

*Office of the City Manager*

TO: Mayor Dana S. Hilliard and City Council Members  
FROM: Robert M. Belmore, City Manager  
DATE: Friday, March 18, 2022  
SUBJECT: City Manager's Report for Monday, March 21, 2022 City Council Meeting

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*Unfinished Business (under Section 14 of Agenda)*

Ordinance

- A. **Ordinance No. 8-22:** To Amend Chapter 17, Forest Glade Cemetery, Section 17.4. Again, this Ordinance amendment was initiated by the Cemetery Trustees, who are recommending an increase to Cemetery lot fees.

Resolution

- A. **Resolution No. 26-22:** To Authorize the City Manager to Negotiate a Purchase and Sales Agreement, Subject to Approval of the City Council, with Boston Pie, Inc. of Danvers Massachusetts for the Sale and Reuse of City Owned Property Located at 1 Winter Street, Formerly Known as Breton's Cleaners. Again, the Economic Development Committee reviewed the two (2) proposals received for the sale and development of the property, and the Committee then decided to forward the entire discussion to the full Council for a determination on how to proceed.
- B. **Resolution No. 27-22:** To Authorize the City Manager to Negotiate Agreements, Subject to Approval of the City Council, with Ameresco, Inc. of Framingham, Massachusetts to Develop a Solar Project Pursuant to RSA 362-A on the Closed Somersworth Sanitary Landfill Superfund Site on Blackwater Road. Again, based on a review of the six (6) Solar Array Development Proposals by City Staff, the Public Works & Environment Committee and the Finance Committee, as well as the consensus of Councilors present at the last meeting on February 22<sup>nd</sup>, was to move forward with a vote to engage Ameresco in negotiations to complete this Solar Array project.
- C. **Resolution No. 28-22:** To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Justice for Police Overtime Incurred for Activities Related to Responding to Relaxed Covid-19 Restrictions. Again, the Finance Department voted to support this Resolution to accept the Grant for Overtime Reimbursement.

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

### **Ordinance**

- A. **Ordinance No. 9-22: Fiscal Year 2022-2023 Budget.** The City Manager's Proposed FY 2022/2023 Budget and School Department Budget has been submitted in accordance with the City Charter. Mayor Hilliard has scheduled the Public Hearing for Monday, April 4<sup>th</sup>. 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 monthly meetings.

### **Resolution**

- A. **Resolution No. 29-22: To Amend Council Rules and Regulations Section 7, Order of Business.** This Resolution is being brought forward by Mayor Hilliard and Councilor Don Austin.
- B. **Resolution No. 30-22: To Reaffirm the City of Somersworth Nonpartisan Election.** The Government Operations Committee met on March 3<sup>rd</sup> and voted to forward this Resolution to the full Council for consideration.

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

### **Informational Items**

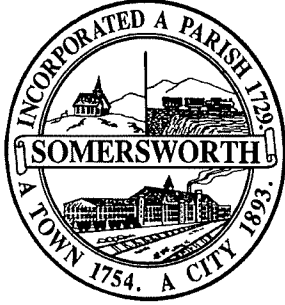
1. **Additional Council Workshops.** Mayor Hilliard has approved these two (2) additional Council Workshop Meetings:
  - **May 2 at 6:30 p.m.** - Superfund Legal Counsel Mark Beliveau, Esquire and Gareth Orsmond, Esquire
  - **May 16 at 6:00 p.m.** - National Guard Reuse Commission Report: SRPC Staff and Zoom with Consultants

### **Reminder:** Upcoming City Council Workshops & Special Meetings.

- **Saturday, April 2 at 8:30 a.m.** - Community Support Organizations & City Budget Review
- **Monday, April 4 at 6:00 p.m. / 7:00 p.m.** - City Manager presents FY2023 Budget; Council Meeting at 7:00 p.m. with FY2023 Budget Public Hearing scheduled
- **Saturday, April 9 at 8:30 a.m.** - Goal Setting Session
- **Monday, April 11 at 6:00 p.m.** - Special City Council Budget Meeting

### **Attachments**

1. **Department Head Monthly Reports**
2. **City Attorney Certifications Three (3)**



## **MEMORANDUM**

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To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: March 18, 2022

**Re: Monthly Report**

Finance Department:

- Met with City Manager and Department Heads on FY23 budget proposal. Worked on budget document.
- Assisted in preparation of the State of the City Address.
- Bids:
  - Rocky Hill Road Culvert – Due March 17, 2022
  - CMAQ and TAP Construction Admin and Inspection Services – Due March 31, 2022
  - Noble Pines Basketball Court – Due April 14, 2022
  - Sewer Condition Assessment – Due March 25, 2022
  - Forest Glade Wellhouse Roof – Due April 7, 2022
  - Various Bids due April 7, 2022 associated with Fire Station soft costs

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 \$7,025.
- Permits:
  - Somersworth Festival Association – Received 8 permits
  - Somersworth Historical Society – Car Show
  - American Legion – Cash Calendar Game
  - St. Ignatius Candlelight Vigil

#### Tax Collector:

- Motor vehicle registrations were a total of \$150,565 during the month.
- Collected \$4,570 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,971,626.
- Notices of arrearages for Property Taxes and Utilities were prepared and sent out on March 1.

#### Library

- The Library hosted “The Long Journey” music program.
- The Library is starting a short story discussion group that takes place the third Friday afternoon each month.
- 1667 people visited the Library in February.
- There were 71 new library cards issued, and 49 renewals. There are a total of 1,384 active cards.

#### 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.

Date: February 28, 2022

To: Bob Belmore  
City Manager

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

## **Re: Department of Development Services February 2022 - Monthly Report**

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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 – February 2
- Conservation Commission – February 9
- Planning Board – February 16
- SRTC – February 2 & February 16
- Historic District Commission meeting – February 23

### **Building and Health Departments:**

#### **MAJOR Building Permits Applied for in FEBRUARY 2022**

	<b>Address</b>	<b>Construction Costs</b>	<b>Fees</b>
105	SHERWOOD GLEN	\$ 49,785.00	\$ 473.07
28	FRANKLIN-Unit 1	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 2	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 3	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 4	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 5	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 6	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 7	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 9	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 101	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 102	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 103	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 104	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 105	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 106	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 107	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 108	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 109	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 110	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 201	\$ 26,841.33	\$ 266.57



28	FRANKLIN-Unit 202	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 203	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 204	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 205	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 206	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 207	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 208	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 209	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 210	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 211	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 217	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 301	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 302	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 303	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 304	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 305	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 306	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 307	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 310	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 308	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 216	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 215	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 214	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 213	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 212	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 113	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 112	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 111	\$ 26,841.33	\$ 266.57
	FRANKLIN-Unit 8	\$ 26,841.33	\$ 266.57
<b>Totals</b>		<b>\$ 1,338,168.84</b>	<b>\$ 13,268.43</b>

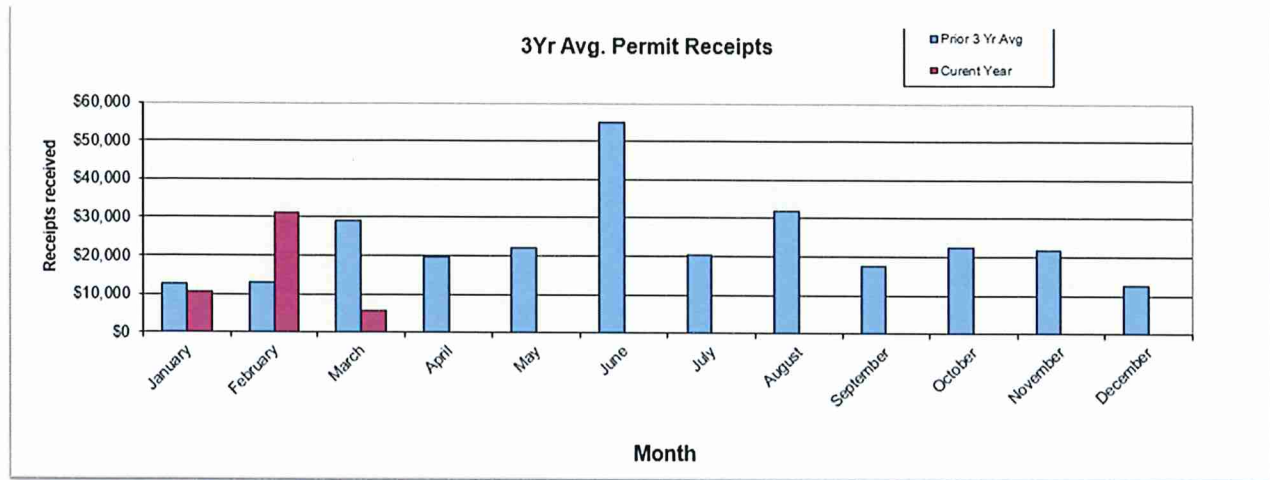
**MINOR Building Permits Applied for in FEBRUARY 2022**

<b>Address</b>		<b>Construction Costs</b>	<b>Fees</b>
2	ROYAL DR-Unit 111	\$ 25,000.00	\$ 250.00
	ROYAL DR-Unit 211	\$ 25,000.00	\$ 250.00
	ROYAL DR-Unit 311	\$ 25,000.00	\$ 250.00
	ROYAL DR-Unit 411	\$ 25,000.00	\$ 250.00
49	INDIGO HILL RD	\$ 5,500.00	\$ 74.50
48	SUNNINGDALE	\$ 18,007.00	\$ 187.06
35	HICKORY LN	\$ 41,800.00	\$ 401.20
42	CEMETERY RD	\$ 7,364.00	\$ 91.28
245	HIGH	\$ 8,000.00	\$ 97.00
188	OLD ROCHESTER RD`	\$ 4,700.00	\$ 67.30
33	WHIPPOORWILL WAY	\$ 11,043.00	\$ 142.39

6	WORKS WAY	\$ 808,000.00	\$ 7,297.00
14	CHADWICK	\$ 29,040.00	\$ 286.00
10	SANDLOT LN	\$ 5,025.00	\$ 70.22
189	BLACKWATER RD	\$ 3,000.00	\$ 52.00
115	OLD ROCHESTER RD	\$ 38,000.00	\$ 367.00
5	NOBLE ST	\$ 50,000.00	\$ 475.00
120	TRI-CITY PLAZA Unit-5	\$ 350,000.00	\$ 3,175.00
10	WESTMAN	\$ 7,914.00	\$ 96.22
55	PROSPECT	\$ 43,498.00	\$ 416.48
<b>Totals</b>		<b>\$ 1,525,391.00</b>	<b>\$ 14,295.65</b>

Permit Receipts as of February 28<sup>th</sup>, 2022

<b>PERMIT RECEIPTS</b>					
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>DIFFERENCE this year to last</b>	<b>% OF CHANGE</b>
<b>January</b>	\$13,195.23	\$8,599.31	\$10,660.43	\$2,061.12	24.0%
<b>February</b>	\$13,438.09	\$6,590.61	\$31,192.22	\$24,601.61	373.3%
<b>March</b>	\$24,077.27	\$46,267.60	\$5,778.30		
<b>April</b>	\$10,871.58	\$27,779.60	\$0.00		
<b>May</b>	\$19,665.79	\$33,736.68	\$0.00		
<b>June</b>	\$13,079.55	\$51,947.53	\$0.00		
<b>July</b>	\$16,816.46	\$18,776.42	\$0.00		
<b>August</b>	\$23,823.08	\$46,171.98	\$0.00		
<b>September</b>	\$23,396.60	\$13,805.11	\$0.00		
<b>October</b>	\$16,152.79	\$18,139.91	\$0.00		
<b>November</b>	\$12,376.38	\$8,476.08	\$0.00		
<b>December</b>	\$6,925.03	\$8,858.58	\$0.00		
<b>Year total</b>	\$193,817.84	\$289,149.41	\$41,852.65	\$26,662.73	
Difference of change this year to last (completed months only)	\$193,817.84	\$289,149.41	\$41,852.65	-\$247,296.75	-85.5%



### Property Maintenance February 2022

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

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
1	Beacon	Property Violation	2/9/22	CN	COMPLETED
159-161	Blackwater	Trash	2/18/22	CN	COMPLETED
12-14	Broad	Trash	2/17/22	CN	COMPLETED
85	Elm	Trash	2/14/22	CN	COMPLETED
16/18	Green	Zoning Violation	2/9/22	CN	COMPLETED
65	Green	Public health	2/14/22	CN	COMPLETED
117-119	High	Public health	2/9/22	CN	COMPLETED
68	High	Housing Violation	1/4/22	NOV, COURT	COMPLETED
6	Highland	Trash	2/28/22	CN	COMPLETED
14	Indigo Hill	Trash	2/18/22	NOV	COMPLETED
336	Main	Zoning Violation	1/28/22	NOV	COMPLETED
328	Main	Trash	2/18/22	CN	COMPLETED



283-285	Main Street	Trash	1/26/22	NOV	COMPLETED
24	Second	Property Violation	2/9/22	CN	COMPLETED
112	Union	Trash	2/15/22	CN	COMPLETED
85	Union	Trash	2/15/22	CN	COMPLETED
2	Davis	Trash	2/28/22	CN	PENDING
66	High	Permit Violation	2/15/22	CN	PENDING
86	High	Housing Violation	1/11/22	CN, NOV	PENDING
86	High	Housing Violation	1/21/22	CN	PENDING
20-30	Market	MPV	1/11/22	CN	PENDING
14	Myrtle	Trash	2/22/22	CN	PENDING
369	Rt 108	Dumpster Violation	1/11/22	CN, NOV	PENDING

**PLEASE NOTE** – All matters shown as “Completed” were active matters which were closed in the month of February 2022 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of February, 2022, sixteen (16) open matters became compliant and were closed.
- In February 2022, the Code Compliance Office issued:
  - Seventeen (17) Courtesy Notices;
  - Four (4) Violation Notices; and
  - One (1) Court Complaints.

#### **COURT MATTERS – Active**

- **City v. Reddy Infosys, Inc. – 82/86 High St.**
  - Suit was filed on 12/16/21 due to continued late set-outs of garbage by the tenants of 82/86 High Street.
  - In conjunction, Defendant was served an invoice for the Department of Public Works’ removal of the waste.
  - City has yet to hear back on a ruling from the Court.
  - Defendant has pled “not guilty” - trial is slated for 7/8/2022

- **City v. Reddy Infosys, Inc. – 86 High St.**
  - Suit was filed just after the first of the year for unsuitable living conditions within 86 High Street. City is awaiting a hearing date.
  - Defendant has since been served with additional violations for sewage backflow in her apartment.
  - Due to the landlord's unwillingness to address any of the issues in the unit, this matter is being referred to the City's Attorney for prosecution in Superior Court.
  - Trial date slated for 7/8/2022 in Dover District Court.
  - The Code Office has since issued another fine, through court, onto the defendant on 3/15/22.
- **City v. Dayenu, LLC – 40 Main St.**
  - Suit was filed months ago. City is awaiting a hearing date to arraign Defendant.
  - Defendant has still made no effort to screen the dumpster. Therefore, the Code Office is preparing a subsequent complaint for District Court.

#### **COURT MATTERS – Resolved**

- **City v. 2<sup>nd</sup> Street Construction, LLC – 24 Washington Street (Breezeline Broadband)**
  - Suit was filed on 2/18/2022 for the business' failure to screen its dumpster.
  - Arraignment/hearing was held on 3/7/2022.
    - Agreement was signed stating that The City would suspend \$900 of the sought \$1,000 fine if the dumpster was screened within a week, which it was.
    - Defendant is to remit payment to The City by April 7<sup>th</sup>.

#### **Land Use Boards:**

##### **Conservation Commission February 2022:**

- Nobis Group on behalf of Summa Humma Realty-Somersworth is seeking a conditional use permit to impact the woodland buffer as part of the site development on a property located at 355 Route 108 and Enterprise Drive, in the Commercial/Industrial (C/I) District, Assessor's Map 48 Lots 24A, 24G, 24I, CUP#01-2022 – Recommend approval
- Carlton Spencer & Sherri Bolin are seeking a conditional use permit to allow the drainage infrastructure within the woodland buffer for a 7-lot conservation subdivision on a property located at 279 Green Street, in the Residential Single Family (R1) District, Assessor's Map 18 Lot 45, CUP#02-2022 – Recommend approval.
- Michael & Colleen Foligno are seeking a conditional use permit to allow a driveway to access a new lot within the Vegetated and Woodland Buffer for a 2-lot subdivision on a property located at 193 Blackwater Road, within the Residential Single Family (R1) District, Assessor's Map 67 Lot 04, SUB#03-2022 – recommend approval

### Historic District Commission February 2022:

- MacKenzie Ventures, INC, 56 Winter Street, in the Residential Single Family/A with Historic Overlay, Assessor's Map 11 Lot 173 4A, HDC#21-2020. Application for a revision to the certificate of appropriateness to construct a new single-family, cape-style home was **continued.**
- James & Kathy Kinneavy 17 Lincoln Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 132, HDC#03-2022. Application for a revision to the certificate of appropriateness to replace windows and siding was **approved.**
- Scott Dougham of GoPermits LLC on behalf of Emily Hignan, 172 High Street, in the Residential Multi-Family with Historic Overlay (R3H) District, Assessor's Map 10 Lot 112, HDC#04-2022. Application for a certificate of appropriateness to remove and replace 12 windows was **approved.**
- Meredith Perrotto, 90 Market Street, in the Business with Historic Overlay (BH) District Assessor's Map 11 Lot 201, HDC#06-2022. Application for a certificate of appropriateness to install 3 signs made of DiBond Board was **approved.**

### Planning Board February 2022:

The Planning Board reviewed the following:

- Carlton Spencer & Sherri Bolin 279 Green Street, in the Residential Single Family (R-1) District, Assessor's Map 18 Lot 45, SUB#10-2021. Application for a 7-lot Conservation Subdivision and Conditional Use Permit was **approved.**
- FFF Holdings, Bernier Street, in the Residential Single Family and Residential Duplex (R1 & R2) Districts, Assessor's Map 36 Lot 24, SUB#11-2021 and CUP#07-2021. Application for a 4 lot Conservation Subdivision, Conditional Use Permit and Special Use Permit was **continued.**

### Site Review Technical Committee February 2022:

- FFF Holdings, is seeking a 4 lot Conservation Subdivision, Conditional Use Permit and Special Use Permit for a property located on Bernier Street, in the Residential Single Family and Residential Duplex (R1 & R2) Districts, Assessor's Map 36 Lot 24, SUB#11-2021 and CUP#07-2021
- Michael & Colleen Foligno are seeking a 2 lot subdivision and conditional use permit for a property located in Dover and Somersworth, known as 193 Blackwater Road, in the Residential Single Family (R1) District, Assessor's Map 67 Lot 04, SUB#02-2022 & CUP#03-2022
- Nobis Group on behalf of Summa Humma Realty-Somersworth is seeking site plan and conditional use permit for 12,000 SF automobile sales of new and used tractors, equipment



and trailers with infrastructure on property located at 355 Route 108 and Enterprise Drive, in the Commercial/Industrial (CI) District, Assessor's Map 48 Lots 24A, 24G, 24I, CUP#01-2022 & SITE#02-2022

- Palmer Gas & Oil is seeking site plan, a lot line adjustment and conditional use permit approval for a 22,100 SF building (office, warehouse and truck service bays) and infrastructure for a property located on Gator Rock Road, in the Industrial (I) District, Assessor's Map 47 Lots 1H, 1I & 1K, SITE#03-2022, SUB#03-2022 & CUP#04-2022

### **Zoning Board February 2022:**

The Zoning Board of Adjustment reviewed the following:

- Brian Rodonets of Coastal Architects 271 High Street, in the Residential Duplex (R2) District, Assessor's Map 15 Lot 16A, ZBA#15-2021. Application for a variance from Table 4.A.1 and Table 5.A.1 to allow multifamily use and variance relief from the 150' frontage requirement was **withdrawn**.
- James Weisheit, 1 Silver Street, in the Residential Multifamily (R3) District, Assessor's Map 10 Lot 78, ZBA#16-2021. Application for a variance from Table 5.A.1 to convert an existing 3-unit to a 4-unit multifamily without the required frontage or lot size was **approved**.

### **Economic Development – February 2022**

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

- **News:** (1) The process to select a developer for the Breton Cleaners Site is ongoing. Two developers' proposals were reviewed by the EDC committee in January. Those developers were invited back and gave a more detailed presentation to the committee (2) Breezline (Atlantic Broadband) has laid new wire and cable, and has activated the new lines and service. A February press conference was held (3) The new 8 Government Way mixed use development has leased all residential and commercial space. Tease Hair Shop is open
- **Vacancy: Commercial - Business Vacancy** [ *Site for Sale and /or Lease* ]
  - **National Guard Site:** The team continues working with SRPC for a grant for environmental remediation, and for long- range planning for the best use of the site
  - **The Police Station:** Environmental clean-up will soon begin
  - **Breton Cleaners:** 2 proposals have been submitted and are being considered
  - **Stratham Tire:** NAI-Norwood Group has been contracted, and is actively showing the property. There is a Food Manufacturer who ( with the land in the back ) is interested
  - **Sumner Printing:** The printer has been closed by corporate. The building is for lease in 5-year increments.



- **Garabedian:** Is making aggressive efforts to sell the 114 acres located between route 108 and Willand Drive. The national real-estate firm, Marcus & Millichap, has been hired to represent the property from coast to coast
  - **Bad Lab Beer Co.:** The brewery and restaurant have been closed. The property owner is on vacation, so the future direction is unknown at this time
  - **Acupet - Vet:** After touring several sites in Somersworth, the owner has purchased land in Dover, and has begun the process of building a new practice there
- **New: Commercial - Business Tenants** [*Certificate of Occupancy issued*]
- No new Business in January or February (No Commercial C/O issued)
- **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]
- 1) Somersworth Sports Hub
  - 2) Smart Storage
  - 3) MB Tractor
  - 4) Tractor Supply Co.
  - 5) Palmer Oil and Gas - HDQ
  - 6) Great Bay Home - HDQ
- **Potential: Commercial - Business Exploring** [*Considering and in Exploratory Review*]
- Jersey Mikes Sub Shop is beginning the process to open at Tri City Plaza
  - Pensole Shoes has leased space at Sumner Printing (433 Route 108). This is a shoe manufacturing company which will be hiring 30 employees.
- **Miscellaneous:** *Brand Identity & Image: Media and Press Relationship development continues*
- **Press:** Fosters ran a good article about Bad Lab Beer closing
  - **New:** An Executive Director has been hired for the Chamber of Commerce
  - **ERZ:** the 2021 Deadline was February 10, 2022, we will soon know the count
  - **Prince Garage:** Environmental clean-up options are being considered
  - **HDC:** The City has been awarded a “Certified Local Government Grant” to help promote the Historic District. Educational workshops have been created and offered to the public to learn ways to improve historic buildings
- **# SeeSomersworth**
- SeeSomersworth- Keep abreast of Downtown Business Activities at:  
[www.facebook.com/seesomersworth](http://www.facebook.com/seesomersworth)
- **Community Advocacy:** ZOOM Meetings & Roundtables
- ✓ **Weekly:** SEDS -Seacoast Region Economic Development Stakeholders
  - ✓ **Bi-Weekly:** BEA - Economic Development Roundtable hosted by Commissioner Caswell

- ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD
  - ✓ **Quarterly:** Skyhaven Airport - BOD & Marketing Committee
  - ✓ **Monthly: Bankers-Brokers-Investors (BIB)** – Cancelled due to Covid
  - ✓ **Monthly: Downtown Roundtable** – Cancelled due to Covid
- **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 2022**

- The Valentine's Dance was held on Wednesday, February 9<sup>th</sup> 6:30-8:30 pm at Idlehurst Elementary School café. This year families had to purchase tickets in advance due to COVID-19 and no tickets were sold at the door. The dance sold out with 120 attendees. We changed the dance format to be more inclusive and allow both boys and girls in grades K-6 and their special dates. This change was very well received. The dance was very successful and families had fun dancing to the latest tunes from the DJ, there was a photo booth with fun props, lots of delicious refreshments, guess jar raffle prizes, and each child got to take home a goody bag. A special thank you goes out to the amazing students from Somersworth Interact Club, National Honor Society, Somersworth Girls Scout Troop #12325, and the wonderful adult volunteers that helped us make this event a big success.
- The Rec Youth Basketball program for children in grades 1-6 concluded on Saturday, February 26<sup>th</sup>. The program ran for 7 sessions on Saturday mornings from January 8-February 26. The program followed the SAU 56 COVID protocols. All players, coaches, volunteers, and spectators are required to wear masks. This year we had a total of 80 children in grades 1-6 registered to play. The 1<sup>st</sup> and 2<sup>nd</sup> grade program were coached by parent volunteers and grades 3-6 was instructed by the High School Basketball girls & boys Varsity coaches along with their coaching staff and high school players. This was a great partnership and we look forward to working with the High School teams again next season.
- Biddy Basketball program registration ended on February 9<sup>th</sup>. This program is offered to Somersworth residents ages 3/4 & 5/6. We have a total of 30 children signed up. Ages 3/4 will practice 8:00-8:50 am and ages 5/6 will practice 9:00-9:50 am at Idlehurst Elementary School gym. The program will run for 3 sessions total on Saturday mornings March 5-March 19. The Recreation Supervisor will instruct both age groups with the help of parent volunteers. Parent participation is also required at this age.
- Job advertisements were posted on February 25<sup>th</sup> for Summer Camp Directors and Counselors. Camp Directors must be 18+ to apply and Counselors must be 16+. We have increased the hourly rate for staff to help recruit qualified staff. Recreation staff did a wage analysis of other local Rec Departments that hire similar positions

- We have received approval to bring back our popular in-person Easter Egg Hunt on Friday, April 15<sup>th</sup>. This year the event will be held at Jules Bisson Park. Staff will be working to finalize event details over the next few weeks & we're currently seeking volunteers to help run the event.
- Staff are currently working on finalizing details for the Kids Camp and Trends Camp summer programs. We're excited to offer both camps again this summer and bring back fields trips as well. Both camps will be held at Noble Pines Park Monday-Friday for 8-weeks total. Registration will open March 15<sup>th</sup> for Somersworth residents and April 15<sup>th</sup> for non-residents.





## MEMORANDUM from Director Public Works & Utilities

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

**DATE:** March 14, 2022

**SUBJECT:** Public Works Department Monthly Report for February 2022

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

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### DIRECTOR'S COMMENTS

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

- City Council authorized the City Manager to contract with PaveX for our FY22 road resurfacing work and with Connecticut Crack Sealing for crack sealing on designated streets. Due to favorable bids and within budget limits, the authorization also included adding 5 streets to the project including Beacon Street, Grove Street, Highland Street, Mt. Vernon Street, and Noble Street. Council also approved adding a fog line to the Rocky Hill Road portion to be repaved as well. Staff is finalizing contract documents for both vendors and anticipates work to begin in later May.
- Staff is continuing to work on getting easements approved by commercial property owners along the High Street corridor for the CMAQ High Street Traffic Signal Improvement Project. There is a need for 8 Easements from different property owners along the High Street corridor. Staff has already received 4 fully executed easements and is working with Walmart and Target on draft agreements. The project cannot proceed without these easements signed and approved by the property owners.
- Worked with the City Engineer on current projects, including needed easements for the CMAQ project and preparations for the start of road repair work with PaveX for pavement resurfacing and Connecticut Crack Sealing for crack sealing designated roads
- Sent out letters to abutters that are on the City Council's recently approved added street resurfacing lists, so they can be prepared for any property utility work prior to our paving.
- Highway Division personnel responded to multiple snow and ice events during February. We are continuing to apply brine (salt and water) as a pretreatment when conditions allow in advance of a snow storm event; and we are noticing favorable results with reduce hard pack snow in early stages of snow events on the designated streets. Salt supplies have been replenished and reordered 2 times during February due to high use; storm events have required greater use of salt over the winter.
- Met with Malley Farm Community Garden volunteer stewards to discuss plans for the spring meeting where volunteer gardeners must sign up to participate in the program and also discussed the future garden expansion plans linked to the Home Depot Grant. Department staff scheduled a meeting with officials of Home Depot for early March to discuss the recently awarded grant from Home Depot to expand the garden.
- Attended City Council meetings, and Public Works and Environment and Finance Committee meetings.



- Other meetings attended:
  - Cemetery Trustees
  - SRPC Executive and Policy Committees
  - Seacoast Stormwater Coalition
  - SRTC-Development Reviews
- The Wastewater Treatment Plant Upgrade project is now complete. However, staff is working with Apex Construction and Wright Pierce Engineers on a few remaining punch list items that have not been accepted yet and not subject to warranty period.
- Completed staff review for the Rocky Hill Road Culvert Replacement Design and construction specifications prepared by Wright Pierce Engineers. Project has been released for bid solicitation and a non-mandatory bid conference was held. Bids are due on March 17, 2022.
- Completed the preparation for a Request for Qualifications (RFQ) solicitation from engineer firms to conduct an assessment of the City's sanitary sewer collection system. The RFQ has been released and qualifications statement proposals are due on March 25, 2022. The project is funded in part from a Clean Water SRF Grant from the State DES.
- Completed bid specifications for replacing the Italianate Well House Roof. Bids are due on April 7, 2022. This project is being funded by a \$10,000 NH Historic Preservation -Moose Plate Grant.
- Completed bid specifications for the resurfacing of Noble Pines Basketball Court. Bids are due on April 14, 2022.

## **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
- Washed and greased all trucks following winter events
- Replaced signs city wide damaged from weather and accidents
- Removed numerous shopping carts discarded around the city and near Willand Drive/Commercial Drive
- Filled salt barrels after winter events
- Brined assigned areas ahead of two (2) winter events
- Responded to 8 winter events
- Performed 1 snow removal, (prep trucks Remove plows and sanders install tailgates day before, re-install plows remove tailgates install sanders day after)
- Finished moving compost at Malley Farm in preparation for the season
- Removed all Christmas decorations from downtown to include the Christmas tree and pole decorations
- Repaired a sink hole at a basin on Buffumsville Road

### **Recreation:**

- Repaired numerous benches around city parks
- Installed new benches under the gazebo at Jules Bison Park
- Reconditions signs and posts at Willand Pond Park
- Continued work on the Skate Park Features

**Cemetery:**

- Cleared the road of snow and ice in preparation for a possible late winter burial.

**Water Distribution Support:**

- Assisted with a curb stop at 9 Linden Street

**Sewer Collections Maintenance:**

- Received 24 DigSafe requests

**ENGINEERING DIVISION**

- Attended Seacoast Stormwater Coalition meeting.
- Attended SRTC Meeting.
- Completed review and approvals of driveway permits filed by applicants in Sunningdale as well as other residents.
- Completed review and approval of several Trench permits.
- Completed driveway inspections for Greenview and Sunningdale subdivisions and others.
- Pursued easements for CMAQ project. Conducted meetings with property owners for easements.
- Attended Public Works & Environment Meeting.
- Attended Finance Committee meeting.
- Reviewed Rocky Hill Road culvert plans and specs.
- Attended WWTF project meetings.

**WASTEWATER DIVISION*****Operations/Maintenance:***

- Operating under the (A2O) process which is used during the winter months. During this time, we have less restrictive nutrient and Biochemical Oxygen Demand & Total Suspended Solids requirements. The winter season runs from October 1<sup>st</sup> thru April 30th.
- Completed annual preventative maintenance on both chlorine analyzers.
- Met with chemical vendor (Holland) and discussed updated procedures for ordering as well as lead times. Deliveries are becoming a challenge due to the nationwide truck driver shortage.
- Received 2,400 gallons of septage for the month.

***Compliance:***

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month.
- NH-DES conducted an offsite inspection on 2/18/22. We submitted laboratory analysis bench sheets and completed a desktop audit. No issues or concerns were noted.
- Treated a total of 40-million gallons of wastewater during the month.

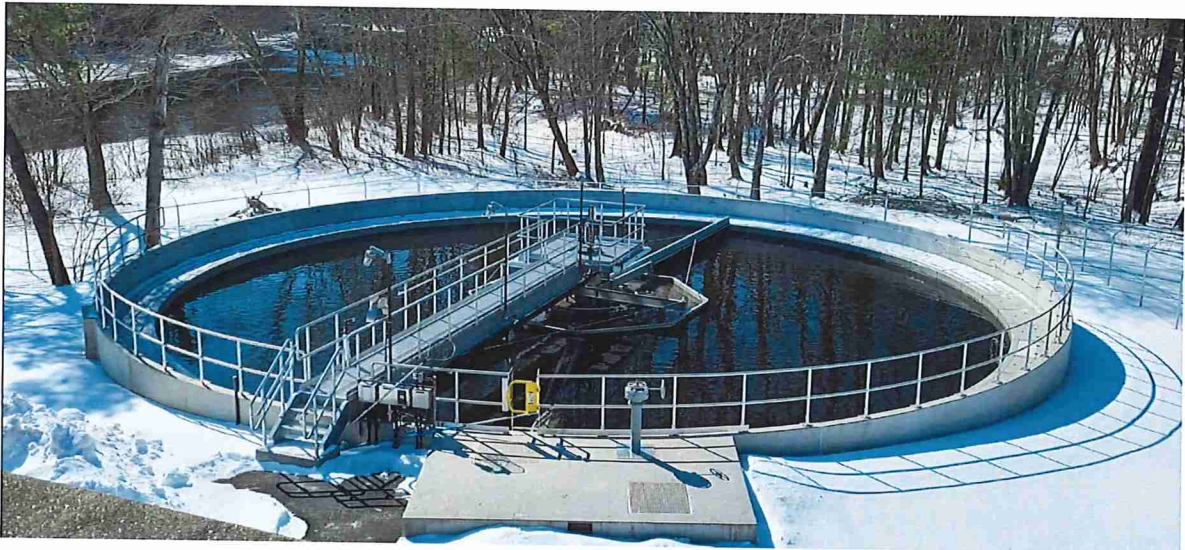
**Industrial Pretreatment Program (IPP):**

- Reviewed one wastewater survey from Soul Shine Maine located on Market Street. No issues were noted.

- Completed Industrial Pretreatment Inspection of General Linen. This included sampling and analysis as well as a tour of the operations and a review of their reporting records. Staff requested an update to their spill response plan due to the existing one missing current procedure.

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

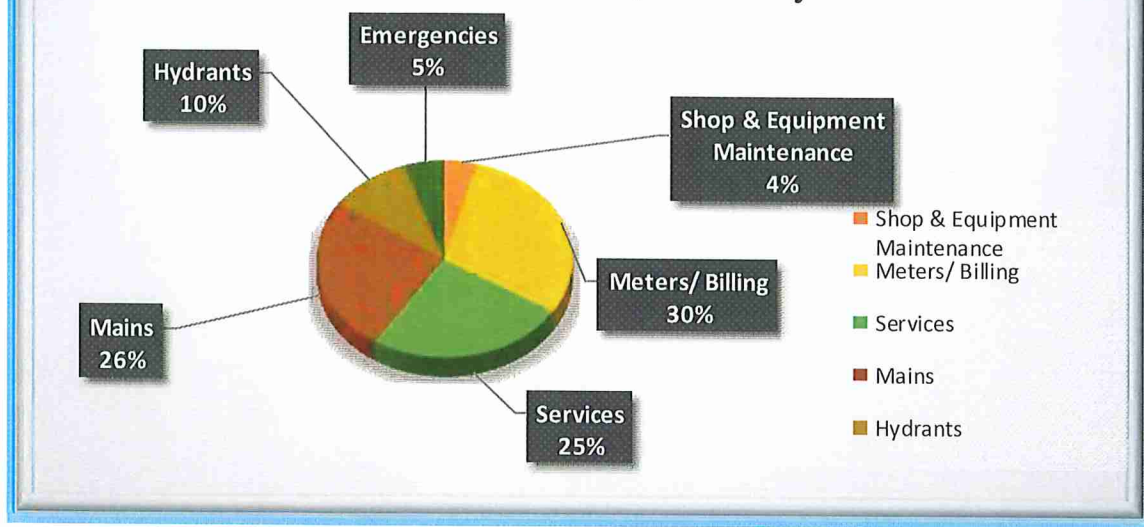
- Waste Water Treatment Facility upgrade – The City of Somersworth entered into a contract with Apex Construction to complete the wastewater treatment facility construction improvements. Project milestones include substantial completion – November 10, 2021. Final completion – February 8, 2022.
- Remaining construction activities include; Final walk-thru with city staff and Wright-Pierce personnel scheduled for early March, Fire alarm system testing/inspection, aeration blower variable frequency drive replacement, SCADA review/training, compressor building HVAC has been addressed with a new thermostat and additional wiring, install heating system for dewatering room, radius curbing needs to be removed and replaced, which is planned to occur this spring, and additional loam and seed installed on facility grounds.



### WATER DISTRIBUTION

- Water Distribution operators completed 92 work orders and service requests in the month of February.
- The team continued to winterize the City's fire hydrants.
- Responded to various emergencies such as frozen pipes/services and water breaks.
- Continually training new personnel.
- Linden St. shutdown and multiple instances of customer assistance.

## Water Distribution Activities, February 2022



## WATER TREATMENT

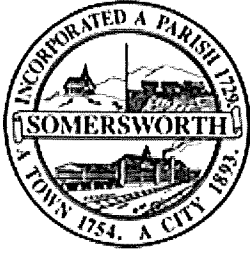
### *Items completed this month:*

- Bacteria's and TOC's water quality testing completed
- Pumped 27,966,625 gallons of raw water
- Filtered and pumped to the city 25,540,438 of finished water
- Replaced check and pressure valve on polymer pump #1
- Completed annual NPDES audit for NHDES
- Returned lagoon # 1 to service
- Assisted City Hall with heating system issue
- Hach was onsite for TOC analyzer repair
- Hach performed service on Manganese analyzer
- Received quotes from Hach for replacement on line turbidity analyzer
- Completed quarter # 1 D/DBP sampling
- Hackworth Fire and Security replaced alarm system
- Met with Holland Chemical regarding the use of PAC for filter Alum
- Reviewed tapping effluent line with distribution for vacuum relief

### *Action items:*

- Clearwell Cleaning and Inspection





## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

David B. Kretschmar  
Chief of Police

### MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David B. Kretschmar, Chief of Police  
Date: March 8, 2022  
Subject: Monthly Report – Month of February 2022

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Bob:

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

#### **PERSONNEL:**

Officers Megan Tully and Ryan Ball were sworn in on February 7<sup>th</sup>. Both officers are currently in field training and will attend the Full Time Police Academy in June.

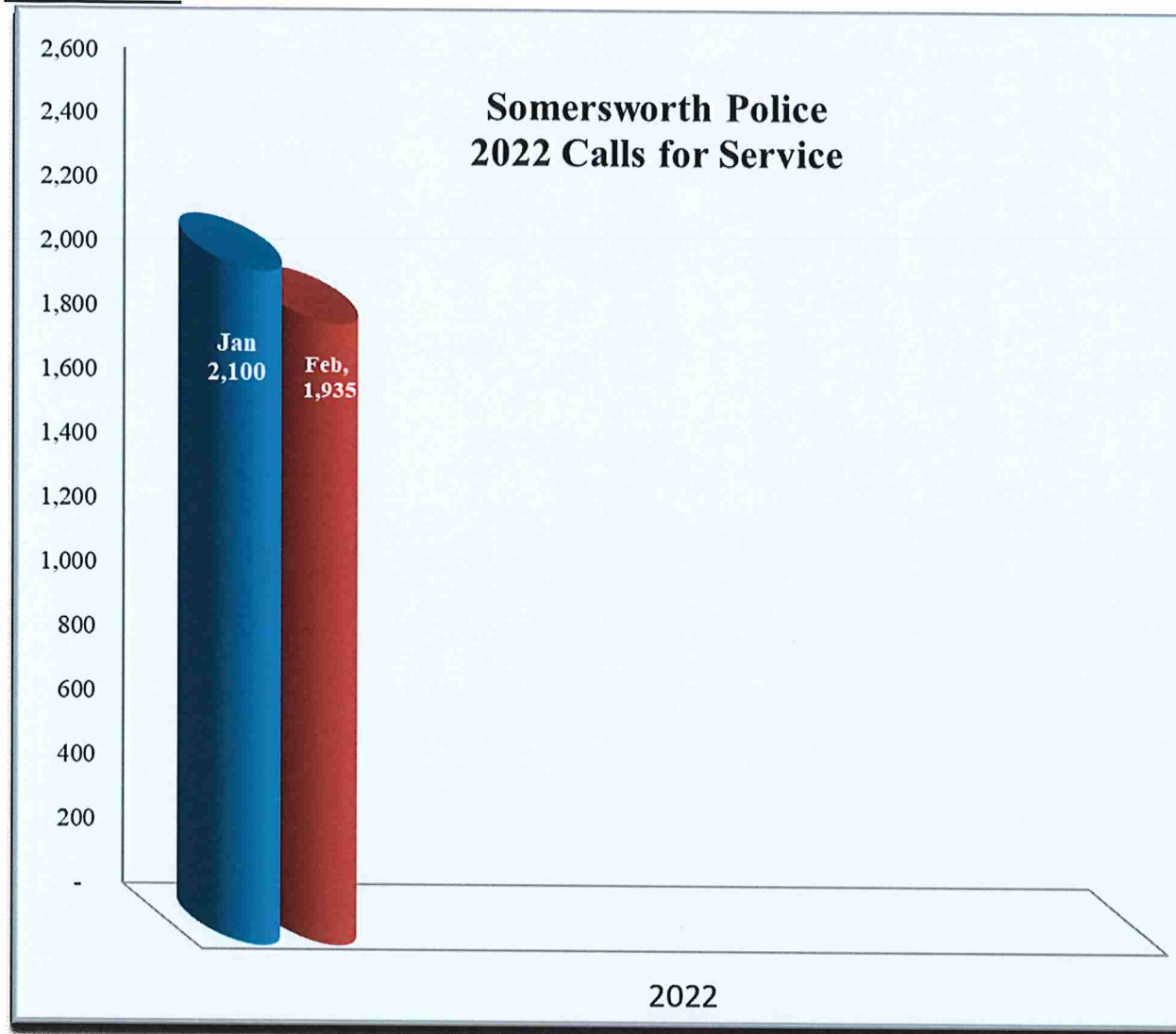
#### **OTHER:**

We received notification that we were awarded a \$75,000 grant from the State of New Hampshire for a grant for overtime costs due to COVID 19. The grant is retroactive to July 1, 2021. We currently have \$18,828.12 in COVID 19 related overtime costs we will be able to recoup through this grant.

#### **TRAINING:**

Personnel received training in: Homicide Investigations, ACERT Training, and Conflict Resolution and Escalation Tactics.

## STATISTICS:



### Yearly Comparison

Month	2022	2021	2020	2019	2018
January	2,100	1,562	1,939	1,976	2,085
Feb	1,935	1,280	1,756	1,796	1,878
March		1,666	1,926	2,145	2,215
April		1,802	1,846	2,285	2,452
May		2,004	1,708	2,053	2,409
June		1,984	1,749	1,935	2,406
July		1,757	1,949	2,048	2,174
August		1,881	1,847	1,943	2,238
Sept		1,820	1,875	2,020	2,263
Oct		1,775	1,937	1,906	2,123
Nov		1,880	1,717	1,860	2,055
Dec		1,944	1,513	1,995	1,936
<b>TOTAL</b>	<b>4,035</b>	<b>21,355</b>	<b>21,762</b>	<b>23,962</b>	<b>26,234</b>



# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**George Kramlinger**

Fire Chief & Emergency Management Director

[gkramlinger@somersworth.com](mailto:gkramlinger@somersworth.com)

**Business: (603) 692-3457**

Fax: (603) 692-5147

[www.somersworth.com](http://www.somersworth.com)

15 March, 2022

To: Mr. Robert Belmore, City Manager

Re: February 2022 Monthly Fire Department and Emergency Management Report

1. Progression on Phase I construction of the new fire station continues with completion of the roof structure over the logistics wing and the start of truss work over the apparatus bay. A comprehensive project review of subsystems and functional capability unique to fire department operations is in-work.
2. Call Volume for this reporting period with a comparison to last year:

	February 2022	February 2021
Fire (all types)	4	4
Overpressure / Overheat (no fire)	1	0
Rescue - EMS	84	48
Hazardous Condition (no fire)	5	6
Service Call	29	13
Good Intent Call	0	1
False Alarm / False Call	15	16
Severe WX / Natural Disaster	0	0
Special Incident	0	0
Total	138	88

3. Stewart's Ambulance responded to 150 emergency calls in the City, transported on 88 of those calls, and had an average response time of 3 minutes and 50 seconds.

Note: The SFD responds with Stewart's on the more serious medical calls which are coded "C", "D", and "E" as well as any time a mutual aid ambulance responds into the City.

Respectfully submitted

George D. Kramlinger  
Fire Chief / EMD  
City of Somersworth

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

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25 BEACON STREET EAST  
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WALTER L. MITCHELL  
LAURA A. SPECTOR-MORGAN  
NAOMI N. BUTTERFIELD  
JOSEPH H. DRISCOLL, IV

TELEPHONE (603) 524-3885

March 15, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 29-22

Title: **TO AMEND COUNCIL RULES AND REGULATIONS,  
SECTION 7, ORDER OF BUSINESS**

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: 3/15/22

By: 



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

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March 15, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 30-22

Title: **TO REAFFIRM THE CITY OF SOMERSWORTH'S  
NONPARTISAN ELECTIONS**

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: 3/15/22

By: 

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

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March 15, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 9-22

Title: **FISCAL YEAR 2022-2023 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: 3/15/22

By: 