


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members

FROM: Robert M. Belmore, City Manager 

DATE: Friday, July 20, 2018

SUBJECT: City Manager's Report for Monday July 23, 2018
City Council Agenda

New Business (Under Section 15 of Agenda)

Ordinances

- A. Ordinance No. 1-19: Amend Chapter 29 Administrative Code, Section 6 City Seal.** The Government Operations Committee voted at their May 16th meeting to move forward with this Ordinance change and recommend full Council adoption. I recommend scheduling a Public Hearing at the next regular Council meeting on August 13th.
- B. Ordinance No. 2-19: Amending Chapter 13 Police Offenses.** The Traffic Safety Committee met on May 16th and voted to move forward with their recommendation for this Ordinance change. Attached is a copy of a map depicting the location.

Resolutions

- A. Resolution No. 1-19: To Appropriate Funds from the State Revolving Loan Fund for Upgrades to the Wastewater Treatment Facility.** At their May 11th meeting the Finance Committee voted to move forward with this recommended action Resolution. Attached is a copy of a recent memorandum from Wright Pierce Engineers with information on some additional project components that Council may want to consider funding. This action item requires a Public Hearing which can be scheduled for the next regular Council meeting on August 13th; and, it will require six (6) Council votes to pass (a 2/3rd's vote).
- B. Resolution No. 2-19: To Adopt a Policy for Flag Raising at Citizen's Place.** City Attorney Walter Mitchell has reviewed this Policy that was developed by the Cultural Commission with some Staff assistance. Attached is a copy of the Policy and also the Reservation Form.

- C. Resolution No. 3-19: To Authorize the City to Use Funding from the Municipal and Transportation Fund for the Local Match of a Congestion Mitigation and Air Quality (CMAQ) Improvement Program Grant.** The Finance Committee voted at their February 12th meeting to recommend funds required for the CMAQ Grant City match come from the Municipal Transportation Fund. Presently there is \$154,927 in this fund. Approximately \$5,000 accrues into this Fund on a monthly basis.
- D. Resolution No. 4-19: To Authorize Participation and Funding for a Regional Homeless Master Plan with the Cities of Dover and Rochester.** If approved, although not presently part of the approved FY 2019 Budget, I recommend the funding be provided from the Welfare/Human Services Operating Budget. I have attached a copy of the Strafford Regional Planning Commission's proposal.

Other

- A. Vote to Schedule a Public Hearing on August 13, 2018 on the Proposed City Charter Amendment to the Section Entitled, Changes to Ward Boundaries (Article 1.4).** Attached is a copy of the revised ballot vote change as required and amended by the Secretary of State's office. City Attorney has recommended the City Council accept this change. Unfortunately, we need to "restart" the process with a Public Hearing and Council vote at the August 13th meeting. .

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

A. Informational Items.

- 1. City Ordinance Chapter 31, Community Revitalization Tax Relief Incentive (aka - 79E Application) – The Hall at Great Falls, 49 Market Street.** Attached is a copy of the Tax Relief Application received from this property owner. I recommend this item be placed on the next Council meeting agenda for both a Public Hearing as well as an item for discussion and vote. Economic Development Chairman Marty Dumont will be scheduling a meeting so that the Economic Development Committee can review and offer a recommendation for the full City Council's consideration.
- 2. Furber Memorial Chapel Grant Project.** Attached is copy of the completed Building Assessment Report that was funded through a NH Preservation Alliance Grant. Staff will be working with the Cemetery Trustees to develop a priority repair and funding plan.
- 3. Transportation Grant Program – Letter of Intent.** Attached is a copy of a Letter of Intent that I submitted to the NH Department of Transportation in regards to the City's interest in applying for available State Transportation Alternatives Program (TAP) funds. This project area, as shown in the attached map, has been part of some discussions at the Council's Standing Committee level. If approved, it will complement the present TAP project and other planned City infrastructure improvement plans.

A. Informational Items (cont.).

- 4. Police Department Drug Forfeiture Fund & K-9 Grant.** Chief Kretschmar reports that the City has received the sum of \$116,669 for the Department's participation in several successful drug investigations in partnership with other agencies. They were also notified by the Working Dog Foundation that they have been awarded \$5,000 towards the procurement of a K-9.

B. Attachments.

1. City Attorney Certifications Six (6)
2. Department Head Reports

Calendar Reminders

Monday, July 23

- 4:00 p.m. - *Brownfield Grant Presentation*
Former Breton's Cleaners Site - 1 Winter Street

Tuesday, July 24


- 7:00 a.m. - 9:30 a.m. - *Coffee with a Cop*
45 Market Street Bakery & Cafe

Tuesday, August 7

- 5:30 p.m. - 7:30 p.m. *National Night Out*
Jules Bisson Park

Saturday, August 11

- 3:00 p.m. - 8:00 p.m. *125th Commission along with the Somersworth Athletic Association presents "Toppers Rock 2018"*
Somersworth High School - Memorial Drive

	City of Somersworth – Ordinance
	Ordinance No: 1-19 <u>AMEND CHAPTER 29 ADMINISTRATIVE CODE, SECTION 6 CITY SEAL</u>

July 23, 2018

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT City Ordinance Chapter 29, as amended, be further amended as follows:

ADD Section 29.6.4,:

Section 29.6.4 Unauthorized Use of the Seal

No other use of the City Seal is permitted without prior written permission from the City Council's Government Operations Committee.

The City reserves the right to take appropriate legal action to remedy any unauthorized use of the City Seal, including but not limited to, seeking injunctive relief, costs and attorney's fees in the Superior Court.

This Ordinance shall take effect upon its passage.

Authorization	
<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 1-19

History

First Read Date:	07/23/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

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



City of Somersworth – Ordinance

Ordinance No: 2-19

AMENDING CHAPTER 13 POLICE OFFENSES

July 23, 2018

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 13, Police Offenses, Section F.5, Time Limited Parking, 15 Minutes, by deleting:

- Grove St. on the northerly side from Grand St. westerly to the telephone pole (NET&T CO 7 PSNN 35/6).

And further amend Chapter 13, Police Offenses, Section D. No Parking Anytime, by deleting:

- Grove St. on the northerly side from the telephone pole (NET&T CO 7 PSNN 35/6) westerly to Prospect St.

And adding:

- Grove Street on the northerly side from Grand Street Westerly to Prospect Street.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilor:

Kenneth S. Vincent

Approved:

City Attorney

City of Somersworth – Ordinance 2-19

History

First Read Date:	07/23/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

The Traffic Safety Committee was asked to review the ordinance authorizing an area allowing 15 minute parking on Grove Street. These stalls were originally used to assist with Hilltop School related parking. Grove Street was changed for dual direction traffic. The parking of vehicles utilizing that 15 minute area creates a traffic safety issue. Turning onto Grove Street from Grand Street when vehicles are parked in that area can cause encroachment into the opposite lane of travel on Grove St. Prohibiting parking along the north side of Grove St between Grand St and Prospect St will aide in a safer commute.

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

Dear members of the City Council:

The Somersworth Traffic Safety Committee requests your consideration of the following request.

Our Request is to rescind the following City Ordinance.

POLICE OFFENSES

CHAPTER 13 12

5. 15 Minute

- Grove St. on the northerly side from Grand St. westerly to the telephone pole (NET&T CO 7 PSNN 35/6). (Passed 04/17/1995.)

Additionally we request to amend the following City Ordinance.

POLICE OFFENSES

CHAPTER 13 5

D. No Parking Anytime

Current language:

Grove St. on the northerly side from the telephone pole (NET&T CO 7 PSNN 35/6) westerly to Prospect St. (Passed 04/17/1995.)

Amending to read:

Grove Street on the northerly side from Grand Street Westerly to Prospect Street.

The Traffic Safety Committee was asked to review the ordinance authorizing an area allowing 15 minute parking on Grove Street. These stalls were originally used to assist with Hill Top School related parking. Grove Street was changed for dual direction traffic. The parking of vehicles utilizing that 15 minute area creates a traffic safety issue. Turning onto Grove Street from Grand Street when vehicles are parked in that area can cause encroachment into the opposite lane of travel on Grove St. Prohibiting parking along the north side of Grove St between Grand St and Prospect St will aide in a safer commute.

This Traffic Safety Committee recommendation was unanimous. Councilman Vincent is willing to sponsor the requested ordinance changes.

Respectfully,

Captain Russell Timmons
Chairman Traffic Safety committee





City of Somersworth – Resolution

Resolution No: 1-19

TO APPROPRIATE FUNDS FROM THE STATE REVOLVING LOAN FUND FOR UPGRADES TO THE WASTEWATER TREATMENT FACILITY

July 23, 2018

WHEREAS, the City Council adopted Resolution No. 36-18 granting authority to file an application to the State revolving fund for a loan to fund wastewater facility upgrades; and

WHEREAS, the project costs include engineering, construction, and any other ancillary costs associated with the project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount not to exceed \$10,540,000 (Ten Million Five Hundred Forty Thousand dollars) is appropriated to upgrade the Wastewater Treatment Facility; and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT:

- (a.) the City Manager is authorized to borrow up to \$10,540,000 (Ten Million Five Hundred Forty Thousand dollars) from the State Revolving Loan Fund, and
- (b.) the City Manager is authorized to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project, and
- (c.) 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
Dale R. Sprague
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney

City of Somersworth – Resolution 1-19

History

First Read Date:	07/23/2018	Tabled:	
Public Hearing:	NA	Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

This Resolution requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing (Sections 7.13 and 7.14 City Charter).

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

MEMORANDUM

TO:	City of Somersworth – Bob Belmore, Scott Smith, Michael Bobinsky, Jamie Wood	DATE:	7/19/2018
FROM:	Tim Vadney, Kattie Hartwell	PROJECT NO.:	13694A
SUBJECT:	City of Somersworth, NH: Wastewater Treatment Facility Upgrade Project Update		

As requested by the City, this memorandum is intended to provide a project update including:

- A summary of the current project scope and cost
- A list of items the City may want to consider adding to the project and the associated costs
- A summary of the current project schedule

A site plan has been attached to this memorandum for reference.

Project Scope and Cost

In general, the current scope of the Wastewater Treatment Facility Upgrade (including the original scope and the scope added by amendment) is as follows:

Original Scope (\$4.2M):

- New influent screenings system
- Modifications to the secondary treatment process to allow both aeration trains to operate together
- Upgrade to increase the capacity of the dewatering system

Previously Approved Additional Scope (\$6.34M):

- Replacement of the selector zone mixing system and the recirculation pumps in the aeration trains
- Miscellaneous upgrades to the Operational Building related to code compliance
- Construction of a third clarifier
- Replacement of the return activated sludge and waste activated sludge pumping and grinding systems

The total project cost (includes construction, engineering, contingencies and miscellaneous allowances as previously explained) for the original scope is \$4,200,000 and for the additional scope is \$6,340,000 for a combined cost of \$10,540,000.

The previously approved \$6.34M of additional scope for this upgrade includes high priority items selected from the \$20,060,000 in recommendations from the Comprehensive Wastewater

Treatment Facility Plan (see attached spreadsheet) based on the three main goals identified by the City.¹ To restate – this upgrade is not intended to be a comprehensive upgrade, but a targeted upgrade of select systems to meet the City's stated goals with the funds available.

Possible Additional Scope

Since the scope of the upgrade was expanded by amendment in February, Wright-Pierce and City Staff have identified several items that the City Council may want to consider including in the upgrade because the components integrate with other systems being upgraded, because it addresses a continuing issue, to address select aesthetic or energy efficiency updates, or to improve operator usability. These items are listed below with the estimated adder to the total project cost for each item. We have grouped the additional scope into two categories:

- Higher priority recommended scope additions – items that warrant consideration based on their integration with other systems being upgraded and current condition
- Lower priority recommended scope additions – items that warrant consideration based on their impact on operations, energy efficiency, aesthetics, etc.

The higher priority items are as follows:

Item	Cost
Replace aeration blowers including updates to the Blower Building to address excess heat generation by the blowers and electrical equipment and to allow the water surface in the Aeration Tanks to be raised (providing approximately 6% increase in aeration tank capacity)	\$990,000
Replace City water and process water lines between the Operations Building and the Headworks Building to address chronic leaks and pipe repairs	\$110,000
Total	\$1,100,000

The lower priority items are as follows:

Item	Cost
Replace inefficient windows and replace a section of floor that was removed at the Headworks Building	\$20,000
Provide permanent roof access from the interior of the building	\$50,000
Replace hatches between the garage and the basement/tanks below	\$110,000

¹ The three main goals are (1) increasing the capacity of the facility to accommodate ongoing growth within the City; (2) providing redundancy to help ensure effluent permit compliance; and (3) positioning the City to more easily adapt to more stringent future permit requirements.

Item	Cost
Replace sections of the floor drain system that have corroded	\$190,000
Replace galvanized ductwork and doors in chemical rooms	\$40,000
Repaint walls and ceilings in the old and new Dewatering Rooms, the Dewatering Control Room and the Solids Handling Room	\$100,000
Repaint the walls adjacent to the existing TWAS, RAS and WAS pumps (pumps will be replaced under the upgrade) in the Basement ²	\$50,000
Replace the existing-to-remain conveyor that conveys dewatered sludge from the existing centrifuge to the roll-off container	\$80,000
Replace leaking chemical piping and manholes in the yard that are allowing groundwater to leak into the basement of the Operations Building ³	\$120,000
Replace the existing pH and ORP probes in the Aeration Tanks	\$40,000
Total	\$800,000

Project Schedule

The currently anticipated schedule for the project is as follows:

Complete Preliminary Design	October 2018
Complete Final Design	March 2019
Bidding	April 2019
Construction	May 2019 to October 2020

² In new construction, painting of below-grade concrete surfaces is not typically recommended due to the high likelihood that the paint will fail/peel and become a maintenance challenge. However, the Basement of the Operations Building is currently painted. While there are areas that the paint has failed and begun to peel due to water intrusion and age, the paint has held up fairly well in most places. While repainting in this area would likely not be warranted due to the concern for water intrusion, the City may choose to have the painting done anyway as part of the project for aesthetic purposes.

³ The City may want to delay this work as the Comprehensive Wastewater Treatment Facility Plan recommends replacement, including possible relocation of the chemical systems, under the next upgrade. Any replacement work done now may need to be re-done when these systems are replaced.

City of Somersworth, New Hampshire
Comprehensive Wastewater Treatment Facility Plan
Proposed List of Proposed Projects by Project Year

Project Description/Project Tasks	Location	Project Year	Project Cost by Project Year ¹¹				Comments
			Year 0 ¹²	Year 5	Year 7.5	Year 10+	
Aeration Tank Nos. 1 and 2 Upgrade (Mixers, Pumps, and Instrumentation) Replace aeration tank mixing systems Replace denitrified recycle pumps Replace nitrified recycle pumps Replace gates Blower Building Control Panel Replacement (PLC-5)	Aeration Tank Aeration Tank Aeration Tank Blower Building	0	\$550,000				See Note 2.
Capacity Expansion Upgrade: Third Secondary Clarifier Add third secondary clarifier Clarifier mechanism Construct new clarifier splitter structure Gates (6) New ATE, CE, RAS, and WAS piping Master PLC Control Panel Replacement (MPLC) Demolish abandoned underground fuel tank	Secondary Clarifier Secondary Clarifier Secondary Clarifier Blower Building Secondary Clarifier Operations Building Site	0	\$2,940,000				See Note 2.
RAS/WAS Pumping and Grinding Systems Upgrade Replace RAS pumps Replace WAS pumps Replace WAS grinders Basement Control Panel Replacement (PLC-3)	Operations Building Operations Building Operations Building Operations Building	0	\$570,000				See Note 2.
Operations Building: Sprinkler System, NFPA 820 Ventilation Systems and Misc. Code-Related Upgrades Install sprinkler system New 6" City water service from street Code issue: Add a toe kick at Stair No. 3 Provide a make-up air unit in the Garage Provide dehumidification in the Basement Pump Room Upgrade the three sidewall exhaust fans Provide ventilation capable of providing 12 ac/hr in the Sludge Holding Tanks Provide heating for the Garage Code issue: Replace receptacles throughout building with GFCI receptacles Add fire alarm horn/strobe in Dewatering Room, Maintenance Shop, Garage, offices, and exit stairs Add emergency lighting, exit signs, and non-functional or insufficient lighting throughout the building	Operations Building Operations Building Operations Building Operations Building Operations Building Operations Building Sludge Holding Tank Operations Building Operations Building Operations Building Operations Building	0	\$1,800,000				See Note 2.
Aeration Blower Upgrade Replace aeration blowers	Blower Building	5		\$860,000			
Miscellaneous Blower Building Improvements Install ductless split air conditioning in the Electrical Room Insulate roof drain piping Insulate the blower discharge piping Add emergency lighting	Blower Building Blower Building Blower Building Blower Building	5		\$90,000			
Grit System Upgrade Replace grit pumps Replace detritor mechanisms Replace grit classifier/washer Replace grit chamber stop gates (8) Replace grit piping/valves Install a concrete step to access the top of the structure and another step to access the detritor bridges Replace access hatches (2) Repair the cracked concrete by pressure injection of epoxy Headworks Building Control Panel Replacement (PLC-6) Code issue: Replace all electrical equipment with Class 1/Division 2 rated equipment	Headworks Building Grit Chamber Headworks Building Grit Chamber Grit Chamber/Headworks Building Grit Chamber Grit Chamber Headworks Building Grit Chamber	5		\$840,000			

City of Somersworth, New Hampshire
Comprehensive Wastewater Treatment Facility Plan

Proposed List of Proposed Projects by Project Year

Project Description/Project Tasks	Location	Project Year	Project Cost by Project Year ^{III}			Comments
			Year 0 ^{II}	Year 5	Year 7.5	Year 10+
Septage System Upgrade Code issue: Replace receptacles with GFCI receptacles (S) Replace septage acceptance unit Replace septage mixers Replace septage pumps Replace potassium permanganate system Code issue: Replace Chemical Room receptacles with GFCI receptacles Replace septage holding tank gate Replace septage piping/valves Code issue: Replace junction boxes with explosion-proof rated junction boxes	Grit Chamber Headworks Building Septage Holding Tank Headworks Building Headworks Building Headworks Building Septage Holding Tank Septage Holding Tank/Headworks Building Septage Holding Tank	7.5			\$750,000	
Capacity Expansion Upgrade: Third Aeration Train Relocate plant entrance and reconfigure driveway and parking Construct third aeration tank Construct aeration influent splitter structure Install selector zone mixing system Install recirculation pumps Expand chemical feed systems ATI, ATE, RAS and Recirc piping and valves AT2 Drain and Domestic FM Relocation Gates (S for AT and 6 for splitter) Expand blower system Replace sodium aluminate system Replace sodium aluminate pumps	Site Aeration Tank Aeration Tank Aeration Tank Operations Building Site Site Blower Building Blower Building Operations Building Operations Building	5		\$6,360,000		To be conservative, the cost for a third aeration train has been included under the 5 year project. However, this work could be moved to the 7.5 year or 10+ year project depending on how quickly the projected growth occurs with the City.
Secondary Clarifier Upgrade for Existing Secondary Clarifiers Replace secondary clarifier mechanisms Replace 3-way WAS/sum tank valves Replace secondary distribution structure flow control gates	Secondary Clarifier Secondary Clarifier Secondary Distribution Structure	5		\$800,000		
Capacity Expansion Upgrade: Future Dewatering Upgrade Replace second centrifuge Replace polymer system Add a third sludge transfer pump Misc. Space Modifications	Operations Building Operations Building Operations Building Operations Building	7.5			\$1,030,000	While this project has been slotted for the 7.5 year project, it will not be required until the influent flows and loads to the facility approach the increased capacity of the plant with a third aeration tank and a third clarifier.
Tertiary Filtration Upgrade - Phase I Replace cloth media on disk filters Filter Building Control Panel Replacement (PLC-7) Reapply the exterior weathering layer on the roof to protect against fiber bloom Replace the windows in the door with thermally broken framing and insulated glazing for better energy performance Code issue: Replace receptacles with GFCI receptacles Add emergency lighting	Filter Building Filter Building Filter Building Filter Building Filter Building Filter Building	5		\$370,000		
Tertiary Filtration Upgrade - Phase II Retrofit/replace tertiary filtration system	Filter Building	10+				\$1,070,000
Disinfection System Upgrade Chemical feed system relocation/modifications Replace chlorine residual feed pumps Replace chlorine residual analyzers Replace chlorine contact tank flow control gates Replace chlorine mixer Replace galvanized ductwork in the chemical rooms Install toe plates on the guard at all walking surfaces in accordance with OSHA regulations	Operations Building/TBD Chlorine Contact Tank Filter Building Chlorine Contact Tank Chlorine Contact Tank Operations Building Chlorine Contact Tank	5		\$2,270,000		

City of Somersworth, New Hampshire
Comprehensive Wastewater Treatment Facility Plan
Proposed List of Proposed Projects by Project Year

Project Description/Project Tasks	Location	Project Year	Project Cost by Project Year ^{1/11}				Comments
			Year 0 ^{1/11}	Year 5	Year 7.5	Year 10+	
Resurface the degraded concrete with cementitious resurfacing material. Apply a slab sealer with a chloride ion screen in areas with high chloride concentration. Remove the ladder and platform systems and replace with systems conforming to OSHA regulations.	Chlorine Contact Tank						
Remove the wood and steel angle stair and replace with an OSHA compliant stair.	Chlorine Contact Tank						
Post-Aeration System Upgrade Replace line bubble aeration system Replace post aeration blowers, piping, valves Replace flow control gates Replace DO probes.	Post Aeration Tank Operations Building/Post Aeration Tank Post Aeration Tank	5		\$190,000			
Plant Water and Aeration Tank Foam Spray Systems Upgrade Replace plant water system Replace basket strainer Replace plant water yard piping and hydrants Install froth spray system	Operations Building Operations Building Site Aeration Tank	7.5			\$1,240,000		
Plant Effluent (Domestic) Pumping System Upgrade Replace plant effluent pump, piping, valves.	Operations Building	5		\$90,000			Due to issues getting replacement pumps for this system, this may need to be completed before the five year project.
Sludge Holding Tank Mixing System Upgrade Replace mixing system Miscellaneous concrete surface repairs Replace level controls.	Sludge Holding Tank Sludge Holding Tank Sludge Holding Tank	5		\$1,140,000			
Solids Handling Odor Control System Upgrade Add odor control system	Operations Building	7.5			\$1,070,000		
Miscellaneous Headworks Building Improvements Provide tepid water for emergency fixtures Upgrade the three explosion-proof electric unit heaters in the Grit/Screenings Room Replace the windows in the two doors with thermally broken framing and insulated glazing for better energy performance Install bollards to protect the corners of the building, entranceway at the overhead door, and the septage receiving station A portion of the concrete floor slab-on grade has been removed in a corner of the building and the soil subgrade is exposed and beginning to undermine the slab. Infill the opening with concrete	Headworks Building Headworks Building Headworks Building Headworks Building Headworks Building	5		\$220,000			While the tepid water system for the emergency fixtures in the Headworks Building is currently included under this project task, it is our understanding that the City is planning to provide this as a CIP item in the short term.
Miscellaneous Operations Building Improvements Replace the doors/windows with thermally broken framing systems and insulated glazing for better energy performance. When the windows are replaced, provide operable panels in the frequently occupied rooms Replace the overhead door in the Garage Replace all louvers (22 locations) Replace all of the flooring in the administrative areas Replace the ceiling tiles in the Women's Toilet, Laboratory, and Laboratory Office Replace all remaining door knob hardware with push/pulls or lever hardware Replace the MCC Room door hinges Provide new clothes washer/dryer facilities Provide permanent roof access from the interior of the building Replace hatches to sludge holding tank and domestic wet well (seven locations) Replace hatch between garage and basement Repair all exposed aggregate and degraded concrete surfaces with cementitious repair material Repair cracked concrete by pressure injection of epoxy	Operations Building Operations Building Operations Building Operations Building Operations Building Operations Building Operations Building Operations Building Operations Building	5		\$910,000			

City of Somersworth, New Hampshire
Comprehensive Wastewater Treatment Facility Plan
Proposed List of Proposed Projects by Project Year

Project Description/Project Tasks	Location	Project Year	Project Cost by Project Year ¹⁾				Comments
			Year 0 ²⁾	Year 5	Year 7.5	Year 10+	
Replace the corroded steel bracket at the sodium bisulfite filling station with a galvanized or stainless steel bracket	Operations Building						
Near the slab-on-grade with oil-off plates, replace the degraded top section of the concrete manhole	Operations Building						
Install steel pipe bollards encased in concrete foundations to protect the natural gas piping	Operations Building						
Install steel pipe bollards to protect the chemical fill stations	Operations Building						
Resurface the exposed aggregate at the base of concrete columns and masonry mortar in the splash zone of the roof scuppers. Remove sediment and vegetation from the roof drain manholes	Operations Building						
Retrofit the low pressure steam heating system serving the building	Operations Building						
Replace the five air conditioners that serve the offices, laboratory, control room, lunch room	Operations Building						
Replace the Maintenance Shop in-line exhaust fan	Operations Building						
Replace the plumbing fixtures in the restrooms and locker rooms	Operations Building						
Provide supplemental heat in the Laboratory	Operations Building						
Replace the backflow preventer in the Boiler Room	Operations Building						
Removed the abandoned water heater in the Boiler Room	Operations Building						
Replace the Boiler Room sump pump and receiver	Operations Building						
Add welding outlets at each end of the Garage	Operations Building						
Upgrade the lighting in the Basement and provide additional light switches throughout	Operations Building						
Miscellaneous Site Improvements		5		\$40,000			
Install anchors attaching the transformer to the concrete pad	Transformer Pad						
Consider modifying the configuration of the concrete pad to protect against corrosion, either install a new concrete pad extending above finish grade, install a grout pad on top of the existing concrete pad to elevate the transformer, or install a crushed stone mowing strip around the concrete pad	Transformer Pad						
Repair leak in air header below ground	Site						
Items to Add to Capital Improvements Schedule							
Replace the roof	Headworks Building	10+				\$180,000	
Replace the roof	Blower Building						
Replace perimeter fence/gates	Site						
Replace site lighting	Site						
Sandblast and repaint corroded spots of the steel bridge framing and stair	Secondary Clarifier						
Replace the fiberglass bridge deck grating with serrated aluminum grating	Secondary Clarifier						
Install short sections of toe plate at the walking surfaces in accordance with OSHA regulations	Secondary Clarifier						

Total Estimated Project Cost by Project Year: \$6,340,000 \$14,180,000 \$4,090,000 \$1,450,000

Notes:

- Estimated project costs are presented in current dollars and are based on an ENR Construction Index of 10702 (June 2017). These costs include an allowance of 40% of the estimated construction cost to account for construction contingency, design and construction engineering, and permitting, as well as financing, administrative and legal expenses.
- Upon approval by City Council, these "projects" will be added to the scope of the current Influent Screenings, Aeration and Dewatering Systems Upgrade.



City of Somersworth – Resolution

Resolution No: 2-19

TO ADOPT A POLICY FOR FLAG RAISING AT CITIZEN'S PLACE

July 23, 2018

WHEREAS, the City Council of the City of Somersworth adopted Resolution No. 26-17, officially naming the traffic island at the intersection of High Street and Government Way “Citizen’s Place”, and

WHEREAS, the flag poles located on Citizen’s Place are reserved for the City of Somersworth and its Citizens, for use by any person, group or organization that promotes benevolence, tolerance and diversity, and

WHEREAS, the Cultural Committee has reviewed the process for the raising of flags at Citizen’s Place and recommends a Citizen’s Place Flag Policy in order to ensure the spirit and intent for the use of these flag poles is met in the future,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT in order to accomplish this purpose, the attached Citizen’s Place Flag Policy is hereby adopted and effective upon passage of this Resolution.

Authorization

Sponsored by:

Mayor Dana S. Hilliard
Councilor Martin P. Dumont, Sr.
Councilor Richard Michaud

Approved:

City Attorney

City of Somersworth – Resolution 2-19

History

First Read Date:	07/23/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

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

Citizen's Place Flags

Purpose:

The Somersworth City Council has voted to embrace Citizen's Place as a focal point which celebrates and embraces Somersworth's rich history and commitment to cultural diversity. As such, the Flag Poles located on Citizens Place at the intersection of High Street and Government Way is reserved for the City of Somersworth and its citizens for the display of a flag in support of its cultural heritage, or to observe an anniversary, or to honor a special accomplishment or event. The Flag Pole use is a welcome to any person, group, or organization that promotes benevolence, tolerance, and diversity.

Application Process:

Any organization, person, or group may submit an application to display their flag on the Citizens Flag Pole but must be sponsored by a Somersworth citizen who will be considered the applicant. Applicants must submit a completed application thirty (30) days prior to the first scheduled flag display.

Applications shall be accepted up to 1 year prior to a scheduled display. Applications will be accepted on a first come first serve basis. Applicants must provide the flag to be displayed.

Display:

A flag display may include one or more days and generally will be limited to a period of seven consecutive days. A flag may be displayed for an entire month, if it is related to a specific month; as such it will be displayed during that specific month only.

If appropriate, the City of Somersworth Flag may be lowered to allow for a second flag display at the Mayor's discretion.

The Mayor of Somersworth is solely authorized to approve, deny, modify, or halt any flag display schedule.

Dated:



City of Somersworth, New Hampshire
Citizens Flag Pole Request Reservation

Applicant Information

Name: _____ Organization (if any): _____

Address: _____

Contact Phone #: _____

Date/s Flag Pole is Requested: _____

Brief explanation regarding Flag Pole use: _____

Applicant Signature: _____ Date: _____

Approved by: _____ Date: _____

Proud Past, Bright Future



City of Somersworth – Resolution

Resolution No: 3-19

TO AUTHORIZE THE CITY TO USE FUNDING FROM THE MUNICIPAL AND TRANSPORTATION FUND FOR THE LOCAL MATCH OF A CONGESTION MITIGATION AND AIR QUALITY (CMAQ) IMPROVEMENT PROGRAM GRANT

July 23, 2018

WHEREAS, the City Council adopted Resolution No. 17-13 to create the Municipal and Transportation Fund for the purpose of improvements in the local or regional transportation system including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities, and public transportation, and

WHEREAS, the City Council has been notified that the City has been awarded a Congestion Mitigation and Air Quality (CMAQ) grant through the New Hampshire Department of Transportation, and

WHEREAS, the grant award requires a local match in the amount of \$139,750 (One Hundred Thirty Nine Thousand Seven Hundred Fifty dollars), and

WHEREAS, the City Council intends to utilize funding for this match from the Municipal and Transportation Fund, and

WHEREAS, the City Council is designated as agents to expend these funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City may utilize \$139,750 (One Hundred Thirty Nine Thousand Seven Hundred Fifty dollars) for the local match of a Congestion Mitigation and Air Quality (CMAQ) grant through the New Hampshire Department of Transportation .

Authorization

Sponsored by Councilors:

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

Approved:

City Attorney

City of Somersworth – Resolution 3-19

History

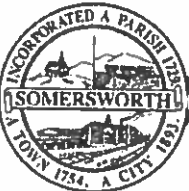
First Read Date:	07/23/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

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

	City of Somersworth – Resolution
	Resolution No: 4-19 TO AUTHORIZE PARTICIPATION AND FUNDING FOR A REGIONAL HOMELESS MASTER PLAN WITH THE CITIES OF DOVER AND ROCHESTER

July 23, 2018

WHEREAS, the City of Somersworth is a member of the Tri-City Mayors' Task Force on Homelessness whose mission is to foster dialog, exploration and implementation of joint policies and programs which would identify regional homeless issues; and

WHEREAS, the Task Force would like to retain a consultant to assist with the preparation of a Master Plan to be reviewed and adopted by each Community, as well as identifying strategies to achieve long term solutions to address these issues; and

WHEREAS, the Task Force received a proposal from the Strafford Regional Planning Commission (SRPC), entity all three communities are members of and work with in the review of regional issues, in the amount of \$14,997 (Fourteen Thousand Nine Hundred Ninety-Seven dollars) to complete said Master Plan; and

WHEREAS, the City of Dover has accepted the role of fiscal agent and will contract directly with the consultant and requests that each community provide one-third of the funding for this Master Plan,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to work with the City of Dover and provide one-third of the cost of the regional homeless master plan and to take any other actions relative to this project determined to be in the best interest of the City.

Authorization	
Sponsored by: Mayor Dana S. Hilliard	Approved: City Attorney

City of Somersworth – Resolution 4-19

History

First Read Date:	07/23/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

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

BARRINGTON
BROOKFIELD
DOVER
DURHAM
FARMINGTON
LEE
MADBURY
MIDDLETON
MILTON



NEW DURHAM
NEWMARKET
NORTHWOOD
NOTTINGHAM
ROCHESTER
ROLLINSFORD
SOMERSWORTH
STRAFFORD
WAKEFIELD

June 29, 2018

Jeremy Hutchinson
Chair, Tri-City Mayors' Task Force on Homelessness
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Re: Proposal to Complete Master Plan for the Tri-City Mayors' Task Force on Homelessness

Dear Mr. Hutchinson:

It is our understanding that the Tri-City Mayors' Task Force on Homelessness has been tasked with creating a master plan that Dover, Rochester, and Somersworth can use to better address their growing homelessness needs. We have been informed that the Task Force is currently seeking assistance from our organization to provide technical assistance during this process. Below we have provided the scope of work and estimated cost of completion.

The Strafford Regional Planning Commission (SRPC) is submitting a proposal and scope of work to assist the Tri-City Mayors' Task Force on Homelessness in drafting a master plan that achieves the commission's goals and objectives. The process will be conducted collaboratively and with guidance from members of the Task Force.

- I. Project Title: Tri-City Mayors' Task Force on Homelessness Master Plan
- II. Project Narrative: SRPC's approach to this project will seek to accomplish three important planning objectives. First will be to establish baseline information and existing conditions in each community through data research and interviews; the second will be to provide meeting facilitation and organize public education and outreach process; and third will be to provide editing and writing assistance during the plan's development.
 - a. Data Research and Information Gathering
 - i. Use GIS data to provide baseline information for each of the three communities. Data sources will include, but is not limited to the: US Census Bureau, American Community Survey 5-Year Estimates, Housing and Urban Development, NH Office of Strategic Initiatives, local assessing data, NH Housing Finance Authority, Comprehensive Housing Affordability Strategy, and SRPC's Regional Housing Needs Assessment.
 - ii. In coordination with the Task Force, facilitate key interviews with stakeholders. This will include local emergency personnel and law enforcement, city staff, facilities managers, as well as vulnerable and underserved populations. The intent will be to document current practices and procedures as well as identify possible needs and opportunities.
 - b. Meeting Facilitation and Public Education and Outreach Process
 - i. SRPC staff will facilitate Monthly Task Force meetings commencing in August 2018 and continuing through December 2018. Meetings will each include time for the Task Force members to hold a workshop session, public education through guest speakers or other presentations on critical issue

areas, and an opportunity for public input. Past planning processes have benefited by integrating these three components into meeting agendas maximizing the ability to incorporate multiple voices into the planning process and develop plan content while ideas are fresh. To guide the Task Force through the plan development process, SRPC recommends the following milestones be reached at monthly meetings:

1. August: Hold a workshop with the Task Force to identify specific goals and objectives
2. September: Develop a preliminary list of strategic actions to achieve the goals and objectives
3. October: Prioritize goals, objectives and actions
4. November: Develop an implementation plan
5. December: Review a first draft of the proposed plan

c. Plan Compilation and Editing

- i. Develop short-, medium-, and long-term actions to help each community address ongoing and future homelessness challenges.
- ii. Highlight success stories from other communities that exemplify best practices and models from the Tri-city Mayors' Task Force.
- iii. Final document compilation utilizing content developed by the Task Force and materials prepared by SRPC.
- iv. Edit the final plan document.

III. Project Budget:

Project Tasks	Hours	Cost
Task 1: Data Research and Information Gathering		
GIS Data Analysis	31	\$1,960
Stakeholder Interviews	22	\$1,678
Task 2: Meeting Facilitation and Public Education and Outreach Process		
Identify specific goals and objectives	10	\$716
Identify strategic actions to achieve the goals and objectives	10	\$716
Prioritize goals, objectives and actions	10	\$716
Develop an implementation plan	10	\$716
Review a first draft of the proposed plan	10	\$716
Task 3: Plan Compilation and Editing		
Develop short-, medium-, and long-term actions	26	\$2,016
Highlight success stories from other communities	26	\$2,016
Final document compilation	38	\$2,700
Edit the final plan document	16	\$912
Task Subtotals	209	\$14,862
Travel		\$85
Supplies (postage, printing, etc.)		\$50
Other Direct Costs		\$0
Total Cost		\$14,997

Hours are estimated and provided for reference only. The addition of work tasks or attendance at meetings beyond those described in the project scope of work will result in an increased project cost.

SRPC staff is available to commence work upon contract execution.

If you have any other questions, please contact Jennifer Czysz at 603-994-3500 or jczysz@strafford.org. We appreciate the opportunity to partner with the City's of Dover, Rochester, and Somersworth to address an important planning need.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Czysz', with a long horizontal flourish extending to the right.

Jennifer Czysz, AICP
Executive Director

Charter

7/23 agenda

Bob Belmore

From: Keriann Roman <keri@mittchellmunigroup.com>
Sent: Thursday, July 12, 2018 1:42 PM
To: Bob Belmore
Cc: Scott A. Smith
Subject: RE: Somersworth City Charter Amendment - SOS opinion
Attachments: 18.07.12.Section 1.4 Charter amend per SOS.docx; REVISED Timeline 11-06-18.MM edits.docx

Importance: High

Bob and Scott,

Bud Fitch at the SOS called me yesterday late afternoon about the Charter. They and the AG are taking issue with the phrase: "At such time as determined necessary by the City Council . . ." They don't think that type of discretion is allowed, that a change to ward boundaries may only be done in conjunction with the 10 year census. They cited case law that applies to the State districts and are extrapolating that this applies to municipalities too, although the case law doesn't say that.

They are concerned this will affect, and then create confusion among voters for, the state districts, which are limited to redistricting every 10 years. Also, it's fight we won't likely win if we challenge their decision.

If we take that Phrase out and start it with "Every ten years . . ." they are otherwise fine with the language.

The proposed new language is attached, along with a new timeline, we still have time to do this for November 6th. We'd have to start at the beginning though.

Please call with any questions or concerns. I can be reached at 964-0445 today.

Keriann Roman, Esquire
 Mitchell Municipal Group, P.A.
 25 Beacon Street East
 Laconia, NH 03246
 603-524-3885
 Fax 603-524-0745
www.mitchellmunicipalgroup.com

From: Bob Belmore [mailto:bblmore@somersworth.com]
Sent: Thursday, June 28, 2018 10:27 AM
To: Keriann Roman
Cc: Trish Harris; Scott A. Smith
Subject: Re: Somersworth City Charter Amendment - update and legal opinion next step

Thank you


Sent from my iPhone

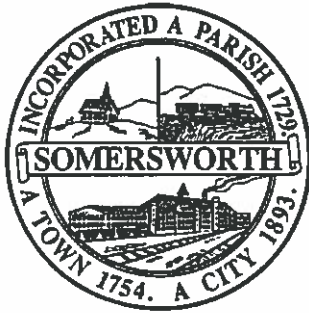
1.4.CHANGES TO WARD BOUNDARIES. Every ten years, in conjunction with the federal census, a review of the ward boundary lines shall be conducted for the purpose of adjusting such boundary lines to ensure equalization of population within the wards. At such time, the Mayor will appoint a Ward Boundaries Review Committee comprised of no more than four (4) City Councilors. ~~At the election immediately preceding a scheduled federal census, a Ward Boundaries Review Committee shall be elected consisting of one eligible person from each ward. The City Clerk shall serve as chair of the review committee but will not have a vote.~~ The eCommittee shall review the boundaries of each ward to determine if adjustments are necessary to ensure equal distribution of population within each ward. If adjustments are necessary the eCommittee shall propose such adjustments to the ward boundaries as will provide as nearly as possible an equal number of citizens within each ward. In doing so the eCommittee shall take into consideration the character and makeup of the wards as well as the most recent federal census, and to the extent possible try to maintain the integrity of each ward as a “city within a city”. The eCommittee shall submit its recommendations to the City Council for review and approval. Upon approval by the City Council the changes shall be submitted to the voters for approval by referendum at the next election.

CITY OF SOMERSWORTH

TIMELINE FOR AMENDING CHARTER PURSUANT TO RSA 49-B:5

TO BE VOTED ON AT 11/06/2018 ELECTION

	Date	Who	Action	Note
1	(one week prior to CC Meeting) 07/16/2018	City Clerk	Place Question on Agenda under OTHER, to amend City Charter	Other: A. Vote to proceed with City Charter Amendments
2	07/23/2018	Council	Vote on Ballot Question / Schedule Public Hearing	
3	Send to paper on: 07/24/2018 To be posted 07/27/2018	City Clerk	Post notice of Public Hearing	In Newspaper 7 days prior and in 2 public places; containing the language of the proposed amendment and explanation
4	 08/06/2018		PUBLIC HEARING	Any substantial changes will require another public hearing, with notice as above.
5	<i>If no amendments</i> 08/13/2018	City Clerk	Within 7 days of PH, create <u>Report</u> of proposed amendment	
6	(Approx 1 week) Received by 08/13/2018	City Clerk /City Manager	Obtain written legal opinion from counsel regarding whether the final proposed language complies with the Laws and Constitution.	
7	No later than 08/23/2018	City Clerk	Within 10 days of Receipt, City Clerk must file certified copy of the report, to Secretary of State Attorney General Commissioner of DRA	Report must contain the name and address of the clerk and the Chair of the Council, and include municipal counsel's legal opinion
8	<i>Could be up to 45 days to return, if approved</i> 09/21/2018	<i>RSA 49-B:4-a (d) Within 14 days of receipt of such report, the secretary of state, the attorney general, and the commissioner of the department of revenue administration shall <u>notify in writing</u> the municipal clerk and the chairman of the charter commission, if any, <u>of his or her receipt</u>. Within 45 days after the receipt of the report the secretary of state, attorney general, and commissioner of the department of revenue administration shall review the proposed charter, charter revision, or charter amendment to insure that it is consistent with the general laws of this state, and shall give notice to the municipal clerk approving or disapproving the proposed charter</i> <i>.ii. Failure to specify objections to a proposed charter within 45 days shall constitute approval by the secretary of state, attorney general, or the commissioner of the department of revenue administration.</i>		
9	(at least one week prior to CC Meeting) 09/21/2018	City Clerk	Submission of Final Report. Place Question on Agenda under OTHER, to amend City Charter	Other: Vote to Send Charter Amendments to the November 6, 2018 Ballot.
10	09/28/2018CC Meeting	Council	Vote on Ballot Question; CC must vote to place proposed amendment on the ballot within 7 DAYS of receipt of approval from all state agencies listed	63 days prior to election
11	11/6/2018		Election	10/21/2018 – 11/28/2018 At least 30 days after filing of final report and within 60 days of CC's vote to send Charter amendment to the ballot



Shanna B. Saunders, Director
Community Development

To: Bob Belmore, City Manger

Date: July 10, 2018

Re: 79E Application – 49 Market Street – The Hall at Great Falls

Please find attached the 79E Application for 49 Market Street – The Hall at Great Falls

The application is complete and includes the following items and requests:

- Application for tax relief for 5 years (5 years for qualifying structure)

As per Chapter 31 of the City Ordinances the Planning and Community Development Office recommends the City Council hold a duly noticed public hearing to determine 1) whether the structure at issue is a qualifying structure; 2) whether the proposed rehabilitation qualifies as substantial rehabilitation; 3) whether there is a public benefit to granting the requested tax relief, and 4) whether the proposed use is consistent with the municipality's master plan and development regulations and, if so, for what duration and with what terms.

No later than 45 days after the public hearing, the City Council shall render a decision by majority vote granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

A covenant shall be drafted by the applicant and reviewed by the City's Legal Counsel at the applicant's expense.



July 10, 2018

City of Somersworth
One Government Way
Somersworth, NH 03878

Dear City of Somersworth Department of Development Services,

On November 6, 2017, I submitted a Community Revitalization Tax Relief Incentive Application as the Managing Member of Trio Investments, LLC for our property located at 49 Market Street. We never received official acknowledgement of receipt from the City nor the anticipated notification of the public hearing within 45 days of submission per the ordinance. Despite multiple phone calls and email to both Shanna Saunders and Robin Comstock, I did not receive a response until the attached email dated June 12, 2018, seven months following submission of the application.

The stated reason for the denial of acceptance of our application is that the application was not submitted prior to construction. Had we been given the opportunity, I would have been able to clarify that a significant amount of the work had not been completed and as of this time, has not yet been completed. While we did misunderstand that to receive credit for all renovations completed on the property the application was to be submitted in advance, it was the City's error to assume that all work in the initial application had been completed. Of note, we have not been refunded \$500 of our retainer due to not yet completing all items required per the approved Site Plan.

The Tax Relief Incentive was a critical part of our decision to purchase and renovate the property at 49 Market Street. We have more than met the required criteria per the ordinance but have been denied due process to have our application accepted and presented before a public hearing. Following a meeting with Shanna Saunders and a subsequent email inviting us to re-submit the application, I respectfully submit the attached revised application that indicates renovations that have been completed since November 6, 2017 or are still pending completion.

I look forward to acceptance of the revised application and the opportunity to present our application before a public hearing per the ordinance. If you have any questions, please do not hesitate to contact me at (603) 320-1457 or

Sincerely,

Sara B. Nadeau
Managing Member

Attachment: Email from Shanna Saunders Dated 12 June 2018

Sara Nadeau

From: Shanna Saunders
<ssaunders@somersworth.com>
Sent: Tuesday, June 12, 2018 4:50 PM
To: Sara Nadeau
Subject: Hall at Great Falls parking complaint

Hi Sara –

I just wanted to reach out to you and let you know we received several complaints regarding an event held at the Hall at Great Falls on the weekend of June 2 – 3. I understand there was a wedding on Saturday. One of the City Councilors witnessed the wedding party parking in the immediate downtown area. About two hours later that same Councilor went through the downtown and there wasn't a parking spot to be found anywhere on Main, Market or High Street. He then traveled to Main St by Aclara and there wasn't a single car parked in that whole area – the area where the Hall at Great Falls was approved for parking.

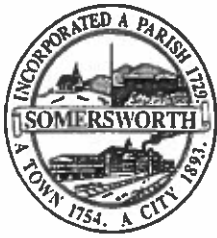
We can't have this happen again. Please have your staff impress on the patrons that parking location is a priority and please have staff monitor that it is being adhered to.

On another note, I know you have asked about the status of the 79E application. The application should have been submitted prior to construction. The ordinance is clear that this is for an owner that "intends to rehabilitate". I cannot accept the application. I am happy to talk this over with you via phone or meeting if you would like.

Shanna

Shanna B. Saunders
Director of Development Services
City of Somersworth
One Government Way, Somersworth, NH 03878
Office: (603) 692-9519
Web: <http://www.somersworth.com>

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has." Margaret Mead



City of Somersworth
Department of Development Services
One Government Way, Somersworth, NH 03878
603/692-9519
FAX 603/692-9575

Community Revitalization Tax Relief Incentive Application

(per City Ordinance Chapter 31)

Date: 7/10/2018 [Office use only. Fee submitted: _____]

Property information

Property address/location: 49 market Street

Name of building (if applicable): _____

Tax Map: 11 Lot #: 78

Property owner

Name (include name of individual): Trio Investments, LLC (Sara Nadeau)

Mailing address: 300 Knox Marsh Road Madbury, NH 03823

Telephone #: 603-320-1457 Email: snadeau@greatfallshall.com

Proposed project

Explain project and include number of years of relief being requested (attach additional sheets if necessary): Please see attached.

Building uses

Existing: Church ; Proposed: Function Hall

Nonresidential square footage. Existing: ~8,000 ; Proposed: ~8,000

of residential dwelling units. Existing: 0 ; Proposed: 0

Expected construction dates. Start: 4/2017 ; Finish: _____

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: _____ Cost: \$ _____
Electrical: Please See Attached Cost: \$ _____
Plumbing: _____ Cost: \$ _____
Mechanical: _____ Cost: \$ _____
Other: _____ Cost: \$ _____

Other Information

Name of contractor (if known): JWB Management & M Wadeau Electric

Will the project include any residential housing units? No; If so, how many? _____

Will any state or federal grants or funds be used in this project? No

What are the proposed public benefits associated with this project (in accordance with Chapter 31 Section 7)? Please see attached.

Submission of application

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 non-refundable application fee (made out to "City of Somersworth") must be submitted with this application. This application must be signed by the property owner.

I (we) hereby submit this application under Chapter 31 Community Revitalization Tax Relief Incentive of the City of Somersworth and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the Ordinance and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant.

Signature of property owner (1): Jana B Wadeau, Date: 7/10/2018
Managing Member
Signature of property owner (2): _____ Date: _____



TO: City of Somersworth Department of Development Services

DATE: July 10, 2018

RE: Community Revitalization Tax Relief Incentive Application (Revised)

Proposed Project

The Hall at Great Falls is located at 49 Market Street, the previous home of the Somersworth Pentecostal Church, which ceased active operations in 2012-2013. After several years of being on the market, Trio Investments, LLC, purchased the building on March 31, 2016 with the intent to utilize the building as a function hall. This use was approved by the Zoning Board in 2015 and by the Planning Board in early 2017.

The renovation of the facility began in Spring 2017 and is not yet complete. An initial application was submitted on November 6, 2017 and included several items that were still pending completion at the time of submittal of the initial application. Given they were completed after submission of the initial application, they are included in this revised application as well. Please refer to the initial application dated November 6, 2017 for specific details.

Since receipt of an occupancy permit and submission of the original application, the following additional renovations have been completed, are scheduled, or are planned within the next two years:

- **Bridal Suite & Balcony Restoration:** This includes installation of the balcony railing, trim, replacement of the carpet within the new Bridal Suite, installation of French doors and windows opening onto the balcony, painting, new lighting fixtures and painting of the wooden balcony flooring. Estimated Cost – \$13K
- **Groom's Suite Renovation:** This includes patching and repair of drywall, trim, installation of a new staircase railing, painting and new light fixtures. Estimated Cost - \$5K
- **Groom's Suite Bathroom Renovation:** This includes patching and repair of drywall, trim, painting, new flooring, and new fixtures (toilet and sink) and new lighting fixtures and fan. Estimated Cost - \$1.5 K
- **Stage Renovation:** This includes painting only. Estimated Cost - \$1.5K

- **Bar Installation:** This includes building out the bar area, installation of finish plumbing (wash sinks), trim, installation of countertops and shelving, new flooring and painting. Estimated Cost - \$6K
- **Kitchen Renovation:** This included painting only. Estimated Cost - \$1.5K
- **Coat Closet Renovation:** This includes painting, shelving repair and trim. Estimated Cost - \$250
- **Catering Gallery:** This includes installation of fiberglass reinforced panel (FRP) wall board, installation of new flooring, paint and trim. Estimated Cost - \$2K
- **ADA-Compliant Stair Lift:** This includes installation, inspection and certification. See attached proposal.
- **Exterior Painting:** This includes painting of windows and trim. Estimated Cost - \$10K
- **Exterior Roof Repair:** Estimated Cost - \$10K
- **Door Locks and Security System:** Estimated Cost - \$3K
- **Refinishing of Main Hall Hardwood Floors.** Estimated Cost - \$4K
- **Additional Attic Insulation:** Estimated Cost - \$6K
- **Lawn Installation:** This includes preparation for and installation of sod. Estimated Cost - \$6K
- **Landscaping:** This includes planting of required trees to block parking per the approved Site Plan and additional finish landscaping. Estimated Cost - \$6K

Other Information: What are the proposed public benefits of this project?

The Hall at Great Falls provides a public benefit as follows:

1) Enhancement of Economic Vitality

The Hall will be used for weddings and special occasion events, theater performances, community events and business meetings. These events provide an economic benefit to surrounding businesses given the event hosts/renters will purchase food, flowers and decorations from local businesses, stay at local hotels, as well as provide a significant increase in visitors to the town – all of which increase business in the local area.

2) Enhancement and Improvement of a Historical Structure

The building at 49 Market Street was constructed in 1828 and has been a church or the VFW until its recent conversion to a function hall. It has been a prominent building in the community since the 1800s, both architecturally and in function as one of the primary churches in the community. In recent years, it had begun to suffer some decline in its use and maintenance. Given its high visibility on Market Street and prominent role in the community for centuries in Somersworth, the recent renovation has significantly improved its exterior appearance. Its use as a function hall allows it to be utilized without extensive interior changes, protecting and preserving this beautiful and historic building.

3) Promotion of A Vibrant Municipal Center and Greater Sense of Community

The renovation of the property at 49 Market Street enhances the recent City updates to Market Street by significantly improving the appearance of the property (painting, landscaping, paving). The use as a function hall, hosting community events, theater productions and special events, it highly anticipated to increase a sense of community and pride in Somersworth through attendance and participation by Somersworth residents as well as those from neighboring communities.

Attachment:

Initial Application Submitted November 6, 2017

Stair Lift Proposal

Photos of Major Completed Work Post – November 6, 2017



City of Somersworth
Department of Development Services
One Government Way, Somersworth, NH 03878
603/692-9519
FAX 603/692-9575
www.somersworth.com

Community Revitalization Tax Relief Incentive Application

(per City Ordinance Chapter 31)

Date: 11/6/2017 [Office use only. Fee submitted: _____]

Property information

Property address/location: 49 Market Street

Name of building (if applicable): _____

Tax Map: 11 Lot #: 78

Property owner

Name (include name of individual): Trio Investments, LLC (Sara Nadeau)

Mailing address: 306 Knox Marsh Road Madbury NH 03823

Telephone #: 603-320-1457 Email: snadeau@greatfallshall.com
Sara Nadeau

Proposed project

Explain project and include number of years of relief being requested (attach additional sheets if necessary): Please see attached

Building uses	Existing: <u>Church</u> ; Proposed: <u>Funchon Hall</u>
Nonresidential square footage.	Existing: <u>~8,000</u> ; Proposed: <u>~8,000</u>
# of residential dwelling units.	Existing: <u>0</u> ; Proposed: <u>0</u>
Expected construction dates.	Start: <u>4/2017</u> ; Finish: <u>10/2017</u>

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: Interior staircase, expanded foyer, 2 new Cost: \$ 40.6k

Electrical: bathrooms, furnace room, exterior staircase, balcony renovation
New service, new lighting + wired new equipment Cost: \$ 11k

Plumbing: New furnaces, AC, 2 new bathrooms Cost: \$ 19.4k

Mechanical: New ducting for HVAC, gas piping Cost: \$ 20k

Other: Paint, 1st Floor flooring, landscaping, engineering, Cost: \$ 57k
demo, paving and signage

Other Information * All labor for electrical, plumbing and carpentry done for free by owners

Name of contractor (if known): JWB Management, LLC,

Al Nadeau Electric, LLC and RPH, Inc

Will the project include any residential housing units? No; If so, how many? _____

Will any state or federal grants or funds be used in this project? No

What are the proposed public benefits associated with this project (in accordance with

Chapter 31 Section 7)? Please see attached.

Submission of application

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 non-refundable application fee (made out to "City of Somersworth") must be submitted with this application. This application must be signed by the property owner.

I (we) hereby submit this application under Chapter 31 Community Revitalization Tax Relief Incentive of the City of Somersworth and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the Ordinance and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant.

Signature of property owner (1): Jana B Nadeau, Date: 11/5/2017
managing member

Signature of property owner (2): _____ Date: _____

TRIO INVESTMENTS, LLC



TO: City of Somersworth Department of Development Services

DATE: November 6, 2017

RE: Community Revitalization Tax Relief Incentive Application

Proposed Project

The Hall at Great Falls is located at 49 Market Street, the previous home of the Somersworth Pentecostal Church, which ceased active operations in 2012-2013. After several years of being on the market, Trio Investments, LLC, purchased the building on March 31, 2016 with the intent to utilize the building as a function hall. This use was approved by the Zoning Board in 2015 and by the Planning Board in early 2017. The goal of the owners was to minimize changes to the building to maintain its history and architectural features.

The renovation of the facility began in Spring 2017 and included the following to 1) bring the building into code compliance and 2) increase functionality for use as a function hall, hosting weddings and special occasion events, community events, theater productions and business meetings:

- Electrical wiring/re-wiring (in newly renovated areas and for code compliance)
- Plumbing updates
 - o New HVAC system (3 high-efficiency furnaces and AC)
 - o New bathrooms
 - o New catering galley
 - o New fixtures
- Construction changes:
 - o Wider foyer
 - o Interior staircase
 - To add ADA-compliant platform lift
 - To provide caterer access to 2nd Floor
 - o Two new bathrooms on 2nd Floor
 - o Bar

TRIO INVESTMENTS, LLC

306 Knox Marsh Road, Madbury, NH 03823 • Phone: (603) 343-4475 • Fax (603) 343-5872

TRIO INVESTMENTS, LLC

- Balcony restoration
- Exterior staircase
- ADA-compliant emergency exit 2nd Floor
- Catering galley
- New paint
- New 1st Floor flooring
- Kitchen modifications
- New kitchen appliances for caterer use
- Updates to provide code-compliant sprinkler system and fire alarm panel and monitoring
- Landscaping
- Paving
- Exterior painting

The total cost of the renovations is presented under the Projects Cost section and totaled \$128K, more than double the purchase price of the building. Costs were significantly contained due to the owners performing all electrical, plumbing and carpentry services and other labor free of charge (owners of Trio Investments, LLC include the owners primary of Al Nadeau Electric, LLC, JWB Management, LLC and RHP, Inc.). Tax relief is requested for the maximum allowance of five years in order for the business to become established and economically viable.

Other Information: What are the proposed public benefits of this project?

The Hall at Great Falls provides a public benefit as follows:

1) Enhancement of Economic Vitality

The Hall will be used for weddings and special occasion events, theater performances, community events and business meetings. These events provide an economic benefit to surrounding businesses given the event hosts/renters will purchase food, flowers and decorations from local businesses, stay at local hotels, as well as provide a significant increase in visitors to the town – all of which increase business in the local area.

2) Enhancement and Improvement of a Historical Structure

The building at 49 Market Street was constructed in 1828 and has been a church or the VFW until its recent conversion to a function hall. It has been a prominent building in the community since the 1800s, both architecturally and in function as one of the primary churches in the community. In recent years, it had begun to suffer some decline in its use and maintenance. Given its high visibility on Market Street and prominent role in the community for centuries in Somersworth, the recent renovation has significantly improved its exterior appearance. Its use as a function hall allows it to be utilized without extensive interior changes, protecting and preserving this beautiful and historic building.

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TRIO INVESTMENTS, LLC

3) Promotion of A Vibrant Municipal Center and Greater Sense of Community

The renovation of the property at 49 Market Street enhances the recent City updates to Market Street by significantly improving the appearance of the property (painting, landscaping, paving). The use as a function hall, hosting community events, theater productions and special events, it highly anticipated to increase a sense of community and pride in Somersworth through attendance and participation by Somersworth residents as well as those from neighboring communities.

Attachments:

Approved Site Plan

Invoices – Major Renovation Expenses

Pre and Post-Renovation Photos

TRIO INVESTMENTS, LLC

306 Knox Marsh Road, Madbury, NH 03823 • Phone: (603) 343-4475 • Fax (603) 343-5872

TRIO INVESTMENTS, LLC

THE HALL AT GREAT FALLS

Invoices of Major Renovation Expenses

Please contact Sara Nadeau with questions at (603) 320-1457.

TRIO INVESTMENTS, LLC

306 Knox Marsh Road, Madbury, NH 03823 • Phone: (603) 343-4475 • Fax (603) 343-5872

RPH Inc
3 Cutts Road
Durham, NH 03824
(603) 868-7414
rphbusoffice@gmail.com

INVOICE

BILL TO

The Hall At Great Falls
306 Knox Marsh Rd
Madbury, Nh 03823 US

INVOICE # 6860**DATE** 10/11/2017**DUE DATE** 10/11/2017**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
miscmat Final for plumbing and heating.	1	5,750.00	5,750.00

Final bill for plumbing and heating completion for certificate of occupancy.

For billing questions please call 603-765-1641 or email
rphbusoffice@gmail.com.

BALANCE DUE**\$5,750.00**



Kevin R. Cooper



742-3030

Driveways - Sidewalks - Parking Lots
85 Knox Marsh Rd.
Dover, NH 03820

Name New Bulding Date 9/28/17
Address Prospect St
City Scam State _____ Zip _____

☐ Remove & Replace

☐ Gravel

- Remove Asphalt

☐ Base

- GRADE + Gravel

☐ Top

- PAVE new AND
Compact

☐ Final Payment
Due upon completion

Total \$ 3000.00

Customer Signature

Kevin R. Cooper
Authorized Signature

White - Customer Copy

Invoice

DESANTIS HEATING AND COOLING
44 HALL RD
BERWICK, ME
03901
KEVIN DESANTIS
207-698-5277
HEATCOOL35@COMCAST.NET

Date: 09/06/2017
Invoice No.: 1123
Due Date: 10/06/2017

Bill To:
TRIO PROPERTIES

Qty	Item	Description	Unit Price	Total
1	CHURCH	HOOK UP DUCTWORK TO FURNACES FINISH ALL DUCTWORK	\$10,000.00	\$10,000.00

Total \$10,000.00
Balance Due \$10,000.00

Please contact us for more information about payment options.

Thank you for your business.

INVOICE



20200

CPI Floor Coatings
 (A Division of Caprioli Painting, Inc.) 20
 Beech Street Extension
 Newmarket, NH 03857
 603-659-2788 603-659-2389 (F) E-
 mail
caprioli@capriolipainting.com

SOLD Trio Investments, LLC
 TO 306 Knox Marsh Road
 Madbury, NH 03823

JOB 49 Market St
 49 Market St
 somersworth, NH 03878

ACCOUNTING	PO NUMBER	SHEET NO.	DATE SHIPPED	TERMS	INVOICE DATE	PAGE
TRIO500				Net 15	8/8/2017	1

ITEM NO.	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	1	Base Contract price	7,971.00	7,971.00
	1	change orders 1 & 2	1,407.00	1,407.00
	1	Less previous deposit	-4,000.00	-4,000.00

TOTAL AMOUNT 5,378.00

Al,

Below is the cost for the painting I did at the church in Somersworth. The \$21.33 is for materials I picked up at Walmart. I have the receipt if you need it. The cost is what I had said it would be if I had to do multiple colors on the scroll work. I also put 3 coats on quite a bit of the work including the hand rails on both sides. The check can be made out to me, Don Maynard (I don't have an official company name, yet!). I hope everyone is happy with the work.

Labor = \$3000

Materials (sand paper, sanding pads, spackle) \$21.33

Total = \$3021.33

paid
\$3000
12/11/12

Holmes Carpet Center, LLC

37 Suncook Valley Rd
Chichester, NH 03258

QUOTE

DATE	QUOTE NO.
7/26/2017	4377

NAME / ADDRESS
Trio Investments Sara Nadeau

Ship To
Hall at Great Falls

REP	PROJECT
DLN	

DESCRIPTION	QTY	COST	TOTAL
Furnish and install Nature's Path #12125 American Walnut/Saddle in basement room. Includes rip and disposal of existing carpet and prep.		11,673.88	11,673.88
Furnish and install Natures Path #12125 American Walnut/Saddle in main entrance, prep customer installed underlayment.		2,691.40	2,691.40
Furnish and install Sense of Place balance roll on service stairs and landing.		844.81	844.81
Furnish and install Fuse II carpet rem in office and coat closet by glue down.		240.98	240.98
		TOTAL	\$15,451.07

Phone #	Fax #
798-3193	798-3486

Web Site
www.holmescompanies.com

TRIO INVESTMENTS, LLC

Renaissance Sign

Exterior Sign

7/28/2017

1089

1,900.00

People's United Ban Sign

PRODUCT SELECTION USE WITH PILES ENVELOPE

Deluxe Corporation 1-800-328-0304 or www.deluxe.com/shop

1,900.00



TRIO INVESTMENTS, LLC

Desantis Heating and Cooling

Heating/Cooling System Work

5/24/2017

1063

10,000.00

People's United Bank Initial Deposit - 49 Market Street Somerswo

10,000.00

PRODUCT 5SL1104 USE WITH 81663 ENVELOPE

Deluxe Corporation 1-800-326-0304 or www.deluxe.com/shop

**CIVIL
CONSULTANTS***Engineers • Planners • Surveyors*

293 Main Street
P.O. Box 100
South Berwick, ME 03908

Trio Investments LLC
306 Knox Marsh Road
Madbury, NH 03823
Attn. Sara Nadeau

05/01/2017
Invoice No: 14656
Project No: 1621900

Re: Trio Investments/Function Hall/Somersworth
For Services Rendered Through 4/30/2017
For Final Planning Board and Building Services.

Labor Charges

		Rate	Hours	Amount
Building Services				
	Senior Structural Engineer	115.00	1.75	\$201.25
			1.75	\$201.25
Site Design				
	Sr. Project Engineer	105.00	2.75	\$288.75
			2.75	\$288.75
Total Labor Charges			4.50	\$490.00
Total Current Billing				\$490.00

Project Summary	Previously Billed	Current Billing	Previously Paid	Amount Due
Engineering and/or Surveying Services	6,442.50	490.00		
Consultants	0.00	0.00		
Reimbursables	82.38	0.00		
	6,524.88	490.00	3,553.93	3,460.95

A finance charge of 1.5% per month (18% annually) will be charged on balances over 30 days.

Civil Consultants is a corporation registered in the State of Maine



**CIVIL
CONSULTANTS**
Engineers • Planners • Surveyors

293 Main Street
P.O. Box 100
South Berwick, ME 03908

Trio Investments LLC
306 Knox Marsh Road
Madbury, NH 03823
Attn. Sara Nadeau

04/12/2017
Invoice No: 14623
Project No: 1621900

Re: Trio Investments/Function Hall/Somersworth
For Services Rendered Through 4/10/2017
For Survey Portion of Work and Engineering Services.

Labor Charges

		Rate	Hours	Amount
Extra Time				
	Senior Structural Engineer	115.00	.75	\$86.25
			.75	\$86.25
Planning Board Meeting				
	Senior Structural Engineer	115.00	4.00	\$460.00
			4.00	\$460.00
Site Design				
	Sr. Project Engineer	105.00	16.50	\$1,732.50
			16.50	\$1,732.50
Structural Gen				
	Staff Engineer	50.00	13.25	\$662.50
			13.25	\$662.50
Total Labor Charges			34.50	\$2,941.25

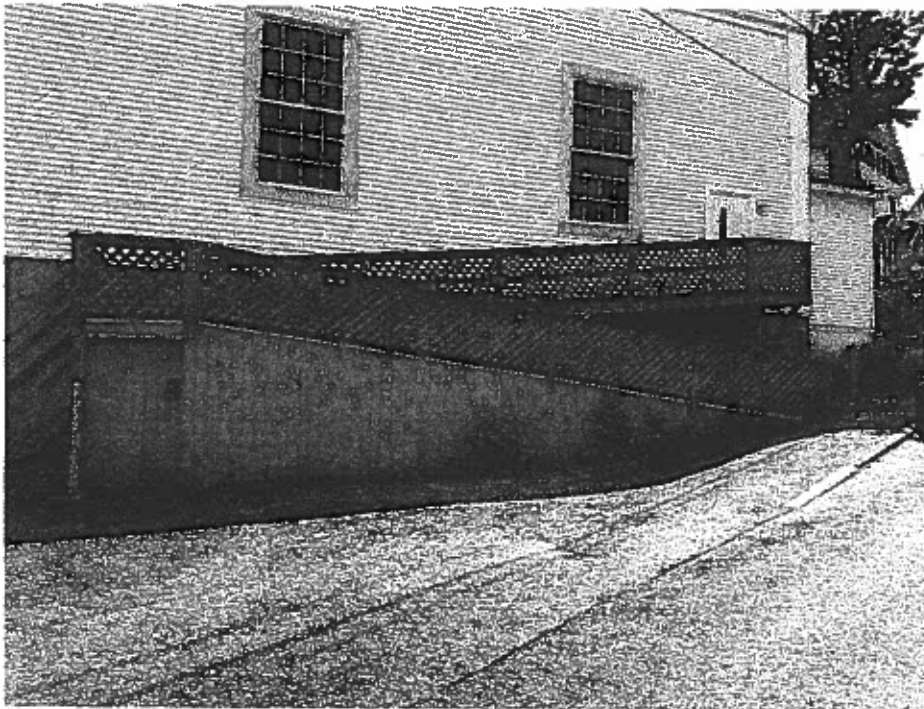
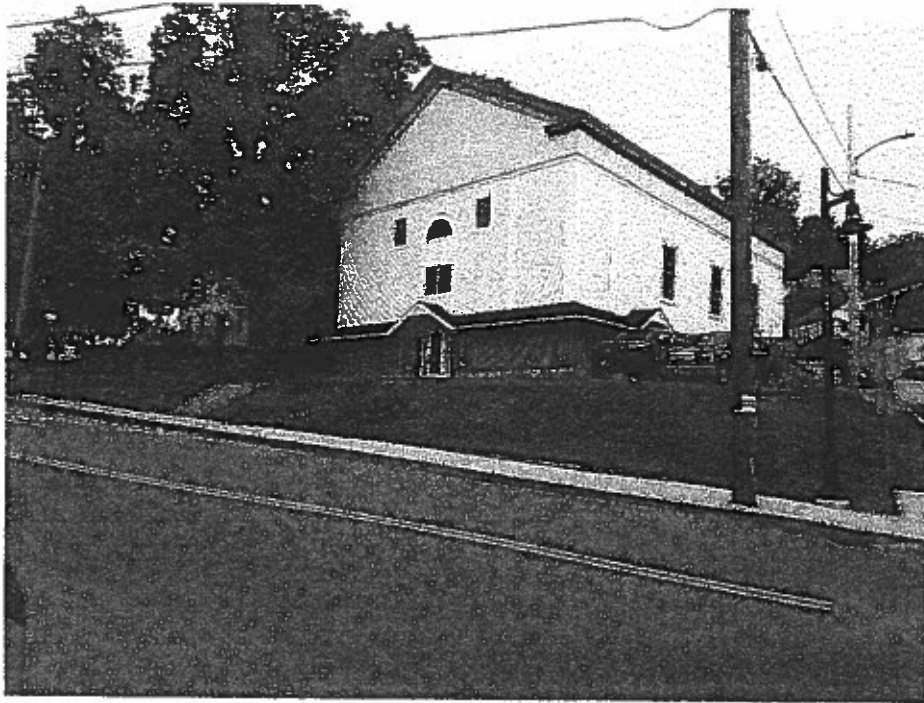
Reimbursable

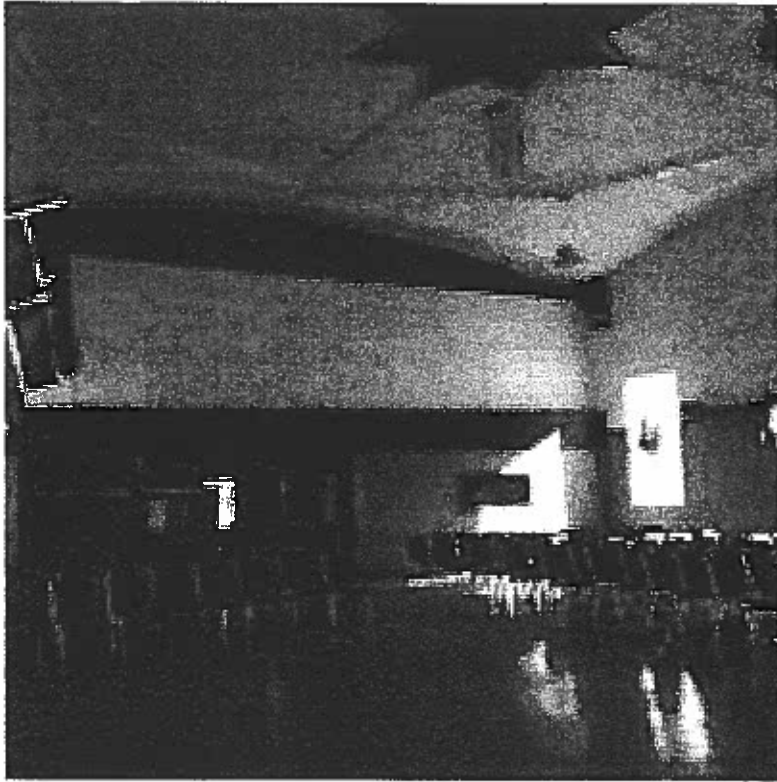
	Amount
Mileage	\$29.70
Total Reimbursable	\$29.70

A finance charge of 1.5% per month (18% annually) will be charged on balances over 30 days.

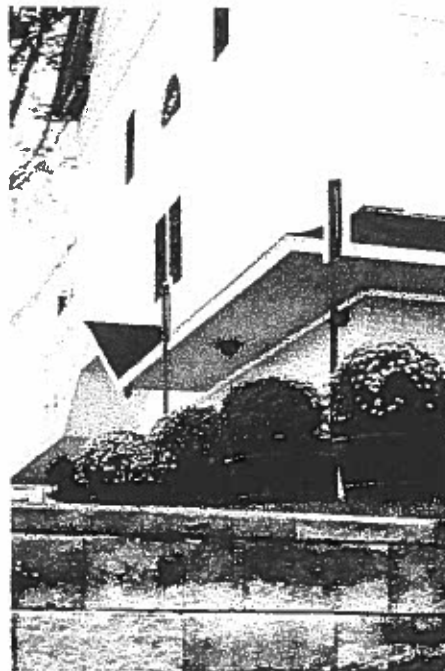
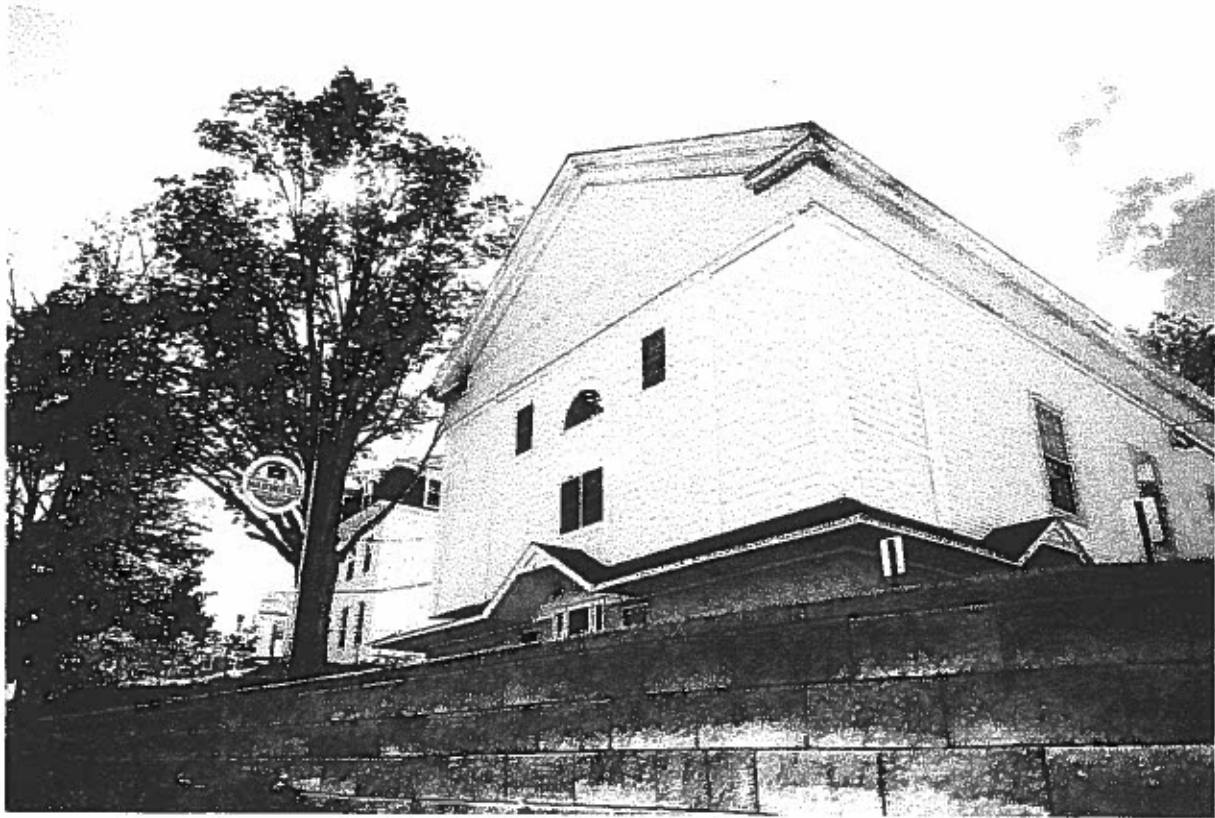
Project Photos

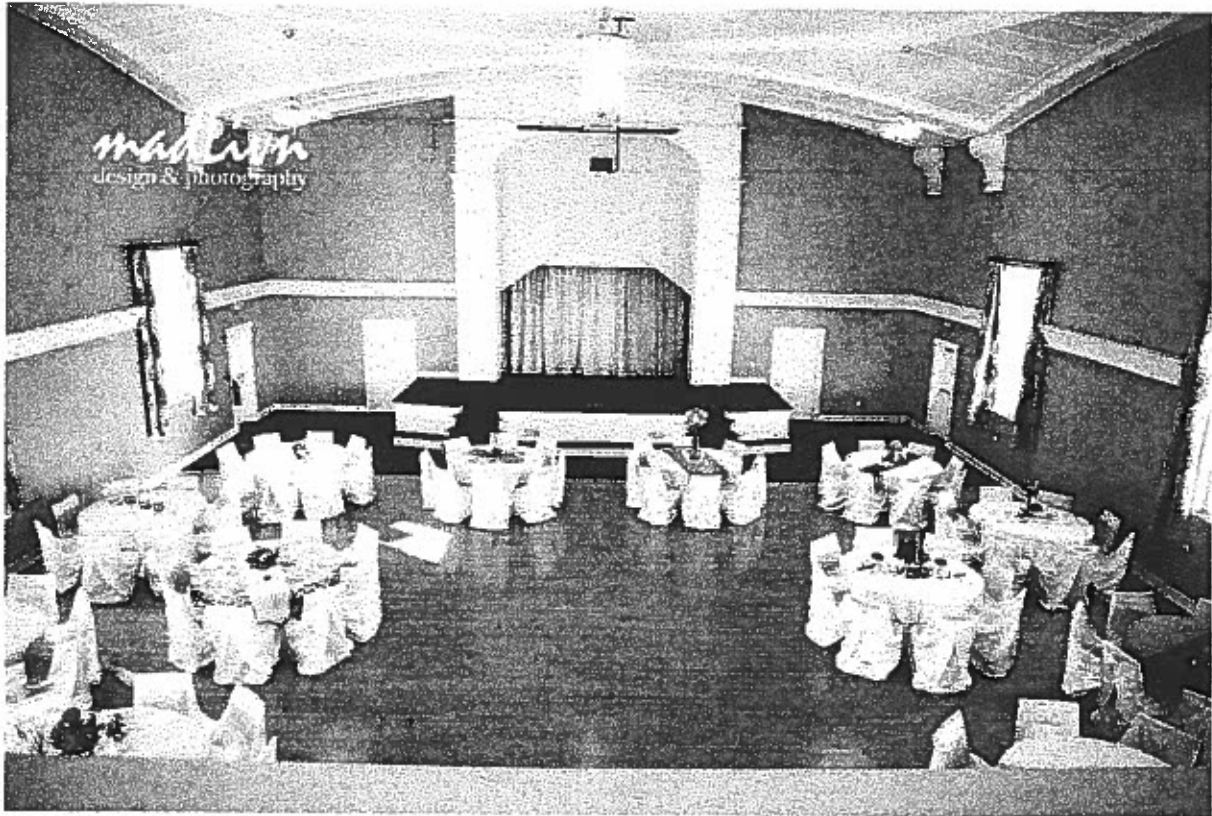
Pre-Renovation

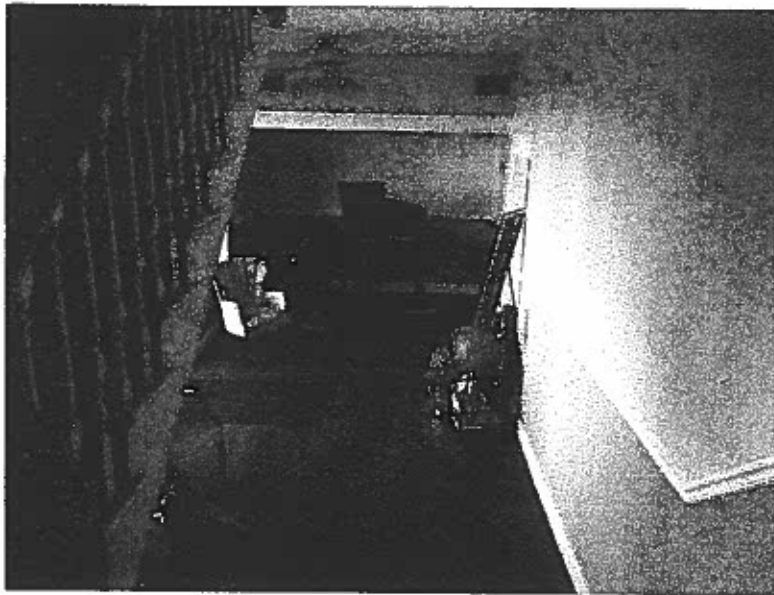
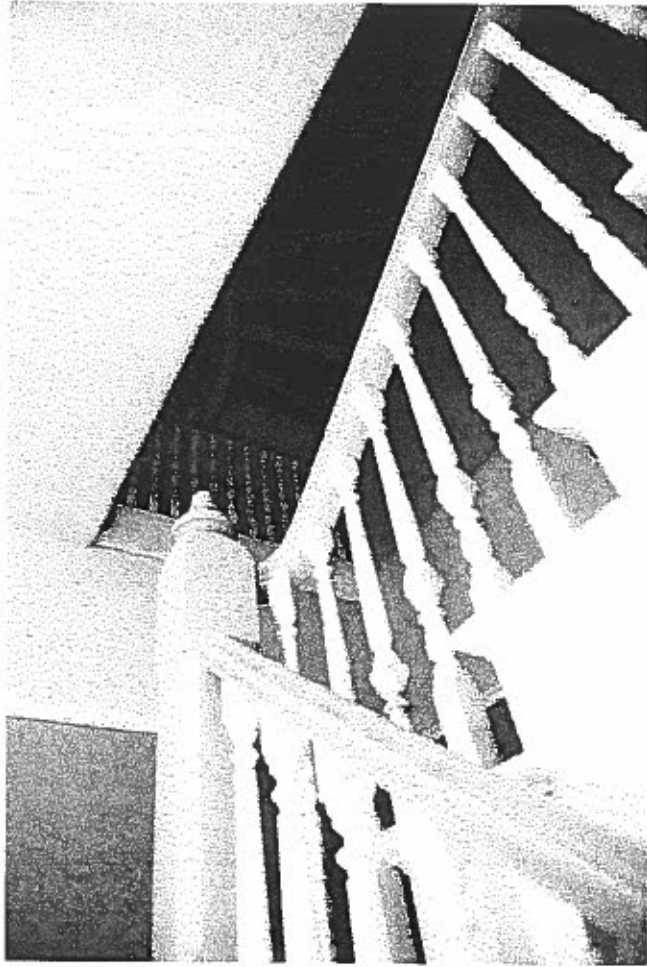


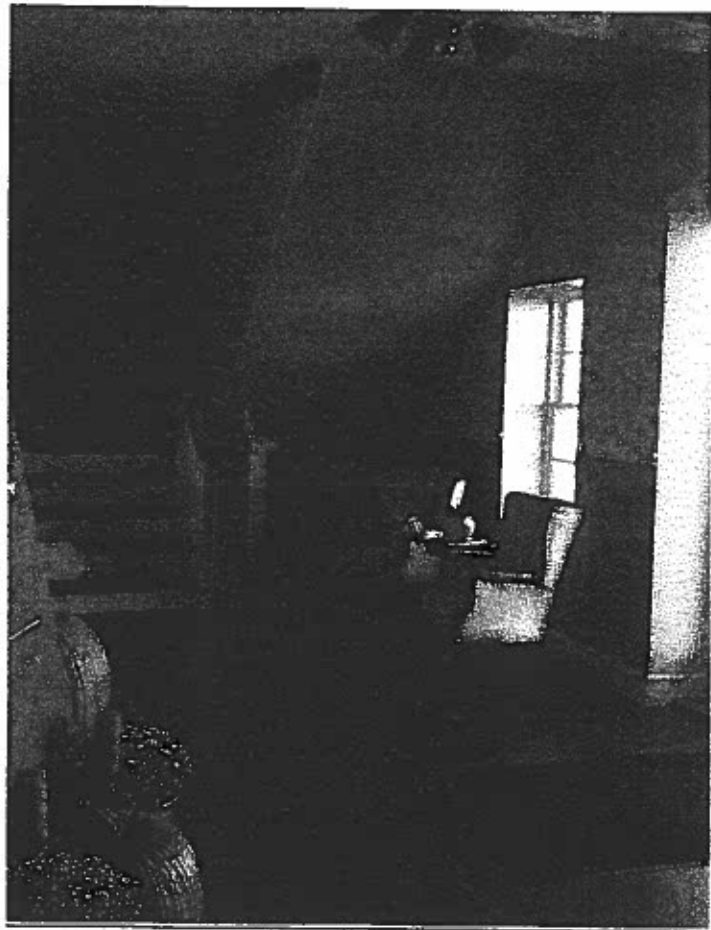
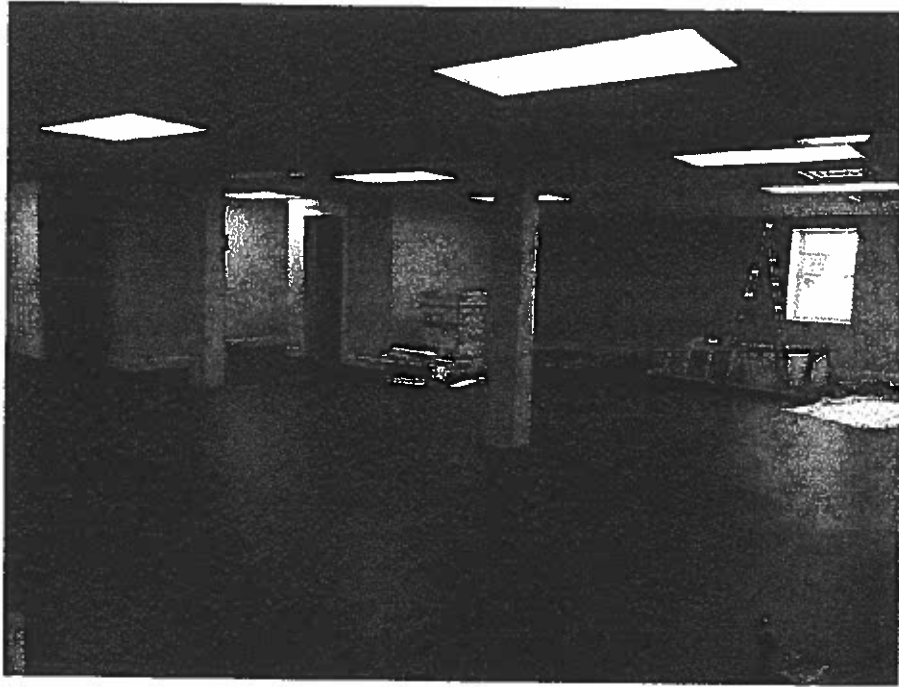


Post – Renovation











**All-Ways
Accessible®**
ELEVATORS & LIFTS
800-725-4387 • AWAlifts.com

Proposal

Proposal Number

00000554

All-Ways Accessible, Inc. is pleased to present the following proposal to supply and install:

Created Date	5/18/2018	Expiration Date	6/18/2018
Opportunity Name	The Hall at Great Falls- SL Straight	Account Name	The Hall at Great Falls
Shipping Address	49 Market Street Somersworth, NH 03878 United States	Phone	603-502-4764

Proposal forwarded Jason Berndtson
to:

All-Ways Accessible Contacts - 128 Hall St., Ste. F, Concord, NH 03301

Prepared By	Heather Bos	Phone	(603) 224-9226
Email	heatherbos@awalifts.com	Fax	(603) 224-9875

Product	Product Description
1- Stannah 600 Straight StairLift with Siena Seat:	Stannah 600 Straight StairLift with Siena Seat: 350 Pound Capacity One Hand Seatbelt On/Off Switch on Armrest Power Folding Footrest - Button on Arm Key Lock Easy Use controls on Armrest Safety Sensors on Footrest and Car Adjustable Seat Height Easy use / reach swivel seat levers Battery Operation Continuous Charging Waterproof Upholstery Upholstery Options Adjustable Seat Height Wireless Call/Send Controls Overspeed Device Folding Armrest On-Board Digital Diagnostics
Inspection for Commercial Application	Price includes costs associated with plans review and acceptance test with the state. Additional fees may be accessed to the building owner for operation certificates and other builder owner related items.
Model 600 Rail 8m (26'3" or 315")	Model 600 Rail 8m (26'3" or 315")

Subtotal

\$5,175.00





**All-Ways
Accessible®**
ELEVATORS & LIFTS
800-725-4387 • AWAlifts.com

Proposal

Proposal Number

00000554

Tax

0.00

Grand Total

5,175.00

Warranty

Labor Warranty 1 year
Parts Warranty 2 yrs. on parts
Major Warranty Stannah-Stairlift Lifetime warranty on the motor/gearbox, requires registration. Five (5) yr. motor/gearbox if not registered. Per manufacturer's guidelines.

Payment Terms

50/40/10

Mobilization	0.00
Due Prior to placing equipment/Deposit	2,587.50
Due when equipment is delivered	2,070.00
Due upon inspection and/or turnover	517.50

Note: Proposal and pricing quoted herein are valid for 30 days. Credit Cards will not be accepted for purchases over \$5,000.00. Use of a credit card may be subject to an additional 2.5% charge.

Heather Bos

Elevator & Lift Specialist

Signature

7/2/18

Date

Sara B Nadeau

Please Print Name

Managing Member

Title

I am the authorized Buyer or the Buyer's agent and I have full authority to sign this agreement.
Signature above indicates that the signer has read, fully understands, and agrees to abide by all the terms & conditions included herein.



General Job Details

TERMS AND CONDITIONS

- Painting and minor drywall patching of any kind is NOT included in this proposal.
- Bonds are not included in this proposal.
- If electrical supply lines for equipment or lighting are required, they will be supplied by others. See supplied drawings for details.
- Any underground piping or excavation (if required) to be provided by others.
- Protection of finished surfaces surrounding the lift system is the responsibility of the Contractor/Owner during installation.
- Storage of the elevator should the Owner/Contractor not be ready for installation upon arrival of the equipment. Seller agrees to store equipment or storage fees may apply.
- All permits, other than the elevator permit (If Required), will be the responsibility of others: this would include the Operations Certificate, Access Board, local building, fire and other required permits.
- All dimensions to be confirmed by builder/contractor on general layout drawings. Any deviation or alteration from specified work involving extra cost or labor will be executed upon signed written orders, and will become an extra charge over estimate. Manufacturer's site-specific drawings must be signed by the Contractor/Owner prior to placing equipment into production.
- If preparations are required to install the product, those shall be completed prior to the installation of the Product. Failure to do so may result in additional fees.
- If tie off is required, Contractor/Owner is responsible for placing an O.S.H.A required pick point in the ceiling of the shaftway for tying off and a second pick point for hoisting the equipment into place. See salesperson for the location of pick point.
- Provisions for meeting the Davis Bacon Act (Prevailing Wage) are not included in this proposal unless specifically indicated.

Specific Details Pertaining to Wheelchair Lifts, Elevators and Dumbwaiters

- A legal hoistway, properly framed, enclosed, including a pit of proper depth provided with waterproofing and dewatering of pit(s), to be provided by others. Hoistway is to be used for elevator use only and not as a chase for other services. ****NOTE**** Seller is not responsible for removing any heat pipes, wires, ducting etc. that have been run in the hoistway wall.
- Adequate supports and foundations to carry the loads of all equipment, including floors, trap doors, grating, foundations, lighting, ventilation and heat to maintain the room at an ambient temperature of 50 degrees Fahrenheit minimum, 90 degrees Fahrenheit maximum, non condensing to be supplied by others.
- Adequate supports and foundations to carry the loads of all equipment, including support for guide rail brackets to be provided by others. See manufacturers specific drawings.
- The hoistway shaft and enclosure are to be constructed and furnished to enclose the lift in accordance with local building codes.
- The shaft shall allow for a uniform and level pit below the level of the bottom landing and adequate overhead above the floor landing of the top landing, as per drawings.
- Pit depth and overhead to be as required by the manufacturer, see manufacturers specific drawings.
- Shaft doorjams need to be flush to the inside of the shaft if GC is providing doors (Wheelchair Lifts Only).
- Shaft doors are to be solid core with proper fire rating and supplied by others if not indicated in this proposal.
- If thresholds (by others) are installed on the landings, they should not extend into shaftway.
- A working telephone line to the elevator controller, if a telephone is required to be provided by others.
- Flooring and/or installation of flooring outside of any shaftway or lift to be provided by others.
- A wall to the shaft-way will need to be left off to allow for the installation (Dumbwaiters Only).
- If fire service is required, coordination with alarm company and installation of an alarm system to be provided by others (LULAs Only).

Specific Details Pertaining to Patient Lift Systems

- Some investigation work may be required to locate the structure to which the lift system will attach. AWA will make an effort to fill these holes in the time allowed. A complete fill of these penetrations is NOT included in this proposal.
- No other equipment other than the equipment supplied is legally allowed to hang on the equipment.



- AWA will use its best judgment in determining concealed conditions. However, it is impossible to determine all concealed conditions during the estimation process. If during or prior to the installation a condition is uncovered that requires more labor or materials to complete the installation, there will be additional costs. Some of the concealed issues could be but are not limited to, buried electrical wires, hidden plumbing pipes, unusual construction framing methods and ductwork.

NOTE: All slings are non-returnable or have a 30% restocking fee if unopened.

General Terms and Conditions

1. GENERAL: This contract constitutes the entire understanding between the parties and no other understanding, collateral or otherwise, shall be binding unless in writing and signed by both parties. Any additional work not covered under this contract must be requested through the office and will be addressed by a change order signed by both parties. Change orders may delay completion date and are payable 100% upon signing.

This contract is binding upon heirs, executors, administrators, successors, and assigns of the Buyer, however, the obligations of the Seller pursuant to the contract shall pertain to the Buyer only and no other party whatsoever and the obligations of the Seller pursuant to the contract shall not be assigned to any other party whatsoever, without the express written permission and approval of the Seller. Any and all costs incurred by the Seller to collect payments from the Buyer or to otherwise enforce the terms of this contract, including reasonable attorney's fees, shall be recoverable from the Buyer and reimbursed to the Seller by the Buyer.

This contract shall not be valid until such time as the contract has been signed by the Buyer or the Buyer's legal representative and received by the Seller along with the Buyer's deposit if required by the terms.

The Seller shall not be liable for damages resulting from or for any delay or inability to perform due to strikes, fire, acts of God, other natural causes (including weather conditions), acts of public authorities or enemies, availability of materials, or any other cause beyond the control of the Seller.

The Buyer understands that it is his/her responsibility to review his/her property insurance in relation to this contract. Materials and/or equipment become the responsibility of the Buyer once installed on the premises. If any portion of this contract is deemed unenforceable for any reason, the remaining portion shall remain in full force and effect.

The determination as to whether an architect, engineer or manufacturer's design and/or specifications will be suitable for use in a specific job is the sole responsibility of the Buyer.

Seller shall not be liable for any loss or damages to Buyer resulting from delays in production or delivery attributable to equipment manufacturer's transportation or other causes beyond the control of Seller.

All installation, warranty, and contract service calls will be performed during normal working hours of 8a - 5p Monday Through Friday. The seller cannot be held responsible for code changes that occur after the date this contract is signed. Buyer agrees to pay any additional charges for labor and/or equipment due to a code change. Seller agrees to provide documentation of any such code changes. Seller shall not be held responsible for concealed issues. Additional charges may apply if a concealed issue presents itself during installation of any equipment or service.

Applicable sales tax will be charged on all products sold in the states of Maine, Vermont, and Massachusetts. Sales tax can only be excused when an exemption certificate has been provided by the Buyer.

#Provisions for meeting the Davis Bacon Act (Prevailing Wage) are not included in this proposal unless specifically indicated.

2. FINAL PAYMENT: The final payment, in accordance with the payment terms stated above, is due when the equipment passes a state inspection, should it be required by law, or when the Seller turns over the equipment to the Buyer. For purposes of this contract, turnover occurs when the equipment is installed and running.

3. CLAIMS: Any controversy/claim arising out of or relating to this contract, shall be settled by final and binding arbitration before a single arbitrator in accordance with Commercial Arbitration Rules of the American Arbitration Association. All arbitration proceedings shall be held in New Hampshire. Upon issuance of an award by the arbitrator, either party may reduce the arbitrator's award to a judgment by filing a copy of the arbitrator's award in any court of competent jurisdiction.



4. TERMINATION: Prior to any equipment being placed on order, any and all payments made to Seller are forfeit and non-refundable if this agreement is terminated by the Buyer. After equipment has been ordered, the Buyer agrees to pay Seller 90% of the contract price to cover the cost of equipment, materials ordered, site visits performed, less any deposits received. Terminations must be made in writing; provisions of the termination go into effect upon receipt of the written termination. Seller may terminate this contract in the event of default by the Buyer of any term or condition of this contract and failure of the buyer to cure such default within (5) days of written notice of default thereof from the Seller.

5. LIMITED WARRANTY: The Seller warrants that the installation of the product(s) specified in this contract shall be of workmanlike quality and shall be in accordance with the applicable codes and regulations governing such installations. Provided the Buyer is in full compliance with this contract and its payment provision, the Seller shall remedy any defects, excluding normal wear and tear, due to faulty Seller supplied materials or workmanship which appear within a period of 1 year from the date of inspection and/or Turn Over. With respect to Seller supplied materials and equipment, any warranty furnished by the manufacturer will be available to the Buyer. This limited warranty is in lieu of and excludes any other warranty, express, implied or otherwise. This limited warranty applies to the Buyer only, and to no other party whatsoever. The Seller's sole obligation with respect to defective materials or workmanship under this warranty shall be, at its option, to repair or replace such materials or to otherwise remedy deficiencies in the work performed within a reasonable time following notification from the Buyer. The Seller shall not be liable to the Buyer for consequential damages of any nature on claims made under this limited warranty. The warranty on parts and labor is only in effect as long as the planned maintenance has been performed at prescribed intervals.

The Seller shall not be liable for materials or workmanship that the buyer alleges is defective and has been repaired or altered by someone other than the seller, or where the Buyer fails to notify the Seller of the alleged defect (s) within the warranty period. Except as specifically provided herein, the Seller makes no express or implied warranty, including but not limited to the implied warranties of merchantability and fitness for a particular purpose (to the extent such warranties are deemed to apply).

6. LIABILITY: The sole remedy for breach of any and all warranties and the sole remedy for the contractor's liability of any kind with respect to the work performed or materials provided hereunder, or any other performance by the contractor, shall be limited to the remedies provided herein. The Buyer agrees that the Seller shall not be liable for any special, incidental, indirect or consequential damages, or for specific performance. In no event shall the contractor's liability for damages, regardless of the form of action, exceed the total amount paid by the Buyer for work performed and materials provided by the Seller pursuant to this contract.

7. GOVERNING LAW: This contract shall be governed, construed, and controlled by New Hampshire law.

8. RESIDENTIAL CONSTRUCTION DEFECT RESOLUTION PROCESS:

NEW HAMPSHIRE LAW, RSA 359-G, CONTAINS IMPORTANT REQUIREMENTS YOU MUST FOLLOW BEFORE YOU MAY FILE A LAWSUIT OR OTHER ACTION FOR DEFECTIVE CONSTRUCTION AGAINST THE CONTRACTOR WHO CONSTRUCTED, REMODELED, OR REPAIRED YOUR HOME. SIXTY DAYS BEFORE YOU FILE YOUR LAWSUIT OR OTHER ACTION, YOU MUST SERVE ON THE CONTRACTOR A WRITTEN NOTICE OF ANY CONSTRUCTION CONDITIONS YOU ALLEGE ARE DEFECTIVE. UNDER THE LAW, A CONTRACTOR HAS THE OPPORTUNITY TO MAKE AN OFFER TO REPAIR AND/OR PAY FOR THE DEFECTS. THERE ARE STRICT DEADLINES AND PROCEDURES UNDER STATE LAW, AND FAILURE TO FOLLOW THEM MAY AFFECT YOUR ABILITY TO FILE A LAWSUIT OR OTHER ACTION.





PHOTOS OF MAJOR COMPLETED WORK POST – NOVEMBER 6, 2017

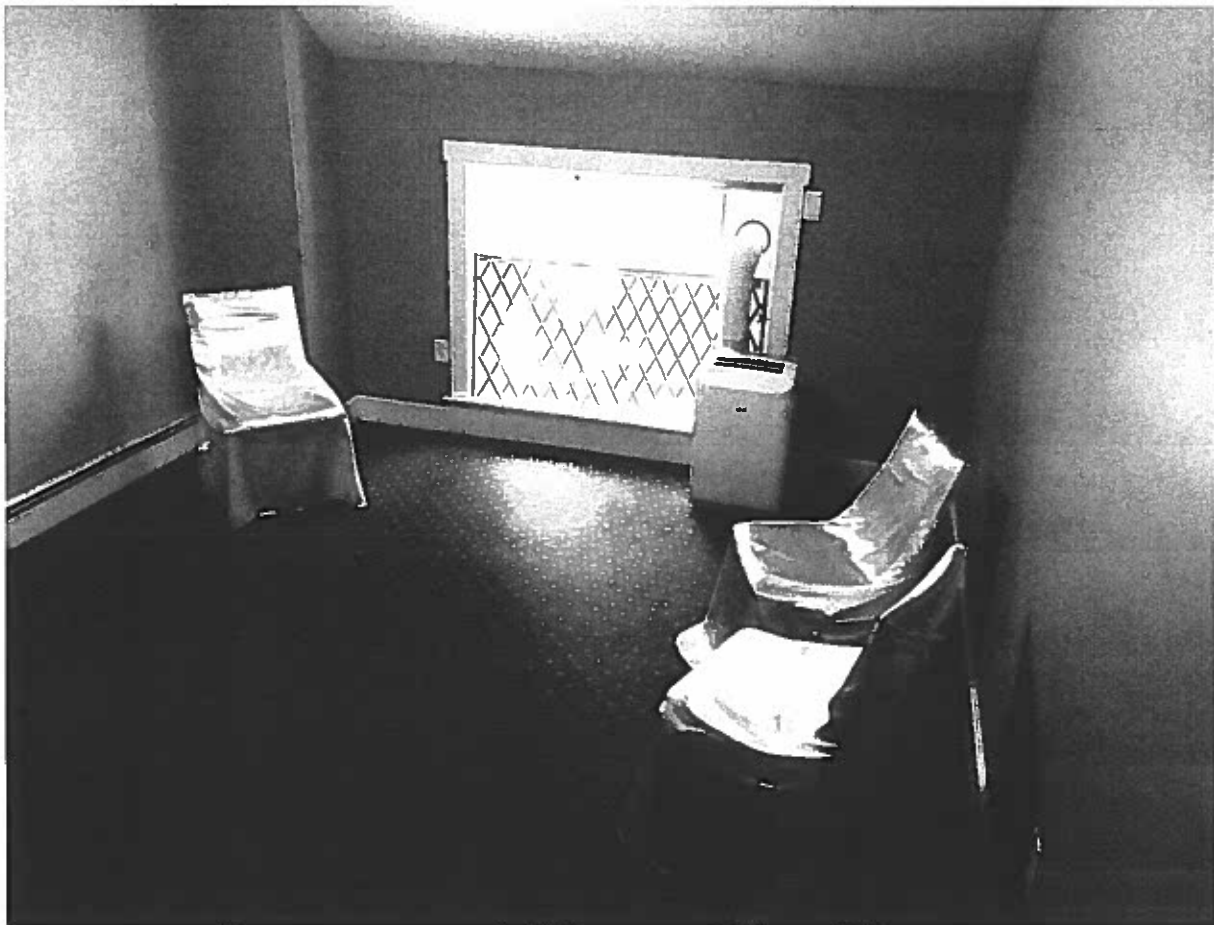


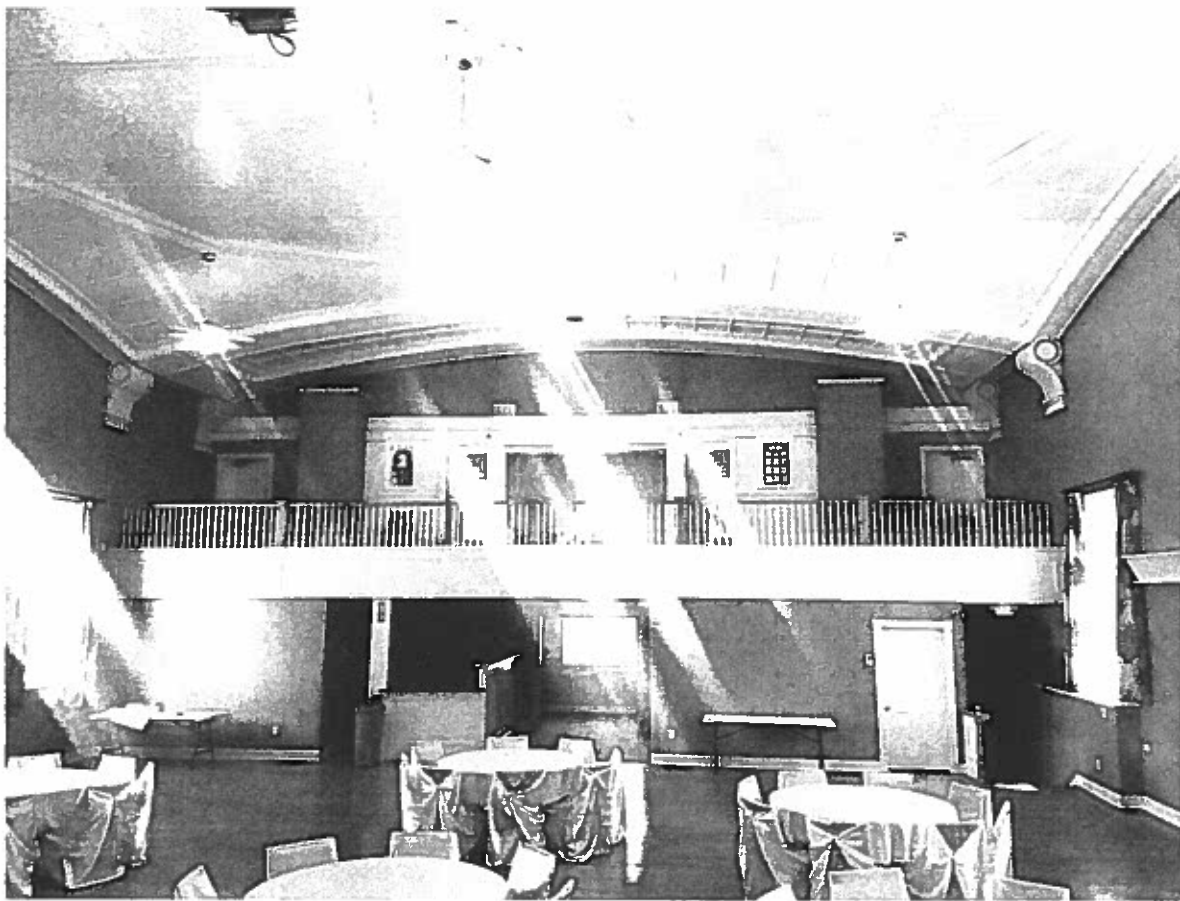
Bridal Suite



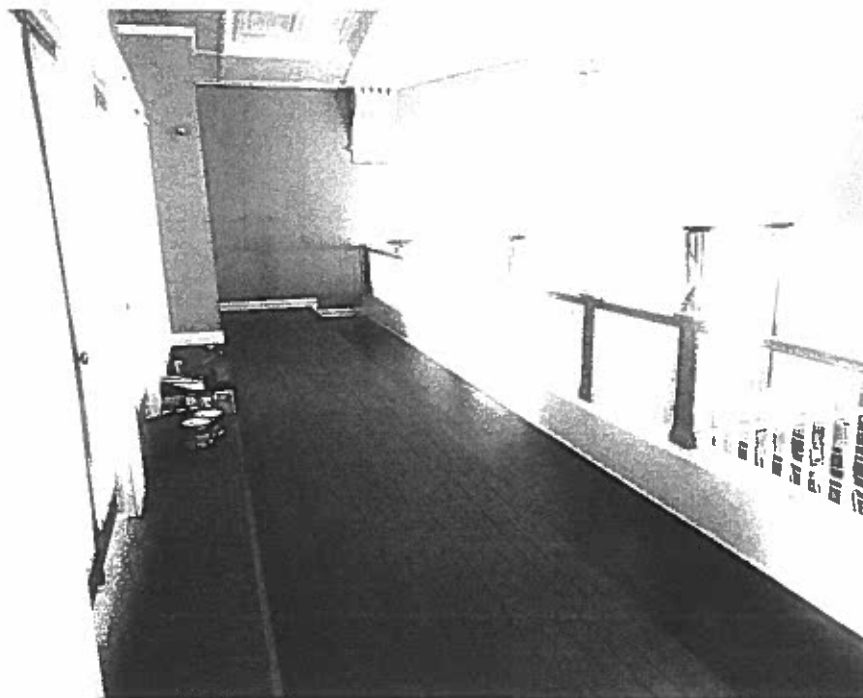


Groom's Suite





Balcony Restoration, Bar Installation & Refinished Floors



Balcony Restoration



Sod Preparation & Installation

SAMPLE

CITY OF SOMERSWORTH, NH
COVENANT TO PROTECT PUBLIC BENEFIT
Per RSA 79-E:8 (Community Revitalization Tax Relief Incentive)

335-337 Main Street LLC with a mailing address of 98 Fairview Ave. Portsmouth, NH 03801-3563 (hereafter referred to, collectively, if appropriate, as "GRANTOR") owner(s) of property situate at 67-73 High Street, Somersworth, NH (hereinafter referred to as the "PROPERTY"), for itself and for its successors an assigns, for consideration of tax relief granted to GRANTOR by GRANTEE pursuant to the provisions of RSA 79-E, agree to the following Covenants imposed by the City of Somersworth, (hereinafter referred to as "GRANTEE"), One Government Way, Somersworth, County of Strafford, State of New Hampshire.

These Covenants are made in exchange for property tax relief granted with respect to the PROPERTY as a result of the substantial rehabilitation of the PROPERTY to be accomplished by the GRANTOR in accordance with GRANTOR'S proposal (specific approved scope of work is shown in the "COMMUNITY TAX RELIEF INCENTIVE APPLICATION" dated _____ and submitted by the GRANTOR) approved by GRANTEE on _____.

This Covenant is to protect the public benefit in accordance with the provisions of RSA 79-E for a term of seven years (5 years for the substantial rehabilitation of the property plus 2 years for creating a new non-subsidized residential unit), beginning on _____ of the first tax year commencing immediately after the completion of the rehabilitation work. Notwithstanding the foregoing, the contemplated tax relief shall be null and void if the proposed rehabilitation work is not completed by _____.

The PROPERTY is designated GRANTEE'S Tax Map 11, Lot 63 in the City of Somersworth. For further reference to GRANTOR'S title see deed recorded at Book 4196, Page 0721, Strafford County Registry of Deeds.

The GRANTEE agrees that the PROPERTY, if substantially rehabilitated in accordance with GRANTOR'S proposal approved GRANTEE on _____ provides a demonstrated public benefit in accordance with the provisions of RSA 79-E:7 inasmuch as the substantial rehabilitation of said property:

1. Enhances the economic vitality of downtown; and
2. Promotes development of municipal centers, providing for efficiency, safety and a greater sense of community consistent with RSA 9-B.
3. Creates a new, non-subsidized residential unit.

The terms of the Covenant which is hereby granted by the GRANTOR to the GRANTEE with respect to the above described PROPERTY are to be co-extensive with the tax relief period are as follows:

GRANTOR'S COVENANTS:

REHABILITATION OF PROPERTY. The Grantor agrees to substantially rehabilitate the PROPERTY during the term of this Agreement in accordance with the GRANTOR'S proposal approved by GRANTEE on _____. The substantial rehabilitation contemplated by GRANTOR'S proposal approved by GRANTEE on _____ shall be completed by the GRANTOR on or before _____. All of the work on the attached scope of work must be completed in order for the tax relief to take effect. If only some of the work on the attached scope of work is completed prior to _____, then the PROPERTY shall be fully assessed for the value of that work during the tax years(s) commencing_____.

MAINTENANCE OF THE PROPERTY. The GRANTOR agrees to maintain, use and keep the structure in a condition that furthers the public benefits for which the tax relief was granted and accepted during the term of the tax relief under RSA 79-E.

REQUIRED INSURANCE, USE OF INSURANCE PROCEEDS, AND TIMEFRAME TO REPLACE OR REMOVE DAMAGED PROPERTY. The GRANTOR agrees and is required to obtain and maintain casualty insurance, as well as flood insurance, if appropriate. The GRANTEE requires a lien against proceeds for any insurance claims to ensure proper restoration or demolition of any damaged structures and property. The GRANTEE further requires that the restoration or demolition commence within one year following any insurance claim incident; otherwise the GRANTOR shall be subject to the termination provisions set forth in RSA 79-E:9, I.

RECORDING. The GRANTEE agrees to and shall provide for the recording of this covenant with the Strafford County Registry of Deeds. It shall be a burden upon the PROPERTY and bind all transferees and assignees of such PROPERTY. The GRANTOR will be solely responsible for payment of the recording fees.

ASSESSMENT OF THE PROPERTY. The GRANTEE agrees that the PROPERTY shall be assessed during the term of the Tax Relief Granted based on the value of the property and all such improvements in place as of _____ or such other value utilized by the Assessor to address improvements not covered by RSA 79-E. If terms of these covenants are not met, the Property Tax Relief will be discontinued. Furthermore, the GRANTEE will assess all taxes to the owner as though no tax relief was granted, with interest in accordance with RSA 79-E:9, II.

EXPIRATION, CONSIDERATION.

- I. EXPIRATION. Upon final expiration of the terms of the tax relief and associated covenants the tax assessment will convert to the then full fair market value and those covenants will be concluded.
- II. CONSIDERATION. The Tax Collector shall issue a summary receipt to the owner of such PROPERTY and a copy of the governing body of the City of Somersworth for the sums of tax relief accorded during the term of this Agreement. The local governing body shall, upon receiving a copy of the above-mentioned consideration, execute a release of the Covenant to

the GRANTOR who shall record such a release with the Strafford County Registry of Deeds. A copy of such release or renewal shall also be sent to the local assessing official.

- III. MAINTENANCE OF STRUCTURE. If, during the term of the tax relief, the GRANTOR shall fail to maintain the structure in conformity with the foregoing agreement, or shall cause the structure (s) to significantly deteriorate or be demolished or removed, the covenants shall be terminated and a penalty shall be assessed in accordance with RSA 79-E:9.

ENFORCEMENT. If a breach of this Covenant is brought to the attention of the GRANTEE, the GRANTEE shall notify the GRANTOR, in writing of such breach, which notification shall be delivered in hand or by certified mail, return receipt requested to the GRANTOR.

The GRANTOR shall have 30 days after receipt of such notice to undertake those actions, including restorations, which are reasonably calculated to cure the said breach and to notify the GRANTEE thereof.

If the GRANTOR fails to take such curative action, the GRANTEE may undertake any actions that are reasonably necessary to cure such breach, and the cost thereof, including GRANTEE'S expenses, court costs and legal fees, shall be paid by the GRANTOR, provided the said GRANTOR is determined to be directly or indirectly responsible for the breach.

The GRANTOR, by accepting and recording this Covenant to the GRANTOR agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities herein provided for and incumbent upon the GRANTEE, all in furtherance of the purpose for which this Tax Relief and associated Covenant is delivered.



Groundroot Preservation Group, LLC

16 Algonquin Drive, Cape Neddick Maine, 03902

BUILDING CONDITIONS ASSESSMENT

With Preservation Guidelines

**Furber Chapel,
Forest Glade Cemetery**
163 Maple Street
Somersworth, New Hampshire 03878



Prepared For:
Furber Chapel,
Forest Glade Cemetery
May 2018

Prepared By:
Groundroot Preservation Group, LLC
16 Algonquin Drive,
Cape Neddick Maine, 03902



This report was funded, in part, by a grant from the New Hampshire Preservation Alliance, which receives support for its grants program from the New Hampshire Land and Community Heritage Investment Program (LCHIP) and New Hampshire Charitable Foundation.

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Introduction & Executive Summary

This document was prepared by Scott Stevens and Steven C. Mallory of Groundroot Preservation Group, LLC for the City of Somersworth, New Hampshire to assess the condition of the Furber Memorial Chapel in the Forest Glade Cemetery and establish priorities for repairs and maintenance. The Forest Glade Cemetery is maintained by Somersworth's Department of Public Works and Utilities with advice from the city's Cemetery Trustees. The cemetery was listed in the National Register of Historic Places in 2017, with the Furber Chapel as a contributing resource.

Groundroot Preservation Group principals conducted site visits in October of 2017 and April of 2018, and were able to inspect the building in both warm and dry and wet and cold conditions. This report considers the conditions concerns of the chapel and its immediate landscape relating to the preservation of the structure. It does not address the condition of the greater Forest Glade Cemetery.

Designed by architect Henry Vaughn and built in 1898, the Chapel survives in nearly complete original condition. While largely intact and in good condition, the stone masonry exhibits some limited but serious structural problems. Repairs and restorations of varying quality have been performed over the years. At the time of this study, the building required significant repairs to structural stone on the north elevation and associated buttresses; repairs to parapet flashing to deter water infiltration; and major repair or replacement of the slate roof. Addressing these problems should be followed by minor repairs to interior plaster that has deteriorated and cracked from structural shifting and water infiltration over time.

All recommendations for treatment herein adhere to the Secretary of the Interior's Standards for Rehabilitation, appended in this report, as well as the National Park Service's Historic Preservation Briefs, and current, accepted historic preservation standards and practices.

Part 1 – History and Development of the Property

1.1 Architectural Narrative Description

Site, Form & Plan

The Furber Chapel sits within a planned cemetery landscape dating to the decade before the American Civil War. The cemetery is bounded along Maple Street in Somersworth by an iron fence punctuated by a main entrance consisting of a granite archway east of the Furber Chapel. The cemetery features meandering roads and paths, variations in grade, and some areas of carefully designed terracing within an overall natural landscape that descends downhill to the west. The design is similar in many respects to the landmark Oakwood Cemetery in Troy, New York, designed by John C. Sydney in 1850, and reflects the growing popularity of picturesque rural cemeteries in antebellum New England in the 1840s and 1850s. The cemetery features areas of graves in parallel rows, other areas of graves grouped by family, ethnicity and affiliation (Jewish, war veterans, etc.). Prominent local families' burial vaults are interspersed toward the east side of the cemetery and feature tombs within designed plots surrounded by associated family graves. The graves throughout, whether monuments or individual markers, are marked by engraved stones and monuments consisting mostly of local granite, but also of marble and sandstone. The cemetery also contains many graves either unmarked or with ground-level markers now concealed by encroaching sod. It continues to be an active burial place, with more recently cleared land and fields to the west or back of the cemetery. The oldest graves are located in the immediate vicinity of the Furber Chapel, the earliest from the early 1850s, in the easternmost portion of the cemetery. The cemetery features several historic well houses and gazebos. An elaborate wooden Italianate well house built in 1853 and located to the south of the Chapel originally stood on the site of the Chapel, and was moved to its current location in 1898 when the Chapel was built.

The chapel is situated on a raised area within the Forest Glade Cemetery, facing slightly northeast (for project purposes, the front elevation is the east elevation). The landscape was deliberately crafted as a high point in the cemetery; it is not a natural geological feature. The single entrance, on the front elevation is approached by two footpaths paved in what appears to be two generations of asphalt. The building features closely planted large sugar maple and red oak trees on the south and west lawns.

The Chapel takes the form of a one-story Gothic medieval funerary chapel (Figure 1). It is remarkably similar in form and scale to the Ascension Parish Burial Ground chapel in Cambridge, UK, begun in 1857 in the Gothic Revival style popular at the time (Figure 2).

The building is a gable-end structure executed in bearing-wall, rock-faced orange granite stone laid in irregular courses consisting of neatly squared blocks. An original bronze plaque, mounted within the stonework of the south elevation, commemorates the Furber Chapel's donor, Lizzie Jane Poor (Figure 3). A second plaque is located on the front (east) elevation and commemorates Mark A. Taylor, the restorer of the stained-glass windows, who died in 1992. The latter plaque was cut and inset into the original stonework (Figure 4).



Figure 1: Furber Memorial Chapel, Forest Glade Cemetery, looking northwest.



Figure 2: Ascension Parish Burial Ground chapel in Cambridge, UK, begun in 1857.



Figure 3: Bronze plaque, south elevation, commemorating the donor, Lizzie (Furber) Poor.



Figure 4: Bronze plaque, front elevation, commemorating Mark A. Taylor, restorer of the stained-glass windows 1980's to 1992.

The stones were originally laid in a bedding mortar of lime and sand, and may have been decoratively pointed on the exterior with a reddish-tinted pointing mortar. The corner buttresses, in contrasting gray granite block stones, were probably pointed in contrasting gray-tinted mortar (Figure 5). All of the original pointing mortar was removed and replaced with modern red or gray pointing mortars in the 1990s. The gables feature parapets with stone curbing, which is repeated in the main entrance vestibule discussed below. The roof is steeply pitched and covered in slate tiles flashed with metal at the parapet joints. The overhanging eaves on the front and rear elevations are punctuated by scrolled wooden false rafter tails that are painted (Figure 6).



Figure 5: Detail of typical stone masonry, showing contrasting stone and mortar colors.



Figure 6: Detail of front entrance vestibule roof looking southwest, showing roof, parapet, decorative tympanum, and wooden rafter tails.

The one-story, gable-end structure features a main entrance offset from the center, being in the southern, front bay (Figure 7). This projecting vestibule features a lancet-arched entrance consisting of double-leaf wooden doors with elaborate ornamental strap hinges, set within a Gothic arch of light gray contrasting stone. The entrance vestibule is topped by a gable-front roof with stone parapet that intersects the front elevation slightly below the eave line of the main structure. The stone tympanum above the entrance is elaborately relief-carved, featuring a crucifix surrounded by William Morris-style foliage and a phrase in calligraphy reading "I Am The Resurrection And The Life." The vestibule features overhanging eaves on the north and south elevations (Figure 8).

The rectangular-plan stone structure is punctuated by stone buttresses of a lighter-gray color that contrasts with the stone of the main mass. These are positioned at each corner, and dividing the front and rear elevations each into three equal bays. Two bays of windows are placed between the northern two buttresses on the front elevation, the south bay being occupied by the entrance vestibule see (Figure 1). The rear elevation's four buttresses divide three bays of double windows (Figure 9). These buttresses do not appear to be structurally tied into the main building, and serve a decorative purpose.



Figure 7: Front elevation of the chapel, looking west.



Figure 8: South elevation detail looking north, showing the intersection of the entrance vestibule and main building, and deteriorated wooden rafter tails.



Figure 9: Furber Chapel looking north, showing rear and south elevations; specifically buttresses, chimney and fenestration.

Fenestration

The fenestration of the building consists of leaded glass casement windows set within finished stone architraves of contrasting, light-hued granite. The finely finished window architraves feature stone window jambs and dividing mullions forming outward bevels (Figure 10). The north and south (gable-end) elevations each contain single, large Gothic lancet windows consisting of decorative, translucent, colored leaded-glass units set within wooden tracer (Figure 9). The front (east) elevation features two bays of double window units, divided by a stone buttress on the exterior. These rectangular units also exhibit decorative, leaded, colored glass. The southernmost unit (closest to the main entrance) is operable, tilting inward to provide ventilation. The adjacent unit is fixed. On the rear elevation there are three pairs of similar rectangular leaded glass casement windows, each divided on the exterior by a stone buttress. The two outer units are inoperable and fixed, but the central unit tilts inward to provide cross-ventilation.

Chimney

The rear eave elevation is punctuated by a tall, slender stone chimney stack toward the south end of the elevation. This chimney originally serviced a wood or coal stove on the interior, west side of the chapel. See Figure 9 The stove no longer survives, but evidence of the thimble accessing the flue is visible in the plaster on the west wall of the interior.

Interior

The interior of the chapel consists of two spaces (See the sketch plan on page 15). The main sanctuary space is the nave, which occupies the full footprint of the main portion of the building. The entrance vestibule, projecting from the south end of the main elevation, is the second space.

Nave

The nave, oriented in a north-south direction with the pulpit at the north end, is an open space featuring center-aisle layout, flanked by five courses of wooden pews along the side walls. A decorative wooden ceiling consists of ornamental wooden framing and sheathing.



Figure 10: Detail of a typical rectangular leaded stained-glass casement window.

(Figure 11). The space is punctuated by two exposed, decorated roof trusses forming wide lancet arches, and pieced at their apex by modified trefoils. The trusses are spanned at their midpoint by a single purlin course, which runs horizontally from north to south. The purlins are then intersected by regularly spaced common rafters. The areas between the rafters are finished in molded wooden wainscoting. While the trusses and purlins are structural elements, it appears that they support an additional roof structure that cannot be seen, which actually supports the slate roof. The rafters and wainscoting are decorative, non-structural elements meant to create an interior aesthetic rather than lend structural support. All of the wooden ceiling elements are finished in American cypress, an unusual wood for the late nineteenth century in New England imported from the southeastern states. It exhibits what appears to be its original glossy clear (probably shellac) finish.

The sanctuary is circumscribed by wooden dadoes composed of vertically oriented molded wainscoting of cypress topped by an inset paneling motif, and molded chair rails, also with a clear, glossy finish (Figure 12). The flooring is original Douglas fir that exhibits a worn varnish finish. The north end of the sanctuary features a raised platform, perhaps eight inches higher than the main floor, upon which the pulpit lectern sits. It is also composed of varnished Douglas fir.

The wall surfaces above the wooden dadoes are finished in original plaster. The plaster is hard and quite brittle, suggesting a gypsum component to the traditional composition of lime, sand and animal hair. As seen from a hole cut through the wooden wainscoting in the vestibule that exposes some of the back of the plaster in the sanctuary (discussed below), it appears that the plaster was installed over sawn wooden lath mounted on wooden studs framing the interior of sanctuary, rather than directly on the stone (Figure 13). In small areas where current paint films have failed, an original application of an orangey-red wash is exposed on the plaster, suggesting a much different original interior aesthetic (Figure 14). Given the period in which the building was constructed, it is possible that this color was originally part of a more elaborate interior decorative paint scheme, though we did not detect any evidence of lines, stencils or contrasting colors in the small areas currently exposed.

The leaded stained-glass windows discussed above are translucent, allowing only filtered light into the space. These windows underwent restoration in the 1980s and 1990s and are in excellent condition. Today their exterior faces are protected by Plexiglas storm window panels, most of which have discolored from long-term exposure to ultraviolet light (Figure 10).

Furniture in the space consists of original varnished white oak pews that feature scroll-cut ends with carved medallions and trefoil piercings, plank seats and slat backs (Figure 15). Only the ends originally facing the aisle feature the carved medallions; the sides facing the walls were left plain. The intermittent plain and carved pew ends seen from the aisle indicate that the pews, which are not fixed to the floor, have been moved around over time.

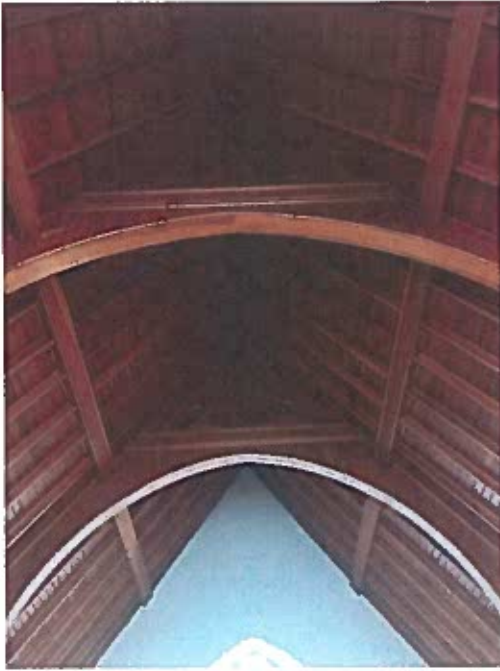


Figure 11: Nave ceiling detail looking north, showing trusses, framing and ceiling wainscoting.



Figure 12: Nave looking north, showing woodwork and plaster, ceiling and pulpit platform.



Figure 13: Vestibule, west wall, view through hole in the wainscoting that reveals the inside surface of the nave wall lath and plaster.



Figure 14: Detail of typical paint failure, nave west wall, showing underlying tinted original paint.



Figure 15: Pew detail, showing decoratively carved pew end.

The system of pews against the rear or south end of the sanctuary are fixed to the wall, and their seats are mounted on hinges to access storage cubbies below. A pair of highly carved Gothic-style chairs and a lectern supported by a clustered Gothic column and carved Corinthian capital are positioned on the pulpit platform. These items are made of white oak and varnished (Figure 16).

The building currently has no mechanical systems (plumbing, electrical or heating). The outline of a stove thimble on the west wall, now filled in, is visible (Figure 17). This fed into the chimney on the west elevation and serviced a wood or coal-fired stove that is no longer present. Two brass grates are located in the floor, one near the southwest corner and the other near the northwest corner (Figure 18). These do not relate to any original heating system, but instead provide ventilation to the inaccessible shallow crawlspace below the building. Further cross-ventilation is provided by two circular pipe vents in the building's foundation, one located at the west corner of the north elevation, and another in the north side of the vestibule foundation. These are original details and are protected by galvanized metal hardware cloth to prevent debris and vermin from entering the building (Figure 19).

We were unable to access the crawlspace to inspect the main deck framing.



Figure 16: View of pulpit platform and associated original furniture.



Figure 17: Detail of west wall looking southwest, showing plugged thimble for a former wood stove.

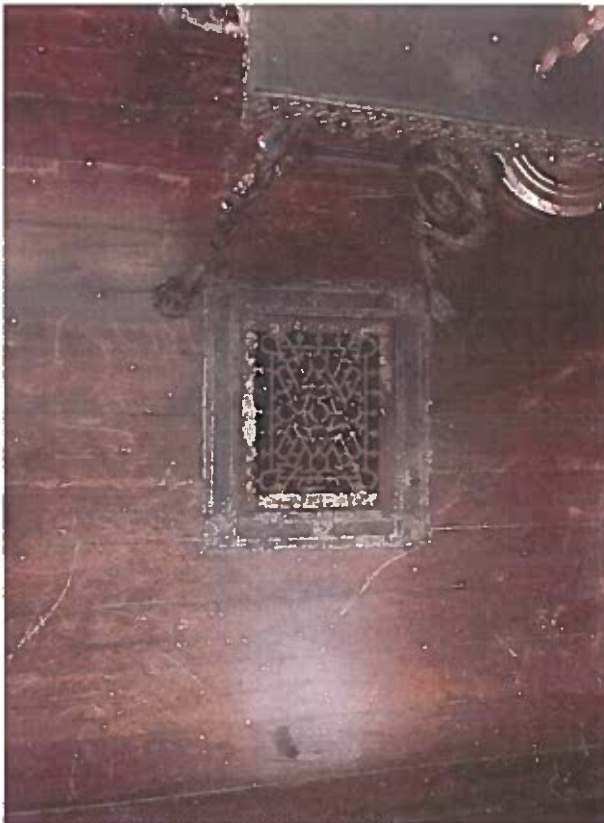


Figure 18: Detail of the brass floor ventilation grate, northwest corner of the nave near the pulpit platform.



Figure 19: View of the ventilation port in the foundation, west end of north elevation.

Entrance Vestibule

The entrance vestibule is a small space projecting from the south end of the east elevation. It features walls completely sheathed in molded cypress wainscoted with an original clear finish (Figure 20). Decorative rafters spanned by the same wainscot finish the ceiling. A pair of double-leaf, lancet-arched cypress doors lead from the vestibule to the sanctuary. The inside faces of the double-leaf exterior doors are also finished in molded cypress wainscoting. They exhibit no finish, probably having been stripped when the exteriors of the doors were rebuilt. The floor in the vestibule consists of varnished Douglas fir, the same as that in the sanctuary.

1.2 Historical Narrative

Forest Glade Cemetery was established in 1851. It was the Somersworth's first municipal cemetery after the city separated from Rollinsford. Park-like cemeteries on the edges of towns were an English concept developed in the eighteenth century as an alternative to church-yard burials, with Christopher Wren as an early proponent. The first designed, park-like municipal cemetery in the United States was Mount Auburn in Cambridge, Massachusetts, created in 1831.

Lizzie Jane (Furber) Poor funded construction of the Furber Memorial Chapel in 1897 in memory of her parents, James T. Furber (died January 27, 1892) and Jane Roberts Poor (died February 12, 1863). James Furber, a lifelong resident and benefactor of Somersworth, had been the general manager of the Boston and Maine Railroad. The dedication of the chapel took place on the 40th anniversary of the Forest Glade Cemetery's dedication.¹



Figure 20: View of the vestibule interior looking up and west, showing decorative woodwork.

¹ Park and Cemetery. Vol. VIII, No. 8. Chicago, October 1898. R. J. Haight, Publisher. www.books.google.com Page 157.

Architect Henry Vaughn (1845-1918) designed Furber Chapel. He was an Englishman who emigrated to the United States in 1881, establishing an office in Boston's Pemberton Square. Vaughn applied the English Gothic Style to Episcopal and Catholic church designs in his adopted country.² Among the many religious structures he designed are the chapel of the Society of Saint Margaret in Boston, Massachusetts; Saint Mary's Episcopal Church in Dorchester, Massachusetts; Christ Church in New Haven, Connecticut; and Saint John's Chapel at the Groton School, Massachusetts.

The 22 ½ by 33 ½ -foot chapel was constructed of Lawrence seam-faced granite with trimmings of Vermont granite. The interior trims were polished cypress. The walls were plaster painted "in warm tints".³ Former Sexton Mary Shaw reports that the interior had been repainted sometime before the 1990s, when the city funded extensive repairs to the chapel. At that time, scriptures originally painted on either side of the window in the north wall could be discerned but not clearly read.⁴ The pulpit and mourner's seats were made of quartered oak. The chapel windows were made of an opalescent glass invented in the mid nineteenth century.

For decades following its dedication, the chapel was presumably used for occasional funeral services.⁵ It had apparently fallen out of use by the 1970s, after stained-glass windows had begun deteriorating and were vandalized. In 1978, the cemetery's shed burned, and employees stored grounds equipment in the chapel.⁶

In the 1980s, city officials and residents began addressing the chapel's deterioration. Somersworth resident Mark Taylor volunteered to restore the chapel's small stained-glass windows, devoting 40 hours to each one, while the cemetery paid for materials. Upon his death in July of 1992, he had finished nine of the ten small windows. His family paid for restoration of the tenth by a local craftsman.⁷ Cemetery Sexton Mary Shaw found a company, Our Glass, to restore the large windows, and the city council approved funding for a five-year plan. Their restoration was completed in 1997. Somersworth's Finance Director Tom Marcoux took an interest in the chapel sometime between 1983 and 1985. He had the doors removed temporarily and sent them offsite for restoration.⁸

In the 1990s, a campaign of significant repairs to exterior masonry, the roof, and interior finishes was conducted over several years under the guidance of the city's Department of Public Works and Utilities (See details below). The chapel was rededicated in a ceremony on May 23, 1998.

² Wikipedia

³ Park and Cemetery.

⁴ Mary Shaw, personal communication with Scott Stevens 8 May 2018.

⁵ During research for this report, the authors found no documentation of the chapel prior to the 1990s.

⁶ Shaw, 8 May 2018.

⁷ Furber Memorial Chapel, a short history printed for the 1998 re-dedication of the chapel. Files of the Department of Public Works and Utilities, City of Somersworth.

⁸ Shaw 8 May 2018.

Since the re-dedication, the chapel has been used for one funeral service and one wedding, according to Mary Shaw. Some wedding parties and some high school seniors have had their photographs taken in the entrance.⁹ Starting in 2015, the Cemetery Trustees began offering programs for the public one Sunday each month during the spring, summer and early fall. Examples of such programs include readings by a poet, concerts by a string quartet and by the Funky Divas of Gospel.¹⁰ The cemetery has been incorporated into the city's celebration of Memorial Day for many years. In 1990, the ceremony was filmed for broadcast on Channel 9 news.¹¹ In 2017, the chapel was opened to the public from noon to three p.m. that day (Foster's Daily Democrat May 26, 2017).

Treatment History

2007 According to his February proposal, Vincent's Painting and Remodeling removed peeling plaster and paint; repaired holes and cracks in the walls with "compound"; removed and replaced old plaster around stained-glass windows; primed all repair areas with "pro-block"; and painted all surfaces with two coats of enamel satin finish.

1996-7 There was a general campaign of repairs. Broken and missing roof slates were replaced with new lead-coated copper step flashing and missing flashing on the parapets and chimney was replaced with lead-coated copper. Where stonework was deemed unstable on the "left side" of the building (separating from inside brick walls) it was removed, and the stones numbered for correct replacement. Ties were installed between the brick and stone masonry and the stones were put back in their original places. The interior south wall was framed and furred then fitted with wire mesh and plastered with brown and finish coats. The walls, window sills, jams, and header cracks were skim-coated. The interior was then repainted.

1996 A contractor removed the inside south wall, the right side of which had "sunk a couple of inches". He found a general moisture problem and rot in the top half of the wall. The trustees decided the whole exterior needed to be repointed and "sprayed" to keep out moisture. A mason was hired. The sexton also found three holes in the roof and squirrels living in the ceiling. Roof bids indicated the need for work on the chimney, too. One mason said the building was moving, the right-hand pillars on the front having moved 2 ½ inches. Another said only ¼ to ½ inch.

1993-1997 The large stained-glass windows were restored by Our Glass, a Division of Stained Glass Resources, Inc. Plaster walls around the windows were repaired after the windows were complete.

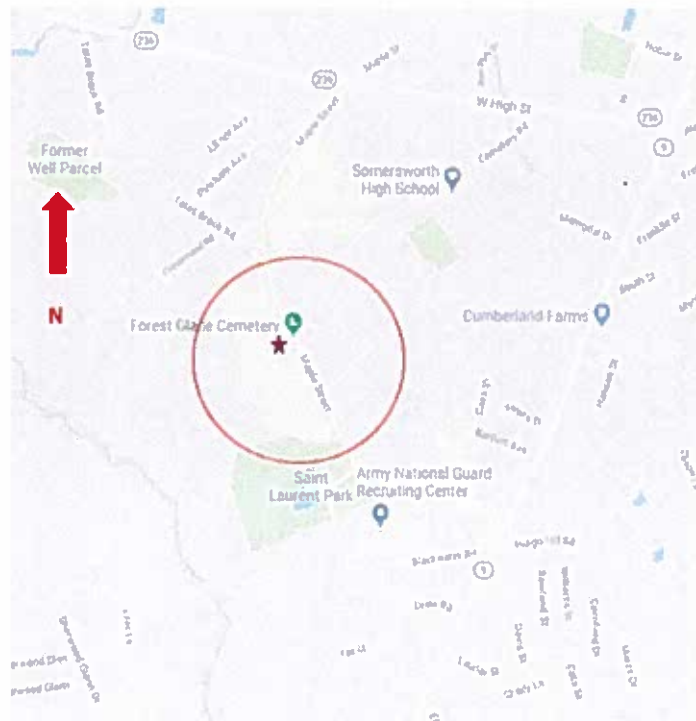
1980s-1992 Mark Taylor voluntarily repaired the smaller stained-glass windows, continuing until he died in July 1992. Taylor's family donated money for a professional to repair the last window.

⁹ Emails from Mary Shaw and Frank Kennedy to Maggie Roberge.

¹⁰ Maggie Roberge, personal communication with Scott Stevens 3 May 2018.

¹¹ Furber Memorial Chapel.

1.3 Location Map



Location Map 1985: The doors were restored under guidance of city Finance Director, Tom Marcoux.

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Part 2 – Preservation Objectives

2.1 Ownership/Management Goals

The City of Somersworth's goal is to ensure the long-range integrity of the Furber Memorial Chapel, so it can to support social and educational activities as promoted by the Cemetery Trustees at Forest Glade Cemetery. The first step has been to conduct this conditions assessment of the Chapel to determine future repairs needed and repair costs for capital planning.

2.2 Anticipated Use or Re-use

The City of Somersworth intends to continue the current uses: public programming and occasional weddings and funerals. The City's goals are to maintain these uses while properly caring for the building, retaining its historic character, architectural integrity and setting.

2.3 Character Defining Features

- the form of the building: gable-roofed, Gothic-Revival chapel, with nave, tower at the southeast front corner, front one-story entrance vestibule.
- walls consisting of bearing-wall, stone block construction, with engaged buttresses
- stone chimney stack.
- dressed stone window and door lintels, and buttress corbels
- leaded stained-glass windows
- exterior woodwork: front entrance door and trim, window frames, scrolled decorative rafter tails
- interior framing and finishes for the roof: trusses, purlins, rafters and wainscoting exposed on the interior of the nave
- plastered walls in the nave
- clear finished woodwork forming the dadoes, wainscoting in the entrance vestibule
- double-leaf interior doors dividing the vestibule from the nave
- the varnished Douglas fir flooring in the nave and entrance vestibule
- original fixed and movable pews, interior
- lectern and speakers' chairs, pulpit platform

Part 3 - Summary of Conditions

The Furber Chapel has been maintained and well cared-for by the City of Somersworth. Necessary repairs have been made to roof slates, front door and trim, and the stained-glass windows have been restored. While well-intentioned, some repairs are of varying quality and those who care for the property would benefit from informed direction, an action plan, and access to qualified artisans.

The stained-glass windows were well restored by a qualified artisan in the late 1980s and early 1990s and the work is holding up very well. However, the fairly recent carpentry on the front doors and associated woodwork is comparatively poor and these elements exhibit decay.

The entire exterior stone masonry was repointed in the late 1990s. While careful attention was paid to matching the original tinted mortar, the mortar is of the wrong type, is rapidly failing, and is causing more serious structural problems in the masonry.

The slate roof exhibits many broken and missing tiles, and areas of poor replacement from storm damage. The copper flashing joining the roof to the gable parapets may be defective, as chronic moisture infiltration is evident. The slate roof and associated flashings likely require full replacement.

Most seriously, there is a significant structural shift in the east end of the north stone wall, parapet and northeast corner buttresses. This situation requires specifications by a qualified architectural conservator and the attention of an experienced stone masonry restoration specialist.

The interior is generally in very good condition. Issues are limited to cracking plaster and failing paint films. Flooring and other wooden surfaces exhibit wear and tear commensurate with age and use.

Access to the building is provided by two asphalt-paved walkways that are badly deteriorated and exhibit extensive moss growth, making them slippery and a trip hazard.

3.1 Exterior

Stone Masonry

Because of a variety of conditions, but only one major area of concern, the exterior stone masonry conditions are described below on a topical rather than elevation-by-elevation basis.

Stone Mortar Joint Pointing

The entire exterior of the building was repointed or rebuilt in 1996 and 1997. All of the original pointing mortar was removed and replaced with tinted mortar, probably

replicating the reddish mortar between the stones in the main mass and gray mortar in the buttresses see Figure 5. As mentioned in the history section above, some structural repair and tie rods were inserted somewhere on the south elevation, but the precise locations and nature of the repairs are unknown. The replacement mortar has failed on all elevations of the building, exhibiting cracking, deflection and loss (Figure 21). Biological growth is embedded in many open joints because the interior, lime-based bedding mortar has begun to disintegrate and become soil-like due to loss of calcium carbonate. This is being caused by the hard, later cementitious pointing mortar that is preventing proper migration of water vapor to the outside, resulting in repeated freeze-thaw cycles that have broken it down.

The entire exterior of the building - main wall surfaces, buttresses, parapets and curbing, and window architraves - requires repointing. All later mortar must be removed, all friable original bedding mortar removed, and the above replaced with a historically appropriate mortar with proper lime content and hardness. Due to such complete loss of original material for visual comparison, other Vaughn buildings from the era might need to be examined to determine the correct color and joint profile. Specifications for such a project must be developed by a qualified architectural conservator.



Figure 21: Detail of typical, widespread failure of non-original pointing mortar.

Structural Shift, Northeast Corner

The building exhibits significant evidence of structural movement in the northeast corner. This involves the upper wall, parapet and curbing, and the corner buttresses. The main wall surface above the eave line exhibits an outward bulge and an inward deflection (Figure 22). Interior wall plaster on the inside surface of this area exhibits a crack and some separation (Figure 23). Paint surfaces on the interior of the north wall are flaking. All of this suggests that there is a persistent leak in the parapet flashing, and that migrating water, unable to escape through the hard modern pointing mortar, is causing the masonry to shift with seasonal freezing and thawing. The same factors are causing the two buttresses at the northeast corner, which are decorative and not tied into the main mass, to deflect (Figure 24). They are out of plumb and beginning to lean away from the building. Freeze-thaw and water penetration are also the root cause for shifting and deflecting in the parapet curb stones.

In collaboration with an expert stone mason familiar with historic mortars and a qualified architectural conservator, city officials will need to weigh the relative costs and benefits of rebuilding the upper portion of the north wall and parapet and the northeast corner buttresses, versus stabilizing them in place using correct mortars and concealed stitching rods.

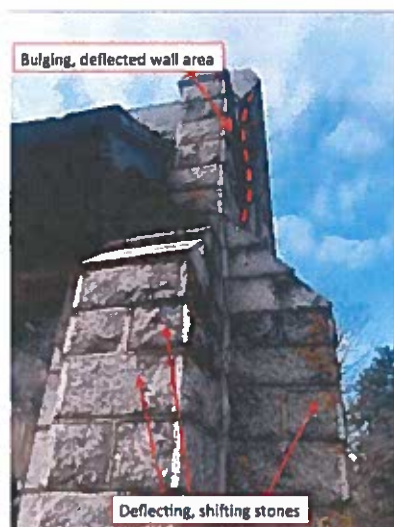


Figure 22: View of buttresses, northeast corner, showing shifting and deflected stones.



Figure 23: Detail of north interior wall. Plaster cracks due to shifting masonry in the northeast corner of the building are depicted in yellow dotted lines.



Figure 24: View of northeast corner buttresses. Red dotted lines demonstrate how they are out of plumb and pulling away from the building.

Biological Growth

The exterior stone masonry exhibits widespread growth of moss on stones and many mortar joints (Figure 25). This is a result of the degrading pointing mortar and water infiltration, but also contributes to further deterioration as roots grow into the material. In advance of a major exterior masonry pointing project, biological growth should be killed and kept at bay using a fungicide that is preservation-friendly (See preservation briefs on page 30).

Roof and Flashing

The slate roof consists of a majority of light gray-green slates that are likely original, with isolated obvious repairs with replacement slates of a much darker color (Figure 26). Both original and replacement slates exhibit cracking, broken off corners and missing slates. The ridges of the main building and vestibule are capped by what appear to be original ornamental copper ridge caps. Due to the overall condition of the roof and the associated flashings (see below), we recommend in-kind replacement of the slate roof. This should be done after repairs to the north parapet and wall masonry.

The roof is flashed against the parapets with what appears to be overlapping sections of folded copper flashing. This material has several defects, causing long-term water infiltration into the building. The northeast parapet, directly above the area of deflected north-wall stonework and cracked plaster discussed above, exhibits a hole in the flashing, a failed joint and sealant, and a shifted parapet curb stone (Figure 27). The cause of failure is likely due to poor initial installation, and also the nature of copper and its application in this context. Copper is subject to significant “creep”, or movement during temperature extremes. It is not particularly malleable. The slate roof absorbs significant heat in the warmer months. The stone building is more stationary and less subject to move seasonally than wood-framed structures, yet the wooden roof framing will flex and shift seasonally. The relationships between stationary and flexible components in the building make the rigid copper flashing susceptible to shifting and leaking in certain conditions, enough to allow water to penetrate. When repairing the north parapet and replacing the roof, rolled lead should be used for new flashing. This material remains malleable and will adequately adjust to seasonal changes in the building.



Figure 25: Detail of the northwest parapet bases showing typical, heavy biological growth



Figure 26: Detail of slate roof, front elevation, showing typical cracked and missing slates, later obvious repairs.



Figure 27: Detail of north parapet, front elevation, showing defects in flashing and curbing that contribute to the structural shifting in the northeast corner of the building, and interior plaster cracking.

Exterior

Woodwork

Exposed Rafter Tails and Soffits

The exposed rafter tails and soffits are in generally good condition. Many exhibit end-grain cracking commensurate with age. It can be controlled by vigilant maintenance with high-quality paint (Figure 28).

There are two areas of more significant deterioration to these elements, each located on the east elevation on either side of the intersecting vestibule roof. Here, backsplash from rainwater falling from the main building roof onto the lower vestibule roof has caused significant but localized decay in nearby rafter tails associated with the main roof. The rafter tails have decayed to an extent that they warrant in-kind replacement with high-quality materials (Figure 29). Advice should be sought from a qualified architectural conservator.



Figure 28: Detail of the wooden rafter tails, front elevation, showing typical end-grain cracking as well as paint failure in the sheathing caused by defective roofing slates.



Figure 29: Detail of the joint between front vestibule and the main building, showing decayed wood related to splash-back effect and poor roof drainage.

Front Doors and Architrave

The front doors and their surrounding wooden architrave set into the stone masonry were recently restored. The ornamental hinges and the interior wainscot faces to the doors were retained, though the finish was removed. The outer faces of the doors were replaced in-kind, as were all associated wooden jamb components. The work is generally poor in quality. Low-grade wood was used, which has resulted in premature rot at the bottom of the door frame and the doors (Figure 30). Moldings are piecemeal, poorly joined and not properly aligned (Figure 31). The hinges were re-installed with a combination of original studded nails and where missing, plain drywall screws.

We recommend treating the bottom edges of the door with an epoxy sealant to consolidate the wood and prevent further deterioration. The outer elements of the wooden door frame should be replaced in-kind with high-grade materials and sealed against moisture infiltration with epoxy by a skilled restoration carpenter.



Figure 30: Detail of the front entrance, south side, showing premature decay in recently replaced woodwork due to poor materials and craftsmanship.



Figure 31: Front entrance detail showing poorly-aligned and deflecting wooden trims, recently replaced.

Window Frames

Each of the stained-glass windows is set into its stone architrave within wooden frames consisting of molded architraves and heavy wooden sills. All of these units exhibit degrees of paint failure and minor ultra-violet light damage to exposed wood (Figure 32). They require only minor repairs and repainting with high-quality films following the recommendations of an architectural conservator. The windows are protected from the elements by fixed exterior storm windows, discussed below.

Stained-glass Windows

Most of the stained-glass windows were restored between the late 1980s and 1992 by local volunteer and stained-glass artisan Mark A. Taylor. After his death, volunteers of similar competence completed the remaining windows. They remain in excellent condition with no evidence of settling, sagging, or deterioration. No treatment is recommended.

Each unit is protected on the exterior by a fixed Plexi-glass storm window. For the rectangular casement units, they are surface-applied to the wooden window frames. For the large lancet windows, they are set within the wooden tracery. While they continue to protect the windows well, they are showing signs of deterioration. The Plexiglas has become milky and translucent, and all units show failure of gaskets and sealants (Figure 33). This type of storm unit generally requires replacement about every 20 years due to the nature of the materials. In the short term, failing gaskets and sealants can be removed and replaced with high-quality solvent-based products. Depending on city officials' preference for aesthetics and the desire for clear glass, the units should be replaced in the next five years.

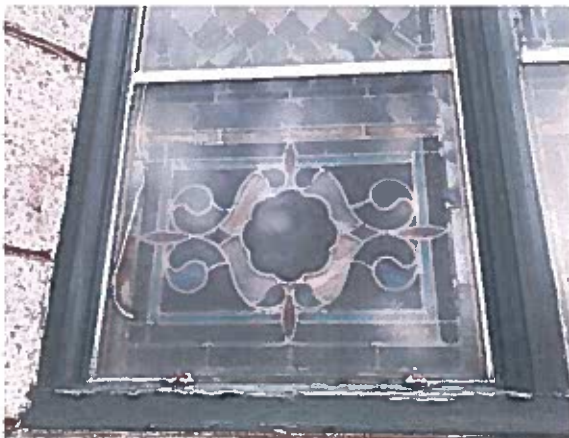
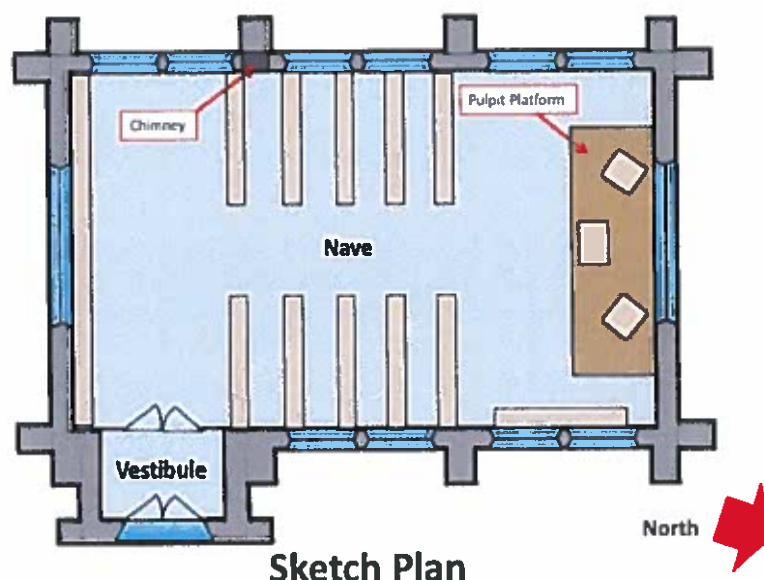


Figure 32: Detail of a rectangular casement window showing typical, minor paint failure on the window sill, exposing areas of bare wood.



Figure 33: Detail of the large lancet window, south elevation, showing protective exterior storms with failing gaskets and sealants that are falling out.

3.2 Interior



Wall Plaster and Paint

The original wall plaster, a mixture of sand, lime, animal hair and gypsum installed over wooden lath mounted to framing, exhibits minor hairline cracks commensurate with age. For the most part they are stable and there are no signs of detachment or failure. However, a significant crack on the upper wall east of the north lancet window is clearly related to structural shifting in the stone masonry, discussed above. This plaster can be cosmetically repaired following restoration of the stone masonry. Records indicate that the entire south wall was re-plastered in 2007. This involved removal of original material, replacing or repairing framing, and installing new three-coat gypsum plaster over wire mesh.

There are two other types of widespread but minor damage to paint and plaster on the interior. The first is flaking and cross-checking of paint film (Figure 34). This appears to be related to surface tension incompatibility between the later paints and underlying original coatings, the latter possibly distemper or "calimine" paint. Over time, the bond between calcimine paint and later oil or acrylic-based paints can fail because they react to changes in humidity differently. Given the current use of the building, we recommend proper paint preparation and re-painting once exterior roofing and stonework issues are resolved.

The second type of damage is distinct bubbling and blistering on the window surrounds, particularly on the north and south or gable-end elevations (Figure 35). This blistering of paint is due to soluble salts forming within the plaster behind the paint, the result of long-term moisture infiltration. We believe the root cause to be two-fold: defective roof parapet flashing, and leaks in the protective storm windows. Once moisture infiltration issues are resolved (roofing, flashing, stonework, and storm window repairs), failed paint and finish coat plaster can be easily removed and repaired.



Figure 34: Detail of typical cross-checked and failing paint, nave interior, due to paint adhesion problems.



Figure 35: Detail of blistered paint on the interior sill of the south lancet window; typical conditions related to chronic water infiltration.

Woodwork

The interior woodwork (all ceiling elements, wall dadoes and interior vestibule materials) is in excellent condition and exhibits no signs of deterioration. We recommend no treatment other than eventually repairing the hole cut in the west vestibule wall for an unknown reason, and applying several coats of amber shellac to the bare interior surfaces of the front doors.

Furniture

The furniture in the building (pews, chairs, lectern) shows signs of minor wear and tear commensurate with age but is otherwise in very good condition, requiring no treatment. If desired, administrators can rearrange the pews so that each exhibits its carved side facing the center aisle. The furniture can be dusted and polished with micro-crystalline (“Renaissance”) wax as needed.

Flooring

The Douglas fir flooring in the sanctuary and vestibule exhibits a varnished finish that is extensively scuffed and worn (Figure 36). There are scattered paint drippings from past interior projects that are minor and not a concern. The floor can be steam-cleaned and buffed with a carnauba-based “bowling alley” wax to improve its appearance as needed. We recommend installing a walk-off floor mat in the vestibule and rear portion of the sanctuary to minimize the tracking-in of dirt and gravel.

The flooring exhibits no signs of extensive wear and tear, splintering, or exposure of nails and tongue-and-groove joints. However, there is a distinct drop in the vestibule flooring, which has created about a ¼” gap between the door architrave and the surface of the floor (Figure 37). This appears to be benign long-term settling. We detected no evidence of decay or structural failure. This area should be monitored by installing temporary measuring devices (glass-slide “tell tales”), to record any active movement over the long term.

3.3 Landscape

The immediate landscape surrounding the building is well-drained and ventilated. There are no drainage issues present. We recommend trimming the limbs of any nearby mature trees to above the eave line of the building.

The only identifiable concern relates to the two paved walkways accessing the entrance. The walkways consist of two thin layers of asphalt that are pitted and deteriorating. They exhibit frost heaves and extensive moss growth (Figure 38). We recommend removing the asphalt surfaces and replacing them with well-bedded fine gravel. This will be easy to maintain and will be less prone to fostering biological growth.



Figure 36: Detail of the Douglas Fir interior flooring, showing typical scratched and worn varnish finish.



Figure 37: Detail of the joint between the wall and door wood work and the floor in the entrance vestibule, showing a gap that indicates downward deflection and settling of the vestibule floor.



Figure 38: Asphalt walkway accessing the Chapel looking northwest, showing crumbling asphalt and extensive growth of slippery moss.

Part 4 - Prioritized Treatment Recommendations and Rough Cost Estimate

**Estimates are based on the contractors past experience.*

4.1 Exterior

1.	Repair north wall stonework (repair/rebuild)	\$50,000
2.	Replace slate roof and associated flashing	\$60,000
3.	Complete exterior masonry repointing	\$40,000
4.	Repair of rotted rafter tails	\$2,500
5.	Replacement of front door surround	\$2,500
6.	Exterior woodwork preparation, prime and paint	\$5,000
7.	Trim vegetation away from the building on the south elevation	Volunteer project, N/A
8.	Remove moss and lichen growth from the stonework	\$1,500
9.	Replace existing protective exterior storm windows	\$7,000

4.2 Interior

1.	Repair wall plaster	\$3,000
2.	Repaint interior	\$3,000
3.	Clean and buff flooring	\$ 800
4.	Apply shellac to the interior faces of the front doors	\$ 500
5.	Correctly arrange the pews	Volunteer project, N/A

Part 5: Supplemental Information

5.1 The Secretary of the Interior's Standards for Rehabilitation **National Park Service, U.S. Department of the Interior**

The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. They provide practical guidance for decision-making about work or changes to a historic property. Applicants to the Land and Community Heritage Investment Program (LCHIP) and some other preservation grant programs must be willing to adhere to these Standards. Of the four different Standards, the N.H. Division of Historical Resources generally recommends adhering to the Standards for Rehabilitation as outlined below. **Treatment approaches for the standards of rehabilitation apply to most buildings in current use.*

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

More on the Standards and associated Guidelines, which offer general design and technical recommendations to assist in applying the Standards, can be found at: <https://www.nps.gov/tps/standards.htm>. Together, the Standards and Guidelines provide guidance and a framework for decision-making about work or changes to an historic property

5.2 National Park Service Preservation Briefs:

<https://www.nps.gov/tps/how-to-preserve/briefs.htm>

<i>Number</i>	<i>Title</i>
1	<i>Cleaning and Water-Repellent Treatments for Historic Masonry Buildings</i>
2	<i>Repointing Mortar Joints in Historic Masonry Buildings</i>
6	<i>Dangers of Abrasive Cleaning to Historic Buildings</i>
9	<i>The Repair of Historic Wooden Windows</i>
10	<i>Exterior Paint Problems on Historic Woodwork</i>
33	<i>The Preservation and Repair of Historic Stained and Leaded Glass</i>
37	<i>Appropriate Methods of Reducing Lead-Paint Hazards in Historic Housing</i>
49	<i>Historic Decorative Metal Ceilings and Walls: Use, Repair, and Replacement</i>

**Briefs can be accessed at the following website:
<https://www.nps.gov/tps/how-to-preserve/briefs.htm>*



APPENDIX

Forest Glade Cemetery
Name of Property

Strafford Co., NH
County and State

1. Furber Memorial Chapel, Avenue A, 1897. Contributing building.

This Gothic Revival stone chapel is the most impressive structure in Forest Glade Cemetery and is located just inside the main entrance. The 22' x 32' building was erected in 1897 according to designs by architect Henry Vaughan (1845-1917). It is constructed of Lawrence (Massachusetts) seam-faced random granite ashlar laid with a red mortar.² Contrasting with the brown granite are trimmings of gray Vermont granite including rusticated corner quoins, buttresses, water table, quoined door and window surrounds and a chimney rising from the west slope of the gable roof. The roof is covered in slate shingles and displays overhanging eaves with exposed rafter tails that are jigsawed with rounded ends. The gabled entrance vestibule on the south end of the east elevation has double vertical board doors with large brass hinges set into a pointed arch opening. Above the entrance is the inscription "I am the resurrection and the life". Bas reliefs of a cross intertwined with foliage are located in each gable. The window openings on the sides of the chapel are rectangular and filled with stained glass windows using opalescent glass in geometric designs set into stained glass ogee arches. The two end gables feature large pointed arch leaded windows with intersecting mullions. These windows also utilize opalescent glass for geometric designs and also incorporate Gothic pointed arches, elongated hexagons and white lilies. The interior of the chapel has cypress trim, an exposed timber roof and altar chairs and settees of heavy quartered oak in a Victorian Gothic style.

The building was the gift of Mrs. Lizzie Jane Poor of Lawrence, Massachusetts in memory of her father (James T. Furber, d.1892) and mother (Jane Roberts Furber, d.1863). A plaque commemorating Mrs. Poor's gift is located on the south wall of the chapel. The cost of the building which seats seventy persons was \$10,000. The chapel was to be dedicated on September 23, 1898 but due to stormy weather festivities were postponed to October 3. According to an 1898 newspaper article, the chapel stands where the old well house was located.³

By the late 20th century the building stood in a deteriorated condition. Vandals had smashed the leaded glass windows and the chapel was used as a storage shed after fire destroyed the old cemetery shed in 1978. The stained glass windows were restored over a seven-year period beginning in 1991. The small windows were restored by local resident Mark Taylor except for the last side window which was restored by Leon Eschmann of Barrington after Taylor passed away in 1992. The two larger end windows were restored by Our Glass, a division of Stained Glass Resources Inc. of Hampden, Massachusetts. A bronze plaque on the east side of the chapel acknowledges Taylor's efforts. The chapel was rededicated on May 23, 1998.⁴

² *Park and Cemetery*, Vol. VIII, no. 8, October 1898, p. 157. This article states that the building was constructed of Lawrence seam-faced granite with Vermont granite trimmings.

³ *Somersworth Free Press*, October 7, 1898.

⁴ *Foster's Daily Democrat*, May 28, 1998, p. 23.

Forest Glade Cemetery
Name of Property

Strafford Co., NH
County and State

Spread out throughout the cemetery are the graves of forty-nine Civil War veterans. There are also two lots – the G.A.R. lot and the American Legion Lot – designated for veterans. Many of the monuments display the emblems and insignia of various fraternal organizations (Odd Fellows, Masons, etc.) evidence of the important role these groups played in the community in the late 19th and early 20th century.

Forest Glade Cemetery is also significant under Community Planning and Development. On October 6, 1851 the town of Somersworth purchased 22 acres of land from John Wentworth at a cost of \$1,200.³⁴ Prior to this time, citizens had utilized small private (family) cemeteries and the Old Public Burial Ground (Horn Cemetery) at the end of Lord's Court, near Prospect Street. In 1849 the town of Rollinsford was incorporated, separate from Somersworth. As part of the division, Rollinsford retained the historic town cemetery while Somersworth would have needed to establish its own larger public burial ground. It has been stated that Daniel G. Rollins had much influence in getting the town to establish Forest Glade Cemetery and even gave it its name.³⁵ Although owned by the town, Forest Glade was overseen by a board of trustees that included many community leaders and prominent citizens. The first meeting of the board of directors of the cemetery was held on November 24, 1851. Early trustees included Oliver H. Lord, Micajah Burleigh and Joseph A. Stickney. Many sat on the board for decades. In 1869 the bodies remaining in the former burying ground were removed to Forest Glade Cemetery. William B. Martin (1826-1908) served as superintendent of the cemetery for 34 years from 1871 until his retirement in 1905.

Forest Glade remains Somersworth's only active public cemetery. The other cemeteries in the city including Mt. Calvary on Cemetery Road, Holy Trinity Cemetery on High Street and the Greek Orthodox Cemetery on Maple Street are associated with religious institutions.

Criterion C (areas of significance: Architecture and Landscape Architecture)

Architecture

Forest Glade Cemetery is significant architecturally for its chapel, collection of mausoleum and tombs, entrance gate and well houses. Constructed in 1898, the Furber Memorial Chapel is an excellent example of a small Gothic style chapel, designed by notable Boston architect Henry Vaughan. It is of granite construction with a steeply pitched roof that is covered in slate shingles. Contrasting granite highlights Gothic features such as buttresses, corner quoining, pointed arch windows filled with leaded glass and gable decoration. It is one of a number of small Gothic chapels erected in the state during the late 19th and early 20th century, typically by wealthy individuals and used as memorials, summer chapels, and/or private spaces for contemplation.

³⁴ Strafford County Registry of Deeds Book 209, Page 119.

³⁵ John Scales. *History of Strafford County*. Chicago: Richmond-Arnold Co., 1914, p. 262.

Forest Glade Cemetery
Name of Property

Strafford Co., NH
County and State

Architect Henry Vaughan (1845-1917), was born in England and was a very influential architect in the U.S. in the late 19th century. His projects were thoroughly English and often medieval or Gothic in inspiration and effect and included the Cathedral of St. John the Divine in New York City, the Washington National Cathedral, many churches, schools and mansions. From the mid 1880s until his death, Vaughan was involved in dozens of projects sponsored by millionaire Edward Searles including schools, churches, castles, organ cases, tombs, and remodeling work in Methuen, Massachusetts and Salem, New Hampshire. In addition to the Furber Chapel, Vaughan's works in New Hampshire include various buildings at St. Paul's School in Concord, St. Thomas Episcopal Church in Dover, St. Mary's Church in Penacook, the North Salem United Methodist Church, Searles School in Windham, and Stanton Harcourt (Searles Castle) in Windham.³⁶ It is interesting to note that Vaughan designed St. Thomas Episcopal Church in nearby Dover in 1890.

The tombs and mausoleum at Forest Glade also possess architectural significance and integrity. The most elaborate of these structures is the massive Classically-inspired mausoleum of the Burrows Family (#4) constructed of large granite pieces without moldings and incorporating minimalistic details such as carvings of laurel wreaths. Other tombs of note include the Greek Revival style Hanson Tomb (#5) and Moses Tomb (#6).

Throughout the cemetery there are varied examples of the art of unidentified stone carvers expressed in monuments and gravestones. There is little documentation regarding the makers of the individual monuments in the cemetery. The Aaron Faunce family monument (#31) bears the imprint of the Monumental Bronze Co. of Bridgeport, Connecticut. (Coincidentally, Faunce was an undertaker.) A bill of sale in the collection of the Summersworth Historical Society identifies the manufacturers of the Jesse R. Horne monument (#27) as Spence & Coombs (William G. Spence & Asher G. Coombs) of Great Falls.³⁷ Most of the other monuments and gravestones in the cemetery were likely purchased from local stone carvers or shops. There were a number of stone cutters manufacturing gravestones and monuments in nearby Dover in the late 19th century although they have not been specifically tied to markers at Forest Glade. S. H. Foye was a dealer in marble and slate headstones and monuments and maintained a shop on Central Street in Dover. He initially worked with granite as early as 1846, adding marble in 1855 and gave up the granite business in 1873. He was still operating in 1890.³⁸ In 1898 another source indicates that the granite business of Solomon Foye was sold to Fred Smalley (Smalley & White). Fred C.

³⁶ William Morgan, *The Almighty Wall: Architecture of Henry Vaughan*. Cambridge: MIT Press, 1983.

³⁷ Directories indicate that Spence and Coombs were the proprietors of the Great Falls Granite Co. and were granite dealers, manufacturing monuments in granite and marble. Their shop was located at 16 Bridge Street on the Berwick side. According to the 1880 Census for Somersworth William G. Spence was a stone mason, born in Canada about 1832. He was town treasurer of Berwick and died of tuberculosis at Saranac Lake, New York in 1910 (*Granite, Marble and Bronze*, Vol. XX, no. 1, Jan. 1910).

³⁸ *The Leading Business Men of Dover, Rochester, Farmington, Great Falls and Berwick*. Boston: Mercantile Publishing Co., 1890.

SOMERSWORTH, NEW HAMPSHIRE

City of Somersworth
18 Liliac Lane
Somersworth, NH 03878



Public Works and Utilities Department
Phone: 603.692.4266
Fax: 603.692.4281
www.somersworth.com

"Proud past, bright future"

June 28, 2018

Jennifer Goodman, Executive Director
New Hampshire Preservation Alliance
P.O. Box 268
Concord, NH 03302-0268

Re: City of Somersworth – Building Condition Assessment Report for the Furber Memorial Chapel at Forest Glade Cemetery

Dear Ms. Goodman:

Enclosed please find a copy of the Building Condition Assessment Report for the Furber Memorial Chapel at Forest Glade Cemetery. It is understood that while the City staff and the Cemetery Trustees will be reviewing the report, NH Preservation Alliance needs a hard copy as part of the City's grant agreement with the Alliance. As discussed by Scott Stevens, you have already received an electronic copy of the report. We will be filing for the grant reimbursement funds to include the documentation needed to satisfy the grant requirements.

Should you have any questions or need additional information, please call me at 603-692-4266. Thank you in advance for your assistance with the development of the report and your earlier feedback to our consultants, Groundroot Preservation Group.

Sincerely,



Michael J. Bobinsky,
Director of Public Works & Utilities

Enclosure

Cc (w/o Enclosure): Bob Belmore, City Manager
Scott Smith, Director of Finance and Administration
Scott Stevens, Groundroot Preservation Group

SOMERSWORTH, NEW HAMPSHIRE

City of Somersworth
One Government Way
Somersworth, NH 03878



City Hall
603.692.4262
www.somersworth.com

July 13, 2018

Via E-mail (Tom.Jameson@dot.nh.gov)

Mr. Thomas Jameson, P.E. TAP Program Manager
NHDOT Bureau of Planning and Community Assistance
John O. Morton Building
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

Re: City of Somersworth Transportation Alternative Program Letter of Intent to Apply

Dear Mr. Jameson:

Please accept this letter on behalf of the City of Somersworth indicating our interest in applying for a Transportation Alternatives Program funds in the recently announced application cycle. See attached project map for project location.

The City is continuing to advance pedestrian and bike network safety improvements to better connect our Community in making it more pedestrian accessible and "friendly" for walking and biking. As you know the City was the recipient of a 2017 TAP grant to fund sidewalk and bike lane improvements that connect the downtown with the area middle and high school and improves overall pedestrian safety

The City is interested in building on these pedestrian and bike lane improvements by continuing the sidewalk network on the opposite side (west side) of High Street from W. High Street to Memorial Drive and adding new sidewalk on W. High Street from Cemetery Road to High Street. This corridor also experiences high pedestrian access due to proximity to the Somersworth Middle and High School but its sidewalk network is either nonexistent or is in very poor condition, contributing to safety concerns and reducing opportunities for bicycle users. The added sidewalk for the east side of High Street is approximately 1,350 linear feet with granite curb and the W. High Street corridor is approximately 1,400 linear feet with granite curbing and is shown with a yellow line on the map. Adding sidewalks and bike lanes to this important area will contribute directly to the City of Somersworth goals for improving the pedestrian connection to our neighborhoods and to our schools while complimenting recent downtown improvements and the current TAP project under design at this time.

We estimate that the project will cost approximately \$650,000. The City will be requesting 80% federal TAP funds in the amount of \$520,000.

Proud past, bright future

Mr. Thomas Jameson, P.E. TAP Program Manager
NHDOT Bureau of Planning and Community Assistance
July 13, 2018
Page 2

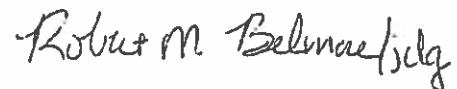
The planning, design and construction of this infrastructure improvement will provide safe routes for non-drivers, including children, older adults and individuals with disabilities to access daily needs.

We look forward to pursuing this project and working with your office on these pedestrian and bike lane improvements.

Should you have any questions or need additional information, please call either one of us at 603-692-9503 for the City Manager's office, or at 603-692-4266 for the Public Works office.

(email: bbelmore@somersworth.com and mbobinsky@somersworth.com)

Sincerely,

Handwritten signature of Robert M. Belmore in cursive script.

Robert M. Belmore, City Manager

Handwritten signature of Michael J. Bobinsky in cursive script.

Michael J. Bobinsky
Director of Public Works and Utilities

Enclosure



MEMORIAL DRIVE

FRANKLIN STREET

HIGH STREET

RDEN STREET

HAMILTON STREET

PORTLAND STREET

FREMONT STREET

PLEASANT STREET

SOUTH STREET

FRANKLIN STREET

SILVER ST

STREET FORD STREET

SCHOOLS

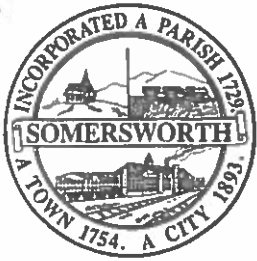
ASH STREET

MARION LANE

GREEN STREET

WEST ALLEY

FAYETTE STREET



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
From: David Kretschmar
Date: June 26, 2018
Subject: Equitable Sharing Disbursements

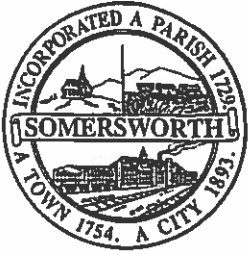
Bob:

Between 2010 and 2012 the Police Department, along with the New Hampshire DEA, began an investigation into the distribution of Synthetic narcotics that stretched to Arizona, Alaska and China, the source of the chemicals used to manufacture the drugs. These synthetic cathinones and cannabinoids were known collectively on the streets as bath salts. In the fall of 2012, a nationwide sweep of distributors took place and arrests were made in New Hampshire and Arizona, among other places. As a result, assets totaling over 2 million dollars in cash were seized in Arizona. Somersworth PD received over \$50,000 in forfeiture monies in the initial disbursements.

There were legislative changes at the federal level that occurred that left some of those assets that were seized in limbo for years. Thankfully, Attorney General Sessions started the Equitable Sharing Program up again this year and Congress increased the local share to a minimum of 15% after agency costs and these funds have been disbursed.

Our backlog of assets that had been in limbo has just been released in 8 disbursements that total **\$116,669.00**. Please see the attached Equitable Sharing Memos that detail the assets seized and our share that was disbursed to us.

DBK:kmc
Attachment



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
From: David Kretschmar, Police Chief
Date: July 6th, 2018
Subject: K-9 Grant

I have just been notified by the Working Dog Foundation that our grant application has been approved for up to \$5000.00 towards the procurement of a K-9.

Also, a tentative date of July 27th has been set for interviews of potential K-9 handlers from within the Department. Interviews will be conducted by members of the Working Dog Foundation here at the Police Department.

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

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

TELEPHONE (603) 524-3885

July 17, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 1-19

Title: AMEND CHAPTER 29 ADMINISTRATIVE CODE,
SECTION 6 CITY SEAL

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

7/17/18

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

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25 BEACON STREET EAST
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KERIANN ROMAN
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

July 17, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 2-19

Title: **AMENDING CHAPTER 13 POLICE OFFENSES**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 7/17/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

July 17, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 1-19

Title: **TO APPROPRIATE FUNDS FROM THE STATE REVOLVING
LOAN FUND FOR UPGRADES TO THE WASTEWATER
TREATMENT FACILITY**

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: 7/17/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
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KERIANN ROMAN
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

July 17, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 2-19

Title: **TO ADOPT A FLAG RAISING POLICY FOR CITIZEN'S PLACE**

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: 7/17/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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25 BEACON STREET EAST
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STEVEN M. WHITLEY
KERIANN ROMAN
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

July 17, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 3-19

Title: TO AUTHORIZE THE CITY TO USE FUNDING FROM THE
MUNICIPAL AND TRANSPORTATION FUND FOR THE LOCAL
MATCH OF A CONGESTION MITIGATION AND AIR QUALITY
(CMAQ) IMPROVEMENTS PROGRAM 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: 7/17/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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STEVEN M. WHITLEY
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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

July 19, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 4-19

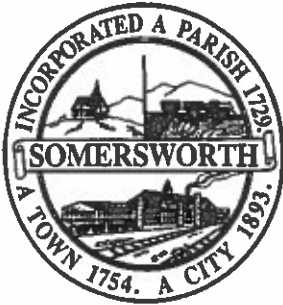
Title: TO AUTHORIZE PARTICIPATION AND FUNDING FOR A
REGIONAL HOMELESS MASTER PLAN WITH THE
CITIES OF DOVER AND ROCHESTER

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: 7/19/18

By: 



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: July 20, 2018

Re: Monthly Report

Finance Department:

- Stared preparation for FY18 closing and annual audit
- Participated in Union Negotiations
- Bids:
 - Road Resurfacing bids due July 19, 2018.
 - Forest Glade Cemetery Gate repairs Aug. 3, 2018
 - Received proposals for City Marketing plan.

Treasurer's Report:

- General Fund cash on hand as of June 30, 2017 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.

- Rates on investments are rising recently with rates on Money Market accounts and short term Certificates of Deposit in the range of 1.5-1.9%.

City Clerk:

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

- Started preparation for upcoming September elections
- Total Receipts for the month were \$8,536.
- Permits:
 - Somersworth Firefighters Charitable
 - Firefly Circle Block party
 - Somersworth Indonesian Fair
 - Somersworth 125th Commission & SAA
 - Somersworth Festival Association
 - First Parish Church
 - Somersworth Festival Association

Tax Collector

- Motor vehicle registrations were a total of \$148,354 during the month.
- Collected \$5,520 for Municipal Transportation Fund during month.

Human Services:

- Total assistance for the month was \$8,218. That compares to \$8,105 for the month of June 2017 and \$5,478 for May 2018.
- 5 new cases were opened compared to 5 in 2017.
- 17 cases were approved for varying levels of assistance, with 0 cases still pending and 3 cases denied. 36 cases were referred to other agencies for support.

Library

- Long time Librarian Debora Longo retired in June. Our new Librarian Susan Totter filled that role in June.
- The Friends held a book sale in June.
- The Library had 8 programs and 6 weekly story time programs.

Information Technology

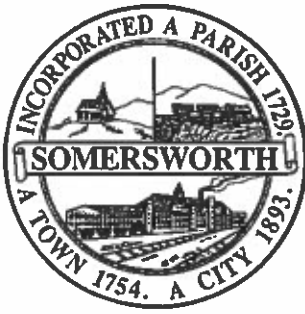
- Spent time in general server maintenance, checked systems, checked and cleared logs.

**Treasurer's Report.
General Fund**

Period Ending Jun 30, 2018

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$10,421,819	0.00%	N/A	Money available upon demand
Citizens Investment	\$603,946	1.00%	N/A	Money available upon demand
Citizens CD	\$2,000,000	1.90%	9/1/2018	3 month CD
NHPDIP	\$2,536,483	1.91%	N/A	Money available upon demand
Profile Bank	\$251,000	0.45%	N/A	Money available upon demand
TD Bank	\$3,039,385	1.35%	N/A	Money available upon demand
Century Bank	\$1,018,195	1.55%	N/A	Money available upon demand
Century Bank	\$2,046,630	1.25%	10/20/2018	6 month CD

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period Ending Jun 30, 2018	\$38,339	\$119,527	\$30,000	\$89,527



DEPARTMENT OF DEVELOPMENT SERVICES

Date: July 1, 2018
From: Shanna B. Saunders
Director of Planning & Community Development

Re: June 2018 Monthly Report

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 6
- Conservation Commission – June 13
- Planning Board – June 20
- SRTC – June 6 and June 13
- Historic District Commission meeting – June 27 (Did not attend)

And attended the following Special Meetings:

- NHPA Spring Conference – June 1
- Comprehensive Economic Development Strategy Mtg SRPC – June 5
- TAP Public Hearing – June 4
- Downtown Business Roundtable – June 14
- Economic Development Committee Meeting - June 19
- Traffic Safety Meeting - June 20
- Bankers/Brokers/Investors Roundtable – June 21

Office of Assessing- June:

- Inspections of properties who have sold in the last year have taken place.
- As a follow up to the cycle process for f/y 2018 we sent letters to all property owners where an inspection of the buildings did not take place. As a result we were able to perform inspections by appointments in June.
- The Assessing Department has completed reviewing abatement applications, the results are in process and all property owners will be notified of the results.

Building and Health Departments:**Major Building Permits Applied for in June 2018 Construction Costs and Fee**

Twelve Month LLC	74	Sunningdale Dr	\$195,000.00	\$1,570.00
Twelve Month LLC	4	Luna Circle	\$180,000.00	\$1,450.00

Minor Building Permits Applied for in June 2018:

402	B	High	\$30,000.00	\$250.00
8		Crest Dr	\$945.00	\$25.00
4		Brian	\$4,100.00	\$43.00
37		Franklin	\$15,000.00	\$160.00
103		Main	\$17,000.00	\$146.00
123		Main	\$4,061.00	\$42.00
78		Stackpole Rd	\$350.00	\$25.00
10		Garden	\$2,231.10	\$28.00
119		Indigo Hill Rd	\$2,500.00	\$30.00
328		Main	\$2,180.00	\$27.50
109		Maple	\$500.00	\$25.00
59		Waltons Way	\$50,000.00	\$410.00
11		Memorial Dr	\$300.00	\$0.00
37		Lincoln	\$6,000.00	\$58.00
315		Main	\$26,489.00	\$222.00
503		Sherwood Glen MHP	\$1,816.06	\$30.00
119		Indigo Hill Rd	\$14,538.00	\$126.00
230		Green	\$8,630.00	\$82.00
158		Green	\$2,000.00	\$26.00
1		Bernier	\$1,000.00	\$25.00
10		Winslow Dr	\$12,058.04	\$114.00
32		Pinewood Dr	\$8,558.00	\$82.00
160		Green	\$6,000.00	\$70.00
125		Main	\$3,800.00	\$42.00
120	122	Green	\$10,000.00	\$90.00
93		Franklin	\$10,000.00	\$90.00
3		Buffumsville Rd	\$9,000.00	\$82.00
198		Main	\$100.00	\$25.00
11		Lemelin Cr	\$6,935.00	\$66.00
10		Joyce	\$28,000.00	\$234.00
12		Pleasant	\$12,000.00	\$130.00
17		Hamilton	\$5,000.00	\$50.00
166		West High	\$1,000.00	\$25.00

Permit Receipts

	2014	2015	2016	2017	2018	DIFFERENCE this year to last	% OF CHANGE
January	\$1,820.00	\$2,157.00	\$6,148.85	\$15,262.40	\$12,784.00	-\$2,478.40	-16.2%
February	\$3,864.00	\$2,408.00	\$4,440.00	\$9,264.40	\$4,087.20	-\$5,177.20	-55.9%
March	\$2,191.64	\$5,287.28	\$27,399.40	\$23,362.82	\$5,307.00	-\$18,055.82	-77.3%
April	\$4,768.15	\$8,277.80	\$6,608.52	\$6,935.89	\$4,285.24	-\$2,650.65	-38.2%
May	\$26,049.95	\$7,194.16	\$12,089.70	\$11,780.49	\$8,936.00	-\$2,844.49	-24.1%
June	\$24,286.88	\$4,234.80	\$5,107.95	\$10,058.40	\$7,652.50	-\$2,405.90	-23.9%
July	\$3,646.20	\$4,914.41	\$14,315.00	\$5,776.84	\$0.00	N/A	
August	\$6,156.50	\$6,829.37	\$5,197.60	\$9,724.60	\$0.00	N/A	
September	\$6,224.10	\$4,438.20	\$5,247.60	\$7,400.00	\$0.00	N/A	
October	\$6,880.63	\$4,652.40	\$10,448.80	\$6,460.00	\$0.00	N/A	
November	\$2,377.78	\$18,322.40	\$27,353.16	\$8,584.44	\$0.00	N/A	
December	\$2,338.80	\$7,886.00	\$6,633.66	\$2,621.00	\$0.00	N/A	
Year total	\$90,604.63	\$76,601.82	\$130,990.23	\$117,231.28	\$38,186.94	-\$37,424.30	-43.8%

Total Permits

		2014	2015	2016	2017	2018	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	26	30	33	51	29	-22	-43.1%
5	February	29	24	49	36	31	-5	-13.9%
6	March	29	48	71	79	43	-36	-45.6%
7	April	48	58	57	58	58	0	
8	May	66	55	60	99	84	-15	-15.2%
9	June	66	73	77	94	65	-29	-30.9%
10	July	47	51	89	75	0	N/A	
11	August	55	67	79	88	0	N/A	
12	September	67	69	69	83	0	N/A	
13	October	63	58	57	77	0	N/A	
14	November	47	64	49	61	0	N/A	
15	December	38	52	54	49	0	N/A	
16								
17	YTD Totals	581	649	744	850	265	-78	-68.8%

Property Maintenance and Code Enforcement Activity Report for June 2018

In addition to new complaints received, work continues on cases from past months.

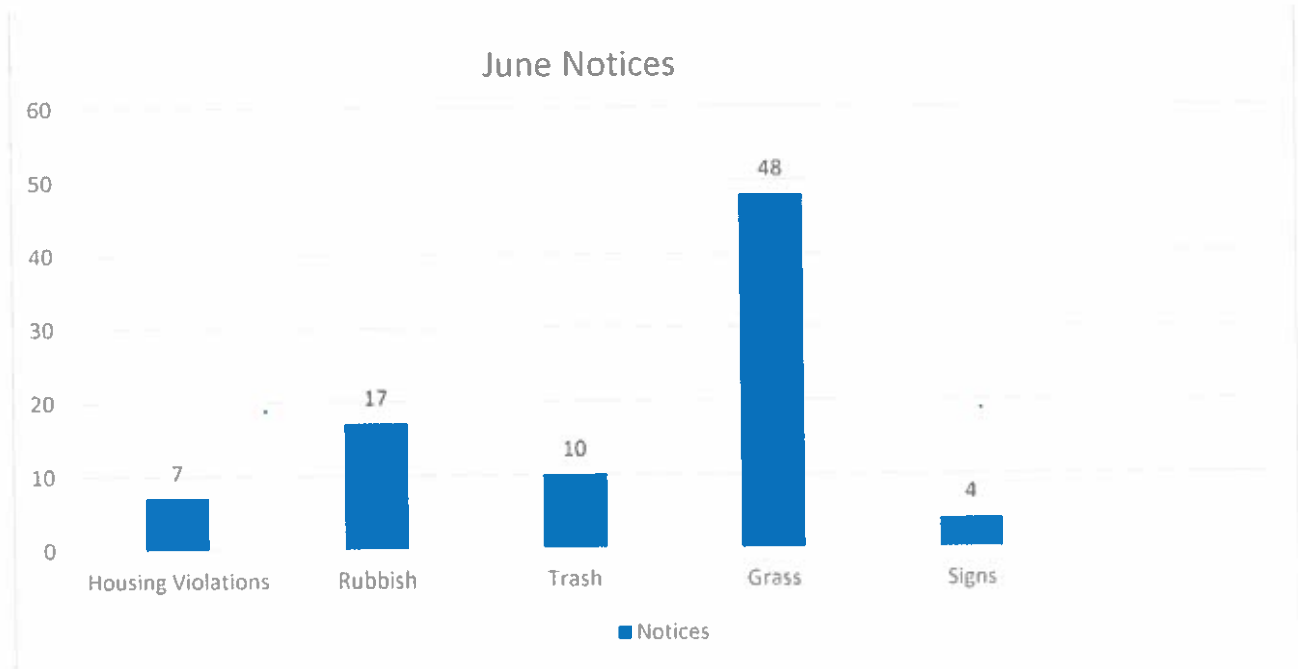
Incident Location		Nature of Complaint	Origin of Complaint	Action Taken			Compliance Status
				Courtesy Notice	Violation Notice	Court Action or Citation issued	
350	Barclay Sq	Sign(s)	DDS	6/7/2018			COMPLETED
30	Blackwater	Grass	DDS	6/5/2018	6/11/2018		PENDING
10	Central	Grass	DDS	6/15/2018			COMPLETED
10	Central	Housing Violations	DDS	6/15/2018			PENDING
67	Elm	Grass	DDS	6/26/2018			PENDING
10	Ford	Grass	DDS	6/11/2018			COMPLETED
38-40	Franklin	Housing Violations	DDS	5/14/2018	6/7/2018		PENDING
38-40	Franklin	Grass	DDS	5/25/2018	6/8/2018		COMPLETED
111	Franklin	Rubbish	DDS	6/19/2018			COMPLETED
20-24	Franklin	Rubbish	DDS	6/12/2018			COMPLETED
42-44	Franklin	Rubbish	DDS	6/20/2018			COMPLETED
54-56	Franklin	Grass	DDS	6/12/2018	6/19/2018		COMPLETED
57	Franklin	Grass	DDS	6/12/2018			COMPLETED
58-60	Franklin	Rubbish	DDS	6/20/2018			COMPLETED
107	Franklin	Grass	DDS	6/26/2018			COMPLETED
36	Fremont	Grass	DDS	6/26/2018			COMPLETED
17	Grand	Grass	DDS	6/7/2018			COMPLETED
18	Grand	Grass	DDS	6/7/2018	6/18/2018		COMPLETED
17	Green	Grass	DDS	5/25/2018	6/8/2018	6/18/2018	COMPLETED
37	Green	Grass	DDS	5/29/2018	6/8/2018	6/18/2018	COMPLETED
48	Green	Grass	DDS	6/7/2018			COMPLETED
48	Green	Trash	DDS	5/29/2018	6/7/2018	6/20/2018	COMPLETED
62	Green	Trash	DDS	6/6/2018			COMPLETED
62	Green	Trash	DDS	6/20/2018			COMPLETED
62	Green	Rubbish	DDS	6/22/2018			COMPLETED
62	Green	Rubbish	DDS	6/25/2018			COMPLETED
67	Green	Rubbish	DDS	6/25/2018			COMPLETED
139	Green	Trash	CITIZEN	6/19/2018			COMPLETED
203	Green	Grass	DDS	5/25/2018	6/8/2018	6/18/2018	PENDING
15-17	Grove	Grass	DDS	6/11/2018			COMPLETED

15-17	Grove	Housing Violations	DDS	5/21/2018	5/30/2018	6/22/2018	PENDING
21	Grove	Housing Violations	CITIZEN		5/24/2018	6/22/2018	PENDING
127-129	High	Grass	DDS	6/11/2018			COMPLETED
131	High	Grass	DDS	6/7/2018			COMPLETED
149	High	Grass	DDS	5/29/2018	6/8/2018	6/18/2018	COMPLETED
181-185	High	Trash	DDS	6/12/2018			COMPLETED
436	High	Grass	DDS	6/6/2018			COMPLETED
446-448	High	Trash	DDS	6/6/2018			COMPLETED
508	High	Grass	DDS	5/29/2018	6/8/2018		COMPLETED
338	High	Grass	CITIZEN	6/26/2018			PENDING
127	Indigo Hill Rd	Rubbish	DDS	6/22/2018			COMPLETED
7	Jessica Ct	Grass	DDS	6/7/2018			COMPLETED
5	Lemelin	Rubbish	DDS	6/21/2018			COMPLETED
14	Linden	Housing Violations	DDS	6/20/2018			PENDING
198	Main	Grass	DDS	6/6/2018	6/12/2018		COMPLETED
201-203	Main	Grass	DDS	6/6/2018			COMPLETED
259	Main	Grass	DDS	6/6/2018	6/12/2018		COMPLETED
284	Main	Grass	DDS	6/11/2018	6/19/2018		COMPLETED
208-210	Main	Rubbish	DDS	6/26/2018			COMPLETED
108	Maple	Grass	CITIZEN	5/31/2018	6/11/2018		PENDING
214	Maple	Grass	DDS	6/11/2018			COMPLETED
3	Marion	Rubbish	DDS	6/26/2018			COMPLETED
12	Mt. Vernon	Grass	DDS	6/11/2018	6/19/2018		PENDING
14	Mt. Vernon	Grass	DDS	6/8/2018			COMPLETED
23	Mt. Vernon	Grass	DDS	6/8/2018	6/18/2018		COMPLETED
12	Pinewood	Rubbish	CITIZEN	6/5/2018	6/12/2018		COMPLETED
3	Pinewood	Grass	DDS	6/12/2018			COMPLETED
32	Pinewood	Grass	DDS	6/12/2018			COMPLETED
40	Prospect	Trash	DDS	6/11/2018			COMPLETED
50	Prospect	Grass	DDS	6/7/2018	6/18/2018		COMPLETED
10	Prospect	Grass	DDS	6/26/2018			COMPLETED
3	Quarry	Grass	DDS	6/7/2018			COMPLETED
157	Rt. 108	Grass	DDS	6/8/2018			COMPLETED

221	Rt. 108	Sign(s)	DDS	6/20/2018			PENDING
231	Rt. 108	Grass	DDS	6/5/2018			COMPLETED
350	Rt. 108	Sign(s)	DDS	6/20/2018			PENDING
362	Rt. 108	Grass	DDS	6/5/2018	6/11/2018		COMPLETED
369	Rt. 108	Grass	DDS	6/12/2018	6/26/2018		PENDING
395	Rt. 108	Grass	DDS	6/5/2018	6/11/2018		COMPLETED
369	Rt. 108	Housing Violations	DDS	6/22/2018			PENDING
364	Rt. 108	Grass	DDS	6/26/2018			PENDING
8	School	Trash	DDS	6/11/2018			COMPLETED
8	School	Housing Violations	DDS	6/15/2018			PENDING
12	School	Rubbish	DDS	6/22/2018			COMPLETED
17	Silver	Rubbish	DDS	6/26/2018			PENDING
15	Silver	Grass	DDS	6/26/2018			PENDING
9	Silver	Rubbish	DDS	6/26/2018			COMPLETED
45-47	South	Grass	DDS	6/8/2018			COMPLETED
22	Spring	Trash	CITIZEN	6/21/2018			COMPLETED
22	Union	Rubbish	DDS	6/21/2018			COMPLETED
47	Union	Rubbish	DDS	6/7/2018			COMPLETED
47	Union	Grass	CITIZEN	5/25/2018	6/7/2018		COMPLETED
64	Union	Trash	DDS	5/31/2018	6/18/2018		COMPLETED
24	Washington	Grass	DDS	6/7/2018			COMPLETED
184	West High	Grass		6/7/2018			COMPLETED
30	Willand Dr	Sign(s)	DDS	6/20/2018			COMPLETED

Definitions:

- *Protective Treatments*- Painting or other protective covering or treatment.
- *M.V.-* Motor Vehicle Violations; e.g. More than one unregistered/uninspected vehicle on a property
- *Housing Violations*- Violations that are found during an inspection that may include, but are not limited to the following; structural, plumbing, mechanical, electrical, life safety



Additional Work Performed, but Not Limited to:

- Leaving door hangers at residences with the goal of expediting violation compliance
- Speaking with citizens personally in order to educate them on the importance of Property Maintenance
- Responding to Property Maintenance, Housing, and Zoning Complaints
- Fielding phone calls and emails
- Review sign permit applications

Land Use Boards:

Conservation Commission June 2018:

The Commission worked to derive and prioritize next actions from the Somersworth Natural Resources Assessment.

Historic District Commission June 2018:

At the regular meeting the Commission discussed the following:

- Mark Hunter, 62-64 Elm Street, in the Business Historic (BH) District, Assessor's Map 10, Lot 190, HDC # 14-2018. Application to replace exterior stairs, doors and windows was **approved**.
- Jonathon Hill, 4-6 Highland Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11, Lot 38, HDC # 19-2018. Application to extend the roof bump out over the existing stairs was **approved**.
- The Greater Somersworth Chamber of Commerce, 56-58 High Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 213, HDC # 21-2018. Application to install a new sign was **approved**.
- Michael & Michael Properties, LLC, 119 High Street, in the Residential/Business Historic (R/BH) District, Assessor's Map 11, Lot 26, HDC # 23-2018. Application to rebuild decks was **approved**.
- William Paesano, on behalf of the Robert E. Dickey Irrevocable Trust, 156A-C High Street, in the Residential/Business Historic (R/BH) District, Assessor's Map 10, Lot 163, HDC # 24-2018. Application to install a sign was **approved**.
- Khaleej Real Estate, LLC, 123 Main Street, in the Business Historic (BH) District, Assessor's Map 10, Lot 182, HDC # 26-2018. Application for a section of vinyl siding was **approved**.
- Smoke & Cream, LLC, on behalf of Gunwale Properties, LLC, 44 Market Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 187, HDC # 27-2018. Application to install a new sign was **approved**.

Planning Board June 2018:

The Board reviewed the following at their June meeting:

- River Valley Development Corporation, 206 Green Street, in the Residential Single Family (R1) District, Assessor's Map 08, Lot 78, SITE # 01-2018. Application for 28 townhouses with associated site improvements was **tabled** until the July 18, 2018 Planning Board meeting.
- Review of traffic management associated with site plan approval for Cumberland Farms at 216 Route 108, Assessor's Map 62, Lot 11, SITE # 10-2016.
- David & Pamela Landry, 12 & 14 Down Street, in the Residential Single Family-A (R1A) District, Assessor's Map 03, Lots 55 & 55A, SUB # 05-2018. Application for a lot line adjustment between two properties was approved.

Zoning Board June 2018:

The ZBA reviewed the following at their June meeting:

- John J. Flatley is requesting a twelve month extension of the approved variance to allow a new residential use on street level for property located on Tri City Road, in the Business (B)

District, Assessor's Map 39, Lot 02 ZBA # 23-2013. The Board **approved** an extension of the site plan for nine months.

- The First Parish United Church of Christ is seeking a variance from Section 20.D.1.d of the Zoning Ordinance for a freestanding sign that exceeds allowable area on property located at 176 West High Street, in the Residential Single Family (R1) District, Assessor's Map 48, Lot 01, ZBA # 06-2018. The request for a variance was **approved**.

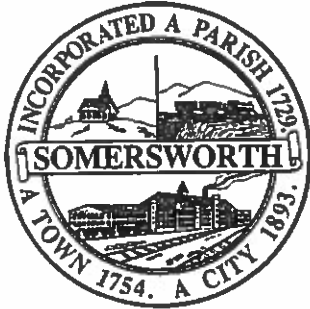
Economic Development - June 2018

- Upcoming Roundtables:
 - ✓ Downtown: July 12 @ 8:30
 - ✓ Malley Farm: September 20 @ 9:00
 - ✓ BIBED (Bankers-Investors- Brokers & E.D.): October 18 @ 8:30
- Vacant space filled with new tenants
 - ✓ Café 319 [effective June 17] Phuggin' Burger
 - ✓ Trackside Taco [effective July 4] Smoke and Cream
 - ✓ Ron's Barber Shop [effective October] Sports Bar
- Current vacant space in process with prospective tenants
 - ✓ John Parsons - Bank of America
- Current potential match presentations
 - ✓ 4 Gator Rock Road
 - ✓ Fairpoint
 - ✓ Staples
- Focus on Somersworth manufacturers:
 - ✓ Continued visits with members of the MFT community
 - ✓ Continued efforts to establish a Manufacturer's Roundtable
- Skyhaven Airport
 - ✓ Wings and Wheels: June 2, 2018
 - ✓ Represent Somersworth on Skyhaven Advisory Board
- Worked on RFP's
 - ✓ Marketing Plan
 - ✓ The Plaza
- Miscellaneous

- ✓ Attended Bedford NH – CIBOR Meeting
- ✓ Gave NHBEA Director, Michael Bergeron a Somersworth tour
- ✓ Reviewed bids for Marketing Plan
- ✓ Assisting with web -site concepts
- ✓ Brought Shanti/lead remediation to BIBED
- ✓ Working on Somersworth destination map
- ✓ Identified project specific goals for Downtown Roundtable
- ✓ Planning “Medical Mile” visitation effort

Parks and Recreation - June 2018

- The Splash Pad at Noble Pines Park opened for the season on Saturday, June 16th. The Splash Pad operating hours are 10:00 a.m. – 7:00 p.m. daily.
- Our Granite State Track and Field team participated in the annual Regional Meet at Spaulding High School on Saturday, June 16th. This year we had 24 athletes representing Somersworth at the meet. The season concluded with 5 athletes from our team qualifying to participate in the State Meet finals at Winnisquam High School on Friday, June 22nd.
- We concluded our staff training for Summer Camp Counselors and Directors on Thursday, June 21st. This year staff went through Hands-only CPR with American Ambulance, Active Shooter Training with the Somersworth Police Dept., and Harassment/Bullying Prevention with Primex. We strive each year to provide quality training for staff members.
- Our Kids Camp and Trends Summer Camp programs began on Monday, June 25th. This year both camps will be running for 8-weeks from June 25th- August 17th. We rolled out a new recycling initiative at our camps through the help of Wendy Berkeley from SAU 56 Farm to School. SAU 56 is allowing us to use the school recycling dumpsters for our 8-week program. We’re excited to have this recycling program in place. Camp staff are busy with their groups playing games and coordinating fun activities to run with their kids.
- Early Bird Registration opened on June 18th for the upcoming and popular Pee Wee Soccer Program for children ages 3 and 4. This year the program will run for 6 Saturday sessions beginning on September 15th and concluding on October 27th. The program is run by parent volunteers.



Shanti Wolph
Code Compliance

To: Shanna Saunders, Director
Date: June 25, 2018
Re: Concerns

- 30 Willand Dr. (Mr. B's Taekwon Do). Sign complaint. Exterior inspection was performed on 6/20/18. The message board was changing every 20 seconds. According to the sign ordinance, the message must remain static for a minimum of 30 seconds. Notice was sent on 6/20/18 with a compliance date of 6/27/18. There were no other sign violations observed at the time of inspection.
- 20 Tri City Rd. (Staples). Sign complaint. Exterior inspection was performed on 6/27/18. Staples had an unapproved parking sign. The manager agreed to remove the sign until such a time that the site plan could be amended.
- 350 Barclay Square. Sign complaint. Exterior inspection performed on 6/20/18. One of the parking sign posts was missing the handicap sign. Per section 19.20.C.9.b of the sign ordinance the time period for correction of disrepair shall not exceed sixty (60) days from date of notice. Notice was sent on 6/20/18 with a compliance date of 8/20/18. There were no other sign violations observed at the time of inspection.
- Rochester's inspection process. Joe Devine (Rochester Compliance Officer) reached out on 6/25/18. Currently Rochester inspects on a complaint basis similar to Somersworth. They have submitted a Housing Code proposal to the Council that would allow for scheduled mandatory inspections of all rental dwelling units. Property owners have been pushing back at the idea. The Fire Department currently inspects commercial and rental dwelling units that have more than two units every three years. These inspections are limited to life safety violations only.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: July 10, 2018

SUBJECT: Public Works Department Monthly Report for June/July, 2018

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Initiated several late spring/early summer Highway maintenance activity including street sweeping, downtown landscape maintenance, repairing potholes and preparing City parks for summer activities
- Provided assistance for the Children's Festival and Food Truck Festival with street closure support
- Participated with Department Water and Highway staff, and City Fire and Police, in the Salmon Falls River Emergency training drill with several officials from multiple agencies including the Town of Berwick, State of NHDES and State of Maine DEP, EPA, York County and Strafford County EMS, City of Dover.
- Participated in the Traffic Safety Committee
- Attended Cemetery Trustees meeting and the Sustainability Committee meeting.
- Attended SRTC meetings, had follow-up meetings with developers, driveway and trench permit applicants.
- Participated in Labor Negotiation Meetings
- Arranged for the painting of the Italianate Well House at Forest Glade Cemetery for later July.
- Completed an RFB for the restoration of the Forest Glade Entrance Gates and monuments.
- Completed the RFB for the FY18 Road Repair work, non-mandatory proposals meeting set for July 11 and bids are due on Thursday July 19
- Met with George Poulin to learn more about the Somersworth Historical Society walking tour of Forest Glade Cemetery planned for September 30, 2018.
- Initiating work on annual CIP project recommendations.
- Staff worked with WMI officials on resolving specific residential customer trash and recycling complaints.

HIGHWAY DIVISION

Operations/Maintenance:

- Finished first round of street sweeping city wide.
- Performed final spring collection of leaves.
- Performed Road side mowing.
- Mowed Blackwater Landfill Field
- Performed seasonal mowing of green spaces.
- Finished building replacement barricades to replace missing and broken ones.
- Performed pot hole patching City wide.

- Installed the replacement bench on Market Street (damaged during an accident winter of 17-18)
- Delivered Mulch to adopt-a-spot locations around the city.
- Delivering and retrieved stages, barricades, cones, and detour signs around the city for the Children's Festival, Food Truck Festival, Fireworks, and Hilltop Hustle 5K.
- Began painting city parking areas.
- Performed monthly metal collections
- Performed repairs to city equipment.

Recreation:

- Installed the splash pad features at Noble Pines.
- Trimmed overgrowth from Millennium Field fence
- Repaired Picnic tables in preparation for festivals and Summer season.

Cemetery:

- Continued working in Forest Glade Cemetery cleaning up leaves and brush.
- Performed 1 Burial during this reporting period.

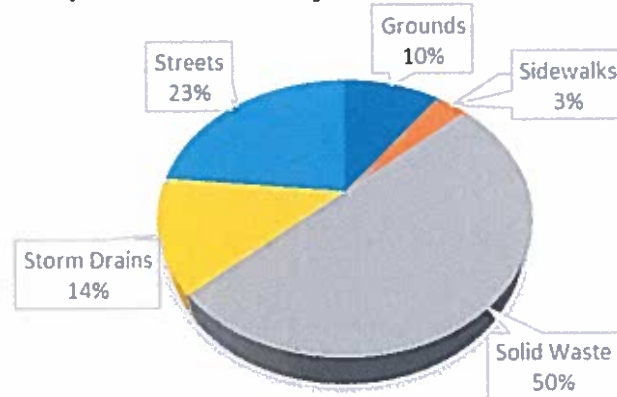
Sewer Collections Maintenance:

- Responded to 3 Sewer Back-ups. (Only 1 found to be in city line.)
- Responded to 24 Digsafe requests.

Water Distribution

- Provided an operator and a truck for a hydrant replacement.
- Paved water break trenches on Highland, Union, and Daniel Streets

Highway Department Service Calls June 12, 2018 to July 11, 2018



WASTEWATER DIVISION

Operations/Maintenance:

- Operating under (MUCT) process which is used for our summer seasonal limit. The summer season runs from May 1st thru September 30th.
- Successfully removed an underground fuel storage tank which was no longer in service. Lakes Region Environmental was selected to complete the removal project. Removal took two days to complete and consisted of additional sampling due to concerns from prior leak. Soil analysis results came back negative meaning within limits for no

problems. Results have been sent to Wright-Pierce for their review in conjunction with plant upgrade design.

- Conducted annual preventative maintenance on West High St pump station. Work included replacing both sets of chopper blades, cleaning & pumping out the wet well and replacing the level probe.
- Treated a total of 2,250 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported two (2) permit exceedances for the month of June. Both were effluent dissolved air concentration exceedances due to power bumps caused by electrical storms that occurred during this period.
- Treated a total of 32-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- Completed annual inspection of Tri-State Seafood's on June 26th. No issues or concerns were noted.
- Completed annual sampling event for all four SIU's (Significant Industrial Users) which includes Tri-State Seafood's, Velcro, General Linen and Contitch Thermopol during the week of June 4-8. Analysis was conducted in accordance with our permit requirements and no exceedances were noted.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Substantial completion has been met and we are now working on the punch list. Two outstanding issues remain which include odor control blower replacement & heating system training. Final completion for this project is expected within the month of July.

WATER DIVISION

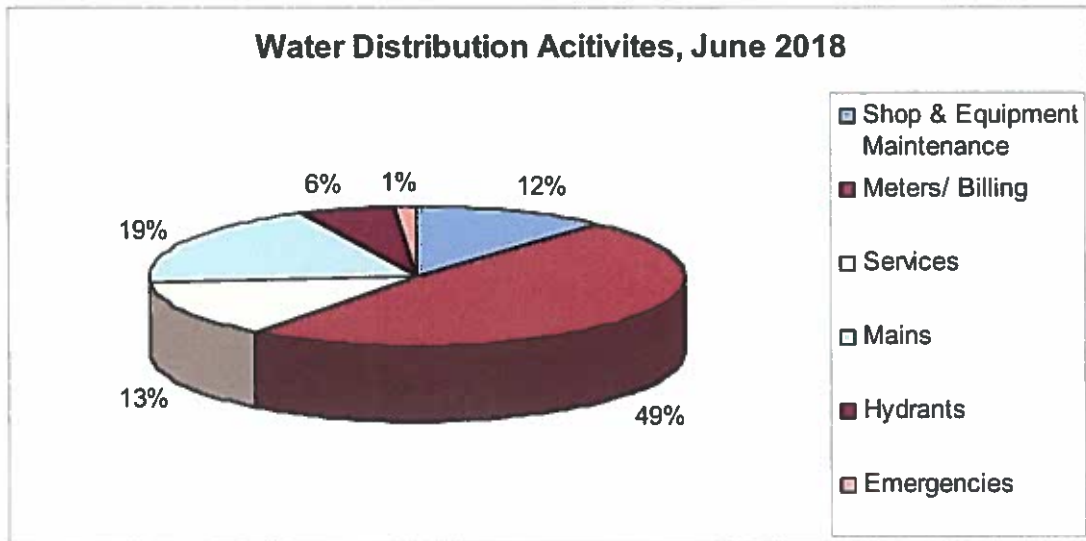
Items completed this month:

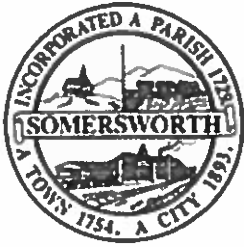
- Bacteria's and TOC's completed
- Pumped 44,695,391 gallons of raw water
- Pumped 40,662,677 gallons of finish water to the distribution system
- Completed annual consumer confidence report
- Certified to NHDES of CCR completion
- Completed annual well sampling
- Staff participated in full scale oil spill exercise
- Lagoon cleaning was completed by RMI and Dale R Sprague Construction Co Inc
- Completed 2 sampling cycles for UCMR4 EPA sampling
- Met with contractor for HVAC servicing

WATER DISTRIBUTION

- Water Distribution operators responded to 55 non-emergency service requests and provided contractor support at multiple construction sites.
- A new main and three hydrants were added to the system off of Rocky Hill Road for the Greenvew housing development.
- One new service was added on Sunningdale Drive.
- An annual inventory of water parts was completed June and valued at \$107,678.62.
- Operators replaced a hydrant at 87 Stackpole Road.

- Operators participated in an emergency training exercise simulating a Salmon Falls River chemical spill that threatened the City's Water supply.





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: July 6, 2018
Subject: Monthly Report – Month of June 2018

Bob:

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

COMMUNITY POLICING:

- The Recreation Department was given Active Shooter Training.

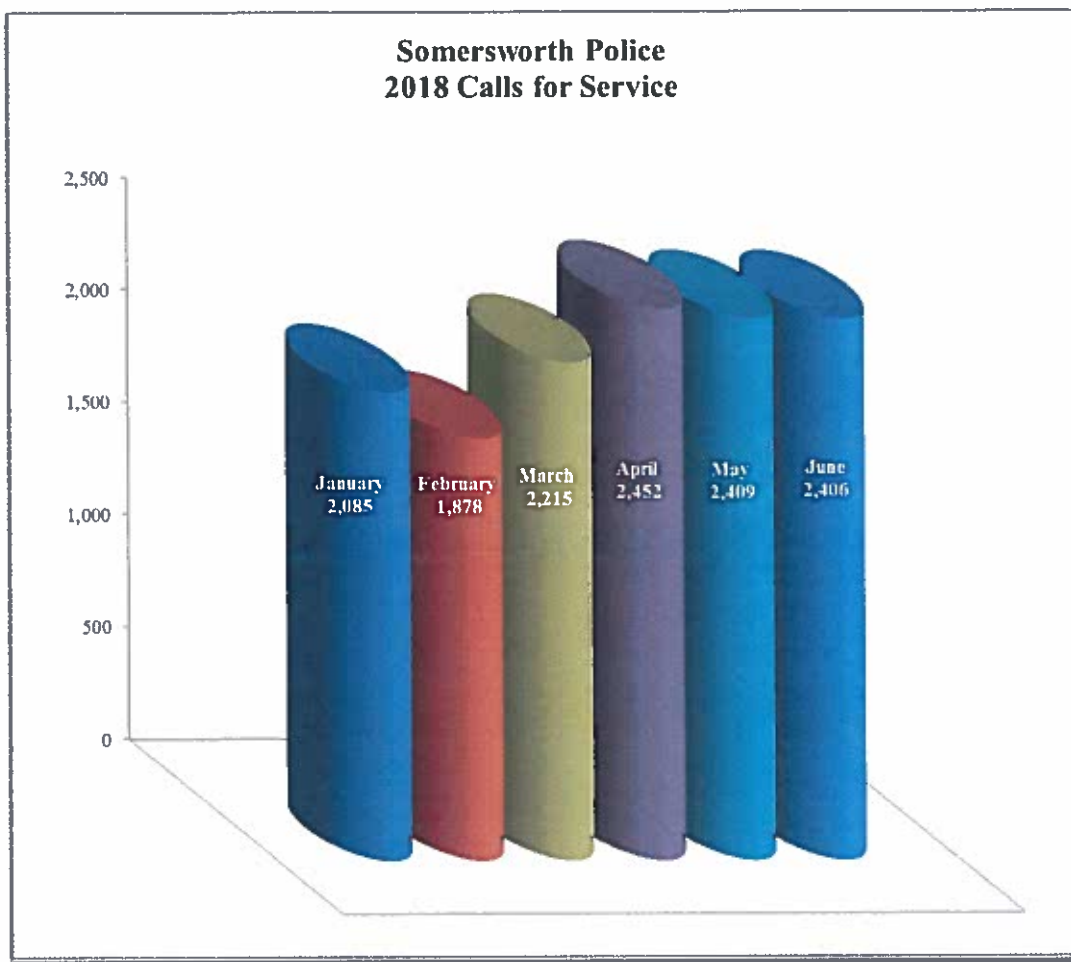
TRAINING:

- Officer training included Active Shooter Threat Instructor Training Program, Crisis Intervention Team (CIT) Certification Course and Project Safe Neighborhoods, Federal Firearms Laws & Firearms Identification.

OTHER MATTERS:

- Between 2010 and 2012 our Department, along with the New Hampshire DEA, began an investigation into the distribution of Synthetic narcotics that stretched to Arizona, Alaska and China, the source of the chemicals used to manufacture the drugs. These synthetic cathinones and cannabinoids were known collectively on the streets as bath salts. In the fall of 2012, a nationwide sweep of distributors took place and arrests were made in New Hampshire and Arizona, among other places. Assets totaling over 2 million dollars in cash were seized in Arizona. Somersworth PD received over \$50,000 in forfeiture monies in the initial disbursements several years ago. The last case has gone to trial and we received \$116,669 in equitable sharing funds that were in the system since 2012.
- We were awarded the FY 2018 Justice Assistance Grant (JAG) through the Department of Justice that we had applied for in 2017 but were on hold due to a nationwide court injunction halting the grant awards. We will be receiving \$12,330.00 to purchase needed equipment.

STATISTICS:



2018 Calls for Service		
Month	#	To Date
January	2,085	2,085
February	1,878	3,963
March	2,215	6,178
April	2,452	8,630
May	2,409	11,039
June	2,406	13,445



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle
Fire Chief & Emergency Management Director
khoyle@somersworth.com

Business: (603) 692-3457
Fax: (603) 692-5147
www.somersworth.com

JUNE 2018 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	8
Vehicle Fires:	0
Outside Fires:	4
Emergency Medical:	58
Motor Vehicle Crash:	9
Malfunction/false alarm:	6
Accidental/public service:	46
Hazardous Condition:	7
Hazardous Materials:	6

NON-EMERGENCY ACTIVITIES

Burning Permits:	75
Fireworks Permits:	10
Oil Burner Permits:	1
Place of Assembly Permits:	2
Fire Safety Inspections:	17
Fire Drills:	7

CALLS FOR SERVICE

- We responded to 8 more emergency calls this June (144) than in June 2017 – an increase of 6%.
- We responded to mutual aid fires in Barrington and Dover (3), and in Maine to Berwick (2) and North Berwick.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is 4 minutes and 3 seconds.

PLANNING/PROJECTS/GRANTS

- State COOP grant vendor Jane Hubbard continues to meet with city departments to craft a COOP plan for the city.
- MRI met with Department Heads and Fire Department personnel and toured target hazards and potential fire station sites. They were given response data: future needs projections and a copy of the report done by the Fire Station Assessment Committee. They will return in August.

- Participated in the Salmon Falls River hazardous materials drill along with Somersworth Police and DPW and some 12 other agencies in NH and Maine and the Coast Guard. Protection of the Somersworth and Berwick Water Plant intakes was deemed successful. There will be a wrap-up meeting sometime later this summer.
- Used about 60% of NH HSEM grant allocated for police and fire overtime for the river drill, so no city funds were expended on this event.
- Awaiting NH HSEM decision on “active shooter” equipment grant.
- We continue to install smoke/CO detectors in homes (provided by the State Fire Marshal’s Office FEMA Grant Program).
- Local 2320 IAFF accepted and voted unanimously for the new bargaining agreement - along with the City Council – good for 3 years.
- Contacted State Fire Marshal’s Office relative to Idlehurst School issue.
- Received two “loaner” portable road signs from NH HSEM for the Food Truck Festival.
- Attended pre-construction meeting for Sunningdale project.
- Met with Indonesian community representatives regarding their fall fair.
- Met with new manager of American Ambulance.
- Attended FEMA grant meeting for March 13 snowstorm reimbursement.

TRAINING/MEETINGS

- Matt Smart hired as new call F/F (has FF I/II training already).
- Training three new career FFs on shift.
- Attended annual EMD conference in Manchester sponsored by NH HSEM.
- One new call firefighter graduated from FF I/II training.
- Attended meetings of the SRTC: Traffic Safety: and Seacoast Fire Chiefs.

COMMUNITY SERVICE

- Department participated in Children’s Festival fireworks on June 15.
- Participated in Children’s Festival event on June 16.
- Participated in “Food Truck” event.

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

News Advisory

**U.S. Environmental Protection Agency
New England Regional Office
July 23, 2018**

Contact: Emily Bender, 617-918-1037

*** * * Media Advisory MONDAY in Somersworth, N.H. * * ***

EPA announces Brownfields grants in Somersworth

(Somersworth, N.H.) – On Monday, U.S. EPA Regional Administrator Alexandra Dunn will announce the 2018 Brownfields grants to recipients in New Hampshire, including funds to help clean up a contaminated property in the City of Somersworth. This is a hands-on investment in the community. It will help leverage jobs and revitalize the community.

When: Monday, July 23, 2018 at 4:00pm

Who:

Regional Administrator Alexandra Dunn, U.S. EPA
Commissioner Robert Scott, N.H. Department of Environmental Services
Mayor Dana S. Hilliard, Somersworth, N.H.
Deputy City Mayor/City Councilor, David A. Witham

Where: Breton's Cleaners Site
1 Winter Street
Somersworth, N.H.

*Rain Location: City Council Chambers in City Hall
1 Government Way
Somersworth, NH*

Brenda Breda

From: Bender, Emily <Bender.Emily@epa.gov>
Sent: Thursday, July 19, 2018 9:13 AM
To: Brenda Breda; Dumville, Kelsey
Subject: RE: Somersworth Brownfields Event
Attachments: Media Advisory_Somersworth BF Event (0002).docx

Hi Brenda,

A few updates. We heard yesterday evening that the Southeast Regional Planning Commission will likely send someone to accept a check. As I said yesterday, that doesn't change the speaker list or anything. We have made a slight adjustment to the media advisory to be more all-encompassing of NH grantees. I've attached the updated advisory that we will issue to the press later today, tomorrow, and Monday morning.

Also, we have heard back from the two US Senators. They will both be sending staffers who will also have a letter to read from each Senator.

Peter Clark with Senator Shaheen's office will read a brief letter and Kerry Holmes with Senator Hassan's office will read a brief letter.

I am happy to put together a speaking order. Let me know how this looks to you.

Mayor Hilliard- welcome (emcee)

Regional Administrator Dunn

Commissioner Scott

Deputy Mayor Witham- introduces delegation staffers

Peter Clark- reads Senator Shaheen's letter

Kerry Holmes- reads Senator Hassen's letter

Mayor Hilliard closes

From: Bender, Emily
Sent: Wednesday, July 18, 2018 2:39 PM
To: 'Brenda Breda' <bbreda@somersworth.com>; Dumville, Kelsey <Dumville.Kelsey@epa.gov>
Subject: introductions

Hi Brenda-

As I said on the phone, I wanted to introduce you to Kelsey Dumville. Kelsey will be attending the BF event in Somersworth on Monday afternoon. She'll likely get there a bit early to make sure things are going okay.

Thanks so much,

Emily



Tuesday, August 7th
Jules Bisson Park
5:30 - 7:30pm



Free Hot Dogs ★ Games ★ Resources ★ Music
★ Fire, Police and EMS Emergency Vehicles ★
★ Community Organizations ★ Prizes ★
Family Fun ★ And More! ★ Completely Free!

