




*Office of the City Manager*

**TO:** Mayor Dana S. Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager   
**DATE:** Friday, October 16, 2020  
**SUBJECT:** City Manager's Report for Monday, October 19, 2020

---

*Unfinished Business (Under Section 14 of Agenda)*

**Ordinances**

- A. **Ordinance No. 5-21:** To Amend Chapter 19 – Zoning, Section 25.B, Agricultural Use. The Public Works & Environment Committee are still in possession of this item.
- B. **Ordinance No. 7-21:** To Amend Chapter 6 – City Officials, Section 6.6.2.4, Public Safety Committee. The Government Operations Committee and the Public Safety Committee both reviewed this proposed Amendment. Each Committee is offering Amendments to the original version. See attached *red-line* Amendments.

*New Business (Under Section 15 of Agenda)*

**Ordinances**

- A. **Ordinance No. 8-21:** To Amend Chapter 14, Licensing and Permits, Section 14.1, Amending Membership of the Licensing Board. The Government Operations Committee voted to support this Ordinance amendment at their September 30<sup>th</sup> meeting. Attached are some tracking notes on changes this Ordinance has received over the years, along with a *red-line* copy of this Ordinance change. Staff will be reviewing the entire Ordinance over the next year to ensure its relevance to current times. I recommend a Public Hearing be scheduled at the next Council Meeting.
- B. **Ordinance No. 9-21:** Transfer Ordinance to Fund the Purchase of a Sidewalk Tractor. The Finance Committee met on October 7<sup>th</sup> and the Public Works & Environment Committee met on October 13<sup>th</sup> and both Committees' recommend this Transfer Ordinance. I recommend a Public Hearing be scheduled at the next scheduled Council Meeting.

## **Resolutions**

- A. Resolution No. 13-21: To Authorize the City to use Funding from the Furber Memorial Chapel Expendable Trust Fund as a Portion of the City's Match to a Land and Community Heritage Investment Program Grant for the Roof Restoration Project on the Furber Memorial Chapel.** The Finance Committee met on October 7<sup>th</sup> and voted to recommend the entire balance of the Furber Chapel Memorial Trust Fund, which is approximately \$10,000, be used for this project to help provide the required City funding match of this Grant. If approved, this action will close this Fund.
- B. Resolution No. 14-21: To Authorize the City Manager to Contract with Chadwick-BaRoss For the Purchase of a Sidewalk Tractor.** The Finance Committee met on October 7<sup>th</sup> and the Public Works & Environment Committee met on October 13<sup>th</sup> and both Committees voted to recommend this purchase. Attached is a Memorandum that was provided to the Committees from Public Works Director Mike Bobinsky on the purchase of this Tractor, as well as information provided by Councilor Dave Witham.
- C. Resolution No. 15-21: To Authorize the City Manager to Apply for a Homeland Security Pre-Disaster Mitigation Grant for Assessment and Design Services for Improvements to the Salmon Falls Road.** The Finance Committee met on October 7<sup>th</sup> and voted to support this Grant application. This is the first step to design the improvements. If successful, this provides an engineered project that is 'shovel ready'. Attached is Memorandum from Public Works Director Mike Bobinsky along with my signed Letter of Intent to apply. It would be our intent to apply for further construction Grant funds should this project move forward. I have also attached information from our City's 2016 Multi-hazard Mitigation Plan.

## **Other**

- A. Vote to Re-adopt 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 7<sup>th</sup> and recommends re-adoption. Attached is a copy of the City Investment Policy.
- B. Vote to Authorize the Sale of City Surplus Property – per Administrative Code, Chapter 29, Section 8.5 Disposal of City Property.** Attached is the list of City surplus vehicles. If approved, I will move forward with the process to dispose of these vehicles. We will be using GovDeals to attempt to sell these vehicles. I have also attached a copy of our City Ordinance Ch. 29, regarding the disposal of surplus property in excess of \$1,000 in value. I would also add that the Finance Committee voted to support this action at their October 7<sup>th</sup> meeting.

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

**A. Informational Items**

1. **Millennium Dog Park.** A quick note: Dog owners rejoice, our new City Dog Park is now open! When visiting, please practice CDC COVID-19 safeguards. Attached are a couple of pictures of the Dog Park.

***Attachments***

1. **City Attorney Certifications - Five (5)**
2. **Department Head Reports**



## City of Somersworth – Ordinance

Ordinance No: 5-21

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

July 13, 2020

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows in Section 25 Definitions:

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

Section 19.25.B shall read as follows:

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

This Ordinance will take effect upon passage.

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

## City of Somersworth – Ordinance 5-21

### History

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

### Discussion

*07/13/2020*

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

*Public Hearing scheduled at the call of the Chair.*

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

*08/10/2020*

*Remains in Committee*

*09/09/2020*

*Remains in Committee*

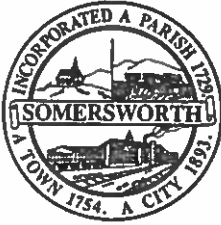
*09/21/2020*

*Remains in Committee*

*10/05/2020*

*Remains in Committee*

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



## City of Somersworth – Ordinance

Ordinance No: 7-21

### **TO AMEND CHAPTER 6 – CITY OFFICIALS, SECTION 6.6.2.4, PUBLIC SAFETY COMMITTEE**

September 21, 2020

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

Amend City Officials, Section 6.6.2.4, Public Safety Committee, by adding:

In order to maintain our present quality of life, the Committee may also provide assistance in guiding Police, Fire and other emergency operations in delivering services ethically and effectively to ensure the safety and security of the Public, and, Public Trust is not compromised.

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by:</i> Mayor Dana S. Hilliard Councilor Matthew Gerding	<i>Approved:</i> City Attorney

## City of Somersworth – Ordinance 7-21

### History

First Read Date:	09/21/2020	Tabled:	NA
Public Hearing:		Removed From Table:	NA
Second Read:	10/05/2020		

### Discussion

*Ordinance No. 7-21 will remain in first read until the call of the Chair.*

*10/05/2020*

*Councilor Witham moved to refer Ordinance No. 7-21 to the Public Safety Committee. The motion was seconded by Councilor Vincent and passed 8-0 by voice vote.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On   /   /   .   Ordinance 7-21		<b>PASSED</b>	<b>FAILED</b>

Section 6.6.2 The function and duties of the standing committees shall be as follows:

Section 6.6.2.1 Government Operations Committee

The purpose of the Committee is to consider and recommend to the City Council changes in government operating policies and/or procedures where the Council has approval authority, facilitate annually the City Manager's performance evaluation process, to recommend changes to the City Council Rules and regulations as needed, and to review and recommend to the City Council changes to the City Personnel Plan as proposed by the City Manager as well as other matters referred to it. (Amended 02/21/2006.)

Section 6.6.2.2 Finance Committee

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

Section 6.6.2.3 Recreation Committee

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

Section 6.6.2.4 Public Safety Committee

The purpose of the Committee is to consider matters relating to Police and Fire services and other emergency response needs of the City, as well as other matters referred to it. In order to maintain our present quality of life, the Committee may also provide assistance in guiding Police, Fire, and other emergency operations in delivering services ethically and effectively to ensure the safety and security of the Public, and, Public Trust is not compromised.

Section 6.6.2.5 Economic Development Committee

The purpose of the Committee is to be a liaison to the public and business community in regards to the economic conditions of commerce and industry within the City, to consider matters relating to the economic development of the City, and matters relating to the promotion and marketing of the City, as well as other matters referred to it. To review and recommend to the City Council any changes regarding property maintenance and enforcement, housing code review and compliance, and overall housing related issues. (Amended 06/21/2010.)

Section 6.6.2.6 Public Works and Environment

The purpose of the Committee is to consider policy and ordinance matters and initiatives relating to City infrastructure including roads, buildings, and environmental matters such as water and wastewater treatment facilities, and



# Amendment Proposed By Government Operations

Section 6.6.2 The function and duties of the standing committees shall be as follows:

Section 6.6.2.1 Government Operations Committee

The purpose of the Committee is to consider and recommend to the City Council changes in government operating policies and/or procedures where the Council has approval authority, facilitate annually the City Manager's performance evaluation process, to recommend changes to the City Council Rules and regulations as needed, and to review and recommend to the City Council changes to the City Personnel Plan as proposed by the City Manager as well as other matters referred to it. (Amended 02/21/2006.)

Section 6.6.2.2 Finance Committee

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

Section 6.6.2.3 Recreation Committee

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

Section 6.6.2.4 Public Safety Committee

The purpose of the Committee is to consider matters relating to Police and Fire services and other emergency response needs of the City, as well as other matters referred to it. In order to maintain our present continuously improve our quality of life, the Committee may also provide assistance in guiding recommendations and guidance for Police, Fire, and other emergency operations in delivering services ethically and effectively to ensure the safety and security of the Public; and, Public Trust is not compromised.

Section 6.6.2.5 Economic Development Committee

The purpose of the Committee is to be a liaison to the public and business community in regards to the economic conditions of commerce and industry within the City, to consider matters relating to the economic development of the City, and matters relating to the promotion and marketing of the City, as well as other matters referred to it. To review and recommend to the City Council any changes regarding property maintenance and enforcement, housing code review and compliance, and overall housing related issues. (Amended 06/21/2010.)

Section 6.6.2.6 Public Works and Environment

The purpose of the Committee is to consider policy and ordinance matters and initiatives relating to City infrastructure including roads, buildings, and environmental matters such as water and wastewater treatment facilities, and municipal solid waste. It has the authority to recommend agreed upon policy,

## Amendment Proposed by Public Safety

Section 6.6.2 The function and duties of the standing committees shall be as follows:

### Section 6.6.2.1 Government Operations Committee

The purpose of the Committee is to consider and recommend to the City Council changes in government operating policies and/or procedures where the Council has approval authority, facilitate annually the City Manager's performance evaluation process, to recommend changes to the City Council Rules and regulations as needed, and to review and recommend to the City Council changes to the City Personnel Plan as proposed by the City Manager as well as other matters referred to it. (Amended 02/21/2006.)

### Section 6.6.2.2 Finance Committee

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

### Section 6.6.2.3 Recreation Committee

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

### Section 6.6.2.4 Public Safety Committee

The purpose of the Committee is to consider matters relating to Police and Fire services and other emergency response needs of the City, as well as other matters referred to it. In order to be proactive and to maintain our present continuously improve our quality of life, the Committee may also provide assistance in guiding recommendations and guidance for Police, Fire, and other emergency operations in delivering services ethically and effectively to ensure the safety and security of the Public; and, Public Trust is not compromised.

### Section 6.6.2.5 Economic Development Committee

The purpose of the Committee is to be a liaison to the public and business community in regards to the economic conditions of commerce and industry within the City, to consider matters relating to the economic development of the City, and matters relating to the promotion and marketing of the City, as well as other matters referred to it. To review and recommend to the City Council any changes regarding property maintenance and enforcement, housing code review and compliance, and overall housing related issues. (Amended 06/21/2010.)

### Section 6.6.2.6 Public Works and Environment

The purpose of the Committee is to consider policy and ordinance matters and initiatives relating to City infrastructure including roads, buildings, and environmental matters such as water and wastewater treatment facilities, and



## City of Somersworth – Ordinance

Ordinance No: 8-21

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

October 19, 2020

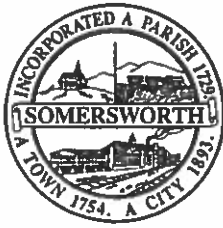
BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH  
THAT the Ordinances of the City of Somersworth, as amended, be further amended as  
follows:

#### Chapter 14, Section 1:

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

This Ordinance will take effect upon passage.

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



## MEMORANDUM

TO: Members of the Government Operations Committee

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

DATE: September 28, 2020

RE: City Ordinance, Chapter 14, Licenses & Permits – Research

---

Below is a summary of Ordinance changes regarding Chapter 14, Licensing Board along with the relevant documentation (see attached):

- Chapter 14 was adopted on December 6, 1966
- 1994 – Chapter 14 was deleted in its entirety and replaced. Several changes to include changing membership to Chief of Police from City Marshall.
- 1999 – Chapter 14, Section 14.1, received several amendments.
- 2003 – Amend Chapter 14, Section 14.2, amended by deleting subparagraph 2 and inserting in place the following: Erect Banners
- 2015 – Amend Chapter 14, Licenses and Permits, Section 14.2 by adding a new sub-section 7. The temporary closing of any City Streets for the purpose of community related private events.

## CHAPTER 14

## LICENSES AND PERMITS

Section 14.1. A Licensing Board for the City of Somersworth is hereby constituted under the provisions of RSA 286 and any other powers granted by State statute, to consist of the Mayor, the Chief of Police and the City Clerk.

(Revised 02/01/1999.)

Section 14.1.1. The Board shall investigate and decide the question of granting licenses and permits, and may grant revocable blanket licenses to fraternal and other like organizations, the subject matter of which is within the jurisdiction of this chapter. The Board may also hear and decide applications for permits to conduct organized activities on or about public properties. The Board may also grant licenses and permits on private property when the regulations of the show, event or dance thereon is authorized by State statute.

(Revised 02/01/1999.)

Section 14.2 Permits. Persons or organizations shall obtain a permit from the Licensing Board for the following purposes:

1. Solicit funds for charitable purposes.
2. Erect banners. (Revised 11/17/2003.)
3. Tag days.
4. Conduct parades or processions, festivals or races, walk-a-thons, public demonstration or protest on public property or highway.
5. Conduct a carnival, tent show, fair, circus, public dance, dance exhibition or demonstration, or any open air public meeting, live music shows, disc jockey, karaoke, or other amplified music event in which the public is invited for pay. (Revised 02/01/1999.)
6. Movie theater.
7. The temporary closing of any City street for the purpose of community related or private events. A certificate of insurance in the amount of \$1,000,000, acceptable to the City, that names the City of Somersworth as an additional insured shall be required. The Licensing Board, at its discretion, may require additional conditions at no cost to the City to include, but not limited to, a higher insurance binder amount, police or fire details, or other measures to ensure the public safety. (Added 06/15/2015.)

Section 14.2A Public Dance Definition/Fees.

Public Dance Definition – any dance or ball to which admission may be had by the payment of a fee or which the public may gain admission without payment of a fee, or a dance which is held as part of any other public entertainment, amusement or exhibit.

Annual Fee – a yearly license may be issued for an annual fee of \$500.00 for dances held in all places, including restaurants, bars and lounges. Annual fees for dances shall only apply to the ordinary and usual dance referred to in the license. A license for a single public dance in any place may be issued for a daily fee of \$15.00. Any sexually explicit dancing shall not be included within the annual dance fee and requires separate application.

(Section 14.2A passed 02/01/1999.)

14:2

Section 14.3 Fees. Each applicant shall pay in advance for such license, for the use of the City as follows:

1. There will be a \$15.00 fee for each license issued, unless otherwise stated in another section, for each day or event, unless specifically waived by the Licensing Board.
2. License fees for carnivals, circuses, traveling tent shows and the like, shall be determined by the Board within the limits of said Chapter 286 RSA.
3. The annual license fee for each billiard or pool table shall be \$10.00
4. The annual license fee for a movie theater shall be \$150.00.

(Passed 02/01/1999.)

Section 14.4. Licenses granted shall be issued by the Licensing Board, and annual licenses shall be valid for one year, expiring on the 31<sup>st</sup> of December, unless specified in Chapter 286.

Section 14.5 Taxi. It shall be unlawful for any person to operate a motor vehicle for the transportation of passengers for hire upon the public streets and highways of the City of Somersworth unless the owner or operator thereof shall procure a license so to do from said Licensing Board, and no license shall be issued until the applicant therefore has posted evidence with said Board that all vehicles to be operated are fully protected by insurance with some reliable insurance company licensed to do business in the State of New Hampshire. The annual fee for said license shall be \$25.00 for one vehicle, \$50.00 for two vehicles and \$75.00 per year for three or more vehicles.

Section 14.6 Application. A written application for a permit must be submitted seven days prior to the date of the event. The application shall contain the following information:

Name or Name of Organization

Name, address and telephone number of Person in Charge

Purpose

Dates and times

Specific location(s)  
Names of authorized people and participants

(Revised 02/01/1999.)

14:3

Section 14.7. If the request would require a temporary waiving of Planning and Zoning ordinances of the City of Somersworth, the Licensing Board shall first refer the application to the applicable board for review and recommendation prior to deciding on the application.

Section 14.8. The permit when issued shall contain the effective date, expiration date, the purpose and the name, address and telephone number of the responsible person.

Section 14.9. Permits and licenses issued under this chapter are not transferable and are of limited duration unless otherwise specified in the permit or license.

Permits and licenses issued may be rescinded or revoked at any time.

A police officer(s) may be assigned to a particular function when deemed necessary and proper in the interest of public safety. The expenses shall be borne by the individual or organization sponsoring the event.

Section 14.9A. All dances, public exhibitions and shows set forth herein shall be discontinued and the hall and location closed on or before the hour of 1:30 a.m. unless otherwise waived by the Chief of Police for good cause.

(Passed 02/01/1999.)

Section 14.10 Penalty. Any person, organization or corporation who violates any of the provisions of this chapter shall be fined not less than \$100.00 for each offense.

Section 14.11 Severability. It is the intention of the City Council that each separate provision of this ordinance shall be deemed independent of all other provisions herein and it is further the intention of the City Council that if any provision of this ordinance be declared invalid, all other provisions thereof shall remain valid and enforceable.

Revised Chapter 14 passed 05/02/1994.

Chapter 14 revised 02/01/1999.



## CHAPTER 14

## LICENSES AND PERMITS

Section 14.1. A Licensing Board for the City of Somersworth is hereby constituted under the provisions of RSA 286 and any other powers granted by State statute, to consist of the Mayor, the Chief of Police and the City ~~Clerk~~Manager or his/her designee.  
(Revised 02/01/1999.)

Section 14.1.1. The Board shall investigate and decide the question of granting licenses and permits, and may grant revocable blanket licenses to fraternal and other like organizations, the subject matter of which is within the jurisdiction of this chapter. The Board may also hear and decide applications for permits to conduct organized activities on or about public properties. The Board may also grant licenses and permits on private property when the regulations of the show, event or dance thereon is authorized by State statute.

(Revised 02/01/1999.)

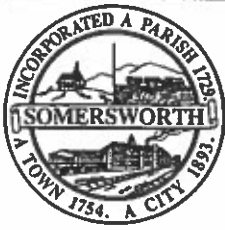
Section 14.2 Permits. Persons or organizations shall obtain a permit from the Licensing Board for the following purposes:

1. Solicit funds for charitable purposes.
2. Erect banners. (Revised 11/17/2003.)
3. Tag days.
4. Conduct parades or processions, festivals or races, walk-a-thons, public demonstration or protest on public property or highway.
5. Conduct a carnival, tent show, fair, circus, public dance, dance exhibition or demonstration, or any open air public meeting, live music shows, disc jockey, karaoke, or other amplified music event in which the public is invited for pay. (Revised 02/01/1999.)
6. Movie theater.
7. The temporary closing of any City street for the purpose of community related or private events. A certificate of insurance in the amount of \$1,000,000, acceptable to the City, that names the City of Somersworth as an additional insured shall be required. The Licensing Board, at its discretion, may require additional conditions at no cost to the City to include, but not limited to, a higher insurance binder amount, police or fire details, or other measures to ensure the public safety. (Added 06/15/2015.)

Section 14.2A Public Dance Definition/Fees.

Public Dance Definition – any dance or ball to which admission may be had by the payment of a fee or which the public may gain admission without payment of a fee, or a dance which is held as part of any other public entertainment, amusement or exhibit.





## City of Somersworth – Ordinance

Ordinance No: 9-21

### TRANSFER ORDINANCE TO FUND THE PURCHASE OF A SIDEWALK TRACTOR

October 19, 2020

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

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

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

This Ordinance shall take effect upon passage.

#### Authorization

##### *Sponsored by Councilor:*

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

##### *Approved:*

City Attorney

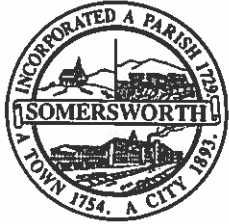

**GENERAL FUND FY2020-2021 ADOPTED BUDGET**
**406 PUBLIC WORKS AND UTILITIES**
**610 STREET MAINTENANCE**

<b>ACCT NUMBER</b>	<b>DESCRIPTION</b>	<b>18-19 ACTUAL</b>	<b>19-20 BUD</b>	<b>20-21 ADOPTED</b>
44175	Hot Top/Patch	9,927	30,000	30,000
44176	Traffic Signs	6,212	6,000	6,000
44177	Paint For Roads	40,894	42,000	42,000
44400	Vehicle Fuel	36,198	40,000	40,000
45700	Contract Services	0	250	250
45704	Tree/Stump Removal	1,625	2,500	2,500
45705	Catch Basin Cleaning	7,591	7,600	10,000
46001	Repairs And Maint	27,348	15,000	15,000
47300	Sweeper Parts	7,350	11,000	9,000
49102	Sidewalk Project	332	5,000	25,000
49104	Road Resurfacing	1,085,531	900,000	900,000

*Street Maintenance* **1,223,008** **1,059,350** **1,079,750**

*Difference From Previous Budget* **20,400**

*Percentage Difference From Previous Budget* **1.93%**



## City of Somersworth – Resolution

Resolution No: 13-21

**TO AUTHORIZE THE CITY TO USE FUNDING FROM THE FURBER MEMORIAL CHAPEL EXPENDABLE TRUST FUND AS A PORTION OF THE CITY'S MATCH TO A LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM GRANT FOR THE ROOF RESTORATION PROJECT ON THE FURBER MEMORIAL CHAPEL**

October 19, 2020

WHEREAS, the City Council adopted Resolution 25-20 to authorize the City Manager to enter into a grant agreement with the State of New Hampshire for a Land and Community Heritage Investment Program Grant to replace and restore the roof on the Furber Memorial Chapel, and

WHEREAS, city staff received bids for this project from qualified contractors and recommended awarding the project to Alden Bailey Restoration Corp. of Ridgefield, Connecticut, and

WHEREAS, the Finance Committee reviewed this recommendation from staff and authorized awarding the contract for this project to Alden Bailey Restoration Corp. for an amount not to exceed \$55,000 (Fifty-Five Thousand dollars) including contingency, and

WHEREAS, to complete this project the City is required to provide a 50% match in the amount of \$27,500 (Twenty-Seven Thousand Five Hundred dollars), and

WHEREAS, it is recommended that the City utilize the full balance available in the Furber Memorial Chapel Expendable Trust Fund to provide a portion of the City's match in the amount of approximately \$10,000 (Ten Thousand dollars) and close the fund,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City may utilize the full balance available in the Furber Memorial Chapel Expendable Trust Fund to provide a portion of the City's match for the roof restoration project on the Furber Memorial Chapel.

### Authorization

*Sponsored by Councilors:*

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

*Approved:*

City Attorney



Date: October 1, 2020  
To: Bob Belmore, City Manager  
From: Michael J. Bobinsky, Director of Public Works and Utilities  
CC: Gerry Vachon, General Highway Foreman  
Gary Lemay, City Engineer

Subject: Furber Chapel Replacement Slate Roof Bids

Bids were received for the Furber Chapel Slate Roof replacement on August 27, 2020. Four (4) bids were received and summarized below. Bid submissions were reviewed for completion and adherence to the City specifications. All bids were found to be in conformance with the specifications and no bidder offered a bid on the one alternate bid item which is to repair the northeast buttress wall. In addition, background reference checks were conducted on the lowest two (2) bids for quality evaluation. The two lowest bids were Alden Bailey Restoration Corp. and LGR1 Inc. The following is a summary of the bids received:

<u>Firm/Company</u>	<u>Item 1 (Base Bid)</u>	<u>Item 2 (Sheathing Repair)</u>	<u>Item 3 (Alternate)</u>
Alden Bailey Restoration Corp 54 Danbury Road # 290 Ridgefield, CT 06877	\$49,880.00	\$1,400.00	No Bid
LGR1 54 S Main St Newton, NH 03858	\$89,500.00	\$1,600.00	No Bid
Pine Brook Corp 37 Route 236 Suite 201 Kittery, ME 03904	\$93,000.00	\$4,000.00	No Bid
The Melanson Co 5 Ferry Road Bow, NH 03304	\$90,000.00	\$1,500.00	No Bid

Given the wide spread between the bidders, staff conducted additional background investigations by speaking with the lowest bid contractor Alden Bailey, George Born of LCHIP, and references. In addition, we invited the President of Alden Bailey, Glenn Crooker, to meet with staff on site and view the Furber Chapel. Mr. Crooker met with me at the Furber Chapel on Monday September 28, he toured the Chapel and answered staff's questions about his proposal. He confirmed his cost proposal, offered no exceptions to the specifications and expressed strong interest in proceeding with the project.

Client reference checks on Alden Bailey were all very positive. Staff communicated with George Born of LCHIP and he offered support in staff's recommendation.

Following review and consideration, staff recommends that the slate roof replacement project be awarded to Alden Bailey in the amount of \$49,880 for the base bid, plus a 10% contingency (\$4,988) to cover any discovered roofing/sheathing damage that would be covered by item # 2 (cost of \$1,400 per 100 square feet of damaged sheathing).

The total project cost was originally estimated at \$60,000; funding is from \$30,000 LCHIP Grant (or 50% of costs), \$10,000 Moose Plate Grant and the City's General Fund \$20,000.

Based on actual bid results and recommendations to select Alden Bailey's bid, total cost and funding is as follows:

<u>Alden Bailey Bid Price</u>	<u>Funding</u>	<u>LCHIP</u>	<u>Moose Plate</u>	<u>General Fund</u>
\$54,868		\$27,434	\$10,000	\$17,434



## City of Somersworth – Resolution

Resolution No: 25-20

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE FOR A LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM GRANT FOR A ROOF REHABILITATION PROJECT ON THE FURBER MEMORIAL CHAPEL**

January 8, 2020

WHEREAS, the City of Somersworth has been notified of the award of a New Hampshire Land and Community Heritage Investment Program Grant, and

WHEREAS, the City of Somersworth is eligible to receive up to \$30,000 (Thirty Thousand dollars) requiring a 50% local match of up to \$30,000 ( Thirty Thousand dollars ), and

WHEREAS, the Grant will allow the City of Somersworth to rehabilitate and restore the slate roof on the Furber Memorial Chapel, and

### EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN

NHLCHIP (50%)	=	\$30,000.00
City Match (50%)	=	\$30,000.00
Total Project Award	=	\$60,000.00

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

#### Authorization

*Sponsored by:*  
Mayor Dana S. Hilliard

*Approved:*  
City Attorney

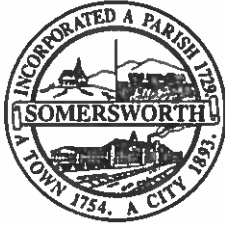
## City of Somersworth – Resolution 25-20

### History

First Read Date:	01/08/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On    /    /    .    Resolution 25-20		PASSED	FAILED



## City of Somersworth – Resolution

Resolution No: 14-21

### **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH CHADWICK-BAROSS FOR THE PURCHASE OF A SIDEWALK TRACTOR**

October 19, 2020

WHEREAS, the Somersworth City Council is currently considering taking action on Ordinance 9-21, sponsored by the Finance Committee, to transfer funding from the Department of Public Works to the Capital Outlay section of the FY2021 adopted budget for the purchase of a sidewalk tractor, and

WHEREAS, the Public Works and Environment Committee has reviewed proposals for purchasing three different sidewalk tractors prepared by staff and based on an a favorable review to include the ability to utilize existing accessory equipment for the unit recommends the City authorize the purchase of a 2020 Holder C9.92 sidewalk tractor from Chadwick-BaRoss of Concord, New Hampshire at a cost not to exceed \$162,775 (One Hundred Sixty-Two Thousand Seven Hundred Seventy-Five dollars), and

WHEREAS, the City has available \$35,184 (Thirty-Five Thousand One Hundred Eighty-Four dollars) held in escrowed funding received from Cumberland Farms for pedestrian related improvements,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Chadwick-BaRoss of Concord, New Hampshire for the purchase of a 2020 Holder C9.92 sidewalk tractor for an amount not to exceed \$166,000 (One Hundred Sixty-Six Thousand dollars) and to take any other action associated with this purchase determined to be in the best interest of the City, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City is authorized to pre-order the sidewalk tractor in advance of the budget transfer required for funding the purchase and is authorized to use the balance of funding available in said escrow received from Cumberland Farms for pedestrian related improvements for this purchase.



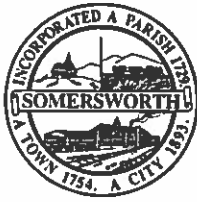
<b>Authorization</b>	
<i>Sponsored by Councilors:</i> David A. Witham Donald Austin Martin Pepin Martin P. Dumont Sr. Matthew Gerding Kenneth Vincent	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 14-21
--

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

<b>Discussion</b>
-------------------

<b>Voting Record</b>		<b>YES</b>	<b>NO</b>
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
On	Resolution 14-21	PASSED	FAILED



## MEMORANDUM from Director Public Works & Utilities

---

Date: October 5, 2020

To: Bob Belmore, City Manager

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

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

Re: Sidewalk Tractor Quotes

---

Staff obtained the following quotes for an additional sidewalk tractor following a request by the Public Works and Environment Committee and Finance Committee at their September xxx 2020 meeting. Three (3) quotes were obtained, including quotes from HP Fairfield (Trackless Unit), Donovan Equipment, (Chameleon) and Chadwick-BaRoss (Holder). Quotes are attached to this memo. The following summarizes each unit:

### **Chadwick -BaRoss**

Model: 2020-Holder C9.92

Attachments: Stainless Steel Sander, Stainless Steel Dump Body, Ribbon Snow Blower, Power Angle Blade.

Price: \$162,775

\*Warranty: Includes 2 yrs. (bumper to bumper); additional one (1) yr. is +\$3,333.00

Estimated life: 10yrs

Average Annual Preventive Maintenance Costs: \$1,100-\$2,000

### **Donovan Equipment Co. Inc**

Model: 2016 Cameleon, Demo 92 hrs.

Attachments: Snow Blower, 84" Mower, Conversion Kit for Tracks, Universal Mount for Holder

Price: \$144,380; add 60" angle plow for \$5962; total price: \$150,342

\*Warranty: Vehicle 1 yr., Engine, 2 yrs. /3,000 hrs. Oscillation Joint -5 yrs. /5,000 hrs.

Estimated Life: 12yrs.

Average Annual Preventive Maintenance Costs: \$1,500-\$2,500

### **HP Fairfield**

Model: 2020 MT7 Trackless

Attachments: Hydraulic Sander, 5' Plow with attaching kit.

Price: \$138,200

\*Warranty: 2 yrs. on engine; 1 yr. on vehicle; extended warranty: 2<sup>nd</sup> yr., @\$3,400, 3<sup>rd</sup> yr. \$5,600, 5<sup>th</sup> yr. \$8,500.

Estimated Life: 10yrs.

Average Annual Preventive Maintenance Costs: \$2,250

\*Per equipment dealers all Warranties start at the time of delivery.

## **Additional Details:**

### **Model: 2020-Holder C9.92**

#### **Customers**

Town of Bristol, NH  
City of Dover, NH  
City of Lebanon, NH  
Town of Milford, NH  
Town of Plymouth, NH  
Town of Hanover, NH

Town of Andover, MA  
City of Cambridge, MA  
Town of Dracut, MA  
City of Framingham, MA  
City of Burlington, VT

### **Model: 2016 Cameleon, Demo 92 hrs.**

#### **Customers**

City of Framingham, MA.  
City of Hudson, MA  
City of Watertown, MA  
Town of Waterville Valley, NH

### **Model: 2020 MT7 Trackless**

#### **Customers**

City of Burlington, Vt.  
City of South Burlington, Vt.  
Town of Merrimack, NH  
Town of Bedford, NH  
Town of North Berwick, ME.  
City of Waterville, ME  
Town of Topsham, ME  
Town of Richmond, ME  
City of Portland ME.



**Holder 992 with Ribbon Snow Blower/Plow \$162,775**

**Fleet Consistency**

**More Accessory Equipment w/ Unit to include: Ribbon Blower, Sander, Dump Body, Plow**

**Can Use Existing Accessory Equipment**

**Operator Familiarity**

**Used by Many NH Agencies**

**The 992 is the Heavy Duty Municipal Model – Not what we have now**



**Chameleon with Angle Front Plow/Box Blower \$144,380**

**Accessories Include: Track Conversion Kit, Plow, Box Blower, Sander**

**Can Use Existing Accessory Equipment with Adaptor Plates/Kits**

**Used by Only 1 NH Agency, Not Common in the Region**

**Equipped w/ Box Blower - Ribbon Style Blower is far superior, if Chosen recommend getting Ribbon Blower**



**Trackless with Angle Plow (No Blower) \$138,020**

**Fewest Accessories Included: Plow and Sander Only**

**Can Not Use Existing Accessory Equipment - Would Require New Accessories Over Time**

**Common in Region**

**No Snow Blower - if Chosen recommend getting Ribbon Blower at About an Additional \$25,000**



10-13-2020

QUOTE

Somersworth DPW

Attn; Mike Bobinsky

Mike

Here is the info on the Holder C9.92 HF Sidewalk Tractor.

It is equipped with:

Stainless Sander

Stainless Dump Body

Ribbon Snow Blower

Power Angle Plow

Delivered Price \$166,000.00

It will have a 3-year warranty

Thank you,

Steve Slater

Sales Rep.

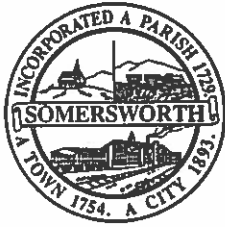
Chadwick-Baross Inc.

237 Sheep Davis Rd.

Concord, NH 03301

T (603)224-4063

C (603)860-7241



## City of Somersworth – Resolution

Resolution No: 15-21

**TO AUTHORIZE THE CITY MANAGER TO APPLY FOR A  
HOMELAND SECURITY PRE-DISASTER MITIGATION GRANT  
FOR ASSESSMENT AND DESIGN SERVICES FOR  
IMPROVEMENTS TO THE SALMON FALLS ROAD**

October 19, 2020

WHEREAS, the Salmon Falls Road is susceptible to flooding and the City experienced damaging floods impacting the Salmon Falls Road and residents along this road in 2006 and in 2007, and

WHEREAS, the City filed a Letter of Intent (LOI) with the US Department of Homeland Security to seek Pre- Disaster Mitigation Funds for assessment and design services for the Salmon Falls Road estimated to cost \$150,000 (One Hundred Fifty Thousand dollars), and

WHEREAS, the City completed a Multi Hazard Mitigation Plan Update in 2016 and one of the key projects recommended is the redesign of the Salmon Falls Road for flood resiliency, and

WHEREAS, the City of Somersworth has received notification that the Letter of Intent (LOI) and project description was deemed eligible to apply for this Grant which could provide \$112,500 (One Hundred Twelve Thousand Five Hundred dollars) or 75% of the cost, requiring a local match of \$37,500 (Thirty Seven Thousand Five Hundred dollars) or 25% of the cost, and

WHEREAS, the Finance Committee reviewed this Grant with staff and supports applying for this Grant,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to apply for a Pre-Disaster Mitigation Grant for assessment and design services for Salmon Falls Road, and to take any and all other such actions relative to this Grant application determined to be in the best interest of the City.

### Authorization

*Sponsored by Councilors:*

David A. Witham  
Martin Pepin  
Donald Austin  
Marty Dumont

*Approved:*

City Attorney



## **MEMORANDUM from Director Public Works & Utilities**

---

**Date:** October 6, 2020

**To:** Bob Belmore, City Manager

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

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

**Re:** Letter of Intent -Pre Disaster Mitigation Assistance (FMA) Grant Funds

---

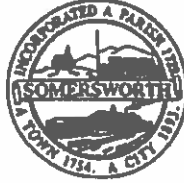
### **Background**

- -The City has filed a Letter of Intent (LOI) with the State Department of Homeland Security and Emergency Management for the purpose of applying for \$150,000 in FY21 Pre Disaster Mitigation Grant Funds. Funds would be used to conduct an assessment of preferred elevation and preliminary engineering for the reconstruction of the Salmon Falls Road. The Salmon Falls Road was impacted by two (2) significant flooding events in 2006 and 2007 which resulted in significant road damage and cut off access to residents and emergency responders to this part of the City due to flood events.
- -The assessment and preliminary engineering will provide the basis for a final design for flood resilient reconstruction of the road. Opinion of costs to reconstruction Salmon Falls Road is estimated to be \$1,000,000 to \$1,500,000.
- -The City completed a Multi Hazard Mitigation Plan Update in 2016 and one of the key projects included with this update is an assessment of the Salmon Falls Road. Grants are highly competitive and are awarded to projects that promote resiliency in communities and infrastructure.
- -The funding for these projects provide 75% of total project costs and require a 25% local match. Based on the initial estimate for design services the Federal share would be \$112,500 and the City's share would be \$37,500.
- -Based on initial review by the State Department of Homeland Security, the City's Letter of Intent was deemed to be an eligible for the City to apply for the Grant funds.
- -Deadline to apply for the Grant funds is November 9, 2020.

# SOMERSWORTH, NEW HAMPSHIRE

---

City of Somersworth  
One Government Way  
Somersworth, NH 03878



City Hall  
603 692.4262  
[www.somersworth.com](http://www.somersworth.com)

September 22, 2020

Ms. Whitney Welch  
New Hampshire State Hazard Mitigation Officer  
State of New Hampshire  
Homeland Security & Emergency Management  
33 Hazen Drive  
Concord, New Hampshire, 03301

Re: FY 2020 Pre-Disaster Mitigation Assistance Grant -Letter of Intent for BRIC Program Funds  
Somersworth Salmon Falls Road Design

Dear Ms. Welch:

The City of Somersworth is hereby submitting a Letter of Intent (LOI) for the purpose of applying for FY21 Homeland Security Pre-Disaster Mitigation Grant funds under the Building Resilient Infrastructure and Communities (BRIC) Assistance Program. It is my understanding that the BRIC Assistance program makes available Federal funds to local municipalities and State agencies to eliminate the risk of repetitive flood damage to public buildings and public infrastructures such as roads, culverts and bridges and to design and build public infrastructure that is resilient to floods and other nature disasters. The City completed a Multi-Hazard Mitigation Plan Update in 2016 and one of the key projects included with this update is an assessment of the Salmon Falls Road evaluation to address prior years flooding in this area along the Salmon Falls River. A copy of the complete report is included as an attachment in the on-line version of the Letter of Intent form (see page 76).

The flooding that occurred in 2006 and 2007, and other past flood events affecting our area highlight the fact that this road is susceptible to flooding which contributes to property damage due to minimal flood control measures available. Flood conditions were so significant during the 2007 rain event that emergency evacuation of residents living along the Salmon Falls Road area was required, while during the 2006 Mother's Day floods a large portion of the road was completely washed out. This assessment will provide the basis for a final design and preliminary engineering for flood-resilient reconstruction of the road. City staff has estimated the cost to construct improvements to correct the elevation of the road is approximately \$1,000,000 to \$1,500,000.


Proud past, bright future



At this time the City seeks to conduct an assessment and preliminary engineering to better determine what design criteria is needed to rebuild the road while protecting abutting properties as well. We estimate the cost of these tasks is approximately \$150,000. Upgrades to existing culverts would also be necessary to handle increased precipitation during storm events and to allow residents to safely access their respective driveways after the road has been raised.

Thank you for your assistance with processing the City of Somersworth LOI. Should you have any questions, please call me at (603) 692-9503 or Michael Bobinsky, Director of Public Works and Utilities at (603) 692-4266.

Sincerely,



Robert M. Belmore  
City Manager

Cc: Michael J. Bobinsky, Director of Public Works and Utilities  
George D.Kramlinger, Fire Chief/Emergency Management Director  
Scott S. Smith, Finance Director/Deputy City Manager

City of Somersworth, NH  
Salmon Falls Road  
Location Map



# Multi-Hazard Mitigation Plan Update 2016

City of Somersworth, NH



Adopted 2004  
Updated February 3, 2011  
Updated June 17, 2016

Submitted to the New Hampshire Homeland Security & Emergency Management

By the

City of Somersworth, NH  
with Strafford Regional Planning Commission

This project was funded from the fiscal year 2014 Pre-Disaster Mitigation Competitive (PDMC) Grant Program, which was awarded to the Department of Safety, Division of Homeland Security and Emergency Management (HSEM) from the Federal Emergency Management Agency (FEMA).

Cover: Salmon Falls Road, Somersworth, NH – 2007 Mother's Day Flooding Event  
Photo credit: Strafford Regional Planning Commission

# Multi-Hazard Mitigation Plan Update 2016

## City of Somersworth, New Hampshire

3 - 2	<p>Purchase and install a generator at the Public Works Department in order to sustain the continuity of operations within the city. Communication is important to allow crews to interface with police and fire departments during emergencies. Power is also needed to operate lights and doors to have access to equipment and materials during large events.</p>	<p>Facility Director &amp; Public Works Director</p>	<p>Purchasing this new equipment would have a <u>high cost</u> between \$50,000 - \$75,000</p>	<p>3 - 5 years</p>	19
3 - 3	<p>Mitigate flooding and evacuation issues by raising parts of Salmon Falls Road at the Rochester / Berwick (ME) border. Significant upgrades to existing culverts would also be necessary to handle increased precipitation during storm events.</p>	<p>Public Works Director &amp; Contracted Engineering Firm</p>	<p>This stretch of roadway is over a mile long and would have significant capital costs. The estimated cost for completion would be &gt;\$1,000,000, which is a very <u>high cost</u>.</p>	<p>4 - 5 years</p>	16
3 - 4	<p>Conduct a flood mitigation study at both the wastewater treatment and water treatment facilities to evaluate flooding scenarios along the Salmon Falls River in that location.</p>	<p>Public Works Director &amp; Contracted Consulting Firm</p>	<p>In order to complete this strategy, the city would need to hire an environmental consulting firm at a <u>high cost</u> of approximately \$25,000 - \$50,000.</p>	<p>4 - 5 years</p>	18
3 - 5	<p>Replace current fire station (same location) as it does not meet current seismic codes.</p>	<p>Fire Chief &amp; Facility Manager</p>	<p>The construction of a new fire station would have a very <u>high cost</u> of approximately \$4,000,000.</p>	<p>4 - 5 years</p>	16

**CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION**

Office of the City Manager Executive Department City of Somersworth, New Hampshire	Effective Date:  <b>October 28, 2019</b>	A.R. No: <b>3.003</b>
		# of Pages <b>6</b>
Subject:  <b>Investment Policy</b>	Supersedes:  <b>Re-Adopted: Annually</b>  <b>Adopted: March 19, 2007</b>	Approved by:  City Council

**I     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.

## CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Subject: Investment Policy	Effective Date: October 28, 2019	A.R. No: 3.003
		Page 2 of 6

### 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
- 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.

## CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Subject: Investment Policy	Effective Date: October 28, 2019	A.R. No: 3.003
		Page 3 of 6

- 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

	Maximum <u>Percent of Portfolio</u>
▪ Overnight Investments	100%
▪ 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



## CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Subject: Investment Policy	Effective Date: October 28, 2019	A.R. No: 3.003
		Page 4 of 6

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 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.



## CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Subject: Investment Policy	Effective Date: October 28, 2019	A.R. No: 3.003
		Page 5 of 6

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

### 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.

## CITY OF SOMERSWORTH - ADMINISTRATIVE REGULATION

Subject: Investment Policy	Effective Date: October 28, 2019	A.R. No: 3.003
		Page 6 of 6

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

## Bob Belmore

---

To: Bob Belmore  
Subject: FW: Surplus vehicles & equipment and Vets Mem change order

---

From: Bob Belmore <bbelmore@somersworth.com>  
Date: Monday, October 5, 2020 at 3:40 PM  
To: "dwitham@somersworth.com" <dwitham@somersworth.com>  
Cc: Scott Smith <sasmith@somersworth.com>, Brenda Breda <bbreda@somersworth.com>  
Subject: Surplus vehicles & equipment and Vets Mem change order

Councilor,  
For Finance Misc discussions: 2 items if you approve, thanks Bob

Manager/ Fin. comm to approve  
I recommend the sod change order for the Memorial

For next Council meeting:

Attached is a summary of surplus vehicles that are located in our "bone yard" at the highway facility. In addition we have this surplus air compressor. I intend to make this part of my Manager's report this evening. Without, I would recommend the four (4) itemized surplus vehicles and the air compressor be sold through GovDeals on-line bidding that we have had good success in utilizing over the last few years.

Until we place these vehicles on-line, we are only guessing about their value.  
Thank you for your consideration.

### 29.8.5 Disposal of City Property (Admin. Code)

Where an item is surplus to the needs of a department, it shall be made available to other departments in the City for their use. Transfer of equipment between departments shall be recorded in the general Fixed Assets Group of Accounts(if applicable).

#### Property Valued at Less than \$1,000 other than Real Estate

Upon request of the proper department head, the City Manager may authorize the sale of any surplus municipal supplies, materials and equipment valued at less than \$1,000 and no longer required by any City Department. The method of disposal may include sealed bid, auction, trade-in, or any other method deemed appropriate to include worldwide auction sites such as EBay and/or other available mediums.

Property Valued at \$1,000 or More and Real Estate No municipal supplies, materials and equipment valued at \$1,000 or more and no real estate whatsoever shall be offered for sale unless and until the City Council so orders. Any such sale authorized by the City Council may be conducted by competitive bidding, public auction, or any other means authorized by the City Council. The City may reject any and all bids or auction offers.(Amended 05/03/2010)

#### Air Compressor

Brand – Ajax  
Year- unknown  
Condition- Good used

Information –

Ajax Air Compressor

230 amp

200 psi

Stage 2

Was working when removed from shop. You are bidding on tank and motors. Big heavy air compressor, buyer responsible for pick up.

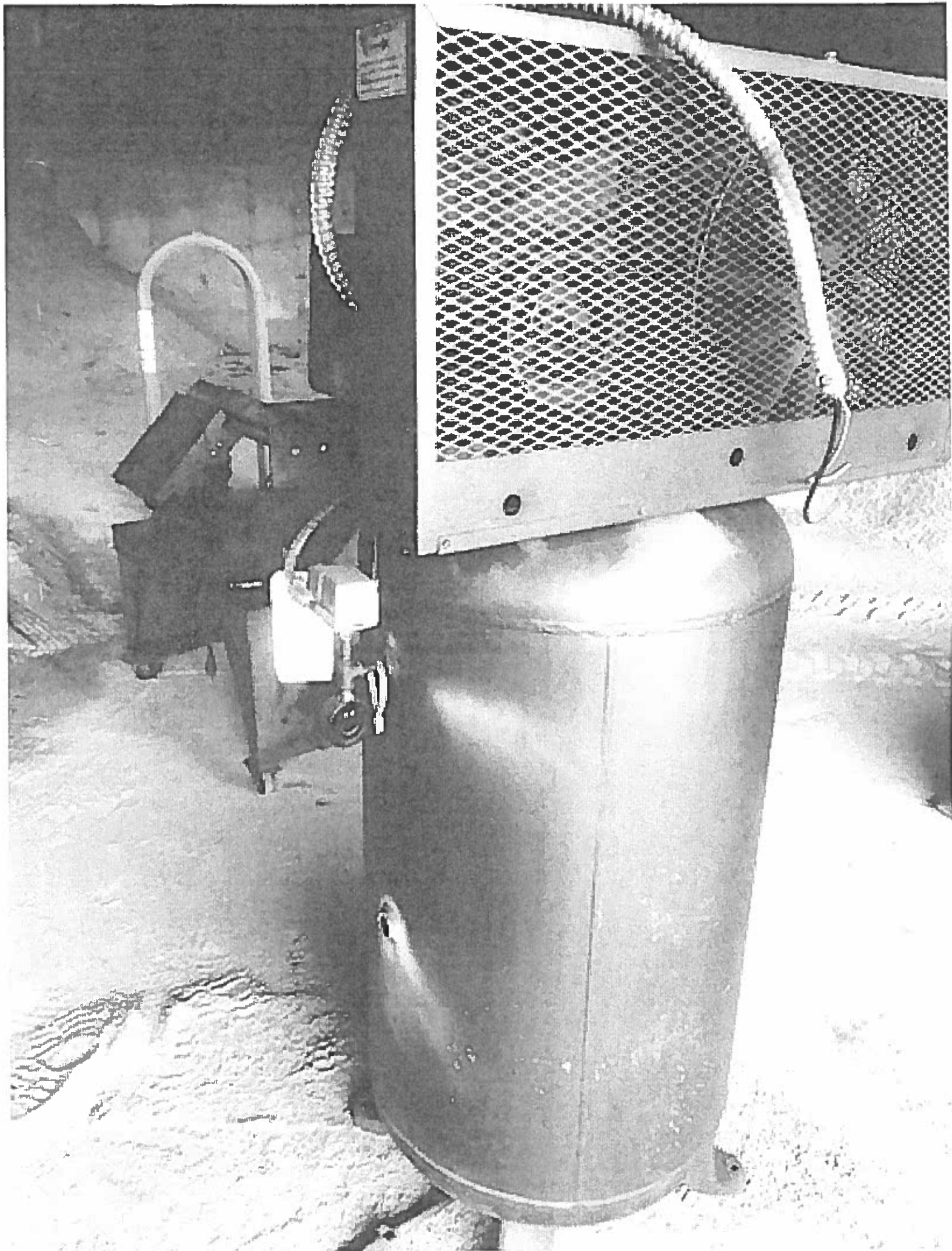
**Robert M. Belmore, ICMA-CM**  
City Manager

City of Somersworth, NH  
One Government Way  
Somersworth, NH 03878

(603) 692-9503  
bbelmore@Somersworth.com  
www.Somersworth.com



For suggestions from the CDC on how to protect yourself and your family from Coronavirus (COVID-19), click [HERE](#)



- **City Of Somersworth Surplus Vehicle's**
- Year- 2013
- Make- Dodge
- Model- Charger
- Mileage- 168,294
- Vin- 2C3CDXAG1DH549914
- Description- 2013 Dodge Charger came off line for new unit. Runs and drives may need new battery as charging system is week. Missing few console items as well.





Year- 2007

Make- Ford

Model- Taurus

Mileage- 79,602

Vin# 1FAFP53U17A150372

Description- Runs and drive. Needs new floor pan. Will not pass inspection due rusting floor



Year- 2006

Make- Chevy

Model- K3500 8.1L

Mileage- 101,039

Vin#- 1GBJK34G06E204403

Description- 2006 Chevy K3500 with an 8.1L, Currently not running, believe it needs a Module. Also, Rocker panels are rusted and will need some floor board work. Leaf box shown in photo does not come with the truck. Comes with a 9 ft fisher plow in newer condition. **Truck will need to be towed**





Year- 2008

Make- Chevy

Model- C5500

Mileage- 33,741

Vin#- 1GBE5C3928F404191

Description- 2008 Chevy C5500 with a 6.6 Duramax, Hydraulic brakes, 4X4. Runs and drives but needs a brake caliper and brake lines. Transfer case selector switch is no good. Has a small fuel leak at tank. Comes with a 9ft front power angle plow and a 8ft wing. Wooded bed stays with the truck also. **Truck must be towed out**



authorized or receipts. Petty cash shall be replenished by check upon submission of receipts and supporting documentation on form(s) to be prescribed by the Finance Department.

#### 29.8.4.6 Cooperative Purchasing

Where prices on goods or services have been determined by competitive procurement by an agency of the State of New Hampshire or any other entity through which the City purchases cooperatively, that price shall be considered sufficiently competitive for the purchase of authorized items is obtained as outlined above. This specifically includes equipment and supplies available through bidding of the New Hampshire Department of Transportation and similar agencies for trucks, cars and related equipment.

#### 29.8.5 Disposal of City Property

Where an item is surplus to the needs of a department, it shall be made available to other departments in the City for their use. Transfer of equipment between departments shall be recorded in the general Fixed Assets Group of Accounts (if applicable).

##### Property Valued at Less than \$1,000 other than Real Estate

Upon request of the proper department head, the City Manager may authorize the sale of any surplus municipal supplies, materials and equipment valued at less than \$1,000 and no longer required by any City Department. The method of disposal may include sealed bid, auction, trade-in, or any other method deemed appropriate to include worldwide auction sites such as EBay and/or other available mediums.

##### Property Valued at \$1,000 or More and Real Estate

No municipal supplies, materials and equipment valued at \$1,000 or more and no real estate whatsoever shall be offered for sale unless and until the City Council so orders. Any such sale authorized by the City Council may be conducted by competitive bidding, public auction, or any other means authorized by the City Council. The City may reject any and all bids or auction offers.

(Amended 05/03/2010.)

##### 29.8.5.1 Disposal of City's Natural Resources
















No transferral of the City's natural resources whether through barter, trade, or through sale, shall take place without authorization of the City Council.

(Passed 03/29/1988.)



# Millennium Dog Park

The Dog Park is open from 7 a.m. to 9 p.m. from April 1 to Sept. 30 and from 7 a.m. to 7 p.m. from October 1 to March 31.

- Use of the Dog Park by any person is subject to these Regulations. Access to the dog park is a privilege that requires safe, responsible and respectful user behavior in order for all to enjoy the Park in a safe and healthy environment for visitors and their dogs.
-  Dog waste must be picked up and disposed of by owner/handler expeditiously.
  -  Dogs must remain leashed until they are inside the entrance area of the Dog Park.
  -  Owners/handlers must closely supervise their dog(s) and at no time should anyone leave unattended dogs.
  -  Owners/handlers must fill any holes caused by their dog(s).
  -  No more than 2 dogs per adult owner.
  -  No glass containers; no human or dog food allowed.
  -  Children under 12 must be supervised by an adult.
  -  Children will be expected to behave in an appropriate manner; no running, no chasing dogs, no petting of other dogs unless permission is first granted by the dog's owner.
  -  No animals other than dogs are allowed in this area.
  -  All dogs must have current dog license tag and must be up to date on vaccinations.
  -  Dogs must be spayed or neutered.
  -  Choke, pinch, shock, and pronged collars are not permitted in this area.
  -  Dogs must be immediately removed from the area at the first sign of aggression toward people or other dogs.
  -  The City Manager or his/her designee may remove and/or ban any dog or user from the Park upon any violation of these Regulations.
  -  The City Manager may temporarily close the Dog Park at any time for any reason, including but not limited to maintenance, repairs, health or safety considerations, allocation of resources or unforeseen circumstances.

City Ordinance Chapter 30



# **LARGE DOG AREA**

## **Suggested Use:**



**Dogs over 30 pounds**

**Active smaller dogs**



**(Those who think they are  
big dogs)**



**Placement of dogs in  
this area is at the owners  
discretion**







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

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

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

TELEPHONE (603) 524-3885

October 15, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 8-21

Title: TO AMEND CHAPTER 14 - LICENSING AND PERMITS, SECTION 14.1,  
AMENDING MEMBERSHIP OF THE LICENSING BOARD

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

MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney

Date: 10/15/2020

By: 



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

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

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

TELEPHONE (603) 524-3885

October 15, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 9-21

Title: **TRANSFER ORDINANCE TO FUND THE PURCHASE  
OF A SIDEWALK TRACTOR**

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

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

City Attorney

Date: 10/15/2020

By: 

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

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

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

TELEPHONE (603) 524-3885

October 15, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 13-21

**Title: TO AUTHORIZE THE CITY TO USE FUNDING FROM THE FURBER MEMORIAL CHAPEL EXPENDABLE TRUST FUND AS A PORTION OF THE CITY'S MATCH TO A LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM GRANT FOR A ROOF RESTORATION PROJECT ON THE FURBER MEMORIAL CHAPEL**

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: 10/15/2020

By: 



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

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

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

TELEPHONE (603) 524-3885

October 15, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 14-21

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH CHADWICK-  
BAROSS FOR THE PURCHASE OF A SIDEWALK TRACTOR**

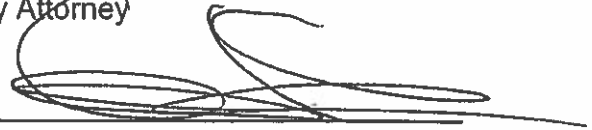
This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire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

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

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

10/15/2020

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



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

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

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

TELEPHONE (603) 524-3885

October 15, 2020

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 15-21

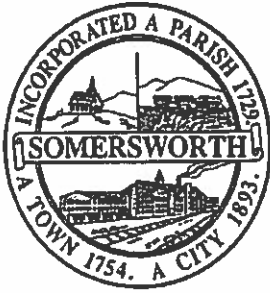
Title: TO AUTHORIZE THE CITY MANAGER TO APPLY FOR A HOMELAND  
SECURITY PRE-DISASTER MITIGATION GRANT FOR ASSESSMENT AND DESIGN  
SERVICES FOR IMPROVEMENTS TO THE SALMON FALLS ROAD

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

MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney

Date: 10/15/2020

By: 



## **MEMORANDUM**

---

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: October 15, 2020

Re: **Monthly Report**

### Finance Department:

- Completed State of NH MS-434 and MS-535 used for tax rate setting purposes.
- Work on final FY2022-2027 CIP Document.
- Completed paperwork on FY21 equipment lease.
- Bids:
  - RFQ for Construction Manager – October 15, 2020

### Treasurer's Report:

- General Fund cash on hand as of September 30, 2020 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, and the NH Deposit Investment Pool.

### City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings and standing committee meetings during the month.
- Started preparations for the November General election.
- Total Receipts for the month were \$8,766.
- Permits:
  - St. Ignatius – Religious Procession – Tuesdays in September

### Tax Collector

- Motor vehicle registrations were a total of \$167,193 during the month.
- Collected \$5,545 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,403,792.
- Impending Deed notices will be mailed in October.

### Human Services:

- Total assistance for the month was \$2,089. That compares to \$4,961 for the month of August 2020 and \$5,473 for September 2019.
- 2 new cases were opened compared to 4 in September 2019.
- 5 cases were approved for varying levels of assistance and 1 denial. 12 cases were referred to other agencies for support.

### Library

- The Library opened to the public along with City Hall. Interlibrary loan began operations in September as well.
- The Library is still offering curbside service for patrons that prefer that method of obtaining Library materials.
- The Library has rearranged and opened up the upper level to make the area more inviting.
- The Library served 234 people with checkouts and had 58 sign-ins for computer use.

### Information Technology

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

### Assessing

- Completed the State Form MS-1 for tax rate setting purposes.
- Started cycled inspections, which is year 1 of a 4 year program.

**Treasurer's Report.**  
**General Fund**

**Period as of September 30, 2020**

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$2,656,414	0.00%	N/A	Money available upon demand
Citizens Investment	\$1,188,074	0.25%	N/A	Money available upon demand
NHPDIP	\$4,690,916	0.14%	N/A	Money available upon demand
Profile Bank	\$252,513	0.15%	N/A	Money available upon demand
TD Bank	\$1,665,013	0.25%	N/A	Money available upon demand
Newburyport Bank	\$2,730,686	0.29%	N/A	Money available upon demand
Century Bank	\$4,885,938	0.43%	N/A	Money available upon demand
Century Bank	\$2,009,534	1.50%	3.6.21	Cert of Deposit
Provident Bank	\$4,040,556	0.83%	N/A	Money available upon demand

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period as of September 30, 2020	\$22,945	\$22,945	\$35,000	(\$12,055)



Date: September 30, 2020

To: Bob Belmore, ICMA-CM  
City Manager

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

**Re: Department of Development Services September 2020 - Monthly Report**

I am excited to have been hired as the new Director of Planning and Community Development for the City of Somersworth. There are a number of exciting projects happening within the City – everything from development projects, and potential redevelopment projects which include: Old Police Station and Plaza project, park improvements for Somersworth which include: Veterans Memorial at Stein Park and the new dog park, and complete streets project on Route 108, and the newly adopted Form-Based Code. I am looking forward to working closely with the Land Use Boards to support growth, development, and long-range planning for the City of Somersworth. Somersworth is a growing community with strong social capital that celebrates its history, culture, diversity and industrial roots.

As you can see from the information below, the month of September was extremely busy for this Department of Development Services. Thank you to the staff that kept projects moving in the time of transition: City Manager Bob Belmore who served as acting Director, Brianna Belley, Robin Comstock, Dana Crossley, Paul Crouser, Kristen Davenport, Hank Feenstra, Tim Metivier, and Mona Potter. Also-thank you to Carol Ogilvie, consultant planner from MRI who has been a tremendous resource.

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

- Zoning Board – September 2 & September 16
- Conservation Commission – September 9
- Planning Board – No September Meeting
- SRTC – September 9
- Historic District Commission meeting – September 23

**Building and Health Departments:**

**Major Building Permits Applied for in September 2020**

Address	Construction cost	Fee
412 Sherwood Glen MHP	\$48,700.00	\$609.40
7 Cattail Circle	\$212,000.00	\$1,933.00
6 Dudley Ct	\$62,000.00	\$583.00
10 Tri-City Rd	\$50,000.00	\$475.00
A*9*9* Gator Rock Rd	\$56,000.00	\$529.00
49 Whippoorwill Way	\$160,000.00	\$1,465.00

### Minor Building Permits Applied for in September 2020

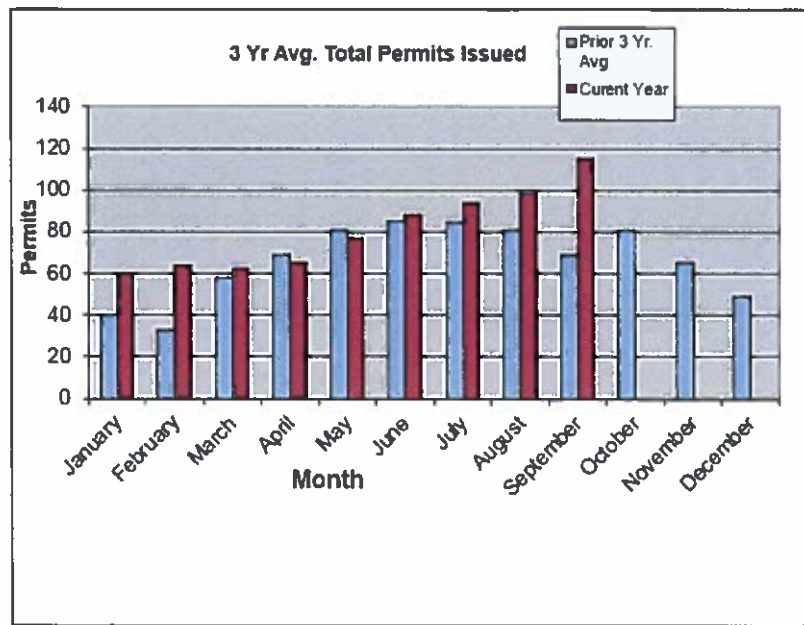
	Address	Construction cost	Fee
4	Grand	\$20,000.00	\$205.00
81	Stackpole Rd	\$5,199.00	\$71.79
163	Blackwater Rd	\$6,165.00	\$80.49
84	Sunningdale Dr	\$3,953.00	\$60.58
34	West High	\$2,000.00	\$49.00
426	Sherwood Glen MHP	\$3,000.00	\$61.00
19	Third	\$11,011.00	\$124.10
41	Salmon Falls Rd	\$6,030.00	\$79.27
58	Davis	\$2,010.00	\$43.09
372	High	\$4,580.00	\$107.00
11	Laurier	\$11,000.00	\$124.00
4	Rowland	\$1,594.00	\$39.35
59	Milo Ln	\$7,475.00	\$92.28
10	Ash	\$905.00	\$33.15
139	Lily Pond Rd	\$10,203.00	\$116.83
21	Mt. Auburn	\$6,000.00	\$79.00
32	Whippoorwill Way	\$2,636.00	\$48.72
47	Whippoorwill Way	\$2,764.00	\$49.88
164	Old Rochester Rd	\$11,000.00	\$124.00
13	Squire Dr	\$10,995.00	\$123.96
311	Rt. 108	\$500.00	\$31.00
50	Maple	\$6,000.00	\$169.00
6	Lil-Nor Ave	\$4,370.00	\$64.33
6	Lil-Nor Ave	\$6,597.00	\$84.37
328	High	\$1,122.00	\$35.10
19	Nash Pkw	\$2,000.00	\$49.00
139	High	\$3,100.00	\$52.90
15	Copperhead Rd	\$6,100.00	\$79.90
11	Francoeur Dr	\$47,767.00	\$454.90
37	Colonial Vilg MHP	\$6,000.00	\$79.00
22	Canal	\$135,400.00	\$1,243.60
9	Westman	\$5,000.00	\$70.00
40	Winter	\$5,200.00	\$71.80
28	Linden	\$2,000.00	\$43.00
293	High	\$300.00	\$28.60
93	Maple	\$5,200.00	\$71.80
22	Grove	\$2,350.00	\$46.15
3	Otis Rd	\$2,000.00	\$49.00
36	Milo Ln	\$2,300.00	\$52.60
10	Ash	\$4,000.00	\$61.00

## Permit Receipts

	2018	2019	2020	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,892.72	\$13,195.23	\$10,302.51	356.2%
February	\$4,087.20	\$14,382.00	\$13,438.09	-\$943.91	-6.6%
March	\$5,307.00	\$11,377.66	\$24,077.27	\$12,699.61	111.6%
April	\$7,899.24	\$12,091.95	\$10,871.58	-\$1,220.37	-10.1%
May	\$8,966.00	\$4,309.56	\$19,665.79	\$15,356.23	356.3%
June	\$7,652.50	\$91,825.41	\$13,079.55	-\$78,745.86	-85.8%
July	\$7,641.00	\$18,023.12	\$16,816.46	-\$1,206.67	-6.7%
August	\$4,329.00	\$21,606.17	\$23,823.08	\$2,216.91	10.3%
September	\$3,039.60	\$12,040.79	\$22,922.60	\$10,881.81	90.4%
October	\$7,291.00	\$25,228.33	\$0.00	N/A	
November	\$19,126.00	\$25,526.43	\$0.00	N/A	
December	\$14,154.00	\$8,211.20	\$0.00	N/A	
<b>Year total</b>	<b>\$102,276.54</b>	<b>\$247,515.34</b>	<b>\$157,889.65</b>	<b>-\$30,659.74</b>	
Difference of change this year to last (completed months only)	\$61,705.54	\$176,508.60	\$157,889.65	-\$18,618.95	-10.5%

## Total Permit





ROW		2018	2019	2020	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	29	41	60	60	31.7%
5	February	31	31	64	64	51.6%
6	March	43	51	62	62	17.7%
7	April	62	88	65	65	-35.4%
8	May	84	59	77	77	23.4%
9	June	85	97	88	88	-10.2%
10	July	91	85	94	94	9.6%
11	August	87	88	98	98	10.2%
12	September	58	69	115	115	40.0%
13	October	73	93	0	N/A	
14	November	50	85	0	N/A	
15	December	38	61	0	N/A	
16						
17	<b>YTD Totals</b>	689	848	723	81	-14.7%
18	Difference of changes this year to last year (Completed months only)	528	609	723	114	18.7%

### Property Maintenance September 2020

	Location	Complaint Type	Date of Complaint	Notifications Issued	Status
29	Aspen	Structure violation	9/22/20	CN	COMPLETED
20-22	Cliff	Trash	9/18/20	CN	COMPLETED
42-46A	Green	Trash	9/1/20	CN	COMPLETED
65	Green	Public Health	9/14/20	CN	COMPLETED
42-46A	Green	Trash	9/26/20	CN	COMPLETED
62	Green	Trash	9/9/20	CN	COMPLETED
48	Green	Trash	9/9/20	CN	COMPLETED
48	Green	Housing Violation	9/9/20	CN	COMPLETED
48	Green	Housing Violation	9/15/20	CN	COMPLETED
48	Green	Trash	9/22/20	CN	COMPLETED
62	Green	Trash	9/22/20	CN	COMPLETED
161	High	Protective Treatments	9/20/20	CN	COMPLETED
256	High	MPV	9/14/20	CN	COMPLETED
18	High	Grass	9/13/20	CN	COMPLETED
223	High	Grass	9/19/20	CN	COMPLETED
322	High	Grass	9/22/20	CN	COMPLETED
283-285	Main	Trash	9/24/20	CN	COMPLETED
355	Main, # 1	Structure Violation	9/11/20	NOV	COMPLETED
50	Market	Trash	9/25/20	CN	COMPLETED
19	Myrtle	Housing Violation	9/15/20	CN	COMPLETED
	Old Rochester Rd.	Zoning Violation	9/16/20	CN	COMPLETED
12	Pinewood	Zoning Violation	9/23/20	CN	COMPLETED
220	RT 108	Zoning Violation	9/14/20	CN	COMPLETED
220	RT 108	Zoning Violation	9/14/20	CN	COMPLETED
375	RT 108	Zoning Violation	9/14/20	CN	COMPLETED
9	Silver	Trash	9/12/20	CN	COMPLETED
1	Silver	Trash	9/12/20	CN	COMPLETED
20-22	Spring	Trash	9/13/20	CN	COMPLETED
113	Union	Grass	9/20/20	CN	COMPLETED
14	Union	Trash	9/17/20	CN	COMPLETED
20	Walnut	Trash	9/4/20	CN	COMPLETED
253	High	Protective Treatments	9/16/20	CN	PENDING
12	Rowland	MPV	10/1/20	NOV	PENDING
220	RT 108	Illegal Parking	10/1/20	NOV	PENDING

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

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

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

#### **COURT MATTERS, (all Past Matter)**

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

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

- Despite the order, the property owner has failed to clean the property. Therefore, the City is making arrangements to move onto the property, clean any refuse that exists, and bill the property owner, per the judge’s order granting the City authorization to do so.
- **62 Green Street Apartments** – Through counsel, suit was filed against this property owner, Bill Goldstein, in mid-August. The City’s motion sought preliminary and permanent injunctions against the storage of garbage on the premises.
  - On Friday, October 2, 2020, a telephonic hearing was held with regard to the temporary injunction. The judge took the matter under advisement, and we expect to receive his ruling by the end of this week (10/09/2020).
- **85 Washington St. (Shiva Market)** – A Complaint was submitted to the Court on 6/10/2020, seeking a fine for un-screened dumpsters in the rear of the property and for falling over parking lot sign poles.
  - We are currently waiting for the defendant to plea in this case.
- **17-31 Market Street Apartments** – In a past HDC meeting, it was ordered that the railings and decks on the staircases at the 17-31 Market Street apartments were to be painted white. They were not, and so suit was filed with a sought fine of \$1,000.
  - Currently awaiting ruling on motion.
- **230 High St.** – Violation in question is a broken fence along the High Street corridor. Following service of the complaint, the defendant has covered the fence to shield the disrepair from view,

and has committed to plans to begin repairs once the ground has thawed enough to install new fence posts. However, the work remains uncomplete, and thus, the Code Office will motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.

- The fence was still not fixed, therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.
  - Currently awaiting ruling on motion.
  - *Defendant has since removed the broken section of the fence. This was done in mid-June.*
- 208 Route 108 (Cale's Auto) – Violation in question is the parking of vehicles on non-paved surfaces, which violates this property owner's site plan approval conditions. Due to COVID-19, all in-person hearings are being rescheduled at a later time, thus, arraignment date is TBD.

#### **Land Use Boards:**

##### **Conservation Commission September 2020:**

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

##### **Historic District Commission September 2020:**

During the meeting the Commission reviewed the following:

- William F. Simmons Trustee, 28 Linden Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 100, HDC# 29-2020. Application to replace front gutter system and restore two false chimneys was **approved**.
- Matthew Gerding, 157 High Street, in the Residential/Business with Historic Overlay (R/BH) District, Assessor's Map 10 Lot 130, HDC# 33-2020. Application to install a roof mounted solar panels was **approved**.
- Christina Cullen, 16 Winter Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 178, HDC# 34-2020. Application to repair roof of barn and secure was **approved**.
- George Lucey & Ruth Lucey Family Trust, 166 High Street, in the Residential Multi-Family with Historic Overlay (R3H) District, Assessor's Map 10 Lot 111, HDC# 35-2020. Application to replace a post and hand rail on the porch was **approved**.
- Danielle Taylor, 22 Grove Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 30, HDC# 37-2020. Application to replace missing stair railing and re-roof the barn was **approved**.

##### **Planning Board September 2020:**

The Planning Board did not hold a meeting.

**Site Review Technical Committee September 2020:**

**SRTC**

- FFF Holdings, LLC on behalf of Jason & Teresa Cleary is seeking a 2 lot subdivision on a property located at 36 Laurel Lane, in the Residential Single Family (R-1) District, Assessor's Map 62 Lot 39 SUB# 04-2020

**Minor Site Plan**

- Humberto Adrade of Green Rock Investments, 14 Mt. Vernon St. in the Historic Moderate Density (HMD) District, Assessor's Map 10 Lot 139, SITE# 08-2020. Application to expand a driveway into a parking lot on a multi-family site was **tabled**.

**Zoning Board September 2020:**

The Zoning Board of Adjustment reviewed the following:

**September 2**

- Daniel Vincent 21 Linden Street, in the Residential Single Family/ A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 118, ZBA# 06-2020. Application for a variance from 19.6.C.1.a to expand a non-conforming use (residential two-unit dwelling) by constructing a 916sf addition to a detached, carriage-house apartment was **tabled**.
- Central Fence, 41 Salmon Falls Road, in the Agriculture (A) District, Assessor's Map 52 Lot 32, ZBA# 07-2020. Application for a Variance from Section 18.B to allow a 6' fence in the front yard area was **denied**.
- Willie E. Little, 11 Chesley Ave. in the Residential Single Family/ A (R1A) District, Assessor's Map 03 Lot 127, ZBA# 08-2020. Application for a Variance from Section 18.B to allow a 6' fence in the front yard area was **approved**.

**September 16**

- Daniel Vincent, 21 Linden Street in the Residential Single Family/ A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 118, ZBA# 05-2020. **MOTION FOR REHEARING** of the application denied on August 5, 2020 for an Appeal from an Administrative Decision was **denied**.

**Economic Development – September 2020**

➤ **Upcoming Roundtables:**

- ✓ All Cancelled – some have moved to ZOOM

➤ **New Commercial Vacancy and/or for Sale**

- ✓ No new listings known at this time

➤ **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**

- ✓ None known at this time

- **Tenant Prospects: Business – Exploring [considering] Somersworth**
  - ✓ The (old/former) Police Station – New Interested Developer /Buyer
  - ✓ Lucky's – New buyer /reviewing parking concerns
  - ✓ The Plaza – Proposal being drafted by a local Developer
- **Miscellaneous Business-Related Activity**
  - ✓ Met with Governor Chris Sununu at Blue Dolphin to represent Somersworth as an exceptional example of responding to the needs of business during the pandemic, and to showcase our important recipient of *Main Street Relief* Funds
  - ✓ ERZ 2020 material distributed
- **Community Advocacy**
  - ✓ Weekly: Seacoast Region - Economic Development Roundtable
  - ✓ Weekly: State -BEA Economic Development Roundtable
  - ✓ Quarterly: Great Falls Economic Development Corporation - BOD
  - ✓ Quarterly: Skyhaven Airport – BOD & Marketing Committee  
(successfully developed a new web site specifically for Skyhaven )
- **Covid19**
  - ✓ Governor's "Stay at Home 2.0" Order – Governor modified Restaurant guidelines so that, tent sides of outdoor restaurants, can now be partially closed when cross ventilation is established
  - ✓ Daily email communication with Somersworth Business
  - ✓ Working with:
    1. BEA, SRPC, SEDC, SBDC, SBA, and Chamber
    2. Seacoast Economic Development Directors and Chambers
  - ✓ Participate on a "Response Team" with area Economic Development Directors and Chambers of Commerce to support business. The group, which includes ten (10) participants and several "guests", has named itself: *Seacoast Economic Development Stakeholders* (SEDS)
  - ✓ Covid Related Misc Notes:
    - (1) SRPC has been approved for a grant to hire a "Resiliency Coordinator" to organize and consolidate all (currently fractioned) Covid response efforts, that will benefit business and the community at large
    - (2) Seacoast Region Economic Development Directors weekly ZOOM calls, have resulted in naming the group: "*Seacoast Economic Vitality Team*". This team will make specific recommendation to the BEA Commissioner for the next round of funding from the remaining *Care Act* Funds

#### **Parks & Recreation- September 2020**

- Due to COVID-19, the City made the difficult decision to not hold our in-person Pee Wee Soccer program for children ages 3 and 4. In lieu of offering our instructional program, we gave away 20 free starter packs to Somersworth residents with children ages 3 and 4. Packs

were available on a first come, first serve basis. Starter packs included 1- size 3 soccer ball, 5 small cones, 1 drawstring bag, and 5-6 sample practice plans with age appropriate games and drills to practice safely at home.

- Recreation staff are currently working with the Strafford Regional Planning Commission (SRPC) to assist with data collection at City parks. The data collection consists of verifying park amenities, locations, and taking updated photos. SRPC will be taking the data collected and creating an online resource that will help connect families to the many recreational resources available in the Strafford County region. We're excited to work with SRPC on this project!
- We created a City Park display board on the first level of City Hall. The park display board has a map of Somersworth that shows all of the City parks. We also included a flyer for each park that includes amenities, location, and photos of each park. There's also a park brochure available for visitors to take with them.
- RECspiration is an ongoing activity newsletter created by staff each week. RECspiration is available on the Rec website and Rec Facebook page. Our goal is to provide families with resources to help keep them active, creative, and having fun during this incredibly difficult time. All editions of RECspiration are available in pdf format on our webpage so that residents can access them at any time.



## MEMORANDUM from Director Public Works & Utilities

---

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

**DATE:** October 15, 2020

**SUBJECT:** Public Works Department Monthly Report for August –September, 2020

**FROM:** Michael Bobinsky, Director of Public Works & Utilities

---

### DIRECTOR'S COMMENTS

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

- Several projects were under taken by the Department during this reporting period, including substantial completion of the Millennium Park improvements, drainage improvement project for Midway Park and responded to a major water main leak on Main Street.
- Continued progress on the WWTF upgrade project with major work focusing on the precast concrete walls for the new clarifier and the installation of a new water main to serve the Plant.
- Arranged and prepared for three (3) burials at Forest Glade Cemetery.
- Recommended Alden Bailey Restoration bid proposal to replace the slate roof at the Furber Chapel at Forest Glade Cemetery; obtained authorization from the City Council Finance Committee to award a contract to them and proceed with the improvements.
- Obtained authorization to proceed with the investigation into Filter # 1 at the Water Treatment Plant; one of 4 filters at the Treatment Plant. Work to involve remove and replace the filter media and determine what type of repairs are needed to correct the media loss from this Filter.
- Participated in interviews for the City Engineer and Water Distribution System Operator positions.
- Finalized selection process for the Executive Assistant position, the new Executive Assistant starts for the Department on Monday October 19.
- Participated in LEOP meetings.
- Worked with the City Engineer on transition plans.
- Attended the September -October SRPC Executive, Policy, and TAC Committee meetings.
- Participated in the PUC Pre Hearing on the double pole complaint. Volunteered to serve on a smaller work group to propose corrective measures to Consolidated Communications to eliminate the practice of leaving one older pole after new pole is installed with new equipment.
- Completed the shoulder paving of Blackwater Road at Cumberland Farms entrance area.
- Received an update on the CMAQ -High Street Traffic Signal Upgrade project.
- Attended first face to face meeting of the Cemetery Trustees since March 2020.
- Investigated a sink hole on Winter Street, just up from Linden Street.
- Completed the annual MS4 Stormwater Permit and submitted to EPA for compliance reporting.

### HIGHWAY DIVISION

#### Operations / Maintenance:

- Performed monthly metal collections.



- Performed maintenance and repairs to city equipment.
- Performed pothole patching city wide.
- Performed city trash collection at receptacles, and city buildings.
- Performed city wide street sweeping.
- Repaired signs damaged by vehicles.
- Completed State Inspections of all city vehicles.
- Re- installed New Flags along High St corridor.
- Built a swale along W High St to a pipe that was found under a sidewalk.
- Cut the edge of Brenda Ave and installed millings the entire length of Brenda Ave.
- Gathered supplies for a drainage project on Midway Park (structure, and pipe).
- Trimmed trees along streets and sidewalks.
- Assisted the school dept with installation of flag poles at the softball field and the SAU.
- Paved a sidewalk at 249 Main St due to flooding complaint from resident.
- Removed and replace asphalt on sidewalk section on W High St.
- Weed wacked Mt Vernon St to address residential concern.
- Removed furniture and shelving from the library that was discarded.
- Set up for voting at all 5 wards.
- Provided personnel for support during voting for all 5 wards.
- Repaired a sink hole on Clement Rd. (found a broken RCP pipe).

#### Recreation:

- Installed message board at the Dog Park.
- Removed and disposed of debris left from contractors at Nobel Pines (invoiced).
- Loamed, seeded, and placed straw over disturbed areas in Dog Park.
- Installed temporary irrigation in Dog Park to assist with growth of grass.
- Installed all signs and dog bag signs in Dog Park.
- Cut dead trees and branches in the Dog Park.
- Cut up and removed a light pole from Millennium Park.

#### Cemetery:

- Removed broken limbs around the cemetery
- Marked out 3 locations for burial requests.

#### Water Distribution Support:

- Cut a trench on Grand @ Mt Vernon for a water break excavation/investigation.
- Assisted with the water break on Main St.

#### Sewer Collections Maintenance:

- Adjusted the height of four (4) manholes on Fremont St that damaged plows.
- Paved in around manholes that were adjusted on Fremont St.
- Received 72 Digsafe requests.

## **WASTEWATER DIVISION**

### **Wastewater Treatment Facility**

#### **Operations/Maintenance:**

- Operating under the (MUCT) process which is used during our summer seasonal limits. In addition to treating Biochemical Oxygen Demand & Total Suspended Solids, this process also addresses nutrient limits which include total phosphorus and ammonia nitrogen. The summer season runs from June 1st thru September 30th.
- The facility continues to be closed to the general public until further notice due to the coronavirus pandemic. Staff is practicing social distancing and have stocked up on necessary PPE supplies to combat the pandemic.
- GC/AAA fence located in Dover repaired the damaged gate caused by a delivery truck back in June. I've submitted the invoice to the carrier's claim department.
- Working with Laviolette Controls on making a permanent repair to our pump control failure at Blackwater Rd pump station. We are planning on replacing the current bubbler control system with a pressure transducer controller. We are currently operating under the back-up floats.
- We experienced a power failure on 9/14 which affected the main facility as well as several pump stations throughout the city. No permit exceedances were reported during this event.
- Submitted the 2021 SMRWC chemical request form in preparation of the December bid process. This is the coalition we purchase our eligible chemicals through. By purchasing as a group and in bulk we can obtain cheaper rates versus purchasing them on our own.
- Treated 15,250 gallons of septage from residents not on city sewer.

#### **Compliance:**

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances during the month of September.
- Treated a total of 53-million gallons of wastewater during the month.

#### **Industrial Pretreatment Program (IPP):**

- Performed an annual evaluation of Bad Lab brewery on 9/15. We collected a sample of their waste stream and analyzed it in accordance with their permit. No issues or concerns were noted.

#### **Capital Improvements Plan (CIP) Items:**

- Waste Water Treatment Facility upgrade – The City of Somersworth has entered into a contract with Apex Construction to complete the upcoming facility construction

Public Works Department Monthly Report for September October 2020

improvements. Project milestones include substantial completion – July 17th, 2021. Final completion – October 15th, 2021.

- Recent construction activities include installation of the clarifier walls, Installation of the new water line which feeds both the main building as well as the headworks building and emptying and complete cleaning of aeration train # 2.
- The compressor building has been completely rewired and prepped for the installation of the new compressors. The air- lines have been run and connected to the zones located within train # 2. The compressors along with the control panels have been placed within the building and are scheduled to be hooked up in October

## **WATER TREATMENT**

Items completed this month:

- Bacteria's and TOC's completed.
- Pumped 42,447,594 gallons of raw water.
- Filtered and pumped to the city 38,999,538 of finished water.
- Completed waiver educational mailing to NHDES.
- Completed Lead & Copper results to 37 residents mailing.
- Completed certification of Lead & Copper results to NHDES.
- Electrician completed repair of elevator.
- GZA completed camera inspection on well # 2.
- Investigated issue with sanitary sewer pump # 1.
- Installed new sanitary sewer pump in lift station.
- AAA pump submitted quote for replacement of two (2) check valves in lift station.
- Attended Public Works and Environment Committee meeting to discuss repairs to filter # 1.
- Oaks Golf Course utilized water from the Rocky Hill Road well for irrigation water.
- Completed 3rd quarter UCMR4 testing.
- Attended virtual meeting with NHDES regarding upcoming regulations.

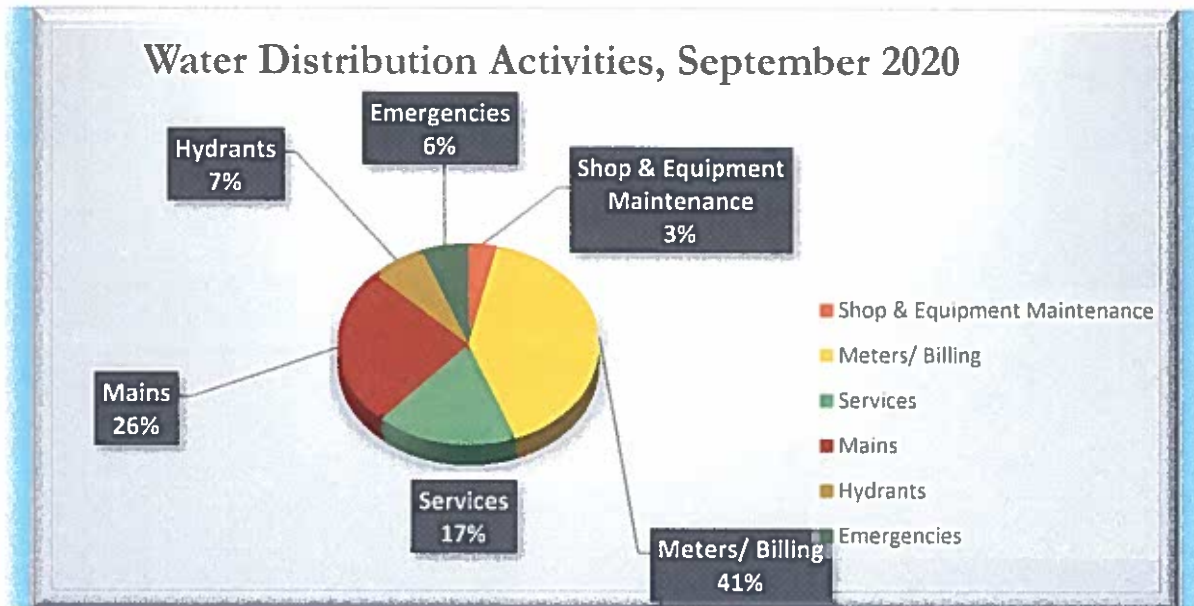
Action items:

- Rocky Hill well evaluation is continuing with the water consultant, GZA.
- Hamilton St Standpipe assessment work is continuing, anticipate assessment report toward end of November.
- Filter # 1 repair plans underway following City Manager /Public Works and Environment approval.

## **WATER DISTRIBUTION**

- Water Distribution operators completed over 140 work orders and service requests in the month of September.

- Hydrants at several locations including Drew Road and Ron Wyn were painted. A hydrant on John Parsons Way was repaired.  
Operators responded to several emergencies including water breaks on Main Street near Centre Road, Mt Vernon at Grand Street and the WWTF on Buffumsville Road.
- Several side streets were flushed as part of our routine water quality maintenance program including James Court, Molly Lane and Drew Road. The rest of the system will be flushed beginning October 11, 2020.



## **ENGINEERING DIVISION**

- Accepted 9 driveway permits and three trench permits.
- DPW has accepted 49 driveway permits through 9/30/2020, up nearly 50% from last year (33 year-to-date through 9/30/2019).
- Conducted close-out inspections at Millennium Park for the dog park fencing and light pole replacement.
- Construction oversight and coordination associated with paving the City Hall parking lot and the Blackwater Road shoulder repairs conducted by Boulanger Paving.
- Arranged for installation of push-button door openers at City Hall.
- Involved in the water main and service line installation at the WWTF.
- Coordination with Rye Beach and Matrix concrete on sidewalk work in front of Veteran's Park.
- Beginning development of FY2021 road resurfacing specifications and bid documents.
- Assisted in development of the annual stormwater report.
- Attended Traffic Safety Committee meeting.



## *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 1, 2020  
Subject: Monthly Report – Month of September 2020

---

Bob:

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

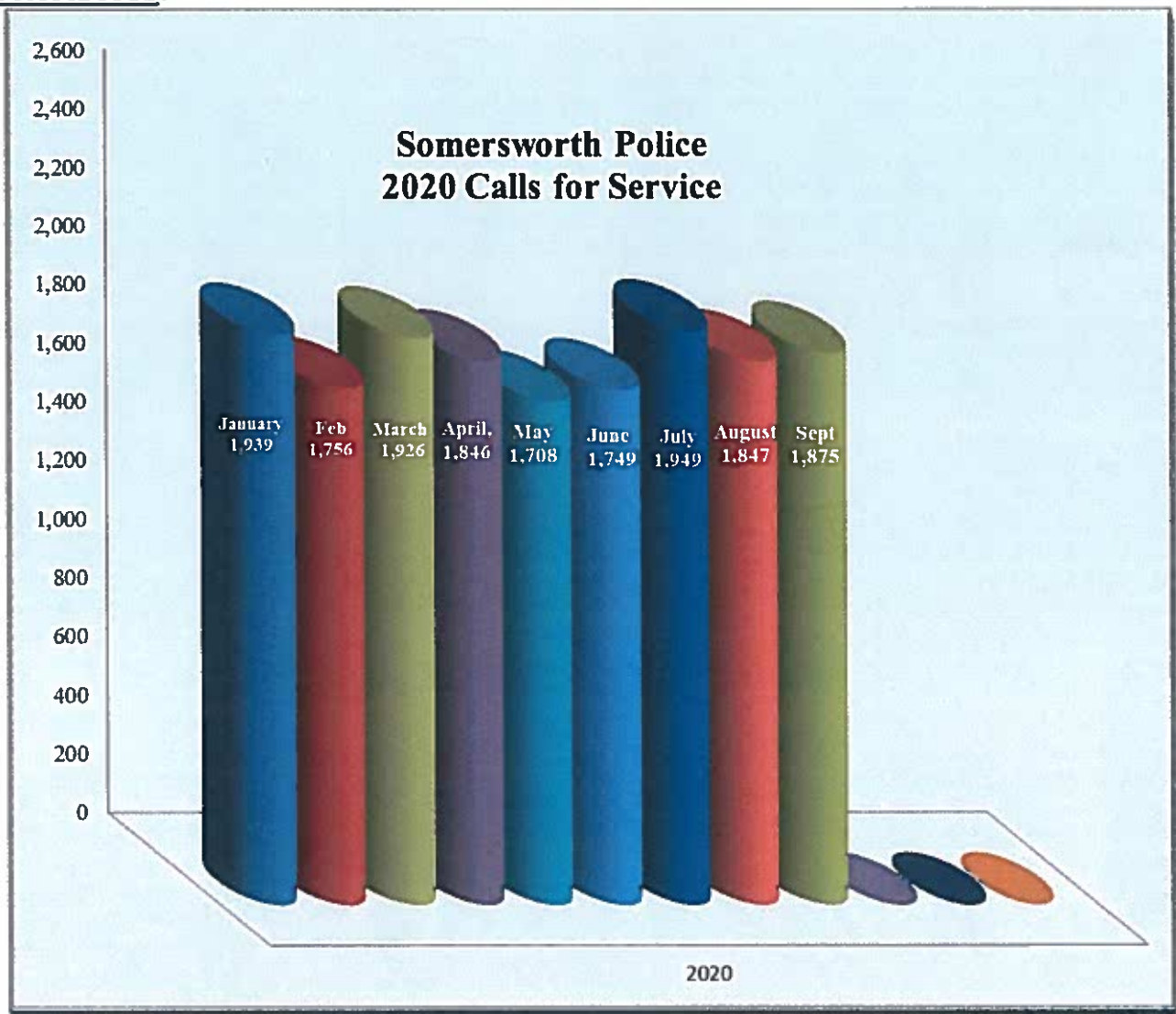
### **COMMUNITY POLICING:**

- There were no community policing activities due to COVID-19 for the month of September.
- We have started a campaign on our Facebook page: "Protect Your Every Day. If You See Something, Say Something".

### **OTHER ITEMS:**

- A 2020 Ford undercover vehicle was purchased through Rochester Ford who matched the state bid. The vehicle has been scheduled to be outfitted at at 2-Way Communications for needed equipment such as radio and undercover lights.

## STATISTICS:



## Yearly Comparison

Month	2020	2019	2018
January	1,939	1,976	2,085
Feb	1,756	1,796	1,878
March	1,926	2,145	2,215
April	1,846	2,285	2,452
May	1,708	2,053	2,409
June	1,749	1,935	2,406
July	1,949	2,048	2,174
August	1,847	1,943	2,238
Sept	1,875	2,020	2,263
Oct	0	1,906	2,123
Nov	0	1,860	2,055
Dec	0	1,995	1,936
TOTAL	16,595	23,962	26,234



**THE SOMERSWORTH POLICE DEPARTMENT INVITES YOU TO:  
BOLAWRAP 100 - PRODUCT DEMONSTRATION**



**What: BolaWrap 100 Product Demonstration**  
**Where: Somersworth Police HQ 12 Lilac Lane, Somersworth, NH 03878**  
**When: Oct. 13, 2020 10am to 11am**

The Somersworth NH Police Department is hosting a demonstration of a new law enforcement product, the BolaWrap 100 - a hand-held remote restraint device that discharges an eight-foot bola style Kevlar tether at 513 feet per second to entangle an individual at a range of 10-25 feet. This less-lethal device is designed to provide the Officer with another tool to control subjects in situations of mental health crisis and does not use pain for compliance. We invite you to join us for the product demonstration. If interested in attending, please contact: Det. Tony DeFrancesco, Direct Line 603-841-2929 [adefrancesco@somersworth.com](mailto:adefrancesco@somersworth.com)

More information on the product can be found here: [www.wraptechnologies.com](http://www.wraptechnologies.com)





# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**George Kramlinger**  
Fire Chief & Emergency Management Director  
[gkramlinger@somersworth.com](mailto:gkramlinger@somersworth.com)

**Business: (603) 692-3457**  
**Fax: (603) 692-5147**  
[www.somersworth.com](http://www.somersworth.com)

15 October, 2020

To: Mr. Robert Belmore, City Manager

Subject: September 2020 Monthly Fire Department and Emergency Management Report

1. The statistical data associated with the COVID-19 pandemic continues to trend in a favorable direction for both the State and the City of Somersworth. The emergency management office continues to coordinate with the NH Department of Homeland Security and Emergency Management (HSEM) to ensure adequate personal protective equipment (PPE) is available for first responders in the event of a resurgence in COVID-19 cases.
2. The upfit and completion of the City's new Forestry Truck by Eastern Fire Apparatus in Rochester has been delayed due to supply chain issues but is now expected to be completed in mid-October.
3. Training in September included emergency vehicle operations, code enforcement and fire prevention, firefighter survival, firefighter safety, incident command, and risk management.
4. Department members and the City's HR manager participated in a multi-session assessment center to fill an open position and create a potential hiring list for any openings in the near future. The assessment center consisted of a multi-station physical and firefighter skills course as well as an interview panel. A preferred candidate is likely to be selected and hired before the end of October.
5. With the assistance of the DPW mechanic, all vehicles are undergoing annual preventative maintenance and repair work has begun on fixing discrepancies. Repair work will continue into October. Annual pump, aerial ladder, and hose testing will also occur in October.

6. Call Volume this month with a comparison to last year:

	September 2020	September 2019
EMS Related	56	74
MVA no injuries	5	6
Down Power Lines	2	2
Fires (all types)	11	6
All Other Hazards	54	61
Total	128	149

7. We continue to receive outstanding cooperation and response from Stewart's Ambulance Service. Average response time for the latest reporting period of August 2020 is an excellent 4:14.
8. Please feel free to contact me with any questions or concerns.

Respectfully submitted

George D. Kramlinger  
Fire Chief / EMD  
City of Somersworth



Lindsey M. Stepp  
Commissioner

Carolynn J. Lear  
Assistant Commissioner

# State of New Hampshire Department of Revenue Administration

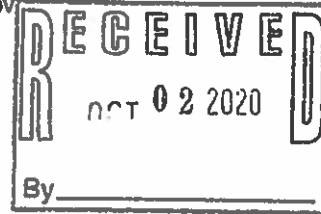
109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov



MUNICIPAL AND PROPERTY  
DIVISION

James P. Gerry  
Director

Samuel T. Greene  
Assistant Director



September 30, 2020

City of Somersworth  
Attn: City Council  
1 Government Way  
Somersworth, NH 03878

Re: 2019 USPAP Report for the City of Somersworth

Dear Honorable Council Members:

In accordance with RSA 21-J:14-b,I(c), the Department of Revenue Administration has reviewed the Uniform Standards of Professional Appraisal Practice (USPAP) mass appraisal report submitted by Marybeth Walker of Corcoran Consulting Associates (Corcoran) for the City of Somersworth for the 2019 tax year.

I have enclosed a copy of the Department's mass appraisal review report. I have concluded that the mass appraisal report under review **complies** with all requirements set forth in USPAP, applicable laws and rules.

These results are reported annually to the Assessing Standard Board (ASB) in accordance with RSA 21-J:11-a,II. If you have any questions, please do not hesitate to contact me at 230-5959.

Sincerely,

Adam Denoncour  
District Supervisor  
Municipal and Property Division

cc: Corcoran  
file

TDD Access: Relay NH 1-800-735-2964

*Individuals who need auxiliary aids for effective communication in programs and services of the Department of Revenue Administration are invited to make their needs and preferences known to the Department.*

# New Hampshire Northcoast

POST OFFICE BOX 429

OSSIPEE, NEW HAMPSHIRE 03864

TEL. (603) 539-2789

FAX (603) 539-8060

September 29, 2020

Robert M. Bellmore  
City Manager  
City of Somersworth  
One Government Way  
Somersworth, NH 03878



Re: Thank you for your support of NHN's 2020 CRISI Grant Award

Dear City Manager Bellmore:

New Hampshire Northcoast Corp. (NHN) is writing to express our great appreciation for your continued support of its freight railroad, and specifically for your recent assistance in NHN's receiving a federal Consolidated Railroad Infrastructure and Safety Improvements (CRISI) grant.

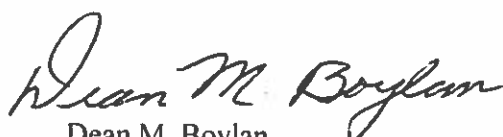
Thanks to you and other proponents of the railroad, NHN's contribution of \$1.96 million will leverage \$4.56 million in federal money for a total infrastructure investment of \$6.5 million over the next four years.

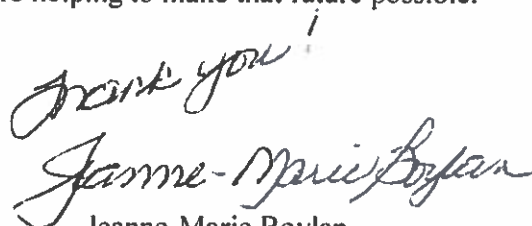
This grant will fund NHN's Critical Infrastructure Project, which includes: 1) Maintaining a State of Good Repair by replacing 18,000 ties and ballast along the line, and replacing 4 miles of worn and obsolete rail 2) Repairing and raising the current 10-foot high Haven Hill Bridge in Rochester and upgrading the nearby Rocky Hill Road Crossing and 3) Better serving NHN's rail customers by providing additional spurs to expand railcar capacity at Eastern Propane's 900,000-gallon tank farm in Rochester and in Rollinsford.

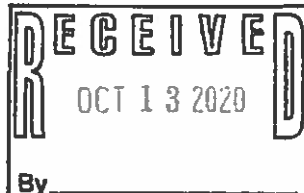
Since 1985, NHN has moved more than 26-million tons of freight. It is the largest freight short line (by tonnage hauled) in New Hampshire. Rail transportation is a more efficient, effective and environmentally beneficial alternative for hauling heavy freight. Over the last 35 years, NHN has taken the equivalent of approximately 1.6 million heavy truck and tanker trips off the highways, which improves road safety, traffic flow and air quality, while greatly reducing costly wear and tear on New Hampshire's highways and bridges.

The high costs of operating and maintaining modern United States freight railroads and their associated benefits necessitate the participation and financial support of both the state and federal governments to assure that railroads are an integral part of our nation's transportation and intermodal future. Thanks to your continued support of NHN, you are helping to make that future possible.

With appreciation and best regards,

  
Dean M. Boylan  
President

  
Jeanne-Marie Boylan  
EVP/Treasurer



## Town of Rollinsford

P.O. Box 309 • Rollinsford, NH 03869 • phone (603) 742-2510 • fax (603) 740-0254  
Town Hall • 667 Main Street • rollinsford.nh.us

### PUBLIC NOTICE ROLLINSFORD ZONING BOARD OF APPEALS

The Rollinsford Zoning Board of Appeals will be in session on Thursday, October 22, 2020 at 7:00pm at the Rollinsford Town Hall to hear the following appeal:

**Case #: 20-04**

The John Flately Company, 45 Dan Road, Suite 320, Canton, MA 02021 is seeking the following five (5) **VARIANCES** in order to construct two (2) four-story, 48-unit apartment building off Tri-City Road on Tax Map 1, Lot 3-2:

- Table 6.9: Permitted Uses - To construct two (2) four-story, 48-unit apartment buildings in a zone in which multi-family units are not allowed;
- Section 8.1.2.10: Multiple Dwellings...- To construct ninety-six (96) dwelling units where six (6) units are the maximum allowed;
- Table 7: Lot Land Space Requirements: To construct a building to the height of 56'6" where 40' is the maximum permitted;
- Section 8.1.2.1: Multiple Dwellings...: To construct multi-family housing with no frontage where 200' is the minimum required; and
- Section 8.1.2.5 Multiple Dwellings...: To construct multi-family housing where the required off-street parking is situated in front of the proposed building and not at the rear or the side of building as required.

In accordance with Emergency Order #17: Closure of non-essential businesses and requiring Granite Staters' to stay at home, the Rollinsford ZBA will be meeting remotely. The public is encouraged to access this public meeting by video link or phone via Google Meets. The meeting can be accessed via this link: [meet.google.com/xnd-utoz-efs](https://meet.google.com/xnd-utoz-efs) or by phone at: (US) +1 617-675-4444 PIN: 370 957 162 6526#

The Board encourages members of the public to submit comments for meetings in writing; by email to: [zba@rollinsford.nh.us](mailto:zba@rollinsford.nh.us) or postal mail addressed to: Rollinsford Zoning Board of Adjustment, PO Box 309, Rollinsford, NH 03869.

Charles Putnam, Chairman  
Rollinsford Zoning Board of Adjustment