


Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, September 18, 2020
SUBJECT: City Manager's Report for Monday, September 21, 2020

Unfinished Business (Under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 23-20: To Amend Chapter 4, Personnel Rules & Regulations, Section 11.3.1, Health/Dental Insurance, Regarding Spouses Employed by the City. The Government Operations met on August 4th and continued the matter for further evaluation. This Ordinance change remains in Committee. The Committee plans to meet on Wednesday, September 30th at 4:30 p.m. to take up this matter.
- B. Ordinance No. 5-21: To Amend Chapter 19 – Zoning, Section 25.B, Agricultural Use. The Public Works & Environment Committee asked the City Manager to provide some research on alternative language for their consideration. This Ordinance change remains in Committee. The Committee plans to meet on Thursday, September 24th at 3:00 p.m. to take up this matter.

New Business (Under Section 15 of Agenda)

Resolutions

- A. Ordinance No. 7-21: To Amend Chapter 6 – City Officials, Section 6.6.2.4, Public Safety Committee. Attached is a *red-line* copy of the proposed amendment to Chapter 6.

Other

- A. **Vote to Waive the Excavation Moratorium on Main Street to Allow for the Installation of Granite Curbing Associated with Sidewalk Improvements Abutting Stein Park from the Area Formerly Known as Fair Court to Fayette Street; (City Ordinance Ch. 12, Section 12.1, Moratorium Period, for Roads that have been Overlaid, the Moratorium Shall be Three (3) Years).** As part of the Veterans Memorial construction project, Rye Beach Landscaping will need to make a cut into the road to set the concrete. They will be completing the demolition of the present sidewalk and prep work for the new sidewalk construction. Matrix Concrete will be completing the new sidewalk form and finish. Attached is a memorandum and map depicting the area that will need to be cut from Director Mike Bobinsky. Please note that I have not yet signed contracts for this work as I am waiting for Rye Beach Landscaping's quote.

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

A. Informational Items.

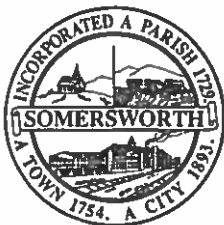
1. **New Fire Station.** City Council passed Resolution No. 5-21 regarding the Contract approval with Port One Architects at the last meeting on September 9th. I want to make sure Council is aware that the \$466,400 contract includes costs for the full Architect's Team that includes subcontracts with supporting engineering firms for this project.

The City is poised to issue a Request for Qualifications (RFQ) on Monday/Tuesday to seek a Construction Management Firm for this project. The plan is to have the Fire Station Building Committee conduct interviews and then forward a recommendation to the City Council for contract approval. Attached is a breakdown of the Port One Architect team costs as well as associated budgeted soft costs for the project. I will be authorizing a contract for a property survey with the firm listed in the attached breakdown at the proposed \$15,500 cost.

2. **Infrastructure Pre-Disaster Mitigation Grant Program.** Attached is a *Draft* letter of intent (LOI) to apply for Grant Funding in regards to designing improvements to the Salmon Falls Road. As many of you know, this road has been prone to flooding in the past. I will move forward with the application for Engineering and Design Grant Funding as the first step in attempting to make long-term flood mitigation improvements to this City road adjacent to the Salmon Falls River unless directed otherwise.

Attachments

1. **Department Head Reports**



City of Somersworth – Ordinance

Ordinance No: 23-20

TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS, SECTION 11.3.1, HEALTH/DENTAL INSURANCE, REGARDING SPOUSES EMPLOYED BY THE CITY

June 15, 2020

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

1. Amend Chapter 4, Personnel Rules and Regulations, Section 11.3.1, Health/Dental Insurance, by adding to the last paragraph:

This benefit shall not be available to any employee whose alternative health insurance is provided through a spouse's plan through either the City or the School District.

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by Councilors:</i> Richard Michaud Nancie Cameron Donald Austin Matt Gerding	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 23-20

History

First Read Date:	6/15/2020	Tabled:	
Public Hearing:	07/13/2020	Removed From Table:	
Second Read:	07/13/2020		

Discussion

06/15/2020

Ordinance No. 23-20 will remain in first read until the call of the Chair.

Public Hearing scheduled at the call of the Chair.

07/13/2020

Mayor Hilliard referred Ordinance No. 23-20 to the Government Operations Committee 7-13-2020

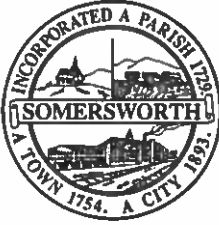
08/10/2020

Remains in Committee

09/09/2020

Remains in Committee

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / Ordinance 23-20		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 5-21

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

July 13, 2020

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

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

Section 19.25.B shall read as follows:

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

This Ordinance will take effect upon passage.

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

City of Somersworth – Ordinance 5-21

History

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

Discussion

07/13/2020

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

Public Hearing scheduled at the call of the Chair.

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

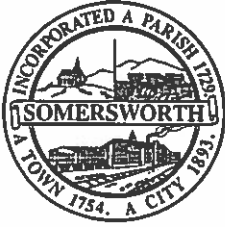
08/10/2020

Remains in Committee

09/09/2020

Remains in Committee

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



City of Somersworth – Ordinance

Ordinance No: 7-21

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

September 21, 2020

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

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

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

This Ordinance will take effect upon passage.

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

City of Somersworth – Ordinance 7-21

History

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

Discussion

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

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

Section 6.6.2.1 Government Operations Committee

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

Section 6.6.2.2 Finance Committee

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

Section 6.6.2.3 Recreation Committee

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

Section 6.6.2.4 Public Safety Committee

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

Section 6.6.2.5 Economic Development Committee

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

Section 6.6.2.6 Public Works and Environment

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

**MEMORANDUM from Director Public Works & Utilities**

Date: September 16, 2020
To: Bob Belmore, City Manager
From: Michael J. Bobinsky, Director of Public Works and Utilities
Cc: Gary Lemay, City Engineer
Re: Request to Waive Pavement Moratorium for Main Street at Veterans Memorial at Stein Park

The Veterans Memorial at Stein Park project includes the removal and replacement of a segment of concrete sidewalk from the former Fair Court to Fayette Street. Staff is finalizing details of this sidewalk work with the contractor Rye Beach and their subcontractor Matrix Concrete Inc. as a change order. Work involves removing the old concrete sidewalk, resetting the existing granite curbing that runs along this segment of Main Street between (formerly) Fair Court and Fayette Street, and installing a new concrete sidewalk with electrical conduit for future street lights. The contractor will need to saw cut and excavate approximately 30 inches of pavement on Main Street in order to properly removing and reset the granite curbing. Subject to change order and budgetary approvals, work is anticipated to begin in late September-early October and be complete by late October.

Main Street was repaved in late fall 2018 and is subject to a three-year moratorium which expires November 30, 2021. On behalf of the project, I am requesting a waiver of the pavement moratorium in order for the contractor to initiate the excavation work in this area. Attached is copy of the site map showing the limits of the excavation.

Please let me know if you have any questions or need additional information.

NOTE: The new sidewalk work will stop short of including the corner panel at Fayette Street. BBcm



Back St

Northern extent will close former Fair Court curb cut

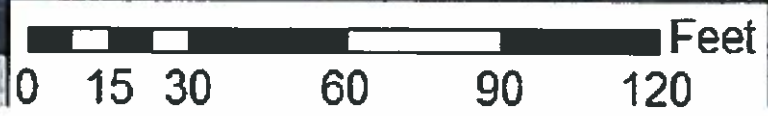
Red line shows the excavation area

Main St

Em St

Southern extent is just north of the Fayette-Main tipdown

Fayette St



INSPECTIONS: The Director of Public Works and Utilities or his/her designee may inspect the site prior to the commencement of backfill, during the backfill operation, prior to the commencement of paving and during the paving operation. It shall be the responsibility of the licensee to arrange for these inspections during normal working hours, and he/she shall provide a 24-hour notice.

MORATORIUM PERIOD: In an effort to protect the City's investment in its infrastructure, excavations in newly constructed, reconstructed, rehabilitated, or overlaid pavements anywhere within the public right-of-way or on City property, to include streets and sidewalks, are prohibited as follows:

- For pavements that have been overlayed, the excavation moratorium shall be three (3) years after the effective date of completion or acceptance.
- For pavements that have been reclaimed, reconstructed, rehabilitated, or are newly constructed, the moratorium period shall be five (5) years after the effective date of completion or acceptance.

INSURANCE: As a condition of this permit, the Permittee shall agree to provide insurance to indemnify the City of Somersworth and the Department of Public Works and Utilities, including all officials and employees thereof. Required policies shall include, but not be limited to, Comprehensive General Liability and Workman's Compensation. The requirements of the policies will be according to the Somersworth Construction Standards.

REVOCATION OF PERMIT: The City of Somersworth, Department of Public Works and Utilities, or the City Engineer may revoke any permit issued under this regulation at any time.

Section 12.2 - Use of Sidewalks

No person shall drive any vehicle or equipment on any sidewalk in the City, except for strollers, wagons, carriages, or other methods of transporting small children.

Section 12.3 - Signs and Awnings

No person shall place, establish or maintain any sign, awning or shade before his/her place of business, dwelling house or tenement, over any part of any street or sidewalk, unless the same be safely fixed and supported so as in no way to incommode or endanger persons passing upon such street or sidewalk and so that the lowest part of such sign, awning or shade shall be at least seven and one-half feet above the sidewalk; nor shall any person hang, affix, fasten, place or allow to remain upon the outer edge of any sidewalk, any sign or showcase except in conformance with the requirements of the Zoning Ordinance. (Amended 7/18/1994.)

Section 12.4 - Rubbish, Refuse and Garbage

(See Chapter 7 - STREETS, SIDEWALKS, SEWERS).

Section 12.5 - Snow and Ice

- 1) No person shall deposit, or cause to be deposited, any ice or snow that has been removed from private property in or upon any street, sidewalk or public place in the City, nor shall such snow or ice be put or placed in a public road so as to block access to hydrants or sidewalks maintained by the City during snow events.
- 2) No person shall deposit, or cause to be deposited, including, but not limited to deposits from roof and/or foundation drains/pumps, any liquid from private property in or upon any public road, sidewalk, or City property, in such a manner so as to cause a condition

Bob Belmore

To: Bob Belmore
 Subject: FW: AIA B133-2019 contract

Fire
STATION
COSTS

From: Kelly Davis <kdavis@portonearchitects.com>

Sent: Thursday, September 17, 2020 3:14 PM

To: Bob Belmore <bblmore@somersworth.com>

Cc: Scott A. Smith <sasmith@somersworth.com>; George D. Kramlinger <gkramlinger@somersworth.com>; Brenda Breda <bbreda@somersworth.com>

Subject: RE: AIA B133-2019 contract

Bob

The fire station **total cost estimate** is broken into two parts:

- The first part being the construction of the building and site only (this will later become the CM's GMP) = \$ 6,499,930
- The second part of the estimate are the project soft costs. These costs are in addition to the building and site costs and are necessary to get the building project completed. = \$ 1,234,986

These two numbers together equal the Total Project Cost – estimated in January 2020 @ \$ 7,734,916

Under the Project Soft Costs number - \$1,234,986 - we have included architectural/engineering fees and other anticipated costs. Please refer to the project soft costs sheet I handed out.

- Port One Architects = \$ 466,400 (as outlined in our contract). We are responsible for all building and site construction design, engineering and construction administration. This fee is proportioned, approximately, into Architectural design & drawings = \$ 195,670; Engineering design & drawings = \$ 174,735; and construction administration for both architects/engineers = \$ 95,995. The construction administration duration is projected at 24 months, starting April 2021 with substantial completion April 2023.
- The City of Somersworth is **responsible for the following** engineering costs & other costs, paid for out of the project soft cost budget (\$ 1,234,986)
 - Property survey - Hayner Swanson Inc. - \$ 15,500
 - Soils/material testing and Special Inspections – SW Cole \$ 25,000
 - Hazardous materials assessment consultant – TBD - \$ 3,000 allowance
 - Owner's Builder's Risk Insurance - \$ 21,000 allowance (please contact your insurance carrier)
 - Jurisdictional permits and fees - \$ 12,000 allowance
 - CM preconstruction fee - \$ 9,500 allowance
 - **And other costs outlined on the Project Soft Costs budget sheet.**

I recommend a detailed review with our team of the soft costs budgets and list some issues that need to be taken care of now, and others that can wait awhile.

Concerns I have:

- Interviewing and hiring a construction manager as soon as possible. This is critical. We want to get the best subcontractors signed up and the best pricing we can.
- Consolidation of the fire station lot with the adjacent City-owned R.O.W..
- Escalation of material and labor costs given the Covid – 19 pandemic and its effects on the construction industry.
- Delay in construction schedule.

I will finalize the AIA contract so we can get started and sign our engineering contracts, create a realistic schedule and project a cash flow analysis from now until March 2021.

Let me know if I can reach out to Hayner Swanson, on your behalf, to get the existing conditions land survey started.

Thanks, Kelly Davis

.1 Structural Engineer:

JSN Associates, Inc.
1 Autumn Street
Portsmouth, New Hampshire 03801

Jeff Nawrocki P.E., President

.2 Mechanical Engineer:

Yeaton Associates Inc.
40 South River Road
Bedford, New Hampshire 03110

Ryan Nealley P.E., Project Manager

.3 Electrical Engineer:

Yeaton Associates, Inc.
40 South River Road,
Bedford, New Hampshire 03110

Ryan Nealley P.E., Project Manager

.4 Civil Engineer:

Hayner Swanson Inc.
3 Congress Street,
Nashua, New Hampshire 03878

Earle Blatchford P.E., Project Manager

§ 1.1.12.2 Consultants retained under Supplemental Services:

Not Applicable

§ 1.1.13 Other Initial Information on which the Agreement is based:

Somersworth Fire Station Study prepared by the Fire Station Advisory Committee, June 2016
Fire Service Deployment Analysis – Management Letter prepared by Municipal Resources, Inc., October 2018
Conceptual Design Study prepared by Port One Architects, Inc. January 2020.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA

From POTONE

SOMERSWORTH NH FIRE STATION

June 2020

PROJECT SOFT COSTS

Owner's Site Survey Hayner Swanson civil engineers	\$ 15,500
Owner's Builder's Risk Insurance Verify with City's insurance carrier	\$ 21,000
Jurisdictional Applications & Permit Fees (Federal Superfund; NH DES; Corp. of Engineers; NH DOT)	\$ 12,000
Commissioning Agent GWR Engineering LLC	\$ 15,000
Construction Materials Testing and Special Inspections SW Cole Engineers	\$ 25,000
Utility Companies Permit Fees, Rebate Applications & Permits LP Gas Connections/Tank Install Expenses	\$ 17,500
Hazardous Materials Assessment Consultant Demaris Environmental	\$ 3,000
Construction Manager's Pre-Construction Fee	\$ 9,500
Fixtures, Furnishings & Equipment (FF&E) Allowance Video/Telephone/IT Data Consultants & Equipment Loose Furniture Computer Equipment, Cable Wiring, Low-Voltage-CCTV Audio Visual Equipment Gear Lockers & Personnel Lockers Kitchen Small Wares & Custodial Equipment Gear Extractor and Dryer Residential Laundry Equipment Window Treatments	\$ 175,000
Owner's Construction Contingency (4%)	\$ 260,000
Architectural & Engineering Fees (7.25%)	\$ 466,400
Architectural & Engineering Reimbursable Expenses Budget	\$ 15,000
Construction Material and Labor Escalation Costs (3.5%)	\$ 200,086
<u>Projected Total</u>	<u>\$ 1,234,986</u>

Not Included: City Administrative and Legal Expenses

September 2020

City of Somersworth NH
Proposed Central Fire Station

NH Construction Managers

1. **Eckman Construction Co., Inc.**
84 Palomino Lane, Bedford, NH 03110
Preston Hunter PE, VP, Business Development
(603)-623-1713 hunterp@eckmanconstruction.com
2. **North Branch Construction Inc.**
76 Old Tumpike Road, Concord, NH 03301
Bruce Blazon, General Manager
(603)-428-3233 bblazon@northbranch.net
3. **Harvey Construction Corp.**
10 Harvey Road, Bedford, NH 03110
Rob Prunier, Principal/Business Development
(603)-647-2979 rprunier@hccnh.com
4. **Milestone Engineering & Construction Inc.**
1 Horseshoe Pond Lane, Concord, NH 03301
Frank H. Lemay, P.E., Principal
(603)-226-3877 frank@milestoneengcon.com
5. **Bonnette, Page & Stone Corp.**
91 Bisson Avenue, Laconia, NH 03246
Keith McBey, President
(603)-524-3411 kmcbey@bpsnh.com
6. **DEW Construction Co., Inc.**
17 Elm Street, Keene, NH 03431
Brian Gallagher, Dir. Of Business Development
(603)-222-1287 bgallagher@DEWconstruction.com

*From
Rustone*

*FxI
will be,
Advertised
INVITERS
RS*

September 18, 2020

Ms. Whitney Welch
New Hampshire State Hazard Mitigation Officer
State of New Hampshire, Homeland Security & Emergency Management

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

Dear Ms. Welch:

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

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

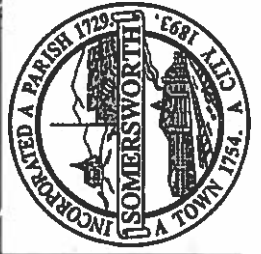
At this time the City seeks to conduct an assessment and preliminary engineering to better determine what design criteria is needed to rebuild the road while protecting abutting properties as well. We estimate the cost of these tasks is approximately \$150,000. Upgrades to existing culverts would also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

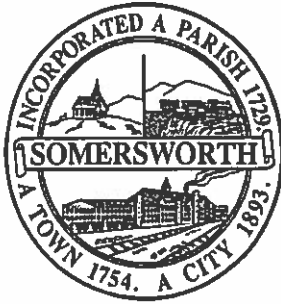
Thank you for your assistance with processing the City of Somersworth LOI. Should you have any questions, please call me at (603) 692-9503 or Michael Bobinsky, Director of Public Works and Utilities at (603) 692-4266.

Sincerely,

Robert M. Belmore
City Manager

City of Somersworth, NH
Salmon Falls Road
Location Map





MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: September 17, 2020

Re: **Monthly Report**

Finance Department:

- Prepared for FY 2019-2020 Audit. Field work scheduled to begin in October with our new auditors, Plodzick and Sanderson.
- Met with departments and worked on FY2022-2027 Capital Improvement Program.
- Completed State form MS-434 for tax rate setting purposes.
- Participated in interviews for various staff openings.

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 \$7,245.
- Permits: None issued in August

Tax Collector

- Motor vehicle registrations were a total of \$179,586 during the month.
- Collected \$5,830 for Municipal Transportation Fund during month.
- Total receipts for the month were \$2,160,144.

Human Services:

- Total assistance for the month was \$4,961. That compares to \$6,313 for the month of August 2019 and \$3,343 for July 2020.
- 0 new cases were opened compared to 8 in 2019.
- 11 cases were approved for varying levels of assistance. 13 cases were referred to other agencies for support.

Library

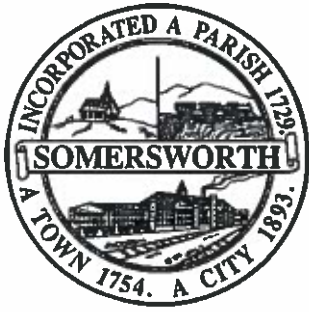
- The Library served 102 patrons with checkouts in August. Patrons accessing e-books and other reference material increased to 1,370 in August..
- The Library staff has been able to dedicate time to cleaning out the circulation material, and has been able to open up space in the upper floor hoping to add some programming when allowable.

Assessing

- The Assessing Department continues to work on cycled inspections for FY20-21.
- The Assessor has compiled all data for the MS-1 and that will be filed in early September.

Information Technology

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



Department of Development Services

Date: August 31, 2020

From: DDS Staff

Department of Planning & Community Development

Re: August 2020 - Monthly Report

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

- Zoning Board – August 5
- Conservation Commission – August 12
- Planning Board – No August Meeting
- SRTC – August 9
- Historic District Commission meeting – August 26

Building and Health Departments:

Major Building Permits Applied for in August 2020

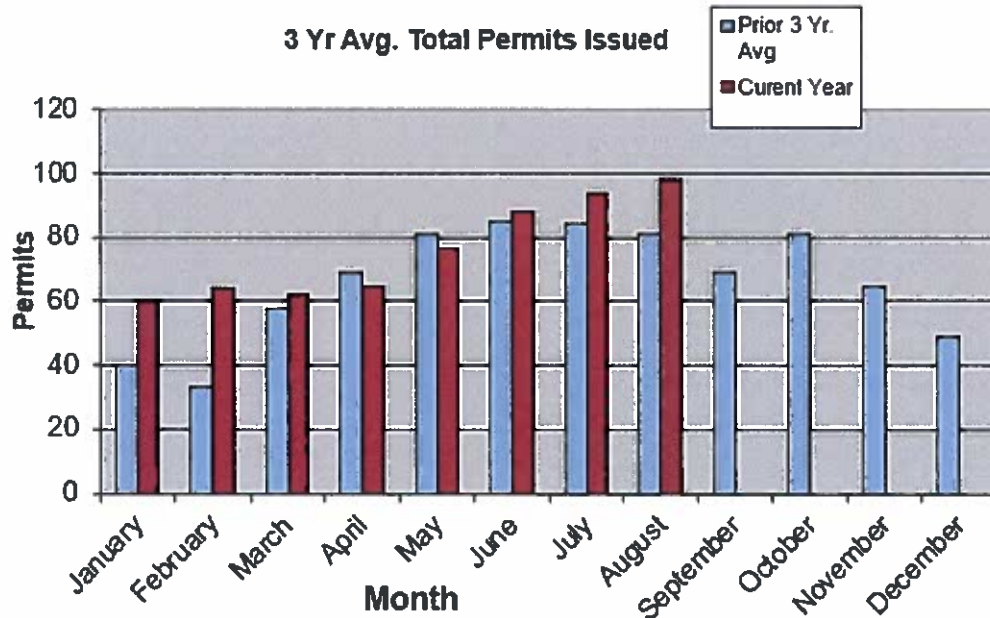
Address		Construction cost	Fee
5	Cattail Circle	\$197,000.00	\$1,798.00
24	Rocky Hill Rd	\$60,000.00	\$745.00

Minor Building Permits Applied for in August 2020

	Address	Construction cost	Fee
19	Crest Dr	\$5,045.00	\$70.41
17	Noble	\$53,175.00	\$503.58
3	Edmund Rd	\$1,000.00	\$37.00
157	Rt. 108	\$15,000.00	\$160.00
134	Rocky Hill Rd	\$14,000.00	\$151.00
24	South	\$7,500.00	\$92.50
6	Deer Creek Run	\$31,000.00	\$304.00
10	Sandlot Ln	\$31,589.00	\$309.30
2	Ron-Wyn Dr	\$4,000.00	\$61.00
71	Salmon Falls Rd	\$19,721.00	\$202.49
6	Washburn Ct	\$5,129.40	\$71.16
337	Sherwood Glen MHP	\$1,357.00	\$37.21
20	Otis Rd	\$0.00	\$25.00
399	High	\$2,000.00	\$43.00
621	Sherwood Glen MHP	\$12,439.00	\$136.95
10	Clement Rd	\$23,000.00	\$232.00
130	Main	\$101,234.00	\$936.11
11	Granite Way	\$26,412.00	\$262.71
1	Granite Way	\$4,000.00	\$61.00
68	Hickory Ln	\$6,864.00	\$86.78
345	Main	\$4,800.00	\$82.60
14	Midway Park	\$55,000.00	\$520.00
8	Ron-Wyn Dr	\$4,023.00	\$61.21
325	Main	\$1,200.00	\$39.40
29	Third	\$5,350.00	\$73.15
28	Linden	\$10,000.00	\$115.00
58	Bartlett Ave	\$3,000.00	\$79.00
11	Coombs Rd	\$1,390.00	\$37.51
99	Stackpole Rd	\$15,750.00	\$0.00
61	Salmon Falls Rd	\$350.00	\$29.20
61	Maple	\$8,722.00	\$103.50
18	Cinnamon Ridge Rd	\$14,369.00	\$154.32
6	Sunset Dr	\$60,000.00	\$565.00
27	Crystal Springs Way	\$4,000.00	\$73.00
19	Davis	\$1,200.00	\$53.80
2	Comfield Dr	\$7,500.00	\$115.00
8	Sunset Dr	\$5,275.00	\$72.48
12	Drew Rd	\$4,000.00	\$73.00

Permit Receipts

	2018	2019	2020	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,892.72	\$13,195.23	\$10,302.51	356.2%
February	\$4,087.20	\$14,382.00	\$13,438.09	-\$943.91	-6.6%
March	\$5,307.00	\$11,377.66	\$24,077.27	\$12,699.61	111.6%
April	\$7,899.24	\$12,091.95	\$10,871.58	-\$1,220.37	-10.1%
May	\$8,966.00	\$4,309.56	\$19,665.79	\$15,356.23	356.3%
June	\$7,652.50	\$91,825.41	\$13,079.55	-\$78,745.86	-85.8%
July	\$7,641.00	\$18,023.12	\$16,816.46	-\$1,206.67	-6.7%
August	\$4,329.00	\$21,606.17	\$23,823.08	\$2,216.91	10.3%
September	\$3,039.60	\$12,040.79	\$0.00	N/A	
October	\$7,291.00	\$25,228.33	\$0.00	N/A	
November	\$19,126.00	\$25,526.43	\$0.00	N/A	
December	\$14,154.00	\$8,211.20	\$0.00	N/A	
Year total	\$102,276.54	\$247,515.34	\$134,967.05	-\$41,541.55	
Difference of change this year to last (completed months only)	\$58,665.94	\$176,508.60	\$134,967.05	-\$41,541.55	-23.5%



Total Permits

ROW		2018	2019	2020	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	29	41	60	60	31.7%
5	February	31	31	64	64	51.6%
6	March	41	51	62	62	17.7%
7	April	62	88	65	65	-35.4%
8	May	84	59	77	77	23.4%
9	June	63	97	88	88	-10.2%
10	July	91	85	94	94	9.6%
11	August	87	88	98	98	10.2%
12	September	56	69	0	N/A	0.0%
13	October	73	93	0	N/A	0.0%
14	November	50	85	0	N/A	0.0%
15	December	39	61	0	N/A	0.0%
16						
17	YTD Totals	689	848	608	68	-28.3%
18	Difference of changes this year to last year (Completed months only)	472	540	608	68	12.6%

Property Maintenance

CN – Courtesy Notice
 NOV – Violation Notice
 COMPLAINT – Summons filed with Court

	Location	Complaint Type	Date of Complaint	Notifications Issued	Status
19	Davis	Structure Violation	8/6/20	CN	COMPLETED
7	Drew	Trash	8/27/20	CN	COMPLETED
1	Government Way	Sign Violation	8/24/20	CN	COMPLETED
18	Grand	Zoning Violation	8/4/20	CN	COMPLETED
48	Green	MPV	8/25/20	NOV	COMPLETED

48	Green	MPV	8/3/20	CN	COMPLETED
48	Green	Trash	8/24/20	CN	COMPLETED
7	Grove	Grass	8/31/20	CN	COMPLETED
66-70	High	Zoning Violation	8/3/20	CN	COMPLETED
18	Highland	Trash	8/19/20	CN	COMPLETED
151	Indigo Hill Rd	Trash	8/4/20	CN	COMPLETED
154	Indigo Hill Rd	Grass	8/13/20	CN	COMPLETED
11	Linden	Grass	8/13/20	CN	COMPLETED
21	Linden	Grass	8/13/20	CN	COMPLETED
283-285	Main	Trash	8/7/20	CN	COMPLETED
283-285	Main	Trash	8/5/20	CN	COMPLETED
283-285	Main	Trash	8/31/20	CN	COMPLETED
220	Main	Grass	8/13/20	CN	COMPLETED
294	Main	Grass	8/13/20	CN	COMPLETED
324	Main	Grass	8/19/20	CN	COMPLETED
320	Main	Grass	8/19/20	CN	COMPLETED
384	Main	Grass	8/19/20	CN	COMPLETED
357	Main	Grass	8/19/20	CN	COMPLETED
356	Main	Grass	8/24/20	CN	COMPLETED
247	Main	Grass	8/24/20	CN	COMPLETED
347	Main	Grass	8/24/20	CN	COMPLETED
81	Union	Trash	8/18/20	CN	COMPLETED
2	Union	Grass	8/13/20	CN	COMPLETED
113	Union	Grass	8/13/20	CN	COMPLETED
70	Winter	Trash	8/14/20	CN	COMPLETED
15	Copperhead	Zoning Violation	8/31/20	CN	PENDING
253	High	Protective Treatments	4/29/20	CN	PENDING
470	High	Sign Violation	8/24/20	CN	PENDING
464	High	Sign Violation	8/24/20	CN	PENDING
338	Main	MPV	8/27/20	NOV	PENDING
62-64	Market Street	MPV	9/4/20	CN	PENDING
12	Rowland	MPV	8/27/20	NOV	PENDING

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

- In the month of August, 2020, thirty (30) open matters became compliant and were closed.
- In August 2020, the Code Compliance Office issued:
 - Thirty-eight (38) Courtesy Notices; and
 - Four (4) Violation Notices.

COURT MATTERS, (all Past Matter)

- **85 Washington St. (Shiva Market)** – A Complaint was submitted to the Court on 6/10/2020, seeking a fine for un-screened dumpsters in the rear of the property and for falling over parking lot sign poles.
 - We are currently waiting for the defendant to plea in this case.
- **17-31 Market Street Apartments** – In a past HDC meeting, it was ordered that the railings and decks on the staircases at the 17-31 Market Street apartments were to be painted white. They were not, and so suit was filed with a sought fine of \$1,000.
 - Currently awaiting ruling on motion.
- **28 Green (Chabot's Creamery)** – Suit was filed on 10/11/19. On 11/6/19, the property owner submitted a permit application for work to bring the property into compliance, per the City's Private Agreement with the owner, as well as satisfying all IPMC codes.
 - An executed Agreement was filed with the Court stating that all work shall be completed by April 1, 2019. The Agreement was accepted by the Court.
 - Work remained outstanding in the month of April, and as of today's date, 5/1/20, the work still remains outstanding. Therefore, a Motion to Impose the full civil penalty of \$1,000 was filed with the court.
 - Code Office received an Order from the Court. Defendant has been ordered to remit civil penalty of \$250.00.
- **230 High St.** – Violation in question is a broken fence along the High Street corridor. Following service of the complaint, the defendant has covered the fence to shield the disrepair from view, and has committed to plans to begin repairs once the ground has thawed enough to install new fence posts. However, the work remains incomplete, and thus, the Code Office will

motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.

- The fence was still not fixed, therefore, a Motion to Impose the fill civil penalty of \$1,000 was filed with the court.
 - Currently awaiting ruling on motion.
 - *Defendant has since removed the broken section of the fence. This was done in mid-June.*
- **41-43 Franklin St.** – An agreement was made on January 27, 2019. The defendant has already applied for requisite permits to begin work on the property. Half of the work will be completed by the end of March 2020. The remaining, more extensive work, will be completed by June 1, 2020, with construction starting no later than April 1, 2020. Work remains uncomplete as of 4/1/2020, and thus, the Code Office will motion the court to impose the civil penalty detailed in original Complaint and to order the work completed by a reasonable date.
 - Work remains partially finished. Therefore, a Motion to Impose the fill civil penalty of \$1,000 was filed with the court.
 - Code Office received an Order from the Court. Defendant has been ordered to remit civil penalty of \$250.00.
- **208 Route 108 (Calep's Auto)** – Violation in question is the parking of vehicles on non-paved surfaces, which violates this property owner's site plan approval conditions. Due to COVID-19, all in-person hearings are being rescheduled at a later time, thus, arraignment date is TBD.

Land Use Boards:

Conservation Commission August 2020:

- Wentworth Douglass Hospital, 23 Works Way, in the Commercial Industrial (CI) District, Assessor's Map 61 Lot 14B, CUP# 08-2019. Application for conditional use permit for a 1-mile long nature trail in the wetland buffer was **tabled**.
- Forget Management, LLC 285 Route 108 in the Commercial/Industrial (CI) District, Assessor's Map 47 Lot 08, CUP# 04-2020. Application for a Conditional Use Permit to expand existing parking/vehicle storage areas with new disturbance to the woodland buffer, recommended approval.

Historic District Commission August 2020:

During the meeting the Commission reviewed the following:

- William F. Simmons Trustee, 28 Linden Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 100, HDC# 29-2020. Application to replace front gutter system denied.
- Kirk Stucker, 17 Noble Street, in the Historic Moderate Density (HMD) District, Assessor's Map 10 Lot 137, HDC# 31-2020. Application to replace windows was approved.
- Jeff & Sherry Pratt, 4 Grand Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 51, HDC# 32-2020. Application to replace roof, repair and replace front entry steps, retaining walls and walkways was approved.

Planning Board August 2020:

The Planning Board did not hold a meeting.

Site Review Technical Committee August 2020:

SRTC

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

Minor Site Plan

- Jeff & Sherry Pratt, 4 Grand Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 51, SITE# 07-2020. Application to expand a driveway into a parking lot on a multi-family site was approved.
- Humberto Adrade of Green Rock Investments, 14 Mt. Vernon St. in the Historic Moderate Density (HMD) District, Assessor's Map 10 Lot 139, SITE# 08-2020. Application to expand a driveway into a parking lot on a multi-family site was tabled.

Zoning Board August 2020:

The Zoning Board of Adjustment reviewed the following:

- Daniel Vincent, 21 Linden Street in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 118, ZBA# 05-2020. Application for an Appeal from an Administrative Decision was denied.
- Daniel Vincent 21 Linden Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 118, ZBA# 06-2020. Application for a variance from 19.6.C.1.a to expand a non-conforming use (residential two-unit dwelling) by constructing a 916sf addition to a detached, carriage-house apartment was tabled.

Economic Development – August 2020

- **Upcoming Roundtables:**
 - ✓ All Cancelled – some may move to ZOOM
- **New Commercial Vacancy and/or for Sale**
 - ✓ No new listings known at this time
- **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
 - ✓ BP Market - 463 High Street
 - ✓ Enterprise Drive
 - ✓ Brenda Ave
 - ✓ Commercial Dr
- **Tenant Prospects: Business – Exploring [considering] Somersworth**
 - ✓ The old/former Police Station – New Interested Developer /Buyer
 - ✓ Lucky's – New Interested Buyer
- **Miscellaneous Business-Related Activity**
 - ✓ Moving to Zoom for Roundtables
 - ✓ ERZ 2020 material distributed
 - ✓ Created email groups of Somersworth business by street
 - ✓ Created an excel spread sheet of 364 existing businesses, tabbed consistent with email groups
 - ✓ Daily information emails sent to Somersworth Business
- **Community Advocacy**
 - ✓ Weekly: Seacoast Region - Economic Development Roundtable
 - ✓ Weekly: State -BEA Economic Development Roundtable
 - ✓ Quarterly: Great Falls Economic Development Corporation - BOD
 - ✓ Quarterly: Skyhaven Airport – BOD & Marketing Committee
(successfully developed a web site specifically for Skyhaven)
- **Covid19**
 - ✓ Governor's "Stay at Home 2.0" Order – Restaurants now open
 - ✓ GOFFER applications deadline was 8-21-20. Applications are in the process of being reviewed
 - ✓ Daily communication with Somersworth Business
 - ✓ Working with:
 1. BEA, SRPC, SEDC, SBDC, SBA, and Chamber
 2. Seacoast Economic Development Directors and Chambers
 - ✓ Participate on a "Response Team" with area Economic Development Directors and Chambers of Commerce to support business

- ✓ Covid Related Misc Notes: (1) SRPC has been approved for a grant to hire a "Resiliency Coordinator" to organize and consolidate all (currently fractioned) Covid response efforts, that will benefit business and the community at large. (2) To qualify for a GOFFER grant – Seacoast Chambers of Commerce are working collaboratively to create a landing page that holds the wide range of fractioned resources , including links and web sites with valuable information for business, into one (unified) site, one place to easily access (3) The implication on life style that Covid has sparked, has generated significant interest from developers in mixed- use project concepts, with high-end housing, that includes new office space for commuters, and young professionals, who have returned to Somersworth from near-by Cities.

MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: September 15, 2020

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

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Several projects were under taken by the Department during this reporting period, including final construction of the water main and culvert replacement on Green Street and Stackpole Road, (project is a joint effort with the City and NHDOT), supervised the punch list work of Pike Paving, made progress on the CMAQ and TAP grant projects, and monitored and oversaw the installation of the Dog Park fencing at Millennium Park.
- Constriction improvements for the Wastewater Treatment Facility Upgrade are progressing, major cement and concrete work was started to form the new clarifier tank and a contract change order for a new water main and water service access to the Plant was acted on during this period.
- Jules Bisson Playground improvements to include a new gazebo and play structure was completed; working with staff on next steps which includes a new ADA pathway and parking area.
- Received bids for the Furber Chapel Roof Replacement Project; reviewing the bid results, and conducting background checks before recommendation to the City Manager.
- Responding to odor complaints from two (2) residents along Buffumsville Road. Determining cause and involving the Berwick Sewer Commission officials as part of the investigation.
- Participated in a zoom call with PUC administrators on the double pole complaint issue. Follow-up preliminary hearing with the PUC is being planned.
- Completed a review of plans and cost estimates for the proposed Nadeau Street betterment district with the abutting property owners; submitting information to the City Manager who is working with the contract attorney on legal documents for the betterment district.
- Initiated recruitment for the Executive Assistant and the new position budgeted in the Water Division for the Water Distribution Operator.
- Participated in SRPC Executive and Policy Committee and TAC meetings.
- Attended CIP review meetings with the City Manager.
- Initiated the Hamilton Street Standpipe assessment along with the water asset management project; participated in start up meetings with the consultant on the Rocky Hill Road Well assessment project.

HIGHWAY DIVISION

Operations / Maintenance:

- Performed monthly metal collections
- Performed pothole patching city wide

- Performed city wide street sweeping, to include after high wind storm late August
- Repaired signs damaged by vehicles
- Initiated annual State Inspections of all City vehicles
- Repaired a failing catch basin on Linden Street @ Winter Street
- Leveled the floor in preparation for new garage door installation at Ward 5 Building; new door provides for an access door to address ADA access issues.
- Assisted Pike Industries with collecting test cores from recent paving
- Installed the new drop box at City Hall
- Repaired a failed catch basin on Buffumsville Road
- Mowed the Blackwater Road Landfill field
- Performed city mowing to include the tennis courts
- Performed roadside mowing on main arterials and collector roads.
- Removed a hazard tree at the old Rocky Hill Road pump station site, and secured the property to reduce illegal dumping
- Cut, removed old asphalt, graded and repaved Bernier Street
- Added gravel to the entrance of Brenda Avenue
- Removed shelving and installed new shelving at the City Library
- Swept, and paved Congress Street @ Walnut St
- Removed and replaced a section of sidewalk at 172 Green St
- Continued maintenance on High St Flags, untangling, removing torn flags; in process of ordering replacement flags to replace damaged and worn out flags
- Weeded city flower beds not in the immediate downtown; coordinated weed spraying along designated City streets with Municipal Pest Inc.
- Cleared brush around street signs for viability
- City wide storm recovery from high wind storm, cut and remove trees from road side, branches and twigs from streets
- Worked with the State DOT to provide materials for collaborative culvert replacement project on Stackpole Road @ Green Street.

Recreation:

- Installed Field Closed signs on the infield at Noble Pines Baseball Field.
- Supervised installation of fencing for the new dog park at Millennium Park.
- Built a dog house to cover and protect the water meter in the new dog park
- Repaired walk bridges at Willand Pond

Cemetery:

- Removed limbs cemetery wide from high wind storm.

Water Distribution Support:

- Assisted with responding to the water break on W. High Street
- Assisted with water line replacement on Stackpole Rd @ Green Street Project

Sewer Collections Maintenance:

- Located manholes along cross country lines, Ron Wyn Dr, Behind GE, Maple Street
- Located manholes and cleared brush from Fox Ct cross country line
- Responded to a sewer back up on Union St @ Kings Lane
- Received 76 Digsafe requests

WASTEWATER DIVISION

Wastewater Treatment Facility

Operations/Maintenance:

- Operating under the (MUCT) process which is used during our summer seasonal limits. In addition to treating Biochemical Oxygen Demand & Total Suspended Solids, this process also addresses nutrient limits which include total phosphorus and ammonia nitrogen. The summer season runs from June 1st thru September 30th.
- Gemini Electric completed the generator replacement at Hawthorne Circle. After reviewing several options, we chose to install a new Kohler 25 kW propane unit. The cost of this expense was covered through the City's insurance carrier.
- Staff worked on a pump control issue associated with the Blackwater Rd pump station. We are running on a temporary control system until we get it fully resolved.
- Completed employee evaluations on five wastewater staff members.
- Treated 5,700 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES. Reports are due to the agencies by the 15th of each month.
- Reported zero permit exceedances during the month of August.
- Completed the annual Industrial Pretreatment Program (IPP) report. This report includes the yearly compliance history of all of our permitted Significant Industrial Users.
- Treated a total of 55-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Addressing several minor permit exceedances regarding Velcro and General Linen.

Capital Improvements Plan (CIP) Items:

- Waste Water Treatment Facility upgrade – The City of Somersworth has entered into a contract with Apex Construction to complete the upcoming facility construction improvements. Project milestones include substantial completion – July 17th, 2021. Final completion – October 15th, 2021.
- Recent construction activities include installing numerous pipes associated with the clarifier as well as pouring the concrete base slab. The tank walls will be shipped and installed in mid-September.
- The compressor building is now in full construction. The focus has been on running the air lines and installing the electrical lines and duct banks. Work inside this area includes HVAC, paint, floor and lights as well as installation of the compressors.
- As part of the project we are replacing two 2" water service lines and adding a 6" fire service water line. The contractor completed the test pit and discovered some concerns with the water line feeding the facility. A proposal to address these issues has been submitted by both the Contractor and Engineer for the City's consideration. A contract change order was approved to include the cost of installing a new segment of water main that will serve the Facility operations and fire suppression system.

WATER TREATMENT

Items completed this month:

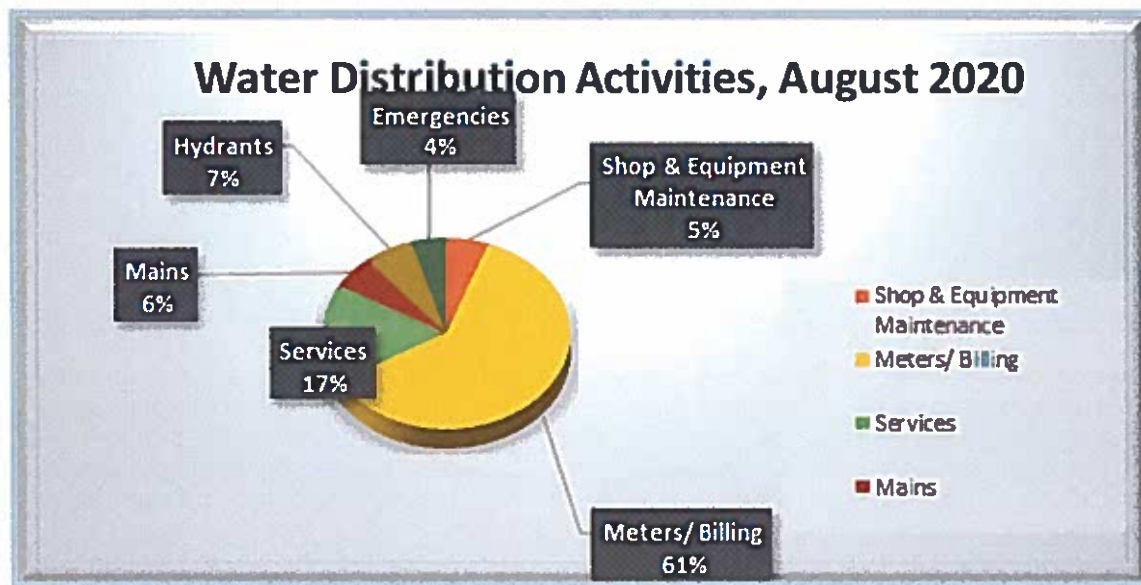
- Bacteria's and TOC's testing was completed
- Pumped 48,707,156 gallons of raw water
- Filtered and pumped to the city 44,252,375 of finished water
- Completed 3-year lead & copper water sampling for 37 residents selected for the testing
- Received and installed new elevator motor at Fay Electric
- Attended virtual level of service meeting sponsored by DES
- Exterior painting was completed at Water Treatment Plant
- Met with City Manager and Director for drought briefing
- Reviewed Capital Improvement Project requests with City Manager, Deputy City Manager, City Engineer and Director
- Hach calibrated spectrophotometer for annual calibration
- Oaks Golf Course utilized well for irrigation water during this reporting period
- Met with Dan Tinkham from GZA at the Rocky Hill Road Well Field to review work details and initiate the well production assessment

Action items:

- Rocky Hill well evaluation started during this reporting period
- Hamilton Street Standpipe assessment work, along with a water asset study work initiated
- Staff is dealing with a loss of filtration media; need to conduct further assessment of Filter # 1 at the Treatment Facility

WATER DISTRIBUTION

- Water Distribution operators completed over 122 work orders and service requests in the month of August.
- Six new services were added to the distribution system. Water features were added to the new dog park on Stackpole Road.
- Operators responded to several emergencies including a structure fire on Route 108 and a water main break on West High Street.
- Hydrants along the Green Street corridor were reconditioned and painted safety red.



ENGINEERING DIVISION

- Accepted four (4) driveway permits, one (1) obstruction permit, and one (1) trench permit
- 40 driveway permits accepted year-to-date, up 35% from last year (29 year-to-date through July 2019)
- Continued oversight and coordination of the dog park fencing installation
- Construction oversight and coordination with NH DOT and City contractor on water main and drainage improvements at the Green Street-Stackpole Road intersection
- Coordinated asphalt core collection with Pike on several streets paved last fall
- Attended an on-site meeting with the Rocky Hill Wellfield Assessment consultant (Emery and Garrett/GZA)
- Coordination with the Millennium Park light pole contractor, to arrange installation of the new light pole and removal of the leaning outfield light pole
- Continued involvement with the WWTF upgrades, including fire alarm and water line discussions
- Developed draft specifications for the Franklin-Fremont drainage pipe lining RFP
- Worked with the Finance Department on the release of bids for crack sealing work planned for later this fall

RECREATION DIVISION

- The Hilltopper Fitness Frenzy Challenge ran from July 5- July 31 and was open to all Somersworth residents. The goal of this challenge is for participants to get 30 minutes of physical activity at least 3 days per week during the month of July. Participants can use the challenge log sheet to keep track of their weekly activity goals and are encouraged to send us their completed log sheets by August 7th to be eligible to win some great raffle prizes.

- The new Rec Chalk Obstacle Course Challenge started on July 20th and will run through August 31st. This challenge is open to all Somersworth residents. The Somersworth community is challenged to design and draw their own obstacle courses using only sidewalk chalk. Residents are encouraged to send photos of their chalk obstacle course creations to the Rec Office throughout the challenge for a chance to win raffle prizes. Recreation staff will be going around to City parks to design and draw chalk obstacle courses that will be shared on our Rec webpage and the Rec Facebook page as a way to promote the challenge.

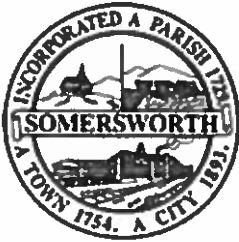


- RECspiration is an ongoing activity newsletter created by staff each week. RECspiration is available on the Rec website and Rec Facebook page. Our goal is to provide families with resources to help keep them active, creative, and having fun during this incredibly difficult time. All editions of RECspiration are available in pdf format on our webpage so that residents can access them at any time.
- The Jules Bisson Park rejuvenation project is now underway. TCD Construction completed the gazebo construction on July 17th. UltiPlay Parks and Playgrounds, Inc. completed demolition of the old playground structure on July 27th and the new playground structure was installed on July 29th July 31. The next phase of the project will be the construction of the ADA pathway and improved parking. The new parking area will be connected by an ADA pathway that allows access to the new gazebo and the ADA playground component.



- Due to COVID-19, the City has made the difficult decision to not hold our in-person Pee Wee Soccer program for children ages 3 and 4. In lieu of offering our instructional program, we'll be offering free starter packs to Somersworth residents with children ages 3 and 4. Packs will be available on a first come, first serve basis. Supplies are limited so we encourage residents to call or email the Rec Dept. to reserve their child's pack as soon as possible. The deadline to reserve starter packs will be Tuesday, August 25th. Starter packs will include 1- size 3 soccer ball, 5 small cones, 1 drawstring bag, and 5-6 sample practice plans with age appropriate games and drills to practice safely at home. We had 19 families register for the Pee Wee Soccer Starter packs.





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 3, 2020
Subject: Monthly Report – Month of August 2020

Bob:

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

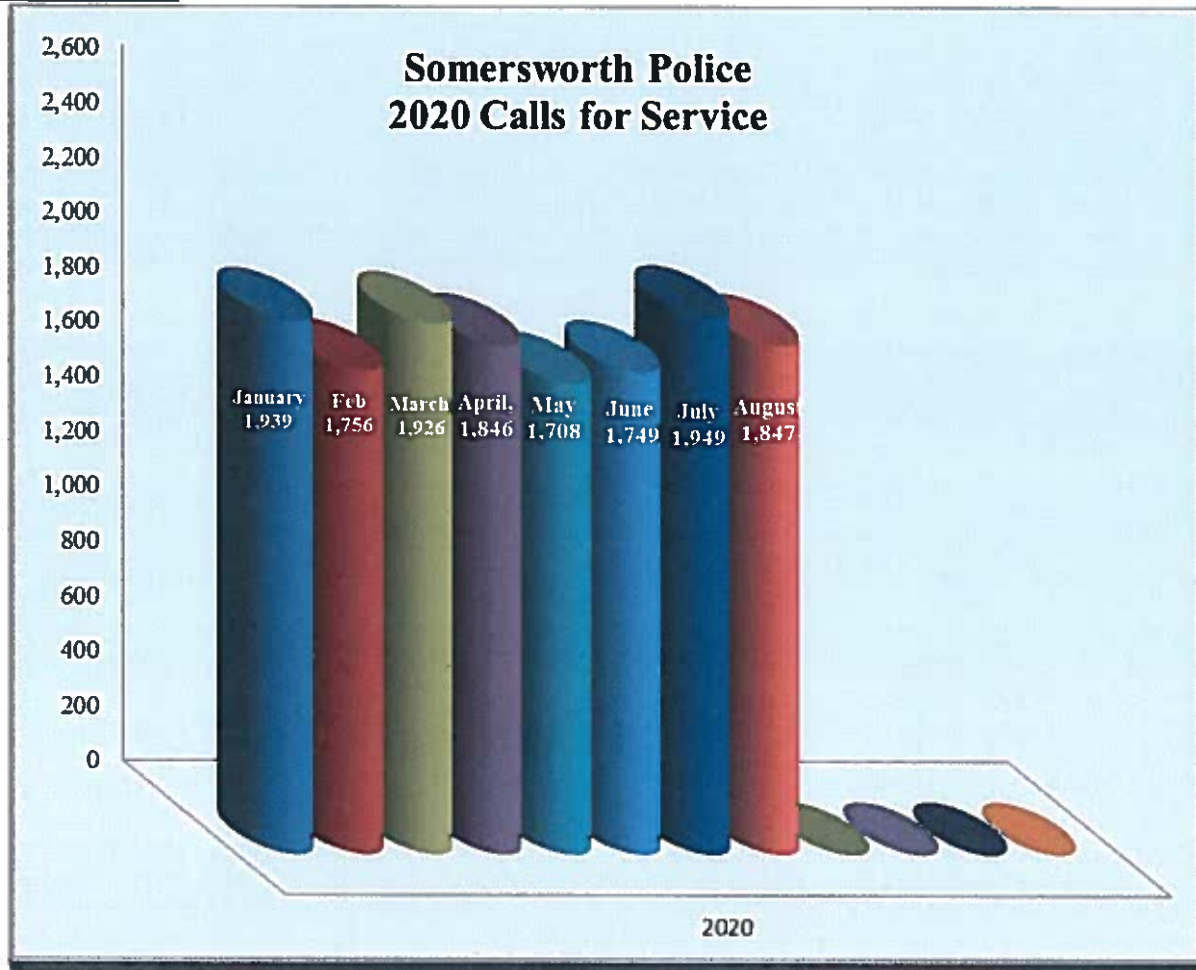
COMMUNITY POLICING:

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

OTHER ITEMS:

- The Crime Scene vehicle has been totally outfitted with equipment and supplies and has a working computer and all police electronics.

STATISTICS:



Yearly Comparison

Month	2020	2019	2018
January	1,939	1,976	2,085
Feb	1,756	1,796	1,878
March	1,926	2,145	2,215
April	1,846	2,285	2,452
May	1,708	2,053	2,409
June	1,749	1,935	2,406
July	1,949	2,048	2,174
August	1,847	1,943	2,238
Sept	0	2,020	2,263
Oct	0	1,906	2,123
Nov	0	1,860	2,055
Dec	0	1,995	1,936
TOTAL	14,720	23,962	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



George Kramlinger
Fire Chief & Emergency Management Director
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www.somersworth.com

9 September, 2020

To: Mr. Robert Belmore, City Manager

Subject: August 2020 Monthly Fire Department and Emergency Management Report

1. The statistical data associated with the COVID-19 pandemic continues to trend in a favorable direction for both the State and the City of Somersworth. The emergency management office assisted the Deputy City Manager in obtaining PPE from the State for the primary election and the Fire Department in obtaining PPE for day-to-day use when responding to emergency medical calls.
2. The upfit and completion of the City's new Forestry Truck by Eastern Fire Apparatus in Milton continues to be delayed due to supply chain issues related to the pandemic.
3. Training in August included confined space rescue, fire dynamics, active shooter/hostile event, and radio communications. Fire, Police, and EMS conducted an active shooter "table top" exercise.
4. Two state of the art atmospheric monitoring meters were placed in service. One of the meters has the capability of monitoring volatile organic compound vapors in miniscule quantities – such as gasoline – a first for the Somersworth FD.
5. As part of our cancer awareness and prevention program, we issued new protective hoods that block cancer causing particulate matter from contaminating a firefighter's neck and head.
6. Significant events:
 - a. 4 August: Wind from tropical storm Isaias knocked down trees and power lines causing wide spread electrical outages and a serious natural gas leak at the corner of Maple St and Bartlett Ave requiring a first alarm response from surrounding fire departments.
 - b. 8 and 9 August: Brush fires in the undeveloped area north of Willand pond required mutual aid resources and many hours of hard work to contain with hot temperatures and dry conditions.

- c. 12 August: D-Shift and Chief 1 operated at a multiple alarm fire in Dover on a very hot Wednesday morning.
- d. 13 August: A large turnout from the Somersworth Fire Department lined up in front of fire apparatus on the ramp of the fire station including the American flag flying from our aerial ladder to pay respects to former Deputy State Fire Marshal and Somersworth resident John M. Gregoire during the funeral procession following the funeral Mass at St. Martin's church.
- e. 21 August: A three-alarm fire at Hilltop Chevrolet on a warm and very humid Friday evening required the response of 11 mutual aid Fire Departments.

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

	August 2020	August 2019
EMS Related	58	49
MVA no injuries	8	7
Down Power Lines	6	1
Fires (all types)	24	4
All Other Hazards	62	58
Total	158	119

- 8. We continue to receive outstanding cooperation and response from Stewart's Ambulance Service. Average response time for the latest reporting period of July 2020 is an excellent 4:39.
- 9. Please feel free to contact me with any questions or concerns.

Respectfully submitted

George D. Kramlinger
Fire Chief / EMD
City of Somersworth

SOMERSWORTH, NEW HAMPSHIRE

City of Somersworth
One Government Way
Somersworth, NH 03878



City Hall
603.692.4262
www.somersworth.com

PUBLIC NOTICE

The City of Somersworth, NH, through the Office of the City Clerk, hereby announces that a meeting of:
the FIRE STATION BUILDING COMMITTEE MEETING

will be held on Wednesday, September 23, 2020 at 3:00 p.m.
in the City Council Chambers, City Hall,
One Government Way, Somersworth, NH.

AGENDA

1. Approve Past Meeting Minutes of July 29, 2020
2. Staff Updates
3. Schedule Berwick Fire Station Visit
4. Miscellaneous

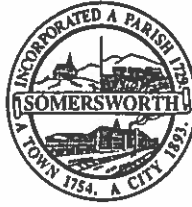
**This notice is in accordance with RSA 91-A, Revised Statutes Annotated of the State of New Hampshire.*

Called by:
Councilor Martin Pepin, Chairman
Fire Station Building Committee

Date Posted: September 18, 2020

Posted by: Jonathan Slaven
City Clerk

Posted at: City Hall
Library
Channel 22
City Website: www.somersworth.com



PUBLIC NOTICE

The City of Somersworth, NH, through the Office of the City Clerk, hereby announces that a meeting of:
the **ECONOMIC DEVELOPMENT COMMITTEE**

will be held on **Wednesday, September 23, 2020 at 4:30 p.m.**
in the **City Council Chambers, City Hall,**
One Government Way, Somersworth, NH

AGENDA

1. Approve Past Meeting Minutes of August 10, 2020
2. Plaza Sign Application for Speed of Sound
3. Plaza Business Parking
4. Miscellaneous

**This notice is in accordance with RSA 91-A, Revised Statutes Annotated of the State of New Hampshire*

Called by:

Councilor Donald Austin, Vice-Chairman
Economic Development Committee

Date Posted: September 18, 2020

Posted by: Jonathan Slaven
City Clerk

Posted at: City Hall
Library
Channel 22
City Website: www.somersworth.com



PUBLIC NOTICE

The City of Somersworth, NH, through the Office of the City Clerk, hereby announces that a meeting of:

PUBLIC WORKS AND THE ENVIRONMENT COMMITTEE

will be held on **Thursday, September 24, 2020 at 3:00 p.m.**
in the City Council Chambers, City Hall,
One Government Way, Somersworth, NH.

AGENDA

1. Approve Minutes of Previous Meeting of July 30, 2020
2. Ordinance No. 5-21, Zoning Amendment - Bees
3. Sidewalk Tractor/Plow Repair Update
4. Project Updates
 - a. Veterans Park Main Street Sidewalk
 - b. Blackwater Road Repairs
 - c. Cemetery Road Complete Streets
 - d. Spring 2021 Paving Bid Packet
5. Water Treatment Plant Repair
6. Miscellaneous

**This notice is in accordance with RSA 91-A, Revised Statutes Annotated of the State of New Hampshire*

Called by:

David A. Witham, Chairman
Public Works and the Environment Committee

Date Posted: September 18, 2020

Posted by: Jonathan Slaven,
City Clerk

Posted at: City Hall
Library
Channel 22
City Website: www.somersworth.com

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PUBLIC NOTICE

The City of Somersworth, NH, through the Office of the City Clerk, hereby announces that a meeting of:

FINANCE COMMITTEE MEETING

will be held on Thursday, September 24, 2020 at 4:30 p.m.
in the City Council Chambers, City Hall,
One Government Way, Somersworth, NH

AGENDA

1. Approve Past Meeting Minutes of July 30, 2020
2. Library ADA
3. Water Treatment Plant Repair
4. Sidewalk Tractor/Plows - CIP
5. GOFFER Funding (Covid-19)
6. Reporting
7. Miscellaneous

**This notice is in accordance with RSA 91-A, Revised Statutes Annotated of the State of New Hampshire.*

Called by:
Councilor David A. Witham, Chairman
Finance Committee

Date Posted: September 18, 2020

Posted by: Jonathan Slaven
City Clerk

Posted at: City Hall
Library
Channel 22
City Website: www.somersworth.com

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PUBLIC NOTICE

The City of Somersworth, NH, through the Office of the City Clerk, hereby announces that a meeting of:

the **GOVERNMENT OPERATIONS COMMITTEE**

will be held on **Wednesday, September 30, 2020 at 4:30p.m.**
in the City Council Chambers, City Hall,
One Government Way, Somersworth, NH.

AGENDA

1. Approve Meeting Minutes of August 4, 2020
2. Ordinance No. 23-20, Health Insurance Amendment, Ch. 4
3. Licensing Board – City Ord., Chapter 14
4. Miscellaneous

**This notice is in accordance with RSA 91-A, Revised Statutes Annotated of the State of New Hampshire.*

Called by:
Councilor Richard R. Michaud, Chairman
Government Operations Committee

Date Posted: September 18, 2020

Posted by: Jonathan Slaven,
City Clerk

Posted at: City Hall
Library
Channel 22
City Website: www.somersworth.com