




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, May 3, 2019
SUBJECT: City Manager's Report for Monday, May 6, 2019
City Council Agenda

6:30 pm: Non-meeting
New England Police Benevolent Association (NEPBA) – Police Union Negotiations

Lay on the Table (Under Section 13 of Agenda)

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

New Business (Under Section 15 of Agenda)

Ordinances

A. Ordinance 19-19: To Amend Chapter 6, City Officials, by Deleting Section 6.1, Exemption For Prisoners Of War and Section 6.9, Veteran's Property Tax Exemptions, Blind and Solar Exemptions. The Government Operations Committee voted to support this recommendation at their meeting on May 1st. As presented to the Committee, I thought it to be difficult for the public to find these exemptions contained in Chapter 6, titled City Officials. It seemed appropriate to create a new Ordinance Chapter that could be readily found. Attached is a red-lined version of the present Ordinance showing the proposed changes.

Please note: I recommend a Public Hearing for Ordinance No. 19-19, Ordinance No. 20-19 and Ordinance No. 21-19 at the next regular Council meeting on Monday, May 20th.

B. Ordinance 20-19: To Create New Chapter 34, Exemptions and Credits.
(See Above)

- C. Ordinance 21-19: To Amend Chapter 4, Personnel Rules & Regulations, Section 7.3, Holidays, Regarding Holiday Work Pay.** The Government Operations Committee discussed this recommendation at their May 1st meeting and voted to support the change. Presently, our Highway Foreman has worked on a Holiday with equipment operators who receive Time and ½ plus their Holiday pay. This change would carry the same pay over to non-union staff, i.e. Highway Foreman. Attached is a red-lined version of the present Ordinance showing the proposed change.

Resolutions

- A. Resolution No. 36-19: To Authorize the City Manager to Enter into a Grant Agreement with the Great Bay Resource Protection Partnership, for a Land Protection Transaction Grant to Conduct an Appraisal and Land Survey for the Lily Pond Conservation Land Project.** Finance Committee discussed this Grant at their March 13th meeting and voted to support the Grant application. Attached is a copy of the Finance Committee meeting minutes and a Memorandum that provides further detail on this Conservation Land Acquisition Project. FYI: The Conservation Commission has approximately \$126,635 in the Conservation Fund.

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

A. Informational Items.

1. **FY 2020 Budget.** Attached is a copy of the FY 2019-2020 Budget as amended and adopted by the City Council on April 29, 2019.
2. **Local Government Day.** On Thursday, May 9, Somersworth Middle School 8th Grade Students will be holding a local Government Day. Attached is the Schedule for this exciting day.
3. **Upcoming City Council Workshops, as approved by Mayor Hilliard.**
 - May 20: 6:00 p.m. – Veterans Memorial Design Presentation
 - June 3: 6:00 p.m. – Form Based Codes Presentation
 - June 17: 6:00 p.m. – COAST Bus Presentation

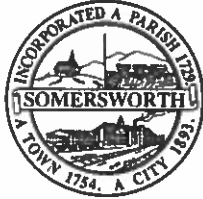
Attachments.

1. **City Attorney Certification Four (4)**

Reminder

Pictures will be taken with Mayor & Councilors promptly at 6:30 p.m.





City of Somersworth – Ordinance

Ordinance No: 19-19

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

May 6, 2019

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

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

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

Martin P. Dumont, Sr.
Nancie Cameron
Edward Levasseur

Approved:

City Attorney

City of Somersworth – Ordinance 19-19

History

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

Action

Discussion

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

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont *		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 19-19		PASSED	

CHAPTER 6

CITY OFFICIALS

~~Section 6.1 Exemption for Prisoners of War. Pursuant to RSA 261:157-a, the City of Somersworth hereby waives the fee charged for a permit to register one motor vehicle owned by any person who was captured and incarcerated for 30 days as defined in RSA 72:28 IV, and who was honorably discharged, provided the person provides to the Tax Collector satisfactory proof of these circumstances.~~

~~This ordinance shall take effect upon its passage, and any person entitled to said waiver who registered one vehicle prior to the effective date and after September 1, 1985, shall be entitled to a refund upon application and proper documentation. (Passed 11/18/1985.)~~

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Section 6.12 Any vacancy in the office of Ward Clerk, Moderator, or Selectman shall be filled by the appointment of a qualified person by the Mayor with the consent of the City Council for the unexpired term. The person so chosen to fill the vacancy shall be of the same political party as the elected officer. The Mayor shall fill said vacancy at the first regular council meeting after such vacancy shall occur.

Emergency Appointment: In the event that a vacancy occurs due to an emergency and not a resignation, and in which case the ward official has to be absent for an election day only, a person will be appointed by the City Clerk for that election day only. (Passed 8/19/1975.) (Amended 12/1/1986.)

Section 6.23 The following procedure shall be followed for independent nominations for political office in the City of Somersworth.

1. **Nomination Papers.** The nomination of a candidate may be made by petition styled nomination papers. Such papers shall contain the name and residence of the candidate, the office for which he is nominated, the political party, if any, or principals he represents, and shall be signed by such persons only as are qualified to vote at the election of the candidates named in the petition. No voter shall sign more than one nomination paper for each officer to be voted for and no nomination paper shall contain the names of more candidates than there are offices to be filled. Each voter shall sign an individual petition.
2. **Certification.** Each nomination paper shall be submitted to a majority of the supervisors of the checklist of the ward or City if running at Large, in

which the signer resided or is registered, and they shall certify whether or not the signer is a legal voter in the said Ward or City.

3. Number. It shall require the names of fifty legal voters of a ward of a city to nominate a candidate elected by the voters of a ward of a city, or fifty legal voters of the city if running at large.
4. Filing of Nomination Papers. Nomination papers shall be filed with the City Clerk thirty days prior to the day of the election for all candidates for any office. The number of days herein given shall include Sundays, and shall end on the day before election at five o'clock in the afternoon.
(Passed 8/19/1975.)

Section 6.34 The Somersworth School Board elections shall be determined by plurality vote and not a majority vote as is provided in RSA 59:74 entitled "Special Provisions". (Passed 9/2/1975.)

Section 6.45 In lieu of filing the designated number of petitions as required by City Charter, candidates may pay to the City Clerk at the time of filing declarations of candidacy, the following fees:

Mayor	\$25.00
Councilperson at Large	5.00
Ward Councilperson	5.00
School Board member at Large	5.00
Ward School Board Member	5.00
Ward Officer	5.00

(Passed 6/7/1983.) (Amended 10/6/1986.) (Amended 05/16/2011.)

Section 6.56 Any candidate for whom a vote was cast for any office at the municipal election may apply for a recount in accordance with the provisions of the Somersworth City Charter, Section 2.9. Each candidate requesting a recount shall pay the City Clerk a fee according to the following schedule:

If the margin of defeat is 2 percent or less, there shall not be a fee. If the margin is greater than 2 percent but less than 10 percent, \$15 by ward and \$50 City wide or at large. If the margin is equal to or greater than 10 percent, \$100 in either case. Should the person requesting the recount be declared the winner, the fee shall be refunded. (Passed 10/14/1985.)

Section 6.76 Standing Committees of the City Council.

| Section 6.67.1 Members of standing committees shall be appointed by the Mayor from amongst the membership of the City Council.

| Section 6.67.1.1 Committee Chairperson

The Chair of any Standing Committee shall be appointed by the Mayor as spelled out by Council Rules. In the absence of the Chair and provided there is a quorum, the Committee members will appoint a temporary Chair.

(Passed 02/21/2006.)

| Section 6.67.1.2 Committee Minutes

Standing Committees shall take meeting minutes and make them available in accordance with State of New Hampshire RSA 91-A, the so-called Public Right-to-Know Law. Committee minutes shall be approved by the Standing Committee at a subsequent Committee meeting.

(Passed 02/21/2006.)

| Section 6.67.2 The function and duties of the standing committees shall be as follows:

| Section 6.67.2.1 Government Operations Committee

The purpose of the Committee is to consider and recommend to the City Council changes in government operating policies and/or procedures where the Council has approval authority, facilitate annually the City Manager's performance evaluation process, to recommend changes to the City Council Rules and regulations as needed, and to review and recommend to the City Council changes to the City Personnel Plan as proposed by the City Manager as well as other matters referred to it.

(Amended 02/21/2006.)

| Section 6.67.2.2 Finance Committee

The purpose of the Committee is to examine and recommend expenditures to the full Council, to authorize expenditures within its approved spending authority, to consider matters relating to the financial interest and budget of the City, as well as other matters referred to it.

| Section 6.67.2.3 Recreation Committee

The purpose of the Committee is to consider matters relating to parks and recreational opportunities for all, recreational facilities and to assist in guiding the development of current and future recreational programs, as well as other matters referred to it.

Section 6.67.2.4 Public Safety Committee

The purpose of the Committee is to consider matters relating to Police and Fire services and other emergency response needs of the City, as well as other matters referred to it.

Section 6.7.2.5 Economic Development Committee

The purpose of the Committee is to be a liaison to the public and business community in regards to the economic conditions of commerce and industry within the City, to consider matters relating to the economic development of the City, and matters relating to the promotion and marketing of the City, as well as other matters referred to it. To review and recommend to the City Council any changes regarding property maintenance and enforcement, housing code review and compliance, and overall housing related issues.

(Amended 06/21/2010.)

Section 6.76.2.6 Public Works and Environment

The purpose of the Committee is to consider policy and ordinance matters and initiatives relating to City infrastructure including roads, buildings, and environmental matters such as water and wastewater treatment facilities, and municipal solid waste. It has the authority to recommend agreed upon policy, ordinance and/or initiative changes to the full City Council as well as other matters referred to it.

(Sections 6.67.2.2 through 6.7.2.6 passed 02/20/2006.)

Section 6.78 City Council Salaries. (Effective 1/1/1992).

Section 6.87.1 Each member of the City Council of the City of Somersworth shall receive an annual salary of \$1053 for attendance at all regular meetings of the City Council. If any member shall fail to attend any regular meetings of the Council, the sum of \$50 shall be deducted from his/her annual salary.

(Section 6.78.1 amended 07/14/2008.)

(Section 6.87.1 amended 07/13/2009.)

Section 6.87.2 City Council Meetings. The Council shall meet in regular session on the first and third Mondays of each month at 7:00 p.m., unless otherwise agreed on by a majority of the members of the Council. When Monday is a holiday, the regular meeting shall be held on Tuesday following at the same-

hour, unless otherwise agreed by a majority of the members of the Council. The place of the meeting shall be the Council Chambers at City Hall unless otherwise agreed by a majority of the members of the Council. (Passed 12/14/2009.)

Section 6.87.3 Declaring January Diversity Month. Each year the Mayor and City Council shall introduce at the first meeting in December a Resolution that declares January as Diversity Month in the City of Somersworth. Said Resolution shall proclaim the Community's renewed commitment in embracing diversity and equality as espoused by the values and human rights doctrines of Rev. Martin Luther King, Jr. and as articulated in the Declaration of Independence, the United States Constitution, New Hampshire Constitution and our own City Charter. (Added 01/22/2019)

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Section 6.9 ~~Veteran's Property Tax Exemption~~
(Passed 10/16/1989.) (Effective 4/11/1990.)

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~~Section 6.9.1 Veteran's Exemption. The City adopts the provisions of RSA 72:28, V and VI for an optional veterans' exemption and an expanded qualifying war service for veterans seeking the exemption. The veterans' tax credit shall be \$250 with \$50 additional tax credit each successive tax year of 2005 through 2009. This veteran's tax credit of \$250 shall be effective for the tax amounts due for tax year 2004 (final bill due December 2004).~~
(Amended 11/17/2003 and 07/19/2004.)

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

(Added 7/19/2004.)

~~Section 6.9.2 Service Connected Total Disability. The City adopts the provisions of RSA 72:35, for an optional property tax credit on residential property for a service connected total disability. The service connected total disability tax credit shall be \$2,000. (Amended 02/04/2019)~~

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~~Section 6.9.3 Surviving Spouse. The City adopts the provisions of RSA 72:29A, for an optional property tax credit for surviving spouses. The surviving spouse tax credit shall be \$2,000. (Added 02/04/2019)~~

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~~Section 6.9.4 Exemption for the Blind. Every inhabitant who is legally blind as determined by the administrator of blind services of the vocational rehabilitation division of the education department shall be exempt each year on the assessed value for property tax purposes of his/her residential real estate to the value of \$25,000. The term "residential real estate" as used in this section shall mean the same as defined in RSA 72:29. All applications made under this section~~

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~~shall be subject to the provisions of RSA 72:33 and RSA 72:34. This exemption shall be effective as of April 1, 1993. (Passed 3/4/1993.)~~

~~Section 6.9.5 Solar Exemption. The City adopts the provisions of RSA 72:61-64, an exemption from the assessed value for property tax purposes, for persons owning real property which is equipped with a solar energy system as defined in RSA 72:61. Such Solar property tax exemption shall be in an amount equal to 100% of the assessed value of qualifying solar energy system equipment as defined in RSA 72:61 and as may be amended. This exemption shall be effective for the tax year that begins April 1, 2017.~~

Section 6.810 City Accolades. The naming of City facilities, fields, parks or entity is an honor which is to be bestowed upon citizens who contributed to the progression of our community through countless hours and years of self-sacrifice and dedication for the greater good.

The naming of such facilities, fields, parks or any other entity of the City Government is to fit the historical intent and honor of the community as a whole and the passage of time assists with evaluating our past efforts.

Except under extraordinary circumstances:

- A. No City facility, field, park or entity shall be named after any current city or school employee until three years after their employment from said service.
- B. No City facility, field, park or entity shall be named after any citizen who currently holds local, state or federal office, unless the elected official has died in office or until three years after leaving office.
- C. No City facility, field, park or entity shall be named after any citizen who was not an employee of the city, school district or who did not hold local, state or federal office unless such said citizen has been recognized for exceptional service to the community.
- D. No City facility, field, park or entity shall be named after any city or school employee, local, state or federal official or private citizen without first having been held a public hearing.
- E. Upon completion of the public hearing all matters in said nature shall be referred to the appropriate City Council standing committee for further review prior to a second reading taking place on said matter.

(Section 6.10 passed 10/16/2006.)



City of Somersworth – Ordinance

Ordinance No: 20-19

TO CREATE NEW CHAPTER 34, EXEMPTIONS AND CREDITS

May 6, 2019

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Ordinances of the City of Somersworth, as amended, be further amended by adding new Chapter 34 as follows:

Chapter 34, EXEMPTIONS AND CREDITS

Section 34.1 Elderly Property Tax Exemption

A. Amount of Exemption

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

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

B. Qualifications

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

34.1.C Application

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

Section 34.2 Veteran's Property Tax Credit

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

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

Section 34.3 Service Connected Total Disability

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

Section 34.4 Surviving Spouse

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

Section 34.5 Exemption for the Blind

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

Section 34.6 Solar Exemption

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

Section 34.7 Exemption for Prisoners of War

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

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

This Ordinance shall take effect upon passage.

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

City of Somersworth – Ordinance 20-19

History

First Read Date:	05/06/2019	Tabled:	
Public Hearing:		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	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 20-19		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 21-19

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

May 6, 2019

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

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

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

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

Martin P. Dumont, Sr.
Nancie Cameron
Edward Levasseur

Approved:

City Attorney

City of Somersworth – Ordinance 21-19

History

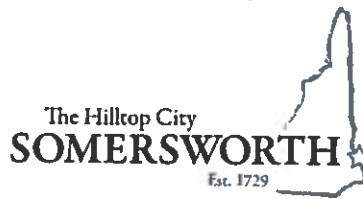
First Read Date:	05/06/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

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	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 21-19		PASSED	

Memo from City Manager



Date: May 1, 2019
To: Government Operations Committee
From: Bob Belmore, City Manager
Cc: Linda Corriveau, Human Resources Manager
Re: Chapter 4 – Personnel Rules & Regulations Change Discussion Item

We are proposing this change to keep the General Foreman pay in line with his AFSCME covered employees when working on a holiday.

7.3 Holidays

The following twelve days are observed as paid holidays by the City in lieu of all other state and federal holidays:

- New Year's Day
- Martin Luther King Day (Passed 2/19/2002.)
- Washington's Birthday
- Memorial Day (State Holiday)
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas (2 days as posted on the City calendar)
- One (1) floating holiday in lieu of Fast Day.

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

To receive holiday pay, an employee must work the scheduled working day before and after the holiday unless on authorized leave.



City of Somersworth – Resolution

Resolution No: 36-19

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE GREAT BAY RESOURCE PROTECTION PARTNERSHIP, FOR A LAND PROTECTION TRANSACTION GRANT TO CONDUCT AN APPRAISAL AND LAND SURVEY FOR THE LILY POND CONSERVATION LAND PROJECT

May 6, 2019

WHEREAS, the City of Somersworth has been notified of the award of a Great Bay Resource Protection Partnership, for a Land Protection Transaction Grant, and

WHEREAS, the City of Somersworth is eligible to receive \$10,000 (Ten Thousand dollars) requiring a local match of \$10,000 (Ten Thousand dollars), and

WHEREAS, the Grant will allow the City of Somersworth to conduct an appraisal and land survey of potential conservation land in the Lily Pond Watershed, and

WHEREAS, the Finance Committee reviewed this project with Staff and voted to support this Grant submittal, and

WHEREAS, the City Council authorizes the Conservation Commission to use the Conservation Fund for the local match, and

EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN

GBRPP Grant (50%)	=	\$10,000
City Soft/in-kind Match	=	\$1,500
<u>City Cash Match (50%)</u>	<u>=</u>	<u>\$10,000</u>
Total Project Award	=	\$21,500

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents and agreements necessary for the grant's execution, expend the grant proceeds in accordance with the grant documents, 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
Dale R. Sprague
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney

City of Somersworth – Resolution 36-19

History

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

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 36-19		PASSED	FAILED



SHANNA B. SAUNDERS, DIRECTOR
DEVELOPMENT SERVICES

May 3, 2018

The Conservation Commission's proposal is as follows:

The Kurlovich Family owns 2 large parcels in the Lily Pond/Salmon Falls River Watershed. One is 13 acres with a house, one is 43 acres. They have sought to develop the 43 acre parcel several times however there are significant wetlands. In addition, the two access roads, Blue Heron Drive and Coles Pond Road are private drives and not built to City Standards.

The land fits well into the Conservation Commission's preservation priorities for this watershed, and our drinking water wells, and is in close proximity to other conservation lands associated with the OAKS golf course property.

The Con Com has approached the property owner about acquiring the land and the property owner is interested in working with the Con Com. The Southeast Land Trust and DES are very excited for us to apply for a NHDES Drinking Water Fund grant in the fall that will pay for 50% of acquisition costs. Somersworth and the Salmon Falls Watershed is one of their priority areas. The Conservation Commission has approximately \$126,635 in the Conservation Fund to help cover costs as well.

The Con Com has applied for and received a grant from the Great Bay Resource Protection Partnership for a \$10K grant with a 50% match, (\$20K total), for:

- wetland delineation and land survey (\$10,000),
- appraisal (\$2800),
- environmental hazards assessment (\$3000) and
- legal fees (\$4200).

With your permission, the \$10K match will come out of the Conservation Fund.

Finance Comm
3/13 Minutes

to be in South Carolina and State law has certain requirements to utilize a bank in this situation that isn't provided for in the agreement. Director Smith stated he will be investigating this further.

Courtney Forester stated that the City of Concord is currently using WasteZero as a supplier. She had reviewed their contract and didn't notice anything that stuck out to being different than other contracts. She is going to do more research and will get back to City staff with an answer.

There was discussion on quality control, including the type of bag that is used and the thickness of the bag.

Councilor Pepin, seconded by Councilor Dumont made a motion to support a Resolution to authorize the City Manager to contract with WasteZero of Raleigh, North Carolina to distribute specially marked bags to authorized vendors as part of the city's pay-per-bag program. Motion passed 4-0.

CONSERVATION COMMISSION PROPOSED PURCHASE OF CONSERVATION PROPERTY

Manager Belmore stated that he has received a proposal from the Conservation Commission to purchase conservation property located in the Lily Pond/Salmon Falls River Watershed area. The current owner has sought to develop the land several times however the land has significantly wetlands, also Blue Heron Drive is a private drive and would need to be brought up to City standards should a housing development be approved. Chairman Witham gave an overview of prior development applications that had been before the City's Planning Board.

Director Saunders stated the land fits well into the preservation corridor for this watershed and our drinking water wells. The Conservation Commission has discussed this with the Southeast Land Trust who has spoken to the DES. The DES is excited for us to apply for the NHDES Drinking Water Fund grant in the fall that will pay 50% of acquisition costs. In addition, there is potential for us to apply for the Great Bay Resource Protection Partnership for the survey, appraisal and closing costs. The Conservation Commission has approximately \$126,635 in the Conservation Fund to also help cover any acquisition costs.

There was discussion on the land, if any of it was buildable, to which there are 3 buildable lots that are 1 acre each.

Councilor Sprague asked if the family has been spoken to regarding this. Director Saunders stated yes through the realtor marketing the property

Councilor Pepin stated that he doesn't want a boat launch on Lily Pond allowed in the future for the public, the Committee agreed.

Councilor Pepin, seconded by Councilor Sprague made a motion to move forward to apply for the two grants and continue negotiations to purchase the Conservation land property. Motion Passed 4-0.

125TH ANNIVERSARY BANNERS



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: April 30, 2019

Re: **Ordinance 17-19 FY2019-2020 Budget**

Attached for your review please find Ordinance 17-19, FY2019-2020 Budget, as amended and adopted by the City Council at their April 29, 2019 meeting.

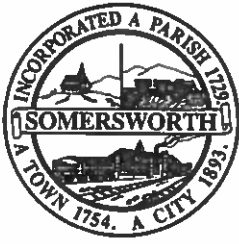
I have included a spreadsheet detailing the individual amendments to the budget ordinance, by department.

Also attached is a current tax rate estimate and an updated estimate on compliance with the tax cap. The current estimated tax rate is \$34.41, which is a \$1.00 increase over the prior year. The budget, as amended is over the tax cap by \$162,546. Both estimates include utilizing an additional \$250,000 in fund balance to reduce the tax rate as voted by the City Council.

Again, I would like to point out that the tax rate estimate is presented using our current net assessed valuation for comparison purposes only. We won't have a more definitive tax rate estimate until we receive the new values after the completion of the revaluation.

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

Cc: Barbara Ross, Assistant Finance Director



City of Somersworth – Ordinance

Ordinance No: 17-19

FY 2019-2020 BUDGET

March 18, 2019

The City of Somersworth Ordains that Budgets for the City of Somersworth for the 2019-2020 Fiscal Year shall be:

DEPARTMENT

ADOPTED BUDGET

GENERAL FUND

Elected Leadership	\$148,736
City Management	488,981
Finance and Administration	1,405,405
Development Services	911,676
Police	4,022,377
Fire	2,159,580
Public Works	3,063,257
Other Expenses	1,256,912
Capital Outlay	157,913
Intergovt Assessments - County	2,593,400
School Department	26,103,113

TOTAL GENERAL FUND

42,311,350

ENTERPRISE FUNDS

Wastewater Department	2,290,705
Water Department	2,286,386
Solid Waste	417,550

TOTAL ENTERPRISE FUNDS

4,994,641

SPECIAL REVENUE FUND

Cable Fund	60,839
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TOTAL FY 2019-2020 APPROPRIATION

\$47,366,830

This Ordinance shall take effect upon passage.

Authorization

Sponsored by Request:
Mayor Dana S. Hilliard

Approved:
City Attorney

City of Somersworth – Ordinance 17-19

History

First Read Date:	March 18, 2019	Tabled:	April 15, 2019
Public Hearing:	April 1, 2019	Removed From Table:	April 29, 2019
Second Read:	April 1, 2019		

Discussion

As Adopted April 29, 2019

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Ordinance 17-19		PASSED	FAILED

City of Somersworth
Ordinance No. 17-19 FY 2019-2020 Budget
Adjustments by City Council
Adopted April 29, 2019

Department	Description	Proposed Budget	Amendments	Amended Budget
GENERAL FUND				
Elected Leadership	Increase - Community Support Somersworth Farm to School Increase - COAST Bus Service Increase - Lydia's House of Hope	142,736	500 5,000 500	
Elected Leadership				148,736
City Management		488,981		
City Management				488,981
Finance and Administration	Increase - Wages Election Workers	1,401,405	4,000	
Finance and Administration				1,405,405
Development Services		911,676		
Development Services				911,676
Police		4,022,377		
Police				4,022,377
Fire		2,159,580		
Fire				2,159,580
Public Works	Increase Line item 44175 - Hot Top/Patch	3,053,257	10,000	
Public Works				3,063,257
Other Expenses		1,256,912		
Other Expenses				1,256,912
Capital Outlay		157,913		
Capital Outlay				157,913
Intergovt Assmnts - County Estimate		2,593,400		
Intergovt Assmnts - County Estimate				2,593,400
School Department	Increase - Educational Expenses	25,703,113	400,000	
School Department				26,103,113
TOTAL GENERAL FUND		\$41,891,350	\$420,000	\$42,311,350

City of Somersworth
Ordinance No. 17-19 FY 2019-2020 Budget
Adjustments by City Council
Adopted April 29, 2019

Department	Description	Proposed Budget	Amendments	Amended Budget
ENTERPRISE FUNDS				
Wastewater Department		2,290,705		
Wastewater Department				2,290,705
Water Department		2,286,386		
Water Department				2,286,386
Solid Waste		417,550		417,550
TOTAL ENTERPRISE FUNDS		\$4,994,641	\$0	\$4,994,641
Cable Fund		60,839		60,839
TOTAL FY 2019-2020 APPROPRIATIONS		\$48,946,630	\$420,000	\$47,366,830

2019/20 Tax Rate Estimate

CITY PORTION		Estimated FY19-20 Tax Rate	FY18-19 Tax Rate	Change
Gross Appropriations	18,670,317			
Less: Revenues	9,965,277			
Less: Shared Revenues	-			
Add: Overlay	100,000			
Add: War Service Credits	241,400			
Net Town Appropriation	9,046,440	10.58	10.62	(0.04)
SCHOOL PORTION				
Net Local School Budget	24,984,820			
Less: Equitable Education Grant	7,237,372			
Less: State Education Taxes	1,966,887			
Net School Tax Total	15,780,561	18.46	17.59	0.87
STATE EDUCATION TAXES				
Equalized Valuation (no utilities)				
Net State Education Total	1,966,887	2.34	2.26	0.08
COUNTY PORTION				
Due to County	2,593,400			
Less: Shared Revenue	-			
Net County Total	2,593,400	3.03	2.94	0.09
Total Tax Rate		34.41	33.41	1.00
Total Property Taxes Assessed		29,387,288		
Less: War Service Credits	(241,400)			
Total Property Tax Commitment	29,145,888			
Net Assessed Valuation (Estimate)				
State Education Taxes (No utilities)	839,175,674	2.34	1,966,887.00	
All Other Taxes	854,963,274	32.07	27,416,126.18	
			29,383,013.18	

Analysis of Tax Cap - Estimate for FY2020 Budget Year
City of Somersworth, NH

	City Portion	School Portion	State Portion	County Portion	Total
A. Prior Fiscal Year Net Amount Raised By Taxes (FY2019 Actual Levy)	9,084,777	15,035,295	1,898,957	2,509,614	28,528,643
B. Multiplied by the National CPI-U (CPI Urban all cities index)	2.44%	2.44%	2.44%	2.44%	2.44%
C. Subtotal (A x B)	221,669	366,861	46,335	61,235	696,099
G. Increase Allowed for FY2020 Tax Levy (C + F)	221,669	366,861	46,335	61,235	696,099
H. FY2020 Amount allowed to be Raised by Taxes (Capped Tax Levy) (A + G)	9,306,445	15,402,156	1,945,292	2,570,849	29,224,742
I. FY2020 Estimated Amount Adopted to be Raised by Taxes	9,046,440	15,780,561	1,966,887	2,593,400	29,387,288
J. Variance between estimated and capped tax levy (H - I)	260,005	(378,405)	(21,595)	(22,551)	(162,546)
K. Amount required to be absorbed by City and School	(22,551)	(21,595)	21,595	22,551	0
L. Amount of Budget Adjustment Required for FY2019 (J + K)	237,454	(400,000)	0	0	(\$162,546)

M. Total amount Under/(Over) the Tax Cap

From: Kaley Waterman
Sent: Wednesday, May 1, 2019 9:12 AM
To: Dana Hilliard <DHilliard@SAU56.ORG>
Subject: Government Day fixed

Good Afternoon and Welcome to Government Day,

Below you will find the information regarding the First Annual SMS 8th grade Government Day and the schedule. The students and myself are very excited and they have been campaigning already for each of these positions!

Government Day- Students will run for City of Somersworth positions within the 8th grade. These students have been selected by their homerooms and fellow peers. All three grade levels will vote during their lunch time slots, which will be manned by a trained group of 8th grade students. These students will also be responsible for creating the ballot. Prior to voting a selection of the students in the 8th grade that are running will attend lunches and appropriately "campaign for themselves" along with their campaign managers (Mayor Candidates). In order to inform the 6th and 7th grade student body the Public Relations Committee in the 8th grade will be responsible for attending classrooms. This will be a fifteen minute block of time and they will educate these students on the ballot and what the positions on this ballot mean. Students will vote Monday, May 6th and the ballots will be counted and winners will be selected that day. Students will not know the selected officials until Thursday's Community Day.

Government day itself will consist of the Student Leaders leaving SMS after Community Day and heading to City Hall. At City Hall they will receive a debriefing from Mayor Dana Hilliard and will then meet their City Official counterpart. (The schedule for the day is attached)

Positions:

Mayor
Superintendent
City Manager
School Board (9 members)
City Council (9 members)
Fire Chief
Police Chief
Director of Finance/ Administration
Public Works
City Engineer

Somersworth Middle School

8th Grade Local Government Day



- 7:35-8:35** Community Day: Students will be sworn in by Mayor Dana Hilliard
- 8:40-8:45** Students Representatives will board bus to head to Somersworth City Hall
- 8:45-9:15** Mayor Dana Hilliard will welcome Student Representatives and brief them on their responsibilities for the day
- 9:15-12:00** Student Representatives will part with their respected City Official for the morning
- 12:15-12:45** Student Representatives will report back to City Hall for lunch and a debriefing of their day
- 12:45-1:15** City Council Student Representatives will run a City Council Meeting for all student representatives
- 1:15-1:45** **School Board Representatives will run a School Board Meeting for all student representatives**
- 1:30-1:40** Student Representatives will report back to Somersworth Middle School for a final meeting with Ms. Waterman



"On the Path to Success"

MITCHELL MUNICIPAL GROUP, P.A.

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LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
NAOMI N. BUTTERFIELD
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

May 2, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 19-19

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

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 5/2/19

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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TELEPHONE (603) 524-3885

May 2, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 20-19

Title: **TO CREATE NEW CHAPTER 34, EXEMPTIONS AND CREDITS**

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.

Date: 5/2/19

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

By: 

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May 2, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 21-19

Title: **TO AMEND CHAPTER 4. PERSONNEL RULES & REGULATIONS,
SECTION 7.3, HOLIDAYS**

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.

Date: 5/2/19

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

By: 

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May 2, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 36-19

Title: **TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT
AGREEMENT WITH THE GREAT BAY RESOURCE PROTECTION
PARTNERSHIP, FOR A LAND PROTECTION TRANSACTION
GRANT TO CONDUCT AN APPRAISAL AND LAND SURVEY
FOR THE LILY POND CONSERVATION LAND 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.

Date: 5/2/19

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

By: 