



*Office of the City Manager*

**TO:** Mayor Dana S. Hilliard and City Council Members

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

**DATE:** Friday, May 17, 2019

**SUBJECT:** City Manager's Report for Monday, May 20, 2019  
City Council Agenda

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**6:00 pm: Workshop**  
***Veteran's Memorial Park Design Presentation from Ironwood Design***  
Attached is the PowerPoint Presentation.

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*Lay on the Table (Under Section 13 of Agenda)*

**A. Ordinance No. 4-19: To Amend Chapter 19, Zoning Ordinance, Section 14, Historic District.**

*Unfinished Business (Under Section 14 of Agenda)*

**Ordinances**

- A. Ordinance No. 18-19: To Amend Chapter 13, Police Offenses, Section 3.4, Motor Vehicle Operation, by Prohibiting Tractor-Trailers from Making a Left Hand Turn onto Station Street from Government Way.** FYI: the Traffic Safety Committee has not yet met to re-visit this issue.
- B. Ordinance No. 19-19: To Amend Chapter 6, City Officials, by Deleting Section 6.1, Exemption For Prisoners Of War and Section 6.9, Veteran's Property Tax Exemptions, Blind and Solar Exemptions.** Again, the Government Operations Committee voted to support this recommendation at their meeting on May 1<sup>st</sup>.
- C. Ordinance No. 20-19: To Create New Chapter 34, Exemptions and Credits.** This is a companion change in association with Ordinance No. 19-19.
- D. Ordinance No. 21-19: To Amend Chapter 4, Personnel Rules & Regulations, Section 7.3, Holidays, Regarding Holiday Work Pay.** Again, the Government Operations Committee discussed this recommendation at their May 1<sup>st</sup> meeting and voted to support the change.

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

### **A. Vote to Accept the Master Plan from the Tri-City Mayors Task Force on Homelessness.**

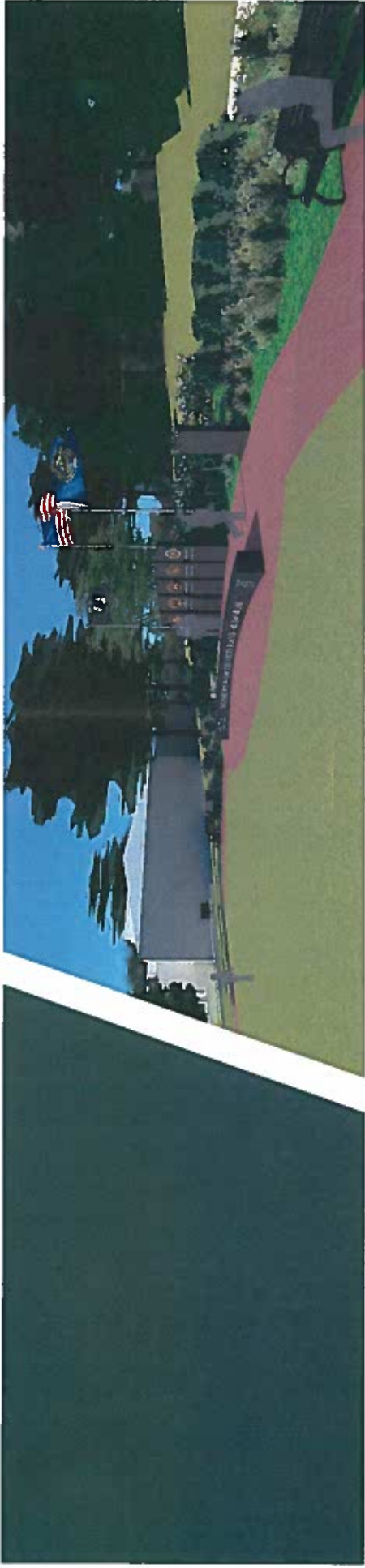
## ***City Manager's Items (under section 11 of Agenda)***

### **A. Informational Items**

- 1. CMAQ Grant Update.** City Staff recently interviewed the four (4) Consultant / Engineering Firms that submitted proposals. We will be submitting a recommendation to NH DOT for their review and approval. This was the initial RFQ qualifications interview scoring process. The next step would be to negotiate a defined scope of service and cost. The City Council will then need to authorize final contract approval.
- 2. Fire Station Project Update.** The City received eleven (11) proposals for the completion of a preliminary Fire Station design. A team of City Staff (Fire Chief Keith Hoyle, Finance Director Scott Smith, City Engineer Gary Lemay and Development Services Director Shanna Saunders and I) will be interviewing five (5) Architect / Consultant Teams next week. I anticipate a final recommendation will be forwarded to the Public Safety Committee and the Finance Committee for consideration and then to the full City Council for funding approval.
- 3. Police Department Grant Award.** I am pleased to report that Chief Kretschmar was notified that the City will be receiving an approx. \$25,000 Grant under a Safe Neighborhood Program which will allow for additional enforcement efforts. The Chief's attached Memorandum provides some more detail on the Program.
- 4. Upcoming City Council Workshops, as approved by Mayor Hilliard**
  - June 3: 6:00 p.m. – Form Based Code, Zoning Ordinance Change Presentation by the City's Consultant, Steve Whitman from Resilience Planning & Design, Inc.
  - June 17: 6:00 p.m. – COAST Bus Presentation by Rad Nichols, Executive Director.

## **Attachments**

### **1. Department Head Reports**



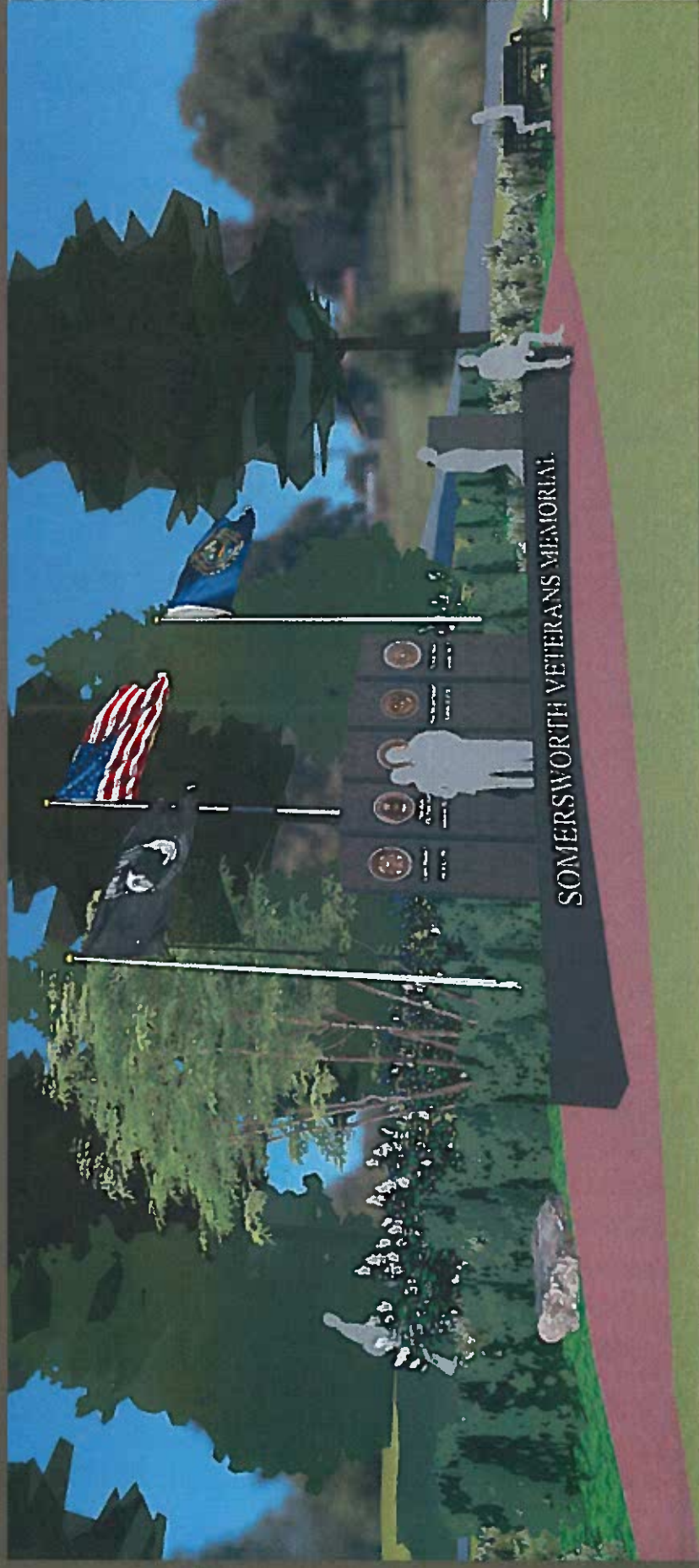
# Somersworth Veterans Memorial at Stein Park

Conceptual Design Presentation

May 20, 2019

Presented by:





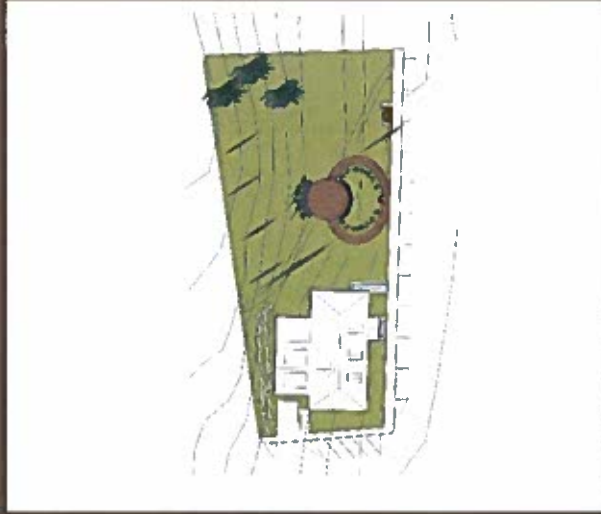
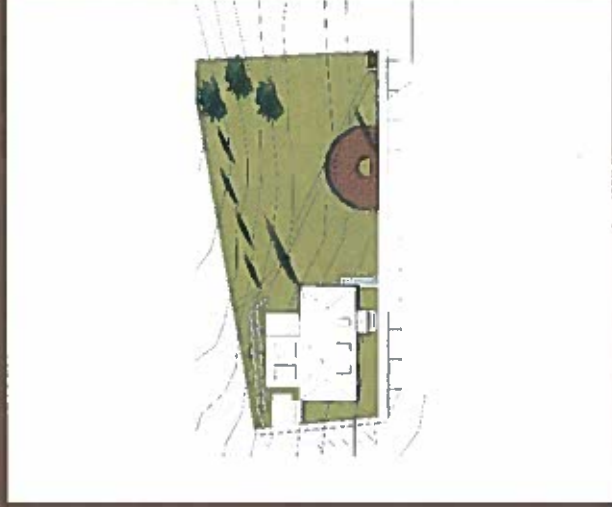
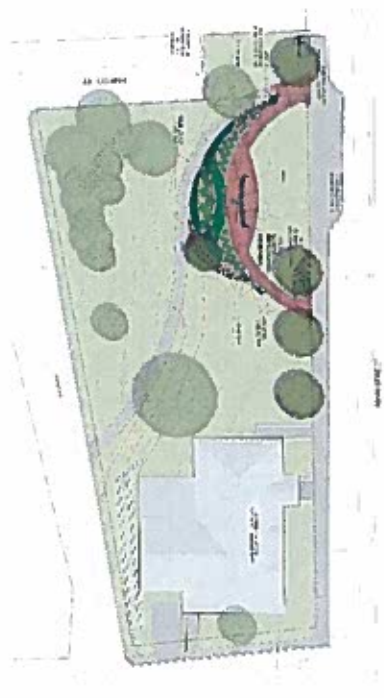
# Concept Plan Overview

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Part 1



# Design Process



Conceptual plan overview

ELM STREET

FAIR COURT

RELOCATED STONEMASON'S MARK

RELOCATED DEDICATION STONE

RELOCATED DEDICATION MONUMENT

RELOCATED AND REPAIRED 6-WIDE PEDESTRIAN WALKWAY

PROPOSED TREE TYPE

SLAMMERSWORTH HISTORICAL SOCIETY AND MUSEUM

FAVETTE STREET

MAIN STREET

DONOR BENCH

DONOR BENCH

DONOR BENCH

DONOR BRICK WALKWAY

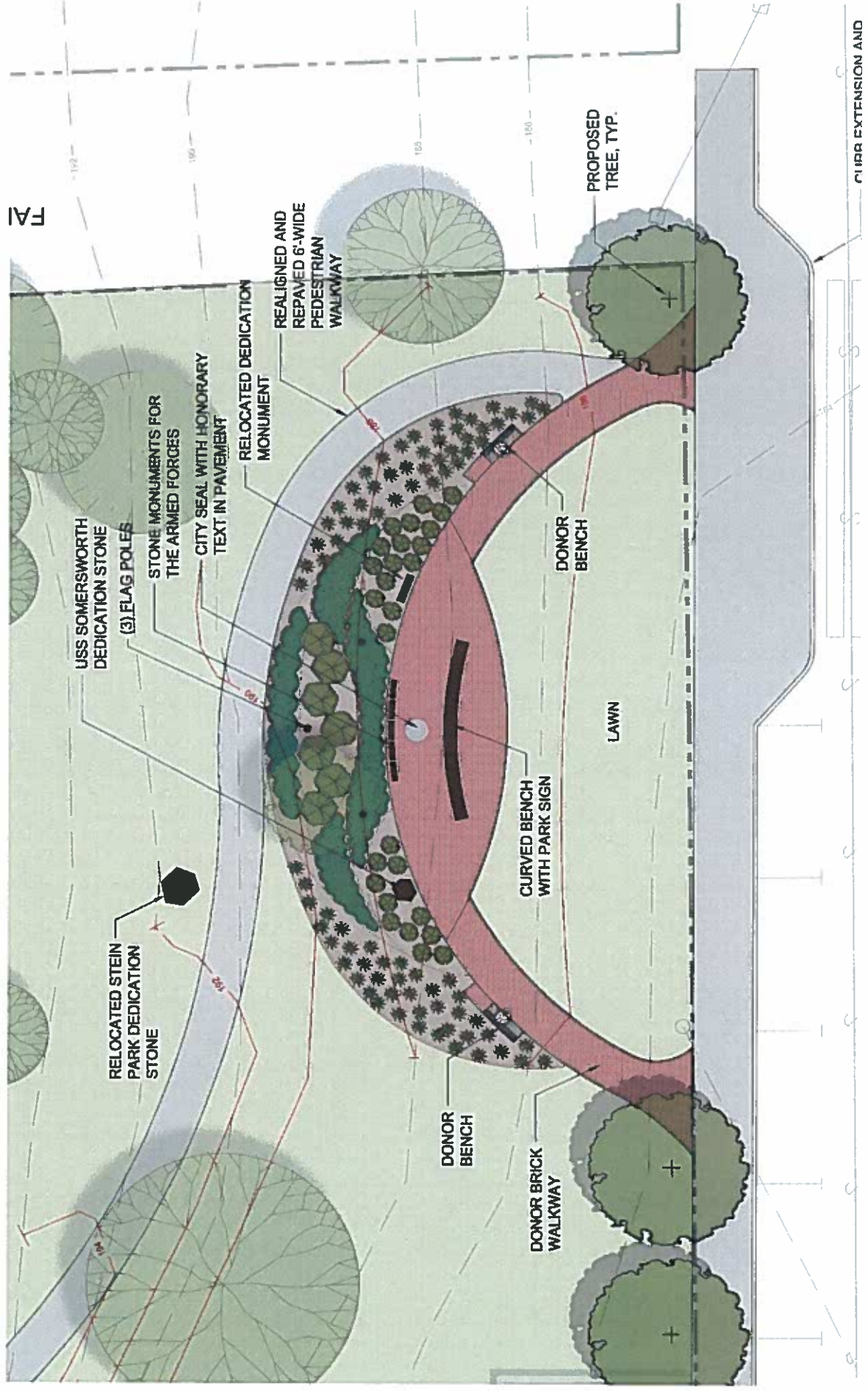
CURVED BENCH WITH PARK SIGN

LAWN

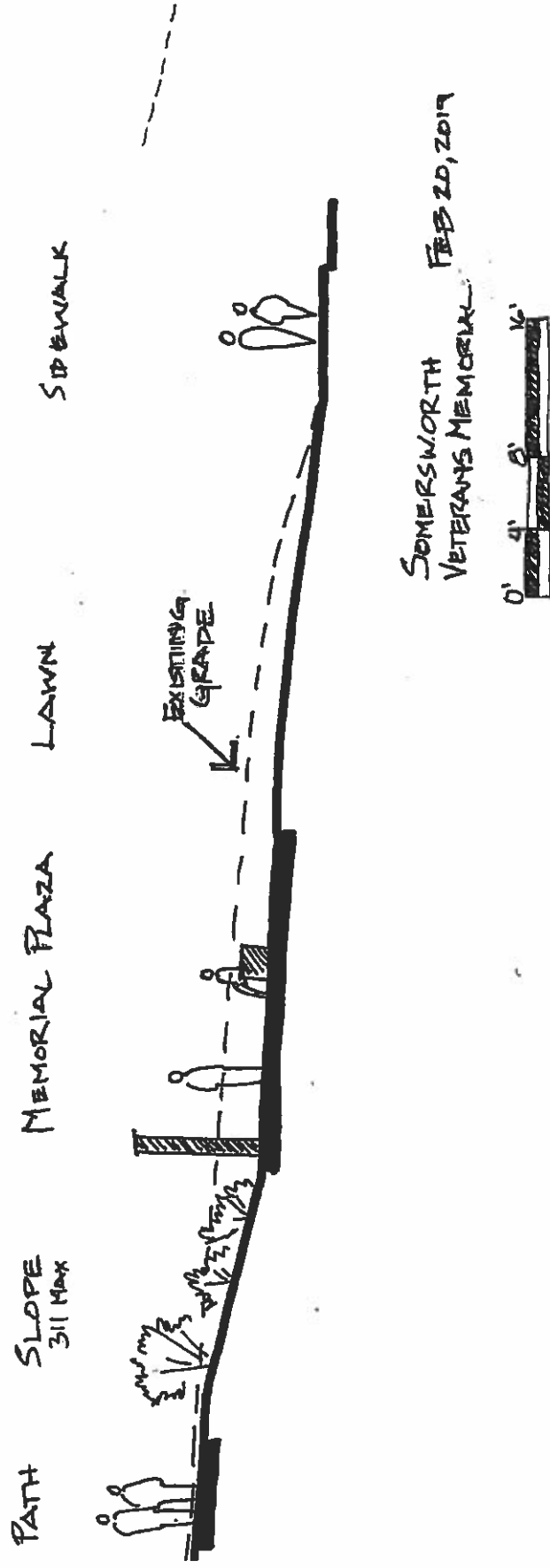
CURB EXTENSION AND CROSSWALK TO BE INSTALLED AS PART OF STREETScape PROJECT



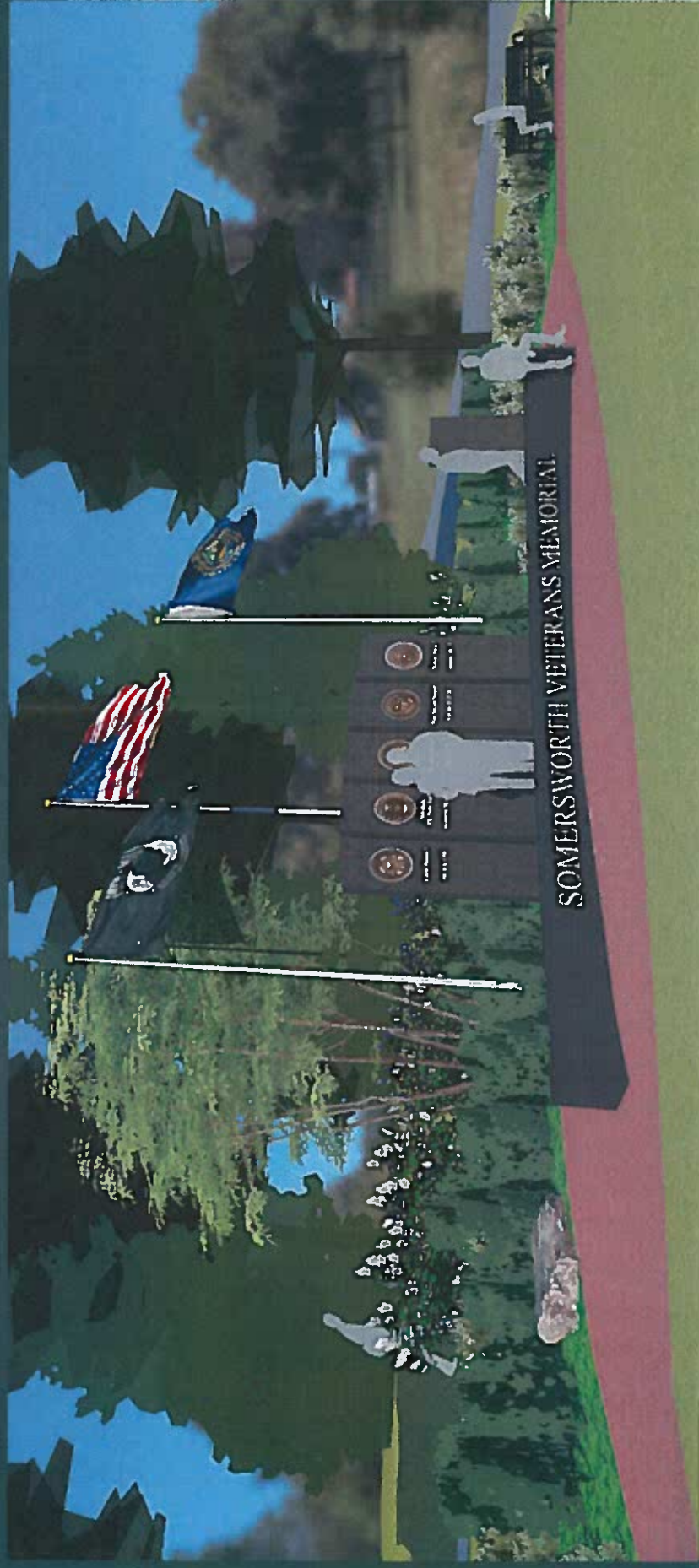
# Conceptual Plan Overview



# Concept Plan Overview







# Memorial Elements and Insignia

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Part 2

## Memorial Elements and Insignia



## Memorial Elements and Insignia





## Memorial Elements and Insignia



Service Branch Monument Bronze Plaques



Donor Benches

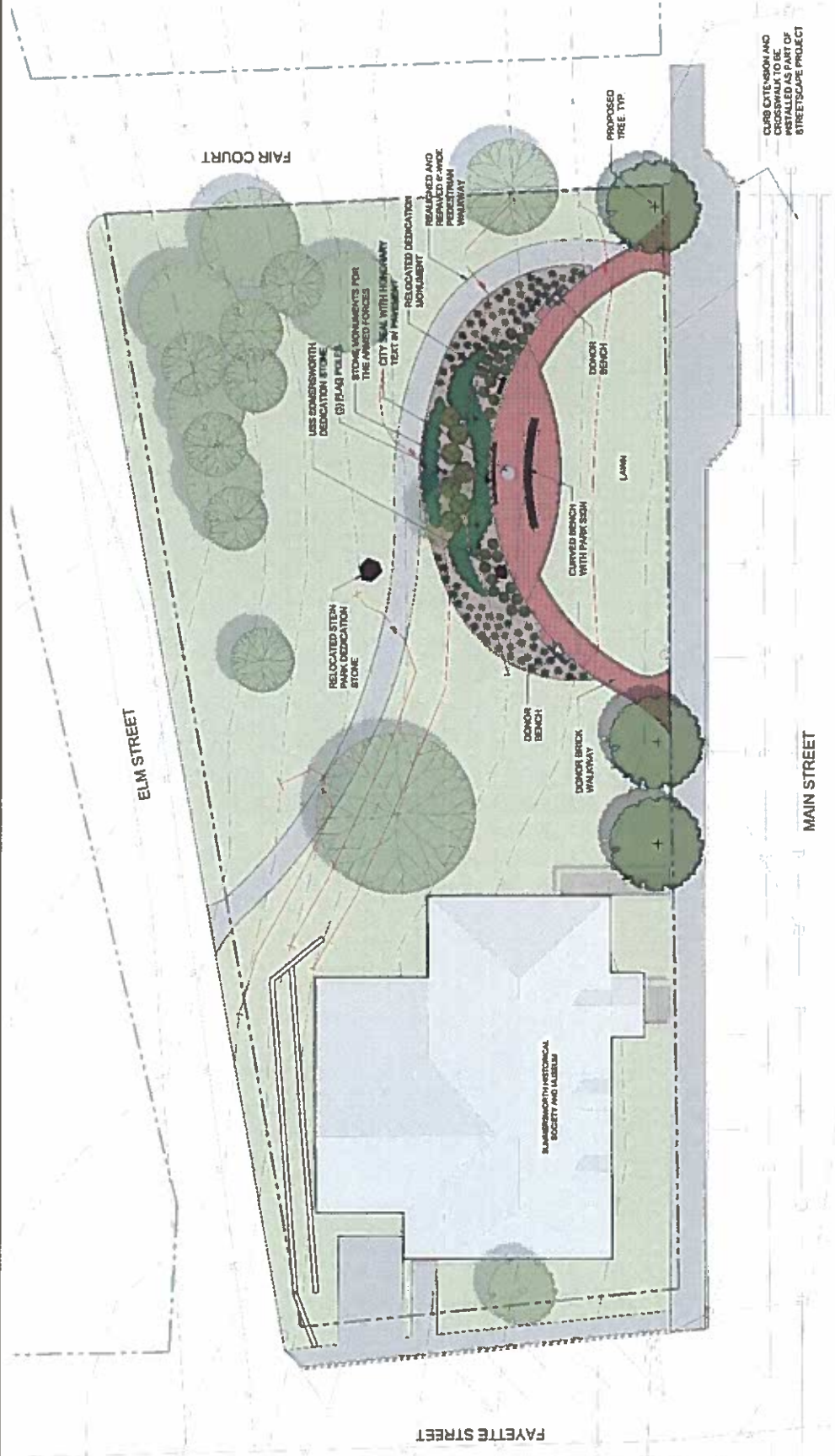


Granite Pavers with City Seal and Honorary Text

Donor Bricks







# Estimate of Probable Cost

Part 3

**Veterans Memorial**

Somersworth, NH

**PRELIMINARY ESTIMATE OF PROBABLE MEMORIAL COSTS**

11-Apr-19

**SUMMARY**

I. DESIGN AND ENGINEERING FEES \$27,800

II. MOBILIZATION AND SITE PREPARATION \$10,500

III. MEMORIAL ELEMENTS \$46,725

IV. LIGHTING/ELECTRICAL/PLUMBING \$9,900

V. HARDSCAPE \$41,400

VI. SITE FURNISHINGS \$4,400

VII. LANDSCAPING \$14,849

SUBTOTAL

10% CONTINGENCY

TOTAL

\$155,574

\$15,557

\$171,131

# **I. DESIGN AND ENGINEERING FEES**

A. PREDESIGN, GEOTECH AND SURVEY	1	ls	Q	\$4,200.00	/hr	\$4,200	COMPLETE IN PLACE
B. DESIGN AND ENGINEERING: PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E) SUBMISSION	1	ls	Q	\$12,500.00	/hr	\$13,000	COMPLETE IN PLACE
C. FINALIZE BID DOCUMENTS AND BID PHASE SERVICES	1	ls	Q	\$4,000.00	/hr	\$4,000	COMPLETE IN PLACE
D. CONSTRUCTION PHASE SERVICES	1	ls	Q	\$4,000.00	/hr	\$4,000	COMPLETE IN PLACE

**SITE PREPARATION TOTAL** **\$27,800**

# **II. MOBILIZATION AND SITE PREPARATION**

A. MOBILIZATION	1	ls	Q	\$2,500.00	/hr	\$2,500	COMPLETE IN PLACE
B. SITE DEMOLITION, TREE REMOVAL, ROUGH GRADING, EROSION CONTROL	1	ls	Q	\$8,000.00	/hr	\$8,000	COMPLETE IN PLACE

**SITE PREPARATION TOTAL** **\$10,500**

# **III. MEMORIAL ELEMENTS**

A. ENGRAVED GRANITE MONUMENT	5	ea	Q	\$3,500.00	/ea	\$17,500	COMPLETE IN PLACE
B. FLAG POLES WITH FLAGS AND INTEGRAL LIGHTING	3	ea	Q	\$3,200.00	/ea	\$9,600	COMPLETE IN PLACE
C. REMOVE AND RESET GRANITE MONUMENT	1	ea	Q	\$1,500.00	/ea	\$1,500	COMPLETE IN PLACE
D. REMOVE AND RESET STERN PARK DEDICATION STONE	1	ea	Q	\$1,000.00	/ea	\$1,000	COMPLETE IN PLACE
E. RADIAL GRANITE BENCH, ENGRAVED	25	sf	Q	\$695.00	/sf	\$17,125	COMPLETE IN PLACE

**SITE UTILITIES TOTAL** **\$48,725**

# **IV. LIGHTING/ELECTRICAL/PLUMBING**

A. IN-GROUND LIGHTING AT BASE OF EACH MONUMENT	2	ea	Q	\$1,000.00	/ea	\$2,000	COMPLETE IN PLACE
B. POWER PEDESTAL WITH LOCKABLE GFCI RECEPTACLE	1	ea	Q	\$850.00	/ea	\$850	COMPLETE IN PLACE
C. IRRIGATION AT LAWN AREA	2,400	sf	Q	\$2.00	/sf	\$4,800	COMPLETE IN PLACE
C. QUICK COUPLING VALVE AT PLANT BED	1	ea	Q	\$450.00	/ea	\$450	COMPLETE IN PLACE

**SITE UTILITIES TOTAL** **\$8,000**

# **V. HARDSCAPE**

A. CLAY BRICK PAVERS ON ASPHALT BASE	1,300	sf	Q	\$16.00	/sf	\$20,800	COMPLETE IN PLACE
B. GRANITE ACCENT PAVING ALLOWANCE	1	ls	Q	\$4,500.00	/hr	\$4,500	COMPLETE IN PLACE
C. GRANITE CENTER STONE WITH GRANITE BORDER	1	ls	Q	\$2,400.00	/hr	\$2,400	COMPLETE IN PLACE
D. REINFORCED CONCRETE PATHWAY THROUGH PARK	137	sy	Q	\$100.00	/sy	\$13,700	COMPLETE IN PLACE

**SITE FURNISHINGS TOTAL** **\$41,400**

# **VI. SITE FURNISHINGS**

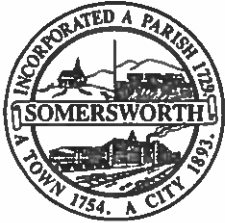
A. STANDARD 6' BENCHES WITH DONOR PLAQUE	2	ea	Q	\$2,200.00	/ea	\$4,400	COMPLETE IN PLACE
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**SITE FURNISHINGS TOTAL** **\$4,400**

# **VII. LANDSCAPING**

A. TREES	3	ea	Q	\$1,200.00	/ea	\$3,600	COMPLETE IN PLACE
B. PLANT BEDS BEHIND MONUMENTS (1000 SF)	60	sy	Q	\$42.00	/sy	\$2,520	COMPLETE IN PLACE
1. PLANTING SOIL (12")	120	ea	Q	\$22.00	/ea	\$2,640	COMPLETE IN PLACE
2. PERENNIALS AND GROUND COVER	55	ea	Q	\$65.00	/ea	\$3,575	COMPLETE IN PLACE
3. SHRUBS							
C. LOAM AND SEED (2000 SF)	32	sy	Q	\$42.00	/sy	\$1,344	COMPLETE IN PLACE
1. 4" LOAM	2,000	sf	Q	\$0.25	/sf	\$500	COMPLETE IN PLACE
2. FINE GRADE / PREPARE SEED BED	2,000	sf	Q	\$0.20	/sf	\$400	COMPLETE IN PLACE
3. LAWN ESTABLISHMENT - SEED, HYDROMULCH, TACKIFIERS							

**LANDSCAPING TOTAL** **\$14,840**



## City of Somersworth – Ordinance

Ordinance No: 18-19

**TO AMEND CHAPTER 13, POLICE OFFENSES, SECTION 3.4, MOTOR VEHICLE OPERATION, BY PROHIBITING TRACTOR-TRAILERS FROM MAKING A LEFT HAND TURN ONTO STATION STREET FROM GOVERNMENT WAY**

April 1, 2019

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 Chapter 13, Police Offenses, Section 3.4.G Left Turns, by adding:

When signs are erected giving notice thereof, it shall be unlawful for anyone operating a Tractor-Trailer (See RSA 259:109) to turn left onto Station Street from Government Way.

(RSA 259:109 Tractor-trailer. – “Tractor-trailer” shall mean any truck-tractor and semi-trailer.

This Ordinance shall take effect upon passage.

### Authorization

*Sponsored by Councilors:*

Dale R. Sprague  
David A. Witham  
Marty Pepin  
Kenneth S. Vincent

*Approved:*

City Attorney



## City of Somersworth – Ordinance 18-19

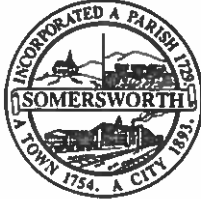
### History

First Read Date:	04/01/2019	Tabled:	
Public Hearing:	04/15/2019	Removed From Table:	
Second Read:	04/15/2019		

### Discussion

04/15/2019, Re-referred to Traffic Safety Committee.

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	Sprague *		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
<b>TOTAL VOTES:</b>			
On / / . Ordinance 18-19		PASSED	FAILED



## City of Somersworth – Ordinance

Ordinance No: 19-19

**TO AMEND CHAPTER 6, CITY OFFICIALS, BY DELETING SECTION 6.1, EXEMPTION FOR PRISONERS OF WAR AND SECTION 6.9, VETERAN'S PROPERTY TAX EXEMPTIONS, BLIND AND SOLAR EXEMPTIONS**

May 6, 2019

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:

1. Amend Chapter 6, City Officials, Section 6.1, Exemption for Prisoners of War, by deleting the section in its entirety,
2. Amend Chapter 6, City Officials, Section 6.9, by deleting the section in its entirety, to include:
  - 6.9.1 Veterans Exemptions
  - 6.9.2 Service Connected Total Disability
  - 6.9.3 Surviving Spouse
  - 6.9.4 Exemption for the Blind
  - 6.9.5 Solar Exemption
3. Renumber Chapter 6 accordingly.

This Ordinance shall take effect upon its passage

### Authorization

*Sponsored by Councilors:*

Martin P. Dumont, Sr.  
Nancie Cameron  
Edward Levasseur

*Approved:*

City Attorney

## City of Somersworth – Ordinance 19-19

### History

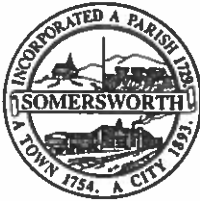
First Read Date:	05/06/2019	Tabled:	
Public Hearing:	05/20/2019	Removed From Table:	
Second Read:	05/20/2019		

### Discussion

NOTE: This Ordinance is a housekeeping amendment, to move the Exemptions and Credits to a new Ordinance Chapter.

*On May 6, 2019, Councilor Witham, seconded by Councilor Levasseur, made a motion to waive Council Rules to have Ordinance 19-19 read by title only. The motion passed, 8-0. Ordinance 19-19 will remain in first read until the May 20, 2019 City Council Meeting. A Public Hearing is scheduled for May 20, 2019.*

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	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
<b>TOTAL VOTES:</b>			
On   /   /   Ordinance 19-19		<b>PASSED</b>	



## City of Somersworth – Ordinance

Ordinance No: 20-19

### TO CREATE NEW CHAPTER 34, EXEMPTIONS AND CREDITS

May 6, 2019

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 by adding new Chapter 34 as follows:

#### Chapter 34, EXEMPTIONS AND CREDITS

##### Section 34.1 Elderly Property Tax Exemption

###### A. Amount of Exemption

The elderly exemptions from property tax in the City of Somersworth, based on assessed value, for qualified taxpayers, are as follows, effective April 1, 2016.

1. For a person 65 years of age up to 74 years, Fifty Thousand (\$50,000) Dollars.
2. For a person 75 years of age up to 79 years, Sixty-Five Thousand (\$65,000) Dollars.
3. For a person 80 years of age or older, Seventy-Five Thousand (\$75,000) Dollars.

###### B. Qualifications

1. The taxpayer must be a New Hampshire resident for at least three (3) years and own the real estate individually or jointly or, if the real estate is owned by such person's spouse, they must have been married at least five (5) years.
2. The taxpayer must have a net income of not more than Thirty-Two Thousand, (\$32,000) Dollars or, if married, a combined net income of less than Fifty Thousand (\$50,000) Dollars.
3. The taxpayer must not own assets in excess of One-Hundred Thousand (\$100,000) Dollars, excluding the value of the person's residence and up to 2 acres of land.
4. The property cannot have been transferred to the applicant, from a person under the age of 65, if they were related to the applicant by blood or marriage, within the past five (5) years, per RSA 72:40-a, or as subsequently amended.
5. The property must meet the definition of a residential real estate, per RSA 72:29-II, or as subsequently amended, which includes the housing unit which is the person's principal home and related structures. It does not include attached dwelling units and unattached structures used or intended for commercial or other non-residential purposes.



### C. Application

1. The application form for tax exemption, as authorized by RSA 72:33, or as subsequently amended, must be filed by the taxpayer with the Assessing Department by April 15<sup>th</sup>, prior to the setting of the tax rate and showing that the applicant was duly qualified upon April 1<sup>st</sup> of the year in which the exemption or tax credit is first claimed
2. The following documentation must be provided at the time of application:
  - List of assets, value of each asset, net encumbrance and net value of each asset (Provide year end statements for each of the assets);
  - Statement of applicant and spouse's income;
  - W-2 and 1099 forms;
  - Federal Income Tax Forms;
  - State Interest and Dividends Tax Form;
  - Property Tax Bill for any other property owned;
  - November and December bank statements for all accounts;
  - Copy of license or birth certificate;
  - Copy of Vehicle registrations.
3. Additional documentation may be requested to verify income and assets. Documents are considered confidential and are returned to the applicant at the time a decision is made on the application

#### Section 34.2 Veteran's Property Tax Credit

The City adopts the provisions of RSA 72:28, V and VI for an optional veterans' exemption and an expanded qualifying war service for veterans seeking the exemption. The veterans' tax credit shall be \$250 with \$50 additional tax credit each successive tax year of 2005 through 2009. This veteran's tax credit of \$250 shall be effective for the tax amounts due for tax year 2004 (final bill due December 2004).

<u>Veteran's Tax Credit Amount – Tax Year Effective</u>		
\$250 - 2004	\$350 - 2006	\$450 - 2008
\$300 - 2005	\$400 - 2007	\$500 - 2009

#### Section 34.3 Service Connected Total Disability

The City adopts the provisions of RSA 72:35, for an optional property tax credit on residential property for a service connected total disability. The service connected total disability tax credit shall be \$2,000.

#### Section 34.4 Surviving Spouse

The City adopts the provisions of RSA 72:29A, for an optional property tax credit for surviving spouses. The surviving spouse tax credit shall be \$2,000.

Section 34.5 Exemption for the Blind

Every inhabitant who is legally blind as determined by the administrator of blind services of the vocational rehabilitation division of the education department shall be exempt each year on the assessed value for property tax purposes of his/her residential real estate to the value of \$25,000. The term "residential real estate" as used in this section shall mean the same as defined in RSA 72:29. All applications made under this section shall be subject to the provisions of RSA 72:33 and RSA 72:34. This exemption shall be effective as of April 1, 1993.

Section 34.6 Solar Exemption

The City adopts the provisions of RSA 72:61-64, an exemption from the assessed value for property tax purposes, for persons owning real property which is equipped with a solar energy system as defined in RSA 72:61. Such Solar property tax exemption shall be in an amount equal to 100% of the assessed value of qualifying solar energy system equipment as defined in RSA 72:61 and as may be amended. This exemption shall be effective for the tax year that begins April 1, 2017.

Section 34.7 Exemption for Prisoners of War

Pursuant to RSA 261:157-a, the City of Somersworth hereby waives the fee charged for a permit to register one motor vehicle owned by any person who was captured and incarcerated for 30 days as defined in RSA 72:28 IV, and who was honorably discharged, provided the person provides to the Tax Collector satisfactory proof of these circumstances.

This ordinance shall take effect upon its passage, and any person entitled to said waiver who registered one vehicle prior to the effective date and after September 1, 1985, shall be entitled to a refund upon application and proper documentation.

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by:</i> Martin P. Dumont, Sr. Nancie Cameron Edward Levasseur	<i>Approved:</i> City Attorney

## City of Somersworth – Ordinance 20-19

### History

First Read Date:	05/06/2019	Tabled:	
Public Hearing:	05/20/2019	Removed From Table:	
Second Read:			

### Discussion

*On May 6, 2019, Councilor Witham, seconded by Councilor Levasseur, made a motion to waive Council Rules to have Ordinance 20-19 read by title only. The motion passed, 8-0.*

*Ordinance 20-19 will remain in first read until the May 20, 2019 City Council Meeting.*

*A Public Hearing is scheduled for May 20, 2019.*

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	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
<b>TOTAL VOTES:</b>			
On   /   /   Ordinance 20-19		PASSED	FAILED



## City of Somersworth – Ordinance

Ordinance No: 21-19

### **TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS, SECTION 7.3, HOLIDAYS, REGARDING HOLIDAY WORK PAY**

May 6, 2019

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:

1. Amend Chapter 4, Personnel Rules and Regulations, Section 7.3, Holidays, by deleting the second paragraph in its entirety and adding:

When a holiday falls on a Sunday, the following Monday is observed as the holiday. When a holiday falls on a Saturday, the preceding Friday is observed. Any employee required to work on a holiday will receive pay for the time worked at one and one-half times the adjusted base rate in addition to holiday pay for that day.

This Ordinance shall take effect upon its passage.

#### Authorization

##### *Sponsored by Councilors:*

Martin P. Dumont, Sr.  
Nancie Cameron  
Edward Levasseur

##### *Approved:*

City Attorney



## City of Somersworth – Ordinance 21-19

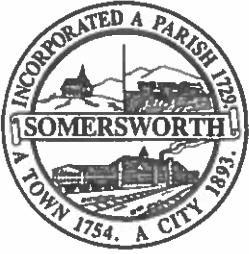
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Voting Record		YES	NO
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Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont *		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
<b>TOTAL VOTES:</b>			
On / / Ordinance 21-19		<b>PASSED</b>	



## *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 16, 2019  
Subject: Project Safe Neighborhood Grant Award

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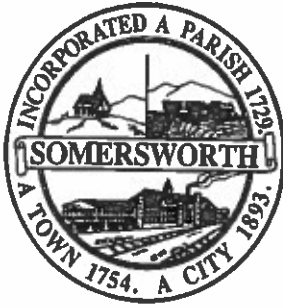
Bob,

As you are aware, on April 11, 2019, the Police Department applied for a sub grant through the United States Attorney's Office relating to Project Safe Neighborhoods, of which we are a participant. These sub grants are titled, "Hot Spot Grants" within the New Hampshire Project Safe Neighborhood working group.

This sub grant is designed within the strict parameters of the Project Safe Neighborhood Grant awarded to the United States Attorney's Office, 1<sup>st</sup> District, Concord, NH. Among those parameters are enforcement efforts in known "Hot Spots" to be conducted in cities and towns that are part of Project Safe Neighborhoods in the 1<sup>st</sup> District.

I am pleased to inform you that the Somersworth Police Department is one of four Departments to be awarded this sub grant. The amount awarded to each of the four Departments is \$24,972.80. These funds are to be used in two four hour blocks per week over the next year to target problem areas, or "hot spots", within the City of Somersworth.

The other three Departments awarded this grant are Manchester, Nashua and Concord Police Departments. I would also note that Farmington Police Department received a reduced amount of just over \$9,000.00 for enforcement efforts in their town.



## MEMORANDUM

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To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: May 14, 2019

Re: **Monthly Report**

Finance Department:

- Attended special Council meeting regarding FY19-20 budget.
- Prepared MS-232, State Report on Actual Budget Adopted.
- Provided coverage in Welfare Office during transition to new employee.
- Bids:
  - Photography bid – May 1, 2019

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, one special meeting, and standing committee meetings during the month.
- Total receipts for the month were \$8,681.
- Permits:
  - Somersworth Festival Association – 4/22/2019
  - Bad Lab Beer Co. – 4/25/2019
  - Cornerstone VNA – 4/6/2019
  - Somersworth Festival Association – 4/22/2019

#### Tax Collector:

- Motor vehicle registrations were a total of \$220,336 during the month.
- Collected \$6,370 for Municipal Transportation Fund during month.
- 10 people used the drive-up this month.
- Total receipts for the month were \$1,218,014.

#### Library

- The “April Vacation Spring Fling” was very successful and well attended.
- The Library is gearing up for the summer reading program. Kids will have an opportunity to earn prizes and do crafts for reading over the summer.
- Starting June 1<sup>st</sup>, the Library Saturday hours will change to 9:00-1:00 for the summer.
- The Library offered 8 story times and 1 book club in addition to the April Spring Fling.
- The Library recorded 2,960 visits in April.

#### Human Services:

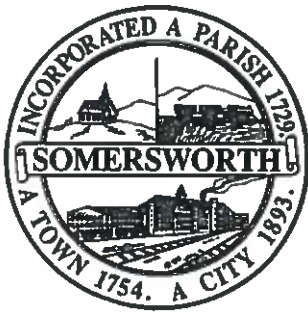
- Total assistance for the month was \$9,340. That compares to \$10,176 for the month of March 2019 and \$6,864 for April 2018.
- 9 new cases were opened compared to 3 in 2018.
- 29 cases were approved for varying levels of assistance with 1 denial. 9 cases were referred to other agencies for support.

#### Information Technology

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

#### Assessing

- Prepared files for first half tax billing.
- Started field work for revaluation.



## Department of Development Services

Date: April 30, 2019

From: Shanna B. Saunders

Director of Planning & Community Development

Re: April 2019 - 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 - April 3
- Conservation Commission - April 10
- Planning Board - April 17
- SRTC - April 3 & April 10
- Historic District Commission meeting - April 24

And attended the following Special Meetings:

- Budget Meetings - April 1, April 29
- City Council Goal Setting - April 6
- NH Planner's Association - April 12
- Recreation Committee Meeting - April 10
- Ward Boundaries Review Comm. - April 10, April 23

### Building and Health Departments:

#### Major Building Permits Applied for in April 2019 Construction Costs and Fee

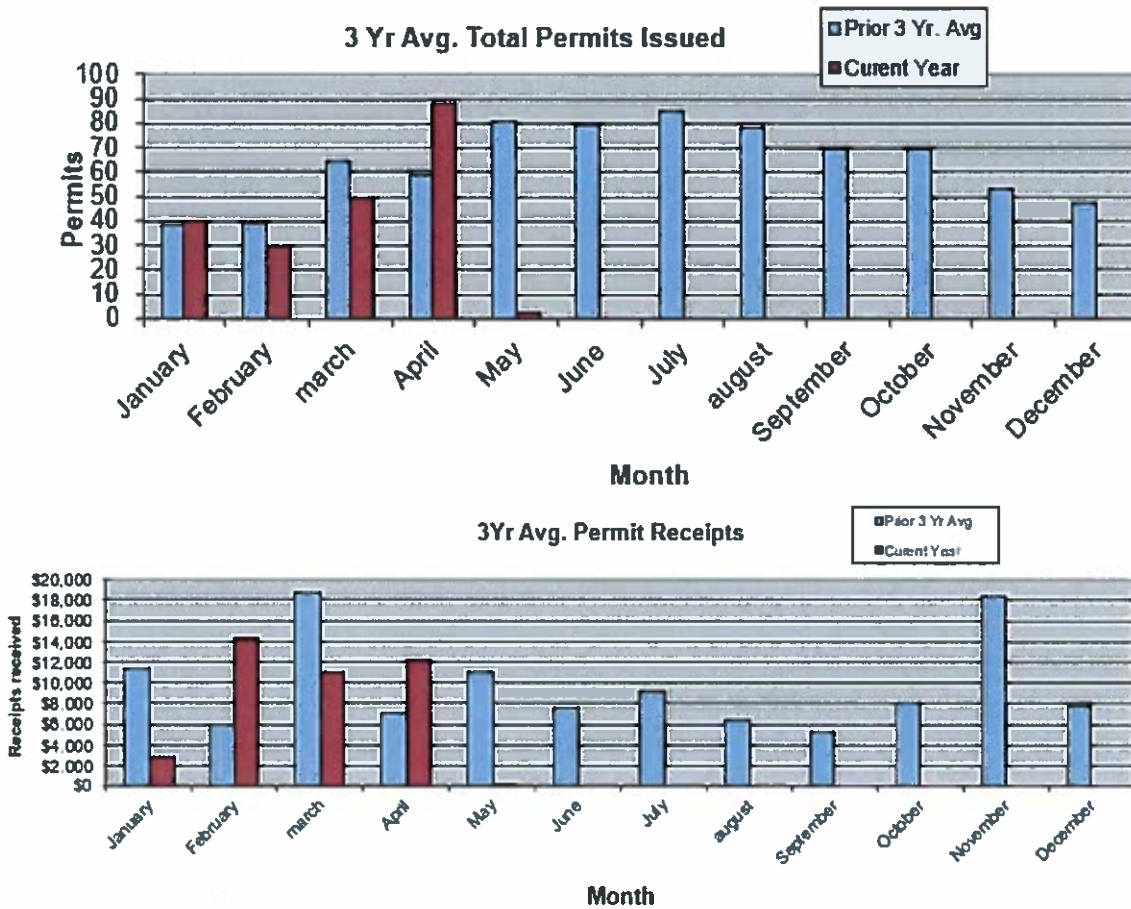
Address		Construction cost	Fee
97	High	\$75,000.00	\$610.00
148	Colonial Vilg MHP	\$40,000.00	\$330.00
12	Cattail Circle	\$218,000.00	\$1,754.00
86	South	\$50,000.00	\$410.00

**Minor Building Permits Applied for in April 2019**

	<b>Address</b>	<b>Construction cost</b>	<b>Fee</b>
14	Morning	\$9,215.00	\$83.72
7	Maple	\$2,100.00	\$26.80
341	Main	\$3,992.00	\$42.00
3	Morrison	\$8,000.00	\$90.00
1	Comfield Dr	\$1,000.00	\$25.00
266	Green	\$34,000.00	\$282.00
8	Wilson	\$2,500.00	\$30.00
9	Pinkham Ave	\$29,896.00	\$249.17
708	Sherwood Glen MHP	\$1,000.00	\$25.00
14	Morning	\$8,000.00	\$74.00
8	Spruce	\$3,000.00	\$34.00
7	Squire Dr	\$7,500.00	\$70.00
204	Maple	\$2,100.00	\$53.60
200	Blackwater Rd	\$1,929.00	\$26.00
15	Laurel Ln	\$10,000.00	\$110.00
30	Veteran's Terrace	\$1,800.00	\$25.00
188	High	\$7,400.00	\$69.20
117	Franklin	\$15,000.00	\$130.00
3	Morning	\$15,437.00	\$138.00
279	Main	\$5,580.00	\$54.64
18	Highland	\$3,150.00	\$60.40
31	Maple	\$1,600.00	\$25.00
23	Works Way	\$1,500.00	\$25.00
17	Green	\$18,913.00	\$161.30
3	Winslow Dr	\$4,089.00	\$42.71
28	Franklin	\$4,680.00	\$47.44
1	Edmund Rd	\$1,693.68	\$26.93
14	Laurel Ln	\$4,806.00	\$50.00
6	Flynn	\$9,380.00	\$85.04



## Permit Receipts



## Total Permits

	2018	2019	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,867.72	-\$9,916.28	-16.2%
February	\$4,087.20	\$14,299.00	\$10,211.80	-55.9%
March	\$5,307.00	\$11,047.66	\$5,740.66	-77.3%
April	\$7,899.24	\$12,091.95	\$4,192.71	13.9%
May	\$8,966.00	\$155.82	-\$8,810.18	-23.9%
June	\$7,652.50		N/A	
July	\$7,641.00		N/A	
August	\$4,329.00		N/A	
September	\$3,039.60		N/A	
October	\$7,291.00		N/A	
November	\$19,126.00		N/A	
December	\$14,154.00		N/A	
Year total	\$102,276.54	\$40,462.15	\$1,418.71	34.0%
Difference of chan				

### Property Maintenance

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
14	Fayette	Trash	4/12/19	CN	COMPLETED
30-32	Fremont	Trash	2/19/19	CN	COMPLETED
102	Green	Trash	3/22/19	CN	COMPLETED
33-35	Green	Trash	4/17/19	CN	COMPLETED
70	High	MPV	3/20/19	CN	COMPLETED
117-119	High	Trash	3/21/19	CN	COMPLETED
151	Indigo Hill	Housing Violations	3/18/19	CN	COMPLETED
14	Indigo Hill	Trash	4/16/19	CN	COMPLETED
123	Main	Trash	3/25/19	CN	COMPLETED
125 A	Main	Zoning Violation	3/25/19	CN	COMPLETED
362	Main	Trash	4/10/19	CN	COMPLETED
228/230	Main	Trash	3/27/19	CN	COMPLETED
204	Maple	Trash	2/11/19	CN	COMPLETED
38	Market	Trash	4/22/19	CN	COMPLETED
34	Market	Zoning Violation	4/4/19	CN	COMPLETED
14	Mt. Auburn	Public Health	3/21/19	CN	COMPLETED
397	Old Rochester	Trash	4/19/19	CN	COMPLETED
401	Old Rochester	Trash	4/19/19	CN	COMPLETED
25	Otis	Dumpster	2/28/19	CN, VN, Complaint	COMPLETED
436	RT. 108	Zoning Violation	3/27/19	CN	COMPLETED
436	RT. 108	Zoning Violation	3/22/19	CN, VN, Complaint	COMPLETED
26	Union	Trash	4/4/19	CN	COMPLETED
11	Ash	MPV	3/4/19	CN, VN	PENDING
67	Elm	Trash	4/29/19	CN	PENDING
199	Green	Trash	4/25/19	CN	PENDING
15-17	Grove	MPV	2/11/19	CN, VN, Complaint	PENDING
7	Grove	Protective Treatments	3/29/19	CN	PENDING
9	Grove	Protective Treatments	3/29/19	CN	PENDING
222	High	Protective Treatments	3/29/19	CN	PENDING
260	Main	Housing Violations	3/19/19	CN, VN	PENDING
14	Mt. Vernon	Protective Treatments	3/27/19	CN	PENDING

375	Rt. 108	Unregistered Cars	3/11/19	CN, VN	PENDING
85	W. High	MPV	4/3/19	CN	PENDING

- In the month of April, 2019, twenty-two (22) open matters became compliant and were closed.
- In April 2019, the Code Compliance Office issued:
  - Twenty-six (26) Courtesy Notices;
  - Three (3) Violation Notices; and
  - Three (3) Citation/Summons' with the Court
    - City v. Davis – Case withdrawn due to PO compliance.
    - City v. Next Level Church – Case withdrawn pursuant to Agreement – Defendant must pay 50% fine (\$225 of \$500).
    - City v. Alton Rollinsford LLC – Hearing is scheduled for 5/13/19.

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

##### **Conservation Commission April 2019:**

During the meeting the Commission discussed the following:

- The Mayor's Preserve Somersworth Planning Committee
- Various signage for City Parks and trails
- Japanese Knotwood control at Idlehurst School and Malley Farm
- Easement Document Audit

The Commission also went on a site walk of the Malley Farm trails.

##### **Historic District Commission April 2019:**

The HDC reviewed the following at their April meeting:

- Mark & Phoebe Davenport, 61 Winter Street, in the Residential/Single/A Family with a Historic Overlay (R1AH) District, Assessor's Map 12, Lot 20, HDC # 011-2019. Certificate of Appropriateness **approved** to replace a garage door.
- John Jackman, 7-9 Prospect Street, in the Residential/Single Family/A with a Historic Overlay (R1AH) District, Assessor's Map 11 Lot 88, HDC# 013-2019. Certificate of appropriateness **approved** to replace the second story windows.
- Hilltop School LLC, 17 Grand Street, in the Residential/Single Family/A with a Historic Overlay (R1AH) District, Assessor's Map 11 Lot 49, HDC # 017-2019. Certificate of appropriateness **approved** to install site lighting and two patios.

- Charles Knight 31 Maple Street, in the Residential/Single Family/A with a Historic Overlay (R1AH) District, Assessor's Map 11 lot 145, HDC # 015-2019. Certificate of appropriateness approved to install a 53' section of 6' tall chain link fence.
- Feng Xia, 66-70 High Street (first level business only), in the Business with a Historic Overlay (BH) District, Assessor's Map 11 Lot 215, HDC # 09-2019. Certificate of appropriateness approved to install an LED "Open" window sign.

**Planning Board April 2019:**

The Planning Board reviewed the following at their April meeting:

- Piccadilly Properties LLC is seeking a site plan approval to convert office space into 6 residential units at 97 High Street, in the Residential Business Zone with a Historic District Overlay(R/BH) Assessor's Map 11, Lot 37, SITE # 02-2019. Application was approved.
- Conceptual Review for: Ocean Breeze RV Center is seeking site plan approval for Site Development for RV Sales on property located at 355 Route 108 t, in the Commercial/Industrial (CI) District, Assessor's Map 48, Lot 24A, SITE # 03-2019.

**Zoning Board April 2019:**

The Board reviewed the following at their April meeting:

- Krishnan, Ramesh is seeking a variance from Table 5.A.1 of the Zoning Ordinance to place a structure in the front setback on property located at 61 West High Street, in the Residential Duplex (R2) District, Assessor's Map 13, Lot 36, ZBA# 04-2019. Application approved.
- Berndtson, Bill is seeking a variance from 19.20.D.4.h of the Zoning Ordinance to have a Changeable Copy Sign on the property located at 49 Market Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 78, ZBA# 05-2019. Application approved.
- Berndtson, Bill is seeking a variance from 19.20.D.4.h.vii of the Zoning Ordinance to have a larger Changeable Copy Sign than is allowed on the property located at 49 Market Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 78, ZBA# 05-2019. Application approved.



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## Economic Development – April 2019

- **Upcoming Roundtables:**
  - Downtown on 5-9-19 @ 8:30
  - BIBED (Bankers-Investors- Brokers & E.D.) on 6-20-19 @ 8:30
- **New Vacancy: Site for sale and/or lease (meetings and conversations)**
  - ✓ Laney's: formerly a tenant at 45 Washington St (restaurant)
  - ✓ The Gathering Place Studio &Shop: formerly a tenant at 82 High St. (artist/craftsman studio)
  - ✓ Advanced Auto Parts: formerly a tenant at 10 Andrews Way (auto parts retail)
  - ✓ Cross Insurance: formerly a tenant at 475 High Street (professional office)
- **Vacant space filled with new tenants and/or new tenants in process**
  - ✓ Philinda B's: new tenant at 230 High Street (sandwich shop)
  - ✓ Second Time Around: 90 Market Street (vintage clothing retail)
- **Potential tenant/ business - exploring/considering Somersworth**
  - ✓ Charter Art & Music School
- **Marketing and Brand Identity**
  - ✓ Working with new Marketing Firm: Open the Door- Christina Pappas
    - ❖ Economic Website development
- **Community Advocacy**
  - ✓ Great Falls Economic Development Corporation - BOD
  - ✓ Skyhaven Airport - BOD
  - ✓ CTC Internship - Advisory
  - ✓ Tri-City Trolley loop service discussion group
  - ✓ Downtown Beautification project (Sidewalk Features)
  - ✓ Hand Delivered 60 CLS Flyers re: Route 108 Improvements



## **Parks and Recreation – April 2019**

- Summer Camp registration opened on March 4<sup>th</sup> for residents and opened for non-residents on April 4<sup>th</sup>. The registration deadline for both Kids Camp and Trends Camp is May 31<sup>st</sup>. We are in the process of interviewing for open Camp Counselor positions. We have 3 returning Directors and 3 returning Counselors. We are looking to hire 5 more Counselors to be at full staff.
- The Granite State Track and Field program is full with 30 children registered to participate this year. The program will run on Mondays and Wednesdays from May 13- June 12. The program will conclude with the annual Regional Meet in Rochester where athletes compete in their age divisions with a chance for the top 4 athletes in each event to move on to the State Meet.
- Our annual Easter Egg Hunt was held on Friday, April 19<sup>th</sup> at 4:30 p.m. We had a great turnout this year with over 250 kids attending the event. We had over 5,000 colored plastic eggs scattered across Millennium Park and the Easter Bunny visited with children after the egg hunt was done.
- Parks are ready for the busy spring and summer season. Swings, volleyball nets, and tennis nets are up for use. The trail systems are open and porto-potties were placed at Noble Pines Park, Mast Point Dam Recreation Area, and Willand Pond Recreational Area for patrons to use throughout the season until October.
- The Millennium Park infield project started on April 23<sup>rd</sup>. Green Shadow Landscaping will be excavating the infield and adding a 3" depth of new infield mix and regrading the infield to be level and have better drainage. We anticipate this project to be completed in mid-May, weather pending.
- The new April Vacation Spring Fling event co-hosted by Somersworth Recreation, Somersworth Public Library, and Somersworth Farm to School was a big success. We had 25 children attend the event which was free and open to all Somersworth elementary aged students. At the event children were able to paint flower pots and then plant seeds to take home, they made homemade bird feeders and windsocks using recycled materials, and they created parachutes and paper airplanes that we took for a "flight" off the Library balcony. We're hoping to collaborate again in the future to offer more events like this.



## MEMORANDUM from Director Public Works & Utilities

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

**DATE:** May 16, 2019

**SUBJECT:** Public Works Department Monthly Report for April, 2019 – May, 2019

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

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### DIRECTOR'S COMMENTS

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

- Participated in the annual City Council Goal Setting session.
- Developed a listing of streets for repair and paving for the FY20 Budget session; presented summary listings to the PW and Environment and Finance Committee for endorsement to City Council.
- Attended a City Council Public Hearing on the FY20 Budget.
- Participated in plans to enter into an agreement with Waste Zero for the management of trash bag inventory and distribution management services.
- Participated in interviews for consultants to conduct an update of the City's pavement management update.
- Participated in interviews with traffic engineer firms for the CMAQ High Street Traffic System Upgrade project.
- Conducted a site tour of the Blackwater Road Superfund Landfill site with new staff from NHDES and the project manager from EPA.
- Met with Malley Farm Community Garden participants to discuss upcoming spring season, and arranged a Garden cleanup event.
- Assisted with the planning for the annual Spirit Up Somersworth Community Wide Clean up event. Approximately 100 community volunteers participated in the Saturday clean up.
- Attended SRPC meetings.
- Participated in the Cemetery Trustees Meeting.
- Working with Cassidy Bros Forge Co on the restoration of the front entrance gates at the front of Forest Glade Cemetery. Gates and fence panels have been removed at the main entrance area to the Cemetery, and temporary concrete barriers have been set in place until the structures are returned and installed.
- Attended a NHDOT sponsored "listening session" for the Rte. 108 Complete Streets project.
- Participated in Student Government Day.
- Met with JLG Landscaping on this season mowing schedule for City parks and cemeteries.
- Finalized arrangements for repainting all City traffic markings.
- Joined the City Manager and Mayor Hillard in recognizing Jamie Wood and the WWTF staff on receiving the State's top energy award for the most efficient waste water treatment plant in the State of New Hampshire for 2018. The award recognizes the Plant and personnel for their attention to detail, maintaining equipment and least amount of energy used for plant operations. Congressman Chris Pappas, and representatives from Senators Hassan and Shaheen.

## **HIGHWAY DIVISION**

### **Operations/Maintenance:**

- Performed weekly city trash bag deliveries.
- Performed monthly metal collections.
- Performed maintenance and repairs to city equipment.
- Performed Pothole patching city wide.
- Performed seasonal brush and leaf collection.
- Performed street sweeping on main roads and select neighborhoods.
- Replaced a storm drain structure and pipe on Garden St to include repaving swale and trench.
- Removed all old steel manhole structures from streets being paved
- Repaired a catch basin that failed on Cemetery Rd.
- Performed street sweeping for 2 shifts to complete all city streets
- Attempted to pump Rocky Hill Culvert down for inspection.
- Inspected signs throughout the city. Straightened what could be straightened and noted what needs to be replaced.
- Initiated work with the new cold planer attachment.
- Swept and blew sidewalks downtown and selected neighborhoods.

### **Recreation:**

- Removed hazard trees at Willand Pond.
- Placed picnic tables at Noble Pines Park.
- Assisted with cleaning out the Pines Recreation building for new floor covering.
- Cleaned up Millennium Field in preparation for the Annual Easter Egg Hunt.
- Initiated Spring clean-up in parks.

### **Cemetery:**

- With assistance from Liberty Insurance Volunteers raked and removed leaves. \*
- Assisted with removal of front gates for restoration.
- Removed a dead hazard Pine Tree.

### **Sewer Collections Maintenance:**

- Replaced a sewer manhole on Flynn St.
- Received and responded to 85 Dig safe requests.

## **WASTEWATER DIVISION**

### **Operations/Maintenance:**

- Swapped operating processes over to the summer operating mode of (MUCT) process which is used during our summer seasonal limits. This process focuses on removing two critical nutrients phosphorus and ammonia nitrogen.
- Reviewed the preliminary report of the lighting audit which was conducted by Energy Management Consultants Inc. out of Portland, Maine. A full evaluation was conducted on the main facility, all out buildings and all outside light poles. Staff recommended several changes which were accepted and a final report was submitted for inclusion within the energy audit which was conducted back in March.
- Completed the review of the 50% design drawings for the upcoming facility upgrade. Met with Wright-Pierce on several occasions and discussed the sludge dewatering project as well as the instrumentation project which involves remote monitoring.
- Meeting with Consolidated Communications in regards to removing the existing telephone easement located at the Plant. This easement has never been used. Our motivation stems from the fact that the easement location is in the path of the proposed site of the new clarifier.

- Treated a total of 16,500 gallons of septage from residents not on city sewer.

***Compliance:***

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of April.
- Treated a total of 56-million gallons of wastewater during the month.
- NH-DES conducted its annual facility evaluation on April 25<sup>th</sup>. No issues or concerns were noted.

***Capital Improvements Plan Items:***

- Blackwater Rd pump station upgrade – Water Industries has completed the check valve modification and resolved the ongoing water leak issue. This warranty is now closed. A second warranty claim is ongoing and involves the heating system which we are requesting a warranty extension for leading into the 2019/2020 heating season.

**WATER DIVISION**

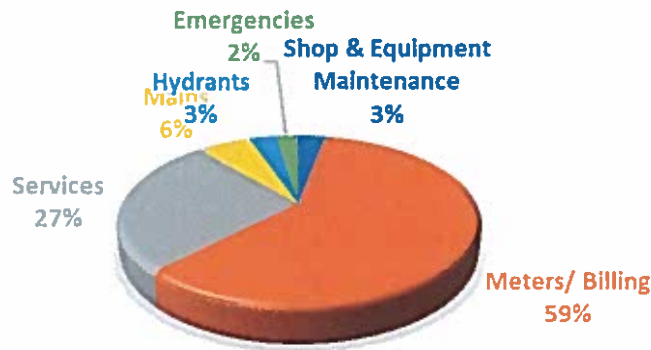
***Items completed this month:***

- Bacteria's and TOC's water quality testing reports.
- Pumped 35,118,125 gallons of raw water.
- Filtered and pumped to the city 32,693,250 of finished water
- NHDES conducted a sanitary survey of the City's water treatment and storage infrastructure; a report on their observations will be submitted to the City Manager in early June, overall very favorable results by DES on how the City's is managing its water assets; areas for improvement will be noted in the report as well.
- Commercial Divers conducted annual intake inspection
- Completed cryptosporidium report and submitted to state
- Ordered new polymer transducer
- Assisted WWTP in ordering tepid water heater
- Removed brush and debris from property boundary
- Received 2019 Hach service partnership renewal

**WATER DISTRIBUTION**

- Water Distribution operators completed over 170 work orders and service requests in the month of April.
- Water service has been restored to all City parks, the Community Garden and the Forrest Glade Cemetery.
- Annual night time main flushing began on Monday April 29<sup>th</sup> and continued thru Friday May 10.

## WATER DISTRIBUTION ACTIVITIES, APRIL 2019



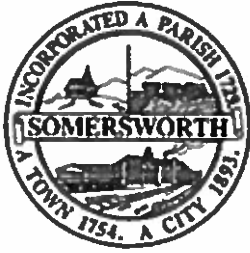
### **Engineering**

- Conducted construction oversight on the remaining road repair work for FY2019.
- Developed a draft Request for Bids (RFB) for FY2020 road repair work.
- Participated in review of the new fire station proposal responses.
- Worked on finalizing a contract for a pavement management assessment of all City streets and roads.
- Attended an evening meeting on NHDOT's Route 108 complete streets design work.
- Attended construction progress meetings on the Somersworth-Dover water interconnection.
- Continued development on the Stormwater Management Plan as part of the stormwater (MS4) requirements from EPA, and attended the monthly Seacoast Stormwater Coalition meeting.
- Participated in student government day.
- Continued to monitor the Rocky Hill Culvert and work with our third-party engineer on developing a plan to address the headwall deficiency.
- Issued three driveway permits, two trench permits, and two obstruction permits.





Brox Paving on High Street between Home and South Streets



*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 7, 2019  
Subject: Monthly Report – Month of April 2019

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Bob:

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

### **COMMUNITY POLICING:**

- School Resource Officer Fuller gave a presentation on the dangers of vaping to students and parents.
- Drug Take Back Day was April 27<sup>th</sup>. We collected unused and unwanted prescription and over the counter drugs.

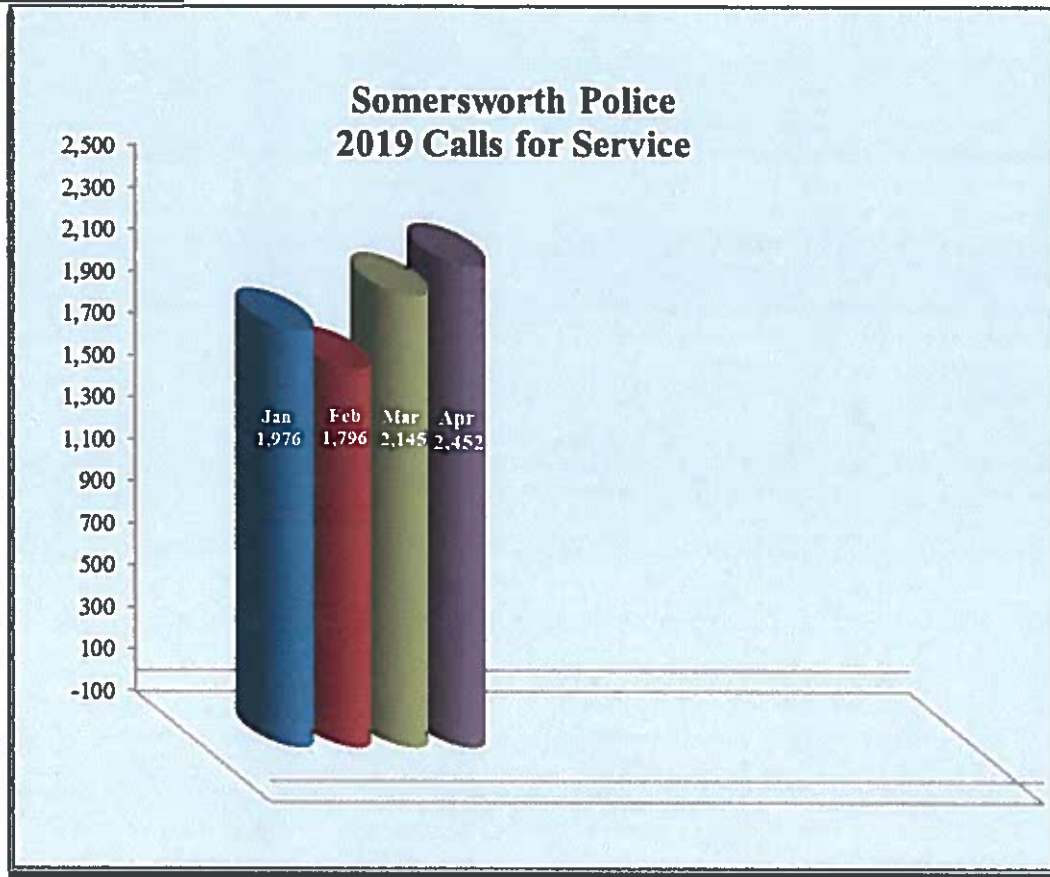
### **PERSONNEL:**

Officer James McCoy graduated from the NH Police Academy and is back in Field Training with a Training Officer.

### **TRAINING:**

- K9 Officer Deschenes and Bravo are attending a Boston Police K9 Academy for certification in Patrol K9.
- Other personnel received training as a Field Training Officer

**STATISTICS:**



Month	2019	2018
January	1,976	2,085
Feb	1,796	1,878
March	2,145	2,215
April	2,285	2,452
May		2,409
June		2,406
July		2,174
August		2,238
Sept		2,263
Oct		2,123
Nov		2,055
Dec		1,936
TOTAL	8,202	26,234



# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**Keith E. Hoyle**  
Fire Chief & Emergency Management Director  
[khoyle@somersworth.com](mailto:khoyle@somersworth.com)

**Business: (603) 692-3457**  
**Fax: (603) 692-5147**  
[www.somersworth.com](http://www.somersworth.com)

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### **APRIL 2019 MONTHLY REPORT**

#### **EMERGENCY ACTIVITIES**

Building Fires:	7
Vehicle Fires:	0
Outside Fires:	3
Emergency Medical:	71
Motor Vehicle Crash:	5
Malfunction/false alarm:	6
Accidental/public service:	39
Hazardous Condition:	9
Hazardous Materials:	2

#### **NON-EMERGENCY ACTIVITIES**

Burning Permits:	105
Fireworks Permits:	1
Oil Burner Permits:	2
Place of Assembly Permits:	1
Fire Safety Inspections:	8
Fire Drills:	11

#### **CALLS FOR SERVICE**

- We responded to 27 more emergency calls this April (142) than in April 2018 – an increase of 23%.
- We responded to mutual aid fires in Dover (2), Milton (2) and Lebanon and North Berwick ME.
- Porch fires at 14 Highland St. and 35 Lincoln St. both were caused by carelessly discarded cigarettes.
- Stewart's Ambulance continues to provide excellent EMS services to the city with an average response time that was 4 minutes 47 seconds.

#### **PLANNING/PROJECTS/GRANTS**

- 13 firms attended pre-bid conference for Fire Station RFP.

- New Air/Rehab truck transmission issues finally were solved and we have it again for air cascade system installation. Still looking to place it in service in late May.
- Attended “Goal Setting” session at City Hall.
- Presented Fire Department organization, mission, equipment and future needs to Public Safety Committee.
- 11 firms submitted bids on the Fire Station RFP which city staff now will review in preparation for interviews.

### **TRAINING/MEETINGS**

- We continue to train 4 new career firefighters on shift.
- Two call FFs continue to attend FF I/II training in North Berwick.
- All officers received bi-annual Fire Warden training from the Division of Forests and Lands.
- Call FFs received EVOC (emergency vehicle operations) training.
- Chaired JLMC and attended SRTC: Public Safety Committee and Seacoast Chiefs monthly meetings.

### **COMMUNITY SERVICE**

- Liam Hanlon – 3<sup>rd</sup> grader at Maplewood School – was one of 13 statewide winners in the Annual State Fire Marshal’s Calendar Poster Contest. Liam won for his entry on electrical fire safety. He received his award at a ceremony at the Fire Academy on April 4.

Respectfully Submitted:  
Keith E. Hoyle, Fire Chief/EMD