



*Office of the City Manager*

**TO:** Mayor Dana S. Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager  
**DATE:** Friday, April 30, 2021  
**SUBJECT:** City Manager's Report for Monday, May 3, 2021

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*Communication (under Section 11 of Agenda)*

- A. Presentation of Financial Statements for Year Ending June 30, 2020.** Plodzick & Sanderson, P.A. will be presenting the City's Financial Statements. A copy of the Auditors Report is in your mailbox here at City Hall.

*New Business (under Section 15 of Agenda)*

**Ordinances**

- A. Ordinance No. 15-21: To Amend Chapter 7, Solid Waste and Recycling, Section 7.4 – Fees.** The Finance Committee met on April 19<sup>th</sup> and voted to support a fifteen cent (.15) increase of the City's municipal solid waste bags. Attached is a memorandum providing an analysis of the Pay-per-bag program from Finance Director Scott Smith. I recommend a Public Hearing at the next regular Council meeting. Please see the attached red-lined changes in this Ordinance.
- B. Ordinance No. 16-21: Supplemental Appropriation for an Amendment to the Wright-Pierce Contract for the Engineering and Design of the Main Street and Constitutional Way Complete Streets Projects.** The Finance Committee and Public Works & Environment Committee met on April 19<sup>th</sup> and voted to sponsor this Ordinance regarding a Supplemental Appropriation for these Complete Streets project. Finance Director Scott Smith explained the project was originally only funded through the general fund, although each involve water and sewer improvements. City Staff recommends a supplemental appropriation from both the water and sewer funds. This would split the total cost of \$197,000 between the water fund and sewer fund, at \$98,500 each. I recommend a Public Hearing at the next regular Council meeting.

## **Resolutions**

- A. Resolution No. 37-21: To Authorize the City Manager to Amend the Contract with Wright-Pierce Engineers of Portsmouth, NH for Engineering and Design Services for the Main Street and Constitutional Way Complete Streets Project.** The Public Works & Environment Committee & Finance Committee met on April 19<sup>th</sup> and voted to approve the Amendment to the Wright Pierce contract for these Complete Streets project. Please see attached memorandum from Finance Director Scott Smith regarding this Contract Amendment.

## ***Unfinished Business (under Section 14 of Agenda)***

### **Resolutions**

- A. Resolution No. 36-21: Naming Seamore Drive and Assigning Addresses if Required.** Again, the E911 Committee met on March 11<sup>th</sup> and voted to recommend the naming of Seamore Drive.

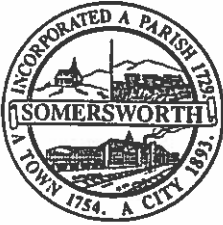
## ***City Manager's Items (under section 11 of Agenda)***

### ***Informational Items***

- 1. Federal Funding - Congressman Chris Pappas.** Attached are copies of the recent letters of support sent to Congressman Pappas regarding potential Federal Funding for these projects:
- Main Street and Constitutional Way - Complete Streets
  - Fire Station Training Tower

### **Attachments**

- 1. City Attorney Certifications Three (3)**



## City of Somersworth – Resolution

Resolution No: 36-21

### NAMING SEAMORE DRIVE AND ASSIGNING ADDRESSES IF REQUIRED

April 19, 2021

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the following roadway be named and addresses assigned if required;

NAME

EXPLANATIONS

“SEAMORE DRIVE”

- 1) Name requested by Developer, Palmer Gas.
- 2) E-911 Street Name and Address Committee approved on March 11<sup>th</sup>, 2021.
- 3) This action will rename this section of Gator Rock Road extending northerly from the west end of Gator Rock Road and ending in a Cul-de-Sac.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT this action is in accordance with RSA 231:133; RSA 231:133-a; RSA 106-H; State of NH, Department of Safety, Division of Emergency Communications Addressing Standards, and Chapter 19, Section 23, City of Somersworth Ordinances.

Authorization	
<i>Sponsored by Councilor:</i>	<i>Approved:</i>
Martin Pepin	City Attorney

## City of Somersworth – Resolution 36-21

### History

First Read Date:	04/19/2021	Tabled:	
Public Hearing:		Removed from Table:	
Second Read:			

### Discussion

*04/19/2021*

*Resolution No. 36-21 will remain in first read until the call of the Chair.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			0
On //	Resolution 36-21	PASSED	FAILED



## City of Somersworth – Ordinance

Ordinance No: 15-21

### TO AMEND CHAPTER 7, SOLID WASTE AND RECYCLING, SECTION 7.4 - FEES

May 3, 2021

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 7, Solid Waste and Recycling, Section 7.4 – Fees, by deleting it in its entirety and replacing it with the following:

Section 7.4 – Fees: Effective July 1, 2021, the retail cost of the bags shall be \$2.15 for a 30-gallon bag and \$1.60 for a 15-gallon bag. Ten cents (.10) from the sale of each bag shall be utilized to subsidize the cost to the City for recycling or for any other cost related to solid waste and recycling collection and disposal. The cost to vendors shall be \$.02 cents less to provide financial incentive for selling the bags.

This Ordinance shall take effect upon its passage.

#### Authorization

*Sponsored by:*

David A. Witham  
Donald Austin  
Martin Pepin  
Martin Dumont, Sr.  
Matthew Gerding

*Approved:*

City Attorney

## City of Somersworth – Ordinance 15 - 21

### History

First Read Date:	05/03/2021	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On //2021	Ordinance 15-21	PASSED	FAILED

The ninety (90) day waiting period will allow the City to review the request and, if approved, to make arrangements with the contracted hauler to collect waste from the structure(s) in question.

Those businesses not using the City approved specially marked bags are responsible for making their own arrangements for rubbish removal and disposal.

Section 7.4 – Fees.

Effective July 1, ~~2019~~ 2021, the retail cost of the bags shall be \$~~2.00~~ 15 for a 30-gallon bag and \$~~1.45~~ 60 for a 15-gallon bag. Ten cents (.10) from the sale of each bag shall be utilized to subsidize the cost to the City for recycling or for any other cost related to solid waste and recycling collection and disposal. The cost to vendors shall be \$.02 cents less to provide financial incentive for selling the bags. (Amended 09/21/2015.) (Amended 03/18/2019)

Section 7.5 – Litter on Public/Private Property: Owner's Duty.

Litter, rubbish or refuse shall not be cast, scattered, thrown, deposited or permitted to remain on or about public or private property within the corporate limits of the City to the detriment of public peace, health, safety and welfare. The owner, lessees, agents or other in charge of premises within the City shall rid such land and abutting sidewalks and medians of such nuisance as defined in Sections 7.1 of this ordinance within twenty-four (24) hours after receiving notification from the City of the violation, or place in an authorized receptacle as outlined in Section 24.8 of the Housing Code, Section 7.1 of this ordinance. It shall be unlawful for any person to dump, place, scatter litter, refuse or rubbish on or about private premises, whether such premises are vacant or inhabited.

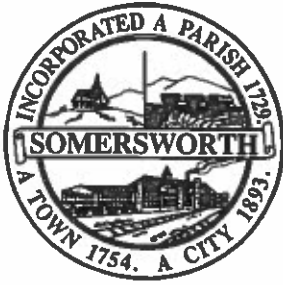
Section 7.6 – Removal of Empty Containers (Home and Commercial).

Rubbish containers, and rubbish must be removed by the owner from the curbside within twenty-four (24) hours after the scheduled pickup. Any debris strewn from this rubbish by animals, wind, etc., will be cleaned up by the owners within twenty-four (24) hours. Rubbish collection crews will be responsible for any debris they drop or spill on the ground and will clean it up before moving on to the next stop, provided that the owner has complied with Section 7.1, the definitions of “bags”, “bundle” and “container”.

Section 7.7 – Hazardous Waste.

Hazardous waste, as defined in Section 7.1, the definition of “hazardous waste”, will not be accepted for pickup by the City and shall not be placed at the curb for such pickup.

Section 7.8 – Anti-scavenging.



## **MEMORANDUM**

**To:** Bob Belmore, City Manager

**From:** Scott Smith, Finance Director

**Date:** April 15, 2021

**Re:** Pay-per-bags

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Attached are two spreadsheets providing an analysis of the "Pay-Per-Bag" rates for the City curbside solid waste program. The analysis goes through fiscal year 2025 which coincides with the final year of the City's contract with Waste Management for curbside pick-up.

By way of information, please accept the following:

- Current rates are \$2.00/bag for 30-gallon bags, and \$1.45/bag for 15-gallon bags.
- Under the current rate structure, .10 cents for each bag is held to subsidize the cost of recycling or any other cost related to solid waste and recycling collection and disposal.
- The City currently has \$41,000 retained from the .10 cent premium on bags.
- Under the current rates the City could realize an operating deficit, net of the .10 cent premium held for recycling, in the amount of \$27,000.
- The first analysis demonstrates the estimated results of a .10 cent increase in bag rates, each year starting on July 1, 2021.
- The second analysis demonstrates the estimated results of a .15 cent increase in bag rates, each year starting on July 1, 2021.
- Each analysis assumes the .10 cent per bag premium for recycling stays in effect through Fiscal Year 2025.

If you would like any additional information or clarification, please let me know.



**City of Somersworth  
Pay-Per-Bag Fees**

	Current Rates FY 21-22	Proposed Rates FY 21-22	Proposed Rates FY 22-23	Proposed Rates FY 23-24	Proposed Rates FY 24-25
Charge 30 Gal Bags	\$2.00	\$2.10	\$2.20	\$2.30	\$2.40
Charge 15 Gal Bags	\$1.45	\$1.55	\$1.65	\$1.75	\$1.85
Bags	80,000	80,000	84,000	88,200	92,610
Collection Service	456,473	456,473	481,000	506,000	533,000
Bulky Waste Disposal	10,500	10,500	11,025	11,576	12,155
Other	900	900	900	900	900
<b>Total</b>	<b>\$547,873</b>	<b>\$547,873</b>	<b>\$576,925</b>	<b>\$606,676</b>	<b>\$638,665</b>

	Current Rates FY 21-22	Proposed Rates FY 21-22	Proposed Rates FY 22-23	Proposed Rates FY 23-24	Proposed Rates FY 24-25
Bag Sales	490,588	517,863	545,138	572,413	599,688
Bulky Waste Collection	30,000	30,000	30,000	30,000	30,000
<b>Total</b>	<b>\$520,588</b>	<b>\$547,863</b>	<b>\$575,138</b>	<b>\$602,413</b>	<b>\$629,688</b>
Net Revenues/(Loss)	(27,286)	(11)	(1,786)	(4,264)	(8,978)
Fund Balance/(Deficit)	152,715	179,990	178,202	173,938	164,961

Cash Equivalents - MSW	180,000
Cash Equivalents - Recy/Other	40,000
<b>Total</b>	<b>220,000</b>

**City of Somersworth  
Pay-Per-Bag Fees**

	Current Rates FY 21-22	Proposed Rates FY 21-22	Proposed Rates FY 22-23	Proposed Rates FY 23-24	Proposed Rates FY 24-25
Charge 30 Gal Bags	\$2.00	\$2.15	\$2.30	\$2.45	\$2.60
Charge 15 Gal Bags	\$1.45	\$1.60	\$1.75	\$1.90	\$2.05
Bags	80,000	80,000	84,000	88,200	92,610
Collection Service	456,473	456,473	481,000	506,000	533,000
Bulky Waste Disposal	10,500	10,500	11,025	11,576	12,155
Other	900	900	900	900	900
<b>Total</b>	<b>\$547,873</b>	<b>\$547,873</b>	<b>\$576,925</b>	<b>\$606,676</b>	<b>\$638,665</b>

	Current Rates FY 21-22	Proposed Rates FY 21-22	Proposed Rates FY 22-23	Proposed Rates FY 23-24	Proposed Rates FY 24-25
Bag Sales	490,588	531,500	572,413	613,325	654,238
Bulky Waste Collection	30,000	30,000	30,000	30,000	30,000
<b>Total</b>	<b>\$520,588</b>	<b>\$561,500</b>	<b>\$602,413</b>	<b>\$643,325</b>	<b>\$684,238</b>
Net Revenues/(Loss)	(27,286)	13,627	25,488	36,649	45,572
Fund Balance/(Deficit)	152,715	193,627	219,115	255,763	301,336

Cash Equivalents - MSW	180,000
Cash Equivalents - Recy/Other	40,000
<b>Total</b>	<b>220,000</b>

# Pay per Bag

## Newmarket

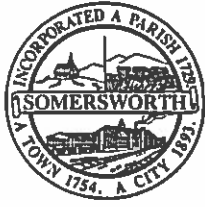
Large Trash Bag - Single	\$2.25
Large Trash Bags - 5 pack	\$11.25
Small Trash Bag - Single	\$1.15
Small Trash Bags - 5 pack	\$5.75
Recycle Bins	\$10.00
Transfer Station Coupons	Increments of \$5.00

## Dover

15 gallon bags \$2.34 each

30 gallon bags \$3.91 each

Bulky item tags \$10.00 (available at \*\* stores)



## City of Somersworth – Ordinance

Ordinance No: 16-21

### **SUPPLEMENTAL APPROPRIATION FOR AN AMENDMENT TO THE WRIGHT-PIERCE CONTRACT FOR THE ENGINEERING AND DESIGN OF THE MAIN STREET AND CONSTITUTIONAL WAY COMPLETE STREETS PROJECTS**

May 3, 2021

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter:

The annual budget for the City of Somersworth for Fiscal Year 20-21 is amended as follows:

Appropriate \$98,500 (Ninety-Eight Thousand Five Hundred dollars) from the Water Fund budget, and

Appropriate \$98,500 (Ninety-Eight Thousand Five Hundred dollars) from the Sewer Fund budget,

Water Fund Original Budget \$ 2,178,516	Amendment \$ 98,500	Revised Water Fund Budget \$ 2,277,016
Sewer Fund Original Budget \$ 2,343,470	Amendment \$ 98,500	Revised Sewer Fund Budget \$ 2,441,970

Approved as to Funding:

Scott A. Smith  
Director of Finance and Administration

Recorded by:

Jonathan Slaven  
City Clerk

Background:

This Ordinance appropriates funding to amend the current Wright-Pierce contract for engineering and design services for the Main Street and Constitutional Way Complete Streets projects.

***This Ordinance requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing subject to Section 7.4.1 and Section 7.7 (A) of the City Charter.***

This Ordinance shall take effect upon its passage.

Authorization	
<b><i>Sponsored by:</i></b> David A. Witham Martin Dumont, Sr. Martin Pepin Donald Austin Matt Gerding	<b><i>Approved:</i></b> City Attorney

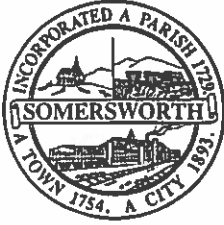
## City of Somersworth – Ordinance 16-21

### History

First Read Date:	05/03/2021	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On //2021	Ordinance 16-21	PASSED	FAILED



## City of Somersworth – Resolution

Resolution No: 37-21

**TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT WITH WRIGHT-PIERCE ENGINEERS OF PORTSMOUTH, NH FOR ENGINEERING AND DESIGN SERVICES FOR THE MAIN STREET AND CONSTITUTIONAL WAY COMPLETE STREETS PROJECT**

May 3, 2021

WHEREAS, the City Council adopted Resolution 18-18 authorizing the City Manager to contract with Wright-Pierce Engineers to provide engineering services for various complete streets projects including Main Street and Constitutional Way; and

WHEREAS, the City has been notified that these projects may be eligible for Federal funding; and

WHEREAS, the City has requested a proposal from Wright/Pierce for any additional funding required to get the engineering and design complete so the project is “shovel ready” this year in an effort to increase the opportunity to obtain Federal funding; and

WHEREAS, Wright-Pierce Engineers has provided the City a quote in the amount of \$197,000 (One Hundred Ninety-Seven Thousand dollars); and

WHEREAS, the Public Works and Environment Committee reviewed this quote with City staff and recommends amending the contract; and

WHEREAS, the Finance Committee reviewed this quote with City staff and recommends amending the contract;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract for engineering and design service for the Main Street and Constitutional Way Complete Streets projects with Wright-Pierce Engineers by \$197,000 (One Hundred Ninety-Seven Thousand dollars) and take any and all other 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 Martin P. Dumont, Sr. Martin Pepin Donald Austin Matt Gerding	<i>Approved:</i>  City Attorney

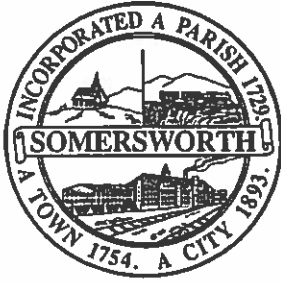
## City of Somersworth – Resolution 37-21

### History

First Read Date:	05/03/2021	Tabled:	
Public Hearing:		Removed from Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			0
On //	Resolution 37-21	PASSED	FAILED



## **MEMORANDUM**

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: April 16, 2021

Re: **Wright-Pierce – Complete Streets Contract Amendment**

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The City has been in contact with Congressman Pappas' office regarding grant funding possibilities for the Main Street and Constitutional Way complete streets projects.

Staff has reached out to Wright-Pierce Engineers, the consultant currently under contract for these projects, and requested a proposal to prioritize these projects and have them "shovel ready" for the 2022 construction season. The proposal received is \$197,000 in additional to what is left on the current contract.

In order to fund this, the City may want to consider the following:

- The original contract was for \$384,270. There is approximately \$80,000 left available.
- The entire project was for water, sewer, and general fund improvements (i.e. sidewalks, drainage, road resurfacing).
- The initial funding was providing entirely by the general fund through the road resurfacing line item.
- These projects are generally thought to be 1/3 from each fund, water fund, sewer fund, and general fund.
- The City may wish to consider funding the contract amendment with a supplemental appropriation utilizing the water fund and sewer fund. That would be \$98,500 from each fund.
- There is current cash available of \$3.7 million in the water fund, and \$3.3 million in the sewer fund.

If you would like any additional information or clarification, please let me know.



**AMENDMENT NO. 2**

**TO**

**AGREEMENT BETWEEN**

**CITY OF SOMERSWORTH, NH**

**AND**

**WRIGHT-PIERCE**

**FOR**

**CONSTITUTIONAL WAY, MAIN STREET, AND CEMETERY ROAD  
RECONSTRUCTION PROJECTS**

**AMENDMENT NO. 2**  
**TO**  
**AGREEMENT BETWEEN**  
**CITY OF SOMERSWORTH, NH**  
**AND**  
**WRIGHT-PIERCE**  
**FOR**  
**CONSTITUTIONAL WAY, MAIN STREET, AND CEMETERY ROAD**  
**RECONSTRUCTION PROJECTS**

This AMENDMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between City of Somersworth, NH, (hereinafter called CLIENT), and WRIGHT-PIERCE (hereinafter called ENGINEER).

WHEREAS, an Agreement was entered on December 22, 2017 between the CLIENT and ENGINEER, which Agreement is entitled Agreement Between City of Somersworth, NH and Wright-Pierce for Constitutional Way, Main Street, and Cemetery Road Reconstruction Projects (hereinafter referred to as AGREEMENT).

WHEREAS, CLIENT has requested ENGINEER to update this agreement in order to expedite preparation of project plans and specifications for Constitutional Way and Main Street for bidding readiness in an anticipation of federal infrastructure stimulus funding.

WHEREAS, CLIENT has requested ENGINEER to design additional improvements as part of the Cemetery Road Reconstruction project.

NOW, THEREFORE, in consideration of said AGREEMENT and other good and valuable considerations, it is hereby agreed and acknowledged by and between CLIENT and ENGINEER to amend the AGREEMENT as follows:

1. The AGREEMENT shall be amended to include this AMENDMENT, a copy of which shall be attached thereto and made a part thereof.
2. Revise the following scope of services in SECTION 1 of the AGREEMENT:
  - I. File Review and Field Data Collection Phase

ADD to paragraph E: Complete wetland delineation for proposed stormwater outfall locations along Salmon Falls River.

ADD to paragraph F: Complete additional topographic and existing conditions survey needed for proposed stormwater outfalls. It is anticipated that this survey will be on property outside the right of way and will require coordination with and permission from property owners.

ADD paragraph H: Complete comprehensive review of City records to identify existing utility connections. Complete field investigation to confirm existing utility connections and need to maintain connections.

ADD paragraph I: Prepare New Hampshire Division of Historical Resources Request for Project Review to identify the potential for the project to impact historical resources. It is anticipated this review will be a requirement of federal stimulus funding.

## II. Preliminary Design Phase

ADD to paragraph B: Engage a landscape architect to assist with streetscape design elements including sidewalks, street trees, planters, benches, signage, etc.

ADD to paragraph E: Prepare state wetland application for proposed impacts needed for new stormwater outfall construction. Complete an evaluation of feasible stormwater treatment practices to incorporate into the project for compliance with NPDES MS4 and Great Bay Total Nitrogen permits.

## III. 60% Design Phase

ADD paragraph F: The need for additional progress meetings is anticipated to facilitate efficient coordination of project plans and contract document preparation and compliance with federal funding requirements. Anticipate one additional meeting for Constitutional Way and six additional meetings for Main Street.

## 3. Add the following scope of services to SECTION 1 of the AGREEMENT:

### VII. Sanitary Sewer Flow Metering

During this phase, ENGINEER shall perform the following services:

- A. Complete 15 days of flow metering for one (1) 10-inch clay sanitary sewer main at existing manhole (#5383) located in front of #5 and #6 Cemetery Road.
  - 1) Install and remove flow meter in existing 15-inch clay sanitary sewer main for up to 15 days. OSHA certified field personnel will perform confined space entries to install and uninstall the meter.
  - 2) Flow Data Analysis:
    - i. ENGINEER will collect and analyze the flow data recorded by the flow meter and prepare a data summary for the City.
    - ii. ENGINEER will provide sewer design recommendations to the City based on the results of the flow meter data analysis.

### VIII. Addition of Cemetery Road Sidewalk

During this phase, ENGINEER shall perform the following services:

A. Add Sidewalk to Design Plans:

- 1) ENGINEER will add the proposed sidewalk on the Cemetery Road design plans. Sidewalk design will include plan representation as well as updated roadway cross sections and typical design sections. Stormwater analysis will be updated and permitting requirements will be evaluated.

IX. Addition of Doelson Street

During this phase, ENGINEER shall perform the following services:

A. Add Doelson Street to Design Plans:

- 1) ENGINEER will add the first 100-ft of Doelson Street (off Cemetery Road) to the Cemetery Road Reconstruction project area. Perform the scope of services described in Sections I through V for this additional project area. (Note: additional geotechnical exploration is not included in this scope.)

X. Easements

During this phase, ENGINEER shall perform the following services:

A. Prepare permanent drainage easement

- 1) ENGINEER will prepare easement plan and legal description for existing culvert crossing of Cemetery Road that will be replaced with the project. The easement will be for Map 13, Lot 55 and Map 13, Lot 56.
- 2) ENGINEER will prepare easement plan and legal description for new stormwater infrastructure located outside of the right of way.

4. SECTION 2 – COMPENSATION to be updated to add \$197,000 for amendments to scope items identified herein.

IN WITNESS WHEREOF, the parties hereto have made and executed this AMENDMENT to said AGREEMENT as of the day and year first above written.

CLIENT:

ENGINEER:

By: \_\_\_\_\_

  
By: Ryan T. Wingard, PE

Title: \_\_\_\_\_

Title: Vice President

Date: \_\_\_\_\_

Date: April 7, 2021

CITY OF SOMERSWORTH  
OFFICE OF THE MAYOR

Informational Item # 1



ONE GOVERNMENT WAY  
SOMERSWORTH, NH 03878  
WWW.SOMERSWORTH.COM

*Via Email*

April 21, 2021

The Honorable Chris Pappas  
United States House of Representatives  
323 Cannon HOB  
Washington, DC 20515

**Re: City of Somersworth – Mayor and Council Support for the Main Street Complete Streets Project**

Dear Congressman Pappas:

On behalf of the Citizens of the City of Somersworth and our City Council, I am writing to offer our enthusiastic support of the Main Street Complete Streets Project. As one of the smaller NH Cities, we are challenged with balancing the needed funding to support all the critical municipal services we provide to our Community with the need to fund improvements to our aged and failing infrastructure. We ask for your support in seeking out funding to assist our Community to address these needs.

This project is currently in the design phase and will be shovel ready and prepared to go out to bid in the fall of this year. This project will replace water and sewer lines, make storm drainage improvements, add new sidewalks, construct street scaping with lighting and public gathering places, as well as the placement of a new surface on Main Street.

Some of the key elements that make this project so vital to the City are as follows:

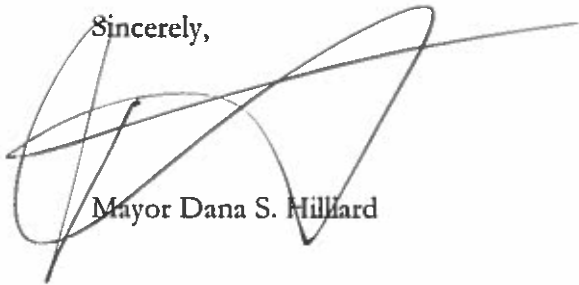
- It continues improvements started by the City in the downtown core. This project will tie in directly to complete streets improvements made on High Street, Market Street, and the Somersworth/Berwick Bridge and further promote our City's economic revitalization to create a vibrant Community downtown.
- Main Street is home to the former General Electric (GE) complex and a row of underutilized mixed-use facilities. The former GE complex, once a thriving manufacturing plant, is now owned by Aclara and is soon to be closed. These improvements will promote economic development in this corridor, attract new and continued investment in this area of the City, and promote redevelopment of the former GE complex.

PROUD PAST, BRIGHT FUTURE

- These improvements will promote walkability for all ages. Improvements will include any required ADA improvements. Additionally, these sidewalk improvements are of vital importance as these sidewalks serve a significant number of low-moderate income Somersworth residents.
- Main Street also links the new Veterans Memorial at Stein Park to City Hall, the Public Library, United States Post Office, and a number of restaurants and shops.
- The improvements will replace decades-old aged infrastructure including water and sewer.
- These improvements will replace and upgrade storm drainage system ensuring they meet newly mandated EPA MS4 requirements.
- Finally, it will address road surface deterioration.

Thank you for your time and consideration, and I look forward to your continued support of the Somersworth Community.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Dana S. Hillard', with a large, sweeping flourish extending from the end of the signature.

Mayor Dana S. Hillard

CITY OF SOMERSWORTH  
OFFICE OF THE MAYOR



ONE GOVERNMENT WAY  
SOMERSWORTH, NH 03878  
[WWW.SOMERSWORTH.COM](http://WWW.SOMERSWORTH.COM)

*Via Email*

April 21, 2021

The Honorable Chris Pappas  
United States House of Representatives  
323 Cannon HOB  
Washington DC 20515

**Re: City of Somersworth – Mayor and Council Support for the Constitutional Way  
Complete Streets Project**

Dear Congressman Pappas:

On behalf of the Citizens of the City of Somersworth and our City Council, I am writing to offer our enthusiastic support of the Constitutional Way Complete Streets Project. As one of the smaller NH Cities, we are challenged with balancing the needed funding to support all the critical municipal services we provide to our Community with the need to fund improvements to our aged and failing infrastructure. We ask for your support in seeking out funding to assist our Community to address these needs.

This project is currently in the design phase and will be shovel ready and prepared to go out to bid in the fall of this year. This project will replace water and sewer lines, make storm drainage improvements, add new sidewalks, construct street scaping with lighting and public gathering places, as well as the placement of a new surface on Constitutional Way.

Some of the key elements that make this project so vital to the City are as follows:

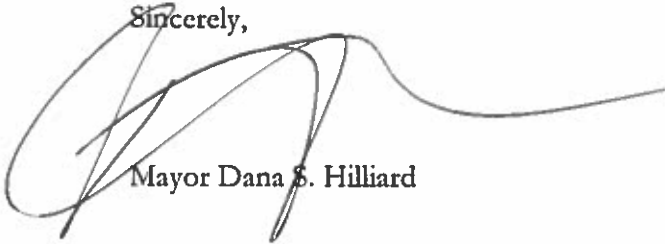
- It continues improvements started by the City in the downtown core. This project will tie in directly to complete streets improvements made on High Street, Market Street, and connects to Main Street via a short section of Washington Street. This project will further promote our City's economic revitalization to create a vibrant Community downtown.
- These improvements will promote walkability for all ages. Improvements will include any required ADA improvements. Additionally, these sidewalk improvements are of vital importance as these sidewalks serve a significant number of low-moderate income Somersworth residents, many of whom are Somersworth Housing Authority elderly residents.

PROUD PAST, BRIGHT FUTURE

- Constitutional Way also links the American Legion Post 69 to our downtown core.
- The improvements will replace decades-old aged infrastructure including water and sewer.
- These improvements will replace and upgrade storm drainage system ensuring they meet newly mandated EPA MS4 requirements.
- Finally, it will address road surface deterioration.

Thank you for your time and consideration, and I look forward to your continued support of the Somersworth Community.

Sincerely,

A handwritten signature in black ink, appearing to be 'Dana Hilliard', written over the printed name.

Mayor Dana S. Hilliard



April 28, 2021

The Honorable Chris Pappas  
United States House of Representatives  
323 Cannon HOB  
Washington, DC 20515

**Re: City of Somersworth – New Fire Station Construction Project  
Mayor and Council Support for the Somersworth Fire Training Tower Addition**

Dear Congressman Pappas:

On behalf of the Citizens of the City of Somersworth and our City Council, I am writing to offer our enthusiastic support of the Fire Training Tower to be included in our new Fire Station Construction Project. As one of the smaller NH Cities, we are challenged with balancing the needed funding to support all the critical municipal services we provide to our Community to funding needed improvements to our aged municipal facilities. We ask for your support in seeking out funding to assist our Community to address these needs.

This project is currently in the final design and cost estimation phase with ground breaking occurring this year. This project will add a not otherwise affordable training tower to our new Fire Station project which is replacing a non-compliant and space limited building constructed over 40 years ago.

Some of the key elements that make this project so vital to the City are as follows:

- Increases the operational effectiveness and safety of our small, yet elite Firefighters by providing a year-around, high quality, indoor/outdoor training facility for:
  - Search and Rescue
  - Firefighter Survival
  - Firefighter Assistance & Search Team (FAST) procedures
  - Hose advancement
  - Confined Space Rescue
  - High Angle Rope Rescue
  - Rappelling
- Provides a safe and dynamic location for practicing aerial ladder truck and ground ladder operations.

- Increases usable space on the second floor of the new Fire Station by eliminating the need for a separate stairwell to access the attic mechanical space.
- Provides access to the top of the separate hose drying tower which creates a world class training complex offering multiple and realistic training evolutions.
- Helps maintain a high level of readiness by conducting training at the Fire Station while on duty to decrease response times and enable cross-staffing with various apparatus and emergency vehicles.
- Helps improve Insurance Service Office (ISO) rating which may reduce insurance premiums to the City's taxpayers.
- At a cost of \$120,000, is significantly less expensive than building a separate training facility.

Thank you for your time and consideration, and I look forward to your continued support of the Somersworth Community.

Sincerely,

*Mayor Dana S. Hilliard*

  
Robert M. Belmore  
City Manager

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u>	<u>Estimated</u>
							<u>Year End</u>
<b>General Fund</b>							
<b>Elected Leadership</b>							
Mayor-Council	\$28,406	\$18,620	\$0	\$9,786	65.55%	\$5,918	\$3,868
Civic Promotions	\$13,050	\$8,130	\$0	\$4,920	62.30%	\$6,450	(\$1,530)
Community Support	\$107,780	\$102,280	\$0	\$5,500	94.90%	\$5,000	\$500
<b>Total Elected Leadership</b>	<b>\$149,236</b>	<b>\$129,030</b>	<b>\$0</b>	<b>\$20,206</b>	<b>86.46%</b>	<b>\$17,368</b>	<b>\$2,838</b>
<b>City Management</b>							
City Manager	\$390,939	\$313,009	\$0	\$77,930	80.07%	\$89,438	(\$11,507)
Administration	\$112,891	\$72,371	\$1,145	\$39,375	65.12%	\$17,500	\$21,875
<b>Total City Management</b>	<b>\$503,830</b>	<b>\$385,379</b>	<b>\$1,145</b>	<b>\$117,306</b>	<b>76.72%</b>	<b>\$106,938</b>	<b>\$10,368</b>
<b>Finance and Administration</b>							
Finance Department	\$382,908	\$307,006	\$0	\$75,902	80.18%	\$83,471	(\$7,569)
City Clerk	\$147,790	\$115,719	\$32	\$32,039	78.32%	\$38,494	(\$6,375)
Elections	\$17,850	\$27,053	\$0	(\$9,203)	151.56%	\$336	(\$9,539)
Tax Collector	\$253,764	\$199,416	\$0	\$54,348	78.58%	\$61,056	(\$6,708)
Human Services	\$234,581	\$107,803	\$0	\$126,778	45.96%	\$40,521	\$86,257
Library	\$284,938	\$197,756	\$2,686	\$84,495	70.35%	\$61,941	\$22,555
Assessing	\$166,420	\$109,051	\$18,276	\$39,093	76.51%	\$38,620	\$553
<b>Total Finance and Administration</b>	<b>\$1,488,251</b>	<b>\$1,063,803</b>	<b>\$20,994</b>	<b>\$403,453</b>	<b>72.89%</b>	<b>\$324,440</b>	<b>\$79,174</b>
<b>Development Services</b>							
Planning	\$306,857	\$223,480	\$0	\$83,377	72.83%	\$65,444	\$17,932
Economic Development	\$10,625	\$2,810	\$0	\$7,815	26.45%	\$2,113	\$5,702
Code Enforcement	\$209,286	\$157,828	\$0	\$51,458	75.41%	\$48,212	\$3,247
Recreation	\$210,125	\$94,033	\$5,755	\$110,337	47.49%	\$33,970	\$76,367
City Hall	\$170,639	\$116,101	\$0	\$54,538	68.04%	\$53,995	\$543
<b>Total Developmental Services</b>	<b>\$907,532</b>	<b>\$594,253</b>	<b>\$5,755</b>	<b>\$307,524</b>	<b>66.11%</b>	<b>\$203,734</b>	<b>\$103,791</b>

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<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u>	<u>Estimated</u>
							<u>Year End</u>
<b>Police</b>							
Police Administration	\$447,035	\$356,926	\$4,608	\$85,501	80.87%	\$82,624	\$2,878
Patrol	\$2,232,159	\$1,749,227	\$0	\$482,932	78.36%	\$518,355	(\$35,423)
Investigations	\$813,695	\$656,723	\$3,700	\$153,272	81.16%	\$175,456	(\$22,183)
Police Support	\$471,742	\$5,458	\$357	\$1,292	1.23%	\$0	(\$201)
Traffic	\$32,026	\$7,750	\$0	\$24,276	24.20%	\$4,319	\$19,957
Prosecution	\$136,529	\$108,142	\$0	\$28,387	79.21%	\$31,270	(\$2,883)
<b>Total Police</b>	<b>\$4,133,186</b>	<b>\$2,884,225</b>	<b>\$8,665</b>	<b>\$775,661</b>	<b>69.99%</b>	<b>\$812,024</b>	<b>(\$37,855)</b>
<b>Fire</b>							
Fire Administration	\$255,507	\$187,674	\$0	\$67,833	73.45%	\$60,226	\$7,606
FireFighting	\$2,027,724	\$1,512,143	\$7,788	\$507,793	74.96%	\$454,854	\$52,939
<b>Total Fire</b>	<b>\$2,283,231</b>	<b>\$1,699,818</b>	<b>\$7,788</b>	<b>\$575,626</b>	<b>74.79%</b>	<b>\$515,080</b>	<b>\$60,545</b>
<b>Public Works and Utilities</b>							
Public Works Admin	\$1,372,083	\$1,022,632	\$1,650	\$347,801	74.65%	\$290,851	\$56,949
Street Maintenance	\$1,165,398	\$180,114	\$11,937	\$973,347	16.48%	\$963,485	\$9,862
Snow Removal	\$158,600	\$61,123	\$48,884	\$48,593	69.36%	\$6,600	\$41,993
Street Lighting	\$106,700	\$66,035	\$0	\$40,665	61.89%	\$40,479	\$186
Equipment Maintenance	\$76,560	\$62,269	\$808	\$13,483	82.39%	\$14,500	(\$1,017)
City Engineering	\$145,717	\$94,666	\$0	\$51,051	64.97%	\$28,610	\$22,441
Buildings and Grounds	\$74,560	\$39,691	\$19,684	\$15,185	79.63%	\$15,288	(\$103)
Cemetery	\$8,770	\$1,288	\$0	\$7,482	14.69%	\$6,935	\$547
Solid Waste Collection	\$248,561	\$215,653	\$0	\$32,908	86.76%	\$73,640	(\$40,732)
<b>Total Public Works</b>	<b>\$3,356,949</b>	<b>\$1,743,473</b>	<b>\$82,962</b>	<b>\$1,530,514</b>	<b>54.41%</b>	<b>\$1,440,388</b>	<b>\$90,126</b>

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated</u>	<u>Estimated</u>
							<u>Year End</u>
<b>Capital Expenses</b>							
Transfer to Debt Service	\$616,684	\$616,674	\$0	\$10	100.00%	\$0	\$10
Capital Leases	\$266,362	\$188,875	\$0	\$77,487	70.91%	\$77,486	\$0
Transfer to Other Capital Funds	\$131,081	\$131,081	\$0	\$0	100.00%	\$0	\$0
<b>Total Capital Assets</b>	<b>\$1,014,127</b>	<b>\$936,630</b>	<b>\$0</b>	<b>\$77,497</b>	<b>92.36%</b>	<b>\$77,487</b>	<b>\$10</b>
<b>Other Expenses</b>							
Contingency	\$76,000	\$14,247	\$0	\$61,753	18.75%	\$20,000	\$41,753
Intergovt Transfers	\$2,663,741	\$2,663,741	\$0	\$0	100.00%	\$0	\$0
<b>Total Other Expenses</b>	<b>\$2,739,741</b>	<b>\$2,677,988</b>	<b>\$0</b>	<b>\$61,753</b>	<b>97.75%</b>	<b>\$20,000</b>	<b>\$41,753</b>
<b>Capital Outlay</b>							
<b>Total Capital Outlay</b>	<b>\$892,939</b>	<b>\$446,899</b>	<b>\$23,431</b>	<b>\$422,608</b>	<b>52.67%</b>	<b>\$420,111</b>	<b>\$2,497</b>
<b>TOTAL CITY GENERAL FUND</b>	<b>\$17,469,022</b>	<b>\$12,561,498</b>	<b>\$150,740</b>	<b>\$4,292,148</b>	<b>72.77%</b>	<b>\$3,937,569</b>	<b>\$353,246</b>

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

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25 BEACON STREET EAST  
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[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

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LAURA A. SPECTOR-MORGAN  
NAOMI N. BUTTERFIELD  
JOSEPH H. DRISCOLL, IV  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

April 29, 2021

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 15-21

Title: TO AMEND CHAPTER 7, SOLID WASTE AND  
RECYCLING, SECTION 7.4 - FEES

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

Date: 4/29/21

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

By: 

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

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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

April 29, 2021

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 16-21

Title: SUPPLEMENTAL APPROPRIATION FOR AN AMENDMENT TO THE  
WRIGHT-PIERCE CONTRACT FOR THE ENGINEERING AND  
DESIGN OF THE MAIN STREET AND CONSTITUTIONAL WAY  
COMPLETE STREETS PROJECTS

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

MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney

Date: 4/29/21

By 

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

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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

April 29, 2021

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 37-21

Title: TO AUTHORIZE THE CITY MANAGER TO AMEND THE  
CONTRACT WITH WRIGHT-PIERCE ENGINEERS OF PORTSMOUTH, NH  
FOR ENGINEERING AND DESIGN SERVICES FOR THE MAIN STREET  
AND CONSTITUTIONAL WAY COMPLETE STREETS PROJECT

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: 4/29/21

By: 