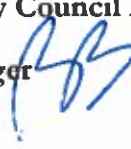




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, November 13, 2020
SUBJECT: City Manager's Report for Monday, November 16, 2020

6:30 p.m.

Non-meeting - Contract Negotiations Strategy

Presentations of Petitions and Disposal Thereof by Reference or Otherwise (under Section 8 of Agenda)

- A. **Petition - City Council Vote to Approve the Betterment Assessment Agreement as a Petition from these Property Owners to Conditionally Layout Nadeau Street as a City Class V Roadway, Subject to Betterment Assessments.** Attached is a copy of the Agreement. The next step is to post a Public Hearing for the December 14th meeting, with notices sent to abutters. After the Hearing Council must wait at least 10 days to vote to conditionally lay out the road, which can be done at a January meeting.

Unfinished Business (under Section 14 of Agenda)

Ordinances

- A. **Ordinance No. 5-21: To Amend Chapter 19 – Zoning, Section 25.B, Agricultural Use.** The Public Works & Environment Committee met on November 5th to discuss this Ordinance change. Please see attached Memorandum from Director of Development Services Michelle Mears along with the proposed amendments recommended by the Committee for Council consideration. If accepted, I recommend a Public Hearing at the next regular Council on December 14th.
- B. **Ordinance No. 8-21: To Amend Chapter 14, Licensing and Permits, Section 14.1., Amending Membership of the Licensing Board.** Again, the Government Operations Committee voted to support this Ordinance amendment at their September 30th meeting.
- C. **Ordinance No. 9-21: Transfer Ordinance to Fund the Purchase of a Sidewalk Tractor.** Again, the Finance Committee met on October 7th and the Public Works & Environment Committee met on October 13th and both Committees' recommend approval of this Transfer Ordinance.

New Business (under Section 15 of Agenda)

Ordinances

- A. **Ordinance No. 10-21:** City Council Meeting Schedule for 2021. Mayor Dana Hilliard has proposed the following 2021 City Council regular meeting calendar.

Resolutions

- A. **Resolution No. 16-21:** To Authorize the City Manager to Request Proposals for a Conceptual Design for Improving Access to the Somersworth Public Library. The Finance Committee met on September 24th and voted to support this conceptual design project for our Library. Attached is a Memorandum from Finance Director Scott Smith regarding this proposal as well as identifying a potential funding source.
- B. **Resolution No. 17-21:** To Accept the Newly Constructed Sidewalk on Tri-City Road. The Public Works & Environment Committee met on November 5th and voted recommend the acceptance of this new sidewalk. Attached is paperwork that was provided to the Committee at this meeting.
- C. **Resolution No.18-21:** To Authorize the City Manager to Contract with Harvey Construction Corporation of Bedford, New Hampshire to Provide Construction Management Services for The Construction of a New Fire Station. City Staff interviewed 5 Construction Management firms on Thursday November 5th. The Fire Station Building Committee met of Friday, November 6th and voted to accept Staff's recommendation to contract with Harvey Construction. As a reminder, these five (5) proposals are available to review in your google dropbox.

Other

- A. **Vote to Approve an Estimated 8,400 Gallons Per Day Increase in the Quantity of Water from the Somersworth Water System to the City of Rochester to Service a 14-Home Expansion of the Addison Estates MHP Development at 414 Old Rochester Road per the Cities' Intermunicipal Water Agreement.** The Public Works & Environment Committee met on November 5th to discuss this water increase and voted to support the City of Rochester's request. Attached is paperwork that was provided to the Committee at this meeting.
- B. **Vote to Recognize the Involuntary Merger of Property Identified at 111 Maple Street, Tax Map 25, Lot 63, and Acknowledge the Appropriateness to and by this Vote Restore this Lot to its Pre-involuntary Merged Status as Two (2) Lots in Accordance with the Provisions of RSA 674:39-aa, as Explained and Documented by the Property Owner's Attorney's September 22, 2020 Letter with Exhibits to the Somersworth Planning Office.** Attached is a copy of the Attorney's letter. I have consulted with City Staff and City Attorney on this request. I recommend approval.

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

A. Informational Items

1. **Ward 3 & Ward 4 Polling Locations.** Please see attached Letter from Superintendent Robert Gadomski notifying the us that the School Board has approved the permanent polling locations of Idlehurst Elementary School for Ward 3 and Somersworth High School for Ward 4.
2. **Tax Rate for 2020.** Attached is a copy of the Tax Rate (as previously sent to you via email).
3. **Community Action Partnership (CAP) of Strafford County.** Attached is a copy CAP's request for \$20,000. The Finance Committee reviewed this at their October 28th meeting and approved the request provided that the Committee concerns were answered appropriately. Director Scott Smith has provided CEO Betsey Andrews Parker's answers in the attached email. I believe her answers fills in the gaps discussed by the Committee in a favorable way.

Attachments

1. **City Attorney Certifications - Four (4)**
2. **Department Head Reports**

BETTERMENT ASSESSMENT AGREEMENT

This Betterment Assessment Agreement (hereinafter the "Agreement") is made under the authority of N.H. RSA 231:28-33, and entered into by and between the City of Somersworth (hereinafter the "City"), which has a principal place of business at One Government Way, Somersworth, NH 03878, and the following property owners (hereinafter collectively the "Property Owners"):

1. Ted Rowland and Catherine S. Olson (hereinafter "Mr. Rowland and Ms. Olson"), who have a mailing address of 2 Nadeau Street, Somersworth, NH 03878;
2. Vekky R. Ticoalu (hereinafter "Mr. Ticoalu"), who has a mailing address of 1 Nadeau Street, Somersworth, NH 03878; and
3. Alan J. Babel and D. Lee Babel (hereinafter "Mr. and Mrs. Babel"), who have a mailing address of 13 Nadeau Street, Somersworth, NH 03878.

WHEREAS, Mr. Rowland and Ms. Olson co-own 2 Nadeau Street, Somersworth, New Hampshire (Map/Lots 7/17 and 7/17A); and,

WHEREAS, Mr. Ticoalu owns 1 Nadeau Street, Somersworth, New Hampshire (Map/Lot 7/18); and,

WHEREAS, Mr. and Mrs. Babel co-own 13 Nadeau Street, Somersworth, New Hampshire (Map/Lot 7/28); and,

WHEREAS, the City has provided winter maintenance on Nadeau Street for a number of years but recently discovered that Nadeau Street has never been accepted as a City street; and,

WHEREAS, the Owners of the properties abutting Nadeau Street have approached the City and requested the City take the necessary steps to accept and maintain Nadeau Street as a City street; and,

WHEREAS, improvements are necessary to reconstruct Nadeau Street before the City can accept and maintain the Street, which costs are estimated to be approximately one-hundred thousand dollars (\$100,000.00); and,

WHEREAS, the Parties agree to utilize the provisions described in RSA 231:28 - 33 to pay for the reconstruction costs, so that the road may be accepted by the City, and agree to treat this agreement as a petition to conditionally lay-out Nadeau Street as a Class V roadway for that purpose;

NOW, THEREFORE, in consideration of the recitals stated above, which are hereby incorporated into this Agreement and made a part hereof, and in consideration of the mutual promises, covenants, agreements, representations and warranties contained herein, the receipt and sufficiency of which are hereby acknowledged, it is agreed between the City and the Property Owners as follows:

1. Payment Terms:

- a. The City Council will be asked to Conditionally Approve the Layout of Nadeau Street as a Class V roadway;
- b. The City shall contribute fifteen thousand dollars (\$15,000.00) towards the cost of reconstruction;
- c. The total cost of the reconstruction, less the fifteen thousand dollars (\$15,000.00) contributed by the City, shall be paid by the Property Owners in payments prorated over a ten (10) year period and assessed equally against the three (3) subject properties;

- d. Each of the three Property Owners will be billed by the City annually, and payments as outlined under this Agreement will be due within 30 days of the billing; and
- e. Consistent with RSA 231:29 and 30, Notices of Lien shall be recorded with the Strafford County Registry of Deed for each subject property, within ten (10) days of this Agreement's full execution and the Council's vote to Conditionally Lay Out Nadeau Street as a public street.

2. Penalties:

- a. The City will not charge interest on the monies advanced for reconstruction provided the payments described herein are timely paid. However, should any Property Owner fail to make payments on time in accordance with the City's billings, interest from that owner will accrue and, consistent with RSA 231:29-31, the lien placed upon the subject properties shall be collected in the same way and manner as if it were a tax lien.

3. Damages

The Property Owners hereby waive and release all claims for damages, if any, associated with the City's lay-out of Nadeau Street.

4. Drainage Easements

The City's obligations under this agreement are conditioned on the Property Owners granting to the City permanent drainage easements to facilitate its maintenance of Nadeau Street once it is a public roadway.

5. Consultation with Counsel:

The Parties agree that this agreement has been prepared by the law firm of Mitchell Municipal Group, P.A., acting as counsel for the City only. The Property Owners acknowledge that they have either consulted with counsel or have chosen not to consult with an attorney, and each further acknowledges that they are executing this Agreement knowingly, voluntarily, and without undue influence or duress. The Property Owners and the City each expressly consent to each and every term and provision of this Agreement.

6. Integration Clause; Amendment; Governing Law:

This Agreement contains the complete, final, and exclusive embodiment of the entire understanding between the parties. This Agreement is entered into without reliance on any promise, representation, agreement, or understanding, oral or written, between and among the parties relating to the subject matter of this Agreement, other than those expressly contained herein. No amendment of this Agreement shall be valid or effective unless made in writing and executed by the parties hereto subsequent to the date of this Agreement. This Agreement shall be enforced in accordance with the laws of the State of New Hampshire, and the parties agree that any litigation to enforce the provisions of this Agreement will take place in New Hampshire. In the event of litigation regarding this Agreement, the parties expressly agree to submit to the jurisdiction of the federal and state courts located in New Hampshire.

7. Severability:

If any portion of this Agreement is void or deemed unenforceable for any reason, the remaining portions shall survive and remain in effect, with any necessary modification to become a part hereof and treated as though contained in this original Agreement.

IN WITNESS WHEREOF, the parties have duly authorized and caused this Agreement to be executed as follows:

THE CITY OF SOMERSWORTH


Date: 10-28-20


Robert M. Belmore
City Manager

STATE OF NEW HAMPSHIRE
COUNTY OF Strafford

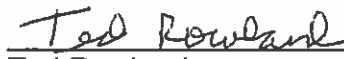
Personally appeared the above named
Robert Belmore a duly authorized agent for the City of
Somersworth, and acknowledged the foregoing to be its free act and deed. Before me,

Date: 10-28-20


Jonathan Slaven
NOTARY PUBLIC
State of New Hampshire
My Commission Expires 9/23/2025
Notary Public/Justice of the Peace
My Commission Expires: 9-23-2025

&

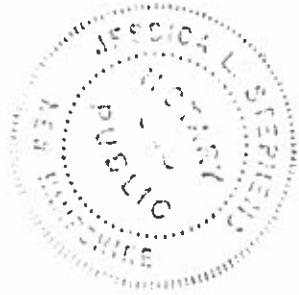
Date: 10-27-2020


Ted Rowland

STATE OF NEW HAMPSHIRE
COUNTY OF Strafford

Personally appeared the above named
Ted Rowland, and acknowledged the foregoing to be
his/her free act and deed. Before me,

Date: 10-27-2020



Jessica Stephens
Notary Public/Justice of the Peace
My Commission Expires: 10-05-2021

JESSICA L. STEPHENS, Notary Public
State of New Hampshire
My Commission Expires October 5, 2021

Date: 10-27-2020

&
Catherine S. Olson
Catherine S. Olson

STATE OF NEW HAMPSHIRE
COUNTY OF Stratford

Personally appeared the above named
Catherine S. Olson, and acknowledged the foregoing to be
his/her free act and deed. Before me,

Date: 10-27-2020




Jessica Stephens
Notary Public/Justice of the Peace
My Commission Expires: 10-05-2021

JESSICA L. STEPHENS, Notary Public
State of New Hampshire
My Commission Expires October 5, 2021

&

Date: 10-28-20

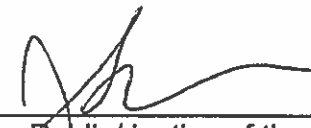


Vekky R. Ticoalu

STATE OF NEW HAMPSHIRE
COUNTY OF Stratford

Personally appeared the above named
Vekky R. Ticoalu, and acknowledged the foregoing to be
his/her free act and deed. Before me,

Date: 10-28-20



Jonathan Slaven
NOTARY PUBLIC
State of New Hampshire
My Commission Expires 9/23/2025
Notary Public/Justice of the Peace
My Commission Expires: 9-23-2025

&

Date: 10-23-20




Alan J. Babel

STATE OF NEW HAMPSHIRE
COUNTY OF Stratford

Personally appeared the above named
Alan J. Babel, and acknowledged the foregoing to be
his/her free act and deed. Before me,

Date: 10/23/2020

WENDY J. BOOKHOLZ
Notary Public - New Hampshire
My Commission Expires February 19, 2025



Notary Public/Justice of the Peace
My Commission Expires: 2/19/2025

&

Date: 10-23-2020

D. Lee Babel

D. Lee Babel

STATE OF NEW HAMPSHIRE
COUNTY OF Stratford

Personally appeared the above named
D. Lee Babel, and acknowledged the foregoing to be
his/her free act and deed. Before me,

Date: 10 23 2020 Lynn A. McGlynn
Notary Public/Justice of the Peace
My Commission Expires:

LYNN A. McGLYNN
Notary Public - New Hampshire
My Commission Expires April 8, 2025



City of Somersworth – Ordinance

Ordinance No: 5-21

TO AMEND CHAPTER 19 – ZONING, DEFINITIONS, SECTION 25.B, AGRICULTURAL USE

July 13, 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 in Section 25 Definitions:

Section 19.25.B, Agricultural Use, delete the word, “apiculture.”

Section 19.25.B shall read as follows:

AGRICULTURAL USE Land used for agriculture, farming, dairying, pasturage, horticulture, aquaculture, floriculture, silviculture, animal and poultry husbandry.

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by Councilors:</i> Crystal Paradis Nancie Cameron Matthew Gerding	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 5-21

History

First Read Date:	07/13/2020	Tabled:	NA
Public Hearing:	08/10/2020	Removed From Table:	NA
Second Read:	08/10/2020		

Discussion

07/13/2020

*Ordinance No. 5-21 will remain in first read until the call of the Chair.
Public Hearing scheduled at the call of the Chair.*

Mayor Hilliard referred Ordinance No. 5-21 to the Public Works & Environment Committee on 7/13/2020.

08/10/2020

Remains in Committee

09/09/2020

Remains in Committee

09/21/2020

Remains in Committee

10/05/2020

Remains in Committee

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



DATE: November 16, 2020
TO: Robert Belmore
City Manager
FROM: Michelle Mears, AICP
Director of Planning and Community Development

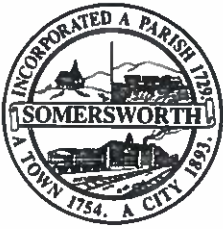
SUBJECT: ORDINANCE NO. 5-21 Apiculture/Beekeeping Zoning Amendment

The purpose of this section is to establish beekeeping practices, which are intended to avoid problems that may otherwise be associated with the keeping of bees in populated areas. Beekeeping research was based on the following information:

- Public Works and Environment Committee Minutes dated September 24, 2020.
- Carol Ogilvie, Interim Planner Beekeeping Memo dated August 12, 2020.

My recommendation based on the information provided would be:

1. Add a definition for Apiculture/Beekeeping in Section 25 under definitions.
2. Include it as a separate use to Table of Uses 4.A.3, under accessory uses, # 19 Apiculture/Beekeeping.
3. Performance standards for Beekeeping were then added to the existing footnotes using the Backyard chicken's ordinance as a guide for permitting and best management practices.



City of Somersworth – Ordinance

Ordinance No: **5-21**

TO AMEND CHAPTER 19 – ZONING, DEFINITIONS, SECTION 25.B, AGRICULTURAL USE

July 13, 2020

PROPOSED Amendment by the Public Works & Environment Committee

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 in Section 25 Definitions:

~~Section 19.25.B, Agricultural Use, delete the word, “apiculture.”~~

~~Section 19.25.B shall read as follows:~~

~~**AGRICULTURAL USE** Land used for agriculture, farming, dairying, pasturage, horticulture, aquaculture, floriculture, silviculture, animal and poultry husbandry.~~

	ACCESSORY USES	DISTRICT		
		PERMITTED	SPECIAL EXCEPTIO	PROHIBITED
1.	Construction site mobile office. ¹	A, B, C/I, MY, HMD ⁷ , I, R-1, R-1A, R-2, R-2A, R-		
2.	Accessory building such as a private garage, storage/tool shed, playhouse, greenhouse, swimming pool or similar structures accessory to	A, B, C/I, MY, HMD ⁷ , I, R-1, R-1A, R-2, R-2A, R-3, R/B,		
3.	Clubhouse, community center, laundry room, non-commercial recreational facilities, such as swimming pools and tennis courts, provided	B, MY ⁹ , HMD ⁷ , R-2A, R-3, R/B, R/C, MH		A, C/I, I, R-1, R-1A, R/O
4.	Outdoor storage, maintenance and utility areas and facilities. ³	I	C/I	A, B, MY ⁹ , HMD ⁷ , R-1, R-1A, R-2, R-B, C/I, MY, I, MH
5.	Parking of recreational vehicles. ⁴	A, HMD ⁷ , R-1, R-1A, R-2, R-2A, R-		
6.	Factory seconds store.	B, C/I, I, MY		A, HMD ⁷ , R-1, R-1A, R-2, R-2A, R-3, R/B, R/C, R/O
7.	Parking & transfer of commercial vehicles larger than 2 axle trucks, vans, vehicles or trailers exceeding 30 feet, vehicles or equipment	C/I, I, MY ¹³		A, HMD ⁷ , B, R-1, R-1A, R-2, R-2A, R-
8.	Produce, Christmas tree and other seasonal stands.	C/I, R/C, MY ⁹		A, B, HMD ⁷ , I, R-1, R-1A, R-2, R-2A, R-3, R/B, R/C, R/O, MH

9.	Keeping of livestock or swine.	A		B,C/I,MY,HMD ⁷ , I,R-1,R-1A,R-2, R-2A,R-3
10	Backyard chickens. ¹⁴	A,HMD,MY,R-1,R-2, R-2A, R- 2 R/B R/O		B,C/I,CN,I,MH, R/C
11	Storage of more than one unregistered and uninspected by the State and/or the City motor vehicle	C/I, I		B,MY,HMD ⁷ ,R-1, R-1A R-2 R- R-2A,R-3
12	Home occupation. ⁵	A,MY,R-1,R-1A,R-2,R-2A, R- 2 R/B R/O		B,C/I,I
13	Child care home. ⁶	A,MY,R-1,R-1A,R-2, R-2A,R- 2 R/B R/O		B,C/I,MY,I
14	Group child care home. ⁶	A,HMD ³ ,R-3, R/B,R/C,R/O	R-1,R-1A, R-2,R-2A.	B,C/I,MY,I,MH
15	Storage boxes or spaces trailers used as storage for non-hazardous materials by the commercial or industrial use that occupies the property. ⁷	B,C/I,I		A,HMD ³ ,R-1, R-1A,R-2,R- 2A,R- R-2A,R-3
16	Framed-Covered Structures. ⁸	A,B,C/I,MY,HM D,I, R-1 R-1A R-2 R- 2A,R-3		
17	Outdoor Wood-fired Hydronic Heaters (OWHH). ¹⁰	A,B,C/I,CN,MY, HMD,I,R-1,R- 1A R-2 R-2A R- 3		
18	Contractor's Office/Storage Yard ¹¹	C/I, I, R/C ¹²		A,B,CN,MY,H MD, MH R R-1 R- 2
19	Apiculture/ Beekeeping ¹⁵	A, R1, R1A, and HMD		B,CN,MY, MH,R-2,R- 2A,R-3,R-B,R- O,CI, R/C, Rec

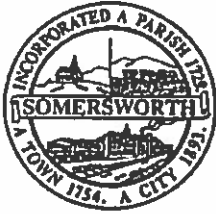
¹⁵ Amended XX/2020. Beekeeping is subject to the following provisions:

- a) An annual permit shall be required to keep beehives under this provision. An application for such permit shall be submitted to the Department of Development Services for review by the Director of Planning and Community Development (or designee) for Zoning compliance. There shall be a \$10 permit fee at the time the completed application is filed. Applications to renew the certificate of use shall be due by January 1st following the date of approval of the certificate of use and then by every January 1st thereafter for so long as the beekeeping continues.
- b) Number of Bee Hives allowed: Below is a chart that specifies how many colonies are allowed on the property based on lot size.

(TABLE 4.A.2.a)

NUMBER OF BEE HIVES IN RELATION TO LOT SIZE	
Lot /Acreage	Number of Hives
1/4 acre or less (1/4 acre = 10,890 sq. ft., roughly 50 ft. x 215 ft.)	2 hives
more than 1/4 acre, less than 1/2 acre (1/2 acre = 21,780 sq. ft., roughly 100 ft. x 218 ft.)	4 hives
more than 1/2 acre, less than 1 acre (1 acre = 43,560 sq. ft., roughly 150 ft. x 290 ft.)	6 hives
1 acre or more	8 hives

- c) Bee Hive placement: Hives shall be located in the side or rear yard area and shall be at least 20 feet from the property line. Hives shall not be located in any front yard area. These provisions shall not apply to lots located in the Agricultural (A) district.
- d) One sign is required if a hive is located on a vacant lot, the name, mailing address and phone number of the beekeeper shall be clearly read from the street. The sign shall not exceed one square foot in area, shall not be lit, and non-reflecting materials shall be used.
- e) Commercial use is prohibited, unless approved as a Home Occupation. Commercial use is defined but not limited to the selling of bees or bee products.



City of Somersworth – Ordinance

Ordinance No: 8-21

**TO AMEND CHAPTER 14 – LICENSING AND PERMITS,
SECTION 14.1, AMENDING MEMBERSHIP OF THE
LICENSING BOARD**

October 19, 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:

Chapter 14, Section 1:

- Strike “City Clerk” and replace with “City Manager or his/her designee”
(Revised 10/19/2020)

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by:</i> Richard R. Michaud Donald Austin Matthew Gerding	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 8-21

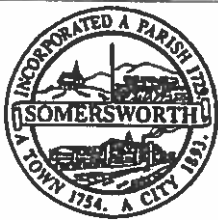
History			
First Read Date:	10/19/2020	Tabled:	NA
Public Hearing:		Removed From Table:	NA
Second Read:			

Discussion

10/19/2020

Ordinance No. 8-21 will remain in first read until the call of the Chair. Public Hearing scheduled at the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / /	Ordinance 8-21	PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 9-21

TRANSFER ORDINANCE TO FUND THE PURCHASE OF A SIDEWALK TRACTOR

October 19, 2020

BE IT ORDAINED BY THE CITY OF SOMERSWORTH, pursuant to Section 7.7 (D) of the City Charter, that the following General Fund unencumbered balance transfer be made:

<u>DEPARTMENTS</u>	<u>FROM</u>	<u>TO</u>
ELECTED LEADERSHIP		
CITY MANAGEMENT		
FINANCE AND ADMINISTRATION		
DEVELOPMENT SERVICES		
POLICE		
FIRE		
PUBLIC WORKS	130,000	
CAPITAL EXPENSES		130,000
OTHER EXPENSES (CONTINGENCY)		
INTERGOVT ASSESSMENTS-COUNTY TAX		
SCHOOL DEPARTMENT		
	<hr/>	<hr/>
TOTAL GENERAL FUND	130,000	130,000

Note: The intent is to transfer funding from the amount appropriated for road resurfacing in the Department of Public Works budget to Capital Outlay to be used toward the purchase of a sidewalk tractor. There is also approximately \$35,000 held in escrow that will be used toward this purchase. When the road resurfacing bids are received, the City may use the Municipal and Transportation Fund to supplement any needed funding to complete the road resurfacing projects as scheduled.

This Ordinance shall take effect upon passage.

Authorization

Sponsored by Councilor:

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

Approved:

City Attorney

City of Somersworth – Ordinance 9-21

History

First Read Date:	10/19/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

10/19/2020

Ordinance No. 9-21 will remain in first read until the call of the Chair. Public Hearing scheduled at the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / Ordinance 9-21		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 10-21

CITY COUNCIL MEETING SCHEDULE FOR 2021

November 16, 2020

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT, in accordance with Chapter 3.7 of the City Charter which provides that the City Council's "regular meetings shall be held on the first and third Monday of the month at 7:00 p.m. unless otherwise designated by Ordinance..." and Chapter 6, City Officials, Section 6.8.2 of the City Ordinances which also provides that the "City 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" that the City Council Meeting schedule for 2021 shall be as follows:

- Monday, January 4th and Tuesday, January 19th
- Monday, February 1st and Tuesday, February 16th
- Monday, March 1st and Monday March 15th
- Monday, April 5th and Monday, April 19th
- Monday, May 3rd and Monday, May 17th
- Monday, June 7th and Monday, June 21st
- Monday, July 19th
- Monday, August 9th
- Tuesday, September 7th and Monday September 20th
- Monday, October 11th and Monday, October 25th
- Monday, November 15th
- Monday, December 13th

This Ordinance shall take effect upon passage.

Authorization

Sponsored by:

Mayor Dana S. Hilliard

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 16-21

**TO AUTHORIZE THE CITY MANAGER TO REQUEST PROPOSALS FOR
A CONCEPTUAL DESIGN FOR IMPROVING ACCESS TO THE
SOMERSWORTH PUBLIC LIBRARY**

November 16, 2020

WHEREAS, the Somersworth Public Library provides citizens access to materials and services necessary for their informational, cultural, educational, and recreational needs, and

WHEREAS, the Somersworth Public Library has multiple floors and levels within the building that are accessed by stairways, and

WHEREAS, the City would like to contract with a qualified architect or engineer to analyze this facility and provide a conceptual design or conceptual design options to improve access for all citizens to enjoy the entire facility,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to request proposals for a conceptual design for improving access to the Somersworth Public Library and take any other actions with this project determined to be in the best interest of the City.

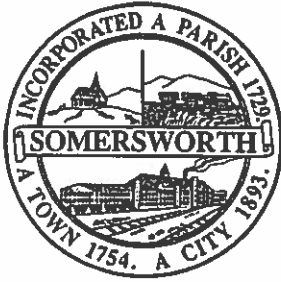
Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Martin Pepin
Richard Michaud

Approved:

City Attorney



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: November 10, 2020

Re: **Library Access Improvements – Conceptual Design**

As you are aware the Library is spread out through a number of levels, including having restrooms downstairs outside the children's section of the Library, that can make it difficult for all patrons to access the entire Library.

We have recommended that we contract with a qualified professional to provide a conceptual design or design alternatives detailing improvements the City could make to this facility to improve overall access.

The Library accumulates funds in escrow for book fines, and copier fees, and currently has approximately \$25,000 available for this project. We had reported \$27,000 to the Finance Committee but the Library has recently used some of these funds for improvements made intending to make the Library more inviting to patrons.

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



City of Somersworth – Resolution

Resolution No: 17-21

TO ACCEPT THE NEWLY CONSTRUCTED SIDEWALK ON TRI-CITY ROAD

November 16, 2020

WHEREAS, the City of Somersworth Planning Board approved the Tara Fields Development, off Tri-City Road, and required certain off-site improvements to be constructed by the developer; and

WHEREAS, the off-site improvements included 880 linear feet of new sidewalk improvements on Tri-City Road from High Street to the Tara Meadows entrance constructed with an asphalt surface and granite curbing, and

WHEREAS, Horsley Witten Group, the City's 3rd party engineering inspection firm, conducted an inspection of the completed sidewalk improvements on October 29, 2020 and concluded that all work met the approved plans and specifications, and

WHEREAS, the Department of Public Works has completed a review and concurs that the sidewalk improvements were built to the approved set of plans and specifications and recommends acceptance as a public sidewalk;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City accepts the sidewalk improvements on Tri-City Road and is hereby accepted as a public sidewalk.

Authorization

Sponsored by Request:

Councilor David Witham

Approved:

City Attorney

**MEMORANDUM from Director Public Works & Utilities**

TO: Bob Belmore, City Manager

DATE: November 3, 2020

FROM: Michael Bobinsky, Director of Public Works & Utilities

Cc: Scott Smith, Deputy City Manager, Director of Finance

SUBJECT: Acceptance of Tri City Road sidewalk improvements

Departmental staff arranged to have Horsley Witten Engineers (3rd Party Inspector) inspect the completed sidewalk improvements on Tri City Road. The new sidewalk on Tri City Road is associated with a condition of approval for the Tara Meadows Development. The sidewalk is located on Tri City Road from High Street to the entrance to Tara Meadows, and consists of asphalt surface, granite curbing and grass strip as part of the approved plans. Inspector Jonas Proctor of Horsley Witten inspected the sidewalk improvements on October 29, 2020. Attached is a copy of the inspection report. Horsley Witten concludes that the sidewalk improvement meets the approved plans and specification for the new sidewalk and curbing section.

Following review and site inspections, I agree with the conclusion by HW that the sidewalk improvements meets the approved plans and specifications and recommend acceptance of the public improvements to the City Council.



Client: Somersworth
 Inspection by: Jonas Proctor
 Inspection Date: 10/29/20
 Weather: Cloudy, 43°F

Project Name: Tara Fields (Map 3/Lot 39)
 Project No: 19034A
 Arrival Time: 8:30 AM
 Departure Time: 9:00 AM

Personnel on site:
 Michelle Mears, Somersworth Planning
 Jerry Gagnon, J.G. Gagnon & Son's
 Excavation
 Kevin Walker, Civil Engineer
 Chuck, Flatley Company

Reference Plan:
 Tara Fields
 Site Construction Plans
 John J. Flatley Company
 Tri City Road, Somersworth, NH

Contractor(s) equipment:
 None

Prepared by:
 Fieldstone Land Consultants, PLLC

Date: October 20, 2014; January 31, 2019

WORK UNDERWAY:

Erosion Control	<input type="checkbox"/>
Limit of Clearing	<input type="checkbox"/>
Excavation/Fill/Compaction	<input type="checkbox"/>
Road Subbase	<input type="checkbox"/>
Gravel Base	<input type="checkbox"/>
Pavement/Binder Only	<input type="checkbox"/>
Water	<input type="checkbox"/>
Gas/Electric/Telephone	<input type="checkbox"/>

Drainage	<input type="checkbox"/>
Wastewater	<input type="checkbox"/>
Sidewalk	<input type="checkbox"/>
Final Grading	<input type="checkbox"/>
Surface Stabilization	<input type="checkbox"/>
Monuments	<input type="checkbox"/>
Cleanup	<input type="checkbox"/>
Other: Sidewalk	<input checked="" type="checkbox"/>

PHOTOS TAKEN: YES ☒ NO ☐

GENERAL OBSERVATIONS/COMMENTS:

- HW staff arrived at site at approximately 8:30 AM to inspect the newly reconstructed sidewalk on Tri-City Road.
- HW was joined by Michelle Mears, Jerry Gagnon, and Chuck to observe the outstanding items from the punch list assembled on March 20, 2020. The following was observed:
 - The sidewalk ramps were reconstructed at approximately an 8-10% slope (Figure 1). Tack was applied between old and new sections of bituminous sidewalk (Figure 2). HW concludes that the sidewalk improvement meets the approved plans and specification for the new sidewalk and curbing section.
 - The utility box that was previously installed between a section of bituminous sidewalk and soil had since been secured with concrete (Figure 3).
 - Jerry Gagnon noted that a section of vertical granite curb was damaged by a truck in the previous week (Figure 4). Jerry grouted the crack curb at the end of the site visit.
 - Vertical granite curb that was previously missing grout from joints had been regouted (Figure 5).
 - At sections of sidewalk that lacked curbing previously, vertical granite curb was installed, and a 2-foot shoulder with loam and seed was formally established (Figure 6). The shoulder on the south side of Tri-City Road was also loamed and seeded (Figure 7).

Horsley Witten Group, Inc.
 90 Route 6A, Unit 1, Sandwich, MA 02563
 112 Water Street, 6th Floor, Boston, MA 02109
 113 R2 Water Street, Exeter, NH 03833
 55 Dorrance Street, Suite 403, Providence, RI 02903

phone (508) 833-6600
 phone (857) 263-8193
 phone (603) 658-1660
 phone (401) 272-1717

- f. A catch basin which was previously overloaded with sediment had vertical granite curb and bituminous asphalt installed along its perimeter to create separation from sediment (Figure 8).
 - g. Sediment was observed on the bituminous sidewalk (Figure 9). Sidewalk should be swept to be clear of sediment.
3. HW departed the site at approximately 9:00 AM.

ACTION ITEMS:

1. Sweep sediment from bituminous sidewalk.

Signature: _____

J. Procton
Jonas Procton, E.I.T.
Staff Engineer

Date: 10/29/20

City of Somersworth:

Dana Crossley
Michelle Mears
Michael Bobinsky

dcrossley@somersworth.com
mmears@somersworth.com
mbobinsky@somersworth.com

HW:

Janet Bernardo
Jonas Procton

jbernardo@horsleywitten.com
jprocton@horsleywitten.com

PHOTOS:

Figure 1: Reinstalled ramp at approximately an 8% - 10% slope.
Photo taken on 10/29/20

Horsley Witten Group, Inc.
90 Route 6A, Unit 1, Sandwich, MA 02563
112 Water Street, 8th Floor, Boston, MA 02109
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phone (401) 272-1717



Figure 2: Tack sealant between old and new bituminous walkway.
Photo taken on 10/29/20



Figure 3: Concrete laid to encase electric box.
Photo taken on 10/29/20

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Figure 4: Damaged vertical granite curb.
Photo taken on 10/29/20



Figure 5: Regouted joint between granite curb sections.
Photo taken on 10/29/20



Figure 6: Vertical granite curb installed along sidewalk and shoulder formalized.
Photo taken on 10/29/20



Figure 7: Shoulder loamed and seeded on south side of Tri-City Road.
Photo taken on 10/29/20

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Figure 8: Curb and asphalt installed around catch basin.
Photo taken on 10/29/20

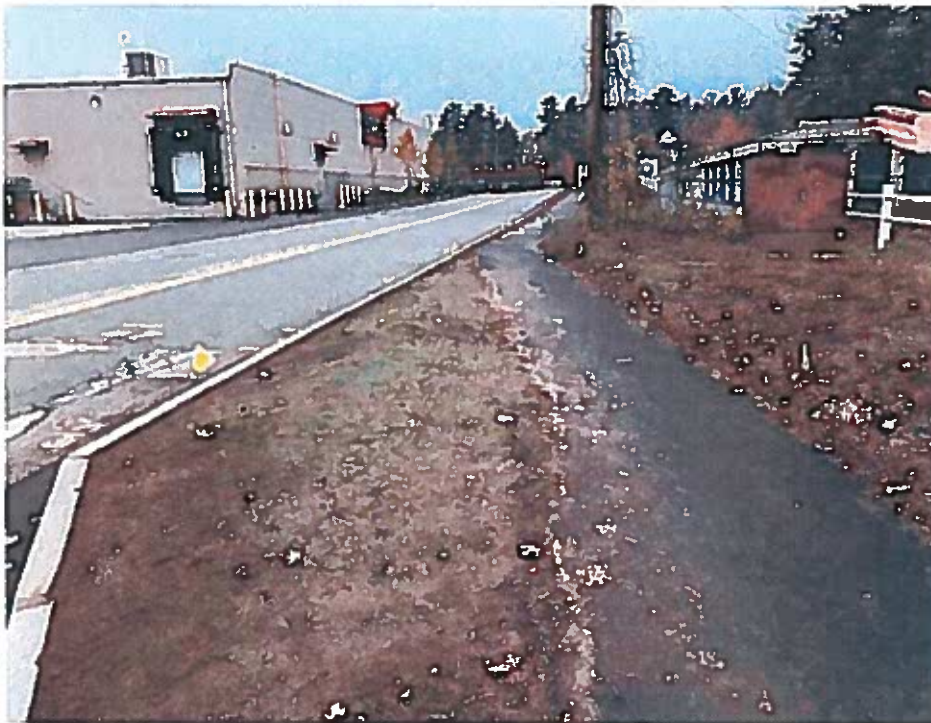


Figure 9: Sediment on sidewalk.
Photo taken on 10/29/20

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90 Route 6A, Unit 1, Sandwich, MA 02563
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City of Somersworth – Resolution

Resolution No: 18-21

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH HARVEY CONSTRUCTION CORPORATION OF BEDFORD, NEW HAMPSHIRE TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES FOR THE CONSTRUCTION OF A NEW FIRE STATION

November 16, 2020

WHEREAS, the Somersworth City Council adopted Resolution 50-20 to authorize a bond to construct a new fire station at the location of the current fire station on Maple Street, and

WHEREAS, City staff prepared a request for qualifications with the City's consulting architect and solicited responses from qualified companies, and

WHEREAS, five companies were selected from the responses received and were interviewed by City staff and the City's consulting architect at a meeting of the Fire Station Building Committee, and

WHEREAS, after completing review of the responses and the interviews, City staff recommends that the City contract with Harvey Construction Corporation of Bedford, NH to provide construction management services for the construction of a new Fire Station for a fee not to exceed 3.5% of the cost of construction, and

WHEREAS, the Fire Station Building Committee reviewed this recommendation with City staff and supports this recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Harvey Construction Corporation of Bedford, NH to provide construction management services for the construction of a new Fire Station for a fee not to exceed 3.5% of the cost of construction and to take any action relative to this contract determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Kenneth Vincent

Approved:

City Attorney

**MEMORANDUM from Director Public Works & Utilities**

TO: Bob Belmore, City Manager

DATE: November 2, 2020

FROM: Michael Bobinsky, Director of Public Works & Utilities

Cc: Scott Smith, Deputy City Manager, Director of Finance

SUBJECT: Request by the City of Rochester for increase in water supply from the City of Somersworth Water System for the Addison Estates Mobile Home expansion

The City of Rochester has requested additional water supplies to support an expansion of the Addison Estates Mobile Home development located at 418 Old Dover Road Rochester. The expansion involves 14 additional homes and was approved by the Rochester Planning Board with conditions. One of the conditions is to confirm with the City of Somersworth that adequate water supplies exist to accommodate the increase water supply needs from the expansion. As per the intermunicipal agreement between the City of Somersworth and the City of Rochester, dated February 1, 2003, Rochester officials are to seek formal approval from the City of Somersworth when there is a request for increased water supply.

Attached is a letter from the City of Rochester City Engineer Michael Bezanson, requesting the increased water supply needs on behalf of the City along with an attached letter from the developer and a site plan. The request is for an estimated 8,400 gallons of water per day to meet the expanded development. All of the proposed infrastructure is behind the existing meter on site and is part of the serving the individual house lots. I consulted with Chief Water Plant Operator Greg Kirchofer, to review and determine if the City's Water Treatment Plant can meet this request. Greg confirmed that the City's Treatment Plant can meet this increased request.

I recommend approval of this request for increase in water supply to the City of Rochester.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

October 9, 2020

VIA EMAIL ONLY

Michael J. Bobinsky
Director of Public Works & Utilities
City of Somersworth
One Government Way
Somersworth, NH 03878
email: mbobinsky@somersworth.com

**RE: Request for Increase in Quantity of Water from Somersworth Water System
Addison Estates MHP Expansion, 418 Old Dover Road, Rochester, NH**

Dear Mr. Bobinsky:

As detailed in the attached letter and plan sheets, the owners of the Addison Estates Mobile Home development at 414 Old Dover Road in Rochester plan to expand their existing mobile home park (MHP) with an additional 14 homes on the adjacent parcel. This existing development, Addison Estates MHP, is currently provided with water service from the Rochester Consecutive Water System (PWSID #NH2001030), which is supplied water by the City of Somersworth Water System. Per the Intermunicipal Water Agreement between Somersworth and Rochester dated February 1, 2003, I am requesting, on behalf of the City of Rochester, an increase in the quantity of water supplied by the City of Somersworth totaling an estimated 8,400 gallons per day for this MHP expansion.

Please feel free to contact me with any questions. I appreciate your consideration of this request and look forward to the City of Somersworth's response. Thank you.

Sincerely,

Michael S. Bezanson, PE
City Engineer

Attachments: Letter from Berry Surveying & Engineering dated 10/7/2020
Plan Sheets 8, 10, and 15 of 36 dated 6/11/2019 revised 2/4/2020

Cc: Christopher R. Berry, Principal/President, Berry Surveying & Engineering (via email)



BERRY SURVEYING & ENGINEERING

335 Second Crown Point Road

Barrington, NH 03825

Phone: (603) 332-2863

Fax: (603) 335-4623

www.BerrySurveying.Com

October 7, 2020

City of Rochester Department of Public Works
Attention: City Engineer Michael Bezanson, PE
45 Old Dover Road
Rochester, NH 03867

RE: Mobile Home Subdivision
Donald & Bonnie Toy
Addison Estates Phase II
418 Old Dover Road, Rochester, NH 03867

Mr. Bezanson,

The owners of Addison Estates, (Alexandria Lane), Donald and Bonnie Toy, received approval from the City of Rochester Planning Board to expand the existing development by adding 14 additional homes. This was reviewed by DPW during the TRC review process. The proposal is to develop 2 to 4 bedroom elderly homes with the expansion. More than likely they will be 2 bedrooms each. The total increase in demand would range between 4200 Gallons Per Day (GPD) and 8400 (GPD) based on the NHDES average of 150 GPD per bedroom. All of the proposed infrastructure is behind the existing meter on site.

Enclosed is a copy of the subdivision layout along with the utility design for the project.

Respectfully Submitted,
BERRY SURVEYING & ENGINEERING

Christopher R. Berry
Principal, President

Scott.

INTERMUNICIPAL WATER AGREEMENT
Between the City of Somersworth New Hampshire
And the
City of Rochester, New Hampshire

FILED
MAR 1 2003

RECEIVED MAR 30 2003

THIS AGREEMENT, made and entered into this first day of *February 2003*, by and between the City of Somersworth in the State of New Hampshire, party of the first part, sometimes hereinafter referred to as (Somersworth) and the City of Rochester, also a municipal corporation in the State of New Hampshire, party of the second part, sometimes hereinafter referred to as (Rochester) duly authorized, for the purpose of providing water service to Rochester through Somersworth Water System for the mutual benefit of Somersworth and the City of Rochester.

WITNESSETH:

WHEREAS, Somersworth, through its Public Works & Utilities Department, operates and maintains water facilities, hereinafter known as Somersworth Water System; and

WHEREAS, it is deemed in the best interest of the Parties that Rochester obtain water service through Somersworth Water System; and

WHEREAS, Somersworth has agreed with the applicable Federal and State Agencies to negotiate with Rochester to treat and receive waters to the Service Area of Rochester through Somersworth Water System; and

WHEREAS, Somersworth through its City Manager is authorized to negotiate and execute an agreement with Rochester, as authorized by RSA 252, under which Somersworth will provide water service to Rochester; and

WHEREAS, Rochester has authorized its City Manager to negotiate and execute an agreement with Somersworth, as authorized by RSA 252, under which Rochester will be provided water service by Somersworth (ATTACHMENT "A", attached hereto)

Now, THEREFORE, in consideration of the mutual undertakings promises, benefits and agreements herein contained, Somersworth and Rochester covenant and agree as follows:

ARTICLE I - OBLIGATIONS OF THE PARTIES

1.1 SOMERSWORTH TO PROVIDE WATER SERVICE

Somersworth agrees to provide water service to Rochester subject to the conditions hereinafter provided. Somersworth shall provide through Somersworth Water System and shall treat and provide water to the Service Area of Rochester in accordance with municipal, state, and federal regulations. Somersworth Public Works & Utilities shall have exclusive jurisdiction and control over Somersworth Water System and shall be responsible to Local, State and Federal authorities having jurisdiction over said facilities.

1.2 ROCHESTER TO PAY FOR SERVICE

In consideration of the water service to be provided by Somersworth under the provisions of this Agreement, Rochester agrees to pay all charges as provided for in ATTACHMENT "B" of this Agreement and to comply with all other conditions of this Agreement.

1.3 ROCHESTER USER CHARGE SYSTEM

Rochester shall develop and maintain a system of user charge that accounts for and recovers the cost to produce the actual quantity of water consumed.

1.4 ROCHESTER FACILITIES

Rochester shall provide such water facilities as are required to distribute Rochester's water, from within the area of the City of Rochester to be serviced under this Agreement, to the point of interception with Somersworth Water System as shown on ATTACHMENT "C" (Map), attached hereto and made a part hereof. Rochester shall be responsible for land acquisition and for the design, construction, maintenance, repair and operation of all water facilities within the geographic area of Rochester, which is to be serviced by this Agreement.

1.5 JURISDICTION

Upon mutual agreement of the parties, the jurisdiction provided in sections 1.3 and 1.4 hereof may be modified on the basis of economic or engineering feasibility.

1.6 LAWS AND ORDINANCES

Rochester, within its jurisdiction, shall comply with, and strictly enforce, all Federal, State and Local laws, ordinances, rules, regulations, by-laws, permits and agreements

relating to water supply in Rochester and to water characteristics, distribution, treatment and disposal, as they apply to Rochester's System and to Somersworth's System. Rochester shall be liable to Somersworth for any damage caused to Somersworth Water System resulting from the violation of any such law, ordinance, rule, regulation, by-law, permit or breach of this Agreement by Rochester or any of its users.

Somersworth shall comply with, and strictly enforce, all Federal, State and Local laws, ordinances, rules, regulations, by-laws, permits, and agreements relating to water supply and pollution control in Somersworth, and to water characteristics, distribution, treatment and disposal, as they apply to Somersworth's System. Somersworth shall be liable to Rochester for any damages caused to Rochester's System resulting from a violation of any such law, ordinance, rule, regulation, by-law, permit or breach of this Agreement by Somersworth or any of its users.

Somersworth shall adopt, and from time to time revise; a Water Use Ordinance and Discharge Permit System acceptable to the United States Environmental Protection Agency and the New Hampshire Department of Environmental Services, Water Division. Rochester shall adopt, and from time to time revise, a Water Use Ordinance and Discharge Permit System acceptable to Somersworth, the New Hampshire Department of Environmental Services, Water Division and the United States Environmental Protection Agency: provided that Rochester shall not be subject to more stringent regulations than Somersworth users.

1.7 INSPECTION

It shall be the responsibility of Rochester to establish and maintain a permit, inspection, and monitoring and sampling program, within Rochester services area, to assure proper and adequate monitoring of the discharge of waters. If failure of Rochester to properly and adequately control waters causes damage to Somersworth's System, then Rochester shall be liable to Somersworth for damages, as provided in paragraph 1.6. In the event that such damages are caused to Somersworth Water System, then Somersworth, after 1 business day notice, shall have the right to inspect; monitor and sample discharges within the Rochester services area and Rochester shall cooperate with Somersworth in such an evaluation program.

It shall be the responsibility of Somersworth to establish and maintain a permit, inspection, and monitoring and sampling program, within Somersworth, to assure proper and adequate control of the supply of waters. If failure of Somersworth to properly and adequately control waters causes damage to the Rochester's System then Somersworth shall be liable to Rochester for damages, as provided in paragraph 1.6. In the event that such damages are caused to Rochester's System, then Rochester, after 24 hours notice,

shall have the right to inspect; monitor and sample discharges within the City and Somersworth shall cooperate with the Rochester in such an evaluation program.

1.8 LIABILITY INSURANCE

The Rochester shall procure and maintain during the term of this Agreement such public liability and property damage insurance, as shall protect Rochester and Somersworth from claims for damages for personal injury, including accidental death, and for property damage, which may arise from operations by Rochester under this Agreement, or by its agents, servants, employees or licensees.

1.9 TEMPORARY DISCONTINUANCE

If proper operation of the system requires that Somersworth Highway Department discontinue temporarily all or part of the service to Rochester for purpose of utility work or emergency repairs, no claim for damages for such temporary discontinuance shall be made by Rochester against Somersworth, or any of its duly authorized agents, provided that 24 hours notice, when possible, of such discontinuance shall be given to Rochester.

ARTICLE II GENERAL PROVISIONS AND LIMITATIONS

2.1 LIMITATION ON DEVELOPMENT

This agreement is limited to the water distribution main proposed for construction on Old Dover Road from Rochester/Somersworth City Line northward into the City of Rochester for a distance of approximately 1,125 feet to service all properties with frontage on said Old Dover Road up to and including the properties described by Rochester Tax Map 256, lots 53 and 62.

City of Rochester shall not construct or permit any additional transmission main to any portion of the water distribution network supplied by Somersworth without obtaining the prior consent of Somersworth City Council or its authorized agents. Rochester shall apply for permission from Somersworth at least 60 days prior to commencing construction of any transmission main within the City of Rochester that is connected to and water directly supplied by Somersworth. For the purposes of this article, a transmission main shall mean any pipe larger than 2 inches in diameter, that is used to convey water between two properties along land through which is owned by the City of Rochester or which there is an easement granted which grants the right for a public water conveyance.

Rochester shall submit a copy of the application for water service for any water supply connection within the City of Rochester, which is supplied by Somersworth to the Director of Public Works for review. The Director of Public Works or authorized agent shall act on the application within 30 days of submittal. Somersworth shall establish and convey the terms and conditions of the service connection to Rochester, including the limits that have been agreed on. ATTACHMENT "A".

2.2 WATER CONSTRUCTION

The limitations contained in sections 2.1 hereof are established to insure that the size and capacity of Somersworth Water System be and remain sufficient to serve the contemplated needs of Rochester. After signing this Agreement and during its term, Rochester shall notify Somersworth Public Works Director of all proposed Water construction and connections to Rochester's System so that Somersworth Public Works Director will be able to coordinate the operation and maintenance of Somersworth Water System with the development of Rochester System.

Rochester shall submit all proposed Water construction and connections to Somersworth Water System for their review and approval. Copies of all such submittals and subsequent approvals by Somersworth City Council shall be sent to Somersworth Public Works Director.

2.3 INSPECTION OF FACILITIES AND RECORDS

The Somersworth shall have the right to inspect all Water Services, backflow devices and Water testing in Rochester on the system connected to Somersworth Water System.

The Rochester shall have the right to inspect all Waters Services, Black Flow Devices and Water Testing in the City.

2.4 DEFECTIVE FACILITIES

The maintenance of proper facilities is required to assure that the limitations outlined in paragraphs 2.1 and 2.2 are not exceeded. If any of Rochester's System is found to be in defective condition, and such condition adversely affects the operation of Somersworth Water System limitations set forth in Paragraphs 2.1 and 2.2, then Rochester shall correct such defective condition without delay. If such defective condition does not cause Rochester to adversely affect the operation of Somersworth Water System, then Rochester, at its sole option, may elect to suspend further Water construction in lieu of correcting the defective condition. The expression "defective condition" as used herein, shall mean any condition that is in violation of any State or Federal standard.

2.5 TERM OF AGREEMENT; RENEWAL

The term of this Agreement shall be fifteen (15) years from the date hereof. The Agreement shall be automatically renewed for successive periods of five (5) years, after the expiration of the initial fifteen (15) year agreement, unless either party shall elect to terminate the same by written notice to the other at least one year prior to the date of expiration of the original term or any renewal thereof.

2.6 TERMINATION FOR BREACH OF AGREEMENT

In the event that Rochester fails to comply with the terms or conditions of this Agreement, Somersworth shall give notice of said failure of compliance and the City of Rochester shall immediately and diligently proceed to cure the default. If Rochester shall fail to respond with corrective methods or procedures to cure the default for thirty (30) days after said notice, Somersworth may elect to terminate the Agreement at any time on ninety (90) days written notice to Rochester City Manager. Nothing herein shall be construed as limiting the right of Somersworth to proceed against the City of Rochester at law or in equity to enforce all provisions of the Agreement. In the event Somersworth elects to terminate the Agreement, Somersworth may by any lawful means at its command take action to terminate continued introduction of water into Somersworth Water System from the City of Rochester. Until Rochester's water discharge to Somersworth has been completely terminated, Rochester shall be required to pay all water charges provided in Article III of this Agreement.

ARTICLE III - COSTS AND CHARGES

3.1 RATES FOR WATER TAKEN AT THE ROCHESTER INTERCONNECT

For all water taken by Rochester at Somersworth Interconnect, Rochester shall pay Somersworth at the standard rate in effect for all other customer of Somersworth. Attached B current rate

3.2 MEASUREMENT OF CONSUMPTION AT THE SOMERSWORTH INTERCONNECT

Rochester shall be responsible for the installation of a meter or meters for measurement of the water it supplies to Rochester at Somersworth Interconnect. Somersworth & Rochester shall have access to the meter for obtaining readings at any time. Testing of the meters shall be in accordance with Section 4.1

3.3 CAPITAL COSTS

Rochester will be responsible for all capital cost in the City of Rochester that is connected with Somersworth Water System.

3.4 INCREASE IN QUANTITY OF WATER FROM SOMERSWORTH WATER SYSTEM

Rochester may request an increase in the quantity of water under this Agreement by providing Somersworth a request in writing, indicating the quantity of the increase and the reason such an increase is requested. All increase requests from Rochester will then go before the Somersworth City Council for approval.

3.5 ANNUAL COST ADJUSTMENT CHARGE

Somersworth will bill the standard rate and will only change it when all rates are changed.

3.6 FLOW METERING AND MONITORING REQUIREMENTS

Rochester shall provide a flow metering and sampling station to measure and record flows to the City from the area of Somersworth shown in Appendix C. The metering station will be constructed according to City of Somersworth requirements and will be turned over to Somersworth for operation and maintenance. All costs associated with operation and maintenance of the station will be billed directly to Rochester as part of their periodic billing.

3.7 BILLINGS

For billing purposes, Somersworth established billing procedure adopted to stabilize the rate for a reasonable period of time. However, it must be realized that inflationary pressures might dictate that the estimates be adjusted at intervals more frequent than five years.

To assure that the basis for billing are the same for all users of Somersworth's System, Somersworth shall prepare Rochester's quarterly billing from Somersworth's current rate setting.

If not paid within thirty (30) days of the billing date, Rochester shall pay a twenty-four (24) percent per annum interest charge on quarterly billings.

3.8 CUSTOMER BILLING

All customers within the City of Rochester provided water by Somersworth are customers of Rochester, not Somersworth and as such will be billed according to the billing rates

established by the City of Rochester Water Department. If billing rates charged each Rochester customer does not cover the City of Rochester's costs to supply water as outlined in Section 3.1, the City of Rochester has the right to adjust the rates charged these customers to the level displayed in Section 3.1 or as adjusted by Somersworth according Section 3.5.

ARTICLE IV – ADMINISTRATION

4.1 METER TESTING

To ensure the accuracy of the water meter at Somersworth/Rochester interconnect, Somersworth and Rochester will verify the difference between the services meters and the meter at the interconnection. When there is a measurable difference (within the accuracy of the meters) between the two readings, the water meter shall be tested by a reputable meter testing company. Somersworth and Rochester will be responsible for half the cost of the testing. The report of the testing company shall be sent to both Somersworth and Rochester.

In the event the testing company finds quantifiable faulty or missing flow data, the detected overage or underage shall be made up the following way:

An audit of the all the customer meters which obtain their water from Somersworth through Rochester/Somersworth interconnect will be conducted covering all billing for the previous year. The sums of the water used by all the service meters shall be compared against the reading through the meter at the interconnect. If both the audit and the testing verify that the interconnect meter underreported the amount of water used by more than 10 percent, then Rochester shall pay Somersworth the balance owed according to the aggregate amount used by all the service meters. If both the audit and the testing verify that the interconnect meter over reported the amount of water used by more than 10 percent, then Somersworth shall refund Rochester the amount overcharged according to the aggregate amount used by all the service meters.

4.2 FIRE FLOWS AND FLUSHING

Since flushing of hydrants is a normal activity of ensuring water quality, Somersworth shall perform all hydrant flushing. All water that exits the system from fire hydrants that are located in the City of Rochester with water that is supplied by Somersworth during emergency fire fighting evolutions or during normal routine scheduled water system flushing operations shall not be billed to the City of Rochester. Except during emergencies, Rochester/Somersworth interconnect water meter shall be recorded at any time prior to the opening of a fire hydrant so the amount of water flushed can be

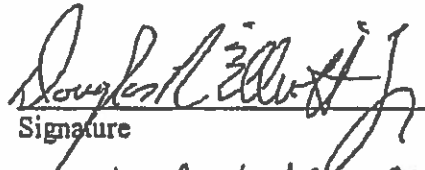
quantified. The City of Rochester shall not be billed for the water flushed during normal flushing maintenance operations.

ARTICLE V - UNIFORM PROVISIONS


The parties hereto believe they have negotiated fairly an Agreement; The Somersworth agrees that it will not grant more favorable terms and/or conditions to any other municipality than are contained in this Agreement.

IN WITNESS WHEREOF, the parties to this Agreement have caused this instrument to be signed in duplicate the day and year first above written.

THE CITY OF SOMERSWORTH


Signature
Douglas R. Elliott Jr. City Manager
Name Title
3-14-03
Date

CITY OF ROCHESTER


Signature
Denise McHale City Mgr
Name Title
3-17-03
Date

ATTACHMENT "A"

COMMUNICATIONS:

- Letter from Norway Plains Associates, inc. Re: Water Line Extension: Arthur Nickless (Norway Plains Assoc), John Raligan (Attorney for Toy's Manufacture) and Donald Toy (Toy's Manufacture) presented a water extension down 16B, Old Dover RD of 1150 ft from Crystal Springs Mobile Home to Toy site with 23-lot mobile home park in Rochester.
- Conditions of Approval (Motion by John Chick to approve second by Doug Elliott, Voted and passed by all three Commissioners)
 - Water service from the City of Somersworth to the applicant's project in the City of Rochester is approved, subject to the following conditions:
- That the City of Rochester agree to this proposed water main extension and a mutually agreeable arrangement is reached between the City of Somersworth and the City of Rochester for the delivery and metering of water utility service for this project;
- That the applicant assumes responsibility for the cost of the line extension and constructs said extension consistent with the City of Somersworth's construction standards for such extensions;
- That upon completion of the extension, the applicant shall deed the water utility improvements situated in Somersworth to the City of Somersworth following presentation of applicable lien waivers from the general and subcontractors the work on the water line extension.
- That the applicant will post a suitable performance guarantee prior to commencement of construction work.
- City of Somersworth shall have sole discretion to approve or deny additional water connection requests from proposed Rochester connections;
- Water service shall not be provided to this project until Somersworth High Lift station project is completed.

ATTACHMENT "B"

TAP FEES

¾ inch Service	\$400.00
1 inch Services	\$600.00
1.5 inch Services	\$800.00
2 inch Services	\$1000.00
4 inch Services	\$1200.00
6 inch Services	\$1400.00
8 inch Services	\$1600.00

WATER RATE PER 100 CU/FT

\$1.60

The rates are subject to change by the vote of council. The rate will be the same for all users.

MEMORANDUM

DATE: October 30, 2020
TO: Robert Belmore
City Manager
FROM: Michelle Mears, AICP
Director of Planning and Community Development

SUBJECT: Restoration of Involuntary Merged Lots Tax Map 25 Lot 63 111 Maple Street

The City of Somersworth Planning Development received a letter dated September 22, 2020 from Attorney Christopher Wyskiel regarding involuntarily merged lots at Tax Map 25 Lot 63. In his letter he has requested that the lot above be un-merged based on the deed which identifies two separate tracts of land.

NH RSA 674:39-aa requires that any "involuntarily merged" lots, if they meet the parameters, be returned to their non-merged status when requested by the property owner. The property owner(s) of 111 Maple Street, Tax Map 25 Lot 63, have submitted such a request.

City Staff from Planning and Assessing have reviewed this request by conducting file and deed research and related to the property. We have concluded that the lots were merged by the City involuntarily and at no time have these lots been "treated" as one lot by the property owner.

Because of these findings, and in accordance with NH State Law, this property must be returned to pre-merger status (two lots) by the governing body (i.e. – City Council).

I would ask that this matter be presented to the City Council and ask that they approve the un-merge of the two properties to restore them to their original status.

The new lot will be named Map 25 Lot 63 Sub-lot 01, (25-63-01).



**Wyskiel,
Boc,
Tillinghast
& Bolduc, P.A.**
Attorneys at Law

William E. Boc
*Michael J. Bolduc
Thomas G. Ferrini
Abigail Sykas Karoutas
*William R. Phipps
**D. Lance Tillinghast
*Christopher A. Wyskiel

*also admitted in Maine
**also admitted in MA, ME & VT

September 22, 2020

Somersworth Planning Department
Attn: Dana Crossley
One Government Way
Somersworth, NH 03878

RE: Somersworth Tax Map 25, Lot 63 a/k/a 111 Maple Street

To Whom It May Concern:

This office represents Joseph Leo Paul Chabot, Trustee of the Joseph Leo Paul Chabot 1994 Trust, a Revocable Living Trust, w/i/d October 11, 1994. In his trustee capacity, Mr. Chabot is the owner of the above referenced Somersworth Tax Map 25, Lot 63 property, configured as one lot on the current tax map attached as Exhibit 1.

This letter, with exhibits, explains how Mr. Chabot's Map 25, Lot 63 property exists as two separate Registry of Deeds lots of record. They originated as separate lots, have historically always been described as separate lots, and never have been voluntarily merged. The two lots' merged depiction on the City's Tax Map 25 as Lot 63 was an involuntary merger by the City, which, by this letter, Mr. Chabot requests be undone so that both lots are restored to their pre-merger, separate lot of record status pursuant to N.H. RSA 674:39-aa, a copy of which is attached as Exhibit 2.

Briana in the Somersworth Assessor's office has confirmed to me by phone that the City's on-line assessing records currently go back to 1990. She confirmed to me that from 1990 to the present, the City's records show the Map 25, Lot 63 parcel as always having the same 0.61 acre size as shown on Exhibit 1. Exhibit 3 are printouts from the City's assessing "property card" records evidencing this 0.61 acre size. Exhibit 3 also notes Mr. Chabot's vesting deed reference as Strafford Registry of Deeds Book 4181, Page 379.

Attached as Exhibit 4 is a copy of the Fiduciary Deed recorded at Strafford Registry Book 4181, Page 379. This is the deed by which full ownership in Tax Map 25, Lot 63 property is conveyed to Mr. Chabot as Trustee of his estate planning trust by the first and second described tracts of land. The property is described as two (2) separate lots of record. On a separate tax map (Exhibit 5), we have outlined the two lots of record "pre-merger status" in pink

and blue. We have outlined the two lots of record metes and bounds descriptions on the Book 4181, Page 379 deed in pink and blue to correspond to the Exhibit 5 tax map.

To demonstrate that these historic separate lots of record descriptions have been used over time, we attach as Exhibit 6 our "chain of title" research notes, highlighting the Strafford Registry of Deeds book and page references to the deeds by which these lots of record were conveyed over time. As unnumbered exhibits, we attach copies of all those deeds, highlighting each deed's historic lot of record description in pink or blue to correspond with the Exhibit 5 pre-merger status of these lots.

Our deed research also found the Strafford Registry of Deeds Plan #42, Pocket 6, Folder 1 plan entitled "Sunset Park, a Fournier Development, West High Street, Somersworth, NH, H.V. Sheahan, C.E." from which the vacant Lot 32 blue highlighted metes and bounds description was generated (copy attached as Exhibit 7). It is significant to see that this blue highlighted lot of record grows out of an entirely separate subdivision plan (and chain of title) than does the pink 111 Maple Street lot on which a house was developed.

These plans and deed exhibits demonstrate that these separately described parcels of land have always existed as separate lots of record. For the period of time covered by our chain of title, no "voluntary merger" notice was ever filed by the current or any prior owner pursuant to RSA 674:39-a (copy attached as Exhibit 8). Briana from the Somersworth Assessor's office reviewed the City Assessment records for this land at the owner's request, and confirmed to us by phone that there is nothing in the City records evidencing any request by the current or former owners to merge these historic lots of record. To the extent both separately described lots have more recently been conveyed by one deed (together with other described lots), that has been a matter of convenience (one deed instead of multiple deeds), and does not evidence any express or implied intent for the lots to be merged as one. There is no legal prohibition to conveying multiple properties by one deed. As a matter of practice and custom, that has been done forever here in New Hampshire.

All the above confirms that these separately described and depicted pink and blue lots of record were never voluntarily merged, but rather, involuntarily merged by the City sometime prior to September 18, 2020 (a requirement of Exhibit 2). Recall Briana's confirmation that City records show this parcel as being the same size back to 1990.

Mr. Chabot's request to restore these lots of record to their pre-involuntary merger status is made prior to December 31, 2021, as also required by RSA 674:39-aa.

Somersworth Planning Department
September 22, 2020
Page 3

Mr. Chabot currently has these lots of record under contract to be sold to separate third parties. One intends to purchase the pink described/depicted lot with the house on it. A separate party intends to purchase the blue described/depicted vacant lot.

As closings on both lots are anticipated within the next few weeks, please confirm receipt of this request and the City's intent to restore both lots to their pre-merger status as required by statute.

Please also confirm that separate lot tax assessments will be established by April 1, 2021, resulting in separate tax bills for both lots next July and December, 2021. If there will be tax assessment/tax bill timing different than this, please advise so closing prorations can be planned accordingly.

Please feel free to call or e-mail me if you have any questions.

Thank you.

Sincerely,



Christopher A. Wyskiel

CAW/lew
Enclosures

cc: Donna Vittands
Joseph Leo Paul Chabot

TITLE LXIV PLANNING AND ZONING

CHAPTER 674 LOCAL LAND USE PLANNING AND REGULATORY POWERS

Regulation of Subdivision of Land

Section 674:39-aa

674:39-aa Restoration of Involuntarily Merged Lots. –

I. In this section:

(a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.

(b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.

(c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

(a) The request is submitted to the governing body prior to December 31, 2021.

(b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

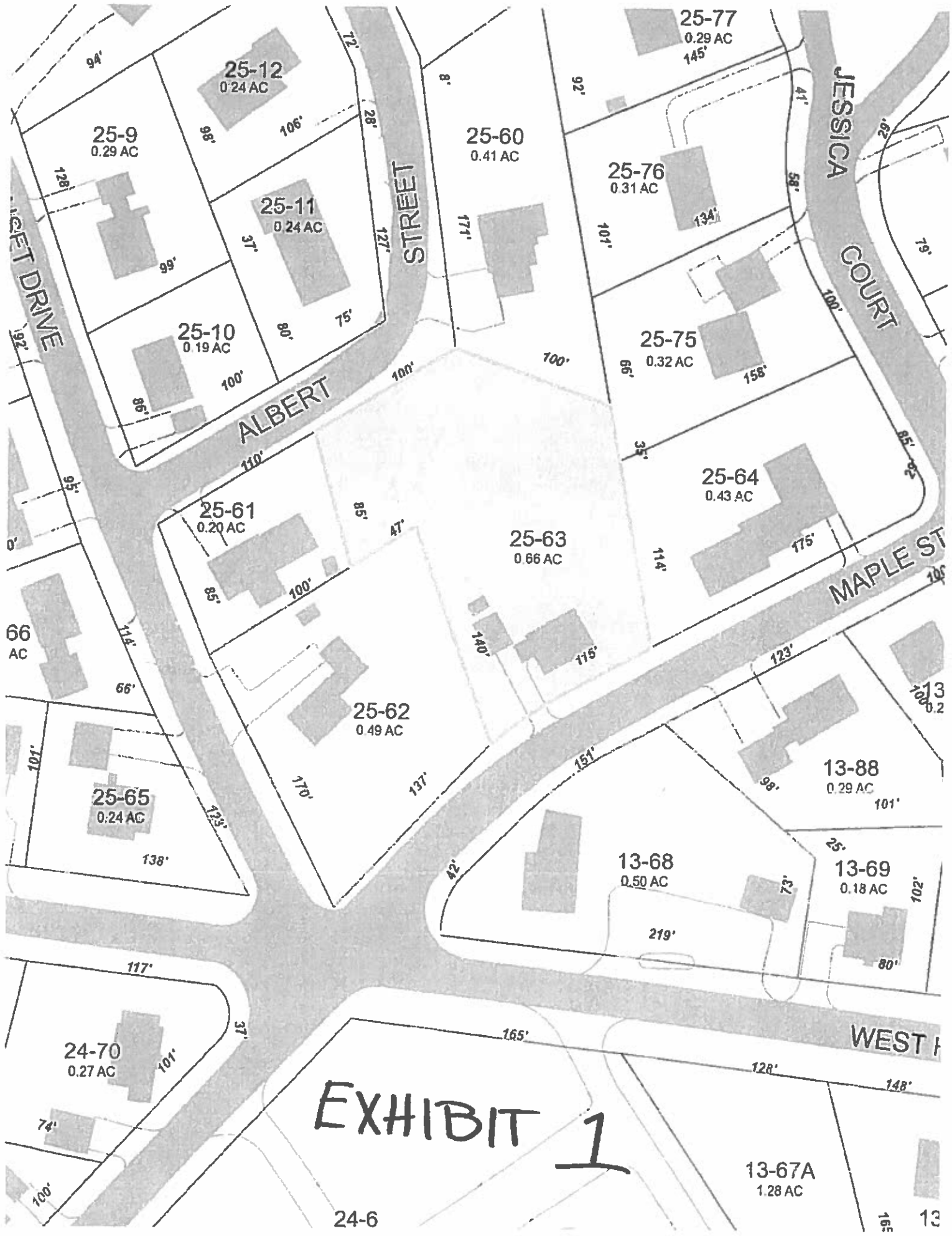
IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

Source. 2011, 206:4, eff. July 24, 2011. 2016, 327:2, eff. Aug. 23, 2016.

EXHIBIT 2



Nov 3, 2020 2:54:10 PM





SCHOOL ADMINISTRATIVE UNIT FIFTY SIX
Rollinsford School District – Somersworth School District
51 West High Street
Somersworth, NH 03878
(603) 692-4450 • Fax (603) 692-9100



ASSISTANT SUPERINTENDENT
Lori Lane

SUPERINTENDENT
Dr. Robert Gadowski

BUSINESS ADMINISTRATOR
Katie Krauss

STUDENT SERVICES DIRECTOR
Nancy Jo Michaud

Special Education Liaison
Debbie Brooks

To: Mayor Dana S. Hilliard
City Manager Bob Belmore

From: Somersworth School Board
Dr. Robert Gadowski, Superintendent of Schools

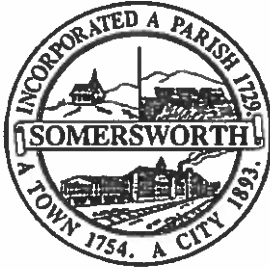
Date: October 28, 2020

Re: Request to utilize Idlehurst Elementary School and Somersworth High School
For permanent polling locations.

The Somersworth School District and the Somersworth School Board continue to welcome the opportunity to work collaboratively with the City of Somersworth and the Somersworth City Council.

The Somersworth School Board approved the use of Idlehurst Elementary School and Somersworth High School as permanent polling locations, at their October 27, 2020 School Board Meeting. We are pleased to work alongside the city personnel to ensure a smooth voting experience.

Please let me know if we can offer any further assistance.



MEMORANDUM

To: Bob Belmore, City Manager
 From: Scott Smith, Director of Finance and Administration
 Date: November 3, 2020

Re: Tax Rate

We received official notification from the Department of Revenue Administration today on the City's 2020 tax rate. The State of New Hampshire has set the City's tax rate at \$27.85.

The comparison to the 2019 tax rate breaks down as follows:

	<u>2020 Tax Rate</u>	<u>2019 Tax Rate</u>	<u>Increase/(Decrease)</u>
City	8.68	8.48	.20
Local School	14.79	14.42	.37
State School	1.94	1.87	.07
County	<u>2.44</u>	<u>2.51</u>	<u>(.07)</u>
Totals	27.85	27.28	.57

I anticipate tax bills to be mailed within the next week.

If you need any additional information, please let me know.



MEMO

TO: Dana Hillard, Mayor, City of Somersworth
FROM: Betsey Andrews Parker, CEO
RE: Homeless Center Update and Requests
DATE: October 20, 2020

Community Action Partnership of Strafford County (CAPSC) is partnering with Strafford County and the Tri City region to establish emergency shelter at the Garrison Hotel and additional program services located at 577 Central Ave. as an extension of our work to address homelessness and housing in the County.

The initiative is expanding regional services for emergency shelter. This initiative will streamline the process of accessing housing for families and individuals by making housing and social service supports available in one location at 577 Central Ave while providing much needed emergency shelter to augment the lack of options in the region due to Covid.

This program directly impacts 5 of the 7 strategies identified in the Tri City Master Plan including:

- #3) Increase Homeless Prevention & Rapid Re-Housing Programs
- #4) Support Access to Transportation
- #5) Enhance Access to Quality Healthcare, Mental Health & Education
- #6) Support Efforts to Decrease Substance Use Disorder and Increase Prevention
- #7) Engaging the Community to End Homelessness

The initiative is seeking support from the Tri Cities to offset the \$100,000 gap in funding for operations starting 11/1/20. We are specifically seeking \$20,000 from Somersworth to support daytime program staff in November and December. The other funding sources include:

NH Housing Finance Authority- in partnership with Crossroads, the CARES Act funding administered by NHHFA will support overnight staff and hotel operations from 11/1/20 to 12/30/20. Status- approved and awaiting final contract.

Community Services Block Grant- Covid (CDBG-CV)- in partnership with Strafford County, will support all operations of hotel, staff and additional office space for 18 months (hotel is only in operation until April).

The total estimated cost for this project is: \$891,000

Bob Belmore

From: Betsey Andrews Parker <bandrewsparker@straffordcap.org>
Sent: Thursday, October 22, 2020 3:02 PM
To: Haas, Paul; Breault, William; Joyal, Michael; Carrier, Robert; 'Gaston, Susan'; caroline.mccarley@rochesternh.net; Blaine Cox; Todd Marsh; Dana S. Hilliard; Bob Belmore; npoulin@somersworthnh.org; Maglaras, George; Watson, Robert; Deanna Rollo; Raymond F. Bower; John Burns; Tory Jennison; Lauren Berman; Eric Borrin; Kathy Crompton; Brian Collins; Lara Willard; Susan Ford; Martha Stone; Tracy Hardekopf
Subject: Winter Shelter Advisory Committee

Good Afternoon,

As we begin to finalize the winter shelter at Garrison Hotel and expand support programming for homeless and housing services, CAPSC is forming an advisory committee for the winter. The first meeting is Tuesday, 10/27 2:30-4:00 via Zoom.

This short term committee will act as advisors to the project. We anticipate weekly meetings to start then every other week while the Garrison Hotel is in operation (11/15-4/15). We are inviting: Dover Police and Fire, Tri City Welfare directors and Mayors, three regional homeless shelters, county commissioners, IDN, SOS, Goodwin and Community Partners. Attendance is not required but we will keep all partners in the loop this winter season.

If there is another group that we should reach out to, please send me the contact. Please do not forward this invitation to others outside of your organization as we are trying to keep the focus of this group on the operations of Garrison for this winter and not the larger discussion of permanent shelter for next year. If you will not be able to attend or you will assign this to another person inside your agency, please let us know so we may adjust the calendar invite.

I will send you a calendar invite via outlook. I look forward to working with you on this project. (Zoom below signature line)

Betsey Andrews Parker, CEO
Community Action Partnership of Strafford County
577 Central Ave., Suite 10
Dover, NH 03820
P: 603-435-2500 ext. 8135
www.Straffordcap.org



GENERAL FUND FY2020-2021 PROPOSED BUDGET

403 FINANCE AND ADMINISTRATION

330 HUMAN SERVICES

ACCT NUMBER	DESCRIPTION	20-21 PROPOSED	Detail
40200	Full Time Salaries	52,510	1 Full Time employee
41100	Health/Dental Ins	18,561	1 Full Time employee
41200	Life & Disability	789	1 Full Time employee
41700	Fica/Medicare	4,017	Salary (\$52,510) X 7.65%
41750	Unemploy Insurance	53	1 Full Time employee
41775	Workers Comp Insurance	86	PRIMEX
41780	State Retirement	5,865	Salary (\$52,510) X 11.17%
43000	Travel/Training	500	Training and mileage reimbursement
44101	Office Supplies	500	General Office Supplies
44500	Postage	100	Postage for mailings
45485	Direct Relief-Rent	125,000	Rental Assistance
45486	Direct Relief-Rx-Medical	2,000	Prescription and Medical Assistance
45487	Direct Relief-Utilities	8,000	Heat, electric, other assistance
45488	Direct Relief-Other	13,000	Other types of assistance such as
45494	Homeless/Shelter Support	2,500	Provide miscellaneous support for Homeless Shelters, Emergency Shelters, Regional Homeless Initiatives
45900	Miscellaneous Services	250	Bus passes, other unanticipated
47200	Office Machine/Software Maint	850	Annual Fee for GAPS

234,581

Bob Belmore

From: Scott A. Smith
Sent: Monday, November 02, 2020 12:01 PM
To: Bob Belmore
Cc: Brenda Breda
Subject: Winter Shelter

*CAP:
response to
Finance
Committee
questions —*

Bob,

I spoke to Betsy Andrews Parker on this winter shelter, here is what I found out,

- The money provided by the City's is to clear up a funding gap for this program, so the can start in November and staff it fully.
- The Shelter will be open from November 2020 to April 2021
- It is available for us through April 2021, and there won't be a request for additional funding
- The grant they are receiving is to have staff in place to investigate a solution for a more permanent solution for a shelter
- This funding will not go toward running this winter shelter next year, it is just this year.
- It is unknown what the solution might be, and it is also unknown if they will request additional funding from the City next year for a winter shelter.

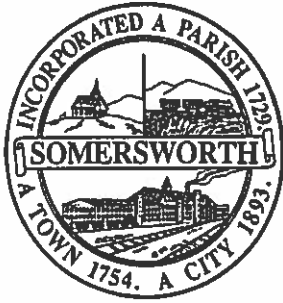
I think that is it, but let me know what other questions you might have.

Scott A. Smith
Deputy City Manager/Finance Director

City of Somersworth
One Government Way
Somersworth, NH 03878

(603) 692-9504
sasmith@somersworth.com
www.Somersworth.com





MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: November 10, 2020

Re: **Monthly Report**

Finance Department:

- Received the 2020 property tax rate.
- Completed FY2022-2027 CIP Document.
- Auditors were on-site for field work for FY20 audit.
- Bids:
 - Snow Plowing/Hauling – due November 5, 2020
 - Fire Station Construction Manager – received October 15, 2020

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings and standing committee meetings during the month.
- Total receipts for the month were \$7,220.
- Permits:
 - Hilltop Fun Center – Trunk or Treat
 - WOKQ Radio – Trunk or Treat

Tax Collector

- Motor vehicle registrations were a total of \$167,932 during the month.
- Collected \$5,485 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,137,660.
- Tax bills were prepared and mailed out.

Human Services:

- Total assistance for the month was \$2,326. That compares to \$2,089 for the month of September 2020 and \$7,186 for October 2019.
- 1 new case was opened compared to 12 in 2019.
- 5 cases were approved for varying levels of assistance. 20 cases were referred to other agencies for support.

Library:

- The Library introduced a “take and make crafts” project for children to make at home.
- The library had 1,662 visits during the month with 83 sign-ins for computer use.
- There were 33 new Library cards issued and 100 renewals during the month.

Assessing:

- The Assessing Department is conducting year 1 of cyclical inspections.
- Started accepting abatement requests. Taxpayers can file until March 2021.

Information Technology

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



Date: October 31, 2020

To: Bob Belmore, ICMA-CM
City Manager

From: Michelle Mears, AICP
Director of Planning and Community Development & DDS Staff

Re: Department of Development Services October 2020 - Monthly Report

In addition to the Department's various activities listed in the attached staff reports, City Staff attended or assisted with the following Land Use Board meetings all Via ZOOM:

- Zoning Board – October 7
- Conservation Commission – October 14
- Planning Board – October 21
- SRTC – October 7 & 21
- Historic District Commission meeting – October 28

Building and Health Departments:

Major Building Permits Applied for in October 2020

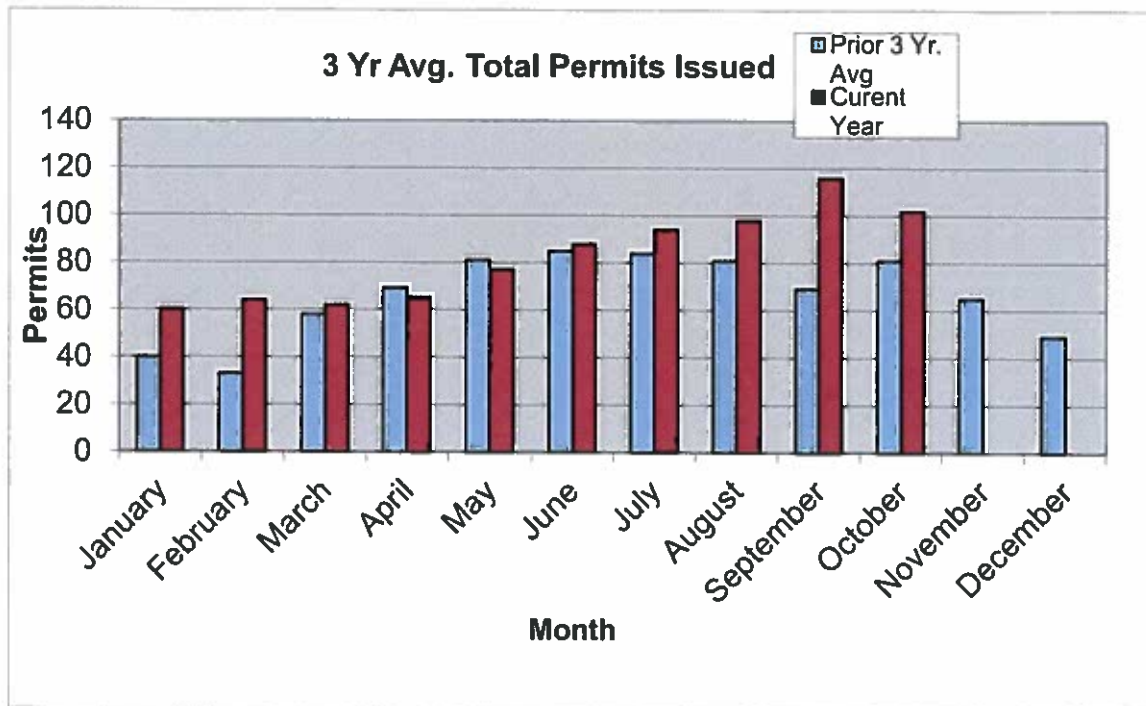
Address		Construction cost	Fee
20	Ruel	\$60,000.00	\$1,105.00
11	Cattail Circle	\$193,000.00	\$1,762.00
185	Blackwater Rd	\$180,000.00	\$1,645.00
187	Blackwater Rd	\$141,480.00	\$1,298.32
191	Blackwater Rd	\$130,000.00	\$1,195.00

Minor Building Permits Applied for in October

	Address	Construction cost	Fee
43	Whippoorwill \	\$1,500.00	\$43.00
157	High	\$24,928.00	\$249.35
34	Veteran's Terra	\$3,000.00	\$61.00
266	Green	\$35,756.26	\$346.81
341	Main	\$3,000.00	\$52.00
27	Rocky Hill Rd	\$14,500.00	\$155.50
43	Whippoorwill W	\$4,293.75	\$63.64
13	Drew Rd	\$13,798.00	\$149.18
19	Cinnamon Ridge	\$5,616.00	\$75.54
22	Third	\$500.00	\$31.00
55	Myrtle	\$800.00	\$44.00
36	Mt. Auburn	\$6,800.00	\$86.20
31	Second	\$2,800.00	\$50.20
320	Green	\$1,000.00	\$37.00
20	Walnut	\$7,000.00	\$88.00
42	Buffumsville R	\$20,000.00	\$205.00
112	Indigo Hill Rd	\$1,546.50	\$38.92
76	Indigo Hill Rd	\$7,700.00	\$94.30
6	Deer Creek Rur	\$3,000.00	\$52.00
8	Williams	\$8,700.00	\$103.30
4	Daniel	\$3,231.00	\$54.01
186	Blackwater Rd	\$7,000.00	\$88.00
53	Lily Pond Rd	\$4,825.00	\$82.90
148	Green	\$8,250.00	\$99.25
163	Maple	\$51,280.00	\$0.00
64	Sunningdale Dr	\$7,500.00	\$92.50
10	Sandlot Ln	\$4,037.00	\$61.33
132	High	\$23,000.00	\$232.00
7	Maple	\$4,600.00	\$66.40
615	Sherwood Gler	\$8,000.00	\$97.00
7	Grove	\$7,300.00	\$112.60
355	Main	\$3,000.00	\$52.00
441	Old Rochester	\$1,935.00	\$42.42
43	Whippoorwill \	\$4,000.00	\$73.00
10	Joyce	\$45,250.00	\$432.25

Permit Receipts

	2018	2019	2020	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,892.72	\$13,195.23	\$10,302.51	356.2%
February	\$4,087.20	\$14,382.00	\$13,438.09	-\$943.91	-6.6%
March	\$5,307.00	\$11,377.66	\$24,077.27	\$12,699.61	111.6%
April	\$7,899.24	\$12,091.95	\$10,871.58	-\$1,220.37	-10.1%
May	\$8,966.00	\$4,309.56	\$19,665.79	\$15,356.23	356.3%
June	\$7,652.50	\$91,825.41	\$13,079.55	-\$78,745.86	-85.8%
July	\$7,641.00	\$18,023.12	\$16,816.46	-\$1,206.67	-6.7%
August	\$4,329.00	\$21,606.17	\$23,823.08	\$2,216.91	10.3%
September	\$3,039.60	\$12,040.79	\$22,956.60	\$10,915.81	90.7%
October	\$7,291.00	\$25,228.33	\$16,152.79	-\$9,075.54	-36.0%
November	\$19,126.00	\$25,526.43	\$0.00	N/A	
December	\$14,154.00	\$8,211.20	\$0.00	N/A	
Year total	\$102,276.54	\$247,515.34	\$174,076.44	-\$39,701.28	
Difference of change this year to last (completed months only)	\$68,996.54	\$213,777.72	\$174,076.44	-\$39,701.28	-18.6%



Total Permits

ROW		2018	2019	2020	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	29	41	60	60	31.7%
5	February	31	31	64	64	51.6%
6	March	43	51	62	62	17.7%
7	April	62	88	65	65	-35.4%
8	May	84	59	77	77	23.4%
9	June	65	97	88	88	-10.2%
10	July	91	85	94	94	9.6%
11	August	67	88	98	98	10.2%
12	September	50	69	116	116	40.5%
13	October	73	93	102	102	8.8%
14	November	50	85	0	N/A	
15	December	38	61	0	N/A	
16						
17	YTD Totals	689	848	826	101	-2.6%
18	Difference of changes this year to last year (Completed months only)	601	702	826	124	17.7%

Property Maintenance September 2020

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
29	Aspen	Structure violation	9/22/20	CN	COMPLETED
20-22	Cliff	Trash	9/18/20	CN	COMPLETED
42-46A	Green	Trash	9/1/20	CN	COMPLETED
65	Green	Public Health	9/14/20	CN	COMPLETED
42-46A	Green	Trash	9/26/20	CN	COMPLETED
62	Green	Trash	9/9/20	CN	COMPLETED
48	Green	Trash	9/9/20	CN	COMPLETED
48	Green	Housing Violation	9/9/20	CN	COMPLETED
48	Green	Housing Violation	9/15/20	CN	COMPLETED
48	Green	Trash	9/22/20	CN	COMPLETED

62	Green	Trash	9/22/20	CN	COMPLETED
161	High	Protective Treatments	9/20/20	CN	COMPLETED
256	High	MPV	9/14/20	CN	COMPLETED
18	High	Grass	9/13/20	CN	COMPLETED
223	High	Grass	9/19/20	CN	COMPLETED
322	High	Grass	9/22/20	CN	COMPLETED
283-285	Main	Trash	9/24/20	CN	COMPLETED
355	Main, # 1	Structure Violation	9/11/20	NOV	COMPLETED
50	Market	Trash	9/25/20	CN	COMPLETED
19	Myrtle	Housing Violation	9/15/20	CN	COMPLETED
	Old Rochester Rd.	Zoning Violation	9/16/20	CN	COMPLETED
12	Pinewood	Zoning Violation	9/23/20	CN	COMPLETED
220	RT 108	Zoning Violation	9/14/20	CN	COMPLETED
220	RT 108	Zoning Violation	9/14/20	CN	COMPLETED
375	RT 108	Zoning Violation	9/14/20	CN	COMPLETED
9	Silver	Trash	9/12/20	CN	COMPLETED
1	Silver	Trash	9/12/20	CN	COMPLETED
20-22	Spring	Trash	9/13/20	CN	COMPLETED
113	Union	Grass	9/20/20	CN	COMPLETED
14	Union	Trash	9/17/20	CN	COMPLETED
20	Walnut	Trash	9/4/20	CN	COMPLETED
253	High	Protective Treatments	9/16/20	CN	PENDING
12	Rowland	MPV	10/1/20	NOV	PENDING
220	RT 108	Illegal Parking	10/1/20	NOV	PENDING

*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice; COMPLAINT – Summons filed with Court

PLEASE NOTE – All matters shown as “Completed” were active matters which were closed in the month of September 2020 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of September, 2020, thirty-one (31) open matters became compliant and were closed.
- In September 2020, the Code Compliance Office issued:
 - Twenty-eight (28) Courtesy Notices; and
 - One (1) Violation Notice.

COURT MATTERS, (all Past Matter)

- **14 Indigo Hill Rd.** – Through counsel, the City moved for Summary Judgment against the property owner in early August. On September 4, 2020, Judge Howard ruled in the City's favor, ordering a civil penalty of \$33,550.00 to be paid to the City along with attorney's fees and costs.

Additionally, Judge Howard ordered a permanent prohibitory injunction against the property owner, requiring permanent compliance with state and local regulations. The property owner was thus ordered to clean the property of all junk and trash by September 25, 2020.

- Despite the order, the property owner has failed to clean the property. Therefore, the City is making arrangements to move onto the property, clean any refuse that exists, and bill the property owner, per the judge's order granting the City authorization to do so.
- **62 Green Street Apartments** – Through counsel, suit was filed against this property owner, Bill Goldstein, in mid-August. The City's motion sought preliminary and permanent injunctions against the storage of garbage on the premises.
 - On Friday, October 2, 2020, a telephonic hearing was held with regard to the temporary injunction. The judge took the matter under advisement, and we expect to receive his ruling by the end of this week (10/09/2020).
- **85 Washington St. (Shiva Market)** – A Complaint was submitted to the Court on 6/10/2020, seeking a fine for un-screened dumpsters in the rear of the property and for falling over parking lot sign poles.
 - We are currently waiting for the defendant to plea in this case.
- **17-31 Market Street Apartments** – In a past HDC meeting, it was ordered that the railings and decks on the staircases at the 17-31 Market Street apartments were to be painted white. They were not, and so suit was filed with a sought fine of \$1,000.
 - Currently awaiting ruling on motion.
 -
- **230 High St.** – Violation in question is a broken fence along the High Street corridor. Following service of the complaint, the defendant has covered the fence to shield the disrepair from view, and has committed to plans to begin repairs once the ground has thawed enough to install new fence posts. However, the work remains uncomplete, and thus, the Code Office will motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.
 - The fence was still not fixed, therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.
 - Currently awaiting ruling on motion.
 - *Defendant has since removed the broken section of the fence. This was done in mid-June.*

- 208 Route 108 (CaleFs Auto) – Violation in question is the parking of vehicles on non-paved surfaces, which violates this property owner's site plan approval conditions. Due to COVID-19, all in-person hearings are being rescheduled at a later time, thus, arraignment date is TBD.

Land Use Boards:

Conservation Commission October 2020:

- Wentworth Douglass Hospital, 23 Works Way, in the Commercial Industrial (CI) District, Assessor's Map 61 Lot 14B, CUP# 08-2019. Application for conditional use permit for a 1-mile long nature trail in the wetland buffer was **tabled.**

Historic District Commission October 2020:

During the meeting the Commission reviewed the following:

- Marshall Lebel 7 Grove Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 34, HDC# 40-2020. Application to install driveway, modify the retaining wall, and replace siding, windows, roof and window shutters:
 - Request to install driveway and modify retaining wall was **denied.**
 - Request to replace siding, windows, roof and shutters was **approved.**

Planning Board October 2020:

The Planning Board reviewed the following:

- City of Somersworth and Anthony Kurlovich 2003 Revocable Trust, 93 Coles Pond Road, in the Residential Single Family (R-1) District, Assessor's Map 50 Lots 13 and 13-1, SUB# 02-2020 and SUB# 03-2020. Application for a subdivision of two (2) lots, to create two (2) new lots and one (1) Conservation was **approved.**
- FFF Holdings, LLC on behalf of Jason & Teresa Cleary 36 Laurel Lane, in the Residential Single Family (R-1) District, Assessor's Map 62 Lot 39 SUB# 04-2020. Application for a 2 lot subdivision was **approved.**
- Forget Management LLC, 285 Route 108, in the Commercial/Industrial (C/I) District, Assessor's Map 47 Lot 08, SITE# 09-2020 & CUP# 4-2020. Application for site plan approval and conditional use permit to expand an existing automobile sales and service facility with infrastructure was **approved.**

Site Review Technical Committee October 2020:

SRTC

- Forget Management LLC, is seeking site plan approval and conditional use permit to expand an existing automobile sales and service facility with infrastructure on a property located at 285 Route 108, in the Commercial/Industrial (C/I) District, Assessor's Map 47 Lot 08, SITE# 09-2020 & CUP# 4-2020

- Carlton Spencer Jr & Sherri Bolin are seeking a 5 lot conventional subdivision by special use permit for a property located at 279 Green Street, in the Residential Single Family (R1) District, Assessor's Map 18 Lot 45, SUB# 05-2020

Minor Site Plan

- Humberto Adrade of Green Rock Investments, 14 Mt. Vernon St. in the Historic Moderate Density (HMD) District, Assessor's Map 10 Lot 139, SITE# 08-2020. Application to expand a driveway into a parking lot on a multi-family site was **tabled**.
- Forget Management LLC, 370 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 58 Lot 03, SITE# 10-2020. Application for a minor site plan approval for parking lot alterations was **approved**.
- Dayle Crocker, 105 High Street, in the Residential/Business with Historic Overlay (R/BH) District, Assessor's Map 11 Lot 35, SITE# 11-2020. Application for minor site plan approval to utilize the existing facility as a personal service establishment (hair salon) was **approved**.

Zoning Board October 2020:

The Zoning Board of Adjustment reviewed the following:

- Daniel Vincent 21 Linden Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 118, ZBA# 06-2020. Application for a variance from 19.6.C.1.a to expand a non-conforming use (residential two-unit dwelling) by constructing a 916sf addition to a detached, carriage-house apartment was **tabled**.
- Dayle Crocker, 105 High Street, in the Residential/Business with Historic Overlay (R/BH) District, Assessor's Map 11 Lot 35, ZBA# 09-2020. Application for a special exception to allow a Personal Service Establishment (hair salon) was **approved**.

Economic Development - October 2020

- **Upcoming Roundtables:**
 - ✓ All Cancelled – some have moved to ZOOM
- **New Commercial Vacancy and/or for Sale**
 - ✓ Tri City Plaza: ½ Cards
 - ✓ Tri-City Plaza: GNC
- **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
 - ✓ Lucky's is under agreement with the closing slated for December
 - ✓ Kia is under agreement for a Sports - Equipment Dealership

- **Tenant Prospects: Business – Exploring [considering] Somersworth**
 - ✓ The (old/former) Police Station – Letter of Intention submitted
 - ✓ The Plaza – Proposal being drafted by a local Developer
 - ✓ MFT of exterior siding considering Commercial Drive
- **Miscellaneous Business-Related Activity**
 - ✓ ERZ - 2020 material distributed monthly for application deadline
- **Community Advocacy Meetings**
 - ✓ Weekly: Seacoast Region - Economic Development Roundtable
 - ✓ Weekly: State -BEA Economic Development Roundtable
 - ✓ Monthly CIBOR meetings to promote available commercial sites
 - ✓ Quarterly: Great Falls Economic Development Corporation - BOD
 - ✓ Quarterly: Skyhaven Airport - BOD & Marketing Committee
- **Covid19**
 - ✓ Governor’s “Main Street Relief 2.0” Order. \$100 million from the *Cares Act* allocated for the creation of a second round of *Main Street Relief* funding, which deadlined October 30, at 4:00
 - ✓ Seacoast Chamber Alliance - A Consortium of all six Seacoast Chambers of Commerce known as the *Seacoast Chamber Alliance* has created a business support initiative known as: *Seacoast Economic Recovery Program* which provides specific programming to business that need support and assistance during Covid
 - ✓ Daily email communication with Somersworth Business
 - ✓ Working with State and Regionals:
 1. BEA, SRPC, SEDC, SBDC, SBA
 2. Chambers of Commerce
 3. Seacoast Economic Development Directors
 - ✓ **SEDS:** Participate in a weekly ZOOM with Seacoast Economic Development Directors as a “Response Team” for area business. The group includes seven (7) regular participants, and several weekly “guest” experts. The value of this group cooperative has resulted in naming the group: “*Seacoast Economic Development Stakeholders*” (*SEDS*). This team will make specific recommendation to the BEA Commissioner for the most valuable needed support and assistance for our businesses, and engage in other efforts that will favorably impact local business as a unified, and mutually supportive, cooperative
 - ✓ **SRPC:** has obtained a grant to hire a “Resiliency Coordinator” to organize and consolidate all (currently fractioned) Covid response efforts, that will benefit business and the community at large. That person has been hired and will start the new position in November

Parks & Recreation- October 2020

Recreation staff organized 2 new Halloween contests for the Somersworth community as a safe alternative to celebrate Halloween. Both contests were open to Somersworth residents and free to enter.

- The Hilltop Halloween Home Decorating Contest is a fun way for residents to celebrate Halloween and showcase their creative & spooky home decorations. All participants had to register by October 23rd to be eligible for judging. Recreation staff drove around to all registered houses to judge on October 27th between 5:30-7:00 p.m. Contest winners were announced on our Facebook page and the City website on Friday, October 30th. We had 18 participants that entered the decorating contest. Congratulations to all the winners and a big thank you goes out to all the residents that participated. Winners received gift cards to Home Depot in the mail. 1st Place was awarded \$100, 2nd place \$75, & 3rd place \$50.



- The Halloween Youth Costume Contest was open to all Somersworth kids ages 3-13. Parents registered their kids to participate in the contest by completing the form online and emailing Recreation staff a photo of their child dressed in their costume. We had 3 age groups- 3-5, 6-9, & 10-13. We also had 3 different costume categories; scariest, most creative, & funniest. At the time of registration, parents chose 1 age group and 1 costume category for judging purposes. The Mayor and City Council voted on their favorites for each age group and costume category. Winners were announced on our Facebook page and City website on Friday, October 30th. The top winner for each age group and costume category received a \$25 gift card to either Walmart or Target. We had 24 kids that signed up to participate in the costume contest.
- Our RECspiration activity newsletter is a weekly newsletter available on our Facebook page and Rec website. RECspiration provides a lot of activity ideas in the areas of fitness, mindfulness, creativity, outdoor fun, crafts, and more. RECspiration began in March following the cancellation of Recreation programs and events due to COVID-19. We have 32 weeks of RECspiration available on our website with over 150 activity ideas for families to try at home. Our goal is to continue to provide activity ideas that will inspire families to stay active, have fun, and be creative during this incredibly challenging time.



- We're excited to announce the new Millennium Dog Park is now open for use. The City reopened Millennium Park on Friday, October 16th. The dog park

has a large dog section and a small dog section and both areas have water hydrants to fill dog bowls. Millennium Park will close for the winter months after the first snow.

- Due to the many safety challenges resulting from the COVID-19 Pandemic, the City has made the difficult decision to cancel our 2020-2021 Rec Youth Basketball Program for children in grades 1-6 and our 2021 Bidy Basketball Program for children ages 3-6. In lieu of offering our basketball programs, Recreation staff will focus on providing virtual resources and ideas to help families stay active and creative during the winter months. We encourage residents to follow “Somersworth Recreation” on Facebook & visit our website as we’ll be posting our weekly RECspiration activity newsletter as well as providing additional resources, ideas, program updates, and more.

MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: November 6, 2020

SUBJECT: Public Works Department Monthly Report for October, 2020

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Construction improvements at the Wastewater Treatment Facility Upgrade continue to progress well. The Contractor installed the new clarifier tank, made improvements to the blower room and completed a new water line replacement in Buffumsville Road serving the Treatment Plant
- Finalized selection for (2) key vacant positions, City Engineer and Executive Assistant positions.
- Finalized selection and executed a contract with Alden Bailey Restoration for the replacement of the slate roof at the Furber Chapel at Forest Glade Cemetery. Work crews-initiated work on November 2 and anticipate substantial completion by mid-November. State Historic Preservation Grants were sought and awarded to the City to offset local costs.
- Provided support assistance to Rye Beach Landscaping for the Veterans Memorial project.
- Participated in a zoom call with PUC administrators on the double pole complaint issue. Participated in settlement discussions with PUC officials and Consolidated Communications.
- Substantially completed plans and specifications for the 2021 Paving Repair Bid documents; plan to recommend to bid in later November early December.
- Planned support assistance to the City Clerk's office for the November 3 National election.
- Participated in SRPC Executive and Policy Board meetings
- Conducted assessment of the Winter Street sink hole, provided initial repair and developing plans for a permanent fix.
- Participated in progress meetings on several projects including the CMAQ -High Street Traffic Signal Upgrade; TAP sidewalk improvement work for High St, Memorial Drive, walking path, Rocky Hill Road Well Evaluation Summary, and the Cemetery Street Complete Streets Project.
- Initiated background information on requesting funds to investigate Filter #1 at the Water Treatment Plant; received Finance Committee approval to proceed with hiring a contractor to assist with learning why we are losing filter media in filter #1.
- Participated in Local Emergency Operations Planning meetings with the City Manager.
- Completed final inspections of the new sidewalk installed by Flatley Co on Tri City Road related to the new Tara Fields Development project.
- Highway personnel-initiated winter readiness activities by operators touring their assigned plow routes to get familiar, and supporting the Highway mechanic as needed for preparing the fleet for winter operations.
- Assisted the City Manager with background information on a proposal to purchase a new sidewalk tractor.
- The Department assisted with park improvements for the new Dog Park.

HIGHWAY DIVISION

Operations / Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Performed city wide street sweeping
- Repaired signs damaged by vehicles and invoiced to responsible parties
- Performed seasonal leave bag collection
- Performed seasonal brush collection
- Repaired a Basin at 142 Green St
- Replaced damaged flags along High St corridor
- Began cutting back and cleaning up downtown flower beds
- Burned the Malley Farm in preparation for seasonal brush collection
- Replaced a Catch Basin in Midway Park (cored a manhole; laid 100' of pipe and installed a new structure, including paving the trench)
- Installed delineators along Blackwater Rd opposite of Cumberland Farms
- Hauled in stone and gravel to replace Stock Pile used in various projects
- Installed a new delineator at the traffic island on Blackwater Rd at High Street
- Trimmed road side trees and brush
- Began preparing trucks for upcoming winter season

Recreation:

- Sheathed in the gable ends at the Millennium Park Pavilion
- Performed daily trash collection in parks
- Made various repairs to items within the parks around the city (sign post replacements, graffiti removal Etc.)

Cemetery:

- Provided support for 3 burials that occurred in Forest Glade Cemetery during this period.



Water Distribution Support:

- Assisted the Water Division on a water service break at Blackwater Rd
- Assisted with a water break on Doelson St (provided trucks and backhoe with operators, paved in trench after complete)
- Paved in the water break trench on Grand Street at Mt. Vernon

Sewer Collections Maintenance:

- Received 72 Digsafe requests

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (A20) process which is used during the winter months. During this time, we are not under a nutrient limit instead focused on treating Biochemical Oxygen Demand & Total Suspended Solids. The winter season runs from October 1st thru April 30th.
- The facility continues to be closed to the general public until further notice due to the coronavirus pandemic and the Plant upgrade work underway now. Staff is practicing social distancing and have stocked up on necessary PPE supplies to combat the pandemic.
- Reported a permit exceedance due to a construction related incident. This involved a sub-contractor who broke a chemical feed line while installing a new ventilation pipe.
- Scheduled Laviolette Controls to replace our pump control system at Blackwater Rd pump station the first week of November. We are currently operating under the back-up floats.
- Operated under the high flow plan due to heavy rainfall on 10/13. Influent flow peaked at 3.5 MGD. No permit exceedances were reported during this event.
- Experienced a sludge dewatering system failure which resulted in this process being shut down for approximately 4-days. Laviolette Controls assisted us with the repairs which were completed last week. Plant personnel are now playing catch up.
- Plant staff did not treat any septage for the month of October due to temporary construction activities within the offloading area.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported one permit exceedance during the month of October.
- Treated a total of 54-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Performed an annual evaluation of Velcro on 10/20. We collected a sample of their waste stream and analyzed it in accordance with their permit. No issues or concerns were noted.
- Printed the annual Legal Notice for non-compliance events for the reporting year.

Capital Improvements Plan (CIP) Items:

- Waste Water Treatment Facility upgrade – The City of Somersworth has entered into a contract with Apex Construction to complete the facility construction improvements. Project milestones include substantial completion – July 17th, 2021. Final completion – October 15th, 2021.
- Recent construction activities include water testing of the new clarifier which passed with no issues. All new yard hydrants have been ordered and will be replaced during October-November. Both the two-inch and six-inch water lines have been installed and are now just waiting to be chlorinated followed by bacteria analysis. Once the results come back clean, the new lines will be connected to the Plant and the current lines abandoned in place. The new air compressors have been installed and are currently being wired. The control panels for these units have also been installed and wired. We expect a formal start-up of this new equipment to occur sometime in November.

WATER DIVISION

Items completed this month:

- Bacteria's and TOC's completed
- Pumped 37,726,156 gallons of raw water
- Filtered and pumped to the city 35,250,900 of finished water
- Completed quarter # 3 D/DBP report and submitted to NHDES
- Granite State Elevator completed annual inspection of the Plants elevator unit
- Met with Emery & Garrett and NHDES regarding the Rocky Hill Road well testing processes.
- Completed maintenance on Train # 2
- Switched to Train # 2
- Re-piped manganese analyzer supply line
- Contacted Sprague Construction regarding lagoon maintenance
- Met with Apex regarding filter # 1 repair
- Investigated polymer pump electrical issue
- Tested and started boiler for winter season
- Hach repaired an electrical issue with TOC analyzer

Action Items:

- Rocky Hill well evaluation
- Hamilton St Standpipe assessment
- Filter # 1 Repair
- Lagoon Maintenance on # 1 and # 2

ENGINEERING DIVISION

- Completed draft specifications for the 2021 Road Paving bid documents; preparations are to release these for bid solicitation in late November early December.
- Addressed several driveway and trench opening permits
- Prepared a summary report on the status of each key project the City Engineer was involved with to assist with a smooth transition for the new City Engineer.

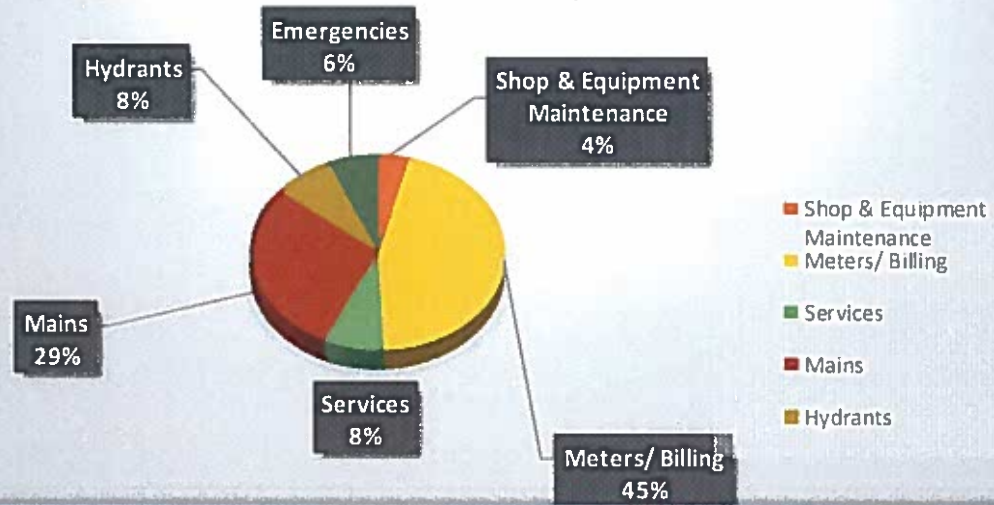
Examples of key projects include:

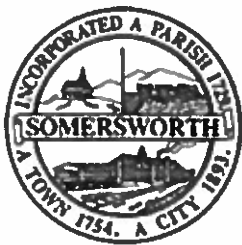
- Preparation of the 2021 Road Repair Plans and Specifications.
- Preliminary development of the Rocky Hill Road Culvert Replacement Specification
- Plans and Specifications for Crack Sealing work
- Support with the WWTF Plant Upgrades Project
- Plan review and support with the Veterans Memorial Project
- Plans and Specification development for the Furber Chapel Roof Replacement
- CMAQ High Street Traffic Signal System Upgrade
- TAP Sidewalk improvement project for High Street, Memorial Drive, pedestrian path
- Water Asset and Hamilton St Water Tank Assessment
- Rocky Hill Road Well Evaluation.

WATER DISTRIBUTION

- Water Distribution operators completed over 130 work orders and service requests in the month of October.
- Hydrants at several locations including Pinkham Street and Lil Nor were painted.
- Two new hydrants were installed. One on Old Rochester at Blackwater and one on Blackwater Road. One hydrant is a relocation from an existing location and the other one is a requirement of the development approval.
- Operators responded to several emergencies including water breaks on Doelson Street and Blackwater Road.
- The annual nighttime water main flushing was completed in October.

Water Distribution Activities, October 2020





Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

Business: (603) 692-3131 Fax: (603) 692-2111

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David Kretschmar, Chief of Police
Date: November 4, 2020
Subject: Monthly Report – Month of October 2020

Bob:

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

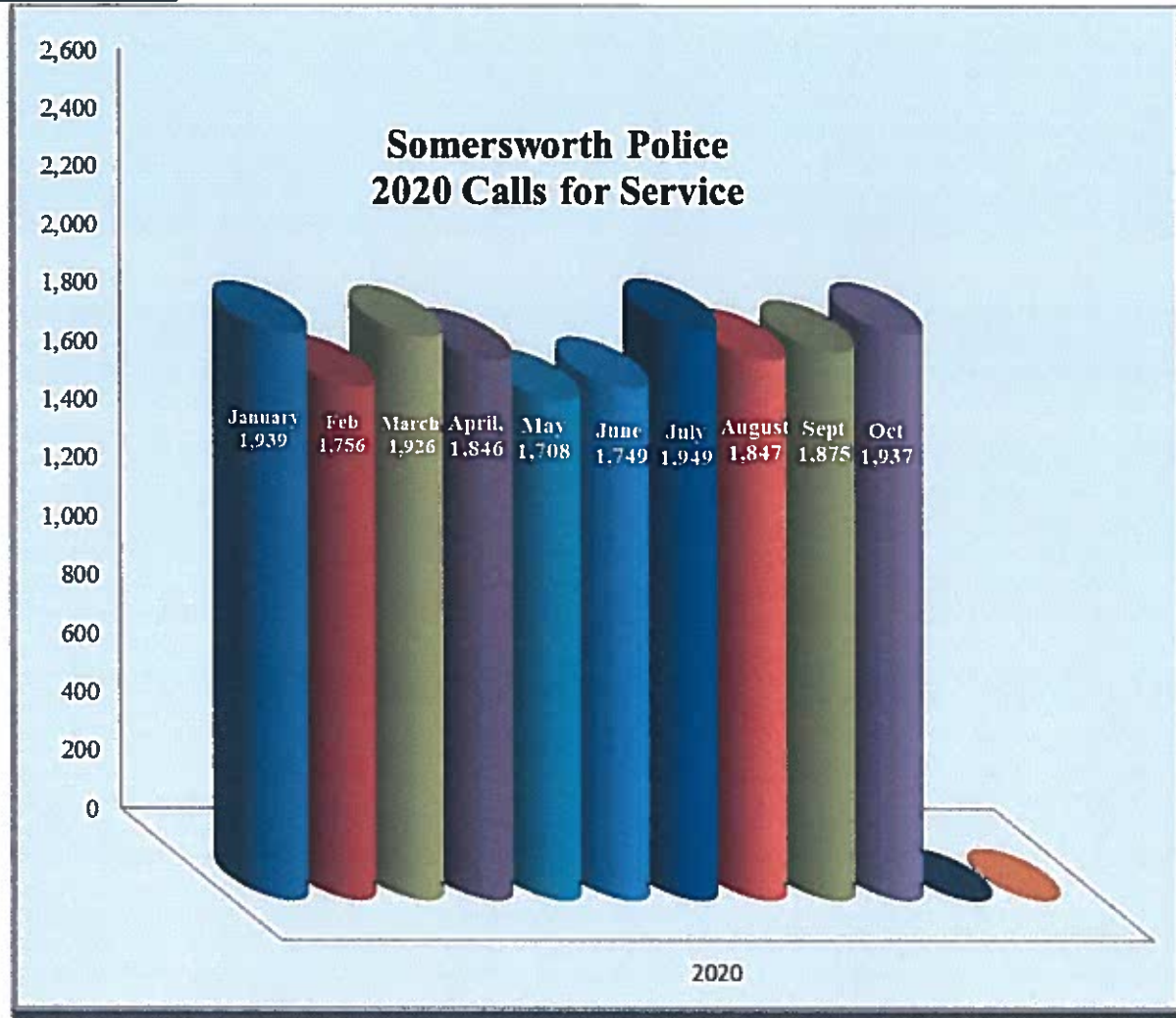
COMMUNITY POLICING:

- There were no community policing activities due to COVID-19 for the month of October.
- Our campaign on our Facebook page: "Protect Your Every Day: See Something, Say Something" is generating calls.

OTHER ITEMS:

- The 2020 Ford undercover vehicle was purchased through Rochester Ford has been outfitted with lights and radio by 2 Way Communication and it is being used by the Investigations Staff.
- Matthew Baril was sworn in as a police officer on 10/19/20 and is scheduled to attend the Police Academy in January.

STATISTICS:



Yearly Comparison

Month	2020	2019	2018
January	1,939	1,976	2,085
Feb	1,756	1,796	1,878
March	1,926	2,145	2,215
April	1,846	2,285	2,452
May	1,708	2,053	2,409
June	1,749	1,935	2,406
July	1,949	2,048	2,174
August	1,847	1,943	2,238
Sept	1,875	2,020	2,263
Oct	1,937	1,906	2,123
Nov	0	1,860	2,055
Dec	0	1,995	1,936
TOTAL	18,532	23,962	26,234



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

6 November, 2020

To: Mr. Robert Belmore, City Manager

Subject: October 2020 Monthly Fire Department and Emergency Management Report

1. The statistical data associated with the COVID-19 pandemic is now indicating the possibility of a second wave. However, impacts in Somersworth and NH are less severe than other parts of the country. The emergency management office continues to coordinate with the NH Department of Homeland Security and Emergency Management (HSEM) to ensure adequate personal protective equipment (PPE) is available for first responders in the event of resurgence in COVID-19 cases.
2. The completion and upfit of the City's new Forestry Truck by Eastern Fire Apparatus of Rochester, NH is now complete. The new truck has 200 gallons of water, a 65 gallon per minute pump, numerous hand tools, four-wheel drive, and an elevated suspension to combat brush, grass, and forest fires. The truck is in service and highly capable as we continue with equipment familiarization and driver training. The vendor is very responsive in working through "punch list" items that we have discovered.
3. On 16 October, at 10:00 AM, elected officials, city staff, Somersworth Fire Department members, and our Chaplin participated in a ceremonial washing, blessing, and ceremonial push into the Fire Station of the new Forestry Unit. The ceremony dates back to the days of horse drawn steam fire engines.
4. The Department tested nearly two miles of various size fire hose over four different days enabling Department members to pull hose, complete complex hose set-ups, flow water, operate a pumper at near maximum capability, clean the hose, use our hose drying tower, and re-pack various hose loads.
5. The Department completed annual aerial and ground ladder testing with no failures but the testing process identified several lingering aerial ladder maintenance issues that will be addressed.
6. The Department completed annual fire pump testing on E-4, E-3, E-2, and T-1 with no failures but the testing process did identify several lingering pump related maintenance issues that will be addressed.

7. The Department is at full strength with the hiring of our newest Firefighter after a very successful multi-session assessment center.
8. Major repair work was accomplished on the diesel engine of E-4 (primary pumper).
9. Given the pandemic, the Department created virtual Fire Prevention Month activities. With the tremendous assistance of CTC video arts instructor Mr. Bill Rogers, the Department completed a fire safety education video titled "Gilligan's Fire Safety Adventure" and completed a virtual Fire Department open house video. The children's-oriented fire safety video was distributed through the elementary schools and both videos are being shown on the public access channel. The national theme of this year's Fire Prevention Month was "Serve Up Safety in the Kitchen".
 - a. Fire Safety Video link:
<https://www.dropbox.com/s/5m8go89996kxk8c/Gilligans%20Isle%20Firehouse%20Adventure.mov?dl=0>
 - b. Virtual Tour link:
<https://www.dropbox.com/s/56pccer9hsniga9/Firehouse%20tour%20and%20slide%20show.m4v?dl=0>
10. Call Volume this month with a comparison to last year:

	October 2020	September 2019
EMS Related	44	53
MVA no injuries	5	9
Down Power Lines	2	8
Fires (all types)	4	5
All Other Hazards	57	67
Total	112	142

11. We continue to receive outstanding cooperation and response from Stewart's Ambulance Service. Average response time for the latest reporting period of September 2020 is an excellent 4:23.
12. Please feel free to contact me with any questions or concerns.

Respectfully submitted

George D. Kramlinger
Fire Chief / EMD
City of Somersworth

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November 10, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 10-21

Title: CITY COUNCIL MEETING SCHEDULE FOR 2021

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

Date: 11/10/2020

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

By: 

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November 10, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 16-21

Title: TO AUTHORIZE THE CITY MANAGER TO REQUEST PROPOSALS FOR
A CONCEPTUAL DESIGN FOR IMPROVING ACCESS TO THE
SOMERSWORTH PUBLIC LIBRARY

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: 11/10/2020

By: 

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November 10, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 17-21

Title: TO ACCEPT THE NEWLY CONSTRUCTED SIDEWALK ON
TRI-CITY ROAD

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: 11/10/2020

By: 

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November 10, 2020

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 18-21

Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
HARVEY CONSTRUCTION CORPORATION OF BEDFORD,
NEW HAMPSHIRE TO PROVIDE CONSTRUCTION MANAGEMENT
SERVICES FOR THE CONSTRUCTION OF A NEW FIRE STATION

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: 11/10/2020

By: 