

CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members

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

DATE: Friday, May 18, 2018

SUBJECT: City Manager's Report for Monday May 21, 2018
City Council Agenda

*6:30 p.m. Non-meeting
Labor Union Negotiations*

Unfinished Business (under section 13 of Agenda)

Resolutions

- A. Resolution No. 32-18: To Authorize the City Manager to enter into a 5-Year Contract with Resource Management Inc. (RMI) of Holderness, NH for Disposal of Water Treatment Facility Lagoon Sludge Material.** Again, the Finance Committee voted to support this Contract with RMI at their March 30th meeting. Please note: This Resolution should have been on the May 7th Council Agenda under Unfinished Business but a clerical error was made and it was missed. I have attached a copy of the information that you received as part of the meeting packet when the Resolution was first introduced.
- B. Resolution No. 33-18: To Amend City Council Rules & Regulations.** Again, the Government Operations Committee recommended these changes at their April 11th meeting. This initiative was assigned to the Committee by Mayor Hilliard.

New Business (under section 14 of Agenda)

Resolutions

- A. Resolution No. 34-18: To Discontinue the Fund for the Education of Persons with Disabilities Non-Capital Reserve Fund in Accordance with RSA 34:11-A.** The Finance Committee voted at their May 11th meeting to recommend the discontinuance of this Non-Capital Reserve Fund. The funding source for the Reserve Fund generally is appropriations from Fund Balance so the sense is that the City Council can directly address any unanticipated School Department needs by way of a Supplemental Appropriation. Currently there is \$240.00.

- B. Resolution No. 35-18: To Authorize the City Manager to Prepare Bid Specifications for Road Resurfacing and Associated Repairs of Selected Streets.** The Public Works & Environment Committee voted at their May 11th meeting to recommend the Council moves forward with bidding repairs to these selected Streets. Please note that this list may need to be modified dependent upon the actual bids received or the Council may need to find additional funds to complete all the Streets listed.
- C. Resolution No. 36-18: Authority to File an Application to the State Revolving Fund for a Loan to Fund Wastewater Facility Upgrade.** The Finance Committee voted at their May 11th meeting to recommend this Resolution to authorize the City Manager to apply for this State Revolving Loan Fund. The text of this Resolution is modeled after the language provided by the State of NH Department of Environmental Services. A copy of the loan application is attached.

Other

- A. Vote to Rescind the Authorization Granted in Resolutions 35-17 and 38-17 to the City Manager to Sign a PILOT, Lease and Net Metering Agreement with NHSolar Garden to Construct a Solar Project on the Blackwater Road Sanitary Landfill Superfund Site – requested by the Finance Committee.** Due to the volatile nature of the electric utility rates, the Committee is making this recommendation as rates seem to be in a down-tic which may negate any revenue derived from a metering agreement. The other factor discussed by Committee recently was the risk that the project might have on disturbing our unique Superfund clean-up process. I updated Andrew Kellar of NHSolar Garden on this potential action and he has now offered to make the project a PILOT and Lease arrangement with no metering agreement. He is also still willing to pay for half of the cost study for our Engineers to conduct a risk analysis.

The other item taken up by the Committee was the possibility of looking to utilize other City land for a Solar Array, such as land at the Malley Farm. The Committee doesn't recommend doing so at this time as City-owned is short in supply and may be needed in the future.

- B. Set polling times for September 11, 2018 State Primary Election.**
Suggested time: 7:00am to 7:00pm
- C. Set polling times for November 6, 2018 General Election.**
Suggested time: 7:00am to 7:00pm

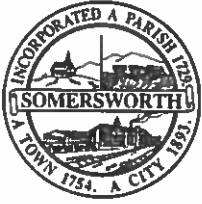
City Manager's Items (under section 10 of Agenda)

A. Informational Items.

- 1. Blackwater Road Pump Station.** Substantial project completion is scheduled for May 23rd.
- 2. Serve with Liberty Day.** On Thursday, May 10th the City of Somersworth participated in the annual Serve with Liberty Program hosted by Liberty Mutual. This year our Recreation Division was fortunate to have 6 volunteers donate their time to assist Recreation staff with repainting the recreation building at Noble Pines Park. Volunteer efforts included repainting all the ceilings, walls, and stalls in both restrooms as well as repainting 8 benches in the summer camp area. We'd like to thank Liberty Mutual for hosting this annual program as the City of Somersworth has been able to accomplish several projects with the support of their employees year after year.
- 3. Public Works Department - National Public Works Week.** I appreciate the Mayor's Proclamation recognizing our Public Works Department and its employees. In keeping with our collective efforts in supporting our Community, the Public Works Department is sponsoring "*Fill a Public Works Truck*" this week. Please consider dropping off a non-perishable food product at the Lilac Lane facility (off Blackwater Road). All collected items will be donated to our local Food Pantry.

B. Attachments.

1. City Attorney Certifications Three (3)
2. Department Head Reports
3. Senator Watters Office Hours: Tuesday June 5th from 2:00 to 3:00 p.m. in the Executive Conference Room.



City of Somersworth – Resolution

Resolution No: 32-18

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A 5-YEAR CONTRACT WITH RESOURCE MANAGEMENT INC. (RMI) OF HOLDERNESS, NH FOR DISPOSAL OF WATER TREATMENT FACILITY LAGOON SLUDGE MATERIAL

April 16, 2018

WHEREAS, the City of Somersworth Fiscal Year 2017-2018 Water Fund adopted budget contains an appropriation for lagoon cleaning at the Water Treatment Facility; and

WHEREAS, this project involves the removal, hauling and disposing of the sludge in the lagoons as well as the replenishment of sand filtration material; and

WHEREAS, City staff received approval from the City Council Finance Committee to waive City bidding requirements and to negotiate directly with Resource Management Inc.; and

WHEREAS, Resource Management Inc. has submitted a 5-year proposal for the hauling and disposal of sludge material from the lagoons with the first year cost estimated to be \$26,000 (Twenty Six Thousand dollars); and

WHEREAS, the City will utilize other available resources for the preparation of RMI's removal of the sludge from the facility; and

WHEREAS, the Finance Committee for the City of Somersworth reviewed the proposal and supports staff's recommendation to award the hauling & disposal contract to Resource Management Inc.;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a 5-year contract with Resource Management Inc., of Holderness, NH for the Water Treatment Facility lagoon sludge hauling & disposal with a first year cost not to exceed \$26,000 (Twenty Six Thousand dollars) and to take any and all such actions relative to this project determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Dale R. Sprague Martin Pepin	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 32-18

History

First Read Date:	01/16/2018	Tabled:	
Public Hearing:	NA	Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Messier		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 32-18		PASSED	FAILED



MEMORANDUM from Director Public Works & Utilities

Date: April 12, 2018

To: Bob Belmore, City Manager

From: Michael J. Bobinsky, Director of Public Works and Utilities
Scott Smith, Director of Finance and Administration

Re: Authorization to Enter into Agreement with Resource Management Inc.

The Department's FY18 Water Fund budget includes funds for cleaning lagoon #2, and #3 at the Water Treatment Facility. Funds are provided annually and staff rotates which lagoon gets cleaned on annual basis. The City solicits proposals for removing, hauling and disposing of sludge material in the lagoons and for the past several years, Resource Management Inc. has been the only vendor that has either submitted a proposal for consideration, or has been selected from other proposal. Based on this and favorable experiences with the firm, staff sought, and received, permission from the City Council Finance Committee to waive City bidding requirements and negotiate direct with Resource Management Inc. for a multi-year agreement for this annual service.

In conjunction with staff negotiations, Resource Management Inc. submitted a multi-year proposal for hauling and disposal of sludge material from the lagoons; first year costs are estimated at \$26,000. The Department will use other available contract resources for the preparation of Resource Management Inc.'s removal of the sludge from the lagoons. Staff reviewed this proposal and operational plan with the City Council Finance Committee, and they support staff's recommendation to award the hauling and disposal contract to Resource Management Inc.



City of Somersworth

5-year Estimate of Hydrosolids Recycling Services Costs

As of 4/11/18 based on proposed contract assumptions

Base Contract Items	Cost	Unit	Est Units	Year 1	Year 2	Year 3	Year 4	Year 5	Notes/Assumptions
4.1 Hydrosolids Recycling Fee	\$42.00	ton	410	17,220.00	17,650.50	18,091.76	18,544.06	19,007.66	Estimated 350-410 tons per year, cost increases 2.5% per year
4.1 Hydrosolids Transport Fee	\$450.00	load	13	5,850.00	5,996.25	6,146.16	6,299.81	6,457.31	Estimated 13-15 loads per year, cost increases 2.5% per year
4.6 Testing	Cost + 20%	year	1	1,200.00	1,230.00	1,260.75	1,292.27	1,324.58	annual estimated cost for testing, assumes lab fees may increase each year
Total Base Contract Costs				24,270.00	24,876.75	25,498.67	26,136.14	26,789.54	

Contingency Contract Items	Cost	Unit	Est Units	Year 1	Year 2	Year 3	Year 4	Year 5	Notes/Assumptions
4.3 Non-Standard Sludge	Cost + 20%	event	0	0.00	0.00	0.00	0.00	0.00	No anticipated non-recyclable material
4.4 Trucking Services	\$105.00	hour	0	0.00	0.00	0.00	0.00	0.00	For non-recyclable sludge transport or demurrage over 45 minutes, no anticipated events
4.7 RMI Equipment & Loading	2,200.00	event	1	2,200.00	2,255.00	2,311.38	2,369.16	2,428.39	assumes one event per year, cost increases 2.5% per year
Total Contingency Contract Costs				2,200.00	2,255.00	2,311.38	2,369.16	2,428.39	

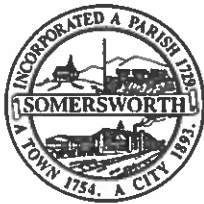
Total Base & Contingency Costs

26,470.00 27,131.75 27,810.04 28,505.29 29,217.93

1171 NH Route 175
Holderness, NH 03245



603-536-8900
RMirecycles.com



City of Somersworth – Resolution

Resolution No: 33-18

TO AMEND COUNCIL RULES AND REGULATIONS

May 7, 2018

WHEREAS, the Council Rules and Regulations have been reviewed by the Government Operations Committee as amended, and

WHEREAS, the Government Operations Committee are recommending the Council Rules and Regulations, as amended, be further amended as follows:

Amend Section 2, Presiding Officer, by adding the following:

C. The Mayor, or the Acting Mayor if appropriate, shall approve the Council Meeting Agenda to include the scheduling of Agenda Items to be placed onto the Consent Calendar. The City Manager will be available to assist in the setting of the Council Agenda to include the Consent Calendar.

D. Consent Calendar

1. Items may be placed upon the Consent Calendar if such items have been identified during agenda setting to be routinely approved without discussion or debate, such as prior meeting minutes.
2. The Consent Calendar shall be voted upon as one item unless an item is removed prior to voting. The Presiding Officer shall inquire and any Council Member may request that an item be removed prior to the voting.
3. Removed items will be addressed individually immediately following voting upon the Consent Calendar. All items remaining on the Consent Calendar will be collectively approved by a vote of the Council.

Amend Section 7, Order of Business, as follows:

Strike: "Minutes of Previous Meetings" under Number 3. and replace with "Public Hearings",

Insert: "Consent Calendar" under Number 5.,

Re-number the following order of business accordingly

Amend Section 8, Filing with Clerk, by deleting:

It shall be the duty of the Police Department to deliver said agenda items by hand in an expeditious manner upon receipt of the material from the City Clerk.

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

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

City of Somersworth – Resolution 33-18

History

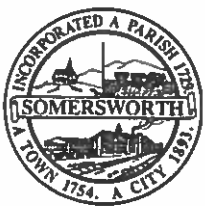
First Read Date:	05/07/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont *		
Ward 4 Councilor	McCallion		
Ward 5 Councilor			
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 3-18		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 34-18

**TO DISCONTINUE THE FUND FOR THE EDUCATION OF
PERSONS WITH DISABILITIES NON-CAPITAL RESERVE FUND
IN ACCORDANCE WITH RSA 34:11-A**

May 21, 2018

WHEREAS, the City Council adopted Resolution No. 46-09 to establish a non-capital reserve fund for the purpose of educating students in the Somersworth School District with disabilities, and

WHEREAS, the City Council's Finance Committee voted at their May 11, 2018 meeting to recommend the discontinuance of this non-capital reserve fund, and

WHEREAS, the City Council accepts the Committee's recommendation in determining that a more efficient manner in which to fund the education of persons with disabilities is through the City's annual budget process and/or supplemental appropriations when needed, and

WHEREAS, RSA 34:11-a grants the City Council the authority to discontinue a non-capital reserve fund and direct the Trustees of Trust Funds to pay all the moneys in said fund to the City treasury,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Fund for the Education of Persons with Disabilities Non-Capital Reserve Fund shall be discontinued in accordance with RSA 34-11-a and direct the Trustees of Trust Funds to pay all the moneys in said fund to the City treasury.

Authorization

Sponsored by:

David A. Witham
Dale R. Sprague
Martin P. Dumont, Sr.

Approved:

City Attorney

City of Somersworth – Resolution 34-18

History

First Read Date:	05/21/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Note: RSA 34-11-a requires a public hearing, and the public notice for the public hearing must include a statement distinctly stating the reason(s) for which such reserve is to be discontinued.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 34-18		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 35-18

TO AUTHORIZE THE CITY MANAGER TO PREPARE BID SPECIFICATIONS FOR ROAD RESURFACING AND ASSOCIATED REPAIRS OF SELECTED STREETS

May 21, 2018

WHEREAS, the City of Somersworth's Capital Improvement Plan recommends road resurfacing streets within the City, and

WHEREAS, the City has prioritized street repair using the pavement management assessment tool, and

WHEREAS, the Public Works and Environment Committee reviewed the following staff recommended list of streets to be included in a work plan for this construction season and supports this recommendation:

Salmon Falls Road (Somersworth City line to Rochester City line)
Washington Street (High St. to Main St.)
W. High Street (Maple St. to High St.)
High Street (Blackwater Rd. to South St.)
Tates Brook Road (W. High St. to Maple St.)
Horne Street
Otis Road
Constitutional Way

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to prepare bid specifications and solicit bids from qualified contractors for road resurfacing of the aforementioned streets.

Authorization	
<i>Sponsored by:</i> Dale R. Sprague David A. Witham Martin Pepin Kenneth S. Vincent	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 35-18

History

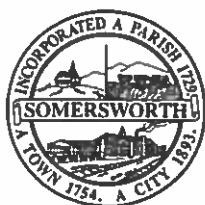
First Read Date:	05/21/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague *		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 35-18		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 36-18

AUTHORITY TO FILE AN APPLICATION TO THE STATE REVOLVING FUND FOR A LOAN TO FUND WASTEWATER FACILITY UPGRADE

May 21, 2018

WHEREAS, the City of Somersworth, after thorough consideration of the nature of the new permit requirements and river quality, hereby determines that the construction of certain works, generally described as the upgrade of the Somersworth Wastewater Facility's treatment process, disinfection, secondary filtration, septage receiving and nutrient removal is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the City of Somersworth has examined and duly considered the provisions of RSA 486:14 and the NH Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT:

1. City Manager, Robert M. Belmore, is hereby designated as the Authorized Representative of the City of Somersworth for the purpose of filing an application for a loan in accordance with NH Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required;
2. That if such loan be made, City Manager Robert M. Belmore, is the Authorized Representative of the City of Somersworth for the purpose of signing any documents pertaining to the disbursement of funds to the City of Somersworth;
3. That if such loan be made, the City of Somersworth agrees to repay the loan as stipulated in the loan agreement ;
4. That a certified copy of this Resolution shall be included as part of the application submitted for a loan;
5. That City Manager Robert M. Belmore, is authorized to sign the loan agreement binding the City of Somersworth to the terms and conditions of the loan;
6. That if such loan be made the City of Somersworth agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

Authorization

Sponsored by:

David A. Witham
Dale R. Sprague
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney

City of Somersworth – Resolution 36-18

History

First Read Date:	05/21/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 36-18		PASSED	FAILED



**CWSRF LOAN APPLICATION
INSTRUCTIONS**
Water Division
Wastewater Engineering Bureau



Loan Application follows on pages 13 - 15

1. Enter the city or town and county where the project would be located. Enter the name, which is usually the name of a town or city, and address of the applicant.
2. Provide two or three paragraphs that indicate the project name, purpose and need for the project, and a description of the scope of work. Use an extra page if more space is needed.
3. Enter the loan amount that is being requested and that has been approved by the governing body of the applicant. Also enter the desired term of the loan, which can be 5, 10, 15, or 20 years. Note that the amount and term of the loan can change with the Supplemental Loan Agreement, which is an amendment to the financial assistance agreement that stipulates the final project cost and applicable repayment terms.
4. Enter the total anticipated costs for the project. This should include both SRF eligible and ineligible costs. For guidance on Clean Water SRF eligible costs, see the document titled *Eligibility Criteria for Funding Under the State Revolving Fund and State Aid Grant Programs* at http://des.nh.gov/organization/divisions/water/wweb/documents/eligib_2.pdf.
5. If the Total Estimated Cost of the project exceeds the requested loan amount, provide the amount and anticipated source(s) of other funding. Ensure that the sum of all sources of funding is equal to the Total Estimated Costs that was listed in part 4 of the application.
6. Provide contact information for the individuals that will be responsible for administrative, financial/contractual, and technical/engineering portions of work related to the loan.
7. The estimated day, month, and year should be provided for the project's bid opening, start of construction, substantial completion, and the initiation of operation. Note that Administrative Rule Env-Wq 502.34 defines "substantial completion" as the date, as certified by the resident engineer, when the construction of the project or a specified part thereof is sufficiently completed, in accordance with the contract documents, so that the project or specified part can be used for the purposes for which it is intended.
8. Supporting documentation is needed to review and process the loan application. The following documents should be provided for the application to be considered complete. Each document that is included with the loan application should be identified as an attachment by using the blank next to each item description.

- a. The applicant should submit an estimated cash flow for all phases of the project. These projections should include costs for planning, engineering, construction, and other related costs to be incurred during a particular month. Below is an example of a cash flow projection:

Project: WWTF Upgrade

<u>Month/Year</u>	<u>Estimated Cash Draw</u>
October/2012	\$20,000.00
November/2012	\$20,000.00
December/2012	\$20,000.00
March/2013	\$150,000.00
April/2013	\$200,000.00
May/2013	\$300,000.00
June/2013	\$100,000.00
July/2013	<u>\$190,000.00</u>
Total Amount	\$1,000,000.00

- b. The applicant should submit a statement indicating the source of the loan repayment funds and methods for generating revenue. These methods include user fees, general tax revenue, or other methods as determined by the applicant.
- c. Each application must include a planning document that adequately describes the proposed project. If the planning document (e.g., basis of design report) has already been submitted to NHDES, reference the document.

The details of the planning document will vary with the complexity and scope of the project. The planning document should include the following:

- i. A written narrative of the existing need(s) for the proposed project. This narrative should identify any deficiencies that the proposed project will address and how the project will remedy those deficiencies.
 - ii. A description and analysis of all reasonable alternatives, including "no-action", that the applicant considered during project planning. For example, alternatives may relate to upgrading an existing facility, building a new facility, regionalization, the location of a project, the process, specific technologies, costs, etc. Evaluation of "no-action" is required because it provides the baseline for comparison of the action alternatives. The preferred alternative should be identified and described in part 2 of the application.
 - iii. Cost-effect analysis of alternatives to address deficiency. The analysis should include all costs including present worth or equivalent annual value of all capital, operation, and maintenance costs.
- d. The eligible entity must identify and authorize, by resolution, a representative for the purpose of submitting the application and furnishing such information, data, and documents pertaining to the loan (e.g., disbursement requests). The representative can be

a natural person(s) or position title(s). The authorizing document should be notarized and sealed by the Town Clerk or other authorized official. See the *DESIGNATION OF AUTHORITIES FOR CLEAN WATER SRF LOAN* form on page 6 – 7 of this document.

Note that the resolution will need to be updated if the Authorized Representative changes during the life of the loan (e.g., changes from Town Manager to Public Works Director).

- e. The eligible entity must adopt a resolution allowing the applicant to enter into a legal agreement with the State. A resolution of the eligible entity (e.g., town meeting, district meeting, city council, board of directors, etc.) that constitutes a commitment to construct the project and enter into an agreement to borrow money from the State shall be submitted with the application. Include a certified copy of the warrant article or other evidence of authority to appropriate funds for the project.
- f. Every proposed project that may receive a SRF loan must be processed through the Intergovernmental Review Process coordinated by the N.H. Office of Energy and Planning (OEP). This process is designed to provide an opportunity to state and local agencies to review projects and activities being undertaken in the state that are utilizing state or federal funds. The OEP is the contact agency and identifies other state agencies which will be provided with the opportunity to comment of the proposed project. For more information, visit the following website:
<http://www.nh.gov/oep/programs/IRP/index.htm>.

The applicant shall prepare a package for submittal to the OEP that includes the following items:

- i. Cover letter addressed to: Wendy Gilman, Grants Manager
NH Office of Energy and Planning
Governor Hugh J. Gallen State Office Park
Johnson Hall, 3rd Floor
107 Pleasant Street
Concord, NH 03301
The letter requesting a review should contain the identifying applicant contact information and state agency contact information (CWSRF Program Manager, NHDES Wastewater Engineering Bureau, P.O. Box 95, Concord, NH 03302-0095).
- ii. A copy of the CWSRF application.
- iii. As appropriate, vicinity map(s) showing location of proposed project.
- g. See part 8g, page 8 of this document, for a sample letter that certifies financial capability.
- h. The Single Audit Act of 1984 established requirements for audits of states, local governments, and Indian tribal governments that administer federal financial assistance programs. The objective of the Single Audit is to provide assurance to the U.S. government as to the management and use of federal funds by recipients. The audit is typically performed by an independent certified public accountant (CPA) and encompasses both financial and compliance components. Effective December 26, 2014, the audit threshold is \$750,000 in federal funds from any source ([2 CFR 200.501\(a\)](#)).

In addition, in June 2014, amendments to the Federal Water Pollution Control Act were signed into law and include the requirement that CWSRF loan recipients maintain project accounts according to Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB) including standards for the reporting of infrastructure assets. The most recent applicable standards is GASB Statement No. 34.

See part 8h, page 9 of this document, for a sample letter for certifying intent to comply with single audit requirement and with generally accepted accounting practices.

- i. See part 8i, page 10 of this document, for a sample letter for debt obligations.
- j. Amendments to the Federal Water Pollution Control Act signed into law in June 2014 require loan recipients to develop and maintain a fiscal sustainability plan that covers, at a minimum the portion of the facility being funded by the CWSRF loan and at a maximum for the entire publicly owned treatment works. The plan must include:
 - (I) an inventory of critical assets that are a part of the treatment works;
 - (II) an evaluation of the condition and performance of inventoried assets or asset groupings;
 - (III) a certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan; and
 - (IV) a plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities; or
 - (ii) certify that the recipient has developed and implemented a plan that meets the Requirements.

See part 8j, page 11 of this document, for a sample letter

- k. Submit a copy of the applicant's most recent annual financial report.
- l. For the proposed project, enter the resident population served, non-resident population served, effluent volume, address, and National Pollutant Discharge Elimination System (NPDES) permit number (NPDES permit is for a facility only) to the extent that the information is available and relevant. The "WWTF" column and "This Project" column should be identical if the proposed project only involves the WWTF. NPDES Permits for facilities in New Hampshire can be found at the following website:
http://www.epa.gov/region1/npdes/permits_listing_nh.html.

Note the "resident population served" applies to the people who live within the service area of the facility and project. The "non-resident population" applies to people who do not live within the service area of the facility but still use or are served by the associated sewers, treatment plants, or decentralized systems. This population includes transient, seasonal, or commuting workers and tourists.

- m. Data Universal Numbering System (DUNS) number is the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone at 866-705-5711 or the Internet

at <http://fedgov.dnb.com/webform>. The applicant should ensure that their DUNS number is active.

- n. Enter "District 1" or "District 2" depending on where the project is located. To determine which district a town is located, visit the following website <http://www.sos.nh.gov/congress.htm>.
- o. Enter the percentage and associated dollar amount that would be attributable to Green Project Reserve for green infrastructure, water or energy efficiency, or environmental innovation. Green infrastructure includes stormwater projects that manage wet weather and maintain and restore natural hydrology. Water and energy efficiency projects are technologies and practices that deliver equal or better services with less water, less energy, or renewal energy. Environmentally innovative projects include those that demonstrate new and/or innovative approaches to delivering services or managing water resources in a more sustainable way. For additional guidance of GPR eligible activities, see the *Clean Water and Drinking Water State Revolving Fund 20% Green Project Reserve: Guidance for Determining Project Eligibility* at: <http://des.nh.gov/organization/divisions/water/wweb/documents/gpr-guidance.pdf>
- p. Use the NHDES' *Clean Water SRF Environmental Review Document Template* to provide the environmental review document for a proposed construction project. Environmental reviews typically take six to eight weeks to complete if there are no significant environmental impacts. However, the review can take much longer if there are significant environmental impacts or public comments. Most of the information needed in the environmental review document can usually be obtained from a design report. The template can be downloaded at: <http://des.nh.gov/organization/divisions/water/wweb/documents/cwsrf-env-review-temp.doc>.

Per N.H. Administrative Rule [Env-Wq 509](#) and Code of Federal Regulations [40 § 35.3140](#), an environmental review is required for any construction project for which a SRF loan is requested. The proposed project will be reviewed for impacts on the human and natural environment. NHDES is the lead entity coordinating the environmental review and the result would be one of the following:

- i. A [categorical exclusion \(CE\)](#);
 - ii. A [finding of no significant impact \(FNSI\)](#);
 - iii. A requirement for the applicant to prepare an [environmental impact statement \(EIS\)](#).
9. Once the application is complete, which would include all the supporting documentation outlined in part 8, the designated Authorized Representative (part 8d) should sign and date the application.

10. DESIGNATION OF AUTHORITIES FOR CLEAN WATER SRF LOAN

WHEREAS, _____ (the Applicant)
(legal name of Applicant)

after thorough consideration of the nature of its water pollution problem, hereby determines that the construction of certain works, generally described as:

(the Project) is desirable and in the public interest, and to that end it is desired to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Wq 500, which relate to loans from the Clean Water State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY

the governing body or Board of Directors of said Applicant, as follows:

1. That the person holding the position of _____ (Title), currently held by _____ (Name), is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Wq 500, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required.
2. That if such loan be made, the following position(s), currently held by the following individual(s), is/are the Authorized Representative(s) of the Applicant for the purpose of signing any documents pertaining to the disbursement of funds to the loan recipient.

Position Title	Name

3. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.
4. That a certified copy of this resolution be included as part of the application to be submitted for a loan.

5. That persons holding the following position(s) at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

6. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

VOTED:

I certify that said vote has not been amended or repealed and remains in full force and effect as of the date of this Certification.

ATTEST:

Date: _____

Sample Letters

Part 8g

Sample Letter Certifying Applicant's Financial Capability

May 1, 2018

Mr. Daniel Fenno, P.G., CWSRF Program Manager
N.H. Department of Environmental Services
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

RE: Enter applicant name here (e.g., Town of Springfield)
Enter project name here (e.g., WWTF Upgrade)
Clean Water State Revolving Fund Application

Mr. Fenno:

In accordance with N.H. Administrative Rule Env-Wq 506.02(m), this is to certify that the Enter applicant name here (e.g., Town of Springfield) has the financial capability to support on-going operation and maintenance and loan repayment for the [Enter project name here (e.g., WWTF Upgrade)]. In accordance with Env-Wq 506.02(i), the source of loan repayment funds is [Enter fund source] .

Sincerely,

[Enter Authorized Representative here]
[Enter Authorized Representative title here]

Part 8h

Sample Letter Certifying Applicant's Intention to Conduct an Audit and Comply with Generally Accepted Accounting Practices

May 1, 2018

Mr. Daniel Fenno, P.G., CWSRF Program Manager
N.H. Department of Environmental Services
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

RE: [Enter applicant name here (e.g., Town of Springfield)]
[Enter project name here (e.g., WWTF Upgrade)]
Clean Water State Revolving Fund Application

Mr. Fenno:

Please accept this letter as assurance that the [Enter applicant name here (e.g., Town of Springfield)] will maintain project accounts according to Generally Accepted Accounting Procedures as outlined in the Governmental Accounting Standards Board Statement Number 34, including standards for the reporting of infrastructure assets.

In addition, the [Enter applicant name here (e.g., Town of Springfield)] will conduct a single audit of the [Enter applicant name here (e.g., Town of Springfield)]'s financial status, including compliance and controls, in accordance with the requirements of Office of Management and Budget Circular A-133 in any year it expends federal funding from any source in excess of \$750,000.00.

Sincerely,

[Enter Authorized Representative here]
[Enter Authorized Representative title here]

Part 8i
Sample Letter Stating Applicant's Debt Obligations

May 1, 2018

Mr. Daniel Fenno, P.G., CWSRF Program Manager
N.H. Department of Environmental Services
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

RE: [Enter applicant name here (e.g., Town of Springfield)]
[Enter project name here (e.g., WWTF Upgrade)]
Clean Water State Revolving Fund Application

Mr. Fenno:

The [Enter applicant name here (e.g., Town of Springfield)] does not have any debt issued through the New Hampshire Municipal Bond Bank. Outside the Bond Bank, the [Enter applicant name here (e.g., Town of Springfield)] has issued municipal debt, Bond and SRF loans of [Enter dollar amount] and [Enter dollar amount], respectively, in Enterprise Fund debt. These balances are as of [Enter date].

The [Enter applicant name here (e.g., Town of Springfield)]'s current bond rating is [Enter bond rating (e.g., Aa2, AA+)] with [Enter rating agency (e.g., Moody's Investors Services)] and [Enter bond rating (e.g., Aa2, AA+)] with [Enter rating agency (e.g., Standard and Poor's)].

Sincerely,

[Enter Authorized Representative here]
[Enter Authorized Representative title here]

Part 8j
Sample Letter Stating Applicant's Intention to Comply with Requirements for a Fiscal Sustainability Plan

May 1, 2018

Mr. Daniel Fenno, P.G., CWSRF Program Manager
N.H. Department of Environmental Services
Wastewater Engineering Bureau
P.O. Box 95
Concord, NH 03302-0095

RE: [Enter applicant name here (e.g., Town of Springfield)]
[Enter project name here (e.g., WWTF Upgrade)]
Clean Water State Revolving Fund Application

Mr. Fenno:

The [Enter applicant name here (e.g., Town of Springfield)] will develop and implement a fiscal sustainability plan for, at a minimum, the portion of the treatment works funded by the CWSRF loan. The plan will include:

- (I) an inventory of critical assets that are a part of the treatment works;
- (II) an evaluation of the condition and performance of inventoried assets or asset groupings;
- (III) a certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan;
- and
- (IV) a plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

Or, alternately:

The [Enter applicant name here (e.g., Town of Springfield)] certifies that a plan that includes the requirements below has been developed and implemented.)

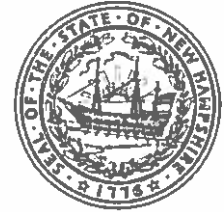
- (I) an inventory of critical assets that are a part of the treatment works;
- (II) an evaluation of the condition and performance of inventoried assets or asset groupings;
- (III) a certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan;
- and
- (IV) a plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities.

Sincerely,

[Enter Authorized Representative here]
[Enter Authorized Representative title here]



CWSRF LOAN APPLICATION
 Water Division
 Wastewater Engineering Bureau



RSA/Rule: RSA 486:14

1. Location of the Project _____
 (city, town, county etc.)
- _____
- (legal name of applicant)
- _____
- (address of applicant)

2. Hereby makes application to the State of New Hampshire for loan assistance for the project as described below (Project name, purpose, need, and description):

3. Amount of Loan Requested \$ _____ Term of Loan Requested _____ (Years)

4. **COST INFORMATION**

Estimated Construction Cost\$ _____

10% Construction Contingency.....\$ _____

Estimated Engineering Costs\$ _____

(if unknown, assume 15% of construction costs)

Other (please specify below)\$ _____

Total Estimated Costs\$ _____

5. If the Total Estimated Cost of project exceeds the requested loan amount, provide the amount and anticipated source(s) of other funding:

6. **CONTACT INFORMATION**

Administrative _____

Name Phone email

Financial/Contractual _____

Name Phone email

Technical/Engineering _____

Name Phone email

7. **ESTIMATED PROJECT SCHEDULE**

Bid Opening _____

Begin Construction _____

Project Substantial Completion _____

Initiation of Operation _____

8. **SUPPORTING DOCUMENTATION**

The following supporting documentation is required as part of this application:

- a. Estimated cash flow requirement. (See Attachment ____)
- b. Source of loan repayment funds. (See Attachment ____)
- c. For planning, design, and construction projects, an engineering report outlining need, alternative evaluation, cost-effective analysis (capital, operation and maintenance, and current facilities plan information). (See Attachment ____)
- d. Resolution adopted by the municipality or Board of Directors authorizing the filing of the SRF application and indicating position title(s) or person(s) who will act as the loan's Authorized Representative and sign loan documents on behalf of the applicant (shall be certified and sealed by the town clerk). (See Attachment ____)
- e. Evidence of approval from a governmental authority or Board of Directors to raise, appropriate and spend the requested funds on the above described project. Include a certified copy of the warrant article or other evidence of authority to appropriate funds for the project. (See Attachment ____)

- f. Evidence of project approval through the New Hampshire Intergovernmental Review Process. (See Attachment ____; (request for IRP to the Office of State Planning is sufficient)
- g. A letter signed by the Authorized Representative certifying that the applicant has the financial capability to support both the project loan repayment and continuing operation and maintenance. The letter should also identify the source of the repayment funds. (See Attachment ____).
- h. A letter signed by the Authorized Representative certifying that the public entity receiving the loan will conduct and report on a financial audit (including compliance and controls) in accordance with the requirements of Office of Management and Budget Circular A-133 in any fiscal year it receives federal funding from any source in excess of \$750,000. (See Attachment ____)
- i. A letter signed by the Authorized Representative stating whether or not the applicant has any debt outside the NH Municipal Bond Bank and, if the debt is rated, provide the rating.
(See Attachment ____)
- j. A letter signed by the Authorized representative certifying that the loan recipient will develop and implement a fiscal sustainability plan, or certifying that such a plan has been developed and implemented.
- k. Provide a copy of the applicant's latest annual financial report. (See Attachment ____)
- l. Provide the following information regarding the project and the Applicant's Wastewater Treatment Facility to the extent applicable and available:

	WWTF	This Project
Resident Population Served		
Non-Resident Population Served		
Wastewater Volume		
Physical Location (address)		
NPDES Permit No.		N/A

- m. Provide the Applicant's active:
9-digit Data Universal Numbering System (DUNS) number: _____
 - n. Provide the congressional district where the project is located: _____
 - o. Percentage and associated dollar amount of the project that is attributable to green infrastructure, water or energy efficiency, or environmental innovation: _____
 - p. For construction loans, provide a completed Environmental Review Document if bid opening is expected within six months. (See Attachment ____)
9. The attachments are hereby made part of this application and the undersigned representative of the Applicant certifies that the information in the application and in the attachments is true, correct, and complete to the best of the representative's knowledge and belief.

(date) (signature of Authorized Representative) (title)

MITCHELL MUNICIPAL GROUP, P.A.

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

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
KERIANN ROMAN
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

May 17, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 34-18

Title: TO DISCONTINUE THE FUND FOR THE EDUCATION OF
PERSONS WITH DISABILITIES NON-CAPITAL RESERVE FUND
IN ACCORDANCE WITH RSA 34:11-A

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: 5/17/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.
ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
KERIANN ROMAN
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

May 17, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 35-18

Title: TO AUTHORIZE THE CITY MANAGER TO PREPARE BID
SPECIFICATIONS FOR ROAD RESURFACING AND ASSOCIATED
REPAIRS OF SELECTED STREETS

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: 5/17/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
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STEVEN M. WHITLEY
KERIANN ROMAN
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

May 17, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 36-18

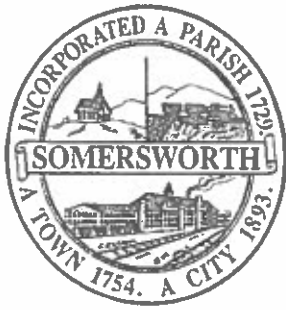
Title: **AUTHORITY TO FILE AN APPLICATION TO THE STATE
REVOLVING FUND FOR A LOAN TO FUND WASTEWATER
FACILITY UPGRADE**

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: 5/17/18

By: 



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: May 16, 2018

Re: **Monthly Report**

Finance Department:

- Assisted in FY19 budget presentation.
- Prepared State MS-22 for adopted budget.
- Assisted in interviews of Library Director and City Engineer positions.
- Assisted in Union Negotiations.
- Assisted in implementation of property tax into MUNIS.
- Participated in COOP Grant project.
- Assisted in development of new website.

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, budget presentation and public hearing, and standing committee meetings during the month.
- Total receipts for the month were \$8,620.
- Permits:
 - Somersworth Professional Firefighters - 4/19/2018
 - Cornerstone VNA signs – 4/16/2018
 - Prime Storage Yard sales – 4/24/2018
 - SBR Softball league – 4/25/2018

CS

Tax Collector:

- Motor vehicle registrations were a total of \$160,680 during the month.
- Collected \$5,890 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,559,540.

Library

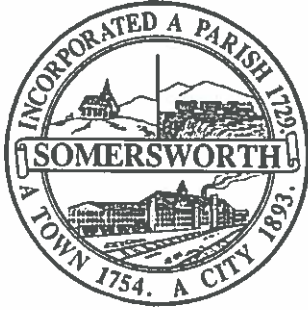
- Library Director Debora Longo displayed a number of nature and wildlife photographs she has taken.
- Brian Cincotta will have his landscapes exhibited in May.

Human Services:

- Total assistance for the month was \$6,864. That compares to \$3,609 for the month of March 2018 and \$6,607 for April 2017.
- 3 new cases were opened compared to 9 in 2017.
- 14 cases were approved for varying levels of assistance, with 3 cases still pending and 1 denial. 28 cases were referred to other agencies for support.

Information Technology

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



DEPARTMENT OF DEVELOPMENT SERVICES

Date: April 30, 2018
From: Shanna B. Saunders
Director of Planning & Community Development

Re: April 2018 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 4
- Conservation Commission – April 11
- Planning Board – April 18
- SRTC – March 7, April 14
- Historic District Commission meeting – April 25 (Did not attend)

And attended the following Special Meetings:

- Somersworth Business before hours (Chamber event) April 5
- UNH Coop Ext. Community Engagement Academy April 12
- Seacoast Stormwater Coalition April 18

Office of Assessing- April:

- Inspections of properties who have sold in the last year have concluded.
- The Assessing Department completed by appointment inspections of taxpayer properties.
- The Assessing Department has concluded inspections of properties who have received a building permit this year.
- The Assessing Department met with taxpayers who had questions about their assessment.
- The Assessing Department has begun to send letters to applicants for the Elderly Tax Exemption and Veteran's Tax credit to advise them on the status of their application.

Building and Health Departments:

Major Building Permits Applied for in April 2018 Construction Costs and Fee

Colonial Village	84	Colonial Vilg MHP	\$40,000.00	\$330.00
Colonial Village	35	Colonial Vilg MHP	\$35,000.00	\$290.00
Dulzell	90	High	\$26,000.00	\$218.00

Minor Building Permits Applied for in April 2018:

Number	Street	Cost	Fee
1	Deer Creek Run	\$29,400.00	\$245.00
130	Indigo Hill Rd	\$21,003.00	\$178.24
3	Bernier	\$3,417.60	\$37.00
118	High	\$6,500.00	\$75.00
26	Curran Way	\$3,700.00	\$47.00
5	Chabot	\$26,564.00	\$223.00
203	Blackwater Rd	\$10,000.00	\$90.00
58	Sunningdale Dr	\$3,177.00	\$36.00
6	Portland	\$8,112.00	\$75.00
50	Prospect	\$4,139.00	\$43.00
115	Old Rochester Rd	\$35,000.00	\$290.00
325	Main	\$400.00	\$25.00
4	Adams Ct	\$2,000.00	\$26.00
206	Main	\$2,235.50	\$34.00
1	Deer Creek Run	\$4,500.00	\$46.00
10	Joyce	\$1,000.00	\$25.00
10	Joyce	\$8,000.00	\$74.00
92	Maple	\$7,000.00	\$150.00
295	Main	\$2,000.00	\$26.00
5	Acorn Ln	\$7,767.00	\$72.00
162	High	\$7,500.00	\$130.00
72	Rocky Hill Rd	\$3,000.00	\$40.00
56A	Salmon Falls Rd	\$2,913.02	\$33.00

Total Permits

ROW		2012	2013	2014	2015	2016	2017	2018	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	34	31	26	30	33	51	29	-22	-43.1%
5	February	30	39	29	24	49	36	17	-5	-13.9%
6	March	29	44	29	48	71	79	43	-36	-45.6%
7	April	42	60	48	58	57	58	37	-62	-62.6%
8	May	43	65	66	55	60	99	0	N/A	
9	June	29	77	66	73	77	94	0	N/A	
10	July	51	54	47	51	89	75	0	N/A	
11	August	53	62	55	67	79	87	0	N/A	
12	September	51	72	67	69	69	83	0	N/A	
13	October	61	60	63	58	57	77	0	N/A	
14	November	36	50	47	64	49	61	0	N/A	
15	December	48	42	38	52	54	49	0	N/A	

	2014	2015	2016	2017	2018	DIFFERENCE this year to last	% OF CHANGE			
January	\$1,820.00	\$2,157.00	\$6,148.85	\$15,262.40	\$12,784.00	-\$2,478.40	-16.2%			
February	\$3,864.00	\$2,408.00	\$4,440.00	\$9,264.40	\$3,462.20	-\$5,177.20	-55.9%			
March	\$2,191.64	\$5,287.28	\$27,399.40	\$23,362.82	\$5,307.00	-\$18,055.82	-77.3%			
April	\$4,768.15	\$8,277.80	\$6,608.52	\$6,935.89	\$4,285.24	-\$2,650.65	-38.2%			
May	\$26,049.95	\$7,194.16	\$12,089.70	\$11,780.49	\$0.00	N/A				
June	\$24,286.88	\$4,234.80	\$5,107.95	\$10,058.40	\$0.00	N/A				
July	\$3,646.20	\$4,914.41	\$14,315.00	\$5,776.84	\$0.00	N/A				
August	\$6,156.50	\$6,829.37	\$5,197.60	\$9,632.60	\$0.00	N/A				
September	\$6,224.10	\$4,438.20	\$5,247.60	\$7,400.00	\$0.00	N/A				
October	\$6,880.63	\$4,652.40	\$10,448.80	\$6,460.00	\$0.00	N/A				
November	\$2,377.78	\$18,322.40	\$27,353.16	\$8,584.44	\$0.00	N/A				
December	\$2,338.80	\$7,886.00	\$6,633.66	\$2,596.00	\$0.00	N/A				
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$130,990.23	\$117,114.28	-\$36,481.56				
Difference of change this year to last (completed months only)							-51.7%			
17	YTD Totals	507	656	581	649	744	849	46	-63	-76.7%

Property Maintenance and Code Enforcement Activity Report for April 2018

In addition to new complaints received, work continues on cases from past months.

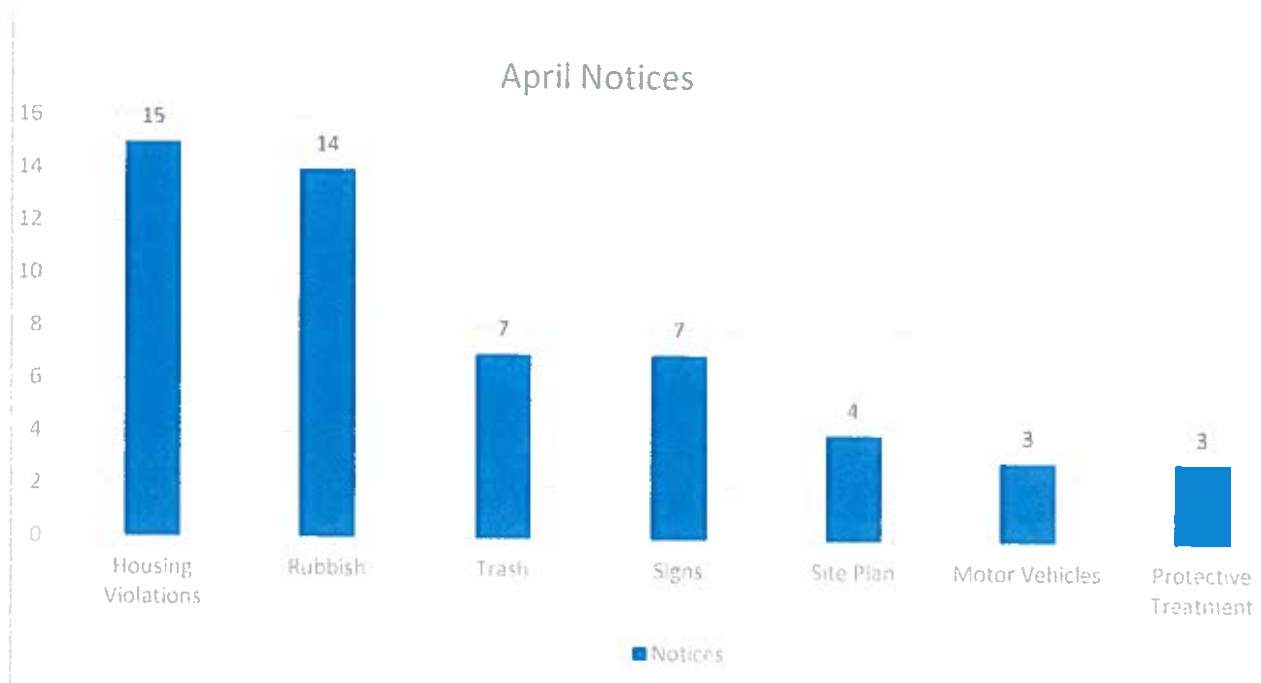
*CN=Courtesy Notice; NOV=Notice of Violation

Incident Location		Origin of complaint	Origin of Complaint	Date of Complaint	Responsible person notified*	Compliance
22	Bourque	Housing Violations	DDS	4/2/18	CN	PENDING
	Commercial Dr	Site Plans	DDS	4/16/18	NOV	COMPLETED
	Commercial Dr	Site Plans	DDS	4/16/18	NOV	COMPLETED
	Commercial Dr	Site Plans	DDS	4/16/18	NOV	COMPLETED
31	Davis	Rubbish	DDS	4/26/18	CN	COMPLETED
81	Franklin	Housing Violations	DDS	4/24/18	CN	PENDING
8	Government Way	Sign(s)	DDS	4/10/18	CN	COMPLETED
31	Green	Rubbish	DDS	4/11/18	CN	COMPLETED
35	Green	Housing Violations	DDS	4/16/18	NOV	PENDING
28	Green	Housing Violations	DDS	4/23/18	CN	COMPLETED
21	Grove	Housing Violations	DDS	4/6/18	CN	COMPLETED
466	High	MV	DDS	4/6/18	CN	COMPLETED
508	High	Trash	DDS	4/3/18	CN	COMPLETED
319	High	MV	DDS	4/4/18	CN	COMPLETED
506	High	MV	DDS	4/17/18	CN	PENDING
253	High	Protective treatments	DDS	4/24/18	CN	PENDING
199	High	Rubbish	DDS	4/26/18	CN	COMPLETED
254	High	Rubbish	DDS	4/26/18	CN	COMPLETED
472	High	Rubbish	DDS	4/26/18	CN	COMPLETED
9	Linden	Rubbish	DDS	4/11/18	CN	COMPLETED
14	Linden	Rubbish	DDS	4/10/18	CN	COMPLETED
331	Main	Trash	DDS	4/2/18	CN	COMPLETED
360	Main	Trash	DDS	4/2/18	CN	COMPLETED
363	Main	Trash	DDS	4/2/18	CN	COMPLETED
238	Main	Trash	DDS	4/2/18	CN	COMPLETED
296	Main	Housing Violations	DDS	4/16/18	CN	PENDING
228	Main	Rubbish	DDS	4/13/18	CN	COMPLETED
328	Main	Rubbish	DDS	4/13/18	CN	COMPLETED
40	Main	Rubbish	DDS	4/18/18	CN	COMPLETED
338	Main	Housing Violations	DDS	4/25/18	CN	PENDING
96	Maple	Protective treatments	DDS	4/12/18	CN	PENDING

72	Market	Trash	DDS	4/25/18	CN	COMPLETED
66	Milo Ln	Rubbish	DDS	4/5/18	CN	PENDING
14	Mt.Vernon	Protective treatments	DDS	4/24/18	CN	PENDING
12	Mt.Vernon	Housing Violations	DDS	4/23/18	CN	PENDING
5	Noble	Housing Violations	DDS	4/23/18	CN	PENDING
23-25	Pleasant	Housing Violations	DDS	4/24/18	CN	PENDING
50	Prospect	Housing Violations	DDS	4/2/18	CN	PENDING
2	Rocky Hill Rd	Rubbish	DDS	4/11/18	CN	COMPLETED
10-12	School	Housing Violations	DDS	4/25/18	CN	COMPLETED
21	Second	Housing Violations	DDS	4/25/18	CN	PENDING
9	Silver	Housing Violations	DDS	4/24/18	CN	COMPLETED
7	Somersworth Plaza	Sign(s)	DDS	4/9/18	CN	COMPLETED
4	Somersworth Plaza	Sign(s)	DDS	4/17/18	CN	COMPLETED
5	Somersworth Plaza	Sign(s)	DDS	4/17/18	CN	COMPLETED
2	Somersworth Plaza	Sign(s)	DDS	4/17/18	CN	COMPLETED
22	Union	Housing Violations	DDS	4/17/18	CN	COMPLETED
26	Union	Trash	DDS	4/17/18	CN	COMPLETED
31	Waltons Way	Sign(s)	DDS	4/9/18	CN	COMPLETED
45	Washington	Sign(s)	DDS	4/9/18	CN	COMPLETED
96	West High	Rubbish	DDS	4/11/18	CN	COMPLETED
95	West High	Rubbish	DDS	4/11/18	CN	COMPLETED
	Willand Dr	Site Plans	DDS	4/16/18	NOV	COMPLETED

Definitions:

- *Protective Treatments*- Painting or other protective covering or treatment.
- *M.V.*- Motor Vehicle Violations; e.g. More than one unregistered/uninspected vehicle on a property
- *Housing Violations*- Violations that are found during an inspection that may include, but are not limited to the following; structural, plumbing, mechanical, electrical, life safety



Additional Work Performed, but Not Limited to:

- Leaving door hangers at residences with the goal of expediting violation compliance
- Speaking with citizens personally in order to educate them on the importance of Property Maintenance
- Responding to Property Maintenance, Housing, and Zoning Complaints
- Fielding phone calls and emails
- Assisting with the repair work at Millennium Park and Noble Pines Park

Land Use Boards:

Conservation Commission April 2018:

The Commission reviewed the following at their April meeting:

- Arthur Gagnon is seeking a conditional use permit to build within the wetland buffer on property located on Lily Pond Road, in the Residential Single Family (R1) District, Assessor's Map 49, Lot 10, CUP # 02-2017. The Commission voted to recommend approval to the Planning Board.
- Discussion on disbursing funds for the Commission's annual membership to the NH Association of Conservation Commissions. The Commission voted in favor of disbursing funds.

Historic District Commission April 2018:

At the regular meeting the Commission discussed the following:

- Michael Clough, 26 Linden Street, in the Residential Single Family-A, with a Historic Overlay (R1AH) District, Assessor's Map 11, Lot 100A, HDC # 05-2018. Application to construct a new single family residence was approved.

Planning Board April 2018:

The Board reviewed the following at their April meeting:

- The Donald Herbert Hopkins Revocable Trust, 368 and 370 High Street, in the Residential Office (RO) District, Assessor's Map 21, Lots 156 and 157, SUB # 01-2018. Application for a lot line adjustment was approved.
- Goodwin Community Health, 311 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 48, Lot 24E, SITE # 01-2017. Request for an extension of the approved site plan for a building addition was approved for twelve months.

Zoning Board April 2018:

The Board reviewed the following at their April meeting:

- The Patricia Anne Sherwood Trust, 370 Old Rochester Road, in the Residential Single Family (R1) District, Assessor's Map 68, Lot 01, ZBA # 16-2017. Application for a variance for the keeping of livestock was approved.
- The Roman Catholic Bishop of Manchester, 120 Maple Street, in the Residential Duplex (R2) District, Assessor's Map 24, Lot 06, ZBA # 18-2017. Application for a variance for a freestanding sign that exceeds allowable area was approved.
- David & Pamela Landry, 12 Down Street, in the Residential Single Family-A (R1A) District, Assessor's Map 03, Lot 55, ZBA # 04-2018. Application for a variance for a lot line adjustment resulting in one lot not having minimum lot area was approved.
- Motion for Rehearing: A rehearing has been requested of the Zoning Board's decision to approve a variance from Table 4.A.5 of the Zoning Ordinance to allow automobile sales on property located at 20 Green Street, in the Business (B) District, Assessor's Map 10, Lot 176, ZBA # 001-2018. This request was denied.
- Lucas Stillwagon, 247 Main Street, in the Business (B) District, Assessor's Map 09, Lot 228, ZBA # 05-2018. Application for a variance to allow a residential use on street level was approved.

Economic Development - April 2018

- Upcoming Roundtables:
 - ✓ Downtown: May 10 @ 8:30
 - ✓ Malley Farm: June 14 @ 9:00
 - ✓ BIB (Bankers-Investors- Brokers): June 21 @ 8:30
- Talked to prospective tenants to fill vacant spaces at:
 - ✓ Care Pharmacy
 - ✓ Staples
 - ✓ Old Ambulance Building (contract under agreement)
 - ✓ Trackside Taco (three prospective tenants)
- Focus on Somersworth manufacturers:
 - ✓ Created a manufactures master -list
 - ✓ Continued visits with members of the MFT community
 - ✓ Continued efforts to establish a Manufactures Roundtable
- Skyhaven Airport
 - ✓ Wings and Wheels: June 2, 2018
 - ✓ Represent Somersworth on Skyhaven Advisory Board
 - ✓ Serve as Somersworth representative for "Wings and Wheels"
 - ✓ Serve as Somersworth representative on Marketing Committee
- Began drafting concepts for streamlining the application process
 - ✓ Building permit
 - ✓ Site Plan
 - ✓ Major Subdivision
- Assisted with drafting Marketing Plan RFP
- Assisted with Web -Site Overhaul Concepts
- Assisted with bringing Farmers Market closer to Downtown
- Wrote Downtown article for residents newsletter

Parks and Recreation - April 2018

- Granite State Track and Field registration closed on April 20th. This year our team nearly tripled in size with 35 children registered in various age groups. This program is for children ages 9-14 as of December 31st 2018. Athletes can choose to participate in 2 running events and 1 field event or 2 field events and 1 running event during the Regional and State Meets which are put on by the Granite State Track and Field Association. The Regional Meet is scheduled for Saturday, June 16th at the Spaulding High School track in Rochester.
- Summer Camp registration is ongoing for both our Kids Camp & Trends Teen Camp programs. The Early Bird deadline is May 1st and the deadline to register for both programs is June 1st. We are in the process of finalizing all camp field trip locations and special events that will take place during the 8-week program. We're in the process of researching and planning to add a new recycling program with our camp participants this summer. This year camp will take place June 25- August 17.
- We concluded interviews for hiring Summer Camp Counselors and the open spot for our Kids Camp Co-Director position. We are now at full staff with 3 Camp Directors and 8 Counselors between the 2 programs. We're excited to welcome our 2018 Summer Camp team and training will begin 2 weeks prior to the start of camp. This year we'll be partnering with the Somersworth Police Department to offer an Active Shooter training and American Ambulance will be training our staff on CPR. Primex will also be offering a harassment/bullying prevention training again which has been extremely beneficial to our staff the past few years.
- The new restrooms at Millennium Park are nearly complete. Park renters will now have a separate access to the restrooms through the side door and ADA ramp. A new base system was installed at the park softball field and ballfield rentals will begin at the end of the month with the Somersworth Little League as our first rental.
- We're preparing our project for the annual Serve with Liberty program. This year we'll be repainting the restrooms and kitchen area at the Noble Pines summer camp building. We're excited to work with Liberty Mutual volunteers to jazz up this space for all our program participants. The event is scheduled for Thursday, May 10th and will take approximately 5 hours to complete.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: May 15, 2018

SUBJECT: Public Works Department Monthly Report for April/May, 2018

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Participated in remaining FY19 budget workshops and meetings with the City Manager and other Department Heads.
- Met with Hubbard Consulting on the COOP project, continuity of operations.
- Held a meeting with officials from Pike and Dubois & King to work on a resolution for repairing manhole covers on Blackwater Road.
- Participated in interviews for the City Engineer position.
- Attended the SAAC annual and monthly committee meetings.
- Monitored progress made with the Complete Streets design and engineering work.
- Participated in the Cemetery Trustees Meeting, reviewed project updates.
- Participated in AFSCME Labor Negotiations with the City Manager office
- Conducted the annual Community Garden Spring meeting to renew volunteers' participation in use of garden plots at the Malley Farm location.
- Met with NHDOT officials about their pending paving work for W. High Street from Rt. 108 to Maple Street; discussed possible city portion of W. High Street repaving work.
- Finalized service contracts with HiWay Safety Systems for repainting City lane markings, street painting work to start in mid-May.
- Participated in two (2) community events for support and equipment displays including the annual Spirit Up Somersworth and a special touch a truck event sponsored by the Somersworth Police Department.
- Preparing FY19 equipment quotes and related specifications for purchasing approvals.
- Took delivery on the new Peterbilt 6-wheel dump truck, the new Ford 1 ton is to be delivered in mid-May.
- Made preparations for upcoming spring/summer weed spraying activities.
- Worked with staff on Public Works Week Plans, which is week of May 20-26.

HIGHWAY DIVISION

Operations/Maintenance:

- Performed vehicle repairs for city equipment.
- Performed vehicle inspections on Police units.
- Performed pre-season service on summer equipment.
- All highway personnel attended certified flagger training.
- Performed street sweeping in the downtown area and all streets with painted lines in preparation for street line painting.
- Repaired plow damage done to City green space and hot top City wide.
- Performed monthly metal collection

- Performed Spring Leaf and brush collection.
- Replaced Handicap signs at Somersworth Plaza.
- Performed Pot hole repairs city wide with hot top.
- Began placing mulch in all city flower beds.

Recreation:

- Performed Spring clean-up in parks citywide, to include sticks/brush and trash.
- Reinstalled swings and nets at all city parks.
- Installed new bases at Millennium Field.
- Built access ramp for Millennium Field Restroom.

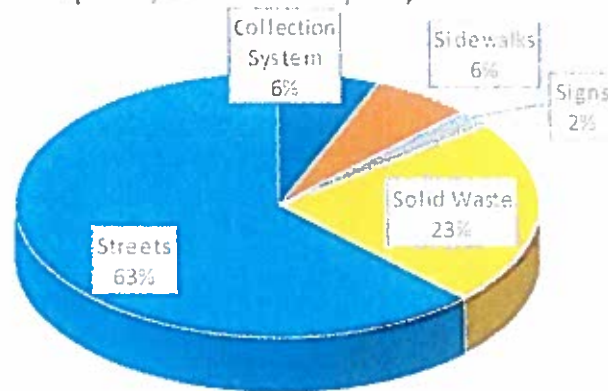
Cemetery:

- Performed stick and brush collection in Forest Glade.
- 1 Burial coordinated at Forest Glade Cemetery.

Sewer Collections Maintenance:

- Assisted engineers by opening all structures on Main St for depts. of inverts for complete Streets
- Responded to 41 Digsafe requests.
- Responded to 3 possible sewer back-ups

Highway Department Service Calls
April 9, 2018 to May 16, 2018



WASTEWATER DIVISION

Operations/Maintenance:

- Operating under (MUCT) process which is used for our summer seasonal limits. This process is used to specifically treat the nutrients phosphorus and ammonia nitrogen.
- Wright-Pierce completed the site survey of the wwtf grounds as well as conducted test core boring within the area of the proposed clarifier site. Due to concerns with the underground fuel storage tank, we have taken action and are in the process of removing the tank. This tank is no longer in use. Entering into a contract with Lakes Region Environmental to assist us with the process. Cost of the removal is estimated at \$15,675.
- Completed the Waste Management sludge profile renewal. This is required every three years and includes extensive analysis of our sludge. The results showed our sludge is free of hazardous pollutants.

- Experienced one wet weather event which required us to implement the high flow plan. This occurred on April 16th in which we treated a daily max in excess of 5.0 million gallons/day (MGD). No permit exceedances were noted during this time.
- Treated a total of 13,750 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.
- NH-DES conducted an annual inspection on April 18th. No issues or concerns were noted. A full report is expected within a couple of weeks.
- Submitted 2017 Salmon Falls River monitoring report in accordance with permit requirements. This consists of sampling/analysis of the river from beginning to end. Monitoring takes place during the summer months and includes all communities who discharge to it including Maine communities.
- Treated a total of 56-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- Completed annual inspection of Velcro, USA on April 10th. No issues or concerns were noted. We met several new contacts due to a recent personnel turnover.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Working with the contractor on a vibration issue with pump #1. The generator has been delivered and scheduled for start-up on May 7th. Substantial completion for this project is scheduled for 5/23/18.

WATER DIVISION

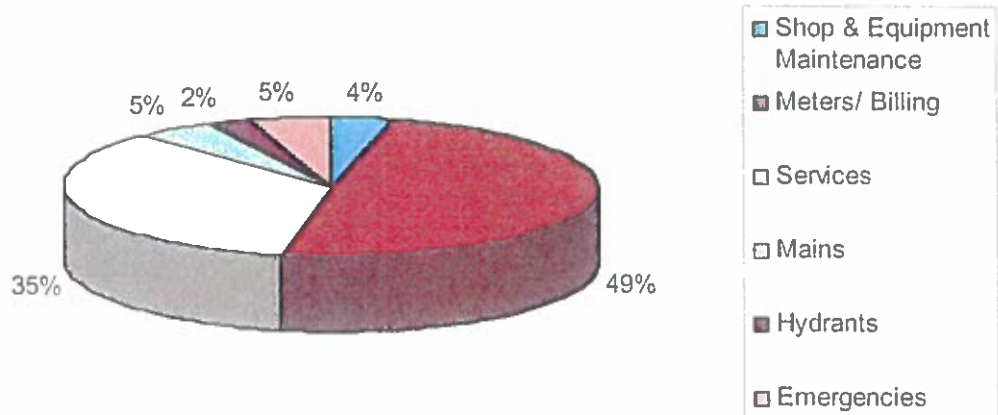
Items completed this month:

- Bacteria's and TOC's water quality tests completed
- Pumped 34,385,570 gallons of raw water
- Pumped 29,037,625 gallons of finish water to the distribution system
- Completed quarter #1 D/DBP report to NHDES
- Repaired carbon vibration plate
- Met with contractor regarding upcoming lagoon cleanout
- Reviewed RMI proposal and forwarded to council
- Completed maintenance on backwash pumps

WATER DISTRIBUTION

- Water Distribution operators responded to 41 non-emergency service requests and provided contractor support at multiple construction sites.
- Operators responded to several emergencies including a hydrant vs. motor vehicle at the intersection of Noble Street and Maple Street and to assist WWTP personnel in isolating a water line at the facility.
- Operators worked with Doucette Survey to complete the gathering of water utility locations to assist in reconstruction planning for Main Street.
- Water has been restored to all City parks for the summer season.
- All City owned backflow devices were tested as required by the City's cross connection control program.

Water Distribution Activities, April 2018





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, 2018
Subject: Monthly Report – Month of April 2018

Bob:

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

COMMUNITY POLICING:

- Somersworth Youth Connection and Dover Youth to Youth provided parents of students at Somersworth Middle School the opportunity to learn about where their children hide drugs and alcohol in their bedrooms through a mock exercise on 4/10/18.
- SRO Deschenes and Captain Timmons gave a bicycle safety presentation to the children at Somersworth Head Start on 4/11/18. The children were also provided bicycle helmets provided by the Brain Injury Association of New Hampshire.
- On Saturday 4/27/18 we conducted our "Drug Take Back Day" where citizens could drop off unwanted prescription drugs at the police station for safe disposal.
- In April we trained employees for Avis Goodwin Health Center, Employees at Marshbrook Medical Center Building and Tri-City Christian Academy in the civilian response to active shooter events. Training was also provided to school teachers and staff of the Somersworth High School and Somersworth Middle School this month.

TRAINING:

- American Ambulance provided training "Stop the Bleed" at Wentworth Douglass Hospital that command staff attended.

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- Other training police personnel attended: Intoxilyzer Operator Recertification, Law Enforcement Officer Threat Liaison, Government Resources for Houses of Worship and Faith Communities and Officer Deschenes attended the 4th Annual New Hampshire School Resource Officer Conference.
- Officer Mele graduated from the NH Police Academy and is currently in field training.



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle

Fire Chief & Emergency Management Director

khoyle@somersworth.com

Business: (603) 692-3457

Fax: (603) 692-5147

www.somersworth.com

APRIL 2018 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	8
Vehicle Fires:	0
Outside Fires:	6
Emergency Medical:	45
Motor Vehicle Crash:	11
Malfunction/false alarm:	4
Accidental/public service:	31
Hazardous Condition:	8
Hazardous Materials:	2

NON-EMERGENCY ACTIVITIES

Burning Permits:	105
Fireworks Permits:	1
Oil Burner Permits:	2
Place of Assembly Permits:	1
Fire Safety Inspections:	11
Fire Drills:	10

CALLS FOR SERVICE

- We responded to 18 fewer emergency calls this April (115) than in April 2017 – a decrease of 14%.
- We had a building fire at 410 Sherwood Glen: no injuries but 3 cats perished- structure was significantly damaged.
- There was a porch fire at 13 Lincoln Street that did not cause much damage.
- We responded to mutual aid fires in Dover (2), Newington and Rochester and North Berwick and South Berwick in Maine.
- We received a report that the dam by the hydroelectric plant on the Salmon Falls River had a bend in it after the significant rainfall of the weekend of April 7. Director Bobinsky, Inspector Metivier and myself inspected it and both the hydroelectric company and the NH Bureau of Dams were contacted. Several of the flash boards at the top of the dam had been damaged by debris but there was no danger otherwise.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

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PLANNING/PROJECTS/GRANTS

- State COOP grant vendor Jane Hubbard began meeting with city departments to craft a COOP plan for the city.
- NH Homeland Security Office denied us the \$6000 NH Homeland Security grant for “active shooter” equipment that we applied for stating that only one grant per community could be allowed (PD received one last FY). I appealed to Director Plummer who communicated there are 24 grants left statewide and if they are not applied for, HSEM will consider other alternatives.
- Regarding the State Fire Marshal’s Office Smoke/CO Detector Installation Grant Program: so far we installed these units in more than ten homes of the elderly and young families who qualify under this program. We used our supply and now are awaiting a third delivery from the vendor.
- Attended meeting of the Community Mutual Aid Air/Rehab Vehicle. We are nearly ready to bid out the new vehicle (\$250,000 FEMA grant).
- Attended meeting of the NH/ME Rural Water Associations regarding the May 31 and June 21 drills on the Salmon Falls River.
- Received grant for \$11,327 from NH Homeland Security to cover police and fire overtime to cover the drills above.
- New fire alarm system at “9 Rounds” in the Tri City Plaza tested and accepted.

TRAINING/MEETINGS

- Call F/F Mike Roach hired to fill vacancy in the career ranks. He begins work on shift on May 7. One new Call F/F resigned.
- We continue to train 3 new career firefighters on shift.
- One career member enrolled in Officer training coursework.
- One new call firefighter continues in FF I/II training.
- One member attended training at Primex.
- Public Safety Committee agreed to recommend new fire station bonding package to the full City Council.
- Attended meetings of the SRTC: Active Shooter Committee: and the JLMC.
- The four Lieutenants attended “Active Shooter Training” with SAU 56 teachers.
- Attended Seacoast Fire Chiefs meeting.

COMMUNITY SERVICE

- Department participated in High School “Career Day”.
- Attended “Business Before Hours” event of the Chamber at City Hall.
- Attended “Taste of Somersworth” dinner at the CTC.

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

BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS

Join us for
Office Hours with
Senator David Watters



Tuesday, June 5

Dover: Library Conference Room from 11am -12pm

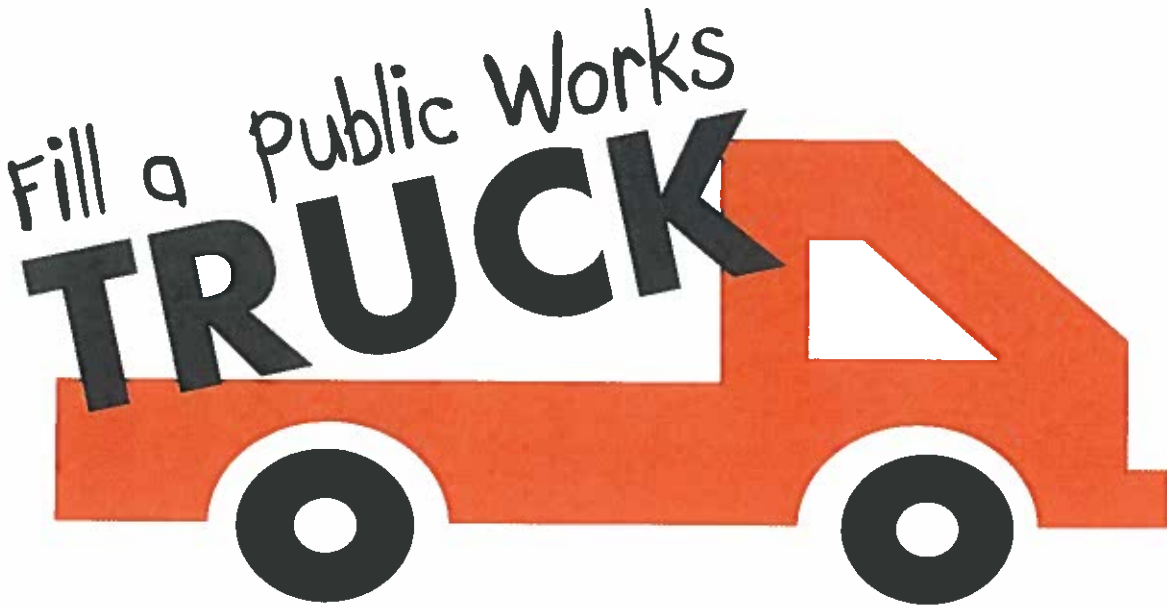
Somersworth: City Hall Conference Room from 2-3pm

Wednesday, June 6

Barrington: Library Conference Room from 11am-12pm

Thursday, June 7

Rollinsford: Town Hall Conference Room from 3-4pm



**Help the City of Somersworth and
Department of Public Works put an end
to hunger during National Public Works
Week.**

**Drop off non-perishable goods to the City's DPW
Facility main parking lot; look for the truck! -**

When: May 20th-26th, during operating hours of 7:00am-2:30pm.

Where: DPW Facility 18 Lilac Lane

All collected items will go to

**Call the City's Department of Public Works and Utilities for
further information
(603) 692-4266**

*This event is sponsored by the
New England Chapter of the American Public Works Association.*

