




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, May 15, 2020
SUBJECT: City Manager's Report for Monday, May 18, 2020

Unfinished Business (Under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 19-20: To Amend Chapter 13, Police Offenses, Section 13.3.1-D, No Parking Anytime.** We will be marking the areas where the sawhorses are now located at the intersection as "No Parking" per State Law. If this Ordinance passes we will then post this additional area as "No Parking".

Resolutions

- A. Resolution No. 47-20: To Authorize the City to Use Funding from the City Parks and Parks Facilities Rehabilitation/Reconstruction Capital Reserve Fund as a Portion of the City's Match to a Land and Water Conservation Grant for Improvements to Jules Bisson Park.** Again, the Finance Committee voted to authorize the City to use funding from the City Parks and Parks Facilities Rehabilitation/Reconstruction Capital Reserve Fund as a Portion of the City's Match to a Land and Water Conservation Grant for Improvements to Jules Bisson Park. I have attached a copy of the Finance Committee minutes that covered more information and progress regarding this Grant related project.

New Business (Under Section 15 of Agenda)

Ordinances

- A. Ordinance No. 20-20: Supplemental Appropriation to Install Fencing and Other Improvements for a Dog Park at Millennium Park.** The Finance Committee voted to sponsor this Ordinance regarding a Supplemental Appropriation for this project at their November 26, 2019 meeting. Recreation Committee met on May 6, 2020 and voted to also support this funding plan. As noted, the funding for this project is provided by a combination of donations received through the Dog Park Funding Campaign (to date: \$2,006.00) and the transfer from the Cable Fund to the General Fund of \$18,000. I have attached a copy of the cost breakdown provided to the Recreation Committee. I recommend a Public Hearing at the next regular Council meeting to be scheduled by Mayor Hilliard.

Resolutions

- A. Resolution No. 48-20: Vote to Authorize a Bond for Road, Sidewalk, Drainage, Water, Sewer and Other Improvements to Cemetery Road.** The Finance Committee met on February 18, 2020 and voted to sponsor this Resolution and to move forward with this Bond recommendation to the full City Council. The City Bond Counsel has reviewed and approved the language in this Resolution. The Bond calls for 15 years, however, Council has the option to change the length of the Bond amortization.
- B. Resolution No. 49-20: Vote to Adopt a Policy of Staffing the Fire Department With a Minimum of Four (4) Firefighters on Each Shift.** The Public Safety Committee met on May 14th and voted to support this Resolution. I have attached a copy of the section of the City Charter that is noted in this Resolution. I understand that the Public Safety Committee will move to pass this Resolution with a second reading on Monday. This Resolution would particularly address any needed Budgeting action for the remainder of FY 2020 and FY 2021. It would then be my intent to increase the Firefighter Overtime Proposed Budget Line for FY 2022 based on tracking our overtime spending up until then.

Other

- A. City Council to Vote to Authorize the City Manager to be the Designated Signing Authority for the GOFERR Conronavirus Relief Fund Grant Agreement, and any other Grant Agreements that Provide Relief to the City in Response to the COVID-19 Pandemic Emergency Response, and Furthermore Votes to Accept the GOFERR Conronavirus Relief Fund Grant Subject to the Terms of the Offer and the Rules and Regulations of the Grant Agreement as Promulgated by the State of New Hampshire.** With Council approval, I will be able to work with Staff to ensure the City receives reimbursements for certain City expenditures related to this Pandemic.

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

A. Informational Items.

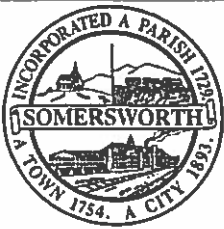
- 1. First Responder Stipend.** As you most likely are aware, our Police Officers and Firefighters "first responders" are eligible for a first responder stipend in a newly launched State/Federal COVID-19 funding program. I wanted to share that this stipend program is a voluntary program for municipalities. In addition, each municipality can determine who makes the decision to authorize participation. Without any objection- I have authorized Staff to begin implementation to provide our first responders with this Stipend. Attached is a copy of the email that I sent on May 8th.

A. Informational Items (cont.)

2. **City Parks.** Our Recreation Staff, as well as I, appreciate the general public's adherence to the Governor's Emergency Order regarding social distancing and maintaining gatherings in groups of 10 or less at our Parks. That stated, we have recently been noticing organized activities at Noble Pines in violation of this Order. Please note that our City Parks and Trails are open, however, these facilities are closed to any activities involving a violation of the Governor's Order of 10 or less. Attached is a copy of an e-Blast sent out on Friday and posted to our City media sites.

Attachments

1. **City Attorney Certifications Three (3)**
2. **Department Head Reports**
3. **Letter to U.S. EPA Regarding Great Bay Total Nitrogen General Permit**



City of Somersworth – Ordinance

Ordinance No: 19-20

TO AMEND CHAPTER 13, POLICE OFFENSES, SECTION 13.3.1-D, NO PARKING ANYTIME

May 4, 2020

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Police Offenses, Section 13. 3.1-D, No Parking Anytime, by adding:

Franklin Street, approximately 100 feet westerly from Green Street, on the south side of the street (to the opposite side of the road from the intersection with Silver Street)

This Ordinance shall take effect upon its passage.

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

City of Somersworth – Ordinance 19-20

History

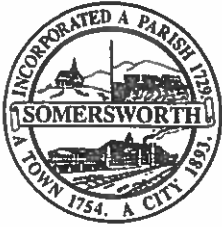
First Read Date:	05/04/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Ordinance No. 19-20 will remain in first reading until call of chair.

Councilor Witham stated that he understands that it is practice to hold a public Hearing for an Ordinance change, but he explained that this is the intersection that we removed the red blinking light at the four way stop. It has been his observation that the intersection has been compromised with the addition of a multi-unit apartment building on the corner of Green Street and Franklin Street. It has created the need for a tremendous amount of on street parking. Until we can take action on this he just wondered if City Staff could impose a temporary parking restriction in this area that is called out in the Ordinance. City Manager stated that he will discuss this with the Police Chief in regards to a temporary police Ordinance.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / . Ordinance 19-20		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 20-20

SUPPLEMENTAL APPROPRIATION TO INSTALL FENCING AND OTHER IMPROVEMENTS FOR A DOG PARK AT MILLENNIUM PARK

May 18, 2020

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 19-20 is amended as follows:

Appropriate \$20,000 from unanticipated City revenue and a transfer from the Cable Fund to the Capital Outlay section of the FY19-20 General Fund budget as follows:

Revised Budget
\$ 537,913

Amendment
\$ 20,000

Revised Budget
\$ 557,913

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Kelly Gagne
Deputy City Clerk

Background:

This Ordinance appropriates funding to install fencing, signage, and other improvements for use as a dog park at Millennium Park. The funding for this project is provided by a combination of estimated donations received (\$2,000) and a transfer from the Cable Fund to the General Fund in the amount of \$18,000.

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

Sponsored by:

David A. Witham
Nancie Cameron
Donald Austin
Richard Michaud
Martin P. Dumont, Sr.
Martin Pepin
Crystal Paradis

Approved:

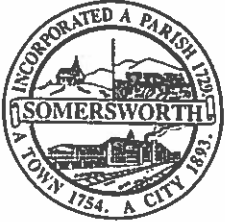
City Attorney

<u>Item</u>	<u>Total</u>	<u>Description</u>
Fencing	\$ 15,715.00	Price includes removal of 315' of fencing, installing 830' of 6' tall fencing and gates
Dog waste station	\$ 459.98	Purchase and install 2 dog waste stations 1 in big dog area and 1 in small dog area
Water feature	\$ 1,695.00	Purchase and install all pieces for a water source in the dog park
Signage	\$ 295.00	Purchase and install 3 signs for park. General rules, a sign for each gate identifying areas
Message board	\$ 495.00	Purchase and install a message center for city announcements to be hung
Total	\$ 18,659.98	Total projected cost of the dog park with current pricing

W/Contingency \$20,000

5/25/20

provided to
Recreation
Committee



City of Somersworth – Resolution

Resolution No: 47-20

TO AUTHORIZE THE CITY TO USE FUNDING FROM THE CITY PARKS AND PARKS FACILITIES REHABILITATION /RECONSTRUCTION CAPITAL RESERVE FUND AS A PORTION OF THE CITY'S MATCH TO A LAND AND WATER CONSERVATION GRANT FOR IMPROVEMENTS TO JULES BISSON PARK

May 4, 2020

WHEREAS, the City Council adopted Resolution No. 28-18 to change the purpose of the Hilltop Rehabilitation Capital Reserve Fund and establish a Capital Reserve Fund for the purpose of Improvements, Reconstruction, or Rehabilitation of City Parks and City Park Facilities, and

WHEREAS, the City Council adopted Resolution No. 8-20 to authorize the City Manager to enter into a Grant Agreement with the State of New Hampshire Department of Natural and Cultural Resources for a Land and Water Conservation Fund Grant to make improvements to Jules Bisson Park, and

WHEREAS, the estimated cost of these improvements is \$90,000 (Ninety Thousand dollars) requiring the City to provide a 50% match in the amount of \$45,000 (Forty Five Thousand dollars), and

WHEREAS, it is recommended that the City utilize the Parks and Parks Facilities Rehabilitation/Reconstruction Capital Reserve Fund to provide a portion of the City's match in the amount of \$30,000 (Thirty Thousand dollars), and

WHEREAS, the Finance Committee has reviewed this recommendation and is in support of it, and

WHEREAS, the City Council is designated as agents to expend these funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City may utilize \$30,000 (Thirty Thousand dollars) from the City Parks and Parks Facilities Rehabilitation/Reconstruction Capital Reserve Fund to be used for improvements to Jules Bisson Park.

Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney

MINUTES OF THE FINANCE COMMITTEE
COMMITTEE MEMBERS PARTICIPATED REMOTELY VIA ZOOM VIDEO
CONFERENCE
CITY STAFF PARTICIPATED FROM THE CITY COUNCIL CHAMBERS
April 28, 2020 @ 3:30 PM

Committee Members present: Councilor David A. Witham, Chairman
Electronically via Zoom Councilor Donald Austin, Vice-Chair
Councilor Martin Pepin
Councilor Martin P. Dumont, Sr.

Administration/Staff present: Bob Belmore, City Manager
Scott Smith, Finance Director
Kelly Gagne, Deputy City Clerk
Shanna Saunders, Director of Planning & Economic
Development (left @ 3:57pm)
Fire Chief George Kramlinger (entered @ 3:43pm)

Other:

The following statement was included with meeting notice:

Due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

We are utilizing Zoom for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through this platform, and although the meeting is open to the public, the public was encouraged not to attend. The public was encouraged to offer written comment by email, via USPS, or by drop-off at the City Hall Tax Collector drive-thru window.

The meeting called to order by Chairman Witham at 3:30 PM.

Chairman Witham announced that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Attendance was taken by roll call vote; all members were present and all Committee members had no one in the room with them.

APPROVE PAST MEETING MINUTES

Councilor Austin, seconded by Councilor Dumont made a motion to approve the minutes of the March 11, 2020 meeting. Roll call vote Motion passed 4-0.

LEOP (LOCAL EMERGENCY OPERATION PLAN-UPDATE)/EMPG GRANT –
CONSULTING AGREEMENT

Manager Belmore directed the attention to the meeting packet memo regarding the EMPG Grant overview. We are required to update our local emergency operations plan; Fire Chief Kramlinger is taking over where former Fire Chief Hoyle left off regarding the Grant process. As a condition of that grant award, the City is required to update our local emergency operations plan. There is a grant available in the amount of \$4,500 to pay for this update, and the City can match this grant with in-kind services, which will be the staff time required to complete the update. City Staff suggests that we move forward with this.

Chairman Witham questioned that he is familiar with this emergency operations plan update and knows that it has been done before and was curious as to the last time this was updated, maybe every 5 years? Manager Belmore agreed, stated around every 5 years.

Councilor Pepin, seconded by Councilor Dumont made a motion that the Finance Committee sponsor a Resolution to authorize the City Manager to enter into a grant agreement with the State of New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) to update the city's local Emergency Operations Plan. Motion passed by roll call vote 4-0.

JULES BISSON GRANT FUNDING CITY MATCH & REVIEW PROJECT BIDS

Manager Belmore pointed out the various docs in the meeting pack from Director Saunders that outlined the grant. We have received the grant and are moving forward. An RFP was issued for the playground equipment and we received two proposals, City Staff interviewed the two companies. Of the two proposals received, City Staff liked UltiPlay's proposal of \$45,816. This will provide multi-faceted upgraded playground structure. The Grant was to incorporate a river theme for this project as the Park is close to the Riverwalk.

Manager Belmore also informed the Committee we will also need action to provide the funding for the City's match. Staff is recommending we utilize \$30,000 from the City's Parks and Parks Facilities Reconstruction/Rehabilitation Capital Reserve Fund. This will require a Resolution since it is a Capital Reserve Fund and the City Council are agents to expend. Additionally, I am recommending we utilize a combination of recreation escrow accounts that are available from discontinued activities, and contingency funding for a total of \$15,000 to make up the total funding needed for our match.

Chairman Witham asked what playground equipment companies have we used in other City Parks in the past Director Saunders stated that we have used UltiPlay and Miracle Play within the City.

There was discussion regarding the price and type of woodchips that would be allowed within the park for safety. Director Saunders stated that the woodchips are specked specific for playground use and the company assists in the amount needed based on the dimensions.

There was also an RFP issued to build a gazebo and the City received proposals. TCD Construction was low bid for a 16x16, ADA accessible octagonal gazebo in the amount of \$27,449. Staff is recommending we award the contract for the Gazebo to TCD Construction.

Councilor Austin, seconded by Councilor Dumont, made a motion to award the purchase and installation of the playground equipment at Jules Bisson Park to UltiPlay in the amount of \$45,816. Motion passed by roll call vote 4-0.

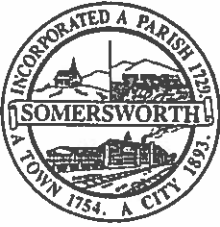
Councilor Pepin, Seconded by Councilor Dumont made a motion to award the construction of the gazebo at Jules Bisson Park by TCD Construction in the amount of \$27,449. Motion passed by roll call vote 4-0.

Councilor Austin, seconded by Councilor Pepin made a motion that the Finance Committee sponsor a Resolution to withdraw \$30,000 from the Parks and Parks facilities Reconstruction/Rehabilitation Capital Reserve Fund to fund the Jules Bisson Park playground upgrades. Motion passed by roll call 4-0.

Councilor Pepin, seconded by Councilor Austin made a motion that the Finance Committee support using \$8787.00 from the Contingency line item in the FY 2020 budget and an additional \$6213.00 from Recreational Escrow Funds to fund the additional \$15,000 of the Jules Bisson grant match. Motion passed by roll call vote 4-0.

REPORTING: COVID-19 FINANCIAL IMPACTS DISCUSSION

Chairman Witham has been following along with the State and Governor with tightening their belts. Revenues from the State might be slashed with less being sent to Municipalities. Manager Belmore pointed out three documents in packet which are estimates that Director Smith provided. Current estimates are \$270,000 will be turned back to the General Fund balance from the 2020 budget on the expenditure side. We also provided estimated revenues for the current year, and it looks like we will collect almost \$500,000 in excess revenues that will be turned over to the General Fund. We are very comfortable moving forward over the next few months for this fiscal year budget. He stated that recently on a conference call the Governor stated during his update that he is very confident that school funding provided by the State will not be reduced. We are concerned on the City side that Room and Meals and Highway Block Grant revenue could be reduced. Furthermore, there is a revenue sharing distribution in the amount of \$273,000 that we are concerned with as well. Some communities are peeling back some their capital projects. The City doesn't currently have any large number of projects except the road resurfacing budget of approx. \$1M. The Fire Station and Cemetery Road are Bond projects that would affect future year's budgets not necessarily large impacts on the next fiscal year. Director Smith stated that we are watching vehicle registrations. Currently, looking at April we are down a little bit compared to last April, but year over year our total registration revenue is good. We are not sure if this is due to economic results of the emergency, or residents having difficulty getting in to register, also the 20 day plates being extended through the end of May which could be playing a factor or that people are not registering new cars right now. Currently, our budget estimate is \$185,000 from investments on investments. Investment rates were around 2% and



City of Somersworth – Resolution

Resolution No: 48-20

VOTE TO AUTHORIZE A BOND FOR ROAD, SIDEWALK, DRAINAGE, WATER, SEWER AND OTHER IMPROVEMENTS TO CEMETERY ROAD

May 18, 2020

WHEREAS, the City Council adopted Resolution 18-18 to authorize the City Manager to contract with Wright Pierce Engineers of Portsmouth, NH to provide engineering and design services for various complete streets projects which included Cemetery Road, and

WHEREAS, the engineering and design for the improvements to Cemetery Road are nearing completion, and

WHEREAS, Wright Pierce Engineers has estimated the cost to construct the improvements to Cemetery Road to be \$3,800,000 (Three Million Eight Hundred Thousand dollars), and

WHEREAS, the project cost includes engineering, contract administration, construction inspection, and construction of road, sidewalk, drainage, water, and sewer improvements to Cemetery Road, as well as other associated ancillary costs (collectively, the “Project”),

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount not to exceed \$3,800,000 (Three Million Eight Hundred Thousand dollars) is appropriated for the Project, and

BE IT FURTHER RESOLVED THAT:

- (a.) the City Manager is authorized to borrow up to \$3,800,000 (Three Million Eight Hundred Thousand dollars) under the Municipal Finance Act and 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

Sponsored by Councilors:

David A. Witham
Donald Austin
Martin P. Dumont, Sr
Martin Pepin

Approved:

City Attorney

City of Somersworth
Estimated Amortization Schedule
Cemetery Road Project
For Discussion Purposes Only

Amount of Bond Issue \$3,800,000
 Term 15 Years
 Interest Rate 3%

Year	Payment	Principal		Interest	Total
		Outstanding	Principal		
2021	1	3,800,000	250,000	114,000	364,000
2022	2	3,550,000	250,000	106,500	356,500
2023	3	3,300,000	250,000	99,000	349,000
2024	4	3,050,000	250,000	91,500	341,500
2025	5	2,800,000	250,000	84,000	334,000
2026	6	2,550,000	250,000	76,500	326,500
2027	7	2,300,000	250,000	69,000	319,000
2028	8	2,050,000	250,000	61,500	311,500
2029	9	1,800,000	250,000	54,000	304,000
2030	10	1,550,000	250,000	46,500	296,500
2031	11	1,300,000	250,000	39,000	289,000
2032	12	1,050,000	250,000	31,500	281,500
2033	13	800,000	250,000	24,000	274,000
2034	14	550,000	250,000	16,500	266,500
2035	15	300,000	300,000	9,000	309,000
					4,722,500

Note : This represents the entire bond issue. Approximately 46% will be charged to the General Fund, the balance will be split between the Water and Sewer Utility Funds.

MINUTES OF THE FINANCE COMMITTEE
EXECUTIVE CONFERENCE ROOM
February 18, 2020 @ 4:00PM

Committee Members present: Councilor David A. Witham, Chairman
 Councilor Donald Austin, Vice-Chair
 Councilor Martin Pepin
 Councilor Martin P. Dumont, Sr

Administration/Staff present: Bob Belmore, City Manager
 Scott Smith, Finance Director
 Gary Lemay, City Engineer
 Mike Bobinsky, Director of Public Works & Utilities
 Kelly Gagne, Deputy City Clerk

Other: Councilor Richard Michaud

The meeting called to order by Chairman Witham at 4:00 PM.

APPROVE PAST MEETING MINUTES

Councilor Austin, seconded by Councilor Pepin made a motion to approve the minutes of the January 29, 2020 meeting. Motion passed 3-0-1, Councilor Dumont abstained.

WATER DIVISION PROJECTS: RECOMMENDATIONS FOR ENGINEERING STUDIES
WATER STORAGE ASSESSMENT

Manager Belmore pointed out a memo prepared by Engineer Lemay regarding proposals received for an assessment on the water storage stand pipe at the Noble Pines. Three firms responded; Wright-Pierce, Tata and Howard, and Weston and Sampson. The interview team which consisted of City Manager, Deputy City Manager, Public Works Director, Chief Water Treatment Operator and City Engineer; interviewed all three firms and the recommendation is to award the contract to Wright-Pierce Engineers. During a second interview Wright-Pierce Engineers noted that the City may be eligible for a \$20,000 drinking water asset management grant if several asset management-specific tasks were added. After adding the management specific tasks totaling \$11,000 to the project and with the \$20,000 grant that the City was awarded, it would reduce the total cost of the project by \$9,000. Making the total cost for the project \$54,700 minus the acceptance of the \$20,000 grant making the total cost to the City \$34,700, which is less than the \$100,000 adopted budget for this assessment.

Councilor Dumont, seconded by Councilor Austin made a motion that the Finance Committee sponsor a Resolution to support awarding the water storage assessment contract to Wright-Pierce Engineers in the amount of \$54,700. Motion passed 4-0.

Councilor Austin, seconded by Councilor Dumont made a motion that the Finance Committee sponsors a Resolution to receive the drinking water asset management grant in the amount of \$20,000. Motion passed 4-0.

WELLFIELD ASSESSMENT

Manager Belmore noted that there was a memo prepared by Director Bobinsky in regards to the request for proposals for the Rocky Hill Road Wellfield assessment. There were seven responses and City Staff decided to bring four of them in for an interview; Tata and Howard, Wright-Pierce, Geosphere/Tighe and Bond, and Emery and Garrett/Hoyle and Tanner. The interview team consisted of City Manager, Deputy City Manager, Public Works Director, Chief Water Treatment Operator and City Engineer. The interview team recommendation was to award the contract to the Emery and Garrett/Hoyle and Tanner team. The estimated cost for this assessment is \$68,500 which is less than the budgeted \$75,000.

Councilor Dumont, seconded by Councilor Austin made a motion that the Finance Committee sponsor a Resolution to award the Rocky Hill Road Wellfield assessment contract to Emery and Garrett/Hoyle and Tanner in the amount of \$68,500. Motion passed 4-0.

WASTE MANAGEMENT CONTRACT EXTENSIONS

Manager Belmore explained that he met with Waste Management Representative Pete Lachapelle regarding a 5-year contract extension for collection and disposal of municipal solid waste, recycling, and sludge disposal. Currently, we have a favorable rate. He recommends approving a 5 year contract extension. He stated that if we go out to a sealed bid process the price will most likely go up. He pointed out in the packet the pages that explain the three different types; Municipal solid waste, which is the blue bag program, recycling and WWTF sludge hauling.

Councilor Dumont, seconded by Councilor Austin made a motion that the Finance Committee sponsor a Resolution to move forward with the 5-year contract extension with Waste Management of all three areas Municipal Solid Waste, Recycling and WWTF Sludge Hauling. Motion passed 4-0.

CEMETERY ROAD PROJECT: BID ALTERNATE/S FUNDING

Manager Belmore informed the committee that staff has inquired about a contract amendment to add Doelson St and the access road behind the High School to the Cemetery Road project. He explained that we have received an estimate to repave all of Doelson Street, but the Committee recommended 50-60ft instead of the whole street as there are drainage issues on the other end. In order to include this work with the Cemetery Road project, we would need some engineering work and that requires a contract amendment with Wright/Pierce.

Councilor Austin stated that it makes sense to do the work while they are already there.

Councilor Dumont, seconded by Councilor Austin made a motion that the Finance Committee sponsor a Resolution to add the first 50ft of Doelson Street and the access road behind the High School as a contract amendment with Wright-Pierce Motion passed 4-0.

BONDING: FIRE STATION & CEMETERY ROAD

Manager Belmore explained that the City has some expiring debt over the next couple of years and we also have some proposed projects that we can move forward with in place of those expiring bonds.

Director Smith stated that the final bond payment for the City Hall will be in January 2021. The Cemetery Road bond would replace the City Hall bond for less of an impact on the tax rate. Moving forward with the assumption for bonding the Cemetery Road project in the amount of \$1,750,000 issue at 3% amortized over 15 years issued in the fall of 2020 for the general fund portion. Much of the work will be associated with Water and Sewer improvements. The impact on the tax rate for 2022 budget would be approximately \$.07 on the Cemetery Road bond as laid out above.

The final bond payment for the Police Station will be in August 2021. Replacing that bond with the new Fire Station bond with a \$6,000,000 bond issue at 3% amortized over 20 years issued in the fall of 2021. Director Smith clarified that the original estimates were based on a \$6,000,000 bond, however, on a \$7,700,000 bond the impact on the tax rate for fiscal year 2023 budget would be approximately \$.31 for the Fire Station.

Manager Belmore asked if it would make any sense to do the 25 or 30 years for the Fire Station to lessen the impact on the budget. Director Smith will run the numbers to change to 25-30 years and report back.

There was discussion regarding how the bonding would work and the overall impact it will have.

Councilor Dumont stated that he doesn't understand why the CIP stated \$5.5 million and the actual estimate is \$7.7 million. That is a 54% increase and he struggles with that number.

Councilor Pepin stated that he worked out of the old station and then moved into the current fire station when it was new. The original plans introduced were exactly the same as the Rochester Fire Station and we chose to have the High School kids build ours, Rochester is not looking to build a new station right now. Let's do it right the first time and this building will last for many years. Many things in firefighting have changed and that comes with a price.

Councilor Pepin, seconded by Councilor Witham made a motion that the Finance Committee sponsor a Resolution to move forward with a bond in the amount of \$3.8 million for the Cemetery Road project. Motion passed 4-0.

Councilor Pepin, seconded by Councilor Witham made a motion that the Finance Committee sponsor a Resolution to move forward with a bond in the amount of \$7.7 million for the new Fire Station. Motion passed 4-0.

REPORTING

Nothing to report

MISCELLANEOUS

Manager Belmore stated that there was an estimate done to replace the sidewalk in front of where the Veterans Memorial Park will be stretching from what used to be Fair Court to Fayette Street and to also add fencing along Fair Court and Elm St. An estimate for replacing the sidewalk and adding fencing is \$60,000 edit here. Manager Belmore informed the committee that there is funding available from revenue sharing provided from the State of NH in the amount of \$273,000. Also, so far there is an estimated \$12,000 raised through fundraising, and pledges of \$20,000 from Service CU and \$10,000 from Hilltop Chevy.

There was discussion regarding an estimate of the money raised during fundraising efforts. Staff recommended a total cost estimate for the memorial, sidewalk, and fencing is \$235,000. Director Smith stated that this would require a supplemental appropriation.

Councilor Austin, seconded by Councilor Dumont made a motion that the Finance Committee sponsor a Resolution for a supplemental appropriation in the amount of \$235,000 for the Veterans Memorial Park project. Motion passed 4-0.

ADJOURNMENT

Councilor Dumont, seconded by Councilor Pepin made a motion to adjourn at 4:47PM. Motion passed 4-0.

Respectfully submitted,

Kelly Gagne, Deputy City Clerk



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: November 20, 2019

Re: Debt Service – Proposed Projects

I have reviewed our current debt schedule in an effort to plan projected new debt based on current expiring debt. The projects under consideration are the Cemetery Road improvements and the New Fire Station project.

The City does have some expiring debt over the next couple years that will help minimize the impact on the property tax rate for any debt issued for these two projects. Debt expiring over the next two Fiscal Years is as follows:

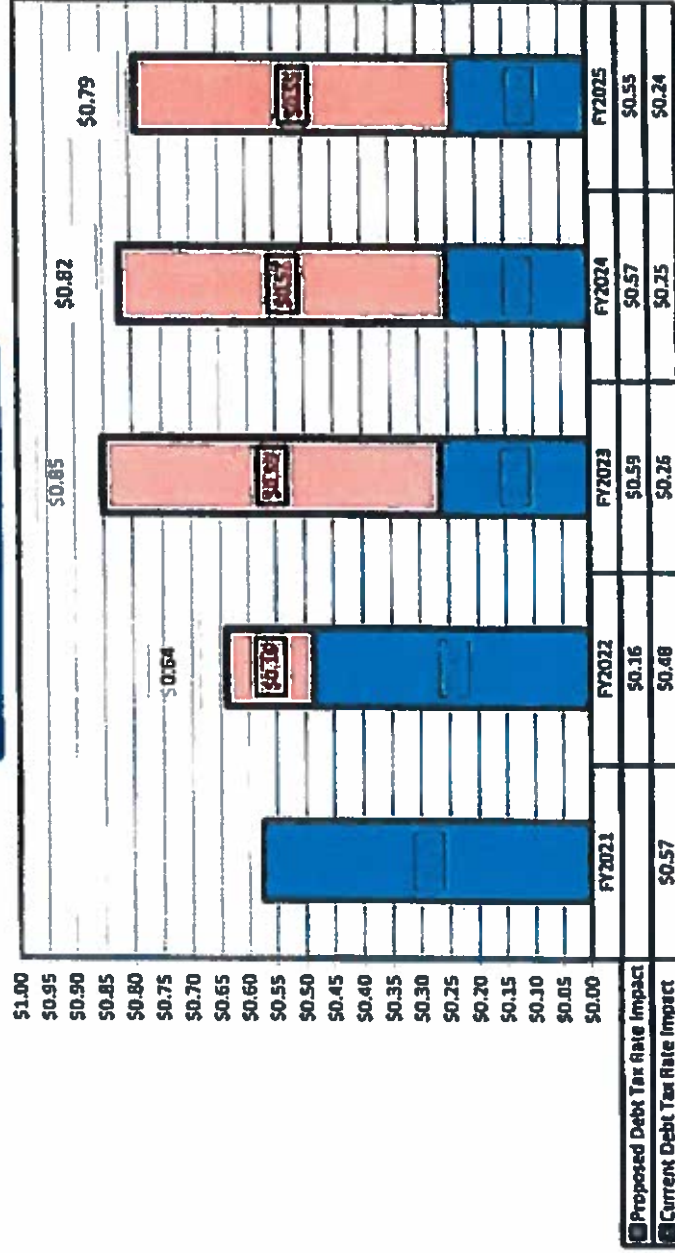
- \$1,400,000 Bond Issue for a new City Hall – Final Payment January 2021.
- \$3,500,000 Bond Issue for a new Police Station – Final Payment August 2021.

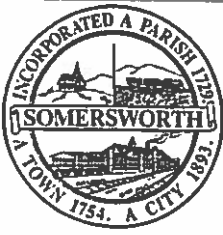
In order to project the impact of new debt issues I have made the following assumptions:

- Bonding for the Cemetery Road project – a \$1,750,000 issue at 3% amortized over 15 years issued in the fall of 2020, for the General Fund portion of the project. Although the total project will be in the area of \$3.5 million, much of the work will be associated with Water and Sewer improvements that will be supported by user fees.
- Bonding for the new Fire Station project – a \$6,000,000 issue at 3% amortized over 20 years issued in the fall of 2021.

Based on these assumptions and expiring debt, the net impact on the tax rate due to increased debt service would be as follows:

**Somersworth Debt Service
Estimated Tax Rate Impact.**





City of Somersworth – Resolution

Resolution No: 49-20

VOTE TO ADOPT A POLICY OF STAFFING THE FIRE DEPARTMENT WITH A MINIMUM OF FOUR (4) FIREFIGHTERS ON EACH SHIFT

May 18, 2020

WHEREAS, the current policy of the City of Somersworth is to staff a minimum of four (4) firefighters on each night shift and a minimum of three (3) firefighters on each day shift, and

WHEREAS, after review of this policy the recommendation is to increase minimum staffing to four (4) firefighters on all shifts which will benefit the City by improving efficiency and response capability of the Fire Department; and

WHEREAS, the recommendation to change this policy has been reviewed by the Public Safety Committee and they support this change and further recommend that the City Manager cover any incremental cost increases due to this policy change from the current FY2020 budget and the FY2021 approved budget through City Charter Transfer of Appropriations authorizations outlined in Ch. 7.6 (D) ,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City adopt a policy of staffing the Fire Department with a minimum of four (4) firefighters on each shift, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager shall cover any incremental cost increase due to this policy change from the current budget as outlined in the City Charter, Transfer of Appropriations, Ch. 7.6 (D).

Authorization	
<i>Sponsored by Councilors:</i> Martin Pepin Kenneth S. Vincent Crystal Paradis	<i>Approved:</i> City Attorney

- (C) ADOPTION. The Council shall adopt the budget on or before the 30th day of the 12th month of the fiscal year currently ending. If it fails to adopt the budget by this date, the City budget as submitted by the Manager shall become the adopted budget of the City for the fiscal year. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.

7.7.

AMENDMENTS AFTER ADOPTION.

Ord. No. 20-20

- (A) SUPPLEMENTAL APPROPRIATIONS. No supplemental appropriation shall be made for any purpose not included in the budget as adopted unless voted by a two-thirds majority of the Council after a public hearing held to discuss said supplemental appropriation. The Council shall, by ordinance, designate the source of any money so appropriated.

History: Referendum, 11/3/09.

- (B) EMERGENCY APPROPRIATIONS. To meet a public emergency affecting life, health, property, or the public peace, the Council may make emergency appropriations. Such appropriations may be made by emergency ordinance. To the extent that there are no available unappropriated revenues to meet such appropriations, the Council may by such emergency ordinance authorize the issuance of emergency notes which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.

- (C) REDUCTION OF APPROPRIATIONS. If at any time during the fiscal year it appears probable to the Manager that the revenues available will be insufficient to meet the amount appropriated, he/she shall report to the Council without delay, indicating the estimated amount of the deficit, any remedial action taken by him/her and his/her recommendation as to any other steps to be taken. The Council shall then take such further action as it deems necessary to prevent or minimize any deficit, and for that purpose it may by ordinance reduce one or more appropriations.

Res. No. 49-20

- (D) TRANSFER OF APPROPRIATIONS. At any time during the fiscal year the Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency and, upon written request by the Manager, the Council may by ordinance transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

- (E) LIMITATIONS: EFFECTIVE DATE. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The

Brenda Breda

From: Bob Belmore <bblmore@somersworth.com>
Sent: Friday, May 08, 2020 11:50 AM
To: David Witham; Don Austin; Martin Dumont; Richard Michaud; Crystal Paradis; Ken Vincent (thevince@comcast.net); Martin Pepin (mpepin@comcast.net); Matt Gerding; Dana S. Hilliard; Nancie Cameron
Cc: Brenda Breda
Subject: First Responder Stipend - City police officers and firefighters

Dear Mayor & Councilors,

As you most likely are aware, our police officers and fire/FF "first responders" are eligible for a first responder stipend in a newly launched State/Federal COVID-19 funding program. I wanted to share that this stipend program is a voluntary program for municipalities. In addition, each municipality can determine who makes the decision to authorize participation.

Without any objection- I have authorized staff to begin implementation to provide our first responders with this stipend. Please let me know if you have any question or concerns with this decision.

Sincerely, Bob

For more complete information regarding local concerns in implementing this stipend payment you can cut and paste this link into your web browser.

https://prd.blogs.nh.gov/dos/hsem/?page_id=8624

First Responder COVID-19 Stipend FAQ's (link above)

Can an employer refuse to pay the stipend?

Yes, it is a voluntary program

Who is considered an "Authorized Official"? Police Chief? Finance Director?

Determined by the municipality or agency.

Robert M. Belmore, ICMA-CM
 City Manager

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

(603) 692-9503
 bblmore@Somersworth.com
 www.Somersworth.com

Bob Belmore

From: Bob Belmore
Sent: Friday, May 15, 2020 2:56 PM
To: Councilor David Witham (dwitham@somersworth.com); Councilor Don Austin; Councilor Martin Dumont (madumont@somersworth.com); Councilor Richard R. Michaud (rmichaud@somersworth.com); Crystal Paradis; Ken Vincent (thevince@comcast.net); Martin Pepin (mpepin@comcast.net); Matthew Gerding; Mayor Dana Hilliard; Nancie Cameron (ncameron@somersworth.com)
Cc: Brenda Breda
Subject: for Friday e-Blast and other City media sites

ATTENTION: City Parks - Regulations & Use

City of Somersworth parks and trails are open for public use; all City Park Regulations are still in place, additionally -

Please follow the Governor's Emergency Orders and please follow CDC guidelines to ensure the safe use of our facilities & to help contain the spread of COVID-19.

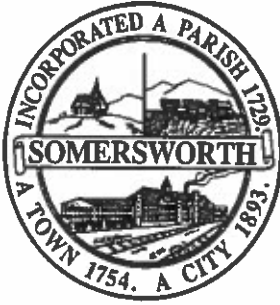
- **Gatherings of 10 or more people are Prohibited**
This requirement prevents most organized sport activities and other group gatherings to take place.
- **Practice social distancing and maintain at least 6 feet between individuals in all areas of the park and trails**
- **Wearing of facial cloth covers is recommended**
- **Stay home if you are sick**

Hilltopper Strong – Stay Healthy, Stay Safe

Robert M. Belmore, ICMA-CM
City Manager

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MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: May 14, 2020

Re: **Monthly Report**

Finance Department:

- Attended Council meeting regarding FY19-20 budget.
- Prepared MS-232, State Report on Actual Budget Adopted.
- Provided coverage in Library during transition to new employee.
- Prepared paperwork and worked with NHMBB to secure bids for a Bond Anticipation Note for the Middle School elevator. Low bid was from Newburyport Bank at 1.33%.
- Participated in meetings regarding COVID-19 and various grant funding opportunities.
- Attended Veterans Park preconstruction walk through.
- Bids:
 - Painting WTP – Due May 28, 2020
 - Auditing Services – Received April 30, 2020
 - Dog Park Fencing – Received April 23, 2020
 - Jules Bisson Park Gazebo – Received April 2, 2020

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting, and standing committee meetings during the month.
- Total receipts for the month were \$9,452.
- Permits:
 - Shane Clark – 4/3/2020

Tax Collector:

- Motor vehicle registrations were a total of \$142,885 during the month.
- Collected \$5,040 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,218,014.

Library

- We have conducted interviews to fill the open Librarian position. Our new Librarian started on May 11, 2020.
- The Library has been closed. As conditions warrant we will look to add services, perhaps curbside pickup is an acceptable solution.

Human Services:

- Total assistance for the month was \$4,481. That compares to \$5,591 for the month of March 2020 and \$9,340 for April 2019.
- 5 new cases were opened compared to 9 in 2019.
- 15 cases were approved for varying levels of assistance. 20 cases were referred to other agencies for support.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Setup Zoom for various meetings.

Assessing

- Prepared files for first half tax billing.
- Continued work on abatement requests.



Department of Development Services

Date: April 30, 2020

From: Shanna B. Saunders

Director of Planning & Community Development

Re: April 2020 - Monthly Report

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

- Zoning Board – No Meeting
- Conservation Commission – No Meeting
- Planning Board – No Meeting
- SRTC – No Meeting
- Historic District Commission meeting – No Meeting

And attended the following Special Meetings:

- SRPC Transportation Advisory Committee – cancelled
- NH Planner's Association – April 10 via Zoom
- Seacoast Economic Development Emergency Meeting – April 2, April 7, April 9, April 14, April 16, April 21, April 28 all via Zoom

Building and Health Departments:

Major Building Permits Applied for in April 2020 Construction Costs and Fee

	Address	Construction cost	Fee
11	Sandlot Ln	\$170,000.00	\$1,555.00

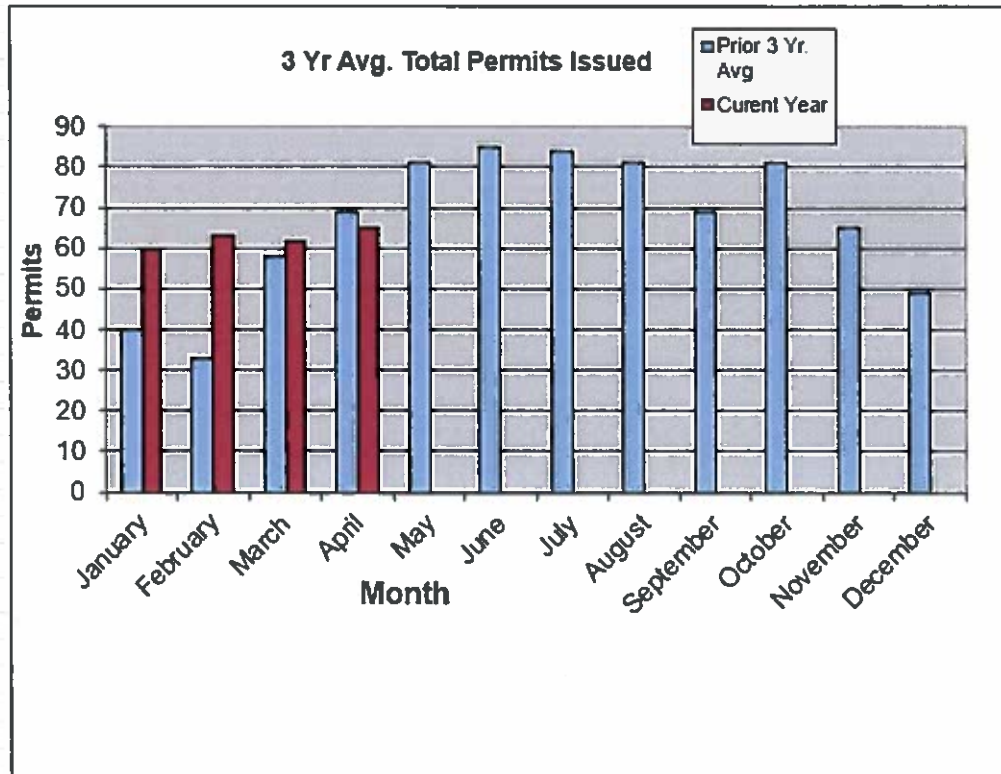
Minor Building Permits Applied for in April 2020

	Address	Construction cost	Fee
80	Colonial Vilg MHP	\$5,500.00	\$91.00
27	Green	\$4,497.00	\$65.47
81	Sunningdale Dr	\$4,200.00	\$62.80
267	Rt. 108	\$11,415.00	\$127.74
17	Rocky Hill Rd	\$22,950.00	\$231.55
17	Rocky Hill Rd	\$5,963.00	\$78.67
8	Francoeur Dr	\$463.00	\$29.17
52	South	\$1,516.00	\$38.64
21	Bourque	\$2,000.00	\$49.00
45	Grand	\$25,000.00	\$250.00
211	Green	\$3,515.00	\$56.64
253	Main	\$500.00	\$31.00
39	Green	\$27,900.00	\$527.00
188	Blackwater Rd	\$2,950.00	\$60.40
206	Main	\$3,650.00	\$57.85
170	West High	\$931.80	\$36.18
61	Indigo Hill Rd	\$2,500.00	\$47.50
103	Green	\$15,000.00	\$385.00
706	Sherwood Glen MHP	\$5,600.00	\$75.40
32	Whippoorwill Way	\$1,575.00	\$40.00
82	Sunningdale Dr	\$9,250.00	\$108.25
211	Green	\$3,180.00	\$53.62
18	Milo Ln	\$38,000.00	\$367.00
13	Mt. Auburn	\$7,000.00	\$88.00
472	Old Rochester Rd	\$175.00	\$27.10

Permit Receipts

	2018	2019	2020	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,892.72	\$13,195.23	\$10,302.51	-16.2%
February	\$4,087.20	\$14,382.00	\$12,963.09	-\$1,418.91	-55.9%
March	\$5,307.00	\$11,377.66	\$24,077.27	\$12,699.61	-77.3%
April	\$7,899.24	\$12,091.95	\$10,871.58	-\$1,220.37	13.9%
May	\$8,966.00	\$4,309.56	\$0.00	N/A	
June	\$7,652.50	\$91,825.41	\$0.00	N/A	
July	\$7,641.00	\$18,023.12	\$0.00	N/A	
August	\$4,329.00	\$21,606.17	\$0.00	N/A	
September	\$3,039.60	\$12,040.79	\$0.00	N/A	
October	\$7,291.00	\$25,228.33	\$0.00	N/A	
November	\$19,126.00	\$25,526.43	\$0.00	N/A	
December	\$14,154.00	\$8,211.20	\$0.00	N/A	
Year total	\$102,276.54	\$247,515.34	\$61,107.17	\$20,362.84	
Difference of change this year to last (completed months only)	\$30,077.44	\$40,744.33	\$61,107.17	\$20,362.84	35.5%

Total Permits



ROW		2018	2019	2020	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	23	41	60	60	29.3%
5	February	31	31	63	63	
6	March	43	51	62	62	15.7%
7	April	62	88	65	65	29.5%
8	May	84	59	0	N/A	-8.3%
9	June	65	97	0	N/A	47.7%
10	July	91	85	0	N/A	-7.0%
11	August	87	88	0	N/A	1.1%
12	September	56	69	0	N/A	23.2%
13	October	73	93	0	N/A	27.3%
14	November	50	85	0	N/A	70.0%
15	December	38	61	0	N/A	60.5%
16						
17	YTD Totals	689	848	250	46	-70.5%
18	Difference of changes this year to last year (Completed months only)	165	211	250	39	18.5%

Property Maintenance

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

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
118	Blackwater	Trash	4/17/20	CN	COMPLETED
1-36	Cherryfield Drive	Infestation	4/8/20	CN	COMPLETED
Parking lot	Cliff	Trash	3/10/20	CN, NOV	COMPLETED
85	Elm	MPV	4/20/20	CN	COMPLETED
193	Green	Trash	4/10/20	CN	COMPLETED
195	Green	Trash	4/2/20	CN	COMPLETED
42-46A	Green	Trash	3/17/20	CN, NOV	COMPLETED
62	Green	Trash	3/30/20	NOV	COMPLETED
62	Green	Trash	4/10/20	NOV	COMPLETED
203	Green	Structure Violation	4/2/20	CN, NOV	COMPLETED
214	Green	Trash	4/2/20	CN	COMPLETED
48	Green	Trash	4/24/20	NOV	COMPLETED
62	Green	Trash	4/24/20	NOV	COMPLETED
21	Grove	Trash	3/10/20	CN	COMPLETED
257-259	High	Trash	4/10/20	CN, NOV	COMPLETED
361	High	Structure Violation	4/2/20	CN	COMPLETED
105	High	Trash	4/2/20	CN	COMPLETED
508	High	Trash	4/22/20	CN	COMPLETED
358	Main	Trash	3/30/20	CN	COMPLETED
123	Main	Trash	4/2/20	CN	COMPLETED
296	Main	MPV	4/17/20	CN	COMPLETED
409	Main	Trash	4/17/20	CN	COMPLETED
192	Main Street	Housing Violation	1/8/20	CN, NOV	COMPLETED
1	Marion Lane	Trash	4/2/20	CN	COMPLETED
19	Myrtle	Trash	4/22/20	CN	COMPLETED
401	Old Rochester	Trash	4/10/20	CN	COMPLETED
50	Prospect	Structure Violation	3/25/20	CN	COMPLETED
14	School	Trash	4/10/20	CN	COMPLETED
15	Victoria Drive	Zoning Violation	4/21/20	CN	COMPLETED
7-9	Walnut	Trash	4/10/20	CN	COMPLETED

70	Winter	Trash	3/10/17	CN	PENDING
7	Ash	MPV	2/25/20	CN	PENDING
158	Blackwater	Trash	4/15/20	CN	PENDING
22	Bourque	Trash	4/29/20	NOV	PENDING
15	Buffumsville	MPV	3/13/20	CN	PENDING
85	Elm	Trash	4/30/20	CN	PENDING
37	Franklin	MPV	7/1/19	CN, NOV	PENDING
18	Grand	Zoning Violation	4/10/20	CN	PENDING
47	Green	MPV	2/26/20	CN	PENDING
48	Green	Housing Violation	10/10/19	CN, NOV, COMPLAINT	PENDING
55	Green	MPV	3/17/20	CN	PENDING
182	Green	Permit Violation	4/8/20	NOV	PENDING
65	Green	Trash	4/2/20	CN	PENDING
253	High	Protective Treatments	4/29/20	CN	PENDING
230	High	Dumpster	4/29/20	CN	PENDING
450	High	Protective Treatments	8/14/19	CN	PENDING
254	High	Protective treatments	5/16/19	CN, NOV	PENDING
105	High	Protective Treatments	3/10/20	CN	PENDING
127-129	High	Protective Treatments	3/10/20	CN	PENDING
161	High	Protective Treatments	3/10/20	CN	PENDING
18	Highland	Protective Treatments	3/10/20	CN	PENDING
99	Indigo Hill Rd.	MPV	2/26/20	CN	PENDING
19	Lee	MPV	2/26/20	CN	PENDING
34	Lil-Nor Ave.	Zoning Violation	4/15/20	CN, NOV	PENDING
283-285	Main	Trash	4/30/20	CN	PENDING
50	Main	Housing Violation	11/21/19	CN	PENDING
338	Main	Protective Treatments	2/28/20	CN	PENDING
347	Main	Protective Treatments	2/25/20	CN	PENDING
357	Main	Protective Treatments	2/25/20	CN	PENDING
302	Main	Zoning Violation	4/7/20	CN	PENDING
260	Main	Structure Violation	4/2/20	NOV	PENDING
24	Maple	Housing Violation	8/16/19	CN, NOV	PENDING

17-31	Market	Protective Treatments	8/29/19	CN, NOV, COMPLAINT	PENDING
59	Milo	Permit Violation	4/29/20	NOV	PENDING
18	Milo	Permit Violation	4/29/20	CN	PENDING
12-14	Mt. Auburn	Trash	4/29/20	CN	PENDING
14	Mt. Vernon	Protective treatments	4/24/18	CN	PENDING
25	Otis	Zoning Violation	4/29/20	NOV	PENDING
10	Otis	Zoning Violation	4/29/20	CN	PENDING
6	Pearl	Zoning Violation	4/22/20	CN	PENDING
47	Prospect	Protective Treatments	3/10/20	CN	PENDING
51	Prospect	Protective Treatments	3/10/20	CN	PENDING
79	Prospect	Protective Treatments	3/2/20	CN	PENDING
9	Rocky Hill	Trash	4/29/20	CN	PENDING
75	Rocky Hill	Trash	4/29/20	CN	PENDING
44	Rocky Hill Rd	MPV	3/14/19	CN	PENDING
208	RT 108	Site Plan Violation	11/21/19	NOV	PENDING
422	Rt. 108	Zoning Violation	1/14/20	NOV	PENDING
10-12	School	Housing Violation	8/30/19	CN	PENDING
17	Second	MPV	4/17/20	NOV	PENDING
73	Union	Housing Violation	2/25/20	CN	PENDING
20	Walnut	Trash	4/29/20	CN	PENDING
3	Wells	MPV	4/24/20	NOV	PENDING
69	West High	Protective Treatments	3/25/20	CN	PENDING
14	West High	Structure Violation	3/25/20	CN	PENDING
3	Woodchuck Lane	Zoning Violation	4/22/20	CN	PENDING

PLEASE NOTE – All matters shown as “Completed” were active matters which were closed in the month of April 2020 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of April, 2020, thirty (30) open matters became compliant and were closed.
- In April 2020, the Code Compliance Office issued:
 - Thirty-nine (39) Courtesy Notices;
 - Fourteen (14) Violation Notices; and
 - Four (4) Court Complaints and/or Motions to Impose.

COURT MATTERS

- **17-31 Market Street Apartments** – In a past HDC meeting, it was ordered that the railings and decks on the staircases at the 17-31 Market Street apartments were to be painted white. They were not, and so suit was filed with a sought fine of \$1,000.
- **28 Green (Chabot's Creamery)** – Suit was filed on 10/11/19. On 11/6/19, the property owner submitted a permit application for work to bring the property into compliance, per the City's Private Agreement with the owner, as well as satisfying all IPMC codes.
 - An executed Agreement was filed with the Court stating that all work shall be completed by April 1, 2019. The Agreement was accepted by the Court.
 - Work remained outstanding in the month of April, and as of today's date, 5/1/20, the work still remains outstanding. Therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.
- **230 High St.** – Violation in question is a broken fence along the High Street corridor. Following service of the complaint, the defendant has covered the fence to shield the disrepair from view, and has committed to plans to begin repairs once the ground has thawed enough to install new fence posts. However, the work remains uncomplete, and thus, the Code Office will motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.
 - The fence is still not fixed, therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.
- **41-43 Franklin St.** – An agreement was made on January 27, 2019. The defendant has already applied for requisite permits to begin work on the property. Half of the work will be completed by the end of March 2020. The remaining, more extensive work, will be completed by June 1, 2020, with construction starting no later than April 1, 2020. Work remains uncomplete as of 4/1/2020, and thus, the Code Office will motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.
 - Work remains partially finished. Therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.

Past Matters

- **208 Route 108 (Calef's Auto)** – Violation in question is the parking of vehicles on non-paved surfaces, which violates this property owner's site plan approval conditions. Due to COVID-19, all in-person hearings are being rescheduled at a later time, thus, arraignment date is TBD.

Land Use Boards:

- Due to COVID-19/Corona Virus there were no Land Use Board meetings in the month of April.

Economic Development – April 2020

- **Upcoming Roundtables:**
 - ✓ All Cancelled
- **New Commercial Vacancy and/or for Sale**
 - ✓ None known of at this writing
- **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
 - ✓ None known of at this writing
- **Tenant Prospects: Business – Exploring [considering] Somersworth**
 - ✓ The Hall at Great Falls new partners
 - ✓ Police Station
 - ✓ Jewelry Artist/Retailer
- **Covid19**
 - ✓ Daily communication with Somersworth Business
 - ✓ Converted individual e.address book entries into street-groups
 - ✓ Created a spread sheet (by street) of Somersworth Business
 - ✓ Upgrading Constant Contact entries
 - ✓ Act as a bridge to local/state/federal resources and support
 - ✓ Working with:
 - BEA, SRPC, SEDC, SBDC, SBA, and Chamber
 - ✓ Seacoast Economic Development Directors and Chambers
 - ✓ Proposed a “Response Team” be established with other area Economic Development Directors and Chambers of Commerce to support business by:
 - Sharing accurate information
 - Developing cohesive messaging
 - Share comprehensive information pieces
 - Vocal advocate for teaching local business how to move to electronic and virtual web -based platforms
 - Active advocate for webinars to teach responding to the new environment and methods
 - ✓ Encourage business to jump onto new web site created to offer a presence to small “Main Street” business: www.mightysmall.io

Parks and Recreation – April 2020

- Unfortunately, due to the COVID-19 pandemic we were forced to cancel our new Mother/Son Night Out scheduled for Wednesday, April 8th. All participants that pre-paid will be receiving a full refund check. We are planning to schedule this event again in 2021 as time and schedule permit. Our annual Easter Egg Hunt scheduled for Friday, April 10th was also cancelled as a precaution. We are planning to host this event again the Friday before Easter in 2021.
- The New Hampshire Recreation and Park Association and Granite State Track and Field Committee made the difficult decision to cancel the 2020 Granite State Track and Field District and State Meets. Due to the uncertainty surrounding COVID-19 and our best interest to protect the safety our community, Recreation staff decided to also cancel the practice sessions for the Granite State Track and Field program. This decision was incredibly hard to make for all involved especially because we know how important this program is to our families and athletes. Refunds have been processed for all program participants. We look forward to continuing this wonderful beginner track program in 2021.
- The Recreation Supervisor is creating a weekly activity newsletter called RECspiration which provides activity ideas and games for community members to try at home while practicing social distancing. RECspiration is available in PDF format on the Recreation website as well as on our Facebook page. Each week staff research and come up with fun and exciting activities for families to try at home in the core areas of physical fitness, mindfulness, outdoor/nature activities, music, and more.
- Staff created a Social Distancing Community Challenge which is designed to provide families with some fun ideas to try at home while safely practicing social distancing. Community members can pick and choose from the activity score card and they check off activities and add up point values as they go. Once they reach 150 points (or more) they can submit their participant form for a chance to win a gift card to Hilltop Fun Center in Somersworth.
- During the week before Easter staff decided to have some fun and create a park photo guess game for community members to participate in via our Recreation Facebook page. Staff used the giant golden Easter Egg to place in various spots throughout the City parks. We then put together a series of 7 photos per guess game where you had to guess where in Somersworth the golden Easter Egg was. This was a fun game to educate our community on all the amazing parks we have right here in Somersworth.
- Summer Camp registration is currently open. Both Kids Camp and Trends Camp programs are slated to run June 22-August for 8-weeks. We're accepting registrations by mail or folks can use the drive-through window at the Clerk's office to pick-up camp paperwork and drop-off. We will continue to monitor the safety guidelines set forth by the state and local authorities and will provide updates to families about the program as soon as we can.

to be
cancelled
most
likely
decision
next
ykt
cm

MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: May 12, 2020

SUBJECT: Public Works Department Monthly Report for April-May, 2020

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- All public works facilities remain closed to the general public until further notice due to the coronavirus pandemic. Staff is practicing social distancing and have stocked up on necessary PPE supplies to combat the pandemic.
- Provided a written response for the City Manager to provide comments on the EPA Draft "Great Bay Total Nitrogen General Permit". EPA has denied the communities request for a third extension regarding the comment period which ends on May 8th, 2020. In addition, NH-DES and EPA have denied the communities request for a peer review of the science used to draft the proposed permit. This will likely result in a permit being issued this year without further legal action on behalf of the communities.
- Highway Division personnel initiated various spring maintenance functions including downtown street and sidewalk cleaning, mulching landscape islands, street sweeping, residential brush and bagged leaf collection, repainting crosswalks and stop bars, scheduling long line traffic markings, patching pot holes.
- Initiated maintenance and preparation work in all City parks, activated irrigation system at Noble Pines, Forest Glade Cemetery and Malley Farm Community Gardens.
- Opened the Malley Farm Brush and Leave disposal area for the spring-fall season. Encouraged users to practice social distancing while accessing the area.
- Provided site cleanup, wood chips and compost at the Community Gardens at Malley Farm. Several gardeners have returned this season and we have been quite active. All available garden plots have been adopted and participant agreement forms have been submitted to staff.
- Took delivery on two vehicles funded in the FY20 budget include a new 1-ton Ford Truck with dump body and a new Peterbilt 6-wheel truck with a dump body and plow equipment.
- Initiated talks with NHDOT District 6 office regarding the City's plans to replace a section of water main located at the intersection of Green Street and Stackpole Road. State has agreed to replace a failed drainage culvert in Green St to allow the City to replace the water main in same area. We are in discussions about how both projects can be done at the same time.
- Providing oversight of site clearing/demo and hauling assistance for the Veterans Memorial at Stein Park with the project contractor Rye Beach Landscaping.
- Participated in SRTC meetings for development review comments.
- Conducted project kickoff of the Rocky Hill Road Well # 1 and # 2 Investigation Study.
- Held a pre-construction meeting with Apex Construction and Wright Pierce Engineering on the WWTF Upgrade project. Construction work has started and is in very early stages at this time.

HIGHWAY DIVISION

Operations/Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Repaired dirt roads around the city
- Performed city trash collection at receptacles, and city buildings
- Trimmed brush and overhanging tree limbs around the city
- Performed city wide street sweeping
- Performed seasonal brush and Leaf collection
- Performed building maintenance at City Hall (Locks)
- Burned Malley Farm twice during reporting period
- Opened the Malley Farm for the season
- Cleared basins city wide to prepare for heavy rains
- Replaced drywall in the furnace room at the Library
- Removed, and rebuild the beaver deceiver on Memorial Dr which was causing drainage issues
- Replaced roadside gravel at multiple locations

Recreation:

- Assisted Rye Beach Landscaping with hauling dirt from Stein Park
- Assigned an operator for parks maintenance work
- Repaired a catch basin in Stein park
- Installed long skate rail at skate park at Noble Pines
- Compacted millings behind the fence at Noble Pines with a Vibratory Roller
- Loamed and seeded Noble Pines from damage caused from millings
- Removed bolt covers on light poles at Millennium Field for inspection
- Cut down and removed multiple trees at Noble Pines Park

Cemetery:

- Performed 1 burial during this reporting period
- Opened Forest Glade for the season
- Removed a hazardous tree from Forest Glade
- Trimmed low hanging limbs along roads in Forest Glade

Sewer Collections Maintenance:

- Received 77 Digsafe requests

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (A2O) process which is used during our winter seasonal limits. This process focuses primarily on Biochemical Oxygen Demand & Total Suspended Solids. The winter season runs from Oct 1st thru April 30th.
- Update – EPA Draft “Great Bay Total Nitrogen General Permit”. Staff has been tracking this Draft permit for impacts to the Somersworth Treatment Plant. NH-DES and EPA have denied the communities request for a peer review of the science used to draft the

proposed permit. Worked with staff on preparing comments in response to the Draft General Permit.

- The facility remains closed to the general public until further notice due to the coronavirus pandemic. Staff is practicing social distancing and have stocked up on necessary PPE supplies to combat the pandemic.
- Experienced a catastrophic failure with the Hawthorne Circle pump station generator. This occurred while conducting a monthly load test. The failure was a result of low compression in multiple cylinders. I'm working on obtaining quotes for a rental as well as a full replacement generator.
- Treated 13,000 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances during the month of April.
- Treated a total of 60-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Conducted a 24-hr composite sampling event on the Rte. 108 corridor for several pollutants including BOD, suspended solids and FOG (fats, oil & grease). The purpose was to get a snap shot of what the pollutant loading is in this area during the pandemic shut down. We will compare these results with a future sampling event upon full operation of businesses. This data will ultimately be used to assist in determining future pollutant loadings to the wastewater treatment facility.

Capital Improvements Plan (CIP) Items:

- Waste Water Treatment Facility upgrade – The City of Somersworth has entered into a contract with Apex Construction to complete the upcoming facility construction improvements. This project is expected to take 18-months to complete.
- A pre-con meeting was held on April, 23rd. The focus of this meeting was to address the overall schedule, answer logistical questions regarding office trailers, site storage, vehicle parking & exchange of general contact information.
- Ground borings were drilled in the location of the proposed clarifier in preparation of the dewatering requirement for the construction of this unit.
- A berm of bark mulch was constructed surrounding the whole facility in response to potential run-off to the Salmon Falls River. This follows the requirements under the NH-DES wet lands permit they are currently operating under.

WATER DIVISION

Items completed this month:

- Bacteria's and TOC's water quality testing was completed.
- Pumped 33,903,796 gallons of raw water
- Filtered and pumped to the city 28,576,250 of finished water
- Completed quarter # 1 D/DBP report
- Commercial Diver's Plus completed intake and tank inspection; report pending.
- Met with Wright Pierce regarding filter # 1 issue
- Performed maintenance on train # 1
- Attended meeting for the Rocky Hill Road well engineering with City management
- Reviewed filter media levels

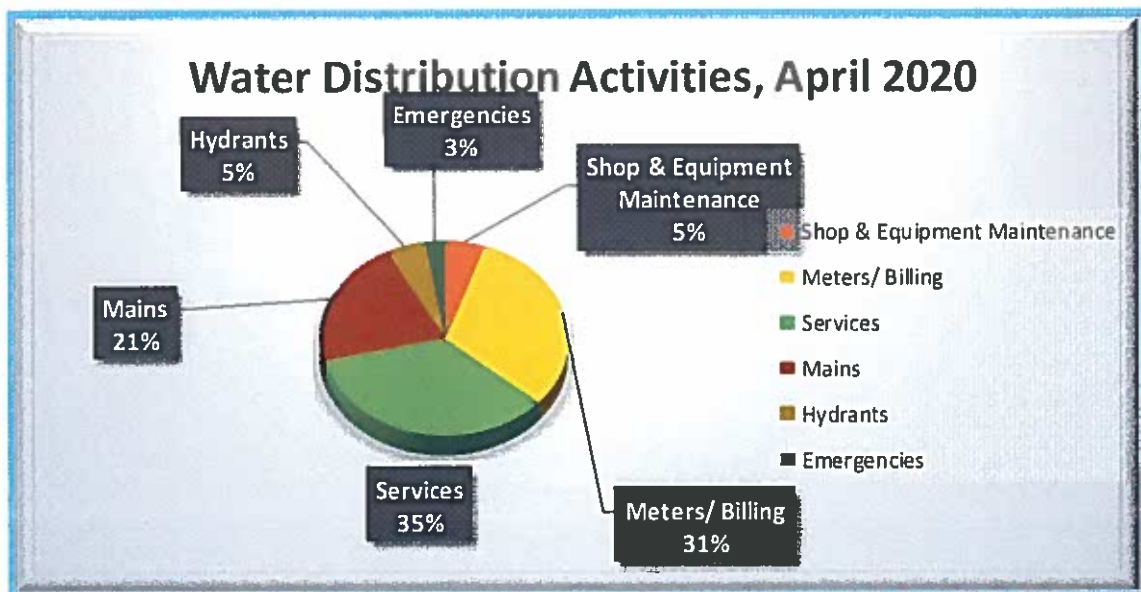
- Prepared Carbon system for reactivation
- Repaired leak on raw caustic tank valve
- Reviewed paint bid specs for the treatment plant

ENGINEERING DIVISION

- Conducting periodic construction oversight of the Veteran's Memorial at Stein Park.
- Issued addendum and reviewed bid results for the dog park fencing with the General Highway Foreman
- Continued participation and input in the CMAQ grant, TAP grant, and complete streets design work
- Met with DOT to discuss water main repair options and culvert replacement on Green Street near Stackpole Road
- Met with Pike and discussed FY2020 paving punch list items
- Accepted and reviewed 7 driveway permits and one obstruction permit
- Conducted utility easement research on the Willand/Commercial Drive area
- Organized copies of several missing road deed and utility recordings
- Conducted two line-of-sight assessments at corner lots due to proposed fencing adjustments
- Gathered historic reports and information for the Rocky Hill wellfield assessment

WATER DISTRIBUTION

- Water Distribution operators completed over 83 work orders and service requests in the month of April. Four new services were added to the City's water distribution system.
- Leak surveys were conducted on Hawthorne Circle, Route 108, Old Rochester Road, Highland Street, High Street and Grand Street. No leaks were detected during these exercises.
- The annual Backflow and Cross Connection Control report for year 2019 was completed and submitted to NHDES for review.
- Service repairs were made at 350 High Street, Forrest Glade Cemetery, Community Gardens and the Noble Pines ball field.





Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David Kretschmar, Chief of Police
Date: May 1, 2020
Subject: Monthly Report – Month of April 2020

Bob:

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

COMMUNITY POLICING:

- Due to the the Governor's order of numbers in groups that may congregate, we are only doing community policing endeavors that can be completed without direct contact.



- April is Autism Awareness Month. B&B Printing graciously printed up some colorful cards that will be distributed by Strafford Learning and are available in the Station Lobby free of charge.
- We celebrated Gary Mayo's 50th Birthday by being involved in the small parade with State Police, Durham Police, Strafford County Sheriff, Stewart's Ambulance and Strafford County Corrections. Gary has been involved in Special Olympics and a law enforcement supporter for many years.

COVID-19 PRECAUTIONS:

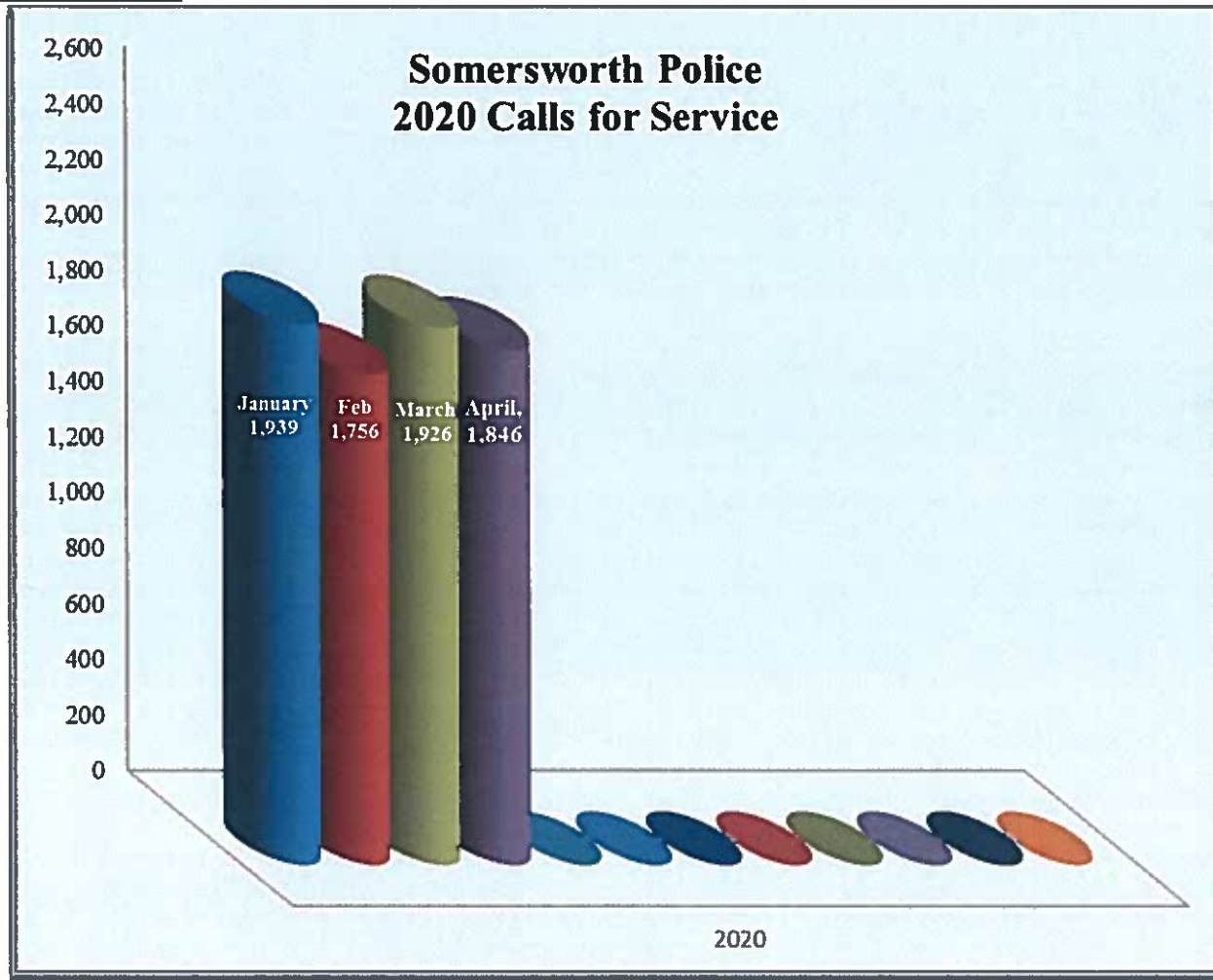
Due to the global outbreak of the COVID-19 virus, in an attempt to slow it's spread, we have instituted the following protocols as they pertain to Police responses. These protocols will be in effect until further notice. Please understand that we are undertaking these measures to protect both you and our employees.

- All non emergency calls for service will be handled over the phone or in the Police Department Lobby.
- Crimes and disturbances in progress will be responded to and investigated in a normal manner.
- We will no longer conduct fingerprinting for employment purposes, nor will we respond to motor vehicle lockouts.
- While we will respond to medical calls, we will not enter until cleared to do so by EMS personnel, unless it is a life threatening situation.

PERSONNEL/TRAINING:

- Officer John Singletary was hired on April 6, 2020. He is a certified officer who comes to us from Moultonborough Police Department.
- Officer Jesse Wentworth completed the NH Police Academy on April 22nd and is now a certified police officer.

STATISTICS:



Month	2020	2019	2018
January	1,939	1,976	2,085
Feb	1,756	1,796	1,878
March	1,926	2,145	2,215
April	1,846	2,285	2,452
May	0	2,053	2,409
June	0	1,935	2,406
July	0	2,048	2,174
August	0	1,943	2,238
Sept	0	2,020	2,263
Oct	0	1,906	2,123
Nov	0	1,860	2,055
Dec	0	1,995	1,936
TOTAL	7,467	23,962	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



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

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

14 May 20

To: Mr. Robert Belmore, City Manager

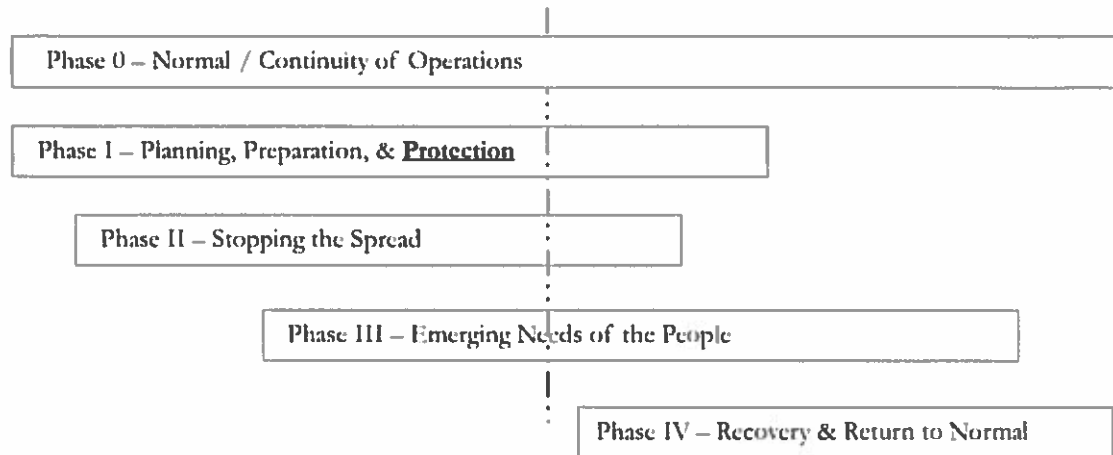
Subject: April 2020 Monthly Fire Department and Emergency Management Report

1. Mr. Manager, the Fire Department members continue to serve with distinction during the ongoing COVID-19 Pandemic. During the month of April, we continued to refine our COVID-19 related response procedures, bring new equipment onboard, and conduct training in accordance with our annual training plan.
2. The emergency management challenges associated with the COVID-19 Pandemic include sorting and prioritizing vast amounts of information related to CDC guidelines, personal protective equipment, patient care protocols, stay at home orders, and a myriad of other State and Federal guidelines. The Emergency Management Team meets on a regular basis to discuss and promulgate policy.
3. Consistent with Federal and State guidelines, the City's Emergency Management Team developed the following objectives to inform our efforts related to COVID-19:
 - Maintain the continuity of City Government.
 - Maintain prompt, competent, and compassionate emergency response.
 - Support a reliable food supply system.
 - Focus extra effort on protecting and maintaining the municipal water supply system.
 - Support sheltering at home.

Although developed in March, 2020, these objectives remain relevant and helps to inform the actions of the City's Management Team during the evolving emergency.

4. The response phases to the COVID-19 Emergency are depicted here with the vertical line indicating current operations at the end of April.

Somersworth EMT COVID-19 Phases



New information from the Federal or State government necessary to protect the public is rapidly put in a format for dissemination and run on Channel 22 and the City's web site. City staff has assisted with the emerging needs of the people by running a food and hygiene products drive with the contributions going to the local food banks.

5. The City of Somersworth has done its part to help flatten curve by complying with the Federal "30 Days to Slow the Spread" and the Governor's stay at home order. At the end of April, Somersworth had less than 10 confirmed active cases of COVID-19.
6. The Police Department, Stewart's Ambulance, and the Fire Department continue working together to refine dispatch protocols, patient contact procedures, and the supply and sharing of personal protective equipment (PPE). Our Public Safety Team finalized a response framework early in the Emergency that models National best practices that have only gradually evolved during the Pandemic. In addition to complying with CDC and State guidelines, the City of Somersworth continues to successfully implement a procedure to minimize the exposure to first responders by having a medical patient step outside if able to do so and we have increased screening questions when an emergency call or call for service is received through a means other than the State 9-1-1 system.
7. At the end of April, four (4) new Information Bulletins – all related to the COVID-19 had been published including new COVID-19 emergency medical service (EMS) protocols and coordination with the State medical examiner's office related to COVID-19 fatalities.

8. General Order (GO) 20-1, published on 24 March, remains in effect limiting Call Firefighters to respond only if qualified to drive or operate the Community Mutual Aid (CMA) Air Service and Rehab Unit (ASRU) otherwise known as the “Air Van”. In addition, the GO cancelled all Call FF training. This measure was necessary to help prevent the spread of COVID-19 among the Career firefighters and preserve the Call force as a residual capability should there be a significant COVID-19 impact to the Career members.
9. Fire Departments throughout the mutual aid district including the Somersworth Fire Department, have limited covering mutual aid companies to the apparatus floor and immediately adjacent restroom facilities to help prevent community spread of COVID-19.
10. During April, the Department purchased two new solid bore handline nozzles costing \$1300 – a 2.5 inch playpipe with stacked tips and a 1.5 inch with a 15/16 inch tip – neither of which were in the Department inventory. A simple tactical concept is that GPMs (gallons per minute) overcome BTUs (British Thermal Units – a measure of the fire’s heat). With these new nozzles we can flow significantly more water on an initial attack than we could in the past thus improving our firefighting effectiveness and providing a better service to our citizens.
11. Pieces of lumber that are 4 inches by 4 inches and approximately two feet long are known as “cribbing” and used to stabilize motor vehicles that are upside down or partially collapsed structures. With the assistance of the Home Depot operations manager, the Department purchased 32 pieces of cribbing and 16 wedges which are now deployed on two pieces of apparatus that respond to motor vehicle incidents.
 - A training bulletin detailing procedure for the new nozzles, friction loss estimates, and pump pressure calculations was read by all members and each shift conducted two practical sessions flowing water and employing the new nozzles in various evolutions. (Three (3) hours).
 - Several industries in the city have hazardous compartments and enclosures that may require entry by a person for the purpose of maintenance or cleaning. These compartments are known as confined spaces. The most hazardous of these compartments are designated as “permit required” confined spaces. We have begun the process of developing a legitimate confined space rescue capability in accordance with OSHA’s 29 CFR 1910.146 *Permit-Required Confined Spaces* and National Fire Protection Association (NFPA) standard 1670 *Operations and Training for Technical Search and Rescue Incidents*. The first step was a three (3) hour classroom presentation that focused on atmospheric monitoring and interpretation, the properties of hazardous materials, procedures, case studies, command checklists, and scenarios. The publishing of a Standard Operating Guideline, practical evolutions, and a certification evaluation are forthcoming.
 - Awareness and procedures for dealing with the very hazardous scenario of a chemical suicide in a vehicle or in a building.

- A two (2) hour practical review of mechanical advantage and safety belay systems. A mechanical advantage system uses a rope and series of pulleys to lift or move a patient from the inside of a confined space. A safety belay system is much like a fall arrestment system used in the event of a failure of the raising system described above.
- Annual respiratory protection training continued with respirator fit testing - which has not been accomplished within the Department in some time. In addition, we completed the practical component of annual self-contained breathing apparatus (SCBA) training with an obstacle course that focused on calling the mayday, using couplings on a hose line to determine the direction of safety, a low profile maneuver that required removing the SCBA, a tunnel crawl, and a wire entanglement prop. (Two (2) hours). .
- Numerous shift training sessions for probationary firefighter Kevin Craft focused on driving and operating the ladder truck as well as those tasks normally assigned to the ladder truck crew.

12. Continued close coordination with Port One Architect Kelly Davis to refine the design of the new Fire Station.
13. The Emergency Management Performance Grant (EMPG) for the public safety radio repeater system generator at the former Hilltop School has been approved by NH Homeland Security and Emergency Management (HSEM). The next step in the process is to solicit three bids.
14. The new Ford F-550 Brush Truck is at Eastern Fire Apparatus in Milton. Progress is slower than desired due to the COVID-19 Emergency. The current HUMVEE Brush Truck is functional and ready for response.
15. Calls this month with a comparison to last year:

	March 2020	March 2019
EMS Related	41	72
MVA no injuries	3	3
Down Power Lines	2	3
Building Fires	10	7
All Other Hazards	41	44
Total	97	129

Emergency medical call volume is significantly decreased likely due to people not wanting to go to the hospital during the Pandemic.

On 1 April, Engine 4 and Chief 1 responding to two different working structure fires in Berwick.

On 11 April, full staffing of four enabled the duty crew to rapidly knock down a serious basement fire on Walnut with assistance from career Firefighters on call-back,

Call firefighters staffing the Air Van, mutual aid companies from surrounding jurisdictions.

16. We continue to receive outstanding cooperation and service from Stewart's Ambulance Service – especially during the COVID-19 Emergency. EMS crews run point for all medical calls minimizing the possible exposure to Fire and Police Dept personnel. Average response time for the latest reporting period of March 2020 is an excellent 4:28.

17. Please feel free to contact me with any questions or concerns.

Respectfully submitted

George D. Kramlinger
Fire Chief / EMD
City of Somersworth

MITCHELL MUNICIPAL GROUP, P.A.

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25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
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JOSEPH H. DRISCOLL, IV
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

May 13, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 20-20

Title: **SUPPLEMENTAL APPROPRIATION TO INSTALL FENCING AND OTHER
IMPROVEMENTS FOR A DOG PARK AT MILLENIUM PARK**

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: 5/13/2020

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

May 13, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 48-20

Title: TO AUTHORIZE A BOND FOR ROAD, SIDEWALK, DRAINAGE, WATER,
SEWER AND OTHER IMPROVEMENTS TO CEMETERY ROAD

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: _____

5/13/2020

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

May 13, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 49-20

Title: **VOTE TO ADOPT A POLICY OF STAFFING THE FIRE DEPARTMENT WITH A
MINIMUM OF FOUR (4) FIREFIGHTERS ON EACH SHIFT**

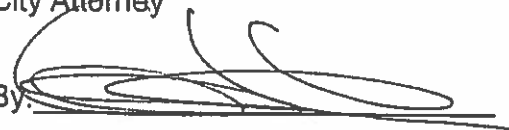
This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced Resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

5/13/2020

By: _____



SOMERSWORTH, NEW HAMPSHIRE

City of Somersworth
One Government Way
Somersworth, NH 03878



City Hall
603.692.4262
www.somersworth.org

5/8/2020

Submitted Electronically

Mr. Michael Cobb
U.S. EPA, Water Division
Municipal Permits Section
5 Post Office Square, Suite 100 (06-1)
Boston, MA 02109-3912
cobb.michael@epa.gov

Re: City of Somersworth New Hampshire's Comments on Great Bay Total Nitrogen General Permit, NPDES Permit No. NHG58A000, 2020 Draft General Permit, published in 85 F.R. 708 (January 7, 2020).

Dear Mr. Cobb:

Thank you for the opportunity to comment on the draft National Pollutant Discharge Elimination System (NPDES) Great Bay Total Nitrogen General Permit for Wastewater Treatment Facilities in New Hampshire, published in the Federal Register on January 7, 2020 ("Draft Permit"). I am writing on behalf of the City of Somersworth, New Hampshire ("Somersworth"), to provide comments on the Draft Permit.

The City of Somersworth values the collaborative relationship we have established over the years with our regulating partners including EPA's Region I office and the New Hampshire Department of Environmental Services (NHDES) staff. Our City Council and City staff have a long-standing commitment toward meeting US Clean Water Act requirements, and we continue to heavily invest in our infrastructure to ensure compliance. As an example, we have just issued a notice to proceed for a \$13.5 million upgrade to the City's wastewater treatment plant to meet current and projected growth needs in our community. Additionally, the EPA's "Great Bay Total Nitrogen Fact Sheet" indicated that Somersworth wastewater plant discharged the lowest average total nitrogen concentration from 2012-2016 (6.8 mg/L) out of all the NH wastewater facilities regulated by the Draft Permit. Somersworth understands and appreciates the need to protect the health of the Salmon Falls River, Great Bay, and its surrounding watershed, and I hope you will agree that our actions support this.

In the spirit of developing a permit that works for all of the involved communities, we have the following comments at this time:

- 1) We encourage EPA to reconsider the benefit of an independent peer review of the permit conditions, specifically regarding the nitrogen reduction target(s) and the impact that current and future nitrogen levels are having on the health of Great Bay. Somersworth joined several

other Cities from the New Hampshire Seacoast area in asking NH Governor Chris Sununu and DES Commissioner Robert Scott to conduct this peer review in February 2020. Given the potential cost implications of this permit, we believe a peer review is critical to ensure that any additional community's financial resources dedicated to complying with any permit changes are used and targeted in the most efficient and effective manner.

- 2) We share concerns with the potential costs associated with the water quality monitoring component of this Draft Permit, identified as "Adaptive Management Ambient Monitoring Program" section. No costs are included in the draft permit, nor have any estimates been provided to Somersworth by the EPA or NHDES. Without estimated costs we are unable to evaluate what impact this may have on our overall budget and any needed sewer rate increase to meet both capital and operational demands. Currently we conduct ambient river monitoring for the Salmon Falls River at a cost of \$5,500 per year to analyze several pollutants including nitrogen under our NPDES permit. Any additional monitoring costs would, no doubt, place a greater burden on our budget and Somersworth rate payers.
- 3) We are looking for the EPA to clarify Appendix II, which outlines an optional non-point source and stormwater point source nitrogen reduction pathway.
 - a. What alternatives are available to communities that do not wish to accept the optional measures outlined in Appendix II?
 - b. If a community is already meeting the total nitrogen effluent limitation in Table 2 of the permit, is it necessary to adopt the further nitrogen reductions contemplated in Appendix II?

Thank you for your consideration.

Sincerely,



Robert M. Belmore, ICMA-CM
City Manager

Cc: Mayor and City Council
Michael J. Bobinsky, Director of Public Works and Utilities

Bob Belmore

Dana

From: Ray Doyon <rdoyonalpost69@comcast.net>
Sent: Tuesday, May 12, 2020 1:05 PM
To: Bob Belmore
Subject: Memorial Day 2020 services

*American
Legion
Memorial
Day*

Good afternoon,

First off, I'd like to introduce myself. My name is Dana O'Hare and am the newly elected Commander for the American Legion Post #69 here in Somersworth.

I'm reaching out to the City of Somersworth to let you know what our tentative plans are for Memorial Day. This Friday, May 16th at 9 am, we have a group of post members and various volunteers who are picking up flags and decorating the Veterans graves in the 5 major cemeteries. Forest Glade, Greek Orthodox, St Martin, Holy Trinity, and Tri City Christian and various smaller ones in the community.

We would like to still hold ceremonies at each of the 5 major cemeteries as we always do each year on May 25th. Currently we have the tentative schedule as follows:

Meeting at the Somersworth HS at 8:40 am with normal ceremony of wreath on the monument and a few words.

9:10 – Forest Glade Cemetery, wreath and ceremony
9:30 – Greek Orthodox Cemetery, wreath and ceremony
9:50 – St. Martin Cemetery, wreath and ceremony
10:15 – Holy Trinity Cemetery, wreath and ceremony
10:40 – Tri City Christian Cemetery, wreath and ceremony

Currently, we are just using our color guard and Post members for these ceremonies, due to the current Covid-19 restrictions. We feel that Memorial Day services to honor our deceased comrades is essential to our community morale. We are unsure if we will or are able to advertise this event to the public, as it would be difficult to control the crowd and any restrictions the state has at that time for gatherings. That is still something to be discussed.

We aren't requiring and city services, but if anyone would like to participate or attend, they are welcome to. Please let us know if there is any additional information you would need.

Thank you,

Dana O'Hare
Commander Post 69, AL
603-692-9898 (office)
585-489-2490 (cell)

FYI

*They are these
conducting w/ 10 or less
services in the groups - not
public or City official
invites due to Governor's
Order of 10 or less -*

RS