




Office of the City Manager

TO: Mayor Matt Gerding and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, March 15, 2024
SUBJECT: City Manager's Report for Monday, March 18, 2024 City Council Meeting

State of the City Address
6:00 p.m.

Unfinished Business (under Section 15 of Agenda)

Resolutions

- A. Resolution 36-24: To Authorize the City Manager to Execute the Community Power Coalition of New Hampshire Cost Sharing Agreement/Member Services Contract and to Approve the Associated Policies for Risk, Rates, Reserves, and Data Security and Privacy. Again, the Finance Committee voted to support this Resolution. Mr. Henry Herndon from the Coalition will be in attendance for Monday's meeting. Attached is a copy of the email that I had sent to all regarding liability coverage, especially on any data breach.
- B. Resolution 37-24: To Authorize the City Manager to Contract with N. Granese and Sons of Salem, Massachusetts to Construct the Constitutional Way Complete Streets Project. Again, the Finance Committee voted to support this Resolution.
- C. Resolution 38-24: City Council Vote to Authorize a Bond to Construct the Constitutional Way Complete Streets Project. Again, the Finance Committee voted to support this Resolution.
- D. Resolution 39-24: To Authorize the City Manager to Sign a Contract with Wright-Pierce Engineers of Portsmouth, New Hampshire to Provide Resident Inspection and Construction Engineering Services Associated with the Constitutional Way Complete Streets Project. Again, the Finance Committee voted to support this Resolution.

New Business (under Section 16 of Agenda)

Ordinances

A. **Ordinance 9-24: Fiscal Year 2024-2025 Budget.** The City Manager's Proposed FY 2024-2025 Budget and School Department Budget has been submitted in accordance with the City Charter. Mayor Gerding has scheduled a Public Hearing for Monday, April 1st. The City Manager's Budget Presentation starts at 6:00 p.m. The Budget Public Hearing is posted for 7:00 p.m. as part of the regular Council meeting.

B. **Ordinance 10-24: To Amend Chapter 32, Water Ordinance, by Amending Section 16.1.a Titled "Rates, Fees, and Charges" to Increase the Water Utility Rates Effective July 1, 2024 and July 1, 2025.**

Ordinance No. 10-24 and 11-24: The Finance Committee met on February 21st to review possible increases to our water and sewer utility rates. The Committee voted to recommend the 10% increase for both utilities. I have included an analysis of the water/sewer rates that shows the estimated increases for each of the proposed two (2) years. I recommend a Public Hearing on both Ordinance Amendments prior to the next Council meeting on April 1st.

C. **Ordinance 11-24: To Amend Chapter 8A, Sewer Ordinance, by Amending Charges Article XV Section 7.B Titled "Sewer Use Volume Charges" to Increase the Sewer Volume Charges Effective July 1, 2024 and July 1, 2025.**

D. **Ordinance 12-24: Supplemental Appropriation for the Additional Funding Needed for the Water Meter Replacement Program.** The Finance Committee met on February 21st and voted to recommend this Supplemental Appropriation. Attached is a Memorandum from Finance Director Scott Smith regarding this Meter Replacement Program. I recommend a Public Hearing prior to the next Council meeting on April 1st.

Resolutions

A. **Resolution 41-24: To Authorize the City Manager to use Funding from the American Rescue Plan Act and the Cable Fund to Contract with Brightly Software, Inc., of Cary, North Carolina for SmartGov Software.** The Finance Committee met on February 21st and voted to support this Resolution. Attached is a Memorandum from Michelle Mears, Director of Planning & Community Development explaining the benefits of this Online Permitting Software. Please note that land use applications and building permit applications will still be available to be submitted as done now with forms on-line and at the Development Services Office.

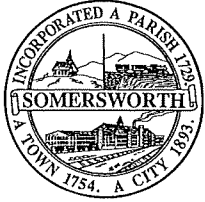
B. **Resolution 42-24: To Authorize the City Manager to Contract with Fire Tech and Safety of New England of Winthrop, Maine for the Purchase of Self-Contained Breathing Apparatus for the Fire Department.** The Finance Committee met on February 21st and voted to support this Resolution. Attached is information from Chief Mark Dellner regarding utilization of the Mass State Bid List.

Informational Items

- A. Congressionally Designated Spending (CDS) Funding Approval for Library ADA Improvements and Expansion.** Tina Kasim from Senator Shaheen's office called last Tuesday informing me that a Funding Bill was approved, which will award the City \$500,000 to assist in moving the Library Accessibility and Expansion Project to the next phase. City Staff submitted this request March of 2023.
- B. Fire Department Grant Applications.** Attached is a summary of the FEMA Grant Application that Chief Mark Dellner and his staff submitted that would complete the department's Self-Contained Breathing Apparatus (SCBA) project if approved. I extend my appreciation to the Chief for this effort.
- C. City Clerk Grant Application.** I have approved the attached request to submit for additional Moose Plate Grant Funding, this will continue City efforts on our Preservation of Vital Records. My thanks to our City Clerks - Kristen Lapanne and Ammy Ramsey for their efforts on this project.
- D. Police Department Grant Application.** I have approved the Police Department's Grant application for Congressionally Directed Spending Funding of \$123,002 to replace thirty (30) mobile radios that are 9-15 years old.
- E. Upcoming City Council Workshops & Special Meetings.**
- Monday, April 1 at 6:00 p.m. - *City Manager Presents FY 2025 Proposed Budget*
7:00 p.m. - *FY 2025 Budget Public Hearing and Regular Council Meeting*
 - Saturday, April 6 at 8:30 a.m. - *Community Support Organizations & City Departments Budget Review*
 - Monday, April 22 at 7:00 p.m. - *Special City Council Budget Meeting (if needed)*

Attachments

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

	City of Somersworth – Resolution
	Resolution No: 36-24 TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE COMMUNITY POWER COALITION OF NEW HAMPSHIRE COST SHARING AGREEMENT/MEMBER SERVICES CONTRACT AND TO APPROVE THE ASSOCIATED POLICIES FOR RISK, RATES, RESERVES, AND DATA SECURITY AND PRIVACY

March 4, 2024

WHEREAS, the Somersworth City Council adopted Resolution 26-24 on December 11, 2023 to adopt the Somersworth Community Power Aggregation Plan and to authorize the City Manager to submit the plan with the New Hampshire Public Utilities Commission (NHPUC) for review and approval; and

WHEREAS, on January 9, 2024 the City was notified by the NHPUC that the Somersworth Community Power Aggregation Plan has been reviewed and approved; and

WHEREAS, now that the Somersworth Community Power Aggregation Plan has been approved, the City is required to execute the Community Power Coalition of New Hampshire Cost Sharing Agreement/Member Services Contract, and approve the associated policies for risk, rates, reserves, and data security and privacy; and

WHEREAS, the City Council would like to designate Deputy City Manager/Finance Director Scott Smith as the Authorized Officer for Member Service Decisions;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute the Community Power Coalition of New Hampshire Cost Sharing Agreement/Member Services Contract; and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Council approves the associated policies of the Community Power Coalition of New Hampshire Cost Sharing Agreement for risk, rates, reserves, and data security and privacy, and to designate Deputy City Manager/Finance Director Scott Smith as the Authorized Officer for Member Service Decisions.

Authorization	
<i>Sponsored by:</i> Mayor Matt Gerding <i>Councilors:</i> David A. Witham Denis Messier Martin Pepin Kenneth S. Vincent	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 36-24

History

First Read Date:	3/6/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

3/6/2024

Clerk LaPanne performed a first reading of Resolution 36-24.

Resolution 36-24 will remain in first reading until the call of the Chair.

Mayor Gerding requested to be added to the list of sponsors.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Goodwin		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On Resolution 36-24		PASSED	FAILED

Brenda Breda

From: Henry Herndon <Henry.Herndon@communitypowernh.gov>
Sent: Thursday, March 7, 2024 1:35 PM
To: Bob Belmore
Cc: Scott A. Smith; Brenda Breda
Subject: Re: Date of City Council Meeting

Hello Bob,

Please pass along the following information in response to Councilor Witham's inquiry:

There are multiple layers of protection for Members from liability from breach of individual customer data. The Coalition's By-Laws and policies, state law and Public Utility Commission regulation and the application of those policies and laws to the third-party contracts CPCNH has entered into all provide a shield that protects the Members and their governing authorities.

The primary protection is found in Article XIII of the CPCNH By-Laws. Article XIII, section 13.1, provides that each Member of CPCNH, and its governing body, is indemnified and held harmless by CPCNH against "any and all claims, demands, losses, cost, penalties, expenses (including attorneys' fees), judgments, damages and liabilities." Section 13.1 of the By-Laws reads, as follows:

Section 13.1 Indemnification

Each Member (including its governing body), Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH, (and their respective heirs, executors and administrators), shall be indemnified and held harmless by CPCNH against any and all claims, demands, losses, costs, penalties, expenses (including attorneys' fees), judgments, damages and liabilities reasonably incurred by, or imposed upon them in connection with any action, suit or proceeding to which they may be made a party or with which they shall be threatened, by reason of their being, or having been, a Member, Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH (whether or not they continues to be a Member, Member representative, Director, Officer, committee member, employee, assignee, or agent of CPCNH at the time such action, suit or proceeding is brought or threatened), arising in whole or in part, directly or indirectly from conduct in which such Member, Member representative, Director, Officer, committee member, employee, assignee, or agent has engaged in good faith. However, no such indemnification shall apply in relation to any matter involving (i) a breach of their duty of loyalty to CPCNH; (ii) acts or omission which are not in good faith or which involved intentional misconduct or a knowing violation of law; or (iii) a transaction from which the Director, Officer, Member representative, committee member, employee, assignee, or agent derived an improper personal benefit.

In the event of settlement of any such action, suit or proceeding brought or threatened, such indemnification shall be limited to matters covered by the settlement as to which CPCNH is advised by counsel that such Member, Member representative, Director, Officer, committee member, employee, assignee, or agent is not liable for misconduct as such. The foregoing right of indemnification shall be in addition to any rights to which any Member (including its governing body), Member representative, Director, Officer, committee member, employee, assignee, or agent may otherwise be entitled.

CPCNH has also adopted a Board Policy on Data Security and Privacy that was effective as of December 15, 2022. https://www.cpcnh.org/files/ugd/202f2e_198c1f2c9f1248f290a1148ea7d1aac8.pdf

The Board Policy on Data Security and Privacy complies with state law (RSA 53-E:4; 363:37-38, 359-C:19) and Public Utilities Commission regulation (Puc 2200). The Board Policy requires CPCNH and its contractors that receive or access individual customer data to comply with Public Utilities Commission regulations applicable to Community Power Aggregations under the Puc 2200 rules. CPCNH requires its contractors to maintain reasonable security measures appropriate to protect access to individual customer data by authorized users, protect from unauthorized use, limit retained data to that necessary, prohibit secondary commercial use of such data, and return or delete such data upon contract termination.

Under the Board Policy, the Chief Executive Officer is charged with ensuring that contracts CPCNH enters into with third parties that will receive or access individual customer data on behalf of CPAs have (a) incorporated the above requirements, as appropriate, and as amended, and (b), additionally provide for independent security assessments, documentation, and reporting to safeguard these requirements, as deemed necessary or prudent, and will deliver a signed attestation, upon request, to this effect to the General Counsel and Secretary to be maintained with the records of the Corporation.

In addition, the Regulatory and Legislative Affairs Committee is charged with advising on the policy and recommending changes to this policy to the Board of Directors as necessary to maintain compliance with applicable laws, rules, and regulations that supersede the considerations and requirements established by the Board Policy. CPCNH's Chief Executive Officer or Board are empowered to seek the advice of legal counsel in matters relating to data security and privacy.

The regulations adopted by the Public Utilities Commission for Community Power Aggregation provide for the handling and protection of individual customer data. Puc 2200.

CPCNH is also bound by RSA 363:38, which addresses disclosure of a customer's individual data. Consistent with RSA 363:38-V.(b), CPCNH requires any contractor that has access to individual customer data to "maintain reasonable security procedures and practices appropriate to the nature of the information, to protect the personal information from unauthorized access, use, destruction, modification, or disclosure, and to prohibit the use of the data for a secondary commercial purpose not related to the primary purpose of the contract without the express consent of the customer.

CPCNH has ensured that its contractors are bound by state law, Public Utility Commission and CPCNH policies on protecting individual customer data.

On Wed, Mar 6, 2024 at 3:34 PM Henry Herndon <Henry.Herndon@communitypowernh.gov> wrote:

Hello Bob,

Thank you for the kind reminder. I have made an inquiry with our legal department and will follow up shortly.

Regards,
Henry

On Tue, Mar 5, 2024 at 10:45 AM Bob Belmore <bblmore@somersworthnh.gov> wrote:

Hi Henry

Also, Councilor Witham wanted to provide a friendly reminder that he was looking for some specifics regarding liability coverage should there be a data breach with any customers.

Please send along any info in advance that might assist in answering this concern.

thank you

regards, Bob

Robert M. Belmore

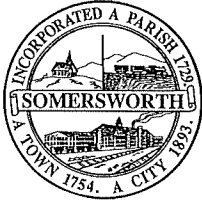
City Manager

City of Somersworth

One Government Way

Somersworth, NH 03878

(603) 692-9503

	City of Somersworth – Resolution
	Resolution No: 37-24 TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH N. GRANESE AND SONS OF SALEM, MASSACHUSETTS TO CONSTRUCT THE CONSTITUTIONAL WAY COMPLETE STREETS PROJECT

March 4, 2024

WHEREAS, the City Council adopted Resolution 18-18 on December 4, 2017 authorizing the City Manager to contract with Wright-Pierce Engineers to provide engineering services for the design of various complete streets projects including Constitutional Way; and

WHEREAS, the Constitutional Way complete streets project design was completed and bid specifications were prepared and released requesting bids from qualified contractors to construct the project; and

WHEREAS, the City received bids on February 8, 2024, which were reviewed by Wright-Pierce Engineers, and they raised no objections to awarding the contract to N. Granese and Sons of Salem, Massachusetts for an amount of \$2,073,006 (Two Million Seventy-Three Thousand Six dollars); and

WHEREAS, the Finance Committee has reviewed the bids received with City staff and recommends contracting with N. Granese and Sons of Salem, Massachusetts for an amount of \$2,073,006 (Two Million Seventy-Three Thousand Six dollars); and

WHEREAS, the Finance Committee recommends including an amount of \$103,650 (One Hundred Three Thousand Six Hundred Fifty dollars) with the project total for contingencies, and authorize the City Manager to increase the contract to an amount not to exceed \$2,176,656 (Two Million One Hundred Seventy-Six Thousand Six Hundred Fifty-Six dollars) if needed and determined to be in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with N. Granese and Sons of Salem, Massachusetts to construct the Constitutional Way complete streets project for an amount of \$2,073,006 (Two Million Seventy-Three Thousand Six dollars); and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount of \$103,650 (One Hundred Three Thousand Six Hundred Fifty dollars) is included with the project total for contingencies and the City Manager is authorized to increase the contract to an amount not to exceed \$2,176,656 (Two Million One Hundred Seventy-Six Thousand Six Hundred Fifty-Six dollars) if needed, and it is determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Denis Messier Martin Pepin Kenneth S. Vincent	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 37-24

History

First Read Date:	3/6/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

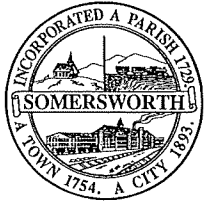
Discussion

3/6/2024

Clerk LaPanne performed a first reading of Resolution 37-24.

Resolution 37-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Goodwin		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On Resolution 37-24		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **38-24**

CITY COUNCIL VOTE TO AUTHORIZE A BOND TO CONSTRUCT THE CONSTITUTIONAL WAY COMPLETE STREETS PROJECT

March 4, 2024

WHEREAS, the City requested and received bids for the construction of the Constitutional Way Complete Streets Project; and

WHEREAS, the project costs include construction of water infrastructure, sewer infrastructure, drainage infrastructure, sidewalk and roadway improvements, lighting and other streetscaping improvements, construction engineering and inspection, and any other ancillary costs associated with the project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount not to exceed \$2,367,256 (Two Million Three Hundred Sixty-Seven Thousand Two Hundred Fifty-Six dollars) is appropriated to construct the Constitutional Way Complete Streets Project; and

BE IT FURTHER RESOLVED THAT:

- (a.) the City Manager is authorized to borrow up to \$2,367,256 (Two Million Three Hundred Sixty-Seven Thousand Two Hundred Fifty-Six dollars) under the Municipal Finance Act and to issue bonds and notes payable within 15 years from their dates, and
- (b.) the City Manager is authorized to issue temporary notes in anticipation of the issue of these bonds or notes, and
- (c.) the City Manager is authorized to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project, and
- (d.) the estimated useful life of this project is expected to exceed 15 years.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Denis Messier Martin Pepin Kenneth S. Vincent	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 38-24

History

First Read Date:	3/6/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

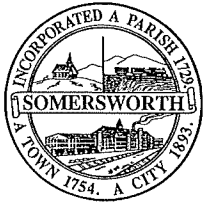
Discussion

3/6/2024

Clerk LaPanne performed a first reading of Resolution 38-24.

Resolution 38-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Goodwin		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 38-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **39-24**

TO AUTHORIZE THE CITY MANAGER TO SIGN A CONTRACT WITH WRIGHT-PIERCE ENGINEERS OF PORTSMOUTH, NEW HAMPSHIRE TO PROVIDE RESIDENT INSPECTION AND CONSTRUCTION ENGINEERING SERVICES ASSOCIATED WITH THE CONSTITUTIONAL WAY COMPLETE STREETS PROJECT

March 4, 2024

WHEREAS, Wright-Pierce Engineers of Portsmouth, New Hampshire have provided the City with pre-construction services such as engineering, design, and development of bid specifications for the Constitutional Way complete streets project; and

WHEREAS, the City has received bids from qualified contractors for the construction of the Constitutional Way complete streets project and will require resident inspection and construction engineering services associated with the construction of this project; and

WHEREAS, Wright-Pierce Engineers have provided a proposal in the amount of \$190,600 (One Hundred Ninety Thousand Six Hundred dollars) to provide resident inspection and construction engineering services for this project;

WHEREAS, the Finance Committee has reviewed the proposal with City staff and recommends contracting with Wright-Pierce Engineers for resident inspection and construction engineering services associated with the construction of this project for an amount of \$190,600 (One Hundred Ninety Thousand Six Hundred dollars);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to sign a contract with Wright Pierce Engineers of Portsmouth, New Hampshire to provide resident inspection and construction engineering services associated with the construction of the Constitutional Way complete streets project for an amount not to exceed \$190,600 (One Hundred Ninety Thousand Six Hundred dollars), and to take any other action related to this contract determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin
Kenneth S. Vincent

Approved:

City Attorney

City of Somersworth – Resolution 39-24

History

First Read Date:	3/6/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

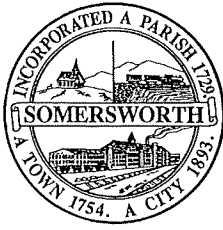
Discussion

3/6/2024

Clerk LaPanne performed a first reading of Resolution 39-24.

Resolution 39-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Goodwin		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 39-24	PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 9-24

FISCAL YEAR 2024-2025 BUDGET

March 18, 2024

THE CITY OF SOMERSWORTH ORDAINS THAT BUDGETS FOR THE CITY OF SOMERSWORTH FOR THE 2024-2025 FISCAL YEAR SHALL BE:

DEPARTMENT

GENERAL FUND

BUDGET

Elected Leadership	\$230,220
City Management	614,050
Finance and Administration	1,919,546
Development Services	1,082,786
Police	5,180,374
Fire	2,838,771
Public Works	3,572,794
Other Expenses	1,391,000
Capital Outlay	45,000
Intergovt Assessments - County	3,169,922
School Department	31,319,747

TOTAL GENERAL FUND

51,364,210

ENTERPRISE FUNDS

Wastewater Department	3,619,635
Water Department	2,873,558
Solid Waste	676,169

TOTAL ENTERPRISE FUNDS

7,169,362

SPECIAL REVENUE FUND

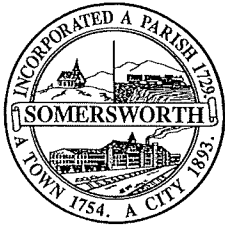
Cable Fund	69,513
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TOTAL FY 2024-2025 APPROPRIATION

\$58,603,085

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by Request:</i> Councilor David A. Witham	<i>Approved:</i> City Attorney



City of Somersworth – Ordinance

Ordinance No: **10-24**

TO AMEND CHAPTER 32, WATER ORDINANCE, BY AMENDING SECTION 16.1.a TITLED “RATES, FEES, AND CHARGES” TO INCREASE THE WATER UTILITY RATES EFFECTIVE JULY 1, 2024, AND JULY 1, 2025

March 18, 2024

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

Amend Chapter 32, Section 16.1.a titled “Rates, Fees, and Charges”, by deleting the second paragraph in its entirety and replace it with the following:

All water users will be charged at a rate of \$5.94 per 100 cubic feet of water used beginning July 1, 2024; \$6.53 per 100 cubic feet of water used beginning July 1, 2025;

Background:

By passage of this Ordinance the City Council is increasing the Water Use Volume Charge 10% effective July 1, 2024, and 10% effective July 1, 2025.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin
Kenneth S. Vincent

Approved:

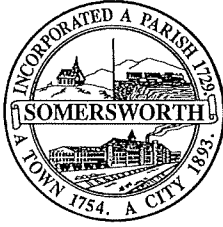
City Attorney

City of Somersworth
Water Rate Analysis - 10% Increase

Fiscal Year	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
% Increase	0.00%	10.00%	10.00%	10.00%	10.00%	0.00%	0.00%
Rate	5.4	5.94	6.534	7.1874	7.90614	7.90614	7.90614
Revenue:							
User fees	\$2,700,000	\$2,970,000	\$3,267,000	\$3,593,700	\$3,953,070	\$3,953,070	\$3,953,070
Other Revenue	85,000	85,000	85,000	85,000	85,000	85,000	85,000
Total Revenue	\$2,785,000	\$3,055,000	\$3,352,000	\$3,678,700	\$4,038,070	\$4,038,070	\$4,038,070
Expenses:							
Salaries/Benefits	\$803,042	\$881,346	\$907,786	\$935,020	\$963,071	\$991,963	\$1,021,722
Operation/Maintenance	1,120,051	1,085,711	1,123,711	1,163,041	1,203,747	1,245,878	1,289,484
Capital Outlay	676,000	203,260	400,600	0	168,000	67,000	34,100
Current - Debt Service	644,300	631,241	613,426	596,082	704,784	169,534	87,849
New - Debt Service	0	0	264,000	905,525	895,000	1,102,500	1,050,000
Total Expenses	\$3,243,393	\$2,801,558	\$3,309,523	\$3,599,668	\$3,934,602	\$3,576,875	\$3,483,155
Cash Surplus/(Deficit)	(\$458,393)	\$253,442	\$42,477	\$79,032	\$103,468	\$461,195	\$554,915
Cash/Cash Equivalents	\$4,670,974	\$4,924,416	\$4,966,893	\$5,045,925	\$5,149,393	\$5,610,588	\$6,165,504

City of Somersworth
Sewer Rate Analysis - 10% increase

Fiscal Year	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
% Increase	0.00%	10.00%	10.00%	10.00%	10.00%	0.00%	0.00%
Rate	8.05	8.86	9.74	10.71	11.79	11.79	11.79
Revenue:							
User fees	\$2,817,500	\$3,099,250	\$3,409,175	\$3,750,093	\$4,125,102	\$4,125,102	\$4,125,102
Other Revenue	175,000	175,000	175,000	175,000	175,000	175,000	175,000
Total Revenue	\$2,992,500	\$3,274,250	\$3,584,175	\$3,925,093	\$4,300,102	\$4,300,102	\$4,300,102
Expenses:							
Salaries/Benefits	\$675,614	\$720,329	\$741,939	\$764,197	\$787,123	\$810,737	\$835,059
Operation/Maintenance	1,173,992	1,102,580	1,141,170	1,181,111	1,222,450	1,265,236	1,309,519
Capital Outlay	834,000	245,000	0	0	0	70,365	0
Current - Debt Service	1,530,444	1,503,727	1,465,063	953,554	935,598	920,125	863,717
New - Debt Service	0	0	61,000	1,190,000	1,173,000	1,156,000	1,139,000
Total Expenses	\$4,214,050	\$3,571,636	\$3,409,172	\$4,088,862	\$4,118,171	\$4,222,463	\$4,147,295
Cash Surplus/(Deficit)	(\$1,221,550)	(\$297,386)	\$175,003	(\$163,770)	\$181,931	\$77,639	\$152,807
Cash/Cash Equivalents	\$5,111,404	\$4,814,018	\$4,989,021	\$4,825,251	\$5,007,182	\$5,084,821	\$5,237,628



City of Somersworth – Ordinance

Ordinance No: 11-24

TO AMEND CHAPTER 8A, SEWER ORDINANCE, BY AMENDING CHARGES ARTICLE XV SECTION 7.B TITLED “SEWER USE VOLUME CHARGES” TO INCREASE THE SEWER VOLUME CHARGES EFFECTIVE JULY 1, 2024, AND JULY 1, 2025

March 18, 2024

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

Amend Chapter 8A, Article XV, Section 7.B Titled “Sewer Use Volume Charges”, by deleting it in its entirety and replace it with the following:

All sewer users will be charged at a rate of \$8.83 per 100 cubic feet of water used beginning July 1, 2024; \$9.75 per 100 cubic feet of water used beginning July 1, 2025;

Background:

By passage of this Ordinance the City Council is increasing the Sewer Use Volume Charge 10% effective July 1, 2024, and 10% effective July 1, 2025.

This Ordinance shall take effect upon its passage.

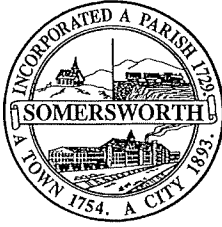
Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin
Kenneth S. Vincent

Approved:

City Attorney



City of Somersworth – Ordinance

Ordinance No: 12-24

SUPPLEMENTAL APPROPRIATION FOR ADDITIONAL FUNDING NEEDED FOR THE WATER METER REPLACEMENT PROGRAM

March 18, 2024

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

The annual budget for the City of Somersworth for Fiscal Year 2023-2024 is amended as follows:

Appropriate \$75,000 (Seventy-Five Thousand dollars) from the Water Fund budget; and

Appropriate \$50,000 (Fifty Thousand dollars) from the Sewer Fund budget as follows:

Water Fund Original Budget \$ 3,236,505	Amendment \$ 75,000	Revised Water Fund Budget \$ 3,311,505
Sewer Fund Original Budget \$ 4,183,996	Amendment \$ 50,000	Revised Sewer Fund Budget \$ 4,233,996

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Kristen LaPanne
City Clerk

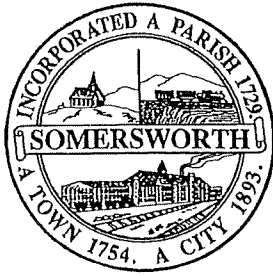
Background:

This Ordinance appropriates additional funding to complete the Residential meter replacement program.

This Ordinance shall take effect upon its passage.

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

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Denis Messier Martin Pepin Kenneth S. Vincent	<i>Approved:</i> City Attorney



MEMORANDUM

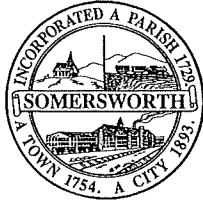
TO: Bob Belmore, City Manager
FROM: Scott Smith, Finance Director
DATE: February 15, 2024
SUBJECT: Meter replacement funding

The budget for the meter replacement program was \$960,000, divided between the Water and Sewer funds. Actual costs to complete the residential phase of meter replacements is going to be approximately \$1,085,000.

We are requesting an additional \$125,000, divided between the Water and Sewer funds to complete the residential phase of the project.

After reviewing the project, and the demands it has put on the billing office and the distribution division, we would like to proceed with the remaining meters next fiscal year by doing these in house. There are 335 meters, 1 inch and above, that we will schedule and have the distribution crew change out over the next year.

If you require any additional information, please let me know.



City of Somersworth – Resolution

Resolution No: **41-24**

TO AUTHORIZE THE CITY MANAGER TO USE FUNDING FROM THE AMERICAN RESCUE PLAN ACT AND THE CABLE FUND TO CONTRACT WITH BRIGHTLY SOFTWARE, INC. OF CARY, NORTH CAROLINA FOR SMARTGOV SOFTWARE

March 18, 2024

WHEREAS, the Somersworth Capital Improvement Program for Fiscal Years 2025-2030 includes a project to provide on-line permitting software for use by the Department of Development Services; and

WHEREAS, City Staff researched qualified companies and requested and received demonstrations from a number of these software companies that provide similar products; and

WHEREAS, after reviewing products available, City Staff determined that SmartGov by Brightly Software of Cary, North Carolina provides a platform that best meets the needs of the City with an initial cost of \$48,386 (FortyEight Thousand Three Hundred EightySix dollars); and

WHEREAS, the Finance Committee reviewed this recommendation with City Staff and recommends the City contract with Brightly Software for SmartGov Software for an amount not to exceed \$48,386 (Forty-Eight Thousand Three Hundred Eighty-Six dollars); and

WHEREAS, the Finance Committee also recommends the City fund this contract using available funding from the American Rescue Plan Act and the Cable Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to use funding from the American Rescue Plan Act and the Cable Fund to contract with Brightly Software for SmartGov Software for an amount not to exceed \$48,386 (Forty-Eight Thousand Three Hundred Eighty-Six dollars) and take any and all other actions relative to this purchase determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin
Kenneth S. Vincent

Approved:

City Attorney



DATE: February 15, 2024
TO: Bob Belmore, City Manager
FROM: Michelle Mears, AICP
Director of Planning and Community Development
Re: Online Permitting Software Proposal

Online Permitting Software is an effective tool for Planning and Code Departments to increase efficiencies and streamline services. Many Planning and Code Departments are expanding their services to offer online permitting portals with credit card payments, in addition to in-person and mailed applications. The Department of Development Services currently only accepts code enforcement permit applications, planning applications, and code compliance inquiries in-person, by mail, and email.

Online Permitting Software can help the Department increase its efficiencies by modernizing our permitting intake processes, enhancing our application workflows, improving public access, and more. Below are key points as to how SmartGov Permitting Software will benefit the Department of Development Services. Other permitting software companies we considered in our scoping process were OpenGov and iWorkQ Systems. Of the software companies for which staff attended demonstrations, SmartGov by Brightly Software was the most user-friendly and effective platform for our Department's needs. Attached to this memo is an overview of SmartGov, the company that is our top choice, as well as a software estimate.

Why does Somersworth need Online Permitting Software for the Department of Development Services?

- **Streamline services & improve public access**
 - Add online application portal & ability to pay with credit card.
 - Provides customers with access to Code and Planning applications and the ability to check approval status.
 - Payment for application fees can be accepted through the portal (with access from computer, laptop, mobile device, etc.)
 - Permit applications can be submitted at any time of day through the portal. This is a convenient option for applicants and contractors that can't come in during regular M-F business hours
 - Ability to browse property information – past permits, land use board approvals, and code violations
- **Improve management of permit & land use applications**
 - Increase the efficiency of application review by digitizing the review process
 - Create custom permit applications
 - Generate notices of decision electronically

- Unlimited file size for applications will eliminate submission issues experienced when submitted through Outlook (current electronic application receipt method).
- **Increase office efficiency & improve operations**
 - Reduce manual processes and data entry for staff
 - Collect accurate customer info
 - Move towards more paperless options
- **Transparency**
 - Keep residents informed about the status of applications through the review process
 - Display property information – past permits, site plans, and code violations

Software features recommended/needed:

- **Online Applications**
 - Customers have the ability to submit code and planning applications online using any device that has the ability to access a web-based browser.
- **Permit & Land Use Application management**
 - Provide staff with the ability to review applications in a web-based format
 - Provide customers with the ability to check the status of applications
- **Code Inspection Scheduling**
 - Customer can view availability of Code Enforcement Officer, Electrical Inspector, and Code Compliance Officer & indicate desired inspection time
- **Integration ability with AssessPro**
- **Support Center**
 - Access to free training resources & customer resources (informational hyperlinks)
 - Provide staff training and ongoing support
- **Financial management & reporting**
 - Integration with Munis software

Staff Recommendation:

- **SmartGov (top choice)**
 - Cost- \$20,500 (year 1 investment with 3% fixed increase for 60 months)

What staff like:

- Easy to use- very user friendly for both staff & residents/customers
- Will easily integrate on website by adding a webpage that will direct customers to inspection scheduling or their desired application
- Option to add additional services at a later date (e.g. data migration of property history)
- SmartGov is priced more favorably than the other software companies we examined
- Mobile app for unlimited users
- Unlimited applications & workflows
- Software implementation process would only take 6-12 months
- Assigned a Project Manager to help with onboarding and staff training
- Unlimited Support Center available
- Integration with Outlook Calendar and Munis

- Unlimited file size for permit and land use applications
- Unlimited users (other departments can create their own accounts)

NH Communities that Utilize SmartGov at Some Capacity or Similar to Somersworth's Intended Use:

- Stratham
- Laconia
- Rindge

Pricing Proposal Description

SmartGov by Brightly Software

Cost

Year 1 Startup	\$27,947
Year 1 Service Charge	\$20,439
Year 1 Total Investment	\$48,386
Year 2 Service Charge	\$21,052
Annual Increase (60-month subscription)	3%

SmartGov Highlights

- Online Public Portal for Unlimited Users
- Unlimited City Users
- Unlimited applications & workflows
- Integration with Munis and Outlook Calendar
- Software implementation process would take 6-12 months

Cloud Services – Cloud Services fees comprise the software annual subscription. These fees are due annually at the start of the contract term and include software access and maintenance, hosting, data storage (unlimited), and live support via phone and or email.

Item	Description
SmartGov Enterprise	The Enterprise fee is an annual subscription fee for Permitting, Code Enforcement, and Business License services.
SmartGov Permitting	The Permitting Module for SmartGov. It is included in the subscription and does not cost extra (ex. Building Permits, Electrical Permits).
SmartGov Code Enforcement	The Code Enforcement Module for SmartGov. It is included in the subscription and does not cost extra (ex. Code Compliance, Inspection Scheduling)
SmartGov Business License	The Business License Module for SmartGov. It is included in the subscription and does not cost extra (ex. Certificate of Occupancy Applications).
SmartGov Connector Financial	The Financial Connector generates an automated batch file through a job process and is used to reconcile the City's General Ledger with fees taken in through SmartGov and typically runs at the end of each day. This will eliminate the need for any kind of manual reconciliation. This fee is for the annual maintenance of this job process.
SmartGov Connector Merchant	The Merchant connector provides an interface with the City's preferred merchant vendor to allow applicants to pay fees through the SmartGov Portal. This fee is for the annual maintenance of this interface.

Professional Services – Professional services are the costs for the set up and implementation of the software. These are milestone-based cost due after the milestone is complete. All Professional Services costs are one-time fees that do not recur annually. These services are described in the scope of work. See below for a brief description of each:

Item	Description
General Configuration	System configuration (set up) including adding users, setting up security, and other configuration elements to set up SmartGov to support the City's unique processes and business rules.
Fees Configuration	Set up the City's fee schedule in SmartGov, so fees automatically calculate.
Workflow template customization	Set up your different application types and code enforcement types for all departments.
Existing Merchant Connector	Set up for the merchant connector described above.
Portal Configuration	General configuration for the Citizen Portal.
Parcel Connector Configuration	Set up for the parcel connector. The parcel connector automatically updates parcel information in SmartGov with City's parcel source database.
SmartGov Custom Implementation	This is just a category of the type of implementation offered in this proposal. It does not have any cost or associated deliverable.
Project Management	This is for an assigned Brightly project manager to ensure all scope of work milestones are delivered on time and on budget.
Map Configuration	This is for Brightly to set up the interface between SmartGov and the City's GIS system.
Financial Export Connector Configuration	This is for the set-up of the Financial Connector described above.
Custom Report	This is for Brightly to create one custom report.
SmartGov Basic Training	This is system training for the City's user of SmartGov.

Cloud Services Subscription – “Cloud Services Subscription” is the same as “Cloud Services” described above. They are the costs that comprise the annual subscription. The table labeled “Cloud Services Subscription” in the proposal include the same line items in the “Cloud Services” table described above but also shows the increase of the subscription over the five-year term of the contract, which is 3% each year.

**PREPARED FOR**

City Of Somersworth ("Subscriber")
One Government Way
Somersworth, NH 03878

PREPARED BY

Brightly Software Inc ("Company")
11000 Regency Parkway, Suite 300
Cary, NC 27518

Dude Solutions is now Brightly. Same world-class software, new look and feel.

Meet Brightly at brightlysoftware.com

PUBLISHED ON

February 02, 2024



Q-393540

This SOW has been defined to leverage Brightly's experience, while optimizing the use of resources, thereby maximizing cost efficiencies on behalf of Client.

Based on our current understanding of the complexity and scope of this effort and the expected involvement of the Brightly team resources, the current estimated Fixed Price for this engagement is shown in the Investment table. This estimated cost breakdown is as follows:

Sourcewell/NJPA purchasing contract

- <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents> (<https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents>).
- Contract #090320-SDI

Subscription Term: 60 months (07/01/2024 - 06/30/2029)

Cloud Services				
Item	Start Date	End Date	Pricing Based On	Investment
SmartGov - Enterprise	7/1/2024	6/30/2025	11,766.00 Population	18,395.15 USD
- SmartGov Permitting	7/1/2024	6/30/2025		Included
- SmartGov Code Enforcement	7/1/2024	6/30/2025		Included
- SmartGov Business License	7/1/2024	6/30/2025		Included
SmartGov Connector Financial	7/1/2024	6/30/2025		1,022.26 USD
SmartGov Connector Merchant	7/1/2024	6/30/2025		1,022.26 USD
				Subtotal: 20,439.67 USD



Professional Services		
Item	Pricing Based On	Investment
General Config	11,766.00 Population	2,375.00 USD
Fees Configuration (Pages)	3.00	1,513.35 USD
Workflow template customization	11,766.00 Population	8,401.80 USD
Existing Merchant Connector Configuration	11,766.00 Population	1,425.00 USD
Portal Configuration	11,766.00 Population	1,187.50 USD
Parcel Connector Configuration	11,766.00 Population	2,968.75 USD
SmartGov Custom Implementation	One-Time	0.00 USD
Project Management	One-Time	3,286.34 USD
Map Connector Configuration	11,766.00 Population	1,187.50 USD
Financial Export Connector Configuration	11,766.00 Population	2,375.00 USD
Custom Reports	1.00 Report(s)	475.00 USD
SmartGov Training - Basic	One-Time	2,752.15 USD
		Subtotal: 27,947.39 USD
Total Initial Investment		48,387.06 USD

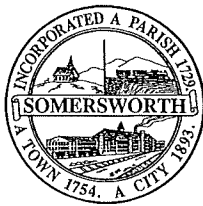


The above level of effort and associated pricing is based on the SMARTGOV package selected by City Of Somersworth and is subject to change based on defined client requirements that may be discovered during project delivery. Any identified project scope or requirements changes will be addressed via the Company's Change Control Authorization ("CCA") process.



Cloud Services Subscription

Item	Investment Year 2 Start Date: 07/01/ 2025	Investment Year 3 Start Date: 07/01/ 2026	Investment Year 4 Start Date: 07/01/ 2027	Investment Year 5 Start Date: 07/01/ 2028
SmartGov - Enterprise	18,947.00 USD	19,515.41 USD	20,100.88 USD	20,703.90 USD
- SmartGov Permitting	Included	Included	Included	Included
- SmartGov Code Enforcement	Included	Included	Included	Included
- SmartGov Business License	Included	Included	Included	Included
SmartGov Connector Financial	1,052.93 USD	1,084.52 USD	1,117.05 USD	1,150.56 USD
SmartGov Connector Merchant	1,052.93 USD	1,084.52 USD	1,117.05 USD	1,150.56 USD
Total:	21,052.86 USD	21,684.45 USD	22,334.98 USD	23,005.02 USD



City of Somersworth – Resolution

Resolution No: 42-24

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
FIRE TECH AND SAFETY OF NEW ENGLAND OF WINTHROP,
MAINE FOR THE PURCHASE OF SELF-CONTAINED BREATHING
APPARATUS FOR THE FIRE DEPARTMENT**

March 18, 2024

WHEREAS, the Somersworth Capital Improvement Program for Fiscal Years 2024-2029 contains a recommendation to replace all self-contained breathing apparatus used by the Fire Department over a 4-year period; and

WHEREAS, the fiscal year 2023-2024 adopted budget contains an appropriation for the purchase of self-contained breathing apparatus representing the first year of this program; and

WHEREAS, Fire Tech and Safety of New England is a certified vendor for self-contained breathing apparatus on the Massachusetts State Bid List; and

WHEREAS, City staff recommends purchase of self-contained breathing apparatus from Fire Tech and Safety of New England utilizing the Massachusetts State Bid list at a cost not to exceed \$108,000 (One Hundred Eight Thousand dollars); and

WHEREAS, the Finance Committee reviewed this recommendation with City Staff and recommends the City contract with Fire Tech and Safety of New England for an amount not to exceed \$108,000 (One Hundred Eight Thousand dollars); and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Fire Tech and Safety of New England of Winthrop, Maine for the purchase of self-contained breathing apparatus for the Fire Department at an amount not to exceed \$108,000 (One Hundred Eight Thousand dollars) and take any and all other actions relative to this purchase determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Denis Messier
Martin Pepin
Kenneth S. Vincent

Approved:

City Attorney

February 15, 2024

SCOTT SCBA Purchase Addendum for Quote # 204844

We are seeking to move forward with the '24 Capital Budget purchase of Self-Contained Breathing Apparatus (SCBA), in the amount of \$ 107,998. This Capital Budget item is the first year of a 4 year replacement plan of all Fire Department SCBA. The City has moved the replacement plan out one year and adjusted as follow:

- FY'24 \$ 108,000
- FY'25 0
- FY'26 \$ 99,000
- FY'27 \$ 106,000
- FY' 28 \$ 112,000

This current purchase will be for 11 new SCOTT Brand X3 Pro 4500 air packs, 11 AV 3000 Masks and 11 spare air cylinders as included in the attached quote.

SCBA is a compressed air system comprised of an air bottle, harness, regulator and mask, used for firefighters entering hazardous environments.

The purchase from Fire Tech & Safety of NE is based on Mass State Contract pricing and has been the sole source vendor for Somersworth Fire for Scott Breathing Apparatus purchases, service and maintenance.

Delivery of this equipment will be approximately 90 days from time of placing the order.

Chief Dellner

Bob Belmore

From: Mark Dellner
Sent: Tuesday, March 12, 2024 12:54 PM
To: Bob Belmore; Scott A. Smith
Cc: Rebecca Jalbert; Brenda Breda
Subject: New FEMA Assistance to Firefighters Grant submitted for New Air Packs

Bob and Scott.

Just as an informational update, we have formally submitted a FY 2023 FEMA grant to complete our Self Contained Breathing Apparatus (Air Packs) project.

I have attached a Project description and Budget as well as a Statement of Effect on Operations to help you better understand the project and its intent, goal and purpose.

Project Description and Budget

- The Somersworth Fire Department, through this grant, will enhance the safety and protection of our firefighters by upgrading and purchasing 14 riding position packs and 28 spare bottles of Self-Contained Breathing Apparatus and to provide 22 Quick Connect Regulators compatible with the air pack specifications. This equipment will replace aging PPE, some as old as 15 years or older, with SCBA that will have integrated pass devices and make us interoperable with our neighboring Cities and Towns and to meet the NFPA 1981 standard. In addition, we are requesting funds to purchase a Mask Fit test machine in order to custom fit each member properly with the ability for us to do continual mask fit tests annually. With your help in funding \$195,700 and the SFD Fire depts. share of \$10,300 we will replace 14 worn, repaired, and contaminated Scott brand 4500 psi packs @ \$115,500, 28 spare bottles @ \$33,824, 14 AV3000 Masks @ \$5,040, 22 Quick Connect Regulators @ \$41,636 and 1 Quantifit brand Mask Test Machine. This will include state bid competitive pricing and helping us take more aggressive steps towards protecting our firefighters, a priority of the Assistance to Firefighters Grant program.
- Statement of Effect on Operations
 This grant would affect our daily operation by providing safety and interoperability to our firefighters while wearing SCBA, both in the City or when summonsed to another town for automatic or mutual aid. Besides personal protective equipment, SCBA is a firefighter's first and primary means of protection. An entire firefighting operation depends on a firefighter's ability to breathe correctly to be effective. Currently our department inspects SCBA twice a year subjectively basing its passing upon condition. An outside company performs annual maintenance, inspection and hydro testing. In reviewing our needs, our 32 Air Packs in inventory are (7) at 22 years old, (1) at 11 years old, (12) at 10 years old and (12) at 8 years old. Visually many of these packs present in poor condition, the fact is that these packs are beyond that of the recommendations of NFPA 1852: Standard on Selection, Care, and Maintenance of Structural Breathing Apparatus. According to new proposed changes frontline carbon wrapped firefighting SCBA bottles should be replaced after fifteen years and eliminated from service. SFD is now looking to keep this type of equipment in service no more than ten to fifteen years.
 Our current bottle inventory in age are (26) @ 10yrs old, (12) @ 9 years old and (12) @ 8 yrs old.
 By the time this grant process goes through the packs and bottles will be another year older.
 Our department goal is to establish an updated, NFPA 1981 compliant inventory of 25 Air Packs and masks and 50 bottles. This current Fiscal year, our Department was able to secure Capital funding for the start of our goal with the purchase of 11 Air packs and 22 bottles. The request for this AFG grant is to help us with the remainder of our project, hence the 14 requested air packs and 28 bottles, in addition to our request for 22 quick connect regulators and a mask fit test machine as outlined.

We submitted this grant On March 7, 2024 (Due March 8) and the anticipated Grant Award dates will begin on approximately **April 30, 2024** and continuing thereafter until all FY 23 AFG Program grant awards are issued (but no later than **September 30, 2024**). The total grant request is for \$ 206,000 and will require only a 5% match thru the grant period. This is considered a competitive grant however I feel we have stated our needs appropriately, meeting the intent and priorities of the AFG programs through FEMA.

Thank you for your continued support to the needs and safety to our City Firefighters.

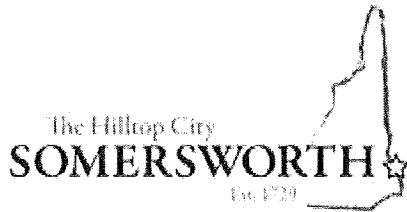
Sincerely~

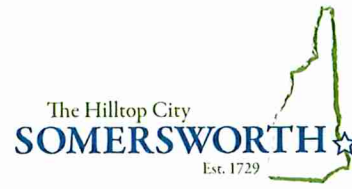
Mark Dellner

Mark Dellner, Fire Chief
Somersworth Fire Department

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

(603) 692-3457





DATE: March 13, 2024

TO: Robert Belmore, City Manager
Scott Smith, Finance Director

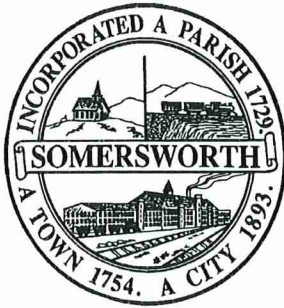
FROM: Kristen LaPanne, City Clerk

RE: Preservation of Vital Records
NH Moose Plate Grant 2024

The City Clerk's Office is eager to continue working towards the preservation of the City's vital records and is requesting approval to submit a Letter of Intent for a 2024-2025 Moose Plate Grant in an effort to continue with this project. As part of the Moose Plate Grant Program, the NH State Library makes grants available to public institutions for the preservation of historical documents that are significant to the history of New Hampshire. The first step in applying for this grant is to submit a Letter of Intent by May 3, 2024. If approved, a grant proposal is due no later than June 21, 2024.

The City applied for and was approved to receive a Grant from the NH State Library in the amount of \$9,249 for preservation treatment, microfilm and digital scanning of 3 volumes of Marriage, Birth, and Death records for the years 1938-1940. The City Clerk's Office is expecting this current project to be completed late spring/early summer.

Our intent is to apply for a similar amount of funding as received through the current grant. If we are successful in our application for the 2024-2025 Moose Plate Grant, we would look to preserve Marriage, Birth, and Death records for 1941-1943. There is no local match for this grant.



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: March 13, 2024

Re: Monthly Report

Finance Department:

- Met with City Manager and Department Heads on FY25 budget proposal. Worked on budget document.
- Bids:
 - Constitutional Way Project – Received February 8, 2024

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 \$9,561.
- Permits:
 - UNH – Sign permit to promote job fair
 - American Legion Post 69 – Queen of Hearts 1/1/24-12/31/24
 - American Legion Post 69 – Yahtzee Dice 1/1/24-12/31/24
 - American Cancer Society – Fundraising Cornhole Event @ Tri-City Christian Academy – 4/6/24 @ 1PM

Tax Collector:

- Motor vehicle registrations were a total of \$173,985 during the month.
- Collected \$5,580 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,375,945.

Library

- 2,652 people visited the Library in February.
- There were 33 new library cards issued. There are a total of 1,686 active cards.
- Upcoming Programs in March are:
 - March 5- Quality Time
 - March 12- Master Gardener Series Invasive Plants
 - March 19- Book Club
 - March 23- Cookbook Club
 - March 26- Master Gardener Series Go Native: Gardening with Native Plants
- One-time Programs:
 - Kids Club February Session: Cook A Book.
 - Gardening Series- Vegetable Gardens
 - Needle Felted Hearts with The Gathering Place
 - Hearing Loss Seminar
 - Cook Book Club
 - Adult Winter Reading Challenge began
 - Reading Buddy Adoption Clinic
 - Nailed It- All Ages Program based on a cooking show
 - 2/28 PNSY STEM Children's program - Coding Robots (Ozobots).
- March 29 Easter Egg Hunt- We are joining the Rec Department for their annual egg hunt. We are bringing a Storywalk and library information.

Information Technology

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

Assessing

- Received requests for abatements, due March 1. Will review and make recommendations moving forward.
- Continue to work on City-wide Revaluation.

Date: 3/1/24

To: Robert Belmore, City Manager

From: Michelle Mears, AICP

Director of Planning and Community Development & D.D.S. Staff

Re: Department of Development Services February 2024 - 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.

- Zoning Board – No meeting
- Conservation Commission – February 14 & February 27
- Planning Board – February 21
- SRTC – February 7
- Historic District Commission – February 28

Building and Health Departments

MAJOR Building Permits Applied for February 2024

Address	Construction Costs	Fees
Total	\$ -	\$ -

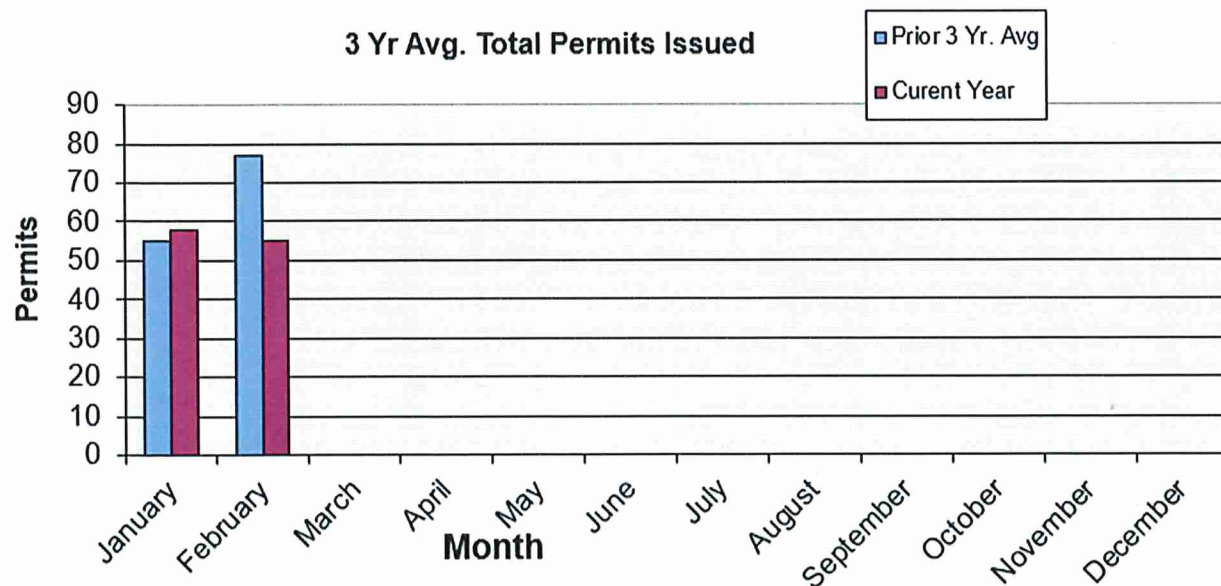
MINOR Building Permits Applied for February 2024

Address	Construction Costs	Fees
17 Laurier St	\$ 40,000.00	\$ 385.00
1-37 Cherryfield Dr	\$ 5,283.00	\$ 97.00
7 Pinkham Ave	\$ 11,551.50	\$ 128.96
37 Lincoln St	\$ 52,174.00	\$ 494.57
14 Fayette St	\$ 2,500.00	\$ 47.50
44 Indigo Hill Rd	\$ 11,850.00	\$ 133.00
11 Westman St	\$ 40,470.33	\$ 389.23
40 Blue Heron Dr	\$ 40,000.00	\$ 385.00
123 Maple St	\$ 3,250.00	\$ 64.00
7 Portland St	\$ 45,000.00	\$ 430.00
421 Old Rochester Rd	\$ 10,000.00	\$ 115.00
25 Grand St	\$ 3,497.22	\$ 56.47
44 Buffumsville Rd	\$ 10,000.00	\$ 115.00
126 Colonial Village	\$ 3,240.00	\$ 54.15
29 Franklin St	\$ 7,000.00	\$ 88.00
86 High St	\$ 5,300.00	\$ 72.70

10	Doelson St	\$ 4,293.15	\$ 85.00
4	Joyce St	\$ 20,000.00	\$ 205.00
13	Ron Wyn Dr	\$ 18,500.00	\$ 191.50
48	Whippoorwill Way	\$ 3,000.00	\$ 52.00
19	Cemetery Rd	\$ 21,795.00	\$ 223.00
Totals		\$ 345,206.98	\$ 3,812.08

Permit Receipts as of February 2024

PERMIT RECEIPTS							
	2020	2021	2022	2023	2024	DIFFERENCE this year to last	% OF CHANGE
January	\$13,195.23	\$8,599.31	\$10,660.43	\$12,486.79	\$56,497.71	\$44,010.92	77.9%
February	\$13,438.09	\$6,590.61	\$31,381.26	\$10,679.12	\$11,231.26	\$552.14	4.9%
March	\$24,077.27	\$46,267.60	\$25,904.65	\$49,155.68			
April	\$10,871.58	\$27,779.60	\$26,246.19	\$14,650.50			
May	\$19,665.79	\$33,736.68	\$11,141.09	\$33,819.63			
June	\$13,079.55	\$51,947.53	\$37,046.22	\$12,436.71			
July	\$16,816.46	\$18,776.42	\$9,648.31	\$23,252.47			
August	\$23,823.08	\$46,171.98	\$25,716.69	\$22,620.10			
September	\$23,396.60	\$13,805.11	\$30,356.86	\$10,732.46			
October	\$16,152.79	\$18,139.91	\$12,587.39	\$22,766.41			
November	\$12,376.38	\$8,476.08	\$30,037.01	\$6,930.30			
December	\$6,925.03	\$8,858.58	\$7,853.79	\$18,565.77			
Year total	\$26,633.32	\$15,189.92	\$42,041.69	\$23,165.91	\$67,728.97	\$44,563.06	192.4%
Difference of change this year to last (completed months only)							



Property Maintenance February 2024

*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice;

Address	Complaint Type	Complaint Date	Notification Issued	Status
446 High Street	MPV	11/17/2022	NOV	Pending
37 Franklin Street	MPV	12/5/2022	CN	Pending
11 Ash Street #A	MPV	1/5/2023	NOV	Pending
Blue Heron Drive	Wetlands Violation	2/10/2023	NOV	Pending
65 Green Street	Fire Escape Violation	3/23/2023	CN	Pending
334 Main Street	Junkyard	7/25/2023	CN, NOV	Pending
289 Main Street	MPV	4/28/2023	NOV	Pending
254 High Street	Siding Violation	5/31/2023	NOV	Pending
283 Main Street	MPV	7/6/2023	NOV	Pending
290 Main Street	Siding Violation	7/11/2023	NOV	Pending
8 Wiggins Court	Zoning Violation	8/9/2023	NOV	Resolved
396 High Street	MPV	8/29/2023	NOV	Pending
334 Main Street	Zoning Violation	1/30/2015	NOV	Pending
59 High Street	MPV	10/17/2023	CN	Pending
82 High Street	Zoning Violation	10/19/2023	NOV	Pending
472 High Street	Sign Violation	10/27/2023	CN	Pending
290 Main Street	Siding Violation	10/31/2023	NOV	Pending
47 Prospect Street	MPV	10/31/2023	CN	Pending
8 Wiggins Court	Zoning Violation	11/6/2023	NOV (2)	Resolved
156 High Street #C	Sign Violation	11/16/2023	NOV	Pending
45 Cinnamon Ridge Road	Camper Violation	11/21/2023	CN	Pending
197 Rt. 108	Trash	11/21/2023	NOV	Pending
81 Franklin Street	Trash	11/28/2023	CN	Resolved
47 Green Street #B	MPV	11/30/2023	NOV	Pending
24 West High Street	Dumpster Violation	12/5/2023	CN	Resolved
42 Green Street	MPV	12/6/2023	CN	Resolved
1 Drew Road	Fence Violation	12/11/2023	CN	Pending
47 Maple Street	Siding Violation	12/11/2023	CN	Pending
81 Franklin Street	Trash	12/14/2023	CN	Resolved
18 High Street	MPV	12/14/2023	NOV	Pending
90 Market Street	Siding Violation	12/14/2023	CN	Pending
56 Market Street	Siding Violation	12/14/2023	CN	Pending
400 High Street	MPV	12/18/2023	CN	Resolved
47 Green Street #A	MPV	12/19/2023	NOV	Pending
197 Rt. 108	Oil Spill	12/19/2023	NOV	Pending

97 High Street	Siding Violation	12/22/2023	CN	Resolved
19 Tri-City Road	Off Premise Sign	12/28/2023	CN	Pending
7 Ash Street	Trash	12/28/2023	CN	Pending
31 Waltons Way	Trash	1/2/2024	CN	Resolved
51 Prospect Street	HDC Violation	1/4/2024	NOV	Pending
47 Prospect Street	HDC Violation	1/4/2024	NOV	Pending
53 Prospect Street	Siding Violation	1/8/2024	CN	Pending
16 Portland Street	MPV	1/23/2024	CN	Pending
38 Franklin Street	Trash	1/24/2024	NOV	Resolved
31 Market Street #A	MPV	1/30/2024	NOV	Pending
109 Main Street	Trash	2/16/2024	CN	Resolved
86 Franklin Street	Trash	2/16/2024	CN	Resolved
62 Green Street	Siding Violation	2/16/2024	CN	Pending
7 Ash Street	Trash	2/16/2024	NOV	Pending
283 Main Street	Trash	2/16/2024	NOV	Resolved
8 Beacon Street	HDC Violation	2/21/2024	NOV	Pending
81 Franklin Street	Trash	2/21/2024	NOV	Resolved
1 Drew Road	Fence Violation	2/23/2024	NOV	Pending
85 Washington Street	Wall Violation	2/23/2024	NOV	Pending
47 Green Street	MPV	2/23/2024	NOV	Pending
436 High Street	Site Plan Violations	2/26/2024	CN	Pending

PLEASE NOTE – All matters shown as “Resolved” were active matters which were closed in the month of February 2024 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of February, 2024, fifteen (15) open matters became compliant and were closed.
- In February, 2024, the Code Compliance Office issued:
 - Four (4) Courtesy Notices; and
 - Seven (7) Violation Notices

COURT MATTERS – Ongoing

- **City v. Michael Davis – 25 Otis Road**
 - The Court held a review hearing on September 14, 2023, at which parties and counsel appeared. The Court reviewed the parties' Third Joint Statement Of Status, and heard from counsel. The parties agree that the defendant has made and is making progress on the Conditional Use Permit ("CUP"), which remains the sole outstanding item. To that end, the defendant assembled necessary materials and attended and presented at the Conservation Commission meeting on September 13. The Commission requires additional information (a timeline/annotated plan indicating what has occurred on the property at what time). The parties anticipate that the CUP process will require an

additional two-to-three Commission meetings and two-to-three Planning Board meetings.

- Based on the parties' joint request, the Court now rules as follows:
- 1. A review hearing will be scheduled for early March, by which time the parties expect that the CUP process will have concluded. The hearing will concern the status of the CUP process as well as the City's outstanding sanctions requests.
- 2. On or about the 20th of each month, the parties shall file status reports as to the CUP process and any other issues.
- 3. If any party needs a hearing on any issue between now and March, that party may file a motion seeking a hearing and explain why one is necessary.
- **February Update:** The Defendant's application for a CUP is still pending at the City's Conservation Commission. The Conservation Commission continued the applicant to the July 10th meeting of the Commission. The Defendants new legal representation, Marcia Brown, is requesting an extension to September 15th 2025 to complete the defendants Conditional Use Permit. A compliance hearing is slated for 3/14/2024 at Strafford Superior Court.

- **City v. James Wolcott – 197 Rt. 108**

- City of Somersworth-Code Compliance had issued a Citation and Summons to James Wolcott for his lack of adherence to the Zoning Ordinance regarding junkyards. First notified of this violation back on 12/29/2022, Mr. Wolcott has failed to abide by the Zoning Ordinance, disregarding multiple notices to clean up the property.
- On 7/20/2023, the Code Compliance Office came to an agreement with Mr. Wolcott regarding his outstanding code violations. In exchange for suspending the civil penalty of \$1,000.00, Mr. Wolcott agreed to plead guilty to the violation and clean up the property by 8/20/2023.
- On 9/12/2023, the Code Compliance Office motioned the court to impose the suspended sentence. This property was not brought into compliance by the agreed upon date and continues to be out of compliance as of 9/30/23. The City is seeking to impose the original \$1,000.00 fine.
- On 9/27/2023, Judge Gardner ruled in favor, granting the City's motion to impose a suspended sentence. The defendant, James Wolcott, was given until October 31st, 2023 to pay the civil penalty in full.

- On 11/1/2023, James Wolcott failed to pay the fines ordered by the court. The Code Compliance Office will file a motion to Dover District Court seeking a bench warrant for failure to pay 1,000.00 in fines. Updates will be provided in the December report.
 - On 12/9/2023, The Code Compliance Office motioned the court to issue a bench warrant for James Wolcott.
 - On 12/21/2023, Judge Lown granted the City's request, issuing the bench warrant on 1,000.00 cash bail.
 - On 3/1/2024, James Wolcott was arrested for an active bench warrant set at 1,000.00.
 - On 3/2/2024, Dover District Court set an arraignment date of 4/1/2024.
- **City v. Reddy Infosys Inc. – 86 High Street**
 - On 9/29/2023, Anji Reddy plead guilty to twenty-two class B felonies and will pay a fine of 1,000.00 for his lack of compliance with the City of Somersworth Property Maintenance Ordinance. In an attempt to incentivize Reddy Infosys Inc. to make the necessary repairs, the fines were temporarily suspended. Reddy Infosys Inc. was given until 1/31/24 to complete all of the repairs necessary as outlined in the 2/28/2023 Notice of Violation.
 - On 10/2/2023, Judge Gardner approved the guilty plea and agreement to complete the necessary repairs by 1/31/24. In addition, the defendant grants access to the City for prescheduled compliance inspections. Suspension of fines is contingent upon code compliance by the deadline of 1/31/2024. If the defendant fails to abide by the agreement, the original fines will be imposed.
 - On 10/16/2023, an inspection was conducted at 86 High Street. Reddy Infosys Inc. has made substantial progress in renovating the apartment. The next compliance inspection is scheduled for 10/19/2023 and 11/6/2023.
 - On 2/27/2024 the Somersworth Building Inspector signed off on the work completed at 86 High Street. Only a few items remain to bring this case to completion.
- **City v. DWBH Ventures – 289 Main Street**
 - On 6/22/2023, City of Somersworth-Code Compliance has issued a Citation and Summons to DWBH for their lack of property maintenance regarding a multitude of code violations observed on 4/28/2023.

- On 7/10/2023 the Code Compliance Office received a notice of entry of “not guilty” and waiver of arraignment by the defendant’s attorney. On 8/7/2023, the Code Compliance Office was notified of a 9/25/2023 trial date.
- On 9/25/2023 the Code Compliance Office came to an agreement with DWBH Ventures for an additional 6 months to complete the necessary work to the apartment. Additionally, by 1/1/2024, the Defendant shall issue a report to the City regarding the status of repairs. If necessary, another hearing will be scheduled 6 months from 9/2023.
- On 12/14/2023 the Code Compliance Office received notice from Dover District Court that a trial has been scheduled for 4/2/2024.
- On 2/28/2024 DWBH Ventures notified the City that they will begin lead abatement on 3/11/2024. 4/2/2024 trial is still pending full code compliance.

- **City v. Anji Reddy – 11 Ash Street**

- On 8/25/2023, Anji Reddy plead guilty to one class B Misdemeanor and will pay a fine of 1,000.00 for his lack of compliance with the City of Somersworth Property Maintenance Ordinance/Fire Codes. Additionally, Mr. Reddy will need to comply with any future compliance issues within 14 days of receiving notification. Emergencies as deemed by the Code Compliance officer must be fixed within 7 days. Failure to adhere by the terms of the defendant’s guilty plea will incur an additional \$2,500.00 fine.
- On 8/25/2023, Anji Reddy plead guilty to an additional class B Misdemeanor and will pay a fine of 1,000.00 for his lack of compliance with the City of Somersworth, Property Maintenance Ordinance, regarding the lack of sufficient heat for tenants during the 22/23 winter. Additionally, Mr. Reddy will need to comply with any future compliance issues within 14 days of receiving notification. Emergencies as deemed by the Code Compliance officer must be fixed within 7 days. Failure to adhere by the terms of the defendant’s guilty plea will incur an additional \$7,425.00 fine.
- On 8/25/2023, Anji Reddy plead guilty to an additional class B Misdemeanor and will pay a fine of \$1,000.00 for his lack of compliance with the City of Somersworth, Property Maintenance Ordinance, regarding the electrical issues in the building. Additionally, Mr. Reddy will need to comply with any future compliance issues within 14 days of receiving notification. Emergencies as deemed by the Code Compliance officer must be fixed within 7 days. Failure to adhere by the terms of the defendant’s guilty plea will incur an additional \$22,275.00 fine.

- On 8/25/2023, Anji Reddy plead guilty to two additional class B Misdemeanors and will pay a fine of \$1,000.00 for his lack of compliance with the City of Somersworth, Property Maintenance Ordinance regarding lead paint exposure and egress window issues. Additionally, Mr. Reddy will need to finish replacing all necessary windows in the building in 60 days. All surfaces with lead paint must be abated by a lead safe certified company within 120 days. Failure to do so will result in a 25,000.00 fine.
- On 12/29/2023, The City requested proof of compliance with the terms of the agreement. As indicated in the agreement, the lead paint in the unit was to be abated following applicable state regulations.
- On 12/29/2023, The defendant responded to the City's request indicating that a tenant had painted over the lead paint as of 11/30/2023. This violates the agreement made as individuals cannot perform lead abatement work in the State of New Hampshire without a valid license per NH RSA 130-A:10 and NH RSA 130-A:12.
- On 1/3/2024, The Somersworth Code Compliance Officer, Shane Conlin submitted a Motion To Impose Suspended Sentence. This motion was made for failure to abide by the 8/25/2023 agreement. A ruling was issued on 1/18/2024 to schedule a Motion Hearing to Impose Suspended Sentence.
- On 1/16/2024, The Defendant countered the City's Motion, submitting a Motion Landlord's Objection To Motion To Impose Suspended Sentence.
- On 1/17/2024, The Somersworth Code Compliance Officer, Shane Conlin submitted a Motion To Oppose Landlord's Objection.
- On 1/15/2024, Dover District Court issued a Notice of Hearing to the Code Compliance Officer, Shane Conlin to attend a Motion Hearing scheduled for 3/18/2024.
- **City v. Wilson Macario Perez – 8 Wiggins Court**
 - On 1/11/2024, City of Somersworth-Code Compliance has issued a Citation and Summons to Wilson Macario Perez for operating a commercial construction business in a residential zone. An arraignment is scheduled for 2/26/2024.
 - On 2/26/2024, City of Somersworth-Code Compliance came to agreement with Wilson Macario Perez. Mr. Macario Perez will cease commercial operations by July, 2024. The defendant will sell their property and relocate to an appropriate location zoned for their use.

- **City v. Dominga Gallego – 8 Wiggins Court**

- On 1/11/2024, City of Somersworth-Code Compliance has issued a Citation and Summons to Dominga Gallego for operating a commercial construction business in a residential zone. An arraignment is scheduled for 2/26/2024.
- On 2/26/2024, City of Somersworth-Code Compliance came to agreement with Dominga Gallego. Ms. Gallego will cease commercial operations by July, 2024. The defendant will sell their property and relocate to an appropriate location zoned for their use.

- **City v. Harry Lee – 38 Franklin Street**

- On 11/28/2023, City of Somersworth-Code Compliance has issued a Citation and Summons to Harry Lee for failing to clean up the rental property located at 38 Franklin Street. An arraignment is scheduled for 3/4/2024.
- On 2/28/2024, City of Somersworth-Code Compliance came to agreement with Mr. Lee. Mr. Lee must clean up the property and maintain its condition for one year. In exchange, the City has suspended the \$550.00 fine.

- **City v. Anthony Kurlovich – Parcel 50-13**

- 2/9/2024, City of Somersworth-Code Compliance has issued a Citation and Summons to Anthony Kurlovich for failing to rectify wetland ordinance violations. An arraignment is scheduled for 4/15/2024.

Land Use Boards:

Minor Field Modification Requests:

Midway Auto's request to repave the existing parking lot and improve landscaping for a property located at 155 Route 108, in the Commercial/Industrial (CI) District, Assessor's Map 63 Lot 11A was **approved**.

Conservation Commission:

February 14th

- Michael Davis's request for a conditional use permit for after the fact excavation and alterations within the Riparian and Wetland Buffer on a property located at 25 Otis Road, in

the Residential/Single Family (R1) District, Assessor's Map 31, Lot 49, CUP#03-2023 was **continued**.

- Michael Davis's request for a conditional use permit for tree removal within the Riparian and Wetland Buffer on a property located at 25 Otis Road, in the Residential Single Family (R1) District, Assessor's Map 31 Lot 46 CUP#07-2023 was **continued**.

February 27th

- The Conservation Commission held a workshop to discuss the Land Use & Natural Resources Master Plan Chapter Workshop with Strafford Regional Planning Commission.

Historic District Commission:

February 28th

- A Historic Plaque Program Workshop with the Summersworth Historical Society & Museum was held.
- Cynthia White/Ali Kalem are seeking a certificate of appropriateness for installed windows on a property located at 2 Main Street, in the Business (BH) District with Historic Overlay, Assessor's Map 11 Lot 202, HDC#03-2024 was **approved**.
- Peter Merrill is seeking a certificate of appropriateness to install a dormer on a proposed attic unit on a property located at 86B High Street, in the Business (BH) District with Historic Overlay, Assessor's Map 11 Lot 217, HDC#04-2024 was **continued**.
- Mark Cross is seeking a certificate of appropriateness for a deck replacement on a property located at 9-11 Beacon Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 76, HDC#06-2024 was **approved**.

Planning Board:

The Planning Board reviewed the following:

February 21st

- **PUBLIC HEARING:** Tammy Desrosiers is seeking to amend an existing CUP#08-2022 to add enhanced erosion control and ensure safe access to the backyard and return original shrubs and plants and various other improvements including a shed, maintenance to existing structures, landscaping and site maintenance to the property located at 14 Westman Street, in the Residential/Single Family (R1) District, Assessor's Map 25 Lot 48C CUP#08-2023 was **approved**.
- **PUBLIC HEARING:** Jaime Aldebot is seeking a Site Plan Amendment for a waiver from parking space requirements for Motor Vehicle Services (indoor car detailing business) on a property located at 497 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 40 Lot 53, Condo Map 90 Lot 53C, ZBA#20-2023 was **approved**.

- Bill Dube Kia, LLC is seeking Conceptual Review for an Automobile Sales use located at 220 & 222 Route 108, in the Commercial/Industrial (CI) District, Assessor's Map 61 Lots 10 & 11, SITE#02-2024.
- Adam Johnson is seeking Conceptual Review for Multi-Family development located at 10 Green Street, in the Business (BH) District with Historic Overlay, Assessor's Map 10 Lot 172, SITE#03-2024.
- **PUBLIC HEARING:** Revision of Subdivision Regulations – Chapter 22 was **approved.**

Site Review Technical Committee:

February 7th

- Jaime Aldebot is seeking a Site Plan Amendment for a waiver from parking space requirements for Motor Vehicle Services (indoor car detailing business) on a property located at 497 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 40 Lot 53, Condo Map 90 Lot 53C, ZBA#20-2023.

Zoning Board:

February 7th

Meeting cancelled – No new applications received

Master Plan Update – 2023-2024

Housing Chapter

Staff from Strafford Regional Planning Commission attended the February 21st Planning Board meeting to provide a Housing Chapter progress update and overview of the report's themes that address housing supply, affordability, demographics, local needs, current housing stock, and land availability. Planning Board members provided their comments on the chapter. A public hearing to receive public comments is scheduled for the March 20th, 2024 Planning Board meeting.

Natural Resources Chapter

In February, the Conservation Commission held a Land Use & Natural Resources Master Plan chapter workshop with staff from Strafford Regional Planning Commission. Topics discussed include natural resource maps, tree cover/urban heat islands, energy consumption and renewable power generation, Site Plan Regulations, open space planning, water quality, green infrastructure, historic resources, and transportation.

Economic Development – February 2024

This Month's Commercial & Business Activity Includes - But is Not Limited to:

➤ **Leadership Seacoast**

On February 14th, the Director of Planning and Community Development joined The Falls Chamber of Commerce to lead a walking tour of Somersworth for Leadership Seacoast Day. Participants were led to locations of current and future development projects including Constitutional Way, Washington Street, Main Street, and Market Street.

➤ **Vacancy: Commercial - Business Vacancy** [*Site for Sale and / or Lease*]

a) **Vacant -Privately owned Property**

➤ **Existing: Business Expansion** [*Local Business growing and providing new/ more service*]

- ✓ Tri City Masonry-exploring expansion
- ✓ Favorite Foods
- ✓ Kids Culture

➤ **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]

- ✓ Smart Storage: 1 Enterprise Drive - Route 108
 - Storage Center
- ✓ Forward -Merch: 436 -Route 108
 - Screen Printing & Fulfillment Center
- ✓ Wentworth Douglas Hospital Daycare Center- Terrascope
 - Providing daycare for over 200 children PB approval January 2023
- ✓ Vida Tortilla- 45 Market Street

➤ **Final Certificate of Occupancy Granted**

- ✓ Ay Jalisco Mexican Restaurant – 475 High St. Suite D
 - Restaurant
- ✓ Granite Group – 190 TriCity Road
 - Plumbing Supply
- ✓ TET – TriCity Plaza
 - Vietnamese Restaurant
- ✓ Washville- Formerly Shammy's Carwash: 436 High Street
 - Car Wash
 - Temporary CO
- ✓ MB Tractor: 355— Route 108
 - Tractor Retail Sales
 - Temporary CO

➤ **Potential: Commercial - Business Exploring** [*Exploratory Review in process*]

- 1) Janco
- 2) Pizza and pub restaurant – 202 Route 108
- 3) Dancy Company Lucky's Plaza
- 4) Bakery Downtown
- 5) Mixed use building- restaurant/café with housing on upper stories High Street

➤ **# SeeSomersworth**

- ✓ SeeSomersworth- Keep abreast of Downtown Business Activities at:
www.facebook.com/seesomersworth

➤ **Community Advocacy:** ZOOM Meetings & Roundtables

- ✓ **Bi - Weekly:** SEDS - “Seacoast Region Economic Development Stakeholders”
- ✓ **Bi - Weekly:** BEA-CEDR – “Community Economic Development Region”
Economic Development Roundtable hosted by Commissioner Caswell
- ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD

➤ **Relationships & Partners:** Regular Engagement, Involvement, and Interface

- ✓ **State and Regional Partnerships:**
 - BEA, SRPC, SBDC, SBA, SEDS
 - Seacoast Chambers of Commerce
 - Seacoast Economic Development Directors (SEDS)

Parks & Recreation – February 2024

Program & Event Highlights:

Rec Youth Basketball- This 8-week Rec basketball program concluded on Saturday, Feb 3rd. All players in 1st and 2nd grade received a medal at the end of practice. Players in 3rd-6th grade were invited to participate at the Rec Nights at the High School Varsity Basketball games where they got to stand with the team during announcements, play a game during half-time, and more.

Annual Rec Valentine’s Dance- Our annual dance sold out fast again this year with 250+ guests! Everyone had a great time dancing to the latest tunes provided by DJ Langlois. We had a photo booth at the event for all guests to take home a photo keepsake, delicious treats, a raffle guess game, and more.

Upcoming Activities:

1st & 2nd Grade Open Gyms- We have a parent that has volunteered to supervise 3 Open Gym sessions on Saturday mornings in March. This is only open to 1st & 2nd graders that were enrolled in the Rec Basketball program and all children must have a parent/guardian stay at the gym. We’re excited to be able to offer this additional gym time for players to work on skills.

Biddy Basketball- This 5-week beginner basketball program will begin on Saturday, March 2nd. This program is split into 2 age divisions- ages 3/4 & ages 5/6. Both programs are full with a waitlist. The program will run for 5 sessions on Saturday mornings; March 2nd- 30th. Due to increased participation this year, we have split each age division into 2 smaller groups that will practice on half court with the gym curtain down. The program is coached by the Rec Supervisor along with parent volunteers.

Easter Egg-Stravaganza Egg Hunt- Easter is early this year, our annual egg hunt will be held on Friday, March 29th at 4:30pm at Jules Bisson Park. Staff have ordered the bulk candy-filled eggs and we’re working on event logistics.

Spring programs- staff are working on planning several spring programs to include the Hilltoppers 50+ walking/hiking program, Tiny Toppers Play Program, Granite State Track and Field, and more.

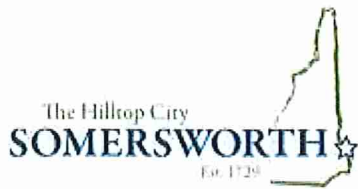
MISC:

Summer Camp/Seasonal Staff-

- 8 staff members from last year were sent invitations to return with a deadline to respond by Feb. 23rd.
- We began advertising for Summer Camp Counselors on Monday, Feb. 26th.

RecDesk Updates- Registrations for month of February:

- Online: 82
 - In-person: 7
 - Member profiles: 44
-



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: March 11, 2024

SUBJECT: Public Works Department Monthly Report for February 2024

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- -Highway Division personnel continued with winter operation responses
- -Collaborated with Police and Fire on details needed for a new radio repeater system to upgrade the two way radio service for Public Works Operations. Police and Fire have a need to replace their repeater system and was an opportunity to work together on the needed upgrade.
- -Conducted system checks on the new preemption traffic control equipment for Fire and Stewarts Ambulance vehicles. Arranged for adjustments to emitters and other systems to ensure system consistency.
- Water Distribution personnel continued to support our water meter replacement contractor with trouble shooting issues.
- -Attended City Council and Finance Committee meetings
- -Participated in SRTC meetings
- -Attended SRPC meetings
- -Participated in Traffic Safety Committee meeting
- -Reviewed comments from LWCF on Jules Bisson Eversource Easement request.
- Attended project kick off for the engineering and design of the new Hamilton Street Water Tank
- Constitutional Way complete street bids were received.
- Worked with staff on project updates to multiple projects.

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
- Walked downtown for trash and weeds
- Replaced signs city wide damaged from weather and accidents-on going assignment

- Filled salt barrels at the schools after winter events
- Brined selected streets ahead of winter event
- Continued work on straightening street signs city wide
- Washed and greased all trucks after winter events
- Collected shopping carts along city streets multiple times
- Burned brush pile at Malley Farm
- Removed decorations downtown from Christmas, (tree, Library, City Hall, and poles)
- Assisted the Library with multiple odd jobs within the building
- Collected all full paper shredding bins, stored at DPW for pick-up, distributed empty bins after delivery
- Final round of Christmas tree collection
- Responded to two (2) winter events

Recreation:

- Repaired a dog house (protects out water shut-off valve) at Noble Pines
- Removed broken limbs at Noble Pines Park

Water Distribution Support:

- Assisted with two water breaks Water St @ Main St

Sewer Collections Maintenance:

- Received 24 Digsafe request

ENGINEERING DIVISION

- Attended Traffic Safety Committee meeting.
- Attended Finance Committee meeting.
- Attended Seacoast Stormwater Coalition monthly meeting.
- Attended MAAM Meeting.
- Attended Hamilton Street Storage Tank design kickoff meeting.
- Continued Lead Service Line Inventory data collection.
- Attended E-911 Committee meeting.
- Continued discussions with business owners on Willand Drive regarding address changes.
- Received bids for Constitutional Way Complete Street project.
- Completed oversight and project management and inspection of CMAQ Grant project.
- Continued oversight and project management of TAP Grant project.
- Continued oversight of water treatment plant evaluation project with Wright-Pierce.
- Continued oversight and site visits for BETA design progress on Main Street watermain design project.
- Continued oversight of Constitutional Way and Main Street Complete Streets with Wright-Pierce.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating the process in A20 mode which is used for the winter months. The winter season runs from November 1st thru April 30th. During this time, we are not required to meet stringent nutrient, Biochemical Oxygen Demand & Total Suspended Solids requirements.
- The staff have been busy with multiple training activities which include home study courses and EPA webinars. Our new staff members are busy preparing for the wastewater certification exams scheduled for this June.
- HACH was onsite on 2/22 and serviced the pH and ORP probes in accordance with our service agreement. No issues or concerns were noted.
- Met with Paul Dreger regarding Lenox Park lift station. He is asking the City to consider taking over the lift station. We have asked for copies of the shop drawings and Operations & Maintenance (O&M) manual for review; however, he has not been able to provide these. He is working with both NH-DES and the original building contractor for assistance.
- Continuing with reviewing/editing the draft O&M manual for the wastewater asset management plan. Wright-Pierce is assisting us with this project. We hope to have the final completed by the end of the month.
- The City and Wright-Pierce Engineering signed an agreement to complete an Engineering Report and Phase II Preliminary Design for the wastewater treatment facility. Our kick off meeting is scheduled for March 14th.
- Activated the high flow plan zero times during the month of February.
- Received 2,750 gallons of septage for the month.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month.
- Treated a total of 52-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

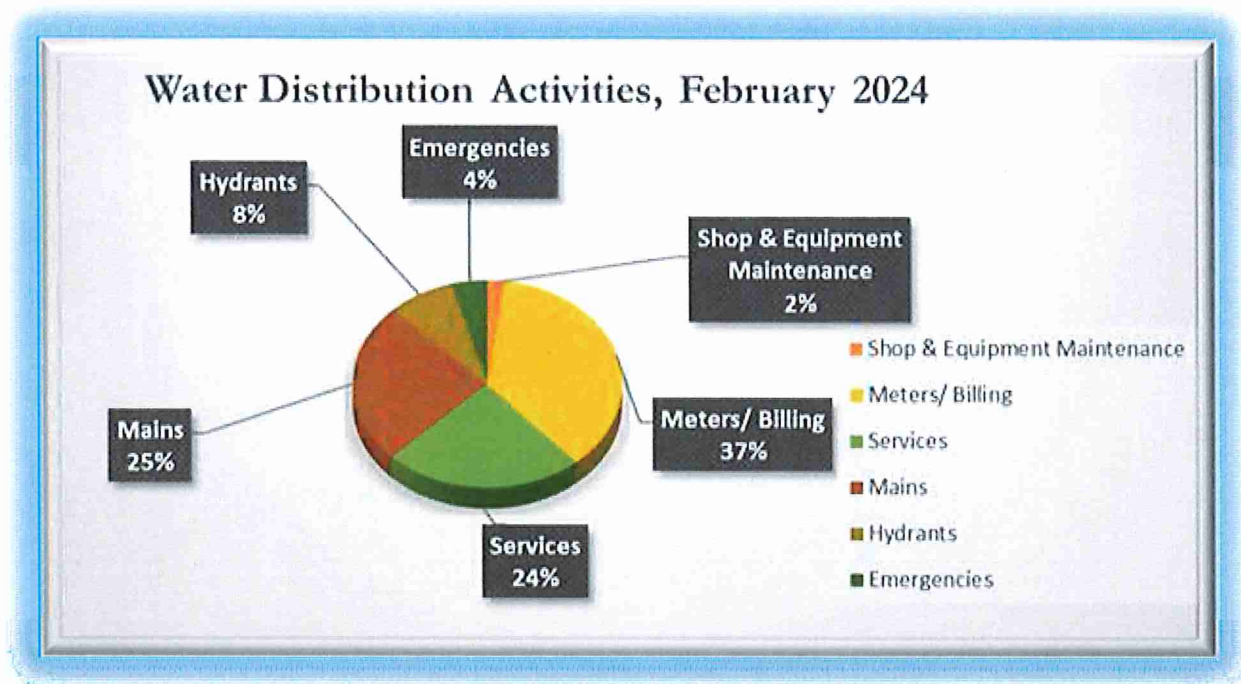
- Reviewed one wastewater survey which generated a commercial permit.
- Issued two commercial permits for Walmart (renewal) and Washville car wash.
- Issued two NOV's (Notice of Violation). Both to General Linen for excessive Fats, Oil & Grease (FOG) and low pH.

Capital Improvements Plan (CIP) Items:

- Upgrade outstanding upgrade warranty issues:
 - We completed the solids dewatering repair with the assistance of GEA/Westfalia on 2/13-2/14. The solids discharge chute was replaced and the unit is working like new once again. This warranty item is now closed.
 - We experienced a compressor failure with our zone mixing system. We found a faulty cooling fan which has been ordered. We are waiting for a delivery/service date.

WATER DISTRIBUTION

- Water Distribution operators completed 105 work orders and service requests in the month of February.
- Repaired the Water St. at Main Street water main break
- Hydrant Repairs
- Valve Replacements
- Meter breakdowns
- Service abandonments for 85 Elm St. project
- Various post meter replacement resolutions



WATER TREATMENT

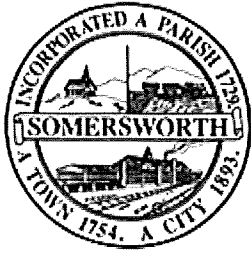
Items completed this month:

- Bacteria's and TOC's water quality tests completed
- Pumped 35,370,188 gallons of raw water
- Filtered and pumped to the city 32,338,750 of finished water
- Received proposal from Synagro for lagoon sludge removal
- Completed D/DBP sampling for quarter #1
- Attended Hamilton St standpipe replacement kickoff meeting
- Completed water treatment portion of annual report
- Received proposal from Breezeline for fiber drops to Hamilton St and Rocky Hill standpipe
- Submitted requested information to Wright Pierce for Hamilton St tank

- Contacted Hach regarding TOC error low readings
- Received Hach contract renewal pricing
- Contacted Wright Pierce for an updated capacity study
- Prepared power use total for rebate on new raw VFD's

Action items:

- Lead & Copper inventory
- Lagoon cleaning bids
- VFD installation



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Timothy J. McLin
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager

From: Timothy J. McLin, Chief of Police

Date: March 7, 2024

Subject: Monthly Report – Month of February 2024

Below are some of the activities of our department for the month of February:

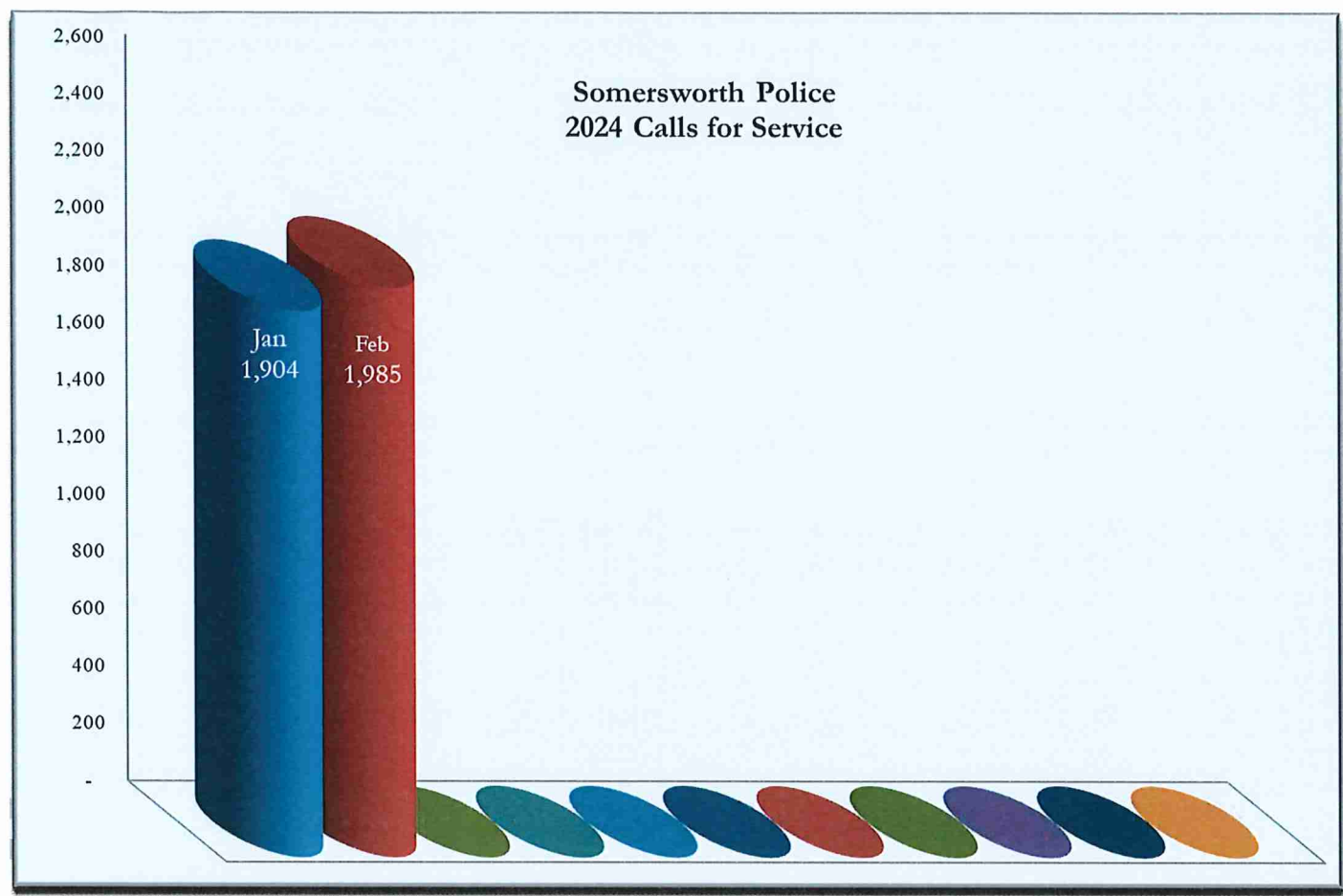
COMMUNITY POLICING:

- On Feb 22nd the Somersworth School Board recognized Police Officer Scott South, who serves as the Somersworth Police Department's School Resource Officer (SRO). The School Board recently nominated Scott to be recognized by the New Hampshire Juvenile Police Officers Association on National SRO Day February 15th. Maggie Larson, the School Board Chair, read the letter that she submitted in support of Scott. Every member of the board complimented Police Officer South for his commitment to the students, staff, and community of Somersworth.
- The Department is working on a Community Food Drive March 30th at Market Basket that is benefiting the Community Food Pantry and the Seeds of Faith Food Pantry.

PERSONNEL/TRAINING:

- Jessica Harrington replaced Cheryl Robinson as Investigations Secretary. Jessica has a wealth of experience having worked for both Plymouth Police and Stratham Police.
- All officers were trained and qualified with the new Taser 7's.
- The Department hosted the SOLO Officer CQB training course from Blue Tier Tactical. This course teaches officers how to safely and effectively clear a structure by themselves when an immediate response is necessary and backup is not available. Whether necessitated by the incident such as an active shooter response, or when the reality of the incident requires them to mitigate the problem alone until backup arrives. Our officers need to have this capability.

STATISTICS:



Yearly Comparison

Month	2024	2023	2022	2021	2020	2019
January	1,904	1,906	2,100	1,562	1,939	1,976
February	1,985	1,606	1,935	1,280	1,756	1,796
March		2,011	1,909	1,666	1,926	2,145
April		1,708	2,064	1,802	1,846	2,285
May		1,843	1,897	2,004	1,708	2,053
June		1,594	1,808	1,984	1,749	1,935
July		1,610	1,520	1,757	1,949	2,048
August		1,993	1,570	1,881	1,847	1,943
September		2,212	1,717	1,820	1,875	2,020
October		2,150	1,665	1,775	1,937	1,906
November		1,760	1,671	1,880	1,717	1,860
December		2,010	1,693	1,944	1,513	1,995
TOTAL	3,889	22,403	21,549	21,355	21,762	23,962



City of Somersworth

Fire Department



To: Mr. Robert Belmore, City Manager
Date: March 13, 2024
Re: March 2024 Monthly Fire Department Report

Just a reminder that March 10th was daylight saving time. Time to change your clocks and the batteries in your smoke detectors. If every home has working smoke detectors the number of fire related deaths is estimated to decrease by 36% per year.

The lobby modifications are almost complete. We have made strides in providing a better customer service experience. Final building construction punch list items are nearing completion with the help of the construction and design teams. The June close out date seems to be within reach.

The following vehicle repair work which was identified has been completed:

- Engine 4 air leak has been corrected
- Engine 5 has the new all-weather tires installed
- The Forestry rocker switch is installed and operational

The \$120,000 HUD grant allocation has been presented to the Public Safety Committee and is in the process of obtaining a resolution from the City Council. Final close out documentation for the \$125,000 grant to equip the EOC will be completed shortly. The \$50,000 confined space rescue grant is in review and equipment will be allocated as allowable in the grant. The application process for the Assistance to Firefighter Grant in the amount of \$120,000 has been applied for to assist with the CIP purchase of new SCBA equipment.

Monthly emergency response statistics with a comparison to last year:

	February 2024	February 2023
Fire (all types)	3	3
Overpressure / Overheat (no fire)	0	0
Rescue - EMS	61	65
Hazardous Condition (no fire)	16	6
Service Call	6	24
Good Intent Call	0	23
False Alarm / False Call	28	17
Severe WX / Natural Disaster	0	0
Special Incident	0	0
Total	117	138

A mutual aid ambulance was called into the city 3 times during the past month.

Note: The categories used to report monthly incidents are those mandated by the National Fire Incident Reporting System (NFIRS). Most categories are self-explanatory. For those categories that are not obvious, the following examples can add clarity: Good Intent Call - a reported fire that turns out to be steam from a dryer vent; Severe WX/Natural Disaster - a lightning strike or tree falling on a house that requires an inspection to ensure there is no fire; and a Special Incident - low frequency event such as a citizen's complaint of an ordinance or code violation.

Note: The SFD responds with Stewart's on the more serious medical calls and any time a mutual aid ambulance responds into the city. In addition, FD EMTs, AEMTs, and a paramedic assist Stewart's with transports when a driver and/or additional EMS providers are required.

Respectfully submitted,

Mark Dellner

Mark Dellner
Fire Chief / EMD
City of Somersworth

MITCHELL MUNICIPAL GROUP, P.A.

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

LAURA A. SPECTOR-MORGAN
JOSEPH H. DRISCOLL, IV
NAOMI N. BUTTERFIELD – OF COUNSEL

TELEPHONE (603) 524-3885

March 11, 2024

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 9-24

Title: **FISCAL YEAR 2024-2025 BUDGET**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 3-11-24

By: Laura Morgan

MITCHELL MUNICIPAL GROUP, P.A.

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TELEPHONE (603) 524-3885

March 11, 2024

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 10-24

Title: **TO AMEND CHAPTER 32, WATER ORDINANCE, BY AMENDING SECTION 16.1.a TITLED "RATES, FEES, AND CHARGES" TO INCREASE THE WATER UTILITY RATES EFFECTIVE JULY 1, 2024 AND JULY 1, 2025**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 3-11-24

By: 

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March 11, 2024

CERTIFICATION

Re: City of Somersworth, New Hampshire

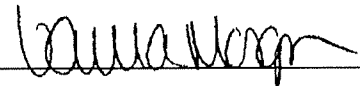
Ordinance No. 11-24

Title: **TO AMEND CHAPTER 8A, SEWER ORDINANCE, BY AMENDING CHARGES
ARTICLE XV SECTION 7.B TITLED “SEWER USE VOLUME CHARGES” TO
INCREASE THE SEWER VOLUME CHARGES EFFECTIVE JULY 1, 2024 AND JULY
1, 2025**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 3-11-24

By: 

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March 11, 2024

CERTIFICATION

Re: City of Somersworth, New Hampshire

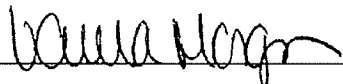
Ordinance No. 12-24

Title: **SUPPLEMENTAL APPROPRIATION FOR ADDITIONAL FUNDING NEEDED
FOR THE WATER METER REPLACEMENT PROGRAM**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 3-11-24

By: 

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March 11, 2024

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 41-24

Title: **TO AUTHORIZE THE CITY MANAGER TO USE FUNDING FROM THE
AMERICAN RESCUE PLAN ACT AND THE CABLE FUND TO CONTRACT WITH
BRIGHTLY SOFTWARE, INC. OF CARY, NORTH CAROLINA FOR SMARTGOV
SOFTWARE**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: March 11, 2024

By: Laura Morgan

MITCHELL MUNICIPAL GROUP, P.A.

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TELEPHONE (603) 524-3885

March 11, 2024

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 42-24

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH FIRE TECH AND
SAFETY OF NEW ENGLAND OF WINTHROP, MAINE FOR THE PURCHASE OF
SELF-CONTAINED BREATHING APPARATUS FOR THE FIRE DEPARTMENT**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: March 11, 2024

By: Laura Morgan

Bob Belmore

From: Bob Belmore
Sent: Thursday, March 14, 2024 3:02 PM
To: Crystal Paradis-Catanzaro (crystal@somersworthnh.gov); David Witham; Denis Messier; Ken Vincent (thevince@comcast.net); Martin Pepin (mpepin@comcast.net); Matthew Gerding; Nancie Cameron; Paul Goodwin (pgoodwin@somersworthnh.gov); Richard Michaud; Robert Gibson
Cc: Brenda Breda; Scott A. Smith
Subject: Solar Project - FYI

Good afternoon

FYI – an update received today –
regards, Bob

We are tracking towards a construction start date of 6/17, expecting to reach mechanical completion by Thanksgiving or sooner.

Mechanical completion (MC) means Ameresco has finished its construction, and only work performed by Eversource remains. Typically, we estimate 4-6 weeks for Eversource to complete their work and testing for similar projects. We use MC as a milestone because it's work within our control. To reach commercial operation - when the system is generating power - we're beholden to the utility's schedule.

Robert M. Belmore
City Manager

City of Somersworth
One Government Way
Somersworth, NH 03878

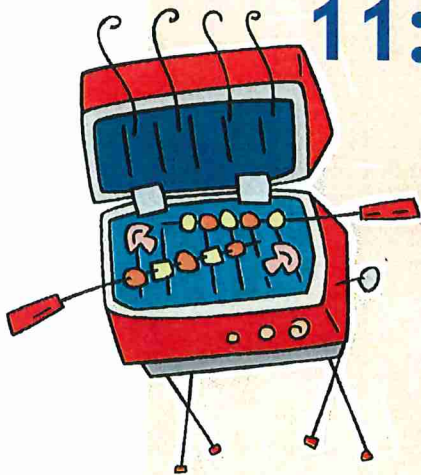
(603) 692-9503
bbelmore@somersworthnh.gov
www.somersworthnh.gov



Paul Bohan is Retiring!!

Join us for a BBQ in his honor. We are all getting together to wish Paul a very Happy Retirement after over 35 years with the City of Somersworth!!

**Friday, March 22nd
11:30 am to 1:00 pm
@ Public Works
Facility**



**Formal presentations will
begin at 12:30 pm.**