

*Office of the City Manager*

TO: Mayor Dana S. Hilliard and City Council Members  
FROM: Robert M. Belmore, City Manager  
DATE: Friday, September 2, 2022  
SUBJECT: City Manager's Report for Tuesday, September 6, 2022 City Council Meeting

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*Unfinished Business (under Section 14 of Agenda)*

Resolution

- A. Resolution No. 5-23: To Authorize the City Manager to Enter into a Grant Agreement with the State of New Hampshire Department of Environmental Services for a Wastewater Collection Asset Inventory and System Master Plan. Again, there is no City funding match for this Grant.

*New Business (under Section 15 of Agenda)*

Ordinances

- A. Ordinance No. 1-23: To Amend Chapter 7, Solid Waste and Recycling, Section 7.4 – Fees. The Public Works & Environment Committee met on August 10<sup>th</sup> and voted to support a twenty-five cent (.25) increase of the City's municipal solid waste bags for FY 23-24 and FY 24-25. Attached is a memorandum providing an analysis of the Pay-per-bag program from Finance Director Scott Smith. I recommend a Public Hearing at the next regular Council meeting. Please see the attached present Ordinance.
- B. Ordinance No. 2-23: To Amend Chapter 4, Personnel Rules and Regulations Compensation Schedule. The Government Operations met on August 3<sup>rd</sup> and voted to support this Ordinance change which will give non-exempt pay-scale a standard 4% increase between each step, and will allow two additional steps, 6 and 7. I recommend a Public Hearing at the next regular Council meeting. Please see the attached Memorandum from Human Resource Manager Linda Corriveau and the *red-lined* changes in this Ordinance.
- C. Ordinance No. 3-23: To Amend Chapter 4, Personnel Rules and Regulations Section 7.4.1 Sick Leave, and Section 7.4.2 Sick Leave for Exempt Employees. The Government Operations met on August 3<sup>rd</sup> and voted to support this Ordinance change. I recommend a Public Hearing at the next regular Council meeting. Please see the attached Memorandum from Human Resource Manager Linda Corriveau and the *red-lined* changes in this Ordinance.

## Resolutions

- A. **Resolution No. 8-23: To Authorize the City Manager to Contract with Wright Pierce Engineers of Portsmouth, NH to Develop an Asset Management Program.** The Public Works & Environment Committee met on August 10<sup>th</sup> to discuss this Resolution, as well as the following Resolution. The City received two (2) proposals, and after reviewing, the Committee accepted Staff's recommendation to award the contracts to Wright Pierce for both the Wastewater Management Program and the Sewer Collection System Assessment Project. Please see attached Memorandum from Director Mike Bobinsky.
- B. **Resolution No. 9-23: To Authorize the City Manager to Contract with Wright Pierce Engineers of Portsmouth, NH to Conduct an Evaluation and Condition Assessment of the City's Sewer Collection System.**
- C. **Resolution No 10-23: To Authorize the City Manager to Prepare Bid Specifications for Sidewalk Repair and Reconstruction Projects.** The Public Works & Environment Committee met on August 10<sup>th</sup> to discuss the Sidewalk Repair and Reconstruction Projects. Please see attached Memorandum from Director Mike Bobinsky.
- D. **Resolution No. 11-23: To Authorize the City Manager to Enter into a Grant Agreement with the Department of Homeland Security for an Assistance to Firefighters Grant for the Purchase of a Battery Powered Vehicle Extrication Tool.** The City received confirmation of a \$47,047 Grant award under the Assistance to Firefighters Grant (AFG) program. This Grant will be used for battery powered vehicle extrication tools. Attached is the email notifying the City of the award.
- E. **Resolution No. 12-23: To Amend Council Rules and Regulations, Section 2, Presiding Officer and Section 7, Order of Business.** Attached is a copy of the Council Rules & Regulations.

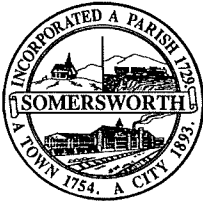
## *City Manager's Items (under section 11 of Agenda)*

### Informational Items

- A. **Strafford Regional Planning Commissioners.** The City has an opening for a Commissioner as Councilor Michaud is not seeking re-appointment. The City is presently represented by Mark Richardson and Mike Bobinsky (see attached).
- B. **Land & Water Conservation Fund (LWCF) Grant Round.** I have authorized Staff to apply for another LWCF Grant in the amount of \$35,000 to make additional improvements (see attached).
- C. **Fire Department Grant.** The City received confirmation of the \$3,900 USDA Grant award for the Fire Departments new Thermal Imager (see attached).
- D. **Tour of the City's Wastewater Treatment Plant.** Does Wednesday, September 14<sup>th</sup> work?  
Time – 4:30 p.m.?

### Attachments

1. City Attorney Certifications - Seven (7)
2. Copy of City Charter, Section 3.2, Vacancies, City Council
3. Copy of City Charter, Section 10.4, Vacancies, School Board



## City of Somersworth – Resolution

Resolution No: **5-23**

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES FOR A WASTEWATER COLLECTION ASSET INVENTORY AND SYSTEM MASTER PLAN**

August 1, 2022

WHEREAS, City staff has solicited proposals for a sewer system collection assessment; and

WHEREAS, the City of Somersworth has received notification of the establishment of a 2023 Asset Management Planning Grant Program to support the development of an updated wastewater collection inventory and system master plan that can be used in conjunction with the sewer system collection assessment; and

WHEREAS, the New Hampshire Department of Environmental Services has awarded the City a 100% grant of \$60,000 (Sixty Thousand Dollars), to be used to support the planning and development of an updated sewer collection asset inventory assessment, and

WHEREAS, the project will result in a condition analysis of all sewer collection assets and estimated remaining useful life, a level of service and priority ranking of asset condition, and an evaluation of the City's sewer collection system evaluation,

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

### Authorization

#### *Sponsored by Councilors:*

Donald Austin  
Nancie Cameron  
Martin P. Dumont  
Matt Gerding  
Denis Messier  
Richard R. Michaud  
Martin Pepin  
Kenneth Vincent  
David A. Witham

#### *Approved:*

City Attorney

## City of Somersworth – Resolution 5-23

### History

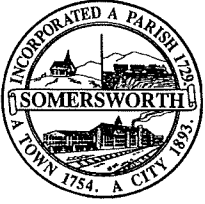
First Read Date:	8/1/2022	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

8/1/2022

*Resolution No. 5-23 will remain in first reading until call of the Chair.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	VACANT		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
<b>TOTAL VOTES:</b>			
On	Resolution 5-23	PASSED	FAILED

	<b>City of Somersworth – Ordinance</b>
	Ordinance No: <b>1-23</b>  <b>TO AMEND CHAPTER 7, SOLID WASTE AND RECYCLING, SECTION 7.4 - FEES</b>

September 6, 2022

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

Amend Chapter 7, Solid Waste and Recycling, Section 7.4 – Fees, by deleting it in its entirety and replacing it with the following:

Section 7.4 – Fees: Effective July 1, 2023, the retail cost of the bags shall be \$2.40 for a 30-gallon bag and \$1.85 for a 15-gallon bag. Effective July 1, 2024, the retail cost of the bags shall be \$2.65 for a 30-gallon bag and \$2.10 for a 15-gallon bag. Ten cents (.10) from the sale of each bag shall be utilized to subsidize the cost to the City for recycling or for any other cost related to solid waste and recycling collection and disposal. The cost to vendors shall be \$.02 cents less to provide financial incentive for selling the bags.

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by:</i> David A. Witham Donald Austin Martin Pepin Martin Dumont, Sr.	<i>Approved:</i> City Attorney



- C. Applicants must meet all health and safety requirements, in particular Section 24.8 of the Somersworth Housing Code.

The ninety (90) day waiting period will allow the City to review the request and, if approved, to make arrangements with the contracted hauler to collect waste from the structure(s) in question.

Those businesses not using the City approved specially marked bags are responsible for making their own arrangements for rubbish removal and disposal.

#### Section 7.4 – Fees.

Effective July 1, 2021, the retail cost of the bags shall be \$2.15 for a 30-gallon bag and \$1.60 for a 15-gallon bag. Ten cents (.10) from the sale of each bag shall be utilized to subsidize the cost to the City for recycling or for any other cost related to solid waste and recycling collection and disposal. The cost to vendors shall be \$.02 cents less to provide financial incentive for selling the bags. (Amended 09/21/2015.) (Amended 03/18/2019) (Amended 05/17/2021)

#### Section 7.5 – Litter on Public/Private Property: Owner's Duty.

Litter, rubbish or refuse shall not be cast, scattered, thrown, deposited or permitted to remain on or about public or private property within the corporate limits of the City to the detriment of public peace, health, safety and welfare. The owner, lessees, agents or other in charge of premises within the City shall rid such land and abutting sidewalks and medians of such nuisance as defined in Sections 7.1 of this ordinance within twenty-four (24) hours after receiving notification from the City of the violation, or place in an authorized receptacle as outlined in Section 24.8 of the Housing Code, Section 7.1 of this ordinance. It shall be unlawful for any person to dump, place, scatter litter, refuse or rubbish on or about private premises, whether such premises are vacant or inhabited.

#### Section 7.6 – Removal of Empty Containers (Home and Commercial).

Rubbish containers, and rubbish must be removed by the owner from the curbside within twenty-four (24) hours after the scheduled pickup. Any debris strewn from this rubbish by animals, wind, etc., will be cleaned up by the owners within twenty-four (24) hours. Rubbish collection crews will be responsible for any debris they drop or spill on the ground and will clean it up before moving on to the next stop, provided that the owner has complied with Section 7.1, the definitions of "bags", "bundle" and "container".

#### Section 7.7 – Hazardous Waste.

Hazardous waste, as defined in Section 7.1, the definition of "hazardous waste", will not be accepted for pickup by the City and shall not be placed at the curb for such pickup.

#### Section 7.8 – Anti-scavenging.

	Current Rates FY 21-22	Proposed Rates FY 22-23	Proposed Rates FY 23-24	Proposed Rates FY 24-25
Charge 30 Gal Bags	\$2.15	\$2.15	\$2.40	\$2.65
Charge 15 Gal Bags	\$1.60	\$1.60	\$1.85	\$2.10
<b>Expenditures</b>				
Bags	99,050	104,003	109,203	114,663
Collection Service	475,844	513,149	550,930	580,096
Bulky Waste Disposal	9,331	10,500	11,025	11,576
Other	1,442	1,485	1,530	1,576
<b>Total</b>	<b>\$585,667</b>	<b>\$629,137</b>	<b>\$672,687</b>	<b>\$707,911</b>

Revenues				
Bag Sales	568,115	569,105	639,355	709,605
Bulky Waste Collection	37,140	40,000	43,000	46,000
Total	\$605,255	\$609,105	\$682,355	\$755,605
Net Revenues/(Loss)	\$19,588	(\$20,032)	\$9,668	\$47,694

Cash Equivalents - MSW	\$171,708	\$123,676	\$105,344	\$125,038
Cash Equivalents - Recy/Other	\$85,203	\$113,203	\$141,203	\$169,203

Total	\$256,911	\$236,879	\$246,547	\$294,241
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- C. Applicants must meet all health and safety requirements, in particular Section 24.8 of the Somersworth Housing Code.

The ninety (90) day waiting period will allow the City to review the request and, if approved, to make arrangements with the contracted hauler to collect waste from the structure(s) in question.

Those businesses not using the City approved specially marked bags are responsible for making their own arrangements for rubbish removal and disposal.

#### Section 7.4 – Fees.

~~Effective July 1, 2021, the retail cost of the bags shall be \$2.15 for a 30-gallon bag and \$1.60 for a 15-gallon bag. Ten cents (.10) from the sale of each bag shall be utilized to subsidize the cost to the City for recycling or for any other cost related to solid waste and recycling collection and disposal. The cost to vendors shall be \$.02 cents less to provide financial incentive for selling the bags. (Amended 09/21/2015.) (Amended 03/18/2019) (Amended 05/17/2021)~~

Effective July 1, 2023, the retail cost of the bags shall be \$2.40 for a 30-gallon bag and \$1.85 for a 15-gallon bag. Effective July 1, 2024, the retail cost of the bags shall be \$2.65 for a 30-gallon bag and \$2.10 for a 15-gallon bag. Ten cents (.10) from the sale of each bag shall be utilized to subsidize the cost to the City for recycling or for any other cost related to solid waste and recycling collection and disposal. The cost to vendors shall be \$.02 cents less to provide financial incentive for selling the bags.

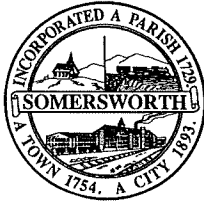
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Litter, rubbish or refuse shall not be cast, scattered, thrown, deposited or permitted to remain on or about public or private property within the corporate limits of the City to the detriment of public peace, health, safety and welfare. The owner, lessees, agents or other in charge of premises within the City shall rid such land and abutting sidewalks and medians of such nuisance as defined in Sections 7.1 of this ordinance within twenty-four (24) hours after receiving notification from the City of the violation, or place in an authorized receptacle as outlined in Section 24.8 of the Housing Code, Section 7.1 of this ordinance. It shall be unlawful for any person to dump, place, scatter litter, refuse or rubbish on or about private premises, whether such premises are vacant or inhabited.

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## City of Somersworth – Ordinance

Ordinance No: **2-23**

### TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS, COMPENSATION SCHEDULE

September 6, 2022

THE CITY OF SOMERSWORTH ORDAINS THAT, the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Chapter 4 by deleting the Non-Exempt Compensation Schedule for Grades 6-29 in its entirety, and replacing it with the following Non-Exempt Compensation Schedule which adjusts the scale to a standard 4% increase between each step for consistency, and adds steps 6 and 7, also with a 4% increase between steps to provide a broader pay scale:

#### FY2022-2023 Compensation Schedule (Effective October 1, 2022)

GRADE	Hire	1	2	3	4	5	6	7
6	12.22	12.71	13.22	13.75	14.30	14.87	15.46	16.08
7	12.81	13.32	13.86	14.41	14.99	15.59	16.21	16.86
8	13.46	14.00	14.56	15.14	15.75	16.38	17.03	17.71
9	14.14	14.71	15.29	15.91	16.54	17.20	17.89	18.61
10	14.83	15.42	16.04	16.68	17.35	18.04	18.76	19.52
11	15.59	16.21	16.86	17.54	18.24	18.97	19.73	20.52
12	16.38	17.04	17.72	18.43	19.16	19.93	20.73	21.55
13	17.20	17.89	18.60	19.35	20.12	20.93	21.76	22.63
14	18.02	18.74	19.49	20.27	21.08	21.92	22.80	23.71
15	18.96	19.72	20.51	21.33	22.18	23.07	23.99	24.95
16	19.86	20.65	21.48	22.34	23.23	24.16	25.13	26.13
17	20.89	21.73	22.59	23.50	24.44	25.42	26.43	27.49
18	21.93	22.81	23.72	24.67	25.65	26.68	27.75	28.86
19	22.99	23.91	24.87	25.86	26.90	27.97	29.09	30.25
20	24.22	25.19	26.20	27.24	28.33	29.47	30.65	31.87
21	25.40	26.42	27.47	28.57	29.71	30.90	32.14	33.42
22	26.71	27.78	28.89	30.05	31.25	32.50	33.80	35.15
23	28.02	29.14	30.31	31.52	32.78	34.09	35.45	36.87
24	29.39	30.57	31.79	33.06	34.38	35.76	37.19	38.68
25	30.87	32.10	33.39	34.72	36.11	37.56	39.06	40.62

GRADE	Hire	1	2	3	4	5	6	7
26	32.45	33.75	35.10	36.50	37.96	39.48	41.06	42.70
27	34.00	35.36	36.77	38.25	39.78	41.37	43.02	44.74
28	35.72	37.15	38.63	40.18	41.79	43.46	45.20	47.01
29	37.50	39.00	40.56	42.18	43.87	45.62	47.45	49.35

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

## Memo from City Manager



Date: August 2, 2022

To: Government Operations Committee

From: Bob Belmore, City Manager

Cc: Linda Corriveau, Human Resources Manager

Re: Chapter 4 – Personnel Rules & Regulations Discussion Items

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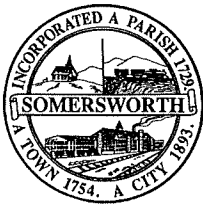
As discussed at the last Committee meeting, I am proposing two updates to the Compensation Schedule as well as changes regarding sick leave for exempt employees.

1. Provide a 4% increase between each step for consistency.
2. Add 2 additional steps also with 4% increase between steps to provide a broader pay scale.
3. Language regarding Sick Leave for Exempt Employees, Section 7.4.1, is also attached for your consideration.

**FY2022-2023 Compensation Schedule**  
**(2.5% Increase effective July 1, 2022)**

GRADE	Hire	1	2	3	4	5	6	7
6	12.22	12.71	13.22	13.75	14.30	14.87	15.46	16.08
7	12.81	13.32	13.86	14.41	14.99	15.59	16.21	16.86
8	13.46	14.00	14.56	15.14	15.75	16.38	17.03	17.71
9	14.14	14.71	15.29	15.91	16.54	17.20	17.89	18.61
10	14.83	15.42	16.04	16.68	17.35	18.04	18.76	19.52
11	15.59	16.21	16.86	17.54	18.24	18.97	19.73	20.52
12	16.38	17.04	17.72	18.43	19.16	19.93	20.73	21.55
13	17.20	17.89	18.60	19.35	20.12	20.93	21.76	22.63
14	18.02	18.74	19.49	20.27	21.08	21.92	22.80	23.71
15	18.96	19.72	20.51	21.33	22.18	23.07	23.99	24.95
16	19.86	20.65	21.48	22.34	23.23	24.16	25.13	26.13
17	20.89	21.73	22.59	23.50	24.44	25.42	26.43	27.49
18	21.93	22.81	23.72	24.67	25.65	26.68	27.75	28.86
19	22.99	23.91	24.87	25.86	26.90	27.97	29.09	30.25
20	24.22	25.19	26.20	27.24	28.33	29.47	30.65	31.87
21	25.40	26.42	27.47	28.57	29.71	30.90	32.14	33.42
22	26.71	27.78	28.89	30.05	31.25	32.50	33.80	35.15
23	28.02	29.14	30.31	31.52	32.78	34.09	35.45	36.87
24	29.39	30.57	31.79	33.06	34.38	35.76	37.19	38.68
25	30.87	32.10	33.39	34.72	36.11	37.56	39.06	40.62
26	32.45	33.75	35.10	36.50	37.96	39.48	41.06	42.70
27	34.00	35.36	36.77	38.25	39.78	41.37	43.02	44.74
28	35.72	37.15	38.63	40.18	41.79	43.46	45.20	47.01
29	37.50	39.00	40.56	42.18	43.87	45.62	47.45	49.35





## City of Somersworth – Ordinance

Ordinance No: 3-23

### **TO AMEND CHAPTER 4, PERSONNEL RULES AND REGULATIONS SECTION 7.4.1 SICK LEAVE, AND SECTION 7.4.2 SICK LEAVE FOR EXEMPT EMPLOYEES**

September 6, 2022

THE CITY OF SOMERSWORTH ORDAINS THAT, the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Chapter 4 by deleting sections 7.4.1 Sick Leave and 7.4.2 Sick Leave for Exempt Employees and replacing it with the following:

#### *7.4.1 Sick Leave*

Sick leave is granted by the City to provide employees with the ability to take time off to recover from illness without suffering loss of pay. Sick leave is granted at the rate of one (1) day per calendar month worked, credited at the end of the month. Sick leave may be accumulated for a period of up to, but not exceeding, ninety (90) days.

Sick leave may be taken as whole days or in hourly increments. It may be used for bonafide doctor's appointments or to care for a spouse or child who is ill.

Upon termination of employment all employees entitled to sick leave will receive payment equal to one half the number of accumulated sick days not to exceed forty-five (45) days at their current rate of pay. Exempt employees will be paid out at termination after 5 consecutive years of service.

If an employee dies, the sick leave accrued will be paid to the beneficiary designated on the employee's group life insurance policy.

To receive compensation while absent on sick leave, the employee shall notify his/her department head, no later than one (1) hour after the time set for the beginning of his/her daily duties. At the discretion of the Department Head or City Manager, a doctor's certificate may be required for absence due to illness in excess of three (3) days. If the Department Head has a reasonable basis to believe or suspect an employee has abused sick leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days.

All employees who have accumulated eighteen (18) days of sick leave shall receive a personal day for each six-month period worked thereafter without using a sick day. The maximum balance will be 8 hours, requiring employees to use time before more time can be earned. These days are not paid out at termination.

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

# Memo from City Manager



Date: August 2, 2022  
 To: Government Operations Committee  
 From: Bob Belmore, City Manager  
 Cc: Linda Corriveau, Human Resources Manager  
 Re: Chapter 4 – Personnel Rules & Regulations Change Discussion Item

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We are proposing a change to the sick leave language in Chapter 4 – Personnel Rules & Regulations which will allow exempt employee to accrue sick leave in the same manner as non-exempt employees.

## *Chapter 4*

### *7.4.1 Sick Leave*

Sick leave is granted by the City to provide employees with the ability to take time off to recover from illness without suffering loss of pay. Sick leave is granted at the rate of one (1) day per calendar month worked, credited at the end of the month. Sick leave may be accumulated for a period of up to, but not exceeding, ninety (90) days.

Sick leave may be taken as whole days or in hourly increments. It may be used for bonafide doctor's appointments or to care for a spouse or child who is ill.

Upon termination of employment ~~Persons all employees~~ entitled to sick leave will receive payment equal to one half the number of accumulated sick days not to exceed forty-five (45) days at their current rate of pay ~~when their employment by the City terminates.~~ Exempt employees will be paid out at termination after 5 consecutive years of service. ~~This payment will be made to a non-exempt person promoted to an exempt position on the effective date of promotion.~~

If an employee dies, the sick leave accrued will be paid to the beneficiary designated on the employee's group life insurance policy.

To receive compensation while absent on sick leave, the employee shall notify his/her department head, no later than one (1) hour after the time set for the beginning of his/her daily duties. At the discretion of the Department Head or City Manager, a doctor's certificate may be required for absence due to illness in excess of three (3) days. If the Department Head has a reasonable basis to believe or suspect an employee has abused sick leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days.

All ~~an~~ employees who ~~have~~ has accumulated eighteen (18) days of sick leave shall receive a personal day for each ~~six months~~ six-month period worked thereafter without using a sick day. The maximum

balance will be 8 hours, requiring employees to use time before more time can be earned. These days are not paid out at termination.

*~~7.4.2 Sick Leave for Exempt Employees~~*

~~Exempt employees do not accumulate sick leave or bonuses for not using sick leave but are allowed sufficient time off with pay to recover from temporary illnesses. In the event of a prolonged illness an individual determination will be made by the City Manager in consultation with the employee of the employee's employment status.~~



## City of Somersworth – Resolution

Resolution No: 8-23

### **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH WRIGHT PIERCE ENGINEERS OF PORTSMOUTH, NH TO DEVELOP AN ASSET MANAGEMENT PROGRAM**

September 6, 2022

WHEREAS, THE City of Somersworth has received notification that the New Hampshire Department of Environmental Services has awarded the City a 100% grant in the amount of \$60,000 (Sixty Thousand dollars) to develop and implement an asset management program.; and

WHEREAS, this project can be used in conjunction with the City's sewer system collection assessment and will support the City in the planning and development of an updated sewer collection asset inventory assessment and replacement program; and

WHEREAS, City staff requested and received proposals for this project and recommends awarding the contract to Wright Pierce Engineers of Portsmouth, NH for an amount not to exceed \$60,000 (Sixty Thousand dollars); and

WHEREAS, the Public Works and Environment 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 Wright Pierce Engineers of Portsmouth, NH for an amount not to exceed \$60,000 (Sixty Thousand dollars) to develop an asset management program of the City's sewer collection system and to take any actions relative to this project determined to be in the best interest of the City.

#### **Authorization**

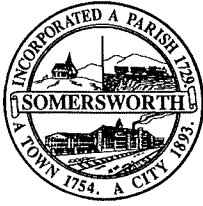
*Sponsored by Councilors:*

David Witham  
Denis Messier  
Martin Pepin  
Kenneth Vincent

*Approved:*

City Attorney





## City of Somersworth – Resolution

Resolution No: 9-23

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH WRIGHT PIERCE ENGINEERS OF PORTSMOUTH, NH TO CONDUCT AN EVALUATION AND CONDITION ASSESSMENT OF THE CITY'S SEWER COLLECTION SYSTEM**

September 6, 2022

WHEREAS, the fiscal year 2021-2022 adopted budget contains an appropriation to conduct an evaluation and condition assessment of the City's sewer collection system; and

WHEREAS, City staff requested and received proposals for this project and recommends awarding the contract to Wright Pierce Engineers of Portsmouth, NH for an amount not to exceed \$95,000 (Ninety-Five Thousand dollars); and

WHEREAS, the Public Works and Environment 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 Wright Pierce Engineers of Portsmouth, NH for an amount not to exceed \$95,000 (Ninety-Five Thousand dollars) to conduct an evaluation and condition assessment of the City's sewer collection system and to take any actions relative to this project determined to be in the best interest of the City.

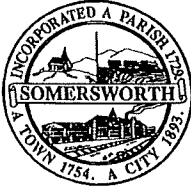
### Authorization

*Sponsored by Councilors:*

David Witham  
Denis Messier  
Martin Pepin  
Kenneth Vincent

*Approved:*

City Attorney



## MEMORANDUM from Director Public Works & Utilities

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Date: August 8, 2022

To: Bob Belmore, City Manager  
Scott Smith, Deputy City Manager, Director of Finance

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

Re: Engineering Consultant Awards: Sanitary Sewer Collection System Assessment and  
Wastewater Collection Asset Management Project Grant

**Background:**

The FY22 Sewer Budget included \$95,000 to conduct an evaluation and condition assessment of the City's sewer collection system.

This project was split into two scope due to the receipt of an SRF grant award; one for asset management related work to utilize a \$60,000 of NHDES CWSRF grant funds. The other scope was for Inflow and Infiltration (I & I) analysis and flow monitoring to assess the collection system integrity and assist staff with prioritizing areas in need of attention for the \$95,000 budgeted amount.

Staff solicited Request for Qualifications, (RFQs) to conduct a Sewer Collection system condition assessment and asset management on February 28, 2022. The City received two (2) proposals from that solicitation, Barton & Loguidice and Wright Pierce. We conducted interviews on April 7, 2022 and recommended Wright Pierce as the firm to finalize the scope of work and complete both the Wastewater Collection Asset Management and the Sewer Collection Systems Assessment project.

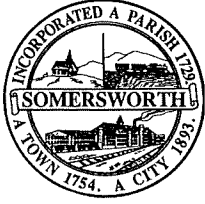
**Current Activities:**

NHDES has reviewed and approved the Wright Pierce scope of work and fee for the asset management related sewer system work. Once this is approved and signed, it will go before Governor and Executive Council for approval.

Staff has approved the scope of work for the collection system analysis and flow monitoring and awaits approval from the City Council for the contract with Wright Pierce for this work before giving notice to proceed.

**Next Steps:**

Following approval from the Governor and Executive Council for the sewer asset management work and the City Council approval for the sewer collection system assessment, staff anticipates this project starting in September 2022.



## City of Somersworth – Resolution

Resolution No: 10 -23

### TO AUTHORIZE THE CITY MANAGER TO PREPARE BID SPECIFICATIONS FOR SIDE WALK REPAIR AND RECONSTRUCTION PROJECTS

September 6, 2022

WHEREAS, the City of Somersworth's Capital Improvement Plan recommends sidewalk improvements throughout the City; and

WHEREAS, the Fiscal Year 2023 adopted budget contains an appropriation to make sidewalk improvements; and

WHEREAS, the City has prioritized sidewalk repair using the sidewalk condition index assessment tool; and

WHEREAS, the Public Works and Environment Committee reviewed the following staff recommended list of sidewalks to be included in a repair and reconstruction plan during Fiscal Year 2023;

- a) West High Street from Maple Street to Cemetery Road
- b) Green Street from Franklin Street to Indigo Hill Road
- c) Bartlett Avenue from Guy Street to High Street

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to prepare bid specifications and solicit bids from qualified contractors for sidewalk repair and reconstruction of the aforementioned sidewalks and take any other actions relative to this project determined to be in the best interest of the City.

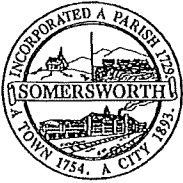
#### Authorization

*Sponsored by Councilors:*

David A. Witham  
Denis Messier  
Martin Pepin  
Kenneth S. Vincent

*Approved:*

City Attorney



## MEMORANDUM from Director Public Works & Utilities

Date: August 4, 2022

To: Bob Belmore, City Manager

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

Cc: Scott Smith, Deputy City Manager, Director of Finance  
Amber Hall, PE, City Engineer

Re: Sidewalk reconstruction projects.

Staff used data from the BETA sidewalk assessment report and local feedback to identify top candidate sidewalk segments for rebuilding. The following are suggestions for discussion on sidewalk sections to reconstruct as part of the current budget to complete this year for consideration.:

<u>Section location</u>	<u>Estimated costs*</u>
-West High St from Maple St to Cemetery Road -	\$50,000
-Green St from Franklin St to Indigo Hill Rd -	\$121,000
-Bartlett Ave from Guy St to High St -	\$32,000

\*assumes outside contractor resources.

Some of the sidewalks in poor condition are Main Street, Constitutional Way, Washington Street, West High Street, and others in the downtown/Hill streets. Complete Street projects are planned on three of these streets. The other Hill streets have been recently paved and curbing work would impact the new pavement. We suggest waiting a few years to complete the Grove, Highland, Mt Vernon, Beacon and Noble sidewalks



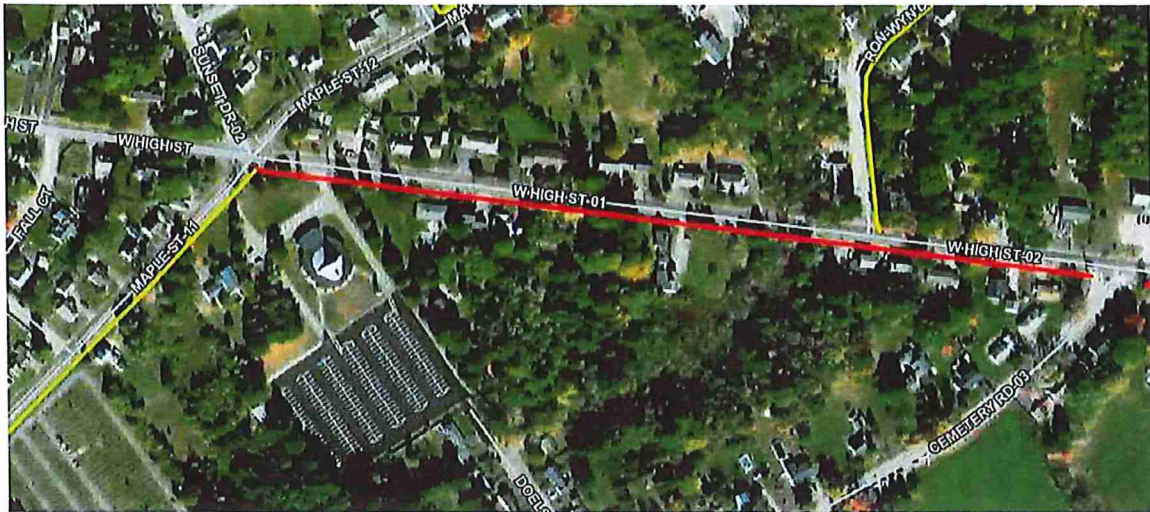


Figure 1: Asphalt sidewalk in Poor condition along West High St from Maple Street to Cemetery Road.



Figure 2: Concrete sidewalk in Fair and Poor condition along Green Street from Franklin Street to Indigo Hill Road.

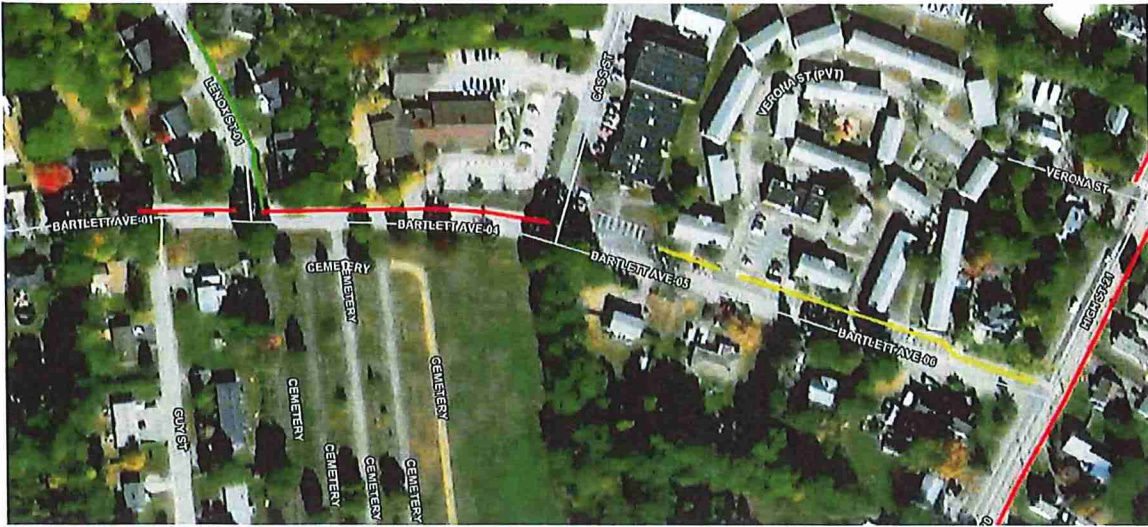
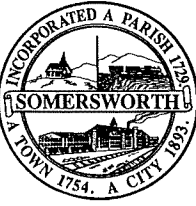


Figure 3: Concrete sidewalk in Fair and Poor condition along Bartlett Ave from High Street to Guy Street.



	<b>City of Somersworth – Resolution</b>
	Resolution No: <b>11 -23</b>  <b>TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY FOR AN ASSISTANCE TO FIREFIGHTERS GRANT FOR THE PURCHASE OF A BATTERY POWERED VEHICLE EXTRICATION TOOL</b>

September 6, 2022

WHEREAS, the City of Somersworth has applied for an Assistance to Firefighters Grant (AFG) through the Department Homeland Security, and

WHEREAS, the City of Somersworth has received notification of an AFG Grant Award in the amount of \$44,695 (Forty-Four Thousand Six Hundred Ninety-Five dollars) which represents 95% of the project cost; and

WHEREAS, the Grant will allow the City of Somersworth to purchase a battery powered vehicle extrication tool for the Fire Department; and

EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN:

AFG	=	\$44,695
City Match	=	\$ 2,352
Total Project Award	=	\$47,047

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

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

**Bob Belmore**

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**From:** George D. Kramlinger  
**Sent:** Friday, August 19, 2022 1:40 PM  
**To:** Bob Belmore  
**Cc:** Scott A. Smith; Brenda Breda; George D. Kramlinger  
**Subject:** FW: Award Notification (Application Number: EMW-2021-FG-06875)

Good afternoon Mr. Manager

The Email below notifies us that we have been awarded \$47,047 under the Assistance to Firefighters (AFG) program. This grant request is for battery powered vehicle extrication tools.

As you may recall, we put a line in this year's CIP for \$35K in the event we did not get the grant.

The e-mail below indicates we have 30 days to accept or decline the award with the acceptance procedures detailed under the new FEMA GO system.

Thank you

George Kramlinger  
Fire Chief / EMD  
City of Somersworth

**From:** FEMA GO <no-reply@fema.dhs.gov>  
**Sent:** Friday, August 19, 2022 7:04 AM  
**To:** George D. Kramlinger <gkramlinger@somersworth.com>  
**Cc:** Scott A. Smith <sasmith@somersworth.com>; George D. Kramlinger <gkramlinger@somersworth.com>  
**Subject:** Award Notification (Application Number: EMW-2021-FG-06875)

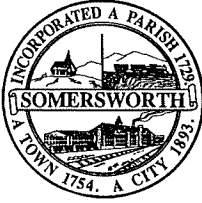
Dear George,

Congratulations! Your grant application submitted under the Grant Programs Directorate's Fiscal Year (FY) 2021 Assistance to Firefighters Grants has been approved for award.

Please use the FEMA GO system at <https://go.fema.gov> to accept or decline your award. Please note that you will have thirty (30) days from the date of this award notification to either accept or decline the award, and that the award must be accepted or declined by an Authorized Organization Representative (AOR) within the FEMA GO system. Instructions for registering within the system and becoming an AOR are available at <https://www.fema.gov/gmm-training-resources>.

Once you are in the system and made an AOR for your organization, your home page will be the first screen you see. You will see a section entitled My Grants. In this section, please select the award acceptance link for EMW-2021-FG-06875 under Fiscal Year (FY) 2021 Assistance to Firefighters Grants. View your award package and indicate your acceptance or declination of award. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.





## City of Somersworth – Resolution

Resolution No: 12 -23

### **TO AMEND COUNCIL RULES AND REGULATIONS, SECTION 2, PRESIDING OFFICER AND SECTION 7, ORDER OF BUSINESS**

September 6, 2022

WHEREAS, the City Council Rules and Regulations as amended, be further amended, by adding a new Section 2.E to Presiding Officers as follows:

- E. The Mayor, or the Mayor's designee, shall read the following statement immediately after the Pledge of Allegiance;

“This meeting takes place on N’Dakinna (n-DA-ki-na), which is the unceded traditional ancestral homeland of the Abenaki (a-BEN-a-ki), Pennacook and Wabanaki Peoples past and present. We acknowledge and honor with gratitude the land, waterways, living beings and the Aln8bak (Al-nuh-bak), the people who have stewarded N’dakinna throughout the generations” and,

Amend Section 7 Order of Business by adding a new Section 3 as follows, and renumber the following Sections accordingly:

#### 3. Recognition of Indigenous People – Our Native Ancestral Americans

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Council Rules and Regulations are amended effective upon passage of this Resolution.

#### **Authorization**

*Sponsored by:*

Mayor Dana S. Hilliard

*Councilor:*

Matt Gerding

*Approved:*

City Attorney

**CITY OF SOMERSWORTH, NH**  
**COUNCIL RULES AND REGULATIONS**

**1. Council Meetings**

- A. The Council shall meet in regular session on the first and third Mondays of each month at 7:00 p.m., unless otherwise agreed by a majority of the elected members of the Council. When Monday is a holiday, the regular meeting shall be held on Tuesday following at the same hour, unless otherwise provided by motion. All regular meetings of the Council shall not last beyond 10:00 p.m. unless the rules are so suspended to allow the meeting to continue beyond 10:00 p.m. All business not completed by 10:00 p.m. shall be automatically tabled and referred to the next regular meeting, unless the rules are so suspended to allow the meeting to continue beyond 10:00 p.m. The place of the meeting shall be the Council Chambers at City Hall unless otherwise agreed by a majority of the elected members of the Council.
- B. All City Council Meetings, City Council Special Meetings, and City Council Workshops will be televised on Channel 22 whenever possible.
- C. Special Budget Meeting/s: After the Budget Ordinance Public Hearing, the Mayor shall call at least one (1) Special Council Meeting no later than April 30<sup>th</sup>, for the sole purpose of allowing the City Council to review and deliberate the proposed City Manager's Annual Budget.

**2. Presiding Officer**

- A. The Mayor shall be the presiding officer at all Council meetings. The Mayor shall take the chair precisely at the hour appointed for the meeting and call the members to order. The Mayor shall cause the roll to be called. In the absence or inability of the Mayor to perform said duties the Acting Mayor shall preside and act as Mayor during such absence or disability.
- B. The Mayor or designated presiding officer shall record the minutes of all nonpublic sessions.
- C. The Mayor, or the Acting Mayor if appropriate, shall approve the Council Meeting Agenda to include the scheduling of Agenda Items to be placed onto the Consent Calendar. The City Manager will be available to assist in the setting of the Council Agenda to include the Consent Calendar.
- D. Consent Calendar
  - 1. Items may be placed upon the Consent Calendar if such items have been identified during agenda setting to be routinely approved without discussion or debate, such as prior meeting minutes.

2. The Consent Calendar shall be voted upon as one item unless an item is removed prior to voting. The Presiding Officer shall inquire and any Council Member may request that an item be removed prior to the voting.
3. Removed items will be addressed individually immediately following voting upon the Consent Calendar. All items remaining on the Consent Calendar will be collectively approved by a vote of the Council.

### **3. Temporary Chairman**

In the case of the absence of both the Mayor and Acting Mayor, the Clerk shall call the Council to order and call the roll of members. If a quorum is found to be present, the Council shall choose one of its members to act as chair by a plurality of votes until the Mayor or Acting Mayor appears.

### **4. City Clerk**

- A. The City Clerk shall be ex-officio Clerk of the Council and shall keep minutes of the meeting, record the membership present and perform such other and further duties as may be ordered by the presiding officer or Council. The Clerk shall also record the names of members coming in after the calling of the roll. The City Clerk shall keep electronic recordings of all regular meetings of the City Council and other such special meetings as may be directed by the presiding officer or Council. The electronic recordings shall be kept on file for five (5) years after the date of each meeting. Within seven calendar days of each meeting, the City Clerk shall provide each Council member, the Mayor, and the City Manager with a copy of the minutes of the previous regular, special or nonpublic meeting. In the absence of the City Clerk, the City Manager shall appoint an Acting Clerk to perform the duties of the clerk during such absence.
- B. The City Clerk shall post public notices of meetings, whether they be regular Council meetings, special Council meetings, regular Standing Committee meetings or Special Committee meetings. The notices shall be posted in two public places, and on Channel 22 and the City's web page.

### **5. City Solicitor**

The City Solicitor shall be available to attend all regular and special meetings if requested by the City Manager. In the event the City Solicitor is unable to attend any such meeting, the City Solicitor shall promptly notify the City Manager who may appoint a temporary City Solicitor to attend such meeting.

Any member of the City Council may at any time call upon the City Solicitor for an oral or written opinion to decide any question of law or parliamentary procedure. Upon a written request of three (3) City Councilors, the City Manager shall direct the City Solicitor to attend any regular or special meeting provided the request is filed with the City Clerk by noon three working days preceding the day on which the Council meets. The City Clerk shall immediately notify the City Manager of the request. By a vote of

three (3) City Councilors the City Manager shall direct the City Solicitor to attend the next regular or special meeting. In the event the City Solicitor is unable to attend any such meeting, the City Manager shall appoint a temporary City Solicitor to attend.

#### **6. Officers and Employees to Attend**

Department heads and officers of the City, or their designees, shall attend any meeting of the City Council when matters relating to their particular department or office are on the Council agenda. This requirement may be waived by the City Manager as circumstances dictate, provided that notice of such waiver is provided to members of the Council at the time when the meeting agenda is distributed to them. Any member of the Council, after stating a reason, may request the City Manager to direct any department head or officer to attend any meeting. Should the City Manager decline to do so, the requesting member shall be notified promptly, and the request of three (3) members of the Council shall be necessary to require the presence of the department head or officer.

#### **7. Order of Business**

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by a vote of two-thirds of the members present, shall suspend the rules and change the order:

1. Roll Call of Members
2. Pledge of Allegiance
3. Public Hearings
4. Comments by Visitors
5. Consent Calendar
6. Comments by City Councilors
7. Communications
8. Presentation of Petitions and Disposal Thereof by Reference or Otherwise
9. Mayor's Report
10. Report of Standing Committees
11. Report of Special Committees, City Officers and City Manager
12. Nominations, Appointments and Elections
13. Lay on the Table \*
14. Unfinished Business
15. New Business
16. Comments by Visitors
17. Closing Comments by Council Members
18. Future Agenda Items
19. Nonpublic Sessions (as necessary, pending roll call vote by Council)
20. Adjournment

- A. Items voted to Lay on the Table are listed for reference only. Perishable items (i.e., items that must be acted upon within a fixed number of days after a public hearing) shall have the expiration date added to the description of the item.

- B. Any Councilor may move to remove any item that Lay on the Table upon receipt of a second and a majority vote of the Council. Items remaining on the table after the expiration date or at the end of the fiscal year shall be dropped.
- C. Persons other than members of the Council, the Mayor and City officers and employees shall be permitted to address the Council. A time limit of five (5) minutes per person shall be in effect, unless the Council wishes to suspend the rules. The speaker shall not enter into a debate with any person, the Mayor or Council members. The total time allocation for this agenda item shall be no longer than thirty (30) minutes.
- D. During any regularly scheduled meeting of the City Council, the Mayor and City Councilors are encouraged to refrain from making any comments directly related to their campaigns for reelection while sitting in the role of Mayor or Councilor. This does not pertain to any announcement regarding a decision to run or not run for reelection. Any additional reelection campaign comments could be made during the Comments by Visitors time on the agenda after temporarily recusing himself/herself from participation as Mayor or City Councilor and joining the public audience.

#### **8. Filing with Clerk**

Every ordinance, resolution and document to come before the Council for consideration must be filed with the City Clerk by noon three working days preceding the day on which the Council meets. It shall be the duty of the Clerk to have ready for delivery by 5:00 p.m. the following day a brief statement setting forth by number and full descriptive title all ordinances, resolutions and documents to come before the Council for consideration.

#### **9. Motion to be Stated by Chair**

When a motion is made and seconded, it shall be stated by the Chair before debate. At the request of any City Councilor, the City Clerk shall put said motion in writing. A motion may not be withdrawn by the mover without the consent of the member seconding it.

#### **10. Voting**

Voting on ordinances and resolutions shall be by "roll call vote", starting with the sponsor of the ordinance or resolution, and in the case of many sponsors the voting shall start with the first name sponsoring the ordinance or resolution. All other voting shall be by "yea" or "nay" voting.

#### **10A. Voting on Council or School Board Vacancies**

The Council shall not vote to fill any vacancies on the City Council or School Board until fourteen (14) days after such vacancy has occurred. Such vote may not occur until the said vacancy has been duly posted at City Hall for fourteen (14) days and advertised in a local newspaper three (3) times. It shall take a two-thirds vote of the present membership to suspend said rule. All votes to fill a vacancy on the City Council or School Board shall be by "roll call vote".

**11. Anonymous Communications**

Only signed communications shall be introduced and read at Council meetings.

**12. To Amend Rules**

Council rules may be amended, or new rules adopted, by a two-thirds vote of all members of the Council present. Any such proposed amendment shall be submitted in writing at the preceding regular meeting, and shall be forwarded to the appropriate Council Standing Committee for review. The Committee shall report back its review of said proposed amendment in a timely manner, and the proposed amendment shall be placed on the agenda under the order of new business. These requirements shall only be waived by a unanimous vote of all Council members present.

**13. Suspension of Council Rules**

Council rules may be temporarily suspended by a two-thirds vote of the members present and voting.

**14. Roberts Rules of Order**

Roberts Rules of Order shall be used to decide all parliamentary questions not specifically provided for in these rules.

**15. Committees**

The Mayor shall have the power to appoint advisory committees as the Mayor deems necessary to serve the Mayor in a clearly defined advisory capacity. The first-named person on each committee shall serve as its Chair.

Minutes of all Council Committee meetings will be provided to all Councilors within a reasonable amount of time.

**15A. Finishing Timeline of Mission of Appointed Committees**

Any committee, advisors or advisory committee appointed by the Mayor shall have a timeline upon which its service shall expire. Prior to expiration the Mayor may reappoint said committee, advisors or advisory committee for an extended specified length of service.

**16. Ordinances and Resolutions**

- A. All ordinances and resolutions shall be introduced to the Council in printed or written form with the name of the Council member, or the Mayor, introducing it thereon. Any member of the Council may instruct the City Clerk to endorse the designation "By Request" on any ordinance or resolution which is being introduced in the Councilor's name.



- B. All proposed ordinances shall be reviewed by the City Solicitor and bear his certification that they are in correct form.
- C. The City Clerk shall prepare copies of all proposed ordinances for distribution to all members of the City Council at the meeting at which the ordinance is to be introduced. Whenever any member is absent from such meeting, the City Clerk shall arrange to have copies delivered to that member.
- D. All ordinances and resolutions shall pass through the following stages:
  - 1. First reading for information, and if not rejected or otherwise disposed of, referred to the City Solicitor who shall carefully examine them to see if they are in technical form and not repugnant to the laws and Constitution of the State of New Hampshire, nor the Charter and Ordinances of the City of Somersworth, and reported back to the City Council at the next regular meeting.
  - 2. The Mayor may refer any ordinance or resolution to a special or regular committee, in which case the matter shall lay on the table. If not referred to a committee, the ordinance or resolution shall automatically be taken up as unfinished business at the next regular meeting.
  - 3. At the next regular meeting, the ordinance or resolution shall be read by title only, after which secondary reading, the question shall be on the passing of the same.
- E. No ordinance shall be amended except upon its second reading.
- F. The effective date of each ordinance shall be specified within the ordinance.

#### **17. Appointments**

All appointments by the Mayor which require the consent of the Council, once made, shall automatically be laid on the table until the next regular meeting to allow the members of the Council opportunity to properly review the nominee's qualifications.

All nominees are required to complete the City's Application Form for Board, Commissions, and Committees.

All appointments by the Mayor which require consent of the Council, shall be residents of the City.

#### **18. Smoking Prohibited**

Smoking shall be prohibited within the Council Chambers at all times.

#### **19. Service on Council**

No member of the City Council may serve on two elected bodies within the City. The Council member seeking office in any elected race may retain his/her elected seat on the elected board until such time as the candidate is elected to his/her new position. After successful election, the candidate must then resign his/her former seat.

## **20. E-mail correspondence**

E-mail correspondence will not be used between City Council members to discuss substantive City Council business, although it may be used strictly for administrative matters such as scheduling a special meeting.

Passed 01/20/1986

Amended 01/05/1987

Amended 03/07/1988

Amended 03/20/1989

Amended 06/03/1991

Amended 02/24/1992

Amended 08/16/1993

Amended 03/21/1994

Amended 02/17/1998

Amended 08/12/2002

Amended 09/16/2002

Amended 05/01/2006

Amended 09/17/2007

Amended 07/14/2008

Amended 02/04/2013 (Section 7 – Added #5. Announcements by City Councilors, p. 2)

Amended 01/08/2014 (Section 17 – Added 2<sup>nd</sup> paragraph, p. 6)

Amended 01/21/2014 (Section 4.A – Changed one year to five years, p. 1)

Amended 12/07/2015 (Section 17 – Added 3<sup>rd</sup> paragraph, p.6)

Amended 05/01/2017 (Section 7 – Changed #5, to ‘Comments’ by City Councilors)

Amended 05/21/2018 (Section 2 – Added C. and D. Consent Calendar)

(Section 7 – Added #5. Consent Calendar and renumber)

(Section 8 – Deleted wording. Resolution 33-18)

Amended 10/07/2019 (Section 1 – Added C. Special Budget Meeting, Res 16-20)

Amended 04/18/2022 (Add Section 7.D Resolution 29-22)

# STRAFFORD

## Regional Planning Commission

August 15, 2022

Somersworth City Council  
1 Government Way  
Somersworth NH 03878

Dear Mayor Hilliard and Council Members:

CC: Planning Board, Bob Belmore, Michele Mears, Michael Bobinsky, Richard Michaud, Mark Richardson

As prescribed by RSA 36:46-III, and as laid out in the SRPC Bylaws:

“Each municipality that becomes a member of the Commission shall be entitled to two representatives. A municipality with a population greater than 10,000 but less than 25,000 shall be entitled to three representatives, and a municipality with a population of 25,000 or more shall be entitled to four representatives on the Commission. For the purposes of this section, population shall be determined by the last federal census. Each municipality’s representatives to the Commission shall be nominated by the planning board from among the municipality’s residents and appointed by its municipal officers.

The terms of office of representatives and alternates on this Commission shall be four years (see RSA 36:46). When a municipality joins or rejoins the Commission, initial appointments shall be for two and four years. For municipalities entitled to three or more representatives, initial appointments shall be for two, three, and four years. Vacancies shall be filled for the remainder of the un-expired term in the same manner as original appointments.”

The City of Somersworth’s population as reported in the 2010 census was 11,766. Based on this estimate and on the RSAs and the SRPC bylaws, the City of Somersworth is entitled to three representatives.

Our records indicate that Richard Michaud’s term expired May 2, 2022. The new term renews to May 2, 2026.

### Current Commissioners

Name	Expiration
Michael Bobinsky	5/2/2024
Mark Richardson	5/31/2025
Richard Michaud	5/2/2022

### STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover | Durham | Farmington | Lee | Madbury | Middleton | Milton | New Durham  
Newmarket | Northwood | Nottingham | Rochester | Rollinsford | Somersworth | Strafford | Wakefield



Please use the attached form to re-appoint Richard Michaud or to appoint another individual to serve as a SRPC Commissioner. The attached form may be sent via email or mail to Megan Taylor-Fetter (mtaylorfetter@strafford.org), Strafford Regional Planning Commission, 150 Wakefield Street, Suite 12, Rochester, NH 03867. If you have any questions, please do not hesitate to contact me. The attached flyer has more information on the role of an SRPC Commissioner. If you have any questions, please do not hesitate to contact me.

Sincerely,

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

Jennifer Czysz, AICP  
Executive Director



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF NATURAL AND CULTURAL RESOURCES  
DIVISION OF PARKS AND RECREATION  
**LAND and WATER CONSERVATION FUND**  
**LOCAL ASSISTANCE PROGRAM**  
**GRANT ROUND 33 – INTENT TO APPLY**



Eligible project sponsors that intend to apply for Land and Water Conversation Fund (LWCF) assistance under **Grant Round 33** must complete this form and submit it to the NH Department of Natural and Cultural Resources (NHDNCR), Division of Parks and Recreation by **4:00 pm, Friday, April 29, 2022**.

Submit form by mail or by email: **LWCF Local Assistance Program**  
**NH Department of Natural and Cultural Resources**  
**Division of Parks and Recreation**  
**172 Pembroke Road**  
**Concord, NH 03301-5767**  
[lwcf@dncr.nh.gov](mailto:lwcf@dncr.nh.gov)

The information provided within this form will be evaluated to determine project eligibility. Following initial eligibility determination a pre-application site inspection will be scheduled with the sponsor. Site inspections allow one-on-one consultation with the project sponsor and help identify other potential eligibility or compliance issues. Sponsors may submit an application for grant assistance only after NHDNCR has determined eligibility, and has issued an invitation to formally apply under Grant Round 33 (*approximately -August 2022*). For questions please contact the Division of Parks and Recreation at: (603) 271-3556, or [lwcf@dncr.nh.gov](mailto:lwcf@dncr.nh.gov).

*Failure to complete all sections below may result in the rejection of this form.*

**Sponsor Information:**

Gov Sub-Unit Name:	City of Somersworth		
Project Manager Name:	Michelle Mears		
Address:	One Government Way	City/Town:	Somersworth Zip: 03867
Daytime Phone:	603-692-9517	Email:	mmears@somersworth.com

**Project Information:**

Project Name:	Somersworth Jules Bisson Park Improvements		
Project Type (check one):	<input type="checkbox"/> Development	<input type="checkbox"/> Acquisition	<input checked="" type="checkbox"/> Combination
Target Start Date:	Spring 2023	Target Completion Date:	Fall 2023
	YES	NO	
Has the sponsor previously received LWCF assistance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Has the project site/property previously received LWCF assistance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is the completion of the project dependent on receiving LWCF assistance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Is this project part of a greater/larger project or planning initiative?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>LWCF requires a minimum 50% matching contribution to the total project cost/value.</li> <li>LWCF grant requests shall be no less than \$35,000.00 and no greater than \$500,000.00</li> </ul>			
Estimated LWCF Request:	\$ 35,000.00		
Estimated Total Project Cost/Value:	\$ 70,000.00		
<i>Identify all anticipated sources of match contribution and amounts below (donations, volunteers, other grants, town cash, etc.):</i> \$35,000 Capital Improvements Plan- FY 2023 Jules Bisson Basketball Rehabilitation \$20,000 FY 2023 General Fund- Basketball Hoop Replacement \$12,000 Baseball Infield rehab \$12,000 scheduled FY 2023			



**Proposal Scope** (Briefly describe in detail the work to be completed under the proposed grant assisted project):

Jules Bisson Park is located at the corner of Indigo Hill and River Street and is 2.47 acres. This neighborhood park contains a full basketball court, a baseball field, playground equipment, and a bike rack. In 2019, the City received a 50/50 matching Land and Water Conservation Fund grant to rejuvenate this park. Grant funds were used to install a vibrant new playground, a gazebo, and ADA pathway, and benches.

The City of Somersworth is proposing to continue park improvements at Jules Bisson which would include renovating the infield at Jules Bisson park. Little League is currently utilizing this park with an annual Maintenance agreement with the City. Improvements to the Baseball area would include: adding dugouts, ADA compliant aluminum bleachers, and parking improvements along the field. The City has allocated \$12,500 towards infield improvements scheduled for FY 2023. These additional items would greatly enhance the Jules Bisson Park for residents, visitors, and families. It has been determined that a section of the baseball field is not owned by the City of Somersworth (see survey). The City is working on resolving this issue by either an easement with Eversource or land acquisition.

In the City's Capital Improvements Plan for Fiscal Year 2023 the City is planning to rehabilitate the existing basketball court and replace the basketball hoops. The basketball court is currently utilized by residents of all ages. The total estimated cost for rehabilitation of the basketball courts is \$32,000.

The City of Somersworth is committed to the stewardship and maintenance that will follow this project. The City has a number of Council Subcommittees including the Recreation Committee and Finance Committee who assist with the development of improvement funding for our parks. The Public Works Department is responsible for the maintenance at all City parks. The City continues to invest in all ten parks within the Community to contribute to Somersworth's quality of life.

**Statement of Need** (Briefly explain in detail why this project is needed by the community and the general public):

The City of Somersworth has a population of 11,756 in our 9.78 square mile City. 7.2% of the City's population is under five years old (2% above Strafford County), 10.8% of all children in Somersworth live under the poverty line (1.8% above the state), and the City's median income is \$60,943 (11% below the state median). In addition, Somersworth is one of New Hampshire's most diverse cities with 18% of the population non-white. Strafford Regional Planning Commission in 2019 completed Pathways to Play: A Roadmap to Active Recreation. Somersworth was the pilot project to examine access and barriers to recreation, particularly in its downtown core with Jules Bisson as a featured park. This project included an outreach component and a survey of Somersworth residents which concluded more amenities were needed such as equipment, benches, picnic tables, better parking access, and safety improvements. This park currently hosts a number of programs throughout the year including: National Night Out, Easter Egg-Stravaganza, and Little League Baseball. These additional items will complete the successful renovation providing long lasting benefits and fit the needs of the neighborhood's diverse population and add to the quality of life for Hilltopper residents.

**Required Attachments:**

- ☒ Property boundary map (Include project area/sites details, and public access points. Use tax, GIS, or survey).
- ☒ Property location map (Clearly display location of property within city/town. Include address).

**Intent Submission Authorized by (Sponsor Official):**

Michelle Mears Director of P&CD		4/29/2022
Name and Title	Signature	Date





Together, America Prospers

August 17, 2022

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

Subject: FY22 Fire Department Thermal Imager \$3,900 CF Grant

Dear Robert:

Congratulations! This letter is your official notification that the United States Department of Agriculture (USDA) funding noted above has been approved. We are pleased to assist with the funding for the Fire Department's Thermal Imager.

USDA funding is subject to the conditions stated in our Letter of Conditions dated August 8, 2022. An executed copy of Form 1940-1, *Request for Obligation of Funds*, is enclosed for your records.

If you have any questions, please don't hesitate to contact Andrea Ansevin-Allen of our Concord Area Office at (603) 223-6057. The Area Office will be contacting you regarding the next steps in the process.

Sincerely,

**Sarah  
Waring** Digitally signed  
by Sarah Waring  
Date:  
2022.08.12  
13:50:06 -04'00'

Sarah Waring  
State Director NH/VT  
Rural Development  
United States Department of Agriculture  
Office: (802) 828-6066 | Cell: (802) 233-8497

Cc: Concord Office

Rural Development • Vermont & New Hampshire State Office  
87 State Street, Suite 324 PO Box 249 Montpelier, Vermont 05601  
Tel. (802) 828-6080 Fax (855) 794-3680 TTY 711

USDA is an equal opportunity provider, employer and lender

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

### ARTICLE III - MAYOR AND COUNCIL

#### 3.1. COMPOSITION, ELIGIBILITY, ELECTION AND TERM (OF MAYOR AND COUNCIL):

- (A) Composition: There shall be a City Council of nine (9) members, four to be known as Councilors at Large, who shall be elected by the qualified voters of the city at large. The other five shall be known as Ward Councilors, and shall be elected by the qualified voters of their respective wards.
- (B) Eligibility: Only persons registered to vote at the time of filing for candidacy and otherwise qualified to vote in the City shall be eligible to hold office as Councilor.

History:                      Referendum 11/5/2013

- (C) Election and Term: The regular election of Councilors shall be held on the first Tuesday following the first Monday in November in odd numbered years in the manner provided in Article II. All councilors shall serve terms of two years. The terms of councilors shall begin the first Tuesday after the first Monday in January after their election. The four persons elected at large in 2009 shall be elected for four years and thereafter all terms shall be for two years.

History:                      Referendum, 11/3/2009; Referendum 11/5/2013

#### 3.2. VACANCIES, CITY COUNCIL: When, for any reason, a vacancy occurs on the City Council, the following provisions shall govern the filling thereof:

- (A) If a vacancy occurs on the City Council, the City Council shall appoint a person to fill the vacancy until the next municipal or state election, whichever occurs first, at which time an election shall be held for the unexpired term. All votes to fill a vacancy on the City Council shall be by "roll call vote."

History:                      Referendum, 11/3/2009; Referendum 11/5/2013

- (B) The City Council shall not vote to fill any vacancies on the City Council until fourteen (14) days after such vacancy has occurred. Such vote may not occur until the said vacancy has been duly posted at City Hall for fourteen (14) days and advertised in a local newspaper three (3) times. It shall take a two-thirds vote of the present membership to suspend said rule. All votes to fill a vacancy on the City Council shall be by "roll call vote."

History:                      Referendum, 11/3/2009; Referendum 11/5/2013

- (C) If a vacancy arises during the last year of a councilor's term on the City Council during the time period between the November election for the position and the end of the term in January, the City Council shall immediately appoint the newly-elected individual to fill the vacancy for the unexpired term.

**ARTICLE X - SCHOOL BOARD**

- 10.1. **ELECTION AND TERMS OF SCHOOL BOARD.** One member of the School Board shall be elected from each ward, and four members of the School Board shall be elected at large. The four persons elected at large in 2009 shall be elected for four years, and thereafter all terms shall be for two years. Election of all members shall be by nonpartisan ballot as provided in RSA 59:73 to 86 inclusive. The ward members shall be residents of the ward from which elected, and the at large members shall be residents of the City. The members so elected shall take office on the first Tuesday after the first Monday in January next following their election.

History: Laws 1893, Chapter 171:21 as amended by laws 1923, Chapter 219:2, laws 1939, Chapter 269:8; laws 1973, Chapter 491:6; Referendum 11/6/73; Special Municipal Election 11/4/08; Referendum 11/3/2009

- 10.2. **COMPENSATION.** The School Board members shall receive the same annual salary as set by the City Council and under the same restrictions and timing as for City Councilors in Article 3.6 of this Charter. School Board members shall receive their actual and necessary expenses incurred in the performance of their duties of office. The salaries and expenses for School Board members shall be a charge against the City's budget and not the budget of the School Department. All compensation shall be part of the annual budget ordinance adoption.

History: Referendum, 11/3/2009; Referendum, 11/5/2013

- 10.3. **CITY REPRESENTATIVE.** The Mayor shall appoint the Mayor or in his/her discretion a member of the City Council to serve as the City's representative as an ex-officio member of the School Board. Such representative shall be a non-voting member of the School Board. The above section 10.2 of this Article shall not apply to the City representative.

- 10.4. **VACANCIES.** When for any reason a vacancy occurs on the School Board, the following provisions shall govern the filling thereof:

- (A) If a vacancy occurs on the School Board, the City Council shall appoint a person to fill the vacancy until the next municipal or state election, whichever occurs first, at which time an election shall be held for the unexpired term. All votes to fill a vacancy on the School Board shall be by "roll call vote."
- (B) The City Council shall not vote to fill any vacancies on the School Board until fourteen (14) days after such vacancy has occurred. Such vote may not occur until the said vacancy has been duly posted at City Hall for fourteen (14) days and advertised in a local newspaper three (3) times. It shall take a two-thirds vote of the present membership to suspend said rule. All votes to fill a vacancy on the School Board shall be by "roll call vote."

- (C) If a vacancy arises during the last year of a School Board member's term on the School Board during the time period between the November election for the position and the end of the term in January, the City Council shall immediately appoint the newly-elected individual to fill the vacancy for the unexpired term.

History: Referendum 11/5/2013

- 10.5 RESPONSIBILITIES. The general management and control of the public schools in said City and of the buildings and property pertaining thereto shall be vested in a School Board consisting of nine members. Such Board shall have the power and perform the duties and be subject to the liabilities granted or imposed by or through the statutes of the State, including the prescribing of regulations for attendance at and for the management, classification, and discipline of the schools; but all bills, notes and demands made or contracted for school purposes shall be paid from the City Treasury. Said School Board shall, in January of each even numbered year, elect one of its nine regular members to act as chairman, who shall have a vote on all matters; and five of said nine members shall constitute a quorum for the transaction of business.

10.5. FINANCIAL PROCEDURES – SCHOOL BOARD.

- (A) BUDGET MESSAGE. The School Board's message shall explain the budget both in fiscal terms and in terms of the work programs. It shall outline the proposed financial policies of the School Department for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the school's debt position.

History: Special Municipal Election 11/4/08.

- (B) BUDGET. The budget shall provide a complete financial plan of the School Department funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the Mayor deems desirable or the Council may require. In organizing the budget the School Board shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity, and object. It shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year. It shall indicate in separate sections:

- i. Proposed expenditures for current operations during the ensuing fiscal year, and the method of financing such expenditures;
- ii. Proposed capital expenditures during the ensuing fiscal year, when practicable, and the proposed method of financing each such capital



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

TELEPHONE (603) 524-3885

August 23, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 1-23

Title: **TO AMEND CHAPTER 7, SOLID WASTE AND RECYCLING,  
SECTION 7.4 - FEES**

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: 8/23/22

By: 

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

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August 29, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 2-23

Title: **TO AMEND CHAPTER 4, PERSONNEL RULES &  
REGULATIONS, COMPENSATION SCHEDULE**

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: \_\_\_\_\_

8/29/22

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

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



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

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August 29, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 3-23

Title: **TO AMEND CHAPTER 4, PERSONNEL RULES &  
REGULATIONS, SECTION 7.4.1 SICK LEAVE, AND SECTION 7.4.2  
SICK LEAVE FOR EXEMPT EMPLOYEES**

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: \_\_\_\_\_

8/29/22

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



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

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August 23, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 8-23

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
WRIGHT PIERCE ENGINEERS OF PORTSMOUTH, NH TO  
DEVELOP AN ASSET MANAGEMENT PROGRAM**

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: 8/23/22

By: 

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

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August 23, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 9-23

**Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
WRIGHT PIERCE ENGINEERS OF PORTSMOUTH, NH TO  
CONDUCT AN EVALUATION AND CONDITION ASSESSMENT  
OF THE CITY'S SEWER COLLECTION SYSTEM**

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.

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

8/23/22

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

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



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TELEPHONE (603) 524-3885

August 23, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 10-23

Title: **TO AUTHORIZE THE CITY MANAGER TO PREPARE BID  
SPECIFICATIONS FOR SIDEWALK REPAIR AND  
RECONSTRUCTION PROJECTS**

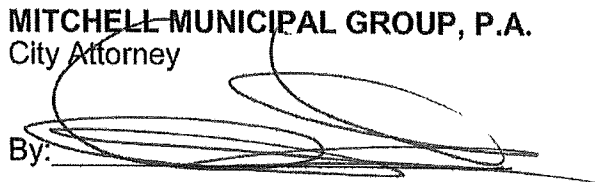
This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire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

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

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

8/23/22

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



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TELEPHONE (603) 524-3885

September 1, 2022

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 11-23

Title: **TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT  
AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY  
FOR AN ASSISTANCE TO FIREFIGHTERS GRANT FOR THE  
PURCHASE OF A BATTERY POWERED VEHICLE EXTRICATION TOOL**

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: \_\_\_\_\_

9/1/22

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

