



*Office of the City Manager*

**TO:** Mayor Dana S. Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager *RB*  
**DATE:** Friday, June 28, 2019  
**SUBJECT:** City Manager's Report for Monday, July 1, 2019  
City Council Agenda

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*New Business (Under Section 15 of Agenda)*

**Ordinances**

- A. Ordinance No. 1-20: Supplemental Appropriation for Conceptual Design Services and a Preliminary Cost Estimate for a New Somersworth Fire Station.** The Public Safety Committee met on June 12<sup>th</sup> and the Finance Committee met on June 19<sup>th</sup>, both Committees voted to support this Ordinance. I recommend a Public Hearing be scheduled for the next regular City Council meeting on Monday, August 5<sup>th</sup>.
- B. Ordinance No. 2-20: Supplemental Appropriation for Final Design Services for a Veterans' Memorial at Stein Park.** The Finance Committee met on June 17<sup>th</sup> and voted to support this Ordinance. I recommend a Public Hearing be scheduled for the next regular City Council meeting on Monday, August 5<sup>th</sup>.
- C. Ordinance No. 3-20: To Amend Chapter 19, Zoning Ordinance, by Adding New Section 31, Special Parking Zoning Overlay District.** I recommend a Public Hearing be scheduled for the next regular City Council meeting on Monday, August 5<sup>th</sup>. Attached is a copy of a memorandum from Director Shanna Saunders. This action item was inadvertently missed several months ago when Council passed Ordinance No. 15-19 regarding downtown parking. I apologize for this oversight. This Amendment is intended to assist in the revitalization efforts for our Downtown.

**Resolutions**

- A. Resolution No. 1-20: To Authorize the City Manager to Contract with Port One Architects of Portsmouth, NH to Provide Conceptual Design Services and a Preliminary Cost Estimate for a New Somersworth Fire Station to be Funded Through the Cable Fund.** The Public Safety Committee met on June 12<sup>th</sup> and the Finance Committee met on June 19<sup>th</sup> and both Committees supported City Staff's recommendation. The City Received eleven (11) proposals for the Fire Station Design, of the 11 firms, five (5) were interviewed, with three (3) making it to the final decision process. Port One Architects was chosen as the best fit for the City. Attached is a copy of their proposal.
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- B. Resolution No. 2-20: To Authorize the City Manager to Amend the Contract with Ironwood Design Group of Newmarket, NH to Provide Final Design Services for a Veterans' Memorial at Stein Park to be Funded Through the Cable Fund.** Attached is Draft copy of the Professional Services Agreement Amendment and the Design Budget Proposal from Ironwood Design Group, Inc.
- C. Resolution No. 3-20: To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Justice for a Project Safe Neighborhood Grant.** I have previously mentioned Chief David Kretschmar attending a national training seminar on Safe Neighborhoods and the notification of this impending award. Attached is a Memorandum from Captain Tim McLin that provides further details in how the extra police patrols will be deployed.
- D. Resolution No. 4-20: To Authorize the City Manager to Contract with Continental Paving of Londonderry, NH for Road Resurfacing Improvements to Stackpole Road.** Attached is a Memorandum from Engineer Gary Lemay that explains the option to utilize Continental Paving for this one (1) road; and removing this road from the Pike bid contract list.
- E. Resolution No. 5-20: To Authorize the City Manager to Contract with Pike Industries of Belmont, NH for Fiscal Year 2019-2020 Road Resurfacing Improvements.** Attached are Memorandums from Engineer Lemay and Finance Director Scott Smith. Engineer Lemay provides the analysis and recommendation to go with Pike Industries, the lower of the two (2) bids received. Director Smith provides a breakdown of available funding and the needed allocation of funds to complete Water and Sewer work. I recommend City Council consider Supplemental Appropriations for the Water & Sewer work from these utility funds from available cash on hand.

#### Other

- A. Vote to Place the Approve Proposed Charter Change Regarding Article 1.3 Ward Boundaries in the City Charter of the City of Somersworth.** Attached is a copy of City Clerk Trish Harris's memo that outlines the Charter Amendment process moving forward should this be approved.
- B. Vote to Waive the Noise Ordinance Chapter 13-D (Noise/Nuisance Control) to allow GMI Asphalt Paving Specialists of Belmont, NH to Complete Parking Lot Improvements for Home Depot Located at 12 Commercial Drive During Night Time Hours to Minimize Disruption of Traffic and Pedestrian Flow from July 8, 2019 through July 12, 2019.** Attached is a letter from Mr. Warren Colby, Owner of GMI Asphalt, the Contractor for Home Depot, requesting the City waive the Noise Ordinance, Chapter 13-D, to allow for nighttime paving operations in order to complete the parking lot improvements. The work is scheduled to begin July 8 through July 12. A copy of City Ordinance, Ch. 12 is also attached.

- C. **Vote to Waive Excavation Moratorium for the City to Repair a Catch Basin Located on Winter Street at Linden Street (City Ordinance Ch. 12, Section 12.1, MORATORIUM PERIOD, for roads that have been Overlayed, the Moratorium shall be (3) years).** Attached is an email from Director Mike Bobinsky along with pictures showing the catch basin that needs repair on Winter Street at Linden Street.

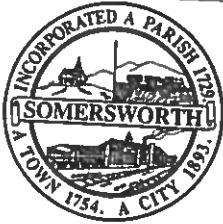
*City Manager's Items (under section 11 of Agenda)*

**A. Informational Items**

1. **Transportation Alternatives Program (TAP).** Attached is a copy of the latest project status report from CMA Engineers as well as minutes of Staff's last meeting with our project Engineers.
2. **Former Breton's Cleaners, 1 Winter Street – Brownfield's Grant.** Our Consultant has recently sent a letter on our behalf to the NH Department of Environmental Services (DES) to request approval to dispose of the contaminated soils as a 'contained out' product. This request is based on the concluded characterization and soil evaluation work. Attached is a copy of the request to NE DES.
3. **Upcoming Events.**
  - **Wednesday, July 24, at 10:00 am - NH State Liquor Store Grand Opening / Route 108**
  - **Tuesday, August 6, from 5:30 pm – 7:30 pm – National Night Out at Jules Bisson Park**

**Attachments**

1. **Department Heads Reports**
2. **School Board Vacancy Notice**



## City of Somersworth – Ordinance

Ordinance No: 1-20

### SUPPLEMENTAL APPROPRIATION FOR CONCEPTUAL DESIGN SERVICES AND A PRELIMINARY COST ESTIMATE FOR A NEW SOMERSWORTH FIRE STATION

July 1, 2019

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter:  
The annual budget for the City of Somersworth for Fiscal Year 19-20 is amended as follows:

Appropriate \$39,100 from the Cable Fund budget as follows:

Original Budget  
\$ 60,839

Amendment  
\$ 39,100

Revised Budget  
\$ 99,939

Approved as to Funding:

Scott A. Smith  
Director of Finance and Administration

Recorded by:

Trish Harris  
City Clerk

Background:

This Ordinance appropriates funding for a contract with Port One Architects of Portsmouth, NH to provide conceptual design services and a preliminary cost estimate for a Somersworth Fire Station. This is one of two proposed supplemental appropriations from the Cable Fund; the other being for \$25,000, which if both are adopted would amend the Cable Fund budget to \$124,939.

*This Ordinance requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing subject to Section 7.4.1 and .Section 7.7 (A) of the City Charter.*

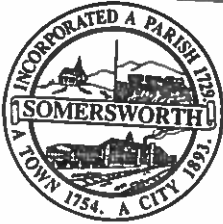
#### Authorization

##### Sponsored by Councilors:

David A. Witham  
Dale R. Sprague  
Martin Pepin  
Martin P. Dumont, Sr.  
Kenneth S. Vincent  
Edward LeVasseur  
Nancie Cameron

##### Approved:

City Attorney



## City of Somersworth – Ordinance

Ordinance No: 2-20

### SUPPLEMENTAL APPROPRIATION FOR FINAL DESIGN SERVICES FOR A VETERANS' MEMORIAL AT STEIN PARK

July 1, 2019

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter:

The annual budget for the City of Somersworth for Fiscal Year 19-20 is amended as follows:

Appropriate \$25,000 from the Cable Fund budget as follows:

Original Budget  
\$ 60,839

Amendment  
\$ 25,000

Revised Budget  
\$ 85,839

Approved as to Funding:

Scott A. Smith  
Director of Finance and Administration

Recorded by:

Trish Harris  
City Clerk

Background:

This Ordinance appropriates funding for a contract amendment with Ironwood Design Group of Newmarket, NH, to provide final design services for a Veterans' Memorial at Stein Park. This is one of two proposed supplemental appropriations from the Cable Fund; the other being for \$39,100, which if both are adopted would amend the Cable Fund budget to \$124,939.

*This Ordinance requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing subject to Section 7.4.1 and .Section 7.7 (A) of the City Charter.*

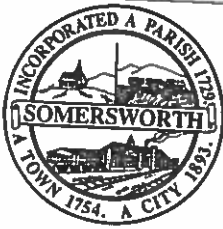
#### Authorization

Sponsored by Councilors:

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

Approved:

City Attorney



## City of Somersworth – Ordinance

Ordinance No: 3-20

### TO AMEND CHAPTER 19, ZONING ORDINANCE, BY ADDING NEW SECTION 31, SPECIAL PARKING ZONING OVERLAY DISTRICT

JULY 1, 2019

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

Amend Chapter 19, Zoning Ordinances, by adding new Section 31:

#### Section 31 Hilltop School Property (HSP) Zoning Overlay Ordinance

19.31.A **Title:** This Ordinance shall be known as the "Hilltop School Property (HSP) Zoning Overlay Ordinance" of the City of Somersworth, New Hampshire.

19.13.B **Authority:** Pursuant to the authority granted by RSA 674:17.I., Purposes of Zoning Ordinances, this Ordinance is hereby adopted by the City of Somersworth, New Hampshire to protect the public health, safety, and general welfare.

19.31.C **Purpose:** The Downtown Special Parking District encompasses an area of downtown where the build out pattern is traditionally characterized by a high volume of vehicular trips, a dense and connective fabric of buildings and a dynamic, ever-changing mix of uses. This volume of vehicular trips generates high parking demand and is typically characterized by 1-3 hour multipurpose vehicle trips. Sufficient and reasonably convenient parking in the special parking district area should be provided through joint public and private efforts on a block and/or district level.

19.31.D **District Boundaries:** Special Parking Overlay District boundaries are as follows: Starting at a point where Market Street and Winter Street intersect and including parcel 11-181A, 1 Winter Street and parcel 11-96, 1 Market Street, The Queensbury Mill, the overlay includes all units fronting on the west side of Market Street, the west side of High Street up to Mount Vernon Street, including parcel 11-26, 117 High Street but NOT parcel 10-148, 125 High Street, across High Street to include properties that front on the east side of High Street starting with parcel 10-158, 118 High Street to Constitutional Way, to include all properties that front on Constitutional Way to the corner of Green Street and Washington Street, including all properties that front on Washington Street from the intersection of Washington and Green to Elm Street, NOT including parcel 10-107, 1 Green Street, including all parcels on the east side of Elm Street to Fayette Street. Then from the corner of Fayette and Elm, NOT including parcel 10-07, 14 Fayette St or parcel 10-01 161 Main Street to Main Street and including all parcels that front on Main Street all the way back to Market Street. This should create a polygon. All parcels not already specified above that are within this polygon are included in the Special Parking Overlay District.

19.31.E **Applicability:** The standards contained herein shall constitute the rules of an overlay zone and shall be superimposed over other zoning districts or portions thereof. The provisions herein shall apply in addition to all other applicable ordinances and regulations.

This Ordinance shall take effect upon passage.

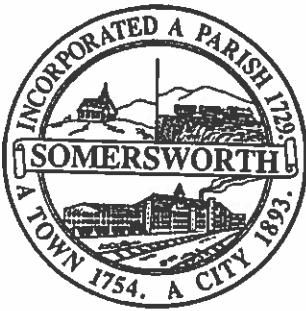
<b>Authorization</b>	
<i>Sponsored by Councilors:</i> Martin P. Dumont, Sr. David A. Witham Nancie Cameron Edward Levasseur	<i>Approved:</i> City Attorney

**City of Somersworth – Ordinance 3-20**

<b>History</b>			
First Read Date:	07/01/2019	Tabled:	
Public Hearing:		Removed from Table:	
Second Read:			

<b>Discussion</b>
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<b>Voting Record</b>		<b>YES</b>	<b>NO</b>
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont *		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
<b>TOTAL VOTES:</b>			
On    /    /    .    Ordinance 3-20		<b>PASSED</b>	<b>FAILED</b>



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Shanna B. Saunders, Director  
Development Services

To: Bob Belmore  
Date: June 18, 2019  
Re: Recommended Changes to the Zoning regarding Downtown Parking Overlay

When the Council adopted Ordinance 15-19 regarding Parking in the Downtown they inadvertently missed adopting the Overlay District. The Special Parking Overlay District should be added as Section 31 of the Zoning Ordinance and the proposed language is as follows:

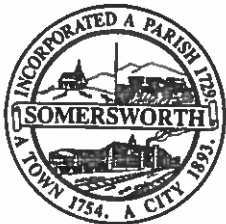
**Title and authority:** This ordinance shall be known as the "Special Parking Zoning Overlay District" of the City of Somersworth.

**District Boundaries:** Special Parking Overlay District boundaries are as follows: Starting at a point where Market Street and Winter Street intersect and including parcel 11-181A, 1 Winter Street and parcel 11-96, 1 Market Street, The Queensbury Mill, the overlay includes all units fronting on the west side of Market Street, the west side of High Street up to Mount Vernon Street, including parcel 11-26, 117 High Street but NOT parcel 10-148, 125 High Street, across High Street to include properties that front on the east side of High Street starting with parcel 10-158, 118 High Street to Constitutional Way, to include all properties that front on Constitutional Way to the corner of Green Street and Washington Street, including all properties that front on Washington Street from the intersection of Washington and Green to Elm Street, NOT including parcel 10-107, 1 Green Street, including all parcels on the east side of Elm Street to Fayette Street. Then from the corner of Fayette and Elm, NOT including parcel 10-07, 14 Fayette St or parcel 10-01 161 Main Street to Main Street and including all parcels that front on Main Street all the way back to Market Street. This should create a polygon. All parcels not already specified above that are within this polygon are included in the Special Parking Overlay District.

**Purpose:** The Downtown Special Parking District encompasses an area of downtown where the build out pattern is traditionally characterized by a high volume of vehicular trips, a dense and connective fabric of buildings and a dynamic, ever-changing mix of uses. This volume of vehicular trips generates high parking demand and is typically characterized by 1-3 hour multipurpose vehicle trips. Sufficient and reasonably convenient parking in the special parking district area should be provided through joint public and private efforts on a block and/or district level.

**Applicability:** The standards contained herein shall constitute the rules of an overlay zone and shall be superimposed over other zoning districts or portions thereof. The provisions herein shall apply in addition to all other applicable ordinances and regulations.





## City of Somersworth – Resolution

Resolution No: 1-20

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH PORT ONE ARCHITECTS OF PORTSMOUTH, NH TO PROVIDE CONCEPTUAL DESIGN SERVICES AND A PRELIMINARY COST ESTIMATE FOR A NEW SOMERSWORTH FIRE STATION TO BE FUNDED THROUGH THE CABLE FUND**

July 1, 2019

WHEREAS, on June 2, 2014, Mayor Dana S. Hilliard announced the formation of the Fire Station Advisory Committee in accordance with Resolution 39-14 to conduct a comprehensive study to examine the need for the construction of a new fire station, and

WHEREAS, after a thorough review the Fire Station Advisory Committee recommended a new facility be constructed, and

WHEREAS, the City contracted with Municipal Resources, Inc. of Meredith, NH to conduct an analysis to determine the most advantageous location for the construction of a new Fire Station, and

WHEREAS, the analysis provided by Municipal Resources determined the location of the present Fire Station on Maple Street is the most advantageous, and

WHEREAS, City Staff prepared a request for proposal from qualified consultants to provide a conceptual design and develop preliminary cost estimates to construct a new Fire Station at the location of the current station, and

WHEREAS, City Staff interviewed consultants that responded to the request and recommends awarding the contract to Port One Architects of Portsmouth, NH at a cost not to exceed \$39,100 (Thirty Nine Thousand One Hundred dollars), and

WHEREAS, the Public Safety Committee reviewed this project with staff and supports this recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Port One Architects of Portsmouth, NH to provide conceptual design services and a preliminary cost estimate for a new Fire Station, funded out of the Cable Fund, at a cost not to exceed \$39,100 (Thirty Nine Thousand One Hundred dollars), and to take any other actions relative to this project determined to be in the best interest of the City.

### Authorization

#### *Sponsored by Councilors:*

Martin Pepin  
David A. Witham  
Dale R. Sprague  
Martin P. Dumont Sr.  
Kenneth S. Vincent  
Edward LeVasseur  
Nancie Cameron

#### *Approved:*

City Attorney

April 18, 2019

**SCOPE OF WORK**

**TASK 1 – Fire Department staff and administration participation**

- Schedule and present at discussions with fire staff and administration
- Review previous work and reports
- Establish meeting schedule and presentations to City administration and City Council

**TASK 2 - Geotechnical Exploration**

- Schedule SW Cole geotechnical exploration and assemble team meeting

**TASK 3 - Existing Conditions Documentation and Code Evaluation**

- Assemble all building drawings for purposes of phased demolition and phased construction
- Prepare basic conceptual site diagram with current circulation patterns

**TASK 3 – Programming**

- Distill previous programming work and conduct interviews/meetings with staff

**TASK 4 –Proposed facility elements survey: Conceptually explore the following:**

- Exterior Systems - roofs, walls, window systems, doors.
- Interior Construction - walls, doors, flooring, visible structural components.
- Health/Fire/Life Safety systems; Security.
- Handicap Accessibility - ADA requirements.

**TASK 5 - Site**

- Conceptualize site plan including building footprint, aprons, vehicle circulation, parking, visitors
- Produce final site plan illustrating new building, utilities, circulation, parking and other site features

**TASK 6 – Systems Narratives by MEP/FP engineers**

- Heating, Ventilation and Air Conditioning & Plumbing
- Electrical and Service Distribution
- Fire Suppression
- Special Electrical Systems, Emergency Power, Telecommunications

**TASK 7 – Develop design concepts for new station**

- Start with multiple, loosely sketched possible options with rough magnitude of costs
- Focus on two (2) preferred options with more refined costs
- Work products are floor plans, exterior elevations, 3-D SketchUp exterior perspectives for presentations

**TASK 8 – Final Conceptual Design Documents**

- Includes final architectural drawings (suitable for mounting and presentations), reports and narratives of preferred project option
- All programming and facility utilization data, along with engineer's findings and recommendations
- A final project cost estimate: which includes not only building and site work costs, but all soft costs.

**Design Team**

Port One Architects, Portsmouth, NH – overall project management and building design.

SW Cole, Somersworth NH \_ Geotechnical exploration and analysis (we are carrying the cost for of (2) two sample analyses as recommended by the geotechnical engineer.

Hayner/Swanson Inc., Nashua, NH – civil/site, utilities, parking, circulation, lay down areas, contractor parking, phased construction.

JSN Associates – Portsmouth NH - structural narrative, demolition phasing and review of phased construction plan.

Yeaton Associates – Bedford, NH – MEP/FP narratives and systems design.

FEE SCHEDULE

A/E Fee

Thirty-Nine Thousand One Hundred Dollars. Invoiced monthly for work completed.

\$ 39,100

Reimbursable Expenses: All normal and reasonable reimbursable expenses are included in the fee.

There is no limit to the number of meetings (within reason) required by the City to move the project forward.

Proposal # B03212019

## A/E Conceptual Design Services

# Somersworth NH Fire Department New Fire Station

Robert M. Belmore  
City Manager

Scott A Smith  
Director of Finance

Keith E. Hoyle  
Fire Chief



**PORT**  **ARCHITECTS**  
Portsmouth, New Hampshire

April 18, 2019

April 18, 2019

Scott A. Smith, Finance Director  
**City of Somersworth**  
One Government Way  
Somersworth, NH 03878  
(603) 692-9504

Architectural/Engineering Conceptual Design Services  
**Proposed Somersworth Fire Station**

Dear Scott:

A firehouse is an essential building in any community, a symbol of readiness and protection. The Somersworth fire station provides a vanguard community service and its design will revolve around this concept, traditional styling and materials, but conforming to the latest technology and fire response requirements.

Assembling and reviewing the prior, important work (studies by the Fire Station Advisory Committee and Municipal Resources, Inc.) is a beginning step for the Owner and design team to find a solution to the programming and physical space needs of the department.

Under construction presently in Londonderry is our Central fire station project, a 22,500sf masonry facility with a sophisticated regional dispatch center. It is being constructed in several phases, much like what is envisioned in Somersworth. The fully occupied 24-7 station, on a restricted site, has all the challenges of staying on budget, value engineering and meeting aggressive construction schedules.

To assist with this important work are the following experienced engineers:

SW Cole Engineering, Inc., Somersworth, NH, geotechnical engineers, Chad Michaud PE  
Hayner/Swanson, Inc., Nashua, NH, civil engineers, Paul Hayner PE  
Yeaton Associates, Inc., Bedford, NH, MEP/FP engineers, Wayne Fillon PE  
JSN Associates, Inc., Portsmouth, NH, structural engineers, Jeff Nawrocki PE

Beginning with kickoff meetings with the Owner and department staff, the A/E team will organize design sessions to review recommendations, interpret past work and address site and building challenges and construction issues.

Transparency and open communications between Owners, designers, engineers and stakeholders is important to us. Thank you for the opportunity to be of service to the City and your fire service.

Respectfully submitted,  
**Port One Architects Inc.**



Wm. Kelly Davis, Principal  
cc: engineers

April 18, 2019

### APPROACH

The design team's approach is to include stakeholder and Owner input in decision-making, test the assumptions, review the results, and collectively arrive at preferred solutions. This process is open, transparent and usually produces great design results. Stakeholders can remain actively involved thru construction and project closeout.

The new Somersworth Fire Station will represent a sensitive and functional response to the physical environment immediately surrounding the site. The building design philosophy revolves around the traditional concept of fire stations providing a community service, acting as a civic focal point in the communities.

The Maple Street site design will focus on providing enhanced emergency response while minimizing the effects on adjacent properties. Good site design will respond to traffic, sunlight, on-site circulation, parking, a sense of a main entrance, landscaping and pedestrian usage.

Challenges to be addressed:

- Building on the existing central fire station site, demolishing existing building in phases as the new facility is constructed in phases;
- Limitations on site design by the adjacency of a landfill, necessitating geotechnical exploration;
- Building a 50 - 75 year facility life expectancy, maintaining acceptable project cost controls;
- Designing an efficient building envelope, reducing maintenance/operating costs, using materials and systems for long term wear and reliability;
- Containment areas of contaminants, fire fighter health and building user safety;

Recent construction experiences let us provide Somersworth with very accurate construction and project cost data, as well as specifications on the latest technology. Detailed samples of previous estimating data will be available.

Space needs and program elements will remain within budgetary constraints. Any potential budgetary conflicts will be resolved with a balance of value engineering and sticking to a no-frills design approach.

We support the concept of design as a whole-building approach rather than a sum of individual systems and components. This is cost-effective and will deliver to the City a low impact and energy efficient building. Team members will work together to promote two-way information flow and critical thinking about how the building is to be designed, built and operated.

For example, the exterior building envelope directly affects the sizing of the mechanical equipment. A more energy-efficient envelope allows for downsizing the equipment. The mechanical and electrical engineers will know how to size and install their equipment accordingly and efficiently.

The construction manager approach will anticipate and avoid scheduling conflicts, eliminating inefficiencies during the early construction stages that can equate to cost and life-cycle savings over the life of the building.

#### TASK 7 – Develop design concepts for new station

- Start with multiple, loosely sketched possible options with rough magnitude of costs
- Focus on two (2) preferred options with more refined costs
- Work products are floor plans, exterior elevations, 3-D SketchUp exterior perspectives for presentations

#### TASK 8 – Final Conceptual Design Documents

- Includes final architectural drawings (suitable for mounting and presentations), reports and narratives of preferred project option
- All programming and facility utilization data, along with engineer's findings and recommendations
- A final project cost estimate: which includes not only building and site work costs, but all soft costs.

#### Conceptual Design Work Product

The Owner can expect the following work product results from the conceptual design study:

##### Programming

- Spreadsheet of all spaces including second level, with accurate total gross square footage encompassing walls, chases and ancillary spaces.

##### Site

- Conceptual site plans showing geotechnical boring locations and results; existing conditions; Proposed building footprint and adjacent parking, walks, entrances, vehicle circulation. A color rendered site plan will be produced for presentations.

##### Building

- Complete rendition of preferred design with floorplans, exterior elevations, three building sections, and a 3-D perspective. The plans, elevations and perspective will also has a colored, mounted version useful for presentations.
- A written narrative by the structural engineer will describe the foundations and structural systems of the building.

##### Engineering Narratives

- Written narratives by the mechanical, electrical and plumbing engineers on the proposed systems to be specified for the building. A narrative on the required sprinkler system will be included.

##### Outline Specification

- A spreadsheet of building materials will be presented, as well as specification sections on the results of the engineering narratives.

##### Cost Estimate

- Using very current cost data from ongoing and recent construction projects of fire station facilities that are similar to that being proposed in Somersworth a conceptual **project cost estimate** will be produced. This estimate gives numbers on the building and site construction, as well as "soft costs", project costs which may include fixtures, furnishing, equipment, tel/data, soils and material testing, special inspections, insurance, both CM and Owner contingencies, moving expenses, legal counsel, and others.

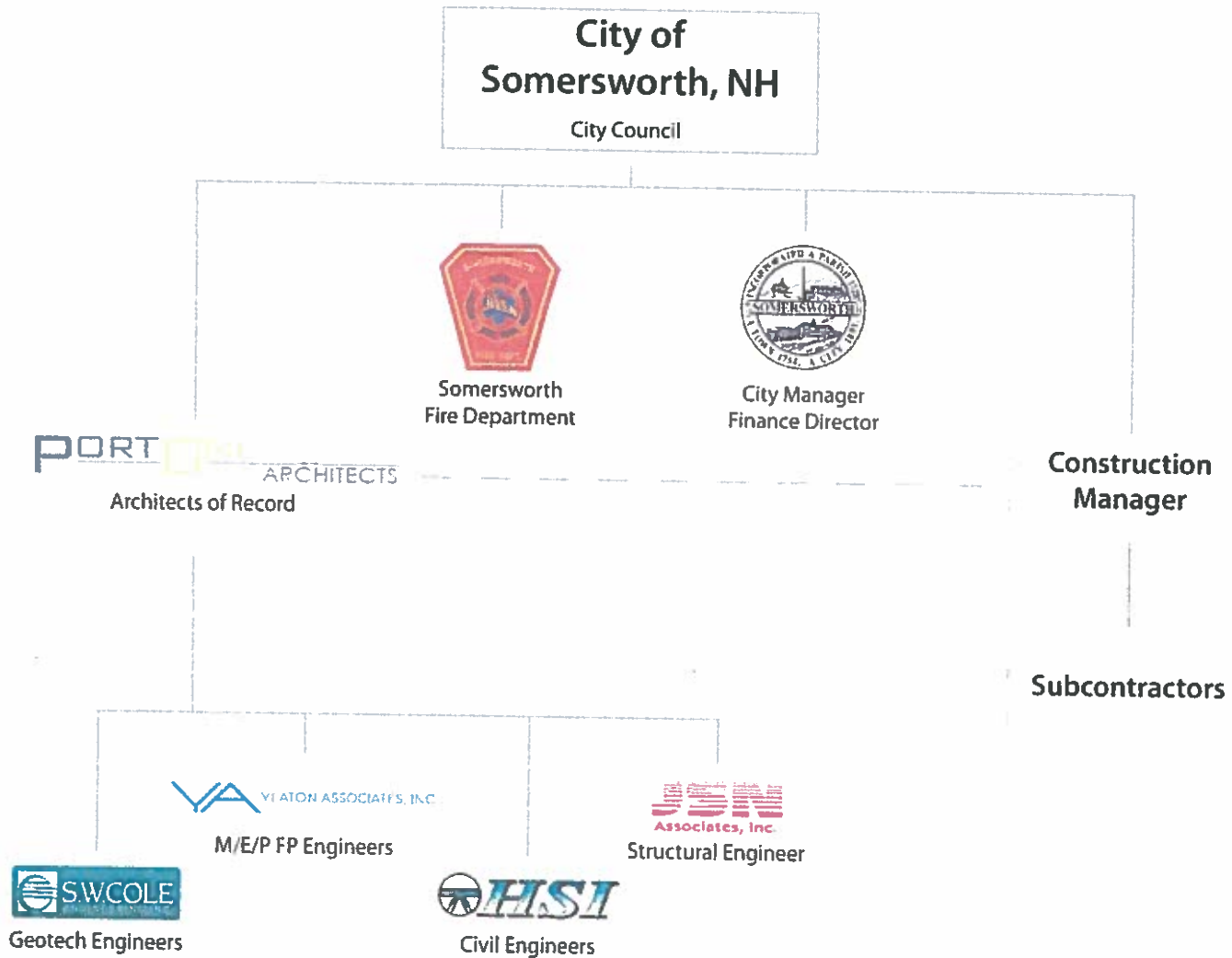
## SCHEDULE

The following project schedule will facilitate discussions between the design team, City administration and fire department to establish goals and deadlines.

### 2019

- |                     |  |
|---------------------|--|
| May 13              | Notice to Proceed; Schedule of kickoff meetings.   |
| May 13 – 27         | Review and summarize existing reports, drawings and programming documents; Prepare base site diagram, existing architectural floor plans (for demolition and construction scheduling purposes); Schedule program and equipment review meeting with staff and administration.<br><br>Prepare action plan for site investigation. Start geotechnical exploration.  |
| May 27 – June 14    | Schedule engineer interviews with staff and administration. Develop specifications for building systems; Distribute preliminary results for comment. Discuss building envelope design.<br><br>Schedule design meeting(s) to prepare multiple graphic options for site organization, building footprint and 3-D massing models; Include conceptual opinions of probable cost (including all anticipated project costs); Review with stakeholders and present to City Council and City administration.<br><br>Review progress geotechnical results and adjust building and site designs as required.   |
| June 17 – 28        | Prepare two (2) preferred building and site conceptual design options; Work includes floor plans, exterior elevations and 3-D massing models; Present to City Council and City administration and take direction on final option.  |
| July 1 – 7          | Holiday Break.   |
| July 22 – August 16 | Prepare final, preferred building and site design; Prepare total project cost estimate (including all soft costs). Present to department and administration.<br><br>Discuss with department, administration and City Council the hiring of a construction manager; Interview construction manager candidates if this is the direction the City decides to take. <ul style="list-style-type: none"><li>• Prepare final conceptual design of proposed fire station including: geotechnical results; building programming document(s); MEP/FP and structural written narratives and outline specifications of systems.</li><li>• Final conceptual site drawing with descriptions of parking, utility connections, vehicle circulation.</li><li>• Building conceptual design presented in drawings, 3-D perspective models, and written description, including mounted, colored boards for presentations.</li></ul><br>Make presentation(s) to department staff, City administration and City Council. |





- Architect of Record:** *Kelly Davis, NCARB, AIA* - Kelly will be responsible for leading the Project Team through each phase of the assessment.
- Geotech Engineer:** *Chad Michaud, PE* - As chief operating officer of S.W. Cole, Chad will be responsible for all aspects of geotech exploration and interpreting results.
- Civil Engineer:** *Paul Hayner, PE* - Paul will assist in conceptual site layout design, including vehicle movement, parking and utilities.
- Structural Engineer:** *Jeff Nawrocki, PE* - Jeff will review geotechnical results for foundation design and work with architects on building structural systems. He will also advise the team on phasing of existing building demolition.
- M/E/P FP Engineer:** *Wayne Fillion, PE* - Wayne will design conceptual building systems for the new facility.



**Darren O'Brien, Chief**

Londonderry Fire/ Rescue

Address: 280 Mammoth Road, Londonderry, NH 03053

Phone: (603) 432-1124



**John Kelly, Fire Chief**

Milford Fire Department

Address: 39 School Street, Milford, NH 03055

Phone: (603) 249-0690

**Ken Flaherty, Captain/ Training Officer**

Milford Fire Department

Address: 39 School Street, Milford, NH 03055

Phone: (603) 249-0690



**Steve E. Achilles, Chief**

Portsmouth Fire Department

Address: 170 Court Street, Portsmouth, NH 03801

Phone: (603) 427-1515



**Brian D. Rhodes, Chief**

Nashua Fire/ Rescue

Address: 70 East Hollis Street, Nashua, NH 03860

Phone: (603) 594-3651



**John R. Alcacidinho, Chief**

Newton Fire Department

Address: 8D Merrimac Road, Newton, NH 03858

Phone: (603) 382-8811



**Jeff Yale, Chief**

Hopkinton Fire

Address: 9 Pine Street, Contoocook, NH 03229

Phone: (603) 746-3181

E-Mail: firechief@hopkinton-nh.gov



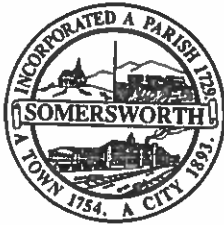
**Robert Buxton, Chief**

Hudson Fire

Address: 39 Ferry Street, Hudson, NH 03051

Phone: (603) 816-3248

E-Mail: rbuxton@hudsonnh.gov



## City of Somersworth – Resolution

Resolution No: 2-20

**TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT WITH IRONWOOD DESIGN GROUP OF NEWMARKET, NH TO PROVIDE FINAL DESIGN SERVICES FOR A VETERANS' MEMORIAL AT STEIN PARK TO BE FUNDED THROUGH THE CABLE FUND**

July 1, 2019

WHEREAS, the City Council adopted Resolution 24-19 to authorize the City Manager to contract with Ironwood Design Group to provide a conceptual design for a Veterans' Memorial at Stein Park, and

WHEREAS, Ironwood Design Group presented this conceptual design to the Veteran's Park Commission and they support the conceptual design as presented and recommend proceeding with final design services, and

WHEREAS, this recommendation was presented to the Finance Committee and they support the recommendation, and

WHEREAS, final design services include geotechnical engineering and survey of the site, final design plans, and bid documents with bid services at a cost not to exceed \$25,000 (Twenty Five Thousand dollars),

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with Ironwood Design Group of Newmarket, NH to provide final design services for a Veterans' Memorial at Stein Park, funded through the Cable Fund, at a cost not to exceed \$25,000 (Twenty Five Thousand dollars), and to take any other actions relative to this project determined to be in the best interest of the City.

### Authorization

*Sponsored by Councilors:*

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

*Approved:*

City Attorney

**AMENDMENT 1**  
to the Professional Services Agreement

THIS AMENDMENT 1 dated July 1, 2019 is entered into by and between

The City of Somersworth

located in the County of Strafford, State of New Hampshire (hereinafter referred to as "Client"), and

Ironwood Design Group, LLC.

located in the County of Rockingham, State of New Hampshire (Hereinafter referred to as "Design Firm").

**PURPOSE.** The purpose of this amendment is to have the Design Firm provide landscape architectural services associated with Phase II of the Somersworth Veterans Memorial at Stein Park.

**WHEREAS,** Client and Design Firm entered into a Professional Services Agreement dated January 14, 2019; and

**WHEREAS,** Client and Design Firm desire to amend the Agreement to reflect a desire to advance the project as set forth below;

**NOW, THEREFORE,** the Client and the Design Firm do mutually agree as follows:

**SCOPE OF WORK.** Letter C. of the Agreement is hereby revised to expand on the provided services as follows:

Phase II services will advance the conceptual design accepted by the Veterans Park Committee and presented to City Council on May 20, 2019. The scope of services to be provided will include Design Development, Final Design (CD's, technical specifications, estimating) and Bidding Assistance. The Design Firm shall, in accordance with applicable standards of care, complete all tasks set forth in the Fee Schedule (See Exhibit A).

**SUBCONSULTANTS.** Letter G of the Agreement is hereby revised to identify the following subconsultants to be involved in Phase II:

- a. Doucet Survey for site and topographic survey of the site to the extent required
- b. Rye Beach Landscaping for sub surface investigations (test pits)
- c. Fletcher Granite for structural engineering associated with footing sizing and footing to monument structural connections

**WORK BUDGET.** Letter I. of the Agreement is hereby revised to add Phase II fee for services in the amount of twenty-one thousand eight hundred dollars (\$21,800) (See Exhibit A).

**TERM.** Letter J. of the agreement is hereby revised to identify Phase II with a start date of July 1, 2019 and termination date on or before July 1, 2020. A proposed schedule is included herein for reference and planning purposes with no guarantee provided or implied (See Exhibit B).

**MISCELLANEOUS.**

- a. Amendment 1, when executed by the parties, shall be effective as of the date stated above. All understandings and agreements heretofore between the Client and Design Firm with respect to the project are merged into Amendment 1. This Amendment fully and completely expresses the agreement of the parties with respect to

the Work and the Project and shall not be modified or amended except by written agreement executed by each of the parties hereto.

- b. Except as amended and/or modified by Amendment 1, the original Agreement made on the 14<sup>th</sup> day of January 2019 is hereby ratified and confirmed and all other terms of the Agreement shall remain in full force and effect, unaltered and unchanged by this Amendment. Whether or not specifically amended by this Amendment, all the terms and provisions of the Agreement are hereby amended to the extent necessary to give effect to the purpose and intent of this Amendment

**IN WITNESS WHEREOF**, the City of Somersworth, NH and Ironwood design group, LLC. have executed this Amendment as of the date first above written.

**ATTEST:**

**CITY OF SOMERSWORTH**

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

By (signature): \_\_\_\_\_

Robert M. Belmore, ICMA-CM  
City Manager

**IRONWOOD DESIGN GROUP, LLC.**

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

By (signature): \_\_\_\_\_

Jeffrey R. Hyland, PLA, ASLA, CLARB,  
Founding Principal, Ironwood Design Group, LLC

# Design Budget

## Somersworth Veterans Memorial

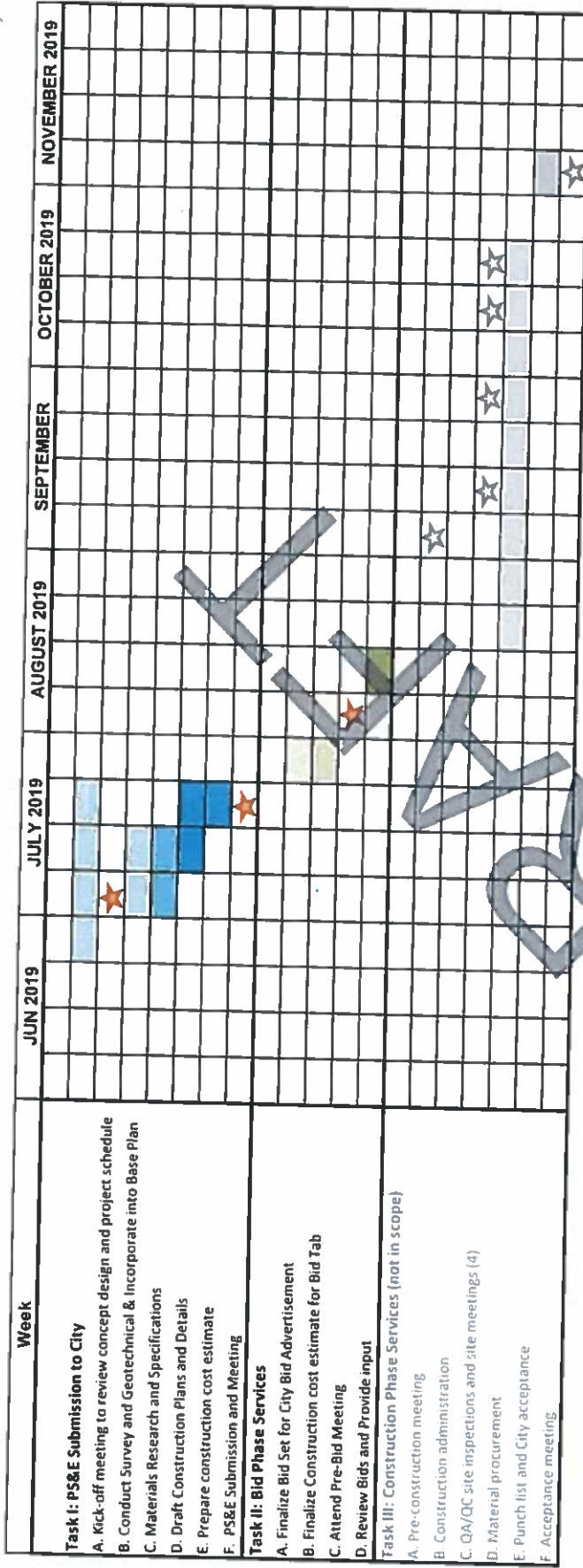
June 19, 2019

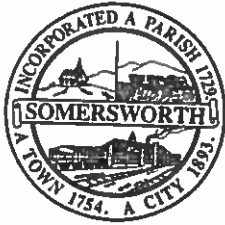
Task	Ironwood Design Group Staff Category				Total Hours	Task Total
	Landscape Architect / PM	Project Landscape Architect	CAD/GIS Graphic Design	Admin		
<b>Task I: PS&amp;E Submission to City</b>						
A. Kick-off meeting to review concept design	2	4	0	0	0	\$10,500.00
B. Incorporate Survey and Geotech into Base Plan	0	4	8	0	12	\$560.00
C. Materials Research and Specifications	2	24	8	4	38	\$860.00
D. Draft Construction Plans and Details	4	24	32	0	60	\$3,060.00
E. Prepare construction cost estimate	2	8	0	0	10	\$4,560.00
F. PS&E Submission and Meeting	2	4	0	0	0	\$900.00
<b>Task II: Bid Phase Services</b>						
A. Finalize construction documents and specifications for City Bid Advertisement	2	12	32	0	46	\$560.00
B. Finalize Construction cost estimate for Bid Tab	2	4	0	0	6	\$3,320.00
C. Attend Pre-Bid Meeting	0	2	0	0	2	\$560.00
D. Review Bids and Provide Input	2	2	0	2	6	\$170.00
						\$530.00
<b>HOURS BY IRONWOOD STAFF</b>	18.0	58.0	80.0	6.0	180.0	
<b>STAFF ALLOCATION</b>	10.0%	48.9%	44.4%	3.3%		
<b>HOURLY RATE</b>	\$110.00	\$85.00	\$65.00	\$70.00		
<b>STAFF COST</b>	\$1,980.00	\$7,480.00	\$5,200.00	\$420.00		
<b>SUB-TOTAL</b>						\$15,080.00
<b>DIRECT COSTS</b>						
Survey						\$2,400.00
Geotechnical Investigation						\$1,800.00
Structural Engineering						\$2,000.00
Plotting and Reprographics						\$250.00
Travel						\$270.00
<b>TOTAL PROJECT FEE</b>						\$21,800.00

Somersworth Veterans Park

**Protect Schedule**

6/18/2019





## City of Somersworth – Resolution

Resolution No: 3-20

### TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE NEW HAMPSHIRE DEPARTMENT OF JUSTICE FOR A PROJECT SAFE NEIGHBORHOOD GRANT

July 1, 2019

WHEREAS, the City of Somersworth has been notified of the award of a New Hampshire Department of Justice Grant, and

WHEREAS, the City of Somersworth is eligible to receive \$24,972.80 (Twenty Four Thousand Nine Hundred Seventy Two dollars and eighty cents) requiring no local match, and

WHEREAS, the Grant will allow the City of Somersworth to cover expenses associated with providing increased Police patrol services in various areas throughout the City, and

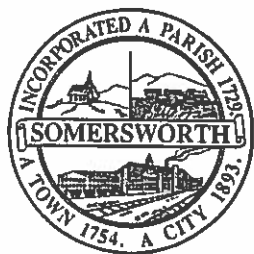
#### EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN

NH Dept. of Justice (100%)	=	\$24,972.80
City Match (0%)	=	\$ 0.00
Total Project Award	=	\$24,972.80

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents and agreements necessary for the Grant's execution, expend the grant proceeds in accordance with the Grant documents, and take any and all other such actions relative to this Grant determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Martin Pepin Richard Michaud	<i>Approved:</i> City Attorney





## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

David B. Kretschmar  
Chief of Police

### MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: Captain Tim McLin  
Date: June 25, 2019  
Subject: Project SAFE Neighborhood Grant

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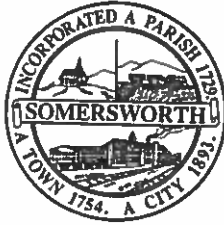
The following information details some of the aspects of The Project Safe Neighborhood Grant, which was recently awarded to The Somersworth Police Department. This grant, through The US Department of Justice, is for a total of \$24,972.80. The average overtime rate was used for budget purposes in this grant. The average overtime rate of \$42.66 per hour was used with an added cost of \$30.88 percent for NHRS and Medicare. The total cost for each patrol for both officers will average \$446.66.

The grant covers enforcement efforts for "Hot Spot" areas. These are areas and neighborhoods where we have identified the following ongoing issues:

- Narcotics use/distribution, including potential weapons violations.
- Areas with continuing incidents of thefts, burglaries, robberies and assaults.
- Hot Spots are identified through calls for service and intelligence gathered through cooperating individuals.

The grant runs until 9/30/21, and the patrols will be run in the following manner:

- Two officer patrols for 4 hours, (8 hours total per patrol)



## City of Somersworth – Resolution

Resolution No: 4-20

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT  
WITH CONTINENTAL PAVING OF LONDONDERRY, NH  
FOR ROAD RESURFACING IMPROVEMENTS TO  
STACKPOLE ROAD**

July 1, 2019

WHEREAS the City prepared and requested bids from qualified contractors for road improvements, and

WHEREAS, Continental Paving of Londonderry, NH did not submit a proposal, however, the City is aware that Continental Paving is under contract with a third party to make road improvements to a portion of Stackpole Road as a requirement of a subdivision development commonly referred to as the Sunningdale Development , and

WHEREAS, due to efficiencies and overall paving continuity it is in the best interest of the City to have a single contractor repair the entire length of the road,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Continental Paving of Londonderry, NH for road improvements to Stackpole Road at a cost not to exceed \$130,500 (One Hundred Thirty Thousand Five Hundred dollars) and to take any other actions on behalf of this project determined to be in the best interest of the City.

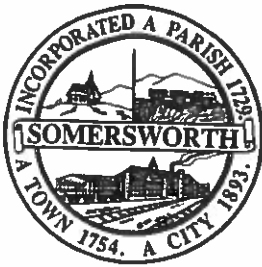
### Authorization

*Sponsored by Councilors:*

David A. Witham  
Dale R. Sprague  
Martin Pepin  
Martin P. Dumont, Sr.

*Approved:*

City Attorney



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

Date: 6/27/2019  
To: Bob Belmore, City Manager  
Copy: Scott Smith, Deputy City Manager/Finance; Mike Bobinsky, Director of Public Works and Utilities;  
Subject: FY2020 Road Resurfacing – Stackpole Road

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Bids were received for FY2020 road resurfacing on 6/13/2019. Pike Industries was the lowest bid for the work, as described in a separate memo, at \$1,291,811.

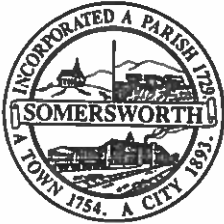
The City is planning to mill-and-overlay two segments of Stackpole Road: from High Street to Deer Creek Run, and from Sunningdale Drive to Green Street (Figure 1). The developer of Sunningdale, as part of their Planning Board requirements, is contracting Continental Paving to conduct a mill-and-overlay of Stackpole Road from Deer Creek Run to Sunningdale Drive.

Due to efficiencies and overall paving continuity on Stackpole Road, it may be in the City's best interest to have a single contractor conduct the Stackpole Road resurfacing:

- a) Continental will not conduct the striping after the work; the City will need to pay a separate contractor (possibly Pike's striping contractor, as the City's striping work is complete for the year) to come in and stripe Stackpole Road after the paving is complete.
- b) Continental would not be able to conduct the swale ditching prior to paving or shoulder leveling on non-curved portions of the roadway after the paving is complete; these are relatively small dollar amounts but are important to complete as part of the work. We would need to conduct the work in-house or contact a separate contractor to conduct this work.
- c) Continental will need a \$5,000 mobilization fee to account for traffic control, flagging, and signage costs.

Continental Paving's price quote is \$130,499.20. Pike is willing to remove the quantities for Stackpole Road from their bid, which means we can reduce their contract amount by \$125,499.20 to \$1,166,311.80.





## City of Somersworth – Resolution

Resolution No: 5-20

### **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH PIKE INDUSTRIES OF BELMONT, NH FOR FISCAL YEAR 2019-2020 ROAD RESURFACING IMPROVEMENTS**

July 1, 2019

WHEREAS the City prepared and requested bids from qualified contractors for road improvements to the following roads;

ASH ST	KINGS LN
BRICK ST	RIVER ST
CENTRAL ST	RITA RD
CHESLEY AVE	SCHOOL ST
CLEMENT RD	SECOND ST
CREST DR	SPRING ST
DOWN ST	SPRUCE ST
FIRST ST	SUMMER ST
FRANKLIN ST	THIRD ST
INDIGO HILL RD	UNION ST
	WATER ST, and

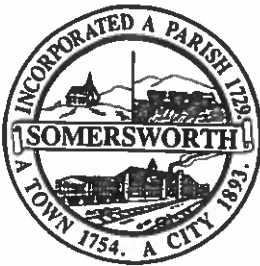
WHEREAS, City staff reviewed the results of the bids received and recommends contracting with Pike Industries of Belmont, NH to make these road improvements at a cost not to exceed \$1,166,312 (One Million One Hundred Sixty Six Thousand Three Hundred Twelve dollars), and

WHEREAS, the Finance Committee for the City of Somersworth has reviewed the recommendation by staff to award the contract to Pike Industries, 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 Pike Industries of Belmont, NH for road improvements to the aforementioned roads at a cost not to exceed \$1,166,312 (One Million One Hundred Sixty Six Thousand Three Hundred Twelve dollars) and to take any other actions on behalf of this project determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Dale R. Sprague Martin Pepin Martin P. Dumont, Sr.	<i>Approved:</i> City Attorney





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

Date: 6/27/2019  
To: Bob Belmore, City Manager  
Copy: Scott Smith, Deputy City Manager/Finance Director; Mike Bobinsky,  
Director of Public Works and Utilities;  
Subject: FY2020 Road Resurfacing

Bids were received for FY2020 road resurfacing on 6/13/2019. The purpose of this memo is to briefly summarize the results:

- Responses to the paving bid were received from Pike Industries and Brox Industries.
- Bids were sought for the base scope and two bid alternatives. The base bid covered primarily mill-and-overlay work on over twenty City streets; bid alternative 1 was a mill-and-overlay of Buffumsville Road; bid alternative 2 was a mill-and-overlay of Lily Pond Road. Pike was the low bidder in all cases.
- Figure 1 shows a breakdown of the major cost categories within both bids.
- There was a small contingency included in the asphalt tonnage, equal to approximately \$65,000, or about 5% of the total bid price. This was included to account for variability from our assumed unit weight for hot mix asphalt.
- The expected funding source breakdown for Pike's base bid is:
  - General fund: \$1,143,701
  - Water fund: \$ 52,380
  - Sewer fund: \$ 95,730

Table 1: FY2020 Road Paving Results

Scope	Pike Industries	Brox Industries
Base Bid	\$1,291,811.00	\$1,437,800.00
Alt. 1 – Buffumsville Road	\$238,410.00	\$272,760.00
Alt. 2 – Lily Pond Road	\$149,080.50	\$197,842.50

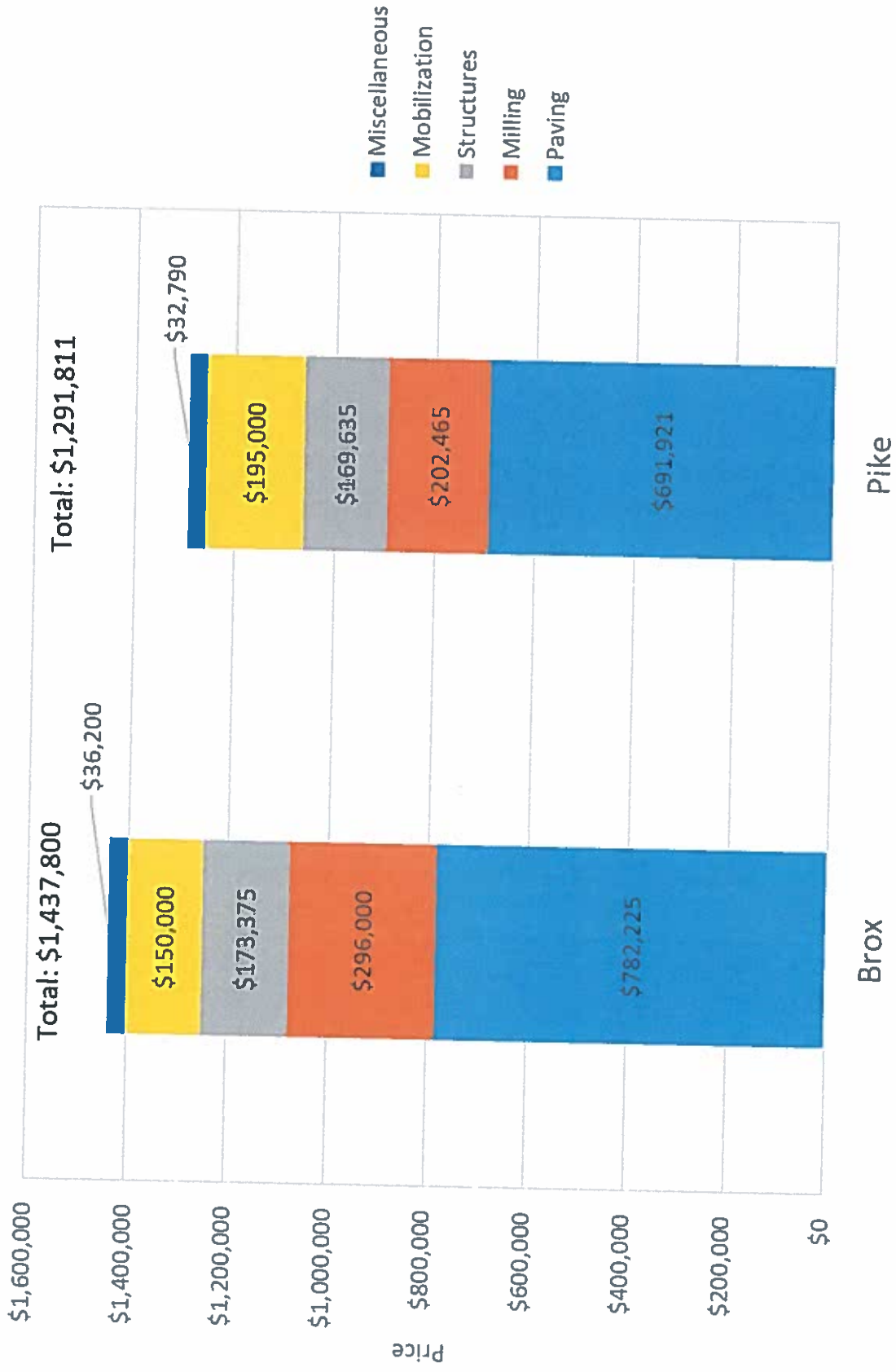
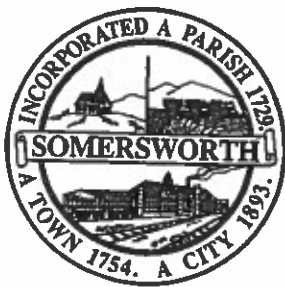


Figure 1: Summary of the major expense categories within the two FY2020 paving bids. Each bid item was grouped into one of these five categories (e.g., paving captures expenses of hand and machine paving, tack coat, etc.).



## MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: June 28, 2019

Re: **FY20 Road Resurfacing - Funding**

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After receipt of the bids for the Fiscal Year 2019-2020 road resurfacing program, we have determined the total funding need is as follows:

- General Fund               \$1,148,701
- Water Fund               \$ 52,380
- Sewer Fund               \$ 95,730

We did not appropriate funds for the utility portions of the project, therefore I suggest we consider a supplemental appropriation for the water and sewer funds.

The General Fund has the following funding available:

- FY20 Appropriation                               \$ 900,000
- Highway Block Grant special funding       \$ 195,014
- Carryover from FY19 budget                   \$ 164,966
- Total   \$1,259,980

The total funding available exceeds the amount needed by \$111,279. I would like to point out there is approximately \$88,000 that will be available in the Municipal and Transportation Fund. We received a bid alternate to resurface Lily Pond Road in the amount of \$149,081. If the City would like to consider including Lily Pond in the contract, we could access the additional funding need of approximately \$38,000 from the Municipal and Transportation Fund.

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



City of Somersworth  
One Government Way  
Somersworth, NH 03878



City Hall  
603.692.4262  
www.somersworth.com

## MEMO

TO: Kelly Gagne, Deputy City Clerk  
CC: Scott Smith, Deputy City Manager  
FROM: Trish Harris, City Clerk  
DATE: June 20, 2019  
SUBJECT: City Charter Amendment Report

For the Report that is to be submitted to the Secretary of State, Attorney General and Department of Revenue Administration, include in this order: (see 2018 Charter amendment files for examples)

1. Letter, with your contact information
2. Proposed Change to the Charter
  - a. Redline
  - b. Proposed Changes
3. Map of proposed changes
4. 06/03/2019 CC Minutes – page 1 and Vote to Schedule Public Hearing
5. Public Notice of Public Hearing, and newspaper ad (run on 06/19/2019)
6. 07/01/2019 CC Minutes – page 1 and Vote to approve Charter Amendments

On 07/02/2019,  
Email to Bob and Scott for their review.  
Email to Brenda, to send to City Attorney for review and approval.

By 07/08/2019,  
Once approved by City Attorney, send, by certified mail, with receipt, in a large flat envelope to:

DAVID SCANLAN  
DEPUTY SECRETARY OF STATE  
107 N MAIN STREET  
STATE HOUSE – ROOM 204  
CONCORD, NH 03301

MATTHEW BROADHEAD  
ASSISTANT ATTORNEY GEN.  
33 CAPITOL STREET  
CONCORD, NH 03301

STEPHAN HAMILTON  
DEPT. OF REVENUE ADMIN.  
109 PLEASANT STREET  
CONCORD, NH 03301



June 21, 2019

City of Somersworth  
City Manager - Robert Bellmore  
1 Government Way  
Somersworth, NH 03878

Re: Night time milling and paving operations

We are writing to request an exception to the City of Somersworth Chapter 13D "Noise/Nuisance Control" ordinance. GMI Asphalt is a privately owned, family operated paving company located in central New Hampshire. We have been contracted to perform the much needed parking lot improvements for the Home Depot store located at 12 Commercial Drive in Somersworth.

The location of this project is such that high volume traffic, both by vehicle and by foot, occurs during all hours of the day. After careful consideration and performing a thorough site inspection, we have concluded that in order to help maintain the safest possible work site and the least amount of impact to our customer, our pavement milling and paving operations would be best performed over night while the store is closed.

We understand the noise nuisance that construction equipment can cause and our operations will be completed in less than 1 weeks time causing the least amount of disturbance possible.

We ask the City Council to please grant an exception to your Chapter 13D "Noise/Nuisance Control" ordinance for the period of July 8 through July 12, 2019 to allow for night time paving operations.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Warren Colby".

Warren Colby  
Owner / General Manager  
**GMI Asphalt, LLC**  
288 Laconia Road  
Belmont, NH 03220  
PH: 603-524-0200

## CHAPTER 12 STREETS AND SIDEWALKS

### SECTION 12.1 - Excavate, Obstruct or Encumber

**PERMIT REQUIRED:** No person, firm or corporation, or any agent or servant thereof, shall excavate, obstruct, or in any way encumber any street, sidewalk or other City-owned property or right-of-way in the City of Somersworth without first having obtained a written permit to do so from the City Engineer, except where such licensing power is particularly vested in the City Council (see RSA 231:184). Any person, persons, firm or corporation violating any of the provisions of this section shall be fined not less than \$500.00 nor more than \$1,000.00 for each violation, pay for any repairs necessary to bring the trench into compliance, and may subject the Permittee/contractor to revoked digging privileges.

**EXCEPTION, PER RSA 236:9:** The exception to the above shall be in cases of emergency where the public health or safety is endangered. Such immediate action as may be necessary may be taken without such permission, but in such cases the person directing or taking such action shall at once notify the City Engineer.

**REGULATIONS:** Permittees shall obtain a copy of and adhere to all provisions of the Somersworth Construction Standards by the Department of Public Works and Utilities.

**WORK SCHEDULE:** Except for emergencies as may be deemed essential by the Department of Public Works and Utilities, no person, firm or corporation or any agent or servant thereof, shall excavate, obstruct, or in any way encumber any street, sidewalk, or other City-owned property or right-of-way in the City of Somersworth between the 15<sup>th</sup> of November and the 15<sup>th</sup> of April. The City Engineer must approve the schedule of work. Scheduling will be such as to not unreasonably interfere with traffic.

**FEES:** Every permit will require the Permittee to pay a fee to the City to cover the City's cost of reviewing, processing, inspecting, and executing the permit. The amount of the fee will be established by the Department of Public Works and Utilities.

**BONDS AND LETTERS OF CREDIT:** Every Permittee will be required to furnish one of the following:

- Bonds - Permittees who regularly work in the City can opt to provide an annual bond to the City, with the approval of the City Engineer. The amount of the bond will be established by the Department of Public Works and Utilities.
- Letters of Credit - Permittees who regularly work in the City can opt to provide a Letter of Credit from a New Hampshire bank to the City, with the approval of the City Engineer. The amount of the Letter of Credit will be established by the Department of Public Works and Utilities.

**BACKFILLING, PAVING, DUST CONTROL, AND TRAFFIC CONTROL:** These items will be done in accordance with the Somersworth Construction Standards.

**INSPECTIONS:** The City Engineer or his designee may inspect the site prior to the commencement of backfill, during the backfill operation, prior to the commencement of paving and during the paving operation. It shall be the responsibility of the licensee to arrange for these inspections during normal working hours, and he shall provide a 24-hour notice.

**MORATORIUM PERIOD:** The moratorium period limiting excavations is as follows:

- For roads that have been overlayed the moratorium shall be three (3) years.
- For roads that have been reclaimed, reconstructed, or are newly constructed, the moratorium period shall be five (5) years.

**INSURANCE:** As a condition of this permit, the Permittee shall agree to provide insurance to indemnify the City of Somersworth and the Department of Public Works and Utilities, including all officials and employees thereof. Required policies shall include, but not be limited to. Comprehensive General Liability and Workman's Compensation. The requirements of the policies will be according to the Somersworth Construction Standards.

**REVOCATION OF PERMIT:** The City of Somersworth, Department of Public Works and Utilities, or the City Engineer may revoke any permit issued under this regulation at any time.

#### Section 12.2 - Use of Sidewalks

No person shall drive any vehicle or equipment on any sidewalk in the City, except for strollers, wagons, carriages, or other methods of transporting small children.

#### Section 12.3 – Signs and Awnings

No person shall place, establish or maintain any sign, awning or shade before his or her place of business, dwelling house or tenement, over any part of any street or sidewalk, unless the same be safely fixed and supported so as in no way to incommode or endanger persons passing upon such street or sidewalk and so that the lowest part of such sign, awning or shade shall be at least seven and one-half feet above the sidewalk; nor shall any person hang, affix, fasten, place or allow to remain upon the outer edge of any sidewalk, any sign or showcase except in conformance with the requirements of the Zoning Ordinance.

(Amended 7/18/1994.)

#### Section 12.4 - Rubbish, Refuse and Garbage

(See Chapter 7 - STREETS, SIDEWALKS, SEWERS).

#### Section 12.5 - Snow and Ice

No person shall deposit, or cause to be deposited, any ice or snow that has been removed from private property in or upon any street, sidewalk or public place in the City.

#### Section 12.6 - Transporting Buildings

No person shall move, or assist in moving, any house, shop, or other building through any street, lane or alley, without first obtaining a written license therefore in the manner prescribed in Section 1 of this chapter.

When the City Engineer shall, as aforesaid, grant permission to any person, firm or corporation, to encumber any street sidewalk or public square, for the purpose of erecting, altering or moving buildings, or to dig up or encumber the same in any other manner, he may, as a condition to granting such permission, require the party obtaining the same to furnish a bond of indemnity to the City of Somersworth in such sum and with such sureties as he may deem proper.

#### Section 12.7 - Driveways

**PERMIT REQUIRED:** It shall be unlawful to construct, or alter in any way that substantially affects the side or grade of, any driveway, entrance, exit, or approach within the limits of any street, sidewalk or other City-owned property or right-of-way in the City of Somersworth without first having obtained a written permit to do so from the City Engineer, except where such licensing power is particularly vested in the City Council (see RSA 236:13). Any person, persons, firm or corporation violating any of the provisions of this section shall be fined not less than \$500.00 or more than \$1,000.00 for each violation and pay for any repairs the City deems necessary.

**REGULATIONS:** Permittees shall obtain a copy of and adhere to all provisions of the Somersworth Construction Standards by the Department of Public Works and Utilities.

**FEES:** Every permit will require the Permittee to pay a fee to the City to cover the City's cost of reviewing, processing, inspecting, and executing the permit. The amount of the fee will be established by the Department of Public Works and Utilities.

#### Section 12.10

The City Engineer shall issue permits in accordance with rules and regulations promulgated by the Planning Board. June 6, 1972.

**Brenda Breda**

---

**From:** Bob Belmore <[bbelmore@somersworth.com](mailto:bbelmore@somersworth.com)>  
**Sent:** Thursday, June 20, 2019 8:45 AM  
**To:** Brenda Breda  
**Subject:** Fwd: Winter St catch basin repair need

Pls print

Sent from my iPhone

Begin forwarded message:

**From:** Michael Bobinsky <[mbobinsky@somersworth.com](mailto:mbobinsky@somersworth.com)>  
**Date:** June 20, 2019 at 7:35:55 AM EDT  
**To:** Bob Belmore <[bbelmore@somersworth.com](mailto:bbelmore@somersworth.com)>, "Scott A. Smith" <[sasmith@somersworth.com](mailto:sasmith@somersworth.com)>, Gary Lemay <[glemay@somersworth.com](mailto:glemay@somersworth.com)>  
**Subject:** Winter St catch basin repair need

The following shows you the catch basin that we need to have repaired. Winter St at Linden St. Gerry has arranged for the dig safe mark outs. I am waiting word if DPW can do the repairs; I have held up Gerry pending ruling on how we address pavement moratorium. Can we handle this administratively. ? Was milled/ paved in fall of 2017.







Michael J. Bobinsky  
Director of Public Works and Utilities  
City of Somersworth  
P:(603)692-4266



**PROJECT STATUS REPORT**  
**Somersworth 41363**  
**Transportation Alternatives Program (TAP)**  
**High Street, Memorial Drive, & Cemetery Road Sidewalk Project**

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1. Tasks Completed This Period (April 27, 2019 to May 31, 2019):

- Project administration and coordination.
- Authorization for Preliminary Design (5/1).
- Coordination with NHDOT related to IPaC (5/8).
- Development of preliminary design.
- Development of the environmental document.

2. Tasks Scheduled for Completion (Future Efforts)

- Preliminary Design review meeting (6/12).
- Continue development of the preliminary design, environmental document, and TCC memo.

3. Immediate Action Items

- Progress preliminary design.
- Progress environmental document and submit draft to NHDOT.

4. Status

Preliminary Design is progressing. A review meeting with the City took place on 6/12. The preliminary design, environmental document, and the TCC memo are progressing for future submittal.

5. Schedule Summary

<u>Task/Phase</u>	<u>Original Completion Date</u>	<u>Actual/Expected Compl. Date</u>
Notice to Proceed	April 2018	April 2018
Engineering Study	August 2018	February 2019
Preliminary Design*	December 2018	July 2019
Final Design (PS&E)	April 2019	October 2019
Authorization to Advertise	May 2019	November 2019

\*Active phase.

6. Project Progress

Preliminary Design is 30% complete.  
Preliminary Design budget is 30% spent.

---

# MEMORANDUM

TO: Files

FROM: Jason Beaudet, P.E.  
CMA Engineers, Inc.

RE: Somersworth 41363  
Transportation Alternatives Program (TAP) Project  
High Street, Campus Connector Trail, and Memorial Drive Project  
CMA #1103

SUBJECT: Preliminary Design Review Meeting

MEETING DATE: June 12, 2019

---

On the above date, a Preliminary Design Review Meeting was held at the Somersworth City Hall, attended by the following project representatives:

Shanna Saunders	City of Somersworth, Director of Development Services
Bob Belmore	City of Somersworth, City Manager
Scott Smith	City of Somersworth, Finance Director
Michael Bobinsky	City of Somersworth, Director of Public Works and Utilities
Gary Lemay, PE	City of Somersworth, City Engineer
Philip Corbett, PE	CMA Engineers, Inc.
Jason Beaudet, PE	CMA Engineers, Inc.
Sam Fortier, PE	CMA Engineers, Inc.

The primary purpose of the meeting was to review the preliminary design and estimate of the three segments of the project with the City, so any modifications, at the request of the City, could be incorporated into the Preliminary Design Submission to the New Hampshire Department of Transportation (NHDOT). The plans, figures, and estimate reviewed during this meeting were emailed to the City on 6/13/19. The following summarizes major points that were made during the meeting:

- **High Street**

- **Typical Section**

The proposed layout is similar to what has been shown in previous meetings. An 11-foot travel lane is provided throughout the limit of work. A 5-foot shoulder is provided, where possible, but a 3.5-foot shoulder is maintained at a minimum. The shoulder will be reconstructed as a full depth shoulder with base gravels. The bituminous concrete sidewalk is generally a 5-foot width or greater. A small stretch north of Garden Street is less than a 5-foot width to prevent the need for a permanent easement, but complies with applicable sidewalk standards. An add alternate to install cement concrete sidewalk instead of bituminous concrete is included in the estimate.

o Memorial Dr/Franklin St Intersection

- The City is planning to mill and overlay Franklin Street. CMA Engineers recommends waiting to do the section near High Street so the proposed sawcut along the curb line will not be in new pavement.
- On Franklin Street, the existing curb has little reveal and introducing a full reveal curb will impact adjacent properties/private walks. The brick walkway to an unused lot at the southeast corner of the intersection was discussed. The new sidewalk will be much higher than the walkway. The City mentioned that the property owner has plans to do something with the lot, but does not know at this time what the intent of the property owner is. The City suggested leaving the new sidewalk higher than the walkway and not reconstructing the walkway to the new sidewalk grade.
- CMA Engineers inquired about the memorial in the island. The City will get more information on what the size of the memorial is so the design can accommodate the memorial.
- Wheelchair ramps were discussed. The City would prefer to have granite curbing at the bottom of wheelchair ramps to help protect against snowplows. NHDOT recently revised their wheelchair ramp detail and eliminated the granite curbing at the bottom of the ramp. CMA Engineers will proceed with granite curbing at the bottom of ramps and see if NHDOT has any issue with this approach.
- Lighting at the intersection was discussed. Enhancements at the crossing are required for safety. CMA Engineers intends to use timber utility poles with cobra head lights, similar to the existing utility poles and lighting on High Street. The City agreed with this approach.

o Utility Poles

- The proposed design does not require any utility pole relocation.
- Clearance around utility poles were discussed. The City requested a 5-foot wide clear width to accommodate the City's plowing equipment. The only location in the plans that a 5-foot clear width was not shown is at Station 105+23 RT. CMA Engineers will adjust the proposed back curb closer to the property line to provide a 5-foot clear width.

o General Design Discussion

- Back curb will be installed between the driveway at Station 103+75 RT to the stairs at 106+10 RT.
- A portion of residential stairs will need to be reconstructed to tie into the new sidewalk grade at Stations 104+81 RT, 105+03 RT, and 105+63 RT.
- Existing driveway aprons that do not connect to driveways will be eliminated at Stations 104+68 RT and 105+85 RT.
- The existing driveway at Station 105+40 RT is graded into the existing shoulder. Eliminating the driveway grading out of the shoulder and matching the proposed

sidewalk grades will require the driveway grade to exceed 15%. CMA Engineers will verify the grade breaks along the driveway are acceptable.

- The granite steps at Station 106+10 RT and 106+32 RT are fenced off from the High Street sidewalk. The proposed design will not accommodate these two sets of stairs.
- The driveway at Station 107+55 RT is a secondary driveway for a property whose primary driveway is on Garden Street. The City will coordinate with the property owner and update CMA Engineers on how to proceed.
- Catch basins are proposed to be installed at Stations 101+72 LT, 105+19 RT, and 112+52 RT. An existing double grate catch basin at Station 109+50 was filled with sediment at the time of the survey. It is proposed to tie into this structure, but existing invert elevations are required to confirm the design will work. The City agreed to clean out this structure and measure invert elevations, or depth below the grate.

- **Campus Connection Trail**

- **Typical Section**

Between Bartlett Street and Maple Wood Elementary School, the existing trail will be fine graded and resurfaced with an 8-foot wide stone dust wearing surface. Between Maplewood Elementary School and Somersworth Middle School, a full depth, 5-foot wide stone dust wearing surface trail is proposed. The forested portion of the trail between Maplewood Elementary School and the stream crossing to the north will be raised to prevent excessive cutting of tree roots and rock removal. North of the stream crossing, the 5-foot wide trail will be installed at existing grade. An add alternate to pave the full length of the trail is included.

- **General Design Discussion**

- The trail entrance at Bartlett Street will match into the existing sidewalk. The existing pavement between the existing sidewalk and Bartlett Street will be removed and replaced with a grass panel to discourage motor vehicle use. The existing crosswalk at Bartlett Street will remain.
- Match into existing trail at Maplewood Elementary.
- The design will not accommodate the existing spur trails.
- Trail termini were discussed. CMA Engineers proposed three bollards at the trail termini, with the center bollard removable to provide emergency vehicle access. The City was undecided on whether bollards were the preferred treatment and considered using boulders, which would not allow for emergency vehicle access. The City will confirm their preferred termini treatment at either end of the proposed trail.
- The stream crossing was discussed. The existing bridge is not in good condition. Installing a new bridge would be costly as bridge abutment would need to be installed to support the bridge. CMA Engineers proposed placing a pipe with a

natural stream bottom and grading the trail over the pipe. Pending CMA Engineers' evaluation of permitting requirements for this, the City found this approach acceptable.

- **Memorial Drive** – Two pedestrian crossings are proposed across Memorial Drive, with pedestrian scale lighting included in an add alternative. The proposed lighting for the crosswalks will be aluminum cobra heads, similar to what is currently on Memorial Drive. The proposed pedestrian scale lighting will be similar to what is installed in front of Somersworth City Hall. The City requested that all lighting on the project be specified with LED lights. The City will meet with the school to see if there are any comments on the proposed layout on Memorial Drive.
- **Project Budget** – The overall budget was viewed. The total budget for the proposed improvements, including engineering, ROW, and construction engineering, is \$915,000. The TAP budget for the same is \$986,500. Given this, some of the add alternates will most likely fit within the budget. The City asked about included add alternates in the base bid. CMA Engineers recommended that the add alternates remain as add alternates to maintain flexibility if bids come in high. The City could then make a decision on which alternates to include, if possible, depending on the bid prices.
- **Action Items – City**
  - The City will determine the size of the memorial at the Franklin St/High St intersection so the proposed design can accommodate it.
  - The City will coordinate with the property owner whose secondary driveway is located at High Street Station 107+55 RT and direct CMA Engineers on how to proceed.
  - The City will clean out the existing catch basin at High Street Station 109+50 RT and provide CMA Engineers with invert elevations, or depths to the inverts from the catch basin grate.
  - The City will confirm their preferred trail termini treatment (removable bollards, boulders, etc.).
  - The City will discuss the proposed Memorial Drive improvements with the school and provide any feedback to CMA Engineers.
  - City to review plans and estimate and provide CMA Engineers with any comments prior to the Preliminary Design Submission to NHDOT.
- **Action Items – CMA Engineers**
  - CMA Engineers will move the proposed back curb closer to the property line to provide a 5-foot clear width around the utility pole at 105+23 RT.
  - CMA Engineers will determine permitting requirements to install a pipe culvert at the trail's stream crossing and discuss its findings with the City.

END OF MEMORANDUM



# CREDERE ASSOCIATES, LLC

776 Main Street  
Westbrook, Maine 04092  
Phone: 207-828-1272  
Fax: 207-887-1051

June 24, 2019

Mr. Zach Lorch  
Waste Management Engineer  
Hazardous Waste Compliance Section  
New Hampshire Department of Environmental Services  
29 Hazen Drive, P.O. Box 95  
Concord, New Hampshire 03302

**Subject: PCE-Impacted Soil "Contained-Out" Determination Request  
Breton Cleaners  
1 Winter Street, Somersworth, New Hampshire 03878  
NHDES #200411112**

Dear Mr. Lorch:

Credere Associates, LLC (Credere) was retained by Strafford Regional Planning Commission (SRPC) on behalf of the City of Somersworth to prepare this letter requesting a hazardous waste "contained-out" determination for 600 to 1,000 tons of tetrachloroethylene (PCE)-impacted soil located at the former Breton Cleaners property on 1 Winter Street, Somersworth, New Hampshire (Site). This determination is needed to permit in-state non-hazardous waste disposal because currently the soil will be a 'categorical' hazardous waste once generated because the PCE source is historical dry-cleaning operations. Credere recently completed in-situ soil characterization work this Spring to evaluate historical 'hot spot' areas and assess the character of the soil for disposal. Results of this work indicate that the soil is not characteristic of a hazardous waste.

This work was completed by Credere using funding from SRPC's U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant (BF-00A00275).

The remainder of this letter includes Site owner information, describes the Site, Site history, past environmental work completed, Credere's recent additional characterization work, and the rationale for allowing in-state non-hazardous waste disposal of this soil. A copy of Credere's *In-Situ Waste Characterization & Additional Soil Evaluation* letter report is included as **Attachment A**. The report includes figures, tabulated data, laboratory results and boring logs to facilitate review of this request.

## **BACKGROUND**

### **Site Ownership Information**

The Site owner information and contact are as follows:

City of Somersworth  
One Government Way  
Somersworth, New Hampshire 03878  
Contact: Robert Belmore, City Manager  
(603) 692-9503  
[bbelmore@somersworth.com](mailto:bbelmore@somersworth.com)

### **Site Description**

The Site consists of a 0.547-acre parcel of vacant land on Winter Street immediately adjacent to an active railroad corridor and the Salmon Falls River. Site topography slopes toward the railroad and Salmon Falls River. The western third of the Site consists of overgrown trees and brush, and except for a small portion, this area of the Site has always been undeveloped. An old asphalt parking area occupies more than half of the southern portion of the Site. Access to most of Site is currently blocked from vehicular traffic by large stones placed at the entry to the Site nearly Winter Street.

No utilities are currently provided to the Site. A 36" sewer main runs beneath the southern portion of the Site from west to east. Electricity is available from Eversource Energy, water and wastewater services are available from the City of Somersworth, and natural gas is available from Unitil.

### **Site History**

The former Site building was constructed in 1850 for use as a railroad freight depot for the Boston and Maine Railroad. From 1974 to 1977, the Site was used for storage by Prime Tanning, which was located across the Salmon Falls River in Berwick, Maine. From 1977 to 1980, the Site operated as a hardware store. Dry cleaning operations began 1982 (Breton Cleaners), which included coin-operated machines and commercial wet laundry and dry-cleaning operations. Breton Cleaners ceased operations in 1990. The former Site building was demolished in November 2017, and a temporary cover system was installed to cover known contaminated soil.

### **Summary of Previous Environmental Investigations**

Results of a 2004 subsurface investigation (documented in a 2005 report) conducted at the Site indicated exceedances of New Hampshire Soil Remediation Standard (SRS) for PCE in soil. PCE was also quantified in groundwater above Ambient Groundwater Quality Standards (AGQS). AGQS' for PCE, cis-1,2-dichloroethene (DCE), and trichloroethene (TCE) were exceeded in groundwater collected from a monitoring well beneath the former Site building. These data indicated that past release(s) occurred from former dry-cleaning operations at the Site.



Following the discovery of PCE (and other contaminants) in soil and groundwater above applicable New Hampshire Department of Environmental Services (NHDES) standards, additional investigations were conducted to further define the nature and extent of contamination at the Site. Polycyclic aromatic hydrocarbons (PAHs), lead, mercury, and arsenic were also detected at concentrations in exceedance of applicable standards in various locations at the Site consistent with urban conditions. In addition, the former Site building was identified to contain asbestos.

Using an EPA Brownfields Revolving Loan Fund subgrant provided by NHDES, the building was razed in November 2017, and a temporary cover system was placed over the area to prevent further migration of identified contaminants.

Supplemental remedial investigation work was completed through the EPA Brownfields program to further characterize the vertical and horizontal extent of PCE-contaminated soil in order to facilitate redevelopment of the Site. This work and cumulative results indicated the following:

- Two (2) distinct areas of PCE-contaminated soil are present at the Site
- PCE, TCE and DCE persist in groundwater above NHDES AGQS

An Analysis of Brownfields Cleanup Alternatives (ABCA) was developed to identify the most appropriate remedial alternative. The EPA and NHDES approved remedial alternative is "soil excavation and off-site disposal". However, due to physical constraints of the Site, proximity of the contaminated soil to the adjoining railroad, and limited space available for staging contaminated media and backfill materials, the best approach to complete future remediation would be to excavate the PCE-impacted source area and "live load" soil into trucks for immediate disposal.

#### **Recent In-Situ Waste Characterization & Additional Soil Evaluation Work**

In March 2019, an in-situ sampling effort was completed to characterize soil to be disposed to facilitate live loading. NHDES also requested that three historical 'hot spot' locations be re-evaluated (SS-101, P-1, and P-2). This work included the following activities:

- Three (3) soil borings (CA-SB-24 through CA-SB-26) were advanced and discrete soil samples were collected as close as possible to the historical 'hot spot' samples SS-101, P-1, and P-2
- Five (5) soil borings (CA-WC-1 through CA-WC-5) were advanced within the two PCE source areas and representative composite soil samples were collected for waste characterization analyses

Concentrations of PCE in excess of SRS were quantified in each discrete sample collected from the 'hot spots'. The concentration of PCE also exceeded the Resource Conservation Recovery Act (RCRA) 20:1 threshold of 14 mg/kg (i.e. 0.7 milligrams per liter [mg/l] multiplied by 20) in





June 24, 2019

samples CA-SB-24 and CA-SB-25. Credere re-mobilized to the Site and collected additional samples from these locations for Toxicity Characterization Leaching Protocol (TCLP) volatile organic compound (VOC) analysis. Subsequent laboratory results indicated the established TCLP limit (0.7 mg/l) was not exceeded in either sample (e.g. highest detection was 0.095 mg/l).

Waste characterization samples contained PCE above its SRS in all samples, but the detected concentrations were below the 20:1 TCLP threshold. Therefore, no TCLP analysis were run on the waste characterization samples. Results also indicated that certain PAHs and the arsenic were detected above applicable SRSs.

Review of the other laboratory results indicated that the representative soil does not exhibited any hazardous characteristics for toxicity, reactivity, ignitability, or corrosivity. The *In-Situ Waste Characterization & Additional Soil Evaluation* letter report included as **Attachment A** includes **Table 1**, which summarizes the waste characterization sampling results and compares the data to applicable standards. The full laboratory data report is also included in **Attachment A**.

#### **Conclusions & Hazardous Waste Contained-Out Determination Request**

Analytical results indicate the assessed soil contains concentrations of PCE above its NHDES SRS, but below the established RCRA TCLP limit of 0.7 mg/l for this compound indicating that it is not leachable. Further, the soil does not exhibit any other hazardous characteristic. As such, when generated, this material, would only be considered a hazardous waste because it contains *spent halogenated solvent* (F002) as defined by Env-Hw-402.06(a) or of a U210-list *Toxic Hazardous Waste*, as defined by Env-Hw 402.05. It is Credere's opinion that the overall demonstrated lack of hazardous waste characteristics should make this soil eligible for in-state non-hazardous waste disposal through NHDES' "contained-out" policy. Credere requests written approval from the NHDES for the management and disposal of up to 1,000 tons of PCE-impacted soil at a non-hazardous waste solid waste facility, such as Waste Management Turnkey Landfill in Rochester, New Hampshire.

Please do not hesitate to contact me at (207) 828-1272 ext. 16 if you have any questions or comments regarding this contained-out determination request letter.

Sincerely,

**Credere Associates, LLC**



Sean Gannon  
Geologist I



**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  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 1-20

Title: **SUPPLEMENTAL APPROPRIATION FOR CONCEPTUAL DESIGN  
SERVICES AND A PRELIMINARY COST ESTIMATE FOR A NEW  
SOMERSWORTH FIRE STATION**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: 6/26/19

By: [Signature]

**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  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 2-20

Title: **SUPPLEMENTAL APPROPRIATION FOR FINAL DESIGN SERVICES  
FOR A VETERANS' MEMORIAL AT STEIN PARK**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: 6-26-19

By: Laura Morgan

**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  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 3-20

Title: **TO AMEND CHAPTER 19, ZONING ORDINANCE, BY ADDING NEW SECTION 31, SPECIAL PARKING ZONING OVERLAY DISTRICT**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance. 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: \_\_\_\_\_

June 27, 2019

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

Laura Morgan

**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  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 1-20

Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH PORT ONE ARCHITECTS OF PORTSMOUTH, NH TO PROVIDE CONCEPTUAL DESIGN SERVICES AND A PRELIMINARY COST ESTIMATE FOR A SOMERSWORTH FIRE STATION TO BE FUNDED THROUGH THE CABLE FUND

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: 7.26.19

By: Laura Morgan

**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  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 2-20

Title: **TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT  
WITH IRONWOOD DESIGN GROUP OF NEWMARKET, NH TO  
PROVIDE FINAL DESIGN SERVICES FOR A VETERAN'S MEMORIAL  
AT STEIN PARK TO BE FUNDED THROUGH THE CABLE FUND**

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: 6.26.19

By: Laura Morgan

**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  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 27, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 3-20

Title: **TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT  
AGREEMENT WITH THE NEW HAMPSHIRE DEPARTMENT OF  
JUSTICE FOR A PROJECT SAFGE NEIGHBORHOOD GRANT**

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: \_\_\_\_\_

June 27, 2019

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

[Signature]

**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  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 28, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No.4 -20

**Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
CONTINENTAL PAVING, OF LONDONDERRY, NH FOR ROAD RESURFACING  
IMPROVEMENTS TO STACKPOLE ROAD.**

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:

June 28, 2019

By:

Laura Morgan



**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  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 28, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 5-20

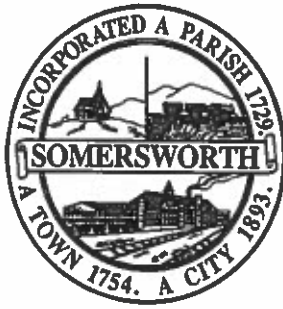
**Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
PIKE INDUSTRIES OF BELMONT, NH FOR FISCAL YEAR 2019-2020  
ROAD RESURFACING IMPROVEMENTS**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

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

Date: June 28, 2019

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



## MEMORANDUM

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**To:** Bob Belmore, City Manager

**From:** Scott Smith, Director of Finance and Administration

**Date:** June 26, 2019

**Re: Monthly Report**

**Finance Department:**

- Stared preparation for FY19 closing and annual audit
- Participated in Union Negotiations
- Started FY21-26 CIP Process.
- Bids:
  - Received Road Resurfacing bids June 13, 2019.
  - Received proposals for HVAC at WWTF June 13, 2019.

**Treasurer's Report:**

- General Fund cash on hand as of June 20, 2019 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, TD Bank, and a Citizen's Bank, and Century Bank investment account.

**City Clerk:**

- Prepared for and took minutes at two scheduled City Council meetings, various workshops, public hearings, and standing committee meetings during the month.

### Tax Collector

- First half tax bills were mailed, due July 1.
- Tax lien was being perfected in June, will get statistics when completed.
- Motor vehicle registrations were a total of \$102,114 through June 20, 2019.
- Collected \$4,350 for Municipal Transportation Fund through June 20, 2019.

### Human Services:

- Total assistance for the month to date is \$3,306.

### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Connected the Library via a wireless connection, the line that was used was begging to fail.

### Assessing

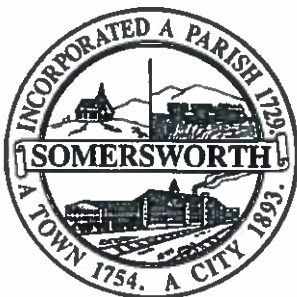
- Have completed field work for the revaluation. Currently inputting information collected, and anticipate having preliminary values in July.

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

**Period as of June 20, 2019**

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$9,159,511	0.00%	N/A	Money available upon demand
Citizens Investment	\$366,737	2.00%	N/A	Money available upon demand
NHPDIP	\$3,613,466	2.01%	N/A	Money available upon demand
Profile Bank	\$251,054	0.45%	N/A	Money available upon demand
TD Bank	\$2,106,679	2.06%	N/A	Money available upon demand
Newburyport Bank	\$2,034,084	2.13%	N/A	Money available upon demand
Century Bank	\$3,385,392	1.87%	N/A	Money available upon demand

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period as of June 20, 2019	\$78,461	\$278,388	\$75,000	\$203,388



## Department of Development Services

Date: June 28, 2019

From: Shanna B. Saunders

Director of Planning & Community Development

Re: June 2019 - Monthly Report

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

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

And attended the following Special Meetings:

- Form based Codes Public Forum – June 3
- NH Planner's Association Annual Conference- June 7
- Hilltop School Pre Construction - June 10
- Government Operations Committee Meeting – June 19
- Strafford Regional Planning Commission Annual Luncheon - June 27

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

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

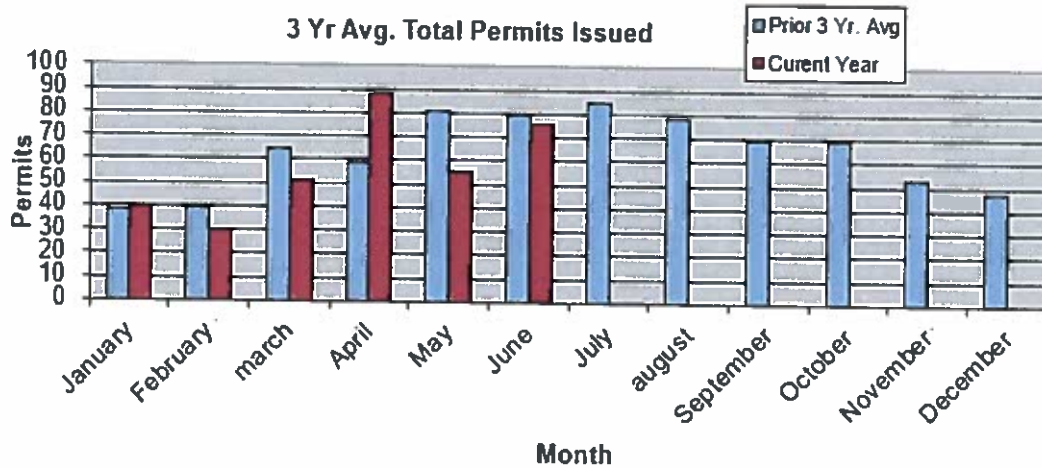
	Address	Construction cost	Fee
1	Cattalil Circle	\$240,000.00	\$1,930.00
25	Otis Rd	\$150,000.00	\$1,210.00

**Minor Building Permits Applied for in January 2019**

	Address	Construction cost	Fee
266	Green	\$3,800.00	\$40.40
181	Green	\$30,000.00	\$250.00
300	High	\$83,500.00	\$678.00
13	Bourque	\$2,000.00	\$26.00
72	Stackpole Rd	\$3,000.00	\$40.00
182	Blackwater Rd	\$10,403.60	\$92.00
55	Indigo Hill Rd	\$6,980.00	\$65.84
41	Franklin	\$4,500.00	\$46.00
428	Sherwood Glen MHP	\$6,400.00	\$61.20
23	Stackpole Rd	\$1,600.00	\$25.00
31	Second	\$2,132.60	\$31.32
192	Main	\$3,000.00	\$70.00
47	Maple	\$35,000.00	\$290.00
9	Commercial Dr	\$125,000.00	\$1,010.00
87	Colonial Vilg MHP	\$800.00	\$25.00
278	High	\$33,286.00	\$276.29
9	Milo Ln	\$7,531.25	\$85.00
317	Main	\$19,821.00	\$168.57
37	Myrtle	\$10,000.00	\$90.00
81	Sunningdale Dr	\$1,900.00	\$25.20
44	Cemetery Rd	\$1,000.00	\$25.00
83	Lily Pond Rd	\$12,000.00	\$106.00
203	Green	\$2,000.00	\$30.00
35	Cemetery Rd	\$600.00	\$25.00
86	Colonial Vilg MHP	\$2,000.00	\$26.00
7	Morrison	\$1,000.00	\$25.00
23	Aspen Dr	\$900.00	\$25.00
51	Cinnamon Ridge Rd	\$25,070.00	\$210.56
10	Garden	\$2,000.00	\$26.00
74	Maple	\$6,561.18	\$62.50
19	Guy	\$59,649.00	\$487.19
12	Linden	\$4,600.00	\$46.80
47	Union	\$5,000.00	\$50.00
9	Nash Pkw	\$4,000.00	\$50.00
64	Bartlett Ave	\$3,000.00	\$40.00

## Permit Receipts

	2017	2018	2019	DIFFERENCE this year to last	% OF CHANGE
January	\$15,262.40	\$12,784.00	\$2,867.72	-\$9,916.28	-16.2%
February	\$9,264.40	\$4,087.20	\$14,299.00	\$10,211.80	-55.9%
March	\$23,362.82	\$5,307.00	\$11,377.66	\$6,070.66	-77.3%
April	\$6,935.89	\$7,899.24	\$12,091.95	\$4,192.71	13.9%
May	\$11,780.49	\$8,966.00	\$4,185.76	-\$4,780.24	-23.9%
June	\$10,058.40	\$7,652.50	\$10,285.69	\$2,633.19	-23.9%
July	\$5,776.84	\$7,641.00		N/A	
August	\$9,724.60	\$4,329.00		N/A	
September	\$7,400.00	\$3,039.60		N/A	
October	\$6,460.00	\$7,291.00		N/A	
November	\$6,584.44	\$19,126.00		N/A	
December	\$2,621.00	\$14,154.00		N/A	
Year total	\$117,231.28	\$102,276.54	\$55,107.78	\$8,411.84	



## Total Permits

ROW		2017	2018	2019	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	51	23	40	40	27.5%
5	February	36	31	29	29	-6.9%
6	March	79	43	51	51	15.7%
7	April	58	62	88	88	29.5%
8	May	99	84	59	55	-52.7%
9	June	94	65	76	76	14.5%
10	July	75	91	0	N/A	0%
11	August	88	67	0	N/A	0%
12	September	83	56	0	N/A	0%
13	October	77	73	0	N/A	0%
14	November	61	50	0	N/A	0%
15	December	49	38	0	N/A	0.0%
16						
17	<b>YTD Total</b>	<b>850</b>	<b>689</b>	<b>339</b>	<b>14</b>	<b>-50.8%</b>
	Difference (ths only)				14	5.6%

## Property Maintenance

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

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
1	Beacon	Grass	5/20/19	CN	COMPLETED
256	High	Trash	4/15/19	CN	COMPLETED
18	High	Grass	5/20/19	CN	COMPLETED
62	High	Trash	4/4/19	CN	COMPLETED
126	Lily Pond	Trash	5/24/19	CN	COMPLETED



338	Main	Trash	3/11/19	CN	COMPLETED
80	Olde Mill Road	Trash	5/28/19	CN	COMPLETED
3	Walnut	Trash	5/20/19	CN	COMPLETED
115	Whitehouse	Dumpster	8/13/18	CN, NOV	COMPLETED
196	Tri City Road	Zoning Violation	6/21/19	CN	COMPLETED
6	Walton's Way	Zoning Violation	6/21/19	CN	COMPLETED
1A	Barclay Sq.	Site Plan	6/11/19	CN	PENDING
25	Drew Road	Trash	6/5/19	CN	PENDING
28	Franklin	Trash	6/11/19	CN	PENDING
77-79	Franklin	Trash	6/13/19	CN	PENDING
41-43	Franklin	MPV	6/18/19	CN	PENDING
71	Franklin	MPV	6/13/2019	CN, NOV	PENDING
10	Glenview	Grass	6/13/19	CN	PENDING
10	Green	Trash	6/13/19	CN	PENDING
316	High	Grass	6/5/19	CN, NOV	PENDING
254	High	Grass	6/5/19	CN, NOV	PENDING
399	High	Grass	6/11/19	CN	PENDING
281	High	Grass	6/11/19	CN	PENDING
256	High	Grass	6/11/19	CN	PENDING
475	High	Zoning violation	6/11/19	CN	PENDING
254	High	Protective treatments	6/18/2019	CN, NOV	PENDING
137	Indigo Hill	Trash	6/11/19	CN	PENDING
2	Lee	MPV	6/11/19	CN	PENDING
247	Main	Grass	6/13/19	CN	PENDING
338	Main	Grass	6/13/19	CN	PENDING
294	Main	Grass	6/11/19	CN	PENDING
40	Main	MPV	6/5/2019	CN, NOV	PENDING
108	Maple	Grass	6/11/2019	CN, NOV	PENDING
9	Milo	Housing Violation	6/5/19	CN	PENDING
25	Otis	MPV	6/4/2019	CN, NOV	PENDING
3	River	Trash	6/4/2019	CN, NOV	PENDING
91	Rocky Hill	Grass	6/11/19	CN	PENDING
208	RT 108	Zoning Violation	6/18/2019	CN, NOV	PENDING
208	Rt. 108	Zoning violation	6/5/19	CN	PENDING
375	Rt. 108	Unregistered Vehicles	6/4/2019	CN, NOV	PENDING
7	Stackpole	Grass	6/11/19	CN	PENDING
70-80	Union	Trash	6/21/19	CN	PENDING

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

- In the month of June, 2019, eleven (11) open matters became compliant and were closed.
- In June 2019, the Code Compliance Office issued:
  - Thirty-One (31) Courtesy Notices; and
  - Ten (10) Violation Notices;
  - Zero (0) Citation/Summons’ with the Court\*
    - \*Suit will be forthcoming against Rollins Janetos, the owner of 375 Rt. 108 (Old Kia dealership). The Court requires proof of service of the City’s Notice of Violation, which we did not have until a just a few days ago. Now that the Code Office can prove service of its NOV, a Complaint will be filed with the Court in the next few days to resolve the junked car / debris issue at this particular property.

#### **Land Use Boards:**

##### **Conservation Commission June 2019:**

During the meeting the Commission reviewed the following:

- Michael and Lorraine Bobinsky, are seeking a Conditional Use Permit to construct an 8’ x 18’ porch within the 100’ No Disturb Wetland Buffer on a property located at 7 Firefly Circle, in the Residential Single Family (R1) District, Assessor’s Map 20 Lot 05-13, CUP#02-2019. The Conservation Commission **recommended approval**.

##### **Historic District Commission June 2019:**

The HDC reviewed the following:

- Alton Rollinsford LLC, is seeking a certificate of appropriateness to repair front steps on a property located at 15-17 Grove Street, in the Historic Moderate Density (HMD) District, Assessor’s Map 11 Lot 32, HDC#23-2019
- Howard Gross, is seeking a certificate of appropriateness to remove back deck and replace with steps on a property located at 32 Prospect Street, in the Historic Moderate Density (HMD) District, Assessor’s Map 11 Lot 74, HDC#20-2019
- Costa Hasiotis, is seeking a certificate of appropriateness to remove a 10’ x 6’ deck and replace with a 20’ x 7’ deck on a property located at 25 Lincoln Street, in the Residential/Single Family with a Historic Overlay (R1AH) District, Assessor’s Map 11 Lot 159, HDC#26-2019
- Michael Crosbie, is seeking a certificate of appropriateness to repair the 3 bay garage on a property located at 138 High Street, in the Residential/Business with a Historic Overlay (R/BH) District, Assessor’s Map 10 Lot 161, HDC#25-2019

### Planning Board June 2019:

The Planning Board reviewed the following:

- Site Plan Regulations amendment: Chapter 22A, Section 11.4, Vehicular Circulation and Parking. – to incorporate the Downtown Special Parking District into the regulations and to move the Historic Millyard criteria from the Zoning Ordinance to the Regulations. **Public Hearing - Approved**
- 100 Tri City Road LLC 100 Tri City Road, in the Business (B) District, Assessor's Map 39, Lot 01, SITE #004-2019 and CUP#01-2019. Application for site plan and conditional use approval, with waivers to convert the existing structure into 20 condominium units for business use of various sizes ranging from 1,674 SF to 6,770 SF was **approved.**

### Site Review Technical Committee June 2019:

The SRTC reviewed the following:

- RJP Consulting Group, 9 Commercial Drive, in the Residential Commercial (RC) District, Assessor's Map 36 Lot 01, SITE# 7-2019. Application for minor site plan approval for addition of a pad and walk in cooler at an existing KFC restaurant was **approved**
- 100 Tri City Road LLC is seeking site plan and conditional use approval, with waivers to convert the existing structure into 20 condominium units for business use of various sizes ranging from 1,674 SF to 6,770 SF on property located at 100 Tri City Road, in the Business (B) District, Assessor's Map 39, Lot 01, SITE #004-2019 and CUP#01-2019.
- TTAD Real Estate, LLC is seeking site plan and conditional use approval, with waivers to construct a 6,000 SF building for the purpose of Sales and Services of new and used Motor Homes and Travel Trailers on property located at 355 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 48 Lot 24A, SITE#10-2019 and CUP#03-2019.
- Somedowntown LLC, is seeking site plan approval to add a second floor and convert the existing building into a mixed use structure with 3 residential apartments on property located at 8 Government Way, in the Business (B) District, Assessor's map 11 Lot 209, SITE#09-2019

### Zoning Board June 2019:

The Board reviewed the following at their June meeting:

- Somersworth Housing Authority, 28 Franklin Street, in the Residential Multi-Family (R3) District, Assessor's Map 09 Lot 102, ZBA#09-2019. Application for a variance from Table 5.A.1 of the Zoning Ordinance to place a dumpster and concrete pad with fencing in the rear setbacks was **denied.**
- Rollins, Eric, 3 Morrison Street, in the Residential Single Family (R1) District, Assessor's Map 21 Lot 106, ZBA# 8-2019. Application for a variance from Section 18.B of the Zoning Ordinance to construct a 6' fence in the front yard was **approved with conditions.**
- Motion for Rehearing: Zrimsek, David, 24 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 26, Lot 2A, ZBA#07-2019. Request for a rehearing of the

application denied on May 1, 2019 for a variance from Table 5.A.1 of the Zoning Ordinance to construct an addition in the side and rear setbacks was **denied**.

- Motion for Rehearing: Neale A. Hubbard, Trustee of the 204 Route 108 Somersworth Realty Trust 204 Route 108 in the Commercial /Industrial (CI) District Assessor's Map 62 Lot 09 ZBA#06-2019. Request for rehearing of the application denied on May 1, 2019 for an appeal from an Administrative Decision was **denied**.

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## Economic Development – June 2019

- **Upcoming Roundtables:**
  - Downtown: 7-10-19 @ 8:30
  - BIBED (Bankers-Investors- Brokers & E.D.): 10-17-19 @ 8:30
- **New Vacancy: Site for sale and/or lease (meetings and conversations)**
  - ✓ The Gathering Place Studio and Shop: 82 High Street
  - ✓ Philinda B: 230 High Street
- **Vacant space: Sold/ New Tenants/ New Tenants in Process**
  - ✓ Second Time Around: 90 Market Street
  - ✓ N.E. Pickers: 156 High Street
  - ✓ 247 Main Street: Commercial & Residential
  - ✓ All Dolled Up: 8 Government Way
  - ✓ (Former) Cross Insurance: 475 High Street
  - ✓ (Former) Orthopedic Office: 388 High Street
- **Potential tenant/ business - exploring/considering Somersworth**
  - ✓ Charter Art & Music School
  - ✓ Child Care Center @ 10,000 SF
  - ✓ R&D Firm
  - ✓ Nail Salon
- **Marketing and Brand Identity**
  - ✓ Working with new Marketing Firm: Open the Door- Christina Pappas
    - ❖ Economic Development brochure
    - ❖ Photo Shoot / Web Site
- **Community Advocacy**
  - ✓ Great Falls Economic Development Corporation - BOD
  - ✓ Skyhaven Airport - BOD
  - ✓ CTC Internship - Advisory

- **Miscellaneous**
  - ✓ Form Based Code – Visual Preference Survey
  - ✓ Created Route 108 e.group ( 34 addresses to date)
  - ✓ NH Liquor Store Ribbon Cutting: July 24

## **Parks and Recreation – June 2019**

- Kids Camp and Trends Camp programs started on Monday, June 24<sup>th</sup> and will run for 8-weeks until August 16<sup>th</sup>. Our Camp Directors have created weekly themes for all 8-weeks of the program and activities and games that coincide with the themes. Both Kids Camp and Trends Camp will attend various NH State Parks on Tuesdays and Thursdays. Trends Camp will attend special field trips on Fridays each week. We're looking forward to wonderful summer up at the Pines!
- Registration opened for Pee Wee Soccer on June 17<sup>th</sup>. This year the program will run on Saturday mornings for 6 sessions; September 7<sup>th</sup>- October 19<sup>th</sup> from 9:00-9:50 at Noble Pines Park. The program is coached by parent volunteers and is coordinated by the Recreation Supervisor. Each session starts with a quick warm-up and stretching followed by fun games to teach the basic skills of soccer such as dribbling, passing, and shooting, as well as learning to follow directions and practicing good sportsmanship.
- The Granite State Track and Field program will conclude on Friday, June 28<sup>th</sup>. We had 29 children participating at practices this year and 17 of those children competed at the district meet at Spaulding High School on Saturday, June 15<sup>th</sup>. Children are allowed to compete in 2 running events/1 field event or 1 running event/2 field events in their age divisions. We also had a 400x100 relay team for the 11-12 girls' division. The top 4 athlete's in each age division and event qualify to compete at the State meet. This year we have 7 members from our team competing at the State meet at Winnisquam High School on June 28<sup>th</sup>. Congratulations to our team for an outstanding performance at the regional meet. We're looking forward to cheering on our 7 athletes who qualified to compete at the state meet.
- The Splash Pad at Noble Pines Park opened for the season the week of June 8<sup>th</sup>. The Splash Pad is open daily (weather permitting) 10:00 a.m. to 7:00 p.m. It may occasionally close throughout the summer for routine maintenance or unforeseen circumstances. The Splash Pad is open to the public and free of charge. There are 6 features that are designed to spray and mist the user as they press the button.
- Our maintenance employee started full-time June 24<sup>th</sup>. Jason Smith will help maintain the cleanliness and safety of our parks and facilities throughout the summer. He will be working with the Recreation Supervisor very closely to create a list of special projects to complete over the summer as well.



## MEMORANDUM from Director Public Works & Utilities

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

**DATE:** June 25, 2019

**SUBJECT:** Public Works Department Monthly Report for June, 2019

**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:**

- The Departments' Highway Division was active in supporting the 3<sup>rd</sup> Annual Food Truck Festival and the Children's Festival and Fireworks display where street closure support with equipment and other street cleaning services was required. In addition, Highway personnel participated in the Public Safety -Touch a Truck event at the Walmart Parking lot with equipment displays.
- Late May and much of June rain events impacted the timing to complete several street maintenance functions including pothole patching and repainting street lanes.
- All Department employees completed AED-CPR training during this period.
- Assisted with preparing City parks for summer activities; installed and serviced the water feature at Noble Pines Park.
- Participated in a COAST Bus information forum on proposed future route changes and system changes.
- Met with recommended CMAQ project consultant on traffic signal system scope of work.
- Received Road Paving Bids and initiated evaluation of proposals for recommendation to the City Manager.
- Completed a Moose Plate Grant for funding assistance to replace the slate roof at the Forest Glade Cemetery Furber Chapel. Completing a LCHIP grant for further funding assistance for this project as well.
- Finalized acceptance of a NH Home Land Security Grant to fund the purchase and installation of an emergency back up generator at the DPW facility.
- Conducted a tree planting event at the Ash Street Park in recognition of Arbor Day; State Division of Natural Resource donated a Tulip Tree to the City. Highway personnel installed the new tree with assistance from the State Community Forester.
- Received 90% engineered drawings and specifications for the WWTF upgrades and initiated review. Staff will complete review /comments to our project engineer by early August.
- Participated in Cemetery Trustees Meeting
- Attended SRPC Policy and Executive Committee meetings; participated in the annual lunch meeting.
- Worked on the development of an updated Stormwater Management Plan; a working Plan document is due by July 1 as part of the City's EPA's stormwater discharge permit.
- Staff attended project meetings on the Dover-Somersworth Water Main Interconnect project and observed progress made with installation of a new main connection to the Somersworth water main.
- Staff is preparing for the transition of trash bag sales and inventory management with Waste Zero as of July 8.



## **HIGHWAY DIVISION**

### **Operations/Maintenance:**

- Performed weekly city trash bag deliveries
- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Repaired the basin at Drew and Edmund
- Completed all Long Line painting with contractor
- Assisted with set up and teardown of Food Truck Festival to include road blocks for safety
- Assisted with set up and teardown of Children Festival fireworks to include road blocks for safety
- Assisted with set up and teardown for Children's Festival to include road blocks for safety
- Participated in SPD Touch-A-Truck event
- Repaired collapsed drain line on Franklin St
- Repaired dirt roads around the city
- Performed Dye test at Hilltop School roof drain system
- Cleaned catch basins on Government Way

### **Recreation:**

- Assisted with splash pad set up for the season
- Assembled 6 New picnic tables
- Reinstalled grind rail at the skate park
- Blocked off Noble Pines stairs
- Performed a tree planting at Ash Park for Arbor Day
- Replaced a rotted and broken 4X4 sign post at Malley Farm Ballfield

### **Sewer Collections Maintenance:**

- Reset a manhole on High St
- Replaced a manhole on Brian St
- Reset a manhole on Aspen Dr
- Received 47 Digsafe requests

## **WASTEWATER DIVISION**

### **Operations/Maintenance:**

- Operating with (MUCT) process which is used during our summer seasonal limits. This process focuses on removing two critical nutrients phosphorus and ammonia nitrogen.
- Received bids for the replacement of two roof top air conditioners. Two bids were submitted and staff is currently in the process of reviewing them.
- Lead/asbestos testing for the WWTF buildings took place on June 13<sup>th</sup>. Results are expected within two to three weeks. The assessment is a requirement under State/Federal regulations and is estimated to cost between \$6,000 - \$8,000.
- Purchased a tepid water system for the influent headworks building. This will be installed in the chemical feed room and is a new requirement under NH-DES Labor regulations.
- Received the 90% draft design drawings for the impending upgrade. Staff is in the process of reviewing them along with NH-DES.

- Working with Lavolette Controls on completing the Main St pump station SCADA integration program. This will allow for 24-hr remote access to the pump station and dramatically reduce the potential for overflows. West High St pump station is the last remaining station not connected to SCADA but is scheduled to be completed within the 2019/20 budget.
- Completed the telephone easement removal with Consolidated Communications for a total cost of \$1,500.
- Completed the annual sampling of our industrial users on 6/11-12 which included General Linen, Tri-State Seafoods, Velcro and Contitech Thermopol. This is fully reimbursed by the SIU's upon receiving the results.
- Treated a total of 12,750 gallons of septage from residents not on city sewer.

***Compliance:***

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of June.
- Treated a total of 45-million gallons of wastewater during the month.

***Capital Improvements Plan Items:***

- Blackwater Rd pump station upgrade – Project is closed.

**WATER DIVISION**

***Items completed this month:***

- Bacteria's and TOC's water quality testing completed
- Pumped estimated 39,317,813 gallons of raw water
- Filtered and pumped to the City an estimated 35,767,375 of finished water
- Completed metals, cyanide, nitrate, and nitrite testing on Rocky Hill well
- Ran and monitored Rocky Hill well
- Attended E. coli and tier 1 violation training
- Lagoon excavation completed
- Lagoon sludge hauled to Chester by Dale Sprague Construction
- Reviewed purchase of Manganese analyzer with Hach
- Completed annual Consumer Confidence Report on the City's water quality and arranged mailing to all water customers.

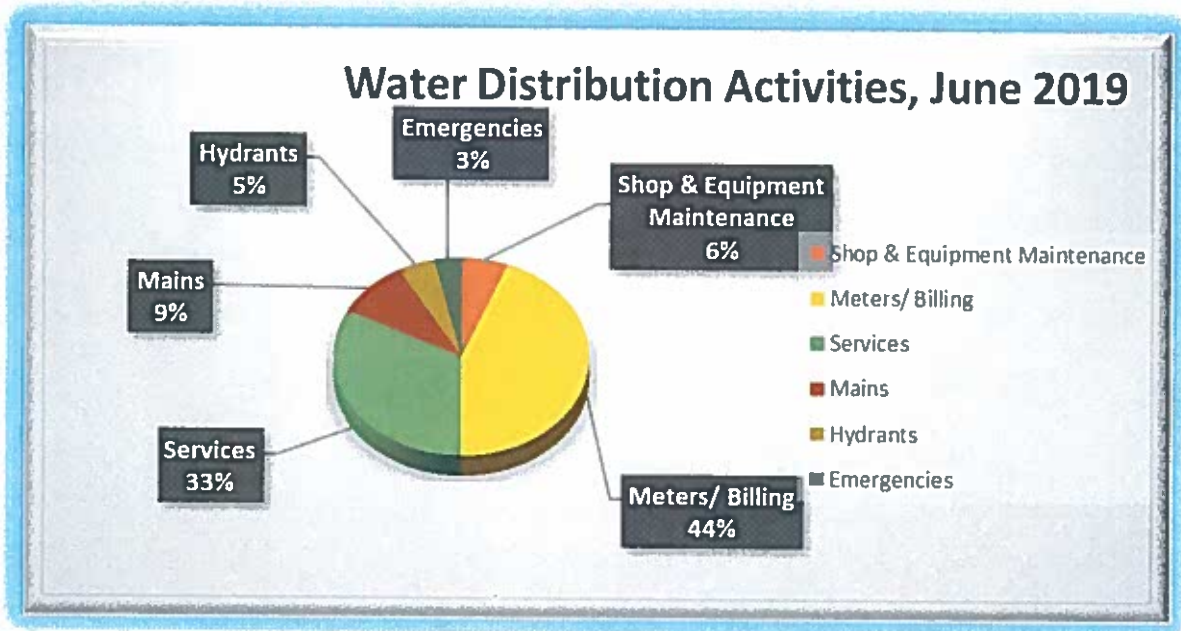
**ENGINEERING DIVISION**

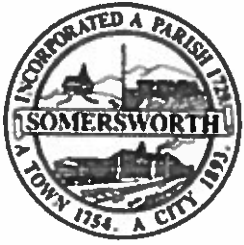
- Preparing a stormwater management plan as part of the MS4 requirements from the EPA
- Issued three driveway permits, one obstruction permit, and two trench permits
- Summarized bid results for the FY2020 paving contract
- Reviewing 90% design drawings for the WWTF upgrades
- Reviewing TAP grant preliminary design drawings
- Participating in initial scope and cost estimate negotiations related to the CMAQ grant



## **WATER DISTRIBUTION**

- Water Distribution operators completed over 140 work orders and service requests in the month of June.
- A new water main that will service the Tara Meadows apartment complex expansion was tied into the City's system on Wednesday June 26.
- A 12" tap was made on an existing water main in the Willand Pond Easement. This will eventually serve as an emergency interconnect between Somersworth and Dover.
- Five new services were added to the distribution system. Three on Whippoorwill Drive and two on Tarascape Parkway.
- The 2108-19 annual inventory count was also completed in June.





## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

David B. Kretschmar  
Chief of Police

## MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David Kretschmar, Chief of Police  
Date: June 25, 2019  
Subject: Monthly Report – Month of June 2019

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Bob:

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

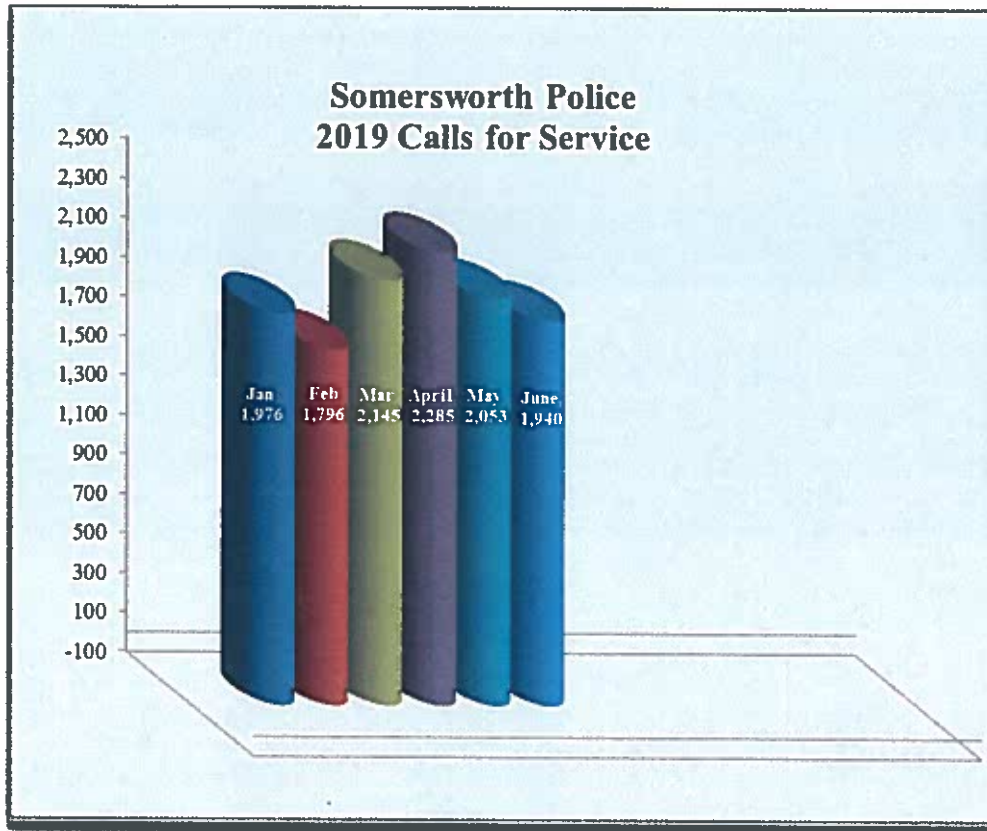
### COMMUNITY POLICING:

- Coffee with a Cop was held at Starbucks in Target on June 11<sup>th</sup>.
- We organized a "Touch A Truck" Event at Walmart on June 24<sup>th</sup> with vehicles from Police, Fire, American Ambulance, Public Works and other vehicles that children were allowed to learn about.
- Detective Campbell gave training to the Recreation Department staff on what to do during an Active Shooter event.

### TRAINING:

- K9 Officer Deschenes and K9 Bravo have been certified as a K9 Patrol Team. In addition, they are certified in tracking and building and article searches.
- Staff received training in AED/CPR, Basic Negotiator Course, Detecting Misleading Behaviors in Narcotics Investigations, Supervisor Training and Wellness Psycho Educational Program.

## STATISTICS:



The month of June is estimated as the report was due before the month was complete.

Month	2019	2018
January	1,976	2,085
Feb	1,796	1,878
March	2,145	2,215
April	2,285	2,452
May	2,053	2,409
June	1,940	2,406
July		2,174
August		2,238
Sept		2,263
Oct		2,123
Nov		2,055
Dec		1,936
TOTAL	12,195	26,234



# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**Keith E. Hoyle**  
Fire Chief & Emergency Management Director  
[khoyle@somersworth.com](mailto:khoyle@somersworth.com)

**Business: (603) 692-3457**  
**Fax: (603) 692-5147**  
[www.somersworth.com](http://www.somersworth.com)

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### JUNE 2019 MONTHLY REPORT

#### EMERGENCY ACTIVITIES

Building Fires:	7
Vehicle Fires:	2
Outside Fires:	5
Emergency Medical:	41
Motor Vehicle Crash:	8
Malfunction/false alarm:	9
Accidental/public service:	32
Hazardous Condition:	3
Hazardous Materials:	2

#### NON-EMERGENCY ACTIVITIES

Burning Permits:	34
Fireworks Permits:	9
Oil Burner Permits:	0
Place of Assembly Permits:	0
Fire Safety Inspections:	14
Fire Drills:	6

#### CALLS FOR SERVICE

- We responded to 35 fewer emergency calls this June (109) than in June 2018 – a decrease of 32%. For the first time in Department history, we broke the 1600 mark for annual emergency responses.
- We responded to mutual aid fires in Dover and Berwick ME.
- A kitchen fire at 31 Crystal Springs caused \$10,000 in damage.
- A kitchen fire at Continental Restaurant also caused \$10,000 in damage. The business was closed for 4 days until the state allowed them to re-open.
- A shed fire at 80 Union Street was caused by an illegal bonfire.
- Contitech suffered a fire in a manufacturing oven due to a malfunction which ignited rubber products.

- An arson fire at 2:30am damaged the front of Burger King. The state allowed the business to re-open in 12 hours after cleaning and temporary repairs.
- Somersworth Police arrested two 19 year old males and charged them with arson in the burning of the mill at 200 Main Street.
- Stewarts Ambulance continues to provide excellent EMS services to the city with an average response time that was 4 minutes 3 seconds.

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

- A recommendation was made to hire Port One Architects from Portsmouth to complete the fire station study project.
- Witnessed the acceptance test for the new fire alarm panel at Contitech.
- Continued meeting with Chamber of Commerce in preparation for June 8 Food Truck Festival.
- Attended the pre-construction meeting for the Hilltop School conversion project.

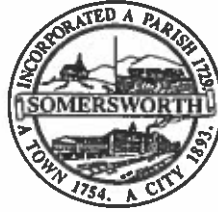
### **TRAINING/MEETINGS**

- New career FF Kevin Craft will begin his shift on July 7.
- We continue to train 3 new career firefighters on shift.
- 3 new call FF candidates are awaiting final interviews.
- Two call FFs graduated from FF I/II training class in North Berwick.
- Stewarts Ambulance personnel began training on the new Air/Rehab vehicle. Frisbie, McGregor, York and North Berwick EMS all still need to train on the unit.
- Attended SRTC: Public Safety Committee, Finance Committee and Seacoast Chiefs monthly meetings.

### **COMMUNITY SERVICE**

- Staff participated in "Food Truck Festival".
- Attended "Annual Children's Festival" and Fireworks.
- Participated in Police Department's Touch-A-Truck event at Wal-Mart.

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



CITY OF SOMERSWORTH, NH  
PUBLIC NOTICE

SCHOOL BOARD AT LARGE  
VACANCY

The City Council of the City of Somersworth announces the vacancy of the School Board At Large position, with a term to expire November 2019. Interested persons should submit a letter of interest addressed to the Somersworth City Council, c/o Office of the City Clerk, City Hall, One Government Way, Somersworth, NH 03878. Interested persons must be a resident and registered voter in the City of Somersworth.

The Office of the City Clerk must receive all letters of interest by July 31, 2019 at 4:30p.m.

Questions may be directed to the Office of the City Clerk at 692-9511.

Trish Harris, City Clerk

Date Posted: June 24, 2019

Posted by: City Clerk

Posted at: City Hall  
Public Library  
City Web Site  
Channel 22



## New Hampshire Liquor Commission

50 Storrs Street, P.O. Box 503  
Concord, N.H. 03302-0503  
(603) 230-7015

Joseph W. Mollica  
Chairman

Michael R. Milligan  
Deputy Commissioner

Christopher T. Sununu  
Governor

### **“Tri-City” Outlet Grand Opening!**

The New Hampshire Liquor Commission is pleased to announce that on June 18th we opened Liquor & Wine Outlet #13 in Somersworth, located at 481 High Street in Somersworth. We would be honored if you would join us for the ribbon cutting and refreshments at the ***Grand Opening on July 24 at 10:00 a.m.***

Come and let us show you around our state of the art and dynamic new home inside the historic former “Dover-Rochester-Somersworth Street Railway Trolley Car Repair Shop”. The Tri-City NH Liquor & Wine Outlet features ample parking, and will be the first energy-neutral NH Liquor & Wine Outlet. The former Riverside Garage holds historical significance as it served several streetcar companies who brought droves of passengers to the area in the late 1890’s and early 1900’s. Passengers enjoyed a 69-acre park on the shore of Willand Pond, including a casino and a dance hall considered the best in New England at the time, which hosted big bands of the era, including Duke Ellington.

Much of the original architecture and character of the facility was meticulously restored and preserved, while also integrating modern design elements, including energy efficient materials, and the retention of existing solar arrays to sustain it as an energy-neutral facility.

If you are able to join us, please RSVP to Anne Bogart via email at [anne.bogart@liquor.nh.gov](mailto:anne.bogart@liquor.nh.gov) or by phone at 230-7005 by July 19, 2019.

**We hope to see you there!**

Tri-City NH Liquor & Wine Outlet, 481 High Street,  
Adjacent to Central Park on Willand Pond and the Tri-City Plaza