



*Office of the City Manager*

**TO: Mayor Dana S. Hilliard and City Council Members**  
**FROM: Robert M. Belmore, City Manager**  
**DATE: Friday, September 4, 2020**  
**SUBJECT: City Manager's Report for Wednesday, September 9, 2020**

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*Unfinished Business (Under Section 14 of Agenda)*

**Ordinances**

- A. Ordinance No. 23-20: To Amend Chapter 4, Personnel Rules & Regulations, Section 11.3.1, Health/Dental Insurance, Regarding Spouses Employed by the City.** The Government Operations met on August 4<sup>th</sup> and continued the matter for further evaluation. This Ordinance change remains in Committee.
- B. Ordinance No. 3-21: To Amend Chapter 21A, Display of Permissible Fireworks.** Again, the Public Safety Committee met and voted to recommend Amendments to this proposed Ordinance change, which were adopted by the City Council at the August 10<sup>th</sup> Council meeting.
- C. Ordinance No. 5-21: To Amend Chapter 19 – Zoning, Section 25.B, Agricultural Use.** The Public Works & Environment Committee asked the City Manager to provide some research on alternative language for their consideration. This Ordinance change remains in Committee.

**Resolutions**

- A. Resolution No. 2-21: To Authorize the City Manager to Enter into a Grant Agreement with the United States Department of Justice Cops Hiring Program to add One Additional Police Officer.** Again, the City was awarded a \$125,000 Grant over a three year period to assist in funding one additional officer. This would leave an estimated cost of \$165,038.00 to the City over the three year period of the Grant. Additionally, the City would be required to retain the officer for a period of one year upon expiration of the Grant.

Councilor Crystal Paradis has submitted a proposed Amendment for Council consideration. As requested, City Attorney has provided an opinion regarding the proposed Amendment. The Amendment and Legal opinion are attached.

- B. Resolution No. 3- 21: To Authorize the City Manager to Prepare Bid Specifications for Road Resurfacing and Associated Repairs of Selected Streets.** Again, the Public Works & Environment Committee voted to support this Road Resurfacing plan. I want to point out, if adopted, the road resurfacing would be conducted in 2021, the crack sealing would be completed prior to this winter of 2020.
- C. Resolution No. 4 -21: Authorizing the City Manager to Sign a Lease/Purchase Agreement for the Purchase of City Vehicles.** Again, the Finance Committee voted to support this Resolution.
- D. Resolution No. 5-21: To Authorize the City Manager to Contract with Port One Architects of Portsmouth, NH to Provide Final Design Services to Construct a New Fire Station at The Location of the Current Fire Station on Maple Street.** Again, the Finance Committee and the Fire Station Building Committee voted to recommend approval of a contract for services with Port One Architects.
- E. Resolution No. 7-21: To Authorize the City Manager to Order a Ford Pick-Up Truck for the Department of Public Works Which will be Funded by a Lease Purchase Agreement.** Please note that the present vehicle is earmarked for trade-in.
- F. Resolution No. 9-21: To Authorize the City Manager to Amend the Contract with CMA Engineers of Portsmouth, NH for Engineering Service associated with the Transportation Alternatives Program Grant.** Again, the Finance Committee voted to recommend this amendment to the full City Council. Said Amendment will cover additional work needed to secure permanent and temporary easements within the project area.

*New Business (Under Section 15 of Agenda)*

**Resolution**

- A. Resolution No. 11-21: To Authorize the City Manager to Amend the Contract with Apex Construction of Somersworth, NH for the Construction of Wastewater Treatment Facility Upgrades.** Attached are copies of the proposed Change Order and a more detailed explanation of the work proposed regarding the water main from our consultant engineers, Wright-Pierce.
- B. Resolution No. 12-21: To Recognize the Balance of Funding Available for the Wastewater Treatment Facility Upgrades as Contingency and to Authorize the City Manager to Approve Any Further Change Orders for this Project.** This proposed authorization will assist in facilitating the approval of any future needed Change Orders so that construction delays are avoided. Respectfully, work stoppages to seek approvals at the City Council level might lead to further costs and interfere with construction timelines.

## **Other**

- A. Vote to Grant a 1-Year Extension from November 18, 2020 to November 18, 2021 for the previously approved Community Revitalization Tax Relief Incentive Program (79-E) Project at 8 Government Way for David H.M. Baker, Somedowntown LLC.** Attached is a letter from David Baker explaining his reasons for requesting this extension. Mr. Baker plans to attend the meeting should you have any questions.

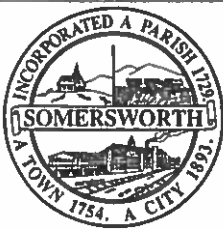
## ***City Manager's Items (under section 11 of Agenda)***

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

- 1. City Hall & Library Re-opening.** City Hall & the Public Library will be Open to the Public starting Wednesday, September 9<sup>th</sup>. City Hall Hours will remain at Monday, Tuesday, Thursday and Friday - 8:00 a.m. - 4:30 p.m., Wednesday 8:00 a.m. – 6:00 p.m. The Libraries new hours are Tuesday and Wednesday – 11:00 a.m. – 7:00 p.m., Thursday, Friday and Saturday are 9:00 a.m. – 5:00 p.m. We will continue to encourage that the public utilize our other means for providing services: on-line, USPS mail, drive-thru window and drop off box.
- 2. NH DES Brownfields Program Clean-up Grant Application.** Based on recommendations from the Economic Development Committee members that the City should consider a clean-up effort to better market the former Police Station; I worked with City Staff and the Strafford Regional Planning Commission staff to complete the attached State Brownfield's Revolving Loan Fund Grant Application.
- 3. Primex Prime Re-Certification.** Attached is a copy from the Human Resource Manager Linda Corriveau regarding our continuing efforts to participate in the Primex Prime Program. Successful certification provides us a 2.5% discount on our workers compensation, as well as property and liability insurance.

## **Attachments**

- 1. City Attorney Certifications Two (2) Certifications will be available next week.**



## City of Somersworth – Ordinance

Ordinance No: 3-21

### TO AMEND CHAPTER 21A, DISPLAY OF PERMISSIBLE FIREWORKS

July 13, 2020

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

Delete Chapter 21A, Section 5 – Permit Fee in its entirety and replace with:

**5. Permit Fee**

The fee for a permissible firework display permit shall be five dollars (\$5.00) per event. The fee shall be paid at the time of the application and is non-refundable.

Delete Chapter 21A, Section 7, E in its entirety and replace with:

- E. No permissible fireworks shall be discharged between the hours of 11:00p.m. and 8:00 a.m. with the following exceptions:
- a. January 1: no discharge between 12:30 a.m. and 8:00 a.m.
  - b. July 3, 4 and 5: no discharge between 12:30 a.m. and 8:00 a.m.
  - c. December 31: no discharge prior to 8:30 a.m.

Delete Chapter 21A, Section 9 – Penalty, B in its entirety and replace with:

- B. Any person who violates the provisions of this Ordinance shall be guilty of a violation and upon conviction thereon shall be fined in an amount of:
- \$250 for first offense;
  - \$500 for second offense; and
  - \$1,000 for each and every subsequent offense.

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by Councilor:</i> David A. Witham	<i>Approved:</i> City Attorney

## City of Somersworth – Ordinance 3-21

### History

First Read Date:	07/13/2020	Tabled:	NA
Public Hearing:	08/10/2020	Removed From Table:	NA
Second Read:	8/10/2020		

### Discussion

*Ordinance No. 3-21 will remain in first read until the call of the Chair.  
Public Hearing scheduled at the call of the Chair*

*Mayor Hilliard referred to Public Safety Committee 7/13/2020*

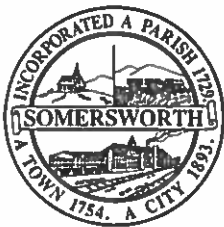
*Councilor Witham made a motion to table for a legal opinion regarding the Mayor's ruling that the Committee recommendations did not need a Council vote. The motion was seconded by Councilor Dumont and passed 4-2 by roll call vote with Councilors Pepin and Austin voting "No". Councilor Vincent recused himself.*

*Mayor Hilliard reversed his opinion, noting that Council Rules indicated a full Council vote would be needed.*

*Councilor Witham made a motion to remove Ordinance No. 3-21 from the table. The motion was seconded by Councilor Dumont and passed 6-0 by roll call vote. Councilor Vincent recused himself.*

*Councilor Witham made a motion to adopt the amends to Ordinance No. 3-21. The motion was seconded by Councilor Dumont and passed 6-0 by roll call vote. Councilor Vincent recused himself.*

*Councilor Witham made a motion to re-table until a Public Hearing Also, is held. The motion was seconded Dumont and passed 6-0 by roll call vote. Councilor Vincent recused himself.*



## City of Somersworth – Ordinance

Ordinance No: 23-20

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

June 15, 2020

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

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

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

This Ordinance shall take effect upon its passage.

### Authorization

*Sponsored by Councilors:*

Richard Michaud  
Nancie Cameron  
Donald Austin  
Matt Gerding

*Approved:*

City Attorney

## City of Somersworth – Ordinance 23-20

### History

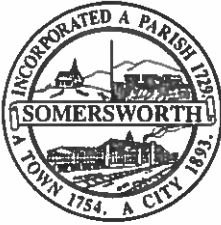
First Read Date:	6/15/2020	Tabled:	
Public Hearing:	07/13/2020	Removed From Table:	
Second Read:			

### Discussion

*Ordinance No. 23-20 will remain in first read until the call of the Chair.  
Public Hearing scheduled at the call of the Chair.*

*Mayor Hilliard referred Ordinance 23-20 to the Government Operations Committee  
7-13-2020*

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



## City of Somersworth – Ordinance

Ordinance No: 5-21

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

July 13, 2020

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

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

Section 19.25.B shall read as follows:

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

This Ordinance will take effect upon passage.

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



## City of Somersworth – Ordinance 5-21

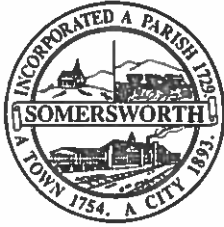
### History

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

### Discussion

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

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



## City of Somersworth – Resolution

Resolution No: 2-21

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE COPS HIRING PROGRAM TO ADD ONE ADDITIONAL POLICE OFFICER.**

August 10, 2020

WHEREAS, the City Council adopted Resolution 32-20 authorizing the City Manager to apply for a grant with the United States Department of Justice COPS Hiring program to add 2 (two) additional police officers to the Somersworth Police Department, and

WHEREAS, the City of Somersworth has received notification of a Grant Award in the amount of up to the \$125,000 maximum; and

WHEREAS, the Grant will allow the City of Somersworth to add 1 (one) full time police officer by providing 75% of salary and benefit costs up to \$125,000 for a three-year period; and

### EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN:

COPS Hiring Grant Limit	=	\$125,000
<u>Estimated City Match</u>	=	<u>\$165,038</u>
Total Project Award	=	\$290,038

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 on relative to this grant determined to be in the best interest of the City.

*Note: Acceptance of this grant requires the City to maintain this position for 1 full year after the grant period. Additionally, once filled, this may require a supplemental appropriation for the FY21 budget. It is the intent to bring forward a supplemental appropriation when necessary.*

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Martin Pepin Donald Austin Nancie Cameron Kenneth S. Vincent	<i>Approved:</i> City Attorney

## City of Somersworth – Resolution 2-21

### History

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

### Discussion

*Resolution No. 2-21 will remain in first read until call of the Chair.*

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

**Bob Belmore**

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**From:** Crystal Paradis  
**Sent:** Wednesday, September 02, 2020 11:58 AM  
**To:** Bob Belmore  
**Subject:** Proposed amendment for legal review  
**Attachments:** Proposed Amendment to City of Somersworth Resolution 2-21.docx; RES 2-21 - RESOLUTION NO. 2-21\_Proposed-Amendment-Redlined.pdf

Hi Bob,

I would like to submit the attached amendment for the 9/9 meeting packet, so that the full council can review it in writing in advance of my proposing it in the meeting. I've included it solo and as a redlined addition in the Resolution itself.

I would also like the City Attorney to review it — as far as I know, since the first part is directly from the Chief's memo and the second part is merely an exploration and not a commitment to join the program, this is not in any way prohibited from Council purview, but I would like the Attorney to affirm that it doesn't violate any laws/chapter rules, ahead of our discussion.

Let me know if this makes sense or if you have any questions.

Crystal Paradis  
Somersworth City Councilor At-Large  
she/her  
cell: [\(603\) 205-1561](tel:6032051561)  
<https://councilorparadis.com/>

City of Somersworth  
One Government Way  
Somersworth, NH 03878  
<https://www.somersworth.com/>

*Proposed  
Amendment*

*Proposed Amendment to City of Somersworth Resolution 2-21*

WHEREAS, it is anticipated that the grant position would be assigned to the Patrol Division of the Police Department. In addition to patrol duties, this officer would be assigned as a Community Policing Officer, overseeing new programs such as National Night Out, Pizza with the Police, Coffee with a Cop and a new program known as ACERT; and would explore the Law Enforcement Assisted Diversion (LEAD) program to discover whether Somersworth Police Department should participate in this program, which has been shown nationally to reduce re-arrests by 58%, and which allows police officers to exercise discretionary authority at point of contact to divert individuals to a community-based, harm-reduction intervention for law violations driven by unmet behavioral health needs.



## City of Somersworth – Resolution

Resolution No: 2-21

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF JUSTICE COPS HIRING PROGRAM TO ADD ONE ADDITIONAL POLICE OFFICER.**

August 10, 2020

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WHEREAS, the Grant will allow the City of Somersworth to add 1 (one) full time police officer by providing 75% of salary and benefit costs up to \$125,000 for a three-year period; and

### EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN:

COPS Hiring Grant Limit	=	\$125,000
Estimated City Match	=	\$165,038
Total Project Award	=	\$290,038

WHEREAS, it is anticipated that the grant position would be assigned to the Patrol Division of the Police Department. In addition to patrol duties, this officer would be assigned as a Community Policing Officer, overseeing new programs such as National Night Out, Pizza with the Police, Coffee with a Cop and a new program known as ACERT; and would explore the Law Enforcement Assisted Diversion (LEAD) program to discover whether Somersworth Police Department should participate in this program, which has been shown nationally to reduce re-arrests by 58%, and which allows police officers to exercise discretionary authority at point of contact to divert individuals to a community-based, harm-reduction intervention for law violations driven by unmet behavioral health needs.

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 on relative to this grant determined to be in the best interest of the City.

*Note: Acceptance of this grant requires the City to maintain this position for 1 full year after the grant period. Additionally, once filled, this may require a supplemental appropriation for the FY21 budget. It is the intent to bring forward a supplemental appropriation when necessary.*

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Martin Pepin Donald Austin Nancie Cameron Kenneth S. Vincent	<i>Approved:</i> City Attorney

## City of Somersworth – Resolution 2-21

History			
First Read Date:	08/10/2020	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	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
Resolution 2-21		PASSED	FAILED



LEGAL

**Bob Belmore**

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**From:** Walter Mitchell <walter@mitchellmunigroup.com>  
**Sent:** Wednesday, September 02, 2020 1:56 PM  
**To:** Bob Belmore  
**Subject:** RE: Proposed amendment for legal review

Hi Bob – Thank you for forwarding the request from Councilor Paradis that we review and advise on the amendment she seeks to make to pending Resolution 2-21.

The first part of the proposed amendment (through the fifth line and the word “ACERT”) should not be a problem, as it merely adds further explanation of the grant and its purposes.

However, to my understanding, from that point on the amendment proposes a new and additional purpose for the use of the grant funds which was not disclosed in the grant application. At best, attempting to include this language would have no effect except to be confusing; at worst, because it proposes an illegal use of the funds, it may invalidate the entire resolution.

Therefore, our recommendation is that if the resolution is to be amended, the amendment stop after “ACERT” in the fifth line; everything else should be deleted.

Please let me know if there are further questions.

Walter

Walter L. Mitchell  
Mitchell Municipal Group, P.A.  
25 Beacon Street East  
Laconia, NH 03246  
(603) 524-3885  
[walter@mitchellmunigroup.com](mailto:walter@mitchellmunigroup.com)

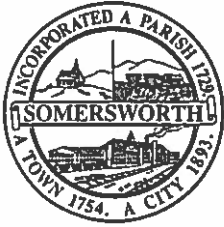


**From:** Bob Belmore  
**Sent:** Wednesday, September 02, 2020 12:03 PM  
**To:** Walter Mitchell <walter@mitchellmunigroup.com>  
**Subject:** FW: Proposed amendment for legal review

Hi Walter

Please see the Councilor's trailing email and the attachment. Shall we chat, and shall I have the Chief of Police with me?

Going for lunch now too – let me know please.



## City of Somersworth – Resolution

Resolution No: **3-21**

**TO AUTHORIZE THE CITY MANAGER TO PREPARE BID  
SPECIFICATIONS FOR ROAD RESURFACING AND ASSOCIATED  
REPAIRS OF SELECTED STREETS**

August 10, 2020

WHEREAS, the City of Somersworth's Capital Improvement Plan recommends road resurfacing and other general maintenance of streets in the City, and

WHEREAS, the City has prioritized street repair using the pavement condition index assessment tool, and

WHEREAS, the Public Works and Environment Committee recommends the following list of streets to be included in a resurfacing work plan for the 2021 construction season:

Drew Road  
Edmund Street  
Fox Court  
Laurier Street  
Lemelin Court  
Rowland Street  
Shady Lane  
Wilson Street  
Locke Avenue  
Portland Street  
South Street  
Ben Rich Drive  
Lil-Nor Avenue  
Pinkham Street  
Primrose Lane  
Midway Park  
Bartlett Avenue  
Cass Street; and

WHEREAS, The Public Works and Environment Committee reviewed a work plan for a portion of High Street from the Washington Street/West High Street intersection to Memorial Drive that will include a mill and pave of the road surface, adding granite curbing to the southbound lane, and reconstructing the adjoining sidewalk and recommends including this project as a bid alternative in the bid specifications; and

WHEREAS, the Public Works and Environment Committee recommends the following list of streets to be included in a crack-sealing work plan for the 2020 construction season:

High Street (Tri-City Road to Dover line)  
High Street/Market Street/Main Street Downtown Area

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 road resurfacing and associated repairs of the aforementioned streets and take any other actions relative to these infrastructure projects determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Martin P. Dumont, Sr. Kenneth Vincent Matthew Gerding	<i>Approved:</i> City Attorney

## City of Somersworth – Resolution 3-21

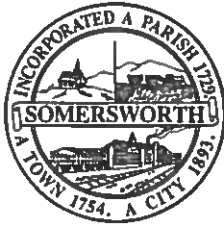
### History

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

### Discussion

*Resolution No. 3-21 will remain in first read until call of the Chair.*

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



## City of Somersworth – Resolution

Resolution No: **4-21**

**AUTHORIZING THE CITY MANAGER TO SIGN A  
LEASE/PURCHASE AGREEMENT FOR THE PURCHASE OF CITY  
VEHICLES.**

August 10, 2020

WHEREAS, the fiscal year 2020-2021 adopted budget contains an appropriation for a down payment toward the purchase of the following City vehicles:

- One SUV style Police Cruiser
- One Police Undercover Vehicle
- DPW 1-Ton Truck – 103 Replacement, and

WHEREAS, City staff solicited quotes for financing this purchase through a lease/purchase agreement and recommends entering into an agreement with Tax Exempt Leasing Corp., 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 Tax Exempt Leasing Corp. for the acquisition of City vehicles.

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

## City of Somersworth – Resolution 4-21

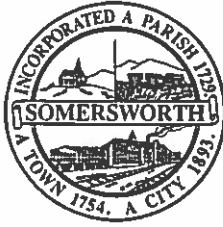
### History

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

### Discussion

*Resolution No. 4-21 will remain in first read until call of the Chair.*

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



## City of Somersworth – Resolution

Resolution No: **5-21**

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH PORT ONE ARCHITECTS OF PORTSMOUTH, NH TO PROVIDE FINAL DESIGN SERVICES TO CONSTRUCT A NEW FIRE STATION AT THE LOCATION OF THE CURRENT FIRE STATION ON MAPLE STREET.**

August 10, 2020

WHEREAS, the City Council adopted Resolution 1-20 to authorize the City Manager to contract with Port One Architects of Portsmouth, NH to provide a conceptual design and a preliminary cost estimate for a new fire station, and

WHEREAS, the conceptual design and cost estimate has been completed and presented to the City Council, and

WHEREAS, utilizing the conceptual design and cost estimate the City Council adopted Resolution 50-20 to authorize a bond to construct a new fire station at the location of the current fire station on Maple Street, and

WHEREAS, Port One Architects have provide a cost to provide final design and other related professional services needed to complete the construction of the new fire station in the amount of \$466,400 (Four Hundred Sixty-Six Thousand Four Hundred dollars), and

WHEREAS, the Finance Committee and Fire Station Building Committee reviewed this cost and proposed services with staff and supports contracting with Port One Architects to provide these services,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Port One Architects of Portsmouth, NH to provide final design and other related professional services needed to complete the construction of the new fire station in an amount not to exceed \$466,400 (Four Hundred Sixty Six Thousand Four Hundred dollars) and to take other such action relative to this contract determined to be in the best interest of the City.

### Authorization

*Sponsored by Councilors:*

David A. Witham  
Martin Pepin  
Donald Austin  
Kenneth S. Vincent

*Approved:*

City Attorney

## City of Somersworth – Resolution 5-21

### History

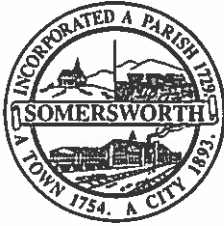
First Read Date:	08/10/2020	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

### Discussion

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

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





## City of Somersworth – Resolution

Resolution No: 7-21

**TO AUTHORIZE THE CITY MANAGER TO ORDER A FORD PICK UP TRUCK FOR THE DEPARTMENT OF PUBLIC WORKS WHICH WILL BE FUNDED BY A LEASE PURCHASE AGREEMENT**

August 10, 2020

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

WHEREAS, the City of Somersworth's approved FY2020-2021 budget provides funding through a lease purchase agreement for the following vehicle replacements,

- Ford F350 and to contract with Howard P. Fairfield for the winter plow related equipment;

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 the aforementioned vehicle replacement with winter plow equipment which is funded in the approved FY2021 City budget through a lease purchase agreement.

### Authorization

*Sponsored by Councilors:*

David A. Witham  
Donald Austin  
Martin Pepin  
Martin P. Dumont Sr.

*Approved:*

City Attorney

## City of Somersworth – Resolution 7-21

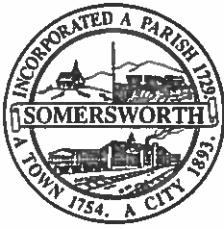
### History

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

### Discussion

*Resolution No. 7-21 will remain in first read until call of the Chair.*

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



## City of Somersworth – Resolution

Resolution No: 9-21

**TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT WITH CMA ENGINEERS OF PORTSMOUTH, NH FOR ENGINEERING SERVICES ASSOCIATED WITH THE TRANSPORTATION ALTERNATIVES PROGRAM GRANT**

August 10, 2020

WHEREAS, the Somersworth City Council adopted Resolution 30-18 to authorize the City Manager to contract with CMA Engineers of Portsmouth, NH for engineering services associated with the Transportation Alternatives Program (TAP) grant for an amount not to exceed \$122,402 (One Hundred Twenty-Two Thousand Four Hundred Two dollars), and

WHEREAS, the project requires CMA to provide services to complete Right-of-Way (ROW) acquisitions and other coordination with design service due to the extension of the contract duration at a total cost of \$9,828 (Nine Thousand Eight Hundred Twenty Eight dollars) increasing the total contract amount to \$132,230 (One Hundred Thirty Two Thousand Two Hundred Thirty dollars), and

WHEREAS, city staff have reviewed this contract amendment with the Finance Committee and they support this amendment,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with CMA Engineers of Portsmouth, NH to provide engineering and design services associated with the transportation alternatives program grant project to an amount not to exceed \$132,230 (One Hundred Thirty Two Thousand Two Hundred Thirty dollars) and to 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  
Donald Austin  
Martin Pepin

*Approved:*

City Attorney

## City of Somersworth – Resolution 9-21

### History

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

### Discussion

*Resolution No. 9-21 will remain in first read until call of the Chair.*

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
Resolution 9-21		PASSED	FAILED



## City of Somersworth – Resolution

Resolution No: 11-21

**TO AUTHORIZE THE CITY MANAGER TO AMEND THE  
CONTRACT WITH APEX CONSTRUCTION OF SOMERSWORTH,  
NH FOR THE CONSTRUCTION OF WASTEWATER TREATMENT  
FACILITY UPGRADES**

September 9, 2020

WHEREAS the Somersworth City Council adopted Resolution 36-20 to authorize the City Manager to contract with APEX Construction of Somersworth, NH for the construction of upgrades to the Wastewater Treatment Facility, and

WHEREAS the City's consultant engineer is recommending changes to the contract to modify certain water improvements associated with the project along Buffumsville Road to provide safer future access to this infrastructure and other minor changes to the second clarifier piping resulting in an increase to the contract of \$79,274 (Seventy Nine Thousand Two Hundred Seventy Four dollars), and

WHEREAS the City would like to increase the contract by an additional \$177,126 (One Hundred Seventy-Seven Thousand dollars) as a contingency in the event additional changes to the contract are required during the construction of these upgrades, and

WHEREAS these amendments to the contract will increase the total amount of the contract to \$11,145,000 (Eleven Million One Hundred Forty-Five Thousand dollars),

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with APEX Construction of Somersworth, NH for the construction of upgrades to the Wastewater Treatment Facility to an amount of \$11,145,000 (Eleven Million One Hundred Forty-Five Thousand dollars), and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH that the City Manager is authorized to approve any further amendments to this contract that will not exceed the amount as amended and to take any actions relative to this contract determined to be in the best interest of the City.

Authorization	
<i>Sponsored by:</i> Mayor Dana S. Hilliard David A. Witham, Councilor	<i>Approved:</i> City Attorney

## City of Somersworth – Resolution 11-21

### History

First Read Date:	09/09/2020	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	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
Resolution 11-21		PASSED	FAILED

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<b>TO:</b>	Mr. Robert M. Belmore, City Manager	<b>DATE:</b>	9/2/2020
<b>FROM:</b>	Jeff Mercer, PE	<b>PROJECT NO.:</b>	13694C
<b>SUBJECT:</b>	Somersworth WWTF Upgrade - City Water Replacement / Change Order No. 1		

---

**Background**

The city potable water service and plant water lines at the wastewater treatment facility are approaching the end of their service life and have experienced several failures in the past. The majority of this piping was to be replaced during the WWTF Upgrade. Due to the lack of available information on the city water and plant water lines several test pits were included in the upgrade. The following observations have been made-

- Yard Hydrants are aging and should be replaced prior to paving the site
- Some plant water piping is shallow and has likely frozen in the past resulting in pipe failures
- The City water service is at a much greater depth than the City's Public Works is comfortable with (over 12-feet) and could result in costly future maintenance.

The remainder of this Memorandum provides a summary of the original design and proposed solutions.

**Original Design Included In Project**

- Test pit to locate existing city water service (unknown due to age and lack of records).
- Replacement in kind of city water service lines to fire hydrant, Operations Building, and Headworks Building.
- Replacement in kind of plant water lines throughout site, reuse existing hydrants.

If the city water improvements are performed as originally designed, the project will require a deeper and larger excavation in Buffumsville Road than anticipated, resulting in a change order. Also, preserving a connection to an aging, deeply buried pipe presents a liability to the city. In the case of a water main break access to the pipe would be costly and an increased hazard to workers.

The plant water piping shown to be replaced does not exist in some areas. Running new pipe to these locations is feasible, but the proposed modifications provides a better layout with minimal change in cost. It also provides better frost protection.

## **Recommendations**

### **City Water**

- Abandon deeper downstream portion of water main.
- Replace 300-ft of water main in Buffumsville Road to provide new, more accessible pipe. If the City chooses to replace additional water main on Buffumsville road in the future this will provide a much easier tie in location.

### **Plant Water**

- Modify layout of plant water piping to match field observations and provide better frost protection.
- Replace yard hydrants (4) while the area is excavated for piping.

## **Costs**

Wright-Pierce has negotiated with Apex on pricing for the City water main replacement and modifications to the plant water system described above. As part of the Change Order for adding this work three other change proposals were included to account for field discoveries-

- Provide ground penetrating radar for the Operations Building pre-cast planks to locate reinforcement prior to installing new access stairs
- Simplified concrete equipment pad design for the new Aeration Blowers
- Provide a flange adapter to the new 24" Secondary Clarifier influent pipe (existing was found to be flanged pipe which is not typical for buried piping and not what is shown on record drawings).

The total increase in cost for these modifications is: **\$79,274.03**, which breaks out to approximately \$66,000 for the water main replacement, \$8,000 for Hydrants, \$3,000 for plant water modifications, and \$2,000 for the bulleted items above.

The pricing for the water main replacement is reasonable for the work required and is a cost the City would incur in the future if the water main were to be replaced. This provides a better tie in location for future work and provides a safer depth for future maintenance.

The pricing for the new hydrants is reasonable for the work required. It makes sense to replace these now before fresh pavement is placed.

The pricing for the miscellaneous items described above is reasonable for the work required and will allow the project to continue forward.

Should the City have any questions please feel free to contact me.



SECTION 00842

CHANGE ORDER

Change Order No. 1

Date of Issuance:	Effective Date:
Owner: City of Somersworth	Owner's Contract No.: CS-330163-06
Contractor: Apex Construction, Inc.	Contractor's Project No.:
Engineer: Wright-Pierce	Engineer's Project No.: 13694C
Project: WWTF Upgrades	Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: *See Attached*

Attachments: *Change Order No. 1 Backup Documentation*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:	Original Contract Times:
\$ 10,888,600.00	Interim Milestone 1: <u>3/29/2021</u>
	Substantial Completion: <u>7/17/2021</u>
	Ready for Final Payment: <u>10/15/2021</u>
Change from previously approved Change Orders:	Change from previously approved Change Orders:
\$ 0	Substantial Completion: <u>0</u>
	Ready for Final Payment: <u>0</u> days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 10,888,600.00	Interim Milestone 1: <u>3/29/2021</u>
	Substantial Completion: <u>7/17/2021</u>
	Ready for Final Payment: <u>10/15/2021</u>
Increase of this Change Order:	Increase of this Change Order:
\$ 79,274.03	Interim Milestone 1: <u>21 days</u>
	Substantial Completion: <u>21 days</u>
	Ready for Final Payment: <u>21 days</u>
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 10,967,874.03	Interim Milestone 1: <u>4/19/2021</u>
	Substantial Completion: <u>8/7/2021</u>
	Ready for Final Payment: <u>11/5/2021</u>

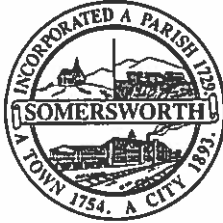
RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: _____	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)
Title: _____	Title: _____	Title: _____	Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
APPROVED:					
By: _____	Funding Agency (if applicable)				
Title: _____					
Date: _____					

**SOMERSWORTH, NH - WWTF UPGRADES 13694**  
**CHANGE ORDER NO. 1 - BACKUP DOCUMENTATION**

Item	Reason	Amount	Notes
1	Ground Penetrating Radar to locate pre-cast concrete roof plank tensioning strands for new roof access installation.	\$ 1,467.21	Apex CP 1, dated 8/13/20
2	City water service modifications along Buffumsville Road to address previously unknown main service line depth. New line will provide safer future access for the City should any maintenance be needed. Change also added new hydrants to plant water system and adjusted piping layout to match field discoveries.	\$ 77,085.15	Apex CP 2, dated 8/28/20
3	Reduced scope of blower equipment pads.	\$ (3,796.65)	Apex CP 3, dated 8/24/20
4	Discovered that the buried 24" Secondary Clarifier No. 3 piping was flanged, not Bell and Spigot as indicated on drawings.	\$ 4,518.32	Apex CP 5, dated 9/2/20

**Total \$ 79,274.03**

Engineer has reviewed the costs and find them reasonable for the work.



## City of Somersworth – Resolution

Resolution No: 12-21

**TO RECOGNIZE THE BALANCE OF FUNDING AVAILABLE FOR THE WASTEWATER TREATMENT FACILITY UPGRADES AS CONTINGENCY AND TO AUTHORIZE THE CITY MANAGER TO APPROVE ANY FURTHER CHANGE ORDERS FOR THIS PROJECT.**

September 9, 2020

WHEREAS the Somersworth City Council adopted Resolution 36-20 to authorize the City Manager to contract with APEX Construction of Somersworth, NH for the construction of upgrades to the Wastewater Treatment Facility, and

WHEREAS over the course of construction unknown or unanticipated issues may arise requiring additional work that may increase the cost of the project, and

WHEREAS there is currently \$177,126 (One Hundred Seventy-Seven Thousand One Hundred Twenty-Six dollars) available in approved funding after consideration of Resolution 11-21 that the City considers contingency for this project, and

WHEREAS to keep the project moving in an effective and efficient manner the City Manager should be authorized to approve any future change orders not to exceed the amount of contingency available and that are determined to be in the best interest of the City,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the balance of \$177,126 (One Hundred Seventy-Seven Thousand One Hundred Twenty-Six dollars) available in approved funding for this project shall be considered contingency for this project, and

BE IT FIRTRER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to approve any future change orders not to exceed the amount of contingency available and that are determined to be in the best interest of the City.

### Authorization

*Sponsored by:*

Mayor Dana S. Hilliard  
David A. Witham, Councilor

*Approved:*

City Attorney

## City of Somersworth – Resolution 12-21

### History

First Read Date:	09/09/2020	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	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
<b>TOTAL VOTES:</b>			
Resolution 12-21		PASSED	FAILED



## BROWNFIELDS PROGRAM CLEANUP GRANT APPLICATION Brownfields Revolving Loan Fund



RSA 147-F:20

The New Hampshire Department of Environmental Services (NHDES) currently administers a Brownfields Revolving Loan Fund (RLF) for the purpose of providing financial support for the cleanup and redevelopment of contaminated properties. In our continuing effort to get Brownfield sites cleaned up and positioned for redevelopment, NHDES is making available \$400,000 for two or more cleanup grants and is hereby soliciting applications from interested eligible entities. Individual grants will be limited to no more than \$200,000 per site. **Priority consideration will be given to projects that are ready or near ready for cleanup and redevelopment plans have, at a minimum, been conceptualized.**

### Application Deadline: August 31, 2020

#### I. APPLICANT INFORMATION

Grant Applicant's

Name: City of SomersworthMailing Address: 1 Government WayCity/Town: SomersworthState: NHZip Code: 03878Telephone No.: 603-692-9503E-mail: bbelmore@somersworth.comContact Person: Robert M. BelmoreTitle: City ManagerContact's Telephone No.: 603-692-9503E-mail: bbelmore@somersworth.com

Check applicable box:

☒ Local government☐ Redevelopment agency☐ Quasi-governmental entity☐ Tribal government☐ Regional council☐ Non-profit organization☐ Other, describe: \_\_\_\_\_

Note: Private site owners and developers are not eligible for grants.

#### II. PROPERTY INFORMATION

Property/Site Name: Former Police StationDES Site #: 201608063 / 37198Street Address: 5 Main StreetCity/Town: SomersworthTax Map/Lot No. (please attach copy of tax map): Map 11 / Lot 210Book/Page: 4163 / 0691Current Property Owner Name: City of SomersworthStreet Address: 1 Government WayCity/Town: SomersworthState: NHZip Code: 03878Telephone No.: 603-692-9503E-mail: bbelmore@somersworth.com

**III. PROJECT INFORMATION** (attach additional sheets as necessary to provide the information requested)

**A. Types of contaminants found (check all that apply):**

- |                               |                                              |                                      |
|-------------------------------|----------------------------------------------|--------------------------------------|
| <input type="checkbox"/> VOCs | <input checked="" type="checkbox"/> Lead     | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> PAHs | <input checked="" type="checkbox"/> Asbestos |                                      |
| <input type="checkbox"/> PFAS | <input checked="" type="checkbox"/> PCBs     |                                      |

**B. Media affected (check all that apply):**

- |                                      |                                                        |
|--------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Soil        | <input type="checkbox"/> Surface Water                 |
| <input type="checkbox"/> Groundwater | <input type="checkbox"/> Sediments                     |
| <input type="checkbox"/> Indoor Air  | <input checked="" type="checkbox"/> Building Materials |

C. Describe the operational history and current use(s) of the site: The site was first developed by 1871 with a downtown storefront and cycled through various uses including retail and a billiards and masonic hall, before being razed in 1925. The site was vacant until storefronts were again built along the southern property line in the 1950s, but were mostly vacant by the early 1970s. The Somersworth Police Department operated at the site from 1972-2008, with typical operations activities including office space, holding cells, equipment storage, and dispatch. The site was purchased by MCS Development in 2010 and the interior was partially demolished, but redevelopment plans terminated by 2013 and the City repurchased the site. It has remained vacant since that time.

D. Describe the environmental concerns at the site, including when and how the site became contaminated and the nature and extent of contamination: A Phase I ESA conducted in 2016 found no recognized environmental conditions, but did identify four environmental findings, including potential presence of hazardous building materials. This proposal primarily seeks to address the hazardous building materials asbestos-containing materials (ACM), lead-based paint (LBP), and building materials containing polychlorinated biphenyls (PCBs) which were identified throughout the building during Phase II assessment. These materials were in common use at the time the building was constructed when the full extent of the threat posed by these materials was not recognized.

E. Describe the proposed expansion, redevelopment or reuse of the property: The City does not have specific plans in place for redevelopment of the site, but wishes to sell or lease the property for redevelopment and reuse. The site's location in the heart of downtown (see Attachment A – site map) makes it desirable for a variety of potential residential and downtown commercial uses or some combination thereof. The City has received proposals from several potential buyers interested in renovating the existing building for reuse (e.g., upstairs apartment and a downstairs business), but to date the perceived burden of cleanup prior to reuse has prevented any sale.

F. Describe the proposed cleanup plan and cleanup methods that are being considered for the site: Cleanup plans consist of building materials abatement activities to remove or mitigate ACM, LBP, and PCB-containing building materials in accordance with state and federal requirements. Total estimated budget is \$97,450 – see attached breakdown.

Please provide (i.e., attach) a list of the tasks required to implement the proposed cleanup project along with a cost estimate for each task to be funded under the grant.

G. Describe the extent to which other sources of funding are or are not available for cleanup or subsequent redevelopment of the site: While cleanup grants are available through the EPA Brownfields program, the comparatively small scope of this project when compared to the competitive nature of that program and high effort involved in completing the application process make it impractical as a funding source. However, the severe impact that the COVID-19 pandemic has had on municipal budgets, and is likely to continue to have, make it unlikely, if not impossible for the City to fund cleanup of this site itself in the near term. The City does not believe it will be possible to rely on private investment for cleanup.

H. Describe the economic benefits expected, such as increased employment and expanded tax base, through the redevelopment of the site cleaned up under this grant OR describe the non-economic benefits associated with a site

(603) 271-2908

to be reused for greenspace or other not-for-profit activities: The Somersworth assessing database places a current total value of the land and building on this site at \$150,500. As a City-owned site, that assessed value does not contribute to the City's tax income, and it is likely that a newly-renovated site would be assessed even higher as a result of reuse and redevelopment. Therefore, an expanded tax base of approximately \$150,000 should be interpreted as an absolute minimum threshold for the economic benefits of redevelopment. When considering a potential purchase price of the building, private funds to be invested into the redevelopment of the building, and an increased assessment as a result of that investment, the economic impact leveraged by cleanup is expected to be significantly higher.

- I. Describe the extent to which a grant will facilitate the reuse of existing infrastructure: This building is located in the heart of downtown, meaning water, sewer, natural gas, roadway, and sidewalk infrastructure are already in place. The roadway, sidewalk, and underground utilities were rebuilt in the streets surrounding this site as part of the "Complete Streets" rebuild in 2014-2015. It is also located within the boundaries of a federal opportunity zone, and if cleaned up, this site could serve as a catalyst for redevelopment and private investment in other areas of the downtown.

#### IV. PROPERTY OWNERSHIP ELIGIBILITY

- A. Are there any known ongoing or anticipated environmental enforcement actions (at the federal, state, or local level) regarding the responsibility of any party for contamination or hazardous substances at the site? ☐ Yes ☒ No If yes, please explain: \_\_\_\_\_
- B. How was the property acquired (or will be acquired)?
- ☒ Negotiated purchase from a private individual
  - ☐ Purchase or transfer from another governmental unit
  - ☐ Tax foreclosure
  - ☐ Eminent domain
  - ☐ Donation
  - ☐ Other (explain): \_\_\_\_\_
- C. What was the date when the property was acquired (or the anticipated date when it will be acquired)? 2013
- D. What is the name and identity of the party from whom the property was (or will be) acquired? The site was purchased from the City by MCS Development in 2010 and the interior was partially demolished, but redevelopment plans terminated by 2013 and the City repurchased the site.
- E. Describe all familial, contractual, corporate or financial relationships or affiliations the applicant has or has had with all current and/or prior owners or operators of the property: The City owned the property from 1972 to 2010 when it was sold to MCS Development, LLC, a private entity. The City repurchased the property in 2013.
- F. Did the disposal of all hazardous substances at the site occur before the applicant acquired (or will acquire) the property? ..... ☐ Yes ☒ No
- G. Did the applicant ever arrange for the disposal of hazardous substances at the site, or transport hazardous substances to the site?..... ☐ Yes ☒ No
- H. Did the applicant ever cause or contribute to any releases of hazardous substances at the site? ..... ☐ Yes ☒ No
- I. Did the applicant perform any environmental inquiry prior to the purchase of the property? ..... ☐ Yes ☒ No

- J. If a pre-purchase inquiry was performed, describe the types and dates of the assessments performed, indicate on whose behalf the assessments were performed, and indicate whether the applicant performed the pre-purchase inquiry in accordance with EPA's All Appropriate Inquiry rule (or ASTM E1527-13, or its equivalent) at the time of purchase: Not applicable
- K. Describe all uses of the property since the applicant acquired ownership of the property through the present, including any uses by persons or entities other than the applicant: The property, since it was repurchased by the City in 2013, has remained vacant and unused.

#### V. SITE ELIGIBILITY

Certain sites are not eligible for funding. Please answer the following to the best of your knowledge:

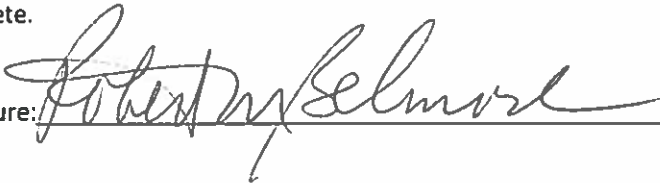
- A. Is your facility listed (or proposed for listing) on the National Priorities List?.....☐ Yes ☒ No
- B. Is your facility subject to unilateral administrative orders, court orders, administrative orders on consent, or judicial consent decrees issued to or entered into by parties under CERCLA?.....☐ Yes ☒ No
- C. Is your site/facility subject to a planned or ongoing CERCLA removal action?.....☐ Yes ☒ No
- D. Is your site/facility subject to corrective action orders under RCRA (sections 3004(u) or 3008(h))?.....☐ Yes ☒ No

If you answer yes to any of the questions above, please contact the NHDES Brownfields Program contacts listed below.

#### CERTIFICATION

To the best of my knowledge, the information in this application, and all other supporting documentation, is accurate and complete.

Signature: \_\_\_\_\_



Date: 8/31/2020

Name (print or type): Robert M. Belmore, City Manager

#### Application Deadline: August 31, 2020

Please send the completed application via U.S. Mail to:

Michael McCluskey, P.E.  
Brownfields Program  
Waste Management Division  
New Hampshire Department of Environmental Services  
P.O. Box 95, 29 Hazen Drive  
Concord, NH 03302-0095

or electronically via e-mail to: [Michael.McCluskey@des.nh.gov](mailto:Michael.McCluskey@des.nh.gov)

For further assistance, contact Michael McCluskey at [Michael.McCluskey@des.nh.gov](mailto:Michael.McCluskey@des.nh.gov) or (603) 271-2183 or Melinda Bubier at [Melinda.Bubier@des.nh.gov](mailto:Melinda.Bubier@des.nh.gov) or (603) 271-1169.



**City of Somersworth "Former Police Station" Grant Application****8/31/2020****Task List and Cost Breakdown**

Task	Description	Labor, Materials	Waste Disposal	Total Cost
1	Remove Asbestos Tiles, Insulation, and Debris	\$8,850	\$1,500	\$10,350
2	Remove Asbestos Sub-Flooring and Mastic	\$4,600	\$500	\$5,100
3	Remove Contaminated Plaster	\$29,900	\$5,600	\$35,500
4	Remove Contaminated Windows	\$5,200	\$200	\$5,400
5	Jail Cell Area Remediation	\$2,800	\$300	\$3,100
Engineering Oversight				\$25,000
Subtotal				\$84,450
Contingency ~15%				\$13,000
<b>Total Cost/Grant Request</b>				<b>\$97,450</b>

# Legend



City Tax Parcels



Former Police Station

Market St

Beacon St

High St/Rt. 9

Canal St

Station St

Government Way

John Parsons Dr

Plaza Ter

Main St





## Memo from Human Resources

Date: September 2, 2020

To: Bob Belmore, City Manager

From: Linda Corriveau, HR Manager

Re: Primex Prime Re-certification

---

Since March 1, 2016 the City of Somersworth has received the Prime<sup>3</sup> Designation. This designation acknowledges the City's ongoing commitment to risk management for employees, residents and facilities. As a reward it also provides a 2.5% discount on premiums for the City's Workers Compensation and Property & Liability insurance.

The program underwent some extensive updates this year to make the program more meaningful by addressing major sources of loss and emerging trends. This year there were two significant sections added: Post Traumatic Stress and Cyber Preparedness. Fire Chief Kramlinger reached out to The Granite State CISM Team to partner in training and debriefing of critical incidents. Deputy City Manager Scott Smith is working with ATOM to evaluate the City's networks for security and creating a policy.

Primex will now require two different applications for Workers Compensation and Property & Liability and the City can choose to participate in one or both. All Primex members will renew annually at the same time. The recertification process will begin on July 1<sup>st</sup> each year and will be due on August 31<sup>st</sup> each year.

I submitted the Workers Compensation Self-Assessment on August 21, 2020 and received notification that it received final approval on August 26, 2020. The deadline this year has been extended to October due to COVID-19, the Property & Liability Self-Assessment will be submitted by Scott Smith before deadline.



# PRIME<sup>3</sup> 2020 Program Updates



The PRIME<sup>3</sup> program has undergone an extensive update to better address major sources of loss and emerging trends in our membership. The focus of the update is to make the program more meaningful and improve the likelihood that it addresses relevant sources of loss, while keeping it achievable.

Listed below is a brief summary of the changes.

## **Revised Existing Sections:**

The Loss Benchmark area has been replaced by the Loss Awareness and Action area that invites you to use the P<sup>3</sup> terminal to assess the frequency of your entity's losses and proactively develop a plan of action.

Several other risk management practices such as Joint Loss Management Committee (JLMC), Current Written Safety Program, Prompt Claims Reporting, Temporary Alternate Duty (TAD), and Facility Inspections have incurred minimal clarifying language changes, however they require you to be more specific in your answers (i.e. indicate the date of the last revision of your safety program in addition to checking "yes" in the online form, attach relevant policies, etc.).

The Harassment/Discrimination area has been expanded to include other employment practices and has been renamed as Employment Practices.

The Seat Belt Safety best risk management practice has been expanded to better address vehicle related losses and has been renamed as Vehicle and Driver Safety.

## **Newly Added Sections:**

To address new exposures in our membership, such as cyber-attacks, and in order to make the PRIME<sup>3</sup> program more meaningful and loss reduction driven, the following are areas that were added to the PRIME<sup>3</sup> program:

- Primex<sup>3</sup> Issued Recommendations
- Special Education (for Schools only)
- Post Traumatic Stress Management (for Municipalities only)
- Cyber Preparedness

## **Eliminated Sections:**

In order to keep the program meaningful and achievable, the following areas of PRIME<sup>3</sup> have been eliminated:

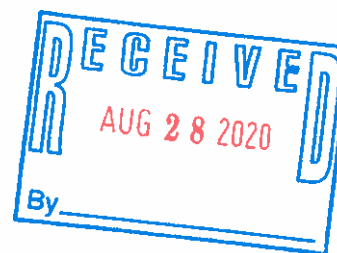
- Slip, Trip, and Fall Prevention Policy
- Required Federal/State Workplace Postings



Trust. Excellence. Service.

Rev. 3/5/20

MEMORANDUM



**DATE:** August 21, 2020

**TO:** Mayor - Dana S. Hilliard  
City Manager – Bob Bellmore  
Somersworth City Council

**FROM:** David HM Baker  
c/o Somedowntown LLC

**RE:** Request for extension on 79e tax incentive – 8 Government Way

The purpose of this memo is to request a one year extension for the required project completion to qualify for the 79e tax incentive from November 18, 2020 to November 18, 2021 for the previously approved project at 8 Government Way.

The reason for this request is I lost confidence in my contracted builder Groen Construction Co "Groen" to complete the project and thus I had no choice but to sever our relationship. There were a number of issues that lead to this realization from my primary contact being let go in November of 2019 where I was never contacted, to be lead to believe that all necessary City of Somersworth approvals were in place, when they were not and I was notified in May 2020 when project was to begin project cost was 50% higher than originally submitted.

Now, I take personal responsibility for not being closer to them, but honestly that is why I hired a GC to handle all these issues. In the end I think this all will be a blessing in disguise as I have found what I believe to be a more professional, experienced firm to manage the project, TJ Noonan Construction. The plan is to break ground in May 2021 giving us sufficient time to complete project by the November 2021 required date.

I am hopeful you will grant me the extension, as the tax incentive will really enhance the viability if the project, especially in the initial years of service.

Please advise if you require any additional materials or have any further questions. I have enclosed a \$500 check made out to City of Somersworth for legal escrow.

Sincerely,

David H.M. Baker  
Somedowntown LLC  
Managing Member

SOMEDOWNTOWN LLC  
98 FAIRVIEW AVE  
PORTSMOUTH, NH 03801

52-7450/2112

488

DATE 8-21-20 FWP

PAY TO THE  
ORDER OF

City of Somersworth  
Five hundred

\$ 500

DOLLARS

← Heat  
Reactive  
ink

Kennebunk Savings

MEMO

79e - Legal Escrow 86 Gut Wy [Signature] MP

⑆211274502⑆ 44 009273⑈ 0488

LOOK FOR HANDWRITTEN FEATURES INCLUDING THE SECURITY CODE AND HEAT-REACTIVE INK ON THE BACK OF THE CHECK.

## Brenda Breda

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**From:** Bob Belmore <bblmore@somersworth.com>  
**Sent:** Thursday, September 03, 2020 3:43 PM  
**To:** David Witham; Don Austin; Martin Dumont; Richard Michaud; Crystal Paradis; Ken Vincent (thevince@comcast.net); Martin Pepin (mpepin@comcast.net); Matt Gerding; Dana S. Hilliard; Nancie Cameron  
**Cc:** Brenda Breda; Scott A. Smith  
**Subject:** City Clerk's Office

Good Afternoon Mayor and Councilors,  
A quick note –

We have a new Deputy City Clerk who started today, Ammy Ramsey of Pittsfield NH. She has previous experience as a City-Town Clerk, having worked in the Clerk's offices in Pittsfield and in Portsmouth.

In addition, former Somersworth City Clerk Diane DuBois has been helping Jonathan over the last week, and today she is here assisting both of them in preparation of Tuesday's election.

Sincerely,  
Bob

Robert M. Belmore, ICMA-CM  
City Manager

City of Somersworth, NH  
One Government Way  
Somersworth, NH 03878

(603) 692-9503  
bblmore@somersworth.com  
www.somersworth.com



Please note: City Hall is now closed to the public. Please read the [UPDATE](#) on the City's website to see how we are still providing services.

For suggestions from the CDC on how to protect yourself and your family from Coronavirus (COVID-19), click [HERE](#)