




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, June 18, 2021
SUBJECT: City Manager's Report for Monday, June 21, 2021

Unfinished Business (under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 17-21: To Amend Chapter 4, Personnel Rules and Regulations-Compensation Schedule.** Again, the Government Operations Committee and the Finance Committee voted to recommend this Ordinance amendment to the full Council.
- B. Ordinance No. 18-21: Transfer Between Departments.** Again, the Finance Committee voted to support this Transfer Ordinance. Attached is a copy of the latest projection from Finance Director Scott Smith. Staff's recommendation is to amend the transfer amount from \$60,000 to \$80,000.
- C. Ordinance No. 19-21: To Amend Chapter 34, Exemptions and Credits, Section 34.2 Veteran's Property Tax Credit and Section 34.4 Surviving Spouse.** Again, the Government Operations Committee and the Finance Committee voted to recommend this Ordinance amendment to the full Council.
- D. Ordinance No. 20-21: To Amend Chapter 34, Exemptions and Credits, Section 34.1 Elderly Property Exemption.** Again, the Government Operations Committee and the Finance Committee voted to recommend this Ordinance to the full Council.

Resolutions

- A. Resolution No. 38-21: City Council Vote to Adopt the Land Trust Alliance Standards and Practices for Maintaining the Furber Memorial Chapel at The Forest Glade Cemetery in Compliance with LCHIP Historic Preservation Funding.** This vote is required as part of the LCHIP Grant funding process.

- B. Resolution No. 39-21: Authorizing the City Manager to Enter into a Grant Agreement with the State of New Hampshire Division of Historical Resources for a Certified Local Government (CLG) to Grant to Perform an Update to the City's Historical Survey Forms.** This Grant continues Staff's efforts to utilize Grant funds to further the mission of the Historic District Commission. Attached is a *red-lined* Amendment to this Resolution's title that I am requesting to accurately reflect the actual Grant funded project.
- C. Resolution No. 40-21: To Authorize the City Manager to Enter into a Cable Television Franchise Agreement Between the City of Somersworth and Atlantic Broadband, Inc.** Special Counsel, Attorney Kate Miller will be attending Monday's Council meeting to answer any questions you may have. I have requested that the Mayor move this item up in the Agenda in order to release our Attorney early on.

New Business (under Section 15 of Agenda)

Other

- A. Vote to Ratify a 2- Year Tentative Agreement between the City of Somersworth and the New England Police Benevolent Association (NEPBA) Local #19.** I have attached a "*confidential*" Memorandum that outlines the changes as well as the projected cost for this Tentative Agreement.
- B. Vote to Ratify a 2-Year Tentative Agreement between the City of Somersworth and the Somersworth Professional Administrators Association.** I have attached a "*confidential*" Memorandum that outlines the changes as well as the projected cost for this Tentative Agreement.

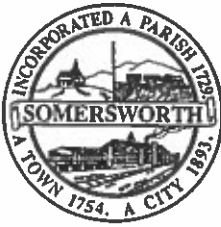
City Manager's Items (under section 11 of Agenda)

Informational Items

- 1. Cemetery Road Complete Streets Project.** Attached is a summary from Finance Director Scott Smith regarding the project's approved budget. As you can see, we will need Council action at some point to reconcile our project funding needs.
- 2. Water Treatment Plant Repair.** Attached is a Memorandum from Public Works Director Mike Bobinsky that provides a summary of this completed repair. The repair budget of \$55,000 was approved by the Council's Finance Committee.
- 3. Public Library Improvements.** Attached is a copy of the June 10th kick-off meeting notes with our Consultant Architects, Placework.

Attachments

- 1. Department Head Reports**



City of Somersworth – Ordinance

Ordinance No: 17-21

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

June 7, 2021

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 Compensation Schedule:

Personnel Rules and Regulations							
Compensation Schedule							
(2.5% Increase effective July 1, 2021)							
GRADE		HIRE	1	2	3	4	5
6	A	24,800.75	25,859.31	26,831.77	27,918.74	29,034.33	30,149.93
	H	11,923.4	12,432.4	12,899.9	13,422.5	13,958.8	14,495.2
7	A	26,002.23	26,974.91	28,176.38	29,291.76	30,350.32	30,722.04
	H	12,501.1	12,968.7	13,546.3	14,082.6	14,591.5	14,770.2
8	A	27,318.00	28,376.56	29,492.15	30,722.04	31,980.77	33,267.91
	H	13,133.7	13,642.6	14,178.9	14,770.2	15,375.4	15,994.2
9	A	28,691.02	29,835.46	31,036.72	32,295.46	33,553.97	34,955.40
	H	13,793.8	14,344.0	14,921.5	15,526.7	16,131.7	16,805.5
10	A	30,092.89	31,294.15	32,495.63	33,868.65	35,155.80	36,672.17
	H	14,467.7	15,045.3	15,622.9	16,283.0	16,901.8	17,630.9
11	A	31,637.46	32,924.60	34,154.71	35,527.73	36,986.64	38,474.17
	H	15,210.3	15,829.1	16,420.5	17,080.6	17,782.0	18,497.2
12	A	33,239.29	34,555.27	35,871.04	37,329.73	38,731.60	40,276.17
	H	15,980.4	16,613.1	17,245.7	17,947.0	18,621.0	19,363.5
13	A	34,898.59	36,271.39	37,758.92	39,303.71	40,819.87	42,535.99
	H	16,778.2	17,438.2	18,153.3	18,896.0	19,624.9	20,450.0
14	A	36,557.67	38,016.35	39,532.30	41,191.59	42,822.05	44,509.97
	H	17,575.8	18,277.1	19,005.9	19,803.7	20,587.5	21,399.0

GRADE		HIRE	1	2	3	4	5
15	A	38,474.17	40,047.37	41,620.57	43,251.24	44,881.69	46,655.28
	H	18.4972	19.2535	20.0099	20.7939	21.5777	22.4304
16	A	40,304.80	41,906.62	43,594.55	45,511.28	47,198.76	49,172.53
	H	19.3773	20.1474	20.9589	21.8804	22.6917	23.6406
17	A	42,393.07	44,109.41	47,084.26	47,684.99	49,573.09	51,546.86
	H	20.3813	21.2064	22.6367	22.9255	23.8332	24.7821
18	A	44,509.97	46,283.34	48,056.93	50,059.10	52,061.71	54,235.43
	H	21.3990	22.2516	23.1043	24.0669	25.0297	26.0747
19	A	46,655.28	48,571.79	50,574.18	52,662.45	54,693.25	56,924.44
	H	22.4304	23.3518	24.3145	25.3185	26.2948	27.3675
20	A	49,143.90	51,146.29	53,062.80	55,208.33	57,410.89	59,642.08
	H	23.6269	24.5896	25.5110	26.5425	27.6014	28.6741
21	A	51,546.86	53,577.87	55,809.07	57,983.22	60,300.08	62,645.56
	H	24.7821	25.7586	26.8313	27.8765	28.9904	30.1181
22	A	54,207.02	56,295.08	58,554.89	60,786.09	63,360.81	65,878.05
	H	26.0611	27.0649	28.1514	29.2241	30.4619	31.6721
23	A	56,867.41	59,155.63	61,386.83	63,932.92	66,478.79	69,167.59
	H	27.3401	28.4402	29.5129	30.7370	31.9610	33.2536
24	A	59,642.08	62,045.04	64,505.03	67,136.57	69,739.70	72,571.85
	H	28.6741	29.8293	31.0120	32.2772	33.5287	34.8903
25	A	62,645.56	65,248.47	67,765.93	70,569.24	73,458.42	76,347.61
	H	30.1181	31.3695	32.5798	33.9275	35.3165	36.7056
26	A	65,849.64	68,938.57	71,055.47	73,944.65	77,034.23	79,923.20
	H	31.6585	33.1435	34.1613	35.5503	37.0357	38.4246
27	A	68,996.04	71,913.63	74,717.16	77,806.30	80,924.50	84,042.27
	H	33.1712	34.5739	35.9217	37.4069	38.9060	40.4049
28	A	72,485.75	75,432.19	78,292.74	81,467.98	84,814.77	88,161.56
	H	34.8489	36.2655	37.6407	39.1673	40.7763	42.3854
29	A	76,089.96	79,179.54	82,268.90	85,530.02	89,134.02	92,623.94
	H	36.5817	38.0671	39.5524	41.1202	42.8529	44.5307

(2.5% increase of minimum and maximum effective July 1, 2021)							
Grade							
25	A	64,132.59			81,743.43		
	H	30.8330			39.2997		
30	A	81,424.41			99,274.13		
	H	39.1464			47.7279		
31	A	88,951.04			108,226.35		
	H	42.7649			52.0319		
32	A	89,784.04			109,388.95		
	H	43.1654			52.5908		
33	A	94,335.70			114,714.13		
	H	45.3537			55.1510		
34	A	99,095.62			120,545.02		
	H	47.6421			57.9543		
35	A	104,063.81			126,524.69		
	H	50.0307			60.8292		
36	A	109,299.71			132,861.33		
	H	52.5479			63.8756		
37	A	114,654.64			139,406.21		
	H	55.1224			67.0222		

This Ordinance will take effect upon adoption.

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

City of Somersworth – Ordinance 17-21

History

First Read Date:	06/07/2021	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

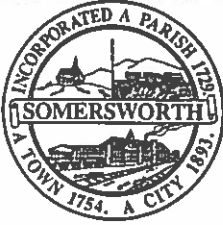
Discussion

06/07/2021

Councilor Witham made a motion to waive Council rules to allow for a first reading of Ordinance No. 17-21 by title only. The motion was seconded by Councilor Dumont and passed 8-0.

Ordinance No. 17-21 will remain in first read until the call of the Chair. Public Hearing scheduled at the call of the Chair.

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		
TOTAL VOTES:			
On //	Ordinance 17-21	PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: **18-21**

TRANSFER BETWEEN DEPARTMENTS

June 7, 2021

BE IT ORDAINED BY THE CITY OF SOMERSWORTH, pursuant to Section 7.7 (D) of the City Charter, that the following General Fund unencumbered balance transfer be made:

<u>DEPARTMENTS</u>	<u>FROM</u>	<u>TO</u>
ELECTED LEADERSHIP		
CITY MANAGEMENT		
FINANCE AND ADMINISTRATION		
DEVELOPMENT SERVICES		
POLICE		60,000
FIRE		
PUBLIC WORKS	60,000	
CAPITAL EXPENSES (<i>DEBT SERVICE</i>)		
OTHER EXPENSES (<i>CONTINGENCY</i>)		
INTERGOVT ASSESSMENTS-COUNTY TAX		
SCHOOL DEPARTMENT		
	<hr/>	<hr/>
TOTAL GENERAL FUND	60,000	60,000

This Ordinance shall take effect upon passage.

Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Martin P. Dumont, Sr.
Matt Gerding

Approved:

City Attorney

City of Somersworth – Ordinance 18-21

History

First Read Date:	06/07/2021	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

06/07/2021

Ordinance No. 18-21 will remain in first read until the call of the Chair. Public Hearing scheduled at the call of the Chair.

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		
TOTAL VOTES:			
On / / Ordinance 18-21		PASSED	FAILED

<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>
General Fund							
Elected Leadership							
Mayor-Council	\$28,406	\$22,398	\$0	\$6,008	78.85%	\$2,140	\$3,867
Civic Promotions	\$13,050	\$15,635	\$0	(\$2,585)	119.81%	\$0	(\$2,585)
Community Support	\$107,780	\$107,280	\$0	\$500	99.54%	\$0	\$500
Total Elected Leadership	\$149,236	\$145,313	\$0	\$3,923	97.37%	\$2,140	\$1,782
City Management							
City Manager	\$390,939	\$387,157	\$0	\$3,782	99.03%	\$18,265	(\$14,483)
Administration	\$112,891	\$73,668	\$0	\$39,223	65.26%	\$13,500	\$25,723
Total City Management	\$503,830	\$460,824	\$0	\$43,006	91.46%	\$31,765	\$11,240
Finance and Administration							
Finance Department	\$382,908	\$377,939	\$0	\$4,969	98.70%	\$16,653	(\$11,684)
City Clerk	\$147,790	\$147,773	\$0	\$17	99.99%	\$7,720	(\$7,623)
Elections	\$17,850	\$28,322	\$0	(\$10,472)	158.66%	\$336	(\$10,808)
Tax Collector	\$253,764	\$249,200	\$0	\$4,564	98.20%	\$11,586	(\$7,022)
Human Services	\$234,581	\$127,836	\$0	\$106,745	54.50%	\$5,765	\$100,980
Library	\$284,938	\$244,570	\$1,306	\$39,062	86.29%	\$14,929	\$24,132
Assessing	\$166,420	\$142,628	\$17,363	\$6,429	96.14%	\$6,290	\$219
Total Finance and Administration	\$1,488,251	\$1,318,269	\$18,669	\$151,313	89.83%	\$63,278	\$88,194
Development Services							
Planning	\$306,857	\$279,338	\$0	\$27,519	91.03%	\$14,158	\$13,361
Economic Development	\$10,625	\$4,024	\$0	\$6,601	37.87%	\$1,030	\$5,571
Code Enforcement	\$209,286	\$195,485	\$0	\$13,801	93.41%	\$10,835	\$2,967
Recreation	\$210,125	\$116,353	\$5,755	\$88,017	58.11%	\$23,984	\$64,033
City Hall	\$170,639	\$144,784	\$2,400	\$23,455	86.25%	\$19,096	\$4,359
Total Developmental Services	\$907,532	\$739,984	\$8,155	\$159,393	82.44%	\$69,103	\$90,291

<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>
Police							
Police Administration	\$447,035	\$425,983	\$4,608	\$16,444	96.32%	\$15,321	\$1,124
Patrol	\$2,232,159	\$2,164,654	\$0	\$67,505	96.98%	\$98,724	(\$31,219)
Investigations	\$813,695	\$802,004	\$0	\$11,691	98.56%	\$35,613	(\$23,922)
Police Support	\$471,742	\$5,919	\$357	\$831	1.33%	\$26,571	(\$33,149)
Traffic	\$32,026	\$12,874	\$0	\$19,152	40.20%	\$1,098	\$18,054
Prosecution	\$136,529	\$133,118	\$0	\$3,411	97.50%	\$7,106	(\$3,694)
Total Police	\$4,133,186	\$3,544,552	\$4,965	\$119,034	85.88%	\$184,432	(\$72,807)
Fire							
Fire Administration	\$255,507	\$231,786	\$0	\$23,721	90.72%	\$17,460	\$6,260
FireFighting	\$2,027,724	\$1,907,408	\$4,931	\$115,385	94.31%	\$103,403	\$11,982
Total Fire	\$2,283,231	\$2,139,194	\$4,931	\$139,106	93.91%	\$120,863	\$18,242
Public Works and Utilities							
Public Works Admin	\$1,372,083	\$1,233,669	\$5,225	\$133,189	90.29%	\$66,105	\$67,083
Street Maintenance	\$1,158,409	\$198,229	\$20,635	\$939,545	18.89%	\$933,260	\$6,285
Snow Removal	\$158,600	\$101,630	\$9,983	\$46,987	70.37%	\$1,059	\$45,928
Street Lighting	\$106,700	\$76,430	\$0	\$30,270	71.63%	\$12,000	\$18,270
Equipment Maintenance	\$76,560	\$73,103	\$0	\$3,457	95.48%	\$5,000	(\$1,543)
City Engineering	\$145,717	\$116,506	\$0	\$29,211	79.95%	\$7,579	\$21,632
Buildings and Grounds	\$74,560	\$52,075	\$25,144	(\$2,659)	103.57%	\$8,050	(\$10,709)
Cemetery	\$8,770	\$2,408	\$3,410	\$2,952	66.34%	\$1,785	\$1,167
Solid Waste Collection	\$248,561	\$222,644	\$0	\$25,917	89.57%	\$22,000	\$3,917
Total Public Works	\$3,349,960	\$2,076,694	\$64,397	\$1,208,869	63.91%	\$1,056,839	\$152,030

<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>
Capital Expenses							
Transfer to Debt Service	\$616,684	\$616,674	\$0	\$10	100.00%	\$0	\$10
Capital Leases	\$266,362	\$266,361	\$0	\$1	100.00%	\$0	\$0
Transfer to Other Capital Funds	\$131,081	\$131,081	\$0	\$0	100.00%	\$0	\$0
Total Capital Assets	\$1,014,127	\$1,014,116	\$0	\$11	100.00%	\$1	\$10
Other Expenses							
Contingency	\$76,000	\$14,877	\$0	\$61,123	19.57%	\$0	\$61,123
Intergovt Transfers	\$2,663,741	\$2,663,741	\$0	\$0	100.00%	\$0	\$0
Total Other Expenses	\$2,739,741	\$2,678,618	\$0	\$61,123	97.77%	\$0	\$61,123
Capital Outlay							
Total Capital Outlay	\$892,939	\$513,655	\$20,031	\$359,252	59.77%	\$347,445	\$11,807
TOTAL CITY GENERAL FUND	\$17,462,033	\$14,631,219	\$121,149	\$2,245,029	84.48%	\$1,875,867	\$361,914



City of Somersworth – Ordinance

Ordinance No: 19-21

TO AMEND CHAPTER 34, EXEMPTIONS AND CREDITS, SECTION 34.2 VETERAN'S PROPERTY TAX CREDIT AND SECTION 34.3 SERVICE-CONNECTED TOTAL DISABILITY

June 7, 2021

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 sections 34.2 and 34.3 in their entirety and replace with the following;

Section 34.2 Veteran's Property Tax Credit

The City adopts the provisions of RSA 72:28, V and VI for an optional Veteran's exemption and an expanded qualifying war service for veterans seeking the exemption. The Veteran's tax credit shall be \$750 effective April 1, 2022,

And,

Section 34.3 Service Connected Total Disability

The City adopts the provisions of RSA 72:35, for an optional property tax credit on residential property for a service connected total disability. The service connected total disability tax credit shall be \$2,500, effective April 1, 2022.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by:

David A. Witham
Donald Austin
Matt Gerding
Martin Dumont, Sr.

Approved:

City Attorney

City of Somersworth – Ordinance 19-21

History

First Read Date:	06/07/2021	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

06/07/2021

Ordinance No. 19-21 will remain in first read until the call of the Chair. Public Hearing scheduled at the call of the Chair.

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		
TOTAL VOTES:			
On	Ordinance 19-21	PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 20-21

TO AMEND CHAPTER 34, EXEMPTIONS AND CREDITS, SECTION 34.1 ELDERLY PROPERTY TAX EXEMPTION

June 7, 2021

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 34.1 A in it's entirety and delete section 34.1 B 2, and replace with the following;

Section 34.1 Elderly Property Tax Exemption

A. Amount of Exemption

The elderly exemptions from property tax in the City of Somersworth, based on assessed value, for qualified taxpayers, are as follows, effective April 1, 2022.

1. For a person 65 years of age up to 74 years, Sixty-Five Thousand (\$65,000) Dollars.
2. For a person 75 years of age up to 79 years, Eighty Thousand (\$80,000) Dollars.
3. For a person 80 years of age or older, Ninety Thousand (\$90,000) Dollars.;

And

B. Qualifications

2. The taxpayer must have a net income of not more than Thirty-Five Thousand, (\$35,000) Dollars or, if married, a combined net income of less than Fifty Thousand (\$50,000) Dollars.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by:

David A. Witham
Richard Michaud
Donald Austin
Nancie Cameron
Matt Gerding
Martin Dumont, Sr.

Approved:

City Attorney

City of Somersworth – Ordinance 20-21

History

First Read Date:	06/07/2021	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

06/07/2021

Ordinance No. 20-21 will remain in first read until the call of the Chair. Public Hearing scheduled at the call of the Chair.

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		
TOTAL VOTES:			
On	Ordinance 20-21	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 38-21

**CITY COUNCIL VOTE TO ADOPT THE LAND TRUST ALLIANCE
STANDARDS AND PRACTICES FOR MAINTAINING THE FURBER
MEMORIAL CHAPEL AT THE FOREST GLADE CEMETERY IN
COMPLIANCE WITH LCHIP HISTORIC PRESERVATION FUNDING**

June 7, 2021

WHEREAS, the City of Somersworth has a long history of preserving historic buildings and the Furber Chapel is a principal structure contributing to the Forest Glade Cemetery being selected on the National Register of Historic Places, and

WHEREAS, the City of Somersworth has received a \$30,000 grant from the New Hampshire Land and Community Heritage Investment Program (LCHIP) for the replacement of the slate roof at the Furber Chapel at the Forest Glade Cemetery; and

WHEREAS, LCHIP requires all recipients to be willing to commit to and show evidence of adopting the appropriate components of the Land Trust Alliance Standards and Practices which outlines key principles to follow in continuing to preserve historic properties using LCHIP funding; and

WHEREAS, the City of Somersworth has reviewed the following Standards and Practices and agrees that these are consistent with our commitment to ethics, governance, accountability, and long-term stewardship of our historic assets such as the Furber Chapel;

- The organization should maintain high ethical standards and have a mission committed to community service and public benefit.
- The organization should fulfill all legal requirements, either as a nonprofit tax-exempt organization or as a public entity, and comply with all laws.
- The City's Policy Board/City Council should act ethically in conducting the affairs of the organization and carry out their legal and financial responsibilities as required by law.
- The organization should have policies and procedures to avoid or manage real or perceived conflicts of interest.
- The organization should conduct fundraising activities in a lawful, ethical and responsible manner.
- The organization should be responsible and accountable for how it manages its finances and assets.
- The organization should have sufficient personnel to carry out its programs, whether volunteers, staff and/or consultants/contractors.
- The organization should have a program of responsible stewardship for its preservation easements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT that the City of Somersworth hereby adopts the Land Trust Alliance Standards and Practices for maintaining the Furber Memorial Chapel at Forest Glade Cemetery and commits to implementing these applicable standards.

Authorization			
<i>Sponsored by request:</i> Mayor Dana S. Hilliard		<i>Approved:</i> City Attorney	
City of Somersworth – Resolution 38-21			
History			
First Read Date:	06/07/2021	Tabled:	
Public Hearing:		Removed from Table:	
Second Read:			
Discussion			

06/07/2021

Resolution No. 38-21 will remain in first read until the call of the Chair.

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		
TOTAL VOTES:			
On	Resolution 38-21	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 39-21

AUTHORIZING THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES FOR A CERTIFIED LOCAL GOVERNMENT (CLG) GRANT TO PERFORM AN UPDATE TO THE CITY'S HISTORICAL SURVEY FORMS

June 7, 2021

WHEREAS, the City of Somersworth has applied for a CLG Grant to the State of New Hampshire by and through the Department of Cultural Resources; and

WHEREAS, the City of Somersworth has received notification of a \$4,500.00 Grant Award; and

WHEREAS, the City of Somersworth is matching this Award with in-kind professional services and funds for printing and postage; and

Explanation of Total Project Grant Breakdown

City Match	=	\$1,500 In-Kind Services
State of NH Grant	=	\$4,500
Total Project Cost	=	\$6,000

WHEREAS, the Grant will allow the City of Somersworth in 2021 to hold four educational workshops that support the owners of historic homes providing information about the Historic District.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents, agreements and take any and all such actions on behalf of the City, for this and any future New Hampshire Division of Historical Resources Certified Local Government Grant to complete the historic educational workshops which may be deemed necessary for the execution of this grant as well as future awards.

Authorization

Sponsored by request:
Mayor Dana S. Hilliard

Approved:
City Attorney

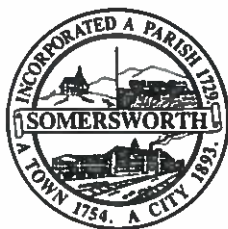
City of Somersworth – Resolution 39-21			
History			
First Read Date:	06/07/2021	Tabled:	
Public Hearing:		Removed from Table:	
Second Read:			

Discussion

06/07/2021

Resolution No. 39-21 will remain in first read until the call of the Chair.

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		
TOTAL VOTES:			
On	Resolution 39-21	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 39-21

AUTHORIZING THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES FOR A CERTIFIED LOCAL GOVERNMENT (CLG) GRANT TO PROVIDE EDUCATIONAL WORKSHOPS~~PERFORM AN UPDATE TO THE CITY'S HISTORICAL SURVEY FORMS~~

June 7, 2021

WHEREAS, the City of Somersworth has applied for a CLG Grant to the State of New Hampshire by and through the Department of Cultural Resources; and

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WHEREAS, the City of Somersworth is matching this Award with in-kind professional services and funds for printing and postage; and

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Total Project Cost	=	\$6,000

WHEREAS, the Grant will allow the City of Somersworth in 2021 to hold four educational workshops that support the owners of historic homes providing information about the Historic District.

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Authorization

Sponsored by request:
Mayor Dana S. Hilliard

Approved:
City Attorney

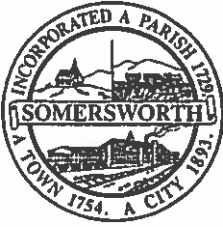
City of Somersworth – Resolution 39-21

History

First Read Date:	06/07/2021	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		
TOTAL VOTES:			
On	Resolution 39-21	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 40-21

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A CABLE TELEVISION FRANCHISE AGREEMENT BETWEEN THE CITY OF SOMERSWORTH AND ATLANTIC BROADBAND, INC

June 7, 2021

WHEREAS, Atlantic Broadband, Inc. would like to enter into a Cable Television Franchise agreement to operate a cable television system in the City of Somersworth, New Hampshire pursuant to NH RSA 53-C, as amended, and,

WHEREAS, Atlantic Broadband, Inc and the City of Somersworth have negotiated the terms and conditions for a Cable Television Franchise agreement, and,

WHEREAS, the City Council of the City of Somersworth as Franchising Authority is authorized to enter into a Cable Television Franchise Agreement pursuant to RSA 53-C,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THE COUNCIL SHALL conduct a public hearing on the proposed Cable Television Franchise agreement and that, pending the outcome of the public hearing, that the City Manager is authorized to enter into a Cable Franchise Agreement with Atlantic Broadband, Inc. for a term of ten (10) years.

Authorization

Sponsored by request:
Mayor Dana S. Hilliard

Approved:
City Attorney

City of Somersworth – Resolution 40-21

History

First Read Date:	06/07/2021	Tabled:	
Public Hearing:		Removed from Table:	
Second Read:			

Discussion

06/07/2021

Resolution No. 40-21 will remain in first read until the call of the Chair. Public Hearing scheduled at the call of the Chair.

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		
TOTAL VOTES:			
On	Resolution 40-21	PASSED	FAILED

Bob Belmore

From: Scott A. Smith
Sent: Thursday, June 17, 2021 1:36 PM
To: Bob Belmore
Cc: Brenda Breda
Subject: Cemetery Road Project

Bob,

After our discussion with Wright/Pierce on the Cemetery Road project this morning, the budget for this project stands as follows:

Total Funding	\$3,800,000
W/P Contract	\$ 323,147
SUR Contract	\$3,477,685
Proposed C/O 1	\$ 27,600 (This is for the force main sewer lines for two homes)
Proposed C/O 2	\$ <u>60,000</u> (This is for removal of clay and replace with suitable fill)
Total Cost	\$3,888,432
Amount Over	(\$ 88,432)

Let me know if you have any questions or need anything else.

Scott A. Smith
Deputy City Manager/Finance Director

City of Somersworth
One Government Way
Somersworth, NH 03878

(603) 692-9504
sasmith@somersworth.com
www.Somersworth.com





Date: June 17, 2021

To: Robert M. Belmore, City Manager
Scott Smith, Director of Finance

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

CC: Amber Ferland, City Engineer
Greg Kirchofer, Chief Water Treatment Operator

Subject: Filter #1 Media Loss Investigation & Repair – Closeout-Repair Complete

The water treatment plant had been experiencing higher than normal media loss from Filter #1 – one of four parallel filters used in our water treatment plant.

Staff asked Wright Pierce Engineers to investigate and they brought in WesTech, the original manufacturer of the filter blocks, to assist with the investigation. It was determined that the repair should include removing and cleaning all laser shields, cleaning out the grout, reinstalling the shields with larger screws, and re-grouting the shields.

Following the development of a set of specifications and obtaining quotes for the repair of Filter #1, the City entered into a contract with Apex Construction for the needed repairs. Total City Council authorization for this investigation and repair work was \$55,000.

Work was initiated in early April and was completed in early June. Filter # 1 has been tested and is now back on line as of June 10. The timing for completing the repairs to Filter #1 in the beginning of late spring- early summer is very timely as water production demand tends to rise during this time.

Summary of costs to date:

Appropriations: \$ 55,000

Expenses to Date:

Replacement Media: \$ 10,106

APEX Remove & Replace Payment: \$ 4,698

Total Expenses to date: \$ 14,804

Anticipated expenses (to be billed by Apex) \$ 25,232*

*\$12,950 for Filter Repairs, \$12,282 for media replacement

Total \$ 40,036

Difference between Appropriation and Expected Expenses: \$ 14,964

Meeting Minutes

Project Name: Somersworth Library ADA Improvements

Date: June 10, 2021

RE: Kick Off Meeting

Name	Company	Phone	e-mail
Bob Belmore	City of Somersworth	603-692-9503	bbelmore@somersworth.com
Scott A. Smith	City of Somersworth	603-692-9504	sasmith@somersworth.com
Amber Ferland	City of Somersworth	603-692-9524	aferland@somersworth.com
Rebecca Whitney	Somersworth Library	603-692-4587	rwhitney@somersworth.com
Liz Sarno-Hill	Somersworth Library	603-692-4587	--
Brian Murphy	Placework	603-319-8199	brian@placework.studio
Liz Nguyen	Placework	603-319-8199	liz@placework.studio
Maggie Cochrane	Placework	603-319-8199	maggie@placework.studio

Project Scope and Timeline

1. Startup through mid-June. Existing conditions analysis through mid-July. Presenting a draft report to the City in August. Final report presented in mid-September.
2. Scope/Timeline discussed at length in contract negotiation.
3. The City of Somersworth provided Existing Conditions drawings.

Visioning and Goals

1. Accessibility between floors is paramount as stairs have presented difficulties for differently-abled patrons in the past, as well as patrons with children.
2. The children's section is currently in the basement. The lack of natural light makes this an undesirable place for children to be.
3. The bathrooms are located in the basement.
 - a. Undesirable because patrons entering the bathrooms cannot be seen by staff
 - b. Undesirable because they are so close to the children's section *and* unable to be seen by staff.

4. There is need for a semi-private quiet space for people to study and/or hold meetings. Tutoring and teaching occur at the library, and people in the community have hoped to hold private meetings such as student presentations or book clubs
5. Administrative space is adequate, but could be diminished
 - a. However, administrators have no formal "break room" or separate space to eat lunch.
6. The amount of natural light adds greatly to the experience of the space and should not be diminished.
7. It was noted that there is room to expand through the South wall into the garden space to add necessary square footage.
8. Budget: there is not a strict number yet, the budget has not been formally discussed at city meetings.
 - a. Depending on Placework's work and recommendations, a final number will be determined, and the City will decide how to approach it.
 - b. Phasing is an option – if the work cannot be completed all at once, 2-3 phases with fundraising may be undertaken to bring the project to reality.

Conditions

1. Mystery flood: The library basement flooded and no specific source was found. Boiler room was investigated but no evidence was found to indicate that the water originated there. This has not happened before or since.
2. Roof: Currently there are no roof issues aside from the expected periodic maintenance and drain cleaning.
3. Exterior front stairs had to be redone because they appeared to be separating from the building due to water intrusion.
4. There is an existing dumbwaiter for books; there may be the potential to expand this footprint to a full elevator.
5. Attic has better lighting than the basement, but there is too much mechanical equipment to be a usable space.
6. HVAC into the administrative space is semi-adequate. In today's walkthrough, the office was much warmer than the rest of the library.

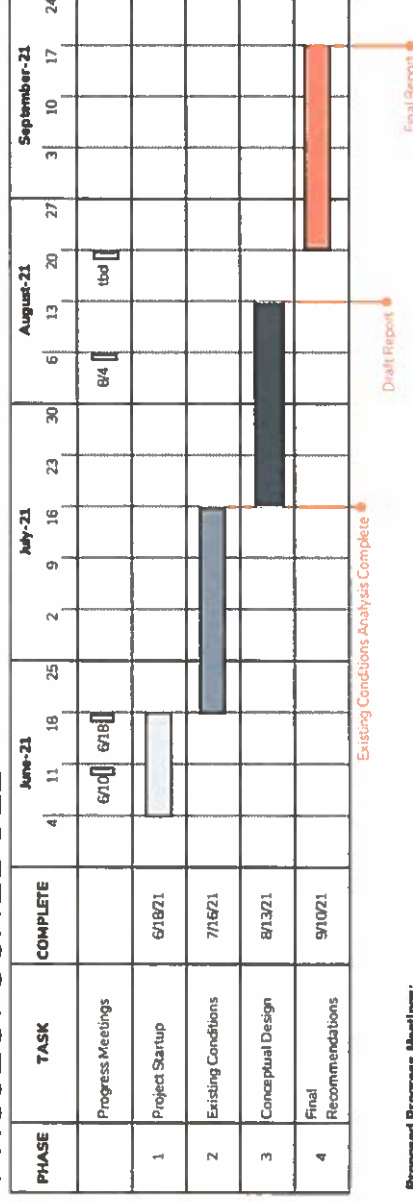
Action Items

Placework will return to survey the Library on Friday, June 18th at 9:30 am.

1. Amber and Scott to investigate underground infrastructure and assess the underground limits of the library property

These minutes reflect the author's understanding of decisions and agreements made collectively at this meeting. Please report any corrections and/or additions in writing within one week of receipt.

PROJECT SCHEDULE



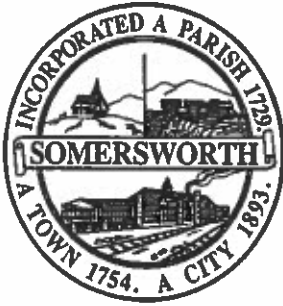
Proposed Progress Meetings:

6/10/21 Kick-Off and Visioning meeting and Building Walkthrough at 11:00 am; alternate dates 6/14 or 6/16

6/18/21 Site survey

8/4/21 Initial Design Progress Meeting

tbd Present draft report to the City of Somersworth



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: June 14, 2021

Re: **Monthly Report**

Finance Department:

- Participated in union negotiations.
- Coordinated with School on purchase of electricity with our shared consultant.
- Bids:
 - Brownfields Cleanup Consultant – July 8, 2021
 - Water Main Patch Repair – Due June 17, 2021
 - Fire Pumper Apparatus – Due June 3, 2021

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 \$9,015.
- Permits:
 - Helping Paws Family Fundraiser
 - Helping Paws Cat Fundraiser
 - Sole City Dance event
 - Ed LeVassuer Tag Day – pending COI
 - Restore My Floor Church event
 - Helping Paws June 5 event
 - Helping Paws June 26 event

Tax Collector:

- First half tax bills were mailed with a due date of July 1st.
- Prepared the tax lien for outstanding 2020 tax and utility bills.
- Motor vehicle registrations were a total of \$175,748 during the month.
- Collected \$6,245 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,542,136.

Library

- The summer reading program begins the week of June 20th. Children's crafts are being prepared and they can bring them home with them to assemble.
- The Library is selling books that have been stored in the attic and not in circulation for a number of years. They have received approximately \$1,300 to date.
- The Library counted 1,565 visits in May. There were 24 new Library cards issued, and 26 card renewals.

Human Services:

- Total assistance for the month was \$2,599. That compares to \$2,963 for the month of April 2021 and \$2,833 for May 2020.
- 3 new cases were opened compared to 2 in 2020.
- 4 cases were approved for varying levels of assistance with 1 case pending. 10 cases were referred to other agencies for support.

Information Technology

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

Assessing

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

Date: May 31, 2021

To: Bob Belmore, ICMA-CM
City Manager

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

Re: Department of Development Services May 2021 - Monthly Report

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

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

Building and Health Departments:

Major Building Permits Applied for in May 2021

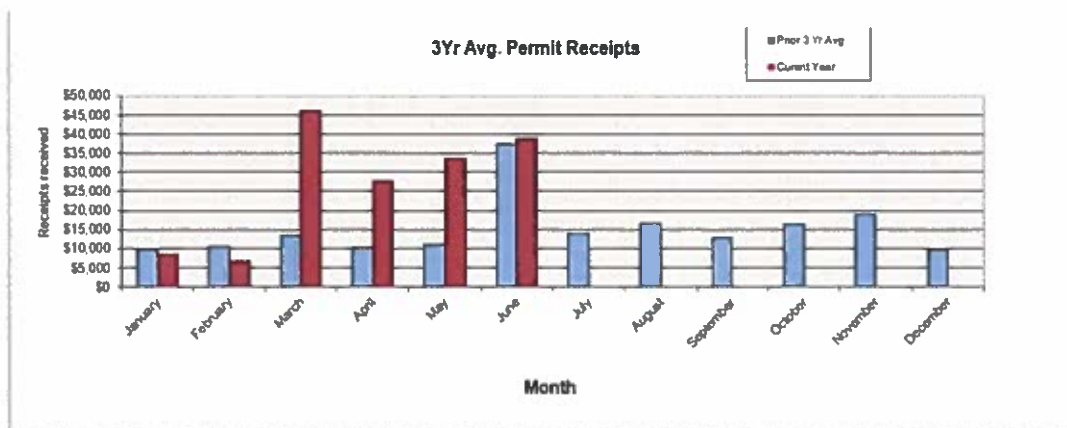
Address		Construction Costs	Fees
70	Washington	\$ 156,445.00	\$ 1,433.01
72	Washington	\$ 156,445.00	\$ 1,433.01
74	Washington	\$ 156,445.00	\$ 1,433.01
78	Washington	\$ 156,445.00	\$ 1,433.01
80	Washington	\$ 156,445.00	\$ 1,433.01
82	Washington	\$ 156,445.00	\$ 1,433.01
84	Washington	\$ 156,445.00	\$ 1,433.01
120	High	\$ 156,445.00	\$ 1,433.01
308	Sherwood Glen MHP	\$ 41,805.00	\$ 401.25
520	Sherwood Glen MHP	\$ 52,880.00	\$ 500.92
64	Stillwater Circle	\$ 130,000.00	\$1,195.00
66	Stillwater Circle	\$ 130,000.00	\$1,195.00
68	Stillwater Circle	\$ 130,000.00	\$1,195.00
Totals		\$ 1,736,245.00	\$ 15,951.25

Minor Building Permits Applied for in May 2021

Address		Construction Costs	Fees
22	Blackwater	\$ 5,000.00	\$ 70.00
347	Main	\$ 2,000.00	\$ 49.00
32	Buffumsville	\$ 7,000.00	\$ 88.00
40	Main	\$ 10.00	\$ 25.00
254	W High St	\$ 45,000.00	\$ 430.00
436	Rouleau	\$ 1,832.00	\$ 43.00
83	Stackpole	\$ 24,358.95	\$ 244.23
45	Grand	\$300,000.00	\$2,725.00
48	Crystal Springs	\$ 5,000.00	\$ 70.00
46	Otis Rd	\$ 7,000.00	\$ 98.50
15	Nash Parkway	\$ 3,834.00	\$ 59.50
209	Green	\$ 3,095.00	\$ 52.86
27	River	\$ 8,059.00	\$ 97.53
296	Green	\$ 22,400.00	\$ 226.60
187	RT 108	\$ 600.00	\$ 30.40
112	Indigo Hill Rd	\$ 2,000.00	\$ 43.00
12	Commercial Dr	\$363,304.00	\$ 3,294.74
16	Cameron Way	\$ 45,000.00	\$ 430.00
199	Green	\$ 7,500.00	\$ 92.50
10	Greenfield	\$104,920.00	\$ 969.28
53	Lily Pond	\$ 3,345.00	\$ 55.11
100	W High	\$ 377.00	\$ 28.39
12	Hillside	\$ 3,960.00	\$ 60.64
5	Lemelin	\$ 2,000.00	\$ 49.00
73	Coles Pond	\$ 21,880.00	\$ 221.92
207	RT 108	\$ 5,000.00	\$ 70.00
201	Blackwater	\$ 11,877.44	\$ 131.90
42	Union	\$ 3,667.00	\$ 58.00
182	Blackwater	\$ 7,650.00	\$ 93.85
64	Kelwyn	\$ 12,300.00	\$ 135.70
637	Sherwood Glen MHP	\$ 1,750.00	\$ 40.75
116	Franklin	\$ 6,250.00	\$ 81.25
4	Enterprise	\$ 12,500.00	\$ 137.50
397	High	\$ 380.00	\$ 28.42
13	Rocky Hill	\$ 2,000.00	\$ 43.00
Totals		\$ 1,054,849.39	\$10,130.34

Permit Receipts as of May 2021

PERMIT RECEIPTS						
	2018	2019	2020	2021	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,892.72	\$13,195.23	\$8,599.31	-\$4,595.92	-34.8%
February	\$4,087.20	\$14,382.00	\$13,438.09	\$6,590.61	-\$6,847.48	-51.0%
March	\$5,307.00	\$11,377.68	\$24,077.27	\$46,242.60	\$22,165.33	92.1%
April	\$7,899.24	\$12,091.95	\$10,871.58	\$27,779.60	\$16,908.01	155.5%
May	\$8,966.00	\$4,309.56	\$19,665.79	\$33,005.68	\$13,339.90	67.8%
June	\$7,652.50	\$91,825.41	\$13,079.55	\$0.00	N/A	
July	\$7,641.00	\$18,023.12	\$16,816.46	\$0.00	N/A	
August	\$4,329.00	\$21,606.17	\$23,823.08	\$0.00	N/A	
September	\$3,039.60	\$12,040.79	\$23,396.60	\$0.00	N/A	
October	\$7,291.00	\$25,228.33	\$16,152.79	\$0.00	N/A	
November	\$19,126.00	\$25,526.43	\$12,376.38	\$0.00	N/A	
December	\$14,154.00	\$8,211.20	\$6,925.03	\$0.00	N/A	
Year total	\$102,276.54	\$247,515.34	\$193,817.84	\$122,217.80	\$40,969.84	
Difference of change this year to last (completed months only)	\$39,043.44	\$45,053.89	\$81,247.96	\$122,217.80	\$40,969.84	50.4%



Property Maintenance May 2021

*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice; COMPLAINT – Summons filed with Court

	Location	Complaint Type	Date of Complaint	Notifications Issued	Status
8	Alicia	Grass	5/19/21	CN	COMPLETED
9-11	Beacon	Trash	4/30/21	CN	COMPLETED
1	Beacon	Grass	5/28/21	CN	COMPLETED
9-11	Beacon	Trash	5/19/21	CN	COMPLETED
8	Beacon	Trash	5/19/21	CN	COMPLETED
49	Cemetery	Dumpster	12/16/20	CN, NOV, COMPLAINT	COMPLETED
49	Cemetery	Trash	5/19/21	CN	COMPLETED
28	Clement	Grass	5/8/21	CN	COMPLETED
36	Cornfield	Grass	5/8/21	CN	COMPLETED
10	Depot St	Grass	5/8/21	CN	COMPLETED
85	Elm	Trash	5/4/21	CN	COMPLETED
67	Elm	Grass	5/8/21	CN	COMPLETED
14-16	Fayette	Trash	5/16/21	CN	COMPLETED
103	Franklin	Grass	5/16/21	CN	COMPLETED
62	Green	Trash	5/24/21	CN	COMPLETED
65	Green	MPV	5/5/21	NOV	COMPLETED
181	Green	Grass	5/6/21	CN	COMPLETED
199	Green	Grass	5/20/21	CN	COMPLETED
268	Green	Grass	5/20/21	CN	COMPLETED
17	Green	Grass	5/17/21	CN	COMPLETED
117	Green	Trash	5/14/21	CN	COMPLETED
15-17	Grove	Grass	5/16/21	CN	COMPLETED
18	Grove	Trash	5/9/21	CN	COMPLETED
66-70	High	Trash	5/3/21	CN	COMPLETED
82	High	Trash	5/3/21	NOV	COMPLETED
506	High	Dumpster	5/11/21	CN	COMPLETED
317	High	Grass	5/9/21	CN	COMPLETED
325	High	Grass	5/24/21	CN	COMPLETED
254	High	Grass	5/24/21	CN	COMPLETED
161	High	Trash	5/22/21	CN	COMPLETED
256	High	Grass	5/22/21	CN	COMPLETED
257-259	High	Grass	5/19/21	CN	COMPLETED
500	High	Grass	5/12/21	CN	COMPLETED
6	Highland	Trash	5/25/21	CN	COMPLETED
18	Highland	Trash	5/25/21	CN	COMPLETED
80	Indigo Hill Road	Grass	4/21/21	CN	COMPLETED

11	Linden	Grass	5/4/21	CN	COMPLETED
21	Linden	Grass	5/5/21	CN	COMPLETED
338	Main	Grass	5/25/21	CN	COMPLETED
247	Main	Grass	5/25/21	CN	COMPLETED
220	Main	Grass	5/25/21	NOV	COMPLETED
198	Main	Trash	5/19/21	NOV	COMPLETED
220	Main	Grass	5/19/21	CN	COMPLETED
294	Main	Grass	5/19/21	CN	COMPLETED
324	Main	Grass	5/4/21	CN	COMPLETED
320	Main	Grass	5/8/21	CN	COMPLETED
347	Main	Grass	5/16/21	CN	COMPLETED
343	Main	Trash	5/16/21	CN	COMPLETED
278	Main	Trash	5/13/21	CN	COMPLETED
294	Main	Grass	5/11/21	NOV	COMPLETED
198	Main	Trash	5/6/21	NOV	COMPLETED
284	Main	Trash	5/20/21	CN	COMPLETED
75	Maple	Trash	5/20/21	CN	COMPLETED
206	Maple	Trash	5/17/21	CN	COMPLETED
59	Maple	Trash	5/17/21	CN	COMPLETED
109	Maple	Housing Violations	5/16/21	CN	COMPLETED
214	Maple	Trash	5/14/21	CN	COMPLETED
27	Mt. Auburn	Trash	5/11/21	CN	COMPLETED
14	Mt. Vernon	Protective Treatments	5/25/21	CN	COMPLETED
53	Mt. Vernon	Trash	5/25/21	CN	COMPLETED
50	Myrtle	Grass	5/25/21	CN	COMPLETED
15	Prospect	Trash	4/30/21	CN	COMPLETED
51	Prospect	Protective Treatments	5/25/21	CN	COMPLETED
17	Prospect	Trash	5/25/21	CN	COMPLETED
63	Rocky Hill Road	Dumpster Violation	4/9/21	NOV	COMPLETED
107	Rocky Hill Road	Grass	4/21/21	CN	COMPLETED
127	Rocky Hill Road	Trash	5/4/21	CN	COMPLETED
28	Rocky Hilly Road	Trash	5/5/21	CN	COMPLETED
17	Second	MPV	5/19/21	NOV	COMPLETED
15	Silver	Grass	5/28/21	CN	COMPLETED
9	Silver	Trash	5/19/21	CN	COMPLETED
1	Silver	Trash	5/19/21	CN	COMPLETED
	Somersworth Plaza	Structure Violation	4/21/21	CN	COMPLETED
20-22	Spring	Trash	5/19/21	CN	COMPLETED

14	Union	Trash	5/4/21	CN	COMPLETED
20	Walnut	Trash	5/8/21	CN	COMPLETED
24	Washington	Grass	5/8/21	CN	COMPLETED
9	William Street	Grass	5/8/21	CN	COMPLETED
70	Winter	MPV	5/4/21	CN	COMPLETED
70	Winter	Trash	5/5/21	CN	COMPLETED
15	Buffumsville Road	MPV	5/5/21	NOV	PENDING
214	High	Structure Violation	5/26/21	CN	PENDING
127-129	High	MPV	3/19/21	NOV	PENDING
249	Indian Brook Drive	Zoning Violation	3/24/21	NOV	PENDING
6	Lemelin Court	Structure Violation	5/26/21	CN	PENDING
33-35	Lincoln	Structure Violation	5/25/21	NOV	PENDING
107	Main	Structure Violation	3/8/21	CN	PENDING
161	RT 108	Dumpster	5/5/21	NOV	PENDING
14	Sunset	MPV	5/25/21	NOV	PENDING
81	Union	MPV	5/7/21	NOV	PENDING

PLEASE NOTE – All matters shown as “Completed” were active matters which were closed in the month of May 2021 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of May, 2021, eighty (80) open matters became compliant and were closed.
- In May 2021, the Code Compliance Office issued:
 - Sixty-eight (68) Courtesy Notices; and
 - Twelve (12) Violation Notices; and
 - One (1) Court Complaint.

COURT MATTERS – Active

- **City v. Karen & Andrew Goldstein d/b/a KAB Realty – 48 Green Street**
 - Suit was filed in 2019 due to abhorrent living conditions within the lower-leftmost unit of 48 Green Street. A resolution could not be reached between the Code Dept. and the defendant; therefore, a trial was scheduled for March of 2020. Due to COVID, the trial was cancelled.
 - Since the filing of the suit in 2019, the tenants residing at the unit in question have since been evicted. Discussion is ongoing with counsel for the defendant regarding settlement. The Code Dept’s position is that all violations must be cured prior to the

re-leasing of the unit in question. Due to the nature of the violations at this property, as well as the investment of time into this case, monetary fines will be sought.

- Status hearing was held on 1/27/21. No resolution could be made with opposing counsel. Trial date has been requested in this matter.
- **City v. Richmond Dover Realty Group, LLC – Old Staples Building**
 - Defendant failed to respond to the City's requests and orders to submit a Certificate of Occupancy Application for the shopping cart entity currently leasing the old Staples building. A fine has been sought with the court.
 - City has not yet received ruling from the court on this matter.
- **City v. Richard Laviolette – 87 Rocky Hill Road**
 - Defendant has a private-use dumpster on his property which is visible from Rocky Hill Rd. Defendant was given well over a month to cure the violation, and then sought a one-month extension due to weather conditions, which was granted. Subsequently, more additional time was given to bring the dumpster into compliance, and the order was forgotten or ignored. A fine was sought with the Court.
 - City has not yet received ruling from the court on this matter.

COURT MATTERS – Resolved

- **City v. David G. & Rebecca R. Eastman – 49 Cemetery Road**
 - Suit was filed on 5/3/21 due to continued lack of screening of private dumpster. Resident called and spoke with the Code Office, and arranged to have a pad poured, and screening installed by the end of May. Case was Nolle Pros'd on 5/25/21 due to compliance. Fines were vacated.
- **14 Indigo Hill Rd.**
 - Through counsel, the City moved for Summary Judgment against the property owner in early August. On September 4, 2020, Judge Howard ruled in the City's favor, ordering a civil penalty of \$33,550.00 to be paid to the City along with attorney's fees and costs.

Additionally, Judge Howard ordered a permanent prohibitory injunction against the property owner, requiring permanent compliance with state and local regulations. The property owner was thus ordered to clean the property of all junk and trash by September 25, 2020.

- Despite the order, the property owner has failed to clean the property. Therefore, the City is making arrangements to move onto the property, clean any refuse that exists, and bill the property owner, per the judge's order granting the City authorization to do so.
 - The Code Dept. is continuing to try to arrange for a forcible removal of all junk and trash at this property this season, but it is likely that the actual removal will take place in the Spring of 2021.
 - The Code Office anticipates that the removal of the junk can be scheduled for either late April or early May. The contractual and insurance paperwork is in its final stages, and once finally executed, we will schedule the actual removal.
 - A final quote has been obtained; contract paperwork has been provided to the contractor for their review, with a solidified removal date of June 2, 2021.
- **City v. Arthur Gagnon – Green Street Creamery**
 - Suit was filed in 2019 due to non-compliance of city codes and PSA. Fine of \$250 was imposed. Majority of the work has been completed – roof, windows, siding. However, the retaining wall still needs to be fixed. The Code Office is working with the property owner to ensure that the wall is either repaired or replaced before units are rented to full-capacity, which is the owners near-future intent.

Land Use Boards:

Conservation Commission May 2021:

The Conservation Commission reviewed the following:

- Ian Joseph Campbell, LLC, is seeking a conditional use permit to construct a solar array on 3' concrete pedestal within the 100' wetland buffer on a property located at 413 High Street, in the Residential/Commercial District (R/C) District, Assessor's Map 36 Lot 3A, CUP#03-2021. Continued to the June Meeting.

Historic District Commission May 2021:

The Historic District Commission reviewed the following:

- Two Bits Properties, LLC 127-129 High Street, in the Residential/Business with Historic Overlay (R/BH) District, Assessor's Map 10 Lot 147, HDC#05-2021. Application for a certificate of appropriateness to replace siding, wood soffits, door and window trim, re-roof porch and entry roofs, and line porch ceilings. **Siding, wood soffits, door and window trim was withdrawn. Re-roof was approved. Porch ceiling was continued to a Special June meeting.**
- Alton Rollinsford LLC, 15-17 Grove Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 32, HDC#06-2021. Application for a certificate of appropriateness to

replace windows and doors. **Replacement of windows and siding was approved. Replacement of doors was continued to a Special June meeting.**

- Joe & Mary Boucher, 90 Noble Street, in the Residential/Duplex with Historic Overlay (R2) District, Assessor's Map 13 Lot 17, HDC#07-2021. Application for a certificate of appropriateness to replace siding. **Replacement of siding was approved. Metal trim request was continued to a special June meeting.**

Planning Board May 2021:

The Planning Board reviewed the following:

- Ian Joseph Campbell, LLC 413 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 36 Lot 3A, CUP#03-2021 & SITE#06-2021. Application for a conditional use permit and site plan amendment to install solar panel array on 3' concrete pedestal and remove requirement to have stone under array was **continued to the June Meeting**.
- Craig Riotto, 165 Route 108 in the Commercial Industrial (CI) District, Assessor's Map 63 Lot 10 SUB#01-2021, CUP#02-2021 & SITE#04-2021. Application for a 2 lot subdivision, conditional use permit and site plan approval for an athletic/fitness facility and infrastructure. **Conditional Use Permit and Subdivision was approved. Site Plan was Continued to a Special June Meeting.**
- Review of Proposed Updates of Site Plan Review Regulations: Section 12.17 Low Impact Development (LID) Stormwater Regulations **Public Hearing scheduled for June Meeting**.

Site Review Technical Committee May 2021:

Minor Site Plan

- Ian Joseph Campbell, LLC, 4 Enterprise Drive, in the Commercial Industrial (CI) District, Assessor's Map 48 Lot 24C, SITE#07-2021. Application for a minor site plan approval to install one (1) solar power array on pedestal and remove the requirement to have stone under the arrays was **approved**.

Zoning Board May 2021:

The Zoning Board of Adjustment reviewed the following:

- Matthew Tatro, 1 Cornfield Drive, in the Residential Single Family (R1) District, Assessor's Map 16 Lot 21, ZBA#06-2021. Application for variance from Section 18.B of the Zoning Ordinance to allow a 6' fence in the front yard area was **denied**.

Economic Development – May 2021

➤ **The May Highlights Include:**

Under Commissioner Taylor Caswell, The State Department of Business and Economic Affairs (BEA), is using the seacoast weekly roundtable of Economic Development Directors, as a prototype for the entire state. The goal is that each region will create a similar structure using the Seacoast as a model of practicing collaboration. The BEA will then pull the regionals together through a newly created web site specifically for the Seacoast, that is being developed to articulate a state-wide agenda while acting as a much-needed consolidated web site. The group will be called: CEDR - Collaborative Economic Development Regions, and the supportive web site is already in the process of being developed

➤ **New Commercial Vacancy and/or for Sale:** None known at this time

➤ **Tenant Prospects: Business – Exploring [considering] Somersworth**

- ✓ Craft Brew Retail – Location TBD
- ✓ Tappas Bar -Downtown

➤ **New Vacant Space Sold or Leased: New Tenants Secured and /or in Process**

- ✓ **In Process:** New England Sports Hub / The Tractor Supply Co./ MB Tractor /Clear Sky Health/ Palmer Gas and Oil – Expansion for corporate HDQ & consolidation / Furniture Company/ Honey Bee Thrift /Smart Storage: 2 locations (1) Corporate & Moving Business (2) Storage/ Big Dipper/Luna Salon & Gifts/ W.M. Poole Confections/ Atlantic Broadband Customer Service Office / Aclara
- ✓ **New Tenants:** East Coast Dance Complex /Firestone Complete Auto Care / Patriot Tractor, Truck & Sports Equipment/ Dr. Bracken Godfrey, DDS /Appledore Health Care

➤ **Miscellaneous Business-Related Activity**

- ✓ Monro Muffler & Brake Service is changing their name to: Tire Choice Auto Service Center
- ✓ Media and Press Relationship development continues
 - *Fosters Daily Democrat* published 3 articles in May on the Indonesian Cultural Center opening, and Indonesian Dignitary visits, which presents opportunity to work with Commissioner Caswell and the BEA Team for new opportunities in: Tourism, International Trade, International Business Recruitment

➤ **Upcoming Roundtables:**

- ✓ The Downtown Roundtable has created two new programs: “4321” and “Walking Wednesday” . The Roundtable meets (via ZOOM) the first Monday of every month to develop an appropriate programming to promote Downtown
- ✓ Weekly ZOOM meetings include: (1) Seacoast Economic Development Stakeholders meeting (facilitated by SRPC) and (2) State -Wide Economic Development Directors meeting (facilitated by BEA) Commissioner Taylor Caswell

- **Community Advocacy ZOOM Meetings**
 - ✓ Weekly: Seacoast Region - Economic Development Roundtable
 - ✓ Weekly: State -BEA Economic Development Roundtable
 - ✓ Monthly: CIBOR meetings to promote available commercial sites
 - ✓ Quarterly: Great Falls Economic Development Corporation – BOD
 - ✓ Quarterly: Skyhaven Airport - BOD & Marketing Committee
- **Covid**
 - ✓ **State and Regional Partnerships:**
 - BEA, SRPC, SEDC, SBDC, SBA
 - Seacoast Chambers of Commerce
 - Seacoast Economic Development Directors
 - ✓ **SEDS:** Participate in a weekly ZOOM with Seacoast Economic Development Directors as a “Response Team” for area business. The group includes seven (7) regular participants, and several weekly “guest” experts. The group cooperative has been named: “*Seacoast Economic Development Stakeholders*” (SEDS)
 - ✓ **SRPC:** Acts as a coordinator of the Seacoast Economic Development Directors, and organizes and hosts a weekly meeting of the group
 - ✓ **Communication:** Email sent (as needed) to Somersworth business to provide support and information about resources, guidelines, and funds for COVID
 - ✓ **Restaurants:** Temporary outdoor seating has been approved and several Somersworth restaurants are taking advantage
 - ✓ **Masks:** The state mask mandate has been rescinded
 - ✓ **Employee Bonus:** As an incentive to motivate employees to give up Relief Aid and return to work, The Governor offered a \$500 & \$1,000 bonus plan

Parks & Recreation-May 2021

- Staff continue to plan for the upcoming new 8-week Noble Pines Summer Play Program we’re offering this summer as a modified program with COVID guidelines in place. This program is open to 24 children in grades 1-5 with small pods of 8 children each. We currently have 20 children registered in the program. This program will run from June 21 through August 13.
- We’ve hired 2 new Directors and 4 new Counselors to run our 8-week Noble Pines Summer Play program. Staff will plan activities, games, crafts and more for this exciting new program. Staff training and planning will begin the week of June 7th.
- Our new Rec Running & Cardio Club started on May 12th. We have 14 children registered and 1 parent volunteer. The program is being held at Millennium Park and will run from May 12-June 7 on Mondays and Wednesdays from 4:00-5:00 pm. The program is following CDC and State of NH guidelines. This is an alternative program to our traditional Granite State Track and Field program that is canceled due to the pandemic.

- We've ordered 2 new benches for under the gazebo at Jules Bisson Park. We anticipate benches to arrive sometime in June and Public Works will assist us with installation of benches at the park.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: June 10, 2021

SUBJECT: Public Works Department Monthly Report for May 2021

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Staff worked with Continental Paving and SUR Construction on details of work start up plans for road paving and for the reconstruction of Cemetery Road. Road paving work will start with Nadeau Street as this is a complete reconstruction per the approved Betterment District Plan and not just asphalt overlay. Our City Engineer is working closely with both contractors and project engineers on overseeing the work and communicating with residents. Paving of other streets on the paving list will begin in mid June.
- Highway Division personnel supported Memorial Day events by completing the installation of US Flags along the High St corridor, prepared the Veterans Memorial at Stein Park grounds and streets and supported volunteers by cleaning up debris around the Veterans Flag at Forest Glade Cemetery.
- Attended City Council meetings
- Participated in SRPC Executive and Policy Committee meetings
- Reviewed and commented on the draft reports submitted by our engineering consultants on the Rocky Hill Road Well Field Assessment, and the Water System Asset Management and Hamilton Street Water Tank Evaluation Report.
- The Department has received and supported a total of thirteen (13) burials schedules from April through June at Forest Glade Cemetery. This represents the most burial activity in recent times. Staff is working with Cemetery Trustees on other activities including temporary burial markers, proposed rules and regulation updates and seeking contractors for gravestone repairs
- The Community Gardens at Malley Farm Garden plots are all fully assigned and volunteer Garden Stewards are continuing to report strong participation and activity this season.
- Staff sent out updated notices to residents on effected streets scheduled for overlay and reconstruction as a reminder and to advise no on street parking will be allowed on streets scheduled for pavement overlay.
- Cemetery Road Complete Streets project started this month. Staff met with other Department officials, School Administrators and the contractor on work details. Early work involves installation of new drainage structures near the Maple Street end and designated tree removal in preparation for the new utilities and sidewalk construction.

- Met with Wright Pierce Engineers on progress made to the Rocky Hill Road Culvert design project. Design plans and bid documents are to be completed by early summer and the project bid out shortly after.
- Worked with Planning and Development staff on off-site improvement needs and costs estimates associated with the proposed Sports Hub project. Participated in a technical review meeting with the developer.
- Met with project engineers and staff on the TAP Grant and CMAQ project design work. Both projects are in final design and are in early ROW stages to secure needed temporary and permanent easements for these projects.
- Attended a Finance Committee and Public Works and Utilities Committee meetings
- Attended the monthly Sustainability Committee meeting; had follow-up discussions about non chemical based pesticides and herbicides, heard information about a Community Energy Cooperative concept.
- Completed negotiations with Consolidated Communications and the seacoast communities on a Settlement Agreement on the dual pole issue. The Settlement Proposal was submitted to the City Manager for final consideration of acceptance. The Agreement calls for slightly over 200 dual poles to be removed annually throughout the participating seacoast communities over a 5-year period.
- Staff is communicating with the Municipal Alliance for Adaptive Management (MAAM) Group on addressing EPA's Nitrogen Removal Permit requirements; staff is also reviewing parameters for how the City can access needed scientific data being collected in the Great Bay if the City is not a participant in the Intermunicipal Agreement.
- The City Engineer and I presented to the Planning Board on May 19 recommended amendments to the Site Plan Ordinance to bring the City in compliance with stormwater MS4 regulations.
- Received quotes for the cleaning of City catch basins, weed abatement application on City streets/sidewalks and for the removal of the stairs on the backside of Noble Pines off of W. High Street.
- Work started on re-painting pavement markings on City streets including crosswalks, stop bars and arrows; we asked the contractor to begin work in the downtown area and other higher pedestrian areas first. Our long line contractor (Markings Inc) that paints traffic lanes is experiencing difficulty in getting paint due to the national shortage of resin to produce paint products. The June 1 start date is postponed until paint shipments can arrive. Staff is in communications with the vendor on future schedule.
- Participated in project meetings for the WWTF Upgrade project.

HIGHWAY DIVISION

Operations / Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Trimmed road side trees and brush
- Performed seasonal leave bag collection
- Performed seasonal brush collection

- Performed street sweeping operations
- Trimmed road side trees and brush
- Removed a dead bush in front of the Museum, replaced with flowers and mulch
- Installed all flags along High St corridor in preparation for Memorial Day
- Cleaned up broken asphalt from a section Main St sidewalk
- Dropped off and picked up a truck from Grappone Ford for warranty work
- Performed city mowing of green spaces
- Replaced downtown banners with various country banners
- Posted Franklin / Fremont for Vortex Services to install the liner in a drain line
- Loamed and seeded in Midway Park from drainage install performed late last fall

Recreation:

- Painted the Pavilion at Millennium Park
- Planted a tree at Millennium Park for Arbor Day / Tree City

Cemetery:

- Cleaned up around veteran's area in preparation for Memorial Day ceremony
- Performed leaf and tree limb clean up around cemetery on multiple days
- Assisted Cemetery Trustees by delivering granite and garden soil for a flower bed around the veteran flag pole.
- Delivered 3/8" stone to the cemetery for use by the trustees for stone repairs
- Performed 6 burials this month

Sewer Collections Maintenance:

- Received 89 DigSafe requests

ENGINEERING DIVISION

- Attended Seacoast Stormwater Coalition meeting.
- Attended PTAP nitrogen meeting.
- Attended Planning Board meeting for stormwater regulation changes.
- Completed preliminary plan review of Rocky Hill Road culvert replacement plans.
- Completed review and approvals of driveway permits filed by applicants in Greenview and Sunningdale as well as other residents.
- Completed review and approval of Obstruction permits.
- Completed review and approval of several Trench permits.
- Attended Library Feasibility Study RFP interviews.
- Completed driveway inspections for Greenview and Sunningdale subdivisions.
- Attended Hazard Mitigation Plan meeting.
- Attended Aspen Dental pre-construction meeting.
- Inspected outfalls per MS4 permit requirements.
- Completed oversight of mini-split installation in Finance (HVAC repair).
- Completed oversight/inspection of Franklin-Fremont storm drain liner by Vortex Services.
- Attended National Guard Readiness Center tour for Phase 1 ESA.

- Began Cemetery Road construction.
- Attended NHDOT trainings.
- Attended Non-Point Source training by EPA.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (MUCT) process which is used during the summer months. During this time, there is strict phosphorus and ammonia nitrogen limits in addition to the Biochemical Oxygen Demand & Total Suspended Solids requirements. The summer season runs from May 1st thru September 30th.
- Established compliance reporting requirements through the newly accepted Great Bay Total Nitrogen General Permit. The reporting tool is NETDMR and is the same reporting format used for our individual EPA permit. The TN (Total Nitrogen) General permit will be in effect for five-years and establishes several milestones related to the reduction of nitrogen within our community. We will begin reporting our results in June, 2021
- Swapped aeration trains from #1 to #2. This side has been fully upgraded and is now operating with new blowers, pumps and instrumentation.
- Staff underwent several training sessions which included pumps, blowers and instrumentation.
- The Lamprey Landfill Cooperative thru CMA Engineering hired Flow Assessment to inspect the partial flume and provide a price to install new measuring equipment. This will be used to record leachate flow discharging from the landfill to the wastewater treatment facility.
- Water distribution completed the annual backflow testing on both the wastewater treatment facility and Blackwater Rd pump station.
- Received zero gallons of septage for the month.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of May.
- Treated a total of 39-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Patiently working with General Linen regarding their violations with sending in monthly reports. They informed staff that they are experiencing massive turnover caused by the COVID-19 pandemic and is affecting their responsiveness
- Received two commercial wastewater surveys and two dental discharger applications which were all approved.

Capital Improvements Plan (CIP) Items:

- Waste Water Treatment Facility upgrade – The City of Somersworth entered into a contract with Apex Construction to complete the wastewater treatment facility construction improvements. Project milestones include substantial completion – October 15th, 2021. Final completion – January 13th, 2022.
- Recent construction activities include; Installation of two new energy efficient aeration tank blowers, Electrical panel demolition and installation of new control panels, Start-up of various HVAC systems, continue running electrical conduit for the newly installed centrifuge unit.

WATER DIVISION

Items completed this month:

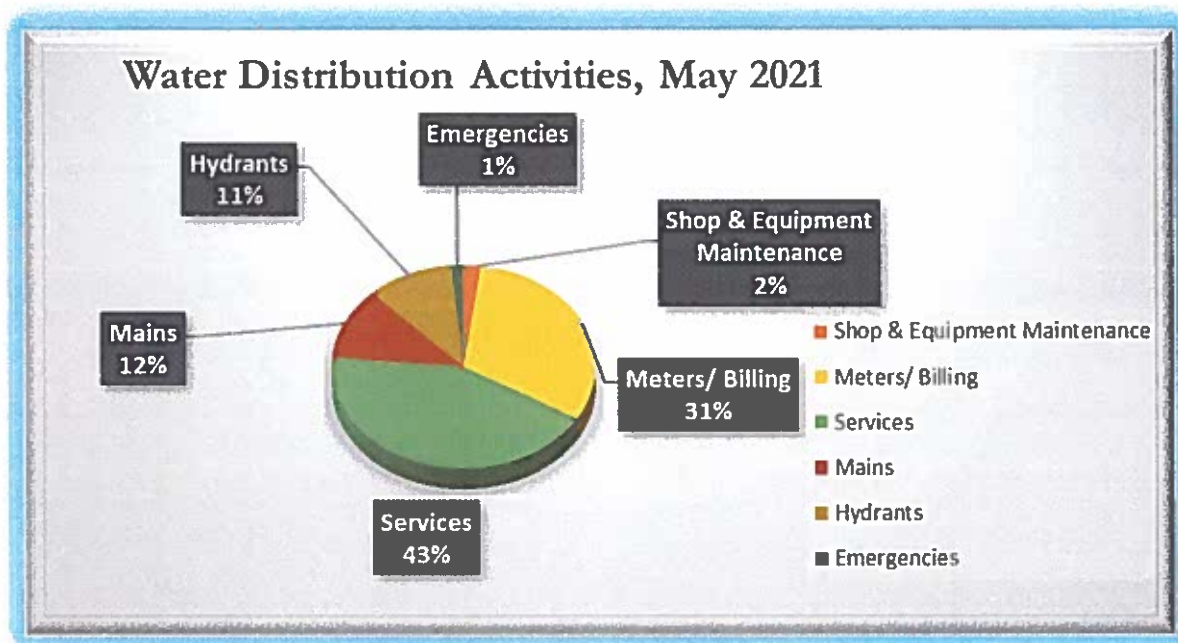
- Bacteria's and TOC's water quality tests completed
- Pumped 38,376,188 gallons of raw water
- Filtered and pumped to the city 36,049,047 of finished water
- Apex construction installed the silica and garnet in filter #1
- Reviewed the wellfield study draft report with city management
- Reviewed Hach Service Partnership contract with our representative
- Pepperrell Cove Marine completed the Salmon Falls River water intake inspection
- Completed DHS form for ordering potassium permanganate
- Received Rocky Hill standpipe evaluation report;(verify if Greg means Rocky Hill or Hamilton St standpipe, correct as needed).
- Attended 2021 NHDES Source Water Protection Conference
- Completed quarter #2 sampling for nitrate at Rocky Hill well
- The Oaks requested irrigation water from Rocky Hill well
- Submitted photos of well #3 to Emery and Garrett for demolition quote
- Completed Hach Service Partnership PO for 2021
- RMI completed sampling on lagoon #1 SQC compliance
- Apex construction completed repair on filter#1 after failed test
- Filter #1 ready for anthracite installation after passing testing

Action items:

- Lagoon #1 cleaning

WATER DISTRIBUTION

- Water Distribution operators completed over 123 work orders and service requests in the month of May.
- All City owned backflows were inspected and tested as required by the City's Cross Connection Control Program and NHDES.
- Water main leak surveys were conducted on Route 108, Enterprise Drive and Interstate Drive. No leaks were detected.
- Work that began in April to clear a wooded water main easement from High Street to Route 108 along Willand Pond continued. Brush and trash were removed from the Enterprise Drive easement as well.





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, 2021
Subject: Monthly Report – Month of May 2021

Bob:

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

COVID PROTOCOL:

As of May 5, 2021, we have returned to normal police duties. Officers are still required to wear masks with interacting with the public.

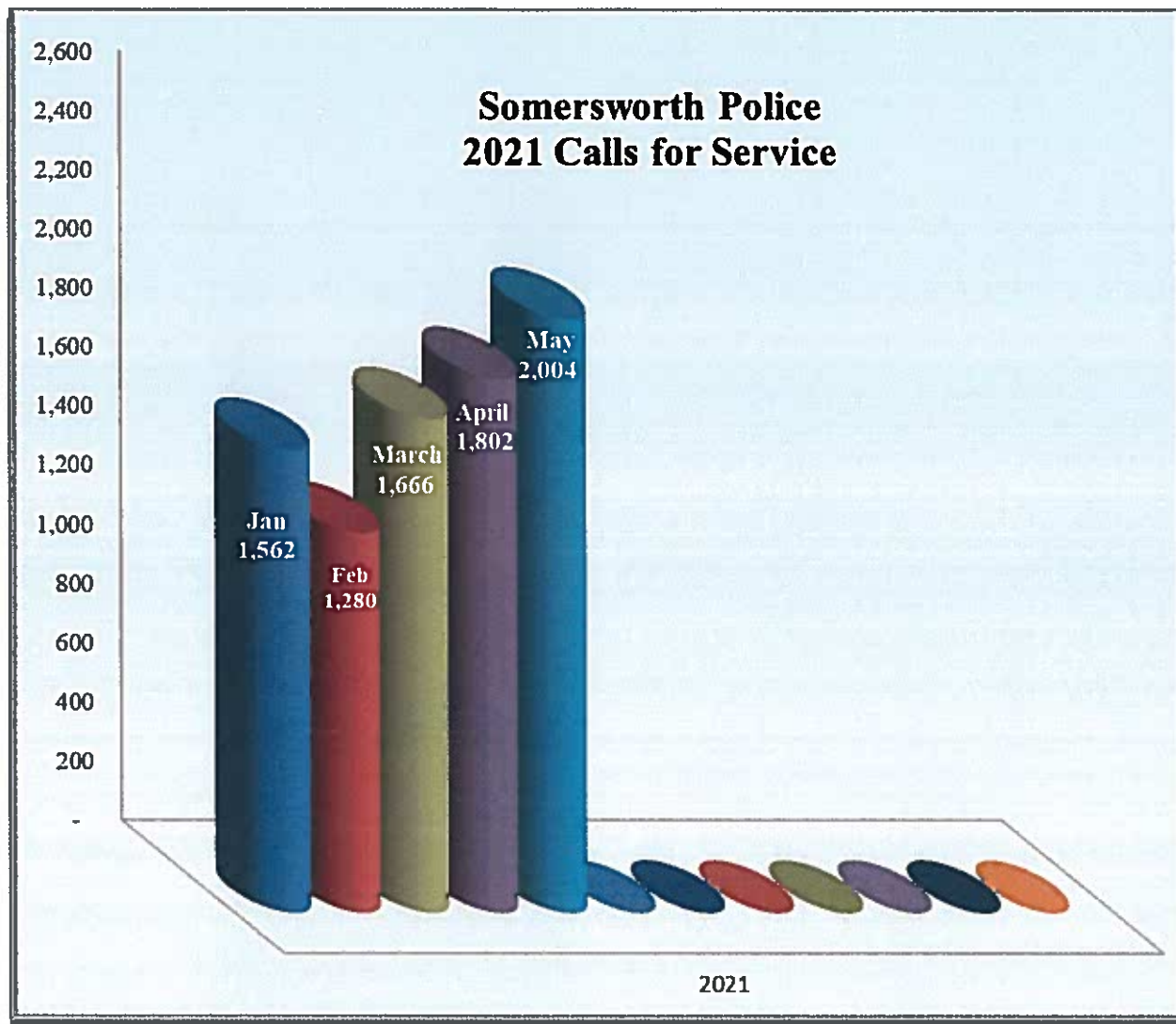
COMMUNITY POLICING:

School Resource Officer Ashley Fuller conducted a bicycle rodeo for the Strafford County Head Start children at Idlehurst on May 24, 2021. Children without bicycle helmets were given free ones through a grant of 100 bicycle helmets from Kohls Cares and CHAD.

STAFFING/TRAINING:

- Connor Mele was promoted to the rank of Patrol Sergeant on May 9, 2021.
- Officer Scott South began the 16 week 185th Full Time Police Academy in Concord on May 3, 2021.
- During the month of May, the following training was completed: SWAT Training Part 1 and Part 2, FBI Leadership Training, Group Crisis Intervention and Assisting Individuals in Crisis, and Field Training Officer (FTO) School.

STATISTICS:



Yearly Comparison

Month	2021	2020	2019	2018
January	1,562	1,939	1,976	2,085
Feb	1,280	1,756	1,796	1,878
March	1,666	1,926	2,145	2,215
April	1,802	1,846	2,285	2,452
May	2,004	1,708	2,053	2,409
June	0	1,749	1,935	2,406
July	0	1,949	2,048	2,174
August	0	1,847	1,943	2,238
Sept	0	1,875	2,020	2,263
Oct	0	1,937	1,906	2,123
Nov	0	1,717	1,860	2,055
Dec	0	1,513	1,995	1,936
TOTAL	8,314	21,762	23,962	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



George Kramlinger
Fire Chief & Emergency Management Director
gkramlinger@sommersworth.com

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Fax: (603) 692-5147
www.sommersworth.com

15 June 2021

To: Mr. Robert Belmore, City Manager

Re: May 2021 Monthly Fire Department and Emergency Management Report

1. Somersworth firefighters continue to perform with distinction at numerous State and County COVID-19 vaccination clinics through funding provided by NH HHS.
2. The SFD fire pumper apparatus committee in coordination with the Fire Chief finalized an updated and streamlined set of specifications to replace the current front-line pumper which is seven years old.
3. On 9 May (Mother's Day), the SFD expertly knocked down a large volume of fire showing on arrival at a five-unit apartment building on Linden Street. Final extinguishment required recalled personnel and mutual aid from fourteen jurisdictions. Tactics, techniques, and procedures used on arrival at this fire were practiced just two nights earlier during a night-time training session.
4. Call Volume this month with a comparison to last year:

	May 2021	May 2020
EMS Related	66	65
MVA no injuries	7	4
Down Power Lines	2	1
Fires (all types)	9	10
All Other Hazards	59	50
Total	143	130

5. We continue to receive outstanding cooperation and response from Stewart's Ambulance Service. Average response time for the latest reporting period of April 2021 is an excellent 4:37.

Respectfully submitted

George D. Kramlinger
Fire Chief / EMD