

*Office of the City Manager*

**TO:** Mayor Dana S. Hilliard and City Council Members

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

**DATE:** Wednesday, August 28, 2019

**SUBJECT:** City Manager's Report for Tuesday, September 3, 2019  
City Council Agenda

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*Unfinished Business (Under Section 14 of Agenda)*

**Ordinances**

- A. Ordinance No. 4-20: Supplemental Appropriation for Sewer Utility Improvements Associated with the Fiscal Year 2019-2020 Road Resurfacing Projects.** Again, the Finance Committee voted to support this funding need.
- B. Ordinance No. 5-20: Supplemental Appropriation for Water Utility Improvements Associated with the Fiscal Year 2019-2020 Road Resurfacing Projects.** Again, the Finance Committee voted to support this funding need.

*New Business (Under Section 15 of Agenda)*

**Ordinances**

- A. Ordinance No. 6-20: To Amend Chapter 22, Subdivision Regulations, By Deleting it in its Entirety.** Attached is a memorandum from Director Shanna Saunders that provides some background information on this recommended change.
- B. Ordinance No. 7-20: To Amend Chapter 22A, Site Plan Review Regulations, By Deleting it in its Entirety.** The Government Operations Committee voted at their June 19<sup>th</sup> meeting to recommend rescinding City Ordinance Chapter 22, Subdivision Regulations and Chapter 22A, Site Plan Review Regulations. Recently, questions were raised on why these regulations are both an Ordinance and a Planning Board Regulation. Attached is some information provided by Director Shanna Saunders on some research completed on this issue. I also discussed this process with our City Attorney who confirmed that the Planning Board is charged with passing these Regulations per State Law. Please note that our Planning Board has passed amendments to these regulations in the past after holding a Public Hearing.

A Public Hearing will need to be scheduled prior to the Council's vote. I recommend scheduling it for the Monday, September 16<sup>th</sup> Council Meeting.



- C. Ordinance No. 8-20: To Amend Chapter 29, Administrative Code, Section 4.3, Board of Assessors.** The Government Operations met on June 19<sup>th</sup> and voted to move forward with this recommendation. This Amendment would delegate Assessing functions of the Board of Assessors to the City Manager or their designee. There is no legal requirement to have a Board of Assessors according to our City Attorney. Should this Ordinance amendment be adopted, any Assessing issue would go through a 3-tier review process for resolution: Contracted City Assessor, Finance Director and then City Manager. Formal abatement appeals would still go to Superior Court or the State Board of Land & Tax Appeals, should it not be resolved at the local end. Attached is a *red-lined* copy of the Administrative Code.

I recommend this change become effective September 30<sup>th</sup> in order to provide the present Board of Assessors the opportunity to have a final meeting. I was able to talk to two of our present Board of Assessors: Jim Cowan and Phil Munck, both expressed support for this administrative change.

A Public Hearing will need to be scheduled prior to the vote. I recommend scheduling it for the Monday, September 16<sup>th</sup> Council Meeting.

### **Resolutions**

- A. Resolution No. 12-20: To Authorize the City Manager to Contract with Hall Brothers Contracting, Inc. of Berwick, ME for the Replacement of The City Hall Roof.** The Finance Committee met on August 6<sup>th</sup> and voted to support Staff's recommendation. City Staff reviewed the five (5) proposals received for the replacement of the City Hall roof. Halls Brothers was chosen as the lowest bidder. They have completed work for the City in the past with favorable results. Attached is a memorandum from City Engineer Gary Lemay regarding this project and the bid results. Please note that I have requested some contingency funding.
- B. Resolution No. 13-20: To Authorize the City Manager to Sign a Lease/Purchase Agreement for the Purchase of City Vehicles.** Attached is a memorandum from Finance Director Scott Smith that spells out the various proposals received. The Finance Committee minutes will indicate a vote to support another financial institution, however when contacted they indicated an error in their original requested proposal. The Finance Committee is sponsoring this Resolution via email notification of the change on the selected vendor.
- C. Resolution No. 14-20: To Authorize the City Manager to Order One SUV Style Police Cruiser Which will be Funded by a Lease Purchase Agreement.** The Finance Committee met on August 6<sup>th</sup> and voted to recommend this Resolution. This is a purchase approved in the City FY Budget. Attached is a memorandum from Chief David Kretschmar regarding this 2020 Ford SUV Explorer costs.



- D. Resolution No. 15-20: To Authorize the City Manager to Contract with Renaud Industries of Portsmouth, NH for the Removal and Remediation of Contaminated Soils and with Waste Management of Rochester, NH for the Disposal of Contaminated Soils Located at 1 Winter Street, Formerly Known as Bretons Cleaners.** Based on these results I recommend that Renaud Industries be awarded the bid. I also recommend the City pay for disposal of the dirty dirt to Waste Management directly, which would result in a \$10K-\$20K cost savings. Attached is the bid tabulation from our Consultant. Please note that the intent of this action is to provide the City Manager with full authority to complete this project within the parameters of the Grant requirements as well as any and all funding available.

#### Other

- A. Vote to Approve Community Revitalization Tax Relief Incentive (Ch. 31) Application from Ratification Enterprise LLC, Patrick Kelly Located at 8 Somersworth Plaza, Stripe Nine Brewery.** The Economic Development Committee met on July 10<sup>th</sup> and voted to recommend acceptance of this application for Stripe Nine Brewery. Attached is a copy of the application as well as Director Shanna Saunders memorandum determining the application is complete. I have also attached the City Ordinance, Ch. 31 regarding this Tax Incentive Relief Program. The new property assessment has been set by our Assessor at a total value of \$179,900.

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

##### **A. Informational Items**

- 1. Ward Boundaries City Charter Amendment Proposal.** Attached is the response from two State Agencies regarding the proposed City Charter Amendment that was designed to be on this November's ballot. The Secretary of State and Attorney General's offices object to this action and thereby reject the City's request to forward this proposed change to our voters.
- 2. Vachon Clukay & Company PC.** Attached is a copy of the Annual Financial Audit process to be conducted by our contracted City Auditors for Fiscal Year ending June 30, 2019.
- 3. NH Lottery – Regarding Sports Betting.** At the request of Councilor Sprague, the Mayor has approved the placement of a Council vote on the Oct 7<sup>th</sup> Agenda, regarding the following question to be placed on the November Municipal Ballot "*Shall we allow the operation of sports book retail locations within the City of Somersworth?*" A required Public Hearing and the vote will be scheduled for the October 7<sup>th</sup> Council meeting.
- 4. Eversource Enhanced Tree Trimming (ETT) Program.** Attached is recent correspondence received from Eversource in regards to ETT work to commence with the City in early October of this year. I will be meeting with them on Tuesday to discuss their work plan.
- 5. Upcoming Events.**  
**Sat., September 7, 11:00am - 5:00pm: 7<sup>th</sup> Annual Indonesian Festival – Main St.**

#### **Attachments**

- 1. City Attorney Certifications Seven (7)**





## City of Somersworth – Ordinance

Ordinance No: 4-20

### **SUPPLEMENTAL APPROPRIATION FOR SEWER UTILITY IMPROVEMENTS ASSOCIATED WITH THE FISCAL YEAR 2019-2020 ROAD RESURFACING PROJECTS**

August 5, 2019

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

The annual budget for the City of Somersworth for FY2019-2020 is amended as follows:

Appropriate \$95,730 from the Sewer Fund budget as follows:

Original Budget  
\$ 2,290,705

Amendment  
\$ 95,730

Revised Budget  
\$ 2,386,435

Approved as to Funding:

Scott A. Smith  
Director of Finance and Administration

Recorded by:

Trish Harris  
City Clerk

Background:

This Ordinance appropriates funding for improvements to the City's sewer system that are associated with the FY2019-2020 road resurfacing projects.

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

#### Authorization

##### *Sponsored by Councilors:*

David A. Witham  
Dale R. Sprague  
Martin Pepin  
Martin P. Dumont, Sr.

##### *Approved:*

City Attorney



## City of Somersworth – Ordinance 4-20

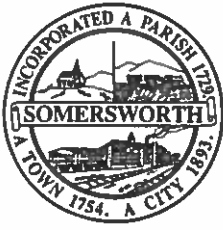
### History

|                  |            |                     |  |
|------------------|------------|---------------------|--|
| First Read Date: | 08/05/2019 | Tabled:             |  |
| Public Hearing:  |            | Removed From Table: |  |
| Second Read:     |            |                     |  |

### Discussion

| Voting Record                       |           | YES    | NO     |
|-------------------------------------|-----------|--------|--------|
| Ward 1 Councilor                    | Pepin     |        |        |
| Ward 2 Councilor                    | Vincent   |        |        |
| Ward 3 Councilor                    | Dumont    |        |        |
| Ward 4 Councilor                    | Austin    |        |        |
| Ward 5 Councilor                    | Michaud   |        |        |
| At Large Councilor                  | Witham *  |        |        |
| At Large Councilor                  | Sprague   |        |        |
| At Large Councilor                  | Cameron   |        |        |
| At Large Councilor                  | LeVasseur |        |        |
| <b>TOTAL VOTES:</b>                 |           |        |        |
| On    /    /    .    Ordinance 4-20 |           | PASSED | FAILED |





## City of Somersworth – Ordinance

Ordinance No: 5-20

### **SUPPLEMENTAL APPROPRIATION FOR WATER UTILITY IMPROVEMENTS ASSOCIATED WITH THE FISCAL YEAR 2019-2020 ROAD RESURFACING PROJECTS**

August 5, 2019

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

The annual budget for the City of Somersworth for FY2019-2020 is amended as follows:

Appropriate \$52,380 from the Water Fund budget as follows:

| Original Budget | Amendment | Revised Budget |
|-----------------|-----------|----------------|
| \$ 2,286,386    | \$ 52,380 | \$ 2,338,766   |

Approved as to Funding:

Scott A. Smith  
Director of Finance and Administration

Recorded by:

Trish Harris  
City Clerk

Background:

This Ordinance appropriates funding for improvements to the City's water system that are associated with the FY2019-2020 road resurfacing projects.

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

#### Authorization

*Sponsored by Councilors:*

David A. Witham  
Dale R. Sprague  
Martin Pepin  
Martin P. Dumont, Sr.

*Approved:*

City Attorney



## City of Somersworth – Ordinance 5-20

### History

|                  |            |                     |  |
|------------------|------------|---------------------|--|
| First Read Date: | 08/05/2019 | Tabled:             |  |
| Public Hearing:  |            | Removed From Table: |  |
| Second Read:     |            |                     |  |

### Discussion

| Voting Record                   |           | YES    | NO     |
|---------------------------------|-----------|--------|--------|
| Ward 1 Councilor                | Pepin     |        |        |
| Ward 2 Councilor                | Vincent   |        |        |
| Ward 3 Councilor                | Dumont    |        |        |
| Ward 4 Councilor                | Austin    |        |        |
| Ward 5 Councilor                | Michaud   |        |        |
| At Large Councilor              | Witham *  |        |        |
| At Large Councilor              | Sprague   |        |        |
| At Large Councilor              | Cameron   |        |        |
| At Large Councilor              | LeVasseur |        |        |
| TOTAL VOTES:                    |           |        |        |
| On   /   /   .   Ordinance 5-20 |           | PASSED | FAILED |





## City of Somersworth – Ordinance

Ordinance No: **6-20**

**TO AMEND CHAPTER 22, SUBDIVISION REGULATIONS, BY  
DELETING IT IN ITS ENTIRETY**

September 3, 2019

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

Delete Chapter 22, Subdivision Regulations, in its entirety.

This Ordinance shall take effect upon its passage.

### Authorization

*Sponsored by Councilors:*

Martin P. Dumont, Sr.  
David A. Witham  
Nancie Cameron  
Edward Levasseur

*Approved:*

City Attorney



## City of Somersworth – Ordinance 6-20

### History

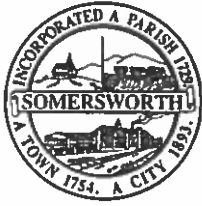
|                  |            |                     |  |
|------------------|------------|---------------------|--|
| First Read Date: | 09/03/2019 | Tabled:             |  |
| Public Hearing:  |            | Removed From Table: |  |
| Second Read:     |            |                     |  |

### Discussion

Note: NH State Law provides the Planning Board with the authority to adopt and amend Subdivision Regulations.

| 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             | Sprague   |               |               |
| At Large Councilor             | Cameron   |               |               |
| At Large Councilor             | Levasseur |               |               |
| <b>TOTAL VOTES:</b>            |           |               |               |
| On    /    /    Ordinance 6-20 |           | <b>PASSED</b> | <b>FAILED</b> |





## City of Somersworth – Ordinance

Ordinance No: 7-20

**TO AMEND CHAPTER 22A, SITE PLAN REVIEW REGULATIONS,  
BY DELETING IT IN ITS ENTIRETY**

September 3, 2019

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

Delete Chapter 22A, Site Plan Review Regulations, in its entirety.

This Ordinance shall take effect upon its passage.

### Authorization

*Sponsored by Councilors:*

Martin P. Dumont, Sr.  
David A. Witham  
Nancie Cameron  
Edward Levasseur

*Approved:*

City Attorney



## City of Somersworth – Ordinance 7-20

### History

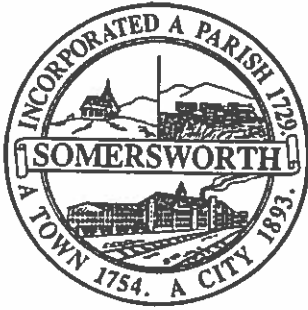
|                  |            |                     |  |
|------------------|------------|---------------------|--|
| First Read Date: | 09/03/2019 | Tabled:             |  |
| Public Hearing:  |            | Removed From Table: |  |
| Second Read:     |            |                     |  |

### Discussion

Note: NH State Law provides the Planning Board with the authority to adopt and amend Site Plan Review Regulations.

| 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             | Sprague   |        |        |
| At Large Councilor             | Cameron   |        |        |
| At Large Councilor             | Levasseur |        |        |
| TOTAL VOTES:                   |           |        |        |
| On    /    /    Ordinance 7-20 |           | PASSED | FAILED |





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Shanna B. Saunders, Director  
Development Services

To: Bob Belmore  
Date: May 31, 2019  
Re: Somersworth Site Plan Regulations vs. Ordinance

We have an interesting situation in Somersworth where our site plan and subdivision Regulations are seemingly adopted as Ordinances. They are listed as Chapters in the City Ordinance. State Statute RSA 675:6 is clear that all Master Plans, Subdivision Regs, Site Plan Regs are adopted by the Planning Board. *"Every local master plan, subdivision regulation, site plan review regulation and historic district regulation referred to in this title shall be adopted or amended by the planning board or historic district commission, as appropriate..."*

This is not to be confused with the Zoning ordinance which is adopted by the local legislative body under RSA 674:16.

Somersworth is an unusual situation as Rochester, Portsmouth, Durham, Laconia and Milton all have very separate Regulations approved by only the Planning Board. In Dover, although their regulations are seemingly Ordinances as well, upon email inquiry, the staff was very clear that the Regulations are only adopted by the Planning Board and not the City Council.

Because the Statute is clear and because no Town or City around us has their Governing Body adopt or approve Site and Sub Regulations, I strongly recommend Somersworth follow the RSA and have Council adopt/approve Site and Sub Regulations and Council adopt/approve the Zoning Ordinance.



List of Resource:

Dover: <https://www.dover.nh.gov/government/city-operations/planning/index.html>

Rochester: <https://www.rochesternh.net/planning-development/pages/zoning-ordinance-map-and-site-review-and-subdivision-regulations>

Portsmouth: <https://www.cityofportsmouth.com/planportsmouth/land-use-and-zoning-regulations>

Milton: <https://www.miltonnh-us.com/planning-board/pages/regulations> & <https://www.miltonnh-us.com/zoning-board-adjustment>

Durham: <https://www.ci.durham.nh.us/planning/durham-planning-department>





## City of Somersworth – Ordinance

Ordinance No: 8-20

### **TO AMEND CHAPTER 29, ADMINISTRATIVE CODE, SECTION 4.3, BOARD OF ASSESSORS**

September 3, 2019

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

Delete Chapter 29, Administrative Code, Section 4.3, Board of Assessors in its Entirety.

And, add:

#### 29.4.3 Board of Assessors Duties & Responsibilities

29.4.3.1 The Board of Assessors duties, responsibilities and functions as provided in NH RSA Ch. 48:13 and its successors is hereby delegated to the City Manager or his/her designee.

This Ordinance shall take effect on September 30, 2019.

| Authorization                                                                                                     |                                   |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <i>Sponsored by Councilors:</i><br>Martin P. Dumont, Sr.<br>David A. Witham<br>Nancie Cameron<br>Edward Levasseur | <i>Approved:</i><br>City Attorney |



## City of Somersworth – Ordinance 8-20

### History

|                  |            |                     |  |
|------------------|------------|---------------------|--|
| First Read Date: | 09/03/2019 | Tabled:             |  |
| Public Hearing:  |            | Removed From Table: |  |
| Second Read:     |            |                     |  |

### Discussion

| Voting Record                  |           | YES    | NO     |
|--------------------------------|-----------|--------|--------|
| Ward 1 Councilor               | Pepin     |        |        |
| Ward 2 Councilor               | Vincent   |        |        |
| Ward 3 Councilor               | Dumont    |        |        |
| Ward 4 Councilor               | Austin    |        |        |
| Ward 5 Councilor               | Michaud   |        |        |
| At Large Councilor             | Witham    |        |        |
| At Large Councilor             | Sprague   |        |        |
| At Large Councilor             | Cameron   |        |        |
| At Large Councilor             | Levasseur |        |        |
| TOTAL VOTES:                   |           |        |        |
| On    /    /    Ordinance 8-20 |           | PASSED | FAILED |



ADMIN CODE  
Ch. 29

29.11

the qualifications for membership on any body and may use any process it considers appropriate to determine whether such qualifications are met.

No member of any independent board or commission shall receive a salary or payment for that person's services unless specifically directed by ordinance or New Hampshire State Law or provided in the annual operating budget.

Members of boards and commissions may, after public hearing, be removed by the Mayor and City Council for inefficiency, neglect of duty, malfeasance in office or other good cause. The Mayor and City Council shall provide procedures in the City Council Rules and Regulations for such removal.

#### 29.4.1 Planning Board

The previous establishment of a Planning Board known as the City of Somersworth Planning Board is affirmed. The Planning Board shall be appointed and shall conduct its business in accordance with New Hampshire Revised Statutes Annotated Chapter 673, or its successor.

#### 29.4.2 Zoning Board of Adjustment

The previous establishment of a Zoning Board of Adjustment known as the City of Somersworth Zoning Board of Adjustment is affirmed. The Zoning Board of Adjustment shall be appointed and shall conduct its business in accordance with New Hampshire Revised Statutes Annotated Chapter 673, or its successor.

#### 29.4.3 Board of Assessor Duties & Responsibilities

29.4.3.1 The Board of Assessors duties, responsibilities and functions as provided in NH RSA Ch. 48:13 and it's successors is hereby delegated to the City Manager or his / her designee.

#### 29.4.3 Board of Assessors

29.4.3.1 There shall be a Board of Assessors who shall perform the functions as provided in New Hampshire Revised Statutes Annotated Chapter 48:13 and its successors. The Board of Assessors shall be comprised as follows:

Three members at large who shall elect one of them as Chairman.

The Chief Assessor shall be ex-officio and shall provide advice and assistance to the Board as needed. He/she shall have no vote in the Board's deliberations.

(Amended 03/20/2000.)

29.4.3.2 The members at large shall be appointed by the Mayor, with the consent of the City Council, for three year staggered terms beginning on April 1 of their respective years. Two members shall be appointed in the year 2000, one for a term of two years and one for a term of three years; after which all members shall be appointed for a term of three years.



~~(Amended 03-20-2000.)~~

~~29.4.3.3 The Board shall choose a Clerk from among its members to serve indefinitely, at the pleasure of the Board.~~

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#### 29.4.4 Cemetery Trustees

There shall be a Board of five persons known as the Trustees of Forest Glade Cemetery. The Board shall have charge of the Cemetery subject to budgetary limitations imposed by the City Council.

The Trustees shall request such assistance of City departments as may be necessary and desirable to provide for maintenance of the Cemetery and its records and the City Manager may provide for charging such assistance to the Trustees' budget accounts.

(Amended 02/21/1989.)

#### 29.4.5 Conservation Commission

The Administrative Code affirms the creation of the Somersworth Conservation Commission according to New Hampshire Revised Statutes Annotated Chapter 36-A and/or its successors. The Conservation Commission shall consist of seven members.

The duties and responsibilities of the Conservation Commission shall be to promote and develop the natural resources of the City and to protect its watershed resources. The Commission shall have such other duties and responsibilities as provided in state law for conservation commissions.

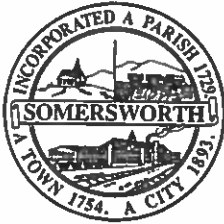
#### 29.4.6 Historic Preservation Commission

This Administrative Code affirms the creation of a nine (9) member Historic District Commission by previous action of the City Council under New Hampshire Revised Statutes Annotated Chapter 673:4 and its successors. The duties of the Commission are as provided by statute and are intended to promote and preserve the historic and architectural values of the Historic District(s).

#### 29.4.7 Somersworth Housing Authority

This Administration Code affirms the creation of the Somersworth Housing Authority by previous action of the City Council under the provisions of New Hampshire Revised Statutes Annotated Chapter 203 and its successors. The Somersworth Housing Authority shall be governed by the board specified in the statutes and shall have and shall exercise the powers and functions enumerated in the statutes.





## City of Somersworth – Resolution

Resolution No: 12-20

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH HALL BROTHERS CONTRACTING, INC. OF BERWICK, ME FOR THE REPLACEMENT OF THE CITY HALL ROOF**

September 3, 2019

WHEREAS, the Somersworth Capital Improvement Program for fiscal years 2020 through 2025 contains a recommendation to replace the City Hall roof, and

WHEREAS, the fiscal year 2019-2020 adopted budget contains an appropriation to replace the City Hall roof, and

WHEREAS, City staff requested and received proposals for this project and recommends awarding the contract to Hall Brothers Contracting, Inc. of Berwick, Maine for a cost not to exceed \$83,700 (Eighty Three Thousand Seven Hundred dollars), and

WHEREAS, the Finance Committee has reviewed the recommendation with City staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Hall Brothers Contracting, Inc. of Berwick, Maine to replace the City Hall roof at an amount not to exceed \$83,700 (Eighty Three Thousand Seven Hundred 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  
Martin Pepin  
Martin P. Dumont, Sr.

*Approved:*

City Attorney



## City of Somersworth – Resolution 12-20

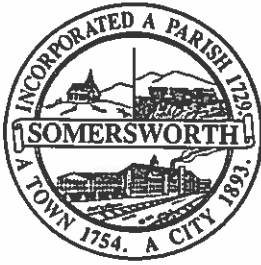
### History

|                  |            |                     |  |
|------------------|------------|---------------------|--|
| First Read Date: | 09/03/2019 | Tabled:             |  |
| Public Hearing:  |            | Removed From Table: |  |
| Second Read:     |            |                     |  |

### Discussion

| Voting Record             |           | YES    | NO     |
|---------------------------|-----------|--------|--------|
| Ward 1 Councilor          | Pepin     |        |        |
| Ward 2 Councilor          | Vincent   |        |        |
| Ward 3 Councilor          | Dumont    |        |        |
| Ward 4 Councilor          | Austin    |        |        |
| Ward 5 Councilor          | Michaud   |        |        |
| At Large Councilor        | Witham *  |        |        |
| At Large Councilor        | Sprague   |        |        |
| At Large Councilor        | Cameron   |        |        |
| At Large Councilor        | Levasseur |        |        |
| <b>TOTAL VOTES:</b>       |           |        |        |
| On / / . Resolution 12-20 |           | PASSED | FAILED |





Gary S. Lemay, P.E.  
City Engineer  
Tel: 692-9524

Date: 8/5/2019  
To: Bob Belmore, City Manager  
Copy: Scott Smith, Director of Finance and Administration  
Subject: City Hall Roof Replacement Results

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Bids were received for replacing the City Hall roof on 8/1/2019. The purpose of this memo is to summarize the results:

- There were five responses to the request for bids: Avatar Construction, Inc. of Waltham, MA; Hall Brothers of Berwick, ME; Kevin W. Smith & Son, Inc. of Standish, ME; LGR1 Inc. of Lowell, MA; and Skyline Roofing Services, LLC of Manchester, NH.
- Bids were sought for the base scope and one bid alternatives. The base bid covered full replacement of the City Hall roof and re-installation with a 1-inch layer of insulation; the bid alternative was to instead conduct the base scope of work with a 2-inch layer of insulation. Results are summarized below in Table 1.
- Hall Brothers of Berwick, ME was the lowest bid at \$70,600 for the base scope and the alternative bid at \$76,100.
- The budget for the work was \$71,000.
- The roof currently has a 2" thick layer of insulation.

I recommend we proceed to engage Hall Brothers of Berwick to conduct the roof repairs. I recommend going with the 2" insulation bid alternative for \$76,100 as it will match the existing insulation thickness.

Table 1: City Hall roof repair results for the base scope and bid alternative

| Bidder Name                     | Bidder Address                    | Bid Amount   | Alternative Bid Amount |
|---------------------------------|-----------------------------------|--------------|------------------------|
| Avatar Construction Inc         | 558 Main St, Waltham, MA          | \$124,334.00 | \$136,784.00           |
| Hall Brothers Contracting, Inc. | 136 Rochester Street, Berwick, ME | \$70,600.00  | \$76,100.00            |
| Kevin W. Smith & Son, Inc.      | 580 Richville Road, Standish, ME  | \$76,500.00  | \$81,500.00            |
| LGR1 Inc.                       | 16 Chelmsford St., Lowell, MA     | \$105,000.00 | \$117,500.00           |
| Skyline Roofing Services, LLC   | 861 Page St., Manchester, NH      | \$105,000.00 | \$110,000.00           |



## City Hall Roof Repair Bid Results

| <u>Bidder Name</u>              | <u>Bidder Address</u>             | <u>Bid Amount</u> | <u>Alternative Bid Amount</u> |
|---------------------------------|-----------------------------------|-------------------|-------------------------------|
| Hall Brothers Contracting, Inc. | 136 Rochester Street, Berwick, ME | \$70,600.00       | \$76,100.00                   |
| Kevin W. Smith & Son, Inc.      | 580 Richville Road, Standish, ME  | \$76,500.00       | \$81,500.00                   |
| Skyline Roofing Services, LLC   | 861 Page St., Manchester, NH      | \$105,000.00      | \$110,000.00                  |
| LGR1 Inc.                       | 16 Chelmsford St., Lowell, MA     | \$105,000.00      | \$117,500.00                  |
| Avatar Construction Inc         | 558 Main St, Waltham, MA          | \$124,334.00      | \$136,784.00                  |





## City of Somersworth – Resolution

Resolution No: 13-20

### TO AUTHORIZE THE CITY MANAGER TO SIGN A LEASE/PURCHASE AGREEMENT FOR THE PURCHASE OF CITY VEHICLES

September 3, 2019

WHEREAS, the fiscal year 2019-2020 adopted budget contains an appropriation for a down payment toward the purchase of the following City vehicles:

- One SUV style Police Cruiser
- Fire Department Forestry Vehicle Replacement
- Fire Department 1-Ton Truck Replacement
- DPW Plow Truck – 303 Replacement
- DPW 1-Ton Truck – 202 Replacement, and

WHEREAS, City staff solicited quotes for financing this purchase through a lease/purchase agreement and recommends entering into an agreement with TD Equipment Finance, and

WHEREAS, the Finance Committee for the City of Somersworth reviewed these quotes with City staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a five-year lease/purchase agreement with TD Equipment Finance for the acquisition of City vehicles.

#### Authorization

*Sponsored by Councilors:*

David A. Witham  
Martin Pepin  
Martin P. Dumont, Sr.

*Approved:*

City Attorney



## City of Somersworth – Resolution 13-20

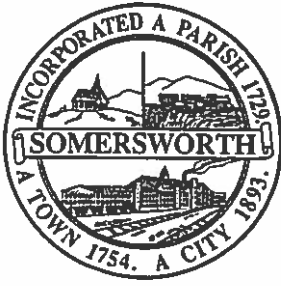
### History

|                  |            |                     |  |
|------------------|------------|---------------------|--|
| First Read Date: | 09/03/2019 | Tabled:             |  |
| Public Hearing:  |            | Removed From Table: |  |
| Second Read:     |            |                     |  |

### Discussion

| Voting Record                         |           | YES    | NO     |
|---------------------------------------|-----------|--------|--------|
| Ward 1 Councilor                      | Pepin     |        |        |
| Ward 2 Councilor                      | Vincent   |        |        |
| Ward 3 Councilor                      | Dumont    |        |        |
| Ward 4 Councilor                      | Austin    |        |        |
| Ward 5 Councilor                      | Michaud   |        |        |
| At Large Councilor                    | Witham *  |        |        |
| At Large Councilor                    | Sprague   |        |        |
| At Large Councilor                    | Cameron   |        |        |
| At Large Councilor                    | Levasseur |        |        |
| <b>TOTAL VOTES:</b>                   |           |        |        |
| On    /    /    .    Resolution 13-20 |           | PASSED | FAILED |





## MEMORANDUM

**TO:** Bob Belmore, City Manager

**FROM:** Scott Smith, Finance Director

**DATE:** August 2, 2019

**SUBJECT:** Lease Quotes for Vehicle Replacement

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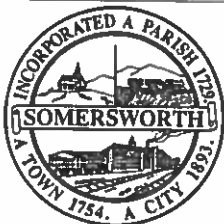
I requested quotes for a three (3) and five (5) year lease/purchase agreement, with payments in arrears, with a \$20,000 down payment resulting in a principal balance of \$400,000 financed. The results were as follows:

|                              | <u>3 Year</u> | <u>5 Year</u> |
|------------------------------|---------------|---------------|
| • Vision Financial Group     | \$138,341     | \$85,834      |
| • TD Equipment Finance       | \$139,594     | \$85,816      |
| • First Capital Leasing Corp | \$141,003     | \$87,029      |
| • Tax Exempt Leasing Corp    | \$141,820     | \$87,716      |
| • Kansas State Bank          | \$141,875     | \$87,816      |
| • The Bancorp                | \$141,008     | \$88,376      |

The lowest quote received under both terms is Vision Financial Group. Although it appears that TD Equipment Finance is a lower choice under the 5 year program, they include a one-time escrow administration fee of \$1,500, which makes the overall cost more than Vision Financial Group.

If you require any additional information please let me know.





## City of Somersworth – Resolution

Resolution No: 14-20

**TO AUTHORIZE THE CITY MANAGER TO ORDER ONE SUV STYLE POLICE CRUISER WHICH WILL BE FUNDED BY A LEASE PURCHASE AGREEMENT**

September 3, 2019

WHEREAS, the City of Somersworth's Capital Improvement Plan proposes a replacement schedule for police cruisers to maintain fleet integrity and reduce maintenance costs, and

WHEREAS, the Somersworth City Council would like to improve the fleet of police cruisers by continuing the replacement of traditional sedan style cruisers with a more modern SUV style of police cruiser, and

WHEREAS, City staff has evaluated the advantage of the use of a standard vehicle manufacturer acquisition policy and recommends the use of the NH State bid list for Ford vehicles as the most efficient method of procuring these new vehicles, and

WHEREAS, the Finance Committee has reviewed this with staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order one new "SUV" style police cruiser which will be funded through a lease purchase agreement.

### Authorization

*Sponsored by Councilors:*

David A. Witham  
Martin Pepin  
Martin P. Dumont, Sr.

*Approved:*

City Attorney



## City of Somersworth – Resolution 14-20

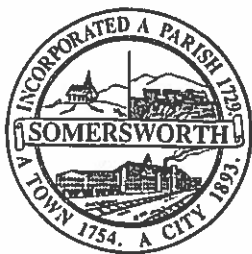
### History

|                  |            |                     |  |
|------------------|------------|---------------------|--|
| First Read Date: | 09/03/2019 | Tabled:             |  |
| Public Hearing:  |            | Removed From Table: |  |
| Second Read:     |            |                     |  |

### Discussion

| Voting Record                         |           | YES    | NO     |
|---------------------------------------|-----------|--------|--------|
| Ward 1 Councilor                      | Pepin     |        |        |
| Ward 2 Councilor                      | Vincent   |        |        |
| Ward 3 Councilor                      | Dumont    |        |        |
| Ward 4 Councilor                      | Austin    |        |        |
| Ward 5 Councilor                      | Michaud   |        |        |
| At Large Councilor                    | Witham *  |        |        |
| At Large Councilor                    | Sprague   |        |        |
| At Large Councilor                    | Cameron   |        |        |
| At Large Councilor                    | Levasseur |        |        |
| <b>TOTAL VOTES:</b>                   |           |        |        |
| On    /    /    .    Resolution 14-20 |           | PASSED | FAILED |





## *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  
From: David Kretschmar, Chief of Police  
Date: August 5th, 2019  
Subject: 2020 Ford Explorer Costs

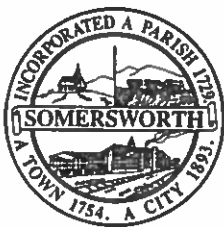
Following are the costs for the purchase of a 2020 Ford Explorer Police Cruiser. Included are the changeover and installation costs of equipment. Changeover over equipment will come from Unit 116, a 2016 Ford Explorer, and Unit 113, a 2013 Dodge Charger. Unit 116 will drop down to become a detail cruiser, replacing Unit 113 which will be coming off line to be sold through the City's bid/auction process.

|                                                       |                 |
|-------------------------------------------------------|-----------------|
| State Bid for 2020 Ford Explorer Police Cruiser       | \$32,319.00     |
| Changeover Costs from Unit 116/113                    | \$10,915.00     |
| Decal and Striping through Chaloux Signs and Graphics | \$875.00        |
| <br>Total Costs                                       | <br>\$44,109.00 |

As you see there is a cost increase due to the increase in the 2020 State Bids on Ford Explorer Police Cruisers of \$4,371.00 over prior State Bid costs of \$27,948.00. Some of this increase will be mitigated as we will be switching over a new radio, along with a computer, modem and printer from Unit 113 into the 2020 unit.

I have enclosed quotes detailing the costs of the vehicle and equipment changeover.





## City of Somersworth – Resolution

Resolution No: 15-20

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH RENAUD INDUSTRIES OF PORTSMOUTH, NH FOR THE REMOVAL AND REMEDIATION OF CONTAMINATED SOILS AND WITH WASTE MANAGEMENT OF ROCHESTER, NH FOR THE DISPOSAL OF CONTAMINATED SOILS LOCATED AT 1 WINTER STREET, FORMERLY KNOWN AS BRETONS CLEANERS**

September 3, 2019

WHEREAS, the Somersworth City Council adopted Resolution No. 40-18 authorizing the City Manager to enter into a project agreement with the US Environmental Protection Agency to provide grant funding in the amount of \$200,000 (Two Hundred Thousand dollars) with a local match of \$40,000 (Forty Thousand dollars) for the removal and remediation of contaminated soils at the former Breton's Cleaners property located at 1 Winter Street, and

WHEREAS, the City's consultant engineer for the project solicited proposals from qualified contractors for the removal and remediation of the contaminated soils, and

WHEREAS, the City's consultant engineer for the project reviewed the proposals received and recommends awarding the contract to Renaud Industries of Portsmouth, NH, and

WHEREAS, as part of the project, the City will require a contract with Waste Management in Rochester, NH for the disposal of the contaminated soils,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Renaud Industries of Portsmouth, NH and Waste Management of Rochester, NH for the removal, remediation, and disposal of contaminated soils at the former Breton's Cleaners property located at 1 Winter Street, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERERSWORTH THAT the City Manager is authorized to amend the contract with Renaud Industries or Waste Management, or contract with other vendors that may be required to complete this project to the extent such contracts are within the scope of work and funding available provided through the project agreement with the US Environmental Protection Agency, and to take other such actions to complete this project determined to be in the best interest of the City.

### Authorization

*Sponsored by Councilor:*

David A. Witham

*Approved:*

City Attorney



## City of Somersworth – Resolution 15-20

### History

|                  |            |                     |  |
|------------------|------------|---------------------|--|
| First Read Date: | 09/03/2019 | Tabled:             |  |
| Public Hearing:  |            | Removed From Table: |  |
| Second Read:     |            |                     |  |

### Discussion

| Voting Record                         |           | YES    | NO     |
|---------------------------------------|-----------|--------|--------|
| Ward 1 Councilor                      | Pepin     |        |        |
| Ward 2 Councilor                      | Vincent   |        |        |
| Ward 3 Councilor                      | Dumont    |        |        |
| Ward 4 Councilor                      | Austin    |        |        |
| Ward 5 Councilor                      | Michaud   |        |        |
| At Large Councilor                    | Witham *  |        |        |
| At Large Councilor                    | Sprague   |        |        |
| At Large Councilor                    | Cameron   |        |        |
| At Large Councilor                    | Levasseur |        |        |
| <b>TOTAL VOTES:</b>                   |           |        |        |
| On    /    /    .    Resolution 15-20 |           | PASSED | FAILED |



**Bob Belmore**

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**To:** Bob Belmore  
**Subject:** FW: Former Breton Cleaners, Contained-Out

On Aug 9, 2019, at 11:06 AM, Judd Newcomb <[jnewcomb@crederellc.com](mailto:jnewcomb@crederellc.com)> wrote:

All,

The bid tabulation for Breton is as follows, excluding dewatering which is not anticipated:

| Bid Item                        | Renaud Construction | Strategic Environmental |
|---------------------------------|---------------------|-------------------------|
| #1 – Excavate and restore site  | 99,000              | 112,353                 |
| #2 – Disposal of PCE soil       | 109,800             | 111,600                 |
| #3 – Disposal of petroleum soil | 1,850               | 2,500                   |
| <b>Total</b>                    | <b>210,650</b>      | <b>226,453</b>          |

Based on these results we would recommend that Renaud be awarded the bid. Renaud has also suggested that the City pay for disposal of soil at Waste Management directly, which would result in a \$10k-\$20K cost savings; they are going to back out their markup on disposal and get back to me with that figure.

Would you like to set up a call or a meeting early next week to discuss next steps?

Sincerely,

**Judd R. Newcomb, CG, PG**  
 Geologist/Senior Project Manager

**Credere Associates, LLC**  
 776 Main Street  
 Westbrook, ME 04092  
 Cell: 207-232-5387  
 Office: 207-828-1272 ext. 16  
 Fax: 207-887-1051  
 E-mail: [jnewcomb@crederellc.com](mailto:jnewcomb@crederellc.com)





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Shanna B. Saunders, Director  
Development Services

To: Bob Belmore, City Manager

Date: June 25, 2019

Re: 79E request for 8 Somersworth Plaza, Stripe 9 Brewery, Patrick Kelly

Please find attached the 79E Application for 8 Somersworth Plaza, owned by Ratification Enterprise LLC, Patrick Kelly. This property owner misunderstood and this application was submitted after a majority of the work has been completed.

The application is complete and includes the following items and requests:

- Application for tax relief for 5 years (5 years for a qualifying structure)
- Public benefits include a) building/unit improvement, b) increasing the economic vitality of downtown, c) promoting a compact, vibrant downtown center that provides for efficiency and a greater sense of community.

As per Chapter 31 of the City Ordinances the Planning and Community Development Office recommends the City Council hold a duly noticed public hearing to determine 1) whether the structure at issue is a qualifying structure; 2) whether the proposed rehabilitation qualifies as substantial rehabilitation; 3) whether there is a public benefit to granting the requested tax relief, and 4) whether the proposed use is consistent with the municipality's master plan and development regulations and, if so, for what duration and with what terms.

No later than 45 days after the public hearing, the City Council shall render a decision by majority vote granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

A covenant shall be drafted by the applicant and reviewed by the City's Legal Counsel at the applicant's expense.





**City of Somersworth**  
**Department of Development Services**  
 One Government Way, Somersworth, NH 03878  
 603/692-9519  
 FAX 603/692-9575  
[www.somersworth.com](http://www.somersworth.com)

## Community Revitalization Tax Relief Incentive Application

(per City Ordinance Chapter 31)

Date: 6/11/2019 [Office use only. Fee submitted \$50.00]

### Property information

Property address/location: 8 Somersworth Plaza

Name of building (if applicable): Stripe Nine Brewing

Tax Map: 10 Lot #: 167A

### Property owner

Name (include name of individual): Patrick Kelly / Ratification Enterprises

Mailing address: 44 Summer St. Dover NH 03820

Telephone #: 603 969 2125 Email: patrick@stripeninebrewing.com

### Proposed project

Explain project and include number of years of relief being requested (attach additional sheets if necessary): 5 years

|                                  |                         |                                         |
|----------------------------------|-------------------------|-----------------------------------------|
| Building uses                    | Existing: <u>Store</u>  | ; Proposed: <u>Brewery / Restaurant</u> |
| Nonresidential square footage.   | Existing: <u>4764</u>   | ; Proposed: <u>4764</u>                 |
| # of residential dwelling units. | Existing: <u>0</u>      | ; Proposed: <u>0</u>                    |
| Expected construction dates.     | Start: <u>Nov. 2018</u> | ; Finish: <u>August 2019</u>            |



## Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: Repair concrete blockwork / roof Cost: \$ 70,000  
Replace concrete slab  
Electrical: Replace / upgrade to 400 A 3 phase Cost: \$ 40,000  
Plumbing: Replace water / sewer domestic Cost: \$ 72,000  
Mechanical: Replace HVAC / RTU, new gas service Cost: \$ 32,000  
Other: Replace insulate closed cell foam Cost: \$ 82,000  
Add sprinkler system / fire alarm

## Other Information

Name of contractor (if known): Patrick Kelly (General)

Will the project include any residential housing units? NO; If so, how many? 0

Will any state or federal grants or funds be used in this project? NO

What are the proposed public benefits associated with this project (in accordance with

Chapter 31 Section 7)? A) It enhances the economic vitality of the downtown. The brewery will bring in tourist and local residents of surrounding cities and towns.

## Submission of application

**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 non-refundable application fee (made out to "City of Somersworth") must be submitted with this application. This application must be signed by the property owner. All construction documents and plans are filed with City of Somersworth NH

I (we) hereby submit this application under Chapter 31 Community Revitalization Tax Relief Incentive of the City of Somersworth and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the Ordinance and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant.

Signature of property owner (1): Patrick Kelly

Date: 6/11/2019

Signature of property owner (2): \_\_\_\_\_

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



10 167A 0  
Map Block Lot

1 of 1 COMMERCIAL  
CARD  
City of Somersworth - NH

Total Card / Total Parcel  
177,700/ 177,700  
177,700/ 177,700  
177,700/ 177,700



IN PROCESS APPRAISAL SUMMARY

| Use Code     | Land Size       | Building Value                        | Yard Items | Land Value | Total Value |
|--------------|-----------------|---------------------------------------|------------|------------|-------------|
| 325          | 0.165           | 91,800                                | 9,600      | 76,300     | 177,700     |
| Total Card   | 0.165           | 91,800                                | 9,600      | 76,300     | 177,700     |
| Total Parcel | 0.165           | 91,800                                | 9,600      | 76,300     | 177,700     |
| Source       | Market Adj Cost | Total Value per SQ unit (Card): 37.30 |            |            |             |
|              |                 | /Parcel: 37.30                        |            |            |             |

| Owner      | Address                     | City        | State | Zip   |
|------------|-----------------------------|-------------|-------|-------|
| Owner 1    | RATIFICATION ENTERPRISE LLC | SOMERSWORTH | NH    | 03820 |
| Owner 2    |                             |             |       |       |
| Owner 3    |                             |             |       |       |
| Street 1   | 44 SUMMER STREET            |             |       |       |
| Street 2   |                             |             |       |       |
| Town/City  | DOVER                       |             |       |       |
| State/Prov | NH                          |             |       |       |
| Postal     | 03820                       |             |       |       |

PREVIOUS ASSESSMENT

| Tax Yr | Use | Cal | Blg Value | Yrd Items | Land Size | Land Value | Total Value | Asses'd Value | Notes         |
|--------|-----|-----|-----------|-----------|-----------|------------|-------------|---------------|---------------|
| 2018   | 325 | FV  | 99,100    | 9,600     | 156,300   | 265,000    | 265,000     | 265,000       | Year End Roll |
| 2017   | 325 | FV  | 99,100    | 9,600     | 156,300   | 265,000    | 265,000     | 265,000       | Year End Roll |
| 2016   | 325 | FV  | 99,100    | 9,600     | 156,300   | 265,000    | 265,000     | 265,000       | Year End Roll |
| 2015   | 325 | FV  | 99,100    | 9,600     | 156,300   | 265,000    | 265,000     | 265,000       | Year End Roll |
| 2014   | 325 | FV  | 99,100    | 9,600     | 156,300   | 265,000    | 265,000     | 265,000       | Year End Roll |
| 2013   | 325 | FV  | 125,300   | 8,500     | 156,300   | 290,100    | 290,100     | 290,100       | Year End Roll |
| 2012   | 325 | FV  | 117,600   | 8,500     | 156,300   | 282,400    | 282,400     | 282,400       | Year End Roll |
| 2011   | 325 | FV  | 117,600   | 8,500     | 156,300   | 282,400    | 282,400     | 282,400       | Year End Roll |

| Owner      | Address            | City | State | Zip |
|------------|--------------------|------|-------|-----|
| Owner 1    | CASSIDY FRANCIS J. |      |       |     |
| Owner 2    |                    |      |       |     |
| Street 1   | 1 WINTER ST STE 3  |      |       |     |
| Street 2   |                    |      |       |     |
| Town/City  | ROCHESTER          |      |       |     |
| State/Prov | NH                 |      |       |     |
| Postal     | 03867              |      |       |     |

SALES INFORMATION

| Granitor        | Legal Ref | Type | Date       | Sale Price | V  | Tst | Verif |
|-----------------|-----------|------|------------|------------|----|-----|-------|
| CASSIDY FRANCIS | 4610-0365 |      | 10/23/2018 | 210,000    | No | No  | No    |
|                 | 1098-118  |      | 4/20/1983  | 70,000     | No | No  | No    |

**VARRATIVE DESCRIPTION**  
This parcel contains .165 ACRES of land mainly classified as STORE with a STORE Building built about 1965, having primarily CONC BLOCK Exterior and 4764 Square Feet, with 1 Unit, 0 Bath, 0 3/4 Bath, 1 Hall/Bath, 0 Rooms, and 0 Bdrm.

OTHER ASSESSMENTS

| Code | Description | No | Amount | Com. Int |
|------|-------------|----|--------|----------|
|      |             |    |        |          |

| Item   | Code | Description | %   | Item   | Code | Description |
|--------|------|-------------|-----|--------|------|-------------|
| Water  | 1    | water       | 100 | Sewer  | 1    | SEWER       |
| Electr | 1    | Electr      | 100 | Exempt | 1    | EXEMPT      |
| Topo   | 1    | Topo        | 100 | Street | 1    | STREET      |
| Gas    | 1    | Gas         | 100 |        |      |             |

PROPERTY FACTORS

| Item   | Code | Description | %   | Item   | Code | Description |
|--------|------|-------------|-----|--------|------|-------------|
| Water  | 1    | water       | 100 | Sewer  | 1    | SEWER       |
| Electr | 1    | Electr      | 100 | Exempt | 1    | EXEMPT      |
| Topo   | 1    | Topo        | 100 | Street | 1    | STREET      |
| Gas    | 1    | Gas         | 100 |        |      |             |

| Code | Description | No of Units | Price/Unit |
|------|-------------|-------------|------------|
| 325  | STORE       | 7167        | 7167       |

LAND SECTION (First 7 lines only)

| Code | Description | Fact | Unit Type        | Land Type | Unit Type | Price/Unit |
|------|-------------|------|------------------|-----------|-----------|------------|
| 325  | STORE       | 7167 | SQUARE FEET SITE |           |           |            |

| Code | Description | Fact | Unit Type        | Land Type | Unit Type | Price/Unit |
|------|-------------|------|------------------|-----------|-----------|------------|
| 325  | STORE       | 7167 | SQUARE FEET SITE |           |           |            |

ACTIVITY INFORMATION

| Date       | Result        | By  | Name         |
|------------|---------------|-----|--------------|
| 6/12/2019  | FIELD REVIEW  | 748 | B HATHORN    |
| 4/23/2019  | PERMIT VISIT  | 748 | B HATHORN    |
| 3/13/2019  | UNOCCUPIED    | 743 | RON DOYON    |
| 10/25/2017 | FIELD REVIEW  | 748 | B HATHORN    |
| 7/26/2014  | FIELD REVIEW  | 738 | WIL CORCORAN |
| 4/4/2014   | PERMIT VISIT  | 743 | RON DOYON    |
| 8/21/2012  | UNOCCUPIED    | 743 | RON DOYON    |
| 6/22/1992  | NO CHG@HEARI  | 100 | E.B WITHINGT |
| 11/5/1991  | MEAS+INSPECTO | 152 | SCOTT BEDARD |

BUILDING PERMITS

| Date       | Number     | Descr    | Amount    | C/O | Last Visit | Fed Code | F Descr | Comment             |
|------------|------------|----------|-----------|-----|------------|----------|---------|---------------------|
| 3/28/2019  | M-2019-035 | MANUAL   | 15,000.00 |     |            |          |         | ROOF AC UNIT        |
| 3/13/2019  | E-2019-023 | ELECTRIC | 40,000.00 |     |            |          |         | NEW WIRING          |
| 2/11/2019  | E-2019007  | ELECTRIC | 500.00    |     |            |          |         | UNDERGRND CONDUIT O |
| 1/24/2019  | P-2019002  | PLUMBING | 25,000.00 |     |            |          |         | PLUMBING FOR NEW B  |
| 10/31/2018 | B-2018294  | RENOVATI | 3,400.00  |     |            |          |         | OPENING IN WALL     |
| 10/28/2018 | D-2018014  | DEMOLITI | 2,500.00  |     |            |          |         | CEILING TILES       |
| 11/25/2013 | M-2013-113 | RENOVATI | 400.00    |     |            |          |         | PIPE SLEEVE         |
| 6/13/1997  | 229        | MANUAL   | 8,000.00  |     |            |          |         | FACARD              |

| Code | Description | No | Amount | Com. Int |
|------|-------------|----|--------|----------|
|      |             |    |        |          |

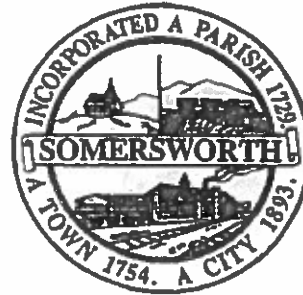
| Code | Description | No of Units | Price/Unit |
|------|-------------|-------------|------------|
| 325  | STORE       | 7167        | 7167       |

| Code | Description | Fact | Unit Type        | Land Type | Unit Type | Price/Unit |
|------|-------------|------|------------------|-----------|-----------|------------|
| 325  | STORE       | 7167 | SQUARE FEET SITE |           |           |            |



**CITY OF SOMERSWORTH, NH**  
**MAJOR BUILDING PERMIT**  
**Department of Development Services**  
**Office of Code Enforcement**

One Government Way, Somersworth NH 03878  
Phone: (603) 692-9520 or (603) 692-9522 / Fax: (603) 692-9575



Permit Number: MAJOR :### 310 Permit Date: 2/15/2019

Map: 10 Lot: 167A Zone: B

Page: Res Or Com: COM

Location: 8 SOMERSWORTH PLAZA

Property Owner: PATRICK KELLY

44 SUMMER STREET

DOVER

NH 03820

Phone: (603) 969-2125

Cell Phone: (603) 767-0789

Contractor: PATRICK KELLY

44 SUMMER STREET

DOVER

NH 03820

Phone:

Cell Phone:

All work to be completed in accordance with all applicable Zoning Ordinances, Building Codes, City approvals and any pertinent State of New Hampshire Regulations. The burden for compliance with all applicable Codes, City Ordinances and State laws rests solely upon the applicant and/or his/her agent.

Periodic inspections are required by the City for all disciplines. Inspections MUST be scheduled at least 48 hours in advance. The City reserves the right to inspect the property at any reasonable time to determine compliance with all pertinent codes. Inspections are MANDATORY for: 1) foundations before backfilling; 2) after rough framing is complete; 3) after insulation is installed; and 4) after final construction is complete. Any work covered before an inspection may be required to be removed for inspection. Calling and scheduling inspections are the responsibility of the owner or his agent. Receipt of this permit constitutes consent to inspect at any reasonable time. If for any reason this is unacceptable, you must notify the Code Office within 48 hours of receipt.

**Description of Work:**

☐ After the Fact Permit

REFT BUILDING(EXISTING) FOR USE AS A CRAFT BREWERY. INSULATE

Inspections Required: ROUGH, INSULATION, FINAL

☐ C/O Required

Cost: \$155,000.00

Fee: \$1,560.00

This permit expires one (1) year from issue date. The Building Inspector may grant an extension of time if a written request is submitted prior to expiration date. Permit shall become invalid if work is not started within 180 days or if work is abandoned/suspended for a period of 180 days.

Approving Officer:

*Timothy Metivier*

*Feb-19*

Please Sign Below and keep posted on site.

Applicant:

*[Signature]*



## EXTERIOR INFORMATION

| Type         | fb | STORE      |
|--------------|----|------------|
| Sy Ht:       | 1  |            |
| (Lm) Units:  | 1  | Total: 1   |
| Foundation   | 6  | SLAB       |
| Frame:       | 1  | WOOD       |
| Prime Wall:  | 21 | CONC BLOCK |
| Sec Wall:    |    |            |
| Roof Sluct:  | 4  | FLAT       |
| Roof Cover:  | 4  | TAR-GRAVEL |
| Color:       |    | RED/TAN    |
| View / Descr |    |            |

## BATH FEATURES

AVERAGE

## GENERAL INFORMATION

|           |              |            |       |       |
|-----------|--------------|------------|-------|-------|
| Grade     | C - AVG. (-) | Eff Yr Bt: | Alt % | Fact. |
| Year Bt:  | 1965         |            |       |       |
| Alt LUC:  |              |            |       |       |
| Jurisdic: |              |            |       |       |

## INTERIOR INFORMATION

|               | Avg H/F/L: STD  | % |
|---------------|-----------------|---|
| Prim Int Wall | 5 - MINIMUM     |   |
| Sec Int Wall: |                 |   |
| Partition:    | T - TYPICAL     |   |
| Prim Floors:  | 14 - ASPHL TILE |   |

DEPRECIATION

|             |             |    |
|-------------|-------------|----|
| Functional: | NC - NEWCON | 40 |
| Economic:   |             |    |
| Special:    |             |    |
| Override:   |             |    |
| Total:      |             | 55 |

## CALC SUMMARY

|                   |            |
|-------------------|------------|
| Basic \$ / SQ.    | 54.00      |
| Size Adj.         | 1.09109998 |
| Const Adj.        | 0.77764529 |
| Adj \$ / SQ.      | 45.818     |
| Other Features    | 5667       |
| Grade Factor      | 0.90       |
| NBHD Int.         | 1.00000000 |
| NBHD Mod.         |            |
| LUC Factor        | 1.00       |
| Adj Total         | 209658     |
| Depreciation      | 117828     |
| Depreciated Total | 91830      |

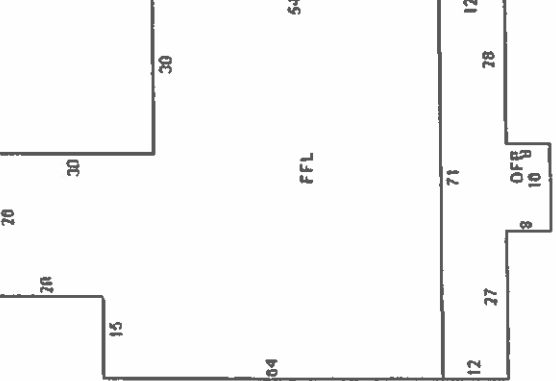
MOBILE HOME  
Make: ||

| Code | Description | A | Y/S | Qty | S    |
|------|-------------|---|-----|-----|------|
| 95   | PAVING      | D | Y   | 1   | 1800 |

## COMMENTS

2017 FOR LEASE. UNOCCUPIED. PAVING EST.  
3/19. UNNOC CHK 2020.

## SKETCH



## SUB AREA

| Code | Description |
|------|-------------|
| FFL  | 1ST FLOOR   |
| OFF  | OPEN PORCH  |

2% General:

| COMPARABLE SALES |           |      |      | Sale Price |
|------------------|-----------|------|------|------------|
| Rate             | Parcel ID | Type | Date |            |

**SUB AREA DETAIL**

| Area: SQ | Ratio - AV | Undepr Value |
|----------|------------|--------------|
| 4 764    | 45 820     | 218 279      |
| 980      | 9 190      | 9 007        |

## IMAGI







# Major Building Permit Application

City of Somersworth, New Hampshire  
Department of Development Services - Office of Code Enforcement  
One Government Way, Somersworth NH 03878  
Telephone: (603) 692-9520

(Office Use Only)

Issue Date: \_\_\_\_\_  
Permit #: 18-310  
HDC #: \_\_\_\_\_  
Map #: 10  
Lot #: 167A  
Zone: B

|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Location of Construction (Address): <u>8 Somersworth Plaza</u>                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |
| Property Owner: <u>Patrick Kelly</u>                                                                                                                                                                                                                                                                                                                                                                                                                  | Phone: <u>603 969 2125</u>                                |
| Mailing Address: <u>44 Summer St.</u>                                                                                                                                                                                                                                                                                                                                                                                                                 | Cell #: <u>7</u>                                          |
| City: <u>Dover</u> State: <u>NH</u> Zip Code: <u>03824</u>                                                                                                                                                                                                                                                                                                                                                                                            | Email: <u>603 767 0789</u> *                              |
| Contractor: <u>Patrick Kelly</u> Phone: _____                                                                                                                                                                                                                                                                                                                                                                                                         |                                                           |
| Mailing Address: _____ Cell #: _____                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                           |
| City: _____ State: _____ Zip Code: _____ Email: _____                                                                                                                                                                                                                                                                                                                                                                                                 |                                                           |
| Cost of Construction: <u>\$155,000</u> Permit Fee: <u>\$1560</u>                                                                                                                                                                                                                                                                                                                                                                                      |                                                           |
| <p>(Permit fee for Residential 1 &amp; 2 family dwellings is based on \$8.00 per \$1,000.00 of Construction Cost plus a \$10.00 application fee. When labor is not considered, the calculation is based on \$10.00 per \$1,000 of the Materials Value plus a \$10.00 application fee. Permit fee for Commercial/Industrial is based on \$8.00 per \$1,000 of Construction Cost.</p> <p><b>MINIMUM APPLICATION FEE FOR ALL PROJECTS IS \$25.00</b></p> |                                                           |
| Proposed Construction is for: (check only one)                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |
| <input checked="" type="checkbox"/> Change the Use of the property                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> New Single-Family Dwelling       |
| <input type="checkbox"/> Other: _____                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> New Two-Family Home              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> New Multi-Family Dwelling        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Replacement / New Mobile Home    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> New Commercial Structure         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Residential Addition > 400 Sq Ft |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Commercial Addition > 400 Sq Ft  |
| Is property within the following? (You must respond to all)                                                                                                                                                                                                                                                                                                                                                                                           |                                                           |
| Historic District (Yes / <u>No</u> )                                                                                                                                                                                                                                                                                                                                                                                                                  | Approved Site Plan (Yes / <u>No</u> )                     |
| Major or Minor Subdivision (Yes / <u>No</u> )                                                                                                                                                                                                                                                                                                                                                                                                         | A Current Use parcel ( <u>Yes</u> / <u>No</u> )           |
| Flood Hazard Area - per the Flood Insurance Rate Map (Yes / <u>No</u> )                                                                                                                                                                                                                                                                                                                                                                               |                                                           |
| Is proposed work located within 100 feet of a jurisdictional Wetland Area (Yes / <u>No</u> ) - if so please document.                                                                                                                                                                                                                                                                                                                                 |                                                           |
| Is proposed work located within the Ground Water Protection District (Yes / <u>No</u> ) - if so please document.                                                                                                                                                                                                                                                                                                                                      |                                                           |
| Land Information:                                                                                                                                                                                                                                                                                                                                                                                                                                     | City Water (Yes / <u>No</u> )                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       | City Sewer (Yes / <u>No</u> )                             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Corner Lot (Yes / <u>No</u> )                             |
| Description of work to be performed: <u>Re fit building (existing) for use as a craft brewery. Insulate, rewire, plumbing.</u>                                                                                                                                                                                                                                                                                                                        |                                                           |
| Property Owner Signature: <u>Patrick J. Kelly</u>                                                                                                                                                                                                                                                                                                                                                                                                     | Date: <u>11/19/2018</u>                                   |

REC-220

146



Page 2 - Section A

EXISTING (or PREVIOUS) CONDITIONS

Existing Use: (land only ☐ - if so skip to "B")

Residential ☐ Commercial ☒ Mixed Use (both) ☐

Existing Structures

Existing # of Buildings on site: 1  
 Total Sq Ft of existing building(s): 4700 s.f.  
 Garage Parking: No Exterior Parking: yes  
 Electrical Service: 400 A 3 phase  
 Type of Heat: Gas Fuel Type: Natural  
 # of Fireplaces: 0 # of Kitchens: 0  
 Foundation Type: concrete Building Height: 14'  
 # of Full Baths: 0 # of Partial Baths: 1

For Residential Units: (Existing Conditions)

# of Units: \_\_\_\_\_  
 # of Bathrooms: \_\_\_\_\_  
 # of Bedrooms: \_\_\_\_\_

For Commercial Units: (Existing Conditions)

# of Units: 1  
 Office Area (sq ft): 0  
 Office Area (sq ft): 0

Page 2 - Section B

PROPOSED CONDITIONS

Proposed Use:

Residential ☐ Commercial ☒ Mixed Use (both) ☐

Setbacks: (from the new structure to all lot lines.  
 measure through existing structures if needed.)

Front Setback: 0 Left Setbacks: 0  
 Rear Setback 16' Right Setbacks: 0

Proposed Structures (Total of existing + proposed)

Proposed # of Buildings on site: 1  
 Total Sq Ft of proposed building(s): 4700 sf  
 Garage Parking: N Exterior Parking: Y  
 Electrical Service: 400 A 3 phase  
 Type of Heat: Air Fuel Type: Gas  
 # of Fireplaces: 0 # of Kitchens: 1  
 Foundation Type: concrete Building Height: 14'  
 # of Full Baths: 2 # of Partial Baths: 0

For Residential Units: (Total of existing + proposed)

Proposed # of units: \_\_\_\_\_  
 Proposed # of Bathrooms: \_\_\_\_\_  
 Proposed # of Bedrooms: \_\_\_\_\_

For Commercial Units: (Total of existing + proposed)

Proposed # of units: 1  
 Proposed Office Area: 0  
 Proposed Other Area: 0



| ATTACHMENTS AND SUBMITTALS REQUIRED AT THE TIME OF APPLICATION                                              |                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| For Residential 1 and 2 Family                                                                              | For Commercial or Multi-unit Residential                                                                               |
| Plan of overhead view showing setbacks and all existing and proposed construction. <input type="checkbox"/> | Plan of overhead view showing setbacks and all existing and proposed construction. <input checked="" type="checkbox"/> |
| Driveway Permit (copy attached) [contact City Engineer - 603-692-9524] <input type="checkbox"/>             | Driveway Permit (copy attached) [contact City Engineer - 603-692-9524] <input type="checkbox"/>                        |
| Sewer Permit (copy attached) [contact - 692-9523] Or N.H. Approved Septic Design <input type="checkbox"/>   | Sewer Permit (copy attached) [contact - 692-9523] Or N.H. Approved Septic Design <input type="checkbox"/>              |
| Water Connection Fee Paid (copy of receipt attached) [contact - 692-9523] <input type="checkbox"/>          | Water Connection Fee Paid (copy of receipt attached) [contact - 692-9523] <input type="checkbox"/>                     |
| Two (2) full sets of building plans <input type="checkbox"/>                                                | Backflow Prevention Device [contact- 692-9523] For appropriate device/installation <input type="checkbox"/>            |
| P.U. C. or Energy Compliance # <input type="checkbox"/>                                                     | Three (3) full sets of stamped plans <input type="checkbox"/>                                                          |
| Copy of Planning Board or Zoning Decision (if applicable) <input type="checkbox"/>                          | Letter of Energy Compliance, or Energy Compliance Number <input type="checkbox"/>                                      |
| Have you filled out page two Section A and B completely? <input type="checkbox"/>                           | Copy of Planning Board or Zoning Decision (if applicable) <input type="checkbox"/>                                     |
| Foundation Certification - This is due prior to C/O, it is advised this done as soon as applicable.         | Have you filled out page two Section A and B completely? <input checked="" type="checkbox"/>                           |
|                                                                                                             | Foundation Certification - This is due prior to C/O. it is advised this done as soon as applicable                     |
|                                                                                                             | Waste Water Permit Application [contact Steffany Rochefort at 692-2418]                                                |
|                                                                                                             | Fire Department - Plans submitted when required (see the Code Officer for Details)                                     |

Please be advised, the order of inspections, for the **Building Inspector Only**, are as follows:

- |                                       |                             |
|---------------------------------------|-----------------------------|
| 1. Footing Inspection                 | 4. Rough Framing Inspection |
| 2. Foundation Inspection / Pier Depth | 5. Insulation Inspection    |
| 3. Foundation Drains                  | 6. Final Inspection         |

Note: Not all inspections may apply to every situation and additional inspections may be required as needed. In addition, third party inspections may be required as determined by the City Engineer, Code Enforcement Officer, City Planner or, Fire Chief or their appointees. The expense of such third party inspections is the responsibility of the applicant. Electrical, Plumbing and Mechanical Work all require their own permits and inspections.



**Certification of Accuracy:** As owner of record, I certify that all information contained within this application is true and accurate to the best of my knowledge and belief.

**Certification of Compliance:** I hereby certify that I am familiar with all pertinent codes relating to the above specified work, and that all work shall be performed in compliance with these codes, also that I am familiar with the City of Somersworth, City Ordinance, Section 19, Table of Uses, Table S.A.1 and Table S.A.2 and all other dimensional Regulations.

**Inspections:** It is the responsibility of the contractor/property owner to obtain all inspections required.

Any work that is covered prior to the inspection may be required to be removed for inspection. Food Service applicants should contact Department of Health and Human Services, Bureau of Food Protection immediately for further instructions on obtaining State Inspections. If an inspection fails twice for the same reason, a re-inspection fee of \$25 will be assessed for every subsequent inspection. This fee shall be paid prior to each and every additional inspection.

**Certificate of Occupancy (C/O):** A C/O must be issued PRIOR to any occupancy of a new residential and/or commercial structures or any structure where there is a change of use. A Certificate of Occupancy shall be clearly displayed in all structures of non-residential uses. For Commercial Projects, Electronic As-Builts must be submitted prior to issuance of a C/O.

It is the responsibility of the property owner and all contractors, electricians and plumbers to obtain and post the necessary permits in a conspicuous location before any work has begun. Electrical, Plumbing and Mechanical Work all require their own permits and inspections. Permits are non-transferable. If this is an "After the Fact" permit, it may be subject to a fee two times the normal permit fee, not to exceed \$500.00.

**PLEASE BE ADVISED:** Any deviation from the specifications submitted will require an amendment to this permit or additional permits. Permits expire one (1) year from the issue date. The Building Inspector/Code Officer may grant an extension of time if a written request is submitted prior to the expiration date. Permits become invalid if work is not started within 180 days or if work is abandoned/suspended for a period of 180 days. Food Service applicants should contact Department of Health and Human Services, Bureau of Food Protection immediately for further instructions.

The STATE OF NEW HAMPSHIRE requires that ENERGY CODE COMPLIANCE CERTIFICATION be obtained for any addition to a structure greater than 150 sq ft. You may also need to obtain Certification for altering, renovating or winterizing an existing structure. More information can be found at the web site: [www.puc.state.nh.us](http://www.puc.state.nh.us) and follow the link for Energy Codes.

No matter how minor the alteration to a structure are, if the applicant is making the alteration to accommodate a change of use, then the correct permit application is for a MAJOR BUILDING PERMIT and a Certificate of Occupancy will be required.

Applicants are advised that the making of a false statement on this form is a criminal offense.

Signature of Owner:

*Patrick J. Kelly*

Date: 11/19/2018

Signature of Contractor:

*Patrick J. Kelly*

Date: 11/19/2018

\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*

Paid By: Stripe Nine Brewing

☐ CASH

☒ CHECK # 1015

Received By: TAB

Date: 11/19/18

FO

FO/PD

☒ RF

☒ IN

☒ Fi

OT

THIS PERMIT IS:

☒

ISSUED with the following conditions: ☐ DENIED for the following reason(s):

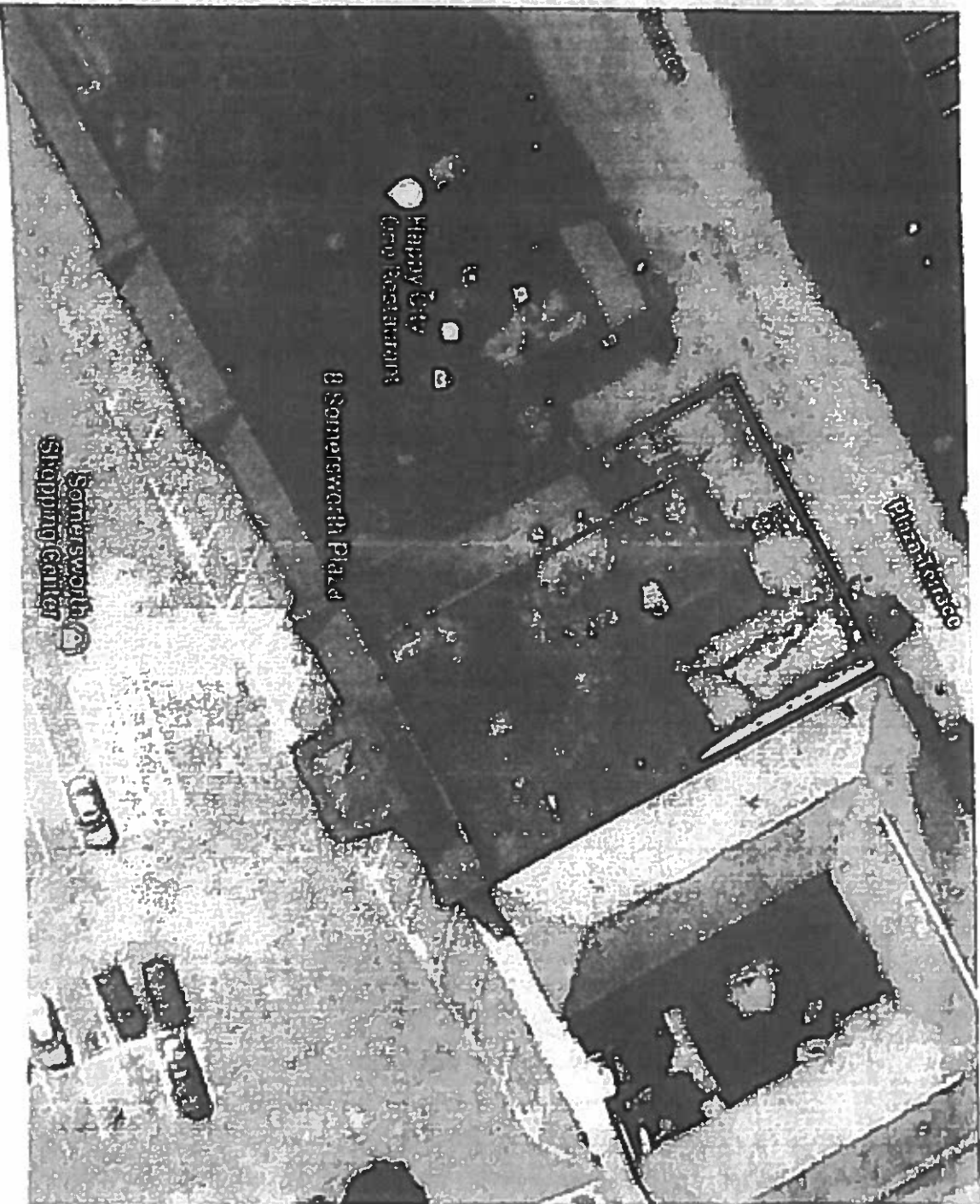
Water/Sewer Fee must be paid Prior to C/O

Approved By:

*Timothy H. Etnier*

Date: 2/14/19







Tim,

I am agreeable that Stripe 9  
Brewery can handle Water/Sewer Access  
Fees as Follows:

- ① Water Fee must be paid at time  
of water line installation, if needed -
- ② Sewer Access Fee can be paid, or  
must be paid before we issue  
a Certificate of Occupancy.

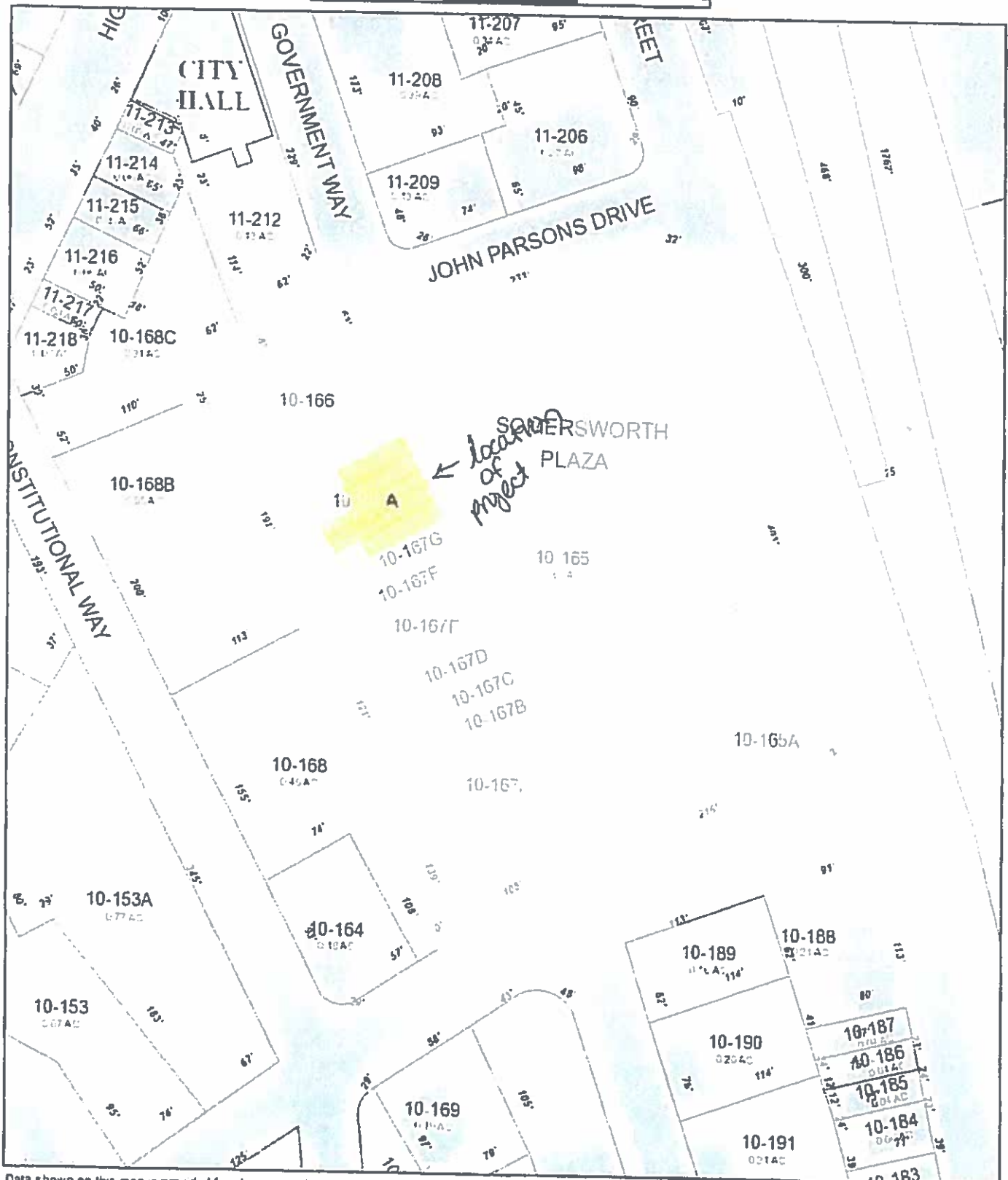
Scott






CAI

[www.cai-tech.com](http://www.cai-tech.com)



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



[illegible]

Parking Area



# **RATIFICATION ENTERPRISE ECONOMIC REVITALIZATION ZONE TAX CREDIT**

## **BUILDING IMPROVEMENT**

Prepared by Patrick Kelly, owner of  
building



# Major Upgrades to Building

- 1400 Sq Ft. Brewery with new waste and supply lines
- 1500 Sq Ft. Taproom
- New Kitchen and Brick Oven Pizza Room
- New Sprinkler and Fire Alarm System
- Two new ADA Bathrooms
- New 400 Amp 3 phase 208V Panel
- New Floor (Flatwork performed by David Turcotte)
- Closed Cell Insulation in entire building envelope to meet Energy Codes
- Energy efficient RTU for heating and cooling
- LED lighting
- Total estimated replacement and upgrades @ \$400,000 (note: building still under renovation. Permits and earlier data supplied subject to revised actual investments)



**Ratification Enterprise LLC  
8 Somersworth Plaza  
Somersworth, NH**

The building was previously used as a pharmacy. Existing building had been vacant for 8 years and most mechanical equipment was not operational. Roof leaked in many areas and lights, panels, insulation had to be replaced. Single bathroom which was not ADA compliant. No sprinkler system in the building. Concrete floor had collapsed in several areas.

Our intended use of the building which was approved by City of Somersworth, NH was craft brewery/ brew pub with a restaurant. We removed carpeting and tile to prepare for drain work needed for brewery.

*Date of photo: 10/24/2018*





**Ratification Enterprise LLC  
8 Somersworth Plaza  
Somersworth, NH**

The building was not properly maintained by previous owner. Vines and trees growing around foundation that had to be dug out and holes repaired in concrete block.



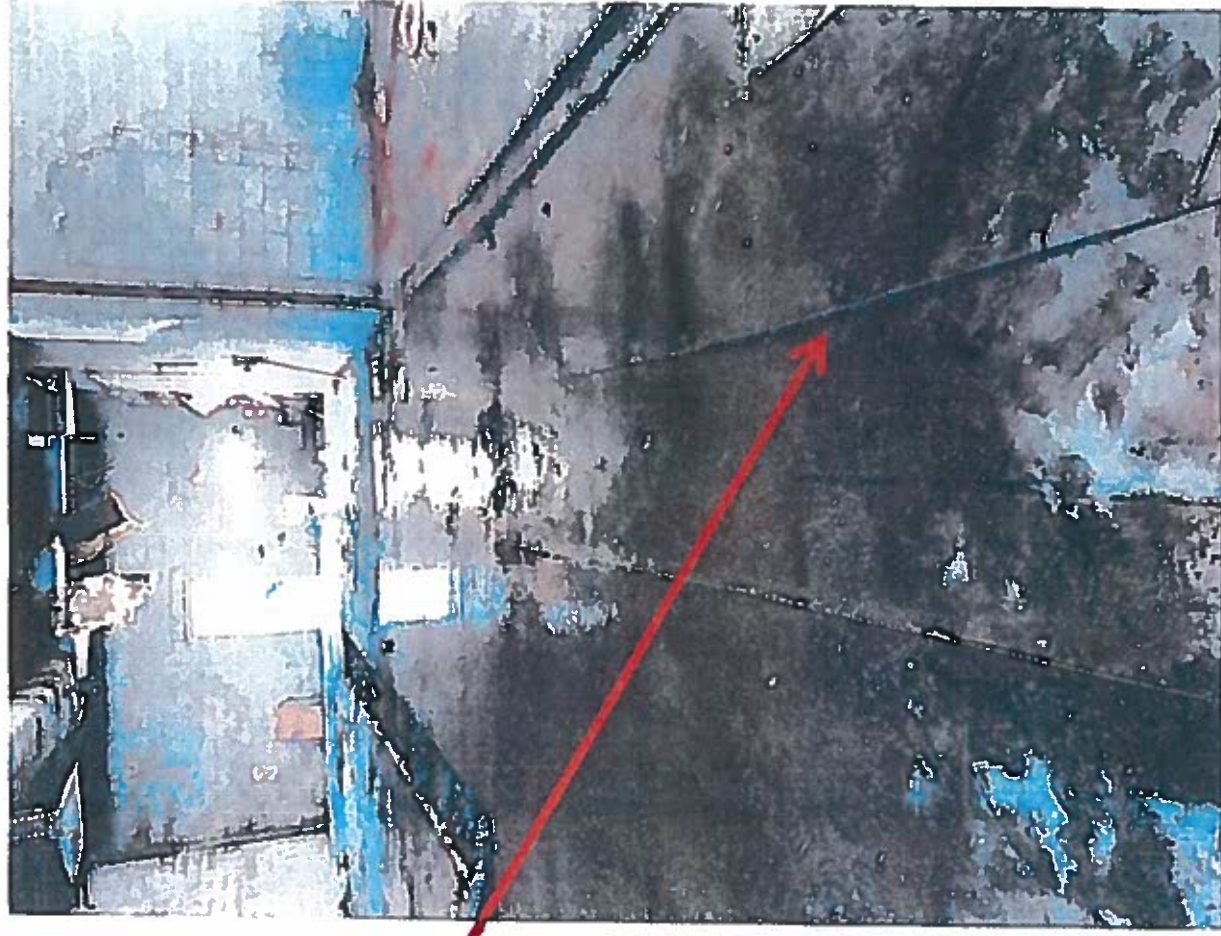


8 Somersworth Plaza  
Somersworth, NH

Photo shows existing slab after the removal of carpet and tile in part of the building.

Existing slab was cut for plumbing waste lines. The width of trench was approximately 2 feet.

*Date of photo: 1/15/2019*





8 Somersworth Plaza  
Somersworth, NH

After floor cuts for plumbing were completed, the concrete slab collapsed during the removal of debris. Note the considerable void in aggregate underneath the slab causing the slab to fail.

Spider cracks appeared in other areas of the floor after cuts were made.





8 Somersworth Plaza  
Somersworth, NH

Small skid steers shown in photo were used inside the building to remove concrete debris. This photo shows another vantage point.

David Turcotte owner of Turcotte Concrete Floors, Inc. of Berwick ME who has 40 years in commercial flatwork

determined that the entire floor needed to be removed due to structural failure and replaced.





8 Somersworth Plaza  
Somersworth, NH

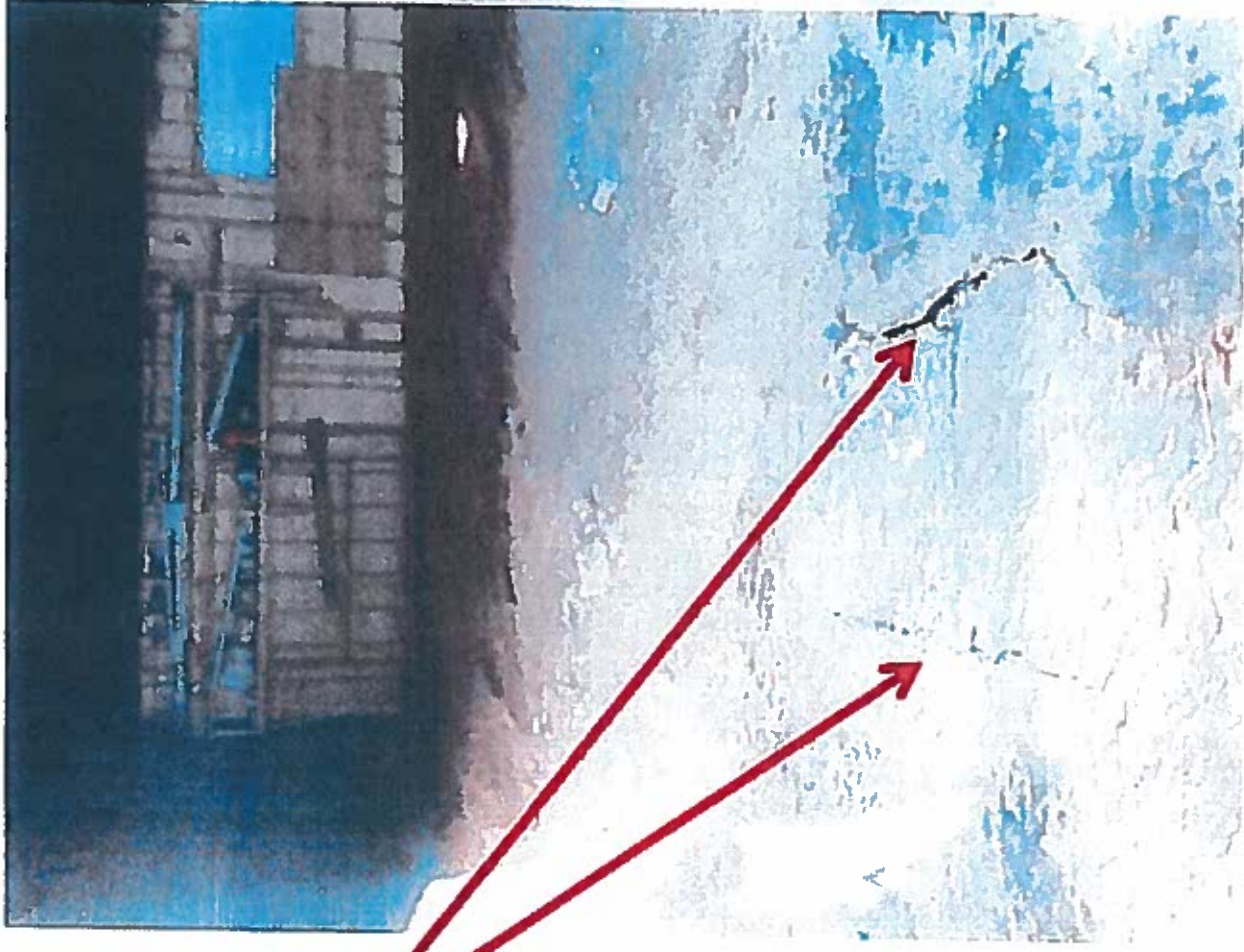
Several considerable voids  
in the aggregate beneath  
the slab were discovered  
upon further excavation.





8 Somersworth Plaza  
Somersworth, NH

Other areas of the floor that had not been cut failed. This photo shows an area that will be used for the production of craft beer and it will need to support 15 BBL Fermenters and 15 BBL Bright Tanks which weigh in excess of 5,500 lbs when full.





8 Somersworth Plaza  
Somersworth, NH

This photo shows the complete removal of slab, all insulation, ceiling tiles, and mold remediation of drywall on pharmacy walls.

Contact Patrick Kelly at 603 969 2125, owner of the building if you need more information or photographs.





# TENANT

- Ratification Enterprise is leasing to Stripe Nine Brewing on 5 Year Lease
- 4800 sq. ft. commercial building in center of Somersworth
  - Built in 1965, concrete slab/walls, steel trussed roof
- Building has been upgraded to 2019 code including fire sprinkler and alarm system
  - 400A 3 phase, natural gas, public water/sewer
- City has approved change of use to operate as light industrial and mixed use place of assembly
  - Plan calls for seating of 70
- Planned opening in August 2019
- Stripe Nine will be hiring in July for Chef, Manager, wait staff and bartenders.





# Current Progress



Photo shows progress of refit in June 2019. Note new spiral duct, new floor, and taproom with bar. Contact Patrick Kelly at 603 969 2125, owner of the building if you need more information or photographs.



# Current Progress

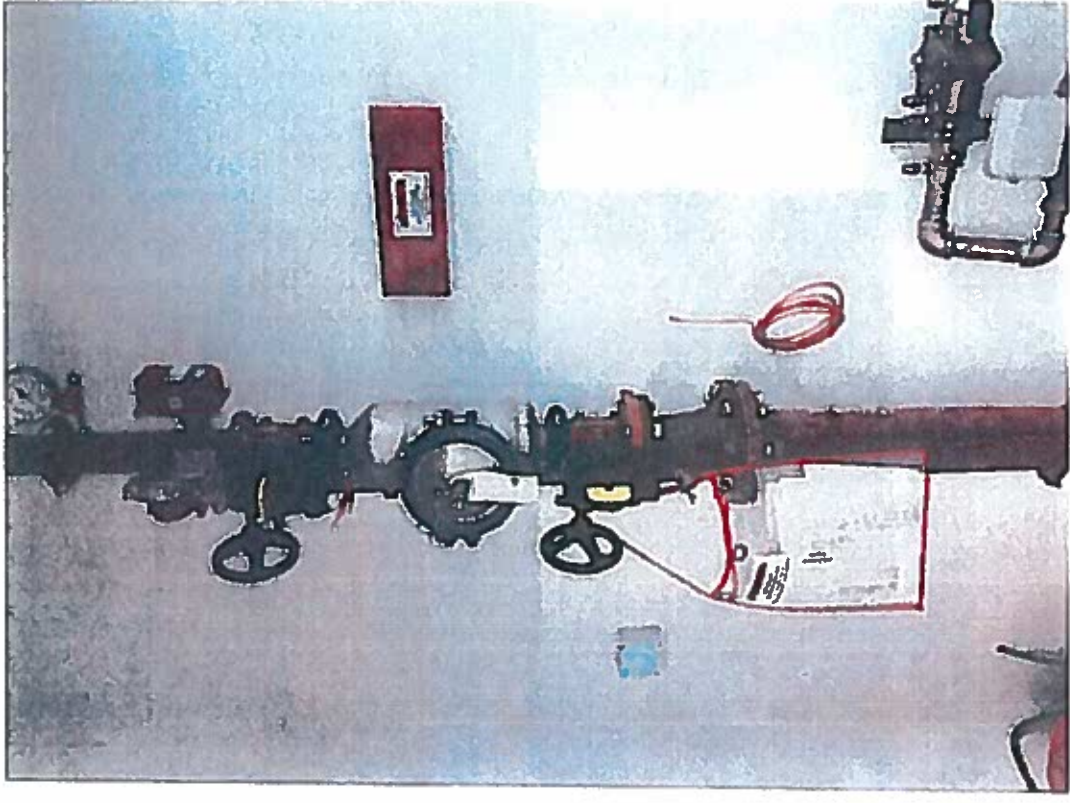


Photo shows progress of brewery side refit in June 2019. Note new floor, drains, wall panels, ceiling insulation and pizza oven. Contact Patrick Kelly at 603 969 2125, owner of the building if you need more information or photographs.



# Current Progress

Photo shows new sprinkler system. Owner put new 4 inch water line and replaced all outside sewer connections which were failing with several sections collapsed in old sewer line. Main sewer line connection and main pipe failing upon excavation by Mike Turgeon. Contact Patrick Kelly at 603 969 2125, owner of the building if you need more information or photographs.





## CHAPTER 31

### COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE

**State Law References:** Community Revitalization Tax Relief Incentive, RSA 79-E, State Economic Growth, Resource Protection and Planning Policy, RSA 9-B, Appraisal of Taxed Property, RSA 75:1, Collection of Taxes, RSA 80:1-80:42-a, and Administrative Procedure Act, RSA 541-A.

#### Section 1 Declaration of Public Benefit

- A. It is declared to be a public benefit to enhance Somersworth's Downtown Revitalization District with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.
- B. It is further declared to be a public benefit to encourage the rehabilitation of underutilized structures in the downtown as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.
  - 1. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the City Council makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in Chapter 31, Section 7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.
- C. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this ordinance are considered to provide a demonstrated public benefit if they encourage the substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this ordinance

#### Section 2 Tax Relief Authority

The City of Somersworth hereby adopts RSA 79-E in the manner specified under RSA 79-E:3. In addition, the City has modified the incentive program to best suit the needs of the City and its constituents.

In the interpretation and enforcement of this article, all words other than those defined specifically below shall have the meanings implied by their context in the ordinance or the ordinarily accepted meanings. For the purpose of this ordinance, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

#### Section 3 Definitions

**Covenant.** A formal and legally binding agreement or contract such as a lease, or one of the clauses in an agreement of this kind.



Qualifying Structure. A building located in the Downtown Revitalization District as depicted on the Official RSA 79:E Map of the City of Somersworth dated February 2013 and incorporated herein as Appendix A.

Replacement. The demolition or removal of a qualifying structure and the construction of a new structure on the same lot.

Substantial Rehabilitation. Rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less.

Tax increment finance district. Any district established in accordance with the provisions of NH RSA 162-K.

Tax Relief. A period of time, as determined by the City Council in accordance with this ordinance, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

Tax Relief Period. The finite period of time during which the tax relief will be effective, as determined by the City Council pursuant to Chapter 19, Sec. 19-20.

## **Section 4 Community Revitalization Tax Relief Incentive**

- A. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the City Council through the Department of Development Services. The applicant shall file a complete application form including the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and submit the required non-refundable application fee of \$50.
  - 1. In order to assist the City Council with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the City Council as part of the application, a New Hampshire Division of Historical Resources Individual Resource Inventory Form, prepared by a qualified architectural historian and if the qualifying structure is located within a designated historic district established in accordance with NH RSA 674:46, a letter from the Somersworth Historic District Commission that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which the structure(s) are located. The application for tax relief shall not be deemed to be complete and the City Council shall not schedule the public hearing on the application for replacement of a qualifying structure as required under NH RSA 79-E:4,II until the inventory form and letter, as well as other required information, have been submitted.
- B. Upon receipt of an application, the application will be reviewed by the Director of Planning and Community Development and any other City official deemed appropriate by the Director for any compliance issues. The applicant must satisfactorily answer any questions they may have for the application to be deemed complete.



- C. The City Council will hold a duly noticed public hearing to take place no later than 60 days from receipt of an application, to determine whether the structure at issue is a qualifying structure; whether the proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.
- D. No later than 45 days after the public hearing, the City Council shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.
- E. The City Council may grant the tax relief, provided:
  - 1. The City Council grant the request by a majority vote; and
  - 2. The City Council finds a public benefit under Chapter 31, Section 7; and
  - 3. The specific public benefit is preserved through a covenant under Chapter 31, Section 8; and
  - 4. The City Council finds that the proposed use is consistent with the municipality's master plan and development regulations; and
  - 5. In the case of a replacement, the City Council specifically finds that the Somersworth Historic District Commission has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of a qualifying structure will achieve one or more of the public benefits identified in Chapter 31, Section 7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement.
- F. If the City Council grants the tax relief, they shall identify the specific public benefit achieved under Chapter 31, Section 7 and shall determine the precise terms and duration of the covenant to preserve the public benefit under Chapter 31 Section 8.
- G. If the City Council, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The City Council's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.
- H. The City Council shall have no obligation to grant an application for tax relief for properties located within a tax increment finance district when the City Council determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:
  - 1. The development program or financing plans for such tax increment finance districts; or
  - 2. The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment finance district; or
  - 3. The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

## **Section 5 Duration of Tax Relief Period**



A. The City Council may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

1. For the approval of a replacement of a qualifying structure, the City Council may grant such tax assessment relief for a period of up to five years, beginning only upon the completion of construction of the replacement structure. The City Council may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. For the purposes of this section, the issuance of a Certificate of Occupancy shall constitute completion of construction. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the City Council for the replacement structure and the time the owner completes construction of the replacement structure and grants to Somersworth the covenant to protect the public benefit as required by this chapter. The City Council may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under NH RSA 75:1-a.

B. The City Council may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new non-subsidized residential units if the rehabilitation is done in conjunction with the retail/commercial portion of the building.

Tax relief for the rehabilitation of upper floor non-subsidized, non-single family residential units, as a stand-alone project, will be eligible for tax relief for a period of 2 years.

C. The City Council may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

## **Section 6 Resumption of Full Tax Liability**

Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

## **Section 7 Public Benefit**

The proposed substantial rehabilitation must provide at least one of the following public benefits in order to qualify for tax relief under this ordinance:

A. It enhances the economic vitality of the downtown;



- B. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district in which the building is located; or
- C. It promotes development of compact and vibrant municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B.
- D. It increases non-subsidized residential housing in the Downtown Revitalization District.

## **Section 8 Covenant to Protect Public Benefit**

- A. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.
- B. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the City Council, be effective for a period of time up to twice the duration of the tax relief period.
- C. The covenant shall include provisions requiring the property owner to obtain and maintain a certificate of occupancy for the duration of the tax relief period.
- D. The covenant shall include provisions requiring the property owner to obtain casualty insurance, and flood insurance if appropriate. The covenant may include, at the City Council's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition or damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in Chapter 31, Section 9.
- E. To protect public benefit, the City Council shall provide for the recording of the covenant with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.
- F. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

## **Section 9 Termination of Covenant; Reduction of Tax Relief; Penalty**

- A. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided in Chapter 31, Section 8 D, the City Council shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the City Council shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph B.
- B. Any tax payment required under paragraph A shall be payable according to the following procedure:



1. The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.
2. The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.
3. Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.
4. Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

## **Section 10 Lien for Unpaid Taxes**

The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

## **Section 11 Enforcement**

All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

## **Section 12 Rulemaking**

The City of Somersworth will abide by any rules the Commissioner of the Department of Revenue Administration adopts, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

## **Section 13 Extent of Tax Relief**

- A. Tax relief granted under this ordinance shall pertain only to assessment increases attributable to the substantial rehabilitation performed under the conditions approved by the City Council and not to those increases attributable to other factors including but not limited to market forces; or
- B. Tax relief granted under this ordinance shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the City Council approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this ordinance, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of



approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed; or

- C. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the City Council approves the application for tax relief and the owner grants to the City Council the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the City council, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

## **Section 14 Other Programs**

The provisions of this ordinance shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

## **Section 15 Reserved**

This ordinance shall take effect upon its passage.

Passed 2/19/2013.



**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL



JANE E. YOUNG  
DEPUTY ATTORNEY GENERAL

August 16, 2019

Trish Harris  
City of Somersworth City Clerk  
1 Government Way  
Somersworth, NH 03878

Re: City of Somersworth Charter Amendment Proposal

Dear Clerk Harris:

Pursuant to RSA 49-B:4-a, the Secretary of State, the Department of Revenue Administration, and the Attorney General's Office are required to "review the proposed [...] charter amendment to insure that it is consistent with the general laws of this state." RSA 49-B:4-a, I(d). The Secretary of State's and Attorney General's Offices, pursuant to RSA 49-B:4-a, object to the proposed City of Somersworth charter amendment. The Department of Revenue Administration finds the proposed amendment to be outside its purview and offers no comment or objection.

The proposed charter amendment attempts to redraw the ward lines for the City of Somersworth's five wards. The plan will create a circumstance where voters whose domicile is outside Ward 2 as it existed in 2012 and who by RSA 662:5 are not voters in Strafford County District 17, will be assigned to vote at the Ward 2 polling place. Therefore, the Ward 2 polling place would have to implement a process to segregate those Ward 2 voters who are in Stafford 17 from those who are in Strafford 18.

Election law establishes a system of voting where, as to general elections, every voter at a polling place votes on an identical ballot. Any municipal redistricting done between the decennial state districting that would result in two different state general election ballots being used in one polling place would be inconsistent with the general laws of the state. Introducing the delays necessary to sort out which ballot a voter receives as the voter checks in or introducing greater risk that the voter might be issued the wrong ballot would risk impairing voter's rights and burden election officials with extra work.

Furthermore, the City would be relying upon data from the 2010 census in order to redistrict. There is no evidence to suggest that this data is a fair reflection of actual populations in 2019. New census data will be available in 2021. As such, if the City were to redistrict in 2019, it



would likely have to exhaust additional resources to redistrict once more based on more current data.

The New Hampshire Constitution and relevant cases outlines a specific framework for redistricting equally applicable to the State and municipalities. According to Part II, Articles 9, 11, and 26 of the New Hampshire Constitution, the “legislature shall make an apportionment of representatives according to the last general census of the inhabitants of the state taken by authority of the United States or of this state.”

“Article 9th provides that apportionment shall be made every ten years commencing in 1951 and according to the last general census.” Opinion of Justices, 105 N.H. 125, 127 (1963) (emphasis added). Once the legislature has fulfilled its constitutional duty to reapportion based upon the last federal census, it may not reapportion again until the next federal census. Id. at 128. The New Hampshire Supreme Court has recognized that the constitution establishes “only one yardstick as a legislative guide in making an apportionment.” Id. Additionally, the New Hampshire Supreme Court found that because there is no provision for a state census, the Federal census must be used. Id.

We acknowledge that the City of Somersworth may not have redistricted based on the 2010 census.

However, we do not construe the New Hampshire Constitution as permitting reapportionment of voters at intervals more frequent than once every 10 years. See In re Below, 151 N.H. 135, 145 (2004) (“The policy and practice in New Hampshire has been to create legislative districts once every ten years based upon the federal census”). See also Opinion of Justices, 106 N.H. 233 (1965) (applying constitutional redistricting restrictions to redistricting city ward lines). The New Hampshire Constitution and statutes further prohibits state district lines that divide or alter the boundaries of a town or ward. New Hampshire Constitution, Part 2, Article 9; Part 2, Article 26. Other circumstances, including the formation of a new town, do not permit redistricting state districts. Opinion of Justices, 105 N.H. 125 (1963). A city ward is considered the equivalent of a town in election law. New Hampshire Constitution, Part 1, Article 11; RSA 44:4; RSA 652:16

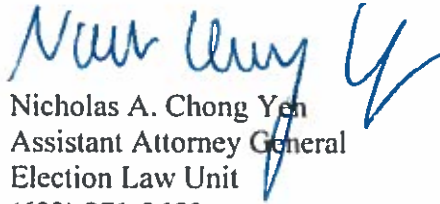
Therefore, other than the ten year redistricting based on the United States Census, any redistricting that moves voters from one ward to another conflicts with the constitution, state law, and poses practical problems for voters and election officials.

Based on the foregoing, the Secretary of State’s and Attorney General’s Offices object to the City of Somersworth’s charter amendment proposal in order to protect voters’ rights to an orderly voting process that does not unnecessarily increase the time required to check in to vote.

Please feel free to contact me if you have any questions.



Sincerely,

A handwritten signature in blue ink, appearing to read "Nick Chong Yen", with a stylized flourish at the end.

Nicholas A. Chong Yen  
Assistant Attorney General  
Election Law Unit  
(603) 271-3650  
nicholas.chongyen@doj.nh.gov

cc: David Scanlan, Deputy Secretary of State  
Bruce Kneuer, Department of Revenue Administration  
Walter Mitchell, City of Somersworth Counsel



# VACHON CLUKAY & COMPANY PC

**CERTIFIED PUBLIC ACCOUNTANTS**  
608 Chestnut Street • Manchester, New Hampshire 03104  
(603) 622-7070 • Fax: (603) 622-1452 • [www.vachonclukay.com](http://www.vachonclukay.com)

August 1, 2019

To the Honorable Mayor, City Council and  
City Manager

City of Somersworth  
One Government Way  
Somersworth, New Hampshire 03878



We were engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Somersworth, New Hampshire for the year ended June 30, 2019. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

## **Our Responsibility under U.S. Generally Accepted Auditing Standards, *Government Auditing Standards* and the Uniform Guidance**

As stated in our engagement letter dated July 18, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the City of Somersworth, New Hampshire's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the City of Somersworth, New Hampshire's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the City of Somersworth, New Hampshire's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the City of Somersworth, New Hampshire's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the City of Somersworth, New Hampshire's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, schedule of revenues, expenditures and changes in fund balance – budget and actual (budgetary basis), schedule of changes in the City's proportionate share of the net OPEB liability, schedule



of City OPEB contributions, schedule of changes in the City's total OPEB liability and related ratios, schedule of changes in the City's proportionate share of the net pension liability, and schedule of City pension contributions, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the schedule of expenditures of federal awards, which accompanies the financial statements but is not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

#### **Planned Scope, Timing of the Audit, and Other**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately September 3, 2019 and issue our report on approximately January 31, 2020. Robert L. Vachon, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Honorable Mayor, City Council and City Manager and management of City of Somersworth, New Hampshire and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely yours,

*Vachon Clukay & Company PC*





GOVERNOR Christopher T. Sununu  
CHAIRMAN Debra M. Douglas  
COMMISSIONER Paul J. Holloway  
COMMISSIONER J. Christopher Williams  
EXECUTIVE DIRECTOR Charles R. McIntyre

July 31, 2019

Dear City Manager Belmore,

Would you kindly distribute the enclosed letters to the Mayor and members of city leadership at your earliest opportunity as the subject matter is time-sensitive. If there are any questions, please contact me at 603-271-7107.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carmela Nolin', with a stylized flourish at the end.

Carmela Nolin  
Administrative Assistant to  
Executive Director Charlie McIntyre



*Live Free or Die*

New Hampshire Lottery Commission 14 Integra Drive Concord, New Hampshire 03301  
TEL 603.271.3391 FAX 603.271.1160 TDD 1.800.735.2964 [www.nhlottery.com](http://www.nhlottery.com)





Over \$2 Billion and Counting for our Schools

July 31, 2019

GOVERNOR Christopher T. Sununu  
CHAIRMAN Debra M. Douglas  
COMMISSIONER Paul J. Holloway  
COMMISSIONER J. Christopher Williams  
EXECUTIVE DIRECTOR Charles R. McIntyre

City Manager Robert Belmore  
City of Somersworth  
One Government Way  
Somersworth, NH 03878

Dear City Manager Belmore,

As you may be aware, House Bill 480 was recently signed into law legalizing sports betting in New Hampshire. The Lottery Commission's division of sports wagering will conduct and regulate sports betting in the state, which is allowed through various channels, including at up to ten sports book retail locations.

We anticipate launching sports betting platforms in early 2020 following the selection process for online vendors and retailers. While we cannot predict if the physical sports books will be stand-alone or co-located within other commercial businesses, we do expect retailers to apply in metropolitan areas – and they can only conduct sports book operations in municipalities that have voted to allow it.

In a process identical to that allowing Keno, cities have the option to put the question to voters whether to permit the operation of sports book retail locations within the municipality. Given the launch schedule and the anticipated demand by players, I respectfully recommend the City Council place HB 480 on the ballot for voters to decide this fall. This does not mean that a business will apply within your city for one of the ten available sports book locations, but this suggestion is being made so that if a retailer does wish to apply, they would not have to wait two years until the election of 2021 before they could engage in the activity.

Be assured that if the City votes to allow the operation of sport books and an establishment is selected by the Lottery Commission, the City must grant that establishment approval before the Lottery will permit that location to begin operations.

The local option section of House Bill 480 is enclosed for your reference. My staff is standing by to answer any questions you may have, and will do our best to attend an upcoming City Council meeting at your request.

Respectfully,

Charlie McIntyre  
Executive Director

Enclosure



Live Free or Die

New Hampshire Lottery Commission  
TEL 603.271.3391 FAX 603.271.1160

14 Integra Drive  
TDD 1.800.735.2964

Concord, New Hampshire 03301  
www.nhlottery.com



**CHAPTER 215**  
**HB 480-FN - FINAL VERSION EXCERPT**

For the full text of HB 480: [www.gencourt.state.nh.us/bill\\_status/billText.aspx?sy=2019&id=217&txtFormat=html](http://www.gencourt.state.nh.us/bill_status/billText.aspx?sy=2019&id=217&txtFormat=html)

**HOUSE BILL 480-FN**

AN ACT relative to sports betting.

*Be it Enacted by the Senate and House of Representatives in General Court convened:*

215:1 New Chapter; Sports Betting. Amend RSA by inserting after chapter 287-H the following new chapter:  
**CHAPTER 287-I SPORTS BETTING**

287-I:5 Sports Book Retail Operations. The commission and its agents are further authorized to operate physical sports book retail locations within the state for the purposes of accepting tier I and tier III sports wagers from authorized bettors and paying prizes relating to those wagers. The sports book retail locations may be co-located with other commercial businesses or general commercial retail locations. No more than 10 sports book retail locations may be in operation at any given time.

287-I:6 Local Option for Operation of Sports Book Retail Locations.

I. Any town or city may allow the operation of a sports book retail location according to the provisions of this subdivision, in the following manner, excepting that nothing in this section shall be construed to prohibit Internet or mobile wagering or lottery games involving tier III sports wagers in the jurisdiction, if so authorized by the passage of this statute.

(a) In a town, the question shall be placed on the warrant of an annual town meeting under the procedures set out in RSA 39:3, and shall be voted on a ballot. In a city, the legislative body may vote to place the question on the official ballot for any regular municipal election, or, in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 25 of the registered voters.

(b) The selectmen, aldermen, or city council shall hold a public hearing on the question at least 15 days but not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.

(c) The wording of the question shall be substantially as follows: "Shall we allow the operation of sports book retail locations within the town or city?"

II. If a majority of those voting on the question vote "Yes", sports book retail locations may be operated within the town or city.

III. If the question is not approved, the question may later be voted upon according to the provisions of paragraph I at the next annual town meeting or regular municipal election.

IV. A municipality that has voted to allow the operation of sports book retail locations may consider rescinding its action in the manner described in paragraph I of this section.

V. An unincorporated place may allow the operation of a physical sports book retail location by majority vote of the county delegation, after a public hearing is held.

VI. The commission shall maintain a list of municipalities where sports book retail locations may be placed into operation.



**Brenda Breda**

---

**To:** Bob Belmore  
**Subject:** RE: Upcoming Eversource Enhanced Tree Trimming - Somersworth

**From:** Letourneau, Maria K <[maria.letourneau@eversource.com](mailto:maria.letourneau@eversource.com)>  
**Sent:** Tuesday, August 20, 2019 1:07 PM  
**To:** Bob Belmore <[bbelmore@somersworth.com](mailto:bbelmore@somersworth.com)>; Michael Bobinsky <[mbobinsky@somersworth.com](mailto:mbobinsky@somersworth.com)>  
**Cc:** Farley, Ian J <[ian.farley@eversource.com](mailto:ian.farley@eversource.com)>  
**Subject:** Upcoming Eversource Enhanced Tree Trimming - Somersworth

Good afternoon Bob & Mike,

Attached is a letter from Ian Farley, Eversource Arborist, regarding the upcoming Enhanced Tree Trimming (ETT) work scheduled for Somersworth. The work will be done by Northern Tree Service, with an anticipated start in early October. They will be reaching out soon to the property owners who live along the proposed route to meet with them to discuss our tree trimming and removal plans.

Please see Ian's letter for more details. I have also included a map showing the affected area -- High Street and Tri City Road (for internal use only, please.)

Please let us know if you have any questions or concerns regarding our proposed work. The scope of this work is similar to the work that was performed in Somersworth in 2017 (I believe) near the Armory, so if you would like me to set up a meeting with Ian so he can review the plans, just let me know.

Best,

~Maria

Maria K. Letourneau  
 Community Relations

1700 Lafayette Road, Portsmouth, NH 03801  
 603.436.7708 ext. 555.5630  
[maria.letourneau@eversource.com](mailto:maria.letourneau@eversource.com)

**EVERSOURCE**  
ENERGY

*FYI BB  
 meeting on  
 Tues, Sept 3 @ 1 PM*





13 Legends Drive  
Hooksett, NH 03106

Ian James Farley  
Arborist

Dear Municipal Official,

I'm writing to inform you that a portion of an Eversource electrical circuit in the City/Town of Somersworth has been selected for our Enhanced Tree Trimming (ETT) program. ETT is a reliability-based tree trimming and removal program focusing on protecting the main power source (or "backbone") of each of our electric circuits in New Hampshire. The leading causes of power outages in New Hampshire are tree related and this enhanced clearance zone around our electrical facilities helps our system to better withstand large storm events and reduce the possibility of tree-related outages.

In the following weeks, a tree contractor hired by Eversource will be reaching out to meet with property owners who live along the proposed route and to discuss our tree trimming and removal plans. Attached to this letter is a map showing the route for our Enhanced Tree Trimming initiative in Somersworth. The following roads will be affected:

- High Street
- Tri City Road

Any property owned by the City/Town of Somersworth will be individually permissioned with the appropriate town official through our permission process.

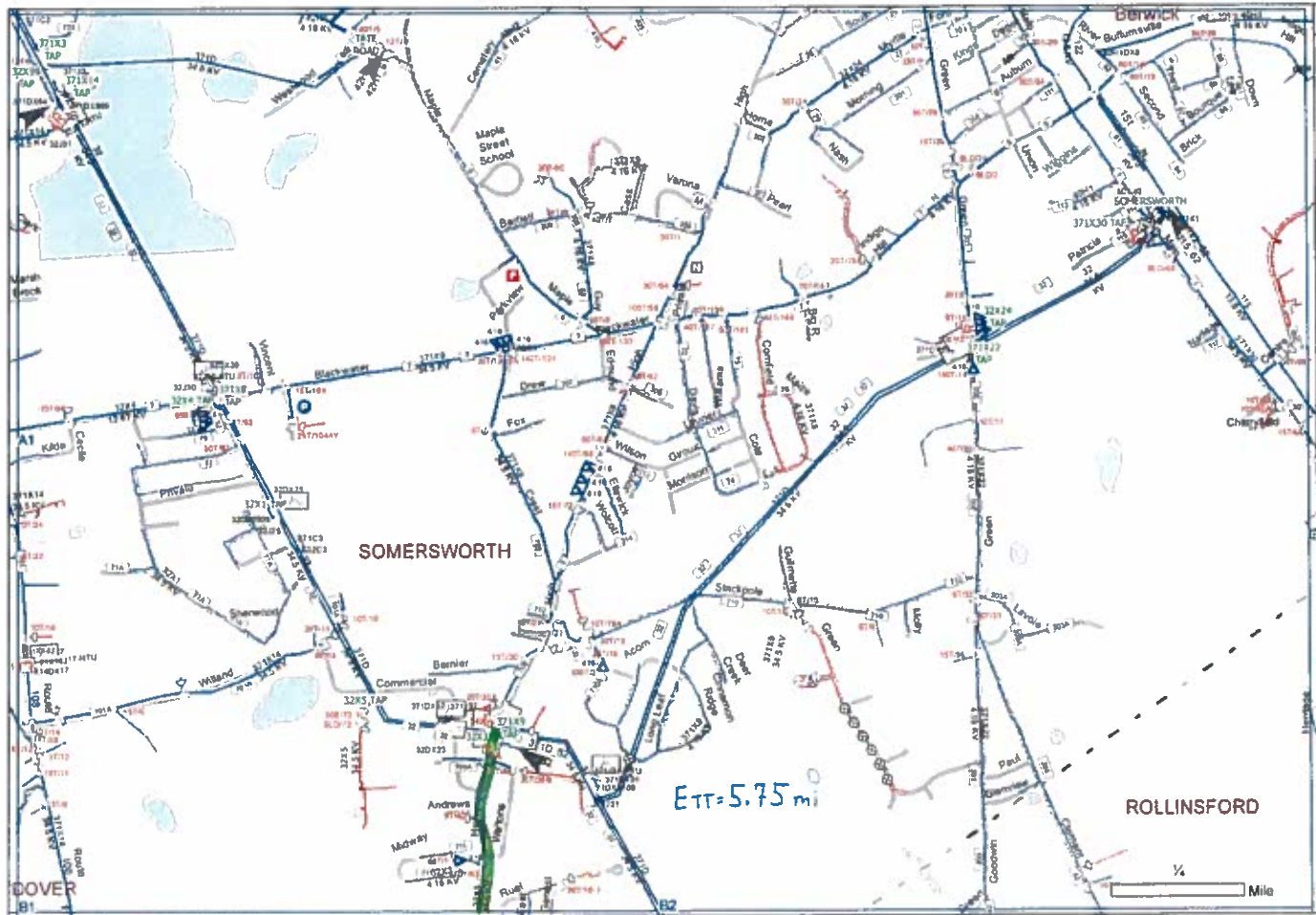
Eversource is committed to making an investment in your community to improve your electrical reliability. Please feel free to contact me at any time if you have any questions or concerns regarding our proposed work.

Sincerely,

Ian James Farley   
Eversource Arborist  
603-634-2586  
[Ian.Farley@eversource.com](mailto:Ian.Farley@eversource.com)

*"Safety First and Always."*



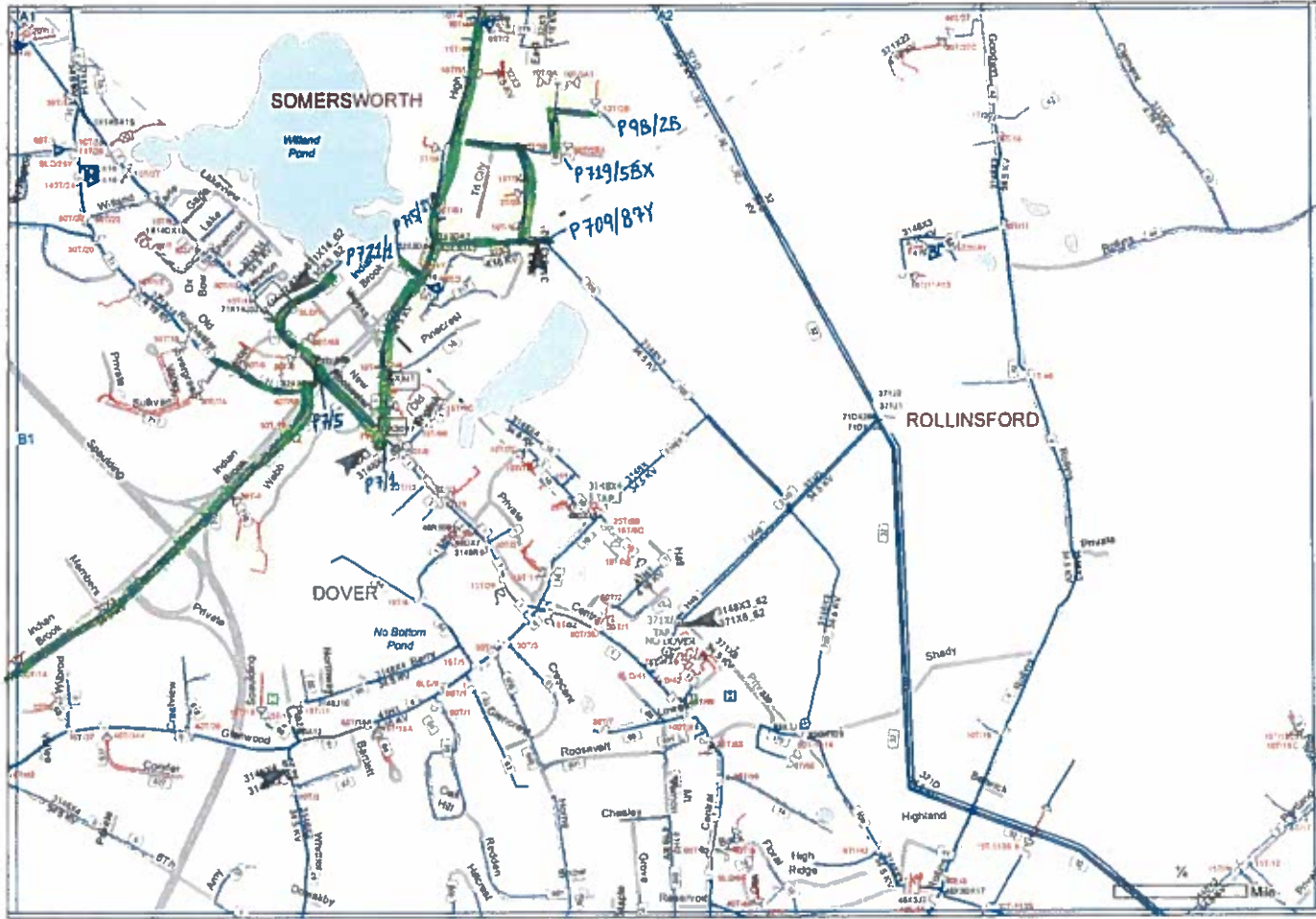


SOMERSWORTH

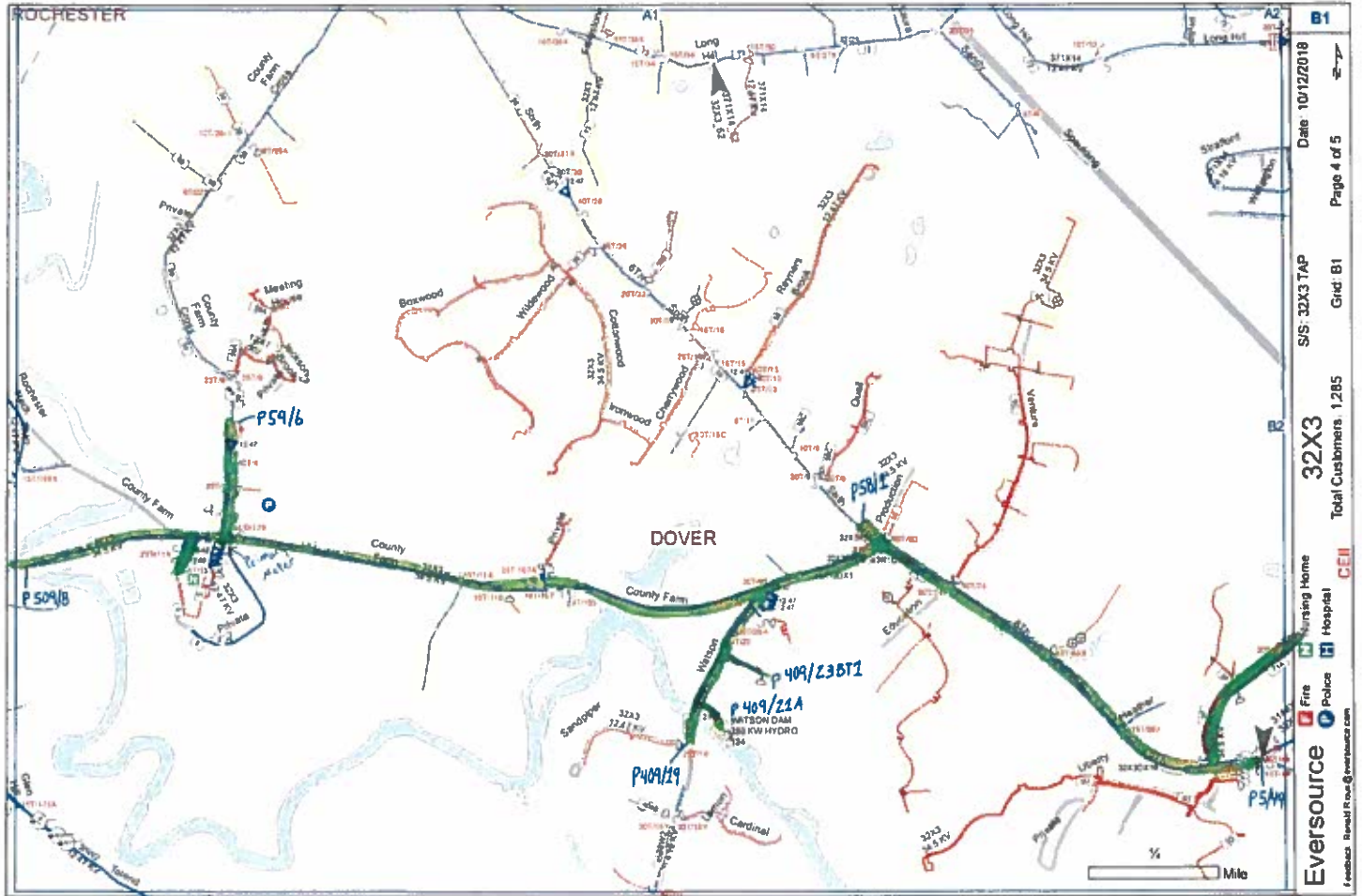
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ROLLINSFORD













present:

*7<sup>th</sup> annual of*

# SOMERSWORTH INDONESIAN

## FESTIVAL

{ SEPTEMBER  
7<sup>th</sup> 2019 }  
From 11am-5pm

Location:

At the proposed Little Indonesia Area.  
On Main St. (Between Washington St. And  
Fayette St) Somersworth, 03878 NH.

11am- Food Bazaar Open  
11:30- Ribbon Cutting & Parade  
Noon-5pm- Cultural Performances  
& event programs



**MITCHELL MUNICIPAL GROUP, P.A.**  
ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
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TELEPHONE (603) 524-3885

August 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 6-20

Title: **TO AMEND CHAPTER 22, SUBDIVISION REGULATIONS,**  
**BY DELETING IT IN ITS ENTIRETY**

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

Date: 8/26/19

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

By: 



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August 27, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 7-20

Title: TO AMEND CHAPTER 22A, SITE PLAN REVIEW REGULATION,  
BY DELETING IT IN ITS ENTIRETY

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

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

Date: 8/27/19

By: 



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August 27, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 8-20

Title: TO AMEND CHAPTER 29, ADMINISTRATIVE CODE, SECTION 4.3,  
BOARD OF ASSESSORS

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

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

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

8/27/19

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





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August 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 12-20

**Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
HALL BROTHERS CONTRACTING, INC. OF BERWICK, ME FOR  
THE REPLACEMENT OF THE CITY HALL ROOF**

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: 8/27/19

By: 



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August 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 13-20

Title: **TO AUTHORIZE THE CITY MANAGER TO SIGN A LEASE/PURCHASE  
AGREEMENT FOR THE PURCHASE OF CITY VEHICLES**

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: 8/26/19

By: 



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

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August 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 14-20

Title: TO AUTHORIZE THE CITY MANAGER TO ORDER ONE SUV STYLE  
POLICE CRUISER WHICH WILL BE FUNDED BY A LEASE  
PURCHASE AGREEMENT

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: 8/26/19

By: 



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

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August 26, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 15-20

Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH RENAUD INDUSTRIES OF PORTSMOUTH, NH FOR THE REMOVAL AND REMEDIATION OF CONTAMINATED SOILS AND WITH WASTE MANAGEMENT OF ROCHESTER, NH FOR THE DISPOSAL OF CONTAMINATED SOILS LOCATED AT 1 WINTER STREET, FORMERLY KNOWN AS BRETONS CLEANERS

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: 8/26/19

By: 