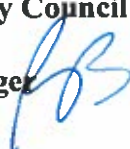


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, September 14, 2018
SUBJECT: City Manager's Report for Monday, September 17, 2018
City Council Agenda

6:00 p.m. Council Workshop

Re: Historic District Commission Presentation on Ordinance Revisions

Attached is a copy of the proposed "**draft**" changes to the section of our Zoning Ordinance,
Chapter 19, Historic District 19:14

6:30 p.m. Non-meeting

Re: Tentative Agreement between School Board and Somersworth Association of Clerical Aides
See attached "**confidential**" memorandum from Superintendent Dr. Robert Gadomski

Unfinished Business (Under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 2-19: Amending Chapter 13 Police Offenses (Grove Street Parking).** The Traffic Safety Committee met on September 12th and voted to move forward with their recommendation for this Ordinance change to restrict parking on this side of Grove Street and to post No Parking. Please see Captain Timmon's, Traffic Safety Committee Chairman, memorandum along with a map showing this location.
- B. Ordinance No. 3-19: To Amend Chapter 29 Administrative Code, Section 8.4.1, Cost Thresholds.** Again, the Finance Committee voted at their August 28th meeting to recommend this change. The cost thresholds have not been changed since its adoption in 1985.

Resolutions

- A. Resolution No. 10-19: To Name the Walking Trail at the Mast Point Dam Recreation Area as the Frank Richardson Conservation Trail.** The Recreation Committee met on September 13th and voted to support the adoption of this Resolution.

- B. Resolution No. 15-19: To Approve A Bond to Provide Funding to Renovate Maple Wood Elementary School by Making Security Upgrades and other Building Capital Improvements.** Attached is a draft “*red-lined*” version of this Resolution. The amendments being proposed by the Finance Committee, which met on September 12th, involve the additional funding for the roof and the Bond term. Bond Counsel has recommended additional changes in regards to the overall text. A copy of the budget estimate for the roof replacement is attached. The Council will need to schedule a new Public Hearing prior to any vote should these amendments be adopted.

New Business (Under Section 15 of Agenda)

Resolution

- A. Resolution No. 17-19: Naming Colonial Drive, Hampshire Drive, Berkshire Drive, York Drive and Kent Drive, in Colonial Village Mobile Home Park, Route 108 and Assigning Addresses if Required.** The Resolution is a recommendation from the City’s E911 Committee.

Other

- A. Vote to Ratify the Tentative Agreement between the Somersworth Association of Educators and the Somersworth School Board.** Again, attached is a “*confidential*” memorandum from the School Superintendent that provides the cost elements of the tentative agreement.
- D. Vote to Suspend Enforcement of Ordinance Chapter 13, Police Offenses between the dates of October 1, 218 and October 31, 2018:**

Three Hour Parking

- **Washington Street on the Southerly Side between High Street and Green Street except the Westerly 100 feet.**

Attached is a report from the Traffic Safety Committee Chairman, Captain Timmons, regarding the Committee’s recommendations on the Grove Street parking issue and this recommended action.

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

A. Informational Items.

1. **Fair Court.** The City received a letter from Attorney Brian Barrington, who represents a property owner abutting Fair Court, regarding objections to closing this short City way. The Finance Committee suggested I contact Attorney Barrington to see if there is a reasonable solution to addressing the issue of closing Fair Court. Attached are letters received from Attorney Barrington and advice from our City Attorney regarding options to consider (*Confidential Attorney/Client Privilege*). Without objection I will move forward to make this contact.

B. Attachments.

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

Draft

Historic District Commission Chapter 19:14

19:14.A Section A INTRODUCTION AND BACKGROUND

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

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

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

19:14.B Section B AUTHORITY

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

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

19:14.B.2.a Maintain a system for the survey and inventory of historic properties. This survey will be the system for comprehensive historic planning within the City. It will be consistent with the technical standards issued by the United States Department of the Interior to produce reliable, understandable, and up-to-date information for decision making, related to the identification, evaluation, and protection/treatment of historical resources;

19:14.B.2.b Establish rules and regulations for the conduct of business which are consistent with the purposes of the Historic District and in conformance with applicable NH State statutes. Members shall be governed by a code of conduct, in

conformance with NH State statutes, and in accordance with the City Charter, to prevent real and apparent conflicts of interest in the performance of the HDC's responsibilities;

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

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

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

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

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

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

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

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

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

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

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

19:14.C Section C DESIGNATION OF HISTORIC DISTRICT

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

19:14.C.2 **PURPOSE** It is hereby declared as a matter of public policy that the recognition, preservation, enhancement, and continued use of structures, sites, areas, and districts within the City of Somersworth having historic, architectural, cultural or design significance

is required in the interest of the health, economic prosperity, cultural enrichment, and general welfare of the community. The purposes of this ordinance are to:

- 19:14.C.2.a Safeguard the heritage of Somersworth by providing for the protection of the structures and areas representing significant elements of its history;
- 19:14.C.2.b Enhance the visual character of the City by encouraging and regulating the compatibility of architectural styles within Historic Districts reflecting unique and established architectural traditions typical of houses in excess of 50 years old;
- 19:14.C.2.c Foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past;
- 19:14.C.2.d Strengthen the economy of the City by protecting and enhancing the City's attractions to residents, tourists and visitors;
- 19:14.C.2.e Stabilize and improve property values within the City; and
- 19:14.C.2.f Promote the private and public use of structures and areas within Historic Districts for the education, prosperity and general welfare of the community.

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

19:14.D Section D PURVIEW OF THE COMMISSION

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

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

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

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

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

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

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

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

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

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

19:14.D.3.c Simple roof replacements that involve no alterations to the roof, roof trim, or any roof features. Any changes to the pitch, size, angle, addition, roof feature, or any other change to any feature of the roof shall require HDC approval.

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

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

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

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

CO, and HDC Chair or the HDC Chair's designee may be appealed to the HDC provided that notice of the appeal is filed within ten (10) workdays of the staff's decision.

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

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

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

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

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

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

19:14.E.1.d PLANS. Detail drawings of all project specific elements. This may be limited to a detailed drawing of one window in the case of an application proposing replacement of only windows involving no change to the window sizes, but will need additional drawings if more than one window size or style is involved.

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

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

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

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

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

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

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

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

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

19:14.E.4.a **DETERMINATION OF APPROPRIATENESS**. In deliberation whether to approve or deny an application the HDC shall consider whether or not the proposed work described in the application conforms to the Somersworth HDC Standards for Review.

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

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

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

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

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

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

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

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

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

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

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

19:14.E.5.f Failure to act on an application within the period of time specified above shall be deemed to constitute approval of the application as submitted.

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

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

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

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

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

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

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

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

- i. If in the opinion of a majority of HDC members present and voting the applicant's proposal meets the purpose of this section, then the Historic District Commission shall issue a COA signed by the Chair together with any changes, conditions and/or stipulations. After the issuance of the COA, the Building Inspector may issue any building, demolition or other permit for the approved project; or
- ii. If in the opinion of the majority of the HDC members present and voting the applicant's proposal does not meet the purposes of this section, then the HDC shall issue a Notice of Disapproval in writing together with the reasons for such decision signed by the Chair and all voting HDC members. The issuance of a Notice of Disapproval shall prohibit the Building Inspector from issuing a building, demolition or other permit; or
- iii. If acceptable with the applicant, and in the opinion of the majority of the HDC members present and voting the application may be tabled.

19:14.F Section F STANDARDS FOR REVIEW

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

19:14.G Section G APPEALS AND ENFORCEMENT.

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

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

decision to the Zoning Board of Adjustment or to pursue any other remedy accorded by NH State law.

19:14.G.3 REQUIRED MAINTENANCE.

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

19:14.G.4 ENFORCEMENT AND VIOLATIONS.

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

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

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

19:14.H Section H DEFINITIONS.

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

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

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

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

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

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

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

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

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

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

Section 12. Conflict With Other Regulations

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

Section 14 Historic District⁴

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

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

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

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

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

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

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

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

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

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

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

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

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

19.14.3E.3.c. Erection or alteration of a sign(s), provided the proposed signage adheres to the following criteria:

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

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

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

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

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

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

19.14.G. FINDINGS. For a project of major impact, a building or demolition permit shall not be issued until and unless a Certificate of Appropriateness is issued by the Historic District Commission in accordance with the provisions of this section. At the conclusion of its review, the Historic District Commission shall issue in writing one of the following:

19.14.G.1. If in the opinion of a majority of Historic District Commission members present and voting the applicant's proposal meets the purpose of this section, then the Historic District Commission shall issue a Certificate of Appropriateness signed by the Chair together with any changes, conditions and/or stipulations necessary to secure the public health, safety and general welfare. After the issuance of this Certificate, the Building Inspector may issue any building, demolition or other permit for the approved project; or

19.14.G.2. If in the opinion of the majority of the Historic District Commission members present and voting the applicant's proposal does not meet the purposes of this section, then the Historic District Commission shall issue a Notice of Disapproval in writing together with the reasons for such decision signed by the Chair and the Commission. The issuance of a Notice of Disapproval shall prohibit the Building Inspector from issuing a building, demolition or other permit.

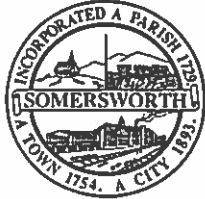
19.14.H. APPEALS.

19.14.H.1. Resubmittal. If the applicant's proposal is denied, the applicant may, and is encouraged to, make modifications to the proposed plans and shall have the right to resubmit the application at any time after so doing.

19.14.H.2. Appeal Process. Any person aggrieved by a decision of the Historic District Commission shall have the right to appeal, by filing a motion for rehearing before the Historic District Commission. Such an appeal when taken shall stay all proceedings in furtherance of the action appealed, unless the Historic District Commission shall certify that by reason of facts stated in a certificate issued by it, a stay would cause imminent peril of life or property.

The appeal shall be made within thirty (30) days after the decision of the Commission. The 30-day time period shall be counted in calendar days beginning with the date upon which the Commission issued the decision.¹ After appeal, if said person or persons are

¹ Passed 03/21/2005.



City of Somersworth – Ordinance

Ordinance No: 2-19

AMENDING CHAPTER 13 POLICE OFFENSES

July 23, 2018

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

Amend Chapter 13, Police Offenses, Section F.5, Time Limited Parking, 15 Minutes, by deleting:

- Grove St. on the northerly side from Grand St. westerly to the telephone pole (NET&T CO 7 PSNN 35/6).

And further amend Chapter 13, Police Offenses, Section F.2, Time Limited Parking, Two Hour, by adding:

- Grove St. on the northerly side from Grand St. westerly to the telephone pole (NET&T CO 7 PSNN 35/6).

This Ordinance shall take effect upon its passage.

As Amended, 08/13/2018.

Authorization

Sponsored by Councilor:
Kenneth S. Vincent

Approved:
City Attorney

City of Somersworth – Ordinance 2-19

History

First Read Date:	07/23/2018	Tabled:	NA
Public Hearing:	08/13/2018	Removed From Table:	NA
Second Read:	08/13/2018		

Discussion

The Traffic Safety Committee was asked to review the ordinance authorizing an area allowing 15 minute parking on Grove Street. These stalls were originally used to assist with Hilltop School related parking. Grove Street was changed for dual direction traffic. The parking of vehicles utilizing that 15 minute area creates a traffic safety issue. Turning onto Grove Street from Grand Street when vehicles are parked in that area can cause encroachment into the opposite lane of travel on Grove St. Prohibiting parking along the north side of Grove St between Grand St and Prospect St will aide in a safer commute.

Councilor Sprague, seconded by Councilor McCallion, made a motion to amend, Sect D. Changing it from 15 minute parking to 30 minute parking.

Councilor Vincent said he would like to see an increase the parking limit to an hour or more.

Councilor Pepin explained that when the school was there, they didn't want that part of the road blocked.

Councilor Pepin, seconded by Councilor Levasseur, made a motion to suspend council rules to allow Police Chief Kretschmar to address the council. Motion passed, 9-0.

Chief Kretschmar stated that Grove Street is a narrow road. This was a stall that was used to pick up and drop off of kids when the school was there. It doesn't create an issue right now.

Councilor Sprague, seconded by Councilor Vincent, amended his amendment to 2 hour parking. The motion passed, 9-0.

On September 4, 2018 a Vote to reconsider Ordinance No. 2-19 Amending Chapter 13 Police Offenses, regarding Parking Limit on Section of Grove Street was requested by Councilor David A. Witham. *The motion was seconded by Councilor Vincent, and the motion passed 6-1, with Councilor Sprague opposed.*

The motion to refer Ordinance 2-19 to the Traffic Safety Committee for further review passed, 6-1, by roll call vote, with Councilor Sprague opposed.

Voting Record		YES	NO
Ward 1 Councilor	Pepin	X	
Ward 2 Councilor	Vincent *	X	
Ward 3 Councilor	Dumont	X	
Ward 4 Councilor	McCallion	X	
Ward 5 Councilor	Michaud	X	
At Large Councilor	Witham	X	
At Large Councilor	Sprague	X	
At Large Councilor	Cameron	X	
At Large Councilor	Levasseur	X	
TOTAL VOTES:		9	0
On 08/13/2018		Ordinance 2-19 PASSED	

Other "D"

Dear: Members of the Somersworth City Council

Grove St.

The Traffic Safety Committee met September 12th. The Committee had been instructed to re-visit the matter of the Grove Street parking. Our committee had recently recommended the removal of a parking area allowing 15 minute parking. As I'm sure you recall this area is located on Grove Street at the intersection of Grand Street. This topic was discussed, and the following decision was made. Members of The Traffic Safety stand in agreement of our original request. This Committee recommends removing the 15 minute parking as described and making that area "No Parking". This request would increase the safety and accessibility along Grand Street. We understand that the final decision rests with the City Council.

WASH. ST.

An additional matter was brought to this Committee. Debbie Evans of The Somersworth Housing Authority requested a change to the timed parking along Washington St. Presently there are ordinance in place, those are provided on page 2 of this communication. Director Evans has suggested increasing the 3 hour parking to 4 or 5 hours. Director Evans explained that as the Housing Authority increases the use of Fillion Terrace the 3 hour parking is not adequate. The facility is utilized for Bingo Events, birthday parties and other social events; the 3 hour parking is a hindrance. Our discussion led us to question the need of 3 hour parking or any time specific parking in that area of Washington Street.

We would ask that City Council suspend the enforcement of the 3 hour parking for a period of 30 days, beginning on October 1, 2018 – October 31, 2018. During this test period the use and parking arrangements would be monitored. After the test period this committee would discuss further recommendations.

We appreciate your consideration on these matters.

Respectfully yours,

Captain Russell Timmons
Traffic Safety Committee Chairman

City Ordinance Chapter 13 Police Offenses

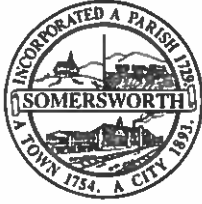
No Parking Anytime

- Washington St. on the southerly side between Main and Green St.
- Washington St. on the northerly side from High St. to Constitutional Way.
- Washington St. on the southerly side for 100 ft. from the intersection of High St.

Three Hour Parking

- Washington St. on the southerly side between High St. and Green St. except the westerly 100 feet. (Passed 01/21/1991.)

*to suspend
enforcement.
of this section*



City of Somersworth – Ordinance

Ordinance No: 3-19

TO AMEND CHAPTER 29 ADMINISTRATIVE CODE, SECTION 8.4.1, COST THRESHOLDS

September 4, 2018

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

29.8.4.1 Cost Thresholds

By deleting:

<u>Amount Involved</u>	<u>Min. Competition</u>	<u>Approval by</u>
\$2,501 to \$5,000	Formal	City Manager
\$5,001 to \$25,000	Formal	Finance Committee
Over \$25,000	Formal	City Council

And adding:

<u>Amount Involved</u>	<u>Min. Competition</u>	<u>Approval by</u>
\$2,501 to \$25,000	Formal	City Manager
\$25,001 to \$75,000	Formal	Finance Committee
Over \$75,000	Formal	City Council

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

David A. Witham

Dale R. Sprague

Martin Pepin

Martin P. Dumont, Sr.

Approved:

City Attorney

City of Somersworth – Ordinance 3-19

History

First Read Date:	09/04/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

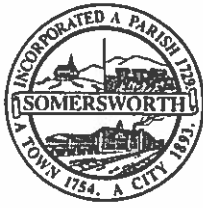
Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Requires a Public Hearing.

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



City of Somersworth – Resolution

Resolution No: 10-19

TO NAME THE WALKING TRAIL AT THE MAST POINT DAM RECREATION AREA AS THE FRANK RICHARDSON CONSERVATION TRAIL

August 13, 2018

WHEREAS, the City Council of the City of Somersworth is authorized to name certain public spaces and properties as outlined in City Ordinance, Chapter 6.10, City Accolades, and

WHEREAS, Frank Richardson having served since April 1, 1985 as a dedicated and professional member of the City's highly regarded Conservation Commission, and

WHEREAS, the Mast Point Dam Recreation area was enhanced in 2017 to include a natural walking trail that takes advantage of a sizeable tract of conservation land that was established in part due to the efforts of Frank Richardson and members of the Conservation Commission, and

WHEREAS, the City Council of the City of Somersworth held a public hearing on the naming request,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the natural walking trail at the Mast Point Dam Recreation Area be named the Frank Richardson Conservation Trail and that passage of this Resolution shall provide cause for a sign be erected denoting such name at the trailhead.

Authorization

Sponsored by Councilor:

David A. Witham

Approved:

City Attorney

City of Somersworth – Resolution 10-19

History

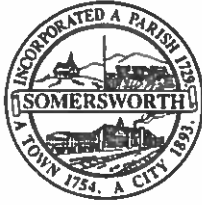
First Read Date:	08/13/2018	Tabled:	
Public Hearing:	09/04/2018	Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 10-19		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 15-19

TO APPROVE A BOND TO PROVIDE FUNDING TO RENOVATE MAPLE WOOD ELEMENTARY SCHOOL BY MAKING SECURITY UPGRADES AND OTHER BUILDING CAPITAL IMPROVEMENTS

September 4, 2018

WHEREAS, the City Council of the City of Somersworth desires to renovate and make capital improvements to Maple Wood Elementary School by improving security at the main entrance and administration area and upgrading building functionality to include upgrades to the original HVAC system; and

WHEREAS, the project costs include architecture, engineering, construction, and any other ancillary costs associated with the project; and

WHEREAS, the School Department has been notified that they have been awarded a \$720,000 (Seven Hundred Twenty Thousand dollar) grant from the Public School Infrastructure Fund to support the security improvements;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount not to exceed \$1,920,000 (One Million Nine Hundred Twenty Thousand dollars) is appropriated to renovate and make improvements to Maple Wood Elementary School by improving security at the main entrance and administration area and upgrading building functionality to include upgrades to the original HVAC system; and

BE IT FURTHER RESOLVED THAT:

- (a.) the City Manager is authorized to borrow up to \$1,200,000 (One Million Two Hundred Thousand dollars) under the Municipal Finance Act and issue bonds and notes payable within 10 years from their dates,
- (b.) the City Manager is authorized to issue temporary notes in anticipation of the issue of these bonds or notes,
- (c.) the City Manager is authorized to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project,
- (d.) the estimated useful life of this project is expected to exceed 10 years.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Dumont, Sr.
Richard Michaud
Nancie Cameron
Martin Pepin

Approved:

City Attorney

City of Somersworth – Resolution 15-19

History

First Read Date:		Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

This Resolution requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing (Sections 7.13 and 7.14 City Charter).

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 15-19		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 15-19

TO APPROVE A BOND TO PROVIDE FUNDING TO RENOVATE MAPLE WOOD ELEMENTARY SCHOOL BY MAKING SECURITY UPGRADES AND OTHER BUILDING CAPITAL IMPROVEMENTS

September 4, 2018

WHEREAS, the City Council of the City of Somersworth desires to renovate and make capital improvements to Maple Wood Elementary School by improving security, ~~at the main entrance and administration area~~ and upgrading building functionality to include, BUT NOT BE LIMITED TO, upgrades to the original HVAC system, and to repair and replace the roof; and

WHEREAS, the project costs include architecture, engineering, construction, and any other ancillary costs associated with the project; and

WHEREAS, the School Department has been notified that they have been awarded a \$720,000 (Seven Hundred Twenty Thousand dollar) grant from the Public School Infrastructure Fund to support the security improvements;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT an amount not to exceed \$2,360,000 (Two Million Three Hundred Sixty Thousand dollars) ~~\$1,920,000 (One Million Nine Hundred Twenty Thousand dollars)~~ is appropriated to renovate and make improvements to Maple Wood Elementary School by improving security, ~~at the main entrance and administration area~~ and upgrading building functionality to include, BUT NOT BE LIMITED TO, upgrades to the original HVAC system, and to repair and replace the roof; and

BE IT FURTHER RESOLVED THAT:

- (a.) the City Manager is authorized to borrow up to \$1,640,000 (One Million Six Hundred Forty Thousand dollars) ~~\$1,200,000 (One Million Two Hundred Thousand dollars)~~ under the Municipal Finance Act and issue bonds and notes payable within 15 ~~10~~ years from their dates,
- (b.) the City Manager is authorized to issue temporary notes in anticipation of the issue of these bonds or notes,
- (c.) the City Manager is authorized to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project,
- (d.) the estimated useful life of this project is expected to exceed 15 ~~10~~ years.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Martin Dumont, Sr. Richard Michaud	<i>Approved:</i> City Attorney

Nancie Cameron
Martin Pepin

City of Somersworth – Resolution 15-19

History

First Read Date:		Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

This Resolution requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing (Sections 7.13 and 7.14 City Charter).

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 15-19		PASSED	FAILED

SAMYN - D'ELIA
ARCHITECTS, P.A.

Somersworth - Maple Wood Elementary Roof Replacement

Concept Budget for Preliminary Funding Application

September 11, 2018

Estimates based upon 40,000 sq. ft. of membrane roof replacement & 1,500 LF of perimeter

A. Membrane Roof Replacement

Membrane & Coverboard removal & Disposal	\$2.0 Sf	\$	80,000
New Adhered membrane & coverboard	\$3.50 Sf	\$	140,000
PT roof blocking-cant-curb demo & disposal & new	\$21.25 Lf	\$	31,875
Edge drip-trim-flash	\$15 Lf	\$	22,500
Markups 59%		\$	161,881
Totals		\$	436,256

Roof Replacement

Sub Total: \$ 436,256.25

B. Roof Insulation

Total Cost

Demo & Replace insulation system	\$5.0 Sf	\$	200,000
Markups 59%		\$	118,000
Totals		\$	318,000

Insulation

Sub Total: \$ 318,000.00

C. TPO roof

TPO Roof + Line A		\$	40,000
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Soft Costs

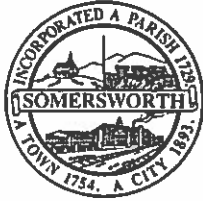
Sub Total: \$ 476,256.25

MAPLE WOOD ROOF REPLACEMENT TOTAL:

\$ 436,256.25

Markups Include:

- 12% General Condition
- 10% CM Profit & Overhead
- 10% Phasing Contingency
- 10% Design Cost Contingency
- 5% Inflation
- 10% Market Uncertainty
- 2% Bond & Insurance



City of Somersworth – Resolution

Resolution No: 17-19

NAMING COLONIAL DRIVE, HAMPSHIRE DRIVE, BERKSHIRE DRIVE, YORK DRIVE AND KENT DRIVE, IN COLONIAL VILLAGE MOBILE HOME PARK, ROUTE 108, AND ASSIGNING ADDRESSES, IF REQUIRED

September 17, 2018

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the following roadways be named and addresses assigned, if required;

<u>NAME</u>	<u>REASONS/EXPLANATIONS</u>
"Colonial Drive"	1) Names requested by Developer
"Hampshire Drive"	2) E-911 Street Name and Address Committee Approved on August 23 rd , 2018
"Berkshire Drive"	3) This is a private mobile home park with entrances on Route 108 and Blackwater Road. First Avenue, Windsor Drive, and Fifth Avenue to be renamed "Colonial Drive". Second Avenue to be renamed "Hampshire Drive" Third Avenue to be renamed "Berkshire Drive" Fourth Avenue to be renamed "York Drive" Pinewood Avenue to be renamed "Kent Drive"
"York Drive"	
"Kent Drive"	

BE IT FURTHER RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT this action is in accordance with RSA 231:133; RSA 231:133-a; RSA 106-H; State of NH, Department of Safety, Division of Emergency Communications Addressing Standards, and Chapter 19, Section 23, City of Somersworth Ordinances; and that this action does not constitute acceptance of the above named roadways by the City of Somersworth City Council.

Authorization	
<i>Sponsored by Councilors:</i> Martin Pepin	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 17-19

History

First Read Date:	09/17/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

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

MITCHELL MUNICIPAL GROUP, P.A.

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

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

TELEPHONE (603) 524-3885

September 12, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 4-19

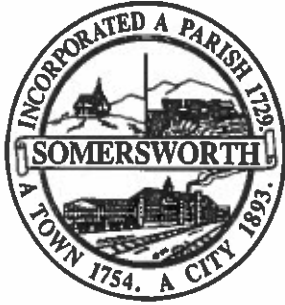
Title: NAMING COLONIAL DRIVE, HAMPSHIRE DRIVE, BERKSHIRE DRIVE,
YORK DRIVE AND KENT DRIVE, IN COLONIAL VILLAGE MOBILE HOME PARK,
ROUTE 108, AND ASSIGNING ADDRESSES, IF REQUIRED

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 9/12/18

By: 



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: September 12, 2018

Re: **Monthly Report**

Finance Department:

- Participated in Union Negotiations.
- Started FY2020-2025 CIP Development.
- Lockbox collections for utility bills started and has run smoothly.
- Completed State of NH Tax rate setting documents such as the MS-434 and the MS-535.

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Prepared for the September Primary Elections.
- Total Receipts for the month were \$9,366.
- Permits:
 - 8/14 Eric McCoey
 - 8/31 Brandon & Wendy Karcher
 - 8/10 Seacoast Titans Football and Cheer, Tagging
 - 8/10 Downtown Sidewalk Sale
 - 8/27 Somersworth Pee Wee Football

Tax Collector

- Motor vehicle registrations were a total of \$184,229 during the month.

- Collected \$6,365 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,629,660..

Human Services:

- Total assistance for the month was \$8,710. That compares to \$7,208 for the month of August 2017 and \$7,972 for July 2018.
- 12 new cases were opened compared to 9 in 2017.
- 19 cases were approved for varying levels of assistance, with 2 cases still pending and 2 cases denied. 46 cases were referred to other agencies for support.

Library

- The library interviewed for a 12 hour adult assistant position opening.
- Staff will be attending the Back to School kickoff party on September 14th to offer library cards and handouts.
- The Library provided 5 story times and 1 book club meeting this month.
- The library will be hosting an art exhibit honoring Amy Beach who was a NH resident and the first woman composer.

Assessing

- The Assessing Department is in the process of updating the property record cards with any changes that were noted as a result of cycle inspection requests
- The Assessing Department has updated photos of properties as changes have occurred.

Information Technology

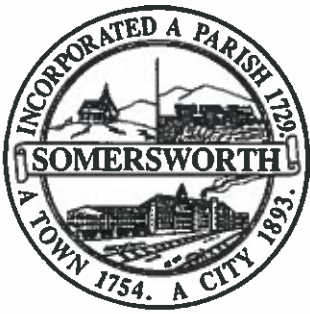
- Spent time in general server maintenance, checked systems, checked and cleared logs.

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>
General Fund					
Elected Leadership					
Mayor-Council	\$28,406	\$3,778	\$0	\$24,628	13.30%
Civic Promotions	\$17,904	\$104	\$0	\$17,801	0.58%
Community Support	\$101,780	\$24,320	\$0	\$77,460	23.89%
Total Elected Leadership	\$148,090	\$28,202	\$0	\$119,888	19.04%
City Management					
City Manager	\$372,036	\$58,672	\$0	\$313,364	15.77%
Administration	\$113,779	\$16,593	\$0	\$97,186	14.58%
Total City Management	\$485,815	\$75,265	\$0	\$410,550	15.49%
Finance and Administration					
Finance Department	\$364,772	\$62,235	\$0	\$302,537	17.06%
City Clerk	\$138,442	\$22,060	\$0	\$116,382	15.93%
Elections	\$17,500	\$1,608	\$0	\$15,892	9.19%
Tax Collector	\$212,606	\$36,989	\$0	\$175,617	17.40%
Human Services	\$213,045	\$25,102	\$0	\$187,943	11.78%
Library	\$259,422	\$35,854	\$9,911	\$213,657	17.64%
Total Finance and Administration	\$1,205,787	\$183,847	\$9,911	\$1,012,028	16.07%
Development Services					
Planning	\$298,401	\$54,799	\$0	\$243,602	18.36%
Economic Development	\$28,971	\$906	\$0	\$28,065	3.13%
Code Enforcement	\$204,101	\$28,343	\$0	\$175,758	13.89%
Assessing	\$176,198	\$18,039	\$8,507	\$149,652	15.07%
Recreation	\$225,308	\$66,216	\$2,561	\$156,532	30.53%
City Hall	\$150,796	\$16,762	\$4,256	\$129,779	13.94%
Total Developmental Services	\$1,083,776	\$185,065	\$15,323	\$883,388	18.49%

TO Finance Comm
mtg on 9/12/18

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>
Police					
Police Administration	\$429,790	\$125,670	\$1,150	\$302,970	29.51%
Patrol	\$2,156,672	\$307,335	\$0	\$1,849,337	14.25%
Investigations	\$758,941	\$92,429	\$0	\$666,512	12.18%
Police Support	\$445,888	\$63,613	\$10,229	\$372,046	16.56%
Traffic	\$29,736	\$1,909	\$0	\$27,827	6.42%
Prosecution	\$136,530	\$18,873	\$0	\$117,657	13.82%
Total Police	\$3,957,557	\$609,829	\$11,379	\$3,336,349	15.70%
Fire					
Fire Administration	\$214,825	\$40,636	\$0	\$174,189	18.92%
FireFighting	\$1,919,162	\$307,547	\$14,642	\$1,596,973	16.79%
Total Fire	\$2,133,987	\$348,183	\$14,642	\$1,771,162	17.00%
Public Works and Utilities					
Public Works Admin	\$1,244,180	\$190,952	\$5,177	\$1,048,051	15.76%
Street Maintenance	\$1,627,083	\$47,688	\$9,793	\$1,569,602	3.53%
Snow Removal	\$157,600	\$1,644	\$0	\$155,956	1.04%
Street Lighting	\$107,607	\$3,469	\$1,377	\$102,761	4.50%
Equipment Maintenance	\$74,257	\$6,833	\$1,170	\$66,254	10.78%
City Engineering	\$116,537	\$7,390	\$1,016	\$108,131	7.21%
Buildings and Grounds	\$39,550	\$6,636	\$17,499	\$15,415	61.03%
Cemetery	\$11,381	\$4,907	\$211	\$6,263	44.97%
Solid Waste Collection	\$160,251	\$20,223	\$0	\$140,028	12.62%
Total Public Works	\$3,538,445	\$289,742	\$36,243	\$3,212,461	9.21%

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>
Capital Expenses					
Transfer to Debt Service	\$737,041	\$594,717	\$0	\$142,324	80.69%
Capital Leases	\$412,277	\$132,435	\$0	\$279,842	32.12%
Transfer to Other Capital Funds	\$103,598	\$0	\$0	\$103,598	0.00%
Total Capital Assets	\$1,252,916	\$727,151	\$0	\$525,765	58.04%
Other Expenses					
Contingency	\$85,800	\$10,157	\$0	\$75,643	11.84%
Intergovt Transfers	\$2,449,659	\$0	\$0	\$0	0.00%
Total Other Expenses	\$2,535,459	\$10,157	\$0	\$75,643	0.40%
Capital Outlay					
Total Capital Outlay	\$216,163	\$0	\$39,718	\$176,446	18.37%
TOTAL CITY GENERAL FUND	\$16,557,995	\$2,457,440	\$127,216	\$11,523,680	15.61%



DEPARTMENT OF DEVELOPMENT SERVICES

Date: September 1, 2018
From: Shanna B. Saunders
Director of Planning & Community Development

Re: August 2018 Monthly Report

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

- Zoning Board – August 1
- Conservation Commission – August 8
- Planning Board – August 15
- SRTC – August 1 and August 8
- Historic District Commission meeting – August 22

And attended the following Special Meetings:

- Vision 20/20 – August 6
- Joint Con Com/Sustainability August 8
- Traffic Safety August 15
- NHPA Meeting – Did not attend

Building and Health Departments:

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

There were none.

Minor Building Permits Applied for in August 2018:

<u>19</u>	<u>Myrtle</u>	<u>\$10,000.00</u>	<u>\$90.00</u>
<u>366</u>	<u>High</u>	<u>\$11,300.00</u>	<u>\$100.00</u>
<u>3</u>	<u>Nash Pkw</u>	<u>\$2,500.00</u>	<u>\$30.00</u>
<u>12</u>	<u>Beacon</u>	<u>\$4,900.00</u>	<u>\$50.00</u>
<u>33</u>	<u>Lincoln</u>	<u>\$39,390.00</u>	<u>\$324.00</u>
<u>610</u>	<u>Sherwood Glen</u> <u>MHP</u>	<u>\$4,600.00</u>	<u>\$47.00</u>
<u>42</u>	<u>Union</u>	<u>\$2,440.00</u>	<u>\$30.00</u>
<u>1</u>	<u>Marion Ln</u>	<u>\$4,000.00</u>	<u>\$74.00</u>
<u>50</u>	<u>Comfield Dr</u>	<u>\$25,000.00</u>	<u>\$210.00</u>

<u>34</u>	<u>South</u>	<u>\$5,675.00</u>	<u>\$55.00</u>
<u>2</u>	<u>Hanson</u>	<u>\$200.00</u>	<u>\$25.00</u>
<u>345</u>	<u>Main</u>	<u>\$3,000.00</u>	<u>\$34.00</u>
<u>283</u>	<u>Old Rochester Rd</u>	<u>\$17,500.00</u>	<u>\$150.00</u>
<u>120</u>	<u>Green</u>	<u>\$4,000.00</u>	<u>\$42.00</u>
<u>15</u>	<u>Copperhead Rd</u>	<u>\$10,000.00</u>	<u>\$90.00</u>
<u>59</u>	<u>Waltons Way</u>	<u>\$35,000.00</u>	<u>\$290.00</u>
<u>221</u>	<u>Old Rochester Rd</u>	<u>\$24,000.00</u>	<u>\$202.00</u>
<u>7</u>	<u>Kilda</u>	<u>\$1,800.00</u>	<u>\$28.00</u>
<u>10</u>	<u>Noble</u>	<u>\$6,000.00</u>	<u>\$58.00</u>
<u>305</u>	<u>Sherwood Glen MHP</u>	<u>\$1,000.00</u>	<u>\$25.00</u>
<u>48</u>	<u>Indigo Hill Rd</u>	<u>\$6,299.00</u>	<u>\$60.00</u>
<u>4</u>	<u>Brian</u>	<u>\$15,000.00</u>	<u>\$160.00</u>
<u>10</u>	<u>Green</u>	<u>\$500.00</u>	<u>\$25.00</u>
<u>83</u>	<u>Crystal Springs Way</u>	<u>\$400.00</u>	<u>\$25.00</u>
<u>17</u>	<u>Hamilton</u>	<u>\$9,940.00</u>	<u>\$90.00</u>
<u>33</u>	<u>Lincoln</u>	<u>\$9,000.00</u>	<u>\$82.00</u>
<u>118</u>	<u>Blackwater Rd</u>	<u>\$30,000.00</u>	<u>\$250.00</u>
<u>629</u>	<u>Sherwood Glen MHP</u>	<u>\$2,000.00</u>	<u>\$30.00</u>
<u>56</u>	<u>High</u>	<u>\$32,500.00</u>	<u>\$270.00</u>
<u>3</u>	<u>River</u>	<u>\$5,500.00</u>	<u>\$54.00</u>
<u>25</u>	<u>Second</u>	<u>\$5,850.00</u>	<u>\$57.00</u>
<u>16</u>	<u>Lily Pond Rd</u>	<u>\$1,500.00</u>	<u>\$25.00</u>
<u>3</u>	<u>Indigo Hill Rd</u>	<u>\$1,602.41</u>	<u>\$25.00</u>

Permit Receipts

2015	2016	2017	2018	DIFFERENCE this year to last	% OF CHANGE
\$2,157.00	\$6,148.85	\$15,262.40	\$12,784.00	-\$2,478.40	-16.2%
\$2,408.00	\$4,440.00	\$9,264.40	\$4,087.20	-\$5,177.20	-55.9%
\$5,287.28	\$27,399.40	\$23,362.82	\$5,307.00	-\$18,055.82	-77.3%
\$8,277.80	\$6,608.52	\$6,935.89	\$7,843.24	\$907.35	13.1%
\$7,194.16	\$12,089.70	\$11,780.49	\$8,966.00	-\$2,814.49	-23.9%
\$4,234.80	\$5,107.95	\$10,058.40	\$7,652.50	-\$2,405.90	-23.9%
\$4,914.41	\$14,315.00	\$5,776.84	\$7,595.00	\$1,818.16	31.5%
\$6,829.37	\$5,197.60	\$9,724.60	\$4,329.00	-\$5,395.60	-55.5%
\$4,438.20	\$5,247.60	\$7,400.00	\$0.00	N/A	
\$4,652.40	\$10,448.80	\$6,460.00	\$0.00	N/A	
\$18,322.40	\$27,353.16	\$8,584.44	\$0.00	N/A	
\$7,886.00	\$6,633.66	\$2,621.00	\$0.00	N/A	
\$76,601.82	\$130,990.23	\$117,231.28	\$58,563.94	-\$33,601.90	-36.5%

Total Permits

		2014	2015	2016	2017	2018	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	26	30	33	51	29	-22	-43.1%
5	February	29	24	49	36	31	-5	-13.9%
6	March	29	48	71	79	43	-36	-45.6%
7	April	48	58	57	58	58	0	0.0%
8	May	66	55	60	99	84	-15	-15.2%
9	June	66	73	77	94	65	-29	-30.9%
10	July	47	51	89	75	90	15	20.0%
11	August	55	67	79	88	67	-21	-23.9%
12	September	67	69	69	83	0	N/A	
13	October	63	58	57	77	0	N/A	
14	November	47	64	49	61	0	N/A	
15	December	38	52	54	49	0	N/A	
16								
17	YTD Totals	581	649	744	850	471	-110	-44.6%

Property Maintenance and Code Enforcement Activity Report for August 2018

In addition to new complaints received, work continues on cases from past months.

Incident Location		Nature of Complaint	Origin of Complaint	Action Taken			Compliance Status
				Courtesy Notice	Violaton Notice	Court Action or Citation issued	
7	Ash	Grass	DDS	7/17/2018	8/16/2018		COMPLETED
1	Beacon	Rubbish	DDS	8/16/2018			COMPLETED
101	Blackwater	Grass	DDS	8/17/2018			COMPLETED
136	Blackwater	Grass	DDS	8/17/2018			COMPLETED
12-14	Broad	Grass	Citizen	8/13/2018			COMPLETED
12-14	Broad	Trash	Citizen	8/13/2018			COMPLETED
79	Buffumsville	Grass	Citizen	8/13/2018			COMPLETED
72	Buffumsville	Grass	DDS	8/13/2018			COMPLETED
71	Buffumsville	Grass	DDS	8/13/2018	8/21/2018		PENDING
10	Central	Rubbish	DDS	8/7/2018			PENDING
18	Depot	Grass	DDS	8/22/2018			COMPLETED
62-64	Elm	Grass	Citizen	8/13/2018			COMPLETED
67	Elm	Grass	DDS	8/16/2018	8/31/2018		PENDING
38-40	Frankin	Grass	DDS	8/13/2018			COMPLETED
29-31	Franklin	Grass	Citizen	8/13/2018	8/21/2018		COMPLETED
41-43	Franklin	Grass	Citizen	8/13/2018	8/21/2018		PENDING
37	Franklin	Grass	DDS	8/13/2018			COMPLETED
53-55	Franklin	Grass	DDS	8/22/2018			COMPLETED
49-51	Franklin	Grass	DDS	8/24/2018			PENDING
10-12	Fremont	Rubbish	DDS	8/16/2018			COMPLETED
36	Fremont	Grass	DDS	8/16/2018			COMPLETED
43	Green	Grass	DDS	8/9/2018	8/16/2018		COMPLETED
37	Green	Grass	DDS	8/9/2018	8/17/2018		COMPLETED
62	Green	Rubbish	DDS	8/9/2018			COMPLETED
117	Green	Rubbish	DDS	8/8/2018			COMPLETED

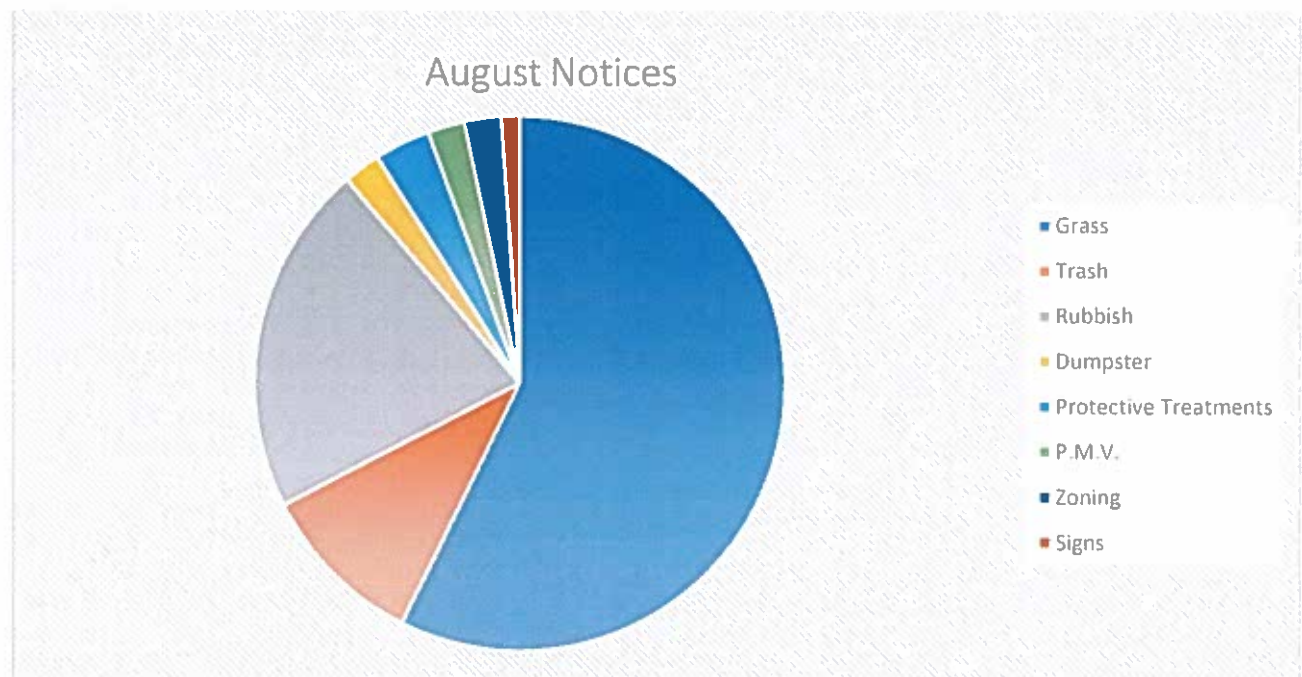
117	Green	Grass	DDS	8/7/2018			COMPLETED
145	Green	Grass	DDS	8/13/2018			COMPLETED
203	Green	Rubbish	DDS	8/15/2018	8/24/2018		COMPLETED
62	Green	Trash	DDS	8/16/2018	8/22/2018		COMPLETED
17	Green	Grass	DDS	8/16/2018			COMPLETED
48	Green	Trash	DDS	8/17/2018	8/22/2018		COMPLETED
15-17	Grove	Rubbish	DDS	8/15/2018	8/20/2018		COMPLETED
15-17	Grove	Rubbish	DDS	8/17/2018			COMPLETED
312	High	Grass	DDS	8/9/2018			COMPLETED
283	High	Rubbish	DDS	8/9/2018			COMPLETED
281	High	Grass	DDS	8/9/2018		7/6/2018	COMPLETED
257-259	High	Grass	DDS	8/9/2018	8/16/2018		COMPLETED
254	High	Grass	DDS	8/10/2018	8/16/2018		COMPLETED
156	High	Grass	DDS	8/13/2018			COMPLETED
149	High	Grass	Citizen	8/13/2018	8/21/2018		COMPLETED
436	High	PMV	Citizen	8/27/2018			PENDING
6	Highland	Grass	Citizen	8/13/2018		7/6/2018	COMPLETED
17-19	Highland	Grass	Citizen	8/13/2018	8/22/2018		COMPLETED
20	Indigo	Protective treatments	DDS	5/31/2018	8/16/2018		PENDING
71	Indigo	Rubbish	DDS	8/10/2018			COMPLETED
133	Indigo	Grass	DDS	8/9/2018			COMPLETED
71	Indigo	Grass	DDS	8/9/2018			COMPLETED
1	John Parsons	Grass	Citizen	8/13/2018			COMPLETED
1	Lily Pond	Grass	Citizen	8/13/2018			COMPLETED
6	Lily Pond	Zoning	Citizen	8/31/2018			PENDING
2-4	Lords Ct	Rubbish	DDS	8/10/2018	8/16/2018		COMPLETED
7	Lords Ct	Rubbish	DDS		8/22/2018		COMPLETED
228	Main	Grass	DDS	8/9/2018	8/16/2018		COMPLETED
236	Main	Grass	DDS	8/9/2018	8/16/2018		COMPLETED
338	Main	Rubbish	DDS	8/8/2018			COMPLETED
338	Main	Grass	DDS	8/8/2018			COMPLETED
289	Main	Grass	DDS	8/7/2018			COMPLETED

294	Main	Trash	DDS	8/15/2018			COMPLETED
247	Main	Grass	DDS	8/14/2018			COMPLETED
234-236	Main	Trash	DDS	8/16/2018			COMPLETED
253	Main	Grass	DDS	7/26/2018	8/9/2018		COMPLETED
1	Maloney	Zoning	Citizen	8/31/2018			PENDING
102	Maple	Grass	DDS	8/13/2018			COMPLETED
4	Marion	Rubbish	DDS	8/15/2018			COMPLETED
3	Market	Sign(s)	DDS	8/9/2018	8/16/2018		COMPLETED
84	Market	Protective treatments	DDS	8/15/2018			PENDING
90	Market	Protective treatments	DDS	8/15/2018			PENDING
12	Myrtle	Grass	Citizen	8/13/2018	8/24/2018		COMPLETED
33	Nash Pky.	Trash	DDS	8/20/2018			COMPLETED
9	Rita	Grass	DDS	8/13/2018			COMPLETED
369	Rt. 108	Grass	DDS	8/10/2018	8/17/2018		COMPLETED
250	Rt. 108	Grass	Citizen	8/13/2018			COMPLETED
165	Rt. 108	Dumpster	Citizen	8/13/2018	8/31/2018		PENDING
10-12	School	Rubbish	DDS	8/17/2018	8/22/2018		COMPLETED
10	Second	PMV	Citizen	8/14/2018			PENDING
66	South	Grass	DDS	8/9/2018	8/16/2018		COMPLETED
67	South	Grass	DDS	8/9/2018			COMPLETED
11-15	Union	Rubbish	DDS	8/9/2018	8/17/2018		COMPLETED
19-21	Union	Rubbish	DDS	8/9/2018			COMPLETED
54	Union	Grass	DDS	8/8/2018			COMPLETED
25	Union	Grass	DDS	8/16/2018			COMPLETED
26	Union	Rubbish	DDS	8/16/2018			COMPLETED
47	Union	Grass	DDS	8/17/2018			COMPLETED
24	Washington	Rubbish	DDS	8/17/2018			COMPLETED
85	Washington	Grass	DDS	8/17/2018	8/22/2018		PENDING
14-16	Water	Trash	DDS	8/9/2018			COMPLETED
13	Water	Trash	DDS	8/8/2018			COMPLETED
14-16	Water	Trash	DDS	8/17/2018			COMPLETED

115	Whitehouse	Dumpster	Citizen	8/13/2018			PENDING
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Definitions:

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



Additional work performed but no limited to:

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

Land Use Boards:

Conservation Commission August 2018:

The Commission held a workshop meeting with the Sustainability Committee to collaboratively plan tree planting per Tree City USA membership requirements.

At the regular meeting, the Commission discussed member handbooks, land conservation strategies, the Wildlife Heritage Fund regarding aquatic insect education and prioritization of recommendations from the Somersworth Natural Resources Assessment

Historic District Commission August 2018:

At the regular meeting the Commission discussed the following:

- Sean Collins and Jessica Paradis, 17 Hamilton Street, in the Residential Single Family-A, with a Historic Overlay (R1AH) District, Assessor's Map 10, Lot 125, HDC #32-2018. Application to replace stairs and build a new deck was **approved**.
- Anthony Cataldo, 105-107 Main Street, in the Business Historic (BH) District, Assessor's Map 10, Lot 186, HDC #33-2018. Application for a building addition was **denied**.
- The Greater Somersworth Chamber of Commerce, 56-58 High Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 213, HDC #35-2018. Application to replace the roof and windows was **approved**.
- Alton Rollinsford, LLC, 33-35 Lincoln Street, in the Residential Single Family-A, with a Historic Overlay (R1AH) District, Assessor's Map 11, Lot 157, HDC #36-2018. Application to replace siding on the bard was **approved**.

Planning Board August 2018:

The only applicant on the agenda informed City staff that they would be unable to attend the meeting so the meeting was cancelled.

Zoning Board August 2018:

The ZBA reviewed the following at their August meeting:

Ryan Null, 3 Buffumsville Road, in the Residential Single Family-A (R1A) District, Assessor's Map 03, Lot 165, ZBA #07-2018. Application for a variance to install a fence greater than four feet in height in the front yard was **approved**.

Economic Development – August 2018

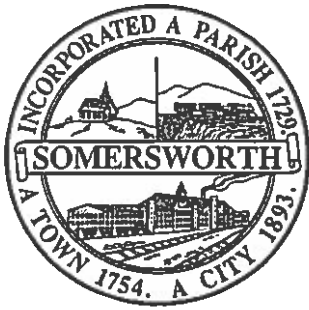
- Upcoming Roundtables:
 - ✓ Downtown: September 13 @ 8:30
 - ✓ Malley Farm: September 20 @ 9:00
 - ✓ BIBED (Bankers-Investors- Brokers & E.D.): October 18 @ 8:30
- 2018 Vacant space filled with new tenants and/or new tenants in process
 - ✓ Cloud One – High Street
 - ✓ Phuggin' Burger – Market Street

- ✓ Smoke and Cream – Market Street
 - ✓ Pediatric Dentist – Main Street
 - ✓ Jasmine’s Journey- Market Street
 - ✓ Route 9 Vapor- High Street
 - ✓ 105-107 Main Street
 - ✓ Trimco- Malley Farm
- Current potential match presentations in process
 - ✓ 4 Gator Rock Road
 - ✓ Fairpoint
 - ✓ Serendipity
 - ✓ Old Police Station
 - ✓ Mass Winery
 - ✓ Downtown Games & Competitions
 - ✓ Route 108 - Child Care Center
 - ✓ Government Forms Internet Sales (Home Business)
 - ✓ Gravy Restaurant
 - ✓ AcuPetVet
 - ✓ Goodwin Call Center
 - ✓ State -Nine Brewery
- New Vacancy and/or site 4 sale
 - ✓ Liquor Store
 - ✓ Advanced Auto Parts
 - ✓ High Street Dentist (foreclosure)
 - ✓ Tri City Flooring (foreclosure)
- Focus on Somersworth Manufacturers:
 - ✓ Continued visits with members of the MFT community
 - ✓ Continued efforts to establish a Manufacturer’s Roundtable
- Skyhaven Airport
 - ✓ Represent Somersworth on Skyhaven Advisory Board
- Marketing and Brand Identity
 - ✓ Marketing Plan RFP & Interviews
 - ✓ The Plaza RFP
 - ✓ Web Site content development
- Miscellaneous
 - ✓ Chronical came to Somersworth to film Phuggin’ Burger on 8/1/18

- ✓ Working on Somersworth destination map
- ✓ In conversation with chamber about taking over the Downtown Roundtable as a Chamber Downtown Committee, focused on: Downtown Map, Flower pots and other Downtown Roundtable goals
- ✓ Identified project specific goals for Downtown Roundtable: (1) Entry Flower Pots, (2) Social media campaign (3) Thursday night "Block Party"
- ✓ Conducted a "Medical Mile" visitation day
- ✓ Working with CTC for an Internship Program

Parks and Recreation - August 2018

- Our Kids Camp and Trends Summer Camp programs concluded on Friday, August 17th. We had a wonderful time with our campers and staff this summer. Our new recycling program at camp was a big success and we're excited to continue this program moving forward.
- Pee Wee Soccer registration ended on August 24th. This year we will be accepting late registrations in hopes that we can get more participation. We're also seeking more volunteer coaches to help run this program. Pee Wee Soccer is held at Noble Pines Park on Saturday mornings from Sept. 15- Oct. 27.
- National Night Out was held on Tuesday, August 7th at Jules Bisson Park. The event was a big success with hundreds of community members attending. We provided games such as hula hooping, basketball, parachute play, dodge ball, bubbles, and more. We also provided information about City parks, Rec Programs, special events, and volunteer opportunities.
- Planning is underway for the annual Senior Picnic. This year the Senior Picnic will be on Wednesday, October 17th at the Flanagan Center Gym. The theme this year is Halloween and we'll be encouraging seniors to dress up in their favorite costumes. A free BBQ lunch will be provided along with entertainment from the popular "Senior Moments" group that will perform skits.
- We're in the process of the planning the 2018-19 Rec Youth Basketball program. This program is for children in grades 1-6 and is run by parent volunteers on Saturday mornings. We're finalizing the program dates and securing gym space at the schools and hope to open registration the first week in September.



Shanna B. Saunders, Director
Development Services

To: Bob Belmore, City Manager
Date: September 7, 2018
Re: Kia dealership

Questions have arisen regarding the Kia dealership and whether the property is in compliance.

This property appears to be grandfathered as an auto sales dealership. The earliest record we have from it was in 1969 when the existing Midway Buick dealership submitted for an expansion of the existing dealership building.

Recently the property has changed significantly with many of the new vehicles being removed. Code Enforcement has consulted site visits and spoken with the dealership owner and the property status is as follows:

- The dealership owner is in a lawsuit with the Kia corporation
- He is still licensed and authorized through Kia to sell new cars but is only maintaining two new cars on the lot because of the lawsuit.
- The used cars were all taken in on trade and fall under a dealer plate allowance.
- They still provide service to their Kia customers
- He wants to maintain the business if the lawsuit decides in his favor.

Because of these factors we believe this property is still in compliance as far as use.

The Code office has had issues with tall grass and the changeable copy sign not meeting regulations. Each time we have been in touch with the dealership owner and he has been responsive. We will continue to monitor.

Please let us know if you have any questions.

Bob Belmore

From: Shanti R.. Wolph
Sent: Monday, August 27, 2018 3:56 PM
To: Bob Belmore; Tim Metivier; Shanna Saunders
Cc: Brenda Breda; Scott A. Smith
Subject: RE: election campaign signs

Trish Harris had sent this out earlier today due to a concern that Gerald Vachon had,

664:17 Placement and Removal of Political Advertising. – No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner's consent. All political advertising shall be removed by the candidate no later than the second Friday following the election unless the election is a primary and the advertising concerns a candidate who is a winner in the primary. Signs shall not be placed on or affixed to utility poles or highway signs. Political advertising may be placed within state-owned rights-of-way as long as the advertising does not obstruct the safe flow of traffic and the advertising is placed with the consent of the owner of the land over which the right-of-way passes. No person shall remove, deface, or knowingly destroy any political advertising which is placed on or affixed to public property or any private property except for removal by the owner of the property, persons authorized by the owner of the property, or a law enforcement officer removing improper advertising. Political advertising placed on or affixed to any public property may be removed by state, city, or town maintenance or law enforcement personnel. Political advertising removed prior to election day by state, city, or town maintenance or law enforcement personnel shall be kept until one week after the election at a place designated by the state, city, or town so that the candidate may retrieve the items.

From: Bob Belmore
Sent: Monday, August 27, 2018 3:41 PM
To: Tim Metivier <tmetivier@somersworth.com>; Shanti R.. Wolph <swolph@somersworth.com>; Shanna Saunders <ssaunders@somersworth.com>
Cc: Brenda Breda <bbreda@somersworth.com>; Scott A. Smith <sasmith@somersworth.com>
Subject: election campaign signs

Today, I had a concern/complaint about election campaign signs on City ROWs through the community. Please research the issue and recommend an immediate public outreach if appropriate.

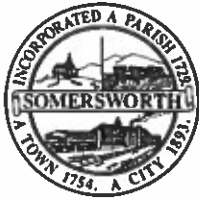
I think the City of Dover has been doing one over the last 2 years, perhaps you might have a conversation with their appropriate department.

please let me know,

thanks

Bob

Robert M. Belmore, ICMA-CM
City Manager
City of Somersworth, NH
office 603-692-9503
direct 603-692-9502



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: September 12, 2018

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

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- New City Engineer Gary Lemay began duties. The new City Engineer has been getting caught up on key projects, areas of work focus, including the WWTF plant improvements, Road Repairs and Storm Water Management.
- Completed several improvement projects at Forest Glade Cemetery including the repainting of the Italianate Wellhouse, Furber Chapel Assessment Report, installation of a plaque on a large rock recognizing the Historic Designations and the solicitation of bids to restore the historic main gates and granite pillars at the former main entrance. Staff also arranged to restore 5 historic grave stones with the contractor, Beyond the Gravestones, during this reporting period.
- Participated in SRTC development review meetings
- Provided staff support to the Cemetery Trustees Meeting
- Participated in the City Managers Capital Improvement Budget review meetings
- Staff is preparing for several projects to be implemented including the replacement of a failed stormwater culvert on W. High Street near Ronwyn Drive, repaving of W. High Street and repaving of several streets in the City starting in mid-September. Pre Construction meetings on the Brox Industries contract work will be occurring in mid-September and work to begin shortly after. Staff will update social media outlets and contacts on work schedule details.
- Sent out letters to all abutters on the streets scheduled for repairs and paving upgrades; alerting property owners to the pavement moratorium requirements.
- Working with the City's project engineer team of Wright Pierce on Complete Street design work and upgrades to the WWTF; progress is being made with both project design efforts. City Council approved an additional \$1.9 million in plant upgrades to link in with previously approved project upgrades.
- Staff submitted a new TAP Grant application to NHDOT for sidewalk improvements. Project will focus on constructing a new sidewalk on the W. High Street corridor between Cemetery Road and High Street sidewalk where no sidewalk presently exists.
- Water personnel responded to a substantial water main leak that took multiple hours to detect due to location. Staff discovered the leak which was located under Green St at Stackpole Road. A 6" water main broke under a culvert pipe in Green Street at Stackpole Road. Water was discharging under the road and onto a nearby field making it very difficult to detect. Staff worked closely with Fire and Police to assist with detecting the water leak, mutual aid was called for backup assistance as well.

HIGHWAY DIVISION

Operations/Maintenance:

- Performed seasonal mowing of green spaces
- Performed pot hole patching City wide
- Performed monthly metal collections
- Performed repairs to city equipment
- Began State Inspections on all city vehicles
- Painted metal roof on storage building at DPW
- Performed road side brush clearing in trouble areas, Second St, Water St, and Depot St.
- Hauled Refrigerators and A/C units to Berwick Iron after freon was reclaimed.
- Mowed and trimmed guardrail on Main St.
- Performed road side mowing
- Repaired seven basins.
- Removed debris and secured Fair Ct.
- Began work on enclosing the tire bin at DPW to be in compliance.
- Replaced roofing on off road diesel tank with scrape pieces from electronics roof.
- Repaired Rocky Hill Road with gravel and loader until Rochester can grade.

Recreation:

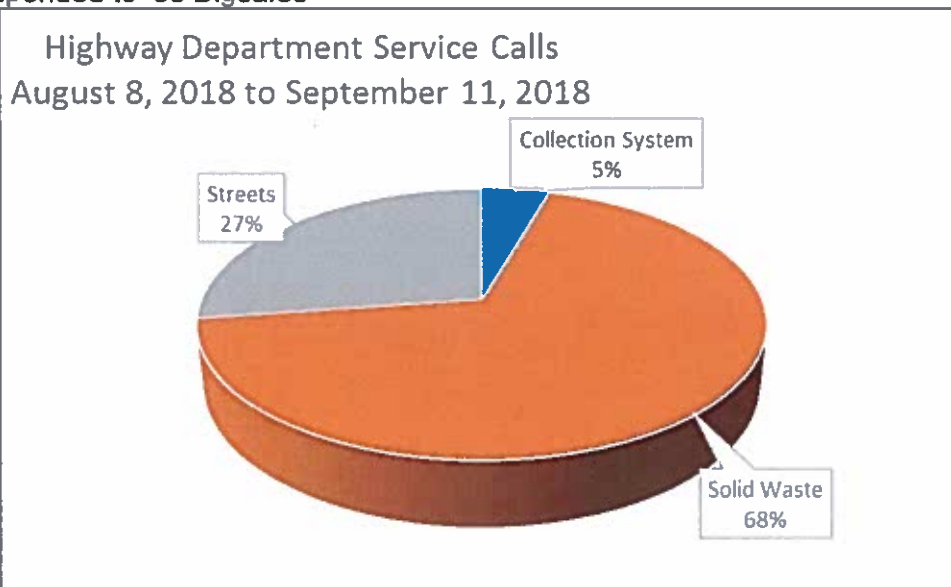
- Removed and stored picnic tables for the season.

Cemetery:

- Cut, Chipped, and removed limbs, that had fallen during high winds.

Sewer Collections Maintenance:

- Continued with clearing of cross country sewer line on Centre Rd with Sidewalk tractor and hand work.
Responded to a Sewer back up found by Highway personnel on cross country line behind the DPW Facility
Repaired three Sewer Manholes on High St.
- Responded to 58 Digsafes



WASTEWATER DIVISION

Operations/Maintenance:

- Operating under (MUCT) process which is used for our summer seasonal limits. This process is used to specifically treat the nutrients phosphorus and ammonia nitrogen. The summer season runs from May 1st thru September 30th.
- Members of City Council toured the wastewater treatment facility on Friday 8/3. Wright-Pierce was onsite and answered questions pertaining to the upcoming construction project.
- Met with Hackworth Fire & Security and discussed installing a security alarm system. They currently monitor our fire alarm and have been selected to monitor the security system as well. Installation will take place in late September and will include two video surveillance units as well. .
- Prepared draft Capital Improvements Plan (CIP) for wastewater and met with senior staff on 8/16.
- Treated a total of 12,750 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of August.
- Treated a total of 39-million gallons of wastewater during the month.
- NH-DES operations group toured the facility on 8/17. This was an annual visit and no issues or concerns were noted.

Industrial Pretreatment Program:

- Issued a 7-day response extension concerning a recently issued Notice of Violation (NOV) to one of our industries concerning preventative maintenance of their sampling equipment.
- Submitted annual Industrial Pretreatment Program report to EPA.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Finalizing Change order #2 which includes an odor control blower motor and additional wet well cleaning expense. SCADA installation is scheduled but not included through the contractor.

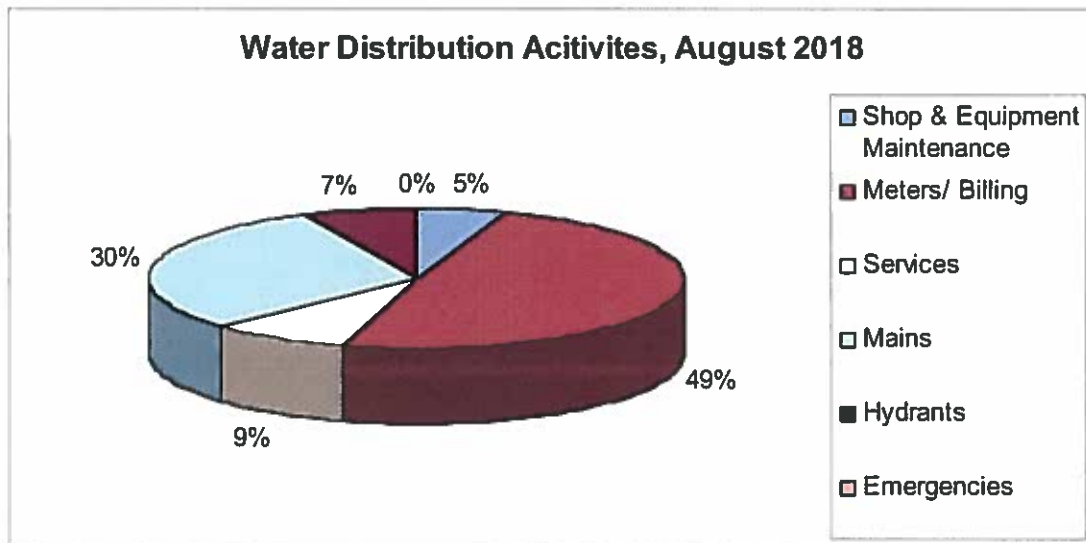
WATER DIVISION

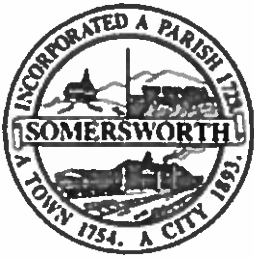
Items completed this month:

- Bacteria's and TOC's water tests were conducted
- Pumped 43,611,594 gallons of raw water
- Pumped 39,923,484 gallons of finish water to the distribution system
- Completed quarter #3 D/DBP sampling
- Power-up completed generator load bank testing
- Completed 2 year sampling for Cryptosporidium
- Drained Chlorine tank due to crack in the tank
- Met with City Manager, Public Works Director and Finance Director regarding CIP
- Hosted Salmon Falls Safari and tour

WATER DISTRIBUTION

- Water Distribution operators responded to 53 non emergency service requests.
- Operators repaired a gate valve within the Green Street to Main Street water main easement.
- Operators removed trash and yard waste illegally dumped within the Route 108 to Hawthorne Circle easement. This easement was also brush hogged and mowed as needed.
- Gate valves were exercised and repaired as needed on Constitutional Way, Garden Street, Horne Street and West High Street ahead of paving work scheduled for September 2018.
- Hydrants were painted and along Old Rochester Road and Blackshire Court.





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: September 4, 2018
Subject: Monthly Report – Month of August 2018

Bob:

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

COMMUNITY POLICING:

- Another successful National Night Out was held on August 7th at Jules Bisson Park. We had many Somersworth families participating, as well as community leaders. This event was sponsored by the Prevention Coalition.
- We trained new employees for Somersworth Schools and Tri-City Christian Academy in active shooter training.

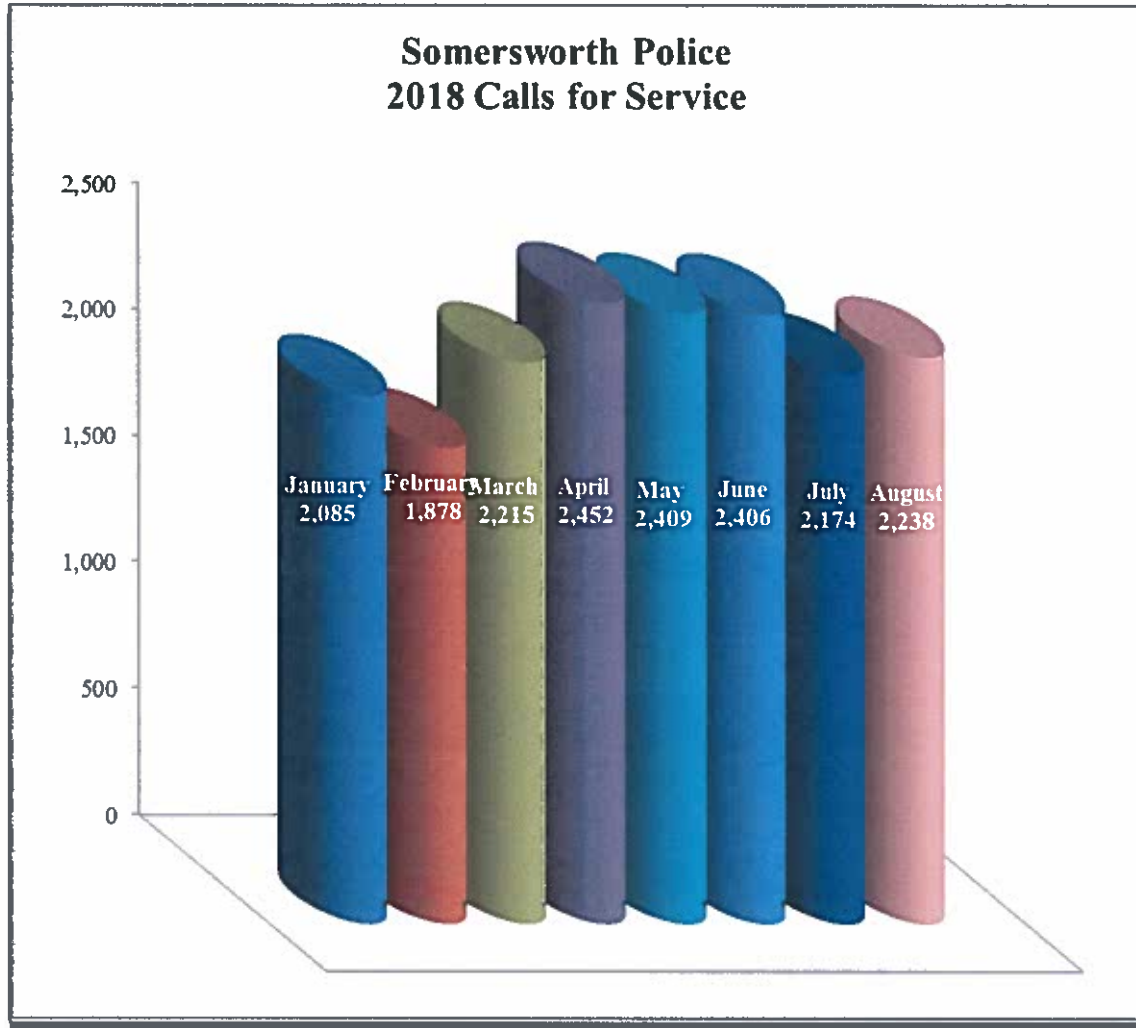
TRAINING:

Officer training included training for active shooter and promoting mental health awareness in higher education. All officers have also received Taser Training on the newer model of Taser for less than lethal use of force.

OTHER:

We applied for the 2018 Byrne Justice Assistance Grant (JAG) for Strafford County from the Department of Justice. This is a formula grant based upon crime statistics and population. We will receive \$11,553.55 that we will be using to purchase an in-cruiser video system, a mobile radio and Taser training supplies. Rochester Police is the other recipient who will receive \$25,508.45 from this grant.

STATISTICS:



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



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle
Fire Chief & Emergency Management Director
khoyle@somersworth.com

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

AUGUST 2018 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	7
Vehicle Fires:	0
Outside Fires:	2
Emergency Medical:	46
Motor Vehicle Crash:	15
Malfunction/false alarm:	8
Accidental/public service:	52
Hazardous Condition:	6
Hazardous Materials:	9

NON-EMERGENCY ACTIVITIES

Burning Permits:	18
Fireworks Permits:	4
Oil Burner Permits:	0
Place of Assembly Permits:	3
Fire Safety Inspections:	8
Fire Drills:	1

CALLS FOR SERVICE

- We responded to 35 more emergency calls this August (146) than in August 2017 – an increase of 32%.
- We responded to mutual aid fires in Dover (2), Durham (2), Newington, and Rollinsford.
- Responded to building fire at 44 Rocky Hill Rd. and a car into a home on Elm St.
- American Ambulance continues to provide excellent EMS services to the city with an average response time of 4 minutes; 17 seconds.

PLANNING/PROJECTS/GRANTS

- State COOP grant vendor Jane Hubbard updated a draft copy of the COOP plan for the city which we are adding more data to.

- Strafford County Fire Chiefs met with County Commissioners for purposes of starting conversations about maintaining and storing spare fire apparatus; a Regional “warming” shelter and a Regional “Technical Rescue Team”.
- “Community Mutual Aid Association” – owners of the 1988 air van we operate for the 10 community members – signed a contract with LDV Custom Specialty Vehicles of Wisconsin to replace it. The new vehicle was obtained through a \$250,000 federal FIRE Act grant.
- Awaiting NH HSEM reimbursement for police and fire overtime for the Salmon Falls River drill in June.
- Awaiting NH HSEM decision on “active shooter” equipment grant.
- Assisted DPW with emergency sewer repair on Center Rd.
- Set up “Cooling Centers” in Flanagan Center and the Library during 4 scorching days during the month.
- Attended NH DOT safety audit meeting regarding the Rt. 16B and Blackwater Rd. intersection.
- MRI attended Public Safety Committee meeting to further explore new fire station siting issues.
- Discussed FY20-25 CIP items.

TRAINING/MEETINGS

- One career member submitted resignation to join Navy firefighting team on federal reservation in Machias ME.
- Training three new career FFs on shift.
- Attended meeting of the “9-1-1 Committee”: Traffic Safety Committee: and JLMC.

COMMUNITY SERVICE

- Department participated in “National Night Out”.
- Participated in fire safety training at “The Works” Day Camp.
- Conducted fire extinguisher training for Wentworth Surgery Center.
- Conducted fire safety training for Cub Scout Troop.

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