

CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager *RB*
DATE: Friday, October 12, 2018
SUBJECT: City Manager's Report for Monday, October 15, 2018
City Council Agenda

Lay on the Table (Under Section 13 of Agenda)

Resolutions

- A. Resolution No. 19-19: To Accept Curran Way as a Public Way.** Public Works & Environment Committee met on October 10th to discuss the acceptance of Curran Way as a Public Way and voted to recommend acceptance with the following conditions: A 2-year maintenance Surety Bond in the amount of \$71,000 is provided acceptable to the City, a deed to the road as well as all needed public utility easements are provided to the City. Attached is information provided to the Public Works & Environment Committee.

Unfinished Business (Under Section 14 of Agenda)

Resolutions

- B. Resolution No. 18-19: To Authorize the School Department to Utilize Funds from an Eversource Energy Efficiency Rebate to Contract with Ideal Temp HVAC of Freemont, NH to Replace an HVAC Unit at the Middle School.** The Finance Committees met on October 10th and voted to recommend approval to the full City Council.

New Business (Under Section 15 of Agenda)

Ordinances

- A. Ordinance No. 4-19: To Amend Chapter 19, Zoning Ordinance, Section 14, Historic District.** Historic District Commission members presented this “*Draft*” Ordinance revision to the City Council at the Council’s September 14th workshop. Attached are copies of the present HDC section of the Ordinance and the HDC Standards for Review document. I recommend the matter be scheduled for a Public Hearing at the next regular Council meeting on November 5th.

- B. Ordinance No. 5-19: Supplemental Appropriation for Engineering Services for Improvements at the Somersworth Wastewater Treatment Facility.** The Finance Committee and Public Works & Environment Committee met on October 10th and both Committees voted to recommend this action item for approval by the full City Council. Director Scott Smith’s memorandum on this funding issue is attached and it was discussed at both Committee meetings.

Resolutions

- A. Resolution No. 20-19: To Authorize the City Manager to Amend the Contract with Wright Pierce Engineers of Portsmouth, NH to Include Additional Engineering Services at the Somersworth Wastewater Treatment Facility.** The Finance Committee and Public Works & Environment Committee met on October 10th and both Committees voted to recommend this action item for approval by the full City Council. Director Scott Smith’s memorandum on this funding issue is attached and it was discussed at both Committee meetings.

Other

- A. NH DOT TAP Grant & Cemetery Road Complete Streets Projects. Vote to Transfer the New Cemetery Road Sidewalk Construction from the TAP Grant Project Scope to the City Cemetery Road Complete Street Project (from Finance Committee and Public Works & Environment Committee).** Attached is a copy of Director Scott Smith’s memorandum that outlines the spending allocations in a summary format for both projects. Both Council Committees voted at their meetings on October 10th to recommend full City Council support.

- B. Vote for Re-adoption of the City of Somersworth Investment Policy.** This is an annual housekeeping action item for the City Council. City Staff supports re-adoption without any amendments. The Finance Committee met on October 10th and recommends re-adoption. Attached is a copy of the City Investment Policy.

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

A. Informational Items.

1. **Tax Rate.** The City has received our official 2018 Tax Rate from the NH Department of Revenue Administration; the rate is set at \$33.41, which is a \$.32 total increase. You may recall, our estimated tax rate increase at the time of the Council's Budget adoption was approximately \$.94 (ninety four cents). An unanticipated significant increase in State Adequacy Funding was the primary driver in a further tax rate reduction than estimated. Attached is memorandum from Finance Director Scott Smith outlining the Tax Bill breakdown.

2. Grants.

- **Breton's Cleaners-EPA Clean-up Grant.** On October 4th I met with an EPA Official, Credere representative, our project consultant and potential contractors interested in submitting a proposal for the contaminated soil removal. I will provide key benchmark updates as we move forward.
- **Police Department.** I have authorized the City's application for several NH Department of Highway Safety Grants, totaling \$8,498.00. Unless Council directs differently the City/Police Department will move forward with these programs pending Governor & Executive Council approval. The attached "Exhibit A" outlines the various safety initiatives that will be deployed. The additional City in-kind match of \$2,124.50 represents the use of our Police vehicles.

3. Upcoming Council Meetings.

- **Monday, November 5th Council Meeting.** There will be a presentation by our Consultant (MRI) regarding the new Fire Station CIP Project. Also, there will be an update and discussion of the potential Solar Landfill project.
- **Joint Goal Setting Session of Council & School Board.** Wednesday, November 7th from 5:00 p.m. – 8:00 p.m. at the Black Box Theatre, Somersworth Career Technical Center.

4. Upcoming Community Events.

- **Somersworth Annual Senior Picnic.** Wednesday, October 17th at the Flanagan Center Gym on Bartlett Avenue from 11:00 a.m. – 1:00 p.m.
- **125 Commission Celebrates Somersworth's 125th Birthday.** Saturday, November 10th at the Historic Somersworth 1899 Ballroom, located at the Somersworth VFW from 7:00 p.m. – 10:00 p.m.
- **Annual Veteran's Day Ceremony.** Sunday, November 11th at 2:00 p.m. at the American Legion Post 69.

B. Attachments.

1. **City Attorney Certifications Three (3)**
2. **Department Head Reports**



City of Somersworth – Resolution

Resolution No: 19-19

TO ACCEPT CURRAN WAY AS A PUBLIC WAY

October 1, 2018

WHEREAS, the City of Somersworth Planning Board approved a certain subdivision known as Subdivision Plan for Bridgeview Farms, Salmon Falls Road, and Maloney Street, Somersworth New Hampshire, Tax Map 52, Lot 1, Dated July 11, 2005, last revised November 21, 2005, prepared by Trittech Engineering Corporation, recorded as Plan #83-18 at the Strafford County Registry of Deeds and the roadway was to be accepted by the City of Somersworth; and

WHEREAS, the City Council named Curran Way as a street by Resolution No. 11-08 on October 1, 2007; and

WHEREAS, the road known as Curran Way has been constructed to the satisfaction of the City,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to accept and record a deed to Curran Way and said way is hereby accepted as a public way.

Authorization

Sponsored by Request:
Councilor Dale R. Sprague

Approved:
City Attorney

City of Somersworth – Resolution 19-19

History

First Read Date:	10/01/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Councilor Witham, seconded by Councilor Sprague, made a motion to suspend Council rules to allow for a second read of Resolution 19-19. The motion passed unanimously, 9-0. Following the Second read, Councilor Witham, seconded by Councilor Levasseur, made a motion to adopt to adopt Resolution 19-19.

Discussion-

Councilor Witham explained that a street cannot be accepted as a City street until the developer is completed with the proposed number of homes. This is the first time that this street has been addressed to the council. In this case, it has taken quite a bit of time for the street to come to full build out.

There has been some discussion about the integrity of the asphalt.

Councilor Witham, seconded by Councilor Vincent, made a motion to suspend rules to allow DPU Director Bobinsky to come up for questions. The motion passed, 9-0.

Councilor Witham stated that he read the memo from Director Bobinsky. There is some cracking on the road, recognized by city staff. The road was built to city specifications, and there has been degradation of the surface.

Director Bobinsky said there were boring samples of the road to test the compaction and density; they tested positive. The cracking was brought to the attention of the developer. The final suggestion was to allow him to fill the cracks, and create a uniformed cover by repaving the road. The developer will post a 2 year bond.

Councilor Sprague asked if, in 2007, were there compaction tests, on base gravel. There needs to be a better procedure for informing residence that the road is not a city road, or maintained by the city before they purchase property; maybe a sign, like other communities have.

Director Bobinsky said that the compaction tests do not stand out in his mind. There is a 1" base, and a 1 ½" top. The curbing is ok, and there is no substantial cracking on the upper end.

Councilor Witham said he called for a second read of this Resolution for the discussion to occur tonight for the people who live on Curran Way and spoke. We need to look out for the community as a whole. He would like to see this discuss at the Public Works and Environment committee.

Councilor Dumont spoke about the safety and lack of attention for danger for children. The road is prepared and accepted before the first certificate of Certificate of Occupancy is granted in other communities. If a developer is not providing the information to new residents, there is a flaw in our process.

Pepin thanked the citizens of Curran Way for showing up and for taking care of their neighbors. His main concern is that he doesn't want to accept another road that we have problems with. The base is good, need to address the crack problems.

Councilor Sprague said the cracking at the entrance of Curran Way is due to stretching, which is due to the heavy trucks entering and exiting. Without knowing specifications, he is not going to vote on this tonight. Would like it to go to the Public Works and Environment Committee for further discussion.

Councilor McCallion, seconded by Councilor Levasseur, motion to TABLE Resolution 19-19. The motion passed unanimously, 9-0.

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



MEMORANDUM from Director Public Works & Utilities

Date: October 9, 2018

To: Bob Belmore, City Manager

From: Michael J. Bobinsky, Director of Public Works and Utilities

Cc: Scott Smith, Director of Finance
Shanna Saunders, Director of Planning and Development

Re: Curran Way Street Acceptance

The Department of Public Works has been working closely with the Planning and Development Department and a 3rd party engineer, Dubois and King, over the past year on the developer's request to accept the public improvements associated with the Curran Way residential development. The project has had a long history, impacted by economic recession, real estate market conditions, and changes in City staff and 3rd party engineering services. During the past three years, the City's 3rd party review paid for by the developer has been Dubois and King Engineering. Recently the Developer has been required to update site development bonds in order to finish the development and respond to City requirements to prepare for final acceptance of the public improvements.

Among the improvements staff and the 3rd party engineer has been inspecting for compliance with City standards includes:

- Overall road condition of Curran Way
- Condition of Stormwater structures, including drainage swales and catch basins and curbing
- Utility and sight easements; Water, Stormwater and Sight Easements

Dubois and King has provided oversight into the review and evaluation, conducted sight visits, managed road base core samples and provided written reports as to the overall condition of the development and identified elements that remain outstanding. Based on core samples taken, the July 11, 2005 final design plans, information from the development file and discussions with our 3rd party engineer, the road base appears to have built to the City of Somersworth Ordinance Chapter 22 (Subdivision Regulations) standards to include 18" of bank run gravel, 4" of crushed gravel, and 2" of binder course asphalt pavement. In addition, three core samples revealed that the binder layer compaction levels comfortably exceeded NH DOT standards of at least 91% in all three locations. Also, the inspections noted areas where the developer needed to clear vegetation from curbing, replace grout in the curbing where noted, clean all catch basins of sediment, and confirm drainage swales functions. The Developer addressed all of the outstanding stormwater structure items.

Given binder base road conditions and at the request of the Developer, a final 1" wearing course was applied to the top of the base in November 2017 by the paving contractor Bell and Flynn.

The City's 3rd Party Engineer was on site during the final pavement work, and was monitoring for temperature and quality control. The developer submitted a letter dated December 8, 2017 requesting the City Council accept Curran Way as a City street. This request was not acted upon as staff has been waiting on receipt of needed utility and sight easements and the financial guarantee before advancing to the City Council for consideration.

In late summer of 2018, staff noted a few longitudinal cracks on the lower segment of Curran Way toward Salmon Falls Road end (Figure 1). We alerted the developer to the discovery and advised of corrective measures before the City staff would recommend acceptance to the City Council. Corrective measures explained included applying a ¾" overlay over the entire road surface to ensure consistent surface condition and avoid a horizontal cut in the area of the surface cracks from spot repairs.

Outstanding items that remain before staff recommends approval to accept Curran Way:

- Corrective measures to address the pavement cracking on the lower segment of the Road per the direction of the 3rd Party Engineer. The remedy is to apply a ¾" overlay over the entire road.
- Submission of utility and sight easements to the City.
- Submission of \$71,000 for the financial guarantee representing 25% value of road improvements as per the City subdivision regulations.



Figure 1: Map of Curran Way showing the area exhibiting cracking.



City of Somersworth – Resolution

Resolution No: **18-19**

TO AUTHORIZE THE SCHOOL DEPARTMENT TO UTILIZE FUNDS FROM AN EVERSOURCE ENERGY EFFICIENCY REBATE TO CONTRACT WITH IDEAL TEMP HVAC OF FREEMONT, NH TO REPLACE AN HVAC UNIT AT THE MIDDLE SCHOOL

October 1, 2018

WHEREAS, the School Department solicited proposals from qualified contractors to replace a failed HVAC unit at the Somersworth Middle School, and

WHEREAS, the School Building, Grounds, and Transportation Committee reviewed the bids received and recommends contracting with Ideal Temp HVAC of Freemont, NH to replace the HVAC unit utilizing funds available from an Eversource energy efficiency incentive rebate, and

WHEREAS, the Finance Committee met with the school administration and supports this recommendation at a cost not to exceed \$30,000 (Thirty Thousand dollars),

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the School Department is authorized to contract with Ideal Temp HVAC of Freemont, NH to replace an HVAC unit at the Somersworth Middle School at a cost not to exceed \$30,000 (Thirty Thousand dollars), and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the School Department is authorized to use the Eversource energy efficiency rebate to fund this project.

Note: The School Department received \$75,000 from Eversource as an incentive for implementing certain energy efficient projects at Idlehurst Elementary School. There is currently \$33,373 left from this incentive.

Authorization

Sponsored by Councilors:

David A. Witham
Dale R. Sprague
Martin Pepin
Richard Michaud

Approved:

City Attorney

City of Somersworth – Resolution 18-19

History

First Read Date:	10/01/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Discussion

On October 1, 2018, Resolution 18-19 was referred to the Finance Committee.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Messier		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Resolution 18-19			



City of Somersworth – Ordinance

Ordinance No: 4-19

TO AMEND CHAPTER 19 ZONING ORDINANCE, SECTION 14 HISTORIC DISTRICT

October 15, 2018

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:

Delete Section 19:14 in its entirety and replace with the following:

19:14.A Section A INTRODUCTION AND BACKGROUND

The downtown area of Somersworth was primarily built by following a master plan designed by the Great Falls Manufacturing Company starting in 1823. The designed attempted to relate the brick mills, brick or wood worker-housing and small-scale commercial buildings. Also, this overall plan included large-scale landscape features like the tree-lined canal. The effect created was like the pedestrian-oriented mill cities across New England. As the mill prospered and the city grew, other commercial buildings and areas were established; these included other areas (such as High Street), and replacement of earlier, smaller businesses. By the end of the 19th Century, the downtown boasted many fine brick hotels and commercial blocks.

The topography of the city played a central role in its development; i.e. the mills were located on the river, their source of power; worker housing and early commercial development were built on the flat land on the other side of the canal, within easy walking distance to the mills; and the mill owners and managers built their houses a carriage ride away, high on the hill to take advantage of the spacious views and cool breezes. An architectural hierarchy was established that closely followed the topological and social dictates. (The higher up you were the higher up you were!)

The history of Somersworth can still be read in her streets and buildings, but unfortunately, some pages of her history are missing. Fire and urban renewal erased large chunks of the streetscape; especially in the downtown. The master plan as envisioned by the city founders can never be finished nor re-created and it is not even desirable that it should be. However, recognizing the value of planning and good design, the Historic District Commission hopes to guide future changes in a manner that will be complimentary to those original intentions.

19:14.B Section B AUTHORITY

19:14.B.1 **HISTORIC DISTRICT COMMISSION.** There is herein established a seven member Historic District Commission (HDC) with the membership and power and duties as set forth in New Hampshire Revised Statutes Annotated Chapter 673:4 and 674:46, as the same may be subsequently amended, and as may be needed to carry out the purposes of this section.

19:14.B.2 **POWERS AND DUTIES OF THE COMMISSION** The HDC shall have the following powers and duties:

19:14.B.2.a Maintain a system for the survey and inventory of historic properties. This survey will be the system for comprehensive historic planning within the City.

It will be consistent with the technical standards issued by the United States Department of the Interior to produce reliable, understandable, and up-to-date information for decision making, related to the identification, evaluation and protection/treatment of historical resources;

19:14.B.2.b Establish rules and regulations for the conduct of business which are consistent with the purposes of the Historic District and in conformance with applicable NH State statutes. Members shall be governed by a code of conduct, in conformance with NH State statutes, and in accordance with the City Charter, to prevent real and apparent conflicts of interest in the performance of the HDC's responsibilities;

19:14.B.2.c Establish, adopt, and make available to applicants and the public, guidelines and standards for review to be used by the HDC in reviewing and passing of applications for Certificate of Appropriateness(COA) to construct, alter, modify, repair, move, or demolish any building and/or structure within an Historic District;

19:14.B.2.d Approve, disapprove, in whole or in part, applications for which a COA is required per the Zoning Ordinance;

19:14.B.2.e Request reports and recommendations from City departments and agencies and from other organizations and sources which may have information or can provide advice pertinent to the application or its impact to the district;

19:14.B.2.f Retain professional consultants as may be necessary to carry out the purpose of this section;

- i. Applicants may be asked to retain professional consultants in regards to supplying information on the applicant's project. This would be at the applicant's expense.
- ii. The HDC may retain professional consultants subject to the availability of funds to help provide support and information to help carry out the HDC's authority and purview.

19:14.B.2.g Investigate and recommend to the City Council new areas for designation as Historic Districts.

19:14.B.2.h Act in an advisory role to other officials agencies, departments, boards, commissions, and committees of the local government, regarding the identification, protection, and preservation of local resources;

19:14.B.2.i Act as liaison on behalf of the local government to individuals and organizations concerned with historic preservation;

19:14.B.2.j Work toward continuing education of citizens within the HDC's jurisdiction, regarding historic preservation issues and concerns;

19:14.B.2.k Recommend and propose amendments and/or revisions to the boundaries and limits of any Historic District to the City Council; and

19:14.B.2.l Keep or cause to be kept accurate and complete records and minutes of meetings, findings of the HDC, and records of each application, all of which shall be

part of the public record.

19:14.C Section C DESIGNATION OF HISTORIC DISTRICT

19:14.C.1 **DESCRIPTION** The Historic District is an overlay zoning district, meaning that it is a zoning district which is superimposed over other zoning districts. In all cases where the Historic District is superimposed over another zoning district, that district whose regulations are more restrictive shall apply.

19:14.C.2 **PURPOSE** It is hereby declared as a matter of public policy that the recognition, preservation, enhancement, and continued use of structures, sites, areas, and districts within the City of Somersworth having historic, architectural, cultural or design significance is required in the interest of the health, economic prosperity, cultural enrichment, and general welfare of the community. The purposes of this ordinance are to:

19:14.C.2.a Safeguard the heritage of Somersworth by providing for the protection of the structures and areas representing significant elements of its history;

19:14.C.2.b Enhance the visual character of the City by encouraging and regulating the compatibility of architectural styles within Historic Districts reflecting unique and established architectural traditions typical of houses in excess of 50 years old;

19:14.C.2.c Foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past;

19:14.C.2.d Strengthen the economy of the City by protecting and enhancing the City's attractions to residents, tourists and visitors;

19:14.C.2.e Stabilize and improve property values within the City; and

19:14.C.2.f Promote the private and public use of structures and areas within Historic Districts for the education, prosperity and general welfare of the community.

19:14.C.3 **DISTRICT BOUNDARIES** The location and boundaries of both the "Hilltop Historic District" and the "Industrial and Commercial Historic District" are hereby established as shown on a map entitled "Historic Districts, City of Somersworth, New Hampshire, January 1992", and as amended, which is hereby declared to be part of this ordinance.

19:14.D Section D PURVIEW OF THE COMMISSION

19:14.D.1 **ACTIVITIES REQUIRING REVIEW**. It shall be unlawful for any person to construct, alter, modify, repair, move, or demolish any building, structure, or improvement which lies within a Historic District without first obtaining a Certificate of Appropriateness (COA) from the Historic District Commission (HDC), or in the case of a project of minimal impact, the Planner, Code Officer (CO), and the HDC Chair, in the manner prescribed in this section.

19:14.D.2. **EXEMPT ACTIVITIES.** Exempt activities described in this section do not require review of the applicant's proposed projects or HDC approval. This section does not exempt any property owner from being required to obtain any other permit prescribed by the State of NH or the City of Somersworth.

19:14.D.2.a Any interior construction, alteration, or repair that does not change in any way the outward appearance or any exterior details of the building.

19:14.D.2.b Ordinary maintenance, repair, or painting of any exterior architectural feature which does not involve a change in design, materials, or outer appearance. If any element of a structure must be temporarily removed for painting or repair, it shall be reinstalled within 30 days. Painting must be of standard workmanship quality.

19:14.D.2.c Landscaping that does not affect the current grade of the site, provided there is no change to any vertical structure, such as construction or alteration of walkways and patios.

19:14.D.2.d Planting or removal of vegetation, except in the case of removing a healthy or undamaged tree with a diameter larger than 12"(circumference in excess of 36") when measured 4 feet above grade.

19:14.D.2.e Cleaning of any structure provided the cleaning is performed with proper care and will not harm any element of the structure. (Discouraged paint removal processes; sandblasting, chemical paint removers, high pressure water wash, heat tools, and rotary tools). The gentlest process is always preferred.

19:14.D.3 **PROJECTS OF MINIMAL IMPACT.** For the purpose of this section, the following activities shall be considered to be projects of minimal impact and shall be reviewed and approved, conditionally approved or disapproved by the Planner, CO, and HDC Chair. A monthly report shall be provided to the HDC informing them of any approved projects of minimal impact.

19:14.D.3.a Erection, construction, or repair of any fence or fence like structure. A fence that is less than 30 percent open such as a stockade fence should not be located in front of the house. Chain Link fence is not allowed unless necessary in cases such as, but not limited to, industrial applications or ball fields.

19:14.D.3.b Erection, construction, or repair of any signs provided the proposed signage adheres to both the HDC Sign Standards for Review, Chapter 19.20 of the Somersworth Ordinances, and other City Sign Ordinances.

19:14.D.3.c Simple roof replacements that involve no alterations to the roof, roof trim, or any roof features. Any changes to the pitch, size, angle, addition, roof

feature, or any other change to any feature of the roof shall require HDC approval.

19:14.D.3.d Sheds less than 120 square feet provided they match the style and texture of the other structures on the property.

19:14.D.3.e Installation or removal of storm doors or windows provided the size and shape match the existing window/door and it adheres to the HDC Storm window and door in the Standards for Review, Section 3, Fenestration.

19:14.D.3.f Essential outdoor mechanical equipment (ducts, fans, solar panels, etc.) provided they are installed in locations which create the least disturbance to the historical integrity of the building and which involve the minimum alteration to its structure.

19:14.D.4 **APPROVAL OF MINIMAL IMPACT** The Planner, CO, and HDC Chair shall have final authority to approve, conditionally approve, or disapprove applications for projects of minimal impact. However, if the Planner, CO, and HDC Chair or the HDC Chair's designee does not unanimously agree that the application is minimal impact, the application shall be forwarded to the HDC for full review and action. Furthermore, the decision of the Planner, CO, and HDC Chair or the HDC Chair's designee may be appealed to the HDC provided that notice of the appeal is filed within ten (10) workdays of the staff's decision.

19:14.D.5 **PROJECTS OF MAJOR IMPACT** Any development activity not specifically listed as an exempt activity or as a project of minimal impact shall be considered a project of major impact and shall go through the review process of the HDC as outlined in the sections below.

19:14.E Section E PROCEDURES FOR REVIEW FOR CERTIFICATE OF APPROPRIATENESS

19:14.E.1 **APPLICATION**. All application packages shall include the items listed below, as outlined.

19:14.E.1.a **APPLICATION FORM**. A completed application form available from and provided by the Somersworth Development Services.

19:14.E.1.b **PHOTOGRAPHS**. Current photographs of each side of any building proposed for alterations, additions, or demolition. Current photographs of the streetscape in both directions of the street, or both streets if a corner lot.

19:14.E.1.c **ELEMENTS SUBJECT TO REVIEW**. It is the responsibility of the applicant and/or the contractor to describe in a clear manner every element of the proposed project that is subject to the HDC review.

19:14.E.1.d **PLANS**. Detail drawings of all project specific elements. This may be limited to a detailed drawing of one window in the case of an application proposing

replacement of only windows involving no change to the window sizes, but will need additional drawings if more than one window size or style is involved.

19:14.E.1.e **MEASUREMENTS**. Measurements shall be displayed on all plans including building heights. Measurements shall be provided in a clear manner and include dimensions building details such as but not limited to doors, windows, trim, overhangs, and siding exposure.

19:14.E.1.f **REVISIONS**. When subsequent revised plans are submitted the revised plans shall clearly indicate every change from the prior set of plans. This should not be written on or over the older set of plans.

19:14.E.1.g **SAMPLES**. Manufacturer pamphlets, cut sheets, or samples will be needed if the material proposed is typically discouraged by the Historic District Commission.

19:14.E.2 ADDITIONAL REQUIREMENTS. The following are additional needs if an Application proposes significant changes.

19:14.E.2.a **ELEVATION DRAWINGS**. An Application for projects involving changes to the buildings details, openings, height, roofline, mechanical units, or projections shall also provide elevation drawings. Elevation drawing shall show each affected façade of the building, structure, or sign clearly depicting existing conditions and proposed changes. If the overall height change is proposed, adjacent buildings shall be included in a streetscape drawing to act as a fixed benchmark.

19:14.E.2.b **SITE PLANS**. Any site work, new construction, demolition, or change to an existing building's footprint shall provide a Site Plan drawn to scale clearly depicting existing conditions and proposed work. This shall include topographic details in the vicinity of the building due to the steep nature of the land within the Historic District. Plans shall depict any land within 15' of any retaining walls, foundation, or new construction. A streetscape drawing depicting adjacent buildings shall be included to act as a fixed benchmark.

19:14.E.2.c **ENGINEER REPORT**. Any proposed demolition shall require a detailed report from an engineer licensed in the State of New Hampshire as to the soundness of the structure. Any dangerous conditions should be identified. Include the engineer's resume highlighting professional experience in historic property assessment/rehabilitation. Exception: Structures deemed not contributing by the HDC

19:14.E.3 **APPLICATION DEADLINE**. Complete applications must be filed with the Planning Dept, 14 days prior to the next scheduled HDC meeting to be placed on that meeting's agenda.

19:14.E.4 **REVIEW OF THE APPLICATION**

19:14.E.4.a **DETERMINATION OF APPROPRIATENESS**. In deliberation whether to approve or deny an application the HDC shall consider whether or not

the proposed work described in the application conforms to the Somersworth HDC Standards for Review.

19:14.E.4.b **SCHEDULING AND COMPLETENESS**. The HDC will consider applications only at its scheduled meetings. At that time the HDC may consider denying the application if it is for any reason incomplete as outlined in the Application section. This will be decided by a majority vote of present HDC members. If denied for this reason a specific list of what was missing will be provided to the applicant within 10 days.

19:14.E.4.c **PRESENTATION OF THE APPLICATION**. The applicant or their designee should attend the meeting to present the application and be prepared to answer any questions. If the HDC is unable to obtain answers during the review of the application, the HDC has grounds for denial of the application.

19:14.E.4.d **PUBLIC MEETING**. Each reviewed application will allow comment by any abutters, citizens, or other interested people-

19:14.E.4.e **COMPLIANCE PARAMETERS**. When the Commission deems it appropriate in dealing with violations of this ordinance and other matters, it may work with property owners in a flexible manner in setting timeframes and other benchmarks to guide how and when specific work must be completed.

19:14.E.5 **ACTION ON AN APPLICATION**

19:14.E.5.a To the extent practical and appropriate, an applicant may file applications for permits simultaneously to any other board or commission. These plans should be consistent with one another in regard to all details.

19:14.E.5.b If any changes are made by other boards or commissions on elements under the HDC purview, the applicant shall reappear before the HDC for approval.

19:14.E.5.c On more complex projects involving other boards or commissions applicants should consider presenting a preliminary proposal at any HDC meeting (consisting of simple hand sketches or other lesser requirements) prior to submitting an official formal application. During the preliminary proposal the HDC shall;

- i. allow informal discussion about the project.
- ii. offer comments, concerns, and or suggestions to aid the applicant.
- iii. make no official decision or ruling during the discussion.

19:14.E.5.d The Commission shall file a Certificate of Appropriateness or a Certificate of Denial with the Planning Department.

19:14.E.5.e The HDC shall render a decision within thirty-five (35) days after the HDC accepts the application as complete.

19:14.E.5.f Failure to act on an application within the period of time specified

above shall be deemed to constitute approval of the application as submitted.

19:14.E.5.g The Certificate of Appropriateness by approval or by default of the Commission to take action shall be effective for 1 year after the date of approval, but will not expire during an active building permit.

19:14.E.5.h If the applicant has neither obtained a building permit (or the extension for one) nor commenced work within 1 year after the date of approval, then the approval shall automatically be deemed null and void.

19:14.E.5.i When an application is rejected as being incomplete or denied, the reason(s) for the decision shall be conveyed to the applicant and in the Certificate of Denial and clearly stated in the minutes of the meeting.

19:14.E.5.j At the HDC's discretion on larger or more sensitive projects, the HDC may recommend that the Code Officer oversee construction of the elements and details of the building that are part of the HDC's approval to ensure the building is constructed correctly in accordance with the proposal. The HDC may request that progress reports be submitted to the City and it may identify the requested parameters for those progress reports.

19:14.E.5.k Once a Certificate of Appropriateness has been issued, any changes in construction, due to any reason shall be brought back to the HDC for review and approval. The Code Officer (CO) may issue a Stop Work Order if any project is not in conformance with the application approved by the HDC. However, if a proposed change is very minor, then Code Enforcement and HDC Chair may approve the proposed change if:

- i. The change is deemed to be insignificant
- ii. The change would be barely noticeable, if at all, from a public right of way and
- iii. The change would be consistent with the intent of the earlier approval.

19:14.E.6 **DECISIONS / FINDINGS.** For a project of minor or major impact, a building or demolition permit shall not be issued until and unless a COA is issued by the HDC in accordance with the provisions of this section.

19:14.E.6.a At the conclusion of its review, the HDC shall issue in writing one of the following:

- i. If in the opinion of a majority of HDC members present and voting the applicant's proposal meets the purpose of this section, then the Historic District Commission shall issue a COA signed by the Chair together with any changes, conditions and/or stipulations. After the issuance of the COA, the Building Inspector may issue any building, demolition or other permit for the approved project; or
- ii. If in the opinion of the majority of the HDC members present and voting the

applicant's proposal does not meet the purposes of this section, then the HDC shall issue a Notice of Disapproval in writing together with the reasons for such decision signed by the Chair and all voting HDC members. The issuance of a Notice of Disapproval shall prohibit the Building Inspector from issuing a building, demolition or other permit; or

- iii. If acceptable with the applicant, and in the opinion of the majority of the HDC members present and voting the application may be tabled.

19:14.F Section F STANDARDS FOR REVIEW

19:14.F.1 The Standards for Review articulates how and why a building should be similar to surrounding buildings. They will articulate the buildings form, scale, setback, materials, and other pertinent information, to properly blend a new, altered, or remodeled building into the existing historic streetscape or context.

19:14.G Section G APPEALS AND ENFORCEMENT.

19:14.G.1 **RESUBMITTAL.** If the applicant's proposal is denied, the applicant may, and is encouraged to, make modifications to the proposed plans and shall have the right to resubmit the application at any time after so doing.

19:14.G.2 **APPEAL PROCESS.** Any person aggrieved by a decision of the Historic District Commission shall have the right to appeal, by filing a motion for rehearing before the HDC. Such an appeal when taken shall stay all proceedings in furtherance of the action appealed, unless the HDC shall certify that by reason of facts stated in a certificate issued by it, a stay would cause imminent peril of life or property. The appeal shall be made within thirty (30) days after the decision of the HDC. The 30-day time period shall be counted in calendar days beginning with the date upon which the HDC issued the decision. After appeal, if said person or persons are still aggrieved by the HDC. They have the right to appeal that decision to the Zoning Board of Adjustment or to pursue any other remedy accorded by NH State law.

19:14.G.3 REQUIRED MAINTENANCE.

19:14.G.3.a **RESPONSIBILITY.** A property owner in the Historic District is prohibited from allowing his or her property to deteriorate in the manners specified in Chapter 19:24 of the Somersworth Ordinances and failing to correct those conditions shall be subject to enforcement under Chapter 24, The Property Maintenance Code. Any corrections as directed by such enforcement action must also adhere to this chapter section, 19:14, in its entirety.

19:14.G.4 ENFORCEMENT AND VIOLATIONS.

19:14.G.4.a **ENFORCEMENT.** These regulations, in accordance with RSA 674:49 may be enforced under the authority of NH State RSA 676 as the same may be subsequently amended, and such other authorities as may be available, Chapter 24 of the Somersworth Ordinance, the Property Maintenance Code or any other remedy

afforded by law.

19:14.G.4.b **SEVERABILITY**. If any of the provisions set forth in these ordinances are held to be invalid, for any reason, by a Court of Law, such holding shall not invalidate other provisions contained herein

19:14.G.4.c **VIOLATIONS**. If during the regular inspections by the CO a property is found to not be in compliance with the provisions of this section, or if the property is found in violation of Chapter 24 of the Somersworth Code-shall be subject to the established violation method used for violations of Chapter 24 of the Somersworth Code

19:14.H Section H DEFINITIONS.

19:14.H.1 **CITY**; City of Somersworth

19:14.H.2 **CITY COUNCIL**; Somersworth City Council

19:14.H.3 **CO**; Code Officer (Code Enforcement Officer, Code Compliance Officer)

19:14.H.4 **COA**; Certificate of Appropriateness

19:14.H.5 **COMMISSION**; Historic District Commission

19:14.H.6 **DISTRICT**; Somersworth Historic District

19:14.H.7 **HD**; Historic District

19:14.H.8 **HDC**; Historic District Commission

19:14.H.9 **NRHP**; National Register of Historic Places

19:14.H.10 **SHPO**; State Historic Preservation Office

Authorization	
Sponsored by Request by: Mayor Dana S. Hilliard	Approved: City Attorney

City of Somersworth – Ordinance 4-19

History

First Read Date:	10/15/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

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

PRESENT ORDINANCE**Section 12. Conflict With Other Regulations**

- 19.13.11.A. Where the standards and management requirements of this buffer ordinance are in conflict with other laws, regulations, and policies regarding streams, steep slopes, erodible soils, wetlands, floodplains, timber harvesting, land disturbance activities, or other environmental protective measures, the more restrictive shall apply. (Section 13- Replaced in its entirety 02/17/2009.)

Section 14 Historic District⁴

- 19.14.A. PURPOSE. It is hereby declared as a matter of public policy that the recognition, preservation, enhancement and continued use of structures, sites, areas, and districts within the City of Somersworth having historic, architectural, cultural or design significance is required in the interest of the health, economic prosperity, cultural enrichment and general welfare of the community. The purposes of this ordinance are to:
- 19.14.A.1. Safeguard the heritage of Somersworth by providing for the protection of the structures and areas representing significant elements of its history;
 - 19.14.A.2. Enhance the visual character of the City by encouraging and regulating the compatibility of architectural styles within Historic Districts reflecting unique and established architectural traditions;
 - 19.14.A.3. Foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past;
 - 19.14.A.4. Strengthen the economy of the City by protecting and enhancing the City's attractions to residents, tourists and visitors;
 - 19.14.A.5. Stabilize and improve property values within the City; and
 - 19.14.A.6. Promote the private and public use of structures and areas within Historic Districts for the education, prosperity and general welfare of the community.
- 19.14.B. DESCRIPTION. The Historic District is an overlay zoning district, meaning that it is a zoning district which is superimposed over other zoning districts. In all cases where the Historic District is superimposed over another zoning district, that district whose regulations are more restrictive shall apply.
- 19.14.C. DISTRICT BOUNDARIES. The location and boundaries of both the Hilltop Historic District and the Industrial and Commercial Historic District are hereby established as shown on a map entitled "Historic Districts, City of Somersworth, New Hampshire, January 1992", and as amended, which is hereby declared to be part of this ordinance.
- 19.14.D. HISTORIC DISTRICT COMMISSION. There is herein established a seven member Historic District Commission with the power and duties as set forth in New Hampshire Revised Statutes Annotated Chapter 674:46, as the same may be subsequently amended, and as may be needed to carry out the purposes of this section.
- 19.14.E. SCOPE OF REVIEW.
- 19.14.E.1. Activities Requiring Review. It shall be unlawful for any person to construct, alter, modify, repair, move or demolish any building, structure or improvement which lies within a Historic District without first obtaining a Certificate of Appropriateness from the Historic District Commission, or in the case of a project of minimal impact, the City Planner and the Building Inspector, in the manner prescribed in this section.

19.14.E.2. Exempt Activities. The following activities are not subject to review under this section.

19.14.E.2.a. Ordinary maintenance and repair of any architectural feature which does not involve a change in design, materials or outer appearance or involve removal thereof.

19.14.E.2.b. Painting or repainting of a building or structure in any color.

19.14.E.3. Projects of Minimal Impact. For the purpose of this section, the following activities shall be considered to be projects of minimal impact and shall be reviewed and approved, conditionally approved or disapproved by the Planner and the Building Inspector prior to the issuance of any building or demolition permit:

19.14.E.3.a. Erection, construction or repair of a fence, shed or garage provided the following criteria are met:

19.14.E.3.a.i. The exterior design, arrangement, texture and materials are compatible with the existing building or structure or if new construction, the surrounding area; and

19.14.E.3.a.ii. The scale and general size of the building or structure is compatible with the existing surroundings.

19.14.E.3.b. Alteration, including grading, excavating, tree removal and/or paving of a site, provided that the following criteria are met:

19.14.E.3.b.i. Parking areas, wherever possible, should be placed to the rear of buildings.

19.14.E.3.b.ii. Parking areas, wherever visible from the street, shall be screened by planting beds or hedges. Fences and low walls are also acceptable as long as they have plantings in front of them.

19.14.E.3.b.iii. The historic pattern of terracing shall be maintained. Landscape features shall be constructed to match the scale, texture and materials of existing elements; and

19.14.E.3.b.iv. Where appropriate, alterations of a site may be reviewed by the Chair of the Historic District Commission or his/her designee, the City Engineer, the Director of Public Works and/or the Conservation Commission.

19.14.E.3.c. Erection or alteration of a sign(s), provided the proposed signage adheres to the following criteria:

19.14.E.3.c.i. Signs shall fit within existing features of the facade. On most buildings, lintels or bands of decorative moldings create natural frames for signs.

19.14.E.3.c.ii. Projecting signs shall align with some horizontal element on the facade (i.e., top of sign aligns with top of window; bottom of sign aligns with bottom of window; bottom of sign aligns with top of lintel). Where possible, signs shall be aligned with other signs on adjacent buildings.

19.14.E.3.c.iii. Projecting signs shall be supported by black iron attachments to the building. Guy wires shall not be permitted as a principle sign support member. No support for the projecting sign shall extend above the cornice to which it is attached.

19.14.E.3.c.iv. Internally lighted signs shall be prohibited. Only shielded, indirectly lighted signs shall be permitted.

- 19.14.E.3.c.v. Traditional materials, such as wood, glass, bronze or iron shall be used. Plastic, aluminum, and vinyl are prohibited unless it can be demonstrated that their use is historically consistent with the architecture of the building.
- 19.14.E.S.c.vi. Signs on residential buildings should be mounted on the building itself near entry doors and in higher than the top of first floor elements. The size shall not be greater than one square foot. Exterior lighting is prohibited.
- 19.14.E.3.d. Siding or residing of structures provided that exterior architectural features (exclusive of existing siding material) are not removed, destroyed or covered and provided that the siding is similar in style and appearance to the original construction;
- 19.14.E.3.e. Storm doors or windows provided the size and shape of the opening of the replaced door or window remains the same and original architectural features are not removed, covered or destroyed. Storm doors and screen doors shall have plain stiles, rails and panels and shall not have false "historical" hardware; and
- 19.14.E.3.f. Essential outdoor mechanical equipment (ducts, fans, solar panels, etc.) provided they are installed in locations which create the least disturbance to the historical appearance of the building and which involve the minimum alteration to its structural integrity.
- At the discretion of the Director of Planning and Economic Development, any application for a project of minimal impact that is not in clear conformance with the above-outlined guidelines shall be referred to the Historic District Commission for review and action.
- The Planner and the Building Inspector shall have the final authority to approve, conditionally approve or disapprove applications for projects of minimal impact. However, if the Planner and the Building Inspector are not in full agreement about the disposition of the application, the application shall be forwarded to the Historic District Commission for full review and action. Furthermore, the decision of the Planner and the Building Inspector may be appealed to the Historic District Commission provided that notice of the appeal is filed within ten (10) work days of the staff's decision.
- 19.14.E.4. Projects of Major Impact. Development activity not specifically listed as an exempt activity or as a project of minimal impact shall be considered a project of major impact and shall go through the review process of the Historic District Commission as outlined in the subsections below.
- 19.14.F. REVIEW CRITERIA. In making a determination on an application for a project of major impact, the Historic District Commission shall take into account the purposes of this Section and give consideration to the following:
- 19.14.F.1. The historical, architectural or cultural value of the building(s) or structure(s) and its relationship and contribution to the setting;

- 19.14.F.2. The compatibility of the exterior design, arrangement, texture and materials proposed to be used in relationship to the existing buildings or structures and its setting, or its new construction, to the surrounding area;
- 19.14.F.3. The scale and general size of the buildings or structures in relationship to existing surroundings, including consideration of such factors as the building's overall height, width, street frontage, number of stories, roof type, facade openings (windows or doors, etc.) and architectural details;
- 19.14.F.4. The impact that the applicants proposal will have on the setting and the extent to which it will preserve and enhance the historical, architectural and cultural qualities of the district and community. The Commission shall be guided by the following:
- 19.14.F.4.a. Every reasonable effort should be made to provide a compatible use which will require minimum alteration to the structure and its environment;
- 19.14.F.4.b. Rehabilitation work will not destroy the distinguishing qualities or character of the structure and its environment. The removal or alteration of any historic material or architectural features should be held to a minimum;
- 19.14.F.4.c. Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in design, texture and other visual qualities, Repair or replacement of missing architectural features should be based on physical or pictorial evidence, rather than on conjectural designs of the availability of different architectural features from other buildings;
- 19.14.F.4.d. Distinctive stylistic features or examples of skilled craftsmanship which characterize historic structures and often pre-date the mass production of building materials should be treated with sensitivity;
- 19.14.F.4.e. Changes which may have taken place in the course of time are evidence of the history and development of the structure and its environment and these changes should be recognized and respected;
- 19.14.F.4.f. All structures should be recognized as products of their own time. Alterations to create an earlier appearance should be discouraged;
- 19.14.F.4.g. Contemporary design for additions to existing structures should be encouraged if such design is compatible with the size, scales material and character of the neighborhood, structures, or its environment; and
- 19.14.F.4.h. Wherever possible, new additions or alterations to structures should be done in such a manner that if they were removed in the future, the essential form and integrity of the original structures would be unimpaired.

- 19.14.G. FINDINGS. For a project of major impact, a building or demolition permit shall not be issued until and unless a Certificate of Appropriateness is issued by the Historic District Commission in accordance with the provisions of this section. At the conclusion of its review, the Historic District Commission shall issue in writing one of the following:
- 19.14.G.1. If in the opinion of a majority of Historic District Commission members present and voting the applicant's proposal meets the purpose of this section, then the Historic District Commission shall issue a Certificate of Appropriateness signed by the Chair together with any changes, conditions and/or stipulations necessary to secure the public health, safety and general welfare. After the issuance of this Certificate, the Building Inspector may issue any building, demolition or other permit for the approved project; or
- 19.14.G.2. If in the opinion of the majority of the Historic District Commission members present and voting the applicant's proposal does not meet the purposes of this section, then the Historic District Commission shall issue a Notice of Disapproval in writing together with the reasons for such decision signed by the Chair and the Commission. The issuance of a Notice of Disapproval shall prohibit the Building Inspector from issuing a building, demolition or other permit.
- 19.14.H. APPEALS.
- 19.14.H.1. Resubmittal. If the applicant's proposal is denied, the applicant may, and is encouraged to, make modifications to the proposed plans and shall have the right to resubmit the application at any time after so doing.
- 19.14.H.2. Appeal Process. Any person aggrieved by a decision of the Historic District Commission shall have the right to appeal, by filing a motion for rehearing before the Historic District Commission. Such an appeal when taken shall stay all proceedings in furtherance of the action appealed, unless the Historic District Commission shall certify that by reason of facts stated in a certificate issued by it, a stay would cause imminent peril of life or property.
- The appeal shall be made within thirty (30) days after the decision of the Commission. The 30-day time period shall be counted in calendar days beginning with the date upon which the Commission issued the decision.¹ After appeal, if said person or persons are

¹ Passed 03/21/2005.

SOMERSWORTH HISTORIC DISTRICT

new

STANDARDS FOR REVIEW

As outlined by Somersworth Zoning Ordinance, these are the guidelines and standards of the HDC when reviewing applications. In making a decision on an application the HDC shall take into account;

- The historical, architectural, or cultural value of the building(s) or structure(s) and its relationship and contribution to the setting.
- The compatibility of the exterior design, arrangement, texture and materials proposed to be used in relationship to the existing buildings or structures and its setting, or if new construction, to the surrounding area.
- The scale and general size of the buildings or structures in relationship to existing surrounds, including consideration of such factors as the buildings overall height, width, street frontage, number of stories, roof type, facade openings (windows or doors, etc) and architectural details.
- The impact that the applicant's proposal will have on the setting and the extent to which it will preserve and enhance the historical architectural and cultural qualities of the district community.
- National Park Service Secretary of the Interior Standards shall also be considered.

1). STREETSCAPE AND BUILDING The scale and general size of the building or structure is compatible with the existing surroundings.

A. Heights:

1. Buildings within each area are similar in height except where irregularities occur because of later replacements. Seen from above, groups of buildings echo the original contours of the land beneath them.
2. All heights of new buildings should be similar to the average height of existing buildings in each area so that the relationship of building heights and land contours remains constant.
3. Heights of new or altered buildings should not exceed one story above or below surrounding buildings.

B. Widths:

1. Buildings along each block are similar width. Exceptions occur where later buildings have been added.
2. The width of new buildings should be similar to the average widths of existing buildings on each block so that the relationship of building mass to open space is maintained.

C. Spaces:

1. Spaces between buildings are generally consistent within neighborhoods or areas. (Side yard spaces on the Hill, or very narrow or no space between buildings downtown.) The effect is one of continuous "wall" along each street with an established "rhythm" of solid and empty spaces.
2. Maintain the average yard widths at front, sides, and rear of all buildings within the surrounding area.

D. Setbacks:

1. Most buildings along Downtown blocks are built out to the sidewalk with no setback from the front property line. Most buildings on the Hill have front yards on uniform average depth. These setbacks create a uniform alignment of facades that give each block a strong edge.
2. Maintain the alignment of facades at the average established within each neighborhood.
3. If an applicant's project would need any variance related to dimensional requirements from the ZBA, The HDC is willing provide an opinion to the ZBA relevant to the variance requested.
4. Where facades do not align, use columns, hedges, low walls, or other screens to define the edge of the site and to preserve alignment.

E. Additions:

1. Changes which may have taken place in the course of time are evidence of the history and development of the structure and its environment and these changes should be recognized and respected. Do not try to make the building look historical, i.e. older than it really is, because this debases what is truly historic. Duplication of historic aspects is discouraged, but should be similar.
2. Alterations to create an earlier appearance should be discouraged. Contemporary design for additions to existing structures should be encouraged if such design is compatible with the size, scale, material, and character of the neighborhood, structures, or its environment and whenever possible, new additions or alterations to structures should be done in such a manner that if they were removed in the future, the essential form and integrity of the original structures would be unimpaired.
3. Many of the ways in which an addition should relate to an existing building have already been covered in the design criteria set for streetscape, i.e. pattern and alignment should be maintained, horizontal banding of openings, lintels and building eaves should be addressed, size, and shape of building mass should be similar, etc.
4. Materials used for additions should be similar to materials used on the original building
5. Additions are encouraged that are sympathetic to the original building yet contemporary in spirit.
6. The materials used for renovations or additions should be finished in ways that are consistent with the original building.

F. Renovations:

1. Rehabilitation work shall not destroy the distinguishing qualities or character of the architectural features, alterations should be held to a minimum.
2. Deteriorated architectural features should be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new materials should match the materials being replaced in design, texture, and other visual qualities.
3. Repair or replacement of missing architectural features should be based on physical or pictorial evidence, rather than on hypothetical designs of the availability of different architectural features from other buildings.
4. Incorporate similar elements of the original in the renovation scheme. Respect the original character and period of the building.
5. Do not obscure facade details by covering them with panels or signs or by painting them out.
6. Do not alter the shape of original openings. The original window opening should be visible to the eye either with trim left in place or with a false window installed.
7. Repair or replace the original building elements.

2). ROOFS

- A. Roofs should be considered minimal impact if a period correct roofing material is proposed, such as slate or metal. In the case of other proposed materials the applicant shall need approval by the HDC.
- B. Roofs should not be altered from their original design style.
- C. Roof features should not be altered. This includes feature such as chimneys, dormers, gutters, snow birds, etc.
- D. Rooftop solar panels mounted flush to the roof is the preferred placement within the Historic District. Solar panels should completely and neatly fill the roof in an effort to show only one texture of the roof. The solar panels should fill as close as possible the entire façade of the roof. Solar panels placed on a roof less than two stories high or in a highly visible location should be discouraged.

3). FENESTRATION. Fenestration is the pattern of window and door openings of a building. It is the spacing, size, proportion, and symmetry or lack of symmetry. First floors, which have large areas of glass and small areas of opaque

materials, are clearly separated visually from upper floors, which reverse the pattern: small areas of glass, predominance of opaque materials. Historic buildings receive specific characteristics from their doors, windows, and other openings depending on their design style.

- A. Window sizes and shapes should not be altered during renovation.
- B. All original windows and Doors should be repaired if possible. If not, the replacement should match the historic sash in size, operation, configuration, number of lights, muntin detail and profile.
- C. All non-historic windows and doors should be replaced with designs and materials compatible to the style and age of the building.
- D. All new construction should use windows of similar size and shape or incorporate other facade elements that establish the same sort of pattern.
- E. Consideration will be given to all replacements that are appropriate to the individual building style and age.
- F. Generally, aluminum and vinyl windows are not appropriate replacements for historic wood sash. But will be considered if the be following are followed.
 - 1. Authentic Divided Lite (ADL) or Simulated Divided Lite (SDL) mutins are preferred
 - 2. All original features are maintained (sills, heads, moldings, number of lights, and configuration)
 - 3. A window replacement is discouraged; sash replacement and window replacement inserts are preferred.
- G. Maintaining functional trim, hardware and components. All features of windows and doors will be treated with the same consideration as the openings themselves. Such features can include frames, sash, muntins, glazing, sills, heads, hood molds, paneled or decorated jambs/moldings, and exterior shutters. All such features should be repaired when possible or replaced with in-kind design and material.
- H. Storm doors or windows should not remove, cover, or destroy original architectural features. Storm doors and screen doors shall have plain stiles, rails and panels. Storm windows and doors should cover as little of the historic window or door as possible. Their color should match the door or window of which they cover to help blend them with the existing door or window.
- I. Garage Doors original shape and size of opening should not be altered. Original materials and door design should be kept. If new doors are required the historic character of the building in which they are being placed should be kept.
- J. Shutters should be repaired when possible. If new shutters are to be placed they must consist of in-kind material of original shutters. Consideration will be given to all replacements that are appropriate to the individual building style and age. All shutters should fit the window opening size, they should be or look functional. No shutters shall be placed on architectural styles where shutters were not typical.

4). EXTERIOR DETAILS. The exterior design arrangement, texture, and materials are compatible with the existing building or structure or if new construction, the surrounding area. Distinctive stylistic features or examples of skilled craftsmanship which characterize historic structures and often pre-date the mass production of building materials should be treated with sensitivity.

- A. Buildings components should be similar in size and shape to those already in use along the street or elsewhere in the district. Similar shapes should frequently recur along the street such as rectangular windows, dormers, triangular roof pediments, cornice moldings, porches, and covered entry ways.
- B. Due to infill of buildings there are exceptions, throughout Somersworth history some building styles within the District stand out and do not resemble others along the street. Buildings with Mansard roofs are the best example of this.
- C. Materials:

1. The preferred exterior material is wood, especially when replacing any portion of existing wood materials.
2. Where original materials have failed newer modern materials may be allowed provided they match dimensional size and texture.
3. Modern materials such as but not limited to composites, PVC, and plastics will be given consideration due to their durability.
4. When replacing only a portion of siding or other elements and using a different material, the two materials should visually match nearly exact when viewed from the street.

B. Siding:

1. Siding or re-siding of structures provided that exterior architectural features (exclusive of existing siding material) are not removed, destroyed or covered and provided that the siding is similar in style and appearance to the original construction.
2. Traditional materials, such as wood, shall be used. Plastic, aluminum, and vinyl are strongly discouraged unless it can be demonstrated that their use is historically consistent with the architecture of the building.
3. While the use of vinyl siding is discouraged within, the district the commission realizes that there will be circumstances that may make it a reasonable choice of material. In order to preserve the nature and quality of contributing buildings as well the overall quality of the neighborhood the following guidelines are to be followed;
 - a. Vinyl will have the same profile and exposure as pre-existing clapboards.
 - b. Wooden corner boards are to remain on the building,
 - c. Soffits and window trim are to remain wood.
 - d. All ornate wood details on the building are to be maintained.
 - e. Shutters may be replaced with vinyl when vinyl siding is approved by the HDC.
 - f. No "J Channel" is to be used, existing trim is to be routed, and siding placed underneath.

C. Painting:

1. The commission makes no ruling as to color. Historically appropriate color schemes are encouraged. Color schemes should be chosen from the same historic period as the construction of the building. The commission shall make literature available to property owners wishing help in making decisions.
2. The walking surface or decking boards of decks and porches shall be the only boards allowed to remain unpainted and only in the case of pressure treated lumber or composites that are finished with color and texture during the manufacturing process.
3. Any pressure treated wood or smooth high gloss composite materials approved by the HDC must be painted within 8 months of construction project completion.
4. Mechanical features such as electrical meters, solar power inverters, conduits and related wiring shall be painted the same color as what they are directly affixed to, to help blend them with the façade of the building making them less prominent. Unless documentation is provided stating the service provider prohibits the painting of such.

D. Masonry:

1. Brick, Natural stone, concrete masonry, and granite are important design features of historic buildings and should be properly maintained.
2. If replacement of any masonry is needed it should be replaced with in kind materials. Due diligence should be given to match the original material to be replaced. (i.e., if replacing hand-pressed bricks, hand pressed brick should be used as replacement).
3. Some masonry can be delicate; therefore cleaning of masonry should only be done when absolutely necessary. Appropriate cleaning methods should be used that will not damage the original masonry as

much as possible. The least intrusive method shall be utilized, options include low pressure water, chemical cleaning and mechanical cleaning.

4. Masonry shall be left unpainted if originally unpainted. If masonry is painted it should not be stripped, only prepped for repainting as needed for proper maintenance.

E. Porches and Decks:

1. Porches, stoops and decks play an important perception of historic buildings and streetscapes. Original materials and details should be preserved.
2. When making alterations or replacing missing porches, stoops, or decks it is important to present evidence that one existed to the HDC. Such evidence can include: historic pictures, drawings, maps, or comparable porches in the neighborhood of similar style.
3. Consideration will be given to style and designs with in the HD. The design should fit the style, proportions, materials, and time period of the building it is to be added to. The use of typical box store railing systems should be discouraged in favor of traditional styles.

5). SITE ELEMENTS DESIGN LANDSCAPES. This includes but is not limited to cemeteries and parks. Site elements can be as significant as buildings, and can include sites without buildings.

- A. All built structures will be properly maintained.
- B. If repairs are to be made due diligence should be done to find the least intrusive method possible.
- C. Any replacements or substantial changes to the built environment must match the original materials to be replaced.
- D. Any vegetation or landscaping changes that do not fall under exempt or minimal activities shall come before the board for approval.
- E. Retaining walls, stone walls, and landscaping features shall be constructed of natural stone only. Any natural stone may be used whether it is cut, shaped or in its raw natural shape are all acceptable.
- F. Typical red brick is the only mass produced block allowed. Any other uniform mass produced block is discouraged and will need approval by the HDC and may be allowed if it appears to have no obvious repeating pattern when finished.
- G. Any vertical improvement to the property will need a Certificate of Appropriateness (COA). Changes to curbs and steps will be the smallest items to need approval.
- H. Any retaining wall over 3 feet high shall not have vegetation over 1 inch in diameter growing directly out of it. Vegetation should be kept 12" away from the walls base or top. Larger vegetation acts as a wedge over time destroying the wall as well as creating a safety hazard.

6). MECHANICAL FEATURES

- A. Mechanical units including but not limited to exterior heating, permanent AC units, solar power inverters should be located on the rear of the building when possible.
- B. All mechanical units including electrical meters shall not be located on the front/street side of the building.
- C. Multiple satellite dishes on one building are discouraged.
- D. Solar panels should be located only on roofs for historic district compatibility reasons.
- E. Any plans involving mechanical units shall include specs such as actual size and any clearance requirements.

7). COMMERCIAL PROPERTY. The economic development of Somersworth downtown commercial property is encouraged. Every effort will be made to assist commercial building owners and tenants with revitalizing older retail areas and buildings, while maintaining compatibility and providing a visual connection with the other surrounding historic structures in the district.

- A. Any work done on commercial properties should take careful additional consideration of storefronts. This should include storefront components: cornices, transom windows, display windows, aprons, and entrances as well as any other standard listed herein.
- B. The HDC does acknowledge that special consideration must be shown for the Americans with Disabilities Act (ADA) for accessibility to the commercial property.

8). SIGNS

- A. Signs shall conform to all Somersworth Sign Ordinances 19.20 as well as guidelines listed in this section, and in the case of any contradicting the more restrictive shall apply.
- B. Signs shall fit within existing features of the facade. On most buildings, lintels or bands of decorative moldings create natural frames for signs.
- C. Projecting signs shall align with some horizontal element on the facade (i.e., top of sign aligns with top of window; bottom of sign aligns with bottom of window; bottom of sign aligns with top of lintel). Where possible, signs shall be aligned with other signs on adjacent buildings.
- D. Projecting signs shall be supported by black iron attachments to the building. Guy wires shall not be permitted as a principle sign support member. No support for the projecting sign shall extend above the cornice to which it is attached.
- E. Internally lighted signs shall be prohibited. Only shielded, indirectly lighted signs shall be permitted.
- F. Traditional materials, such as wood, glass, bronze or iron shall be used. Plastic, aluminum, and vinyl are strongly discouraged unless it can be demonstrated that their use is historically consistent with the architecture of the building.
- G. Signs on residential buildings should be mounted on the building itself near entry doors and no higher than the top of first floor elements. The size shall not be greater than one square foot. Exterior lighting is prohibited.

9). NEW CONSTRUCTION, ADDITIONS, AND NONCONFORMING BUILDINGS

- A. New construction should reflect the theme of nearby existing buildings, but should not be compared or similar to any nonconforming buildings nearby.
- B. Nonconforming buildings will not be held to the same standard as conforming properties. They will be reviewed primarily on the basis of Size, Scale, Placement, Orientation, Landscape Features, and Signs.
- C. Nonconforming buildings shall be subject to required maintenance standards.

10). DEMOLITION

- A. No existing building or other structure may be-demolished or moved out of the overlay district until approval has been granted by the HDC.
- B. A detailed plan for the reuse of the site shall be submitted along with a report from an engineer licensed in the State of New Hampshire as to the structural soundness of the structure and its adaptability for rehabilitation. Any dangerous conditions should be identified. Include the engineer's resume highlighting professional experience in historic property assessment/rehabilitation.



City of Somersworth – Ordinance

Ordinance No: 5-19

SUPPLEMENTAL APPROPRIATION FOR ENGINEERING SERVICES FOR IMPROVEMENTS AT THE SOMERSWORTH WASTEWATER TREATMENT FACILITY

October 15, 2018

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

The annual budget for the City of Somersworth for Fiscal Year 18-19 is amended as follows:

Appropriate \$155,000 from Sewer Utility Fund budget as follows:

Original Budget	Amendment	Revised Budget
\$ 2,257,532	\$ 155,000	\$ 2,412,532

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Trish Harris
City Clerk

Background:

This ordinance appropriates funding for an amendment to the engineering design services portion of the contract with Wright/Pierce Engineers for necessary improvements at the Somersworth Wastewater Treatment Facility.

Authorization

Sponsored by:

David A. Witham
Dale R. Sprague
Martin Pepin
Kenneth S. Vincent
Richard R. Michaud

Approved:

City Attorney

City of Somersworth – Ordinance 5-19

History

First Read Date:	10/15/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

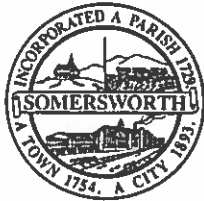
Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

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

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



City of Somersworth – Resolution

Resolution No: 20-19

TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT WITH WRIGHT PIERCE ENGINEERS OF PORTSMOUTH, NH TO INCLUDE ADDITIONAL ENGINEERING SERVICES AT THE SOMERSWORTH WASTEWATER TREATMENT FACILITY

October 15, 2018

WHEREAS, The City Council adopted Resolution No. 22-18 to authorize the City Manager to amend the contract with Wright Pierce Engineers for an amount not to exceed \$863,000 (Eight Hundred Sixty Three Thousand dollars) for engineering services to provide a plant facility assessment and engineering and design specifications for facility improvements at the Wastewater Treatment Facility, and

WHEREAS, the plant facility assessment identified additional improvements such as replacing the process water line, replace chemical piping and manholes, and additional building improvements that weren't included in the original scope of work, and

WHEREAS, Wright Pierce has provided the City a proposal to provide engineering and design services for the additional improvements at a cost of \$155,000 (One Hundred Fifty Five Thousand dollars) which would increase the total contract to an amount not to exceed \$1,018,000 (One Million Eighteen Thousand dollars) ;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with Wright Pierce Engineers of Portsmouth, N.H. to include additional engineering services at the Somersworth Wastewater Treatment Facility for an amount of \$155,000 (One Hundred Fifty Five Thousand dollars) thereby increasing the total contract to an amount not to exceed \$1,018,000 (One Million Eighteen Thousand dollars), and to take any other action related to this contract determined to be in the best interest of the City.

Authorization

Sponsored by:

David A. Witham
Dale R. Sprague
Martin Pepin
Kenneth S. Vincent
Richard R. Michaud

Approved:

City Attorney

City of Somersworth – Resolution 20-19

History

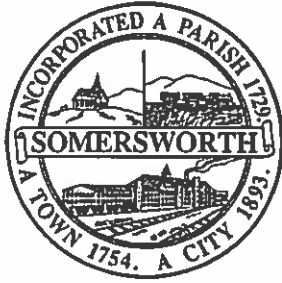
First Read Date:	10/15/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 20-19		PASSED	FAILED



MEMORANDUM

To: Bob Belmore, City Manager
From: Scott Smith, Finance Director
Date: October 5, 2018

Re: **WWTF Improvements – Wright Pierce Amendment**

The City Council amended and adopted Resolution 1-19 which appropriated and authorized borrowing up to \$12,440,000 from the State Revolving Loan Fund.

The amendment increased the authorization by \$1,900,000 for additional improvements at the Wastewater Treatment Facility (WWTF). A portion of the increase included \$155,000 for additional engineering work required.

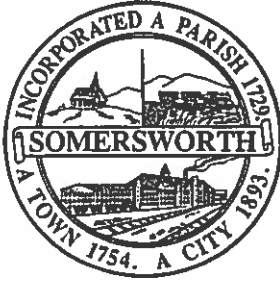
The City has recently executed the loan agreement with the State of NH. However, the loan agreement is for \$10,540,000, which is the amount of our original application *before* the amendment. The State and our project engineers seem confident that the additional \$1,900,000 may be available through the next round of SRF funding, but that won't be until next year and isn't guaranteed.

In order to keep the project moving forward in total, the additional engineering should be done in concert with the total project and can't reasonably be done in segments.

Some options available to ensure the funding for the additional engineering is available are as follows:

- Adopt a supplemental appropriation in the amount of \$155,000, increasing the engineering contract from \$863,000 to \$1,018,000.
- If the City is concerned with the additional project funding of \$1,900,000, a bond issue in that amount could be authorized, and remain unissued, until a final determination is made on the availability of the SRF funding.

Let me know if you have any questions or need anything else.



MEMORANDUM

To: Bob Belmore, City Manager
From: Scott Smith, Finance Director
CC: Shanna Saunders, Director of Development Services
Date: October 5, 2018

Re: TAP Grant Funding

In response to our meeting with CMA Engineers, I would like to summarize their conceptual cost estimates for the improvements funded through the TAP Grant:

• High Street	\$ 407,000
• Memorial Drive	117,000
• Cemetery Road	414,000
• Trail	309,000
• Engineering/ROW	<u>213,000</u>
Total estimated cost	\$1,460,000
Total funding	<u>986,500</u>
Estimate over budget	<u>\$ 473,500</u>

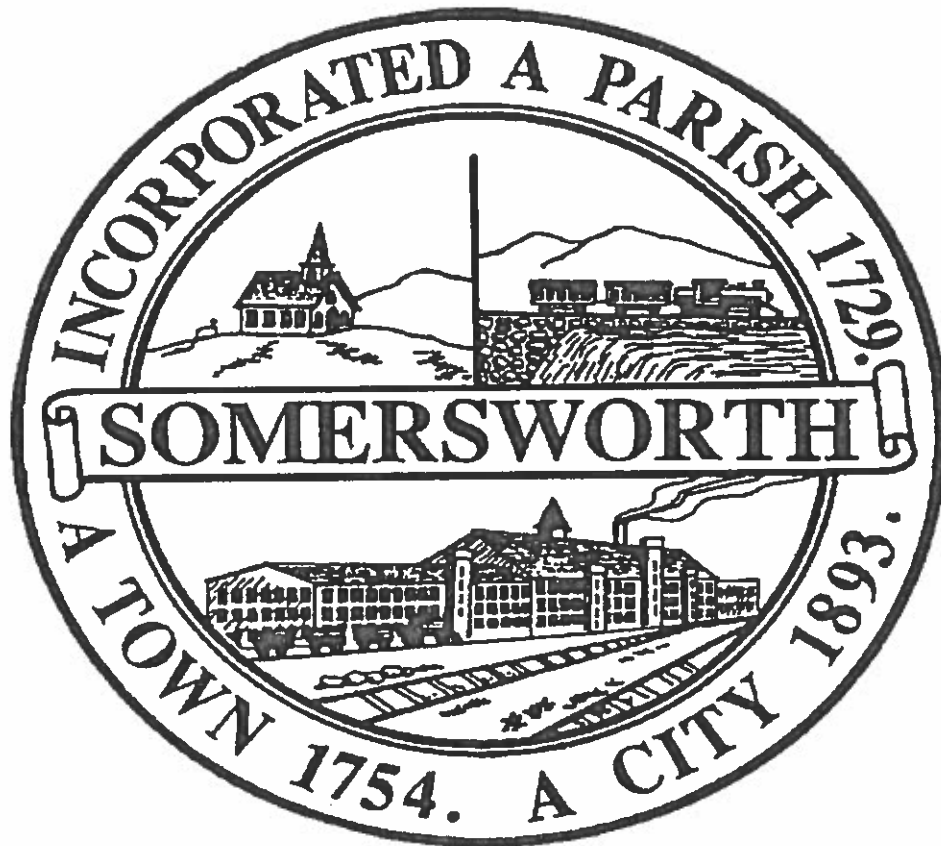
We have reviewed this information with Tom Jameson, Project Manager with NH DOT, and have two options to address the scope of the project to bring it in line with the funding available:

- The City could reduce the scope and remove certain elements of each segment to bring the project in line with funding. To stay in compliance with the grant award, we need to keep portions of each segment and can't simply eliminate total segments.
- We could remove the Cemetery Road sidewalk segment and include that part of this project with the Cemetery Road improvements currently being engineered by Wright/Pierce. That would reduce this project scope by \$414,000. Wright/Pierce has estimated the complete streets project would increase from \$3.5 million to \$3.7 million with the inclusion of the sidewalk.

Let me know if you have any questions or need anything else.

**INVESTMENT POLICY
CITY OF SOMERSWORTH, NEW HAMPSHIRE**

I



**Adopted by City Council
March 19, 2007**

Re-adopted by City Council March 17, 2008
Re-adopted by City Council March 16, 2009
Re-adopted by City Council March 15, 2010
Amended by City Council September 20, 2010
Re-adopted by City Council September 26, 2011
Re-adopted by City Council October 1, 2012
Re-adopted by City Council October, 21, 2013
Re-adopted by City Council, October 20, 2014
Re-adopted by City Council, October 19, 2015
Re-adopted by City Council, September 19, 2016
Re-adopted by City Council, September 18, 2017

INVESTMENT POLICY

CITY OF SOMERSWORTH, NEW HAMPSHIRE

PREFACE

An investment policy establishes a framework for the safe and prudent investment of public funds. While attempting to achieve the best possible results, an investment program must consider the safety and liquidity necessary to effectively meet the operational needs of the City.

The following are guidelines established to provide guidance and direction for city officials in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability, and in ensuring that laws are followed.

II SCOPE

The investment policy applies to all financial assets in the custody of the city treasurer of the City of Somersworth, New Hampshire. These funds are accounted for in the City's annual audited financial reports and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Agency and Escrow Funds
- Any new funds created by the City, unless specifically exempted by the governing body, in accordance with law, or by law

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not apply to the City of Somersworth Trust Funds.

III OBJECTIVES:

1. **Security:** Safety of principal is the foremost objective of the City. Each investment transaction shall seek to ensure that capital losses are avoided.
2. **Liquidity:** Investments shall not be made that may have an adverse effect on the normal operations of the City. Therefore, the length of all investments shall be dictated by cash flow needs.
3. **Return on Investment:** Return on investments should be maximized, but never to the extent that security of principal or liquidity of funds is jeopardized. City officials are encouraged to receive competitive proposals on prospective investments.

INVESTMENT POLICY

CITY OF SOMERSWORTH, NEW HAMPSHIRE

IV AUTHORITY:

New Hampshire Statute 48:16 is the legal authority under which the City Treasurer operates. See appendix "A" attached.

Other requirements include: The City of Somersworth Administrative Code Section 29.3.6.7 Division of Finance.

V. ADMINISTRATION

In accordance with the City of Somersworth Administrative Code Section 29.3.6.7 Division of Finance, the division of Finance shall include the functions of the City Treasurer with the head of the Division being the City Treasurer. Therefore, administration of the cash management of the City, directed by the City Treasurer, shall be coordinated with the Assistant Director of Finance.

VI. PRUDENCE

The investment policy shall be conducted in accordance with the "prudent person" standard, which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

VII. INSTRUMENTS:

In accordance with RSA 48:16 III and VI, excess funds of the City of Somersworth shall be invested in:

- a) United States Treasury securities maturing in less than one year; or
- b) Savings bank deposits of banks incorporated under the laws of the State of New Hampshire; or
 - o Fully insured or collateralized certificates of deposits of banks incorporated under the laws of the State of New Hampshire; or certificates of deposits that meet all the conditions as required by RSA 48:16 VI; or

INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE

- c) Fully insured or collateralized certificates of deposits of national banks located within the State of New Hampshire, or in banks recognized by the State Treasurer; or
- d) New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22; or
- e) Short-term obligations of United States Government agencies; or
- f) Repurchase agreements with banks chartered by the State of New Hampshire and fully collateralized by United States Treasury Bills and such other instruments as may be specifically authorized by the Revised Statutes of the State of New Hampshire.
- g) As an alternative to the option of collateralization for excess funds provided in paragraph V, the treasurer may also invest public funds in interest bearing deposit which meet all of the following conditions:
 - (a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.
 - (b) The selected bank arranges for the redeposit of the funds in one or more federally insured financial institutions located in the United States, for the account of the treasurer.
 - (c) The full amount of principal and any accrued interest of each such certificate of deposit is covered by federal deposit insurance.
 - (d) The selected bank acts as custodian with respect to such certificates of deposit issued for the account of the treasurer.
 - (e) At the same time that the funds are deposited and the certificates of deposit are issued, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows. At no time shall any investment be made exceeding a maturity date in excess of one year.

VIII. DIVERSIFICATION:

The City's investment portfolio shall be diversified. Over concentration in a maturity, an instrument, or institution/issuer is to be avoided.

➤ DIVERSIFICATION BY INSTRUMENT

- Overnight Investments

Maximum
Percent of Portfolio
100%

INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE

▪ U.S. Treasury Obligations	90%
▪ NH Public Deposit Investment Pool	50%
▪ Certificates of Deposit	75%

IX. DEPOSITORIES AND DEALERS:

Unless otherwise in the best interest of the City, the City shall solicit cash management and banking services every three to five years. Proposals, therefore, will be accepted through a competitive bidding process.

Short-term investment of surplus funds may be made by contacting credible institutions to establish the best available instrument at that time. All investments must be backed by full third party collateral and consider cash flow needs prior to considering the return on that investment. Also, no investment shall be made that contradicts the section titled "instruments" in this policy

X. SAFEKEEPING AND COLLATERALIZATION

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 102% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

XI. REPORTING

The City Treasurer shall submit quarterly to the City Manager an investment report that summarizes recent market conditions and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

XII. ETHICS AND CONFLICT OF INTEREST:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or

INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE

which could impair their ability to make impartial investment decisions. Officers and employees involved in the investment process shall disclose to the City Manager any material financial interest in financial institutions that conducts business with the city. Further, they shall report to the City Manager any large personal financial investment position that could be related to the performance of the City portfolio. Officers and employees involved in the investment process shall subordinate their personal investment transactions to those of this City, particularly with regard to the timing of purchases and sales.

XIII. PERFORMANCE EVALUATION

The City shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the City's investment program as it relates to the City's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XIV. OTHER

The City Council, shall review this policy annually, with changes made as warranted, followed by re-adoption by the City Council.

The City Council reserves the right to implement changes to this policy without prior notice if it is deemed in the City's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Director of Finance and Administration.

INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE

Appendix A

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 48

CITY OFFICERS

City Treasurer

Section 48:16

48:16 City Treasurer; Duties. –

I. The city treasurer shall have custody of all moneys belonging to the city. The treasurer shall deposit the same in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the regional federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

II. The city treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from the city treasury, and of all notes given by the city, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the city giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the mayor and council statements from the treasurer's books, and submit the books and vouchers to them and to the city auditors for examination, whenever so requested.

III. Whenever the city treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the city treasurer shall invest the same in accordance with the investment policy adopted by the mayor and board of aldermen or city council under RSA 47:6, II. The treasurer may invest in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

IV. The city treasurer shall pay out fees held pursuant to RSA 673:16, II upon the order of

INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE

the local land use board or its designated agent or in the case of moneys held pursuant to RSA 674:44-d upon order of the heritage commission.

V. The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the city. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

VI. As an alternative to the option of collateralization for excess funds provided in paragraph V, the treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:

(a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.

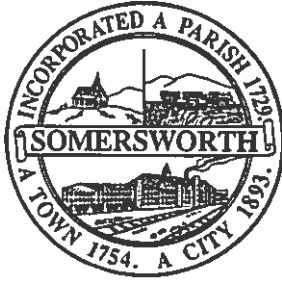
(b) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.

(c) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.

(d) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.

(e) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

Source. 1939, 170:2. RL 65:15. 1949, 207:1. RSA 48:16. 1959, 197:2. 1973, 490:2. 1991, 268:9; 377:7; 383:10. 1992, 64:4. 1996, 209:11. 1997, 208:9. 1998, 40:3. 2007, 246:7. 2008, 120:26. 2010, 7:4, eff. July 3, 2010. 2013, 97:4, eff. Aug. 19, 2013.



MEMORANDUM

To: Bob Belmore, City Manager
 From: Scott Smith, Director of Finance and Administration
 Date: October 8, 2018

Re: Tax Rate

We received official notification from the Department of Revenue Administration today on the City's 2018 tax rate. The State of New Hampshire has set the City's tax rate at \$33.41.

The comparison to the 2017 tax rate breaks down as follows:

	<u>2018 Tax Rate</u>	<u>2017 Tax Rate</u>	<u>Increase/(Decrease)</u>
City	10.62	10.33	0.29
Local School	17.59	17.69	(0.10)
State School	2.26	2.26	0.00
County	<u>2.94</u>	<u>2.81</u>	<u>0.13</u>
Totals	33.41	33.09	0.32

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

Exhibit A (Continued)

1. The Office of Highway Safety (hereinafter referred to as The State) is awarding the Somersworth Police Department (hereinafter referred to as the Subrecipient) a Highway Safety Grant in the amount of \$8,498.00, as further described in the Subrecipient's applications, which is hereby incorporated by reference and made a part of this Grant Agreement. In the event of any conflict or ambiguity between the provisions of the Subrecipient's application and the provisions of the Office of Highway Safety Grant Agreement #19-170, including Exhibits B, C, and the provisions of Exhibit A (A.1 – A.7) excluding the Application, the provisions of the Grant Agreement shall govern.

Budget (Provide itemization as called for on Schedule B) and Source of Funds					
Cost Category	Total Budget	Federal Budget	Local Budget	State Budget	Match Requirement
STEP PATROLS	\$177.00	\$177.00	N/A	N/A	\$44.25
OPERATION SAFE COMMUTE	\$1,996.00	\$1,996.00	N/A	N/A	\$499.00
JOIN THE NH CLIQUE <i>Seast</i>	\$448.00	\$448.00	N/A	N/A	\$112.00
DISTRACTED DRIVING	\$2,595.00	\$2,595.00	N/A	N/A	\$648.75
PEDESTRIAN BICYCLE	\$1,508.00	\$1,508.00	N/A	N/A	\$377.00
DWI PATROLS & MOBILIZATIONS	\$1,774.00	\$1,774.00	N/A	N/A	\$443.50
E-Crash (MDT's)	N/A	N/A	N/A	N/A	N/A
E-Crash (Printers, Scanners, Receivers)	N/A	N/A	N/A	N/A	N/A
Speed Enforcement Data Collection Equipment	N/A	N/A	N/A	N/A	N/A
Total Approved Costs (Include Non-Federal Share)	\$8,498.00	\$8,498.00	N/A	N/A	\$2,124.50

Grantee Initials _____

Date _____

DDP
 10/10/18

(Signature) 10/10/18

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
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WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
KERIANN ROMAN
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

October 12, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 20-19

Title: **TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT
WITH WRIGHT PIERCE ENGINEERS OF PORTSMOUTH, NH TO
INCLUDE ADDITIONAL ENGINEERING SERVICES AT THE
SOMERSWORTH WASTEWATER TREATMENT FACILITY**

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: _____

10/12/18

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

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

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

TELEPHONE (603) 524-3885

October 12, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 4-19

Title: **TO AMEND CHAPTER 19 ZONING ORDINANCE,
SECTION 14 HISTORIC DISTRICT**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance, after it passed a first reading. 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: 10/12/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

October 12, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 5-19

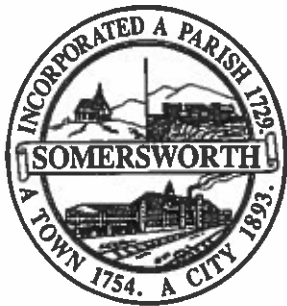
Title: **SUPPLEMENTAL APPROPRIATION FOR ENGINEERING SERVICES
FOR IMPROVEMENTS AT THE SOMERSWORTH WASTEWATER
TREATMENT FACILITY**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance, after it passed a first reading. 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: 10/12/18

By: 



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: October 10, 2017

Re: Monthly Report

Finance Department:

- Auditors completed field work for FY2018 audit.
- Completed State of NH MS-434 and MS-535 used for tax rate setting purposes.
- Work on final FY2020-2025 CIP Document.
- Bids:
 - Snow Plowing/Hauling services – due October 25, 2018
 - Form Based Codes – due November 1, 2018

Treasurer's Report:

- General Fund cash on hand as of September 30, 2018 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, TD Bank, and a Citizen's Bank investment account.

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings and standing committee meetings during the month.
- Held September Primary election
- Total Receipts for the month were \$7,439.

- Permits:
 - 9/20/18 – Somersworth 125th Commission
 - 9/10/18 – First Parish United Church of Christ
 - 9/17/18 – Summersworth Historical Society
 - 9/24/18 – Somersworth Festival assoc.
 - 9/13/18 – Michael & Jessie Boehm
 - 9/14/18 – Rebecca Johnson
 - 9/25/18 – Patricia Sherwood

Tax Collector

- Motor vehicle registrations were a total of \$135,552 during the month.
- Collected \$4,575 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,137,727.
- Impending Deed notices were mailed, with a deed date of September 28.

Human Services:

- Total assistance for the month was \$7,074. That compares to \$8,710 for the month of August 2018 and \$8,838 for September 2017.
- 4 new cases were opened compared to 8 in 2017.
- 17 cases were approved for varying levels of assistance, with 2 cases still pending and 2 cases denied. 29 cases were referred to other agencies for support.

Library

- The Library provided 6 programs and 1 book program this month.
- The Friends book sale started on September 29 and will run through the middle of October.
- The Library installed door counters which will provide a much more accurate count of patron visits, and provide an accurate detail of peak times.

Information Technology

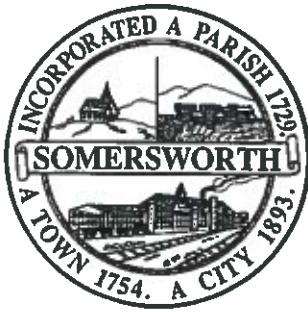
- Spent time in general server maintenance, checked systems, checked and cleared logs.

Treasurer's Report.
General Fund

Period Ending Sept. 30, 2018

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$1,753,142	0.00%	N/A	Money available upon demand
Citizens Investment	\$356,528	1.00%	N/A	Money available upon demand
Citizens CD	\$2,000,000	1.80%	10/26/2018	1 month CD
NHPDIP	\$4,557,923	2.01%	N/A	Money available upon demand
Profile Bank	\$250,397	0.45%	N/A	Money available upon demand
TD Bank	\$3,072,161	1.51%	N/A	Money available upon demand
Century Bank	\$3,164,605	1.63%	N/A	Money available upon demand
Century Bank	\$2,046,630	1.25%	10/20/2018	6 month CD

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period Ending Sept. 30,2018	\$52,430	\$52,430	\$18,750	\$33,680



DEPARTMENT OF DEVELOPMENT SERVICES

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

Re: September 2018 Monthly Report

In addition to the Department's various activities listed in the attached staff reports, I attended the following Land Use Board meetings:

- Zoning Board – September 5
- Conservation Commission – September 12
- Planning Board – September 19
- SRTC – September 5 and September 12
- Historic District Commission meeting – September 26

And attended the following Special Meetings:

- Preconstruction for Green Street Condos – September 6
- SRPC TAC – September 7
- Traffic Safety Committee – September 12
- NHPA Meeting – September 28

Building and Health Departments:

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

Crystal Homes LLC	51	Crystal Springs Way	\$40,000.00	\$330.00
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Minor Building Permits Applied for in September 2018:

<u>363</u>	<u>Rocky Hill Rd</u>	<u>\$2,500.00</u>	<u>\$30.00</u>
<u>28</u>	<u>Myrtle</u>	<u>\$3,750.00</u>	<u>\$40.00</u>
<u>11</u>	<u>Chadwick Ln</u>	<u>\$3,000.00</u>	<u>\$40.00</u>
<u>21</u>	<u>Grand</u>	<u>\$1,000.00</u>	<u>\$25.00</u>
<u>272</u>	<u>Green</u>	<u>\$24,000.00</u>	<u>\$202.00</u>
<u>29</u>	<u>Fremont</u>	<u>\$1,621.00</u>	<u>\$25.00</u>
<u>371</u>	<u>Main</u>	<u>\$1,000.00</u>	<u>\$25.00</u>

<u>15</u>	<u>Chabot</u>	<u>\$5,157.00</u>	<u>\$51.00</u>
<u>79</u>	<u>Noble</u>	<u>\$11,200.00</u>	<u>\$99.60</u>
<u>307</u>	<u>Sherwood Glen</u> <u>MI-IP</u>	<u>\$3,000.00</u>	<u>\$34.00</u>
<u>81</u>	<u>Franklin</u>	<u>\$6,075.00</u>	<u>\$59.00</u>
<u>5</u>	<u>Morrison</u>	<u>\$334.00</u>	<u>\$25.00</u>
<u>12</u>	<u>Page</u>	<u>\$1,930.80</u>	<u>\$26.00</u>
<u>4</u>	<u>Adams Ct</u>	<u>\$6,000.00</u>	<u>\$70.00</u>
<u>10</u>	<u>Maloney</u>	<u>\$17,450.00</u>	<u>\$150.00</u>
<u>35</u>	<u>Cemetery Rd</u>	<u>\$13,400.00</u>	<u>\$122.00</u>
<u>500</u>	<u>High</u>	<u>\$1,500.00</u>	<u>\$25.00</u>
<u>45</u>	<u>Malley Farm Rd</u>	<u>\$1,300.00</u>	<u>\$0.00</u>
<u>423</u>	<u>Main</u>	<u>\$2,764.00</u>	<u>\$32.00</u>
<u>80</u>	<u>Sunningdale Dr</u>	<u>\$4,500.00</u>	<u>\$55.00</u>
<u>207</u>	<u>Old Rochester Rd</u>	<u>\$6,259.00</u>	<u>\$60.00</u>
<u>105</u>	<u>Main</u>	<u>\$15,000.00</u>	<u>\$160.00</u>

Permit Receipts

	2016	2017	2018	DIFFERENCE this year to last	% OF CHANGE
January	\$6,148.85	\$15,262.40	\$12,784.00	-\$2,478.40	-16.2%
February	\$4,440.00	\$9,264.40	\$4,087.20	-\$5,177.20	-55.9%
March	\$27,399.40	\$23,362.82	\$5,307.00	-\$18,055.82	-77.3%
April	\$6,608.52	\$6,935.89	\$7,843.24	\$907.35	13.1%
May	\$12,089.70	\$11,780.49	\$8,966.00	-\$2,814.49	-23.9%
June	\$5,107.95	\$10,058.40	\$7,652.50	-\$2,405.90	-23.9%
July	\$14,315.00	\$5,776.84	\$7,595.00	\$1,818.16	31.5%
August	\$5,197.60	\$9,724.60	\$4,329.00	-\$5,395.60	-55.5%
September	\$5,247.60	\$7,400.00	\$3,039.60	-\$4,360.40	-58.9%
October	\$10,448.80	\$6,460.00	0.00	N/A	
November	\$27,353.16	\$8,584.44	\$0.00	N/A	
December	\$6,633.66	\$2,621.00	\$0.00	N/A	
Year total	\$56,008.37	\$90,604.63	\$76,601.82	-\$40,418.30	-38.1%
Difference of change this year to last (completed months only)					
Difference of change this year to last (completed months only)	\$56,008.37	\$90,604.63	\$76,601.82		

Total Permits

		2014	2015	2016	2017	2018	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	26	30	33	51	29	-22	-43.1%
5	February	29	24	49	36	31	-5	-13.9%
6	March	29	48	71	79	43	-36	-45.6%
7	April	48	58	57	58	58	0	0.0%
8	May	66	55	60	99	84	-15	-15.2%
9	June	66	73	77	94	65	-29	-30.9%
10	July	47	51	89	75	90	15	20.0%
11	August	55	67	79	88	67	-21	-23.9%
12	September	67	69	69	83	56	-27	-32.5%
13	October	63	58	57	77	0	N/A	100%
14	November	47	64	49	61	0	N/A	0%
15	December	38	52	54	49	0	N/A	0%
16								
17	YTD Totals	581	649	744	850	554	-137	-34.8%

Property Maintenance and Code Enforcement Activity Report for September 2018							
In addition to new complaints received, work continues on cases from past months.							
Incident Location		Nature of Complaint	Origin of Complaint	Action Taken			Compliance Status
				Courtesy Notice	Violation Notice	Court Action or Citation issued	
10	Central	Rubbish	DDS	9/9/18			COMPLETED
19	Crest Drive	Grass	DDS	9/27/18	10/5/18		PENDING
87	Franklin	PMV	Citizen	9/6/18	9/27/18		PENDING
65	Green	PMV	Citizen	9/6/18			COMPLETED
194	Green	Rubbish	Citizen	9/24/18			PENDING
108	Green	Rubbish	DDS	9/24/18			EXPIRED
21	Grove	Rubbish	Citizen	9/4/18			COMPLETED
29	Highland	Nuisance	Citizen	9/6/18			HOLD
294	Main	Rubbish	DDS	9/13/18	9/26/18		PENDING
105-107	Main	Rubbish	DDS	9/13/18			COMPLETED
103	Main	Rubbish	DDS	9/12/18			COMPLETED
11	Maloney	Grass	DDS	9/6/18			COMPLETED
11	Maloney	Trash	DDS	9/26/18	10/5/18		PENDING
108	Maple	Grass	Citizen	9/6/18	9/24/18		COMPLETED

Definitions:

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

Additional work performed but no limited to:

- Leaving door hangers at residences with the goal of expediting violation compliance
- Speaking with citizens personally in order to educate them on the importance of Property Maintenance
- Responding to Property Maintenance, Housing, and Zoning Complaints
- Fielding phone calls and emails
- Review sign permit applications

Land Use Boards:

Conservation Commission September 2018:

At the regular meeting, the Commission discussed member handbooks, conservation outreach approaches, Wildlife Heritage Fund regarding aquatic insect education and trails at Malley Farm.

Historic District Commission September 2018:

At the regular meeting the Commission discussed the following:

- Anthony Cataldo, 105-107 Main Street, in the Business Historic (BH) District, Assessor's Map 10, Lot 186, HDC # 33-2018. Application for a building addition had been denied but the applicant made amendments and those were **approved**.
- Paul Dyer, 60-64 High Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 214, HDC # 17-2018. Application to install a fire escape was **approved**.
- Mike and Marth Creegan, 79 Noble Street, in the Residential Single Family-A, with a Historic Overlay, (R1AH) District, Assessor's Map 13, Lot 10, HDC # 38-2018. Application to replace a few windows and reside the barn was **approved**.
- Ethan and Samantha Clark, 37 Lincoln Street, in the Residential Single Family-A, with a Historic Overlay (R1AH) District, Assessor's Map 11, Lot 156, HDC # 43-2018. Application to replace decking was **approved**.

Planning Board September 2018:

The Board reviewed the following at their September meeting:

- Calef Auto, 208 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 62, Lot 09, SITE # 04-2018. Application to expand the vehicle sales and to renovate the existing residential structure by adding an office was **tabled** until the October meeting.
- David Saunders is seeking conceptual review of an 11-lot single family residential subdivision for property located at 271 High Street, in the Residential Duplex (R2) District, Assessor's Map 15, Lot 16A.

Zoning Board September 2018:

- Jonathan & Melissa Tripp, 14 Chadwick Lane, in the Residential Duplex (R2) District, Assessor's Map 22, Lot 57-22I, ZBA # 08-2018. Application for a variance regarding the keeping of chickens was **denied**.
- Kenneth Vincent, 19 Vincent Way, in the Residential Single Family (R1) District, Assessor's Map 34, Lot 3A, ZBA # 09-2018. Application for a variance for a two-lot subdivision without adequate frontage was **approved**.
- Teluck Properties, LLC, 275 High Street, in the Residential Duplex (R2) District, Assessor's Map 15, Lot 16, ZBA # 10-2018. Application for a variance for a veterinary hospital was **approved**.

Economic Development – September 2018

- Upcoming Roundtables:
 - ✓ Downtown: 10-11-18 @ 8:30
 - ✓ BIBED (Bankers-Investors- Brokers & E.D.): 10-18-18 @ 8:30
 - ✓ Manufacture Roundtable: 12-6-18 @ 12:30
 - ✓ Malley Farm: 3-21-19 @ 9:00

- 2018 Vacant space filled with new tenants and/or new tenants in process
 - ✓ Cloud One – High Street
 - ✓ Phuggin' Burger – Market Street
 - ✓ Smoke and Cream – Market Street
 - ✓ Pediatric Dentist – Main Street
 - ✓ Jasmine's Journey- Market Street
 - ✓ Route 9 Vapor- High Street
 - ✓ 105-107 Main Street
 - ✓ Trimco- Malley Farm
 - ✓ AcuPetVet
 - ✓ Chromatic Dragon Games

- Current potential match presentations in process "on the radar"
 - ✓ 4 Gator Rock Road
 - ✓ Fairpoint
 - ✓ Serendipity
 - ✓ Old Police Station
 - ✓ Mass Winery
 - ✓ Route 108 - Child Care Center
 - ✓ Government Forms Internet Sales (Home Business)
 - ✓ Gravy Restaurant
 - ✓ Wicked Meats
 - ✓ Yoga Smith
 - ✓ Aroma Joes/Subway

- New Vacancy and/or site 4 sale
 - ✓ Advanced Auto Parts
 - ✓ High Street Dentist (foreclosure)

- ✓ Tri City Flooring (foreclosure)
 - ✓ 388 High Street
 - ✓ The Big Dipper
- Focus on Somersworth Manufacturers:
 - ✓ Manufacturer's Roundtable on 12-6-18 @ 12:30
- Skyhaven Airport
 - ✓ Represent Somersworth on Skyhaven Advisory Board. 10-9-18
- Marketing and Brand Identity
 - ✓ Meeting with new Marketing Firm
- Miscellaneous
 - ✓ Working on Somersworth destination map
 - ✓ In conversation with chamber about them taking over the Downtown Roundtable as a Chamber Downtown Committee, focused on: Downtown Map, Flower pots and other Downtown Roundtable goals
 - ✓ Identified project specific goals for Downtown Roundtable: (1) Entry Flower Pots, (2) Social media campaign (3) Thursday night "Block Party"
 - ✓ Working with CTC for an Internship Program
 - ✓ Review and revised Web -Site editorial content

Parks and Recreation - September 2018

Parks and Recreation

- Pee Wee Soccer began on Saturday, September 15th. This program is for children ages 3 and 4 and is run on Saturday mornings for 6 sessions. We currently have 30 children enrolled in the program and several parent volunteers are helping to coach the 3 teams. The sessions are held at Noble Pines Park from 9:00-9:45 a.m.
- Early bird fee for Rec Youth Basketball is open until Sept. 28th and then the fee goes up \$15. The deadline to register for this program is Oct. 26th. This program is for children in grades 1-6 and is runs for 8 sessions on Saturday morning. The program is held at either

Idlehurst Elementary School gym or Somersworth Middle School gym depending on the age group. We're in the process of seeking volunteer coaches to help run the program.

- The Somersworth Splash Pad at Noble Pines Park closed for the season on Wednesday, September 5th. Public Works assisted with the removal of the 6 spray features and they will be stored in the Rec storage building until next season.
- Planning is underway for the annual Senior Picnic. This year the Senior Picnic will be on Wednesday, October 17th from 11:00-1:00 p.m. at the Flanagan Center Gym. This event is free for all Somersworth seniors and a BBQ lunch will be provided along with entertainment and many raffle prizes. We're looking forward to celebrating our seniors with the many City departments that help organize this wonderful event. This year the theme is Halloween and we're excited to have the addition of the best costume contest.
- We received approval to co-host a new senior event call Sips & Sentiments. Sips and Sentiments is a holiday card making workshop open to all Somersworth seniors on Monday, November 5th from 9:00-11:00 a.m. We'll be working with staff at Somersworth Housing Authority and Gathering Place Studio & Shop in Somersworth to provide this free workshop.
- We are in the process of seeking volunteers to help run our special events throughout the year. We put together a flyer with all the upcoming Recreation special events and how volunteers can get involved. We're already receiving a lot of inquiries from high school students that need to fulfill community service hours before they graduate. We hope to build up our volunteer data base so we can grow our events and start offering more.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: October 9, 2018

SUBJECT: Public Works Department Monthly Report for September/October, 2018

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Department personnel responded to two (2) major water main breaks during September; identifying the exact location was difficult as the water from the breaks were discharging either through a storm drain culvert or through open space, rather than through a street. An internal review as to cause and future detection efforts is underway.
- Implemented road repair work with Brox Industries on nine (9) streets in the City using mill and overlay techniques on most of the designated streets; sewer manholes are being replaced on all affected roads as well. Working with Pike Industries on W. High Street, road surface was milled and manhole covers replaced in preparation for late October pavement overlay.
- Completed the installation of a replacement stormwater culvert in W. High Street near Ronwyn Drive in preparation for future road paving work.
- Operational personnel assisted the Cemetery Trustees and the Somersworth Historical Society on site preparations for the "Talking Tombs" event held at Forest Glade Cemetery the end of Cemetery.
- Participated in the Strafford Regional Planning Commission (SRPC) Policy Committee and Commissioners meeting.
- Completed a grant application for the latest round of TAP funds to construct a sidewalk on W. High Street from Cemetery Road to High Street.
- Completed the requirements for the EPA's Notice of Intent (NOI) to comply with the new MS4 Stormwater Management Permit Program. The NOI was submitted to EPA in early October serves as the basis for an update to the City's Stormwater Management Plan.
- Attended Sustainability Committee meeting and presented a wetlands permit application to the Conservation Commission.
- Arranged a meeting with officials of WMI to discuss customer service improvements and operational issues.

HIGHWAY DIVISION

Operations/Maintenance:

- Performed seasonal mowing of green spaces
- Performed pot hole patching City wide
- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed road side mowing
- Repaired 2 basins at the corners of Downs at Indigo Hill Rd
- Replaced a basin on the corner of Washington and Main St
- Set up and disassembled voting booths

- Re installed signs that were damaged by vehicles
- Re painted Somersworth signs with Gold paint
- Replaced a dead oak tree in USS Somersworth Park
- Assisted SFD by picking up a donated pallet of water from Poland Springs.
- Removed a hazardous tree at 9 South St
- Trimmed trees around the museum to allow gutter installation.

Recreation:

- Prepped an area to pave a walk way between the 2 play grounds to avoid a tripping hazard at noble pines.
- Performed weekly trash removal

Cemetery:

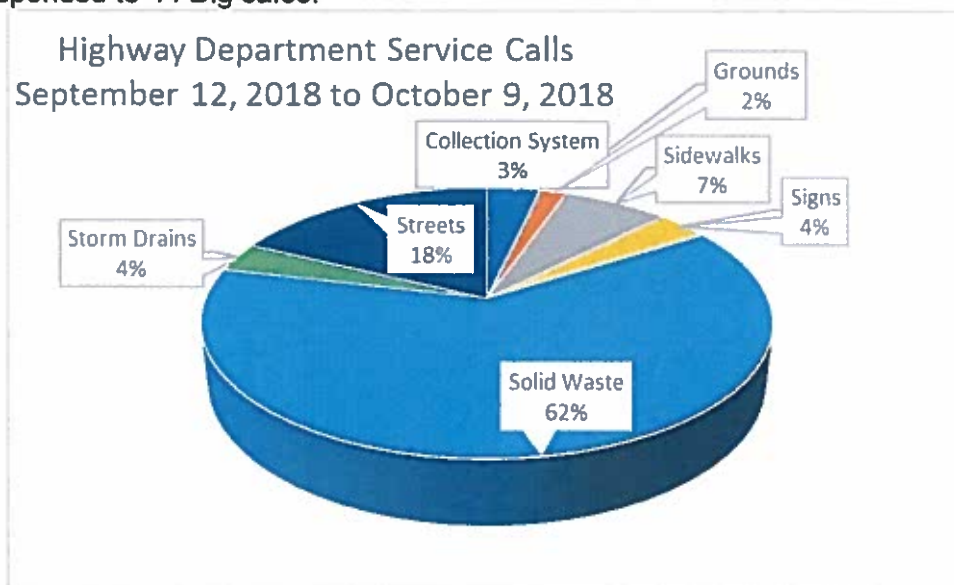
- Had 2 large dead hazardous oak tress cut down
- Removed brush, leaves and debris from Forest Glade in preparation of the Historical Walk.

Water Distribution Support:

- Assisted with two (2) major water breaks in the city. Stackpole at Green and Old Rochester Rd.

Sewer Collections Maintenance:

- Received reports of two (2) sewer back-ups both of which turned out to be private issues.
- Responded to 44 Dig safes.



WASTEWATER DIVISION

Operations/Maintenance:

- Switched operating process over to the (A2O) mode which is used for our winter seasonal limits. This process primarily focuses on removing ammonia nitrogen. The winter season runs from Oct 1st thru April 30th.

- Participated as a host facility for the "Operator Exchange Program" along with the cities of Dover and Rochester. John Alexander from the Town of Hinesburg, Vermont spent several hours touring the facility and meeting with staff. He's from a four (4) million gallons per day lagoon facility and serves as Chief Operator.
- Reviewing Preliminary Design Report (PDR) for the upcoming construction project. Project likely will go out to bid in late summer of 2019 and take approximately 18-months to complete.
- Placed an order with Hackworth Fire & Security to install a security system complete with two video surveillance units. Currently we do not have a security system. Total cost including purchase and installation is \$2,595.
- Contracted with Laviolette Controls to install a new SCADA system to monitor the Blackwater Rd pump station.
- Treated a total of 11,500 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of September.
- Treated a total of 38-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- No issues or concerns to report at this time.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Finalized Change order #2 which is now in process for execution. We are scheduling training for the heating system and awaiting delivery of our Operations & Maintenance (O&M) manuals.

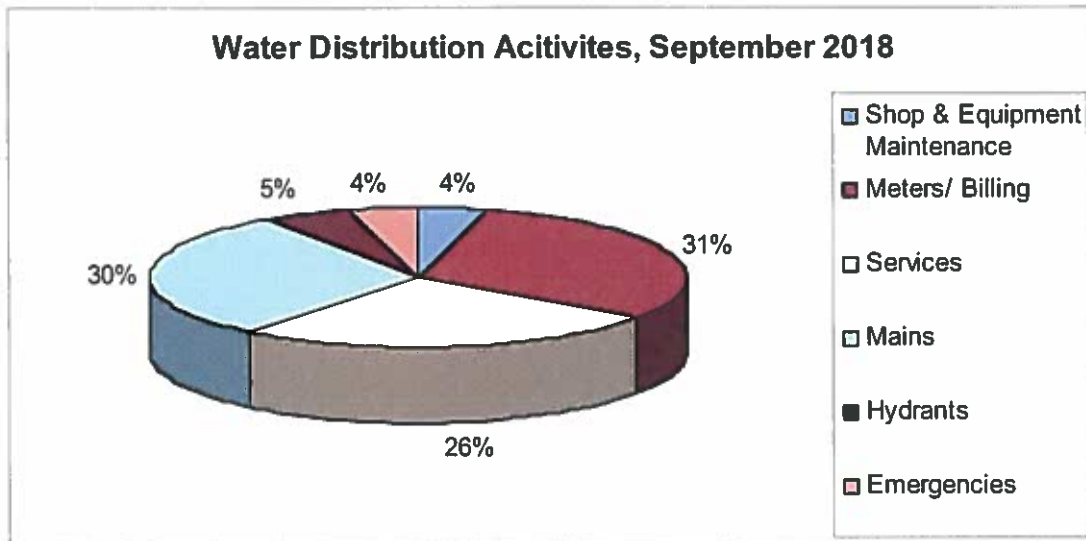
WATER DIVISION

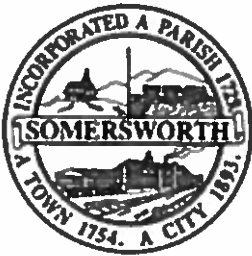
Items completed this month:

- Bacteria's and TOC's completed
- Pumped 42,164,406 gallons of raw water
- Filtered and pumped to the city 38,412,383 of finished water
- Completed VOC, SOC, and Nitrate sampling
- Responded to 2 major water main breaks
- Completed bid sheets for annual chemical bid
- Met with RTH mechanical regarding HVAC bid
- Completed UCMR4 AM3 sampling
- Attended final CIP meeting at city hall
- Received tank pricing for Cl2 tank
- The most significant activity the Water Division was involved with was responding to the two water main breaks that occurred in September. Plant and storage tank alarms were a significant factor in helping Plant personnel track changes in storage and production levels to alert staff to a water main break. Plant operations are back to normal operations and monitoring plant conditions.

WATER DISTRIBUTION

- Water Distribution operators responded to 64 non-emergency service requests.
- There were two water main breaks in September, one at the intersection of Green Street and Stackpole Road and the second near 303 Old Rochester Road. The combined water loss was over three (3) million gallons.
- Gate valves were exercised and repaired as needed on Main Street ahead of paving work scheduled for October 2018.
- Water service to the Forrest Glade cemetery has been turned off for the winter season. Water to all city parks will be turned off before November first. Water service at the Ward 5 voting center on Main Street will be turned off on the morning of November 7.





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: October 9, 2018
Subject: Monthly Report – Month of September 2018

Bob:

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

COMMUNITY POLICING:

- We held a Pump & Serve that benefitted New Hampshire Special Olympics on Saturday, September 10th at Circle K in Somersworth.
- Employees of Aclara were given Active Shooter Training.

TRAINING:

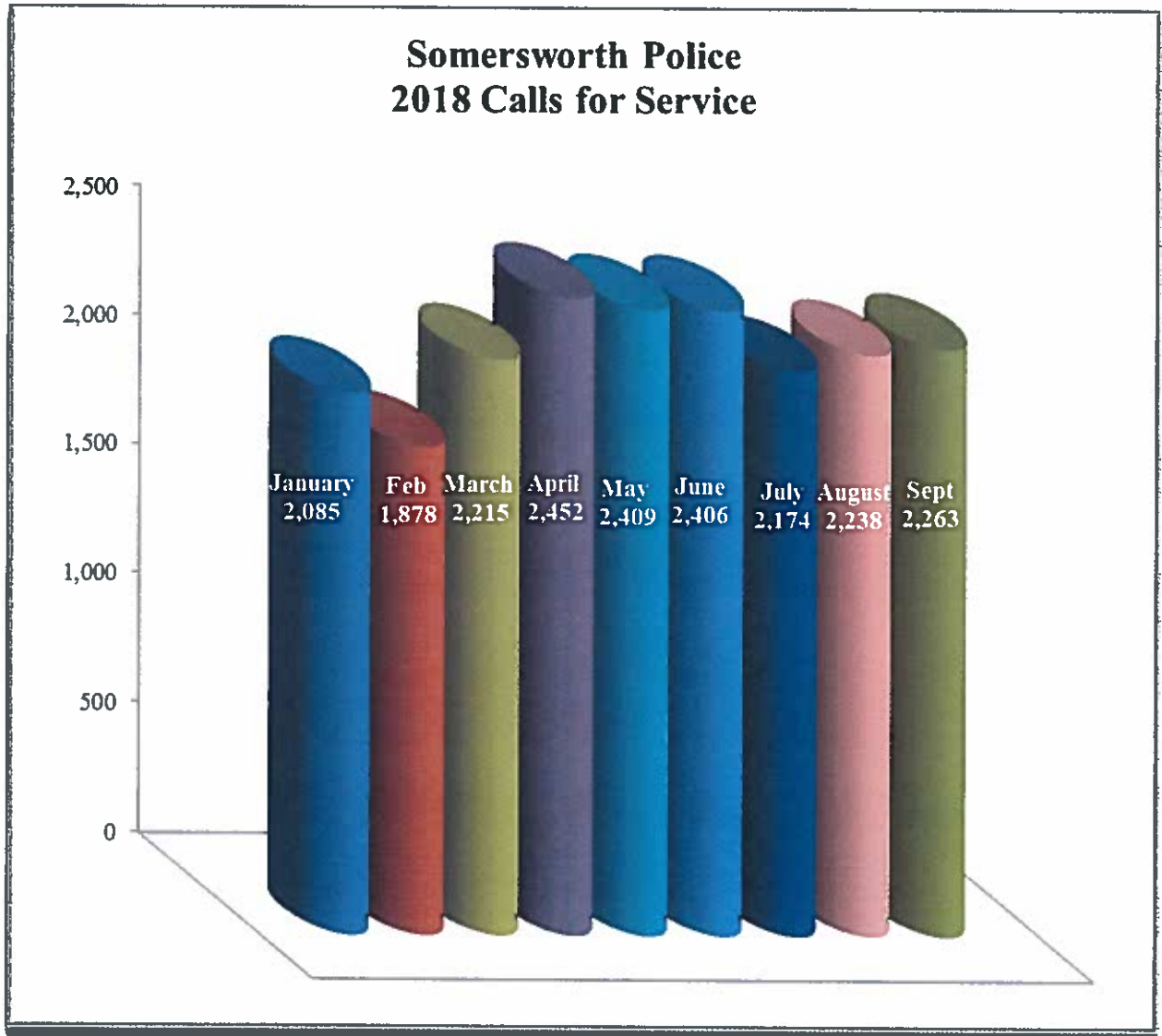
We had (3) officers attending a 3 week crime scene academy at Rochester. Other training included Safer Environments Via Collaborative Unified Response to Emergencies, Supervisor's Academy, Taser Instruction Recertification, Complaints/Warrants, Impact Munitions Instructor, and Core Presentation.

OTHER:

Officer Fuller has been selected as the New School Resource Officer. She will be replacing Officer Deschenes who will be reassigned to the Patrol Division as the new K-9 Handler.

STATISTICS:

2018 Calls for Service		
Month	#	To Date
January	2,085	2,085
February	1,878	3,963
March	2,215	6,178
April	2,452	8,630
May	2,409	11,039
June	2,406	13,445
July	2,174	15,619
August	2,238	17,857
Sept	2,263	20,120





City of Somersworth

Fire Department

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SEPTEMBER 2018 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	5
Vehicle Fires:	1
Outside Fires:	1
Emergency Medical:	55
Motor Vehicle Crash:	6
Malfunction/false alarm:	9
Accidental/public service:	44
Hazardous Condition:	12
Hazardous Materials:	6

NON-EMERGENCY ACTIVITIES

Burning Permits:	21
Fireworks Permits:	4
Oil Burner Permits:	0
Place of Assembly Permits:	1
Fire Safety Inspections:	10
Fire Drills:	7

CALLS FOR SERVICE

- We responded to 24 more emergency calls this September (139) than in September 2017 – an increase of 21%.
- We responded to mutual aid fires in Barrington, Dover, Newington, and North Berwick ME.
- Responded to building fire at 23 Morning St. and multiple gas leak calls near Whitehouse Rd. (due to Unutil adding odorant to line).
- Assisted DPW with searching for water main breaks on September 8th and 21st.
- American Ambulance continues to provide excellent EMS services to the city with an average response time of 4 minutes; 27 seconds.

PLANNING/PROJECTS/GRANTS

- State COOP grant vendor Jane Hubbard completed the plan for the city which we will be receiving in early October.

- Cooling Centers established at the Library and Flanagan Center on September 5th and 6th due to extreme heat.
- Attended pre-construction meetings for the new Green Street condos and for the road re-surfacing projects upcoming.
- Awaiting NH HSEM reimbursement for police and fire overtime for the Salmon Falls River drill in June.
- Awaiting NH HSEM decision on “active shooter” equipment grant.
- Engine 3 was out of service for spring and brake repairs for 2 weeks but now is operational again.

TRAINING/MEETINGS

- Lt. Michael Clough submitted his retirement notice effective September 30. He has served the Department since 1987 as a call firefighter: 1992 appointed as a career firefighter and 2006 – promoted to Lieutenant.
- The Department will hold a promotional exam in December to replace Lt. Clough. A hiring process for new career firefighters is ongoing presently.
- Mr. Benjamin Hyman from Pease AFB Fire Department hired to fill vacancy in career ranks.
- Attended the city’s new Axis program training.
- Training three new career FFs on shift.
- Attended meeting of the SRTC: Traffic Safety Committee: and the Seacoast Fire Chiefs.

COMMUNITY SERVICE

- Department participated in “Indonesian Fair”.
- Conducted fire extinguisher training for Aclara.

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