


Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, April 28, 2023
SUBJECT: City Manager's Report for Monday, May 1, 2023 City Council Meeting

*6:45 p.m. Non-meeting
Union Negotiations*

Communication (under Section 11 of Agenda)

- A. **Presentation of Financial Statements for Fiscal Year ending June 30, 2022 by Plodzik & Sanderson.** Tyler Paine, C.P.A. and Mike Campo, C.P.A. from Plodzik & Sanderson will be presenting the City's Financial Statements. We have placed a copy of the Financials in the google dropbox in folder "Presentations, Reports, Memos". A hard copy of the Audit Report is in your City Hall mailbox.

Unfinished Business (under Section 15 of Agenda)

Resolutions

- A. **Resolution No. 43-23: To Amend Council Rules and Regulations, Section 10A, School Board Resignations, and to add Section 10B Filling of Board and Committee Vacancies (referred to Government Operations Committee).** The Government Operations Committee met on April 26th and the Committee has an amendment to offer for full Council consideration. The Committee voted to support the Resolution with their recommended amendment. Attached is a *red-line* proposed amended version of this Resolution.

New Business (under Section 16 of Agenda)

Ordinance

- A. **Ordinance No. 19-23: To Amend Chapter 32, Water Ordinance, Section 4.1.E, Service.** The Public Works & Environment Committee met on April 21st and recommends this Ordinance change. Attached is a *red-line version* of this recommended Ordinance change. I recommend a Public Hearing be scheduled for the next regular Council meeting on Monday, May 15, 2023.

Other

- A. **Vote to Ratify a 3-Year Wage and Working Agreement between the City of Somersworth and the Somersworth Police Union, NEPBA Local #19.** Attached is a “*confidential*” Memorandum from our Labor Counsel, Tom Closson, Esq. regarding key elements of the negotiated terms of the Tentative Agreement (TA) with the Somersworth Police Union. In addition, I have included the estimated cost elements of the TA.

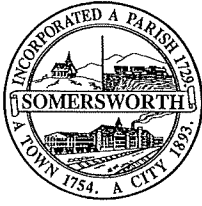
City Manager’s Items (under section 12 of Agenda)

Informational Items

- A. **Solar Project.** I requested an update on Ameresco’s construction timeline regarding the Solar Array project at our Sanitary Landfill Superfund Site. Attached is their response. The project is moving forward, albeit their milestone dates need to be pushed out a bit. After last week’s discussions, both parties were fairly positive our negotiations will reach a successful conclusion in the coming days. Therefore, I anticipate having Draft Agreements for a first reading at the May 15th Council meeting (or June 5th as the alternate date).
- B. **Infrastructure Project Updates.**
1. **GMI Road Resurfacing.** Attached is a Memorandum from Public Works Director Mike Bobinsky that addresses the incorrect manhole covers installed on Buffumsville Road, Bourque and Lee Streets. The contractor will be providing the City a credit of \$11,144. for their error.
 2. **TAP Grant.** Attached is a Memorandum from Public Works Director Mike Bobinsky in regards to the crosswalk lighting poles (a picture is attached) at the new pedestrian bump outs at the High School campus on Memorial Drive. Director Bobinsky outlined three (3) options to move forward. We will be discussing this issue with Superintendent Lori Lane when School resumes on Monday.
- C. **Strafford Regional Planning Commission (SRPC)-Piscataqua Region Estuaries PREPA Grant.** Without objection, I have provided initial authorization for City Planning Staff to work with SRPC to update the Land Use and Natural Resource related chapters in our 2010 Master Plan to reflect current data and high value land use management priorities. SRPC would be the Grant recipient and lead this effort with City Staff assistance and support, as well as land use board engagement, particularly the Conservation Commission.
- D. **Department of Public Works & Utilities-Kudo’s to Director Mike Bobinsky and Staff.**
1. **Wastewater Division.** Chief Operator Jamie Wood and his Staff have worked accident free for 6-years and counting! (see attached)
 2. **Highway Division.** City Staff have received many thank you comments for the on-going elevated brush pick-up around the City. (see attached)

Attachments

1. **City Attorney Certifications: One (1)**
2. **Memorial Day Services & Parade Info**

	<p style="text-align: center;">City of Somersworth – Resolution</p> <p>Resolution No: 43-23</p> <p>TO AMEND COUNCIL RULES AND REGULATIONS, SECTION 10A, SCHOOL BOARD RESIGNATIONS, AND TO ADD SECTION 10B FILLING OF BOARD AND COMMITTEE VACANCIES</p>
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April 17, 2023

WHEREAS, Presently, there is no formal notification process in regards to School Board Member resignations, or the City Council’s acceptance of other individual resignations from City Boards and Committees; and

WHEREAS, City governance will benefit from a clear administrative process that provides direction on the receipt and acceptance of resignations from City Boards and Committees; and

WHEREAS, Furthermore, City governance and the Public will benefit in knowing the timing of accepting applications to fill any Board or Committee vacancies,

NOW, THEREFORE, City Council Rules and Regulations, as amended, shall be further amended as follows:

Section 10A. School Board Resignations, add a new paragraph:

When a resignation of a School Board Member occurs, the Mayor shall communicate the resignation to the City Council and School Board Chair prior to posting the vacancy.

Add, **Section 10B. Filling Board and Committee Vacancies**

No application to fill any vacancy on any Board or Committee may be accepted until the City Council has been duly notified of the vacancy at a scheduled City Council Meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Council Rules and Regulations are amended effective immediately upon passage of this Resolution.

Authorization	
<p><i>Sponsored by:</i></p> <p>Mayor Dana S. Hilliard</p>	<p><i>Approved by:</i></p> <p>City Attorney</p>

City of Somersworth – Resolution 43-23

History

First Read Date:	04/17/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

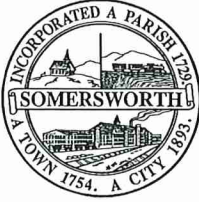
04/17/2023

Clerk LaPanne performed a first reading of Resolution 43-23.

Resolution 43-23 will remain in first reading until the call of the Chair.

Deputy Mayor Witham referred Resolution 43-23 to the Government Operations Committee per the request of Mayor Hilliard.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 43-23	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: **43-23**

TO AMEND COUNCIL RULES AND REGULATIONS, SECTION 10A, SCHOOL BOARD RESIGNATIONS, AND TO ADD SECTION 10B FILLING OF BOARD AND COMMITTEE VACANCIES

April 17, 2023

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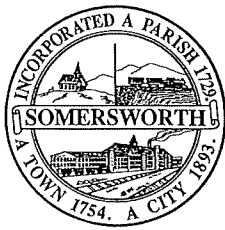
When a resignation of a School Board Member occurs, upon receipt of the resignation by the Mayor's office. the Mayor shall communicate the resignation to the City Council and School Board Chair prior to posting the vacancy.

Add, Section 10B. Filling Board and Committee Vacancies

No application to fill any vacancy on any Board or Committee may be accepted until the City Council has been duly notified of the vacancy at a scheduled City Council Meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Council Rules and Regulations are amended effective immediately upon passage of this Resolution.

Authorization	
<i>Sponsored by:</i> Mayor Dana S. Hilliard <i>Councilors:</i> Richard R. Michaud Matt Gerding Don Austin Nancie Cameron	<i>Approved:</i> City Attorney



City of Somersworth – Ordinance

Ordinance No: **19-23**

TO AMEND CHAPTER 32, WATER ORDINANCE, SECTION 4.1.E, SERVICE

May 1, 2023

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

Amend Chapter 32, Water Ordinance, by deleting Section 4.1. e., Service., paragraph i., in its entirety and replace it with the following:

Section 4.1 e. Service.

- i. Customer shall be provided service through a Utility owned Service Pipe and Curb Stop/Curb Shut Off. The Utility reserves the right to determine the number of water service connections per legally subdivided lot. Customer may at Customer's own expense separately meter individual buildings and tenants as Customer determines.

Authorization

Sponsor by Councilors:

David A. Witham
Martin Pepin
Kenneth Vincent

Approved:

City Attorney

a. Installation Period.

The Utility's portion of a Service Pipe shall be installed during the period of mid- April to mid-November as frost and weather conditions permit. In an emergency and upon the Customer's request, the City Manager, at his/her sole discretion, and in compliance with applicable ordinances, may authorize the Utility to permit service installation or repair during winter months.

e. Service.

- ~~i. Customer shall be provided service through only one Utility owned Service Pipe and Curb Stop/Curb Shut Off per legally subdivided lot. Customer may at Customer's own expense separately meter individual buildings and tenants as Customer determines.~~
- i. Customer shall be provided service through a Utility owned Service Pipe and Curb Stop/Curb Shut Off. The Utility reserves the right to determine the number of water service connections per legally subdivided lot. Customer may at Customer's own expense separately meter individual buildings and tenants as Customer determines.
- ii. When an existing Customer has more than one service line per legally subdivided lot, the Utility reserves the right to reduce the number of service lines provided to one, as part of any conversion of use, renovation or other changes in condition requiring a building permit.
- iii. Where more than one Customer is currently provided service through one Service Pipe and Curb Stop/Curb Shut Off, any violation of Utility regulations by one or more Customer(s) so serviced shall be deemed a violation by all, and the Utility may take such action against all such Customers as could be taken against a single Customer. The Utility shall make reasonable efforts to advise all Customers served by the common Service Pipe and Curb Stop of the violation and, where appropriate given an opportunity to cure the violation.

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f. Joint Use of Service Pipe Trench.

Joint use of a Service Pipe trench with gas pipe, sewer pipe or other Utility service shall only be performed in accord with Utility Specifications. No service pipes shall be laid in the same trench with a gas pipe, a sewer pipe, or any other utility, nor within three (3) feet of any open excavation or vault. In all cases, the Utility may adhere to and adopt as part of its specifications any standards set forth by regional, governing, or industry bodies which represent better management practices and stricter safety and reliability procedures.

g. Shut Offs.

The Customer shall install and maintain on that portion of the Service Pipe located on or within the Premises served, two (2) Shut Offs - one on either side of the meter. The Shut Offs shall be of a type acceptable to the Utility. The Utility may use the Shut Off for service, maintenance, and other purposes.

h. Thawing.

The Customer shall be responsible for thawing Customer's portion of the Service

Brenda Breda

Subject: FW: Lease Arrangement

From: Fahey, Ryan <rfahey@ameresco.com>
Sent: Tuesday, April 25, 2023 5:22 PM
To: Bob Belmore <bbelmore@somersworthnh.gov>
Cc: Gareth Orsmond <gorsmond@pierceatwood.com>; Mancini, Jonathan <jmancini@ameresco.com>; Raducha, Paul <praducha@ameresco.com>; Simon, Elizabeth <esimon@ameresco.com>; Taliadouros, Kleo <ktaliadouros@ameresco.com>; Scott A. Smith <sasmith@somersworthnh.gov>; Holt, Tom <tholt@ameresco.com>
Subject: RE: Lease Arrangement

Bob,

Attached, please find an updated milestone schedule with specific permit timelines called out.

As some added detail on near-term items:

- Ameresco reviewing survey and wetlands reports from Weston & Sampson and making design changes accordingly. Changes expected to be completed within 1 week.
- Following design updates, Ameresco will confirm interconnection pathway, and release Eversource to begin their design work. Green light expected in 2 weeks.
- Following design updates, permit application preparation will begin for NHDES Type I-B Permit Modification and Site Plan Approval. Permit preparation will take approximately 6 weeks.
- Ameresco is making the final payment to Eversource on 5/13 for initial interconnection upgrade cost estimate.

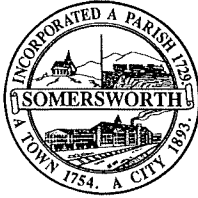
We look forward to the discussion tomorrow.

Thank you,
Ryan

Table1: Project Development Schedule

Milestone	Milestone Date
Award	March 2022
Interconnection Application Submitted	April 2022
Eversource Impact Study	July 2022 – December 2022
Interconnection Agreement Executed*	February 2023
Initial Interconnection Payment Made	February 2023
Wetlands and Survey	March 2023 – April 2023
Eversource Begins Interconnection Design*	May 2023
Contract Execution (estimated)	May 2023
Remaining Initial Interconnection Cost Payment Made	May 2023
NHDES Solid Waste Management Permit (Type I-B Permit Modification)	June 2023 – October 2023
NHDES Alteration of Terrain Permit (if applicable)	June 2023 – October 2023
Somersworth Planning Board – Site Plan Approval	June 2023 – September 2023
NH Division of Historical Resources	August 2023
NPDES Construction General Permit	August 2023
NH Heritage Bureau Data Check	August 2023 – September 2023
Eversource Easements*	July 2023 – October 2023
Notice to Proceed	November 2023
Procurement	November 2023 – July 2024
Commencement of Construction	May 2024
Substantial Completion (of Construction)	September 2024
Interconnection/COD*	October 2024
Closeout	November 2024

*Interconnection and final completion are subject to work performed by Eversource. We consider these dates reasonable assumptions based on our experience working with Eversource.



MEMORANDUM from Director Public Works & Utilities

Date: April 28, 2023
To: Bob Belmore, City Manager
From: Michael J. Bobinsky, Director of Public Works and Utilities
Cc: Scott Smith, Deputy City Manager-Director of Finance
Amber Hall PE, City Engineer
Re: Installation of Manhole Covers by GMI Asphalt

This memorandum addresses the incorrect manhole covers installed by GMI Asphalt on Buffumsville Road, Bourque and Lee Streets as part of road paving work.

Background

City Engineer Amber Hall discovered that the utility manhole covers installed on Buffumsville Road, Bourque and Lee Streets by GMI Asphalt were not correct per the City specifications. The City specifications for the road paving bid calls for a Pamrex Hinged Cover and what was installed was a Standard NH DOT non- hinged cover. City staff has standardized manhole cover specifications for replacements when road paving projects occur over the past several years and have elected to use hinged covers for employee safety and efficiency when needing to open manholes for any reason. Bid documents reflect the model and style number required. There are 30 manholes that were identified for replacement throughout the road repair project and based on field inspections, all were replaced with a round non- hinged style manhole instead of the hinged style.

Key Points-Findings

- GMI's subcontractor SUR Construction out of Massachusetts installed manhole covers on designated streets on April 19 as part of the road resurfacing work
- The covers were discovered to be round and non-hinged on Monday April 24. This is not per the technical paving specifications. Hinged manholes allow safer employee access, do not require special equipment to open and are efficient.
- Once discovered, we immediately contacted GMI officials to alert them of the issue. They contacted their vendor of the manhole covers, EJ Prescott, of whom we utilize for a variety of water and sewer utility parts and materials for projects and operations.

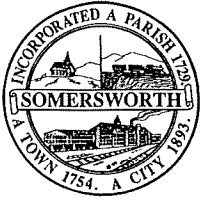
- After communicating with GMI and EJ Prescott, we learned there was a miscommunication between their vendors and estimators that resulted in the incorrect manhole covers delivered to GMI.

Staff initiated discussions with GMI officials for a resolution and considered two options:

Options for moving forward include:

- Require the contractor to cut 30 holes in newly laid asphalt on Buffumsville Road, Bourque and Lee Streets and remove and replace the covers.
- Accept the current manhole covers as installed and obtain a credit equivalent to cost difference for the specified manhole covers and what was installed. In addition, obtain new ergonomic equipment from the contractor to help handle the operation of the manhole cover removal when needed during emergencies or maintenance. Staff obtained pricing information from the supplier of the manholes and confirmed the cost difference between the type of manholes installed compared with what was specified is \$11,144.

Following review with the City Manager's office, we selected the option involving a credit on the cost difference and opted against replacing the structures in the new pavement. Department staff spoke with senior officials of GMI Asphalt on the resolution; they apologized for the oversight, accepted responsibility for the mistake and agreed to provide the City with the specified credit. In addition, they agreed to provide specialized lifting equipment to help handle the operations of manhole cover removal when needed on these streets. Highway Division staff will review the specific lifting equipment with GMI to ensure appropriate for operations.



MEMORANDUM from Director Public Works & Utilities

Date: April 28, 2023
To: Bob Belmore, City Manager
From: Michael J. Bobinsky, Director of Public Works and Utilities
Cc: Scott Smith, Deputy City Manager-Director of Finance
Amber Hall PE, City Engineer
Re: Crosswalk Lighting Poles at Bump Outs at Memorial Drive

This memorandum addresses the design and installation of utility poles in new cross walk bump outs on Memorial Drive.

Background

The wood utility poles were installed on Monday April 24 in accordance with the approved plans. Staff received feedback shortly after installation that the two (2) utility poles in the new cross walk bump outs are large and appear out of scale with the rest of the utilities and streetscape on Memorial Drive. CMA project engineers were contacted to discuss possible options as a solution to the aesthetics concern.

Key Findings:

- The poles are required to install lighting for the crosswalks. FHWA /NHDOT funded pedestrian improvement projects are required to be ADA complaint; there is no alternative to not have lighting for a crosswalk and still be eligible for NHDOT –FHWA funding.
- Removing the poles will require a change order. NHDOT will need to review and approve a design change for new poles in addition to the removal of existing poles. It is possible NHDOT will not accept the change order because this is for aesthetic reasons. This could mean the City would be responsible to pay 100% of the cost to relocate or replace the poles.
- CMA was asked to consider options to include an alternative pedestrian scale light pole and or relocate the existing poles away from the street end of the bump outs. Their recommendations are summarized as follows:
 - The existing wooden utility poles can be located 5ft (approximately) away from the roadway and still provide adequate foot-candles as discussed by our project

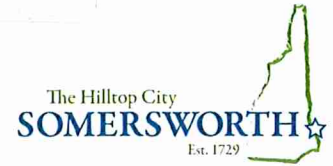
engineer at CMA. In addition, the option of relocating the wooden poles away from the roadway is depicted with red dots in the diagram below.

- An alternative pedestrian scale solar light example for this application was identified for consideration. Cost is approximately \$12,000 each and has a long lead time for delivery (6 months).

Options to move forward:

- Leave new utility poles and lighting as designed and installed.
- Relocated existing wooden utility poles approximately 5 ft away from the roadway while still providing the ADA lighting requirements in the crosswalk.
- Replace wooden utility poles with new decorative pedestrian scale solar light pole.





DATE: April 28, 2023

TO: Robert Belmore
City Manager

FROM: Michelle Mears, AICP
Director of Planning and Community Development

Re: Piscataqua Region Partnership PREPA Grant update Natural Resources Master Plan Chapter

Scope of Project:

The City of Somersworth is working with Stafford Regional Planning Commission to apply for PREPA Grant to update the Land Use and Natural Resource related chapters in their 2010 Master Plan to reflect current data and high value land use management priorities.

Grant Amount Requested Total Budget: \$25, 500

PREP Requested \$21,660

In-Kind Match \$3,840 (SRPC)

In-Kind

Other Roles:

- Municipal Boards – provide input on the community engagement plan, promote and participate in community engagement activities.
- Municipal Staff – provide oversight on development of community engagement plan, participate in engagement activities, assist in advertising public events, provide logistical support for engagement activities (e.g., access to City facilities if needed).

Timeframe: June 1, 2023 to June 2024 for Adopted Natural Resources Master Plan Chapter



Piscataqua Region Estuaries Partnership PREPA Grants Proposal Summary Form
(not to exceed five pages; exclusive of budget)

Municipality: City of Somersworth, NH

Name of Applicant(s): Strafford Regional Planning Commission

Project Title: Master Planning in Somersworth: Land Use & Natural Resources

Phone Number: 603-994-3500 x100

Email: jczysz@strafford.org

PREP Funds Requested: \$21,660

Total Project Cost: \$25,500

Project Summary:

SRPC will work with the City of Somersworth to update the Land Use and Natural Resource related chapters in their 2010 Master Plan to reflect current data and high value land use management priorities. The team will take care to coordinate the update process in tandem with other ongoing efforts to update other chapters in Somersworth's Master Plan to generate an informed and relevant scenario planning process and resulting implementation plan.

SRPC aims to generate buy-in from the community early in the process by (1) forming and regularly collaborating with an advisory group, comprised of local decision makers and community members, on all project elements and (2) developing the project engagement plan with members of the advisory group to produce an efficient and effective outreach process that considers local context.

The project seeks to generate an engaged planning process to identify and characterize critical natural resources, build consensus among community members around management approaches, and create an ambitious but achievable and measurable implementation plan. The result will be a replicable process transferrable to other communities within the Piscataqua Region watershed, who can implement a similar approach to use the best available science in managing natural resources through a lens of building community resilience, while addressing the 2020 PREPA Action Items.

Connection to the 2020 Piscataqua Region Environmental Planning Assessment Action Items:

The project team will address the action item "complete a climate vulnerability assessment" directly through the engagement and visioning process wherein participants will be encouraged to consider the impacts of climate change on Somersworth's resources. Mapping and modeling tasks will also integrate existing climate impact data; relevant data may reference saltwater intrusion, pollutant load attenuation, flood storage, stormwater infrastructure, priority soils, and other resilience and mitigation attributes. The team will use noteworthy reports on land management practices for climate adaptation in developing actionable items for the final report such as outlined in [The Contribution of Integrated Land Use Planning and Integrated Landscape Management to Implementing Land Degradation Neutrality: Entry Points and Support Tools](#). The project team will develop comprehensive strategies to address the remaining three Action Items, increase septic and structure setbacks to 100' for all waterbodies, increase fertilizer application buffer to 100', and work with landowners to conserve land to integrate into the final implementation plan.

Project Task Timeline:

Task 1: Building The Foundation Staff Hours: 48

Task 1.1: Project Team Reviews Current Progress June – July '23

Project Team Check-in #1: SRPC and City of Somersworth staff will convene to review progress since the last Master Plan update & Natural Resource Inventory and develop a list of relevant documents for review in Task 1.2.

DELIVERABLES: Progress Report on the 2010 Master Plan's implementation progress

Task 1.2: Background Research; Review Existing Maps & Models June – July '23

Project Team Check-in #2: SRPC and City of Somersworth staff will convene to collect and review existing natural resources documents/studies for the study area(s) including relevant city and regional plans, such as the Somersworth's Hazard Mitigation Plan, 2021 Update to the NH Coastal Watershed Conservation Plan and 2016 Natural Resource Assessment and Co-Occurrence Mapping project. Determine which geographies are to be studied outside of municipal boundaries. This may include local watersheds or other regional studies. Identify and collect base map layers from the 2016 Natural Resource Assessment and Co-Occurrence Mapping project to be updated.

DELIVERABLES: Shared Resource Library, Annotated Bibliography

Task 1.3: Create Engagement Plan July – August '23

Project Team Check-in #3: SRPC and City of Somersworth staff will convene along with representatives of the planning board and conservation commission to outline Engagement Plan components including identifying roles, responsibilities and timelines for the following tasks:

- Task 2.1: Workshop #1: Future Scenarios Visioning
- Task 3.4: Workshop #2: Goal Setting
- Task 4.2: Validating Results via Survey
- Task 4.3: Workshop #3: Evaluation & Building Momentum
- Task 4.4: Public Hearing and Adoption

DELIVERABLES: Engagement Plan

Task 2: Scenario Building Staff Hours: 56

Task 2.1: Workshop #1: Future Scenarios Visioning July – September '23

Workshop #1: The Staff Project Team, with support from Planning Board and Conservation Commission members, will engage members of the public in a visioning process to develop possible future scenarios for Somersworth's future land use and natural resource management. Outcomes from this session will be used in a back casting exercise (Task 3.3 Workshop #2: Goal Setting) to develop goals. SRPC will design the workshop exercises based on scenario planning guidance from the APA and The Lincoln Institute of Land Policy. Some examples of guidance documents include: [PAS Memo: How to Design Your Scenario Planning Process](#); [How to Use Exploratory Scenario Planning \(XSP\): Navigating an Uncertain Future](#). After each workshop, SRPC will engage participants in an evaluation survey to facilitate process improvement. Results will be incorporated in the final Outreach Summary Report and used to inform the design of similar projects in the future. The project team will collaborate with the SRPC/Somersworth team working on an update to the City's Housing Master Plan Chapter to develop scenarios that balance the City's needs and priorities for natural resource protection with housing development. DELIVERABLES: Participant List, Outreach Summary Report #1, Evaluation #1 Survey Results

Task 2.2: Form Advisory Group

August – September '23

Advisory Group Meeting #1: SRPC and City of Somersworth staff will use contacts gained from Task 2.1:

Workshop #1: Future Scenarios Visioning as well as local board members to assemble an Advisory Group that during their first meeting will define their roles and responsibilities to include: participate in monthly check-in meetings, facilitate relationship-building and ensure transparency, collaborate with the staff project team to generate salient and legitimate outcomes. DELIVERABLES: Advisory Group MOU

Task 2.3: Craft the Vision

August – October '23

Advisory Group Meeting #2: SRPC will convene the Advisory Group to draft a vision statement using input gathered during Workshop #1, along with information gathered through other SRPC/Somersworth collaborative efforts on the Master Plan update. The project team will validate the vision by fielding community feedback through Tasks 3.4 and 4.2. DELIVERABLES: Draft Vision Chapter

Task 3: Drafting the PlanStaff Hours: 126

Task 3.1: Co-occurrence Mapping and Prioritization

September – October '23

SRPC will update the 2016 Co-Occurrence Map and conduct a development suitability analysis to determine where the most and least suitable lands in the city are for development and natural resource protection.

Task 3.2: First Draft Land Use (LU) & Natural Resources (NR) Chapter

October '23 – November '23

SRPC will prepare an outline and skeleton first draft of the LU & NR using information gathered in Task 1:

Background Research and Task 2: Scenario Building. Advisory Group Meeting #3: SRPC will convene the Advisory group to: review and workshop the draft, query Advisory Group members to rank the value of different natural resources, identify priority natural resource protection areas and/or enhanced buffers, and outline policy changes needed to achieve the priority natural resource protections. DELIVERABLES: Draft LU & NR Chapter.

Task 3.3: Develop Models & Mapping Materials

November '23 – January '24

SRPC will model the results of the scenario planning exercise (Task 2.1) and priority natural resources co-occurrence mapping (Tasks 3.1&2). One will display the maximum build-out potential for the City based upon current land use policies and natural resource protections. The second will incorporate the increased environmental protections identified in Task 3.2. These build-out analyses can be performed for a single point in the future (such as the year 2040) or for multiple points on a timeline (such as the years 2030, 2040, and 2050) as requested by the City. DELIVERABLES: Draft Models & Mapping Materials

Task 3.4: Second Draft LU & NR; First Draft Future LU

January '24 – February '24

SRPC will revise the draft LU and NR chapter using feedback from the Task 3.1 check-in meeting and Tasks 3.2 and 3.3 mapping exercises. Advisory Group Meeting #4: SRPC will convene the Advisory group to review and workshop the Second Draft LU & NR Chapter. DELIVERABLES: Second Draft LU & NR Chapter, Draft Future LU Chapter

Task 3.5: Workshop #2: Goal Setting

January '24 – February '24

Workshop #2: SRPC and the Advisory Group will facilitate a workshop with the aim of developing chapter goals using input received in Task 2.1: Workshop: Future Scenarios Visioning and will exercise using guiding documents on scenario planning & [back casting](#). After each workshop, SRPC will engage participants in an evaluation survey to facilitate process improvement. Results will be incorporated in the final Outreach

Summary Report and used to inform the design of similar projects in the future. DELIVERABLES: Summary Outreach Report #2, Evaluation #2 Survey Results, Participant List, Draft Chapter Goals

Task 3.6: Final Draft Materials

February '24 – March '24

Advisory Group Meeting #5: SRPC will publicize the final draft plan narratives and models & mapping materials in preparation for Workshop #3 and the public hearing process. DELIVERABLES: Final Draft: NR & LU Chapter narrative, Future LU Chapter narrative, Models & Mapping Materials

Task 4: Path to Implementation..... Staff Hours: 68

Task 4.1: Develop Actionable Items

March – April '24

Advisory Group Meeting #6: SRPC and the Advisory Group will convene to finalize goals developed in Workshop #2, generate draft action items for the City of Somersworth to realize its vision and develop a methodology for ranking priority management actions using model procedures, similar to that used by the Dover Open Lands Committee. This methodology will be included in the final draft Master Plan. DELIVERABLES: Final Draft Goals, First Draft Actions, Draft Ranking Methodology

Task 4.2: Validating Results via Survey

March – April '24

Advisory Group Meeting #7: SRPC and the Advisory Group will convene to develop an online map that allows users to provide location-based feedback. This outreach tool will be used to solicit feedback on final model & mapping materials, ensure stakeholders feel represented in the vision and plan updates, and build community support for the public hearing & adoption process. DELIVERABLES: Survey Summary Report, Final Draft Vision

Task 4.3: Workshop #3: Evaluation & Building Momentum

April – May '24

Workshop #3: SRPC and the Advisory group will engage the public in a workshop to evaluate the project process and outcomes, assess final draft actions form implementation plan. SRPC will engage participants in an evaluation survey to facilitate process improvements. Results will be incorporated in the final Outreach Summary Report and used to inform the design of similar projects in the future. DELIVERABLES: Outreach Summary Report #3, Evaluation #3 Survey Results, Participant List, Final Draft Actions

Task 4.4: Public Hearing and Adoption

May – June '24

Advisory Group Meeting #8: SRPC and the Advisory group will convene to review finals & workshop any necessary changes, finalize Ranking Methodology, and prepare for the public hearing process. Somersworth project team members will assist in disseminating the outreach materials. Public Hearing & Adoption: SRPC will coordinate the public hearing process by drafting noticing language, preparing outreach materials, and giving a presentation to the Planning Board at a scheduled public hearing. DELIVERABLES: Final Updated Plan, Public Notice, One-Pager Summary (or similar outreach material), and Planning Board Presentation, Final Outreach Summary & Evaluation Report

Project Team: As articulated above within the task descriptions:

SRPC: will be responsible for carrying out the project as the qualified consultant working in partnership with the city. Team members include:

- Jen Czysz, Executive Director
- Autumn Scott, Regional Planner
- Mark Davie, Regional Planner
- Lisa Murphy, Senior Regional Planner

- Jackson Rand, GIS Planner

City of Somersworth: municipal staff will guide the project to ensure the end outcomes best meet the community's needs, work in partnership with SRPC, keep local boards apprised of progress, assemble the advisory group, provide space for all meetings and outreach events, and post all applicable public notices. The City's team includes, but may not be limited to:

- Michelle Mears, Director of Planning & Community Development
- Dana Crossley, Planning Technician
- Anna Stockman, Planning Secretary

Project Deliverable(s):

Task specific deliverables are included above in the Task and Timeline section. Final deliverables include:

- Updated Existing and Future Land Use and Natural Resource Master Plan Chapters
- Final grant report submitted no later than December 13, 2024.

Why is this the right time for this project? Why is your town ready? Will the project address priorities or needs identified by your community or the region? If so, how?

The Somersworth Conservation Commission has slowly been working toward a revision to the Natural Resources Chapter of the Master Plan, but as a volunteer board does not have the capacity to complete it in a reasonable timeframe. The Conservation Commission met on April 18, 2023 voted unanimously to support this potential project. The current Master Plan is outdated and hasn't seen an update since 2010, and the last update to the city's Natural Resource Inventory occurred in 2016. City staff and volunteers are interested in updating the inventory and developing a comprehensive plan for resource management and land use that balances community interests, integrates local and regional goals, and is based on the most up to date and best available science.

Describe your approach to community engagement.

The process designed for this project aims to implement a "with not for" approach to community engagement. One of the first tasks early in the project involves collaborating with the Advisory Group to develop a project-specific engagement plan. This will allow the project team to conduct outreach through an approach that addresses Somersworth's community members' needs and uses the most effective outreach channels. SRPC and the project team will use input from the Advisory Group to co-develop engagement activities which generate buy-in from all interested and affected parties throughout the planning process. SRPC will implement equitable engagement strategies for all tasks to ensure all members of the community are comfortable and able to be involved in the planning process. This may include generating materials in multiple languages or formats, recording meetings, providing closed captions at online meetings, and holding in-person meetings at locations accessible via public transportation.

Please see the budget detail for a breakdown of the estimated percentage of project costs allocated toward community engagement efforts.

Appendix C: Proposal Budget Form

Municipality/Applicant: City of Somersworth/Strafford Regional Planning Commission

	Amount Requested from PREP	In-Kind Match	Other Funds	Total Budget
BUDGET CATEGORIES				
Task 1.1: Project Team Reviews Current Progress	\$530	\$0	\$0	\$530
Task 1.2: Background Research; Review Existing Maps & Models	\$1,600	\$0	\$0	\$1,600
Task 1.3: Create Engagement Plan	\$1,060	\$0	\$0	\$1,060
Task 2.1: Workshop: Future Scenarios Visioning	\$2,600	\$620	\$0	\$3,220
Task 2.2: Form Advisory Group	\$260	\$250	\$0	\$510
Task 2.3: Craft the Vision	\$790	\$0	\$0	\$790
Task 3.1: Co-occurrence Mapping & Prioritization	\$2,030	\$250	\$0	\$2,280
Task 3.2: First Draft LU & NR Chapter	\$1,320	\$250	\$0	\$1,570
Task 3.3: Develop Models & Mapping Materials	\$2,030	\$0	\$0	\$2,030
Task 3.4: 2 nd Draft LU & NR; First Draft Future LU	\$1,320	\$0	\$0	\$1,320
Task 3.5: Workshop: Goal Setting	\$1,810	\$250	\$0	\$2,060
Task 3.6: Final Draft Materials	\$1,730	\$250	\$0	\$1,980
Task 4.1: Develop Actionable Items	\$790	\$250	\$0	\$1,040
Task 4.2: Validating Results via Survey	\$1,690	\$380	\$0	\$2,070
Task 4.3: Workshop: Evaluation & Building Momentum	\$1,400	\$620	\$0	\$2,020
Task 4.4: Public Hearing and Adoption	\$530	\$620	\$0	\$1,150
TOTAL Qualified Consultant Fee	\$21,490	\$3,740	\$0	\$25,230
<i>SUBTOTAL Communications & Outreach (Tasks 2.1, 3.5, 4.2, 4.3, and 4.4 Included in Qualified Consultant Fee above)</i>	<i>\$8,030</i>	<i>\$2,490</i>	<i>\$0</i>	<i>\$10,520</i>
Supplies /Materials (large format printing)	\$0	\$100	\$0	\$100
Equipment	\$0	\$0	\$0	\$0
Travel	\$170	\$0	\$0	\$170
Other Cost (specify in space below)	\$0	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$21,660	\$3,840	\$0	\$25,500

Communications and Outreach is 42% of the total project costs and 37% of the requested grant funds.

In-kind match to be provided to the grant project includes 122 hours of time at \$30.75/hour from community member participation in the planning process, totaling \$3,740. Additional in-kind match of \$100 in the form of large format printing of and other miscellaneous supplies and materials for outreach events.

(Signature of applicant)

Jennifer Czysz
(Print name)

Executive Director
(Title)

(Date)


(Signature of City Council Chair or City Manager)

Robert M. Belmore
(Print name) (Title)

04-28-23
(Date)

Project Budget

	Amount Requested from PREP	Optional Matching Funds/In- Kind	Other Funds**
		(non- federal)*	
BUDGET CATEGORIES			
Task 1.1: Project Team Reviews Current Progress	\$530	\$0	\$0
Task 1.2: Background Research; Review Existing Maps & Models	\$1,600	\$0	\$0
Task 1.3: Create Engagement Plan	\$1,060	\$0	\$0
Task 2.1: Workshop: Future Scenarios Visioning	\$2,600	\$620	\$0
Task 2.2: Form Advisory Group	\$260	\$250	\$0
Task 2.3: Craft the Vision	\$790	\$0	\$0
Task 3.1: Co-occurrence Mapping & Prioritization	\$2,030	\$250	\$0
Task 3.2: First Draft LU & NR Chapter	\$1,320	\$250	\$0
Task 3.3: Develop Models & Mapping Materials (CViz)	\$2,030	\$0	\$0
Task 3.4: Second Draft LU & NR; First Draft Future LU	\$1,320	\$0	\$0
Task 3.5: Workshop: Goal Setting	\$1,810	\$250	\$0
Task 3.6: Final Draft Materials	\$1,730	\$250	\$0
Task 4.1: Develop Actionable Items	\$790	\$250	\$0
Task 4.2: Validating Results via Survey	\$1,690	\$380	\$0
Task 4.3: Workshop: Evaluation & Building Momentum	\$1,400	\$620	\$0
Task 4.4: Public Hearing and Adoption	\$530	\$620	\$0
TOTAL Qualified Consultant Fee	\$21,490	\$3,740	\$0
SUBTOTAL Communications & Outreach (Tasks 2.1, 3.5, 4.2, 4.3, and 4.4 Included in Qualified Consultant Fee above)	\$8,030	\$2,490	\$0
Supplies /Materials****	\$0	\$100	
Equipment	\$0	\$0	\$0
Travel	\$170	\$0	\$0
Other Cost (specify in space below)	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$21,660	\$3,840	\$0

\$121.63

Brenda Breda

From: Bob Belmore <bbelmore@somersworthnh.gov>
Sent: Thursday, April 27, 2023 12:29 PM
To: Brenda Breda
Subject: FW: Accident free safety days
Attachments: Safety Days.jpg

pls print out for report

Robert M. Belmore
City Manager

City of Somersworth
One Government Way
Somersworth, NH 03878

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



From: Jamie Wood <jwood@somersworthnh.gov>
Sent: Thursday, April 27, 2023 12:14 PM
To: Michael Bobinsky <mbobinsky@somersworthnh.gov>
Cc: Bob Belmore <bbelmore@somersworthnh.gov>; Scott A. Smith <sasmith@somersworthnh.gov>
Subject: Accident free safety days

Good afternoon Mike,

I thought I would share this with you. This month marks the wastewater division making it past 6-yrs without a personal injury.

Jamie L. Wood
Chief Operator, Wastewater Division
City of Somersworth
99 Buffumsville Rd
Somersworth, NH 03878
Tel: (603) 692-2418
Office Direct: (603) 841-2566
www.somersworthnh.gov

SAFETY

STARTS WITH YOU

This Department
Has Worked

2206
as of 4/27/23
(Last incident) 4/12/17

DAYS

without a lost
time accident.

THINK SAFETY!

Bob Belmore

To: Bob Belmore
Subject: FW: [Somersworth NH] Winter clean-up (Sent by Karen Dufour, karenldufour@comcast.net)

From: Contact form at Somersworth NH [<mailto:cmsmailer@civicplus.com>]
Sent: Tuesday, April 25, 2023 10:48 AM
To: Michael Bobinsky <mbobinsky@somersworthnh.gov>
Subject: [Somersworth NH] Winter clean-up (Sent by Karen Dufour, karenldufour@comcast.net)

Hello mbobinsky,

Karen Dufour (karenldufour@comcast.net) has sent you a message via your contact form (<https://www.somersworthnh.gov/user/42/contact>) at Somersworth NH.

If you don't want to receive such e-mails, you can change your settings at <https://www.somersworthnh.gov/user/42/edit>.

Message:

It was a tough winter for the trees. Storm after storm dropped treetops, huge branches, even entire trees. It seemed my neighborhood was especially hard hit, all of us dealing with huge amounts of heavy wood and debris that seemed to have fallen out of the sky. I kept looking at the many white pine branches all over my yard, wondering how I could possibly pile them all into an Outback to bring them to the Malley Farm. I was delighted when a neighbor told me that Public Works would send a crew to pick them up. Last Wednesday, the crew showed up and did an amazing job of cleaning up the giant curbside piles. This is a shout out to them - they worked hard, made a tough job look easy, and the teamwork was evident. I went out to thank them and learned that they typically have 30 stops to make but this year there were closer to 180. A tough winter indeed. Please let them know how much I appreciated what they did here - we went from a destruction zone back to a neighborhood in one afternoon. This morning, the street sweeper came through and did a fine job of cleaning up the debris that was left. Fantastic work and I thank you all!

And while I'm writing, I'd also like to give kudos for the Malley Farm. I call it the organic dump. Somersworth can be proud of being a leader with this environmentally sound recycling area. Thanks again, Public Works!

MITCHELL MUNICIPAL GROUP, P.A.

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

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

TELEPHONE (603) 524-3885

April 26, 2023

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 19-23

Title: **AMEND CHAPTER 32, WATER ORDINANCE, SECTION 4.1.e. SERVICE**

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: 4/26/23

By: 

MEMORIAL DAY
MONDAY MAY 29, 2023
SOMERSWORTH, N.H.

The City of Somersworth through its Veterans Organizations will celebrate
Memorial Day on **Monday May 29, 2023.**

MEMORIAL SERVICES

Will be held at each cemetery as follows:

9:10 a.m. Forest Glade Cemetery
9:30 a.m. Greek Orthodox Cemetery
9:45a.m. Mt Calvary Cemetery
10:15a.m. Holy Trinity Cemetery
10:40 a.m. Tri City Christian Cemetery

Participants should be at the High School Memorial at 8:40 a.m.

MEMORIAL DAY PARADE

Will form at the American Legion parking lot at 11:00 a.m.

Step off will be at 11:30 sharp.

Somersworth High School Marching Band

Brief ceremonies will be held at Memorial Park (former City
Hall) and at the Somersworth – Berwick Bridge

Veterans needing a ride in the parade or for questions call

Post 69, at 692-9898.

Memorial Day Committee

Mariann Germain Commander Post 69

Carlton Gilpatrick Commander V.F.W

Bill Wenners Commander C.W.V.