The Hilltop City
SOMERSWORTH
Est. 1729

Office of the City Manager

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

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

DATE: **Friday, May 1, 2020**

SUBJECT: **City Manager's Report for Monday, May 4, 2020**

6:30 p.m. City Council Workshop – CMAQ Grant

The intent of this Workshop is to collect input from the public relative to the existing conditions, concerns, and project goals. Sebago Technics our Engineering Firm will review the existing site conditions, contemplated improvements, and proposed construction schedule.

Attached is a synopsis of the Grant provided by Director Shanna Saunders. A copy of our Consultant, Sebago Technics presentation is also attached.

New Business (Under Section 5 of Agenda)

Ordinances

A. **Ordinance No. 19-20: To Amend Chapter 13, Police Offenses, Section 13.3.1-D, No Parking Anytime.** This Ordinance change was brought forward by Councilor David A. Witham. I recommend a Public Hearing at the next regular Council meeting to be scheduled by Mayor Hilliard. Attached is a copy of the location as provided by Councilor Witham along with his email. As noted, The City will need to better mark a "no parking" zone as State Law prohibits parking within 30 feet of a stop sign.

Resolutions

A. **Resolution No. 46-20: To Authorize the City Manager to Enter into a Grant Agreement with the State of New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) to Update the City's Local Emergency Operations Plan.** The Finance Committee met on April 28th and voted to recommend approval of this Grant Agreement to full City Council. I have attached copies of the Grant Agreement as well as a Memorandum from Chief Kramlinger. The Fire Chief outlines the entire Grant process moving from Emergency Generator Grant to this Grant. Attached is a copy of the State approved Consultant's proposal that we intend to use for this Project, if approved.

B. **Resolution No. 47-20: To Authorize the City to Use Funding from the City Parks and Parks Facilities Rehabilitation/Reconstruction Capital Reserve Fund as a Portion of the City's Match to a Land and Water Conservation Grant for Improvements to Jules Bisson Park.** The Finance Committee met on April 28th and voted to recommend this authorization to withdraw funds. Attached are copies of the information provided to the Finance Committee.

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

A. **Informational Items.**

1. **City Budgets.** I have attached copies of information that I provided to the Finance Committee to assist in their discussion regarding potential COVID-19 Budget impacts. As you will read in the recent meeting minutes, presently our FY2020 Budget is in excellent shape. The greater concern lies with any action the State might take in State Revenues earmarked for our Community. The Finance Committee's consensus was to recommend we address any needed Revenue adjustments to the approved FY2021 Budget when we have more information from the State, which could be a few months away.

2. **Capital Projects & Staffing.** It was the consensus of the Finance Committee for Staff to continue to move forward with Capital Projects as well as all planned hiring. As such, I will be introducing Bond Resolutions for Cemetery Road and a new Fire Station in the coming months, pending Mayoral approval.

3. **Brush & Bagged Leave Pick-up.**
   a. **Brush will be picked up the third week in May (May 18).** You must call 692-4266 by Friday, May 15 to be added to the pickup list.

   b. **Bagged leaves will be picked up the fourth week in May (May 25).** You do not have to call ahead for bagged leaves pickup.

Attachments

1. **City Attorney Certifications Three (3)**
2. **Somersworth 2020 Water Quality Report**

Shanna B. Saunders, Director
Development Services

To: Bob Belmore
Date: September 9, 2019
Re: CMAQ Progress to date

The City was the recipient of a Grant Round 2017 Congestion Mitigation & Air Quality Grant. Our project includes a signal system optimization of the High Street/Rte. 108 Corridor in order to improve traffic flow, streamline intersections, and provide for pedestrian improvements. The project includes upgrade cabinets, video detection as well as pedestrian signals and ADA ramps at 6 intersections:

1) High Street (Rte. 9) at Blackwater Road/Indigo Hill Road
2) High Street (Rte. 9) at Stackpole Road
3) High Street (Rte. 9) at Walton Way
4) High Street (Rte. 9) at Andrews Road
5) High Street (Rte. 9) at Tri City Road
6) High Street (Rte. 9) at Kelwyn Drive

To date the City has hired Sebago Technics as our consultant Engineer. Sebago has:

a) Identified street level infrastructure
b) Reviewed Central Management System Software options
c) Designed the communications network between signals for timing optimization
d) Researched Right-of-Way considerations

The next step is to hold the local concerns meeting and then finalize the engineering study for submission to DOT.

SEBAGO TECHNICS

April 30, 2020

Somersworth City Council
One Government Way
Somersworth, NH 03878

Re: High Street (Route 9) Corridor Traffic Signal Improvements

Dear Mayor Hilliard and Members of the City Council,

Sebago Technics, Inc is pleased to present this summary of the ongoing study and design of the High Street (Route 9) Corridor Traffic Signal Improvement Project. The purpose of the May 4th City Council and Public Meeting is to present the current status of the project and receive feedback from officials and the public on existing issues of concern in the project area. This project is being administered as a NHDOT Local Public Agency (LPA) project using federal Congestion Mitigation and Air Quality (CMAQ) improvement program funding.

The City seeks to upgrade the existing traffic signal and pedestrian infrastructure at the following six intersections along High Street.

1. High Street at Blackwater Road/Indigo Hill Road
2. High Street at Stackpole Road
3. High Street at Walton's Way/Commercial Drive
4. High Street at Andrews Road (Target)
5. High Street at Tri-City Plaza
6. High Street at Kelwyn Drive

Currently the project is in the Engineering Study phase, which will be followed by preliminary/final design and ultimately construction which is currently scheduled for 2021. The objective of this study, which will be submitted to NHDOT for review, is to assess the existing conditions and recommend options to achieve the project goals of improving vehicular traffic flow and to provide for a safer pedestrian experience along the corridor.

The study examines the following items specific to each intersection:

- Vehicular and Pedestrian traffic signal infrastructure, including cabinets and components, Emergency Vehicle Preemption (EVP), and Accessible Pedestrian Signal (APS) buttons
- Communications between the project intersections along High Street
- Communications from High Street to a central management system at City Hall
- and, pedestrian curb ramps to meet current ADA requirements.

Over the past two months we have been coordinating with City Staff to produce this study. The first task was to complete a field inventory of the existing traffic signal and pedestrian equipment. From this inventory observed deficiencies were noted. Based on this inventory of existing conditions and noted deficiencies, a proposed scope of action was developed. This includes items such as upgrading the traffic signal controllers, providing remote communications to modify and monitor the signals, and providing ADA compliant pedestrian facilities. Once these improvements are implemented, it is also critical to

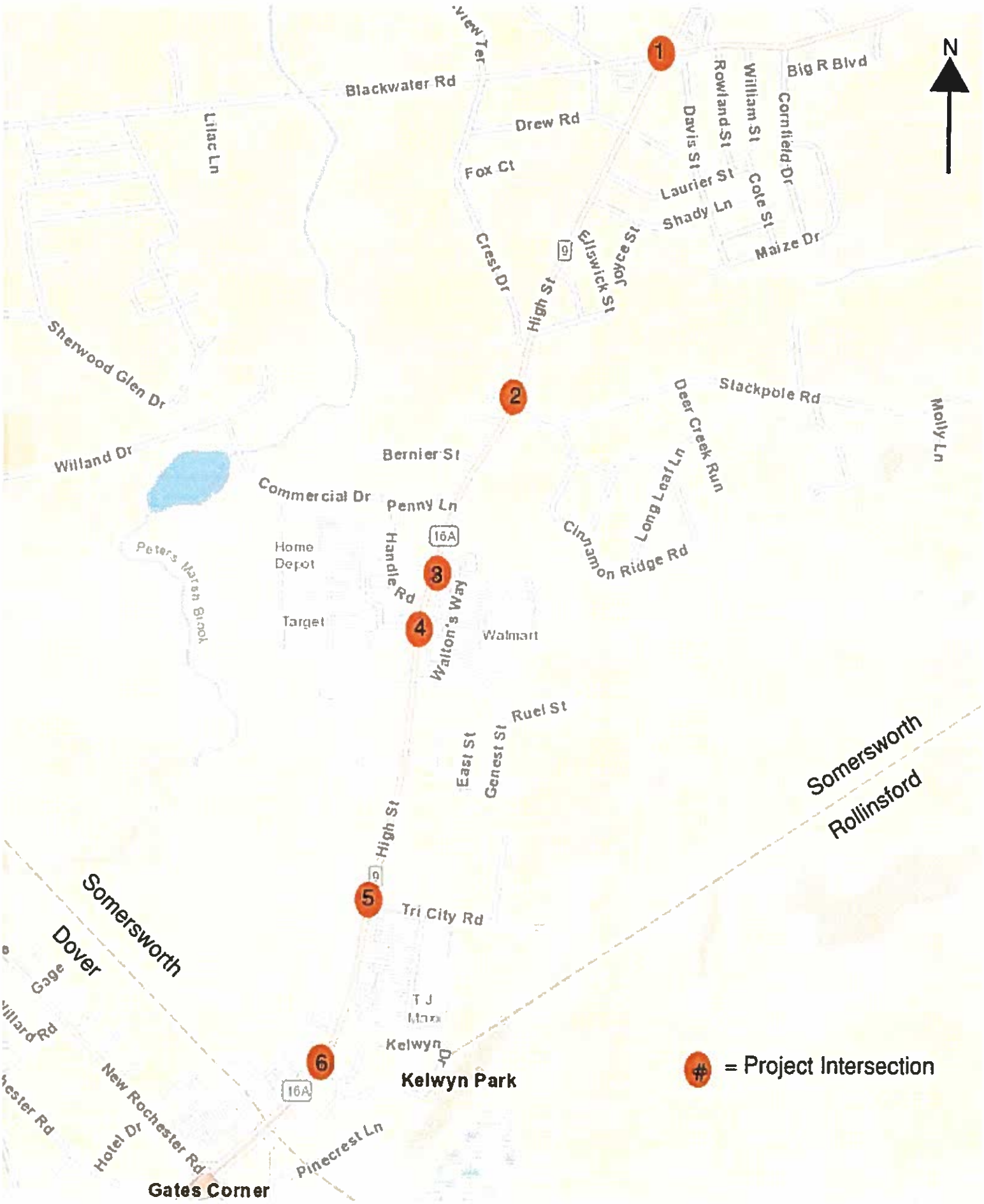
maintain the system, both in terms of infrastructure but also monitoring traffic patterns and adjusting the way the signals are programmed to operate to continuously provide efficient operations.

Included for your information are conceptual plans of the six project intersections highlighting the existing conditions and the currently proposed improvements.

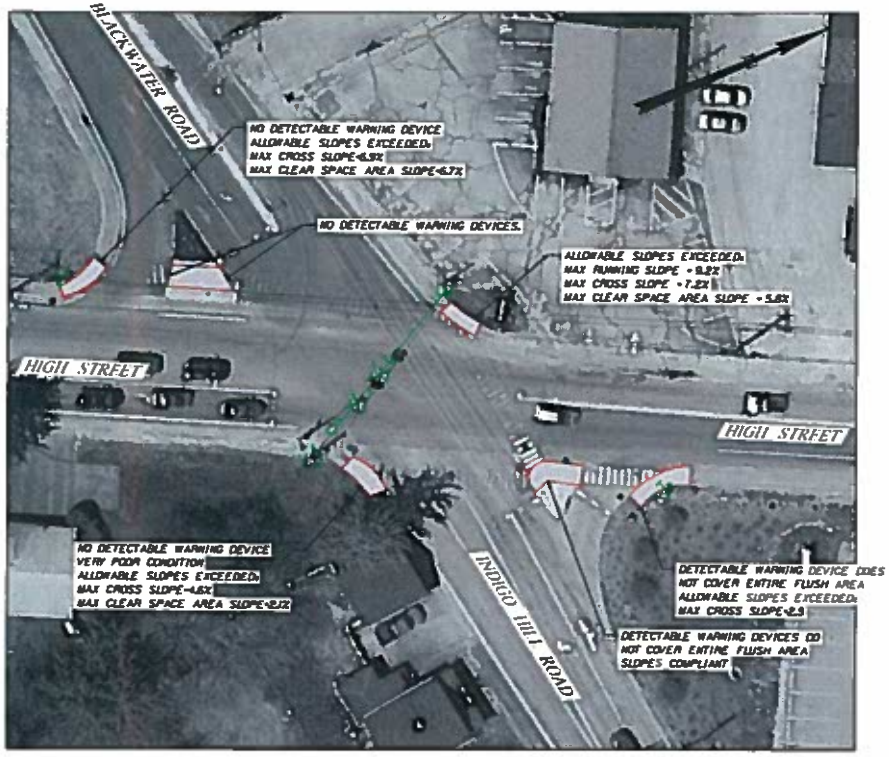
I look forward to presenting project to you (remotely) on May 4th.

Sincerely,

Derek Caldwell, P.E., PTOE
Sebago Technics, Inc
Project Manager


N
1
2
3
4
5
6
Blackwater Rd
Drew Rd
Fox Ct
Lilac Ln
Big R Blvd
Cornfield Dr
William St
Rowland St
Davis St
Laurier St
Cote St
Shady Ln
Maize Dr
Joyce St
Ellswick St
High St
Crest Dr
Sherwood Glen Dr
Willand Dr
Stackpole Rd
Deer Creek Run
Long Loaf Ln
Cinnamon Ridge Rd
Molly Ln
Bernier St
Commercial Dr
Penny Ln
Home Depot
Handle Rd
Walton's Way
Target
Walmart
Peters Marsh Brook
Ruel St
East St
Genest St
Somersworth
Rollinsford
Tri City Rd
Dover
Gage
Kelwyn Dr
Kelwyn Park
New Rochester Rd
Hotel Dr
Pinecrest Ln
Gates Corner
= Project Intersection

EXISTING CONDITIONS



PROPOSED

OBSERVED DEFICIENCIES

1. EXISTING PEDESTRIAN SIGNAL HEADS DO NOT HAVE COUNTDOWN DISPLAYS (NOT ADA COMPLIANT)
2. EXISTING PEDESTRIAN PUSHBUTTONS ARE NOT APS (NOT ADA COMPLIANT)
3. PEDESTRIAN CURB RAMPS NOT ADA COMPLIANT DUE TO EXCEEDING MAXIMUM SLOPES AND NO/NON-COMPLIANT DETECTABLE WARNING DEVICES. DEFICIENCIES ARE EACH RAMP ARE SHOWN IN THE ABOVE GRAPHIC.
4. PEDESTRIAN SIGNAL HEADS/PUSHBUTTONS ON OUTSIDE OF RIGHT-TURN SLIP LANES SHOULD BE RELOCATED TO SPLITTER ISLANDS.
5. PEDESTRIAN PUSHBUTTONS ON SOUTHWEST AND NORTHWEST CORNERS LOCATED TOO FAR FROM CURB RAMPS.

LEGEND

	EXISTING	PROPOSED
PEDESTRIAN SIGNAL HEAD		
PEDESTRIAN PUSHBUTTON		
CONTROLLER CABINET		
EMERGENCY PREEMPTION OPTICAL RECEIVER		
SINGLE POINT VIDEO DETECTION CAMERA		
PEDESTRIAN CURB RAMP		
VEHICULAR SIGNAL HEAD		
STRAIN POLE		

CURB RAMP COMPLIANCE STANDARDS

MAX. RUNNING SLOPE = 8.3%
MAX CROSS SLOPE = 2.0%
CLEAR SPACE AREA = 4'X4' AREA MAX. 2.0% ANY DIRECTION

(REFERENCE: NHDOT SIDEWALK CURB RAMP DETAILS)

PLAN

20 0 20 40
Scale of Feet

SCOPE OF PROPOSED IMPROVEMENTS

1. REMOVE EXISTING CONTROLLER CABINET. INSTALL NEW POLE MOUNTED ATC CABINET. RETAIN EXISTING CONTROLLER.
2. INSTALL NEW GRIDSMART VIDEO DETECTION CAMERA AND PROCESSOR.
3. REMOVE AND REPLACE EMERGENCY VEHICLE PREEMPTION OPTICAL RECEIVERS. (4 TOTAL) INSTALL NEW PREEMPTION DETECTOR CARD IN NEW CABINET.
4. REMOVE EXISTING PEDESTRIAN SIGNAL HEADS AND PEDESTRIAN PUSHBUTTONS. INSTALL NEW COUNTDOWN PEDESTRIAN SIGNAL HEADS AND APS PUSHBUTTONS ON EXISTING STRUCTURES (3 TOTAL)
5. INSTALL NEW PEDESTAL POSTS ON SPLITTER ISLANDS WITH NEW COUNTDOWN PEDESTRIAN SIGNALS AND APS PUSHBUTTONS.
6. REMOVE EXISTING PEDESTAL POLES, PEDESTRIAN SIGNAL HEADS, AND PUSHBUTTONS FROM SLIP LANE LOCATIONS.

NOTE:
IT IS NOT PROPOSED TO RECONSTRUCT THE EXISTING CURB RAMPS DUE TO RIGHT-OF-WAY LIMITATIONS ON THE NORTHWEST, SOUTHWEST AND SOUTHEAST CORNERS OF THE INTERSECTION. DUE TO THIS LIMITATION IT IS ALSO NOT PROPOSED TO RELOCATE THE PUSHBUTTONS ON THE NORTHWEST AND SOUTHEAST CORNERS AS PART OF THIS PROJECT.

PLAN

20 0 20 40
Scale of Feet

PROGRESS PRINT

NOT FOR CONSTRUCTION

DESIGNED	CHECKED
DHC	SSS

NO.	DATE	REVISIONS
4	2-27-20	DRAFT ENGINEERING STUDY

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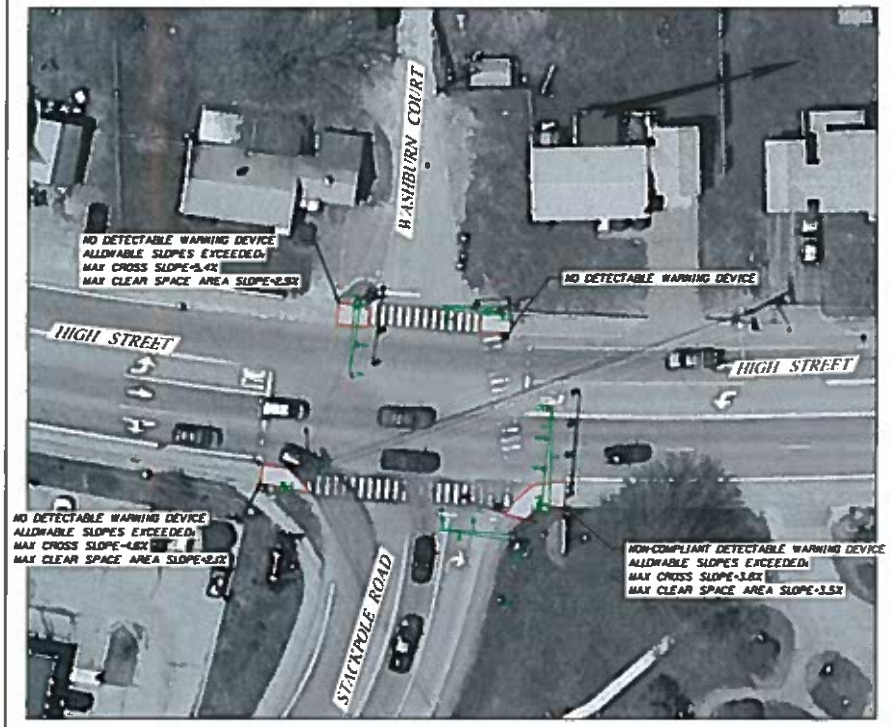
75 John Roberts Rd.
South Portland, ME 04106
Tel. 207-200-2100

CONCEPT PLAN
OF:
HIGH STREET AT
BLACKWATER ROAD/INDIGO HILL ROAD
FOR:
CITY OF SOMERSWORTH
1 GOVERNMENT WAY
SOMERSWORTH, NEW HAMPSHIRE 03878

PROJECT NO.	SCALE
9984	1" = 20'

SHEET 1 OF 6

EXISTING CONDITIONS



OBSERVED DEFICIENCIES

1. EXISTING PEDESTRIAN SIGNAL HEADS DO NOT HAVE COUNTDOWN DISPLAYS (NOT ADA COMPLIANT)
2. EXISTING PEDESTRIAN PUSHBUTTONS ARE NOT APS (NOT ADA COMPLIANT)
3. PEDESTRIAN CURB RAMPS NOT ADA COMPLIANT DUE TO EXCEEDING MAXIMUM SLOPES AND NO DETECTABLE WARNING DEVICES. DEFICIENCIES ARE EACH RAMP ARE SHOWN IN THE ABOVE GRAPHIC.
4. SIGNAL COORDINATION WITH WALTON'S WAY NOT IN OPERATION.
5. ELECTRIC METER PEDESTAL PARTIALLY KNOCKED OVER.

LEGEND

	EXISTING	PROPOSED
PEDESTRIAN SIGNAL HEAD		
PEDESTRIAN PUSHBUTTON		
CONTROLLER CABINET		
EMERGENCY PREEMPTION OPTICAL RECEIVER		
PEDESTRIAN CURB RAMP		
SINGLE POINT VIDEO DETECTION CAMERA		
VEHICULAR SIGNAL HEAD		
MAST ARM		
METER PEDESTAL		

CURB RAMP COMPLIANCE STANDARDS

MAX. RUNNING SLOPE	=	8.3%
MAX CROSS SLOPE	=	2.0%
CLEAR SPACE AREA	=	4'x4' AREA MAX. 2.0% ANY DIRECTION

(REFERENCE: NHDOT SIDEWALK CURB RAMP DETAILS)

PLAN

20 0 20 40
Scale of Feet

PROPOSED

SCOPE OF PROPOSED IMPROVEMENTS

1. REMOVE EXISTING CONTROLLER CABINET AND CONTROLLER. REPLACE WITH NEW ATC CABINET MOUNTED ON EXISTING FOUNDATION. ESTABLISH COORDINATION W/ WALTON'S WAY INTERSECTION.
2. INSTALL NEW GRIDSMART VIDEO DETECTION CAMERA AND PROCESSOR.
3. REMOVE AND REPLACE EMERGENCY VEHICLE PREEMPTION OPTICAL RECEIVERS. (3 TOTAL) INSTALL NEW PREEMPTION DETECTOR CARD IN NEW CABINET.
4. REMOVE EXISTING PEDESTRIAN SIGNAL HEADS AND PEDESTRIAN PUSHBUTTONS. INSTALL NEW COUNTDOWN PEDESTRIAN SIGNAL HEADS AND APS PUSHBUTTONS ON EXISTING STRUCUTRES. (6 TOTAL)
5. RECONSTRUCT PEDESTRIAN CURB RAMPS AND INSTALL DETECTABLE WARNING DEVICES FOR ADA COMPLIANCE (4 TOTAL)
6. RESET EXISTING METER PEDESTAL.

PLAN

20 0 20 40
Scale of Feet

PROGRESS PRINT

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DESIGNED	CHECKED
SHC	SSS

REVISIONS		
A	CHC	4-27-20 DRAFT ENGINEERING STUDY

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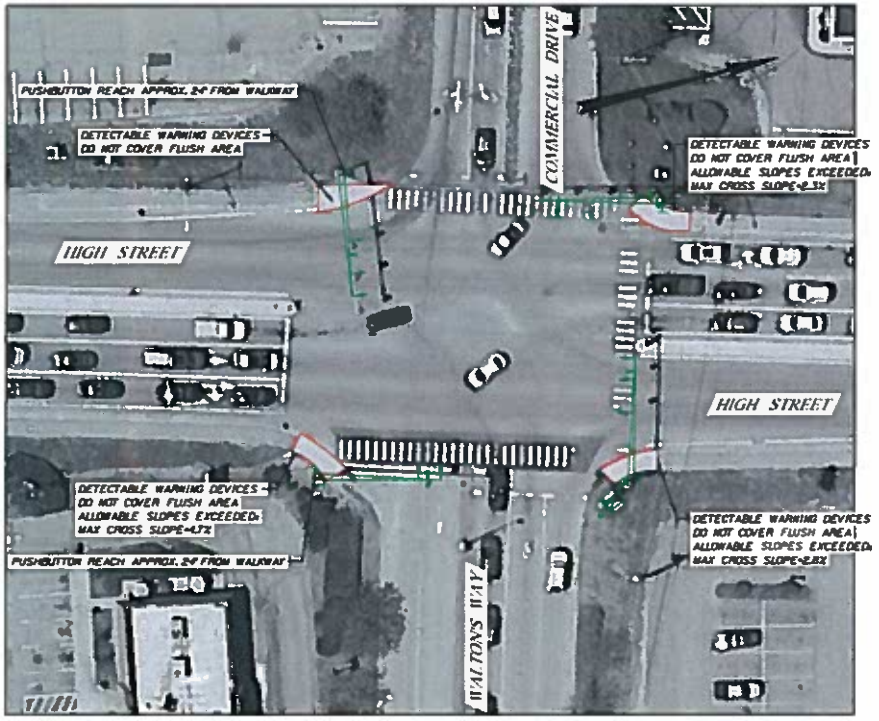
CONCEPT PLAN
OF
HIGH STREET AT
STACKPOLE ROAD/WASHBURN COURT
FOR
CITY OF SOMERSWORTH
1 GOVERNMENT WAY
SOMERSWORTH, NEW HAMPSHIRE 03878

PROJECT NO	SCALE
1904	1" = 20'

SHEET 2 OF 6

EXISTING



OBSERVED DEFICIENCIES

1. EXISTING PEDESTRIAN SIGNAL HEADS DO NOT HAVE COUNTDOWN DISPLAYS (NOT ADA COMPLIANT).
2. EXISTING PEDESTRIAN PUSHBUTTONS ARE NOT APS (NOT ADA COMPLIANT).
3. PEDESTRIAN CURB RAMPS NOT ADA COMPLIANT DUE TO EXCEEDING MAXIMUM SLOPES AND NON COMPLIANT DETECTABLE WARNING DEVICES.
   DEFICIENCIES ARE EACH RAMP ARE SHOWN IN THE ABOVE GRAPHIC.
4. SIGNAL COORDINATION WITH STACKPOLE ROAD & ANDREW'S ROAD NOT IN OPERATION.

LEGEND

	EXISTING	PROPOSED
PEDESTRIAN SIGNAL HEAD		
PEDESTRIAN PUSHBUTTON		
CONTROLLER CABINET		
EMERGENCY PREEMPTION OPTICAL RECEIVER		
PEDESTRIAN CURB RAMP		
SINGLE POINT VIDEO DETECTION CAMERA		
VEHICULAR SIGNAL HEAD		
MAST ARM		
METER PEDESTAL		

CURB RAMP COMPLIANCE STANDARDS

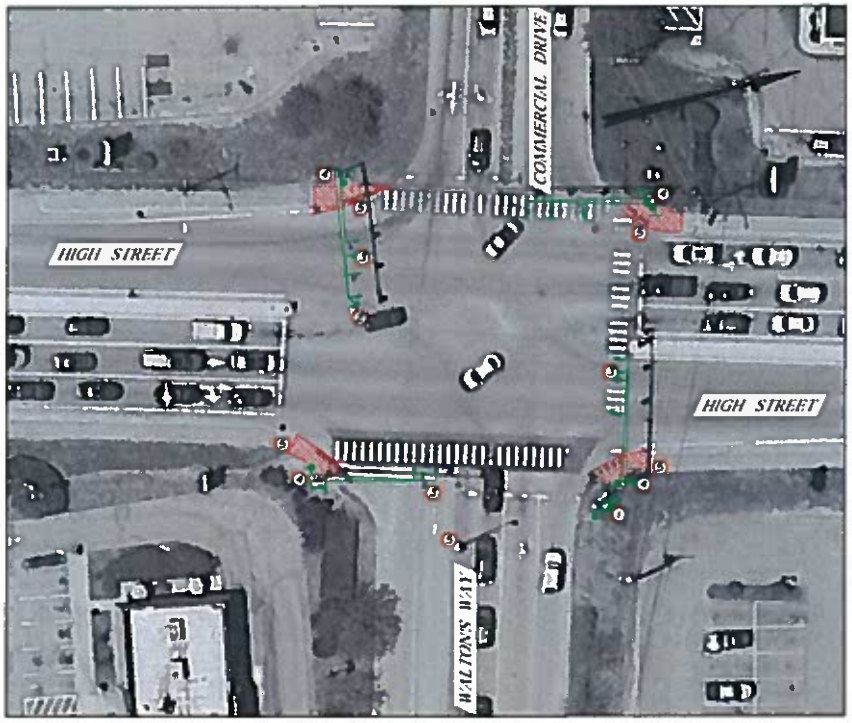
MAX. RUNNING SLOPE = 8.3%
MAX CROSS SLOPE = 2.0%
CLEAR SPACE AREA = 4'x4' AREA MAX. 2.0% ANY DIRECTION

(REFERENCE: NHDOT SIDEWALK CURB RAMP DETAILS)

PLAN

20 0 20 40
Scale of Feet

PROPOSED



SCOPE OF PROPOSED IMPROVEMENTS

1. REMOVE EXISTING CONTROLLER CABINET AND CONTROLLER. REPLACE WITH NEW ATC CABINET MOUNTED ON EXISTING FOUNDATION. ESTABLISH COORDINATION W/ ANDREWS ROAD/STACKPOLE ROAD. INSTALL COMCAST CABLE COMMUNICATIONS DROP AND CABLE MODEM. CONFIGURE COMMUNICATIONS TO SOMERSWORTH CENTRAL SERVER FOR CENTRAL TRAFFIC MANAGEMENT SYSTEM.
2. INSTALL NEW GRIDSMART VIDEO DETECTION CAMERA AND PROCESSOR.
3. REMOVE AND REPLACE EMERGENCY VEHICLE PREEMPTION OPTICAL RECEIVERS. (4 TOTAL) INSTALL NEW PREEMPTION DETECTOR CARD IN NEW CABINET.
4. REMOVE EXISTING PEDESTRIAN SIGNAL HEADS AND PEDESTRIAN PUSHBUTTONS. INSTALL NEW COUNTDOWN PEDESTRIAN SIGNAL HEADS AND APS PUSHBUTTONS ON EXISTING STRUCUTRES. (6 TOTAL) INSTALL PUSHBUTTONS AT SOUTHERN CORNERS WITH EXTENSTION ARMS TO MEET REQUIRED MAX. 10' REACH DISTANCE.
5. RECONSTRUCT PEDESTRIAN CURB RAMPS AND INSTALL COMPLIANT DETECTABLE WARNING DEVICES FOR ADA COMPLIANCE (4 TOTAL)

PLAN

20 0 20 40
Scale of Feet

PROGRESS PRINT

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DHC	SSS

NO.	BY	DATE	STATUS
4	DHC	4-23-20	DRAFT ENGINEERING STUDY

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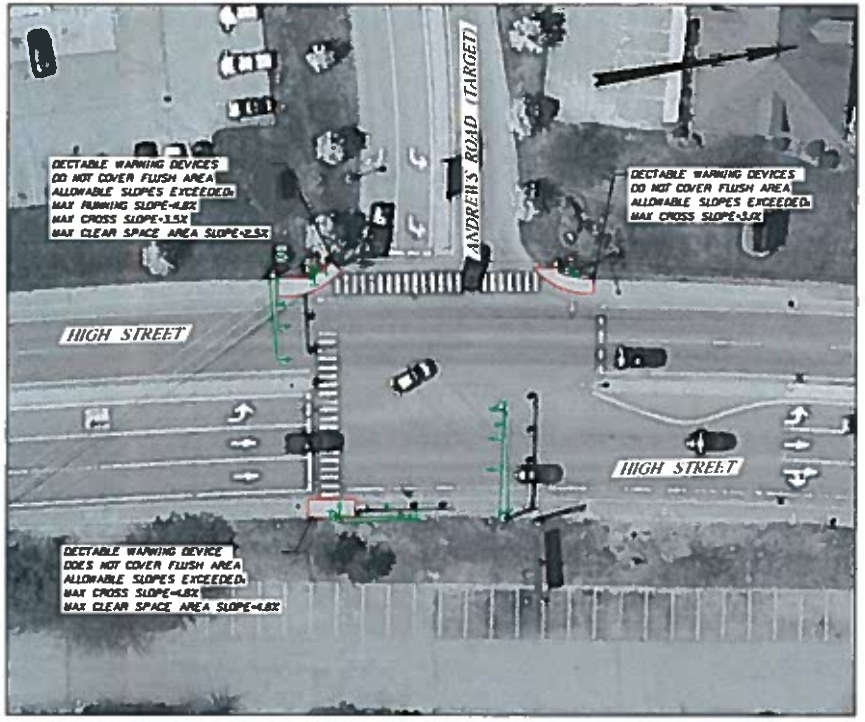
CONCEPT PLAN
OF:
HIGH STREET AT
WALTON'S WAY/COMMERCIAL DRIVE
FOR:
CITY OF SOMERSWORTH
1 GOVERNMENT WAY
SOMERSWORTH, NEW HAMPSHIRE 03878

PROJECT NO.	SCALE
18104	1" = 20'

SHEET 3 OF 6

EXISTING CONDITIONS



OBSERVED DEFICIENCIES

1. EXISTING PEDESTRIAN SIGNAL HEADS DO NOT HAVE COUNTDOWN DISPLAYS (NOT ADA COMPLIANT).
2. EXISTING PEDESTRIAN PUSHBUTTONS ARE NOT APS (NOT ADA COMPLIANT).
3. PEDESTRIAN CURB RAMPS NOT ADA COMPLIANT DUE TO EXCEEDING MAXIMUM SLOPES AND NON-COMPLIANT DETECTABLE WARNING DEVICES.
   DEFICIENCIES ARE EACH RAMP ARE SHOWN IN THE ABOVE GRAPHIC.
4. SIGNAL COORDINATION WITH WALTON'S WAY AND TRI-CITY INTERSECTIONS NOT IN OPERATION.

LEGEND

	EXISTING	PROPOSED
PEDESTRIAN SIGNAL HEAD		
PEDESTRIAN PUSHBUTTON		
CONTROLLER CABINET		
EMERGENCY PREEMPTION OPTICAL RECEIVER		
PEDESTRIAN CURB RAMP		
SINGLE POINT VIDEO DETECTION CAMERA		
VEHICULAR SIGNAL HEAD		
MAST ARM		
METER PEDESTAL		

CURB RAMP COMPLIANCE STANDARDS

MAX. RUNNING SLOPE = 8.3%
MAX CROSS SLOPE = 2.0%
CLEAR SPACE AREA = 4'X4' AREA MAX. 2.0% ANY DIRECTION

(REFERENCE: NHDOT SIDEWALK CURB RAMP DETAILS)

PLAN

20 0 20 40
Scale of Feet

PROPOSED

SCOPE OF PROPOSED IMPROVEMENTS

1. REMOVE EXISTING CONTROLLER CABINET AND CONTROLLER. REPLACE WITH NEW ATC CABINET MOUNTED ON EXISTING FOUNDATION. ESTABLISH COORDINATION W/ WALTON'S WAY & TRI-CITY INTERSECTIONS.
2. INSTALL NEW GRIDSMART VIDEO DETECTION CAMERA AND PROCESSOR.
3. REMOVE AND REPLACE EMERGENCY VEHICLE PREEMPTION OPTICAL RECEIVERS. (3 TOTAL)
   INSTALL NEW PREEMPTION DETECTOR CARD IN NEW CABINET.
4. REMOVE EXISTING PEDESTRIAN SIGNAL HEADS AND PEDESTRIAN PUSHBUTTONS.
   INSTALL NEW COUNTDOWN PEDESTRIAN SIGNAL HEADS AND APS PUSHBUTTONS ON EXISTING STRUCUTRES. (4 TOTAL)
5. RECONSTRUCT PEDESTRIAN CURB RAMPS AND INSTALL DETECTABLE WARNING DEVICES FOR ADA COMPLIANCE (3 TOTAL)

PLAN

20 0 20 40
Scale of Feet

PROGRESS PRINT

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CMP	SSS

REV NO	DATE	STATUS	BY
A	DEC. 8 '21	30% DRAFT	SSS

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South Portland, ME 04106
Tel. 207-200-2100

CONCEPT PLAN
OF
HIGH STREET AT ANDREWS ROAD

FOR:
CITY OF SOMERSWORTH
1 GOVERNMENT WAY
SOMERSWORTH, NEW HAMPSHIRE 03878

PROJECT NO.	SCALE
9104	1" = 20'

SHEET 4 OF 6

EXISTING CONDITIONS

OBSERVED DEFICIENCIES

1. PEDESTRIAN CURB RAMPS NOT ADA COMPLIANT DUE TO EXCEEDING MAXIMUM SLOPES AND NO DETECTABLE WARNING DEVICES.
   DEFICIENCIES ARE EACH RAMP ARE SHOWN IN THE ABOVE GRAPHIC.
2. SIGNAL COORDINATION WITH ANDREWS ROAD INTERSECTIONS AND KELWYN DRIVE NOT IN OPERATION.

LEGEND

	EXISTING	PROPOSED
PEDESTRIAN SIGNAL HEAD		
PEDESTRIAN PUSHBUTTON		
CONTROLLER CABINET		
EMERGENCY PREEMPTION OPTICAL RECEIVER		
PEDESTRIAN CURB RAMP		
SINGLE POINT VIDEO DETECTION CAMERA		
VEHICULAR SIGNAL HEAD		
MAST ARM		
METER PEDESTAL		

CURB RAMP COMPLIANCE STANDARDS

MAX. RUNNING SLOPE - 8.3%
MAX CROSS SLOPE - 2.0%
CLEAR SPACE AREA - 4'X4' AREA MAX. 2.0% ANY DIRECTION

(REFERENCE: NHDOT SIDEWALK CURB RAMP DETAILS)

PLAN

20 0 20 40
Scale of Feet

PROPOSED

SCOPE OF PROPOSED IMPROVEMENTS

1. REMOVE EXISTING CONTROLLER CABINET. RETAIN EXISTING CONTROLLER. REPLACE WITH NEW ATC CABINET MOUNTED ON EXISTING FOUNDATION. ESTABLISH COORDINATION W/ ANDREWS ROAD & KELWYN DRIVE INTERSECTIONS.
2. INSTALL NEW GRIDSMART VIDEO DETECTION CAMERA AND PROCESSOR.
3. REMOVE AND REPLACE EMERGENCY VEHICLE PREEMPTION OPTICAL RECEIVERS. (4 TOTAL)
   INSTALL NEW PREEMPTION DETECTOR CARD IN NEW CABINET.
4. RELOCATE EXISTING PEDESTRIAN PUSHBUTTON ON SOUTHWEST CORNER TO NEW 4' PEDESTAL POST.
5. RECONSTRUCT PEDESTRIAN CURB RAMPS AND INSTALL DETECTABLE WARNING DEVICES FOR ADA COMPLIANCE (4 TOTAL)

PLAN

20 0 20 40
Scale of Feet

PROGRESS PRINT

NOT FOR CONSTRUCTION

DESIGNED	CHECKED
DHC	SSS

REV	DATE	STATUS
A	DHC 4-23-20	DRAFT ENGINEERING STUDY

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75 John Roberts Rd.
South Portland, ME 04106
T.L. 207.200.2100

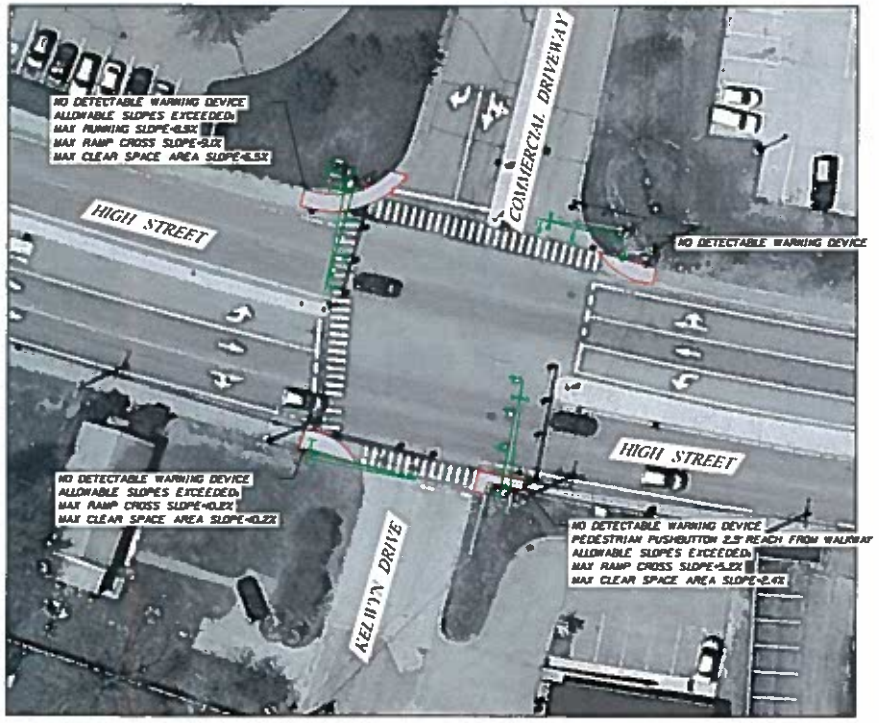
CONCEPT PLAN
OF
HIGH STREET AT TRI-CITY PLAZA

FOR
CITY OF SOMERSWORTH
1 COUNCIL WAY
SOMERSWORTH, NEW HAMPSHIRE 03878

PROJECT NO. 5864 | SCALE 1" = 30'

SHEET 5 OF 6

EXISTING CONDITIONS



OBSERVED DEFICIENCIES

1. EXISTING PEDESTRIAN SIGNAL HEADS DO NOT HAVE COUNTDOWN DISPLAYS (NOT ADA COMPLIANT)
2. EXISTING PEDESTRIAN PUSHBUTTONS ARE NOT APS (NOT ADA COMPLIANT)
3. PEDESTRIAN CURB RAMPS NOT ADA COMPLIANT DUE TO EXCEEDING MAXIMUM SLOPES AND NO DETECTABLE WARNING DEVICES.
   DEFICIENCIES ARE EACH RAMP ARE SHOWN IN THE ABOVE GRAPHIC.
4. SIGNAL COORDINATION WITH TRI-CITY INTERSECTION NOT IN OPERATION.

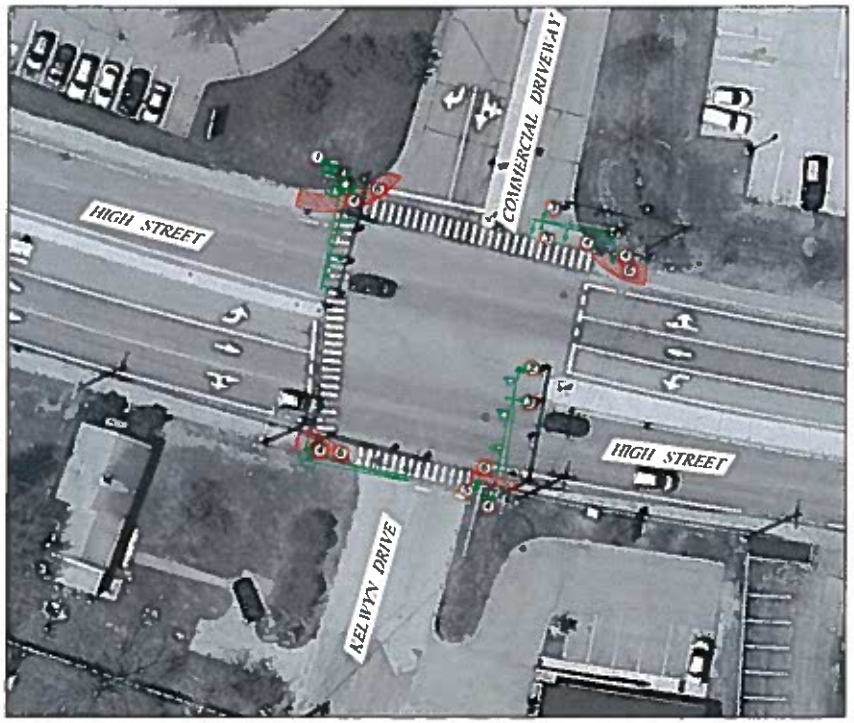
LEGEND

	EXISTING	PROPOSED
PEDESTRIAN SIGNAL HEAD		
PEDESTRIAN PUSHBUTTON		
CONTROLLER CABINET		
EMERGENCY PREEMPTION OPTICAL RECEIVER		
PEDESTRIAN CURB RAMP		
SINGLE POINT VIDEO DETECTION CAMERA		
VEHICULAR SIGNAL HEAD		
MAST ARM		
METER PEDESTAL		

PLAN

20 0 20 40
Scale of Feet

PROPOSED



SCOPE OF PROPOSED IMPROVEMENTS

1. REMOVE EXISTING CONTROLLER CABINET AND CONTROLLER. REPLACE WITH NEW ATC CABINET MOUNTED ON EXISTING FOUNDATION. ESTABLISH COORDINATION W/ TRI-CITY INTERSECTION
2. INSTALL NEW GRIDSMART VIDEO DETECTOR CAMERA AND PROCESSOR.
3. REMOVE AND REPLACE EMERGENCY VEHICLE PREEMPTION OPTICAL RECEIVERS. (4 TOTAL)
   INSTALL NEW PREEMPTION DETECTOR CARD IN NEW CABINET.
4. REMOVE EXISTING PEDESTRIAN SIGNAL HEADS AND PEDESTRIAN PUSHBUTTONS.
   INSTALL NEW COUNTDOWN PEDESTRIAN SIGNAL HEADS AND APS PUSHBUTTONS ON EXISTING STRUCUTRES. (8 TOTAL)
5. INSTALL NEW 4' PEDESTAL POST AND APS PUSHBUTTON AT NORTHEAST CURB RAMP.
6. RECONSTRUCT PEDESTRIAN CURB RAMPS AND INSTALL DETECTABLE WARNING DEVICES FOR ADA COMPLIANCE (4 TOTAL)

PLAN

20 0 20 40
Scale of Feet

PROGRESS PRINT

NOT FOR CONSTRUCTION

DESIGNED	CHECKED
DHC	SSS

REV	DATE	DESCRIPTION
A	DEC 12-20	DRAFT ENGINEERING STUDY
B	01-21-2021	(REVISIONS)

SEBAGO TECHNICS
www.sebagotechnics.com
75 John Roberts Rd.
South Portland, ME 04106
Tel. 207-200-2100

CONCEPT PLAN
OF
HIGH STREET AT KELWYN DRIVE

FOR
CITY OF SOMERSWORTH
1 GOVERNOR AVE
SOMERSWORTH, NEW HAMPSHIRE 03878

PROJECT NO	SCALE
984	1" = 20'

SHEET 6 OF 6

	City of Somersworth – Ordinance
	Ordinance No: **19-20** **TO AMEND CHAPTER 13, POLICE OFFENSES, SECTION 13.3.1-D, NO PARKING ANYTIME**

May 4, 2020

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

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

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

This Ordinance shall take effect upon its passage.

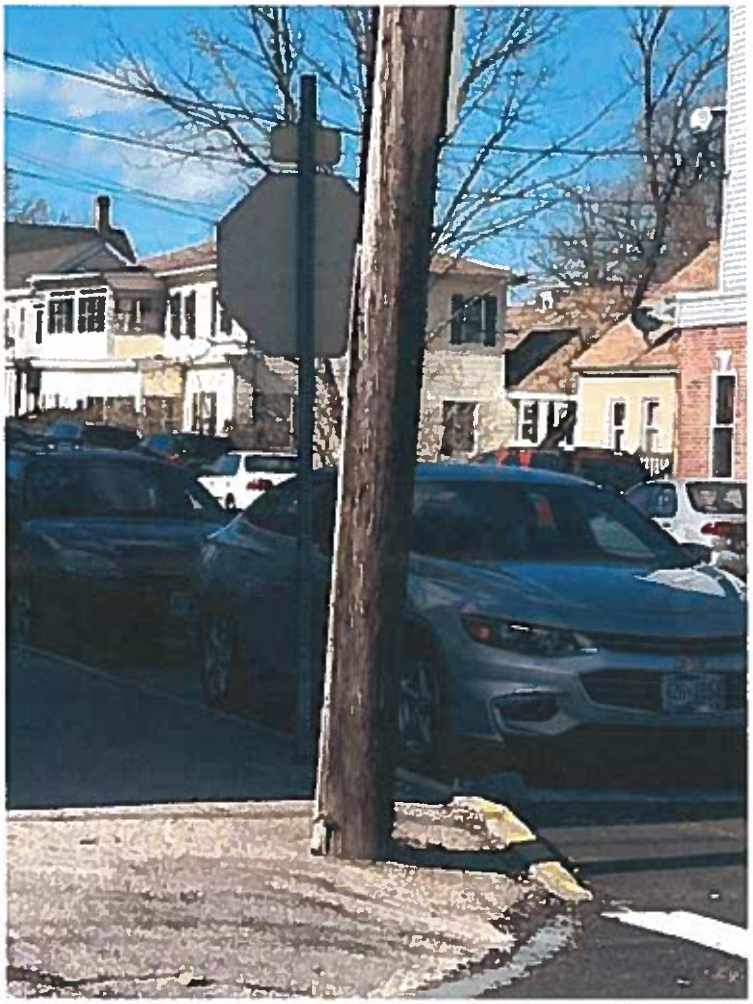
Authorization	
Sponsored by Councilor: David A. Witham	*Approved:* City Attorney

65 Green St
No Parking Zones

65 Green St

1. Amend City Ordinances to prohibit parking on Franklin westerly from Green Street. This approach is a slight bend in the road and line of sight to the intersection is often compromised by on street parking. Moreover, the on street parking makes larger vehicle passage difficult such as COAST bus, School Busses, etc. Suggested ordinance language attached. I would like the ordinance introduced at our next Council Meeting.

2. Better mark the road for no parking areas or add signs at the intersection. As show in the picture here cars are often parked illegally but there are no signs or marking indicating otherwise. I have included suggested marking plan attached.

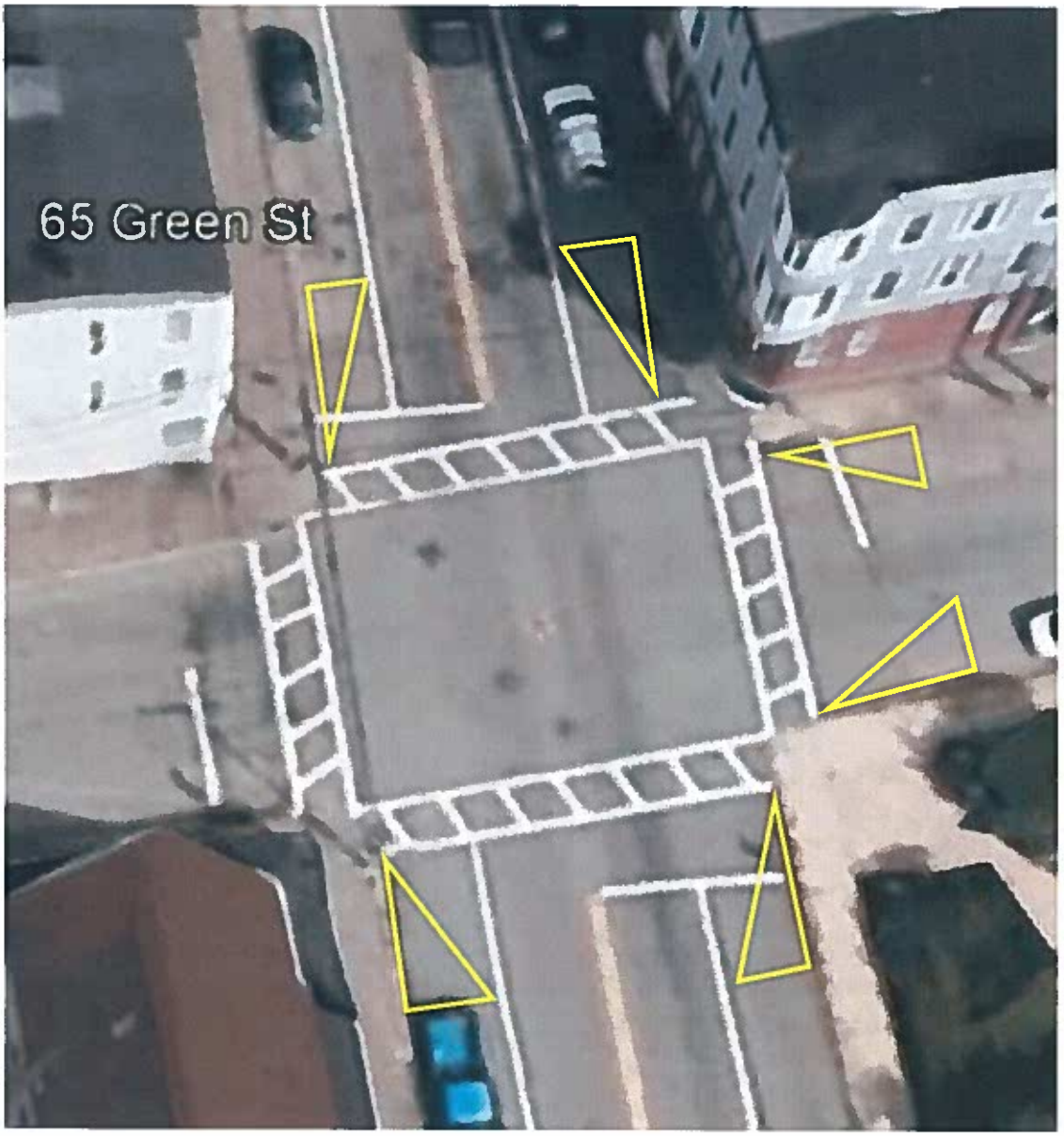


Picture of 65 Green Street, Cars parked right up to intersection

Thank you.

Dave

David A. Witham
At-Large City Councilor
City of Somersworth, NH


65 Green St

City of Somersworth – Resolution

Resolution No: **46-20**

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY, DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT (HSEM) TO UPDATE THE CITY'S LOCAL EMERGENCY OPERATIONS PLAN

May 4, 2020

WHEREAS, the City Council adopted Resolution No. 38-20 to authorize the City Manager to enter into a grant agreement with the New Hampshire Department of Safety to acquire a generator for emergency power for the public safety radio transmitter located at 17 Grand Street; and

WHEREAS, as a condition of that grant the City is required to update the Local Emergency Operations Plan (LEOP); and

WHEREAS, the City has been notified of the availability of a NH HSEM grant available to complete the update of the City's LEOP; and

WHEREAS, the grant requires a 50% match that can be provided by the City utilizing in-kind services,

EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN

HSEM GRANT	=	$ 4,500
CITY MATCH	=	$ 4,500 (In-kind)
TOTAL PROJECT AWARD	=	$ 9,000

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents, agreements and take any and all such actions necessary for the grant's execution, and take any and all other such actions relative to this grant determined to be in the best interest of the City.

Authorization	
Sponsored by Councilors: David A. Witham Donald Austin Martin Pepin Martin P. Dumont, Sr.	*Approved:* City Attorney

City of Somersworth
Fire Department

195 Maple Street – Somersworth, NH 03878-1594

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

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

9 Apr 20

To: Mr Robert Belmore, City Manager

From: George Kramlinger, Fire Chief / Emergency Management Director

Subject: EMPG (Generator) Grant Timeline/Overview Synopsis

1. Mr Manager, the City of Somersworth has been awarded an Emergency Management Performance Grant (EMPG) in the amount of $17,800 to purchase a propane fired generator in order to provide a reliable backup electrical power source for the City's public safety radio repeater located on top of the former Hilltop School.

2. The EMPG program has a 50% Federal and 50% local match (cash or in-kind). The EMPG rules allow us to use $8900 of the $52,545 FY20 CIP funding for Fire Department portable radios as an "in-kind" or "soft" match. The generator actually costs $8900 but the grant is written for $17,800 ($8900 + $8900) to reflect the "in-kind" or "soft" match by the City.

3. The Grant Agreement provided by the State of New Hampshire Homeland Security and Emergency Management (HSEM) was approved by the City Council on 16 March, 2020, signed by you on 20 March, 2020, and forwarded electronically by me to NH Department of Safety, Division of Homeland Security and Emergency Management (HSEM) on 20 March, 2020.

4. The Grant Agreement is currently at the HSEM Business Office awaiting approval. HSEM has confirmed that our submission is accurate and complete. However, with the COVID-19 emergency, the approval process has slowed. Once HSEM has completely processed our submission we can expect approval and allocation of funds.

5. Second Source Generators, the company that provided the quote, is operating during the COVID-19 Emergency. On 3 April, 2020, Mr Tim Cricton indicated that the turnaround time to complete the project (once authorized) is approximately 2-3 weeks. Second Source is committed to the project and looking forward to completing the work. Generator estimate is attached.

6. The concrete pad and conduits (electrical and natural gas) provided by Chinburg Properties (developer of the former Hilltop School) are in place and ready. Picture attached.

7. Agreements may be in place to pay for the natural gas and electricity associated with the generator but I am unable to find any written documentation. I will pursue this matter with Development Services Director Shanna Saunders.

8. A condition by NH HSEM for the generator EMPG is that we update the City's Emergency Operations Plan (EOP). HSEM will provide another EMPG that fully funds the EOP consultant's fee of $4500. See attached consultant fee estimate. The City's 50% local "in-kind" or "soft" match is the time City staff contributes to the EOP development. As you may recall, the initial documents for the EOP EMPG are with you for review and signatures.

9. In summary, the EMPGs for the repeater emergency generator (Hilltop School) and associated EOP update are on track and moving along albeit at a slower pace because of the COVID-19 Emergency.

10. I stand ready to answer any questions or address any issues.

Sincerely

George D. Kramlinger
Fire Chief / Emergency Management Director
City of Somersworth

State of New Hampshire Department of Safety
Robert L. Quinn, Commissioner
Richard C. Bailey, Jr., Assistant Commissioner
Perry E. Plummer, Assistant Commissioner

Homeland Security and Emergency Management
Jennifer L. Harper, Director

April 5, 2020

Keith Hoyle, Director
Somersworth Emergency Management
195 Maple Street
Somersworth NH 03878

Dear Director Hoyle:

Thank you for submitting an Emergency Management Performance Grant (EMPG) application on February 25, 2020 for the LEOP Update Project.

- We have finished the review and found the project falls within the guidelines of the current EMPG Program.
- The next step in the review process is to execute the attached grant agreement.

THIS DOES NOT MEAN YOUR GRANT HAS BEEN AWARDED.
DO NOT PURCHASE OR INSTALL ANYTHING
OR YOUR PROJECT WILL BE INELIGIBLE AND WILL NOT BE FUNDED!

- Once we receive back an appropriately executed grant agreement from you, we will move it forward to the Department of Safety's Business Office to continue the review process.
- After the review is complete, we will notify you of our final decision.

Along with your returned grant agreement, we will need ***meeting minutes showing that your governing body have accepted the terms of the grant***. Sample meeting minutes and instructions on how to properly execute the grant agreement are also enclosed.

Again, this letter does NOT constitute approval. ***Please keep this for your records.***

If you have any questions or need assistance with this process, please contact me or your assigned HSEM Field Representative, Alex Marinaccio.

Thank you for your interest in the EMPG Program!

Sincerely,

Olivia Bourque

Olivia Bourque
EMPG Program Coordinator

Enclosures
cc: (w/o enclosures), Alex Marinaccio, Senior Field Representative

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access Relay 1-800-735-2964

New Hampshire Department of Safety
Division of Homeland Security and Emergency Management

Grant Agreement Checklist

Emergency Management Performance Grant (EMPG)

Applicant: City of Somersworth **Grant Amount:** $4,500.00

Project: LEOP Update

All steps below are required to be completed in their entirety.
If any items are not completed properly, the Grant Agreement will not be processed.

Complete and return this checklist and all Grant Agreement documents by June 5, 2020 to:
NH DOS/HSEM Attn: EMPG Program Coordinator, 33 Hazen Drive, Concord NH, 03305

Grant Agreement

Grantee signors complete the following:

- ☐ Block 1.11 – Subrecipient Signatures
  Have a majority of the [redacted] sign in blocks 1.11
- ☐ Block 1.12 – Name & Title of Subrecipient Signor
  Print names and titles of the signors
- ☐ Initial and date each page of the Grant Agreement
- ☐ Initial and date Exhibit A, B and C.

Notary Public or Justice of the Peace complete the following:

- ☐ Block 1.13 – Fill in County and Date
- ☐ Block 1.13.1 – Signature of Notary Public or Justice of the Peace, with seal.
- ☐ Block 1.13.2 – Name and Title of Notary Public or Justice of the Peace, with expiration date

Additional Required Documents

- ☐ Meeting Minutes- **See SAMPLE MEETING MINUTES**
  Minutes of the meeting documenting that the [redacted]'s GOVERNING AUTHORITY accepted/approved the EMPG grant agreement. Ensure the minutes state the [redacted] is accepting the grant agreement terms as presented. Ensure you have complied with any public meeting requirement for acceptance of this grant including, if applicable, RSA 31:95-b.

  The minutes should also include:
  - ☐ What the grant is for
  - ☐ Total project cost
  - ☐ Amount of local match (50%)

GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name NH Department of Safety, Homeland Security and Emergency Management		**1.2. State Agency Address** 33 Hazen Drive Concord, NH 03305	
1.3. Subrecipient Name City of Somersworth (VC#177476-B001)		**1.4. Subrecipient Tel. #/Address** 603-692-9504 1 Government Way Somersworth, NH 03878	
1.5 Effective Date Upon State Approval	**1.6. Account Number** AU #80920000	**1.7. Completion Date** August 31, 2021	**1.8. Grant Limitation** $4,500.00
1.9. Grant Officer for State Agency Olivia Bourque, EMPG Program Coordinator		**1.10. State Agency Telephone Number** (603) 223-3639	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Subrecipient Signature 1		**1.12. Name & Title of Subrecipient Signor 1**	
Subrecipient Signature 2		**Name & Title of Subrecipient Signor 2**	
Subrecipient Signature 3		**Name & Title of Subrecipient Signor 3**	
1.13. Acknowledgment: State of New Hampshire, County of , on / / , before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
1.13.1. Signature of Notary Public or Justice of the Peace (Seal)			
1.13.2. Name & Title of Notary Public or Justice of the Peace (Commission Expiration)			
1.14. State Agency Signature(s) By: On: / /		**1.15. Name & Title of State Agency Signor(s)** Steven R. Lavoie, Director of Administration	
1.16. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required) By: Assistant Attorney General, On: / /			
1.17. Approval by Governor and Council (if applicable) By: On: / /			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials: 1.)_____ 2.)_____ 3.)_____ Date:_____

3. AREA COVERED. Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire.

4. EFFECTIVE DATE: COMPLETION OF PROJECT

4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date")

4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date")

5. GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.

5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.

5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.

7. RECORDS and ACCOUNTS.

7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions.

8. PERSONNEL.

8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. DATA: RETENTION OF DATA: ACCESS.

9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.

9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.

11. EVENT OF DEFAULT: REMEDIES.

11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default")

11.1.1 Failure to perform the Project satisfactorily or on schedule; or

11.1.2 Failure to submit any report required hereunder; or

11.1.3 Failure to maintain, or permit access to, the records required hereunder; or

11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.

11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination, and

11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and

11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and

11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.

12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST. No officer, member of employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. SUBRECIPIENT'S RELATION TO THE STATE. In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

15. ASSIGNMENT AND SUBCONTRACTS. The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.

16. INDEMNIFICATION. The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. INSURANCE AND BOND.

17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than $1,000,000 per occurrence and $2,000,000 aggregate for bodily injury or death any one incident, and $500,000 for property damage in any one incident; and

17.2. The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.

18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.

19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required, or by the signing State Agency.

21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intend of the parties hereto.

22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

EXHIBIT A

Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the City of Somersworth (hereinafter referred to as "the Subrecipient") $4,500.00 to update the community's Local Emergency Operations Plan (LEOP).

2. "The Subrecipient" agrees to submit quarterly progress reports within fifteen (15) days after each quarter (April 15th, July 15th, October 15th, and January 15th) until all activities associated with the grant award have been completed.

3. "The Subrecipient" agrees that the project grant period ends August 31, 2021 and that a final performance and expenditure report will be sent to "the State" by September 30, 2021.

4. "The Subrecipient" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.

5. "The Subrecipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, "the Subrecipient" shall maintain documentation of the 50% cost share required by this grant.

Subrecipient Initials: 1.)_____ 2.)_____ 3.)_____ Date:_____

EXHIBIT B

Grant Amount and Method of Payment

1. GRANT AMOUNT

	Applicant Share	Grant (Federal Funds)	Cost Totals
Project Cost	$4,500.00	$4,500.00	$9,000.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG) EMB-2019-EP-00003-S01			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)			
Applicant's Data Universal Numbering System (DUNS): 069911980			

2. PAYMENT SCHEDULE

   a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to $4,500.00.

   b. "The State" shall reimburse up to $4,500.00 to "the Subrecipient" upon "the State" receiving appropriate documentation of expended funds (i.e., copies of invoices and cancelled checks) and proof of match from "the Subrecipient".

   c. Upon State Business Office Approval, allowable match may be incurred for this project from the start of the federal period of performance of this grant, October 1, 2018, to the identified completion date (block 1.7).

EXHIBIT C

Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.

2. Any funds advanced to "the Subrecipient" must be returned to "the State" if the grant agreement is terminated for any reason other than completion of the project.

3. Any funds advanced to "the Subrecipient" must be expended within thirty (30) days of receiving the advanced funds.

4. "The Subrecipient" will be required to provide the completed plan electronically (via email, CD or thumb drive) to the EMPG Program Manager at the completion of the project.

5. "The Subrecipient" agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period "the Subrecipient" will certify in writing that they have not expended the amount of federal funds that would require a compliance audit ($750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to "the State".

   Additionally, "the Subrecipient" has or will notify their auditor of the above requirements prior to performance of the audit. "The Subrecipient" will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. "The Subrecipient" will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. "The Subrecipient" will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.)_____ 2.)_____ 3.)_____ Date:_____

Hubbard Consulting LLC

Jane Hubbard
PO Box 445
Andover, NH 03216
603-848-8801 / jhubb_99@yahoo.com

Somersworth, NH
Emergency Operations Plan Update Proposal

March 6, 2020

1.0 INTRODUCTION TO THE TEAM

Hubbard Consulting LLC is pleased to submit this proposal to update the City of Somersworth, New Hampshire Emergency Operations Plan (EOP), in accordance with the EOP Template published by the NH Homeland Security and Emergency Management (HSEM).

As our proposal will demonstrate, the Hubbard Consulting LLC team assembled for this project brings a depth of experience in developing Emergency Operations Plans and other related emergency management services and, above all, the enthusiasm to make this project a success.

Hubbard Consulting LLC

Hubbard Consulting LLC is an independently-owned company providing emergency management planning services since 1998. Our clients include: numerous New Hampshire municipalities, the NH Homeland Security and Emergency Management, Universities, School Districts, Hospitals and Public Health entities. Our services include: hazard mitigation planning, emergency operation planning, HSEEP exercise development and facilitation, and Emergency Operations Center management. Hubbard Consulting LLC contracted with Homeland Security and Emergency Management in 2003 to update the State's Hazard Mitigation Plan. During the last few years Hubbard has facilitated numerous functional and full scale exercises, focusing on police, fire and EMS response, with an average of 100 participants per exercise. In that time Hubbard has also designed over thirty tabletop exercises and full scale exercises covering topics in natural disasters, public health and terrorist incidents. In addition, Hubbard has developed over 35 Hazard Mitigation Plans and Emergency Operation Plans (EOP) for over 80 local communities in New Hampshire.

Jane Hubbard, Project Manager
Jane Hubbard will lead all project efforts related to the City of Somersworth Emergency Operations Plan Update. She is the Principal and founder of Hubbard Consulting LLC and has been leading hazard and emergency management planning efforts throughout New Hampshire for over a decade. She has been the Emergency Management Director/Deputy EMD in the City of Andover, NH since 2006, has achieved Homeland Security Exercise Evaluation Program (HSEEP) Certification, FEMA Master Exercise Practitioner (MEP) Certification, ICS 100/200/300/400, and is a member of the Seacoast Type 3 incident Management Team and the International Association of Emergency Managers since 2009.

2.0 STATEMENT OF PROJECT REQUIREMENTS

Hubbard Consulting LLC will work with the City of Somersworth to update the Emergency Operations Plan (EOP). The EOP will be in the ESF Format that meets the recommendations of the NH Homeland Security and Emergency Management (HSEM) *Local Emergency Operations Planning Template (February 2014)*, the State of NH Emergency Operations Plan (2020), as well as National Incident Management System (NIMS) and Incident Command System (ICS).

3.0 NARRATIVE AND SCOPE

Meeting Schedule:

Hubbard Consulting LLC will work closely with the Emergency Management Director and other departments and agencies as necessary in order to obtain the proper information to complete the tasks below. The bulk of the planning will be done in a committee format. All agendas and meeting documentation will be prepared and provided by Hubbard Consulting LLC. The EOP planning committee stakeholders should include but is not limited to representatives from the following:

Emergency Management Director (EMD), Fire, Police, EMS, Public Works, City administration, building inspector, schools, public health network, NH Homeland Security and Emergency Management and other departments or organizations as appropriate.

For each meeting, the above departments and organizations will be invited by one of the following means of notification: letter, email or phone call. Hubbard Consulting LLC will hold four, or more, meetings with the planning committee to update the existing EOP. Hubbard Consulting LLC will begin working as soon as requested by the City. The following is a summary of topics covered at each meeting:

Meeting 1:	Overview of new template / Hazard Threat & Analysis / Concept of Operations
Meeting 2:	Base Plan
Meeting 3:	Emergency Support Functions (ESFs)
Meeting 4:	Annex and Appendices
Meeting 5:	Conducted as needed

Task 1: Hazard Threat & Analysis

Identify the hazards that pose a risk and could result in activation of the EOP.

Identify risks that could occur in neighboring communities that could impact the City.

Task 2: Concept of Operations

Identify how emergency management coordinates with agencies/boards within the City.

Identify how emergency management and responders account for functional needs populations

Identify other agencies that support the plan (hospital, school, etc.)

Define Operational Level (monitoring / partial / full)

EOC Organization (ICS Format, or ESF Format, or Department format)

Define Roles & Responsibilities for local, regional, state, private sector and volunteer organizations.

Task 3: Continuity of Government

Identify Line of Succession policies

Identify key municipal resources and functions required for continuous operation

Identify alternate facilities

Task 4: Update Emergency Support Functions (ESFs)

Complete an ESF Matrix.

Define each ESF that is used in the EOP and what it addresses.

Task 5: Supporting Documents, Annexes and Appendices

Identify existing strategic, operations, tactical or contingency plans, resolutions and procedures

Develop a Shelter Annex, or other similar Annex.

EOC Guidelines Annex

EOC Player Packets Appendix

Resource List Appendix (format provided by Hubbard Consulting; content provided by City officials.)

Task 6: Grant Requirements

Hubbard Consulting LLC will assist the City in providing the required quarterly/final reports to HSEM and will work with the City to document and track the local match required as part of the Emergency Management Planning Grant (EMPG). Soft match will be documented through Attendance Sheets of all committee meetings and an Excel spreadsheet that tracks time spent by committee members outside of the committee meetings. If the City does not have enough participation to cover the soft-match, Hubbard Consulting LLC will not reduce the contract amount or be responsible for unmet match by the City.

4.0 Schedule and Commitments

Commencement of the Tasks listed above will commence upon the City awarding the contract to Hubbard Consulting LLC. There will be 4 committee meetings over a 2 to 3 month period, which will culminate in a final draft of the EOP for the Committee's review. A final EOP will be provided no later than 30 days after review of the final draft.

Hubbard Consulting has a consistent history of providing emergency management services to multiple entities at any given time. Development of over eighty EOPs has always been within a 6 month time frame, and is usually produced within 3 months. The resources within Hubbard Consulting are exceedingly adequate to successfully complete this project within the specified time frame.

5.0 Budget

The total cost to meet the proposed Scope of Work is $4,500. Invoices will be submitted according to the proposed schedule below.

Month 1	$1,000
Month 2	$1,500
Month 3	$2,000
Total	$4,500

The grant will cover the cost of Hubbard Consulting LLC services ($4,500). The required 50% match ($4,500) will be covered by in-kind services from the City of Somersworth. The match will include reasonable salary/benefit costs for the time of committee members dedicated to the project. Hubbard Consulting will adhere to the Grant reporting requirement, with assistance from City of Somersworth.

6.0 SIGNATURE

This Proposal is submitted by Jane Hubbard of Hubbard Consulting LLC and expires on December 1, 2020. Jane Hubbard is the managing member of Hubbard Consulting LLC and has the authority to sign proposals and contracts.

Jane Hubbard _____ 3/6/2020 _____

Jane Hubbard

Managing Member

Date

APPENDIX A

RESUME

Hubbard Consulting LLC

New Hampshire Emergency Operations Plans
(Over Eighty plans prepared since 2004; list of towns available upon request)

- Coordinate, manage and facilitate meetings with City/City Department heads.
- Collect and gather data to update existing EOP.
- Develop user-friendly Emergency Operations Plan that meets NIMS/ICS requirements and the Guidance from the NH Homeland Security and Emergency Management.

Table Top Exercise / Full Scale Exercise
(Over 50 exercises for multiple towns, public health regions & State agencies; list available upon request)

- Coordinate and facilitate conceptual development meetings.
- Coordinate design team meetings to include.
- Develop and Facilitate Table Top Exercise and/or Full-Scale Exercise, After-Action Report and Implementation Plan.

School Emergency Planning
Franklin Pierce University, Oyster River School District, Andover School District, Sanborn Regional School District, and Gilmanton School District

- Coordinate and facilitate planning meetings with School District representatives.
- Research and collect information to develop an Emergency Response Plan.
- Research and collect information to develop an overall District-Wide Emergency Response Plan for the School District.

Hazard Mitigation Plans
(Over 40 plans prepared and FEMA-approved since 2004; list of towns available upon request)

- Manage, coordinate and facilitate Planning Committee Meetings.
- Research and collect information on natural and man-made hazards affecting the communities.
- Write and develop a Hazard Mitigation Plan that meets the federal requirements of DMA 2000.

Continuity of Operations Plan (COOP)
Communities of Dover, Newmarket, New London, Portsmouth, Rochester and Somersworth, NH, Southwest New Hampshire Fire District Mutual Aid and Grafton County Dispatch

- Develop a Continuity of Operations Plan to ensure continuous performance of essential Agency functions and operations during an emergency. The Plan identifies procedures and policies to protect essential facilities, equipment, records, and other assets.

Wildfire Response and Evacuation Plan
NH Towns: Freedom, Madison, Ossipee, Tamworth

- Manage, coordinate and facilitate the development of a Wildfire Response & Evacuation Plan for the Ossipee Pine Barrens.
- Facilitate committee meetings with representatives from the four towns, private partners, and County and State representatives.

Flood Acquisition Project Coordinator
Allenstown, Epsom, Pembroke, NH

- Coordinate the management of Flood Mitigation Assistance (FMA) Grants, Repetitive Flood Claim (RFC) and State grants.
- Manage the acquisition of over 30 homes in the Floodplain.

- Prepare and submit grant applications through E-Grants which were approved by FEMA (a total of over four million dollars in total project costs).

Comprehensive Emergency Management Plan
Vashon, WA

- Coordinate and facilitate Planning Committee Meetings.
- Develop a comprehensive emergency management plan to include a hazard mitigation plan, emergency operations plan and a recovery plan.

Public Health Emergency Planning
Portsmouth, Franklin/Bristol, Sullivan County, North Country, Greater Manchester and *Seacoast Health Regions*

- Coordinate and facilitate Regional Meetings with municipal, hospital, state, and private non-profit representatives.
- Research and collect information to develop a Pandemic Influenza Plan, Mass Vaccination (i.e. POD) Plan, Medical Surge Plan, Isolation and Quarantine Plan and Risk Communication Plan.
- Develop Point of Distribution POD plans.
- Prepare, facilitate and conduct table top exercises and after action reports.

Exercise Controller
Seabrook Station Nuclear Power Plant

- Lead Controller for the City of Portsmouth – Seabrook Exercise in 2002.
- Lead Controller for the City of Hampton – Seabrook Exercise in 2004 and 2006.

NH Office of Emergency Management / Consultant
Concord, NH

- Update the State of New Hampshire Hazard Mitigation Plan to meet the federal requirements of the Disaster Mitigation Act of 2000 (DMA 2000).
- Research statewide information on natural hazards, vulnerability assessment, and capability assessment.
- Coordinate and facilitated the State Hazard Mitigation Planning Committee meetings on the State Plan.

Recovery Plan
Hampton & Allenstown, NH

- Facilitate and coordinate Planning Committee Meetings.
- Research and collect relevant information necessary for inclusion in the Recovery Plan.
- Produce a quality Plan that addresses all of the Recovery Support Functions (RSFs) identified by the Planning Committee.

Education/Training

1992	Bachelor of Science in Community Development, UNH Durham, NH
1994	National Flood Insurance Program Training, EMI
2001	ArcView 3.2 Basic Training, UNH, Durham, NH
2001	Using GPS with GIS, UNH Durham, NH
2002	Hazard Mitigation Planning Conference, Speaker, FEMA Region 1
2003	Cost/Benefit Analysis Training, FEMA Region 1
2005	Isolation and Quarantine, Police Standards & Training
2010, 2011	Cost/Benefit Analysis Training, NH HSEM

IS100 Intro to ICS
IS120 Introduction to Exercises
IS139 Exercise Design
IS195 Incident Command System (ICS), EMI
IS230 Principles of Emergency Management
IS235 Emergency Planning, EMI
IS242 Effective Communication, EMI
ICS300 Intermediate ICS
ICS400 Advanced ICS
G408 Homeland Security for Local Govt.
S440 Planning Section Chief
IS520 Intro to COOP for Pandemic Planning
IS546 Continuity of Operations Awareness
IS547.a Intro to Continuity of Operations
IS700 National Incident Management System
ICS800 National Response Framework
L948 Situation Awareness & Common Op. Picture
L964 Situation Unit Leader Training
E132 Exercise Design and Evaluation
E133 Operations Based Exercise Design
E136 Operations Based Exercise Development
MGT384 Community Preparedness for Cyber
MGT385 Community Cyber Security Exercise Planning
MGT412 Sport & Special Event Evacuation Training

Certifications

2007	HSEEP Certification
2013	Master Exercise Practitioner (MEP) Certification
2014	FEMA Professional Development Series Certification

Memberships

Type 3 Seacoast Incident Management Team (2013-Present)
International Association of Emergency Managers, Member (2009-Present)

City of Somersworth – Resolution

Resolution No: **47-20**

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

May 4, 2020

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

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

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

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

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

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

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

Authorization	
Sponsored by Councilors: David A. Witham Donald Austin Martin Pepin Martin P. Dumont, Sr.	*Approved:* City Attorney

The Hilltop City
SOMERSWORTH

GENERAL FUND FY2020-2021 PROPOSED BUDGET

407 OTHER EXPENSES

710 TRANSFER TO OTHER CAPITAL FUNDS

ACCT NUMBER	*DESCRIPTION*	*20-21 PROPOSED*	*Detail*
49807	Sidewalk Improvement Capital Reserve	10,000	Capital Improvement Program to provide for Sidewalk Maintenance program. Balance in CRF = $42,200
49808	Accrued Liability	5,000	Expendable trust fund to support liability - employee termination pay for accrued vacation, sick, etc. Balance = $81,108
49810	Facility Maintenance CRF	10,000	Capital Improvement Program to provide for Unanticipated Facility Maintenance. Balance in CRF = $110,708
49812	Superfund Landfill Monitoring	103,081	Monitoring costs for superfund landfill engineering, attorney fees, EPA reporting, misc. Total budget = $204,121 - GE Share = ($204,121 X 49.5% = $101,040)
49815	Recreational Facilities CRF	3,000	Capital Improvement Program to provide for Recreational Facilities Improvements. Balance in CRF = $31,958
		131,081	

Description	Balance 12/31/2019
Municipal Transportation Fund ***	$258,676.00
Sidewalk CRF	$42,200.00
Accrued Liability Fund	$81,108.00
Building Maintenance	$110,708.00
Recreational Facilities CRF	$31,958.00
Total Capital/Non-Capital Reserve Funds	**$524,650.00**

****** Note, $139,750 of the Municipal and Transportation fund has been encumbered for the CMAQ Grant project.***

Shanna B. Saunders, Director
Development Services

To: Bob Belmore
Date: April 23, 2020
Re: LWCF Grant at Jules Bisson

The City received a grant from the NH Department of Natural and Cultural Resources, Division of Parks and Recreation for upgrades to the Jules Bisson Park. The grant is a 50/50 match. The budget for that grant is below:

NH Department of Natural and Cultural Resources, Division of Parks and Recreation
LWCF Grant

Description of Item	LWCF Grant	Actual
Architectural/Engineering	$2,000	$1,735
Site Work	$10,000	$5,000
Demolition/Removal	$0	$0
Construction	$33,000	$27,449
Equipment	$35,400	$45,816
Materials	$9,600	$10,000
Total	$90,000	$90,000

We have issued an RFP for the playground equipment. Of the two proposals received, we like UltiPlay's proposal of $45,816. (the other proposal was of similar cost with less elements) This proposal will provide a multi faceted upgraded playground structure with three slides, as well as an ADA accessible detached element and several Nature/River themed elements such as fish and logs. The quote includes a border and ADA ramp as well. Woodchips would come out of the DPW Parks repair budget.

We also issued an RFP for a gazebo and received a proposal of $27,449 from TCD Construction for a 16 x 16, ADA accessible octagonal gazebo. The references on TCD Construction were stellar. The other proposal received was more than twice the cost.

The total expenditure on these two elements is $73,265. Which leaves $16,735 for the new gravel parking lot and ADA accessible walkway.

MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: June 27, 2019

Re: Grant Funding – Jules Bisson Park

In order to match the LCWF Grant for the improvements to Jules Bisson Park, we need to have $45,000 available. The following are some items that are available to use to fund our portion of the grant:

- Parks and Park Facilities Rehabilitation and Reconstruction CRF - $31,500
- Recreation Escrow – Frosty Tournament - $5,916.39
- Recreation Escrow – Liberty Mutual donation - $297
- Recreation FY20 Budget - $7,286.61

> $6,213.

In order to utilize the Capital Reserve Fund, the City Council will need to authorize the use of the CRF through a Resolution.

If you have any questions or need any additional information please let me know.

$8,787 Contingency

$15,000

City of Somersworth
Request for Bids - Jules Bisson Gazebo
4/2/2020

Consultant	16 X 16	Alt 20 X 20
Groen Construction 120 Washington St Rochester, NH 03839	$49,621.00	$62,244.00
TCD Construction 91 Hancock Rd Peterborough, NH 03458	$27,449.00	$37,203.00

Account	Budget	YTD Exp	Encumbrance	Balance	% Exp	Estimated	Estimated Year End
General Fund							
Elected Leadership							
Mayor-Council	$28,406	$18,932	$0	$9,474	66.65%	$9,428	$46
Civic Promotions	$12,550	$8,109	$0	$4,441	64.61%	$3,346	$1,095
Community Support	$107,780	$102,780	$0	$5,000	95.36%	$5,000	$0
Total Elected Leadership	***$148,736***	***$129,821***	***$0***	***$18,915***	***87.28%***	***$17,774***	***$1,141***
City Management							
City Manager	$376,371	$312,350	$0	$64,021	82.99%	$81,469	($17,448)
Administration	$112,610	$73,589	$0	$39,021	65.35%	$5,960	$33,061
Total City Management	***$488,981***	***$385,939***	***$0***	***$103,042***	***78.93%***	***$87,429***	***$15,613***
Finance and Administration							
Finance Department	$368,785	$305,299	$0	$63,486	82.79%	$74,974	($11,488)
City Clerk	$145,325	$116,075	$0	$29,250	79.87%	$30,246	($996)
Elections	$18,000	$19,132	$0	($1,132)	106.29%	$100	($1,232)
Tax Collector	$225,987	$181,297	$0	$44,690	80.22%	$48,388	($3,698)
Human Services	$227,895	$120,968	$0	$106,927	53.08%	$59,468	$47,459
Library	$259,010	$193,121	$3,294	$62,595	75.83%	$44,205	$18,389
Assessing	$193,351	$141,668	$8,258	$43,425	77.54%	$35,589	$7,836
Total Finance and Administration	***$1,438,354***	***$1,077,561***	***$11,553***	***$349,240***	***75.72%***	***$292,969***	***$56,271***
Development Services							
Planning	$303,374	$244,946	$0	$58,428	80.74%	$62,260	($3,832)
Economic Development	$38,363	$16,159	$1,548	$20,656	46.16%	$8,865	$11,791
Code Enforcement	$204,138	$158,843	$0	$45,295	77.81%	$41,522	$3,773
Recreation	$225,735	$151,205	$2,781	$71,749	68.22%	$57,836	$13,913
City Hall	$168,737	$121,755	$2,500	$44,482	73.64%	$37,114	$7,368
Total Developmental Services	***$940,347***	***$692,908***	***$6,829***	***$240,610***	***74.41%***	***$207,596***	***$33,013***

To Finance Comm. 4/28 BB

FY 20 Expenditures

Account	Budget	YTD Exp	Encumbrance	Balance	% Exp	Estimated	Estimated Year End
Police							
Police Administration	$437,664	$366,359	$431	$70,874	83.81%	$75,025	($4,151)
Patrol	$2,217,220	$1,661,452	$0	$555,768	74.93%	$456,652	$99,116
Investigations	$799,208	$620,558	$44,573	$134,077	83.22%	$156,615	($21,261)
Police Support	$457,447	$356,729	$357	$100,361	78.06%	$101,464	($1,103)
Traffic	$30,836	$16,231	$0	$14,605	52.64%	$6,749	$7,857
Prosecution	$136,205	$106,663	$0	$29,542	78.31%	$28,218	$1,323
Total Police	***$4,078,580***	***$3,127,992***	***$45,361***	***$905,227***	***77.81%***	***$824,721***	***$81,782***
Fire							
Fire Administration	$220,785	$192,853	$0	$27,932	87.35%	$45,895	($17,964)
FireFighting	$1,938,795	$1,485,121	$4,385	$449,289	76.83%	$405,811	$43,479
Total Fire	***$2,159,580***	***$1,677,974***	***$4,385***	***$477,221***	***77.90%***	***$451,706***	***$25,515***
Public Works and Utilities							
Public Works Admin	$1,287,073	$987,980	$1,650	$297,443	76.89%	$239,458	$57,984
Street Maintenance	$1,454,499	$1,387,708	$71,719	($4,928)	100.34%	$826	($5,754)
Snow Removal	$158,600	$104,963	$21,063	$32,574	79.46%	$10,000	$22,574
Street Lighting	$107,700	$82,862	$1,800	$23,038	78.61%	$30,400	($7,362)
Equipment Maintenance	$73,060	$61,183	$7,250	$4,627	93.67%	$6,279	($1,652)
City Engineering	$138,953	$109,095	$0	$29,858	78.51%	$30,072	($214)
Buildings and Grounds	$44,500	$29,798	$6,071	$8,631	80.60%	$8,688	($57)
Cemetery	$8,770	$2,507	$0	$6,263	28.58%	$5,936	$327
Solid Waste Collection	$186,781	$173,982	$0	$12,799	93.15%	$69,962	($57,163)
Total Public Works	***$3,459,936***	***$2,940,078***	***$109,554***	***$410,305***	***88.14%***	***$401,621***	***$8,683***

Account	Budget	YTD Exp	Encumbrance	Balance	% Exp	Estimated	Estimated Year End
Capital Expenses							
Transfer to Debt Service	$707,929	$707,929	$0	$0	100.00%	$0	$0
Capital Leases	$357,025	$279,639	$0	$77,387	78.32%	$77,486	($100)
Transfer to Other Capital Funds	$115,958	$115,958	$0	$0	100.00%	$0	$0
Total Capital Assets	***$1,180,912***	***$1,103,525***	***$0***	***$77,387***	***93.45%***	***$77,487***	***($100)***
Other Expenses							
Contingency	$669,105	$6,268	$0	$662,837	0.94%	$618,105	$44,732
Intergovt Transfers	$2,593,400	$0	$0	$2,593,400	0.00%	$2,593,400	$0
Total Other Expenses	***$3,262,505***	***$6,268***	***$0***	***$3,256,237***	***0.19%***	***$3,211,505***	***$44,732***
Capital Outlay							
Total Capital Outlay	**$656,370**	**$161,043**	**$25,372**	**$469,955**	***28.40%***	**$466,270**	***$3,685***
TOTAL CITY GENERAL FUND	***$17,814,299***	***$11,303,109***	***$203,053***	***$6,308,137***	***64.59%***	***$6,039,078***	***$270,334***

+/-

City of Somersworth
General Fund Revenue Estimates
Fiscal Year 2020

Account	Budget	YTD REV.	Balance (Over)/Under	% Collected	Estimated	Estimated Year End	(Over)/Under
General Fund							
PROPERTY AND OTHER TAXES	28,969,273	29,103,176	(133,903)	100.46%	797	29,103,973	(134,700)
LICENSES AND PERMITS	1,799,975	1,793,746	6,229	99.65%	270,500	2,064,246	(264,271)
GOVERNMENTAL REVENUES	10,644,015	9,630,973	1,013,042	90.48%	1,070,057	10,701,030	(57,015)
CHARGES FOR SERVICE	524,413	341,377	183,036	65.10%	72,100	413,477	110,936
INTEREST ON INV/SALE OF CITY PROP	210,000	324,207	(114,207)	154.38%	20,000	344,207	(134,207)
OTHER SOURCES	246,534	127,123	119,411	51.56%	135,384	262,507	(15,973)
TOTALS	**42,394,210**	**41,320,601**	**1,073,609**	**97.47%**	**1,568,838**	**42,889,439**	**(495,229)**

Projected General Fund Revenues for FY Ending 6/30/2020. In this report negative numbers on the Budget of revenues represents excess revenues.

As a whole we do not anticpate a revenue deficit as whole for FY2020. Concerns moving into FY2021 are Interest on Investments, State Revenues, and Motor Vehicle Registrations.

To Finance Comm 4/28/23

FY 20 Revenues

The Hilltop City
SOMERSWORTH
Est. 1729

General Fund Revenue Estimates

	FY 19-20	FY 20-21
TAXES		
LOCAL PROPERTY TAXES	27,118,850	28,099,590
STATE PROPERTY TAXES	1,966,887	2,080,608
INTEREST AND PENALTIES	200,000	200,000
	29,285,737	**30,380,198**
LICENSES, PERMITS, AND FEES		
MOTOR VEHICLE PERMITS AND FEES	1,675,000	1,745,000
BUSINESS LICENSES, PERMITS, AND FEES	125,625	125,625
	1,800,625	**1,870,625**
INTERGOVERNMENTAL		
CITY:		
HIGHWAY BLOCK GRANT	236,975	236,975
MEALS & ROOMS TAX DISTRIBUTION	600,979	600,979
PAYMENT IN LIEU OF TAXES	149,213	149,213
OTHER	1,507	274,507
SUBTOTAL CITY INTERGOVERNMENTAL	**988,674**	**1,261,674**
SCHOOL:		
STATE ADEQUACY GRANT	7,773,559	8,925,699
MEDICAID REIMBURSEMENT	125,000	100,000
BUILDING AID	1,221,458	1,696,047
CATASTROPHIC VOCATIONAL AID	234,958	255,165
VOCATIONAL AID	18,000	18,000
TUITION	31,559	27,500
MISCELLANEOUS SCHOOL	4,000	4,000
SUBTOTAL SCHOOL INTERGOVERNMENTAL	**9,408,534**	**11,026,411**
TOTAL INTERGOVERNMENTAL	**10,397,208**	**12,288,085**

The Hilltop City
SOMERSWORTH
Est. 1729

General Fund Revenue Estimates

	FY 19-20	FY 20-21
OTHER REVENUE		
INTEREST ON INVESTMENTS	185,000	185,000
INCOME FROM DEPARTMENTS	524,413	484,413
SALE OF CITY PROPERTY	25,000	25,000
LEASE PAYMENTS	104,750	104,750
HYDRO LEASE	35,000	35,000
	874,163	**834,163**
OTHER FINANCING SOURCES		
USE OF FUND BALANCE - REDUCE TAXES	1,050,000	800,000
	1,050,000	**800,000**
TOTAL	**43,407,733**	**46,173,071**

INCREASE IN REVENUES FROM PREVIOUS YEAR	**2,765,338**
PERCENTAGE OF INCREASE IN REVENUES	**6.37%**

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TELEPHONE (603) 524-3885

April 28, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 19-20

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

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: 4/28/2020

By: _____

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April 28, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 46-20

Title: **TO AUTHORIZE THE CITY MANAGERTO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF SAFETY, DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT (HSEM) TO UPDATE THE CITY'S EMERGENCY OPERATIONS PLAN**

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: 4/28/2020

By: _____

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TELEPHONE (603) 524-3885

April 28, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 47-20

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

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: 4/28/2020

By: _____

Bob Belmore

From: mmanh@googlegroups.com on behalf of Margaret Byrnes <mbyrnes@nhmunicipal.org>
Sent: Thursday, April 30, 2020 3:56 PM
To: mmanh@googlegroups.com
Subject: [MMANH] Gov/Mayors April 30 Call

Hello, Managers:

Here is a summary of some of the important points from the Governor-Mayors call this morning:

- COVID-19 numbers are improving every day but are not significantly better. There is concern about NH's proximity to MA due to their very high numbers. But the NH health care system holding up well and there is plenty of capacity.

- New testing locations are up and running. Anyone who has symptoms should be tested.

- It was acknowledged that there is some confusion about the expiration date of the SOE and of the EOs. SOE has to be updated every 21 days; he will keep doing so indefinitely. Stay-at-home expires on Monday; he will likely extend that, but with some flexibility. There is a press conference tomorrow at 3:00.

- A question was asked about whether CARES Act money would be available before June 30 (start of fiscal year) and the answer was yes. A question was also asked about whether the governor's office was looking into TANs to assist municipalities, and the governor said he would. (Side note: NHMA is working with the Bond Bank, DRA, and the state to push for the state to implement authority needed to allow municipalities to access the Federal Reserve's Municipal Liquidity Facility—please stay tuned this issue.)

- The governor will continue the flexibility with 91-A (presumably referring to EO #12). (Side note: please see the recent letter sent by NHMA to the governor.)

- Commissioner Edelblut is looking into guidance to potentially allow school districts to hold graduations.

- There was a question about funding for elections. The state has $3.2 million for election support. If $3.2 million isn't sufficient, we can provide additional money. There was also a comment about creating additional polling places and perhaps drive-up voting.

- Guidance will be issued on pools, parks, playgrounds, and beaches in a week or two. They are also looking into a guidance document on summer camps.

Margaret

Margaret M.L. Byrnes
Executive Director
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