



*Office of the City Manager*

**TO:** Mayor Dana S. Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager *RB*  
**DATE:** Friday, June 12, 2020  
**SUBJECT:** City Manager's Report for Monday, June 15, 2020

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**6:00 p.m. City Council Zoom Workshop**

**Re: New Fire Station - Presentation by Port One Architects**

Attached are the revised Design Changes - Port One Architect Kelly Davis will participate remotely.

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

**Ordinances**

- A. Ordinance No. 21-20: Add to Chapter 19 Zoning Ordinance, Section 19.20.D.2.f, Somersworth Plaza Signage.** Again, the Economic Development Committee supports this Zoning Ordinance Change. The Committee spent several months working with our Consultant and City Staff to get this Proposal to full Council.

**Resolutions**

- A. Resolution No. 49-20: Vote to Adopt a Policy of Staffing the Fire Department With a Minimum of Four (4) Firefighters on Each Shift.** The Finance Committee met on June 9<sup>th</sup> and voted 3-1 to recommend this Resolution's adoption. Councilor Witham favored a different approach and asked for further information regarding the Fire Department mobile radios that are funded in next fiscal year's budget (states portable, in error). After discussing options with the Fire Chief, we have developed an alternative option for Council's consideration in order to add more Firefighter overtime funding up front while addressing the need for new mobile radios. Attached is a Memorandum that outlines this optional course of action for Council's consideration.

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

### **Ordinances**

- A. Ordinance No. 22-20: To Amend Chapter 4, Personnel Rules & Regulations, Section 11.2, Retirement Plan, Regarding when Benefits Begin. – Compensation Schedule.** The Government Operations Committee met on June 3<sup>rd</sup> and voted to move forward with this recommended Ordinance amendment for full Council review. Attached is a copy of the Memorandum provided to the Government Operations Committee. This is really a housekeeping action as State Law mandates enrollment into the NHRS takes place upon hire. I recommend a Public Hearing be scheduled for the next regular City Council meeting.
- B. Ordinance No. 23-20: To Amend Chapter 4, Personnel Rules and Regulations, Section 11.2.1, Health/Dental Insurance, Regarding Spouses Employed by the City.** The Government Operations Committee met on June 3<sup>rd</sup> and voted to move forward with this recommended Ordinance change for full Council review. We do have similar language in some of our Union contracts. I recommend a Public Hearing be scheduled for the next regular City Council meeting.
- C. Ordinance No. 24-20: To Amend Chapter 4, Personnel Rules and Regulation – Compensation Schedule.** The Government Operations met on June 3<sup>rd</sup> and voted to recommend a 2.5% Cost of Living Increase (COLA) be forwarded to the Finance Committee. The Finance Committee met on June 9<sup>th</sup> and voted to support a 2.5% Cost of Living Increase.

This action, if approved, would carry over to provide members of the Water/Wastewater Collective Bargaining Unit with the same COLA increase to their pay scale. Their CBA/ Union Contract has language that provides for wage adjustments in accordance with the City's Personnel Rules & Regulations as may be approved by the City Council. In the past, funding for non-union raises have been covered within the department's budget or by the contingency line in the General Fund. Wage increases for the Union employees would be covered by the respective Utility Budgets. I recommend a Public Hearing be scheduled for the next regular City Council meeting.

### **Resolutions**

- A. Resolution No. 50-20: Vote to Authorize a Bond to Construct a New Fire Station at the Location of the Current Fire Station on Maple Street.** The Finance Committee met back on February 18<sup>th</sup> and voted to move this Bond authorization to full Council. Attached are copies of the potential Bond Amortization schedules prepared by Finance Director Scott Smith. As required by the City Charter, I recommend a Public Hearing be held at the next regular scheduled Council meeting.
- B. Resolution No. 51-20: To Authorize the City Manager to enter into a Three Year Contract with Two One-Year Options with Plodzick and Sanderson, P.A. of Concord, NH for Municipal Auditing Services.** The Finance Committee met on June 9<sup>th</sup> and voted to recommend the switch to a new Auditor Firm after 10 years with Vachon, Clukay, & Co.. Attached is a copy of information provided by Finance Director Scott Smith regarding the four (4) proposals received. City and School Staff interviewed these Auditing Firms as well as our present Auditing firm; please note that all four firms that submitted proposals are well known in the State and have solid reputations. Please consider waiving Council rules for a second reading and vote.

- C. Resolution No. 52-20: The Somersworth City Council to Vote to Encourage the State of New Hampshire to Allow Communities Flexibility on the Location of Polling Places During the September Primary and November General Elections.** If approved this Resolution would be sent to the State Officials noted as well as to our State Legislature Representatives.

**Other**

- A. Set Polling Times for the September 8, 2020 State Primary Election.**

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

**A. Informational Items.**

- 1. Wi-Fi Being Added at the Summersworth Historical Society Building.** I have moved forward to install a Comcast drop at the Summersworth Historical Society building to provide Wi-Fi access to visitors at the new Veterans Memorial.
- 2. CIP Fiscal Year 2022-2027.** FYI - I will be starting the six (6) year Capital Improvement Program process with City Department Heads this month. This plan takes several months to complete and the CIP is presented to the Planning Board for review and comment prior to submittal to the City Council.
- 3. Department Head Reports.** As a reminder, in your meeting packets are copies of Department Head reports sent to me on a Monthly basis. I would also point out that from time to time I include copies of additional information provided by the Department Head as I have done this month in regards to Chief David Kretschmar's Memorandum to me regarding on-going Police Officer Training.
- 4. Bretons Site.** Attached are copies of recent email correspondence from our Environmental Consultant, Credere Associates. As you will read, we are close to a point where the Council should consider next steps on determining the site's future use.
- 5. Upcoming City Council Meeting Workshop Item – As Approved by Mayor Hilliard.**
  - **Monday, July 13**
    - 6:30pm: City Council Workshop regarding Form Based Codes  
Presented by Director Shanna Saunders

**Attachments**

- 1. City Attorney Certifications Five (5)**
- 2. Department Head Reports**
- 3. City Department Operations – Updates on COVID-19-Memorandum emailed on June 11<sup>th</sup>**
- 4. General Fund Year End Budget Projections**

## Narrative of Design Changes

The Conceptual Design Study for the new Somersworth Fire Station was completed and submitted to the City Council in January 2020.

In mid-March 2020 the architects sat down with the new Fire Chief, City Manager and Finance Director to discuss several design changes being proposed to the building.

The significant change has been to move the second floor of the Operations Wing (containing bunks, kitchen, dayroom and other fire fighter support spaces) from the southeast side of the proposed station to the northwest side (Parkview Terrace) of the building.

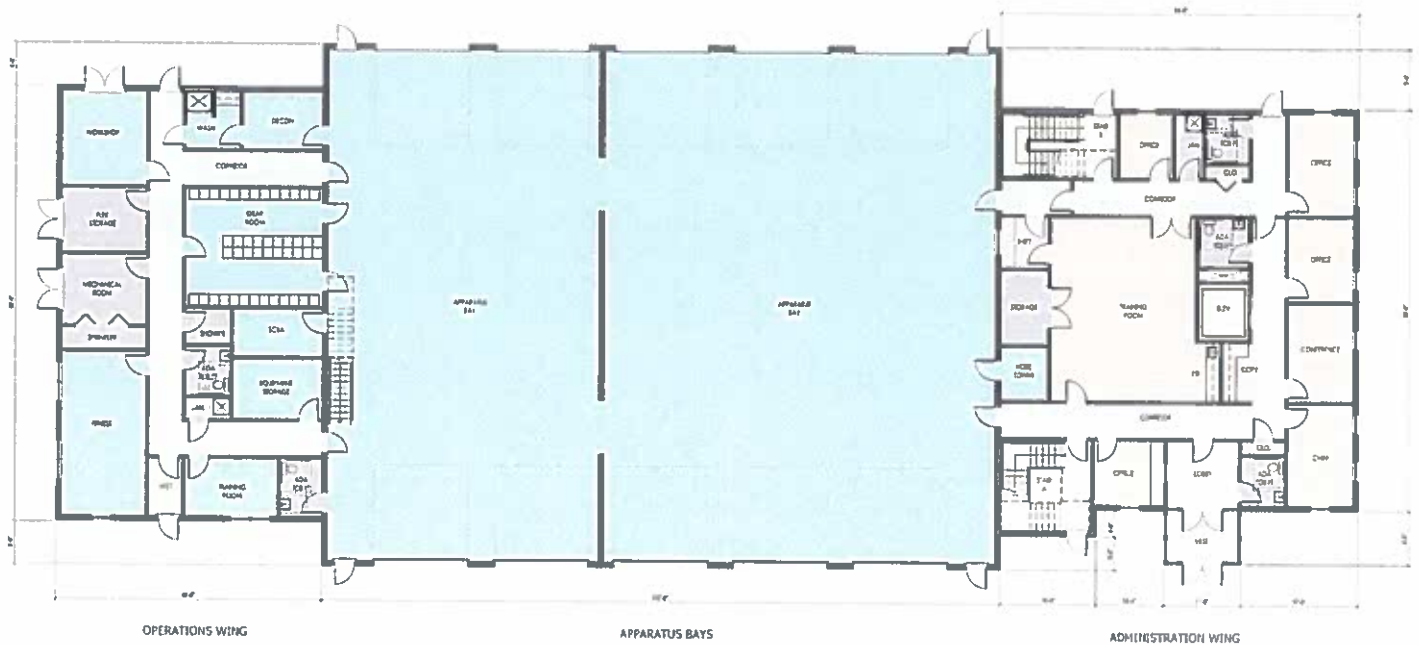
This creates a two story Administrative/Operations Wing on the main entrance side, giving fire fighters easy access to the public and improving operational efficiencies. An additional feature has been the inclusion of a hose tower.

The remaining southeast side, one-story Operations Wing contains support services for the Apparatus Bay equipment as well as decontamination rooms, gear room and an enlarged fitness center.

The facility is scheduled to be constructed in two phases, beginning with the southeast wing and two adjacent apparatus bays in Phase 1. The overall schedule has shifted several months out due to the ongoing pandemic, but construction is still slated to start in the spring 2021.

Materials specifications and engineering narratives from the original study still apply to the new design. The overall square footage has decreased slightly and the construction cost estimate remains at \$7,734,916.





LEGEND:

- ADMINISTRATION
- OPERATIONS
- CIRCULATION
- SUPPORT

TOTAL SQUARE FOOTAGES:

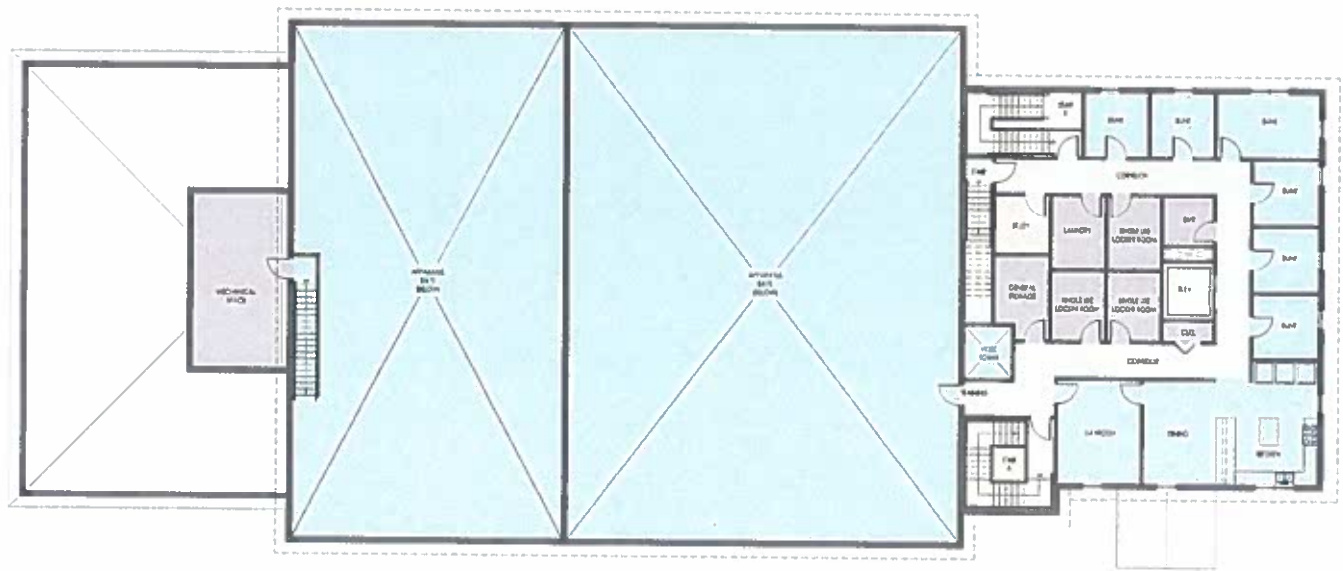
OPERATIONS WING:	3,010 SF
ADMINISTRATION WING:	7,315 SF
APPARATUS BAYS:	7,956 SF

PROPOSED FIRST FLOOR PLAN  
SCALE: NTS



City of Somersworth, NH  
Somersworth Fire Station





LEGEND:

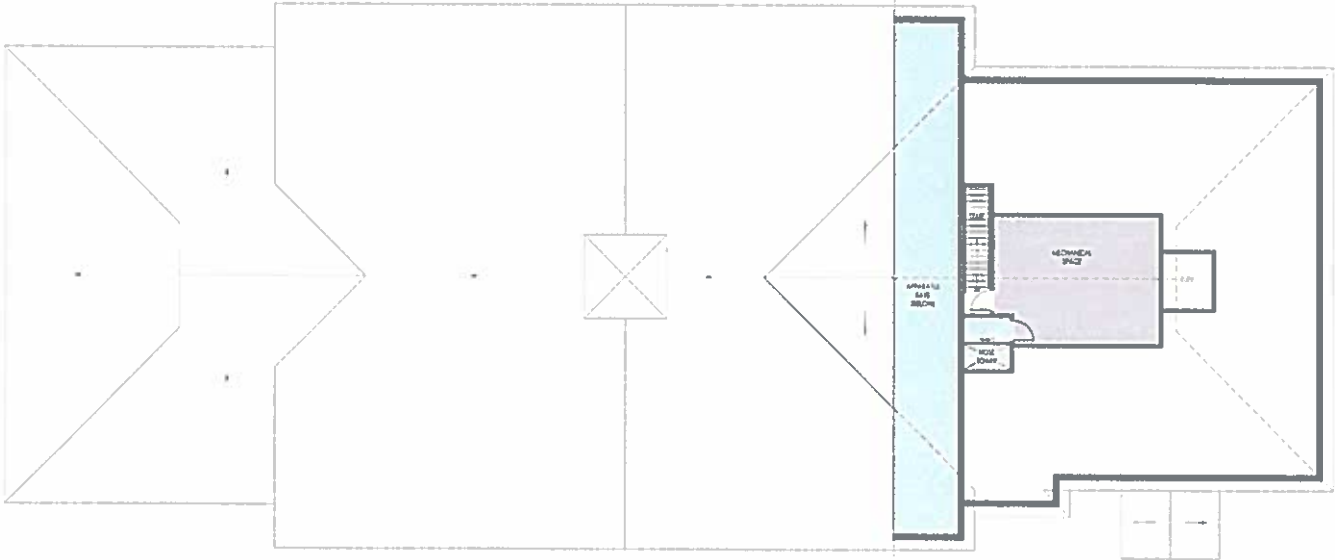
- ADMINISTRATION
- OPERATIONS
- CIRCULATION
- SUPPORT

PROPOSED SECOND FLOOR PLAN  
SCALE: NTS



City of Somersworth, NH  
Somersworth Fire Station





- LEGEND:
- ADMINISTRATION
  - OPERATIONS
  - CIRCULATION
  - SUPPORT

PROPOSED THIRD FLOOR PLAN  
SCALE: NTS



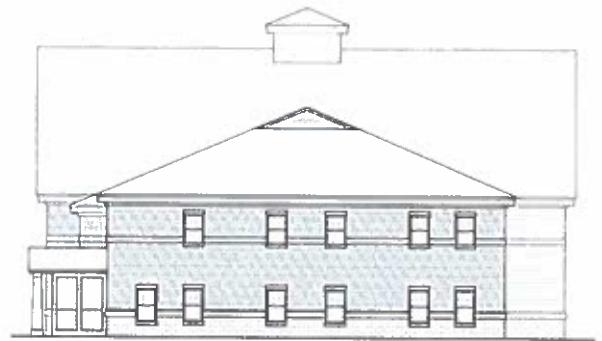
City of Somersworth, NH  
Somersworth Fire Station







**NORTHEAST ELEVATION**  
SCALE: NTS



**NORTHWEST ELEVATION**  
SCALE: NTS



City of Somersworth, NH  
Somersworth Fire Station







SOUTHEAST ELEVATION  
SCALE: NTS



SOUTHWEST ELEVATION  
SCALE: NTS



City of Somersworth, NH  
Somersworth Fire Station



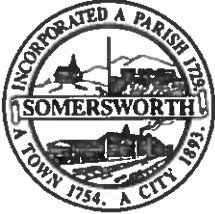


EXTERIOR PERSPECTIVE



City of Somersworth, NH  
Somersworth Fire Station





## City of Somersworth – Ordinance

Ordinance No: 21-20

### **ADD TO CHAPTER 19 ZONING ORDINANCE, SECTION 19.20.D.2.f, SOMERSWORTH PLAZA SIGNAGE**

June 1, 2020

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:

Add to Chapter 19 Zoning Ordinance, Section 19.20.D.2.f Somersworth Plaza Signage:

#### **19.20.D.2.f Somersworth Plaza Signage**

19.20.D.2.f.i The Somersworth Plaza is owned by the City and is a significant part of the Main Street economic community. For that reason, the City of Somersworth has direct jurisdiction over both freestanding signs and signs on the façade of buildings that are part of the Plaza. The City encourages sign designs that enhance the aesthetic quality of Downtown and the Main Street economic sector. Applications shall include the Development services Sign application, renderings of the proposed signs and pictures of the façade showing sign placement. Applications shall be submitted to the City Manager's office for acceptance and subsequent review by the City Council Economic Development Committee.

19.20.D.2.f.ii The structural aspects of signs that are part of the Plaza, such as poles, supports and cabinets should be constructed of colors and materials related to the principal building. Signs shall be constructed of durable materials. Paper, cloth, canvas and plastic sheet signs are prohibited.

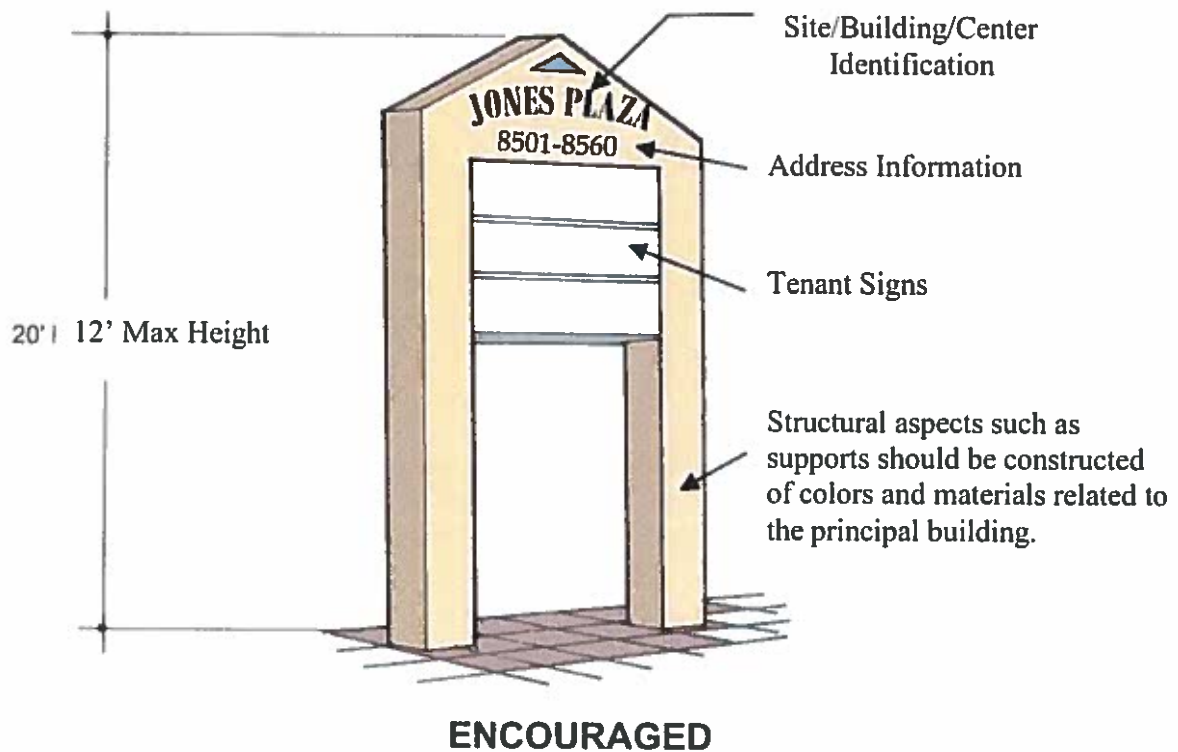
19.20.D.2.f.iii When signs are removed or replaced with a sign of a different shape or size, all holes shall be patched and surfaces repainted or refinished to match surrounding wall surfaces. Business logos are encouraged when combined with business names.

19.20.D.2.f.iv Freestanding signs shall be as follows:

19.20.D.2.f.iv.a One (1) free standing identification sign shall be allowed for the entire plaza;

19.20.D.2.f.iv.b The maximum sign area allowed shall be twenty (20) square feet for site/building/center identification and address plus an additional four (4) square feet for each business to a maximum of fifty-six (56) square feet (10 businesses).

19.20.D.2.f.iv.c Max sign height is 12 feet. Landscaping is required around the freestanding sign to reduce the emphasis on the mechanical and support aspects of the sign.



**Figure 1**

19.20.D.2.f.v In addition, wall signs are permitted to have a sign area of up to 1 sf per linear foot of the principal business frontage. Wall signs shall be placed on the beige stucco horizontal panel between the round light fixtures. Units directly under each of the two towers may place signage on the tower itself in a location approved by the City.

19.20.D.2.f.vi Window signs are permitted and must follow Zoning Ordinance Section 19.20.C.3.w, "Window Signs".

19.20.D.2.f.vii Special Event signs are permitted and must follow Zoning Ordinance Section 19.20.C.3.r, "Special Use/Event Signs".

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by Councilors:</i> Martin P. Dumont, Sr. Richard R. Michaud Crystal Paradis	<i>Approved:</i> City Attorney

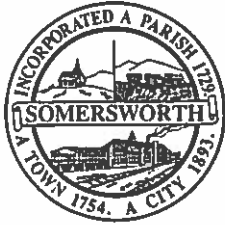
## City of Somersworth – Ordinance 21-20

### History

First Read Date:	06/01/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On    /    /    Ordinance 21-20			



## City of Somersworth – Resolution

Resolution No: 49-20

### **VOTE TO ADOPT A POLICY OF STAFFING THE FIRE DEPARTMENT WITH A MINIMUM OF FOUR (4) FIREFIGHTERS ON EACH SHIFT**

May 18, 2020

WHEREAS, the current policy of the City of Somersworth is to staff a minimum of four (4) firefighters on each night shift and a minimum of three (3) firefighters on each day shift, and

WHEREAS, after review of this policy the recommendation is to increase minimum staffing to four (4) firefighters on all shifts which will benefit the City by improving efficiency and response capability of the Fire Department; and

WHEREAS, the recommendation to change this policy has been reviewed by the Public Safety Committee and they support this change and further recommend that the City Manager cover any incremental cost increases due to this policy change from the current FY2020 budget and the FY2021 approved budget through City Charter Transfer of Appropriations authorizations outlined in Ch. 7.6 (D) ,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City adopt a policy of staffing the Fire Department with a minimum of four (4) firefighters on each shift, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager shall cover any incremental cost increase due to this policy change from the current budget as outlined in the City Charter, Transfer of Appropriations, Ch. 7.6 (D).

#### Authorization

##### *Sponsored by Councilors:*

Martin Pepin  
Donald Austin  
Kenneth S. Vincent  
Crystal Paradis  
Martin P. Dumont, Sr.

##### *Approved:*

City Attorney

## City of Somersworth – Resolution 49-20

### History

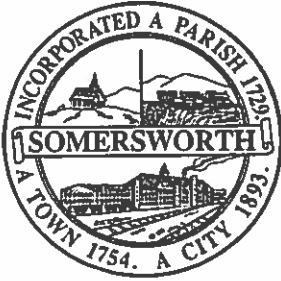
First Read Date:	05/18/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

May 18, 2020 - Mayor referred Resolution No. 49-20 to the Finance Committee

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On    /    /    .    Resolution 49-20		PASSED	FAILED





## MEMORANDUM

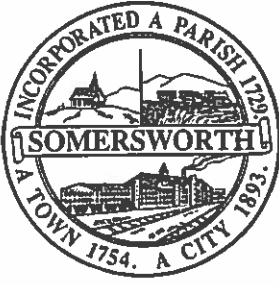
To: Bob Belmore, City Manager  
From: Scott Smith, Finance Director  
Date: June 2, 2020  
Re: Resolution – 49-20 Firefighting Schedule

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We have estimated the financial impact of Resolution 49-20 which will provide a minimum of 4 firefighters on all shifts, thereby changing the current policy of requiring 4 firefighters on night shifts with a minimum of 3 on day shifts. Our estimates are as follows:

- Would increase the overall cost of replacement overtime by \$27,000. This breaks down to \$20,000 for the additional overtime cost, and \$7,000 for wage related roll-ups such as NH Retirement, medicare, etc.
- The Fiscal Year 20-21 adopted budget includes \$140,000 for replacement overtime which is based on the prior policy. We would need to cover the additional overtime from other budgeted line items.
- The estimate is based on the current average absences of the Department and doesn't fully take into consideration the possibility of extended staff absences and the impact that may have on replacement overtime.

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



## **MEMORANDUM**

To: Bob Belmore, City Manager  
From: Scott Smith, Finance Director  
Date: June 11, 2020  
Re: **Fire Radios**

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After discussion with Chief Kramlinger, we believe we can utilize the funding approved for the Fire Departments Radios in the FY20-21 budget to increase the replacement overtime budget in Firefighting to cover increasing the coverage to 4 Firefighters on each shift should Council want to move in this manner.

This may be accomplished as follows:

- Two radios require replacement, one intended for a new fire truck associated with the upcoming vehicle lease/purchase program can be purchased directly with the fire truck.
- A second radio intended for the fire brush truck currently being assembled can be purchased with unused funds in the current firefighting budget.
- All other radio replacements may be deferred.
- Staff could prepare a budget transfer ordinance for an upcoming Council meeting in the new Fiscal Year for consideration to transfer the funding as discussed.

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

- (C) ADOPTION. The Council shall adopt the budget on or before the 30th day of the 12th month of the fiscal year currently ending. If it fails to adopt the budget by this date, the City budget as submitted by the Manager shall become the adopted budget of the City for the fiscal year. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.

7.7.

AMENDMENTS AFTER ADOPTION.

Ord. No. 20-20

- (A) SUPPLEMENTAL APPROPRIATIONS. No supplemental appropriation shall be made for any purpose not included in the budget as adopted unless voted by a two-thirds majority of the Council after a public hearing held to discuss said supplemental appropriation. The Council shall, by ordinance, designate the source of any money so appropriated.

History: Referendum, 11/3/09.

- (B) EMERGENCY APPROPRIATIONS. To meet a public emergency affecting life, health, property, or the public peace, the Council may make emergency appropriations. Such appropriations may be made by emergency ordinance. To the extent that there are no available unappropriated revenues to meet such appropriations, the Council may by such emergency ordinance authorize the issuance of emergency notes which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

- (C) REDUCTION OF APPROPRIATIONS. If at any time during the fiscal year it appears probable to the Manager that the revenues available will be insufficient to meet the amount appropriated, he/she shall report to the Council without delay, indicating the estimated amount of the deficit, any remedial action taken by him/her and his/her recommendation as to any other steps to be taken. The Council shall then take such further action as it deems necessary to prevent or minimize any deficit, and for that purpose it may by ordinance reduce one or more appropriations.

Per. No. 49-20

- (D) TRANSFER OF APPROPRIATIONS. At any time during the fiscal year the Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency and, upon written request by the Manager, the Council may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

- (E) LIMITATIONS: EFFECTIVE DATE. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The



## City of Somersworth – Ordinance

Ordinance No: 22-20

**TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS, SECTION 11.2, RETIREMENT PLAN, REGARDING WHEN BENEFITS BEGIN**

June 15, 2020

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:

1. Amend Chapter 4, Personnel Rules and Regulations, Section 11.2, Retirement Plan, by deleting the last sentence and adding:

Retirement benefits will begin on date of hire.

This Ordinance shall take effect upon its passage.

### Authorization

*Sponsored by Councilors:*

Richard Michaud  
Nancie Cameron  
Donald Austin  
Matt Gerding

*Approved:*

City Attorney

## City of Somersworth – Ordinance 22-20

### History

First Read Date:	06/15/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On / / Ordinance 22-20		PASSED	FAILED

## Memo from City Manager



Date: June 3, 2020

To: Government Operations Committee

From: Bob Belmore, City Manager

Cc: Linda Corriveau, Human Resources Manager

Re: Chapter 4 – Personnel Rules & Regulations Change Discussion Item

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We are proposing this change to have the language match the current practice and the New Hampshire Retirement Systems requirements.

Current:

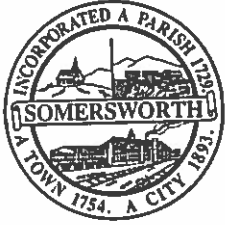
*11.2 Retirement Plan*

The Personnel Officer will take the steps necessary to provide employees in the City classified service membership in the State of New Hampshire Retirement System or other suitable retirement plan provided for by law. Retirement benefits will begin **after the probationary period**.

New:

*11.2 Retirement Plan*

The Personnel Officer will take the steps necessary to provide employees in the City classified service membership in the State of New Hampshire Retirement System or other suitable retirement plan provided for by law. Retirement benefits will begin **on date of hire**.



## City of Somersworth – Ordinance

Ordinance No: 23-20

**TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS, SECTION 11.3.1, HEALTH/DENTAL INSURANCE, REGARDING SPOUSES EMPLOYED BY THE CITY**

June 15, 2020

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:

1. Amend Chapter 4, Personnel Rules and Regulations, Section 11.3.1, Health/Dental Insurance, by adding to the last paragraph:

This benefit shall not be available to any employee whose alternative health insurance is provided through a spouse's plan through either the City or the School District.

This Ordinance shall take effect upon its passage.

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



## City of Somersworth – Ordinance 23-20

### History

First Read Date:	6/15/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

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

## Memo from City Manager



Date: June 3, 2020

To: Government Operations Committee

From: Bob Belmore, City Manager 

Cc: Linda Corriveau, Human Resources Manager

Re: Chapter 4 – Personnel Rules & Regulations Change Discussion Item

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We are proposing a change to the Health/Dental Insurance section to include language limiting Health Insurance Buy Out to spouses.

### *11.3.1 Health/Dental Insurance*

The City will offer one or more health insurance plans to eligible full-time employees and their families. The City will pay such portion of the premium as the City Council shall determine annually based upon the City Manager's recommendations. Employees shall be notified of the premium share to be paid by the City in advance of the new plan year.

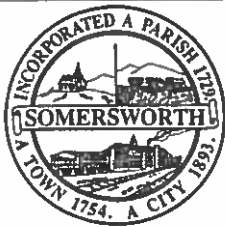
Effective July 1, 2015, the City shall pay a percentage of an HMO-type plan as follows:

1 – Person	85% of the premium
2 – Person	85% of the premium
Family	85% of the premium

The City, after providing twenty (20) calendar days advance written notice to the employees, may modify the plan, offer additional plans, change carriers, or convert to self-insurance. The insurance provided under this provision shall be comparable in benefits to the insurance presently provided under this section.

Eligible City employees who provide proof of health insurance coverage from another source, provided such coverage does not trigger any penalty or assessment against the City under the terms of the Affordable Care Act, may opt out of City provided health coverage. Employees who exercise this opt out provision of health insurance coverage shall receive \$5,000 annually. This benefit shall not be available to any employee whose alternative health insurance is provided through a spouse's plan through either the City or the School District.

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## City of Somersworth – Ordinance

Ordinance No: 24-20

### TO AMEND CHAPTER 4, PERSONNEL RULES AND REGULATIONS - COMPENSATION SCHEDULE

June 15, 2020

THE CITY OF SOMERSWORTH ORDAINS THAT, the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Chapter 4 by deleting the Compensation Schedule in its entirety and replacing it with the following:

Personnel Rules and Regulations							
FY2020-2021 Compensation Schedule							
(2.5% Increase effective July 1, 2020)							
GRADE		HIRE	1	2	3	4	5
6	A	24,195.85	25,228.60	26,177.34	27,237.79	28,326.18	29,414.56
	H	11.6326	12.1291	12.5853	13.0951	13.6184	14.1416
7	A	25,368.03	26,316.98	27,489.16	28,577.33	29,610.07	29,972.72
	H	12.1962	12.6524	13.2159	13.7391	14.2356	14.4100
8	A	26,651.71	27,684.45	28,772.83	29,972.72	31,200.75	32,456.50
	H	12.8133	13.3098	13.8331	14.4100	15.0004	15.6041
9	A	27,991.24	29,107.77	30,279.73	31,507.76	32,735.58	34,102.83
	H	13.4573	13.9941	14.5576	15.1480	15.7383	16.3956
10	A	29,358.92	30,530.88	31,703.05	33,042.59	34,298.34	35,777.73
	H	14.1149	14.6783	15.2419	15.8859	16.4896	17.2008
11	A	30,865.82	32,121.56	33,321.67	34,661.20	36,084.53	37,535.78
	H	14.8393	15.4431	16.0200	16.6640	17.3483	18.0460
12	A	32,428.57	33,712.46	34,996.14	36,419.25	37,786.93	39,293.83
	H	15.5907	16.2079	16.8251	17.5093	18.1668	18.8913
13	A	34,047.40	35,386.72	36,837.98	38,345.09	39,824.27	41,498.53
	H	16.3689	17.0128	17.7106	18.4351	19.1463	19.9512
14	A	35,666.01	37,089.12	38,568.09	40,186.92	41,777.61	43,424.36
	H	17.1471	17.8313	18.5424	19.3206	20.0854	20.8771

GRADE		HIRE	1	2	3	4	5
15	A	37,535.78	39,070.61	40,605.43	42,196.33	43,787.02	45,517.35
	H	18.0460	18.7839	19.5218	20.2867	21.0515	21.8833
16	A	39,321.76	40,884.51	42,531.27	44,401.25	46,047.58	47,973.20
	H	18.9047	19.6560	20.4477	21.3468	22.1383	23.0640
17	A	41,359.09	43,033.57	45,935.86	46,521.95	48,363.99	50,289.62
	H	19.8842	20.6892	22.0845	22.3663	23.2519	24.1777
18	A	43,424.36	45,154.48	46,884.81	48,838.15	50,791.92	52,912.62
	H	20.8771	21.7089	22.5408	23.4799	24.4192	25.4388
19	A	45,517.35	47,387.11	49,340.66	51,378.00	53,359.27	55,536.04
	H	21.8833	22.7823	23.7215	24.7010	25.6535	26.7000
20	A	47,945.27	49,898.82	51,768.58	53,861.78	56,010.62	58,187.40
	H	23.0506	23.9898	24.8887	25.8951	26.9282	27.9747
21	A	50,289.62	52,271.10	54,447.87	56,569.00	58,829.34	61,117.62
	H	24.1777	25.1303	26.1769	27.1966	28.2833	29.3835
22	A	52,884.90	54,922.03	57,126.73	59,303.50	61,815.42	64,271.27
	H	25.4254	26.4048	27.4648	28.5113	29.7190	30.8997
23	A	55,480.40	57,712.81	59,889.59	62,373.58	64,857.36	67,480.57
	H	26.6733	27.7465	28.7931	29.9873	31.1814	32.4426
24	A	58,187.40	60,531.74	62,931.74	65,499.09	68,038.73	70,801.80
	H	27.9747	29.1018	30.2556	31.4899	32.7109	34.0393
25	A	61,117.62	63,657.04	66,113.11	68,848.04	71,666.75	74,485.47
	H	29.3835	30.6043	31.7851	33.1000	34.4552	35.8103
26	A	64,243.56	67,257.14	69,322.41	72,141.12	75,155.35	77,973.85
	H	30.8863	32.3352	33.3281	34.6832	36.1324	37.4874
27	A	67,313.21	70,159.64	72,894.79	75,908.58	78,950.73	81,992.46
	H	32.3621	33.7306	35.0456	36.4945	37.9571	39.4195
28	A	70,717.80	73,592.38	76,383.16	79,480.96	82,746.12	86,011.28
	H	33.9989	35.3810	36.7227	38.2120	39.7818	41.3516
29	A	74,234.11	77,248.33	80,262.34	83,443.92	86,960.02	90,364.82
	H	35.6895	37.1386	38.5877	40.1173	41.8077	43.4446

(2.5% increase of minimum and maximum effective July 1, 2020)							
Grade							
25	A	62,568.38			79,749.68		
	H	30.0810			38.3412		
30	A	79,438.45			96,852.81		
	H	38.1916			46.5639		
31	A	86,781.50			105,586.69		
	H	41.7219			50.7628		
32	A	87,594.18			106,720.93		
	H	42.1126			51.3081		
33	A	92,034.83			111,916.22		
	H	44.2475			53.8059		
34	A	96,678.66			117,604.90		
	H	46.4801			56.5408		
35	A	101,525.67			123,438.72		
	H	48.8104			59.3455		
36	A	106,633.87			129,620.81		
	H	51.2663			62.3177		
37	A	111,858.19			136,006.06		
	H	53.7780			65.3875		

This Ordinance will take effect upon adoption.

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

## City of Somersworth – Ordinance 24-20

### History

First Read Date:	06/15/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On / / Ordinance 24-20		PASSED	FAILED

**Bob Belmore**

**From:** Scott A. Smith  
**Sent:** Friday, May 22, 2020 11:05 AM  
**To:** Bob Belmore  
**Subject:** Non-union

*non-union  
+ w/ww  
COLA*

Bob,

For non-union and Water/Wastewater Union employees, the cost for every 1% COLA including roll-ups is as follows:

Non-union	\$20,616
W/WW	\$ 7,847

*NHRS - retirement  
FICA - Soc Sec*

If you need anything else let me know.

**Scott A. Smith**  
Deputy City Manager/Finance Director

City of Somersworth  
One Government Way  
Somersworth, NH 03878

(603) 692-9504  
[ssmith@somersworth.com](mailto:ssmith@somersworth.com)  
[www.Somersworth.com](http://www.Somersworth.com)

**SOMERSWORTH** 

PLEASE NOTE: City Hall is now closed to the public. Please read the [UPDATE](#) on the City's website to see how we are still providing services.

For suggestions from the CDC on how to protect yourself and your family from Coronavirus (COVID-19), click [HERE](#)





## City of Somersworth – Resolution

Resolution No: 50-20

### **VOTE TO AUTHORIZE A BOND TO CONSTRUCT A NEW FIRE STATION AT THE LOCATION OF THE CURRENT FIRE STATION ON MAPLE STREET**

June 15, 2020

WHEREAS, the City Council adopted Resolution No. 1-20 to authorize the City Manager to contract with Port One Architects of Portsmouth, NH to provide conceptual design services and a preliminary cost estimate for a new Somersworth Fire Station, and

WHEREAS, Port One Architects has completed the conceptual designs and has estimated the cost to construct a new Fire Station at the present location on Maple Street to be \$7,700,000 (Seven Million Seven Hundred Thousand dollars), and

WHEREAS, the project costs include architecture, engineering, and construction of a new Fire Station at the location of the current Fire Station on Maple Street, as well as other associated ancillary costs (collectively, the "Project");

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount not to exceed \$7,700,000 (Seven Million Seven Hundred Thousand dollars) is appropriated for the Project; and

#### **BE IT FURTHER RESOLVED THAT:**

- (a.) the City Manager is authorized to borrow up to \$7,700,000 (Seven Million Seven Hundred Thousand dollars) under the Municipal Finance Act and issue bonds and notes payable within 25 years from their dates, and
- (b.) the City Manager is authorized to issue temporary notes in anticipation of the issue of these bonds or notes, and
- (c.) 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
- (d.) the estimated useful life of this project is expected to exceed 25 years.

*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).*

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

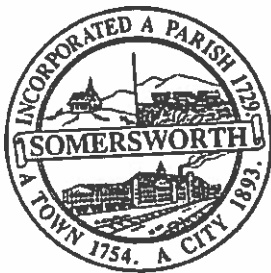
## City of Somersworth – Resolution 50-20

### History

First Read Date:	06/15/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On    /    /    .    Resolution 50-20		PASSED	FAILED



## MEMORANDUM

To: Bob Belmore, City Manager  
From: Scott Smith, Finance Director  
Date: June 12, 2020  
Re: Debt Schedules

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Attached please find two estimated debt schedules for the \$7,700,000 bond for the proposed Fire Station.

Each schedule presents a term of 25 years and uses an estimated interest rate of 3.50%. It is anticipated the City won't issue the final debt for this project until the fall of 2021.

The impact of the different debt schedules are as follows:

- The initial year payment (year 1) would be approximately \$110,000 less under the *Level Payment Option* compared to the *Level Principal Option*.
- In year 1 the *Level Payment Option* would reduce the estimated impact on the tax rate by approximately .10 cents.
- Annual payments under both options would be approximately the same in year 10, decreasing under the *Level Principal Option* and staying the same under the *Level Payment Option*.
- The Total cost of debt under the *Level Payment Option* is estimated to be \$486,850 more than under the *Level Principal Option* over the life of the Bond.

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

**City of Somersworth**  
**\$7,700,000 Bond Issue**  
**Level Payment**

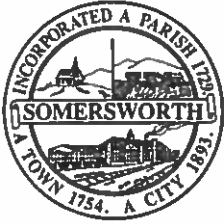
**Term**                      **25 Years**  
**Rate**                      **3.50%**

Year	Period Ending	Principal Outstanding	Principal	Interest	Annual Payment
	8/15/2022			\$192,500	
1	2/15/2023	\$7,700,000	\$200,000	\$134,750	\$527,250
	8/15/2023			\$131,250	
2	2/15/2024	\$7,500,000	\$205,000	\$131,250	\$467,500
	8/15/2024			\$127,663	
3	2/15/2025	\$7,295,000	\$210,000	\$127,663	\$465,325
	8/15/2025			\$123,988	
4	2/15/2026	\$7,085,000	\$220,000	\$123,988	\$467,975
	8/15/2026			\$120,138	
5	2/15/2027	\$6,865,000	\$225,000	\$120,138	\$465,275
	8/15/2027			\$116,200	
6	2/15/2028	\$6,640,000	\$235,000	\$116,200	\$467,400
	8/15/2028			\$112,088	
7	2/15/2029	\$6,405,000	\$245,000	\$112,088	\$469,175
	8/15/2029			\$107,800	
8	2/15/2030	\$6,160,000	\$250,000	\$107,800	\$465,600
	8/15/2030			\$103,425	
9	2/15/2031	\$5,910,000	\$260,000	\$103,425	\$466,850
	8/15/2031			\$98,875	
10	2/15/2032	\$5,650,000	\$270,000	\$98,875	\$467,750
	8/15/2032			\$94,150	
11	2/15/2033	\$5,380,000	\$280,000	\$94,150	\$468,300
	8/15/2033			\$89,250	
12	2/15/2034	\$5,100,000	\$290,000	\$89,250	\$468,500
	8/15/2034			\$84,175	
13	2/15/2035	\$4,810,000	\$300,000	\$84,175	\$468,350
	8/15/2035			\$78,925	
14	2/15/2036	\$4,510,000	\$310,000	\$78,925	\$467,850
	8/15/2036			\$73,500	
15	2/15/2037	\$4,200,000	\$320,000	\$73,500	\$467,000
	8/15/2037			\$67,900	
16	2/15/2038	\$3,880,000	\$330,000	\$67,900	\$465,800
	8/15/2038			\$62,125	
17	2/15/2039	\$3,550,000	\$345,000	\$62,125	\$469,250
	8/15/2039			\$56,088	
18	2/15/2040	\$3,205,000	\$355,000	\$56,088	\$467,175
	8/15/2040			\$49,875	
19	2/15/2041	\$2,850,000	\$365,000	\$49,875	\$464,750
	8/15/2041			\$43,488	
20	2/15/2042	\$2,485,000	\$380,000	\$43,488	\$466,975
	8/15/2042			\$36,838	
21	2/15/2043	\$2,105,000	\$395,000	\$36,838	\$468,675
	8/15/2043			\$29,925	
22	2/15/2044	\$1,710,000	\$405,000	\$29,925	\$464,850
	8/15/2044			\$22,838	
23	2/15/2045	\$1,305,000	\$420,000	\$22,838	\$465,675
	8/15/2045			\$15,488	
24	2/15/2046	\$885,000	\$435,000	\$15,488	\$465,975
	8/15/2046			\$7,875	
25	2/15/2047	\$450,000	\$450,000	\$7,875	\$465,750
<b>TOTALS</b>			<b>\$7,700,000</b>	<b>\$4,034,975</b>	<b>\$11,734,975</b>

**City of Somersworth  
\$7,700,000 Bond Issue  
Level Principal**

**Term**                      **25 Years**  
**Rate**                      **3.50%**

Year	Period Ending	Principal Outstanding	Principal	Interest	Annual Payment
	8/15/2022			\$192,500	
1	2/15/2023	\$7,700,000	\$310,000	\$134,750	\$637,250
	8/15/2023			\$129,325	
2	2/15/2024	\$7,390,000	\$310,000	\$129,325	\$568,650
	8/15/2024			\$123,900	
3	2/15/2025	\$7,080,000	\$310,000	\$123,900	\$557,800
	8/15/2025			\$118,475	
4	2/15/2026	\$6,770,000	\$310,000	\$118,475	\$546,950
	8/15/2026			\$113,050	
5	2/15/2027	\$6,460,000	\$310,000	\$113,050	\$536,100
	8/15/2027			\$107,625	
6	2/15/2028	\$6,150,000	\$310,000	\$107,625	\$525,250
	8/15/2028			\$102,200	
7	2/15/2029	\$5,840,000	\$310,000	\$102,200	\$514,400
	8/15/2029			\$96,775	
8	2/15/2030	\$5,530,000	\$310,000	\$96,775	\$503,550
	8/15/2030			\$91,350	
9	2/15/2031	\$5,220,000	\$310,000	\$91,350	\$492,700
	8/15/2031			\$85,925	
10	2/15/2032	\$4,910,000	\$310,000	\$85,925	\$481,850
	8/15/2032			\$80,500	
11	2/15/2033	\$4,600,000	\$310,000	\$80,500	\$471,000
	8/15/2033			\$75,075	
12	2/15/2034	\$4,290,000	\$310,000	\$75,075	\$460,150
	8/15/2034			\$69,650	
13	2/15/2035	\$3,980,000	\$310,000	\$69,650	\$449,300
	8/15/2035			\$64,225	
14	2/15/2036	\$3,670,000	\$310,000	\$64,225	\$438,450
	8/15/2036			\$58,800	
15	2/15/2037	\$3,360,000	\$310,000	\$58,800	\$427,600
	8/15/2037			\$53,375	
16	2/15/2038	\$3,050,000	\$305,000	\$53,375	\$411,750
	8/15/2038			\$48,038	
17	2/15/2039	\$2,745,000	\$305,000	\$48,037	\$401,075
	8/15/2039			\$42,700	
18	2/15/2040	\$2,440,000	\$305,000	\$42,700	\$390,400
	8/15/2040			\$37,363	
19	2/15/2041	\$2,135,000	\$305,000	\$37,362	\$379,725
	8/15/2041			\$32,025	
20	2/15/2042	\$1,830,000	\$305,000	\$32,025	\$369,050
	8/15/2042			\$26,688	
21	2/15/2043	\$1,525,000	\$305,000	\$26,687	\$358,375
	8/15/2043			\$21,350	
22	2/15/2044	\$1,220,000	\$305,000	\$21,350	\$347,700
	8/15/2044			\$16,013	
23	2/15/2045	\$915,000	\$305,000	\$16,012	\$337,025
	8/15/2045			\$10,675	
24	2/15/2046	\$610,000	\$305,000	\$10,675	\$326,350
	8/15/2046			\$5,338	
25	2/15/2047	\$305,000	\$305,000	\$5,337	\$315,675
<b>TOTALS</b>			<b>\$7,700,000</b>	<b>\$3,548,125</b>	<b>\$11,248,125</b>



## City of Somersworth – Resolution

Resolution No: 51-20

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A THREE YEAR CONTRACT WITH TWO ONE-YEAR OPTIONS WITH PLODZIK AND SANDERSON, P.A. OF CONCORD, NH FOR MUNICIPAL AUDITING SERVICES**

June 15, 2020

WHEREAS, article 7.11 of the Somersworth City Charter requires an independent audit of all accounts of the City Government at least annually, and

WHEREAS, City staff solicited proposals from certified public accountants qualified and experienced in municipal accounting, and

WHEREAS, City staff interviewed two firms as finalist for this contract and informed the Finance Committee that either firm is well qualified to perform this service for the City, and

WHEREAS, the City Council's Finance Committee has reviewed the proposals received with City staff and recommends authorizing the City Manager to enter into a contract with Plodzik and Sanderson, P.A. of Concord, NH for this purpose,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a three year contract with two, one-year options, with Plodzik and Sanderson, P.A. of Concord, NH for municipal auditing services.

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

## City of Somersworth – Resolution 51-20

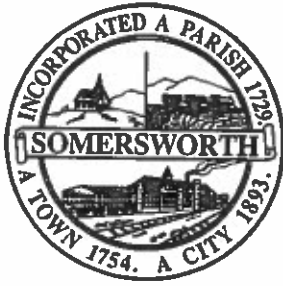
### History

First Read Date:	06/15/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On    /    /    .    Resolution 51-20		PASSED	FAILED





## MEMORANDUM

To: Bob Belmore, City Manager  
From: Scott Smith, Finance Director  
Date: June 2, 2020  
Re: **Auditor - Annual Financial Statements**

---

The City accepted proposals from qualified firms to conduct the annual audit of the City's financial statements beginning with year ending June 30, 2020. We received four proposals from the following firms:

- Vachon Clukay
- Plodzik and Sanderson
- Melanson Heath
- Graham and Graham

After review of the proposals, we interviewed Plodzik and Sanderson and Vachon Clukay. Both firms are well qualified and demonstrated a good understanding of the City and our requirements.

Vachon Clukay are our current auditors and have committed to changing the principal in charge of the audit to provide a change from the prior engagement.

Also, attached for your review are the cost proposals for each year of the proposed engagement.

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

**City of Somersworth**  
**Request for Proposals - Audit Services**  
**4/30/2020**

Consultant	Year 1	Year 2	Year 3	Year 4 (option)	Year 5 (option)
Vachon Clukay 608 Chestnut St Manchester, NH 03104	\$27,050.00	\$27,050.00	\$27,050.00	\$27,600.00	\$27,600.00
Plodzick and Sanderson 193 North Main St Concord, NH 03301	\$30,500.00	\$30,500.00	\$30,500.00	\$30,500.00	\$30,500.00
Graham and Graham 15 North Main St Concord, NH 03301	\$46,750.00	\$48,525.00	\$49,975.00	\$49,975.00	\$49,975.00
Mealnson Heath 121 River Front Drive Nashua, NH 03102	\$48,000.00	\$48,750.00	\$49,500.00	\$50,250.00	\$51,000.00



## City of Somersworth – Resolution

Resolution No: 52-20

**THE SOMERSWORTH CITY COUNCIL TO VOTE TO ENCOURAGE THE STATE OF NEW HAMPSHIRE TO ALLOW COMMUNITIES FLEXIBILITY ON THE LOCATION OF POLLING PLACES DURING THE SEPTEMBER PRIMARY AND NOVEMBER GENERAL ELECTIONS**

June 15, 2020

WHEREAS, on June 1<sup>st</sup>, 2020, Mayor Dana S. Hilliard announced the formation of the Election Review Planning Commission with the following objectives:

- Examine and develop a plan consistent with NH State Law and examine any present COVID-19 restrictions to ensure the fidelity of our upcoming primary and general elections for all Somersworth voters.
- Ensure the safety of all voters and poll workers for the upcoming primary and general election.
- Develop a plan which Council will approve and endorse, and, if required, seek the approval from the Secretary of State that meets the needs of all Hilltop voters.
- Develop a plan which the Council can approve and endorse, informing all voters on how the primary and general election will meet their safety needs, and

WHEREAS, the Election Review Planning Commission reviewed the current locations for voting for each of the five (5) City Wards and has expressed concern about the possible limitations these may have due to facility size; and

WHEREAS, it is the understanding of the Election Review Planning Commission that current State Law requires each Ward to provide a polling place located in the Ward for which that polling place is intended, and

WHEREAS, a need exists to be innovative during the present COVID-19 Pandemic in our efforts to ensure the safety of all voters and election workers; and

WHEREAS, the Mayor and City Council endorses the Commission's recommendation and furthermore, the City Council votes to encourage NH State Officials to include the Governor, Secretary of State, and Attorney General to allow waivers for Somersworth, and other communities that request them, to locate polling places to a more suitable location that may not be situated in the Ward for which that polling place was established,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Somersworth City Council respectfully encourages the State of New Hampshire through its Governor, Secretary of State, and Attorney General to take the necessary action to enable communities flexibility on the location of polling places during the upcoming September Primary and November General Elections.

Authorization	
<i>Sponsored by Councilors:</i> Crystal Paradis David A. Witham Matt Gerding Nancie Cameron Martin P. Dumont, Sr. Richard Michaud	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 52-20
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History			
First Read Date:	06/15/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion
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Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On    /    /    .    Resolution 52-20		PASSED	FAILED

Breton's

**Bob Belmore**

**From:** Judd Newcomb <jnewcomb@crederellc.com>  
**Sent:** Monday, June 08, 2020 8:58 AM  
**To:** Bob Belmore; Scott A. Smith  
**Cc:** Shanna Saunders  
**Subject:** RE: Breton Cleaners Invoice# 4297

Hi Bob, sorry for the slow response I was on vacation Friday.

We are incorporating the groundwater sampling data into the remediation summary report and going to resubmit to Mike McClusky this week. Based on Scott's budget information, it appears the grant will be exhausted so we can go through the closeout process.

Moving forward at the Site, we will need a response from DES on what they will require for the net steps, but will almost certainly require at least 1 or 2 more rounds of groundwater sampling in the near future (i.e. maybe one later this summer and one in the fall) to establish contaminant trends in groundwater post-excavation, then ongoing groundwater sampling until the contaminants fall below the DES Ambient Groundwater Quality Standards. Where this is a hazardous waste site, it is not eligible for any of the DES reimbursement programs like petroleum is, so the City would have to fund the sampling work out of pocket. However, SRPC did pledge \$3,500 for groundwater sampling in our grant application, so we can pursue that, whether Credere or SRPC's QEP do the work, and we could approach DES' brownfields team to see if they would be willing to fund any of the work, especially considering Keith Dubois said he had other funding that could help out.

Sincerely,

**Judd R. Newcomb, LG, PG**  
 Geologist/Senior Project Manager

### **Credere Associates, LLC**

776 Main Street  
 Westbrook, ME 04092  
 Cell: 207-232-5387  
 Office: 207-828-1272 ext. 16  
 Fax: 207-887-1051  
 E-mail: [jnewcomb@crederellc.com](mailto:jnewcomb@crederellc.com)

**From:** Bob Belmore <bblmore@somersworth.com>  
**Sent:** Thursday, June 4, 2020 7:18 AM  
**To:** Scott A. Smith <sasmith@somersworth.com>  
**Cc:** Judd Newcomb <jnewcomb@crederellc.com>; Shanna Saunders <:ssaunders@somersworth.com>  
**Subject:** Re: Breton Cleaners Invoice# 4297

Hi Judd  
 Hope you are well.  
 Would you please provide an updated  
 timeline and/or where the ball lies to bring  
 this project across the goal line ?

Thanks

## Bob Belmore

---

**From:** Judd Newcomb <jnewcomb@crederellc.com>  
**Sent:** Monday, June 08, 2020 10:07 AM  
**To:** Bob Belmore; Scott A. Smith  
**Cc:** Shanna Saunders  
**Subject:** RE: Breton Cleaners Invoice# 4297

*Breton NS*

Hi Bob,

Generally speaking you can market the property whenever you want to; though it might be prudent to wait until NHDES has had a chance to formally respond to the remediation report. Are you planning to divest the property with a sewer easement or lease the property?

Long term obligations would include allowing access for groundwater sampling if the City maintains control of that; or passing off the groundwater sampling duties to a new owner. Even though the contamination has been removed, there is still some residual out there, so I would also suggest that the installation of a subslab vapor system be required on any new building. This is pretty typical construction these days and most new buildings are "radon ready".

Sincerely,

**Judd R. Newcomb, LG, PG**  
Geologist/Senior Project Manager

**Credere Associates, LLC**  
776 Main Street  
Westbrook, ME 04092  
Cell: 207-232-5387  
Office: 207-828-1272 ext. 16  
Fax: 207-887-1051  
E-mail: [jnewcomb@crederellc.com](mailto:jnewcomb@crederellc.com)

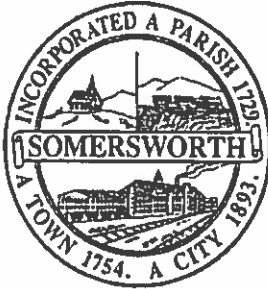
**From:** Bob Belmore <bblmore@somersworth.com>  
**Sent:** Monday, June 8, 2020 10:01 AM  
**To:** Judd Newcomb <jnewcomb@crederellc.com>; Scott A. Smith <sasmith@somersworth.com>  
**Cc:** Shanna Saunders <:ssaunders@somersworth.com>  
**Subject:** RE: Breton Cleaners Invoice# 4297

Hi Judd  
thanks – maybe a question for others, however when can we start to market this property ?

regards, Bob

**Robert M. Belmore, ICMA-CM**  
City Manager

City of Somersworth, NH  
One Government Way  
Somersworth, NH 03878



## **MEMORANDUM**

---

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: June 11, 2020

Re: **Monthly Report**

Finance Department:

- Participated in interviews for the City Clerk's position
- Filed application for State of NH GOFERR Grant associated with COVID-19 relief funding.
- Interviewed Auditors in response to our request for proposals.

City Clerk:

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

Tax Collector:

- First half tax bills were mailed with a due date of July 1<sup>st</sup>.
- Motor vehicle registrations were a total of \$167,284 during the month.
- Collected \$5,865 for Municipal Transportation Fund during month.

### Library

- The City's new Librarian, Rebecca Whitney started this month.
- Plans are in place to begin curbside delivery of Library materials, which started on June 10.

### Human Services:

- Total assistance for the month was \$2,824. That compares to \$4,481 for the month of April 2020 and \$5,453 for May 2019.
- 2 new cases were opened compared to 2 in 2019.
- 9 cases were approved for varying levels of assistance. 20 cases were referred to other agencies for support.

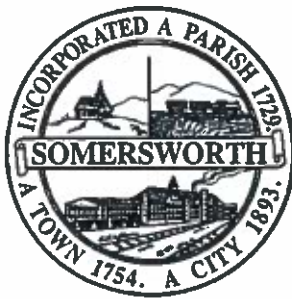
### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisted with phone line issues associated with City Hall alarm errors.

### Assessing

- Continued working on abatements requests.
- Cycled inspections are scheduled to begin again in July.





## Department of Development Services

Date: May 31, 2020

From: Shanna B. Saunders

Director of Planning & Community Development

Re: May 2020 - Monthly Report

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

- Zoning Board – No Meeting
- Conservation Commission – May 13, 2020
- Planning Board – May 20, 2020
- SRTC – May 6 & May 13
- Historic District Commission meeting – May 27, 2020

And attended the following Special Meetings:

- SRPC Transportation Advisory Committee – May 3
- NH Planner's Association – May 8
- Economic Development Committee – May 13
- Recreation Committee Meeting – May 6

### Building and Health Departments:

#### Major Building Permits Applied for in May 2020 Construction Costs and Fee

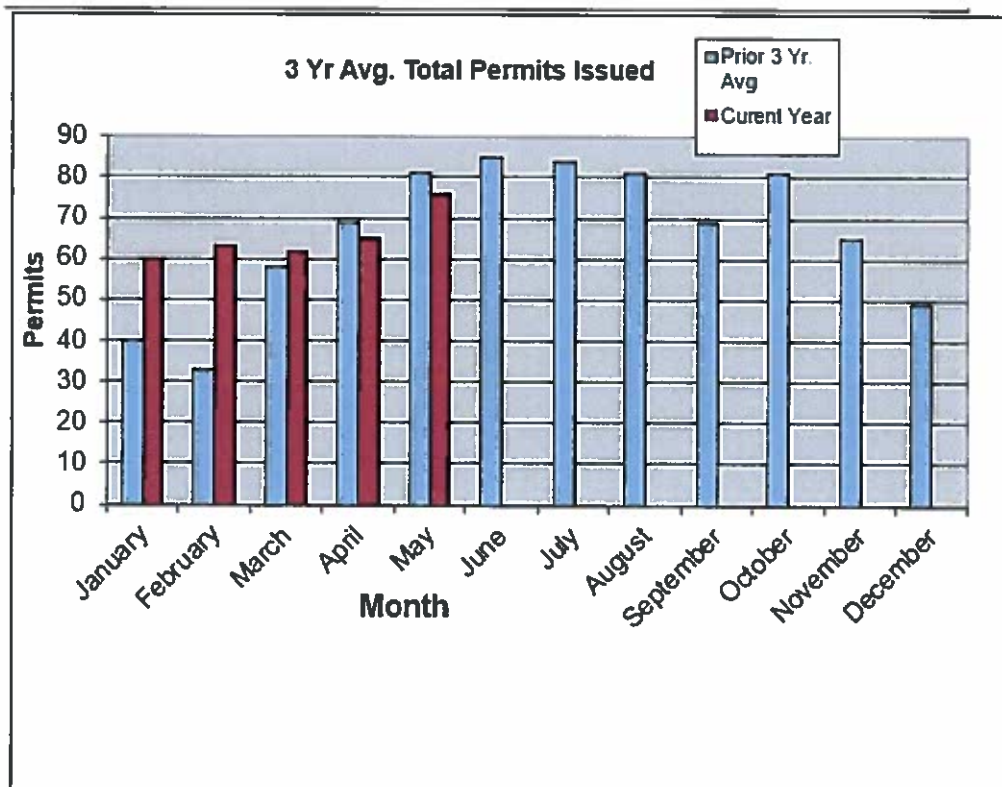
	Address	Construction cost	Fee
13	Cattail Circle	\$259,000.00	\$2,356.00
117	Sherwood Glen MHP	\$58,000.00	\$721.00
328	Sherwood Glen MHP	\$58,000.00	\$721.00
512	Sherwood Glen MHP	\$58,000.00	\$721.00

**Minor Building Permits Applied for in May 2020**

	<b>Address</b>	<b>Construction cost</b>	<b>Fee</b>
8	Cornfield Dr	\$3,000.00	\$61.00
59	Milo Ln	\$8,576.00	\$102.18
465	Old Rochester Rd	\$12,714.00	\$139.43
2	Rowland	\$600.00	\$32.20
45	Market	\$25,980.00	\$258.82
66	South	\$2,000.00	\$49.00
18	Milo Ln	\$3,600.00	\$57.40
30	Veteran's Terrace	\$3,500.00	\$56.50
2	Laurier	\$3,000.00	\$52.00
14	West High	\$2,350.00	\$46.15
11	Lee	\$3,431.00	\$55.88
11	Andrews Rd	\$134,205.50	\$1,232.85
11	Tate's Brook Rd	\$11,400.00	\$127.60
156	High	\$15,000.00	\$160.00
8	Crest Dr	\$580.00	\$31.96
58	Davis	\$40,000.00	\$385.00
19	Crest Dr	\$500.00	\$31.00
47	Otis Rd	\$2,000.00	\$49.00
211	Green	\$200.00	\$27.40
99	Buffumsville Rd	\$10,888,600.00	\$0.00
26	Lil-Nor Ave	\$4,000.00	\$61.00
4	Deer Creek Run	\$5,912.00	\$78.21
27	Lil-Nor Ave	\$500.00	\$31.00
203	Green	\$900.00	\$33.10
17	Grand	\$89,770.00	\$832.93
7	Horne	\$1,500.00	\$43.00
65	Myrtle	\$800.00	\$34.60
1	Spence	\$5,000.00	\$70.00
3	Ben-Rich Dr	\$2,329.00	\$52.95
35	Lil-Nor Ave	\$6,429.00	\$82.86
7	Memorial Dr	\$474,205.00	\$0.00
97	High	\$10,000.00	\$115.00
38	Highland	\$1,000.00	\$37.00
24	Maple	\$6,380.00	\$82.42
350	Rt. 108	\$1,000.00	\$35.00
203	High	\$2,000.00	\$43.00

### Permit Receipts

	2018	2019	2020	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,892.72	\$13,195.23	\$10,302.51	356.2%
February	\$4,087.20	\$14,382.00	\$12,963.09	-\$1,418.91	-9.9%
March	\$5,307.00	\$11,377.66	\$24,077.27	\$12,699.61	111.6%
April	\$7,899.24	\$12,091.95	\$10,871.58	-\$1,220.37	-10.1%
May	\$8,966.00	\$4,309.56	\$19,588.72	\$15,279.17	354.5%
June	\$7,652.50	\$91,825.41	\$0.00	N/A	
July	\$7,641.00	\$18,023.12	\$0.00	N/A	
August	\$4,329.00	\$21,606.17	\$0.00	N/A	
September	\$3,039.60	\$12,040.79	\$0.00	N/A	
October	\$7,291.00	\$25,228.33	\$0.00	N/A	
November	\$19,126.00	\$25,526.43	\$0.00	N/A	
December	\$14,154.00	\$8,211.20	\$0.00	N/A	
<b>Year total</b>	<b>\$102,276.54</b>	<b>\$247,515.34</b>	<b>\$80,695.89</b>	<b>\$35,642.00</b>	
Difference of change this year to last (completed months only)	\$39,043.44	\$45,053.89	\$80,695.89	\$35,642.00	79.1%



### Total Permits

ROW		2018	2019	2020	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	39	41	60	60	31.7%
5	February	31	31	63	63	50.8%
6	March	43	51	62	62	17.7%
7	April	62	88	65	65	-35.4%
8	May	84	59	76	76	22.4%
9	June	65	97	0	N/A	
10	July	91	85	0	N/A	
11	August	81	88	0	N/A	
12	September	56	69	0	N/A	
13	October	71	93	0	N/A	
14	November	50	85	0	N/A	
15	December	38	61	0	N/A	
16						
17	<b>YTD Totals</b>	689	848	326	21	-61.6%
18	Difference of changes this year to last year (Completed months only)	249	270	326	56	20.7%

### Property Maintenance

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

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
22	Bourque	Trash	4/29/20	NOV	COMPLETED
85	Elm	Trash	4/30/20	CN	COMPLETED
85	Elm	Trash	5/13/20	CN	COMPLETED
71	Franklin	Trash	5/21/20	CN	COMPLETED

69	Franklin	Trash	5/21/20	CN	COMPLETED
7-9	Green	Trash	4/30/20	CN	COMPLETED
243	Green	Trash	5/19/20	CN	COMPLETED
62	Green	Trash	5/12/20	CN	COMPLETED
117	Green	Trash	5/1/20	CN	COMPLETED
103	Green	Trash	5/1/20	CN	COMPLETED
230	High	Dumpster	4/29/20	CN	COMPLETED
230	High	Zoning Violation	5/13/20	CN	COMPLETED
317	High	Trash	5/21/20	CN	COMPLETED
12-16	Highland	Trash	5/20/20	NOV	COMPLETED
17-19	Highland	Trash	5/19/20	CN	COMPLETED
19	Lee	MPV	2/26/20	CN	COMPLETED
283-285	Main	Trash	4/30/20	CN	COMPLETED
302	Main	Zoning Violation	4/7/20	CN	COMPLETED
17-31	Market Street	Trash	5/6/20	NOV	COMPLETED
59	Milo	Permit Violation	4/29/20	CN	COMPLETED
18	Milo	Permit Violation	4/29/20	CN	COMPLETED
12-14	Mt. Auburn	Trash	4/29/20	CN	COMPLETED
10	Otis	Zoning Violation	4/29/20	CN	COMPLETED
9	Rocky Hill	Trash	4/29/20	CN	COMPLETED
NA	Rocky Hill Road	Trash	5/11/20	CN	COMPLETED
5	Somersworth Plaza	Zoning Violation	5/6/20	CN	COMPLETED
2	Union	Grass	5/20/20	CN	COMPLETED
113	Union	Grass	5/20/20	CN	COMPLETED
7	Ash	MPV	2/25/20	CN	PENDING
1	Beacon	Grass	5/28/20	CN	PENDING
158	Blackwater	Trash	4/15/20	CN	PENDING
15	Buffumsville	MPV	3/13/20	CN	PENDING
18	Grand	Zoning Violation	4/10/20	CN	PENDING
47	Green	MPV	2/26/20	CN	PENDING
55	Green	MPV	3/17/20	CN	PENDING
65	Green	Trash	4/2/20	CN	PENDING
203	Green	Permit Violation	5/21/20	CN	PENDING
181	Green	Grass	5/27/20	CN	PENDING
199	Green	Grass	5/28/20	CN	PENDING
253	High	Protective Treatments	4/29/20	CN	PENDING
105	High	Protective Treatments	3/10/20	CN	PENDING
127-129	High	Protective Treatments	3/10/20	CN	PENDING



161	High	Protective Treatments	3/10/20	CN	PENDING
317	High	Grass	5/29/20	CN	PENDING
325	High	Grass	5/27/20	CN	PENDING
254	High	Grass	5/27/20	CN	PENDING
161	High	Trash	5/28/20	CN	PENDING
18	Highland	Protective Treatments	3/10/20	CN	PENDING
17-19	Highland	Trash	5/28/20	CN	PENDING
154	Indigo Hill Rd	Grass	5/28/20	CN	PENDING
99	Indigo Hill Rd.	MPV	2/26/20	CN	PENDING
34	Lil-Nor Ave.	Zoning Violation	4/15/20	CN	PENDING
11	Linden	Grass	5/20/20	CN	PENDING
21	Linden	Grass	5/20/20	CN	PENDING
338	Main	Protective Treatments	2/28/20	CN	PENDING
347	Main	Protective Treatments	2/25/20	CN	PENDING
357	Main	Protective Treatments	2/25/20	CN	PENDING
228-230	Main	Protective Treatments	3/25/20	CN	PENDING
220	Main	Grass	5/20/20	CN	PENDING
294	Main	Grass	5/20/20	CN	PENDING
324	Main	Grass	5/20/20	CN	PENDING
320	Main	Grass	5/20/20	CN	PENDING
384	Main	Grass	5/20/20	CN	PENDING
357	Main	Grass	5/20/20	CN	PENDING
356	Main	Grass	5/20/20	CN	PENDING
293	Main	Trash	5/21/20	CN	PENDING
247	Main	Grass	5/27/20	CN	PENDING
347	Main	Grass	5/28/20	CN	PENDING
75	Maple	Trash	5/27/20	CN	PENDING
206	Maple	Trash	5/28/20	CN	PENDING
59	Maple	Trash	5/28/20	CN	PENDING
14	Mt. Vernon	Protective Treatments	3/10/20	CN	PENDING
50	Myrtle	Grass	5/21/20	CN	PENDING
6	Pearl	Zoning Violation	4/22/20	CN	PENDING
47	Prospect	Protective Treatments	3/10/20	CN	PENDING
51	Prospect	Protective Treatments	3/10/20	CN	PENDING
79	Prospect	Protective Treatments	3/2/20	CN	PENDING
75	Rocky Hill	Trash	4/29/20	CN	PENDING
7	Rocky Hill	Trash	5/28/20	CN	PENDING
28	Rocky Hilly Road	Trash	3/25/20	CN	PENDING
422	RT. 108	Zoning Violation	4/21/20	CN	PENDING

15	Silver	Grass	5/21/20	CN	PENDING
9	Silver	Trash	5/21/20	CN	PENDING
1	Silver	Trash	5/21/20	CN	PENDING
73	Union	Housing Violation	2/25/20	CN	PENDING
20	Walnut	Trash	4/29/20	CN	PENDING
85	Washington	MPV	4/2/20	CN, NOV	PENDING
24	Washington	Grass	5/27/20	CN	PENDING
69	West High	Protective Treatments	3/25/20	CN	PENDING
14	West High	Structure Violation	3/25/20	CN	PENDING
9	William Street	Grass	5/28/20	CN	PENDING
3	Woodchuck Lane	Zoning Violation	4/22/20	CN	PENDING

**PLEASE NOTE** – All matters shown as “Completed” were active matters which were closed in the month of May 2020 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of May, 2020, twenty-eight (28) open matters became compliant and were closed.
- In May 2020, the Code Compliance Office issued:
  - Forty-six (46) Courtesy Notices; and
  - Six (6) Violation Notices.

#### **COURT MATTERS, (all Past Matter)**

- **17-31 Market Street Apartments** – In a past HDC meeting, it was ordered that the railings and decks on the staircases at the 17-31 Market Street apartments were to be painted white. They were not, and so suit was filed with a sought fine of \$1,000.
  - Currently awaiting ruling on motion.
- **28 Green (Chabot’s Creamery)** – Suit was filed on 10/11/19. On 11/6/19, the property owner submitted a permit application for work to bring the property into compliance, per the City’s Private Agreement with the owner, as well as satisfying all IPMC codes.
  - An executed Agreement was filed with the Court stating that all work shall be completed by April 1, 2019. The Agreement was accepted by the Court.
  - Work remained outstanding in the month of April, and as of today’s date, 5/1/20, the work still remains outstanding.

Therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.

- Currently awaiting ruling on motion.

- **230 High St.** – Violation in question is a broken fence along the High Street corridor. Following service of the complaint, the defendant has covered the fence to shield the disrepair from view, and has committed to plans to begin repairs once the ground has thawed enough to install new fence posts. However, the work remains uncomplete, and thus, the Code Office will motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.
  - The fence is still not fixed, therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.
    - Currently awaiting ruling on motion.
- **41-43 Franklin St.** – An agreement was made on January 27, 2019. The defendant has already applied for requisite permits to begin work on the property. Half of the work will be completed by the end of March 2020. The remaining, more extensive work, will be completed by June 1, 2020, with construction starting no later than April 1, 2020. Work remains uncomplete as of 4/1/2020, and thus, the Code Office will motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.
  - Work remains partially finished. Therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.
    - Currently awaiting ruling on motion.
- **208 Route 108 (Calef's Auto)** – Violation in question is the parking of vehicles on non-paved surfaces, which violates this property owner's site plan approval conditions. Due to COVID-19, all in-person hearings are being rescheduled at a later time, thus, arraignment date is TBD.



## **Land Use Boards:**

### **Conservation Commission May 2020:**

- Palmer Gas & Oil, is seeking a Conditional Use Permit for site grading and stormwater management within the woodland buffer on a property located on Gator Rock Road, in the Commercial Industrial (CI) District, Assessor's Map 47 Lot 11 & 11, CUP#02-2020. **Recommend approval.**

### **Historic District Commission May 2020:**

During the meeting the Commission reviewed the following:

- William Poole & Loren Penton, 56-58 High Street, in the Business with Historic Overlay (BH) District, Assessor's Map 11 Lot 213, HDC#08-2020. Application to remodel the entry way & marquee, replace the storm door and install a sign was **approved.**
- Piccadilly Properties LLC, 97 High Street, in the Residential/Business with Historic Overlay (R/BH) District, Assessor's Map 11 Lot 37, HDC#10-2020. Application to replace the front door, replace a rear window with a door and add a 'dog house' style shed onto the bulkhead was **approved.**
- Daniel Vincent, 21 Linden Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 118, HDC#12-2020. Application to construct a 916 S.F. addition to the existing carriage house (apartment) was **approved.**
- John Jackman, 7-9 Prospect Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 88, HDC#13-2020. Application to replace the front door and complete vinyl siding was **approved.**
- G. Brandt Atkins, 24 Maple St, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 103, HDC#15-2020. Application to remove and replace brick steps and aluminum railing with two vertical overhanging-roof supports was **approved.**
- Christopher Chartier, 38 Highland Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 46, HDC#16-2020. Application to remove and replace stair boards, hand rails and porch rail was **approved.**
- 

### **Planning Board May 2020:**

The Planning Board reviewed the following:

- Thomas Gagnon, 10 Depot Street, in the Residential Multi-Family (R3) District, Assessor's Map 09 Lot 208, SITE#17-2019. Application for site plan approval to convert a duplex into a 3 unit multi-family was **approved.**
- Green Mountain Power Corporation, 80 Olde Mill Road, in the R2A (Residential Duplex/A) District, Assessor's Map 02 Lot 02, CUP#01-2020. Application for a conditional use permit

and site plan approval for complete replacement of four underground penstock pipe sections associated with the hydropower dam was approved.

**Site Review Technical Committee May 2020:**

May 6, 2020

- Palmer Gas & Oil, is seeking site plan and conditional use approval for LPG Bulk Storage Tanks with associated infrastructure on a property located on Gator Rock Road, in the Commercial Industrial (C/I) District, Assessor's Map 47 Lots 1-I & 1-J, SITE#02-2020 & CUP#02-2020

May 13, 2020

Minor Site Plan

- John J. Flatley, 1-9 Tri City Road, in the Business (B) District, Assessor's Map 39 Lot 02, SITE#05-2020. Application to construct a 1,200 sf. maintenance shed was approved.

**Zoning Board March 2020:**

- No Meeting

## **Economic Development – May 2020**

- **Upcoming Roundtables:**
  - ✓ All Cancelled
- **New Commercial Vacancy and/or for Sale**
  - ✓ None known of at this writing
- **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
  - ✓ Las Palmas
  - ✓ Lucky's
  - ✓ Dairy Queen
- **Tenant Prospects: Business – Exploring [considering] Somersworth**
  - ✓ None known at this time
- **Miscellaneous Business-Related Activity**
  - ✓ Created summary reference sheets for local business owners
  - ✓ Provide contact information sheets for local business for loans and other kinds of support including operational and financial
- **Community Advocacy**
  - ✓ Weekly: Seacoast Region - Economic Development Roundtable
  - ✓ Quarterly: Great Falls Economic Development Corporation - BOD

- ✓ Quarterly: Skyhaven Airport – BOD & Marketing Committee
- **Covid19**
  - ✓ Governor’s “Stay at Home 2.0” Order - Openings
    1. May 11: Golf/Cosmetology/Retail
    2. May 18: Restaurants (Outside Seating w/Temporary Application)
    3. Participating Restaurants and/or Private Clubs (exploring/approved)
      - a. Gravy
      - b. Stripe Nine Brewery
      - c. Kelly’s Row
      - d. VFW
      - e. Bad Lab Brewery
      - f. The Oaks
  - ✓ Funding Opportunities
    1. FEDERAL: Care Act – Payroll Protection Program
    2. STATE: Governors – Main Street Relief Fund
  - ✓ Daily communication with Somersworth Business
  - ✓ Working with:
    1. BEA, SRPC, SEDC, SBDC, SBA, and Chamber
    2. Seacoast Economic Development Directors and Chambers
  - ✓ Participate on a “Response Team” with area Economic Development Directors and Chambers of Commerce to support business by:
    1. Sharing accurate and often comprehensive information
    2. Developing cohesive messaging
    3. Vocal advocate for teaching local business how to move to electronic and virtual web - based platforms
    4. Active advocate for webinars to teach responding to the new environment and methods

## Parks and Recreation – May 2020

- We have ordered temporary signage for City Parks to include updated regulations and rules with regards to COVID-19 and the State & CDC guidelines to help stop the spread of the virus. Here is the update posted on the City website, Facebook, & on park signs:

City of Somersworth parks and trails are open for public use; all City Park Regulations are still in place, additionally - Please follow the Governor's Emergency Orders and please follow CDC guidelines to ensure the safe use of our facilities & to help contain the spread of COVID-19.

- Only gatherings of groups of 10 people or less are allowed
  - Practice social distancing and maintain at least 6 feet between individuals in all areas of the park and trails
  - Wearing of facial cloth covers is recommended
  - Stay home if you are sick
- Our weekly RECspiration activity newsletter continues to provide our community with new and exciting activity ideas to try at home while practicing social distancing. We have completed 10 RECspiration newsletters that are all posted on the Recreation webpage for families to access during these challenging times. We have also been sharing the newsletters on our Recreation Facebook Page. Our plan is to continue to create these newsletters until normal Recreation programming and events can safely return. RECspiration was created to help provide our community with ideas to keep families active, creative, and having fun during this extremely difficult time.
- Our Social Distancing Community Challenge ended on May 4<sup>th</sup>. This challenge was created for Somersworth residents as a way to provide fun activity ideas for families to participate in while practicing safe social distancing. The challenge ran from March 30<sup>th</sup> until May 4<sup>th</sup>. A score card was provided and residents used the card to keep track of all the activities they completed during the challenge. Residents that turned in their score card and reached 150 points or more were entered into a raffle for a chance to win a \$25 gift card to Hilltop Fun Center. We had 7 families complete their forms and they all won a \$25 gift card to Hilltop Fun Center.
- Due to the many safety challenges resulting from the COVID-19 Pandemic, the City has made the difficult decision to cancel our Kids Camp and Trends Camp Summer Programs for this summer, 2020. This decision was not made lightly as we recognize the important role our Summer Programs have in our community. We understand this is a very difficult time for families which is why Somersworth Recreation will continue to share virtual resources and will continue creating RECspiration newsletters to help families stay active, be creative, and have fun this summer. All families that were registered for the program have been notified of cancellation and all refunds have been submitted.

## MEMORANDUM from Director Public Works & Utilities

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

**DATE:** June 9, 2020

**SUBJECT:** Public Works Department Monthly Report for May-June, 2020

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

---

### DIRECTOR'S COMMENTS

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

- The Department has been involved with a wide range of projects and services during this reporting period.
- Arranged to have the City's pavement markings repainted.
- Scheduling catch basin cleaning for mid-June.
- Worked with staff on finalizing details for a punch list for Pike Industries on repairs and adjustment needed from their late fall 2019 paving work.
- Continue working within CDC COVID-19 Guidelines for all Department operations. All Department facilities are closed to the public; make shift walk up window made at DPW to accommodate citizens and contractors needing permits, dropping off metal and electronic items, and wanting to purchase bulky waste stickers.
- Worked with the City Manager on written comments to EPA on the Draft Great Bay Total Nitrogen General Permit.
- The WWTF Upgrade project started and Apex Construction has since mobilized construction materials and subcontractors have been on site in this very early phase of the project.
- Participated in SRTC meetings for site plan review
- Attended via Zoom, SRPC Regional Planning Meetings.
- Initial installation work for the Public Works Facility back-up generator was initiated and final wiring installation is to occur in mid-June.
- Facility collaborative discussions with the developer of the State Liquor Store on paving the gravel portion of the entrance road. Developer agreed to pave the gravel road and work was substantially completed on June 10.
- Worked with State DOT officials on a proposed culvert and water line replacement project for Green Street at Stackpole Road. Work is proposed to occur in mid-July and is related to a FY21 Budget item in the water fund to replace a segment of water main on Green Street at Stackpole Road. Staff is working with the State DOT to allow the project to include drainage improvements as well.

### HIGHWAY DIVISION

#### Operations/Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Repaired dirt roads around the city

- Performed city trash collection at receptacles, and city buildings
- Performed city wide street sweeping
- Performed seasonal brush and Leaf collection
- Loamed and seeded where tall pines were removed on the corner of 16B and Blackwater Rd
- Repaired a Basin at 43 Buffumsville Rd
- Performed city mowing
- Reinstalled signs that were damaged by vehicles around the city
- Performed inhouse overlay and patching the length of Bartlett Ave, and Cass St
- Performed inhouse overlay on Cemetery Rd
- Burned the Malley farm in preparation for monthly brush collection
- Assisted PD with setting up barricades for not parking areas on Franklin at Green
- Milled and paved delamination on West High St

#### Recreation:

- Opened Willand Pond and Mast Point Dam for the season
- Re-opened the tennis courts for the season

#### Cemetery:

- Installed a Veteran marker in a veteran grave plot
- Collected piles of leaves volunteers piled around the cemetery
- Chipped limbs that were brough down due to wind

#### Water Distribution Support:

- Paved water break trenches on Ronwyn, and Doelson
- Assisted with a water break on 1<sup>st</sup> Street
- Assisted with a water break on Old Rochester Road

#### Sewer Collections Maintenance:

- Received 64 Digsafe requests
- Repaired a manhole at 55 West High St
- Repaired a manhole at 55 Mt. Vernon St

### WASTEWATER DIVISION

#### Operations/Maintenance:

- Switched over to the (MUCT) process which is used during our summer seasonal limits. In addition to treating Biochemical Oxygen Demand & Total Suspended Solids, this process also addresses nutrient limits which include total phosphorus and amonia nitrogen. The summer season runs from June 1<sup>st</sup> thru September 30<sup>th</sup>.
- The facility continues to be closed to the general public until further notice due to the coronavirus pandemic. Staff is practicing social distancing and have stocked up on necessary PPE supplies to combat the pandemic.
- Draft "Great Bay Total Nitrogen General Permit" update – We along with many other surrounding communities submitted a letter to EPA outlining our concerns regarding the draft permit. It's likely further action from the communities may need to be taken to address these concerns.
- Hawthorne circle pump station generator update - Both Primex and Travelers Insurance have accepted our claim and have agreed to cover the repair expenses as well as our rental fees for a total of (\$16,608) in full minus \$1,000 for the deductible. While conducting a

monthly load test, this generator experienced a catastrophic failure. Upon completing our investigation along with the assistance of Power Up Generator Service, it was determined that the failure was a result of low compression in multiple cylinders which caused an explosion within the motor.

- Treated 3,750 gallons of septage from residents not on city sewer.

#### **Compliance:**

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances during the month of May.
- Treated a total of 56-million gallons of wastewater during the month

#### **Industrial Pretreatment Program (IPP):**

- Scheduling annual inspections of our industries as well as both of our local breweries. Unlike previous years this is posing a challenge due to the COVID-19 pandemic. We are making an effort to complete these but only while following the recommended CDC guidelines.

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

- Waste Water Treatment Facility upgrade – The City of Somersworth has entered into a contract with Apex Construction to complete the upcoming facility construction improvements. This project is expected to take 18-months to complete.
- Construction meeting # 1 is scheduled for June 10th at 1pm. This meeting will include an update to the “schedule and sequence of operations” as well as a review of the list of monthly submittals.
- Recent construction activities include drilling dewatering wells which are required for the clarifier excavation work. A total of (5) wells will be drilled to a depth of 40-ft which will allow for dewatering the excavation site. Numerous storage trailers and equipment have also been mobilized to the site.

### **WATER DIVISION**

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

- Bacteria's and TOC's water quality tests completed
- Pumped 40,593,770 gallons of raw water
- Filtered and pumped to the city 36,049,500 of finished water
- Sampled quarter # 2 D/DBP
- Met with City Manager and Director regarding filter # 1 repair
- Met with Apex to review filter # 1 media removal proposal.
- Sampled AM2 for UCMR4 EPA sampling
- Solicited bids for tank cleaning and inspection on Rocky Hill standpipe
- Sent filter # 3 turbidity analyzer to Hach for repair
- Received annual carbon delivery
- NHDES sampled lagoon sludge for PFOA
- Received Anthracite delivery for filters # 2, # 3, and # 4
- Added anthracite media to filter # 2
- Completed 2020 Annual Water Quality Report

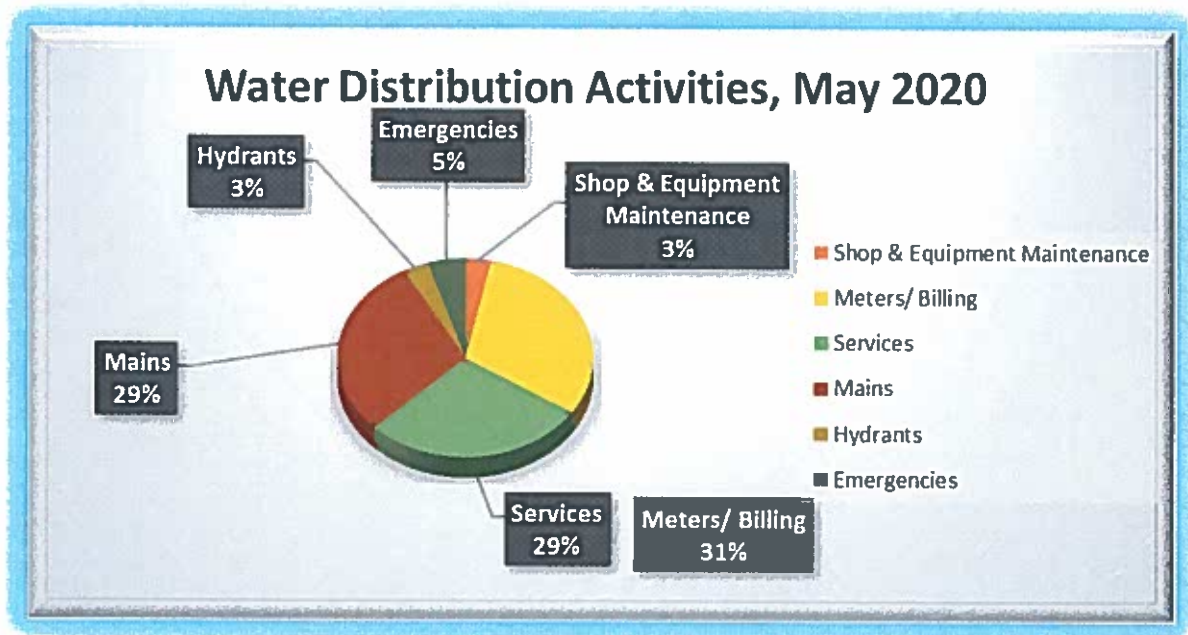
### **ENGINEERING DIVISION**

- Construction oversight of ongoing Veteran's Memorial work

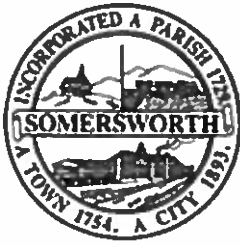
- Attended several meetings with City and DOT staff to discuss upcoming Green Street water main repairs
- Continued coordination of paving the Willand Pond access road at 481 High Street
- Prepared DOT excavation permits for water main repairs on Old Rochester Road
- Reviewed CMAQ-related documents
- Continued development on the Stormwater Management Plan as part of the stormwater (MS4) requirements from EPA, and attended the monthly (virtual) Seacoast Stormwater Coalition meeting
- Accepted nine (9) driveway permits and one (1) obstruction permit
- Continued work on City Hall maintenance items, including HVAC repairs

### **WATER DISTRIBUTION**

- Water Distribution operators completed over 115 work orders and service requests in the month of May. Five new services were added to the City's water distribution system.
- Two water main breaks resulted in loss of service for up to 8 hours. One break on First Street and one on Old Rochester Road.
- A hydrant was repaired on Route 108 at Pinewood Drive.







## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

David B. Kretschmar  
Chief of Police

## MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David Kretschmar, Chief of Police  
Date: June 2, 2020  
Subject: Monthly Report – Month of May 2020

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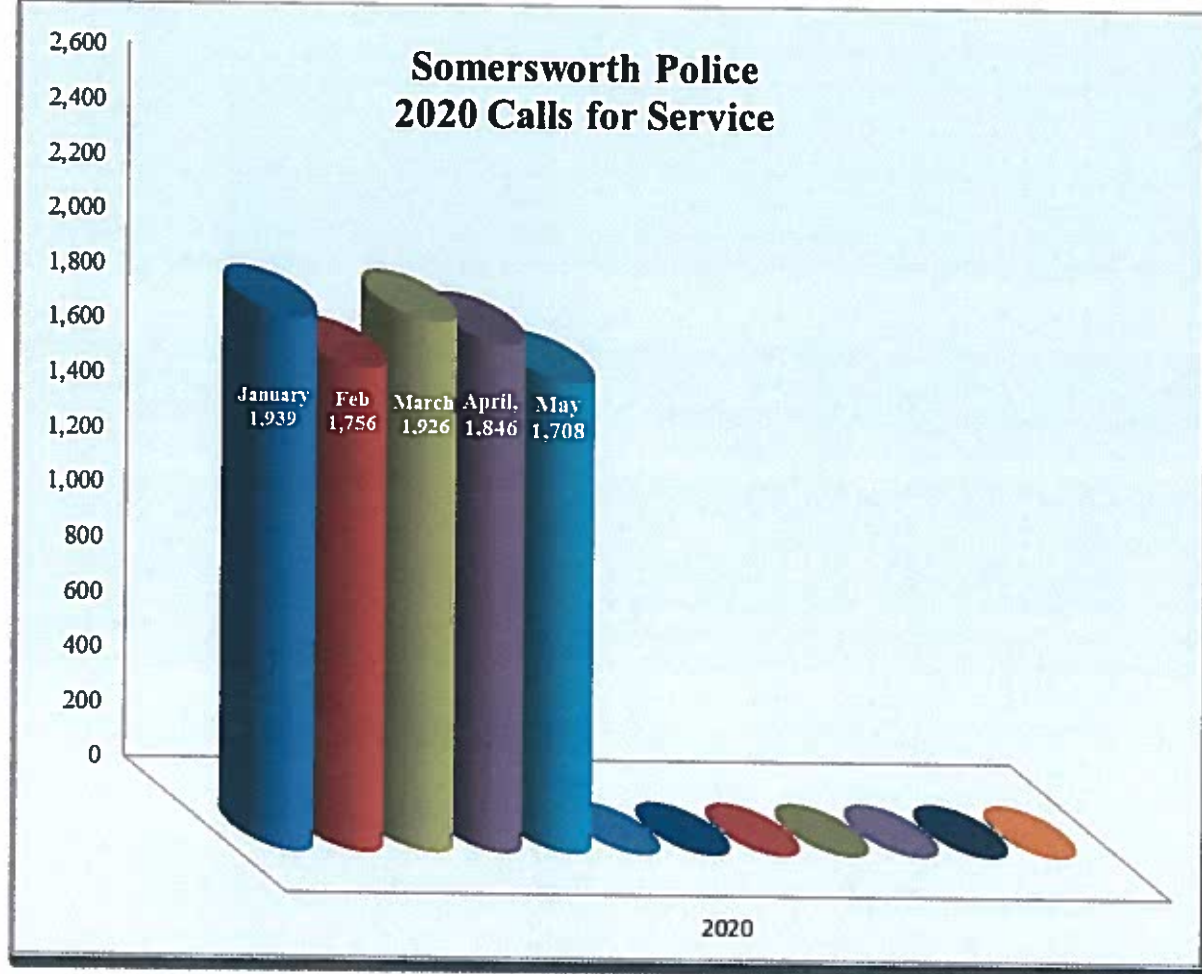
Bob:

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

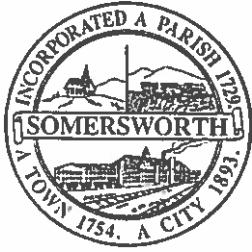
### **COMMUNITY POLICING:**

- Due to the the Governor's order of numbers in groups that may congregate, we are only doing community policing endeavors that can be completed without direct contact.
- School Resource Officer Ashley Fuller escorted Mayor Dana Hilliard and Somersworth Middle School teachers to students' homes that were graduating from the 8<sup>th</sup> grade and will be students of Somersworth High.
- National Police Week: In remembrance of fallen police officers, National Police Week is observed May 10<sup>th</sup> through 16<sup>th</sup>. Mayor Hilliard, Captain Timmons, Sergeant O'Brien and Officer Lefebvre raised the flag on Citizen's Corner in observance of this week.
- Somersworth Patrolman Donald Kowalski (age 25) was killed in the line of duty when his patrol car was struck by a stolen car being driven by a juvenile on September 4, 1979. Each year the Somersworth Police Association has flowers placed on his grave in Salem, Massachusetts in remembrance of his ultimate sacrifice.

**STATISTICS:**



Month	2020	2019	2018
January	1,939	1,976	2,085
Feb	1,756	1,796	1,878
March	1,926	2,145	2,215
April	1,846	2,285	2,452
May	1,708	2,053	2,409
June	0	1,935	2,406
July	0	2,048	2,174
August	0	1,943	2,238
Sept	0	2,020	2,263
Oct	0	1,906	2,123
Nov	0	1,860	2,055
Dec	0	1,995	1,936
TOTAL	9,175	23,962	26,234



## *Somersworth Police Department*

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*Somersworth, NH 03878*

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

### MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David Kretschmar, Chief of Police  
Date: June 11<sup>th</sup>, 2020  
Subject: Response to Email – Training Overview

---

Bob,

Following is a general response to an email I received earlier in the week.

As to the Somersworth Police Department, we have invested over 540 hours in the last three years on trainings that in some way involve the use of force, de-escalation and implicit bias. (It is actually a greater number than 540 hours as it does not include officers that received training that have since left the Department, or 6 officers that received 14 hours each of related training as part of their full academy training)

Some of those include, but are not limited to the following;

- FBI-LEEDA Command Training
- Blue Courage Executive Overview
- Blue Courage Instructor Course  
Blue Courage is a scientific based training that focuses on culture, resilience and self-care within the Department with the end result of treating the public with dignity and respect at all times.
- Community Care/Mental Health Intervention
- Crisis Negotiation
- Response to Aggressive Behavior
- Crisis Intervention
- Behavioral Health Intervention

- Use of Force Simulator

The use of force simulator training is through PRIMEX. It is interactive and puts officers in situations that they may/will encounter on the street. How the officer reacts to the given situation determines how it will ultimately play out.

Additionally, every year each officer is mandated to attend a Use of Force Training class, which includes a de-escalation piece as part of the Use of Force Continuum. This is mandated in policy by both Police Standards and Training and by the Somersworth Police Department.

While we continually strive to be the best that we can, we will be reviewing policies, procedures and training to determine where we can improve, specifically in the areas of de-escalation and implicit bias training.

The Somersworth Police Department has built a strong community connection through a multitude of Community Policing Programs, we will continue to do that moving forward in an effort to make Somersworth a safe, inviting place to live, work and play.

David Kretschmar, Chief of Police  
June 11<sup>th</sup>, 2020 , Memo on Training Overview

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# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**George Kramlinger**  
Fire Chief & Emergency Management Director  
[gkramlinger@somersworth.com](mailto:gkramlinger@somersworth.com)

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

10 Jun 20

To: Mr. Robert Belmore, City Manager

Subject: May 2020 Monthly Fire Department and Emergency Management Report

1. Mr. Manager, the Emergency Management Team and members of the Fire Department serve in an exemplary manner as precautions associated with the COVID-19 Pandemic begin to subside and life begins returning to some semblance of normal.
2. As the emergency aspects of the Pandemic wind down, the biggest emergency management challenge is assimilating, sorting, and prioritizing numerous emergency and executive orders from the Governor. In addition, constantly changing and updated guidance is provided via tele-conference three times per week as the State begins a phased re-opening plan.
3. As a City, we continue to meet the Pandemic objectives established in March and are heavily focused now on the Recovery and Return to Normal phase of our multi-phase plan.
4. The Police Department, Stewart's Ambulance, and the Fire Department have an excellent system in place regarding dispatch protocols, patient contact procedures, and the supply and sharing of personal protective equipment (PPE). Because community spread still occurs throughout the State, current procedures will remain in effect for the foreseeable future.
5. Training in May focused on modern fire behavior, building construction, collapse zones, apparatus positioning, firefighter safety, firefighter fatality case studies, flow path control, transitional fire attack, and using historically defensive water application methods in a modern, hard hitting offensive attack. Training included both classroom sessions and a practical session on Gator Rock Road. The practical session challenged each shift to rapidly accomplish multiple simultaneous tasks – much like a race car pit crew – to rapidly flow a large volume of water using multiple streams.
6. We have worked closely with Port One Architect Kelly Davis to refine the design of the new Fire Station.

7. The Emergency Management Performance Grant (EMPG) for the public safety radio repeater system generator at the former Hilltop School has been approved by NH Homeland Security and Emergency Management (HSEM). Currently coordinating with three vendors to obtain quotes.
8. The new Ford F-550 Brush Truck is still at Eastern Fire Apparatus in Milton. Progress is slower than desired due to the COVID-19 Emergency. The current HUMVEE Brush Truck is functional and has made several responses within and outside the City during the month of May.
9. Calls this month with a comparison to last year:

	May 2020	May 2019
EMS Related	65	68
MVA no injuries	4	4
Down Power Lines	1	3
Fires (all types)	10	3
All Other Hazards	50	53
Total	130	131

Call volume appears to be returning to pre-pandemic levels.

10. We continue to receive outstanding cooperation and response from Stewart's Ambulance Service – especially during the COVID-19 Emergency. EMS crews run point for all medical calls minimizing the possible exposure to Fire and Police Dept personnel. Average response time for the latest reporting period of April 2020 is an excellent 4:32.
11. Please feel free to contact me with any questions or concerns.

Respectfully submitted

George D. Kramlinger  
Fire Chief / EMD  
City of Somersworth

BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS

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

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

WALTER L. MITCHELL  
LAURA A. SPECTOR-MORGAN  
NAOMI N. BUTTERFIELD  
JOSEPH H. DRISCOLL, IV  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 10, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 22-20

Title: TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS,  
SECTION 11.2, RETIREMENT PLAN, REGARDING WHEN  
BENEFITS BEGIN

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

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

City Attorney

Date: 6/10/2020

By: 

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

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
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TELEPHONE (603) 524-3885

June 10, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 23-20

Title: **TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS,**  
**SECTION 11.3.1. HEALTH/DENTAL INSURANCE, REGARDING**  
**SPOUSES EMPLOYED BY THE CITY**

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

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

Date: 6/10/2020

By: 



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

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

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JOSEPH H. DRISCOLL, IV  
JUDITH E. WHITE LAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 10, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 24-20

Title: TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS-  
COMPENSATION SCHEDULE

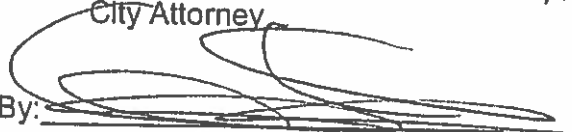
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MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney

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

6/10/2020

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



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

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 9, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 50-20

Title: VOTE TO AUTHORIZE A BOND TO CONSTRUCT A  
NEW FIRE STATION AT THE LOCATION OF THE  
CURRENT FIRE STATION ON MAPLE STREET

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

MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney,

Date: 6/9/2020

By: 

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

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

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LAURA A. SPECTOR-MORGAN  
STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JOSEPH H. DRISCOLL, IV  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 10, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 51-20

**Title: TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A  
THREE YEAR CONTRACT WITH TWO ONE-YEAR OPTIONS WITH  
PLODZIK AND SANDERSON, P.A. OF CONCORD, NH FOR  
MUNICIPAL AUDITING SERVICES**

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

Date: 6/10/2020

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

By 

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

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

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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

June 12, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 52-20

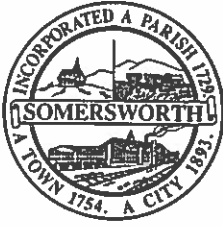
Title: **THE SOMERSWORTH CITY COUNCIL TO VOTE TO ENCOURAGE  
THE STATE OF NEW HAMPSHIRE TO ALLOW COMMUNITIES  
FLEXIBILITY ON THE LOCATION OF POLLING PLACES DURING  
THE SEPTEMBER PRIMARY AND NOVEMBER GENERAL ELECTIONS**

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

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

Date: 6/12/2020

By: 



## MEMORANDUM

**TO:** Mayor Dana Hilliard and Members of the City Council  
**CC:** Department Heads  
**FROM:** Robert M. Belmore, City Manager  
**DATE:** June 11, 2020  
**RE:** City Department Operations – Updates & COVID 19 Adjustments

---

### City Management – HR

- Reminder - City Council meeting packets will continue to be available electronically with hard copies via the drive-thru window or at your City Hall mail box.
- Recruitment and Hiring Continues. Highway Equipment Operator transferred to the Water Distribution Division; Downtown 'Bob' (part-time summer laborer) has been rehired and has started; new Library Director Rebecca Whitney has started.

### Finance Department Operations

- The Library has scheduled curbside delivery to begin on June 10, 2020. It will be available daily from 10:30-2:30 Monday through Friday.
- Part-time staff has returned to work at the Library this week to assist with the curbside delivery.
- Working with DPW to order Plexiglas Barriers for counters in Tax Office, Development Services, Water, and Library.

### Development Services Operations

- Parks and Recreation: Continues to issue weekly installments of the Rec-spiration newsletter to keep kids active and creative.
- The Main Street Relief Fund is dedicated to providing emergency relief to support small (for profit) business experiencing disruption due to COVID. The application deadline was extended and has been moved from June 5 to June 12. The new guidance on this grant surprised us by citing that business where the only employees are owners of the business (commonly referred to as a sole-proprietor /owner-operated business) do not qualify for the Main Street Relief Fund Grant. We have reached out on many levels at the local and state level to pass the word and try and get this amended.

- Despite letters to the Governor's office and an information campaign, it has been determined that Chambers of Commerce, a 501-c-6 type "business" do not qualify as applicants for federal or state COVID assistance. This includes the Great Falls Chamber of Commerce.
- Seacoast Economic Development Managers are working with the Business and Economic Affairs Commissioner, Taylor Caswell to organize a weekly conference call to assure a two-way flow of information between the local level and the state level when it comes to Economic Development.
- The Governor announced on Friday that restaurants in Strafford County may open inside seated dining at 50 percent capacity occupancy based on New Hampshire's Building and Fire Code and Indoor events in venues may operate at 50 percent of their normal operating seating capacity.

#### **Public Works & Utilities Operations**

- The Department will be installing new signs at DPW facility entrance gates reminding visitors to first check in w/staff at the office before entering into the facility yard.
- Driveway permit applications are higher this year than in 2019 during this time period. In 2019, the number of driveway permits accepted from May to June was 13; as compared with 16 for this year.
- Public Works personnel are working daily in City parks and open spaces to ensure those facilities are presentable and accessible as more openings of public spaces occur. Staff has reinstalled the tennis court nets off of Memorial Drive.
- Highway personnel will be delivering several barricades to the Memorial Drive Somersworth School campus in support Somersworth High School Graduation Ceremony. Staff is working with the School Department and Police Department on placement details. Memorial Drive will be closed from High Street to Cemetery Street to traffic during the modified Graduation Ceremony. Staff has been repairing and repainting several barricades to ensure adequate supplies for the occasion.

#### **Police Operations**

- We continue to answer calls for service following Covid-19 protocols. This includes receiving reports telephonically, through our lobby and practicing social distancing when having to respond to a scene. We continue to try to meet people outside of their residences when possible to reduce the chances of exposure.
- In the last few weeks, we have noticed an increase in domestic and general disturbance type calls as the weather warms and restrictions are loosened throughout the state.
- As I stated last week, we have begun speed enforcement details on certain roads. One of those roads, West High Street, also saw the deployment of our traffic display sign and radar unit. I believe that this unit alone contributed to decrease in speeds as I observed numerous vehicles slowing as they approached the unit. The message on the unit was to slow down, and remained until the vehicle reduced its speed to 4 mph over the posted speed. We will continue to deploy this unit moving forward.

## Fire Operations

- Monitor, examine, and evaluate rapidly changing State level guidance regarding emergency and executive orders. Coordinate with the State EOC as required and monitor telephone conferences three times per week.
- Apparatus and Fire Station maintenance is accomplished expeditiously using universal precautions and good judgement. For example, a leaking brake system and inoperative overhead door were fixed in minimal time.
- Personnel continue to use a heightened level of PPE and good judgement when responding to medical calls with Stewart's ambulance running point on patient assessment and care.
- Training is expanding using outside instructors while exercising good judgement and universal precautions.
- EMS calls and other calls for service are trending upward after having dropped since the beginning of the stay at home order.
- Requests for annual fire drills are being fulfilled using universal precautions and good judgement.

*Perfect*

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u>	<u>Estimated</u> <u>Year End</u>
<b>General Fund</b>							
<b>Elected Leadership</b>							
Mayor-Council	\$28,406	\$22,711	\$0	\$5,695	79.95%	\$2,168	\$3,527
Civic Promotions	\$12,550	\$9,050	\$0	\$3,500	72.11%	\$1,500	\$2,000
Community Support	\$107,780	\$102,780	\$0	\$5,000	95.36%	\$5,000	\$0
<b>Total Elected Leadership</b>	<b>\$148,736</b>	<b>\$134,541</b>	<b>\$0</b>	<b>\$14,195</b>	<b>90.46%</b>	<b>\$8,668</b>	<b>\$5,527</b>
<b>City Management</b>							
City Manager	\$376,371	\$355,690	\$0	\$20,681	94.51%	\$37,387	(\$16,706)
Administration	\$112,610	\$78,367	\$0	\$34,243	69.59%	\$5,960	\$28,283
<b>Total City Management</b>	<b>\$488,981</b>	<b>\$434,057</b>	<b>\$0</b>	<b>\$54,924</b>	<b>88.77%</b>	<b>\$43,347</b>	<b>\$11,577</b>
<b>Finance and Administration</b>							
Finance Department	\$368,785	\$345,289	\$0	\$23,496	93.63%	\$35,999	(\$12,503)
City Clerk	\$145,325	\$133,785	\$0	\$11,540	92.06%	\$7,831	\$3,709
Elections	\$18,000	\$19,154	\$0	(\$1,154)	106.41%	\$100	(\$1,254)
Tax Collector	\$225,987	\$204,563	\$0	\$21,424	90.52%	\$25,345	(\$3,921)
Human Services	\$227,895	\$134,900	\$0	\$92,995	59.19%	\$35,247	\$57,748
Library	\$259,010	\$204,612	\$4,182	\$50,217	80.61%	\$25,363	\$24,854
Assessing	\$193,351	\$149,863	\$5,763	\$37,726	80.49%	\$29,597	\$8,177
<b>Total Finance and Administration</b>	<b>\$1,438,354</b>	<b>\$1,192,165</b>	<b>\$9,944</b>	<b>\$236,244</b>	<b>83.58%</b>	<b>\$159,482</b>	<b>\$76,810</b>
<b>Development Services</b>							
Planning	\$303,374	\$278,025	\$0	\$25,349	91.64%	\$29,166	(\$3,817)
Economic Development	\$38,363	\$16,705	\$1,548	\$20,110	47.58%	\$8,865	\$11,245
Code Enforcement	\$204,138	\$180,742	\$0	\$23,396	88.54%	\$18,887	\$4,509
Recreation	\$225,735	\$161,090	\$9,531	\$55,113	75.58%	\$22,100	\$33,013
City Hall	\$168,737	\$134,206	\$2,500	\$32,031	81.02%	\$18,564	\$13,466
<b>Total Developmental Services</b>	<b>\$940,347</b>	<b>\$770,769</b>	<b>\$13,579</b>	<b>\$155,998</b>	<b>83.41%</b>	<b>\$97,582</b>	<b>\$58,416</b>

*To Financial Committee  
6-29-20  
BS*



<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u>	<u>Estimated</u>
							<u>Year End</u>
<b>Police</b>							
Police Administration	\$437,664	\$402,938	\$431	\$34,295	92.16%	\$35,560	(\$1,265)
Patrol	\$2,217,220	\$1,869,413	\$0	\$347,807	84.31%	\$236,023	\$111,783
Investigations	\$799,208	\$704,015	\$43,473	\$51,720	93.53%	\$72,460	(\$18,776)
Police Support	\$457,447	\$405,598	\$357	\$51,492	88.74%	\$58,156	(\$6,664)
Traffic	\$30,836	\$16,231	\$0	\$14,605	52.64%	\$3,469	\$11,136
Prosecution	\$136,205	\$121,129	\$0	\$15,076	88.93%	\$13,943	\$1,133
<b>Total Police</b>	<b>\$4,078,580</b>	<b>\$3,519,324</b>	<b>\$44,261</b>	<b>\$514,995</b>	<b>87.37%</b>	<b>\$419,612</b>	<b>\$97,347</b>
<b>Fire</b>							
Fire Administration	\$220,785	\$215,408	\$0	\$5,377	97.56%	\$22,340	(\$16,963)
FireFighting	\$1,938,795	\$1,680,270	\$3,221	\$255,304	86.83%	\$189,569	\$65,735
<b>Total Fire</b>	<b>\$2,159,580</b>	<b>\$1,895,677</b>	<b>\$3,221</b>	<b>\$260,681</b>	<b>87.93%</b>	<b>\$211,909</b>	<b>\$48,773</b>
<b>Public Works and Utilities</b>							
Public Works Admin	\$1,287,073	\$1,110,670	\$1,650	\$174,753	86.42%	\$114,714	\$60,039
Street Maintenance	\$1,454,499	\$1,249,531	\$76,719	\$128,249	91.18%	\$131,639	(\$3,390)
Snow Removal	\$158,600	\$118,274	\$11,375	\$28,951	81.75%	\$10,000	\$18,951
Street Lighting	\$107,700	\$91,574	\$1,800	\$14,326	86.70%	\$24,200	(\$9,874)
Equipment Maintenance	\$73,060	\$64,873	\$10,750	(\$2,563)	103.51%	\$4,200	(\$6,763)
City Engineering	\$138,953	\$123,138	\$0	\$15,815	88.62%	\$13,739	\$2,076
Buildings and Grounds	\$44,500	\$32,056	\$4,714	\$7,730	82.63%	\$8,688	(\$958)
Cemetery	\$8,770	\$2,509	\$0	\$6,261	28.61%	\$5,936	\$325
Solid Waste Collection	\$186,781	\$194,461	\$0	(\$7,680)	104.11%	\$45,012	(\$52,692)
<b>Total Public Works</b>	<b>\$3,459,936</b>	<b>\$2,987,087</b>	<b>\$107,008</b>	<b>\$365,841</b>	<b>89.43%</b>	<b>\$358,128</b>	<b>\$7,714</b>

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u>	<u>Estimated</u>
							<u>Year End</u>
<b>Capital Expenses</b>							
Transfer to Debt Service	\$707,929	\$707,929	\$0	\$0	100.00%	\$0	\$0
Capital Leases	\$357,025	\$357,125	\$0	(\$100)	100.03%	(\$100)	\$0
Transfer to Other Capital Funds	\$115,958	\$115,958	\$0	\$0	100.00%	\$0	\$0
<b>Total Capital Assets</b>	<b>\$1,180,912</b>	<b>\$1,181,011</b>	<b>\$0</b>	<b>(\$99)</b>	<b>100.01%</b>	<b>(\$100)</b>	<b>\$0</b>
<b>Other Expenses</b>							
Contingency	\$669,105	\$8,651	\$0	\$660,453	1.29%	\$618,105	\$42,348
Intergovt Transfers	\$2,593,400	\$0	\$0	\$2,593,400	0.00%	\$2,593,400	\$0
<b>Total Other Expenses</b>	<b>\$3,262,505</b>	<b>\$8,651</b>	<b>\$0</b>	<b>\$3,253,853</b>	<b>0.27%</b>	<b>\$3,211,505</b>	<b>\$42,348</b>
<b>Capital Outlay</b>							
<b>Total Capital Outlay</b>	<b>\$656,370</b>	<b>\$223,337</b>	<b>\$25,372</b>	<b>\$407,661</b>	<b>37.89%</b>	<b>\$404,545</b>	<b>\$3,116</b>
<b>TOTAL CITY GENERAL FUND</b>	<b>\$17,814,299</b>	<b>\$12,346,620</b>	<b>\$203,386</b>	<b>\$5,264,293</b>	<b>70.45%</b>	<b>\$4,914,678</b>	<b>\$351,627</b>

## LOCATION IS KEY

## The Cities of the Greater Seacoast Economic Development Alliance (EDA)



Downtown Somersworth  
"On the Move!"

## Your Place to Succeed

Reach national and international markets through:

- Accessible rail, interstate highways, regional airports
- Port of NH Marine Terminal
- Foreign Trade Zones

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- The University of New Hampshire, known for research excellence
- Great Bay Community College offering grant-supported, customized workforce training dedicated to developing manufacturing skills with expertise in composite materials and aerospace.

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### Contact us today.

#### City of Somersworth

Robin A. Comstock, Economic  
Development Manager  
Ph: (603) 692-9516  
rcomstock@somersworth.com  
www.somersworth.com

#### City of Dover

Daniel Barufaldi,  
Director of Economic Development  
Ph: (603) 516-6043  
d.barufaldi@dovertown.nh.gov  
www.dover.nh.gov

#### City of Rochester

Michael Scala  
Director of Economic Development  
Ph: (603) 335-7522  
Michael.Scala@rochesternh.net  
www.RochesterEDC.com

#### Pease Development Authority

David R. Mullen,  
Executive Director  
Ph: (603) 334-6031  
d.mullen@peasedev.org  
www.peasedev.org

#### City of Portsmouth

Nancy Carmer  
Economic Development  
Program Manager  
Ph: (603) 610-7220  
nmcarter@cityofportsmouth.com  
www.cityofportsmouth.com

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