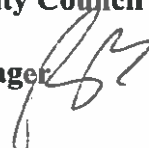




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, June 14, 2019
SUBJECT: City Manager's Report for Monday, June 17, 2019
City Council Agenda

6:00 pm: Workshop
COAST Bus Presentation by Rad Nichols, Executive Director

Lay on the Table (Under Section 13 of Agenda)

- A. Ordinance No. 4-19: To Amend Chapter 19, Zoning Ordinance, Section 14, Historic District.** Attached is a copy of a Memorandum from Director Saunders. It identifies two (2) areas in the Historic District Commission (HDC) draft document that the Council suggested be further evaluated. The Commission has been meeting and working to consider further changes based on these discussions. To that end, the proposed HDC Zoning Ordinance section has been revised as shown in the attached new *red-lined* document. Should the City Council accept the new revisions, a new Public Hearing would need to be scheduled prior to a final vote to adopt.

Unfinished Business (Under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 22-19: Transfer between Departments.** Again, the Finance Committee met on May 30th to review staff's recommendation and voted to support this Transfer. This is an annual housekeeping action item: that is, the City Charter allows the City Manager to transfer funds within a Department, however, it takes Council action to transfer funds between Departments.
- B. Ordinance No. 23-19: To Amend Chapter 4, Personnel Rules & Regulations – Compensation Schedule.** Again, the Finance Committee met on May 30th and voted to support a 2.5% Cost of Living Increase Allowance (COLA) across-the-board wage adjustment for non-union employees covered under the City's Personnel Rules & Regulations. If approved, this would carry over to provide members of the Water/Wastewater Collective Bargaining (CBA) Unit the same COLA increase to their pay scale.

Resolutions

- A. Resolution No. 38-19: To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management for a Hazard Mitigation Grant to Install an Emergency Back-Up Generator at the Department of Public Works Highway Facility.** Again, the Finance Committee voted 3-1 to support acceptance of the Grant and move forward with their project. My recommendation for funding the City match is to utilize Contingency Funding that will be available in next Fiscal Year's Budget.

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

A. Informational Items

- 1. CIP Fiscal Year 2021-2026.** Enclosed is my Memorandum to City Department Heads on the beginning of our CIP 2021-2026 development process.

Strategic Staffing Plan: Over the last several years, there has been discussion at my level and at the City Council level in regards to our current staffing levels throughout the organization. Comments have included the need for more police officers, highway personnel, recreation staff as well as positions in the Fire Department and other City Offices. Therefore, as we start our CIP planning and review, I have also directed Department Heads to evaluate their Department's present staffing demands as well as forecasting future personnel needs. This Strategic Staffing Plan will not be presented as part of the CIP to the Planning Board or Council; it will take a separate track later as I develop and discuss future fiscal years' budgets with the Council.

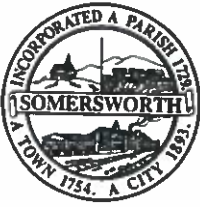
- 2. Form Based Code Survey.** Visual Preference Survey (VPS) is a public outreach tool designed to provide an opportunity for citizens to participate in the development of a new Form Based Code for Somersworth's Downtown.

This initiative will include the creation of new "Form-Based Code" land use regulation with a focus on the character and physical form of an area, rather than the use of buildings. The code considers the building features, character, parking, and the public space such as sidewalks and streets. We have the display here at City Hall or visit the Survey at our City Website's homepage under City News or by way of the red banner.

<https://www.somersworth.com/home/news/somersworth-form-based-code-project-we-need-your-input>.

Attachments

- 1. Department Heads Reports**
- 2. Public Safety Committee Recommendations Memorandum
Re: Fire Department Operations & Staffing**



City of Somersworth – Ordinance

Ordinance No: 4-19

TO AMEND CHAPTER 19, ZONING ORDINANCE, SECTION 14, HISTORIC DISTRICT

October 15, 2018, Amended 6-13-19

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:

Delete Section 19:14 in its entirety and replace with the following:

DRAFT

19:14.A Section A INTRODUCTION AND BACKGROUND

The downtown area of Somersworth was primarily built by following a master plan designed by the Great Falls Manufacturing Company starting in 1823. The designed attempted to relate the brick mills, brick or wood worker-housing and small-scale commercial buildings. Also, this overall plan included large-scale landscape features like the tree-lined canal. The effect-land use pattern created was like-the-similar to pedestrian-oriented mill cities across New England. As the mill prospered and the city grew, other commercial buildings and areas were established; these included other areas (such as High Street), and replacement of earlier, smaller businesses. By the end of the 19th Century, the downtown boasted many fine brick hotels and commercial blocks.

The topography of the city played a central role in its development; i.e. the mills were located on the river, their source of power; worker housing and early commercial development were built on the flat land on the other side of the canal, within easy walking distance to the mills; and the mill owners and managers built their houses a carriage ride away, high on the hill to take advantage of the spacious views and cool breezes. An architectural hierarchy was established that closely followed the topological and social dictates. (The higher up you were the higher up you were!)

The history of Somersworth can still be read in her streets and buildings, but unfortunately, some pages of her history are missing. Fire and urban renewal erased large chunks of the streetscape; especially in the downtown. The master plan as envisioned by the city founders can never be finished nor re-created and it is not even desirable that it should be. However, recognizing the value of planning and good design, the Historic District Commission hopes to guide future changes in a manner that will be complimentary to those original intentions.

19:14.B Section B AUTHORITY

19:14.B.1 **HISTORIC DISTRICT COMMISSION**. There is herein established a seven member Historic District Commission (HDC) with the membership and power and duties as set forth in New Hampshire Revised Statutes Annotated Chapter 673:4 and 674:46, as the same may be subsequently amended, and as may be needed to carry out the purposes of this section.

19:14.B.2 **POWERS AND DUTIES OF THE COMMISSION** The HDC shall have the following powers and duties:

19:14.B.2.a Maintain a system for the survey and inventory of historic properties.

This survey will be the system for comprehensive historic planning within the City.

It will be consistent with the technical standards issued by the United States Department of the Interior to produce reliable, understandable, and up-to-date information for decision making, related to the identification, evaluation, and protection/treatment of historical resources;

19:14.B.2.b Establish rules and regulations for the conduct of business which are consistent with the purposes of the Historic District and in conformance with applicable NH State statutes. Members shall be governed by a code of conduct, in conformance with NH State statutes, and in accordance with the City Charter, to prevent real and apparent conflicts of interest in the performance of the HDC's responsibilities;

19:14.B.2.c Establish, adopt, and make available to applicants and the public, guidelines and standards for review to be used by the HDC in reviewing and ~~passing~~ deciding ~~of~~ ~~on~~ applications for Certificate of Appropriateness(COA) to construct, alter, modify, repair, move, or demolish any building and/or structure within an Historic District;

19:14.B.2.d Approve, disapprove, in whole or in part, applications for which a COA is required per the Zoning Ordinance;

19:14.B.2.e Request reports and recommendations from City departments and agencies and from other organizations and sources which may have information or can provide advice pertinent to the application or its impact to the district;

19:14.B.2.f Retain professional consultants as may be necessary to carry out the purpose of this section;

- i. Applicants may be asked to retain professional consultants in regards to supplying information on the applicant's project. This would be at the applicant's expense.
- ii. The HDC may retain professional consultants subject to the availability of funds to help provide support and information to help carry out the HDC's authority and purview.

19:14.B.2.g Investigate and recommend to the City Council new areas for designation as Historic Districts.

19:14.B.2.h Act in an advisory role to other officials agencies, departments, boards, commissions, and committees of the local government, regarding the identification, protection, and preservation of local resources;

19:14.B.2.i Act as liaison on behalf of the local government to individuals and organizations concerned with historic preservation;

19:14.B.2.j Work toward continuing education of citizens within the HDC's

jurisdiction, regarding historic preservation issues and concerns;

19:14.B.2.k Recommend and propose amendments and/or revisions to the boundaries and limits of any Historic District to the City Council; and

19:14.B.2.l Keep or cause to be kept accurate and complete records and minutes of meetings, findings of the HDC, and records of each application, all of which shall be part of the public record.

19:14.C Section C DESIGNATION OF HISTORIC DISTRICT

19:14.C.1 **DESCRIPTION** The Historic District is an overlay zoning district, meaning that it is a zoning district which is superimposed over other zoning districts. In all cases where the Historic District is superimposed over another zoning district, that district whose regulations are more restrictive shall apply.

19:14.C.2 **PURPOSE** It is hereby declared as a matter of public policy that the recognition, preservation, enhancement, and continued use of structures, sites, areas, and districts within the City of Somersworth having historic, architectural, cultural or design significance is required in the interest of the health, economic prosperity, cultural enrichment, and general welfare of the community. The purposes of this ordinance are to:

19:14.C.2.a Safeguard the heritage of Somersworth by providing for the protection of the structures and areas representing significant elements of its history;

19:14.C.2.b Enhance the visual character of the City by encouraging and regulating the compatibility of architectural styles within Historic Districts reflecting unique and established architectural traditions typical of houses in excess of 50 years old;

19:14.C.2.c Foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past;

19:14.C.2.d Strengthen the economy of the City by protecting and enhancing the City's attractions to residents, tourists and visitors;

19:14.C.2.e Stabilize and improve property values within the City; and

19:14.C.2.f Promote the private and public use of structures and areas within Historic Districts for the education, prosperity and general welfare of the community.

19:14.C.3 **DISTRICT BOUNDARIES** The location and boundaries of both the "Hilltop Historic District" and the "Industrial and Commercial Historic District" are hereby established as shown on a map entitled "Historic Districts, City of Somersworth, New Hampshire, January 1992", and as amended, which is hereby declared to be part of this ordinance.

19:14.D Section D PURVIEW OF THE COMMISSION

19:14.D.1 **ACTIVITIES REQUIRING REVIEW**. It shall be unlawful for any person to construct, alter, modify, repair, move, or demolish any building, structure, or improvement which lies within a Historic District without first obtaining a Certificate of Appropriateness (COA) from the Historic District Commission (HDC), or in the case of a project of minimal impact, the ~~Planner~~[Director of Development Services](#), Code [Enforcement](#) Officer (CEO), and the HDC Chair, in the manner prescribed in this section.

19:14.D.2. **EXEMPT ACTIVITIES**. Exempt activities described in this section do not require review of the applicant's proposed projects or HDC approval. This section does not exempt any property owner from being required to obtain any other permit prescribed by the State of NH or the City of Somersworth.

19:14.D.2.a Any interior construction, alteration, or repair that does not change in any way the outward appearance or any exterior details of the building.

19:14.D.2.b Ordinary maintenance, repair, or painting of any exterior architectural feature which does not involve a change in design, materials, or outer appearance. If any element of a structure must be temporarily removed for painting or repair, it shall be reinstalled within 30 days. Painting must be of standard workmanship quality.

19:14.D.2.c Landscaping that does not affect the current grade of the site, provided there is no change to any vertical structure, such as construction or alteration of walkways and patios.

19:14.D.2.d Planting or removal of vegetation, except in the case of removing a healthy or undamaged tree with a diameter larger than 12"(circumference in excess of 36") when measured 4 feet above grade.

19:14.D.2.e Cleaning of any structure provided the cleaning is performed with proper care and will not harm any element of the structure. (Discouraged paint removal processes; sandblasting, chemical paint removers, high pressure water wash, heat tools, and rotary tools). The gentlest process is always preferred.

19:14.D.3 **PROJECTS OF MINIMAL IMPACT**. For the purpose of this section, the following activities shall be considered to be projects of minimal impact and shall be reviewed and approved, conditionally approved or disapproved by the ~~Planner~~[Director of Development Services](#), [Code Enforcement Officer](#)Θ, and HDC Chair, or their designee, (all three required for approval). A monthly report shall be provided to the HDC informing them of any approved projects of minimal impact.

19:14.D.3.a Erection, construction, or repair of any fence or fence like structure.

Chain link fence shall only be located in the rear of properties, around ball fields, industrial areas and must be black in color. A fence that is less than 30 percent open such as a stockade fence ~~should~~shall not be located in front of the house. Chain Link fence is not allowed unless necessary in cases such as, but not limited to, industrial applications or ball fields.

19:14.D.3.b Erection, construction, or repair of any signs provided the proposed signage adheres to both the HDC Sign Standards for Review, Chapter 19.20 of the Somersworth Ordinances, and other City Sign Ordinances, and is constructed of wood, glass, bronze, or iron or constructed of modern materials that replicate those traditional materials, such as carved composite. In the case of replacement, the sign must also maintain its current size, shape, and placement of the pre-existing sign.

Commercial business owners, or their agents, shall be allowed to erect an "Open" sign without the review and approval of the Historic District Commission provided that they comply with all "Open" Sign-specific regulations and all other regulations of Somersworth Sign Ordinance 19.20.

Open Sign – An "Open Sign" shall be defined as any sign affixed to the interior of a front-facing window of a commercial business which solely displays the word "Open" to the public.

Open signs may not display any message, advertisement, branding, or promotional material other than the word "Open". Open signs may be illuminated via neon tubing, Light Emitting Diode (LED) or an internal light source, however, illuminated Open Signs may not flash on/off, repeatedly pulsate or change light intensity, or in any way violate Somersworth Sign Ordinance 19.20.C.6, Illumination. -

19:14.D.3.c Simple roof replacements that involve no alterations to the roof, roof trim, or any roof features. Any changes to the pitch, size, angle, addition, roof feature, or any other change to any feature of the roof shall require HDC approval.

19:14.D.3.d Sheds less than 120 square feet provided they match the style and texture of the other structures on the property.

19:14.D.3.e Installation or removal of storm doors or windows provided the size and shape match the existing window/door and it adheres to the HDC Storm window and door in the Standards for Review, Section 3, Fenestration.

19:14.D.3.f Essential outdoor mechanical equipment (ducts, fans, solar panels, etc.) provided they are installed in locations which create the least disturbance to the historical integrity of the building and which involve the minimum alteration to its structure.

19:14.D.4 **APPROVAL OF MINIMAL IMPACT** The Director of Development Services~~Planner~~, CEO, and HDC Chair shall have final authority to approve, conditionally approve, or disapprove applications for projects of minimal impact. However, if the Director of Development Services~~Planner~~, CEO, and HDC Chair or the HDC Chair's designee does not unanimously agree that the application is minimal impact, the application shall be forwarded to the HDC for full review and action. Furthermore, the decision of the Planner~~Director of Development Services~~, CEO, and HDC Chair or the HDC Chair's designee may be appealed to the HDC provided that notice of the appeal is filed within ten (10) workdays of the staff's decision.

19:14.D.5 **PROJECTS OF MAJOR IMPACT** Any development activity not specifically listed as an exempt activity or as a project of minimal impact shall be considered a project of major impact and shall go through the review process of the HDC as outlined in the sections below.

19:14.E Section E PROCEDURES FOR REVIEW FOR CERTIFICATE OF APPROPRIATENESS

19:14.E.1 **APPLICATION**. All application packages shall include the items listed below, as outlined.

19:14.E.1.a **APPLICATION FORM**. A completed application form available from and provided by the Somersworth Development Services.

19:14.E.1.b **PHOTOGRAPHS**. Current photographs of each side of any building proposed for alterations, additions, or demolition. Current photographs of the streetscape in both directions of the street, or both streets if a corner lot.

19:14.E.1.c **ELEMENTS SUBJECT TO REVIEW**. It is the responsibility of the applicant and/or the contractor to describe in a clear manner every element of the proposed project that is subject to the HDC review.

19:14.E.1.d **PLANS**. Detail drawings of all project specific elements. This may be limited to a detailed drawing of one window in the case of an application proposing replacement of only windows involving no change to the window sizes, but will need additional drawings if more than one window size or style is involved.

19:14.E.1.e **MEASUREMENTS**. Measurements shall be displayed on all plans including building heights. Measurements shall be provided in a clear manner and include dimensions building details such as but not limited to doors, windows, trim, overhangs, and siding exposure.

19:14.E.1.f **REVISIONS**. When subsequent revised plans are submitted the revised plans shall clearly indicate every change from the prior set of plans. This should not be written on or over the older set of plans.

19:14.E.1.g **SAMPLES**. Manufacturer pamphlets, cut sheets, or samples will be needed if the material proposed is ~~typically discouraged~~not referred to in the Standards for Review document approved by the Historic District Commission.

19:14.E.2 ADDITIONAL REQUIREMENTS. The following are additional ~~needs~~requirements if an Application proposes significant changes.

19:14.E.2.a **ELEVATION DRAWINGS**. An Application for projects involving changes to the buildings details, openings, height, roofline, mechanical units, or projections shall also provide elevation drawings. Elevation drawing shall show each affected façade of the building, structure, or sign clearly depicting existing conditions and proposed changes. If the overall height change is proposed, adjacent buildings shall be included in a streetscape drawing to act as a fixed benchmark.

19:14.E.2.b **SITE PLANS**. Any site work, new construction, demolition, or change to an existing building's footprint shall provide a Site Plan drawn to scale clearly depicting existing conditions and proposed work. This shall include topographic details in the vicinity of the building due to the steep nature of the land within the Historic District. Plans shall depict any land within 15' of any retaining walls, foundation, or new construction. A streetscape drawing depicting adjacent buildings shall be included to act as a fixed benchmark.

19:14.E.2.c **ENGINEER REPORT**. Any proposed demolition shall require a detailed report from an engineer licensed in the State of New Hampshire as to the soundness of the structure. Any dangerous conditions should be identified. Include the engineer's resume highlighting professional experience in historic property assessment/rehabilitation. Exception: Structures deemed not contributing by the HDC

19:14.E.3 **APPLICATION DEADLINE**. Complete applications must be filed with the ~~Planning Dept~~Department of Development Services, 14 days prior to the next scheduled HDC meeting to be placed on that meeting's agenda.

19:14.E.4 REVIEW OF THE APPLICATION

19:14.E.4.a **DETERMINATION OF APPROPRIATENESS**. In ~~deliberation~~determining whether to approve or deny an application the HDC shall consider whether or not the proposed work described in the application conforms to the Somersworth HDC Standards for Review.

19:14.E.4.b **SCHEDULING AND COMPLETENESS**. The HDC will consider applications only at its scheduled meetings. At that time the HDC may consider denying the application if it is for any reason incomplete as outlined in the Application section. This will be decided by a majority vote of present HDC members. If denied for this reason a specific list of what was missing will be

provided to the applicant within 10 days.

19:14.E.4.c **PRESENTATION OF THE APPLICATION**. The applicant or their designee should attend the meeting to present the application and be prepared to answer any questions. If the HDC is unable to obtain answers during the review of the application, ~~the HDC has this~~ constitutes grounds for denial of the application.

19:14.E.4.d **PUBLIC MEETING**. Each ~~reviewed~~ application reviewed by the HDC ~~will~~ shall allow comment by any abutters, citizens, or other interested people.

19:14.E.4.e **COMPLIANCE PARAMETERS**. When the Commission deems it appropriate in dealing with violations of this ordinance and other matters, it may work with property owners in a flexible manner in setting timeframes and other benchmarks to guide how and when specific work must be completed.

19:14.E.5 **ACTION ON AN APPLICATION**

19:14.E.5.a To the extent practical and appropriate, an applicant may file applications for permits simultaneously ~~to~~ with any other board or commission. These plans should be consistent with one another in regard to all details.

19:14.E.5.b If any changes are made by other boards or commissions on elements under the HDC purview, the applicant shall reappear before the HDC for approval.

19:14.E.5.c On more complex projects involving other boards or commissions applicants ~~should consider~~ may presenting a preliminary proposal at any HDC meeting (consisting of simple hand sketches or other lesser requirements) prior to submitting an official formal application. During the preliminary proposal the HDC shall;

- i. allow informal discussion about the project.
- ii. offer comments, concerns, and or suggestions to aid the applicant.
- iii. make no official decision or ruling during the discussion.

19:14.E.5.d The Commission shall file a Certificate of Appropriateness or a Certificate of Denial with the ~~Planning~~ Department of Development Services.

19:14.E.5.e The HDC shall render a decision within thirty-five (35) days after the HDC accepts the application as complete.

19:14.E.5.f Failure to act on an application within the period of time specified above shall be deemed to constitute approval of the application as submitted.

19:14.E.5.g The Certificate of Appropriateness by approval or by default of the Commission per 19.14.E.5.f ~~to take action~~ shall be effective for 1 year after the date of approval, but will not expire during an active building permit.

19:14.E.5.h If the applicant has neither obtained a building permit (or the extension for one) nor commenced work within 1 year after the date of approval, then the approval shall automatically be deemed null and void.

19:14.E.5.i When an application is rejected as being incomplete or denied, the reason(s) for the decision shall be conveyed to the applicant in writing and in the Certificate of Denial and clearly stated in the minutes of the meeting.

19:14.E.5.j At the HDC's discretion on larger or more sensitive projects, the HDC may recommend that the Code Officer oversee construction of the elements and details of the building that are part of the HDC's approval to ensure the building is constructed correctly in accordance with the proposal. The HDC may request that progress reports be submitted to the City and it may identify the requested parameters for those progress reports.

19:14.E.5.k Once a Certificate of Appropriateness has been issued, any changes in construction, due to any reason, shall be brought back to the HDC for review and approval. The Code Enforcement Officer (CEO) may issue a Stop Work Order if any project is not in conformance with the application approved by the HDC. However, if a proposed change is very minor, then Code Enforcement Officer and HDC Chair may approve the proposed change if:

- i. The change is deemed to be insignificant
- ii. The change would be barely noticeable, if at all, from a public right of way and
- iii. The change would be consistent with the intent of the earlier approval.

19:14.E.6 **DECISIONS / FINDINGS.** For a project of minor or major impact, a building or demolition permit shall not be issued until and unless a COA is issued by the HDC in accordance with the provisions of this section.

19:14.E.6.a At the conclusion of its review, the HDC shall issue in writing one of the following:

- i. If in the opinion of a majority of HDC members present and voting the applicant's proposal meets the purpose of this section, then the Historic District Commission shall issue a COA signed by the Chair together with any changes, conditions and/or stipulations. After the issuance of the COA, the Building Inspector may issue any building, demolition or other permit for the approved project; or
- ii. If in the opinion of the majority of the HDC members present and voting the applicant's proposal does not meet the purposes of this section, then the HDC shall issue a Notice of Disapproval in writing together with the reasons for such decision signed by the Chair and all voting HDC members. The issuance of a Notice of Disapproval shall prohibit the Building Inspector from issuing a

building, demolition or other permit; or

- iii. ~~If acceptable with the applicant, and in~~ In the opinion of the majority of the HDC members present and voting the application may be tabled.

19:14.F Section F STANDARDS FOR REVIEW

19:14.F.1 The Standards for Review shall articulates how and why a building should be similar to surrounding buildings. They will articulate the buildings form, scale, setback, materials, and other pertinent information, to properly blend a new, altered, or remodeled building into the existing historic streetscape or context.

19:14.G Section G APPEALS AND ENFORCEMENT.

19:14.G.1 **RESUBMITTAL.** If the applicant's proposal is denied, the applicant may, and is encouraged to, make modifications to the proposed plans and shall have the right to resubmit the application at any time after so doing.

19:14.G.2 **APPEAL PROCESS.** ~~Any person aggrieved by a decision of the Historic District Commission shall have the right to appeal, by filing a motion for rehearing before the HDC. Such an appeal when taken shall stay all proceedings in furtherance of the action appealed, unless the HDC shall certify that by reason of facts stated in a certificate issued by it, a stay would cause imminent peril of life or property. The appeal shall be made within thirty (30) days after the decision of the HDC. The 30 day time period shall be counted in calendar days beginning with the date upon which the HDC issued the decision. After appeal, if said person or persons are still aggrieved by the HDC. They have the right to appeal that decision to the Zoning Board of Adjustment or to pursue any other remedy accorded by NH State law.~~ Any person aggrieved by a decision of the Historic District Commission shall have the right to appeal in accordance with RSA 677:17

19:14.G.3 REQUIRED MAINTENANCE.

19:14.G.3.a **RESPONSIBILITY.** A property owner in the Historic District is prohibited from allowing his or her property to deteriorate in the manners specified in Chapter 19:24 of the Somersworth Ordinances and failing to correct those conditions shall be subject to enforcement under Chapter 24, The Property Maintenance Code. Any ~~corrections~~ corrective action as directed by such enforcement action must also adhere to this chapter section, 19:14, in its entirety.

19:14.G.4 ENFORCEMENT AND VIOLATIONS.

19:14.G.4.a **ENFORCEMENT.** These regulations, in accordance with RSA 674:49 may be enforced under the authority of either NH State RSA 676, as the same may be subsequently amended, and such other authorities as may be available, or Chapter 24 of the Somersworth Ordinance, the Property Maintenance Code or any other remedy afforded by law.

~~19:14.G.4.b SEVERABILITY. If any of the provisions set forth in these ordinances are held to be invalid, for any reason, by a Court of Law, such holding shall not invalidate other provisions contained herein~~

19:14.G.4.**eb VIOLATIONS.** If during the regular inspections by the CO a property is found to not be in compliance with the provisions of this section, or if the property is found in violation of Chapter 24 of the Somersworth Code shall be subject to the established violation method used for violations of Chapter 24 of the Somersworth Code

19:14.H Section H DEFINITIONS.

19:14.H.1 **CITY**; City of Somersworth

19:14.H.2 **CITY COUNCIL**; Somersworth City Council

19:14.H.3 **CEO**; Code Officer (Code Enforcement Officer, ~~Code Compliance Officer~~))

19:14.H.4 CCO; Code Compliance Officer

19:14.H.45 **COA**; Certificate of Appropriateness

19:14.H.56 **COMMISSION**; Historic District Commission

19:14.H.7 Contributing structure; any building, object, or structure which adds to the historical integrity or architectural qualities that make the historic district, listed locally or federally, significant

19:14.H.68 **DISTRICT**; Somersworth Historic District

19:14.H.79 **HD**; Historic District

19:14.H.810 **HDC**; Historic District Commission

19:14.H.911 **NRHP**; National Register of Historic Places

19:14.H.1012 **SHPO**; State Historic Preservation Office

Authorization	
Sponsored by Request by:	Approved:

Mayor Dana S. Hilliard

City Attorney

City of Somersworth – Ordinance 4-19

History

First Read Date:	10/15/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

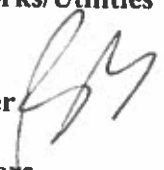
Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		

TOTAL VOTES:			
On / / .	Ordinance 4-19	PASSED	FAILED

MEMORANDUM

TO: Chief Kretschmar, Police Department; Chief Hoyle, Fire Department; Scott Smith, Finance Director; Shanna Saunders, Development Services Director; Michael Bobinsky Public Works/Utilities Director; Dr. Bob Gadomski, Superintendent, SAU 56

FROM: Robert M. Belmore, City Manager 

CC: Mayor Hilliard and City Councilors

DATE: June 12, 2019

SUBJECT: Capital Improvement Program Fiscal Year 2021-2026

Finance Director Smith will send you copies of your Department's CIP summary FY 2020-2025 under separate cover. The schedule for submitting projects is:

Wednesday, June 12 -	City Manager directive issued. Staff Meeting discussion on CIP, 9:00 a.m., Executive Conference Room.
Wednesday, July 17 -	Deadline for submittals to Finance Director Smith.
Week of Aug. 26 & Sept. 3 -	City Manager to meet individually with Department Heads with follow-up meetings as necessary.
On or before September 30 -	CIP submitted by City Manager to Planning Board for their consideration at their October 16 th meeting.
On or before December 15, 2019 -	City Manager submittal to City Council (Charter deadline is December 15 th).

Annual Instructions from Finance Director Scott Smith:

The CIP data forms are electronically constructed and electronically managed. The Data Entry sheet is “linked” to the CIP summary sheet. So once data is entered onto the data sheet, it is automatically posted and totaled on the CIP summary sheet.

Each Department Head is responsible for filling out the material on this sheet. There is one sheet for each capital request. As you can see, there is a section for a photo to be inserted in the document to better understand the need and nature of the CIP request item.

Each department will find a file on the Public Server so labeled. You simply enter your data at your convenience and save it to the server. In addition, Finance Director Smith will email you your file.

It is also important that you obtain written estimates for requests or supply other documentation to validate the project's total cost.

Special Notes:

Capital Outlay – CIP Items: As you develop your needs assessment for capital improvements, please take some time to consider other capital needs in maintaining your department's present infrastructure to include cost items relating to buildings and grounds upkeep.

Continuous Improvement: Also, please consider best management practices (BMP) and sustainability improvements during these preparations as they relate to operational costs and capital outlay. Please note any such recommendations to include specific cost-benefit criteria.

New This Year – Strategic Staffing Plan:

In addition to our annual capital planning, I would like to review and prepare a plan in regards to your present staffing demands as well as forecasting future personnel needs.

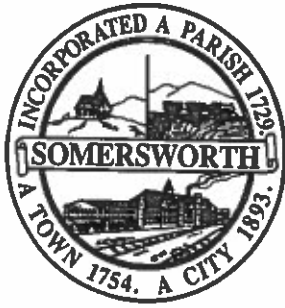
Using data forms to be provided, I would like recommendations for additional personnel by department over the next six years. We will use the same department format for personnel as we use for capital projects.

Staffing changes should be recommended by priority. Rationale supporting the recommendation must be provided. Cost estimates must include salary, benefits, and other roll-ups, all of which can be coordinated with Director Smith.

Further, if there is any specialized training, equipment, uniforms, etc. that would be required to properly outfit the new position, please include those costs in your recommendation.

Please consider possible savings as well. For example, if we are currently accomplishing the work load through a contract with an outside vendor, and the work will be allocated to the new employee, please provide the budget reduction that would occur by releasing the vendor from the contract.

Please contact me with any questions.
Thank you.



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: June 10, 2019

Re: **Monthly Report**

Finance Department:

- Participated in interviews of consultants for the CMAQ Grant project.
- Participated in interviews of consultants for the Fire Station conceptual design project.
- Participated in union negotiations.
- Outstanding Bids:
 - Road Resurfacing projects – Due June 13
 - Air Conditioner replacements WWTF – Due June 13

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings and standing committee meetings during the month.
- Total receipts for the month were \$8,168.
- Permits:
 - Dover Baseball – 5/8/2019
 - Somersworth Festival Association – 5/16/2019
 - The Falls Chamber – 5/17/2019
 - Somersworth Festival Association – 5/16/2019
 - Southwestern Advantage – 5/21/2019
 - Jason & Jennifer Trussell – 5/9/2019

Tax Collector:

- First half tax bills were mailed on May 31 with a due date of July 1st.
- Motor vehicle registrations were a total of \$181,070 during the month.
- Collected \$6,440 for Municipal Transportation Fund during month.
- 10 people used the drive-up this month.
- Total receipts for the month were \$1,610,149.

Library

- The Library had a new book drop installed which is a big improvement. Thank you to Public Works for the install, they did a great job.
- The summer reading program will begin on June 18th, and run through August 11th.
- The Library offered 9 story times and 1 book club.
- The Library recorded 2,491 visits in May.

Human Services:

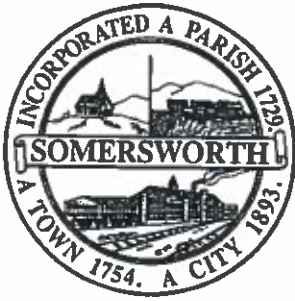
- Total assistance for the month was \$5,453. That compares to \$9,340 for the month of April 2019 and \$5,478 for May 2018.
- 2 new cases were opened compared to 6 in 2018.
- 18 cases were approved for varying levels of assistance. 11 cases were referred to other agencies for support.

Information Technology

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

Assessing

- Have been conducting field reviews of properties for the revaluation project.
- Next phase will start shortly, which will require a great deal of data entry to establish preliminary assessments.



Department of Development Services

Date: May 31, 2019

From: Shanna B. Saunders

Director of Planning & Community Development

Re: May 2019 - Monthly Report

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

- Zoning Board – May 1
- Conservation Commission – May 8
- Planning Board – May 15
- SRTC – May 8
- Historic District Commission meeting – May 22

And attended the following Special Meetings:

- SRPC Transportation Advisory Committee – May 3
- The Falls Chamber Awards Dinner – May 3
- Economic Development Committee – May 8
- Ward Boundary Meetings – May 8, May 20
- Finance Committee – May 30

Building and Health Departments:

Major Building Permits Applied for in May 2019 Construction Costs and Fee

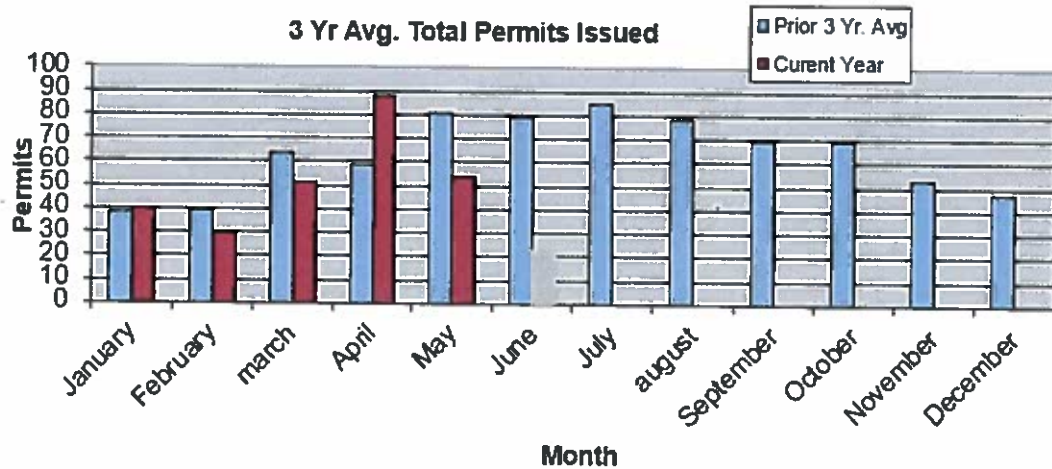
	Address	Construction cost	Fee
17	Grand	\$2,770,925.00	\$0.00
184	Maple	\$2,300,000.00	\$0.00

Minor Building Permits Applied for in May 2019

	Address	Construction cost	Fee
113	Indigo Hill Rd	\$15,727.00	\$135.82
21	Hamilton	\$16,000.00	\$138.00
94	Rocky Hill Rd	\$1,785.00	\$25.00
32	Prospect	\$1,000.00	\$25.00
57	South	\$6,000.00	\$58.00
27	Francoeur Dr	\$9,000.00	\$82.00
10	Ringer Dr	\$10,000.00	\$110.00
11	Ash	\$2,800.00	\$32.40
55	Buffumsville Rd	\$7,600.00	\$70.80
147	West High	\$4,500.00	\$55.00
514	Sherwood Glen MHP	\$4,502.00	\$46.02
86	South	\$46,022.00	\$378.18
204	Rt. 108	\$20,000.00	\$170.00
109	Maple	\$20,000.00	\$170.00
9	Fox Ct	\$10,958.50	\$97.67
215	Blackwater Rd	\$18,655.00	\$159.24
95	Maple	\$1,100.00	\$25.00
54	Rocky Hill Rd	\$7,000.00	\$66.00
2	Joyce	\$900.00	\$25.00
49	Salmon Falls Rd	\$30,000.00	\$250.00
3	Williams	\$10,000.00	\$90.00
118	High	\$3,500.00	\$38.00
82	High	\$6,000.00	\$587.00
703	Sherwood Glen MHP	\$6,125.00	\$59.00
15	Grove	\$4,000.00	\$42.00
211	Green	\$4,580.00	\$46.64
231	Rt. 108	\$450.00	\$25.00
93	Blackwater Rd	\$1,000.00	\$25.00

Permit Receipts

	2017	2018	2019	DIFFERENCE this year to last	% OF CHANGE
January	\$15,262.40	\$12,784.00	\$2,867.72	-\$9,916.28	-16.2%
February	\$9,264.40	\$4,087.20	\$14,299.00	\$10,211.80	-55.9%
March	\$23,362.82	\$5,307.00	\$11,377.66	\$6,070.66	-77.3%
April	\$6,935.89	\$7,899.24	\$12,091.95	\$4,192.71	13.9%
May	\$11,780.49	\$8,966.00	\$4,091.76	-\$4,874.24	-23.9%
June	\$10,058.40	\$7,652.50	\$2,417.76		
July	\$5,776.84	\$7,641.00	\$0.00	N/A	
August	\$9,724.60	\$4,329.00	\$0.00	N/A	
September	\$7,400.00	\$3,039.60	\$0.00	N/A	
October	\$6,460.00	\$7,291.00	\$0.00	N/A	
November	\$8,584.44	\$19,126.00	\$0.00	N/A	
December	\$2,621.00	\$14,154.00	\$0.00	N/A	
Year total	\$117,231.28	\$102,276.54	\$47,145.85	\$449.91	



Total Permits

	2017	2018	2019	DIFFERENCE this month to last year's month	% OF CHANGE
January	51	25	40	40	27.5%
February	36	31	29	29	-6.9%
March	79	43	51	51	15.7%
April	58	62	88	88	29.5%
May	99	84	54	54	-55.6%
June	94	65	23		
July	75	91	0	N/A	
August	88	67	0	N/A	
September	83	56	0	N/A	
October	77	73	0	N/A	
November	61	50	0	N/A	
December	49	35	0	N/A	
YTD Total	850	689	285	13	-58.6%
Difference (this only)		240	262		5.2%

Property Maintenance

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

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
29	Buffumsville	Trash	4/17/19	CN	COMPLETED
21	Cemetery	Trash	4/23/19	CN	COMPLETED
49	Cemetery Rd.	Trash	3/29/19	CN, NOV	COMPLETED
19	Crest	MPV	4/23/19	NOV	COMPLETED
67	Elm	Trash	4/29/19	CN	COMPLETED
14 16	Ford	Trash	4/30/19	CN	COMPLETED
92	Franklin	Trash	4/17/19	CN	COMPLETED
199	Green	Housing Violations	5/25/18	CN, NOV	COMPLETED
194	Green	Dilapidated Handrail	2/11/19	CN	COMPLETED
55	Green	PMV	9/14/18	NOV	COMPLETED

65	Green	PMV	9/21/18	NOV	COMPLETED
199	Green	Trash	4/25/19	CN	COMPLETED
11-13	Green	Trash	4/26/19	CN	COMPLETED
21	Grove	Trash	4/29/19	CN, NOV	COMPLETED
187-191	High	Trash	4/10/19	CN	COMPLETED
396	High	Site Plan Violation	4/15/19	CN	COMPLETED
114	Indigo Hill	Trash	4/17/19	CN	COMPLETED
260	Main	Housing Violations	3/19/19	CN, NOV	COMPLETED
198	Main	Trash	4/4/19	CN, NOV	COMPLETED
259	Main	Trash	4/25/19	CN	COMPLETED
259	Main	Trash	5/2/19	CN	COMPLETED
26	Union	Trash	5/3/19	CN	COMPLETED
70	Winter	Trash	5/3/19	CN	COMPLETED
21	Grove	Permit Violation	2/23/2018	NOV, COMPLAINT	PENDING
29	Highland	MPV	5/29/2019	NOV	PENDING
258	Indian Brook Drive	Zoning Violation	5/29/2019	CN	PENDING
20	Indigo Hill Rd	Protective treatments	5/31/2018	CN	PENDING
73	Winter	Fence	5/28/2019	CN	PENDING

- In the month of May, 2019, twenty-three (23) open matters became compliant and were closed.
- In May 2019, the Code Compliance Office issued:
 - Sixteen (16) Courtesy Notices; and
 - Two (2) Violation Notices;
 - Zero (0) Citation/Summons' with the Court
 - City v. Alton Rollinsford LLC – Settled. Defendant agreed to pay the City \$250.00, with the remaining balance of \$1,249.00 suspended, pending completion of work on 15-17 Grove. Defendant has already submitted building and HDC permit applications. Pending HDC approval, work will begin by 7/17/19, with a deadline for all work to be completed by 9/1/19.

Land Use Boards:

Conservation Commission May 2019:

During the meeting the Commission reviewed the following:

- 100 Tri City Road LLC, is seeking a Conditional Use Permit to remove impervious surface within the 50' vegetated buffer and the impervious surface within the 100' wetland buffer on a property located at 100 Tri City Road, in the Business (B) District, Assessor's Map 39 Lot 01, CUP#1-2019. The Commission **recommended approval** to the Planning Board.

The Commission also discussed items such as member handbooks, conservation strategies and trails at Malley Farm.

Historic District Commission May 2019:

The HDC reviewed the following:

- Shiva Realty Trust, 82-86 High Street, in the Business with a Historic Overlay (BH) district, Assessor's Map 11 Lot 217 HDC#016-2019. Application to install new fire escape was **approved**.
- William Berndston, 49 Market Street, in the Business with a Historic Overlay (BH) District, Assessor's Map 11 Lot 78 HDC#21-2019. Application to install a free standing changeable copy sign was **approved**.

Planning Board May 2019:

- Goodwin Community Health 311 Route 108, in the Commercial/Industrial (CI) District, Assessor's Map 48 Lot 24E SITE #005-2019. Application for site plan approval to add a 2,000 square foot, one story addition on the south side of the existing building and a 460 square foot addition to the existing second floor of the building was **approved**.
- Site Plan Regulations amendment; Chapter 22A, Section 11.4, Vehicular Circulation and Parking. – to incorporate the Downtown Special Parking District into the regulations and to move the Historic Millyard criteria from the Zoning Ordinance to the Regulations. **Public hearing scheduled for June.**

Zoning Board May 2019:

The Board reviewed the following at their May meeting:

- Zrimsek, David, 24 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 26, Lot 2A, ZBA#07-2019. Application for a variance to construct an addition in the side and rear setbacks was **denied**.
- Neale A. Hubbard, Trustee of the 204 Route 108 Somersworth Realty Trust, 204 Route 108 in the Commercial /Industrial (CI) District Assessor's Map 62 Lot 09 ZBA#06-2019. Application to appeal an administrative decision made by the Building Inspector to deny a building permit application was **denied**. (Motion in favor of the City's Decision)

Economic Development – May 2019

- **Upcoming Roundtables:**
 - Downtown: 5-9-19 @ 8:30
 - BIBED (Bankers-Investors- Brokers & E.D.): 6- 20-19 @ 8:30
- **New Vacancy: Site for sale and/or lease (meetings and conversations)**
 - ✓ Laney's: 45 Washington St
 - ✓ Lucky's: The Plaza
 - ✓ Brixmor-Tri City Plaza: Dairy Queen/Dress Barn/Payless Shoes
 - ✓ Sole City (Back Side)(+ 5 acres) : 183-187 Route 108
- **Vacant space: Sold/ New Tenants/ New Tenants in Process**
 - ✓ Wicked Meats: Now Philinda B:230 High Street
 - ✓ Second Time Around: 90 Market Street
 - ✓ 247 Main Street: Commercial & Residential
 - ✓ The Liquor Store: The Plaza (No specific intention w/the site)
 - ✓ Former All Dolled Up: 8 Government Way
- **Potential tenant/ business - exploring/considering Somersworth**
 - ✓ Charter Art & Music School
 - ✓ Child Care Center @ 10,000 SF
 - ✓ R&D Firm
 - ✓ Japanese Restaurant
- **Community Advocacy**
 - ✓ Great Falls Economic Development Corporation - BOD
 - ✓ Skyhaven Airport - BOD
 - ✓ CTC Internship - Advisory
 - ✓
- **Miscellaneous**
 - ✓ Hand Delivered 70 CLS Flyers re: Route 108 Business
 - ✓ Created Route 108 e.group (34 addresses to date)

Parks and Recreation – May 2019

- The annual Spirit Up Somersworth Clean-Up Day took place on Saturday, May 4th from 7:00-12:00 p.m. Volunteers from the community, local organizations, and local businesses came together to clean up trash and debris throughout busy areas in the City. Somersworth Youth Connection hosts this event and the Recreation staff help with coordinating the event and providing help the day of. We had over 85 volunteers participate at the event this year.
- The Granite State Track and Field program started on Monday, May 13th. Practices are Mondays and Wednesdays 3:30-4:30 p.m. at the Idlehurst School Track. The program is coached by the Rec Supervisor and parent volunteers. This year we have 29 kids signed up and 17 of those kids will be representing our team at the District Meet in Rochester on June 15th. The top 4 athletes from each event/age division will be invited to the State Meet on June 28th.
- Summer Camp registrations continue to come in. The deadline to register is Friday, May 31st. Kids Camp (kids in grades K-5) and Trends Camp (kids in grades 6-9) will run for 8-weeks June 24-August 16. Regular program hours are Monday-Friday 8:30-4:00 p.m. Extended care hours allow drop off between 7:00-8:30 a.m. and pick-up between 4:00-5:30 p.m. We have hired all Camp Counselors for the season and Directors are busy planning weekly themes and activities for both camps. Staff training will begin June 11th and will include CPR/First Aid Certification, Harassment/Bullying Prevention, Active Shooter Training with Somersworth PD, and more.
- Our Park Maintenance employee, Jason Smith, started on May 16th. He will work occasional Fridays and Saturdays until he begins full-time on June 24th.
- The Millennium Park infield project was completed on May 17th. Green Shadow Landscaping from Rollinsford, NH excavated the infield at a 3" depth, leveled the infield area with a laser grade, and replaced the old mix with a 3" depth of new infield mix. They also reinstalled all of the base anchors. The park is now being used by Somersworth Little League until the end of June and then the Liberty Mutual Coed Softball League will utilize the field the end of June through September.
- The Millennium Park License Agreement for private reservations has been updated by Recreation staff and will be used for all reservations at this park moving forward. The new agreement requires all private reservations to include insurance and all vendors must be approved by the City in advance.

MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: June 11, 2019

SUBJECT: Public Works Department Monthly Report for May, 2019 – June, 2019

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 responded to several rain events during May and early June and has impacted the Highway Divisions' ability to complete key projects including completing the repainting of all long lines and center lines on City streets and some highlighted pot hole repairs/patching work.
- Following planning sessions with volunteers and the Police Department, provided support assistance for the annual Food Truck Festival and will be providing support assistance for the Children's Festival to be held June 14 and June 15.
- Initiated cleaning of Lagoon #1 at the Water Treatment Plant.
- Attended the New Hampshire Public Works Memorial event held in Concord at the NHDOT Hazen Drive campus. The memorial recognizes the names of public works employees that have lost their lives in the line of duty. The ceremony unveiled a beautiful memorial highlighted by granite blocks, signage and creative landscaping to signify the role of public works in our cities and towns. The project was funded by donations.
- Participated in the Route 108 Listening Session sponsored by NHDOT in mid-May.
- Participated in an AED-CPR training session with all Departmental employees.
- Attended SRPC Policy and Executive Board meetings.
- Attended monthly Sustainability Committee meeting and the Cemetery Trustees Meetings.
- Reviewed elements of the City's driveway permit standards with the City Engineer.
- Coordinated an outside engineering analysis of the Rocky Hill Road Culvert collapse and reviewed the consultant's report on next steps in response to the current conditions.
- Attended a non-mandatory pre bidders meeting for the FY20 Road Paving Bids.

HIGHWAY DIVISION

Operations/Maintenance:

- Performed weekly city trash bag deliveries.
- Performed monthly metal collections.
- Performed maintenance and repairs to city equipment.
- Performed Pothole patching city wide.
- Performed seasonal residential brush and leaf collection.
- Milled out delaminated areas on West High St, and repaved them as well.
- Repaired a catch basin on Highland Street.
- Prepared the Memorial Parade Route; swept and patched the parade route.
- Installed a new Book Drop Unit at the City Library; removed the older unit.

- Repaired a Catch Basin on Cemetery Road.
- Began street markings with hand crew. Completed all City wide hand work. Substantially Completed all white long lines; rain and weather events has forced delays in the process of scheduling yellow center lines at this time.
- Installed all American Flags along High Street; some flags required replacement.
- Milled out delaminated areas on Green St, and repaved them.
- Assisted with Spirit up Somersworth Clean-up day.

Recreation:

- Performed maintenance /repairs to the Recreation Division riding mower tractor.
- Hauled a load of infield mix from Millennium to Jules Bisson.
- Replaced a broken board on a set of bleachers at Jules Bisson.

Cemetery:

- Continued cleaning in the Cemetery in preparation for Memorial Day Services.

Sewer Collections Maintenance:

- Responded to 2 possible sewer backups; none of which were in the City's sewer main.
- Received 70 Digsafe requests.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating with (MUCT) process which is used during our summer seasonal limits. This process focuses on removing two critical nutrients phosphorus and ammonia nitrogen.
- Submitted an RFP for replacement of two roof top air conditioners. The existing units are 15-years old and estimates were submitted within the current budget.
- Scheduled lead/asbestos testing for the WWTF buildings which will be affected by the upcoming upgrade. This is a requirement under State/Federal regulations. Testing will occur on June 13th.
- Purchased a tepid water system for the influent headworks building. This will be installed within the chemical feed room and is a new requirement under the NH-DES - Department of Labor.
- The wastewater staff was recognized for energy efficiency from NH-DES. Data was collected over four years and was analyzed and compared against other competing wastewater treatment facilities within NH. This is a great honor and we are very proud of the staff for their hard work and commitment.
- Working with Lavolette Controls on completing the Main St pump station SCADA integration program. This will allow for 24-hr remote access to the pump station and dramatically reduce the potential for overflows. West High St pump station is the last remaining station not connected to SCADA and is scheduled to be completed within the 2019/20 budget.
- Met with Consolidated Communications and they agreed to release the telephone easement not in use which is located in the back of the facility and in line with our proposed new settling tank. The cost is \$1,500 which includes a site inspection and administrative fees and we are in process to have this payment made.
- Treated a total of 8,500 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of May.
- Treated a total of 51 million gallons of wastewater during the month.

Capital Improvements Plan Items:

- **Blackwater Rd pump station upgrade** – A final walkthrough was conducted on May 28th with all existing warranty issues having been resolved. A concern remains involving the heating system which Underwood is currently investigating.
- **WWTF Upgrades**. The City's engineering team of Wright Pierce is close to 90% design completion stage and will be sending latest plans and drawings to City staff and to officials of NHDES for review and comment.

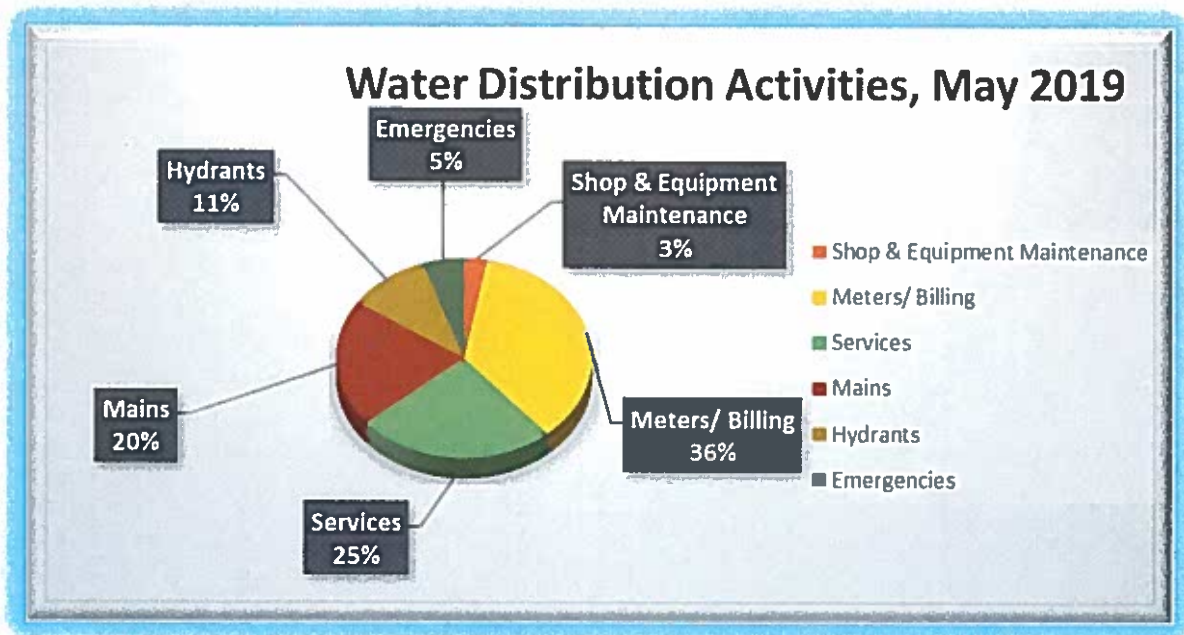
WATER DIVISION

Items completed this month:

- Bacteria's and TOC's water quality test completed.
- Pumped 41,563,813 gallons of raw water.
- Filtered and pumped to the city 37,721,438 of finished water.
- Began excavation of lagoon #1 sludge.
- Repaired compressor head #2 belt.
- Worked on Highlift station maintenance.
- NHDES sampled the lagoon sludge to confirm our ability to haul out for composting.
- Presented a tour to the Tri-City Christian Academy School.
- Attended AED-CPR training.
- Chief Water Treatment Plant Operator attended the Primex Supervisory Training Academy first week in June.

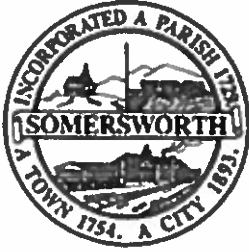
WATER DISTRIBUTION

- Water Distribution operators completed over 188 work orders and service requests in the month of May.
- All of the City's backflows and pollution control devices were tested as part of the City's Cross connection Control Program.
- Annual night time main flushing was completed on Friday May 10, 2019.
- Three new services were added in May 2019.



Engineering Division

- Road paving bids due 6/13/2019; held a pre-construction meeting with NH DOT on roadway tie-ins on Green Street; discuss a culvert on Stackpole Road at Green Street.
- Continuing preparations for FY2020 paving work, including utility coordination and prepared letters alerting abutters about the future pavement moratorium status.
- Commencing GIS file review for the upcoming pavement management assessment.
- Attended construction progress meetings on the Somersworth-Dover water interconnection.
- Continued development on the Stormwater Management Plan as part of the stormwater (MS4) requirements from EPA, and attended the monthly Seacoast Stormwater Coalition meeting.
- Issued five (5) driveway permits, three (3) obstruction permits, and four (4) trench permits.
- Participated in the monthly traffic safety meeting.
- Met on-site with residents from the Fremont Street area regarding drainage and stormwater concerns; answered questions about the property owners' recent storm drainage easement agreement forms.



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 3, 2019
Subject: Monthly Report – Month of May 2019

Bob:

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

COMMUNITY POLICING:

- School Resource Officer Fuller coordinated a bicycle safety program on Saturday, May 4th at Somersworth Middle School. Children attending learned bicycle safety. Those who did not have helmets were given helmets obtained through grants. Wal-Mart generously donated a boys bike and girls bike for the event. The winner of the boys bike had just gotten a new bike, so he gave the bike to a boy at the event that needed one.
- Head Start children had a Pizza with Police Event also organized by Officer Fuller.

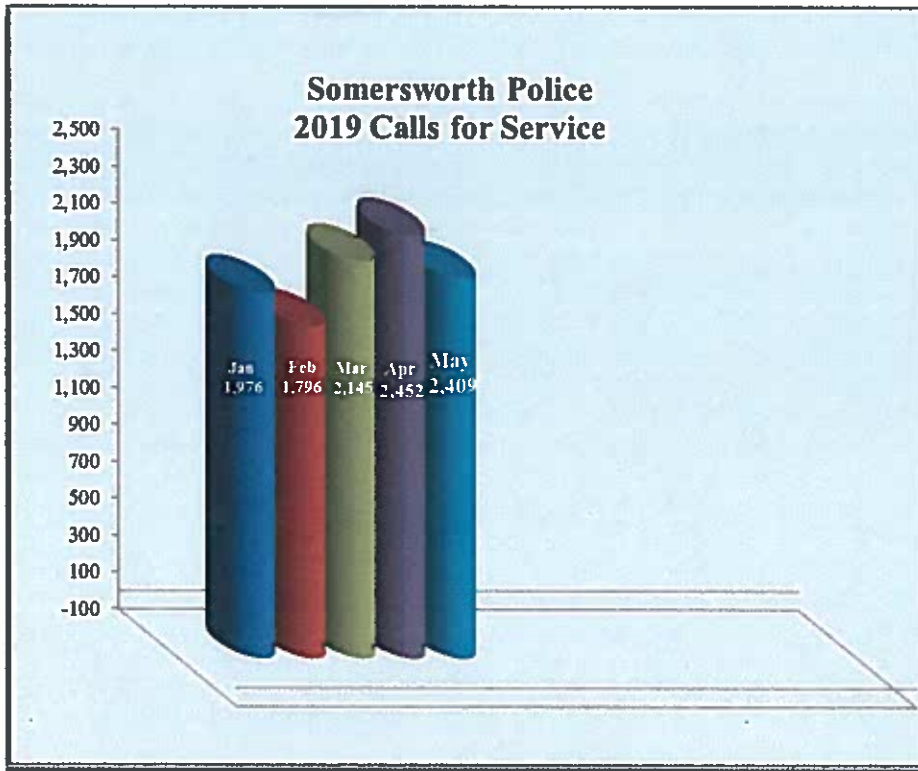
TRAINING:

- Officer McCoy graduated from the New Hampshire Police Academy and is a certified police officer. Officer Krieger is attending the current police academy.
- K9 Officer Deschenes and Bravo are attending a Boston Police K9 Academy for certification in Patrol K9.
- Other personnel received training in DEA Basic Narcotics training, Characteristics of Armed Offenders and Bomb Management Planning.

OTHER NEWS:

- We applied for 3 more bullet proof vests for FY 2020 from the Department of Justice, Bulletproof Vest Grant Program.
- The Department of Justice made a site visit for our Justice Assistance Grants (JAG) to monitor our procedures and audit our grants. They found no issues.

STATISTICS:



Month	2019	2018
January	1,976	2,085
Feb	1,796	1,878
March	2,145	2,215
April	2,285	2,452
May	2,053	2,409
June		2,406
July		2,174
August		2,238
Sept		2,263
Oct		2,123
Nov		2,055
Dec		1,936
TOTAL	10,255	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



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

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

MAY 2019 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	4
Vehicle Fires:	0
Outside Fires:	6
Emergency Medical:	65
Motor Vehicle Crash:	7
Malfunction/false alarm:	10
Accidental/public service:	31
Hazardous Condition:	4
Hazardous Materials:	4

NON-EMERGENCY ACTIVITIES

Burning Permits:	133
Fireworks Permits:	1
Oil Burner Permits:	1
Place of Assembly Permits:	8
Fire Safety Inspections:	11
Fire Drills:	10

CALLS FOR SERVICE

- We responded to 14 fewer emergency calls this May (131) than in May 2018 – a decrease of 10%.
- We responded to mutual aid fires in Dover (2) and Berwick ME.
- A fire at the garage at 334A Main St. was caused by hot metal slag falling into a pail of gasoline.
- A natural gas pipeline was hit by a contractor at Somersworth Housing on Bartlett Ave. causing the partial evacuation of the complex until Unitol was able to stop the leak.
- Stewarts Ambulance continues to provide excellent EMS services to the city with an average response time that was 4 minutes 10 seconds.

PLANNING/PROJECTS/GRANTS

- Five firms were interviewed for the Fire Station RFP. Three of those then had reference checks made and a hiring recommendation was made to the City Manager.
- FEMA visited to inspect the new Air/Rehab truck and check financial records (Owned by Community Mutual Aid Association).
- Met with owner of new Green Street Condominium project to review why sprinklers are required (State Fire Code and State Building Code).
- Continued meeting with Chamber of Commerce in preparation for June 8 Food Truck Festival.
- Mary Kerr from Transformative Health Care was here to talk about EMD issues.

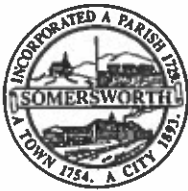
TRAINING/MEETINGS

- Mr. Kevin Craft from Dover hired to fill vacant career FF position.
- We continue to train 3 new career firefighters on shift.
- Two call FFs continue to attend FF I/II training in North Berwick.
- Stewarts Ambulance personnel began training on the new Air/Rehab vehicle.
- Attended SRTC: Traffic Safety Committee; and Seacoast Chiefs monthly meetings.

COMMUNITY SERVICE

- Staff participated in "Spirit Up Somersworth".
- Attended "First Responders Appreciation Day" at the Historical Society.
- Participated in Student Government Day.
- Participated in Somersworth Youth Connection Day at the High School.
- Department attended Memorial Day event.

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



MEMORANDUM

TO: Mayor & City Council

FROM: Councilor Marty Pepin, Chairman
Public Safety Committee

DATE: Friday, June 14, 2019

RE: Public Safety Committee Recommendations

As charged by Mayor Hilliard, the Public Safety Committee has completed a review of the Department's operations and staffing level.

The Committee did receive a Department operational report from Chief Hoyle and had detailed discussions regarding current operations as well as staffing. The Committee voted to forward these recommendations to the Mayor and full Council as a result of this review work.

Staffing & Shift Coverage

The Committee recommends the Council fund a full-time Deputy Fire Chief as soon as it is practical and to provide additional funding to move the present part-time Secretary position to a full-time position. The Committee noted that it is critical to the continuity of fire operations to have a second in command that is able to step into the Chief Officer role should the Fire Chief not be available due to a variety of circumstances such as vacation, illness, injury, retirement or other unforeseen absences. City Manager Belmore provided the Committee with cost estimates for both these staffing actions as outlined in his attached Memorandum.

In addition, the Committee recommends the movement to provide sufficient overtime funding in order to maintain a full 4-firefighter shift deployment 24/7/365; that is, without any consideration of the Chief (s) being utilized as a replacement for any Group – Unit need in reaching a 4-firefighter on-duty squad.

New Fire Station

The Committee recommends the Council support the following design elements for a new Fire Station Facility:

- an additional service vehicle bay – to allow for the potential needed space for apparatus or other equipment
- additional administrative office space – to allow for staff expansion to include a Deputy Fire Chief and full-time Secretary



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MEMORANDUM

TO: Public Safety Committee Members

**CC: Mayor & City Council
Fire Chief Keith Hoyle, Finance Director/DCM Scott Smith**

FROM: Robert M. Belmore, City Manager

DATE: Tuesday, June 11, 2019

RE: June 12 Agenda Items

Fire Station Architect Update/Recommendation

A staff team including Chief Hoyle, Director Saunders, Finance Director Smith, Engineer Lemay and I interviewed a short list of five (5) architect consultant teams: Harriman, Samyn D'Elia, WarrenStreet, PortOne and Port City. Chief Hoyle, Director Smith and Engineer Lemay then contacted references for the three (3) architects that rose to the level for further consideration: WarrenStreet, PortOne & Port City.

Staff's recommendation is to move forward with the selection PortOne Architects of Portsmouth, NH. Their proposed quote is \$39,100. I have attached a portion of their RFP response to the City.

Staffing Positions

The Committee had requested cost estimates to fund the following positions as well as to provide 4-firefighter coverage – 24/7/365.

- Deputy Fire Chief: Using \$80,000 as starting salary, plus roll-ups = \$124,895
- Secretary: From Part-time to Full-Time = \$39,234
- Four Fire Fighters 24/ 7/365: Approximately \$87,000 more in OT funding (early estimate)

As a possible benchmark in setting a proposed salary: The Police Captain salary range is \$72,000 - \$88,000 (eff. 7/1/2019).

Fire Chief earns \$100,175 in Salary.

Fire LT. range: \$67,147 - \$72,911.