


Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, September 17, 2021
SUBJECT: City Manager's Report for City Council Meeting on Monday, September 20, 2021

6:00 p.m. Council Workshop
Presentation by Placework Architects: Somersworth Library Feasibility Study for Accessibility

Unfinished Business (under Section 14 of Agenda)

Ordinances

- A. **Ordinance No. 2-22:** To Amend Chapter 12, Streets and Sidewalks. The Public Works & Environment Committee met on Friday, September 10th to review changes recommended by City Staff for this Ordinance. Attached is a *red-line* copy of this Ordinance's proposed amendments supported by the Committee. A copy of the Memorandum that provides a summary of the proposed Amendments is also included in this meeting packet.

Resolutions

- A. **Resolution No. 9-22:** Authorizing the City Manager to take the Necessary Steps to Discontinue Caiman Drive and Seamore Drive. Again, the Public Works & Environment Committee met on August 4th and voted to support discontinuing these recently accepted roads so that a proposed 160,000 square foot warehouse construction project could move forward on this property.

New Business (under Section 15 of Agenda)

Other

- A. **State of New Hampshire 10-Year Transportation Improvement Plan (TIP) – Exit 10 Discussion (Request of the Public Works and Environment Committee).** It has come to my attention that the State is considering the removal of the construction of an Exit 10 from the next approved NH TIP. The Public Works & Environment Committee briefly discussed this issue and requested a full Council discussion regarding what the City's position should be on this matter.

- B. Vote to Authorize the Sale of City Surplus Property – per Administrative Code, Chapter 29, Section 8.5 Disposal of City Property: Vehicle/Miscellaneous Property.** Attached is a copy of this Section of the City Ordinance as well as information pertaining to the vehicle and equipment to be sold on GovDeals.

Informational Items

1. **Primex Prime Re-Certification.** Attached is a memorandum from 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. In light of recent news media coverage on various cyber breaches, I want to underscore our work accomplished over the last year with our Consultant to better protect our operating systems' infrastructures.
2. **Halloween.** Our Recreation Supervisor Kristen Davenport will be announcing Halloween Contests for the upcoming Halloween Season in the next edition of the City's Recreation Newsletter. Attached is a copy of Kristen's Memorandum detailing the contests.

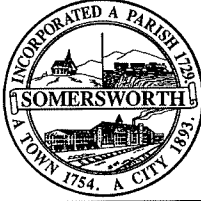
Attachments

1. Department Head Reports
2. Memorandums Re: Homeless Encampment
3. GACIT Hearing Schedule

Reminder:

Monday, September 20 at 5:30 p.m.
Fire Station Building Committee Meeting -Council Chambers

Monday, October 4 at 7:00 p.m.
GACIT Hearing – Somersworth High School



City of Somersworth – Ordinance

Ordinance No: **2-22**

TO AMEND CHAPTER 12, STREETS AND SIDEWALKS

July 19, 2021

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 12 by adding Sections 12.8 & 12.9 as follows:

Section 12.8 – Outdoor Dining and Sidewalk Sales

PERMIT REQUIRED: A business owner shall obtain a permit to encumber the sidewalk from the Director of Public Works and Utilities, or their designee, to: 1) operate an outdoor seating area on a sidewalk, or on-street parking spaces, for service and consumption of food or drink prepared on premises; or 2) operate a sidewalk sale area for selling other goods subject to the following requirements:

1) The permit Applicant shall:

- a. Provide a Certificate of Insurance naming the City of Somersworth as additional insured. The terms of the Certificate of Insurance shall be in a form and amount acceptable by the City.
- b. Agree to indemnify and hold harmless the City of Somersworth, New Hampshire from all claims for damage or injury whatsoever, that may arise from the encumbrance, obstruction, occupation, or use of the aforesaid sidewalk.

2) The building in which the licensed business operates must share a common boundary with a sidewalk. Sidewalk encumbrances shall allow a minimum four (4) foot-wide unobstructed pedestrian corridor at all times, and at least five (5) feet wide when located along a street corner. Wider pedestrian corridors or increased clearances may be required where warranted by pedestrian traffic or other circumstances, at the discretion of the Director of Public Works and Utilities, or their designee.

3) Public on-street parking space(s) encumbrances must provide an accessible path of travel to the area from abutting sidewalks. Such expansions must occupy the area directly in front of the proposed business and may request to expand to be in front of the adjacent properties with abutting property owner and/or business permission.

4) Egress from the building must be maintained free of obstruction per the Building Code, NFPA 101 Life Safety Code, and any other applicable Local, State, or Federal Regulations, as amended.

5) Permits may only allow encumbrances between April 15 to November 15, and as weather conditions allow.

6) The Director of Public Works and Utilities, or their designee, may establish additional permit conditions to protect the City, public safety, and the continued use of the sidewalk by the public.

7) The Director of Public Works and Utilities, or their designee, has the authority to deny, revoke, or suspend the permit at his/her discretion at any time for any reason, including but not limited to violating the permit conditions, safety considerations, or due to planned or unplanned City projects, events, or activities.

8) The encumbered area must not block access to public street furniture, trash receptacles, street signage, fire hydrants, or other public infrastructure.

9) The encumbered area and any furniture or features within the area must be kept in a clean, safe, and sanitary condition, and all trash shall be properly disposed.

10) Canopies over any sidewalk café shall not be allowed unless they are completely supported by hardware on the building structure, that is, there shall be no vertical supports in or around the sidewalk café; table umbrellas without logos are allowed but must not extend beyond the Area.

11) No improvements or personal property located within the Area shall extend on or over any municipal property located outside the Area.

12) No advertising of any kind shall be allowed in the Area.

13) All outdoor dining areas where alcohol service is provided shall comply with the following requirements:

- Outdoor dining establishments shall agree at all times to comply with all laws, rules and regulations of the New Hampshire State Liquor Commission and all other local, state and federal laws.
- Be separated from the public pedestrian space on the adjacent municipal sidewalk by an enclosure system consisting of heavy-duty decorative materials as approved by the City Manager or designee; special attention shall be paid to the method used to support the enclosure system in order to avoid damage to public property and ensure public safety.
- The minimum height of the enclosure system shall be 30 inches and the maximum height shall be 36 inches.

The enclosure system, tables and chairs shall be movable/non-permanent.

Permits issued under this section may be revoked at any time by the City for failure to comply with the approved permit, or to deal with emergencies, maintenance of infrastructure, public safety, or any other reason determined to be in the best interest of the City.

Section 12.9 – Decorative Sidewalk Landscaping

PERMIT REQUIRED: A business owner shall obtain a permit to encumber the sidewalk from the Director of Public Works and Utilities, or their designee, to display decorative landscaping features in front of their business within the City right-of-way. The permit shall specify the area, use, and arrangement of any features or furniture within the encumbered area, and is subject to the following requirements;

1) The program is active April 15 to November 15 each year.

2) Decorative sidewalk landscaping may be placed within 5 feet to either or both side(s) of your front door entrance.

3) Landscaping features shall allow a minimum four (4) foot wide unobstructed pedestrian corridor at all times, and at least five (5) feet wide when located along a street corner. Wider pedestrian corridors or increased clearances may be required where warranted by pedestrian traffic or other circumstances, at the discretion of the Director of Public Works and Utilities, or their designee.

4) Landscaping features should sit directly on the sidewalk, and be no larger than 3 feet long by 3 feet wide by 42 inches (3.5 feet) tall.

5) Landscaping features shall not be directly attached to (e.g., bolts, nails, screws) or damage the underlying sidewalk in any way.

6) No unmaintained features, or dead flowers, will be allowed.

7) Damaged flowers and/or containers must be removed immediately.

8) The applicant is responsible for cleaning/repairing any damage or staining to the sidewalks. The permit must be renewed each year. New applications and renewals are reviewed on an annual basis and should be submitted to the City no later than March 15 of each year. Permits are valid from April 15 to November 15 as conditions allow.

Permits issued under this section may be revoked at any time by the City for failure to comply with the approved permit, or to deal with emergencies, maintenance of infrastructure, public safety, or any other reason determined to be in the best interest of the City.

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by Councilor:</i> Crystal Paradis	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 2-22

History

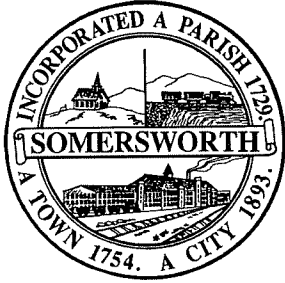
First Read Date:	7-19-2021	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

07/19/2021

Mayor Hilliard referred Ordinance No. 2-22 to the Public Works and Environment Committee.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Paradis		
TOTAL VOTES:			
On / / Ordinance 2-22		PASSED	FAILED



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: August 19, 2021

Re: **Proposed Ordinance 2-22 - Summary of Changes**

The following is a summary of proposed amendments to Ordinance 2-22 for review by the Public Works and Environment Committee:

- Added language to clarify that these changes to Chapter 12 only apply to the business use of public property (i.e. sidewalks, parking spaces, other City-owned rights of way), and not the expanded use of private property which is covered by Land Use regulations.
- Split Section 12.8 “Outdoor Dining” into 2 subsections, one dealing with use of Sidewalks, another dealing with the use of On-Street parking spaces and other parking spaces.
- Both uses in Section 12.8 require interested business owners to file for and receive a permit annually. Each permit will require a \$50 non-refundable fee to be paid at the time of application.
- All regulations of the use of sidewalks apply to On-Street Dining. However, On-Street Dining and other City owned Parking areas require review and approval of the Somersworth Technical Review Committee and must use jersey barriers as a safety precaution.
- Proposed to remove the requirement of applying for a permit to display Decorative Sidewalk Landscaping or have Sidewalk Sales. Businesses would be allowed to do such, as long as the adhere to the regulations set forth in Section 12.9.

- In both Sections (12.8 and 12.9), the City retains the right to revoke a permit, or discontinue the use of a sidewalk for failure to comply with the regulations, to deal with emergencies, maintenance of infrastructure, public safety, or any other reason determined to be in the best interest of the City.
- The permitted dates for all sections have been changed from April 15 through November 15 to April 15 through November 1.
- Staff is interested in language supporting the use of “sandwich board” signs as long as they don’t encumber the natural flow of a sidewalk, and are removed each night. However, this may be better suited in Chapter 19 Zoning Ordinance – Section 20 signs. Staff is prepared to present language to amend this Section should that seem beneficial to the community.



City of Somersworth – Ordinance

Ordinance No: 2-22

TO AMEND CHAPTER 12, STREETS AND SIDEWALKS

July 19, 2021

**Red-line Version of Proposed Amendments
by Public Works & Environment Committee**

Formatted: Font: Bold, Font color: Red

Formatted: Right

Formatted: Font color: Red

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 12 by adding Sections 12.8 & 12.9 as follows:

Section 12.8 – Outdoor Dining and Sidewalk Sales

This section (12.8 A and 12.8 B) is only applicable to the use of public space such as sidewalks, -and street side parking spaces, and any other City-owned public rights of way; it does not apply to the use of private property which may need Land Use Board/s review and approval.

A) Sidewalk Dining

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: A, B, C, ... + Start at: 1 + Alignment:
Left + Aligned at: 0" + Indent at: 0.25"

Formatted: Underline

PERMIT REQUIRED: A business owner shall obtain a permit to encumber the sidewalk from the Director of Public Works and Utilities, or their designee, to: 1) operate an outdoor seating area on a sidewalk, or on street parking spaces, for service and consumption of food or drink prepared on premises; or 2) operate a sidewalk sale area for selling other goods subject to the following requirements:

FEE: Each permit requires a non-refundable fee of \$50 payable to the City of Somersworth at the time of application.

1) The permit Applicant shall:

- a. Provide a Certificate of Insurance naming the City of Somersworth as additional insured. The terms of the Certificate of Insurance shall be in a form and amount acceptable by the City.
- b. Agree to indemnify and hold harmless the City of Somersworth, New Hampshire from all claims for damage or injury whatsoever, that may arise from the encumbrance, obstruction, occupation, or use of the aforesaid sidewalk.

2) The building in which the licensed business operates must share a common boundary with a sidewalk. Sidewalk encumbrances shall allow a minimum four (4) foot-wide unobstructed pedestrian corridor at all times, and at least five (5) feet wide when located along a street corner. Wider pedestrian corridors or increased clearances may be required where warranted by pedestrian traffic or other circumstances, at the discretion of the Director of Public Works and Utilities, or their designee.

3) Public on-street parking space(s) encumbrances must provide an accessible path of travel to the area from abutting sidewalks. Such expansions must occupy the area directly in front of the proposed business and may request to expand to be in front of the adjacent properties with abutting property owner and/or business permission.

~~43)~~ Egress from the building must be maintained free of obstruction per the Building Code, NFPA 101 Life Safety Code, and any other applicable Local, State, or Federal Regulations, as amended.

~~54)~~ Permits may only allow encumbrances between April 15 to November 15, and as weather conditions allow.

~~6) The Director of Public Works and Utilities, or their designee, may establish additional permit conditions to protect the City, public safety, and the continued use of the sidewalk by the public.~~

~~7) The Director of Public Works and Utilities, or their designee, has the authority to deny, revoke, or suspend the permit at his/her discretion at any time for any reason, including but not limited to violating the permit conditions, safety considerations, or due to planned or unplanned City projects, events, or activities.~~

~~58)~~ The encumbered area must not block access to public street furniture, trash receptacles, street signage, fire hydrants, or other public structures or infrastructure.

~~69)~~ The encumbered area and any furniture or features within the area must be kept in a clean, safe, and sanitary condition, and all trash shall be properly disposed.

7) Planters or pots may be used to assist in defining a dining area, however but these are not required.

8) Lighting must not cause glare to pedestrians or vehicular traffic and must not be affixed to City trees or other City structures or infrastructure.

~~210) Canopies over any sidewalk café shall not be allowed unless they are completely supported by hardware on the building structure, that is, there shall be no vertical supports in or around the sidewalk café; Table umbrellas without logos are allowed, however these but must not extend beyond the permitted Area, and must be anchored properly.~~

~~11) No improvements or personal property located within the Area shall extend on or over any municipal property located outside the Area.~~

~~1042) No advertising signs of any kind shall be allowed in the permitted Area unless duly licensed in compliance with all City regulations.~~

~~1143) All outdoor dining areas where alcohol service is provided shall comply with the following requirements:~~

- ~~• Outdoor dining establishments shall agree at all times to comply with all laws, rules and regulations of the New Hampshire State Liquor Commission and all other Local, State and Federal laws regulations.~~
- ~~• Be separated from the public pedestrian space on the adjacent municipal sidewalk by an enclosure system that is safe, consisting of heavy-duty decorative materials as approved by the City Manager or designee; special attention shall be paid to the method used to support the enclosure system in order to avoid damage to public property and ensure public safety.~~
- ~~• The minimum height of the enclosure system shall be 30 inches and the maximum height shall be 36 inches.~~

~~The enclosure system, tables, and chairs, and other features shall be movable/non-permanent, and shall not damage the underlying sidewalk or other City infrastructure or structures in any way.~~

Permits issued under this section may be revoked at any time by the City for failure to comply with the approved permit, or to deal with emergencies, maintenance of infrastructure, public safety, or any other reason determined to be in the best interest of the City.

B) On Street Dining

PERMIT REQUIRED: A business owner shall obtain a permit from the Director of Public Works to encumber and utilize street side parking space(s) or any other City-owned parking areas for service and consumption of food or drink prepared on premises.

FEE: Each permit requires a non-refundable fee of \$50 payable to the City of Somersworth at the time of application.

- 1) Applications for On-Street Dining shall be reviewed and approved by the Somersworth Technical Review Committee (SRTC).
- 2) All On-Street dining must use jersey barriers as a safety precaution.
- 3) Public on-street parking space(s) encumbrances must provide an accessible path of travel to the area from abutting sidewalks. Such expansions must occupy the area directly in front of the proposed business and may request to expand to be in front of the adjacent properties with abutting property owner and/or business permission.
- 4) All other regulations contained in Section 12. A – Sidewalk Dining shall apply to this section.

Permits issued under this section may be revoked at any time by the City for failure to comply with the approved permit, or to deal with emergencies, maintenance of infrastructure, public safety, or any other reason determined to be in the best interest of the City.

Section 12.9 – Decorative Sidewalk Landscaping and Sidewalk Sales

The use of adjacent sidewalks for decorative landscaping and sidewalk sales does not require a permit but is subject to the following regulations:

PERMIT REQUIRED: A business owner shall obtain a permit to encumber the sidewalk from the Director of Public Works and Utilities, or their designee, to display decorative landscaping features in front of their business within the City right of way. The permit shall specify the area, use, and arrangement of any features or furniture within the encumbered area, and is subject to the following requirements:

- 1) The program is active April 15 to November 15 each year.
- 2) Decorative sidewalk landscaping and sidewalk sales are allowed as long as they may be placed within 5 feet to either or both side(s) of your front door entrance, and don't encumber the normal flow for pedestrians on the sidewalk.
- 3) Landscaping features and sidewalk sales shall allow a minimum four (4) foot wide unobstructed pedestrian corridor at all times, and at least five (5) feet wide when located along a street corner. Wider pedestrian corridors or increased clearances may be required where warranted by pedestrian traffic or other circumstances, at the discretion of the Director of Public Works and Utilities, or their designee.

~~4) Landscaping features should sit directly on the sidewalk, and be no larger than 3 feet long by 3 feet wide by 42 inches (3.5 feet) tall.~~

~~45) Landscaping features shall not be directly attached to (e.g., bolts, nails, screws) or damage the underlying sidewalk in any way.~~

~~6) No unmaintained features, or dead flowers, will be allowed.~~

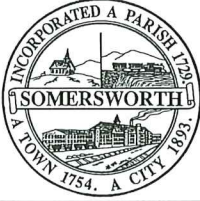
~~7) Damaged flowers and/or containers must be removed immediately.~~

~~58) The applicant business displaying decorative landscaping or conducting sidewalk sales is responsible for cleaning/repairing any damage or staining to the sidewalks. The permit must be renewed each year. New applications and renewals are reviewed on an annual basis and should be submitted to the City no later than March 15 of each year. Permits are valid~~
Decorative sidewalk landscaping and sidewalk sales are allowed from April 15 to November 15 as conditions allow.

~~Permits issued under this section may be revoked at any time by the City for failure to comply with the approved permit~~The City reserves the right to required business to remove decorative landscaping or discontinue sidewalk sales immediately for violations of the requirements of this Section, or to deal with emergencies, maintenance of infrastructure, public safety, or any other reason determined to be in the best interest of the City.

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by Councilor:</i> Crystal Paradis	<i>Approved:</i> City Attorney



City of Somersworth – Ordinance

Ordinance No: 2-22

TO AMEND CHAPTER 12, STREETS AND SIDEWALKS

July 19, 2021

Clean Copy of Amendments Proposed by Public Works & Environment Committee

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 12 by adding Sections 12.8 & 12.9 as follows:

Section 12.8 – Outdoor Dining

This section (12.8 A and 12.8 B) is only applicable to the use of public space such as sidewalks, street side parking spaces, and any other City-owned public rights of way; it does not apply to the use of private property which may need Land Use Board/s review and approval.

A) Sidewalk Dining

PERMIT REQUIRED: A business owner shall obtain a permit to encumber the sidewalk from the Director of Public Works, or their designee, to operate an outdoor seating area on a sidewalk, for service and consumption of food or drink prepared on premises.:

FEE: Each permit requires a non-refundable fee of \$50 payable to the City of Somersworth at the time of application.

1) The permit Applicant shall:

- a. Provide a Certificate of Insurance naming the City of Somersworth as additional insured. The terms of the Certificate of Insurance shall be in a form and amount acceptable by the City.
- b. Agree to indemnify and hold harmless the City of Somersworth, New Hampshire from all claims for damage or injury whatsoever, that may arise from the encumbrance, obstruction, occupation, or use of the aforesaid sidewalk.

2) The building in which the licensed business operates must share a common boundary with a sidewalk. Sidewalk encumbrances shall allow a minimum four (4) foot-wide unobstructed pedestrian corridor at all times, and at least five (5) feet wide when located along a street corner. Wider pedestrian corridors or increased clearances may be required where warranted by pedestrian traffic or other circumstances, at the discretion of the Director of Public Works and Utilities, or their designee.

3 Egress from the building must be maintained free of obstruction per the Building Code, NFPA 101 Life Safety Code, and any other applicable Local, State, or Federal Regulations, as amended.

4 Permits may only allow encumbrances between April 15 to November 1, and as weather conditions allow.

5 The encumbered area must not block access to public street furniture, trash receptacles, street signage, fire hydrants, or other public structures or infrastructure.

6 The encumbered area and any furniture or features within the area must be kept in a clean, safe, and sanitary condition, and all trash shall be properly disposed.

7) Planters or pots may be used to assist in defining a dining area, however these are not required.

8) Lighting must not cause glare to pedestrians or vehicular traffic and must not be affixed to City trees or other City structures or infrastructure.

9) ; Table umbrellas without logos are allowed, however these must not extend beyond the permitted Area, and must be anchored properly.

10) No advertising signs of any kind shall be allowed in the permitted Area unless duly licensed in compliance with all City regulations.

11) All outdoor dining areas where alcohol service is provided shall comply with the following requirements:

- Outdoor dining establishments shall agree at all times to comply with all laws, rules and regulations of the New Hampshire State Liquor Commission and all other Local, State and Federal regulations.
- Be separated from the public pedestrian space on the adjacent municipal sidewalk by an enclosure system that is safe.

The enclosure system, tables, chairs, and other features shall be movable/non-permanent, and shall not damage the underlying sidewalk or other City infrastructure or structures in any way.

Permits issued under this section may be revoked at any time by the City for failure to comply with the approved permit, or to deal with emergencies, maintenance of infrastructure, public safety, or any other reason determined to be in the best interest of the City.

B) On Street Dining

PERMIT REQUIRED: A business owner shall obtain a permit from the Director of Public Works to encumber and utilize street side parking space(s) or any other City-owned parking areas for service and consumption of food or drink prepared on premises.

FEE: Each permit requires a non-refundable fee of \$50 payable to the City of Somersworth at the time of application.

- 1) Applications for On-Street Dining shall be reviewed and approved by the Somersworth Technical Review Committee (SRTC).
- 2) All On-Street dining must use jersey barriers as a safety precaution.

- 3) Public on-street parking space(s) encumbrances must provide an accessible path of travel to the area from abutting sidewalks. Such expansions must occupy the area directly in front of the proposed business and may request to expand to be in front of the adjacent properties with abutting property owner and/or business permission.
- 4) All other regulations contained in Section 12. A – Sidewalk Dining shall apply to this section.

Permits issued under this section may be revoked at any time by the City for failure to comply with the approved permit, or to deal with emergencies, maintenance of infrastructure, public safety, or any other reason determined to be in the best interest of the City.

Section 12.9 – Decorative Sidewalk Landscaping and Sidewalk Sales

The use of adjacent sidewalks for decorative landscaping and sidewalk sales does not require a permit but is subject to the following regulations;

- 1) The program is active April 15 to November 1 each year.
- 2) Decorative sidewalk landscaping and sidewalk sales are allowed as long as they may be placed within 5 feet to either or both side(s) of your front door entrance, and don't encumber the normal flow for pedestrians on the sidewalk.
- 3) Landscaping features and sidewalk sales shall allow a minimum four (4) foot wide unobstructed pedestrian corridor at all times, and at least five (5) feet wide when located along a street corner. Wider pedestrian corridors or increased clearances may be required where warranted by pedestrian traffic or other circumstances, at the discretion of the Director of Public Works, or their designee.
- 4) Landscaping features shall not be directly attached to (e.g., bolts, nails, screws) or damage the underlying sidewalk in any way.
- 5) The business displaying decorative landscaping or conducting sidewalk sales is responsible for cleaning/repairing any damage or staining to the sidewalks.
Decorative sidewalk landscaping and sidewalk sales are allowed from April 15 to November 1 as conditions allow.

The City reserves the right to required business to remove decorative landscaping or discontinue sidewalk sales immediately for violations of the requirements of this Section, or to deal with emergencies, maintenance of infrastructure, public safety, or any other reason determined to be in the best interest of the City.

authorized or receipts. Petty cash shall be replenished by check upon submission of receipts and supporting documentation on form(s) to be prescribed by the Finance Department.

29.8.4.6 Cooperative Purchasing

Where prices on goods or services have been determined by competitive procurement by an agency of the State of New Hampshire or any other entity through which the City purchases cooperatively, that price shall be considered sufficiently competitive for the purchase of authorized items is obtained as outlined above. This specifically includes equipment and supplies available through bidding of the New Hampshire Department of Transportation and similar agencies for trucks, cars and related equipment.

29.8.5 Disposal of City Property

Where an item is surplus to the needs of a department, it shall be made available to other departments in the City for their use. Transfer of equipment between departments shall be recorded in the general Fixed Assets Group of Accounts (if applicable).

Property Valued at Less than \$1,000 other than Real Estate

Upon request of the proper department head, the City Manager may authorize the sale of any surplus municipal supplies, materials and equipment valued at less than \$1,000 and no longer required by any City Department. The method of disposal may include sealed bid, auction, trade-in, or any other method deemed appropriate to include worldwide auction sites such as EBay and/or other available mediums.

Property Valued at \$1,000 or More and Real Estate

No municipal supplies, materials and equipment valued at \$1,000 or more and no real estate whatsoever shall be offered for sale unless and until the City Council so orders. Any such sale authorized by the City Council may be conducted by competitive bidding, public auction, or any other means authorized by the City Council. The City may reject any and all bids or auction offers.

(Amended 05/03/2010.)

29.8.5.1 Disposal of City's Natural Resources

No transferral of the City's natural resources whether through barter, trade, or through sale, shall take place without authorization of the City Council.

(Passed 03/29/1988.)

2011 Chevrolet Caprice PPV

Year-2011

Brand- Chevy

Model- Caprice PPV

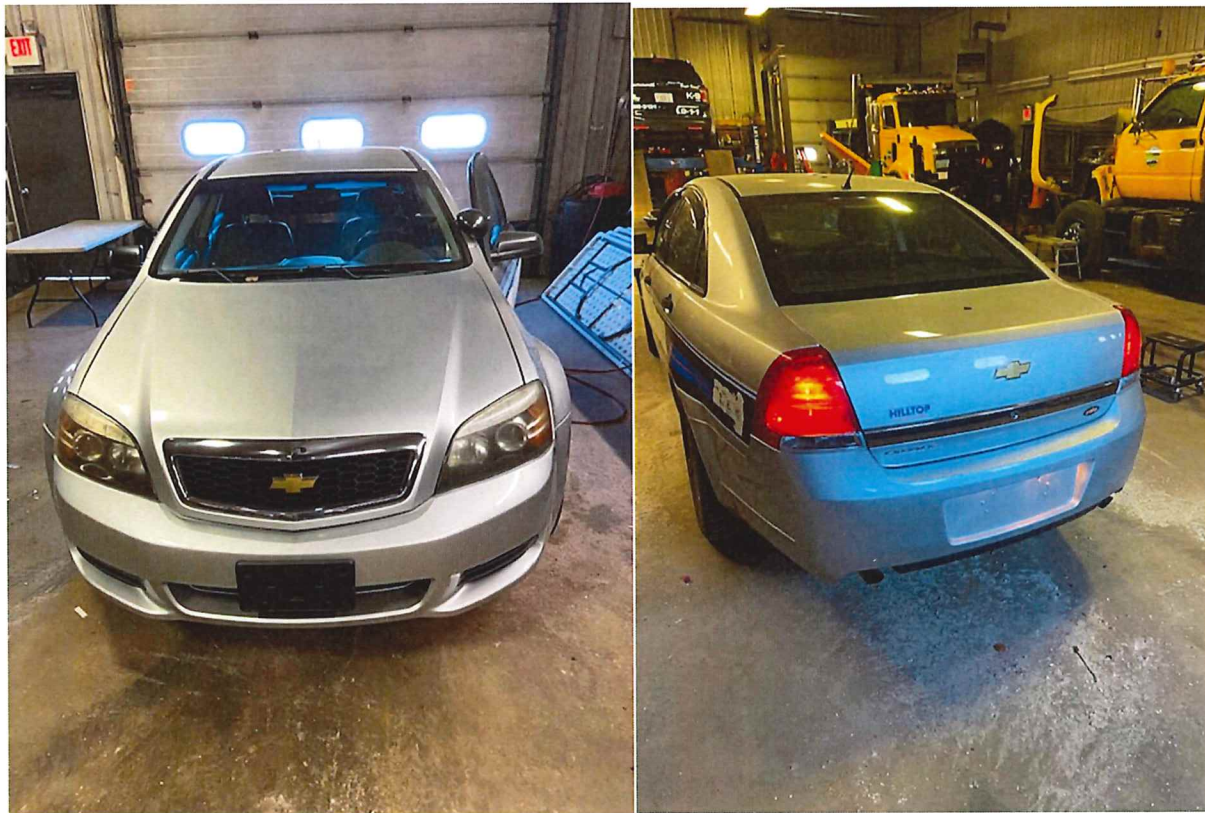
Engine- 6.0L V8 OHV FLEX 355hp/264kw

Mileage- 124,474

Vin# 6G1MK5T23BL551008

Info-

2011 Chevy Caprice with a 6.0L V8. Was parked all winter but runs and drives great. Tires are about 80% tread left. Car does have an air bag light on. Other than the air bag light car is in great shape. Sold as is as seen



POTENTIAL VALUE
\$5,000. +/-



Value, \$5000. That price is base off car fax from same car spec's is similar shape. Going price on car fax is \$9,700 to \$15,994 "cars with less miles"

Year- 2002

Brand- Chevy

Model- C8500

Engine- 7.2l Caterpillar "Cat 3126"

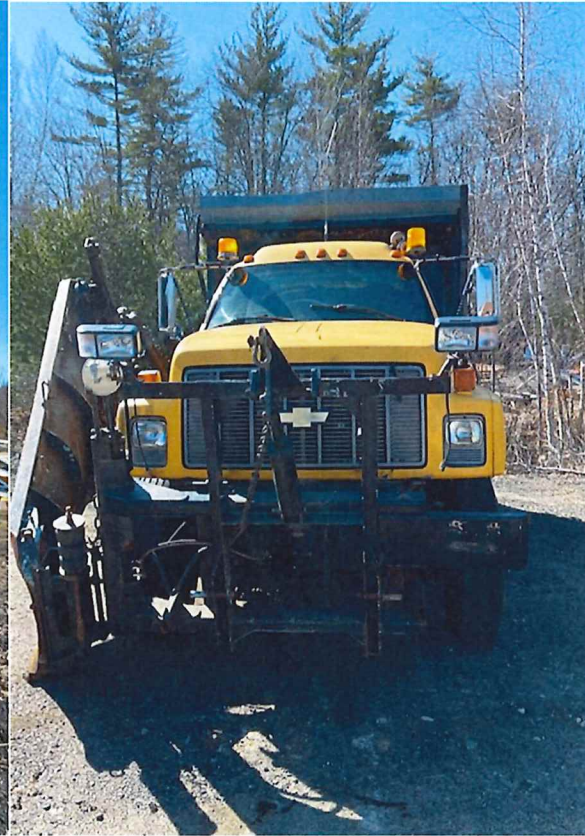
Transmission- Allison 5 speed automatic

Mileage- 68,322

Vin#1GBP7H1C32J508854

Info, 2002 Chevy C8500 with a Great running Cat motor. Set up with central hydraulics "crank driven pump". All plow equipment and sander works as it should. All plow equipment is ran by manual controls. The Dump body works but in very rough shape with lots of rust. Frame has lots of rust scaling. Comes with a Tenco 11ft power angle front plow, Tenco 10ft wing "both cutting edges at 50% or better, 10ft torwel sander. Sander has not been used in a year but worked as should when put away. Truck must be towed away do to transmission problem. There is a communication problem between the shifter pad and transmission computer "wiring problem". Other than rust and transmission problem decent truck that run great and plows great. Truck is sold as is as seen.

POTENTIAL VALUE
\$2,500 +/-



Buyers slide in spreader

Brand- Buyers "saltydogg"

Year- 2008

Model- SCH096SSX

Info-

Buyers SaltDogg slid-in spreader SCH096SSX. 1.8 cu yd 96" long "8ft". Stainless Steel body with a gas powered pony motor. Comes with control box and harness for the cab. Has not been used in two season but pony motor does run. Sold as is as seen.



POTENTIAL VALUE
\$1,000. +/-

Holder Box Snow Blower

Brand- holder

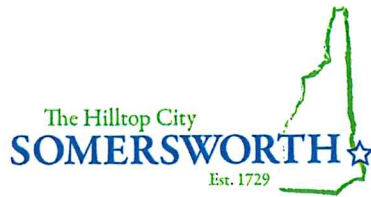
Year- Working blower 2004, Parts Blower 1983

Model- 4150SB

Info- One working Holder 4150SB box snow blower that's 50 inches wide. Comes with a parts blower as seen in the photos. Parts blower is not in working condition. Also comes with a 60 inch shoot extension. Sold as is as seen



Value \$500 +/-



Memo from Human Resources

Date: September 16, 2021

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 Prime³ 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.

To maintain our approval for Prime, a cyber security assessment was completed in March this year by ATOM Group. We have made changes as a result of the report, for example we instituted a password policy increasing the required difficulty of passwords and also requiring a new password every 3 months, we are replacing computers that were running outdated and unsupported operating systems, and we updated our Virtual Malware. We are planning a disaster recovery test by the end of this year which will include documenting the results with our IT vendor.

Primex requires two applications one for Workers Compensation and one Property & Liability and the City can choose to participate in one or both. Again, this year the City submitted for both.

The Workers Compensation Self-Assessment was submitted on August 31, 2021 and received final approval on September 7, 2021. The Property & Liability Self-Assessment was submitted on September 8, 2021 and received final approval on September 9, 2021.



Kristen Davenport
Recreation Supervisor

Memorandum

To: Bob Belmore, City Manager
CC: Michelle Mears, Director of Development Services
Date: September 9, 2021
Subject: 2021 Halloween Activities

APPROVED
FBcm

We're seeking approval to offer a Halloween Home Decorating contest and a Halloween Costume contest in lieu of offering our in-person Trick or Treat event this year. These contests were offered in 2020 due to the ongoing pandemic and was a great way to celebrate Halloween safely with the community. Below are details for both contests.

Halloween Home Decorating Contest

Details:

- Contest will be open to all Somersworth residents and is free to enter.
- Deadline to submit entries via Google form will be Sunday, October 24th
- Submitted homes will be judged on October 27-28
- Winners will be announced Friday, October 29th
- We'd like to create a map with all the houses decorated to share with the community. Participants will have the option to have street name displayed or not when completing the google form. Only those who give authorization will have icon on the map where their house is located.

Prizes: \$225

- 1st Place- \$100 Home Depot gift card
- 2nd Place- \$75 Home Depot gift card
- 3rd Place- \$50 Home Depot gift card

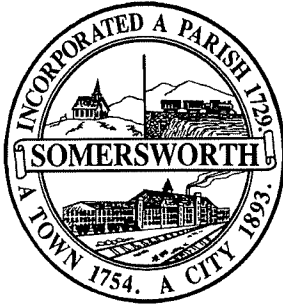
Halloween Costume Contest

Details:

- Contest will be open to Somersworth residents in the following categories:
 - Ages 3-5/ Ages 6-9/ Ages 10-14
 - New in 2021: Pets of Somersworth (all pets welcome!)
- Deadline to submit entries via Google form will be Weds. Oct. 27th
- People's Choice Facebook vote (photos with most likes in each age group & pet costume will win)
- Facebook vote will be from Thurs Oct. 28th- Sun Oct. 31st. Winners announced Monday 11/1/21.

Prizes: \$100

- Ages 3-5- \$25 Walmart
- Ages 6-9- \$25 Target
- Ages 10-14- \$25 Hilltop Fun Center
- Pet Costume Contest- \$25 Pets Supplies Plus



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: September 14, 2021

Re: Monthly Report

Finance Department:

- Prepared for FY 2020-2021 Audit. Field work scheduled to begin in October with our auditors, Plodzick and Sanderson.
- Met with departments and worked on FY2023-2028 Capital Improvement Program.
- Completed State form MS-434 and MS-535 for tax rate setting purposes.
- Started paperwork for a Bond Anticipation Note for the construction phase of the Fire Station project.

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Total collections for the month were \$9,321.
- Permits:
 - Indonesian Connect

Tax Collector

- Motor vehicle registrations were a total of \$175,451 during the month.
- Collected \$5,870 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,642,893.

Human Services:

- Total assistance for the month was \$5,303. That compares to \$4,961 for the month of August 2020 and \$4,575 for July 2021.
- 4 new cases were opened compared to 0 in 2020.
- 9 cases were approved for varying levels of assistance with 2 denials. 35 cases were referred to other agencies for support.
- The office received a generous donation of 60 bags with a variety of household items such as soap, shampoo, toothpaste, socks, hats, gloves, etc. for teens and families.

Library

- Local Libraries on the Seacoast are working together with the assistance of a grant to market Libraries through the use of social media, signage and possibly logos. Somersworth Public Library is participating in this effort.
- The Library continues to offer various games including cornhole Wednesday and Thursday afternoon.

Assessing

- The Assessing Department continues to work on cycled inspections for FY21-22.
- The Assessor is compiling all data for the MS-1 and that will be filed in September.

Information Technology

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

Date: August 31, 2021

To: Bob Belmore
City Manager

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

Re: Department of Development Services August 2021 - Monthly Report

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

- Zoning Board – August 4
- Conservation Commission – August 11 & 24
- Planning Board – August 12 & 18
- SRTC – August 18
- Historic District Commission meeting – August 25

Building and Health Departments:

MAJOR Building Permits Applied for in AUGUST 2021

Address	Construction Costs	Fees
420 SHERWOOD GLEN	\$ 36,370.00	\$ 352.33
23 LUNA CIR	\$ 268,000.00	\$ 2,437.00
44 WHIPPOORWILL	\$ 175,000.00	\$ 1,600.00
38 LAUREL LN	\$ 175,000.00	\$ 1,600.00
195 MAPLE	\$ 8,200,000.00	\$ MUNICIPAL
39 LUNA	\$ 141,000.00	\$ 1,294.00
64 LUNA	\$ 106,000.00	\$ 979.00
29 LUNA	\$ 237,636.00	\$ 2,163.72
35 LUNA	\$ 237,476.00	\$ 2,162.28
8 LUNA	\$ 257,750.00	\$ 2,344.75
45 LUNA	\$ 247,650.00	\$ 2,253.85
9 CATTAIL	\$ 27,000.00	\$ 268.00
127 VERONA	\$ 95,375.00	\$ 883.38
76 WASHINGTON	\$ 156,445.32	\$ 1,433.01
77 WASHINGTON	\$ 156,445.32	\$ 1,433.01
73 WASHINGTON	\$ 312,890.64	\$ 2,841.02
122 HIGH	\$ 312,890.64	\$ 2,841.02
13 BARTLETT	\$ 190,714.16	\$ 1,741.43
21 BARTLETT	\$ 190,714.16	\$ 1,741.43
271 OLD ROCHESTER RD	\$ 201,868.00	\$ 1,841.81

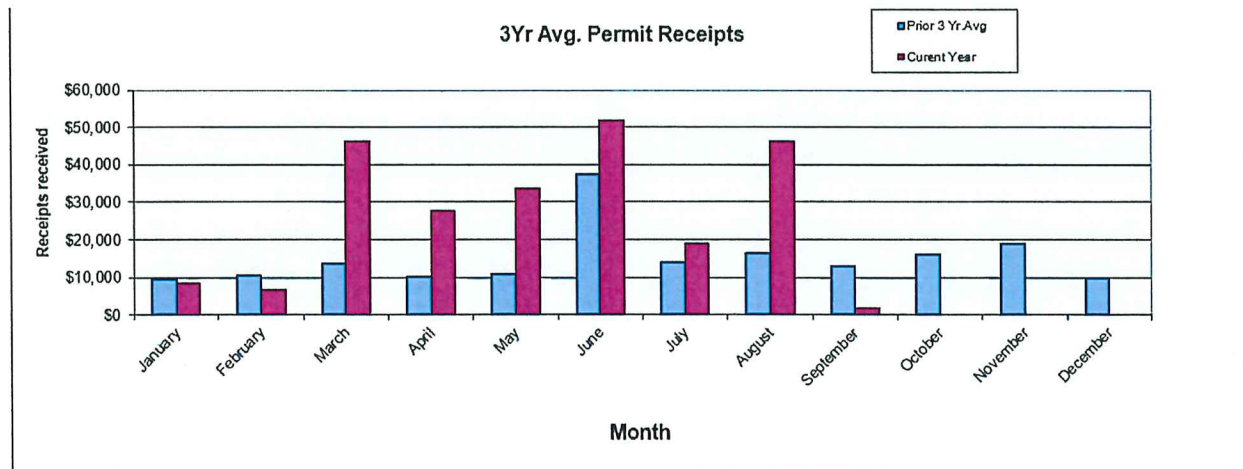
32	LUNA	\$ 268,000.00	\$ 2,437.00
Totals		\$ 11,994,225.24	\$34,648.04

MINOR Building Permits Applied for in AUGUST 2021

Address		Construction Costs	Fees
200	MAPLE	\$ 10,737.00	\$ 121.63
40	MT AUBURN	\$ 10,000.00	\$ 115.00
38	W HIGH	\$ 1,000.00	\$ 34.00
197	RT 108	\$ 50,000.00	\$ 625.00
21	CLARK WAY	\$ 60,418.00	\$ 568.76
126	LILY POND	\$ 2,500.00	\$ 55.00
163	MAIN	\$ 19,540.00	\$ 200.86
12	BLACKWATER RD	\$ 4,075.00	\$ 122.80
78	COLONIAL VILL	\$ 1,000.00	\$ 37.00
20	CURRAN	\$ 5,500.00	\$ 91.00
359	HIGH	\$ 800.00	\$ 34.60
11	MAIZE	\$ 26,315.00	\$ 261.84
7	MYRTLE	\$ 14,363.88	\$ 156.73
197	BLACKWATER	\$ 1,300.00	\$ 36.70
29	LIL-NOR	\$ 15,000.00	\$ 160.00
72	FRANKLIN	\$ 2,900.00	\$ 51.10
217	SHERWOOD GLEN	\$ 4,600.00	\$ 66.40
2	ALBERT	\$ 6,995.00	\$ 87.96
1	INDIGO HILL RD	\$ 7,200.00	\$ 89.80
46	CORNFIELD	\$ 10,000.00	\$ 115.00
2	ALBERT	\$ 7,517.97	\$ 92.66
246	HIGH	\$ 25,900.00	\$ 258.10
155	RT 108	\$ 63,000.00	\$ 592.00
83	BLACKWATER	\$ 2,000.00	\$ 49.00
155	RT 108	\$ 15,000.00	\$ 160.00
325	MAIN	\$ 1,800.00	\$ 41.20
12	INDIGO HILL RD	\$ 3,500.00	\$ 56.50
19	TATES BROOK RD	\$ 6,100.00	\$ 79.90
9	CHABOT	\$ 5,404.00	\$ 73.64
47	CRYSTAL SPRINGS	\$ 3,000.00	\$ 52.00
192	MAIN	\$ 1,000.00	\$ 34.00
6	ELLSWICK	\$ 517.80	\$ 34.32
34	COLES POND	\$ 20,000.00	\$ 265.00
Totals		\$ 409,256.65	\$ 4,819.50

Permit Receipts as of AUGUST 31ST, 2021

	2018	2019	2020	2021	DIFFERENCE this year to last	% OF CHANGE
January	\$12,784.00	\$2,892.72	\$13,195.23	\$8,599.31	-\$4,595.92	-34.8%
February	\$4,087.20	\$14,382.00	\$13,438.09	\$6,590.61	-\$6,847.48	-51.0%
March	\$5,307.00	\$11,377.66	\$24,077.27	\$46,242.60	\$22,165.33	92.1%
April	\$7,899.24	\$12,091.95	\$10,871.58	\$27,779.60	\$16,908.01	155.5%
May	\$8,966.00	\$4,309.56	\$19,665.79	\$33,736.68	\$14,070.90	71.6%
June	\$7,652.50	\$91,825.41	\$13,079.55	\$51,947.53	\$38,867.98	297.2%
July	\$7,641.00	\$18,023.12	\$16,816.46	\$18,776.42	\$1,959.96	11.7%
August	\$4,329.00	\$21,606.17	\$23,823.08	\$46,134.98	\$22,311.90	93.7%
September	\$3,039.60	\$12,040.79	\$23,396.60	\$0.00	N/A	
October	\$7,291.00	\$25,228.33	\$16,152.79	\$0.00	N/A	
November	\$19,126.00	\$25,526.43	\$12,376.38	\$0.00	N/A	
December	\$14,154.00	\$8,211.20	\$6,925.03	\$0.00	N/A	
Year total	\$102,276.54	\$247,515.34	\$193,817.84	\$239,807.73	\$104,840.68	
Difference of change this year to last (completed months only)	\$58,665.94	\$176,508.60	\$134,967.05	\$239,807.73	\$104,840.68	77.7%



Property Maintenance August 2021

*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice; COMPLAINT – Summons filed with Court

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
8	Beacon	Public Health	8/9/21	NOV	COMPLETED
24	Cemetery	MPV	8/18/21	CN	COMPLETED
67	Elm	Grass	8/24/21	CN	COMPLETED
4	Gator Rock Road	Sign Violation	8/19/21	CN	COMPLETED
62	Green	Trash	8/2/21	NOV	COMPLETED
7-9	Green	Trash	8/3/21	CN	COMPLETED
65	Green	Trash	8/3/21	CN	COMPLETED
117	Green	Trash	8/3/21	CN	COMPLETED
2	Green	Trash	8/3/21	CN	COMPLETED
62	Green	Court Agreement Violation	8/23/21	NOV	COMPLETED
5	Hickory Lane	Structure Violation	8/2/21	CN	COMPLETED
317	High	Trash	8/6/21	CN	COMPLETED
506	High	Sign Violation	8/19/21	CN	COMPLETED
451	High	Sign Violation	8/19/21	CN	COMPLETED
442	High	Sign Violation	8/19/21	CN	COMPLETED
400	High	Sign Violation	8/19/21	CN	COMPLETED
450	High	Sign Violation	8/19/21	CN	COMPLETED
470	High	Sign Violation	8/19/21	CN	COMPLETED
445	High	Sign Violation	8/19/21	CN	COMPLETED
338	Main	MPV	8/3/21	CN	COMPLETED
283-285	Main	Grass	8/27/21	CN	COMPLETED
	Mary Ruth	Grass	8/11/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED

	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
	Oaks Conservation Land	Con Com encroachment	8/10/21	CN	COMPLETED
104	Prospect	Trash	8/3/21	CN	COMPLETED
78	Rocky Hill Rd	Trash	8/3/21	CN	COMPLETED
375	Rt 108	Sign Violation	8/2/21	CN	COMPLETED
369	RT 108	Sign Violation	8/2/21	CN	COMPLETED
267	Rt 108	Sign Violation	8/19/21	CN	COMPLETED
233	Rt 108	Sign Violation	8/19/21	CN	COMPLETED
285	Rt 108	Sign Violation	8/19/21	CN	COMPLETED
362	Rt 108	Sign Violation	8/19/21	CN	COMPLETED
371	Rt 108	Sign Violation	8/19/21	CN	COMPLETED
462	Rt 108	Sign Violation	8/19/21	CN	COMPLETED
110-176	Tri City Plaza	Trash	8/20/21	CN	COMPLETED
100	W. High	Trash	8/3/21	CN	COMPLETED
6	Waltons Way	Sign Violation	8/19/21	CN	COMPLETED
24	Washington	Grass	8/3/21	CN	COMPLETED
357	Main	MPV	7/26/2021	NOV	PENDING
15	Prospect	Structure Violation	7/16/21	CN	PENDING
19	Prospect	MPV	7/21/2021	NOV	PENDING
162	Rt 108	Site Plan Violation	8/16/21	NOV	PENDING

PLEASE NOTE – All matters shown as “Completed” were active matters which were closed in the month of August 2021 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of August, 2021, fifty (50) open matters became compliant and were closed.
- In August 2021, the Code Compliance Office issued:
 - Forty-nine (49) Courtesy Notices; and
 - Eight (8) Violation Notices.

COURT MATTERS – Active

- **City v. Karen & Andrew Goldstein d/b/a KAB Realty – 48 Green Street**
 - Suit was filed in 2019 due to abhorrent living conditions within the lower-leftmost unit of 48 Green Street. A resolution could not be reached between the Code Dept. and the defendant; therefore, a trial was scheduled for March of 2020. Due to COVID, the trial was cancelled.
 - Since the filing of the suit in 2019, the tenants residing at the unit in question have since been evicted. Discussion is ongoing with counsel for the defendant regarding settlement. The Code Dept's position is that all violations must be cured prior to the re-leasing of the unit in question. Due to the nature of the violations at this property, as well as the investment of time into this case, monetary fines will be sought.
 - Status hearing was held on 1/27/21. No resolution could be made with opposing counsel. Trial date has been requested in this matter.
 - Bench trial scheduled for December 8, 2021.

COURT MATTERS – Closed

- **City v. FSH of Somersworth LLC – 36 Market St. Apartments**
 - Suit was filed against the owner of the 36 Market St. apartments due to frequent violations of the City's Trash ordinances (trash disposed of on the corner of Market / Canal).
 - City settled the matter with the property owner for \$200.

COURT MATTERS – To be filed

- **City v. Sullivan – Stonebridge, LLC – 442 High St. (Firestone)**
 - New suit is being prepared due to repeated violations of the Site Plan Conditions of Approval, specifically, leaving the garage doors open while working on vehicles. (The Site plan specifically prohibited this as the property abuts residential single-family homes.)
- **City v. 62 Somersworth Apartments, LLC – 62 Green St.**
 - New suit is being prepared for an infestation of roaches within a dwelling unit, and for water leaks within the common hallway areas and within a dwelling unit.
- **City v. Equinox Properties, LLC – 48 Green St.**

- New suit is being prepared for trash and an unscreened dumpster in the rear of the property.
- **City v. Equinox Properties, LLC – 55 Green St.**
 - New suit is being prepared for a number of exterior violations at this property, such as missing glazing, peeling/flaking paint, missing stair treads, and rotting/missing fascia and soffits. (Filed in early September)
- **City v. John D. Chenery – 14 Sunset Dr.**
 - Suit is being prepared against the defendant for numerous exterior structure violations, e.g., missing siding, missing roofing, missing/damaged soffits and fascia.
 - Defendant will have to be re-served their Notice of Violation since Defendant refused to pick up issued Certified Mail.

Land Use Boards:

Conservation Commission August 2021:

- Peter Houde of the Somersworth Lions Club, is seeking a conditional use permit to construct a 10' x 16' platform on a property located at 125 W. High Street, in the Recreational (REC) District, Assessor's Map 25 Lot 01, CUP#05-2021 – Recommend approval
- MTM Holdings LLC, is seeking a conditional use permit for construction of the truck maneuvering area and stormwater treatment 16,050 SF impact to the Woodland Buffer on a property located on Gator Rock Road, in the Industrial (I) District, Assessor's Map 47 Lots 1B, 1C, 1D, 1E, 1F & 1G, CUP#06-2021 Site walk held on 8/24 & recommended approval.

Historic District Commission August 2021:

- Debra Klein, is seeking a certificate of appropriateness to demo and repair existing building, replace barn area and partial of main building and repair of existing structure due to fire on a property located at 9 Linden Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 177, HDC#13-2021

Planning Board August 2021:

The Planning Board reviewed the following:

- Carlton Spencer Jr & Sherri Bolin 279 Green Street, in the Residential Single Family (R1) District, Assessor's Map 18 Lot 45, SUB#05-2020. Application for a 5 lot conventional subdivision by special use permit was **continued to the September meeting, site walk held on the 12th.**

- Peter Houde of the Somersworth Lions Club, 125 W. High Street, in the Recreational (REC) District, Assessor's Map 25 Lot 01, CUP#05-2021. Application for a conditional use permit to construct a 10' x 16' platform was **approved.**
- Hadley S. & Joyce A. Moores 47 & 49 Salmon Falls Road, in the Agriculture (A) District, Assessor's Map 52 Lots 30 & 33, SUB#06-2021. Application for a lot line adjustment was **approved.**

Site Review Technical Committee August 2021:

- MTM Holdings LLC, is seeking site plan, conditional use permit and lot line adjustment approval to construct a 160,000 SF distribution center with infrastructure on a property located on Gator Rock Road/Seamore Drive, in the Industrial (I) District, Assessor's Map 47 Lots 1B, 1C, 1D, 1E, 1F, 1G, SITE#11-2021, CUP#05-2021 & SUB#07-2021

Zoning Board August 2021:

The Zoning Board of Adjustment reviewed the following:

- REHEARING: Packy's Investment Properties, LLC, 363 Route 108, in the Commercial/Industrial (C/I) District, Assessor's Map 48 Lot 22B, ZBA#07-2021. Application for a variance from Section 19.6.C.1.a, expansion of a non-conforming use of land, to expand an existing mini-warehouse was **approved.**
- The BeFree Church 47 Washington Street, in the Residential Multi-Family (R3) District, Assessor's Map 10 Lot 153, ZBA#09-2021. Application for a Special Exception from Table 4.A.2 to allow a Place of Worship and Related Religious Facilities was **approved.**
- Getty NH Sites Inc, 463 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 40 Lot 59, ZBA#10-2021. Application for a Special Exception from Table 4.A.5 to allow gasoline sales-self-service (Auto Convenience Market) was **approved.**

Economic Development – August 2021

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

- **New Commercial - Business Vacancy and/or For Sale** (and /or Lease)
 - National Guard Site. The team is working with SRPC for a grant for environmental remediation, and long- range planning for the best use of the site in the future
- **New Commercial - Business Tenants:** Certificate of Occupancy issued
 - None at this time
- **Potential Commercial - Business Exploring:** Business considering Somersworth
 - 1) Mixed -Use project @ Garabedian (Highly Confidential)
 - 2) Newburyport Savings Bank @ 500 High Street

- **Committed Commercial /Business: In Process:** Committed to occupying commercial Space or Land in Somersworth, and in process of establishing business at chosen location
 - 1) Downtown Tapas bar
 - 2) Clear Sky Health Rehab
 - 3) Somersworth Sports Hub
 - 4) Atlantic Broadband
 - 5) MB Tractor
 - 6) Tractor Supply Co.
 - 7) Big Dipper
 - 8) Emerge Salon & Gift Shoppe
 - 9) W.M. Poole Confections
 - 10) Palmer Oil and Gas - HDQ
 - 11) Great Bay Home - HDQ
 - 12) Terracea- FairPoint Industrial Incubator
 - 13) Be Free Community Church
- **Miscellaneous:** Business-Related Activity
 - ✓ David Baker purchased:
 - I. 25 High Street for mixed -use development and was awarded Community Revitalization Tax Incentive RSA79e
 - II. 62-64 High Street- The Pray Bldg for mixed- use
 - ✓ Michelle Silva purchased: Station 319 (2 & 6 Main Street)
 - ✓ The following businesses were approved for Temporary Outdoor Dining in 2021: Sole City Dance, Las Palmas, Tasya's Kitchen, Stripe Nine Brewing, Kelley's Row, and Teatotaller.
 - ✓ Brand Identity & Image: Media and Press Relationship development continues
 - (1) Created new Information Center for Business use (2) Fosters Daily Democrat Article focused on: "Therapy Clean" - A Clean Waste product being developed in the mill. (3) CGI Video (which resulted in 30 residents, 20 business people, and 4 parks being filmed) first draft should be viable by the end of September or Early October. (4) Indonesian Cultural Center 8th Annual Festival: August 21, 2021
- **Downtown Roundtable:** Meets the first Monday of each month @ 9:00 via ZOOM
 - ✓ Downtown Roundtable in process to "refresh" for 2022 – Therefore the /November meeting will be dedicated to identify new goals
- **Community Advocacy:** ZOOM Meetings & Roundtables
 - *The Highlight of this section is the City and SBDC "Inclusivity Project"*
 - ✓ Weekly: Seacoast Region - Economic Development Stakeholders (SEDS) – Focused on "Build Back Better Regions ". Federal Grant facilitated by UNH and SRPC
 - ✓ Weekly: State -BEA - Economic Development Roundtable -Commissioner Caswell
 - ✓ Monthly: Downtown Roundtable (No September or October meeting)
 - ✓ Quarterly: Great Falls Economic Development Corporation – BOD
 - ✓ Quarterly: Skyhaven Airport - BOD & Marketing Committee
- **Relationships & Partners:** Regular Engagement, Involvement, and Interface
 - ✓ **State and Regional Partnerships:**
 - BEA, SRPC, SBDC, SBA, SEDS

- Seacoast Chambers of Commerce
- Seacoast Economic Development Directors (SEDS)

Parks & Recreation- August 2021

- Recreation staff participated at the annual National Night Out event on Tuesday, August 3rd at Jules Bisson Park. The event was a huge success thanks to collaboration between the Police Department, other city departments, and local organizations that came out to participate and provide resources to the community. It was a beautiful evening at the park and we saw hundreds of community members enjoying the food, entertainment, activities, and resources provided. We had a table at the event to showcase Recreation programs, events, and City parks. We also created a fun obstacle course for all ages to try during the event. Everyone that tried the obstacle course got to put their names in the raffle drawing for a chance to win a \$25 gift card to Hilltop Fun Center.
- The 8-week Noble Pines Summer Play Program concluded on Friday, August 13th. The last day of the program included a visit from Wildlife Encounters and other fun filled activities. We'd like to give a shout out to our Directors and Counselors for creating this wonderful program that was filled with sports, arts & crafts, trivia, games, special events, and so much more! Staff had the challenge of designing a program to keep kids active and having fun while also implementing COVID-19 safety protocols. We had 22 children participate in the program. Children were placed into smaller groups/pods based on their grade level.
- Pee Wee Soccer registration is ongoing and the deadline to register for this season is Friday, August 20th. This program is open to children ages 3 & 4 and is designed to teach players the basics of soccer such as dribbling, passing, and shooting through a series of fun games and drills. The program will run for 6 sessions on Saturday mornings from September 11 through October 23rd.
- Staff are working with ROSO Soccer Club and fall leagues to schedule field use at Noble Pines Park. The Pee Wee Soccer program will also be held at Noble Pines from September 11-October 23.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: September 13, 2021

SUBJECT: Public Works Department Monthly Report for August 2021

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Met with several property owners that have property abutting the sidewalk improvements along the High Street corridor and on Lenox Court Easements from property owners are needed for permanent or temporary construction access in order to construction the new sidewalk/pathway improvements.
- Participated in the National Night Out event held on August 3, at Jules Bisson Park. Highway Division personnel brought over public works equipment as part of a "Touch a Truck" feature at the event. The Department was pleased to be invited by the Police Department to participate in this year's event.
- Cemetery Road reconstruction project is making noticeable progress. Major work includes installation of water, sewer and storm drainage along the road. SUR Construction completed base pavement from W. High Street to Memorial Drive in time for the start of school. The rest of Cemetery Road will be substantially completed to Maple Street by mid-November with final pavement application in the spring of 2022. With City Council approval, staff was successful in obtaining needed drainage easements at 5 and 7 Cemetery Road where a new drainage culvert was replaced as part of the project.
- Highway Division personnel continued making specific repairs to failing catch basin and manhole covers that impact winter plow operations along the north bound lane of High Street; will be repairing reported manhole cover failures along the north bound lane of High Street near Lemelin Court.
- Work with staff and the City Manager's office on completing a draft of the Year 3 MS4 annual report. The report identifies specific milestones the City has achieved in meeting its MS4 stormwater discharge permit obligations. requirements for
- Assisted staff with the development of the FY23 CIP proposed project requests and submitted proposals to the City Manager.
- Participated in staff discussions on proposed amendments to Chapter 12 Streets and Sidewalk Ordinance addressing outdoor dining.
- Met with the City Engineer to review recommended FY22 Road Paving and Repair listings in preparations for further discussions with the City Manager.
- Attended Cemetery Road and WWTF project meetings.
- Attended a City Council meeting

- Participated in Traffic Safety Committee meetings.
- Attended the Cemetery Trustees meeting.
- Apex is continuing to make progress on the WWTF upgrades. Project is approximately 95% complete at this time. Key items remaining include completing box cutting all surface road areas at the Plant, finish site landscaping, completing start up on new clarifier and completing operational training on new equipment.
- Met with officials of Atlantic Broadband to review work expectations at various locations in the City, permit requirements and property restoration requirements. Worked with the City Engineer on following up on resident complaints.
- Reviewed and approved several driveway permit applications and trench permit applications from utility companies with the City Engineer
- Epoch Preservation continued repair work at identified burial monuments near the center of Forest Glade Cemetery. Repair work involves cleaning surfaces, repairing cracks, straightening and in some cases re pinning monuments to bases. Work is scheduled to be completed in September.

HIGHWAY DIVISION

Operations / Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Trimmed road side trees and brush
- Performed roadside mowing
- Performed mowing of city maintained green spaces
- Performed street sweeping operations
- Removed and replaced 90' of sidewalk at 60 W High St.
- Removed and replaced a section of sidewalk at 246 High St
- Cleaned up and repaired a wash out on Indigo Hill Rd and Blackwater Rd
- Hauled Material to replace yard stockpile of aggregate
- Check basin in low lying areas ahead of heavy rain from Hurricane Henri
- Hauled old tires to the PD range for use as a backstop
- Replaced signs that were damaged during vehicle accidents
- Removed old soap dispensers at city hall and installed new dispensers
- Burned the brush at the farm
- Repaired a failing Basin at 3 Jessica Ct
- Repaired 2 failing basins on Hickory Ln
- Performed roadside trash collection on Commercial Dr
- Paved in a section of sidewalk High St at Memorial Dr
- Paved trench from basin repair on Buffumsville Rd

Recreation:

- Installed the new signs at Willand Pond Park that were damaged last winter by a falling tree.
- Hauled in gravel and graded Mast Point Dam Driveway

Cemetery:

- Removed limbs from around the cemetery that were blown down by high winds
- Patched in the main road which was potholed and is a walking route for school traffic.

Water Distribution Support:

- Assisted with a water break at 152 Indigo Hill Rd, to include extensive clean up, loam and seed, and road edge paving the following day.
- Assisted with a water break at 10 Depot St to include paving in the trench the next day.

Sewer Collections Maintenance:

- Removed and replaced 4 manholes to grade on High St
- Removed and replaced a manhole at 4 Sunset Dr
- Removed and replaced 2 manholes on Prospect Street at Page Street
- Removed and replaced a manhole at 81 Maple Street
- Received 177 DigSafe requests

ENGINEERING DIVISION

- Attended Seacoast Stormwater Coalition meeting.
- Completed review and approvals of driveway permits filed by applicants in Sunningdale as well as other residents.
- Completed review and approval of Obstruction permits.
- Completed review and approval of several Trench permits.
- Completed driveway inspections for Greenview and Sunningdale subdivisions.
- Completed oversight/inspection of road resurfacing project.
- Completed oversight/inspection of Cemetery Road project.
- Completed oversight/inspection of Atlantic Broadband fiber installation.
- Completed several TAP Grant easement meetings with effected residents.
- Attended PW&E Committee meeting.
- Attended E-911 Committee meeting.
- Attended Traffic Safety Committee meeting.
- Completed Water CO inspections.

Operations/Maintenance:

- Operating under the (MUCT) process which is used during the summer months. During this time, we have strict phosphorus and ammonia nitrogen limits in addition to the Biochemical Oxygen Demand & Total Suspended Solids requirements. The summer season runs from May 1st thru September 30th.

- Started aeration train #1 after completing the necessary upgrades. We are now operating with two aeration trains as recommended by NH-DES.
- Staff underwent training on several different style pumps used to move solids as well as computer software training.
- Lamprey Landfill Cooperative made some improvements to the leachate treatment system. This included installation of a new weir plate and upgrading the flow metering device. Staff is in the process of reviewing the Cooperatives' initial sample analysis results as well as their Commercial User Wastewater Permit. Cooperative officials are eager to begin discharging leachate waste.
- Recorded one high flow events (in excess of 4.0 MGD) which caused us to implement the high flow plan.
- Received zero gallons of septage for the month.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported one permit exceedance for the month of August.
- Treated a total of 38-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

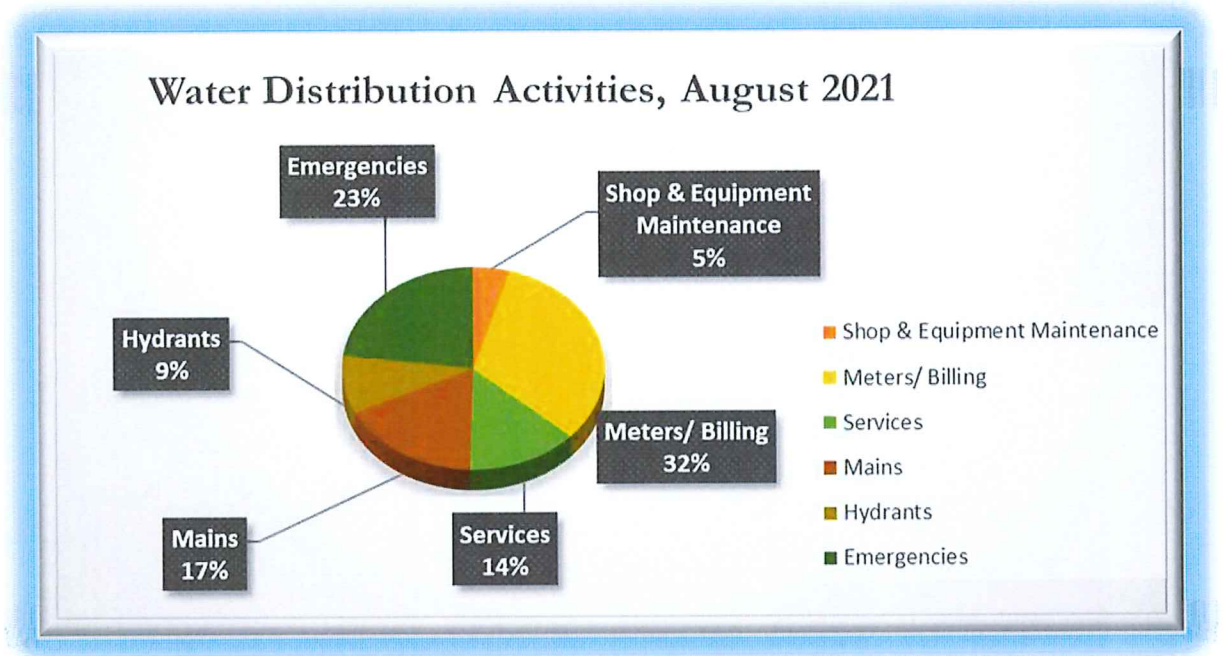
- Completed and submitted the annual Industrial Pretreatment Program report. No issue or concerns were noted.

Capital Improvements Plan (CIP) Items:

- **Waste Water Treatment Facility upgrade** – The City of Somersworth entered into a contract with Apex Construction to complete the wastewater treatment facility construction improvements. Project milestones include substantial completion – October 17th, 2021. Final completion – January 15th, 2022.
- Recent construction activities include; Putting aeration train #1 in service. Putting in service the new centrifuge dewatering system, Demolition of remaining sludge pumps, Installation of new sludge pumps, Start-up of new sludge conveyors, Box cutting all paved areas of the facility grounds in preparation for installation of new paved surfaces.

WATER DISTRIBUTION

- Water Distribution operators completed 120 work orders and service requests in the month of August.
- Water Breaks were repaired on Indigo Hill and Depot St.
- Quarterly Flushing was performed.
- Hydrants were painted in the brickyard area.
- Contractor assistance on Cemetery Rd. and with Somersworth Housing Authority



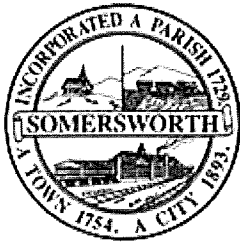
WATER DIVISION

Items completed this month:

- Bacteria's and TOCs completed
- Pumped 44,084,438 gallons of raw water
- Filtered and pumped to the city 40,206,563 of finished water
- Closed equalization basin and utilized raw water direct from the river
- Tested chlorine residuals City wide
- Conducted flushing on a several dead-end streets to increase water quality
- Laviolette controls calibrated polymer supply pumps at the Treatment Plant
- Repaired deep mill wrench due to corrosion
- Completed updates the Water Fund FY23-28 Capital Improvements Plan
- Repaired carbon system control valve and check valve on feed line
- Maine DEP conducted sampling for Diquat around the City water intake
- Hach completed visit #1 preventative maintenance on service plan
- Constructed new lagoon operating wrench for lagoon #1
- Replaced motor on #1 compressor head
- Highway Division trimmed brush around property edge
- Completed 2021-2022 DHS form for ordering potassium
- Completed EPA Lead Service Line Survey and submitted to NHDES
- Laviolette controls programmed SCADA to receive data from TOC analyzer

Action items:

- FY 2023-2028 CIP



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David B. Kretschmar, Chief of Police
Date: September 2, 2021
Subject: Monthly Report – Month of August 2021

Bob:

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

COMMUNITY POLICING

A very successful National Night Out 2021 event was held on August 3rd at Jules Bisson Park. This year's sponsors were Somersworth Police Association, Favorite Foods and Gagnon's AutoBody. Those who attended ate hot dogs, chips and cookies and made the circuit of all of the tables with free goodies and watched the Soul City Dance Group, shot some hoops, jumped in the bouncy house, played games, made crafts, got fingerprinted for a DNA kit, while we listened to great music by a DJ. The Fire Department, Chandler's and the Stewart's Ambulance was there as well. We were able to find homes for 100 bicycle helmets for those that needed them that we obtained through grants.

STAFFING:

- I returned to full duty as Chief on 8/23/21.
- Officer Scott South graduated the Police Academy 16 week police academy on 8/20/21 and is currently in field training with an experienced officer.

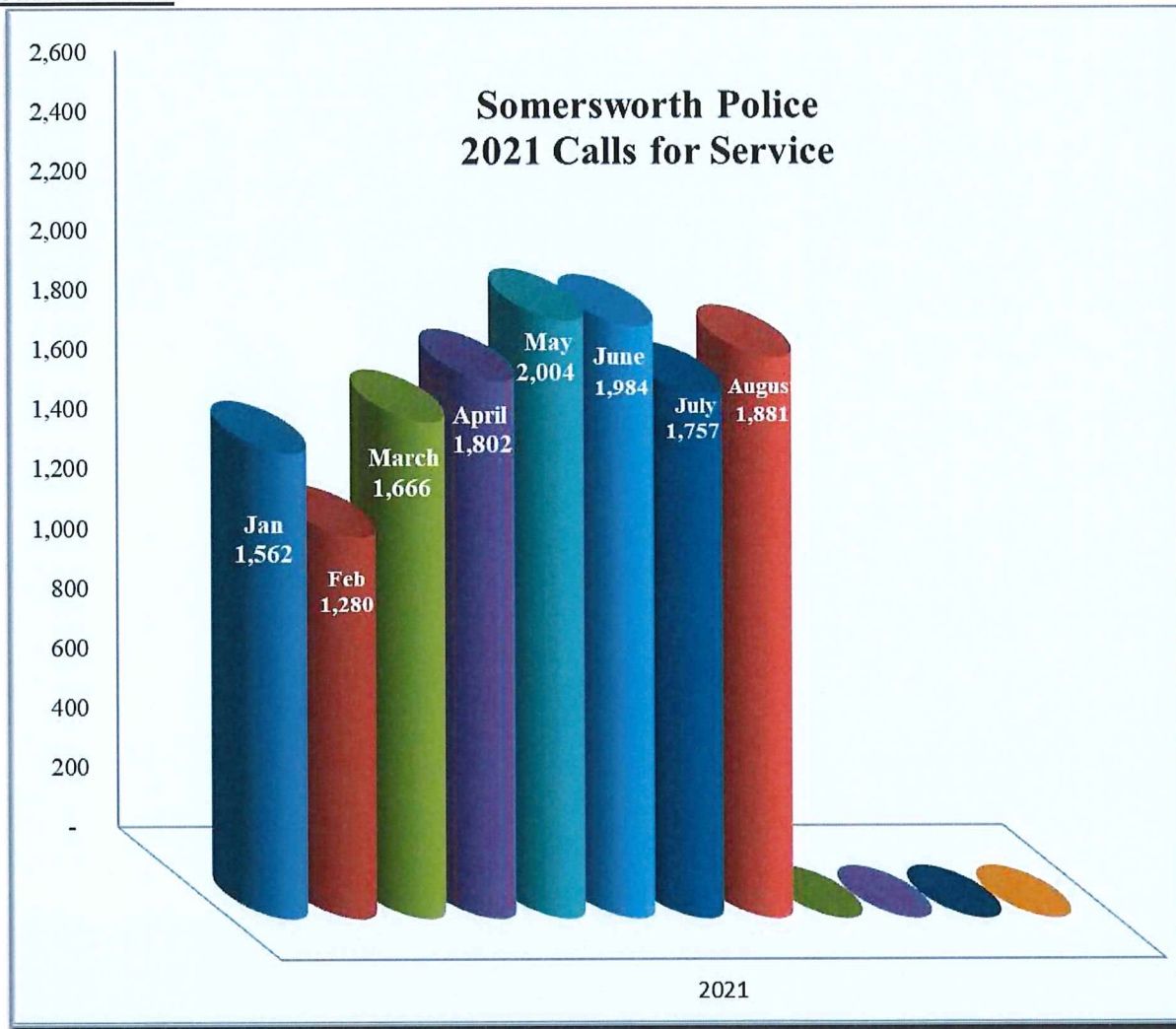
TRAINING:

Officers received training in Innovative Approach in ICAC, Exploring the Sexual Offender & Violent Offender, MW3C Cellular Records Analysis and Basic Cyber Investigations: Digital Footprint.

OTHER:

We applied for a highly competitive grant for a Body Worn Camera System through the Department of Justice. If awarded, this grant will pay for half of the cost of a BWC system and the City will have to pay \$27,160.00.

STATISTICS:



Yearly Comparison

Month	2021	2020	2019	2018
January	1,562	1,939	1,976	2,085
Feb	1,280	1,756	1,796	1,878
March	1,666	1,926	2,145	2,215
April	1,802	1,846	2,285	2,452
May	2,004	1,708	2,053	2,409
June	1,984	1,749	1,935	2,406
July	1,757	1,949	2,048	2,174
August	1,881	1,847	1,943	2,238
Sept	0	1,875	2,020	2,263
Oct	0	1,937	1,906	2,123
Nov	0	1,717	1,860	2,055
Dec	0	1,513	1,995	1,936
TOTAL	13,936	21,762	23,962	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



George Kramlinger

Fire Chief & Emergency Management Director

gkramlinger@somersworth.com

Business: (603) 692-3457

Fax: (603) 692-5147

www.somersworth.com

15 September, 2021

To: Mr. Robert Belmore, City Manager

Subject: August 2021 Monthly Fire Department and Emergency Management Report

1. August was a busy month for the Department with the completion of annual hose testing, many plan reviews, fire extinguisher training for various businesses, and fire drills at various occupancies in the City.
2. Fire Department personnel continued sorting and moving equipment as well as disposing of outdated, unwanted, or unserviceable items in preparation for phased demolition and construction of the new Fire Station. Harvey Construction has established an on-site presence with surveying, staging of heavy equipment, and other site prep work beginning to ramp up.
3. Our new Pierce custom Enforcer rescue-pumper has been assigned a Pierce job number of 37299 bringing us one step closer to the truck starting life on the assembly line.
4. Eastern Fire Apparatus in Rochester in coordination with the Ford Motor Corporation have conclusively determined that our 2019 Ford F450 Forestry unit is safe to operate despite the intermittent warning lights. Ford's Body Builders Advisory Service is well aware of the false warning light issue on brush/forestry units with the larger tires and states that there is no impact to the truck's safety systems. Ford or a third-party vendor may eventually develop a software fix that eliminates the intermittent lights.
5. Firefighter assistance and search team (FAST) training continues with below grade rescue training primarily involving scenarios where a firefighter has fallen through a floor into a basement. Tragically this scenario played out in Frederick County Maryland on 11 August.
6. Significant incidents this month included a camper trailer fire at a homeless encampment in the "race-track" area north of Willand Pond, a Bobcat® Skid Steer sliding down an embankment in danger of tumbling over with the operator stuck inside, an overheated motor in the rooftop elevator penthouse at the six-story Aclara facility that sent smoke and embers into the elevator shaft, and the successful search for a patient with a medical emergency lost in the "race-track" area north of Willand Pond.

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

	August 2021	August 2020
EMS Related	70	58
MVA no injuries	2	8
Down Power Lines	1	6
Fires (all types)	3	24
All Other Hazards	51	62
Total	127	158


8. We continue to receive outstanding cooperation and response from Stewart's Ambulance Service. Average response time for the latest reporting period of June 2021 is an excellent 4:34.
9. Please feel free to contact me with any questions or concerns.

Respectfully submitted

George D. Kramlinger
Fire Chief / EMD
City of Somersworth

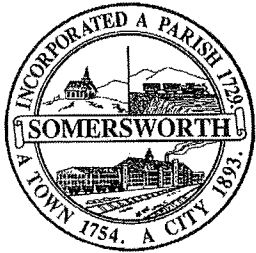


MEMORANDUM

TO: Mayor Hilliard & City Councilors
FROM: Robert M. Belmore, City Manager 
DATE: Thursday, September 16, 2021
RE: Homeless Encampment on Private Property
(Garabedian Property off Route 108)

Attached are Memorandums from Police Chief David Kretschmar and Fire Chief George Kramlinger in regards to calls for service related to the homeless encampment on private property (Garabedian) adjacent to the Willand Pond Park area.

I have met with Mayor Hilliard and our Public Safety officials to discuss potential next steps. I have also talked to Mr. Corey Garabedian about his property and the homeless encampment on it and he is receptive to working with us. Additionally, I will be coordinating a meeting with appropriate staff from our neighboring Cities of Dover and Rochester to include the City Managers, Human Services Directors, and Public Safety officials to further develop potential outreach and remediation plans. We don't have an exact count of the homeless, however, staff's estimate is in the range of 40-50 homeless individuals.



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David Kretschmar, Chief of Police
Date: September 13, 2021
Subject: Garabedian Property — *Homeless Encampment*

As requested the following reflects the calls for service that the Police Department has handled since March 1st of 2021. Please note that these numbers do not take into account the calls or arrests that we have responded to that have occurred outside of the Garabedian property, but have involved individuals living on that property. These would include a myriad of calls at locations like Wal-Mart, Home Depot, Target and other businesses on High Street and Route 108. Additionally, we have conducted 103 directed patrols of the Willand Park area from March 1st to September 8th.

CALLS FOR SERVICE

73

ARRESTS

22

The arrests have been almost exclusively arrests based on arrest warrants, including one that was the United State Marshall's New Hampshire Most Wanted. That arrest involved a 2 mile K-9 track by Officer Deschenes and K-9 Bravo along with officers from the Police Department and other Law Enforcement agencies.



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



George Kramlinger
Fire Chief & Emergency Management Director
gkramlinger@somersworth.com

Business: (603) 692-3457
Fax: (603) 692-5147
www.somersworth.com

15 September, 2021

To: Mr. Robert Belmore, City Manager

Re: Fire Department Responses to the “Tent City” Homeless Encampment Area

1. From 1 March, 2021 through 8 September, 2021 the City of Somersworth Fire Department made the following responses to the old race track area north of Willand Pond that has numerous homeless people residing there and has come to be referred to as “tent city”:
 - a. Emergency Medical Services (EMS): 8 calls.
 - b. Fire/Smoke related: 8 calls.
2. Of note, there may be homeless people residing in the “tent city” area who require EMS that seek those services at locations on Rt 108 or High Street. We have adjusted our records management system to capture that data going forward.
3. If I can be of further assistance please do not hesitate to ask.

Sincerely

George D. Kramlinger

Draft Fall 2021 Hearing Schedule

9/1/2021

Date	Executive Councilor and District	Town	Specific Location
9/1/2021	Full Council	Manchester time 2pm	St. Anselm's Institute of Politics 100 St. Anselm Dr Room 1000 Manchester
9/21/2021	Joseph Kenney District 1	Claremont @ 2:00 PM	Claremont Savings Bank Community Ctr. Room B 152 South St
9/21/2021	Joseph Kenney District 1	Lebanon @ 7:00 PM	City Council Chambers, 51 North Park Street, Lower Level
9/22/2021	Ted Gatsas District 4	Londonderry @ 7:00 PM	Moosehill Room, 268B Mammouth Road Londonderry
9/23/2021	Joseph Kenney District 1	Berlin @ 9:00 AM	City Hall Auditorium, 168 Main Street
9/23/2021	Joseph Kenney District 1	Conway @ 3:00 PM	Meeting Room, 23 Main St
9/23/2021	Joseph Kenney District 1	Laconia @ 7:00 PM	Armand A. Bolduc City Council Chamber, 45 Beacon Street East
9/27/2021	Janet Stevens District 3	Epping @ 7:00 PM	City Hall Upstairs 157 Main Street
9/28/2021	Ted Gatsas District 4	Manchester @ 7:00 PM	Manchester Community College 1066 Front Street Lecture hall/Auditorium
10/4/2021	Cinde Warrington District 2	Derry @ 2:00 PM	Derry City Auditorium 288 Central Avenue
10/4/2021	Cinde Warrington District 2	Concord @ 7:00 PM	Concord High School 11 Memorial Drive
10/5/2021	Cinde Warrington District 2	Keene @ 7:00 PM	Keene Parks and Rec, All Purpose Room, 312 Washington St
10/6/2021	Janet Stevens District 3	Hampton @ 7:00 PM	Town Hall Meeting Room, 163 Main Street
10/7/2021	David Wheeler District 5	Jaffrey @ 7:00 PM	Fire Station Meeting and Training Room, 138 Turnpike Road
10/18/2021	Cinde Warrington District 2	Franklin @ 7:00 PM	Opera House, 316 Central Street
10/19/2021	Cinde Warrington District 2	Concord @ 7:00 PM	NHDOT, 7 Hazen Drive, Room 114
10/20/2021	Janet Stevens District 3	Hampton Beach @ 7:00 PM	Seashell Ocean Front Pavillion Room 170 Ocean Blvd
10/21/2021	David Wheeler District 5	Nashua @ 7:00 PM	Nashua Regional Planning Commission 30 Temple St Suite 310
10/25/2021	Joseph Kenney District 1	Lyman @ 9:00 AM	Town Hall 65 Parker Hill Road
10/25/2021	Joseph Kenney District 1	Plymouth @ 2:00 PM	Town Hall - Upstairs, 6 Post Office Square
10/25/2021	Joseph Kenney District 1	Tilton @ 7:00 PM	Police Dept EOC Community Room, 45 Sanborn Hill Road
10/26/2021	Janet Stevens District 3	Derry @ 7:00 PM	Derry Municipal Center 14 Manning Street
10/28/2021	Janet Stevens District 3	Salem @ 7:00 PM	Salem High School TV Studio 44 Geremonty Drive