grant.
- D. Reminder: City Council Workshop Meeting.** Monday, February 6 at 6:00 p.m. – Joint Meeting with School Board regarding the Fiscal Year 2023 School Budget.

### Attachments

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



## City of Somersworth – Ordinance

Ordinance No: **10-23**

**TO AMEND CHAPTER 14 SECTIONS 14.2 PERMITS, 14.3 FEES, 14.6 APPLICATION, 14.7 and 14.8.**

January 9, 2023

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

Amend Chapter 14, Section 14.2 Permits, by deleting it in its entirety and replace with:

Persons or organizations shall obtain a permit from the Licensing Board for the following purposes:

1. Solicit funds for charitable purposes.
2. Erect banners or signs related to a special event.
3. Tag (donation solicitation) days.
4. Conduct parades or processions, festivals or races, walk-a-thons, public demonstration or protest on public property or highway.
5. Conduct a carnival, tent show, fair, circus, public dance, dance exhibition or demonstration, live music shows, disc jockey, karaoke, or other amplified music event in which the public is invited for pay to attend or attendance is free.
6. The temporary closing of any City street or temporary use of any City property for the purpose of community related or private events. A certificate of insurance in the amount of \$1,000,000, acceptable to the City, that names the City of Somersworth as an additional insured shall be required. The Licensing Board, at its discretion, may require additional conditions at no cost to the City to include, but not limited to, a higher insurance binder amount, police or fire details, or other measures to ensure the public safety.

Amend Chapter 14, Section 14.3 Fees, by deleting it in its entirety and replace with:

Each applicant shall pay in advance for such license, for the use of the City as follows:

1. There will be a \$25.00 fee for each license issued, unless otherwise stated in another section, for each day or event, unless specifically waived by the Licensing Board.
2. License fees for carnivals, circuses, traveling tent shows and the like, shall be determined by the Board within the limits of said Chapter 286 RSA.



Amend Chapter 14, Section 14.6 Application, by deleting it in its entirety and replace with:

A written application for a permit must be submitted 30 (thirty) days prior to the date of the event. The application shall contain the following information:

Name or Name of Organization

Statement of permission from property owner

Name, address and telephone number of Person in Charge

Purpose

Dates and times

Specific location(s)

Anticipated number of attendees

Police detail secured if required

Certificate of Insurance naming the City of Somersworth as additionally insured  
(if event is to take place on City property)

Map of event set-up (tables, tents, stages, parking, restrooms, etc.)

Serving of alcoholic beverages shall require proof of proper State of NH Liquor  
Licensing permission and a police officer/s detail.

Any event requiring the use of a public way, publicly owned property, or any  
modification to parking regulations shall require a meeting with a Police  
Department representative as well as any necessary City staff as designated by the  
City Manager no later than 14 (fourteen) days prior to the event.

Amend Chapter 14, Section 14.7, by deleting it in its entirety and replace with:

If the request would require a temporary waiver of any Planning or Zoning Regulations  
of the City, the Licensing Board shall first refer the application to the appropriate staff  
or Board for review and recommendation prior to deciding on the application.

Amend Chapter 14, Section 14.8, by deleting it in its entirety and replace with:

The permit when issued shall contain the effective date, expiration date, the purpose  
and the name, address, telephone number and email address of the responsible person.

This Ordinance shall take effect upon passage.

Authorization	
<i>Sponsored by Councilor:</i> Richard R. Michaud Matt Gerding Donald Austin Nancie Cameron	<i>Approved:</i> City Attorney

## City of Somersworth – Ordinance 10-23

### History

First Read Date:	1/9/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

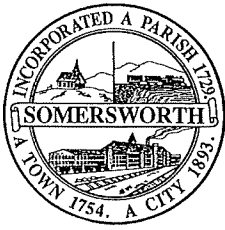
*1/9/2023*

*Clerk LaPanne performed a first reading of Ordinance 10-23 by title only.*

*Ordinance 10-23 will remain in first reading until the call of the Chair.*

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

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
<b>TOTAL VOTES:</b>			
On     /     /     Ordinance 10-23		PASSED	FAILED



## City of Somersworth – Ordinance

Ordinance No: 11-23

### **TO AMEND CHAPTER 29, SECTION 29.4.9 TRAFFIC SAFETY COMMITTEE**

January 9, 2023

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

Amend Chapter 29, Section 29.4.9 Traffic Safety Committee, by deleting it in its entirety and replace with:

There is hereby established a Traffic Safety Committee consisting of eleven members, said membership constituted as follows:

- Chief of Police (or designee)
- Chief of Fire (or designee)
- Superintendent of Schools (or designee)
- Director of Public Works (or designee)
- City Engineer
- Director of Planning & Community Development (or designee)
- Two members at large
- City Council member

The members at large shall be appointed by the Mayor, with the consent of the City Council, for three-year staggered terms, beginning July 1st of their respective years. The City Council member shall be appointed by the Mayor as part of the normal assignment of Council Standing Committees.

The Mayor and City Manager shall be ex-officio members of the Committee, without a vote in the Committee's deliberations.

The Chairman of the Traffic Safety Committee shall be designated by the Mayor.

The Traffic Safety Committee is authorized to:

- (1) carry on a continuing study of the problems of highway safety and traffic law enforcement;
- (2) conduct conferences and hearings on various phases of highway safety;
- (3) appoint sub-committees to carry out designated responsibilities related to traffic safety;
- (4) develop and recommend highway safety programs to prevent motor vehicle accidents and enhance overall traffic safety;

(5) review and make recommendations on all traffic safety and parking ordinances prior to action on those ordinances by the City Council;

(6) submit a report of its activities to the Mayor and City Council by way of meeting minutes or Special Report.

This Ordinance shall take effect upon passage.

Authorization	
<i>Sponsored by Councilor:</i> Richard R. Michaud Matt Gerding Donald Austin Nancie Cameron	<i>Approved:</i> City Attorney



## City of Somersworth – Ordinance 11-23

### History

First Read Date:	1/9/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

1/9/2023

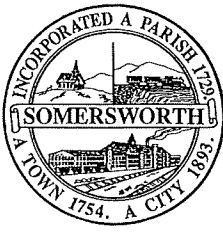
*Clerk LaPanne performed a first reading of Ordinance 11-23.*

*Ordinance 11-23 will remain in first reading until the call of the Chair.*

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

*In accordance with Robert's Rules of Order and prior to the second reading, Ordinance 11-23 is assigned by Mayor Hilliard to the Clerk's Office for the recommended correction regarding the Committee's eleven (11) person membership. No Council objection.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
<b>TOTAL VOTES:</b>			
On     /     /     Ordinance 11-23		PASSED	FAILED



## City of Somersworth – Ordinance

Ordinance No: **12-23**

**TO AMEND CHAPTER 19 – ZONING, SECTION 21  
CIRCULATION & PARKING REGULATIONS A.1 AND A.2**

January 9, 2023

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

Amend Chapter 19 Section 21.A.1. by adding the following:

For properties containing commercial uses and/or multifamily sites (three (3) residential units or more) the parking requirements shall follow the Site Plan Review Regulations.

Amend Chapter 19 Section 21.A.2. by deleting the following in its entirety:

Parking shall be located and arranged so that vehicles will not need to back out into the street.

This Ordinance shall take effect upon passage.

### Authorization

*Sponsored by Councilor:*  
David A. Witham

*Approved:*  
City Attorney

## City of Somersworth – Ordinance 12-23

### History

First Read Date:	1/9/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

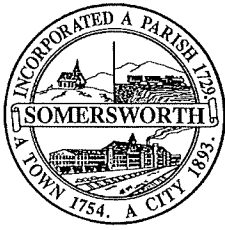
*1/9/2023*

*Clerk LaPanne performed a first reading of Ordinance 12-23.*

*Ordinance 12-23 will remain in first reading until the call of the chair.*

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

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
<b>TOTAL VOTES:</b>			
On     /     /     Ordinance 12-23		PASSED	FAILED



## City of Somersworth – Ordinance

Ordinance No: **13-23**

### **TO AMEND CHAPTER 19 – ZONING SECTION 32 FORM BASED CODES**

January 9, 2023

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

Amend Chapter 19, Section 32.F Dimensional Regulation by adding the following:

19.32.F.3 Where parcels that are not able to meet the dimensional regulations, an applicant may submit a Conditional Use Permit application.

19.32.E.4 Criteria for granting a Conditional Use Permit:

- a. Both public and private buildings and landscaping contribute to the aesthetic value of the right of way and provide civic spaces.
- b. Development adequately accommodates automobiles, while respecting the pedestrian and the spatial form of public areas.
- c. The design of streets and buildings reinforces a safe environment, but not at the expense of accessibility.
- d. The architecture and landscape designs are inspired by local climate, topography, history, and building practice.
- e. Civic spaces and public gathering places are provided as locations that reinforce community identity and activity

This Ordinance shall take effect upon passage.

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



## City of Somersworth – Ordinance 13-23

### History

First Read Date:	1/9/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

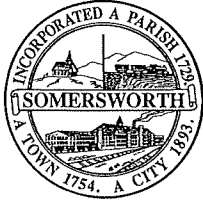
*1/9/2023*

*Clerk LaPanne performed a first reading of Ordinance 13-23.*

*Ordinance 13-23 will remain in first reading until the call of the chair.*

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

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
<b>TOTAL VOTES:</b>			
On     /     /     Ordinance 13-23		PASSED	FAILED



## City of Somersworth – Resolution

Resolution No: **27-23**

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
BETA GROUP, INC. FOR ENGINEERING AND DESIGN SERVICES  
FOR A WATER MAIN REPLACEMENT PROJECT ON MAIN  
STREET**

January 23, 2023

WHEREAS, the City of Somersworth's fiscal year 2022-2023 adopted Water Enterprise Budget contains an appropriation for engineering and design services for the replacement of the water main on Main Street; and

WHEREAS, City staff requested and received proposals for this project and recommends awarding the contract to BETA Group, Inc. of Manchester, New Hampshire for a cost not to exceed \$100,000 (One Hundred Thousand Dollars); and

WHEREAS, the Finance Committee has reviewed the recommendation with City staff and supports the recommendation; and

WHEREAS, the Public Works and Environment Committee has reviewed the recommendation with City staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with BETA Group, Inc. of Manchester, New Hampshire for engineering and design services for the replacement of the water main on Main Street for an amount not to exceed \$100,000 (One Hundred Thousand Dollars) and to take any actions relative to this project determined to be in the best interest of the City.

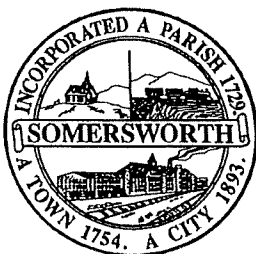
### Authorization

*Sponsored by Councilors:*

David A. Witham  
Donald Austin  
Matt Gerding  
Martin Pepin  
Denis Messier

*Approved:*

City Attorney



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

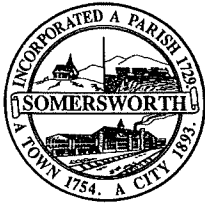
Date: 12/29/2022  
To: Michael Bobinsky, Director of Public Works and Utilities  
Copy: Bob Belmore, City Manager;  
Scott Smith; Deputy City Manager/Finance Director  
Subject: FY2023 Main Street Water Main Replacement Results

---

The City received three engineering proposals for the Main Street Water Main Replacement project on November 17, 2022. Following review and analysis of the proposals received, BETA Group, Inc is the apparent lowest proposer and meets all RFP specifications. The engineering firm proposals and costs are as follows:

Engineering Firm	Total Price
BETA Group, Inc.	\$94,462
Wright-Pierce	\$156,000
CMA Engineers	\$190,800

I spoke with four references that BETA provided for work in New Hampshire. All references had the same things to say; excellent timeliness, meticulous detail and thoroughness, very professional and responsive. Based on this investigation, we recommend award of the contract to BETA Group, Inc. for the water main replacement project on Main Street.



## City of Somersworth – Resolution

Resolution No:       **28-23**

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
WRIGHT PIERCE ENGINEERING OF PORTSMOUTH, NH FOR  
PLANNING AND DESIGN SERVICES ASSOCIATED WITH  
FUTURE WATER TREATMENT FACILITY UPGRADES**

January 23, 2023

WHEREAS, the City of Somersworth's fiscal year 2022-2023 adopted Water Enterprise Budget contains an appropriation for planning and design services associated with future Water Treatment Facility upgrades; and

WHEREAS, City staff requested and received a proposal for this project and recommends awarding the contract to Wright Pierce Engineering of Portsmouth, NH for a cost not to exceed \$150,000 (One Hundred Fifty Thousand Dollars); and

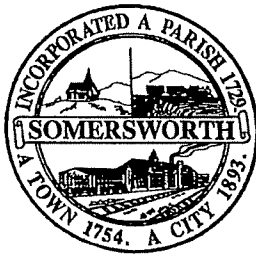
WHEREAS, the Finance Committee has reviewed the recommendation with City staff and supports the recommendation; and

WHEREAS, the Public Works and Environment Committee has reviewed the recommendation with City staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract Wright Pierce Engineering of Portsmouth, NH for the planning and design of future Water Treatment Plant upgrades for an amount not to exceed \$150,000 (One Hundred Fifty Thousand Dollars) and to take any actions relative to this project determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Donald Austin Matt Gerding Martin Pepin Denis Messier	<i>Approved:</i> City Attorney





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

Date: 1/9/2023  
To: Bob Belmore, City Manager  
Copy: Scott Smith; Deputy City Manager/Finance Director; Michael Bobinsky, Director of Public Works and Utilities  
Subject: FY2023 Water Treatment Plant Evaluation RFP Results

---

The City received one engineering proposal for the Water Treatment Plant Evaluation project on December 1, 2022. Following review and analysis of the proposal received, Wright-Pierce is the recommended firm. The engineering firm proposal and cost are as follows:

Engineering Firm	Total Price
Wright-Pierce	\$130,000

December 1, 2022

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

**SUBJECT: Separate Cost Proposal – RFP #11012022 – Professional Engineering Services for Water Treatment Plant Upgrades**

Dear Mr. Smith,

Wright-Pierce is a strong believer in the selection of engineers on the basis of qualifications, with an equitable fee negotiated between the selected firm and the client, based on a mutually established, detailed scope of services.

For the proposed scope of services, broken down by the tasks discussed in our Scope of Services section, we propose a not to exceed fee of \$130,000. Our proposed fee estimate also includes an alternate to integrate this facility assessment and capital improvement recommendations effort into an asset management project and eligibility for a **\$100,000 drinking water asset management grant from NHDES**.

Our task-by-task breakdown of labor and expenses, showing both dollars and hours, follows this cover letter.

Our fee reflects a good understanding of the needs of the City to assess the short- and long-term priorities at the water treatment plant. Wright-Pierce is committed to delivering the best value on this project for Somersworth and developing CIP recommendations.

- Integration of this WTP evaluation and CIP recommendation effort into the City's asset management program will enhance the sustainability of the City's water department and its commitment to provide drinking water at the desired level of service while provide the best value to its customers.

Please feel free to contact us should you have any questions about our proposed fee, or should you require additional information.

Sincerely,

**WRIGHT-PIERCE**



Christopher Berg, PE  
Senior Project Manager  
[chris.berg@wright-pierce.com](mailto:chris.berg@wright-pierce.com)



Richard Protasowicki, PE  
Vice President/Principal-in-Charge  
[richard.protasowicki@wright-pierce.com](mailto:richard.protasowicki@wright-pierce.com)

# Cost Proposal

## Proposed Fee

Wright-Pierce is a strong believer in the selection of engineers on the basis of qualifications, with an equitable fee negotiated between the selected firm and the client, based on a mutually established detailed scope of work. Your primary concern should be that the firm you select is fully qualified, with recent experience in planning and design to address issues similar to yours. You should also be confident that the staff assigned to your project is experienced and competent, and that the firm has quality control procedures and qualified senior staff to adequately advise the project team and review their work.

For the proposed scope of services, broken down by the tasks discussed in our scope of services section and delineated below, we propose a base, not-to-exceed fee of \$130,000.

Our fee reflects a good understanding of the needs of Somersworth. We have provided a work plan and fee that we believe reflects the level of effort required to cost effectively complete this effort and provide the greatest value proposition for the City of Somersworth.

**We will be assisting Somersworth in the development of a \$100,000 Asset Management Grant Application as part our effort on this proposal. Aligning the recommendations of this project with the City's overall asset management priorities and level of service goals improves the strategic value proposition of this project to the City and its utility customers.**

We are flexible and willing to reconsider any aspect of our proposal if we can provide a more tailored level of service that fits the City's specific needs.

## Level of Effort Table

Scope of Services	Wright-Pierce Hours	Wright-Pierce Costs	Vendors & Expenses	Task Cost
1. Project Kickoff and Data Collection	22	\$3,000	\$2,500	\$5,500
2. Asset Condition Assessment	180	\$29,500	\$1,500	\$31,000
3. Risk and Alternatives Analysis	340	\$48,000	--	\$48,000
4. Recommendations and Cost Estimates	200	\$27,000	--	\$27,000
5. CIP Memo and Presentations	90	\$12,000	\$500	\$12,500
6. Project Management and Communications	40	\$6,000	--	\$6,000
<b>Base Scope Estimated Totals</b>	<b>872</b>	<b>\$125,500</b>	<b>\$4,500</b>	<b>\$130,000</b>
WTP Asset Management Plan	250	\$32,000	\$1000	\$33,000
Asset Management Grant				(\$100,000)
<b>Project Cost to City (Assumes receipt of grant funds)</b>				<b>\$63,000</b>

*Rebecca Whitney*  
LIBRARIAN

NH Charitable Foundation Grant Award  
Somersworth Public Library

**Project and Need it Meets:**

The project concerns updating technology to better serve and instruct patrons, and providing a travel/educational experience specifically for the mobility challenged and/or older population. The grant would allow the purchase of 5 new HP laptops, 4 iPads, cases and T-Mobile hotspots for checkout, and one Oculus (Meta Quest 2) VR headset for in-library use.

Many of our library users are seniors unfamiliar with placing holds and accessing audio and e-books. New laptop computers that could be moved to a table near the television monitor would facilitate the teaching of catalog searching skills and empower patrons to access the full suite of library services. We would also teach patrons to access reputable information through Google Scholar and government websites. iPads and hotspots would allow people without internet service to pursue their interests at home, whether language learning, researching or connecting with friends. An Oculus VR headset would make possible a walk along the streets of Edinburgh or a visit to the Louvre in a safe (and sitting) space. It's a piece of technology most of our older patrons do not have and it would supply an experience otherwise inaccessible to many of our users.

**Workplan:**

Two staff members would alternate holding weekly computer classes: one focusing on the library web pages, and the other on locating reputable web resources. Individual training to use iPads may need to be scheduled in advance but three of six of the staff are able and willing to do it. The Oculus headset is easy to use but staff will be trained in-house so they, in turn, can work with users. A dedicated and safe sitting area is available for VR users. The monthly hotspot cost through June 2023 will be paid by funds raised through the 2021/2022 sale of attic books. In the following fiscal year, the money could potentially come from the periodicals line item as use continues to decline.

**Achievement:**

The objective is for patrons to be excited about new technology - primarily virtual reality - and empowered to search the catalog, place holds and download audio and e-books. They will know where to find recent medical information and statistics. They will feel empowered, not frustrated or overwhelmed, by library technology. New equipment, classes, training and the means to practice at home will facilitate this.



<b>Request Amount:</b>	\$8,721
<b>Project Funds Raised to Date:</b>	\$560 (through the sale of attic books)
<b>Total Project Budget:</b>	\$9,281

EXPENSE YEAR 1 (NHCF)	EXPENSE YEAR 1 (SPL)	EXPENSE TOTAL YEAR 1	TOTAL PROJECT EXPENSE	BUDGET NOTES
\$1,316	\$0	\$1,316	\$1,316	4 iPads
\$240	\$0	\$240	\$240	4 cases for iPads
\$6,250	\$0	\$6,250	\$6,250	5 HP Spectre x360 13.5" laptops
\$515	\$0	\$515	\$515	4 Inseego 5G MiFi M2000 HotSpot
\$0	\$560	\$560	\$560	4 Monthly subscriptions for hotspots through June 30, 2023 (T- Mobile)
\$400	\$0	\$400	\$400	Oculus (MetaQuest 2) VR headset
\$8,721	\$560	\$9,281	\$9,281	



**DATE:** January 13, 2023  
**TO:** Robert Belmore, City Manager  
Recreation Committee  
**FROM:** Michelle Mears, AICP  
Director of Planning and Community Development

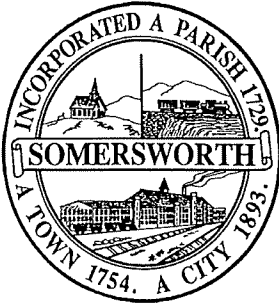
**Re: AARP Community Challenge Grant- Ash Street Park**

The City of Somersworth applied for an AARP Community Challenge Grant in 2022.

Ashley Davis, Associate State Director of Outreach and Advocacy for AARP, reached out regarding an available \$4,000 in additional funding.

The Department of Development Services and the Department of Public Works recommends using these grant funds for the following items for Ash Street Park:

1. Victor Stanley Bench: \$2,000
2. Signage: \$2,000



## MEMORANDUM

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To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: January 19, 2023

**Re: Monthly Report**

### Finance Department:

- Started FY24 budget process.
- Participated in Union Negotiations.
- Bids:
  - Road Paving – Due February 2, 2023
  - Crack sealing – Due February 16, 2023
  - Sidewalk Repairs – Received January 19, 2023
  - Hamilton St. Water Tank Roof – No Bids Received

### City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Cash receipts for the month were \$8,422.
- No permits issued in December.

### Tax Collector

- Motor vehicle registrations were a total of \$145,672 during the month.
- Collected \$4,825 for Municipal Transportation Fund during month.
- Tax Bills were mailed out with a due date of January 9.
- Total Receipts for the month were \$6,172,372.

#### Human Services:

- Total assistance for the month was \$5,889 That compares to \$6,452 for the month of November 2022 and \$6,124 for December 2021.
- 5 new cases were opened compared to 7 in 2021.
- 6 cases were approved for varying levels of assistance with 1 denial, and 1 case still pending. 28 cases were referred to other agencies for support.

#### Library

- The Library has created an e-newsletter and has over 50 patrons signed up
- The Library is back to full service and cleaned up after the water pipe burst and flooding that occurred.
- 2,459 patrons visited the Library with 39 sign-ins for public computer use.

#### Information Technology

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

#### Assessing

- Started accepting abatement requests. Taxpayers can file until March 2023.

Date: December 31, 2022

To: Robert Belmore, City Manager

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

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

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

- Zoning Board – December 7
- Conservation Commission – December 8
- Planning Board – December 14
- SRTC – December 14
- Historic District Commission – December 15

### Building and Health Departments

#### MAJOR Building Permits Applied for December 2022

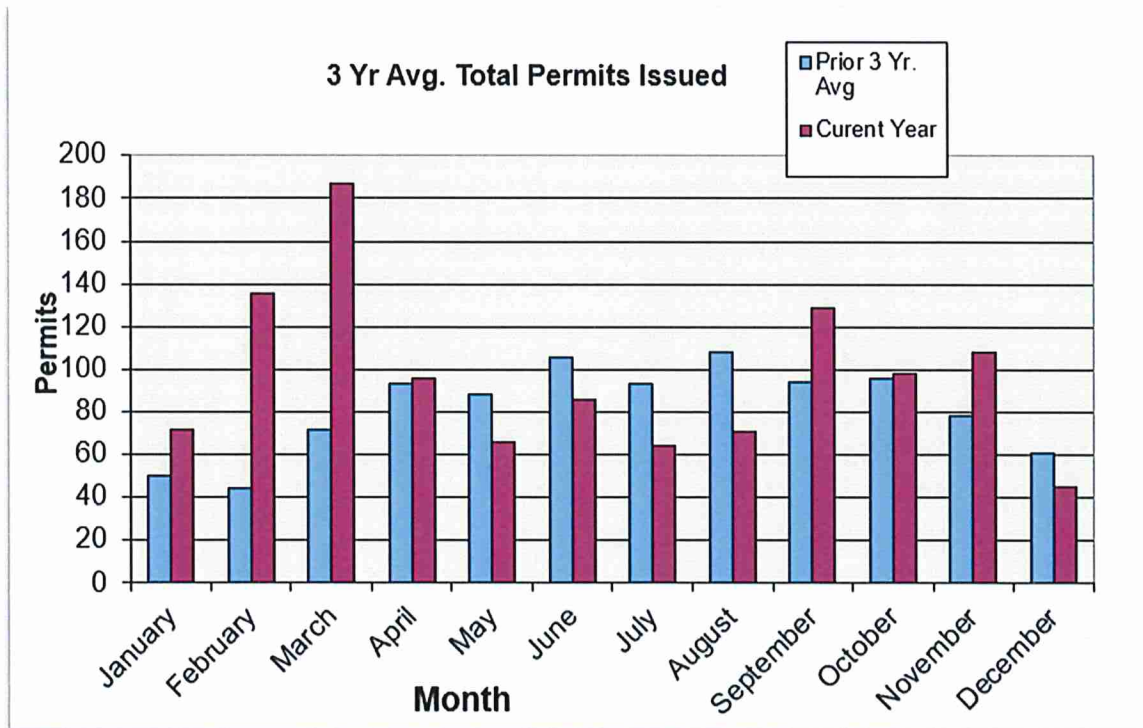
None.

#### MINOR Building Permits Applied for December 2022

Address		Construction Costs	Fees
28-30	Fayette St	\$ 12,000.00	\$ 133.00
37	Whippoorwill Way	\$ 14,000.00	\$ 151.00
268	High St	\$ 39,000.00	\$ 376.00
12	Greenfield Dr	\$ 16,800.00	\$ 176.20
21	Linden	\$ 11,271.00	\$ 126.44
399	High St	\$ 15,000.00	\$ 160.00
11	Sandlot Ln	\$ 33,112.00	\$ 323.00
51	Davis	\$ 17,082.00	\$ 178.74
433	Rt 108	\$ 2,000.00	\$ 43.00
2	Nash Parkway	\$ 16,000.00	\$ 169.00
508	High St	\$ 2,100.00	\$ 50.00
18	Curran Way	\$ 27,903.73	\$ 276.13
158	Rt 108	\$200,000.00	\$1,825.00
165	Blackwater Rd	\$ 11,053.93	\$ 124.48
7	Ash St	\$ 2,500.00	\$ 55.00
194	Green St	\$ 2,500.00	\$ 55.00
27	Maize Dr	\$ 4,488.55	\$ 65.50
58	Milo Ln	\$ 9,354.00	\$ 115.00
<b>Totals</b>		<b>\$ 436,165.21</b>	<b>\$ 4,402.49</b>

## Permit Receipts as of December 31<sup>st</sup>, 2022

PERMIT RECEIPTS					
Chart Area	2020	2021	2022	DIFFERENCE this year to last	% OF CHANGE
January	\$13,195.23	\$8,599.31	\$10,660.43	\$2,061.12	24.0%
February	\$13,438.09	\$6,590.61	\$31,019.26	\$24,428.65	370.7%
March	\$24,077.27	\$46,267.60	\$25,904.65	-\$20,362.94	-44.0%
April	\$10,871.58	\$27,779.60	\$26,246.19	-\$1,533.40	-5.5%
May	\$19,665.79	\$33,736.68	\$11,141.09	-\$22,595.59	-66.0%
June	\$13,079.55	\$51,947.53	\$37,046.22	-\$14,901.31	-28.0%
July	\$16,816.46	\$18,776.42	\$9,648.31	-\$9,128.11	-48.0%
August	\$23,823.08	\$46,171.98	\$25,716.69	-\$20,455.29	-44.0%
September	\$23,396.60	\$13,805.11	\$30,356.86	\$16,551.75	120.0%
October	\$16,152.79	\$18,139.91	\$12,587.39	-\$5,552.52	-30.0%
November	\$12,376.38	\$8,476.08	\$30,037.01	\$21,560.93	254.4%
December	\$6,925.03	\$8,858.58	\$7,853.79	-\$1,004.79	-11.0%
Year total	\$193,817.84	\$280,290.83	\$260,217.89	-\$20,073.73	
Difference of change this year to last (completed months only)	\$193,817.84	\$280,290.83	\$260,217.89		-7.2%



### Property Maintenance December 2022

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



Location	Complaint Type	Complaint Date	Notification Issued	Status
11 Ash Street #C	MPV	11/14/2022	NOV	Pending
12 Mt. Auburn Street	Camper Violation	11/8/2022	NOV	Resolved
442 High Street	Signs	6/29/2021	NOV	Resolved
70 Winter Street	Trash	11/16/2022	CN	Resolved
5 Primrose Lane	MPV	11/7/2022	CN	Resolved
20 Market Street	Siding Condition	11/17/2022	CN	Resolved
3 Market Street	Dumpster Violation	11/17/2022	CN	Pending
18 High Street	Signs	11/17/2022	CN	Pending
446 Main Street	MPV	11/17/2022	NOV	Pending
826 Tri City Road	Bug Infestation	11/17/2022	CN	Resolved
341 High Street	Fence Violations	11/21/2022	CN	Pending
222 Rt. 108	Dumpster Violation	11/21/2022	CN	Pending
85 Washington Street	MPV	11/29/2022	CN	Pending
128 Franklin Street	Dumpster Violation	11/21/2022	CN	Pending
10 Silver Street	Dumpster Violation	11/29/2022	CN	Pending
17 Green Street	Dumpster Violation	11/29/2022	CN	Resolved
117 Green St	Trash	11/29/2022	CN	Resolved
116 Franklin Street	Trash	11/29/2022	CN	Resolved
240 Main Street	Siding Condition	11/29/2022	CN	Resolved
15 Garden Street	Fence Violations	11/29/2022	CN	Pending
87 Franklin Street	Step Hazard	11/29/2022	CN	Pending
222 High Street	Fence Violations	11/29/2022	CN	Pending
22 South Street	Trash	11/29/2022	CN	Resolved
14 South Street	Trash	11/29/2022	CN	Resolved
14 Ford Street	MPV	11/29/2022	CN	Pending
230 High Street	Fence Violations	11/29/2022	CN	Pending
69 Franklin Street	Trash	11/29/2022	CN	Resolved
253 Main Street	Trash	11/29/2022	CN	Resolved
9 Water Street	Trash	11/29/2022	CN	Resolved
6 Ford Street	Trash	11/29/2022	CN	Pending
66 High Street	Trash	12/1/2022	CN	Resolved
82 High Street	Trash	12/1/2022	CN	Resolved
197 #A Rt 108	Heat/Hot Water Issues	12/2/2022	CN	Resolved
10 Silver Street	Trash	12/5/2022	CN	Resolved
9 Silver Street	Trash	12/5/2022	CN	Resolved
41 Franklin Street	MPV	12/5/2022	CN	Pending
65 Green St	MPV	12/5/2022	CN	Pending
57 Green St	Siding issues	12/5/2022	CN	Pending
47 Green St	Trash	12/5/2022	CN	Pending
37 Green St	Siding issues	12/5/2022	CN	Pending

28 Green St	MPV	12/5/2022	CN	Pending
43 Mt. Auburn	MPV	12/5/2022	CN	Pending
107 Green St	Hazardous Steps	12/5/2022	CN	Pending
48 Franklin St	Trash	12/5/2022	CN	Pending
37 Franklin St	MPV	12/5/2022	CN	Pending
67 Green St	Window Issues	12/5/2022	CN	Pending
184 High Street	Siding Condition	12/5/2022	CN	Pending
38-40 Franklin Street	MPV	12/5/2022	CN	Pending
290 Main Street	MPV	12/5/2022	CN	Pending
36-38 Market Street	Front Door Missing	11/29/2022	CN	Pending
151 Indigo Hill Road	Trash	11/18/2022	CN	Pending
2 Government Way	Dumpster Violation	12/19/2022	CN	Pending
7 Ash Street	Deck Issues	12/13/2022	CN	Resolved
71 Franklin Street	Trash	11/29/2022	CN	Pending
66 High Street	Walkway Condition	12/5/2022	CN	Pending
84 Market Street	Siding Condition	11/29/2022	CN	Pending
17 Broad Street	Siding Condition	12/5/2022	CN	Pending
130 Main Street	Landscaping Issues	12/5/2022	CN	Pending
76 Elm Street	MPV	12/5/2022	CN	Pending
80 Elm Street	MPV	12/5/2022	CN	Pending
36 Green Street	Trash	12/5/2022	CN	Pending
93 Main Street	MPV	12/20/2022	CN	Pending
109 Main Street	MPV	12/20/2022	CN	Pending
105 Main Street	MPV	12/20/2022	CN	Pending
103 Main Street	MPV	12/20/2022	CN	Resolved
117 Main Street	MPV	12/20/2022	CN	Pending
506 High Street	Dumpster Violation	12/19/2022	CN	Pending
25 Otis Road	Dumpster Violation	12/19/2022	CN	Pending
39 Rocky Hill Road	Dumpster Violation	12/19/2022	CN	Pending
47 Salmon Falls Road	Dumpster Violation	12/19/2022	CN	Pending
48 Green Street	MPV	12/19/2022	NOV	Pending
67 Elm Street	MPV	12/20/2022	NOV	Pending
53-55 Union	MPV	12/13/2022	CN	Pending
71 Indigo Hill Road	Siding Issues	12/13/2022	CN	Pending
194 Green Street	Trash	12/13/2022	CN	Pending
10-12 School Street	Deteriorating Chimney	12/13/2022	CN	Pending
302 Main Street	Fence Violations	12/13/2022	CN	Pending
194 Green Street	Missing Building Permit	12/28/2022	CN	Resolved
357 Main Street	MPV	12/13/2022	CN	Pending
11 Ash Street #A	MPV	12/29/2022	NOV	Pending
258 High Street	MPV	12/13/2022	CN	Pending



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

- In the month of December, 2022, twenty-two (22) open matters became compliant and were closed.
- In December 2022, the Code Compliance Office issued:
  - Forty-Eight (48) Courtesy Notices; and
  - Three (3) Violation Notices

### **Land Use Boards:**

#### **Minor Field Modification Request:**

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

#### **Conservation Commission:**

- Packy’s Investment LLC is seeking a conditional use permit for 12,235 SF impact to the Riparian and Wetland Buffer as part of a commercial development on a property located at 363 Route 108, in the Commercial Industrial (CI) District, Assessor’s Map 48 Lot 22B, CUP#14-2022 – **Recommend denial**
- Favorite Development Group, LLC is seeking a conditional use permit for impact within the Riparian and Wetland Buffer as part of an alteration to an existing commercial development on a property located at 20 Rescue Lane, in the Industrial (I) District, Assessor’s Map 58 Lot 6G, CUP#15-2022 – **Recommend approval**

#### **Historic District Commission:**

- Jeff and Sherry Pratt 72-76 High Street, in the Business with Historic Overlay (BH) District, Assessor’s Map 11 Lot 216, HDC#32-2022. Application for a certificate of appropriateness to construct a storage structure with fenced and screened area was **approved**.
- Placework on behalf of Somedowntown LLC, 25 High Street in the Business with Historic Overlay (BH) District, Assessor’s Map 11 Lot 67, HDC#34-2022. Application for a certificate of appropriate for demo of single-story addition in rear, exterior building and site improvements was **approved**.
- Ethan Patrick Clark 37 Lincoln Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor’s Map 11 lot 156, HDC#35-2022. Application for a certificate of appropriateness to replace siding and trim and window replacement, was **approved**.

### Planning Board:

The Planning Board reviewed the following:

- Geoff Alevea on behalf of Craig Riotto is seeking an extension of the Planning Board approval to complete conditions prior to final approval for an athletic/fitness facility and infrastructure on a property located at 165 Route 108 in the Commercial Industrial (CI) District, Assessor's Map 63 Lot 10 SUB#01-2021, CUP#02-2021 & SITE#04-2021 – **Approved**

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

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

### Site Review Technical Committee:

- 85 Elm Street Somersworth LLC, is seeking site plan approval for a 128-unit multifamily development and infrastructure, property located at 85 Elm Street and 20 Green Street, in the Business with Historic and Form Based Codes Overlay (BH- FBC) District, Assessor's Map 10 Lots 176 & 177, SITE#20-2022

### Zoning Board:

- William Slater on behalf of Target Corp, 11 Andrews Road, in the Residential/Commercial, Commercial/Industrial & Residential Single Family (R/C, CI & R1) Districts, Assessor's Map 42 Lot 35, ZBA#13-2022. Application for a variance from Section 19.20.D.4.a to allow a total of 471.4 SF of free-standing and wall signs was **approved**.
- **MOTION for PARTIAL REHEARING:** Valerie Miller & Andrew Marks are seeking a partial rehearing of the application denied on November 2, 2022, for a variance from Table 5.A.1 to permit the conversion of the single family dwelling to a duplex without the required lot size, frontage or setbacks property located at 54 Franklin Street, in the Residential Multifamily (R3) District, Assessor's Map 09 Lot 88, ZBA#11-2022 – **Granted**

### Economic Development – December 2022

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

- **News:** We have been assigned a new (highly experienced/respected) reporter for *Foster's* and *Seacoast On-Line*. An article about the National Guard Site has been published
- **Vacancy: Commercial - Business Vacancy** [ *Site for Sale and /or Lease* ]
- a) **Vacant - City Owned Property**
  - ✓ **National Guard Site:** The team continues working with SRPC to obtain a grant for environmental remediation, and long- range planning for the best use of the site
  - ✓ **The Police Station:** Asbestos clean-up is ongoing
  - ✓ **Breton Cleaners:** One developer's proposal is in the process of review

- ✓ **The Plaza:** In May EDC agreed that the Plaza “next step” question should be forwarded to the City Council in consideration of going back out to bid

**b) Vacant -Privately owned Property**

- ✓ **4 Main Street** – (Formally 1886 Barbershop) is vacant and being considered by two businesses: (1) a Candy Store (2) a Hair Shop
  - ✓ **Lucky’s:** Still vacant, cost for refurbishment is being evaluated by one buyer
  - ✓ **Stratham Tire:** The space has been broken up into 2 smaller units
  - ✓ **Hilltop School:** No updates from last month: The Downstairs Gym is still being explored for a lease agreement by Avalon *Women’s Fitness*
  - ✓ **Garneau Bookkeeping:** 90 Main Street is being considered by a retail rock & gem store
- **New: Commercial - Business Tenants** [*Certificate of Occupancy issued*]
- ✓ **Tractor Supply Company:** 211 -Route 108 Terrascape
  - ✓ **Granite State Patio & Game Room:** 183-187 Route 108
- **Existing: Business Expansion** [ *Local Business growing and providing new/more service*]
- ✓ Citizen’s Bank @ Brixmor Tri -City Plaza
- **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]
- ✓ Somersworth Sports Hub: Willand Drive
    - *Sports Dome*
  - ✓ Atlantic Broadband: 22-24 Washington
    - *Cable and Broadband (Breezeline) Service*
  - ✓ Cricket Wireless: 506 High Street
    - *Wireless Retail and Service Center*
  - ✓ Smart Storage: 1 Enterprise Drive - Route 108
    - *Storage Center*
  - ✓ MB Tractor: 355— Route 108
    - *Tractor Retail Sales*
  - ✓ Palmer Oil and Gas HDQ: 32 Gator Rock – Route 108
    - *Oil Company*
  - ✓ Great Bay Home – HDQ: Interstate drive
    - *Interior Design Storage & Sales Distribution Center*
  - ✓ Forward -Merch: 436 -Route 108
    - *Screen Printing & Fulfillment Center*
  - ✓ Pensole Shoes: 434 – Route 108
    - *Shoe Manufacture*
  - ✓ Washville- Formerly Shammy’s Carwash: 436 High Street
    - *Car Wash*
  - ✓ Thrive Food: 38 Market Street
    - *Take- Out Food Distribution Center*
  - ✓ Thompson Counselling: 42 High Street
    - *Counselling and Therapy*
  - ✓ Eclectiq: 4 Main Street
    - *Hair Salon*



- **Potential: Commercial - Business Exploring** [ *Exploratory Review in process* ]
  - 1) School House Farms - Chinburg Mill expansion into oils and seed distillation
  - 2) Formax, LLC - Seeking a Digital Print & Finishing Industrial space
  - 3) Lash Bar – 424 Route 108
  - 4) Cigar Shop – 400 High Street
  - 5) Sweet Peach Candy - Exploring Former 1886 Barbershop Space
  - 6) Hair Salon – (yet to be named) – exploring former 1886 Barbershop Space
  - 7) VoplazaLLC – Rock & Gem Retail – exploring former Garneau Bookkeeping space
  - 8) Avalon Woman’s Fitness Center – 17 Grand Street
  
- **Miscellaneous:** *Brand Identity & Image: Media and Press Relationship development continues*
  - **Opportunity Zone:** One local investor is using the Opportunity Zone, and another is considering using the incentive
  - **Hilltop School Historic Marker:** The Mayor’s office has applied for, and subsequently been awarded, a NH Historic Marker/sign for the Hilltop School. Eric Chinburg will contribute half of the total cost. The process to obtain the marker is in motion
  - **Downtown:** Merchants are making every effort to resurrect the “Downtown Roundtable” that went dormant during Covid, and they have created week-end holiday shopping & dining events through December
  - **Reorganization:** The DDS department will be reorganized in 2023. There will no longer be an Economic Development Manager, an additional planner will be added to the team instead
  
- **# SeeSomersworth**
  - SeeSomersworth- Keep abreast of Downtown Business Activities at: [www.facebook.com/seesomersworth](http://www.facebook.com/seesomersworth)
  
- **Community Advocacy:** ZOOM Meetings & Roundtables
  - ✓ **Bi - Weekly:** SEDS - “Seacoast Region Economic Development Stakeholders”
  - ✓ **Bi - Weekly:** BEA-CEDR – “Community Economic Development Region”  
Economic Development Roundtable hosted by Commissioner Caswell
  - ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD
  - ✓ **Quarterly:** Skyhaven Airport - BOD & Marketing Committee
  
- **Relationships & Partners:** Regular Engagement, Involvement, and Interface
  - ✓ **State and Regional Partnerships:**
    - BEA, SRPC, SBDC, SBA, SEDS
    - Seacoast Chambers of Commerce
    - Seacoast Economic Development Directors (SEDS)

## Parks & Recreation - December 2022

### Program & Event Highlights:

- Our annual **Flashlight Candy Cane Hunt** was held on Friday, December 2<sup>nd</sup> at the Somersworth High School Football field. This was our biggest candy cane hunt ever and the event was a huge success! Staff from Public Works helped Rec staff decorate the field in the morning and student volunteers from Somersworth Interact Club and Somersworth National Honor Society helped run the event. The Somersworth Culinary program baked over 150 delicious cookies for the event and we also provided hot cocoa for guests. Santa arrived on the fire truck to kick off the event and after collecting their candy canes the kids had a chance to sit talk to Santa. It was a good photo opportunity for parents too.



- The **Rec Youth Basketball program** for children in grades 1-6 started on Saturday, December 10<sup>th</sup>. We have 110 players registered to play this year. 1<sup>st</sup> and 2<sup>nd</sup> grade is a coed format that is coached by parent volunteers. We're excited to continue our partnership with the Somersworth High School Basketball teams for the Grades 3-6 Boys and Girls program. Grades 3-6 will be instructed by the Somersworth High School Varsity Basketball Coaches alongside their players. We will be working with the High School coaches to schedule a Rec night at the Varsity games where Rec players will get into the game free, visit with the team during half-time, etc.

### Upcoming Activities:

- Early Bird registration for the **Biddy Basketball** program opened on December 1<sup>st</sup>. The program will be 5 sessions on Saturday mornings from February 25-March 25. We offer a session for children ages 3 & 4 which will run from 8:00-8:45am and another session for children ages 5 & 6 which will run from 9:00-9:45am. We encourage folks to register early as space is limited in the program and we anticipate spots to fill up quickly this year.
- Staff are working on details for the **2023 Valentine's Dance** which is scheduled for Thursday, February 9<sup>th</sup> at 6:30pm at Idlehurst Elementary School café. More details will be available in January with ticket sales to follow.

### Staff Training:

- Kristen Davenport attended Health Trust's annual Wellness Coordinator Training via zoom on Tuesday, December 6<sup>th</sup> from 9:00-12:00pm. As the City's Wellness Coordinator, Kristen receives an annual check for \$500 for completing the training. This money is used to offer City Employee Wellness Programs and Challenges as well as incentives for employees who participate in Wellness Programs.

**Division Projects:**

- Staff have submitted the Recreation budget for FY23-24 which includes Recreation Management Software for the Recreation Division.

**City Park Updates:**

- Public Works officially closed Millennium Park & Dog Park, Willand Pond Recreational Area, and Mast Point Dam Recreational Area for the winter season on Monday, Dec. 19<sup>th</sup>. These parks will remain closed until weather permits/spring 2023.





## MEMORANDUM from Director Public Works & Utilities

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

**DATE:** January 13, 2023

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

**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:

- Conducted the annual inter- department winter debrief meeting with Public Safety Department and officials from the Somersworth School Department. Meeting reviews operational procedures during winter emergencies.
- Conducted interviews for design services for the future replacement of the water main in Main Street (Indigo Hill Road to Rollinsford Town line). with engineering consulting firms. Made a recommendation for a finalist firm.
- Met with Rye Beach contractor staff at the Veterans Memorial to resolve an ongoing issue with occasional flag pole lighting defects; develop a plan for correction.
- Participated with our Waste Water Treatment Facility staff on hosting the New Hampshire Water Pollution Control Association-Winter Meeting at the City's WWTF. Staff conducted Plant tours and participated in presentations at the Oaks Golf Course Banquet Facility. The event was very well attended by municipal operators and we received many compliments about the event.
- Attended City Council Meetings
- Attended SRPC Commissioners meeting
- Participated in a pre-construction meeting with the developer of 247 Main Street property.
- Water Distribution personnel participated in exercising the Somersworth -Dover Emergency Water Interconnection as a test; all systems worked as designed. We are conducting an exercise of the Interconnect with Dover personnel twice a year.
- Highway personnel responded to a major snow/rain/wind ice event on Friday December 23. Several trees were down, power lines impacted that resulted in loss of power to certain segments of the City for multiple hours and in some cases a few days. Working with Police and Fire Highway staff removed a 80' Maple Tree that fell across High St just north of Blackwater Road. The down tree contributed to area power outages for High St corridor. Fortunately, there was no injuries or property damage.
- Staff received approval from NHDOT to proceed with Council approval for the contract awards related to the CMAQ Project –High Street Traffic Signal Upgrade, and the TAP grant Project-Sidewalk Reconstruction.



## HIGHWAY DIVISION

### Operations / Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Replaced signs city wide damaged from weather and accidents
- Responded to 4 Winter Events
- Performed 1 snow removal
- Washed and greased trucks after winter events
- Repaired damaged barricades
- Trimmed brush along sidewalks
- Scraped and removed ice buildup from illegal discharged water onto streets, Winter, Morning, Buffumsville, Market.
- Responded during a storm to place barricades, detour signs, and temp stop signs.
- Responded to remove a large maple tree that came down and shutdown High St by CVS.
- Removed trees from City ROW following a storm.



- Removed ice and snow along Main St parking area before Christmas
- Replaced a French drain on 1<sup>st</sup> St with a piece of culvert pipe until the rebuild in the spring
- Removed snow pile from the Plaza following snow events
- Checked basins in low areas ahead of heavy rain events
- Paved in potholes on Maloney St
- Collected shopping carts and road side trash along key areas
- Prepared for the Christmas Parade, cleaning downtown, prepping trucks, entered 2 trucks in the parade

#### Recreation:

- Performed daily trash collection at all parks
- Removed graffiti and vandalism at all parks
- Closed Mast Point Dam, Millennium Park, and Willand Pond Park for the season

#### Cemetery:

- Cut and removed down limbs after high wind event
- Closed the cemetery for the season

#### Sewer Collections Maintenance:

- Received 47 Digsafe request

### **ENGINEER DIVISION**

- Attended E911 Meeting on 12/13/2022.
- Attended Seacoast Stormwater Coalition meeting.
- Completed interviews for Main Street Water Main Replacement project.
- Completed review and approvals of driveway permits filed by residents.
- Completed review and approval of several Trench permits.
- Completed review and approval of obstruction permits.
- Continued inspection of Vortex CCTV on Main Street and Constitutional Way.
- Attended NH Water Pollution Control Association (NHWPCA) meeting.
- Continued road resurfacing bid specifications for review and bid.
- Attended pre-construction meeting for 247 Main Street project.
- Attended Somersworth Public Library project update meeting.

### **WASTEWATER DIVISION**

#### Operations/Maintenance:

- Operating under the (A20) process which is used for the winter months. During this time, we are not required to meet stringent nutrient and Biochemical Oxygen Demand & Total Suspended Solids requirements. The winter season runs from October 1<sup>st</sup> thru April 30th.
- We are now waiting for NH-DES to release the funding for our Cybersecurity Grant. DES accepted our application in the amount of \$41,966 to be distributed to both the water and wastewater treatment facilities. This funding was reviewed and approved by council and will

be used to address our current security issues discovered by the ATOM groups facility evaluations conducted this past summer.

- The facility hosted the NHWPCA winter meeting on December 9th. This included tours of the recent upgrade projects as well as a conference at the Oaks.
- Received the results of this year's chemical bids through the Southern Maine Chemical Cooperative. All chemicals have experienced a substantial increase over last year due to the COVID-19 pandemic and the Russia-Ukraine war.
- Reported a vehicle incident which occurred onsite during a snowstorm. While backing up, a staff member slid and hit a building column. Damage was reported to the Tommy Gate lift as well as the bed. Cost of the damage was estimated at \$8,089.50 through Primex.
- Experienced 1 rain event which required us to implement the high flow plan. Flows exceeded 5.0 million gallons per day on December 23<sup>rd</sup>.
- Received 7,250 gallons of septage for the month.

#### Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month.
- Treated a total of 57-million gallons of wastewater during the month.

#### Industrial Pretreatment Program (IPP):

- Reviewed one wastewater survey which required no further action.
- Submitted two NOV's (Notice of Violation). General Linen was issued an NOV for exceeding the Fats, Oil & Grease limit. General Linen has responded with the intent to hire a consultant to assist them with a permanent resolution. Velcro was issued an NOV for a pH exceedance which they quickly addressed.
- Issued a three-year permit renewal to Tri-State Seafoods.

#### Capital Improvements Plan (CIP) Items:

- Wastewater Treatment Facility upgrade – The City of Somersworth entered into a contract with Apex Construction to complete the wastewater treatment facility construction improvements in May, 2020. Project milestones included substantial completion – November 10, 2021. Final completion – February 8, 2022.
- Outstanding warranty issues include:
  - Aeration blower variable frequency drive (VFD) replacement – The delivery has been re-scheduled for the end of February with installation immediately following.
  - Replacement heat pumps for cafeteria – Demolition of old equipment has been completed. The replacement units have been postponed several times with a new date tentatively scheduled for February.
  - The 1-yr dewatering equipment inspection was completed on December 13<sup>th</sup>-14<sup>th</sup>. During the inspection, it was discovered we were supplied with the incorrect bowl and scroll. GEA-Westfalia is working on a plan to provide us with the correct equipment as specified. I will provide further updates as they come in.

- The 1-yr inspection of the mixing system was completed and no issues were discovered.
- Return Activated Sludge Pump #3 has been deemed unacceptable by Wright-Pierce due to frequent failures. We are working the supplier to replace this item in a timely manner.

## **WATER DISTRIBUTION**

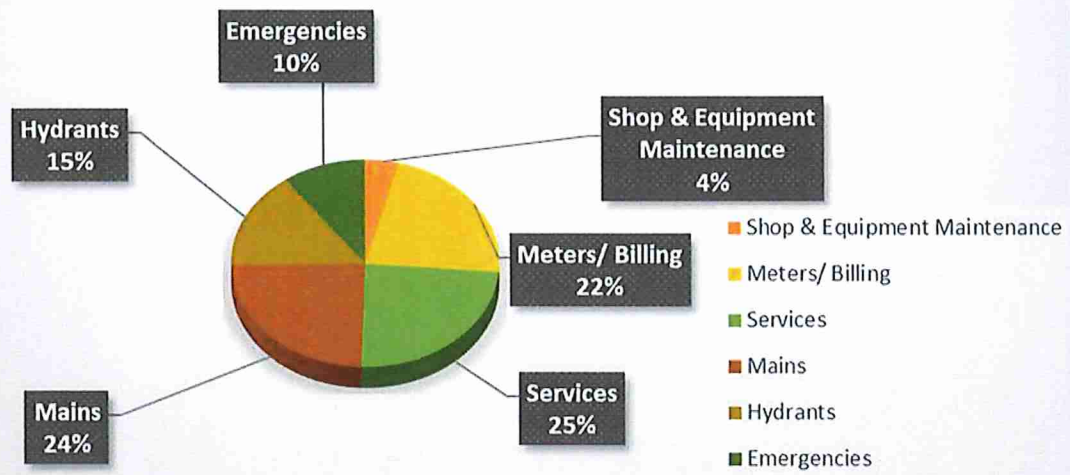
- Water Distribution operators completed 113 work orders and service requests in the month of December.
- Hydrant Winterizing
- Various Hydrant Repairs
- Interconnect Exercise with Dover personnel
- Pavement Prep
- New connection for MB Tractor

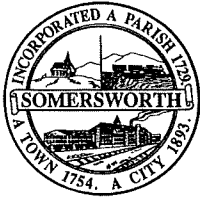
## **WATER TREATMENT**

### Items completed this month:

- Bacteria's and TOC's completed
- Pumped 33,553,984 gallons of raw water
- Filtered and pumped to the city 29,180,563 of finished water
- Received 1 bid for Water Plant facility study
- Hach completed visit #4 of the manganese analyzer service contract
- Met with Public Works Director and City Engineer regarding Hamilton St standpipe roof specs
- Potassium permanganate line became plug going to the river vault
- Highway assisted digging Potassium line and found broken conduit causing blockage
- Repaired Potassium line with temporary line until spring when the repair can be completed
- Received 2023 chemical bid tabulations from SMWRC
- Repaired backwash supply valve on filter #3
- Completed UCMR5 site sampling application
- Contacted Alliance mechanical for boiler intermittent lock-out issue
- Alliance Mechanical completed site visit for HVAC service bid
- Replaced blower fan motor on Modine above the filter valves
- Microbac contacted us with pricing for UCMR5 testing
- Updated state fuel station contacts for billing

## Water Distribution Activities, December 2022





## **MEMORANDUM from Director Public Works & Utilities**

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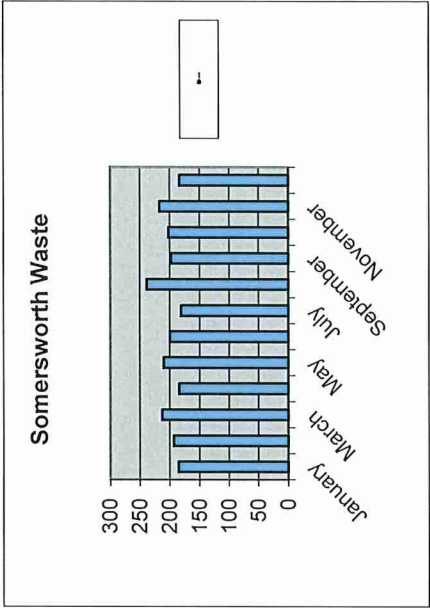
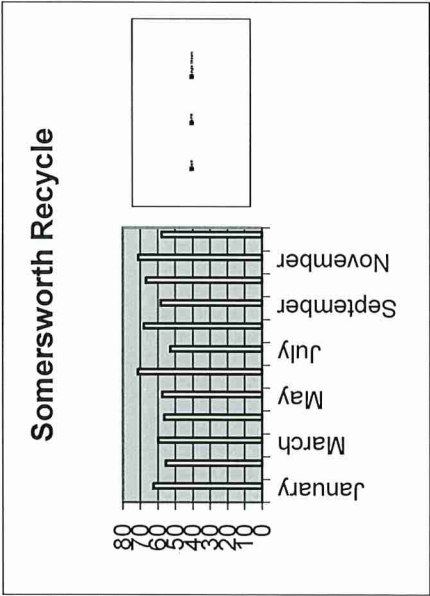
Date: January 6, 2023  
To: Bob Belmore,  
From: Michael J. Bobinsky, Director of Public Works and Utilities  
Cc: Scott Smith, Deputy City Manager-Director of Finance  
Re: Residential Solid Waste Recycling and Trash Tonnage Data

---

Attached are copies of the 2021 and 2022 residential recycling and solid waste tonnage data for your information. This information was prepared by Waste Management staff and provides tonnage data by month over those years. The report reflects a reduction in total tonnage (recycling and trash ) in 2022 as compared with 2021 of 123.89 tons, with a total of 3,262.23 tons in 2021 and 3,138.34 tons in 2022. Recycling tonnage was slightly lower in 2022 compared with 2021 by 20.37 tons.

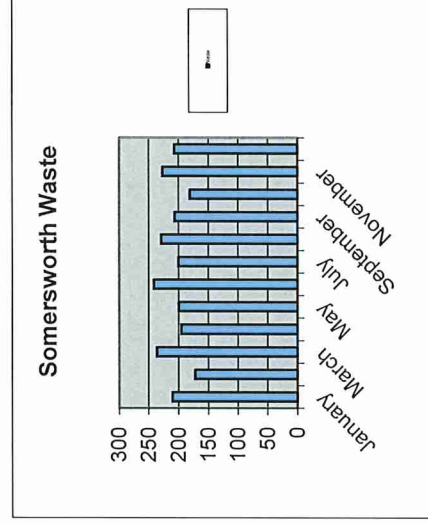
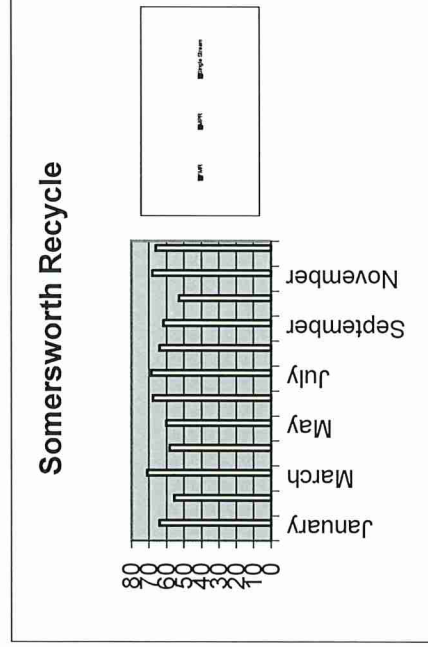
# 2022 Recycling and Solid Waste Totals by Month

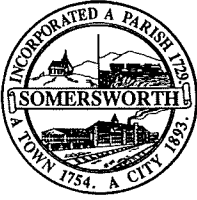
Somersworth	CURBSIDE		Total Tonnage
	Single Stream	Solid Waste	
January	62.5	185.21	247.71
February	55.4	192.98	248.38
March	59.69	212.27	271.96
April	56.28	183.72	240.00
May	57.42	209.97	267.39
June	71.33	199.35	270.68
July	52.72	180.72	233.44
August	68.08	238.20	306.28
September	58.24	197.38	255.62
October	66.72	201.48	268.20
November	71.20	216.58	287.78
December	57.7	183.20	240.90
Totals:	737.28	2401.06	3138.34



## 2021 Recycling and Solid Waste Totals by Month

Somersworth	CURBSIDE				Solid Waste
	Comingle	Paper	Single Stream	Total Tonnage	
January	63.89	63.89	63.89	210.22	
February	55.57	55.57	55.57	172.18	
March	70.97	70.97	70.97	236.32	
April	58.28	58.28	58.28	195.04	
May	60.15	60.15	60.15	199.33	
June	67.56	67.56	67.56	241.01	
July	68.63	68.63	68.63	199.99	
August	64.04	64.04	64.04	229.05	
September	61.79	61.79	61.79	206.63	
October	52.79	52.79	52.79	180.69	
November	68.00	68.00	68.00	226.85	
December	65.98	65.98	65.98	207.27	
Totals:	0.00	0.00	757.65	757.65	2504.58
					ck





## MEMORANDUM from Director Public Works & Utilities

---

Date: December 28, 2022

To: Bob Belmore, City Manager

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

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

Amber Hall, PE, City Engineer

Re: Complete Streets Project Schedules

---

Staff requested an updated project schedule from Wright Pierce Engineering on the balance of the work remaining on the Complete Streets designs for Constitutional Way and Main Street from John Parsons Drive to Indigo Hill Road. The schedule anticipates an estimated time for the City to review and offer comments back to the design team and time to review designs with the City Council. I would like to review the proposed schedule and discuss any changes as needed.

Attached is the proposed schedule for each street design work.

.



Date: **12/20/2022**

Project No.: **13976A**

To: **Amber Hall & Mike Bobinsky**

From: **Britt Eckstrom**

Subject: **Constitutional Way Project Schedule Update**

The project schedule for the Constitutional Way and Main Street projects have been updated to reflect bidding the projects as two separate construction contracts. For planning purposes, an estimate of time for the City to review submittals has been assumed and can be revised as needed. Design review meetings for each submittal are anticipated but not shown below.

Constitutional Way	
60% Design Submittal – PS&E	12/22/2022
City Review Comments to W-P	1/31/2023
100% Design Submittal – PS&E	2/14/2023
City Review Comment to W-P	2/28/2023
Issue Bid Documents	3/7/2023

Date: **12/20/2022**

Project No.: **13976A**

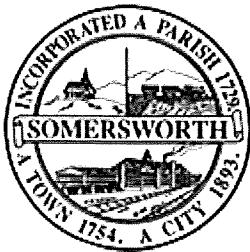
To: **Amber Hall & Mike Bobinsky**

From: **Britt Eckstrom**

Subject: **Main Street Project Schedule Update**

The project schedule for the Constitutional Way and Main Street projects have been updated to reflect bidding the projects as two separate construction contracts. For planning purposes, an estimate of time for the City to review submittals has been assumed and can be revised as needed. Design review meetings for each submittal are anticipated but not shown below.

Main Street Project	
Roadway Conceptual Design – Roll Plan and Typical Sections	3/8/2023
City Review Comments to W-P	3/29/2023
Present Roadway Design to City Council	4/17/2023
Preliminary Design Submittal – Plans and Cost Estimate	5/12/2023
City Review Comments to W-P	6/2/2023
Public Meeting	6/13/2023
60% Design Submittal – PS&E	8/4/2023
City Review Comments to W-P	8/25/2023
Present 60% Design to City Council	9/18/2023
Public Meeting	10/3/2023
100% Design Submittal – PS&E	11/3/2023
City Review Comments to W-P	11/17/2023
Bid Documents	12/15/2023



## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

Timothy J. McLin  
Chief of Police

### **MEMORANDUM**

Memo To: Bob Belmore, City Manager  
From: Timothy J. McLin, Chief of Police  
Date: January 5, 2023  
Subject: Monthly Report – Month of December 2022

---

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

#### **COMMUNITY POLICING:**

The 6th Annual Somersworth Police Department Shop with a Cop is in the history books this was our biggest and we believe the best we have ever had. Shop with a Cop is an event where Cops take their “buddy” shopping for gifts for their family and then wrap them up while enjoying pizza and goodies at a Pizza Party. Our shoppers are selected by our SRO and issued an invitation. This year we had a record number of children as the need was so great.

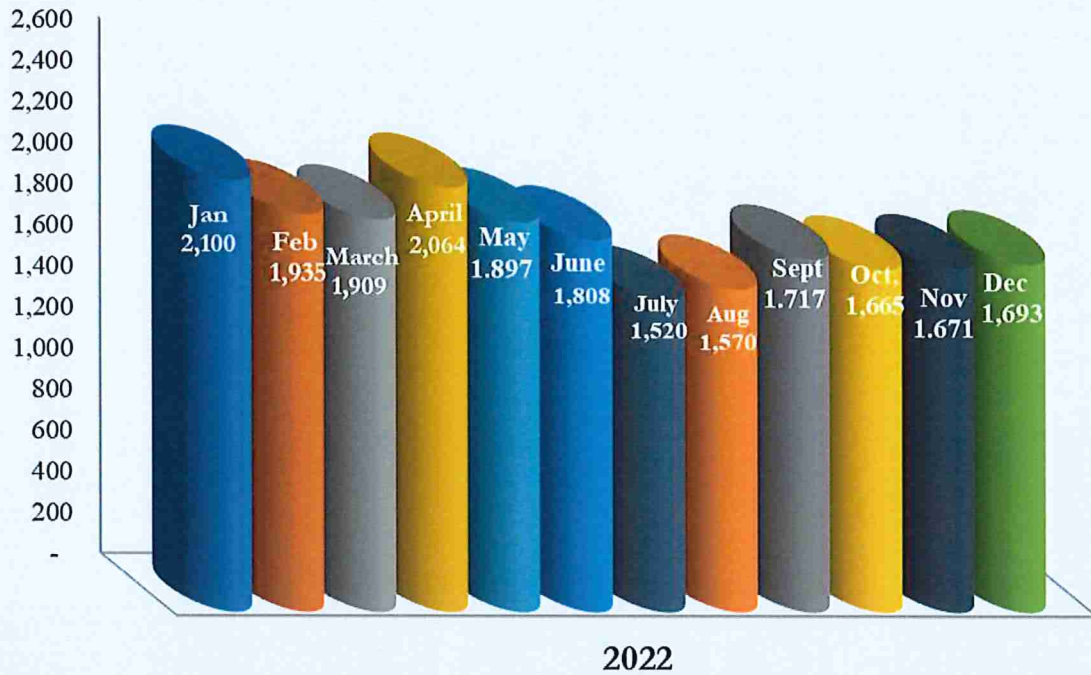
Participating Agencies include: New Hampshire State Police, Portsmouth Police Department, Durham Police Department, Dover Police Department, Strafford County Sheriff's Office, Stewarts Ambulance Service and US Army National Guard. Sponsors: Somersworth Walmart went all out for us and welcomed us with the Grinch and provided us with goodies and hand made hot chocolate kits in a snowman and provided wrapping supplies. Villa Pizza, Somersworth House of Pizza, and Old Rail Pizza, Dunkin Doughnuts Rte. 108 provided pizza and hot chocolate and the Somersworth Housing Authority allowed us to use the Flanagan Gym. **Special thanks to:** Mayor Dana Hilliard and Staff, Somersworth City Council, the City of Somersworth, Somersworth SAU 56 and volunteers.

#### **PERSONNEL/TRAINING:**

- All officers received annual use of force training, firearms training, less lethal force and taser requalification.
- We have three recruits starting the next police academy on January 9<sup>th</sup> and a fourth recruit beginning the police academy in February. These officers have been in field training prior to their police academy.
- Sgt Geary attended a seminar on Death and Homicide Investigation Training in Auburn, ME.

**STATISTICS:**

**Somersworth Police  
2022 Calls for Service**



Yearly Comparison					
Month	2022	2021	2020	2019	2018
January	2,100	1,562	1,939	1,976	2,085
Feb	1,935	1,280	1,756	1,796	1,878
March	1,909	1,666	1,926	2,145	2,215
April	2,064	1,802	1,846	2,285	2,452
May	1,897	2,004	1,708	2,053	2,409
June	1,808	1,984	1,749	1,935	2,406
July	1,520	1,757	1,949	2,048	2,174
August	1,570	1,881	1,847	1,943	2,238
Sept	1,717	1,820	1,875	2,020	2,263
Oct	1,665	1,775	1,937	1,906	2,123
Nov	1,671	1,880	1,717	1,860	2,055
Dec	1,693	1,944	1,513	1,995	1,936
TOTAL	21,549	21,355	21,762	23,962	26,234



# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594  
Business Line: (603) 692-3457



18 January, 2023

To: Mr. Robert Belmore, City Manager

Re: December 2022 Monthly Fire Department and Emergency Management Report

1. Progression continues on Phase II of the new fire station project. At the end of December, the apparatus bay was enclosed and trench drains set, approximately 50% of the concrete block walls in the operations wing were complete, and preparations were underway to set the radiant heating pipes and pour the apparatus bay floor. Latest estimate for initial occupancy of Phase II is late May to early June.
2. On 7 & 8 December, two SFD firefighters participated in the Department's Lieutenant promotional process to fill the open position created by the departure of Lt Tyler Taatjes in July. The promotional process consisted of a 175-question written test, panel interview, and tactical scenario. Firefighter Daniel Toof, a 12-year SFD veteran, earned the promotion to Lieutenant.
3. As previously reported, the City and SFD earned an Assistance to Firefighter's Grant (AFG) for battery powered vehicle extrication tools in the amount of \$49,400 with a Federal share of \$47,047.62 and a City match of \$2,352.38. A Request for Bid was published and four vendors submitted bids. In early December, four different hands-on evaluation sessions were conducted - one for each vendor - using junked vehicles donated at no cost by Chandler's Automotive and Towing of Sanford ME. Department personnel and the Fire Chief employed the tools and evaluated all aspects of the vendor proposals. A clear winner was identified with those results forwarded to you for review by the Public Safety Committee and Finance Committee in January.
4. After many months and long hours of preparation, City firefighters distributed toys to those in need on 17 and 19 December. Orders for over 400 children were received and processed. The Department thanks all those who provided donations and gave of their time.
5. The SFD conducted ice and cold-water rescue training on Willand Pond during late December. Various tactics, techniques, and procedures were reinforced and personnel were able to enter the water using the Department's two new rescue suits.
6. The new Pierce pumper is under construction and slated for completion in late February. Progress through pictures can be tracked weekly at the following link:  
<https://www.facebook.com/media/set/?vanity=allegiancefr&set=a.628077652504897>

7. Monthly run numbers with a comparison to last year as well as annual totals for 2022 compared to 2021 showing a 16% increase:

	December 2022	December 2021	Annual 2022	Annual 2021
Fire (all types)	3	6	64	73
Overpressure / Overheat (no fire)	1	1	2	4
Rescue - EMS	78	99	941	857
Hazardous Condition (no fire)	29	5	129	74
Service Call	10	16	167	210
Good Intent Call	25	24	253	182
False Alarm / False Call	19	8	193	121
Severe WX / Natural Disaster	8	0	10	3
Special Incident	0	0	5	3
Total	173	159	1764	1527

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

8. For the most recent reporting period of December, 2022, Stewart's Ambulance responded to 163 emergency calls in the City, transported on 110 of those calls, and had an average response time of three minutes and fifty nine seconds (03:59). A mutual aid ambulance was required to respond into the City nine (9) times during the reporting period

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

Respectfully submitted

*George D. Kramlinger*

George D. Kramlinger  
Fire Chief / EMD  
City of Somersworth

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

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

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

TELEPHONE (603) 524-3885

January 19, 2023

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 27-23

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
BETA GROUP, INC. FOR ENGINEERING AND DESIGN SERVICES FOR A  
WATER MAIN REPLACEMENT PROJECT ON MAIN STREET**

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: 1/19/23

By: 



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

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

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

TELEPHONE (603) 524-3885

January 19, 2023

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 28-23

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
WRIGHT PIERCE ENGINEERING OF PORTSMOUTH, NH FOR  
PLANNING AND DESIGN SERVICES ASSOCIATED WITH  
FUTURE WATER TREATMENT FACILITY UPGRADES**

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: 1/19/23

By: 



## REAL ESTATE NEWS

# N.H. city ranked among the best in U.S. for first-time home buyers

Only two New England communities made the list.



The median home value in Somersworth, N.H., is \$372,737, according to Zillow. *Adobe Stock*

By **Boston.com Staff**



January 18, 2023 | 5:09 PM

Realtor.com has named Somersworth, N.H., one of the best spots in the nation for first-time home buyers.

**The rankings**, released Wednesday, place the city north of Dover and along the Maine border at No. 10. Somersworth had **a population just north of 12,000** in 2021, per U.S. Census estimates, and a median home price of \$372,737, a 17.3% increase year over year, according to Zillow.

The best markets were chosen for the number of listings, length of commute,

restaurant options, age of residents, affordability, and strength of the housing market. Somersworth topped the list for proximity to restaurants.

There were the top 10:

<b>1</b>	Portsmouth, Va.	15.9%	5.1%
<b>2</b>	DeForest, Wisc.	15.1%	9.0%
<b>3</b>	Windsor Locks, Conn.	12.6%	8.5%
<b>4</b>	Gloucester City, N.J.	13.6%	5.7%
<b>5</b>	Moore, Okla.	16.8%	2.6%
<b>6</b>	Magna, Utah	16.8%	5.8%
<b>7</b>	Eggertsville, N.Y.	13.3%	6.0%
<b>8</b>	Watervliet, N.Y.	15.9%	4.7%
<b>9</b>	Mattydale, N.Y.	12.9%	6.1%
<b>10</b>	Somersworth, N.H.	14.9%	9.5%

Source: Realtor.com

“In terms of price growth, Somersworth, N.H. is located within the Boston metro area, which is expected to have the highest growth in 2023 among the 10 places on our list (+9.5%), followed closely by the Madison metro area containing DeForest, Wisc.(+9.0%),” the report states.

**Address newsletter**

# SCHOOL ADMINISTRATIVE UNIT FIFTY-SIX

## Somersworth School District

51 West High Street  
Somersworth, NH 03878  
(603) 692-4450 • Fax (603) 692-9100



DIRECTOR OF SCHOOL DISTRICT OPERATIONS  
Dana Hilliard

SUPERINTENDENT  
Lori Lane

BUSINESS ADMINISTRATOR  
Katie Krauss

STUDENT SERVICES DIRECTOR  
Nancy Jo Michaud

CONFIDENTIAL

FEDERAL GRANTS MANAGER  
Robert Godbout

---

To: Bob Belmore, City Manager

From: Lori Lane, Superintendent and Katie Krauss, Business Administrator

Date: January 19, 2023

RE: Tentative Agreement for the Somersworth Association of Educators (SAE) Collective Bargaining Agreement

---

The Somersworth School Board worked with representatives from the Somersworth Association of Educators over a four-month period to reach the tentative agreement being presented for City Council's consideration. In an effort to address one of the reasons for staff turnover, the School Board prioritized negotiating a salary and benefits package for the professional staff that would allow Somersworth employees to receive more competitive compensation when compared with other school districts in the seacoast area.

The School Board and SAE have ratified the agreement. We are asking for the City Council's support to approve this tentative agreement.

### AGREEMENT SUMMARY

#### Length of Contract

Three Years - 2024-2026

#### Salaries

2023-2024: 5% plus step increases

2024-2025: 4.5% plus step increases

2025-2026: 4% plus step increases

#### Appendix C: Stipends for Extra Curricular Coaches/Advisors Salary and Benefit Increases

2023-2024: 3.5% \$9,327 (Additional stipend added for athletics)

2024-2025: 3.5% \$6,411

2025-2026: 3.5% \$6,635

## **Medical**

Current: Single 90%, 2-Person/Family 81%

Medical Buyback: \$1,000

2023-2024: Single 90%, 2-Person/Family 83%

Medical Buyback: \$1,500

2024-2025: Single 90%, 2-Person/Family 82%

Medical Buyback: \$1,500 Single, \$2,000 2-Person, \$2,500 Family

2025-2026: Single 90%, 2-Person/Family 81%

Medical Buyback: \$1,500 Single, \$2,000 2-Person, \$2,500 Family

## **Other**

- Language for placing Career Technical Education Teachers on Salary Schedule
- Language change to Tuition/Workshop Reimbursement including an increase of \$25,000 for tuition reimbursement.
- Other minor language changes to add clarity to the agreement.

## **Total Estimated Increase**

2023-2024: \$686,867

2024-2025: \$583,483

2025-2026: \$530,395

Both the School Board and the Somersworth Association of Educators met and ratified the tentative agreement.



**THOMAS M. CLOSSON**  
**ATTORNEY AT LAW PLLC**

379 Amherst Street, Suite #2  
PMB 231  
Nashua, New Hampshire 03063  
603-759-6614  
thomas.closson@nhlaborlaw.com

**CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION**  
**EXEMPT FROM DISCLOSURE UNDER NH RSA 91-A:2(I)(b)(c) AND NH RSA 91-**  
**A:5(XII)**

To: Mayor Hilliard and Members of the Somersworth City Council  
cc: City Manager Belmore  
From: Thomas M. Closson  
Re: Tentative Labor Agreement with the Somersworth Firefighters Union,  
IAFF Local #2320  
Date: January 18, 2023

---

I am pleased to report that the City's negotiating team has reached a tentative labor agreement with the Somersworth Firefighters Union, IAFF Local #2320 ("the Union"). A costing analysis prepared by the City's Finance Director Scott Smith is attached at **Tab 1**. The material terms of this tentative agreement are as follows:

**1. Duration**

- Through June 30, 2026.

**2. Compensation**

- Annual increases to base wages of 7.0% (effective July 1, 2023); 6.0% (effective July 1, 2024); and 3.0% (effective July 1, 2025).
- Addition of a new salary Step 7 (4.0% above the current salary Step 6) to the existing wage schedule.
- Effective December 1, 2023, implementation of a longevity stipend program, with annual stipends starting at \$1,000.00 for employees with at least 3 years of service with the Somersworth Fire Department and gradually increasing to \$3,500.00 for employees with at least 25 years of service with the Somersworth Fire Department.

### **3. Holidays**

- The addition of Juneteenth as a paid holiday.

### **4. Clothing Allowance**

- A \$100.00 increase to the annual clothing allowance.

### **5. Other**

- Clarifications to existing contract language regarding overtime assignments (including the inclusion of probationary firefighters on the list of those eligible for overtime assignments); educational incentives; residency; and bereavement leave.

This tentative agreement has already been ratified by the Union. I am pleased to recommend it to you and I am available to answer any questions that you may have.

IAFF  
Cost Estimate

	Estimated Cost 7/1/2023 7.0% COLA	Estimated Cost 7/1/2024 6.0% COLA	Estimated Cost 7/1/2025 3.0% COLA
COLA	\$63,572.09	\$60,704.28	\$32,509.71
Impact on associated benefits:			
FICA	921.80	880.21	471.39
Retirement	19,294.13	18,423.75	9,866.70
Worker's Comp	3,814.33	3,642.26	1,950.58
Steps, Including New step 7 at 4%	23,993.63	16,981.96	10,527.03
Impact on associated benefits:			
FICA	347.91	246.24	152.64
Retirement	7,282.07	5,154.03	3,194.95
Worker's Comp	1,439.62	1,018.92	631.62
<b>Total COLA/Steps</b>	120,665.56	107,051.64	59,304.63
Other Costs:			
Longevity	24,644.90	27,239.10	29,184.75
Increased Uniform Allowance	800.00	800.00	800.00
<b>Net Cost</b>	<b>\$146,110.46</b>	<b>\$135,090.74</b>	<b>\$89,289.38</b>
			<b>\$370,490.58</b>

TAB 1

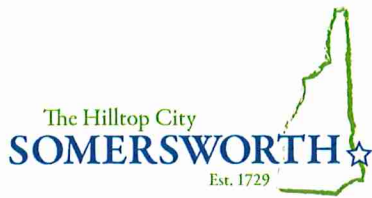
Number of Employees Receiving Longevity

14

14

15

CONFIDENTIAL



## Memo from City Manager

Robert M. Belmore

Date: January 23, 2023

To: Mayor Hilliard and City Councilors

Re: Tentative Agreement with the Water/Wastewater Employees Association

---

I am pleased to recommend to you the tentative agreement that the City's negotiating team reached on January 10, 2023 with the Water/Wastewater Association. This Association includes employees from our Water Plant, Distribution crew and the Wastewater Plant. There was no discussion regarding a COLA as they have the "me-too clause" and receive whatever Council votes to give to Non-Union Employees. The terms of this tentative agreement include several changes to the present Collective Bargaining Agreement as follows:

➤ **Article 12 – Holidays**

Add Juneteenth. *Per MOA dated May 2022.*

➤ **Article 14 – Vacation**

Replace with the same language as Chapter 4-Personnel Rules & Regulations. *This will bring the vacation accruals in line with other contracts and the Personnel Plan.*

➤ **Article 16 – Clothing**

The employer agrees to pay employees a cleaning allowance of fifty dollars (\$50.00) a quarter. *This will allow all employees including wastewater employees to receive a cleaning allowance that has only been given to the water division employees.*

➤ **Article 20 – Longevity**

**ADD**

Commencing on December 1, 2023, bargaining unit members will be eligible to receive a longevity stipend. Payment of a longevity stipend will be based on an employee's completion of the following number of consecutive years of full-time employment with the City as of December 1:

Completion of at least 3 years	\$1,000
Completion of at least 5 years	\$1,500
Completion of at least 10 years	\$2,000
Completion of at least 15 years	\$2,500
Completion of at least 20 years	\$3,000
Completion of at least 25 years	\$3,500



There will be no pro rata accrual or payment of this longevity stipend – an employee must be employed in the Department on December 1 to be eligible for the stipend.

- **Cover, Article 22 – Length of Contract, and elsewhere as needed.**  
**CHANGE duration**

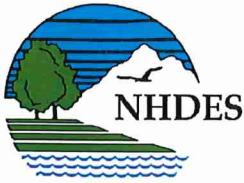
July 1, 2023 to June 30, 2026.

- **Attachment B**  
**ADD**

Step 6 at 4 % above step 5 and Step 7 at 4% above step 6

The City's negotiating team supports this tentative agreement, and respectfully recommends it to you for your ratification. Please let me know if you have any questions or concerns.

Water/Wastewater Cost Estimate				
	Estimated Cost 7/1/2023	Estimated Cost 7/1/2024	Estimated Cost 7/1/2025	
Steps, Including New steps 7 and 8 at 4%	19,134.60	20,972.46	13,072.10	
Impact on associated benefits:				
FICA	1,463.80	1,604.39	1,000.02	
Retirement	2,588.91	2,837.57	1,768.66	
Worker's Comp	1,148.08	1,258.35	784.33	
<b>Total Steps</b>	24,335.39	26,672.77	16,625.10	
Other Costs:				
Longevity	25,436.00	27,343.70	31,159.10	
Cleaning Allowance	1,200.00	1,200.00	1,200.00	
<b>Net Cost</b>	<b>\$50,971.39</b>	<b>\$55,216.47</b>	<b>\$48,984.20</b>	<b>\$155,172.06</b>
Employees receiving Longevity	9	10	12	



The State of New Hampshire  
**Department of Environmental Services**

**Robert R. Scott, Commissioner**



Via Email

January 26, 2023

Amber Hall  
City of Somersworth  
1 Government Way  
Somersworth, NH 03878

Dear Amber Hall:

Thank you for your 2022 application submittal to the Asset Management Grant Program. After reviewing your submittal, it was determined that this project was not selected to receive grant funding as it felt short on the rankings.

Although this is clearly a worthwhile project, unfortunately because of the structure of our ranking points and because your organization is a past-recipient, which reduced the number of points in certain criteria, it did not rank as high as others.

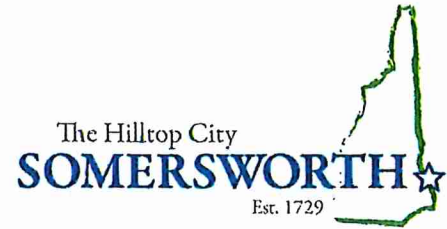
Thank you for taking the time to prepare and submit your proposal to the grant program. We hope you will consider applying again in the future and would be happy to answer questions regarding future applications. The Drinking Water and Groundwater Bureau fully intends to have another grant round later this Fall/Winter seasons.

If you have any questions, please feel free to contact me at 271-2472 or [luis.s.adorno@des.nh.gov](mailto:luis.s.adorno@des.nh.gov).

Sincerely,

Luis Adorno  
Administrator II  
Sustainability Section  
Drinking Water and Groundwater Bureau

# City of Somersworth, NH Housing Opportunity Planning Grant Application



## Cover Page

### Application Submitted by

Department of Development Services  
City of Somersworth  
One Government Way  
Somersworth, NH 03878

### Project Contact

Michelle Mears, AICP  
Director of Planning and Community Development  
(603) 692-9519  
[mmears@somersworthnh.gov](mailto:mmears@somersworthnh.gov)  
[www.somersworthnh.gov](http://www.somersworthnh.gov)

### Master Plan Dates & Sections this Project Supports:

#### Master Plan Update (2010)

Introduction

Vision for Somersworth

Growth and Development Strategy

- Summary of Somersworth Today
- Population
- Housing Characteristics
- Socio-Economic Characteristics
- Economic Conditions

Land Use

Future Land Use

**Application Phase: 1. Needs Analysis and Planning**

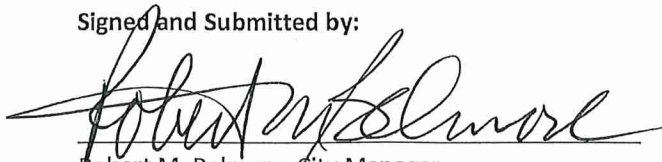
### Grant Amount Requested:

Phase I- Planning Amount: \$25,000

Phase II – Regulatory Audit Amount: \$50,000

**Unique Entity Identifier: #ML4APHRG3k85**

Signed and Submitted by:

  
Robert M. Belmore, City Manager

01-27-23  
Date

## Application Narrative

The City Manager authorized Department of Development services on January 20, 2023 to apply for HOP grant.

### Housing Challenge and Project Goals

#### Challenges

Somersworth has two major access points through the City, along Routes 108 and Route 9 (High Street) in Strafford County. This leads to easy commuting from the City of Somersworth to larger employment centers both in the greater Seacoast and surrounding cities. Transportation activity within the City is automobile-oriented with much of the City's existing approximately 95 miles of roadways was designed to facilitate travel to the City center and to and from the State of Maine.

Somersworth has a population of 12,066 in 2021 according to US Census 1-year estimate; it's the smallest of the Tri-Cities that includes Dover and Rochester. It is one of the most ethnically diverse communities in the State of NH. Somersworth is the only community in the Region where less than 50 percent of homes are single-family detached units.

Somersworth's single-family residential housing stock represents 46 percent of all homes, with a total of 2,339 properties and the second largest share is multifamily (3 or more) with a total of 519 units. In 2021 there was a total of 39 new living units added per the building permit data. The median gross rent (all units)- \$1,394 per month (2021) which is a 10-year increase of 50.5% (2011-2021). The current vacancy rate (all BR/2 BR)- 0.0% (healthy market is 5-6%). Median sale price (all homes) in Somersworth is \$260,000 (2020; sample size 151).

Somersworth development pattern originated from its industrial history given its location on the Salmon Falls River which helped it become home to carpentry, marble, textiles, sawmills, and piping industries many of the homes were built in the late 1800s on small lots predating zoning regulations. Any proposed housing solutions to these challenges must overcome potentially outdated or contradictory land use policies. Somersworth's current zoning ordinance was adopted in 1989, and while it has been amended regularly, piecemeal amendments have added complication, confusion, and inconsistent language. Somersworth Site Plan Regulations (adopted 2010, last updated 2022) and Subdivision Regulations (adopted 1953, last updated 2021) are even older.

The City updated the current Zoning to address some of the housing concerns which include: adopted Accessory Dwelling Unit language 2018; adopted Form Based Code in 2020 to allow for mixed use and higher density in the downtown; and adopted a Special Parking Overlay District 2020 with no requirements for parking within the overlay. Over the last year, the Planning Department began working with developers on a handful of infill projects as a result of those zoning changes. A comprehensive review of all of the land-use regulations would be beneficial to streamline process and hear from community members.

The City of Somersworth's 2010 Master Plan chapter is now outdated and many of the goals have been achieved. Further, it was adopted before the recession and COVID-19 pandemic. The City has listed in the Capital Improvements Plan an update of a Master Plan Chapter for FY 2023-2024 but it likely going to be moved to another Fiscal Year due to competing budget needs. A Master Plan Chapter with a new Vision and Existing Land Use chapters and future land use patterns and Housing has been identified as a priority because of the amount of growth and projects within the City. The City has limited capacity to address these challenges on its own because of the historic high volume of new development applications and administration. It lacks the internal resources to significantly overhaul land use policies or procedures. Outside assistance from a consultant is necessary to prepare the updated Housing Chapter for our master plan and to conduct a comprehensive audit of our land use policies to identify barriers to housing development.

Additionally, the City has seen in the last few years, an increase in growth for mixed-use projects and commercial development that has been increasing the need for housing stock, however there is still a lack of homes available for rent or purchase on the market. The City can struggle to obtain feedback from renters, families, seniors, and low-income households who are likely to be residents of rental-occupied and multi-family housing.



## Goals

Somersworth has two goals to achieve in updating the 2010 Master Plan chapter. The first is to provide an updated Housing Master Plan chapter to help determine the City's housing vision and secondly, to build support for a subsequent comprehensive audit of Somersworth's land use regulations and future regulation updates.

Somersworth's two goals are to prepare a **Housing Master Plan chapter** to illustrate the City's housing vision and enable regulation updates and to conduct a comprehensive audit of **Somersworth land use policies** that will identify policy barriers to housing and recommend changes that would increase capacity. If led by a single consultant, findings from the policy audit can augment the master plan chapter, while public engagement priorities can help tailor recommendations that meet those priorities

Additionally, a consultant will engage and educate key stakeholders and the public on housing-related matters with a goal toward Community vitality and a smoother path to regulatory improvement outcomes. Feedback demonstrating which solutions are politically viable or identifying specific concerns to be mitigated will lead to stronger recommendations and less contentious adoption processes. Demonstrated responsiveness to public sentiment will increase buy-in for future implementation.

Somersworth intends to partner with a consultant, who will assist in the development of land use scenarios to help the planning board and the Community visualize the potential effects of policy decisions. The Master Plan's scenario planning exercises will be coupled with a robust outreach and engagement process to educate board members, the Community and decision makers on housing related matters with a goal toward building support for the Master Plans goals and recommendations.

## Outcomes and Deliverables

### Outcomes

The chosen consultant, with City staff, will engage and educate key constituents and the public on housing-related matters with an ultimate goal of regulatory improvement and increasing housing opportunities. The Housing Academy is intended to create advocates for greater housing opportunities as well as create educators who are knowledgeable about New Hampshire housing issues. Strafford Regional Planning Commission having recently completed a Regional Housing Needs Assessment (RHNA) for Strafford County and surrounding communities, which will provide a holistic and data-driven analysis of housing availability and regional issues that affect the City of Somersworth.

The chosen consultant will generate a **positive and well-informed dialogue** that will help Somersworth reach consensus about the best ways to increase housing opportunities. The housing academy will train staff and volunteers to be ambassadors and educators for housing issues. A consultant will provide a fresh perspective on housing issues in the City and can facilitate a thorough and impartial two-way outreach plan. If residents feel heard about their concerns, they will also be more willing to learn and engage in effective discussions. **Adoption of a Housing Master Plan chapter** will build consensus among the diverse perspectives of residents, staff, and other stakeholders alike, around the City's housing goals and provide support for much-needed regulatory change.

The consultant will **conduct a comprehensive audit of regulations** to identify current inefficiencies and barriers to housing and recommend changes to make them streamlined, user-friendly, and functional. Boards and staff currently only have capacity to update City Ordinances in response to specific issues that have arisen (often discovered during review of an application) or State Legislation. Piecemeal edits to zoning or subdivision regulations over many years can introduce contradictions or unintended consequences within policies. A consultant will add capacity to recommend comprehensive amendments that anticipate and avoid future problems. Detailed recommendations will enable future policy changes either by clearly identifying needed changes, or by forming the basis of a future scope of work for a planning consultant and/or grant application.

## Deliverables

- Housing Academy participation by City staff and/or volunteers.
- A final community engagement plan building upon the principles outlined in this application and utilizing methods from the Housing Academy or other best practices.
- Documentation of Community feedback generated through a Community engagement process that identifies and supports the City's housing priorities.
- GIS analysis to identify the most suitable areas for various housing types. This may include but is not limited to a build-out analysis, natural resource co-occurrence identification, or demonstration of densities.
- An audit of land use regulations (Zoning ordinance, Subdivision Regulations, and provisions in the Site Plan Regulations pertaining to residential development) culminating in a final report identifying the following:
  - A list of existing local regulations that unnecessarily restrict the supply of housing or create barriers for implementing the City's housing priorities
  - A list of proposed amendments to local regulations aimed at improving housing opportunities
  - A list of policy recommendations that would mutually reinforce the City's housing and business development priorities. Utilize research, data, and GIS analysis (e.g. a buildout analysis or natural resources co-occurrence mapping) to identify areas most suitable for various housing types.
- A **Housing master plan** chapter that applies the principals of the Vision chapter, research, data analysis, and results of the comprehensive public outreach process to illustrate housing priorities, measurable goals, and implementable recommendations.
- "Sample" one-page presentation of one to three residential zoning typologies found to be most conducive to the housing preferred by the City; a more visual demonstration of setbacks, lot size, building massing, and allowed uses that is more accessible to residents and businesses.

## Scope of Work and Budget

### Scope of Work

Tasks 1 through 5 represent tasks to be completed as part of Phase I for the preparation of a Housing chapter for the Somersworth Master Plan. Tasks 6 through 10 will be completed as part of Phase II to conduct an audit of City's regulations to identify barriers to housing.

### **1) Steering Committee – Master Plan Phase**

*Task Lead:* Steering Committee/Consultant

A steering committee consisting of local staff and/or volunteers will oversee the chosen consultant and guide the planning process for the Housing chapter. The chosen consultant will prepare agendas or pre-meeting materials and facilitate guided discussions with the steering committee to design plan processes and deliverables.

#### *Other Roles:*

- *Planning Board* – may serve as the steering committee, or the Mayor/or Council may establish one.
- *Municipal Staff* – provide support to the consultant/steering committee, including issuing public meeting notices and distributing meeting materials provided by the consultant, assist in advertising public events, provide logistical support for engagement activities (e.g. access to City's facilities if needed).

### **2) Community Engagement**

*Task Lead:* Consultant/Municipal Staff

The consultant will work with City staff and volunteers to design and implement the community engagement plan. A detailed description of the planned engagement activities can be found in the following section relative to the Community Engagement Plan. Highlights include:



- **Survey:** Online survey to gain public input on Somersworth housing needs, challenges, visual preferences, and opportunities.
- **Public Forum:** Interactive event designed to gain further insight into Somersworth housing needs, challenges, preferences, and opportunities.
- **Newsletter and Social Media:** Prepare periodic content to update the community on progress and community engagement opportunities.
- **Planning Board Workshop:** Envision Somersworth housing future. Given existing data and trends, recent housing land use applications, and the community's future land use vision, what should the town's housing plan include? How much housing do we need? What types of housing do we want? Where are appropriate locations for different types of housing?

*Other Roles:*

- *Municipal Boards* – provide input on the community engagement plan, promote and participate in community engagement activities
- *Municipal Staff* – provide oversight on development of community engagement plan, participate in engagement activities, assist in advertising public events, provide logistical support for engagement activities (e.g. access to town facilities if needed)

### **3) Data and GIS Analysis**

*Task Lead:* Consultant

The consultant will research, compile, analyze, and display a variety of quantitative, qualitative, and geospatial data for incorporation into the final Housing chapter, including:

- **Data Analysis:** Using the soon to be completed Regional Housing Needs Assessment (RHNA), update all data tables to be included in Somersworth Housing chapter of the master plan. Data will include housing demand, supply, characteristics, and market conditions.
- **Custom Mapping:** Using GIS products from the RHNA, prepare custom maps for Northwood that highlight geospatial data analysis.
- **Scenario Planning:** Perform a time constrained analysis of residential development potential under current zoning compared to 2 alternate policy change scenario tests

*Other Roles:*

- *Municipal Staff* – Provide day-to-day oversight of the consultant. Assist with compilation of any in-house data kept by the City.
- *Strafford Regional Planning Commission* – If not acting as the consultant for this project, SRPC may be able to provide housing projections or other demonstrations of housing need generated as part of their forthcoming *Regional Housing Needs Assessment*.

### **4) Draft Chapter Preparation**

*Task Lead:* Consultant

Once the primary components of the Community Engagement Plan and data and GIS analyses have been completed, the consultant will prepare a draft of the Housing chapter. This task includes attendance at a public hearing for the adoption of the Housing Chapter and incorporation of any revisions identified by the steering committee, planning board following public feedback.

*Partner Roles:*

- *Municipal Staff* – Assist with the preparation of the final plan document as necessary for consistency with other town documents. Coordinate and provide legal notice for the public hearing.
- *Planning Board* – The planning board will host a public hearing prior to adopting the final chapter as part of the Somersworth Master Plan.

## **5) Direct Costs**

*Task Lead:* Consultant

This task will cover direct expenses incurred as part of the overall project and consists of two subcategories. First, this task will support the cost of physical materials required for outreach and engagement activities or plan preparation, as well as mileage incurred by consultants attending meetings. Second, the task budgets for stipends to encourage volunteer attendance at the Housing Academy. One municipal staff and up to two municipal volunteers will participate in monthly Housing Academy sessions. The academy attendees will work with the consultant and other participants from the steering committee to update and modify the community engagement plan with tools learned at the Academy.

*Other Roles:*

- *Municipal Boards* – Select up to 2 participants to attend trainings and bring back learning and resources to share with the community.
- *Municipal Staff* – Identify one staff member to participate in trainings and bring back learning and resources to share with the community.

## **6) Steering Committee – Audit Phase**

*Task Lead:* Consultant

Municipal staff will oversee the chosen consultant and guide the regulatory audit process. The chosen consultant will prepare agendas or pre-meeting materials and facilitate guided discussions with the steering committee to design processes and deliverables.

*Other Roles:*

- *Planning Board* – if not serving as the steering committee, Mayor/Council
- *Municipal Staff* – provide support to the consultant/steering committee, including issuing public meeting notices and distributing meeting materials provided by the consultant, assist in advertising public events, provide logistical support for engagement activities (e.g. access to City facilities if needed)

## **7) Audit Methodology**

*Task Lead:* Consultant

The consultant will work with each of the municipalities, engage key stakeholders, and audit the local regulatory framework to identify provisions where barriers may be removed, or new opportunities created to support housing development. Steps to conduct the regulatory audits include:

- Develop an approach and review framework with feedback from the steering committee.
- Conduct reviews of the Zoning Ordinance, Subdivision Regulations and Site Plan Review Regulations and summarize findings.
- Present findings to the planning boards, stakeholders, and businesses in each community to solicit input.

*Partner Roles:*

- *Municipal Boards* – review and comment on draft findings, participate in local workshops, take a leadership role in prioritization of recommendations and development of action plans.



- *Municipal Staff* – provide guidance to the consultant throughout the process, identify and provide access to existing policies (e.g. Somersworth Zoning Ordinance, Site Plan and Subdivision Regulations) or identify policy scenarios for the audit to consider.

## **8) Community Outreach**

*Task Lead:* Consultant

The consultant will work with City staff and volunteers to design and implement the community engagement plan. A detailed description of the planned engagement activities can be found in the following section relative to the Community Engagement Plan. Highlights include:

- Facilitate conversations with housing developers to understand the costs created by local land use regulations and permitting processes.
- Preparation of outreach materials to take community input at other community events or meetings of other land use boards. Includes development of materials, compiling results, and attendance at up to 5 events (4 hours each prep, travel, and attendance).
- Coordinate a workshop with the Planning Board to prioritize recommended actions and create a plan for how to move forward with 1-3 top priority actions; incorporate those action plans into the report.

*Partner Roles:*

- *Municipal Boards* – review and comment on draft findings, participate in local workshops, take a leadership role in prioritization of recommendations and development of action plans.
- *Municipal Staff* – provide guidance to the consultant throughout the process, support the scheduling and advertisement of input opportunities, workshops and presentations.

## **9) Report Preparation**

*Task Lead:* Consultant

Once the primary components of the Community Engagement Plan and audit methodology have been completed, the consultant will prepare the draft report incorporating the review findings and input received. This draft report will be presented to the steering committee and/or planning board for review and comment, possibly in conjunction with the prioritization workshop outreach event. The consultant will incorporate feedback, finalize the report, and present the report and findings to the community.

*Partner Roles:*

- *Municipal Boards* – review and comment on draft findings, participate in local workshops, take a leadership role in prioritization of recommendations and development of action plans.
- *Municipal Staff* – provide guidance to the consultant throughout the process, review and comment on the draft audit.

## **10) Direct Costs**

*Task Lead:* Grant Coordinator (SRPC)

This task will cover direct expenses incurred as part of the overall project including the cost of physical materials required for outreach and engagement activities or plan preparation, as well as mileage incurred by consultants attending meetings.

*Partner Roles:*

- *Municipal Staff* – facilitate procurement of materials and/or reimbursement for expenses.

## Project Timeline

Task	2023									
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>1 Steering Committee – Master Plan</b>	★	★	★		★	★	★			
<b>2 Community Engagement</b>										
Online Survey		★								
Public Forum			★							
Newsletter and Social Media										
Planning Board Workshop				★						
<b>3 Data and GIS Analysis</b>										
Data Analysis										
Custom Mapping										
Scenario Planning										
<b>4 Draft Preparation</b>							★			
<b>6 Steering Committee - Audit</b>					★	★	★	★	★	★
<b>7 Audit Methodology</b>										
<b>8 Community Outreach</b>										
<b>9 Report Preparation</b>										★

★ Meeting or final deliverable due

## Project Budget

A total of \$75,000 is requested to support the two phases of this project. The budget is established based upon costs incurred upon award of the contract to a qualified consultant. Consultant costs are estimated at an average rate of \$85 per hour, with a total of 865 hours estimated for the completion of all phases of this project.

Task	Name	Details	Cost
1	Steering Committee	Total of 24 hours at \$85/hour to consult with the steering committee. One consultant attends up to 6 meetings (4 hours each prep, attend, follow up).	\$2,040
2	Community Engagement	Total of 111 hours at \$85/hour to prepare outreach activities and compile results. Based on outreach that includes an online survey, in-person town forum, social media updates, and a planning board workshop.	\$9,435
3	Data and GIS Analysis	Total of 90 hours at \$85/hour to compile and analyze data, prepare custom maps, and conduct scenario planning.	\$7,650
4	Drafting Chapter	Total of 60 hours at \$85/hour to prepare a draft of the Housing chapter, make revisions, and attend a final adoption hearing	\$5,100
5	Direct Costs	Stipend for up to 2 municipal volunteers to attend the Housing Academy (\$250 each). \$275 assumed for mileage and supplies	\$775
<b>Total Phase I Budget</b>			<b>\$25,000</b>
<b>(285 hours at \$85/hour + \$775 direct costs)</b>			

6	Steering Committee	Total of 24 hours at \$85/hour to consult with the steering committee. Assumes 1 consultant at 4 hours per meeting up to 6 meetings.	\$2,040
7	Audit Methodology	Total of 200 hours at \$85/hour to prepare a framework for reviewing City policies, reviewing policies according to that framework, and presenting findings to the steering committee and other stakeholders to solicit input.	\$17,000
8	Community Engagement	Total of 220 hours at \$85/hour to prepare outreach activities and compile results. Based on outreach that includes focus group interviews with key individuals or small groups such as housing developers or common applicant representatives, guided focus activities to leverage existing meetings/events (e.g. technical review committee, conservation commission, community gatherings), and a coordinated workshop to prioritize recommendations.	\$18,700
9	Report Preparation	Total of 136 hours at \$85/hour to prepare the report incorporating review findings and input received and to present it to the community	\$11,560
10	Direct Costs	Mileage and supplies	\$750
<b>Total Phase II Budget (580 hours at \$85/hour + \$700 direct costs)</b>			<b>\$50,000</b>
<b>TOTAL Requested Funding</b>			<b>\$75,000</b>

## Community Engagement Plan

Somersworth plans work CONSULTANT, our municipal staff, and Land Use Board members for the Community engagement plan with new ideas and learning from the Housing Academy. As noted above in the scope of work, CONSULTANT will develop a community survey and public forum. These will be supplemented with a newsletter and social media postings to advertise the events, as well as regular workshops held by the Planning Board and/or steering committee.

### Survey

An online survey will be issued to gather insight on housing needs, affordability, preferences, and challenges. This survey should strive to be more engaging and interactive than “question and answer” responses that are quite different from the Regional Housing Needs Assessment and general Master Plan surveys. A survey with heavy visuals may be appropriate in this scenario.

### Public Forum

An interactive, map-based community event designed to gain further insight into the housing needs and challenges of Somersworth. Since an online survey is more accessible and likely to reach more individuals, special care should be taken in planning the public event(s) surrounding the updating of the housing chapter to ensure that all voices can be heard.



### Newsletters and Social Media

Prepare periodic content to update the community on progress and announce Community engagement opportunities.

### Planning Board/Steering Committee Workshops

CONSULTANT and the City will present research, Community outreach findings, and recommendations to the Planning Board and/or Steering Committee on a regular basis. At each meeting, CONSULTANT will lead a guided discussion to identify attainable and measurable goals and implementable actions that will achieve Somersworth's needs and ensure the project proceeds on schedule.

### Consistency with Master Plan

Somersworth's existing Master Plan was adopted in 2010. Somersworth, much like the greater Seacoast Region, has experienced high population growth rates in the past 50 years however should plan for a leveling of growth as a result of an aging population (due to the shifting of the baby-boom agers), and shifting of the housing preferences of multiple generations. School enrollment and family household figures suggest lower family household formation and therefore fewer school-age children. The Master Plan goals focus on creating regulatory environment and policies that lead to the attraction of younger generations to ensure long term sustainability in the Community. This is a unique opportunity to identify solutions and opportunities will allow for the Community's older residents to be able to age in place and encourage housing opportunities for multiple generations, which are also objectives that are consistent with the Master Plan.