

*Office of the City Manager*

TO: Mayor Dana S. Hilliard and City Council Members  
FROM: Robert M. Belmore, City Manager  
DATE: Friday, September 15, 2023  
SUBJECT: City Manager's Report for Monday, September 18, 2023 City Council Meeting

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*Unfinished Business (under Section 15 of Agenda)*

Resolutions

- A. Resolution No. 10-24: To Accept Sunningdale Drive, Firefly Circle, Cattail Circle and Luna Circle as Public Rights of Way. Again, City Engineer Amber Hall has certified that the Roads were built to City specifications.
- B. Resolution No. 11-24: Naming Golden Road and Corso Drive and Assigning Addresses, if Required. Again, the E911 Committee voted to support this Resolution.
- C. Resolution No. 12-24: Naming Birch Hill Lane and Assigning Addresses, if Required. Again, the E911 Committee voted to support this Resolution.

*New Business (under Section 16 of Agenda)*

Resolutions

- A. Resolution No. 13-24: To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Safety Regarding a Highway Safety Enforcement Grant. Attached is a Memorandum from Police Chief Tim McLin Highlighting this Highway Safety Grant. As noted in his Memo, State Agencies have been shifting the process to require more formal acceptance procedures from Communities. I respectfully request that Council consider waiving its' rules to provide a second reading and vote this evening, since the Grant period begins prior to the next Council meeting.
- B. Resolution No. 14-24: To Authorize the City Manager to contract with J&B Contracting of Dover, New Hampshire for the Replacement of the Willand Pond Trail Bridges. The Finance Committee met on August 30<sup>th</sup> and voted to recommend J&B Contracting. Attached is a Memorandum from Public Works Director Mike Bobinsky listing the two (2) bids received. *Please note:* the exact Contract amount is \$57,520, however, the Finance Committee is recommending \$60,000 in order to include some contingency funding. I recommend utilizing available ARPA funds. We have \$272,980 not yet allocated to any specific projects. Council has the option to make a Supplemental Appropriation to use this funding for this project, although it is not mandatory.

## Other

- A. Set Polling Hours for the November 7, 2023 Municipal Election.

## *City Manager's Items (under section 12 of Agenda)*

### Information Items

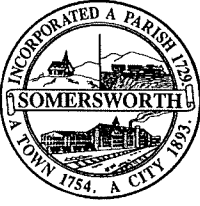
- A. **Former Police Station.** This past Friday the City closed on the sale of the building and adjacent park. After realtor commission, a cool \$194,750. check for the General Fund/Revenue.

### Attachments

1. Department Head Reports.
2. City Attorney Certifications: Two (2)

### **Date Reminders**

- *NH Route 108 Complete Streets Project – Council Chambers*  
Thursday, September 21<sup>st</sup>: 6:00 p.m.-7:00 p.m. Open House/7:00 p.m. Presentation
- *Somersworth Housing RAD Rehab Appreciation Event – Filion Terrace Senior Center*  
Wednesday, September 27. 2:00 p.m. – 4:00 p.m.
  - *Fire Station Open House – 195 Maple Street*  
Wednesday, September 27<sup>th</sup>. 4:00 p.m.- 6:00 p.m. Formal Remarks at 5:00 p.m.



## City of Somersworth – Resolution

Resolution No: **10-24**

### **TO ACCEPT SUNNINGDALE DRIVE, FIREFLY CIRCLE, CATTAIL CIRCLE AND LUNA CIRCLE AS PUBLIC RIGHTS OF WAY**

September 5, 2023

WHEREAS, the City of Somersworth Planning Board approved a certain subdivision known as Subdivision Plan for The Villages at Sunningdale Subdivision, off Stackpole Road and Green Street, Somersworth New Hampshire, Tax Map 19 Lot 1 and Tax Map 20 Lot 05 (formally known as Tax Map F9, Lots 19-1 and 20-5), Final Plans signed April 16, 2014, revised on December 13, 2013 prepared by Doucet Survey, recorded as Plan #109-014 thru 109-022 at the Strafford County Registry of Deeds and the roadway was to be accepted by the City of Somersworth; and

WHEREAS, the City Council named Sunningdale Drive and Firefly Circle as streets by Resolution No. 22-17 on December 5, 2016; and

WHEREAS, the City Council named Cattail Circle and Luna Circle as streets by Resolution No. 31-19 on February 4, 2019; and

WHEREAS, the roads known as Sunningdale Drive, Firefly Circle, Cattail Circle and Luna Circle has been constructed to the satisfaction of the City; and

WHEREAS, the following conditions apply: A 2-year maintenance Surety Bond in the amount of \$234,000 (Two Hundred Thirty-Four Thousand dollars) is provided acceptable to the City, a deed to the road as well as all needed public utility easements are provided to the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to accept and record deeds to Sunningdale Drive, Firefly Circle, Cattail Circle and Luna Circle and said ways are hereby accepted as public rights of way.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Martin Pepin Nancie Cameron Don Austin Denis Messier	<i>Approved:</i> City Attorney

## City of Somersworth – Resolution 10-24

### History

First Read Date:	9/5/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

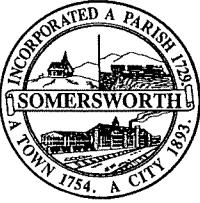
9/5/2023

*Clerk LaPanne performed a first reading of Resolution 10-24.*

*Resolution 10-24 with remain in first reading until the call of the Chair.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 10-24	PASSED	FAILED





## City of Somersworth – Resolution

Resolution No: **11-24**

### **NAMING GOLDEN ROAD AND CORSO DRIVE AND ASSIGNING ADDRESSES, IF REQUIRED**

September 5, 2023

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

#### NAME

#### EXPLANATIONS

“GOLDEN ROAD  
CORSO DRIVE”

- AND 1) Names suggested by Developer of the Bernier Street subdivision and approved by the Planning Board in April 2022.
- 2) The E-911 Street Name and Address Committee recommended and approved the street names at their August 8, 2023 Committee meeting.
- 3) The Street name is required to be in compliance with E-911 standards. State E-911 officials concurred that the proposed street name is in compliance with E-911 standards.
- 4) Golden Road and Corso Drive are private roads.
- 5) Developer is required to install a street sign and a “Private Way” sign per City condition of name acceptance.

BE IT FURTHER RESOLVED BY THE 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 City of Somersworth Ordinance: Chapter 19, Section 23.

#### **Authorization**

*Sponsored by:*  
Councilor Martin Pepin

*Approved:*  
City Attorney

## City of Somersworth – Resolution 11-24

### History

First Read Date:	9/5/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

9/5/2023

*Clerk LaPanne performed a first reading of Resolution 11-24.*

*Resolution 11-24 with remain in first reading until the call of the Chair.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
<b>TOTAL VOTES:</b>			
On Resolution 11-24		PASSED	FAILED



## City of Somersworth – Resolution

Resolution No: 12-24

### **NAMING BIRCH HILL LANE AND ASSIGNING ADDRESSES, IF REQUIRED**

September 5, 2023

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

#### NAME

#### EXPLANATIONS

“BIRCH HILL LANE”

- 1) Names suggested by Developer of the 271 High Street subdivision and approved by the Planning Board in February 2023.
- 2) The E-911 Street Name and Address Committee recommended and approved the street name at their August 23, 2023 Committee meeting.
- 3) The Street name is required to be in compliance with E-911 standards. State E-911 officials have concurred that the proposed street name is in compliance with E-911 standards.
- 4) Developer is required to install a street sign per City condition of name acceptance.

BE IT FURTHER RESOLVED BY THE 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 City of Somersworth Ordinance: Chapter 19, Section 23.

#### **Authorization**

*Sponsored by:*  
Councilor Martin Pepin

*Approved:*  
City Attorney

## City of Somersworth – Resolution 12-24

### History

First Read Date:	9/5/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

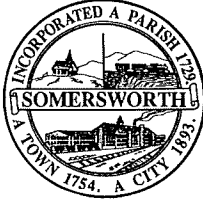
9/5/2023

*Councilor Witham made a motion to suspend Council Rules to allow Resolution 12-24 be read by title only. The motion was seconded by Councilor Pepin and passed 9-0.*

*Clerk LaPanne performed a first reading of Resolution 12-24 by title only.*

*Resolution 12-24 with remain in first reading until the call of the Chair.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
<b>TOTAL VOTES:</b>			
On Resolution 12-24		PASSED	FAILED



## City of Somersworth – Resolution

Resolution No: **13-24**

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A  
GRANT AGREEMENT WITH THE NEW HAMPSHIRE  
DEPARTMENT OF SAFETY REGARDING A HIGHWAY SAFETY  
ENFORCEMENT GRANT**

September 18, 2023

WHEREAS, the City of Somersworth has received notification of a New Hampshire Department of Safety, Highway Safety Enforcement Grant for the period of October 1, 2023 through September 30, 2024 in the amount of \$8,200 (Eight Thousand Two Hundred dollars) with a maximum City in-kind match of \$2,050 (Two Thousand Fifty dollars); and

WHEREAS, the New Hampshire Highway Safety Enforcement Grant will provide additional funding for the Somersworth Police Department for enforcement patrols;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to accept the terms and conditions of the New Hampshire Highway Safety Enforcement Grant for the period of October 1, 2023 through September 30, 2024 and is authorized to execute any documents and agreements necessary for the grant's execution, and take any and all other such actions relative to this grant determined to be in the best interest of the City.

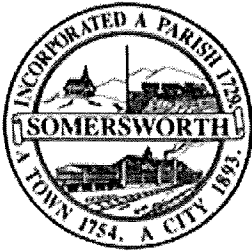
### Authorization

*Sponsored by Councilors:*

Denis Messier  
Martin Pepin  
Nancie Cameron  
Richaud Michaud  
Matt Gerding  
Robert Gibson  
Don Austin  
Kenneth S. Vincent

*Approved:*

City Attorney



## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

Timothy J. McLin  
Chief of Police

### **MEMORANDUM**

Memo To: Bob Belmore, City Manager  
From: Timothy J. McLin, Chief of Police  
Date: September 11, 2023  
Subject: Highway Safety Grant Award

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This Memo is in reference to the NH Highway Safety Enforcement Grant, which runs from 10/1/23 until 9/30/24. The grant is for \$8,200.00 in overtime reimbursement, and our in-kind 25% match will be the use of our cruisers and equipment.

#### Grant Categories

- \$1,600.00 Speed Enforcement
- \$1,600.00 DWI Enforcement
- NH Clique (Seatbelts) \$850.00
- Drive Sober or Get Pulled Over Patrols \$1,700.00
- U Drive, U Text, U Pay Patrols \$850.00

This grant was presented to The City Council on June 2, 2023 in the City Manager's report, where there was no objection to applying for this grant. The City Council meeting minutes representing this were provided to the NH Highway Safety Agency.

The NH Highway Safety Agency notified us that they now require copy of draft Town/City/County meeting minutes or certificate of vote showing all required parties voted with signature approval from all or the Town Manager, Chairman of the Board of Selectmen, County Commissioners, accepting this grant and showing the amount of the grant being awarded."

I am requesting a Resolution be presented at the next City Council meeting on 9/18/23 for this grant acceptance.





## City of Somersworth – Resolution

Resolution No: **14-24**

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
J&B CONTRACTING OF DOVER, NEW HAMPSHIRE FOR THE  
REPLACEMENT OF THE WILLAND POND TRAIL BRIDGES**

September 18, 2023

WHEREAS, City staff have identified the need to replace two (2) existing footbridges along the Willand Pond Trail that are in failing conditions; and

WHEREAS, City staff requested and received quotes to replace and install two (2) new aluminum footbridges from contractors that specialize in footbridges over wetland areas; and

WHEREAS, the Finance Committee has reviewed quotes with staff and supports contracting with J&B Contracting of Dover, New Hampshire for the replacement of the Willand Pond Trail bridges in an amount not to exceed \$60,000 (Sixty Thousand Dollars);

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with J&B Contracting of Dover, New Hampshire for the replacement of the Willand Pond Trail bridges in an amount not to exceed \$60,000 (Sixty Thousand Dollars) and to take any actions relative to this project determined to be in the best interest of the City.

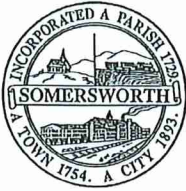
### Authorization

*Sponsored by Councilors:*

David A. Witham  
Don Austin  
Robert Gibson  
Matt Gerding

*Approved:*

City Attorney



## MEMORANDUM from Director Public Works & Utilities

Date: August 25, 2023  
To: Bob Belmore, City Manager  
From: Michael J. Bobinsky, Director of Public Works and Utilities  
Cc: Scott Smith, Deputy City Manager-Director of Finance  
Re: Willand Pond Trail-Foot Bridge Repair-Replacement

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### Background:

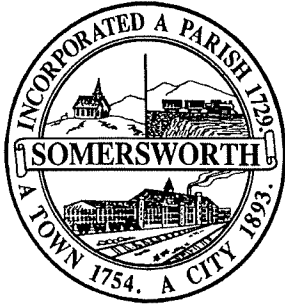
There are two (2) foot bridges at the Willand Pond Trail Park, one is approximately 112' and the second one is 80'. Both were installed over 10 yrs. ago as part of a New Hampshire parks improvement grant that was jointly awarded to both the City of Somersworth and the City of Dover back in 2004. The grant stipulated that the City of Somersworth would be responsible for trail maintenance. The two-(2) foot bridges are in failing conditions, with missing and heaved up composite deck material causing uneven surfaces. Staff has installed "uneven surface" signs at both approaches to these foot bridges to alert the hikers that uses the trail daily. Highway personnel have been making spot repairs for the past 2-3 years but the conditions now require replacement.



Staff pursued contractors for price quotes to replace the material and install new aluminum foot bridges. Staff located two contractors that specializing in marine type decks and footbridges over wetlands areas and both recommend use of aluminum material for long lasting durability. The following are the contractors and quotes received for both foot bridges:

Contractor	Price	Notes
J & B Contracting	\$57,520 <del>(\$14,400)</del> \$43,120	Deduct \$14,400 if Highways demos of old bridges
FMW Docking	\$65,187	Does not include demolishing/removal of old.

The Department also considered using in house Highway personnel to remove and replace the bridge with in kind material which is composite "Treks" like material. Material pricing from Home Depot was \$9,708 and would involve Highway personnel assigned to remove and rebuild the two-foot bridges. Subject to weather issues and emergencies, it is estimated that it would take Highway personnel approximately 3 weeks to complete. Given current assignments, staffing limits, expectations for completion and other priorities asked of Highways, pursuing a contractor for the repairs/replacement is considered preferred.



## **MEMORANDUM**

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To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: September 13, 2023

**Re: Monthly Report**

Finance Department:

- Prepared for FY 2022-2023 Audit. Field work scheduled to begin in October with our auditors, Plodzik and Sanderson.
- Met with departments and worked on FY2025-2030 Capital Improvement Program.
- Completed State form MS-434 and MS-535 for tax rate setting purposes.

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Total collections for the month were \$11,733.
- Permits:
  - Summersworth Historical Society – Antique Car Show 8/20/23
  - UNH Indonesian Community – Job Fair signage
  - Connect – Indonesian Festival 9/16/23
  - Tri-City Subaru – Veterans Fundraiser 5K 9/24/2023

### Tax Collector

- Motor vehicle registrations were a total of \$175,497 during the month.
- Collected \$5,590 for Municipal Transportation Fund during month.
- Total receipts for the month were \$2,042,835.

### Human Services:

- Total assistance for the month was \$8,056. That compares to \$1,585 for the month of August 2022 and \$9,350 for July 2023.
- 4 new cases were opened compared to 4 in 2022.
- 13 cases were approved for varying levels of assistance with 2 denials, and 4 cases pending. 35 cases were referred to other agencies for support.

### Library

- The Library worked with the Recreation Department to host Kids Camp and it was well received.
- The Library had a very successful summer reading program this year.
- The Library is hosting a Night Sky presentation scheduled for September 26<sup>th</sup>.
- The Library is in the process of organizing 10 gardening programs that will occur between November and June 2024.
- 4,799 people used the Library this month. 59 new cards were issued this month, with 33 renewals.

### Assessing

- The Assessing Department continues to work on the revaluation for FY23-24.
- The Assessor is completed the State form MS-1 due September 1.

### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Replaced some PC for various staff.



Date: 9/1/23

To: Robert Belmore, City Manager

From: Michelle Mears, AICP  
Director of Planning and Community Development & D.D.S. Staff

## Re: Department of Development Services August 2023 - Monthly Report

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

- Zoning Board – August 2
- Conservation Commission – August 9
- Planning Board – August 16
- SRTC – August 2
- Historic District Commission – August 23

### Building and Health Departments

#### MAJOR Building Permits Applied for August 2023

Address		Construction Costs	Fees
38	Mt Vernon St	\$ 250,000.00	\$ 2,275.00
2	Access Rd (Bernier)	\$ 310,000.00	\$ 2,815.00
<b>Total</b>		<b>\$ 560,000.00</b>	<b>\$ 5,090.00</b>

#### MINOR Building Permits Applied for August 2023

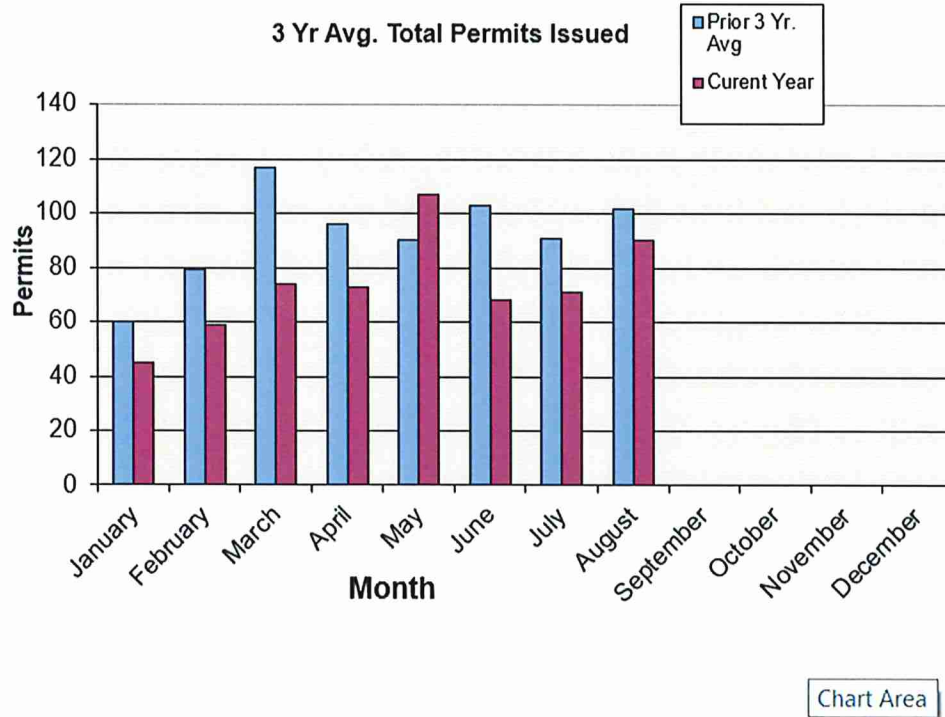
Address		Construction Costs	Fees
3	Indigo Hill Rd	\$ 14,000.00	\$ 151.00
4	Ruel St	\$ 57,000.00	\$ 538.00
5	Patricia St	\$ 4,300.00	\$ 63.70
10 A	Silver St	\$ 700.00	\$ 31.30
64	Crest Dr	\$ 55,000.00	\$ 520.00
31	Green St	\$ 4,000.00	\$ 61.00
119	Blackwater Rd	\$ 1,500.00	\$ 38.50
9	East St	\$ 1,000.00	\$ 34.00
12	Deer Creek Run	\$ 27,800.00	\$ 275.20
23	Fremont St	\$ 2,000.00	\$ 43.00
23	Noble St	\$ 56,600.00	\$ 534.40
146	Colonial Village	\$ 2,000.00	\$ 43.00
3	Long Leaf Ln	\$ 5,675.00	\$ 76.08



100	Hideaway Place	\$ 175,000.00	\$ 1,600.00
6	Dudley Ct	\$ 4,000.00	\$ 61.00
1	Bears Way	\$ 3,700.00	\$ 58.30
2	Bears Way	\$ 3,700.00	\$ 58.30
3	Bears Way	\$ 3,700.00	\$ 58.30
4	Bears Way	\$ 3,700.00	\$ 58.30
20	Market St	\$ 6,694.95	\$ 85.25
37	Buffumsville Rd	\$ 11,497.86	\$ 128.48
39	Indigo Hill Rd	\$ 9,000.00	\$ 106.00
7	Chadwick Ln	\$ 61,244.44	\$ 575.80
53	Mt Vernon	\$ 3,803.00	\$ 60.00
21	2 <sup>nd</sup> St	\$ 15,000.00	\$ 160.00
38	Highland St	\$ 9,443.00	\$ 115.00
27	Cornfield Dr	\$ 5,425.00	\$ 79.00
7	East St	\$ 4,800.00	\$ 68.20
2	Access Rd	\$ 30,000.00	\$ 295.00
380	Rt 108	\$ 17,742.00	\$ 184.67
42	Union St	\$ 26,435.86	\$ 262.92
55	W High St	\$ 26,345.00	\$ 268.00
71	Indigo Hill Rd	\$ 1,276.00	\$ 43.00
53	Mt Auburn St	\$ 19,840.00	\$ 203.56
22	Bourque St	\$ 20,000.00	\$ 205.00
27	Hanson St	\$ 4,000.00	\$ 61.00
31 ½	Green St	\$ 6,200.00	\$ 80.80
37	South St	\$ 2,700.00	\$ 51.10
95	Colonial Village	\$ 6,977.00	\$ 87.80
53	Crystal Springs Way	\$ 3,000.00	\$ 52.00
<b>Totals</b>		<b>\$ 716,799.11</b>	<b>\$ 7,475.96</b>

## Permit Receipts as of August 2023

PERMIT RECEIPTS						
	2020	2021	2022	2023	DIFFERENCE this year to last	% OF CHANGE
January	\$13,195.23	\$8,599.31	\$10,660.43	\$12,486.79	\$1,826.36	14.6%
February	\$13,438.09	\$6,590.61	\$31,381.26	\$10,679.12	-\$20,702.14	-193.9%
March	\$24,077.27	\$46,267.60	\$25,904.65	\$49,155.68	\$23,251.03	47.3%
April	\$10,871.58	\$27,779.60	\$26,246.19	\$14,650.50	-\$11,595.69	-79.1%
May	\$19,665.79	\$33,736.68	\$11,141.09	\$33,819.63	\$22,678.54	67.1%
June	\$13,079.55	\$51,947.53	\$37,046.22	\$12,436.71	-\$24,609.51	-197.9%
July	\$16,816.46	\$18,776.42	\$9,648.31	\$23,252.47	\$13,604.16	58.5%
August	\$23,823.08	\$46,171.98	\$25,716.69	\$22,620.10	-\$3,096.59	-13.7%
September	\$23,396.60	\$13,805.11	\$30,356.86			
October	\$16,152.79	\$18,139.91	\$12,587.39			
November	\$12,376.38	\$8,476.08	\$30,037.01			
December	\$6,925.03	\$8,858.58	\$7,853.79			
Year total	\$134,967.05	\$239,869.73	\$177,744.84	\$179,101.00	\$1,356.16	0.8%
Difference of change this year to last (completed months only)	\$193,817.84	\$280,290.83	\$260,217.89			



### Property Maintenance August 2023

\*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice;

Address	Complaint Type	Complaint Date	Notification Issued	Status
3 Market Street	Dumpster Violation	11/17/2022	CN	Pending
446 High Street	MPV	11/17/2022	NOV	Pending
230 High Street	Fence Violation	11/29/2022	CN	Pending
41 Franklin Street	MPV	12/5/2022	CN	Resolved
37 Green Street	Siding Violation	12/5/2022	CN	Pending
37 Franklin Street	MPV	12/5/2022	CN	Pending
290 Main Street	MPV	12/5/2022	CN	Pending
506 High Street	Dumpster Violation	12/19/2022	CN	Pending
48 Green Street	MPV	12/19/2022	NOV	Pending
71 Indigo Hill Road	Siding Violation	12/13/2022	CN	Resolved
302 Main Street	Fence Violation	12/13/2022	CN	Resolved
11 Ash Street #A	MPV	12/29/2022	NOV	Resolved
11 Ash Street #B	MPV	2/2/2023	NOV	Pending
Blue Heron Drive	Wetlands Violation	2/10/2022	NOV	Pending
18 Davis Street	MPV	2/17/2023	CN	Pending
11 Silver Street	Siding Violation	2/17/2023	CN	Resolved
24 Maple Street	Step Violation	3/22/2023	CN	Pending
114 Green Street	Step Violation	3/23/2023	CN	Pending
65 Green Street	Life Safety Violation	3/23/2023	CN	Pending
38 Franklin Street	MPV	3/27/2023	NOV	Resolved
334 Main Street	Junkyard	7/25/2023	CN, NOV	Pending
114 Green Street	Stairway Violation	3/23/2023	CN	Pending
13 Water Street	MPV	4/28/2023	NOV	Resolved
289 Main Street	MPV	4/28/2023	NOV	Pending
59 Waltons Way	Site Plan Violation	5/10/2023	NOV	Resolved
63 Rocky Hill Road	MPV	5/17/2023	NOV	Pending
65 Rocky Hill Road	Trash	5/17/2023	NOV	Resolved
97 High Street	Structure Violation	5/23/2023	CN	Pending
13 Water Street	MPV	5/1/2023	NOV	Pending
396 High Street	MPV	5/25/2023	CN	Pending
1 Drew Road	Fence Violation	5/31/2023	CN	Resolved
254 High Street	Siding Violation	5/31/2023	NOV	Pending
375 Rt 108	Site Plan Violation	6/9/2023	NOV	Pending
29 Franklin Street	MPV	6/9/2023	NOV	Pending
62-64 Market	Ventilation Violation	6/14/2023	NOV	Pending
57 Green Street	MPV	6/16/2023	CN	Pending



283 Main Street	MPV	7/6/2023	NOV	Pending
48 Green Street	Unsafe Structure	7/11/2023	NOV	Resolved
290 Main Street	Siding Violation	7/11/2023	NOV	Pending
1 Tri City Road	Egress Violations	7/12/2023	NOV	Pending
357 Main Street	MPV	7/10/2023	NOV	Resolved
42 Green Street	Trash	7/21/2023	CN	Resolved
14 Depot Street	Trash	7/21/2023	CN	Resolved
28 Franklin Street	Sinkhole	7/21/2023	CN	Resolved
442 High Street	Site Plan Violation	7/24/2023	NOV	Pending
66 High Street	Site Plan Violation	7/24/2023	NOV	Resolved
48 Green Street	Tree Hazard	7/24/2023	CN	Resolved
118 Franklin Street	Grass	7/24/2023	CN	Resolved
343 Main Street	Grass	7/24/2023	CN	Resolved
82 High Street	Illegal Apartment	7/24/2023	NOV	Resolved
10 Garden Street	Grass	8/10/2023	CN	Resolved
5 Alicia Street	Grass	8/10/2023	CN	Resolved
7 Alicia Street	Grass	8/10/2023	CN	Pending
9 Beacon Street	Grass	8/16/2023	CN	Resolved
9 Laurier Street	Grass	8/16/2023	CN	Resolved
11 Davis Street	Grass	8/16/2023	CN	Resolved
347 Main Street	Grass	8/16/2023	CN	Resolved
13 Water Street	Grass	8/16/2023	CN	Resolved
201 Main Street	Grass	8/16/2023	CN	Resolved
7 Ash Street	Grass	8/16/2023	CN	Resolved
41 Crest Drive	Grass	8/16/2023	CN	Pending
36 Cote Street	Grass	8/16/2023	CN	Pending
61 Maple Street	Grass	8/16/2023	CN	Resolved
425 High Street	Grass	8/16/2023	CN	Resolved
31 Waltons Way	Grass	8/16/2023	CN	Resolved
357 Main Street	Grass	8/16/2023	CN	Resolved
97 High Street	Trash	8/16/2023	CN	Resolved
61 Maple Street	Trash	8/16/2023	CN	Resolved
162 Rt 108	Trash	8/16/2023	CN	Resolved
37 Green Street	Trash	8/16/2023	CN	Resolved
43 Green Street	Trash	8/16/2023	CN	Resolved
47 Green Street	Trash	8/16/2023	CN	Resolved
51 Green Street	Trash	8/16/2023	CN	Resolved
55 Green Street	Trash	8/16/2023	CN	Resolved
57 Green Street	Trash	8/16/2023	CN	Resolved
65 Green Street	Trash	8/16/2023	CN	Resolved
45 Franklin Street	Trash	8/16/2023	CN	Resolved

49 Franklin Street	Trash	8/16/2023	CN	Resolved
53 Franklin Street	Trash	8/16/2023	CN	Resolved
57 Franklin Street	Trash	8/16/2023	CN	Resolved
61 Franklin Street	Trash	8/16/2023	CN	Resolved
63 Franklin Street	Trash	8/16/2023	CN	Resolved
69 Franklin Street	Trash	8/16/2023	CN	Resolved
71 Franklin Street	Trash	8/16/2023	CN	Resolved
77 Franklin Street	Trash	8/16/2023	CN	Resolved
14 South Street	MPV	8/18/2023	NOV	Pending
62 Green Street	MPV	8/18/2023	NOV	Pending
36 Buffumsville Road	MPV	8/21/2023	NOV	Pending
38 Buffumsville Road	MPV	8/21/2023	NOV	Pending
451 High Street	Trash	8/23/2023	CN	Pending
12 Mt. Auburn Street	MPV	8/25/2023	NOV	Pending
374 High Street	Grass	8/28/2023	CN	Pending
36 Cinnamon Ridge Road	Grass	8/28/2023	CN	Pending
341 High Street	Zoning Violation	8/29/2023	CN	Pending
396 High Street	MPV	8/29/2023	NOV	Pending
2 Morning Street	Grass	8/31/2023	CN	Pending
16 Walnut Street	Grass	8/31/2023	CN	Pending
11 Union Street	Grass	8/31/2023	CN	Pending
17 Rocky Hill Road	Grass	8/31/2023	CN	Pending
39 Rocky Hill Road	Grass	8/31/2023	CN	Pending
161 W High Street	Grass	8/31/2023	CN	Pending
159 W High Street	Grass	8/31/2023	CN	Pending
21 Grand Street	Grass	8/31/2023	CN	Pending
18 Grand Street	Grass	8/31/2023	CN	Pending
11 Hamilton Street	Grass	8/31/2023	CN	Pending
20 Noble Street	Grass	8/31/2023	CN	Pending
294 High Street	Grass	8/31/2023	CN	Pending
265 High Street	Grass	8/31/2023	CN	Pending
7 South Street	Grass	8/31/2023	CN	Pending
211 High Street	Grass	8/31/2023	CN	Pending
15 Rocky Hill Road	Grass	8/31/2023	CN	Pending
382 High Street	Grass	8/31/2023	CN	Pending
79 Indigo Hill Road	Grass	8/31/2023	CN	Pending
78 Indigo Hill Road	Grass	8/31/2023	CN	Pending
21 Second Street	Grass	8/31/2023	CN	Pending
31 Myrtle Street	Grass	8/31/2023	CN	Pending
20 Myrtle Street	Grass	8/31/2023	CN	Pending
13 Myrtle Street	Grass	8/31/2023	CN	Pending



16 Nash Parkway	Grass	8/31/2023	CN	Pending
76 Indigo Hill Road	Grass	8/31/2023	CN	Pending

**PLEASE NOTE** – All matters shown as “Resolved” were active matters which were closed in the month of August 2023 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of August, 2023, fifty-one (51) open matters became compliant and were closed.
- In August, 2023, the Code Compliance Office issued:
  - Sixty-Four (64) Courtesy Notices; and
  - Six (6) Violation Notices

### **COURT MATTERS – Ongoing**

- **City v. Michael Davis – 25 Otis Road**
  - As of August 9<sup>th</sup>, 2023 the berms on the property were brought into full compliance with the Joint Proposed Order. This matter has been closed. Currently, the only outstanding issue that remains is the Conditional Use Permit and any necessary restoration to the disturbed wetlands.
  - After hearing from counsel and the defendant, the Court orders as follows:
  - The Court conducted a review hearing on August 11, 2023 at which the parties updated the Court on the status of the two remaining items - the berm relocation and the Conditional Use Permit ("CUP") application - that stand between the defendant and full compliance with the Joint Proposed Order. Prior to the hearing, the parties submitted a Second Joint Statement of Status, which the Court reviewed. After hearing from counsel and the defendant, the Court orders as follows:
    - 1. The berms have been relocated outside of the City's easement. The City agrees that their current placement brings them into compliance with the Joint Proposed Order, and that no further issues remain with respect to the berms. Compliance is complete.
    - 2. Despite his representations to the Court at the July 20 review hearing, the defendant failed to submit any additional materials by the August 2 deadline, failed to attend the August 9 Conservation Commission meeting and failed to communicate with his counsel or the City. At the August 11 hearing the defendant represented that he intended to appear at the hearing but a personal family situation prevented him from doing so. He did not, however, communicate with anyone about that situation. The Conservation Commission continued consideration of the defendant's CUP until the September



meeting, to occur on September 13. At the August 11 hearing, the defendant strenuously committed to submitting the additional materials by September 1, the deadline for the September 13 Conservation Commission hearing, and the City agreed to allow some reasonable flexibility on that deadline should the defendant need it. The Court expects that the defendant's CUP application will be complete in time for, and that he will appear at, the September 13 Conservation Commission hearing.

- 3. A further review hearing is scheduled for September 14 at 9:30. The defendant is required to appear. The parties shall submit a joint status update by or before close of business September 13.
- **City v. DWBH Ventures – 289 Main Street**
  - City of Somersworth-Code Compliance has issued a Citation and Summons to DWBH for their lack of property maintenance regarding a multitude of code violations observed on 4/28/2023. The Code Compliance Office is seeking criminal felony charges with a 12,375.00 civil penalty.
  - On 7/10/2023 the Code Compliance Office received a notice of entry of not guilty and waiver of arraignment by the defendant's attorney. On 8/7/2023, the Code Compliance Office was notified of a 9/25/2023 trial date.
- **City v. James Wolcott – 197 Rt. 108**
  - City of Somersworth-Code Compliance had issued a Citation and Summons to James Wolcott for his lack of adherence to the Zoning Ordinance regarding junkyards. First notified of this violation back on 12/29/2022, Mr. Wolcott has failed to abide by the Zoning Ordinance, disregarding multiple notices to clean up the property.
  - On 7/20/23, the Code Compliance Office came to an agreement with Mr. Wolcott regarding his outstanding code violations. In exchange for suspending the civil penalty of 1,000.00, Mr. Wolcott agreed to plead guilty to the violation and clean up the property by 8/20/2023. **Note: This property was not brought into compliance. The penalty will be imposed and noted in the September 2023 report.**
- **City v. Anji Reddy – 13 Water Street**
  - City of Somersworth-Code Compliance has issued a Citation and Summons to Reddy Infosys Inc. for outstanding code violations. The citation seeks to charge Reddy Infosys Inc. with felony criminal charges and a civil penalty of 24,200.00. A hearing date of 9/18/2023 has been scheduled at Dover District Court. **Note: This property is very close to being fully code compliant. Additional information will be provided in the September 2023 report.**

## COURT MATTERS – Closed

- **City v. Anji Reddy – 11 Ash Street**

- On August 25<sup>th</sup>, 2023 Anji Reddy plead guilty to one class B Misdemeanor and will pay a fine of 1,000.00 for his lack of compliance with the City of Somersworth Property Maintenance Ordinance/Fire Codes. Additionally, Mr. Reddy will need to comply with any future compliance issues within 14 days of receiving notification. Emergencies as deemed by the Code Compliance officer must be fixed within 7 days. Failure to adhere by the terms of the defendant's guilty plea will incur an additional \$2,500.00 fine.
- On August 25<sup>th</sup>, 2023 Anji Reddy plead guilty to an additional class B Misdemeanor and will pay a fine of 1,000.00 for his lack of compliance with the City of Somersworth, Property Maintenance Ordinance, regarding the lack of sufficient heat for tenants during the 22/23 winter. Additionally, Mr. Reddy will need to comply with any future compliance issues within 14 days of receiving notification. Emergencies as deemed by the Code Compliance officer must be fixed within 7 days. Failure to adhere by the terms of the defendant's guilty plea will incur an additional \$7,425.00 fine.
- On August 25<sup>th</sup>, 2023 Anji Reddy plead guilty to an additional class B Misdemeanor and will pay a fine of \$1,000.00 for his lack of compliance with the City of Somersworth, Property Maintenance Ordinance, regarding the electrical issues in the building. Additionally, Mr. Reddy will need to comply with any future compliance issues within 14 days of receiving notification. Emergencies as deemed by the Code Compliance officer must be fixed within 7 days. Failure to adhere by the terms of the defendant's guilty plea will incur an additional \$22,275.00 fine.
- On August 28<sup>th</sup>, 2023 Anji Reddy plead guilty to two additional class B Misdemeanors and will pay a fine of \$1,000.00 for his lack of compliance with the City of Somersworth, Property Maintenance Ordinance regarding lead paint exposure and egress window issues. Additionally, Mr. Reddy will need to finish replacing all necessary windows in the building in 60 days. All surfaces with lead paint must be abated by a lead safe certified company within 120 days. Failure to do so will result in a 25,000.00 fine.

## Land Use Boards:

### **Minor Field Modification Requests:**

- River Valley Development Corp. is seeking to make revisions to landscape plantings and signage for the property located at 206 Green Street (Stillwater Circle & Meadow Way) in the Residential Single Family (R1) District, Assessor's Map 08 Lot 78, SITE#01-2018 & SUB#04-2018 was **approved**.

- DSR Motor Group is seeking to install a flag pole with light, two electric vehicle charging stations, a drainage pipe, and vertical curbing for a property located at 112 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 62 Lot 05, SITE#11-2022 was **approved**.

#### **Conservation Commission:**

- Packy's Investment LLC is seeking a conditional use permit for 100 SF impact for proposed storage building, 2,860 SF impact for site grading/stormwater management, and 21,490 SF impact for tree clearing and solar array construction within the Riparian and Wetland Buffer as part of a commercial development on a property located at 363 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 48 Lot 22B, CUP#14-2022 was **continued**.
- Michael Davis is seeking a conditional use permit for after the fact excavation and alterations within the Riparian and Wetland Buffer on a property located at 25 Otis Road, in the Residential/Single Family (R1) District, Assessor's Map 31, Lot 49, CUP#03-2023 was **continued**.

#### **Historic District Commission:**

- Top Roofers LLC is seeking a certificate of appropriateness to remove and replace an existing deck at a property located at 2-4 Lords Court in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 59, HDC#24-2023 was **approved**.
- Plano Builders LLC is seeking a certificate of appropriateness to remove two windows and reroof at a property located at 5 Noble Street in the Residential Multi-Family with Historic Overlay (R-3H) District, Assessor's Map 10 Lot 142, HDC#26-2023 was **approved**.
- George Poulin is seeking a certificate of appropriateness to remove a maple tree from a property located at 12 Grove Street in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 28, HDC#27-2023 was **approved**.
- Meghan Metropolis is seeking a certificate of appropriateness to add vinyl and dibond signage to the front of the building at a property located at 4 Main Street in the Business with Historic Overlay (BH) District, Assessor's Map 11 Lot 202, HDC#28-2023 was **approved**.

#### **Planning Board:**

The Planning Board reviewed the following:

- **PUBLIC HEARING:** River Valley Development Corporation is seeking various amendments to an approved site plan on a property located at 206 Green Street, in the Residential/Single Family (R-1) District, Assessor's Map 8 Lot 78, SITE#01-2018 & SUB#04-2018 was **approved**.
- Kelly Barstow on behalf of Favorite Development Group, LLC is seeking Conceptual Review for a new building and parking lot on a property located at 28 Interstate Drive, in the Industrial (I) District, Assessor's Map 58 Lot 6K, SITE#12-2023.



- Bohler Engineering on behalf of PJ Land Development, LLC is seeking Conceptual Review for a new car wash (motor vehicle services) on a property located at 459 High Street, in the Residential Commercial (R/C) District, Assessor's Map 40 Lot 60, SITE#13-2023.
- Craig Riotto is seeking an Extension Request of an Approved Plan to construct a sports hub dome complex at a property located at 165 Route 108 in the Commercial Industrial (CI) District, Assessor's Map 63 Lot 10 SITE#04-2021 was **approved.**

#### Site Review Technical Committee:

- River Valley Development Corporation is seeking various amendments to an approved site plan on a property located at 206 Green Street, in the Residential/Single Family (R-1) District, Assessor's Map 8 Lot 78, SITE#01-2018 & SUB#04-2018.

#### Zoning Board:

- **PUBLIC HEARING:** EFI Motorsport LLC is seeking a Variance from Table 4.A.5 to allow used automobile sales for a property located at 20 Rescue Lane in the Industrial (I) District, Assessor's Map 58 Lot 6G, ZBA#10-2023 was **approved.**

### Master Plan Update - 2023

#### Community Housing Workshop

On Thursday, September 14<sup>th</sup>, a Community Housing Workshop will be held at the Blackbox Theater at the High School located at 18 Cemetery Road in Somersworth. Join us for a family-friendly event including food, speakers from Seacoast Workforce Housing Coalition and Strafford Regional Planning Commission, a panel discussion, and breakout sessions about housing in Somersworth.

#### Economic Development – August 2023

*This Month's Commercial & Business Activity Includes - But is Not Limited to:*

- **Vacancy: Commercial - Business Vacancy** [*Site for Sale and /or Lease*]
  - a) **Vacant -Privately owned Property**
    - ✓ **400 High Street:** working with owner on potential specialty craft brew market place (Unit C) waiver approved at Planning Board.
  - **Existing: Business Expansion** [*Local Business growing and providing new/more service*]
    - ✓ Tri City Masonry-exploring expansion
    - ✓ Favorite Foods
  - **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]
    - ✓ Somersworth Sports Hub: Willand Drive
      - Sports Dome
    - ✓ Smart Storage: 1 Enterprise Drive - Route 108
      - Storage Center

- ✓ MB Tractor: 355— Route 108
    - *Tractor Retail Sales*
  - ✓ Forward -Merch: 436 -Route 108
    - Screen Printing & Fulfillment Center
  - ✓ The Bistro at the Rail- 400 High Street
    - Old Rail Pizza will be takeout 4 days a week
  - ✓ Fold'd Diner SOS- 69 High Street
    - Crepe- and omelet focused modern diner on a mission
  - ✓ Pop Zup: 22 Canal Street Unit 324
    - *Specialty Food*
  - ✓ Wentworth Douglas Hospital Daycare Center- Terrascope
    - *Providing daycare for over 200 children PB approval January 2023*
  - ✓ Pensole Shoes: 434 – Route 108
    - *Shoe Manufacture*
  - ✓ Washville- Formerly Shammy's Carwash: 436 High Street
    - *Car Wash*
  - ✓ Thompson Counselling: 42 High Street
    - *Counseling and Therapy*
- **Potential: Commercial - Business Exploring** [ *Exploratory Review in process*]
- 1) Vietnamese Food- Tri-City Plaza
    - Formerly Flooring Company next to TJMAXX
  - 2) Bending Bodhi Yoga
  - 3) Potential Car Wash High Street
- **# SeeSomersworth**
- ✓ SeeSomersworth- Keep abreast of Downtown Business Activities at:  
[www.facebook.com/seesomersworth](http://www.facebook.com/seesomersworth)
- **Community Advocacy:** ZOOM Meetings & Roundtables
- ✓ **Bi - Weekly:** SEDS - “Seacoast Region Economic Development Stakeholders”
  - ✓ **Bi - Weekly:** BEA-CEDR – “Community Economic Development Region”  
 Economic Development Roundtable hosted by Commissioner Caswell
  - ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD
- **Relationships & Partners:** Regular Engagement, Involvement, and Interface
- ✓ **State and Regional Partnerships:**
    - BEA, SRPC, SBDC, SBA, SEDS
    - Seacoast Chambers of Commerce
    - Seacoast Economic Development Directors (SEDS)

## Parks & Recreation – August 2023

### Program & Event Highlights:

- **Kids Camp-** The 8-week program concluded on Friday, Aug. 18<sup>th</sup>. Session 2 was jam packed full of field trips, special events, and activities. Week 7 Campers enjoyed ice cream treats from a local Ice Cream Truck and they participated in the big egg drop challenge where they

had to create vessels for their eggs that would survive the drop from the Somersworth Fire Truck ladder. We also had a special field trip to Hilltop Fun Center this year where campers got to do unlimited mini golf, go karts, laser tag, & batting cages. Wildlife Encounters came the last week of camp and they brought some of their favorite ambassador animals to show the kids. Big thanks to all the kids, we had so much fun this summer!

- **National Night Out-** We hosted a table at the annual event along with a fun obstacle course and other activities for families to try while at the event. Everyone who tried our obstacle course was entered into the raffle for a chance to win a \$25 gift card to Hilltop Fun Center.

#### Upcoming Activities:

- **Pee Wee Soccer-** This program is currently full with 35 children and we were able to secure enough volunteer coaches to take all the kids from the waitlist this season. The program will run for 6 sessions; Sept. 9<sup>th</sup>- Oct. 21<sup>st</sup> from 9-9:45am at Noble Pines Park.
- **Tiny Toppers Play Program-** We currently have 12 children signed up for the program along with their adult caregivers. The fall session will run for 4 sessions from Sept. 6<sup>th</sup>- Sept. 27<sup>th</sup>. The program is run by the Recreation Supervisor and is for children ages 2-4 and their adult caregivers.
- **Hilltoppers 50+ Walking/Hiking Program- NEW!** We currently have 10 adults registered for the program. We will continue to advertise the program and will accept registrations until full. The program will begin on Sept. 7<sup>th</sup> and the first walk will be in the downtown area.

#### City Park Updates:

- **Jules Bisson Park-** The basketball court was resurfaced by Vermont Recreational Surfacing & Fencing Inc on Monday 8/15/23. The company will be back in 2-3 weeks to complete the surface coating & paint the basketball court lines.
- **Ash St Park-** DPW staff are working with Home Depot employee volunteers that have been making improvements to the Ash Street Park; the park will be transformed into a pollinator garden, to include raised landscape beds, trees, picnic tables, signage and a park bench. Home Depot is also providing the City with a \$3,900 grant to cover the cost of landscape materials used for the improvements.

#### Staff Updates & Meetings:

- **8/8-** We held 2 interviews for the part-time Recreation Clerk position on Tues, Aug. 8<sup>th</sup>. We extended an offer to one of the candidates after the completion of a computer skills test.
- **8/14-** Recreation staff met with the Public Works Foreman & Director to discuss upcoming park projects and maintenance items.
- **8/24-** Recreation Supervisor attended the quarterly JLMC Meeting held at Millennium Park pavilion at 10am.
- **8/28-** We are pleased to announce we've hired our new Recreation Clerk, Manu Slankard! Welcome to our team Manu!



**MISC:**

- **RecDesk Updates-** Registrations for month of August:
  - Online: 11
  - In-house: 7



## MEMORANDUM from Director Public Works & Utilities

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

**DATE:** September 13, 2023

**SUBJECT:** Public Works Department Monthly Report for August 2023

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

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### DIRECTOR'S COMMENTS

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

August has been a busy period for the Department as the summer winds down. Several projects and seasonal projects are underway or in substantial completion.

- TAP Grant –High Street Sidewalk Improvements Completed

-Northeast Earth Mechanics has completed all improvements related to the TAP Grant project. The light poles on High Street and Memorial Drive have been installed in time for the start of the new school year; only remaining element to be installed are two new LED light fixtures on Memorial Drive in front of the Middle School crosswalk. Latest information from Eversource is that those new lights will be installed sometime during week of September 18.

- CMAQ Traffic Signal Upgrade Project to start

-Electric Light Company has initiated work on the six signals on High Street from Blackwater Road to Kelwyn Drive. Work involves replacing the traffic signal equipment, adding pedestrian features to included improved access. Work is expected to have traffic impacts and signal interruptions during construction which is anticipated to be on going through late fall.

- Unitil Gas Main Extension on Blackwater Road

-Unitil is continuing construction of the new gas main extension project along Blackwater Road from High Street to Lilac Lane. Staff met with Unitil and Neuco officials on gas main install location for Lilac Lane and where best to install a new service line from the new gas main to the DPW facility. Staff plans to convert DPW furnace and backup generator to be powered by natural gas rather than propane and will work with Unitil officials on the installation work. Met with project officials on the tie in of the new gas main on Blackwater Road to High Street. Work is expected to be completed by later September.

- Ash Street Park Reconstruction -Butterfly Park

-Highway crews have substantially completed the raised garden beds at Ash Street Park as part of the conversion to a Butterfly Park. Staff used a \$3,900 Home Depot Grant for landscape materials and supplies for the initial improvements and is using the balance of the \$10,000 budgeted funds toward completing the remaining site work, which includes regrading, installing plantings, trees, picnic tables, signage, and seed mix. The park is closed while under construction and the project is anticipated to be completed by mid-September.

- Jules Bisson Park-Basketball Court was resurfaced with new asphalt, surface coating and court markings.
- Work began on replacing the metal roof at the DPW Facility.
- Participated in planning sessions with the Deputy City Manager and Water Distribution and Treatment staff on upcoming residential water meter replacement program.

#### **Other activities included:**

- Attended City Council meeting.
- Participated in Public Works and Environment Committee and Finance Committee meetings
- Attended Cemetery Trustees meeting.
- Attended SRPC commitment meetings.
- Participated in the E -911 Committee
- Toured the Great Bay with the CLF Bay Keeper
- Initiated Vueworks Training with staff; and Vueworks representatives; reset use activity focusing on service request and work orders.

#### **ENGINEERING DIVISION**

- Attended Finance Committee meeting on 8/30/2023.
- Attended Seacoast Stormwater Coalition meeting.
- Attended E-911 Committee meetings on 8/8/23 and 8/23/23.
- Assisted in layout of Ash Street Park improvements.
- Completed coordination meetings for Unitil Blackwater Road gas project.
- Completed preliminary street acceptance meeting on Greenview development.
- Completed oversight and project management and inspection of CMAQ Grant project.
- Continued oversight and project management and inspection of TAP Grant project.
- Continued oversight and project management and inspection of FY2023 Paving project.
- Continued oversight of water treatment plant evaluation project with Wright-Pierce.
- Completed Vueworks training modules.
- Continued oversight of water treatment plant evaluation project with Wright-Pierce.
- Completed review and approval of several driveway permits.
- Completed review and approval of several trench permits.

## HIGHWAY DIVISION

### Operations / Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Checked flags along the corridor weekly
- Replaced signs city wide damaged from weather and accidents
- Performed road side mowing
- Mowed City green spaces; when mowers were available from other Divisions.
- Re-covered the dirt pile in the pit from the Fire Department project (multiple times)
- Performed street sweeping in low areas after heavy rain events
- Made repairs to Ward 5 building, (replaced sink, replaced toilet, repaired door handle on restroom)
- Checked low lying areas ahead of and during heavy rain events
- Began training for new employee CDL license
- Prepared Oakridge Dr Road side for new Asphalt curb to direct rain water, and installed, (11 tons)
- Set up and broke down for Museum Car Show (posted area for no parking and provided trucks for roadblocks for safety)
- Cleaned up around the library ahead of a special event
- Dropped off and picked up trucks from Donovan Spring and Grappone Ford after having work performed
- Began yearly trimming of brush and trees along sidewalks that are maintained during winter operations to avoid damage to tractors and enhance sightline
- Provided Backhoe training to Operator with UNH T2 instructor
- Burned Malley Farm Brush Pile during rainy days

### Recreation:

- Daily trash collection in the parks
- Daily checks of facilities at Noble Pines for summer camp
- Began Park improvements at Ash St Park, (removed old stump, trim brush along the fence, rough graded site, trenched and began install of retaining wall for picnic area)
- Hauled material from Brox to DPW for Ash St Park improvements
- Removed, and rebuilt horseshoe pits at Millennium Park
- Installed a new trash receptacle at Noble Pines

### Cemetery:

- Removed illegally dump materials in the cemetery, (notified PD of responsible party)

### Sewer Collections Maintenance:

- Received 99 Digsafe request

## WASTEWATER DIVISION

### Operations/Maintenance:

- Operating under the (MUCT) process which is used for the summer months. During this time, we are required to meet stringent nutrient, Biochemical Oxygen Demand & Total Suspended Solids requirements. The summer season runs from May 1st thru September 30th.
- Replaced a new flow meter within the aeration basin.
- Omni Metals completed the fabrication of our missing (W) on the facility title. It is a solid match to the existing letters. The title is once again complete.
- Power-Up Generator service completed annual PMs on three pump stations as well as the main facility. No major issues were noted.
- Submitted our annual chemical bid request to the Southern Maine Regional Chemical Cooperative. This year the cooperative is soliciting sodium hypochlorite at 6-month intervals to tighten the competition and reduce overall cost. Sodium Hypochlorite is the cooperatives largest chemical purchase.
- HACH completed annual PMs on pH, ORP and chlorine analyzers.
- Staff completed annual harassment training through Primex.
- Experienced two rain events that required activating the high flow.
- Received 7,000 gallons of septage for the month.

### Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month.
- Treated a total of 51 -million gallons of wastewater during the month.

### Industrial Pretreatment Program (IPP):

- Reviewed four (4) wastewater surveys. One will require a commercial permit.
- Submitted annual Industrial Pretreatment Program report to the EPA. Staff still need to address some language updates within the Sewer Use Ordinance.
- We continue to work with General Linen on their Fats, Oil & Grease (FOG) violations. They are actively seeking ways within their production line to minimize their FOG impact.

### Capital Improvements Plan (CIP) Items:

- Outstanding upgrade warranty issues include:
  - Return Activated Sludge Pump #3 has been replaced. This warranty issue has now been resolved.
  - We recently experienced failures outside of the warranty period with two internal recycle pumps which are used to move suspended solids within the biological zones. The manufacturer has agreed to replace one pump. The repairs of the two existing pumps

will be at our expense. Wright-Pierce has recommended a process change which should prevent any further issues. I agreed and made the changes.

- Submitted a warranty claim within the compressor building. We identified a water leak within a wall penetration. Johnson & Jordan returned to the facility and made the necessary repairs. This warranty issue has now been resolved.

## **WATER TREATMENT**

### **Items completed this month:**

- Bacteria's and TOC' Water Quality tests completed
- Pumped 43,354,594 gallons of raw water
- Filtered and pumped to the city 40,207,625 of finished water
- Completed quarter # 3 D/DBP sampling
- Completed quarter # 2 water use report
- Attended teams meeting with Wright Pierce on Hamilton St standpipe roof replacement
- Completed 2024 chemical quantities for SMWRC bidding
- Completed updates on FY25-FY30 CIP for submission
- RJC electric assisted in sanitary waste pump troubleshooting
- Power Up completed annual PM on emergency generator
- Completed mailing for Rocky Hill well waiver to residents in well head protection area
- Completed certification of mailing to NHDES
- Delivered lead and copper sampling bottles to residents on current sampling cycle
- Laviolette controls picked up computers for new SCADA
- Assisted Wright-Pierce with questions on Hamilton St standpipe telemetry

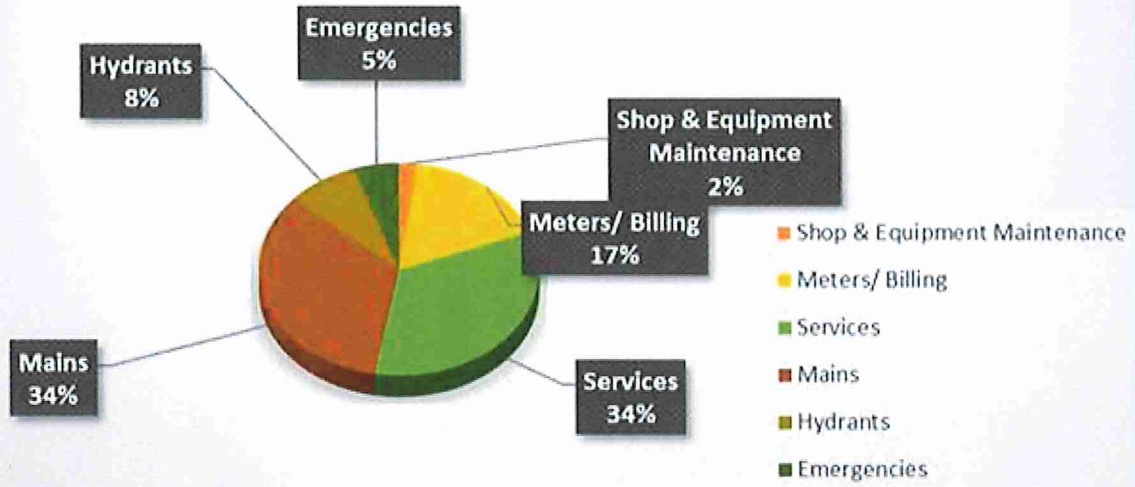
### **Action items:**

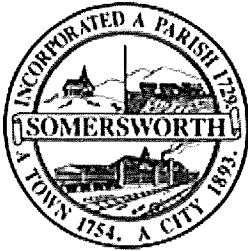
- New SCADA computer installed
- CIP FY25-30 Review Sessions planned
- Lead & Copper testing work plan development

## **WATER DISTRIBUTION**

- Water Distribution operators completed 162 work orders and service requests in the month of August.
- Inspected and coordinated new connection on Myrtle St. property; working with the developer of the new High Street carwash on new water connection plans as well.
- Participated Vueworks Training
- Contractor Support (Unitil)
- First delivery of new meters arrived, for future installation as part of meter replacement program.

## Water Distribution Activities, August 2023





Timothy J. McLin  
Chief of Police

## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

### **MEMORANDUM**

Memo To: Bob Belmore, City Manager  
From: Timothy J. McLin, Chief of Police  
Date: September 1, 2023  
Subject: Monthly Report – Month of August 2023

---

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

#### **COMMUNITY POLICING:**

- National Night Out was held on August 1<sup>st</sup> with a very good turnout. Strafford County Sheriff's Office, State Police, NH Fire Marshals, Somersworth Fire, Public Works, Stewart's Ambulance Service and Chandler's Towing were in attendance. Attendees enjoyed face painting, games, dunk tank, dancing, demonstrations and lots of swag was given away. Favorite Foods donated 600 hotdogs and buns and we had not one left.
- Officer Scott South started his first day as School Resource Officer with the first day of school. He attended SRO training in June conducted by the National Association of School Resource Officers and is being trained by Detective Ashley Fuller.
- Our body camera system went live on August 22, 2023 after the heavy-duty camera uniform mounts were received.

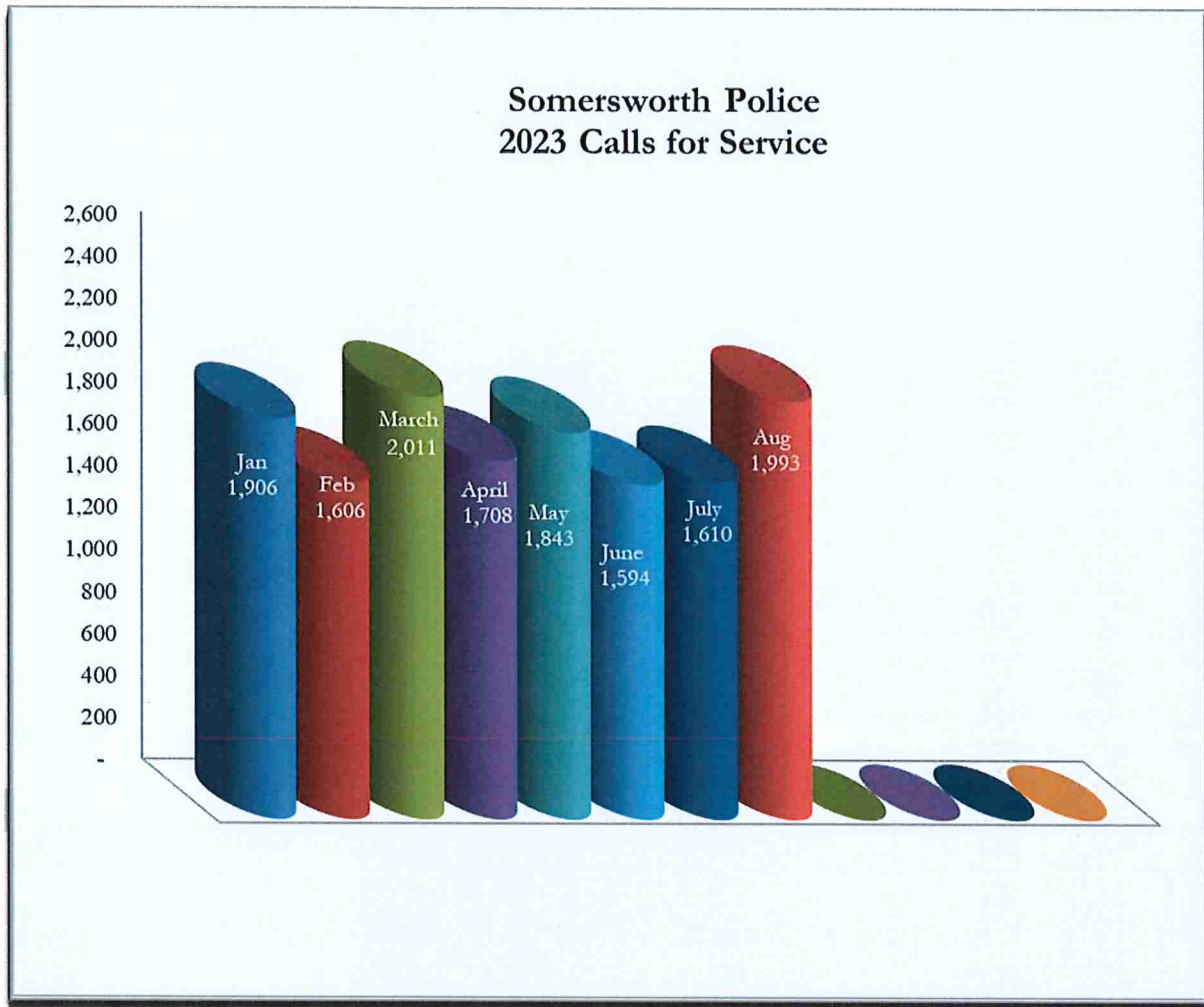
#### **PERSONNEL/TRAINING:**

- We were informed that Sergeant Erich Lutz, Officer Michael Sloane, Officer Jesse Wentworth and Dover K9 Officer Timothy David are going to be awarded a Lifesaving Award from the New Hampshire Congressional Law Enforcement Award Committee for an event that occurred on 9/22/22 for a suicidal male with a firearm. The ceremony will be at NH Police Standards and Training on 10/13/23 at 6:00 PM at NH Police Standards and Training in Concord.
- Jake Jacques and Aiden MacDougall have completed a month at the Police Academy that started July 31. This academy graduates on November 17th. Officer Souraxay Chanthavong successfully completed his Field Training and was awarded his collar brass signifying the completion of training by Chief McLin. K9 Officer Colton Deschenes was promoted to the rank of Patrol Sergeant.



- Training this Month: Many police officers and dispatchers attended the Public Safety Symposium at UNH. Training was also completed for Motivation and Morale for the Field Training Officer and High-Risk Warrant Service Training. Our School Crossing Guard received hands-on training at Primex for Traffic Control as well.

## STATISTICS:



Yearly Comparison

Month	2023	2022	2021	2020	2019
January	1,906	2,100	1,562	1,939	1,976
Feb	1,606	1,935	1,280	1,756	1,796
March	2,011	1,909	1,666	1,926	2,145
April	1,708	2,064	1,802	1,846	2,285
May	1,843	1,897	2,004	1,708	2,053
June	1,594	1,808	1,984	1,749	1,935
July	1,610	1,520	1,757	1,949	2,048
August	1,993	1,570	1,881	1,847	1,943
Sept	-	1,717	1,820	1,875	2,020
Oct	-	1,665	1,775	1,937	1,906
Nov	-	1,671	1,880	1,717	1,860
Dec	-	1,693	1,944	1,513	1,995
TOTAL	14,271	21,549	21,355	21,762	23,962



# City of Somersworth

## Fire Department



12 September, 2023

To: Mr. Robert Belmore, City Manager

Re: August 2023 Monthly Fire Department and Emergency Management Report

1. We continue to work through the new Fire Station punch list, work to complete some unfinished components of the project, and receive furniture items that were ordered months ago. Port One Architects and Harvey Construction continue to work diligently to resolve all open issues.
2. Protocol and logistical coordination is underway for the Fire Station Grand Opening and Fire Department open house set for Wednesday, 27 September, from 4:00 PM to 6:00 PM.
3. As of the first week in September, we are at full strength with the hiring of two new firefighters. Each of the four shifts now has a probationary firefighter. Over the course of the next four months, we will schedule a number of training sessions focused on advanced training and specialty skills for our four probationary firefighters.
4. Monthly emergency response statistics with a comparison to last year:

	August 2023	August 2022
Fire (all types)	3	5
Overpressure / Overheat (no fire)	0	0
Rescue - EMS	66	99
Hazardous Condition (no fire)	7	6
Service Call	12	18
Good Intent Call	18	20
False Alarm / False Call	17	15
Severe WX / Natural Disaster	2	1
Special Incident	1	1
Total	126	165

Note: The categories used to report monthly incidents are those mandated by the National Fire Incident Reporting System (NFIRS). Most categories are self-explanatory. For those categories that are not obvious, the following examples can add clarity: Good Intent Call - a reported fire that turns out to be steam from a dryer vent; Severe WX/Natural Disaster - a lightning strike or tree falling on a house that requires an inspection to ensure there is no fire; and a Special Incident - low frequency event such as a citizen's complaint of an ordinance or code violation.

5. For the most recent reporting period of August, 2023, Stewart's Ambulance responded to 143 emergency calls in the City, transported on 102 of those calls, and had an average

response time of three minutes and fifty-seven seconds (3.57). A mutual aid ambulance was required to respond into the City five (5) times during the reporting period.

Note: The SFD responds with Stewart's on the more serious medical calls and any time a mutual aid ambulance responds into the City. In addition, FD EMTs and AEMTs assist Stewart's with transports when a driver and/or additional EMS providers are required.

Respectfully submitted

*George D. Kramlinger*

George D. Kramlinger  
Fire Chief / EMD  
City of Somersworth

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

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

WALTER L. MITCHELL  
LAURA A. SPECTOR-MORGAN  
JOSEPH H. DRISCOLL, IV  
NAOMI N. BUTTERFIELD – OF COUNSEL

TELEPHONE (603) 524-3885

September 11, 2023

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 13-24

Title: **TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT  
AGREEMENT WITH THE NEW HAMPSHIRE DEPARTMENT OF SAFETY  
REGARDING A HIGHWAY SAFETY ENFORCEMENT GRANT**

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

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

Date: September 11, 2023

By: Laura Morgan

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

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

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LAURA A. SPECTOR-MORGAN  
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NAOMI N. BUTTERFIELD – OF COUNSEL

TELEPHONE (603) 524-3885

September 11, 2023

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 14-24

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH J&B  
CONTRACTING OF DOVER, NEW HAMPSHIRE FOR THE REPLACEMENT OF THE  
WILLAND POND TRAIL BRIDGES**

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

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

Date:

September 11, 2023

By:

Laura Morgan



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**William Cass, P.E.**  
**Commissioner**

**David Rodrigue, P.E.**  
**Assistant Commissioner**

**Andre Briere, Colonel, USAF (RET)**  
**Deputy Commissioner**

DOVER-SOMERSWORTH-ROCHESTER  
29604  
X-A004(195)

Bureau of Highway Design  
Room 200  
Tel: (603) 271-2171  
Fax: (603) 271-7025

September 6, 2023

Robert M. Belmore  
1 Government Way  
Somersworth, NH 03878

Dear Robert M.,

Arrangements have been made for the New Hampshire Department of Transportation to hold three Public Informational Meetings in the Cities of Dover, Somersworth and Rochester. The intent of these meetings is to review and discuss the proposed roadway improvements proposed to address capacity needs on NH Route 108 beginning at the intersection with NH Route 108 and Indian Brook Drive in Dover proceeding northerly approximately 4.4 miles to the intersection of NH Route 108 and Innovation Drive in Rochester. Complete streets principles will be applied with the goal of achieving an appropriate balance between the needs of motorized, non-motorized, and transit users of the corridor. This effort is part of the preliminary design and environmental evaluation for the project.

The meetings are scheduled for:

Tuesday,  
September 19, 2023  
  
Dover City Hall  
  
Council Chambers

Thursday,  
September 21, 2023  
  
Somersworth City Hall  
  
Council Chambers

Tuesday,  
September 26, 2023  
  
Rochester Public Works  
  
209 Chestnut Hill Road

The meetings will include an informal open house period from 6:00 PM to 7:00 PM followed by a formal presentation at 7:00 PM. The material presented at each meeting will be essentially the same content.



**PUBLIC  
INVITED**

## **PUBLIC INFORMATIONAL MEETINGS**

### **NH Route 108 Complete Streets Project**

The New Hampshire Department of Transportation (NHDOT) is conducting Preliminary Engineering and Environmental Review of proposed improvements to a five-mile section of Route 108 in Dover, Somersworth, and Rochester. Public Informational Meetings are being held in Dover, Somersworth, and Rochester, to present the potential improvements under consideration. Each meeting will contain the same overall presentation and plan materials but will contain more details for the host city. Each meeting will begin with an Open House where Improvement Plans will be displayed for viewing and questions can be answered. A formal presentation will follow with opportunities for the public to ask questions.

#### **WHERE:**

Dover  
Dover City Hall  
Council Chambers  
288 Central Avenue

Somersworth  
Somersworth City Hall  
Council Chambers  
1 Government Way

Rochester  
Rochester Public Works  
209 Chestnut Hill Road

#### **WHEN:**

**Tuesday**  
**September 19, 2023**  
Open House: 6:00 to 7:00 pm  
Presentation: 7:00 pm

**Thursday**  
**September 21, 2023**  
Open House: 6:00 to 7:00 pm  
Presentation: 7:00 pm

**Tuesday**  
**September 26, 2023**  
Open House: 6:00 to 7:00 pm  
Presentation: 7:00 pm

#### **WHO:**

**YOU! Residents,  
Business Owners,  
Commuters,  
Local Officials,  
Elected Officials**



For further information, please contact Wendy Johnson, NHDOT Project Manager at Phone: (603) 271-2171 or Email: Wendy.a.Johnson@dot.nh.gov. Any individuals needing assistance or auxiliary communication equipment due to sensory impairment or other disability, should contact the Bureau of Right-of-Way, NHDOT, PO Box 483, Concord, NH 03302-0483 or call 603-271-3222 – TDD Access: Relay NH 1-800-735-2964. Notification for the need of assistance should be made at your earliest convenience.



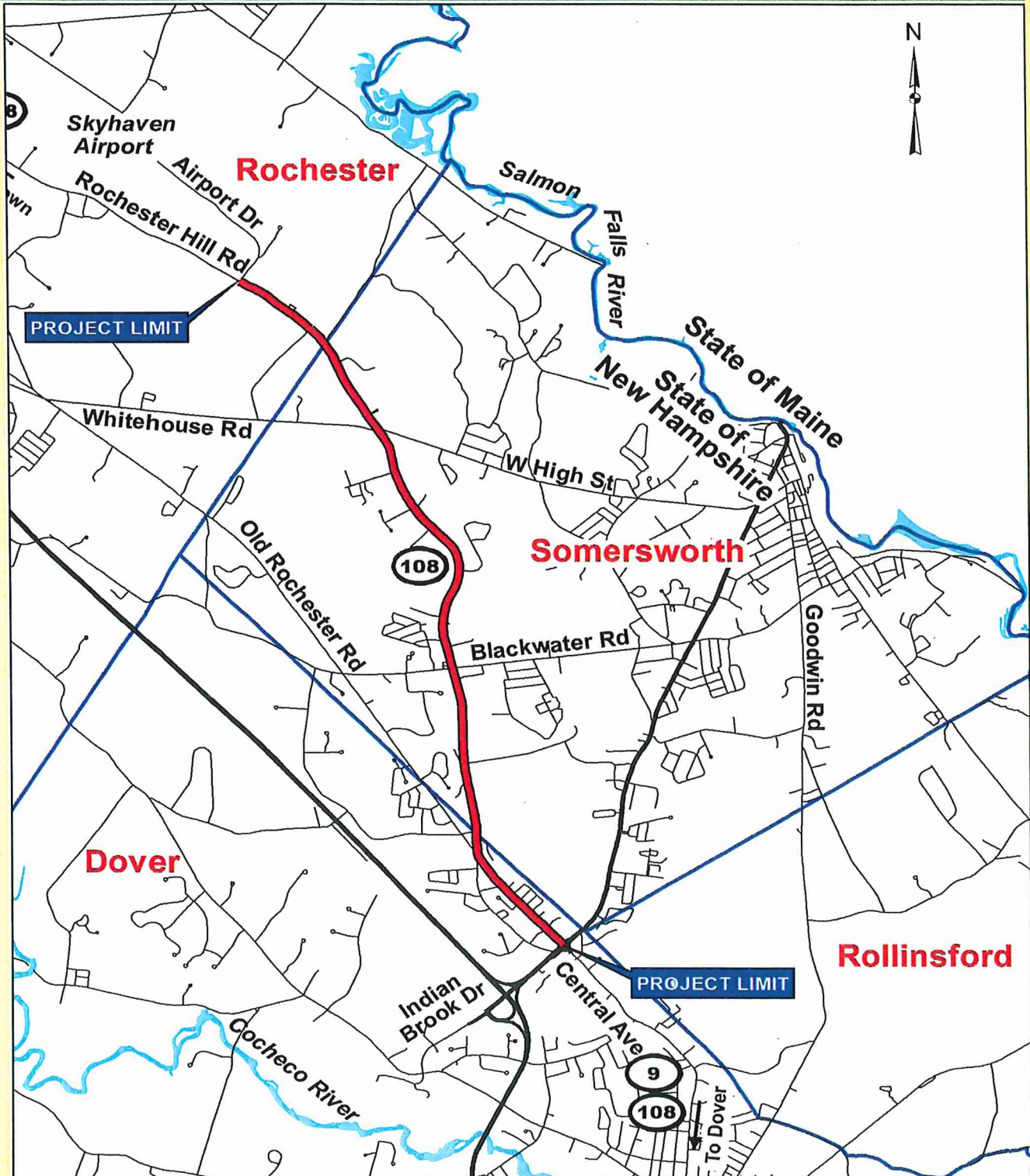
For more information visit [www.108TriCityCompleteStreets.com](http://www.108TriCityCompleteStreets.com)



# NH ROUTE 108 COMPLETE STREETS

Dover - Somersworth - Rochester NH

## PROJECT LOCATION







# Somersworth RAD

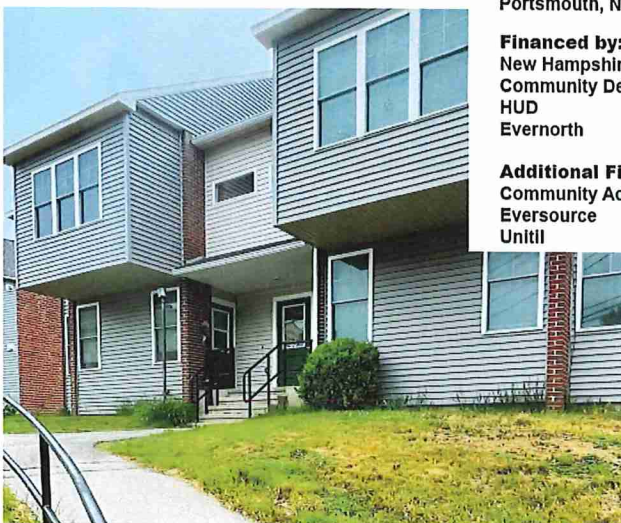
**Sponsor / Developer:**  
Somersworth Housing Authority

**Construction Manager:**  
Gary Chicoline Construction Corporation  
20 B AND B Lane, Weare, NH

**Architect:**  
CJ Architects 233 Vaughan Street  
Portsmouth, NH

**Financed by:**  
New Hampshire Housing Finance Authority  
Community Development Finance Authority  
HUD  
Evernorth

**Additional Financing by:**  
Community Action Partnership of Strafford County  
Eversource  
Unitil



## Appreciation Event for Somersworth Housing's RAD Rehab Project to be held on Wednesday, September 27th from 2:00 to 4:00pm

Somersworth RAD, managed by Somersworth Housing Authority, is excited to celebrate the conclusion of the rehabilitation of 169 affordable housing units at Albert J. Nadeau Homes, Filion Terrace and Charpentier Apartments. Join us in celebrating this accomplishment with other collaborators who made this project possible. Our appreciation event is to be held on **Wednesday, September 27th at the Filion Terrace Senior Center (75 Washington St.) from 2:00 to 4:00pm.**

**Please RSVP with Lindsey (lgagnon@somersworthhousing.org) for the event.**  
**Light refreshments will be available.**

The media is invited to cover this event and encouraged to make logistical arrangements in advance as needed. SHA Executive Director Deborah Evans will be available for interviews.

25 Bartlett Ave, Suite A, Somersworth, NH 03878 | 603-692-2864 | [www.somersworthhousing.org](http://www.somersworthhousing.org)

**City of Somersworth**  
**New Fire Station**  
**Community Grand Opening**  
**Tours, Light Refreshments, & Displays**  
**Please Join Us**



**Wednesday, 27 September, 2023**  
**4:00 PM – 6:00 PM**  
**(Formal Remarks at 5:00 PM)**