


Office of the City Manager

TO: Mayor Matt Gerding and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Monday, January 22, 2024
SUBJECT: City Manager's Report for Wednesday, January 24, 2024 City Council Meeting

Unfinished Business (under Section 15 of Agenda)

Resolutions

- A. Resolution 29-24: To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire State Library and to Accept a Moose Plate Grant Award for Vital Record Preservation. Again, attached is a copy of the Grant Agreement for this Vital Record Project.

New Business (under Section 16 of Agenda)

Resolutions

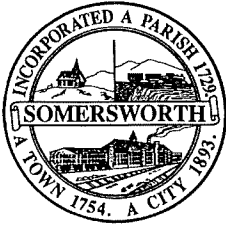
- A. Resolution 30-24: To Authorize the City Manager to Convey a Distribution Utility Easement to Public Service of New Hampshire (PSNH), Doing Business as Eversource. Attached is a copy of the request from Eversource, as well as a Draft Easement Deed. I have sent the Easement Deed to our City Attorney to review. City Council has already approved Easements for Unitil and Consolidated Communications for the new Unitil Natural Gas Facility at the former PIT, present City boneyard.

Informational Items

- A. Estimated Tax Cap Impact FY 2024-2025 Budget. Attached is a copy of the Tax Cap Analysis for the next Fiscal Year prepared by Finance Director Scott Smith. I have also sent this Estimate to the School Board.
- B. Proposed FY 2025 Budget Review Meetings.
- Saturday, April 6 at 8:30 a.m.
 - Monday, April 22 at 6:00 p.m. (if needed)

Attachments

1. Department Head Reports
2. City Attorney Certifications: One (1)



City of Somersworth – Resolution

Resolution No: **29-24**

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE NEW HAMPSHIRE STATE LIBRARY AND TO ACCEPT A MOOSE PLATE GRANT AWARD FOR VITAL RECORD PRESERVATION

January 8, 2024

WHEREAS, the City of Somersworth values its history and understands the importance of preserving and maintaining the City's records; and

WHEREAS, the City of Somersworth applied for a Moose Plate Grant through the New Hampshire State Library to preserve and protect the City's historical vital records; and

WHEREAS, the City of Somersworth has received notification of a Moose Plate Grant award in the amount of \$9,249 (Nine Thousand Two Hundred Forty-Nine dollars), to conduct preservation treatment, microfilm, and digitally scan three (3) volumes of Marriage, Birth, and Death records for the years 1938-1940;

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

Authorization

Sponsored by:

Mayor Matt Gerding

Councilors:

David A. Witham

Nancie Cameron

Crystal Paradis-Catanzaro

Richard Michaud

Paul Goodwin

Denis Messier

Approved:

City Attorney

City of Somersworth – Resolution 29-24

History

First Read Date:	01/08/2024	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

01/08/2024

Clerk LaPanne performed a first reading on Resolution 29-24.

Resolution 29-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Paradis-Catanzaro		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Cameron		
At Large Councilor	Messier		
At Large Councilor	Goodwin		
TOTAL VOTES:			
On	Resolution 29-24	PASSED	FAILED

GRANT AGREEMENT

The State of New Hampshire and the Grantee hereby
Mutually agree as follows:
GENERAL PROVISIONS

1. Identification and Definitions.

1.1. State Agency Name DNCR – NH State Library		1.2. State Agency Address 20 Park St. Concord NH 03301	
1.3. Grantee Name City of Somersworth		1.4. Grantee Address One Government Way Somersworth, NH 03878	
1.5 Grantee Phone # 603-692-9511	1.6. Account Number 34050000-073-509074	1.7. Completion Date 12-31-2024	1.8. Grant Limitation \$9,249
1.9. Grant Officer for State Agency Charles Shipman		1.10. State Agency Telephone Number 603-271-3302	
If Grantee is a municipality or village district: "By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
1.11. Grantee Signature 1		1.12. Name & Title of Grantee Signor 1	
Grantee Signature 2		Name & Title of Grantee Signor 2	
Grantee Signature 3		Name & Title of Grantee Signor 3	
1.13 State Agency Signature(s)		1.14. Name & Title of State Agency Signor(s)	
1.15. Approval by Attorney General (Form, Substance and Execution) (if G & C approval required)			
By: Assistant Attorney General, On: / /			
1.16. Approval by Governor and Council (if applicable)			
By: On: / /			

2. **SCOPE OF WORK:** In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT B (the scope of work being hereinafter referred to as "the Project").

Grantee Initials _____

Date _____

New Hampshire State Library Moose Plate Grant

Grantee: City of Somersworth

Grant Period: 2023-24

Exhibit A
Special Provisions

There are no additional or special provisions.

Exhibit B
Scope of Work

OBLIGATION OF THE GRANTEE: The Grantee agrees to abide by the limitations, conditions, and procedures outlined herein and to perform grant activities as outlined in its grant application and project budget. Specifically: **The City of Somersworth will conduct preservation treatment, microfilm, and digitally scan 3 volumes of Marriage, Birth, and Death records for the years 1938-1940.**

ACKNOWLEDGEMENT: Funding credit must appear in all programs, publicity, and promotional materials. The following wording is suggested.

"This preservation project has been made possible through funds received from the sale of the New Hampshire Moose Conservation License Plate and administered by the New Hampshire State Library, a division of the New Hampshire Department of Cultural Resources."

FINAL GRANT REPORTS: The Grantee agrees to submit final narrative and financial reports on a form provided by the State Library by December 31, 2024. Failure to submit final reports will render the Grantee ineligible for future Conservation License Plate Grant funding within the NH Department of Natural and Cultural Resources.

Exhibit C
Payment Terms

GRANT AMOUNT: Total granted amount shall not exceed **\$9,249**.

PAYMENT METHOD and TERM: Payment will be made upon the acceptance of this grant agreement in the amount of ninety percent (90%) and in the amount of ten percent (10%) upon the acceptance of final grant reports and approval upon approval by the Governor and Executive Council through December 31, 2024.

Grantee Initials: ____

Date: ____



City of Somersworth – Resolution

Resolution No: **30-24**

TO AUTHORIZE THE CITY MANAGER TO CONVEY A DISTRIBUTION UTILITY EASEMENT TO PUBLIC SERVICE OF NEW HAMPSHIRE (PSNH), DOING BUSINESS AS EVERSOURCE

January 24, 2024

WHEREAS, the Somersworth City Council approved an easement with Northern Utilities, Inc., doing business as Unitil, on September 7, 2021 for a natural gas transmission line; and

WHEREAS, Unitil needs distribution conduit from PSNH doing business as Eversource to support the monitoring and tracking and power needs of the new natural gas transmission line substation on City property to the former “Turcotte Pit” off Maple Street; and

WHEREAS, Eversource requires an easement from the City off Maple Street in what is commonly referred to as the “Turcotte Pit” for the right to lay, install, maintain, replace, and remove cables, wires, and related above/underground fixtures and appurtenances and lines;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to convey a distribution utility easement to PSNH dba as Eversource on City owned property commonly known as the Turcotte Pit off Maple Street, and to take any additional actions required to convey this easement determined to be in the best interest of the City.

Authorization

Sponsored by:
Mayor Matt Gerding

Approved:
City Attorney



Jackie Tirado
Easement Coordinator
780 N. Commercial Street
Manchester, NH 03101

PO Box 330
Manchester, NH 03105

January 10, 2024

Michael J. Bobinsky
1 Government Way
Somersworth, NH 03878

Dear Mr. Bobinsky:

Enclosed is the distribution easement required for your property located in the City of Somersworth, New Hampshire. Please review the guidelines below before executing this easement. Should you have any questions or concerns regarding this document, please email me at Jackie.Tirado@eversource.com.

- Use a pen that will indent the paper. This will make it easier to recognize that it is the original. The Registry of Deeds may return the document if they determine it is not original. This could delay service installation.
- Sign the document before a Notary Public or Justice of the Peace.
- Return your signed original to Eversource using the envelope provided. If the envelope is missing, please mail to my attention using the address above.
- If your document package includes a Consent of Lien Holder:
 - You must have your mortgage holder sign the Consent.
 - Bring or mail the Consent to your mortgage holder with a COPY of your signed easement.
 - If you mail the Consent to your mortgage holder, please include instructions that they are to mail the original back to Eversource once executed.
 - Do not give or mail your original easement to the bank.
 - You do not need to wait until your Consent is signed to send in your original easement.

Regards,

Jackie Tirado

Jackie Tirado
Easement Coordinator
T&D Right of Way and Survey Engineering

Return to:
EVERSOURCE
Attn: Jackie Tirado
PO Box 330
Manchester, NH 03105
EBA- _____
Work Order: 12228258
Municipality: 195-Somersworth
Tax Parcel ID: Map 22 Lot 50 & Map 34 Lot 8A

EASEMENT DEED

KNOW ALL MEN BY THESE PRESENTS that the **CITY OF SOMERSWORTH**, having a mailing address of 1 Government Way, Somersworth, New Hampshire 03878 (hereinafter the Grantor), for good and valuable consideration, grants to PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE (PSNH), d/b/a Eversource Energy, a corporation duly established by law, with a mailing address of P.O. Box 330, in Manchester, in the County of Hillsborough, in the State of New Hampshire, 03105 (hereinafter the Grantee), and their successors and assigns forever, with QUITCLAIM COVENANTS:

The RIGHT and EASEMENT to lay, install, construct, reconstruct, operate, maintain, repair, replace, patrol and remove above/underground lines which may consist of wires, cables, pipes, ducts, conduits, manholes, and such testing terminals, transformers and foundations and enclosures for the same, vaults, pedestals, repeaters, markers, poles, crossarms, braces, anchors, guys, grounds and other equipment, for transmitting electric current and/or communications and intelligence, and to do the necessary cutting and trimming of trees and brush, over, under and across a portion of the land owned by the Grantor off the westerly side of **Maple Street** in **Somersworth**, County of **Strafford**, State of New Hampshire.

Said easement will be located within the following described limits:

Beginning at a point on the easterly line of the Grantor's property on Maple Street, Tax Map 22 Lot 50, City of Somersworth, said point being at or nearest to PSNH pole numbered 6/9Y1, thence extending westerly to the common boundary with Tax Map 22 Lot 8A, thence extending westerly and southerly over Lot 8A above/underground across land of Grantor as necessary to provide service to the premises as may be requested by the Grantors, their successors or assigns now or in the future. This easement also grants the right to extend to the Grantor's shared boundary with parcel Map 34 Lot 50A to provide service to that property, if requested. The final location of the easement shall be determined by the location of the facilities as installed whenever installed.

The width of this easement shall be 20 feet, measured either 10 feet on each side of the center line of the distribution lines as constructed, or, if less than 10 feet exists on either side to the nearest adjacent boundary line, measured 20 feet from the boundary line.

This easement grants the right for guying/anchoring facilities outside the 20-foot strip, together with the right to lay, install, construct, reconstruct, operate, maintain, repair, replace and remove any

service cables and related equipment extending to any buildings or structures on said land to provide electric or telephone service and/or communications and intelligence thereto. This conveyance shall include the right of access across other land of the Grantor for all purposes in connection with the exercise of the within granted easement; the right to excavate, trench, and backfill by men or machines and temporarily to place excavated earth and other material on adjacent land, provided that the land shall be restored by the Grantees to substantially the condition in which it was immediately prior to such excavation, trenching, and backfilling; the right to go upon adjoining on the Grantor's land when working on said lines and associated equipment; and the right to install temporary aboveground lines for temporary periods over and across said land of the Grantor to provide continuity of service thereon when only underground line rights are requested.

The Grantor for itself and its heirs, executors, administrators, successors and assigns, covenants and agrees that it will not erect or maintain, or permit to be erected or maintained, any building or structure of any kind or nature upon the land over said easement and that it will not plant or permit to be planted any trees over said easement.

Meaning and intending to describe and convey an easement over a portion of the premises described in a deed to City of Somersworth recorded on March 15, 1996 at the Strafford County Registry of Deeds in Book 1850, Page 545 and in a deed to City of Somersworth recorded on November 28, 1952 at the Strafford County Registry of Deeds in Book 610, Page 436.

Witness my hand this _____ day of _____, 2024.

CITY OF SOMERSWORTH

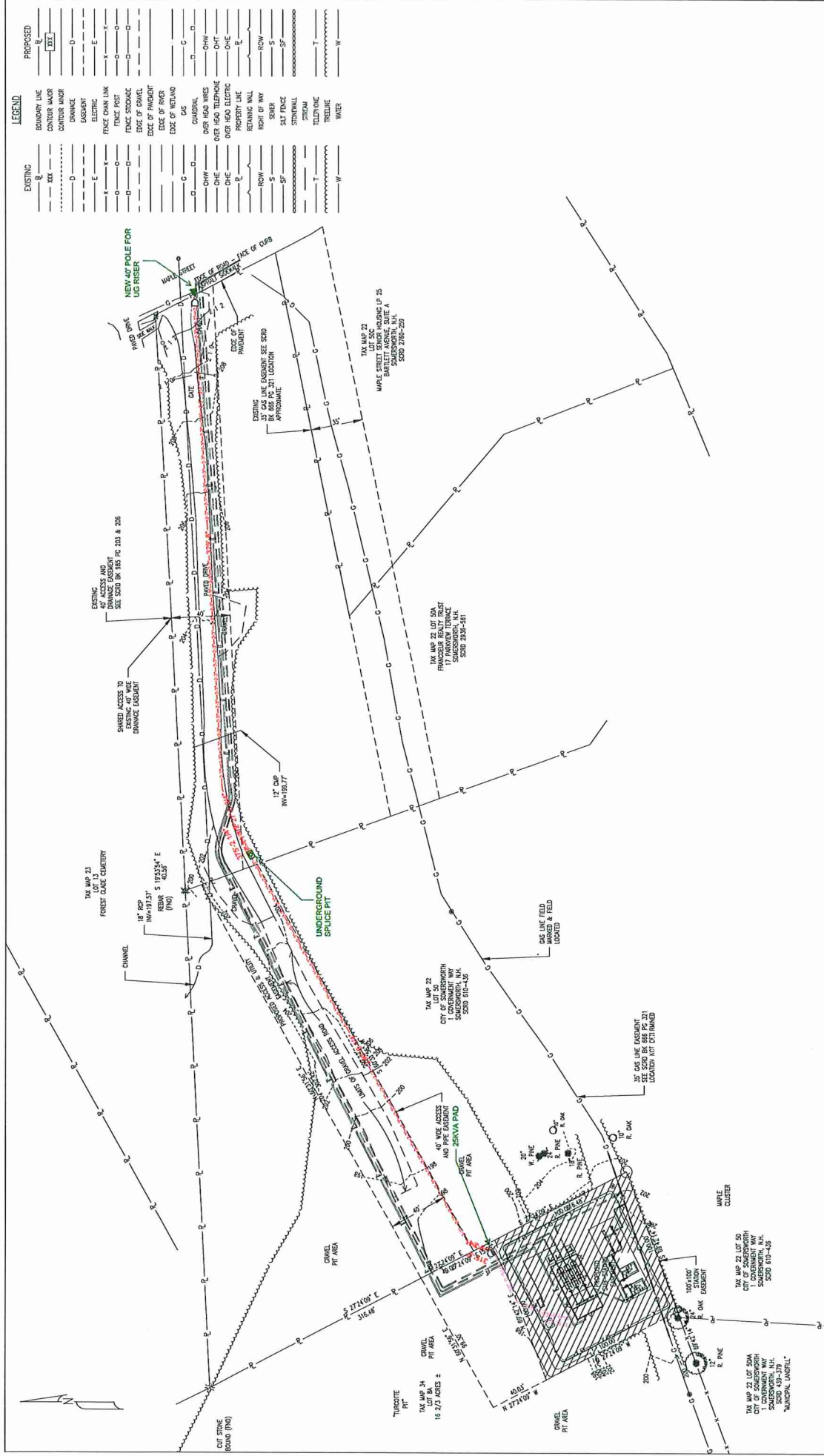
BY: _____
Robert M. Belmore, City Manager

STATE/Commonwealth of _____
County of _____, ss

On this _____ day of _____, 2024, personally appeared Robert M. Belmore, City Manager for the City of Somersworth, known to me (or satisfactorily proven) to be the person whose name is subscribed to the foregoing instrument and acknowledged that he executed the same for the purposes contained herein.

My Commission expires:

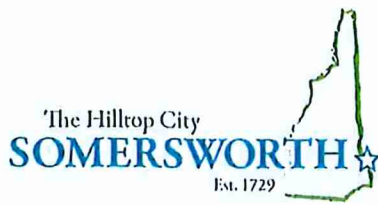
Notary Public/Justice of the Peace



LEGEND

EXISTING	PROPOSED
BOUNDARY LINE	BOUNDARY LINE
CONTOUR MAJOR	CONTOUR MAJOR
CONTOUR MINOR	CONTOUR MINOR
EASEMENT	EASEMENT
ELECTRIC	ELECTRIC
FENCE CHAIN LINK	FENCE CHAIN LINK
FENCE POST	FENCE POST
FENCE STOCKADE	FENCE STOCKADE
EDGE OF GRAVEL	EDGE OF GRAVEL
EDGE OF PAVEMENT	EDGE OF PAVEMENT
EDGE OF RIVER	EDGE OF RIVER
EDGE OF WETLAND	EDGE OF WETLAND
GAS	GAS
OVERHEAD TELEPHONE	OVERHEAD TELEPHONE
OVERHEAD ELECTRIC	OVERHEAD ELECTRIC
PROPERTY LINE	PROPERTY LINE
RETAINING WALL	RETAINING WALL
RIGHT OF WAY	RIGHT OF WAY
SEWER	SEWER
SALT FENCE	SALT FENCE
STONEWALL	STONEWALL
STREAM	STREAM
TELEPHONE	TELEPHONE
TREELINE	TREELINE
WATER	WATER


<p>90% SUBMISSION</p> <p>GRAPHIC SCALE: 1" = 30'-0"</p> <p>GRAPHIC SCALE: 1" = 30'-0"</p>		<p>Unil</p> <p>Northern Utilities, Inc.</p>	<p>PROCESS PIPELINE SERVICES</p> <p>22234 AJO21.D</p> <p>22/34 AJO21.D</p> <p>22/34 AJO21.D</p>
<p>SITE PLAN</p> <p>BARTLETT AVE. STATION RELOCATION</p>		<p>PROJECT NAME</p> <p>BARTLETT AVE. STATION RELOCATION</p>	<p>PROJECT LOCATION</p> <p>TOWN OF SOUTHWORTH, NH</p>
<p>DATE</p> <p>07/26/22</p>		<p>DESIGNED BY</p> <p>WMP</p>	<p>DESIGNED BY</p> <p>WMP</p>
<p>APPROVED BY</p> <p>WMP</p>		<p>DESIGNED BY</p> <p>WMP</p>	<p>DESIGNED BY</p> <p>WMP</p>
<p>APPROVED BY</p> <p>WMP</p>		<p>DESIGNED BY</p> <p>WMP</p>	<p>DESIGNED BY</p> <p>WMP</p>
<p>APPROVED BY</p> <p>WMP</p>		<p>DESIGNED BY</p> <p>WMP</p>	<p>DESIGNED BY</p> <p>WMP</p>



MEMORANDUM

TO: Somersworth School Board c/o Chair Maggie Larson
Lou Goscinski, Superintendent of Schools

CC: Mayor Gerding & City Councilors
Katie Krauss, Business Administrator
Scott Smith, Deputy City Manager & Finance Director

FROM: Robert M. Belmore, City Manager 

DATE: January 17, 2024

RE: Estimated Tax Cap Impact for FY 2024-2025 Budget

"In accordance with direction received by the Somersworth City Council, the City Manager is required to notify the School Department/School Board by February 1st of each year the maximum permitted School tax levy the City Manager intends to include in the Proposed Budget". Attached is a copy of the Tax Cap Analysis for the next Fiscal Year prepared by Finance Director Scott Smith.

Attached you will find the spreadsheet detailing the limits placed on the upcoming Budget. The maximum permitted School tax levy for the Local and State School portions of the FY2025 Budget are attached:

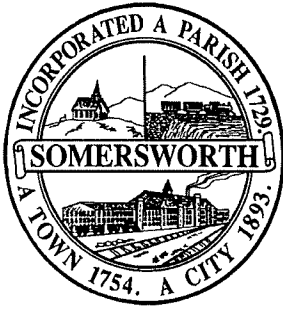
Local School & State Local: See Attached Tax Cap Analysis

Please be advised the direction received by City Council is the School Department Budget shall be adjusted for any anticipated increases or decreases in the State Tax, and the City Budget shall be adjusted for any anticipated increases or decreases in the County Budget.

If you have any questions or need any additional clarification, please let me know.

Analysis of Tax Cap - Estimate for FY2025 Budget Year
City of Somersworth, NH

	City Portion	School Portion	State Portion	County Portion	Total
A. Prior Fiscal Year Net Amount Raised By Taxes (FY2024 Actual Levy)	10,209,909	18,209,172	2,083,220	3,042,138	33,544,439
B. Multiplied by the National CPI-U	4.12%	4.12%	4.12%	4.12%	4.12%
C. Subtotal (A x B)	420,648	750,218	85,829	125,336	1,382,031
D. Prior April 1 to March 31 Net Construction Value (estimated)	0	0	0	0	0
E. Multiplied by Prior Fiscal Year Tax Rate/1,000 of Value (Actual)	8.55	15.65	1.35	2.54	28.09
F. Subtotal (D x E)	0	0	0	0	0
G. Increase Allowed for FY2024 Tax Levy (C + F)	420,648	750,218	85,829	125,336	1,382,031



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: January 19, 2024

Re: **Monthly Report**

Finance Department:

- Started FY25 budget process.
- Bids:
 - Road Paving – Due January 18, 2024
 - Constitutional Way Project – Due February 8, 2024

Treasurer's Report:

- General Fund cash on hand as of December 31, 2023 are attached to this report. Investments used for the period were short term insured customer sweep program and money market accounts.

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Cash receipts for the month were \$10,081
- Permits issued in December:
 - JASS Boxing – Boxing Event 1/13 & 1/20/24 tri-City Christian Academy

Tax Collector

- Motor vehicle registrations were a total of \$149,547 during the month.
- Collected \$4,250 for Municipal Transportation Fund during month.
- Tax Bills were mailed out with a due date of January 5.
- Total Receipts for the month were \$15,302,430.

Human Services:

- Total assistance for the month was \$6,033 That compares to \$8,265 for the month of November 2023 and \$5,889 for December 2022.
- 3 new cases were opened compared to 5 in 2022.
- 9 cases were approved for varying levels of assistance with 2 denials. 15 cases were referred to other agencies for support.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.

Assessing

- Started accepting abatement requests. Taxpayers can file until March 2024.
- Continue work on the City-wide revaluation.

**Treasurer's Report.
General Fund**

Period as of December 31, 2023,

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$7,066,092	0.00%	N/A	Money available upon demand
Citizens Invest & ICS	\$54,723	2.65%	N/A	Money available upon demand
NHPDIP	\$8,253,003	5.48%	N/A	Money available upon demand
TD Bank	\$2,879,930	3.56%	N/A	Money available upon demand
Newburyport Bank	\$3,854,641	4.08%	N/A	Money available upon demand
Eastern Bank	\$225,770	2.00%	N/A	Money available upon demand
Leader Bank	\$3,194,346	4.41%	N/A	Money available upon demand
Bank of NH	\$3,084,852	4.65%	N/A	Money available upon demand

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period as of December 31, 2023	\$306,676	\$669,676	\$237,500	\$432,176

Date: 1/1/24

To: Robert Belmore, City Manager

From: Michelle Mears, AICP

Director of Planning and Community Development & D.D.S. Staff

Re: Department of Development Services December 2023 - 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 – December 6
- Conservation Commission – December 13
- Planning Board – December 20
- SRTC – December 6
- Historic District Commission – December 27

Building and Health Departments

MAJOR Building Permits Applied for December 2023

Address		Construction Costs	Fees
8	Corson Dr	\$ 280,000.00	\$ 2,545.00
363	Rt 108	\$ 207,000.00	\$ 1,888.00
Total		\$ 487,000.00	\$ 4,433.00

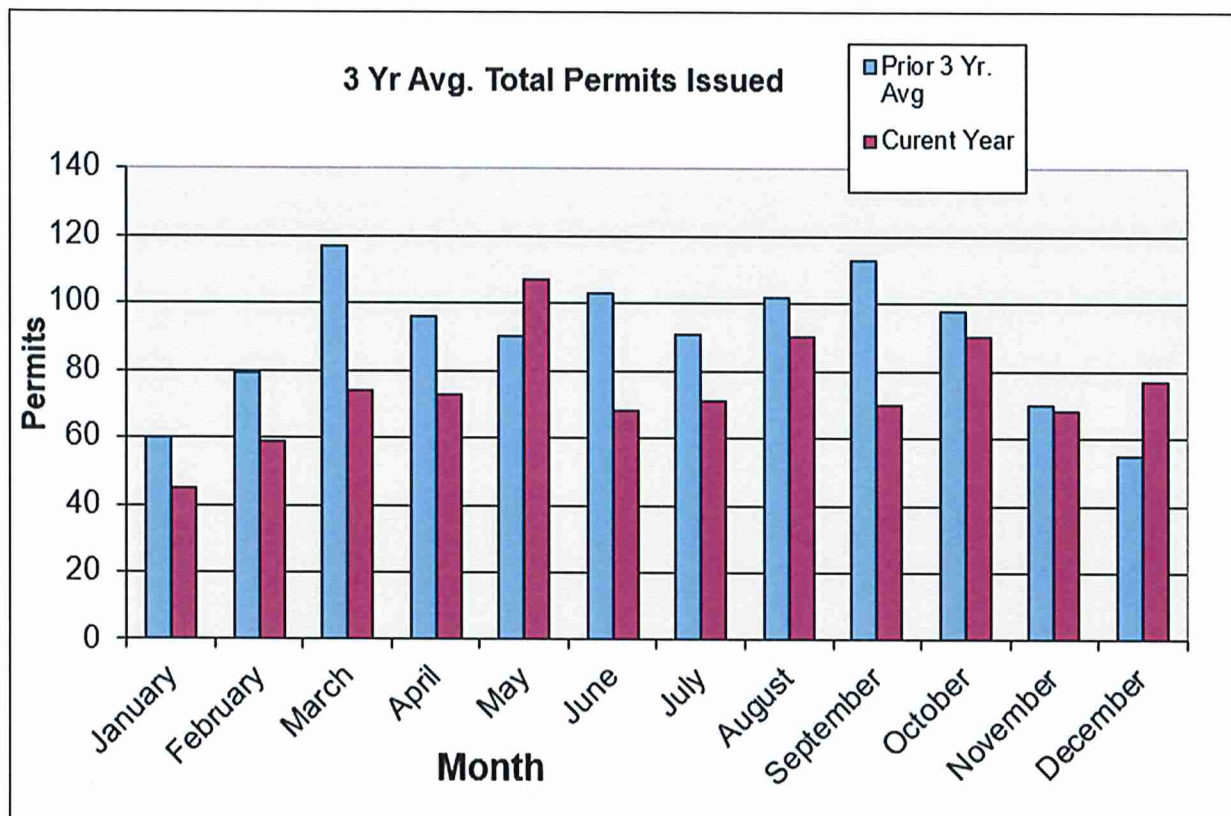
MINOR Building Permits Applied for December 2023

Address		Construction Costs	Fees
700	Sherwood Glen	\$ 4,000.00	\$ 61.00
33	Nash Parkway	\$ 5,000.00	\$ 140.00
60	Buffumsville Rd	\$ 10,841.00	\$ 122.57
355	Rt 108	\$ 306,000.00	\$ 2,725.00
59-65	High St	\$ 2,000.00	\$ 49.00
53	Green St	\$ 3,822.80	\$ 61.00
706	Sherwood Glen	\$ 11,550.00	\$ 133.00
11	Garden St	\$ 79,643.03	\$ 741.78
10	Hickory Ln	\$ 7,100.00	\$ 89.00
35	Myrtle St	\$ 14,200.00	\$ 152.80
33	Lily Pond Rd	\$ 25,288.79	\$ 259.00
210	Green St	\$ 16,985.00	\$ 178.00
47	Salmon Falls Rd	\$ 16,000.00	\$ 169.00

24	Cemetery Rd	\$ 46,464.93	\$ 443.18
26	Myrtle St	\$ 23,477.85	\$ 236.30
334	Main St	\$ 10,991.37	\$ 124.00
6	Sunset Dr	\$ 8,140.00	\$ 98.00
37	Whippoorwill Way	\$ 6,000.00	\$ 79.00
190	Tri-City Plaza	\$ 11,000.00	\$ 124.00
5	Cattail Cir	\$ 7,355.00	\$ 91.20
2	Sinclair Ave	\$ 12,000.00	\$ 133.00
3	Winslow Dr	\$ 9,565.00	\$ 111.09
3	Walnut St	\$ 11,500.00	\$ 128.50
Totals		\$ 648,924.77	\$ 6,449.42

Permit Receipts as of December 2023

PERMIT RECEIPTS						
	2020	2021	2022	2023	DIFFERENCE this year to last	% OF CHANGE
January	\$13,195.23	\$8,599.31	\$10,660.43	\$12,486.79	\$1,826.36	14.6%
February	\$13,438.09	\$6,590.61	\$31,381.26	\$10,679.12	-\$20,702.14	-193.9%
March	\$24,077.27	\$46,267.60	\$25,904.65	\$49,155.68	\$23,251.03	47.3%
April	\$10,871.58	\$27,779.60	\$26,246.19	\$14,650.50	-\$11,595.69	-79.1%
May	\$19,665.79	\$33,736.68	\$11,141.09	\$33,819.63	\$22,678.54	67.1%
June	\$13,079.55	\$51,947.53	\$37,046.22	\$12,436.71	-\$24,609.51	-197.9%
July	\$16,816.46	\$18,776.42	\$9,648.31	\$23,252.47	\$13,604.16	58.5%
August	\$23,823.08	\$46,171.98	\$25,716.69	\$22,620.10	-\$3,096.59	-13.7%
September	\$23,396.60	\$13,805.11	\$30,356.86	\$10,732.46	-\$19,624.40	-182.9%
October	\$16,152.79	\$18,139.91	\$12,587.39	\$22,766.41	\$10,179.02	44.7%
November	\$12,376.38	\$8,476.08	\$30,037.01	\$6,930.30	-\$23,106.71	-333.4%
December	\$6,925.03	\$8,858.58	\$7,853.79	\$18,565.77	\$10,711.98	57.7%
Year total	\$193,817.84	\$289,149.41	\$258,579.90	\$238,095.94	-\$20,483.96	-8.6%
Difference of change this year to last (completed months only)						



Property Maintenance December 2023

*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice;

Address	Complaint Type	Complaint Date	Notification Issued	Status
446 High Street	MPV	11/17/2022	NOV	Pending
37 Franklin Street	MPV	12/5/2022	CN	Pending
11 Ash Street #A	MPV	1/5/2023	NOV	Pending
Blue Heron Drive	Wetlands Violation	2/10/2023	NOV	Pending
65 Green Street	Fire Escape Violation	3/23/2023	CN	Pending
334 Main Street	Junkyard	7/25/2023	CN, NOV	Pending
289 Main Street	MPV	4/28/2023	NOV	Pending
254 High Street	Siding Violation	5/31/2023	NOV	Pending
375 Rt 108	Site Plan Violation	6/9/2023	NOV	Pending
29 Franklin Street	MPV	6/9/2023	NOV	Resolved
283 Main Street	MPV	7/6/2023	NOV	Pending
290 Main Street	Siding Violation	7/11/2023	NOV	Pending
442 High Street	Site Plan Violation	7/24/2023	NOV	Resolved
8 Wiggins Court	Zoning Violation	8/9/2023	NOV	Pending

14 South Street	MPV	8/18/2023	NOV	Resolved
36 Buffumsville Road	MPV	8/21/2023	NOV	Resolved
38 Buffumsville Road	MPV	8/21/2023	NOV	Resolved
506 High Street	Dumpster Violation	8/28/2023	NOV	Resolved
341 High Street	Zoning Violation	8/29/2023	CN	Resolved
396 High Street	MPV	8/29/2023	NOV	Pending
15 Rocky Hill Road	Zoning Violation	9/28/2023	CN	Resolved
334 Main Street	Zoning Violation	1/30/2015	NOV	Pending
5 Primrose Lane	Dumpster Violation	10/12/2023	NOV	Resolved
59 High Street	MPV	10/17/2023	CN	Pending
16 Winter Street	HDC Violation	10/17/2023	CN	Resolved
82 High Street	Zoning Violation	10/19/2023	NOV	Pending
472 High Street	Sign Violation	10/27/2023	CN	Pending
290 Main Street	Siding Violation	10/31/2023	NOV	Pending
47 Prospect Street	MPV	10/31/2023	CN	Pending
8 Wiggins Court	Zoning Violation	11/6/2023	NOV (2)	Pending
156 High Street #C	Sign Violation	11/16/2023	NOV	Pending
45 Cinnamon Ridge Road	Camper Violation	11/21/2023	CN	Pending
197 Rt. 108	Trash	11/21/2023	NOV	Pending
11 Ash Street	Trash	11/27/2023	CN	Resolved
36 Winter Street	Trash	11/27/2023	CN	Resolved
71 Franklin Street	Trash	11/28/2023	CN	Pending
60 Union Street	Trash	11/28/2023	CN	Resolved
81 Franklin Street	Trash	11/28/2023	CN	Pending
79 Union Street	Trash	11/28/2023	CN	Resolved
99 Green Street	Trash	11/28/2023	CN	Pending
77 Franklin Street	Trash	11/28/2023	CN	Resolved
38-40 Franklin Street	Trash	11/28/2023	NOV	Resolved
47 Green Street #B	MPV	11/30/2023	NOV	Pending
26 Union Street	Trash	12/5/2023	CN	Resolved
30 Union Street	Trash	12/5/2023	CN	Resolved
22 Union Street	Trash	12/5/2023	CN	Resolved
24 West High Street	Dumpster Violation	12/5/2023	CN	Pending
36 Market Street	Sign Violation	12/5/2023	CN	Resolved
Barclay Square	Sign Violation	12/5/2023	CN	Resolved
107 Franklin Street	Dumpster Violation	12/5/2023	CN	Resolved
42 Green Street	MPV	12/6/2023	CN	Pending
41 Union Street	Trash	12/7/2023	CN	Resolved
354 main Street #1	MPV	12/7/2023	NOV	Resolved
36 Green Street	Trash	12/11/2023	CN	Resolved

1 Drew Road	Fence Violation	12/11/2023	CN	Pending
47 Maple Street	Siding Violation	12/11/2023	CN	Pending
36 Prospect Street	Trash	12/11/2023	CN	Resolved
33 Lily Pond Road	Siding Violation	12/12/2023	CN	Resolved
22 Union Street	MPV	12/13/2023	NOV	Resolved
42 Green Street	Trash	12/14/2023	CN	Resolved
65 Green Street	Trash	12/14/2023	CN	Resolved
36 Green Street	Trash	12/14/2023	CN	Resolved
81 Franklin Street	Trash	12/14/2023	CN	Pending
18 High Street	MPV	12/14/2023	NOV	Pending
90 Market Street	Siding Violation	12/14/2023	CN	Pending
56 Market Street	Siding Violation	12/14/2023	CN	Pending
400 High Street	MPV	12/18/2023	CN	Pending
47 Green Street #A	MPV	12/19/2023	NOV	Pending
197 Rt. 108	Oil Spill	12/19/2023	NOV	Pending
97 High Street	Siding Violation	12/22/2023	CN	Pending
65 Green Street	Trash	12/22/2023	CN	Resolved
42 Green Street	Trash	12/22/2023	CN	Resolved
11 Granite Way	Life Safety Violation	12/27/2023	CN	Resolved
6 Waltons Way	Trash	12/27/2023	CN	Resolved
451 High Street	Trash	12/27/2023	CN	Resolved
36-38 Market Street	Trash	12/27/2023	NOV	Resolved
21 Fremont Street	Noise Ord. Violation	12/28/2023	CN	Resolved
19 Tri-City Road	Off Premise Sign	12/28/2023	CN	Pending
5 Ash Street	Dog Control	12/28/2023	CN	Resolved
103 Green Street	Trash	12/28/2023	CN	Resolved
7 Ash Street	Trash	12/28/2023	CN	Pending

PLEASE NOTE – All matters shown as “Resolved” were active matters which were closed in the month of December 2023 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of December, 2023, forty (40) open matters became compliant and were closed.
- In December, 2023, the Code Compliance Office issued:
 - Thirty-two (32) Courtesy Notices; and
 - Six (6) Violation Notices

COURT MATTERS – Ongoing

- **City v. Michael Davis – 25 Otis Road**
 - The Court held a review hearing on September 14, 2023, at which parties and counsel appeared. The Court reviewed the parties' Third Joint Statement Of Status, and heard

from counsel. The parties agree that the defendant has made and is making progress on the Conditional Use Permit ("CUP"), which remains the sole outstanding item. To that end, the defendant assembled necessary materials and attended and presented at the Conservation Commission meeting on September 13. The Commission requires additional information (a timeline/annotated plan indicating what has occurred on the property at what time). The parties anticipate that the CUP process will require an additional two-to-three Commission meetings and two-to-three Planning Board meetings.

- Based on the parties' joint request, the Court now rules as follows:
 - 1. A review hearing will be scheduled for early March, by which time the parties expect that the CUP process will have concluded. The hearing will concern the status of the CUP process as well as the City's outstanding sanctions requests.
 - 2. On or about the 20th of each month, the parties shall file status reports as to the CUP process and any other issues.
 - 3. If any party needs a hearing on any issue between now and March, that party may file a motion seeking a hearing and explain why one is necessary.
- **December Update:** The Defendant's application for a CUP is still pending at the City's Conservation Commission. Progress on the applicant's CUP has ceased as Mr. Davis did not attend the January Conservation Commission meeting nor did he provide the Commission with the required information. The Conservation Commission continued the applicant to the scheduled February meeting of the Commission (2/14/2024), with the request that the applicant be present with an engineer or send an engineer in his stead to develop a comprehensive mitigation plan. If this is not possible, the Commission will request that this matter go back to court. A compliance hearing is slated for 3/14/2024 at Strafford Superior Court in the event the defendant fails to show significant progress towards restoration of the disturbed wetlands.

- **City v. James Wolcott – 197 Rt. 108**

- City of Somersworth-Code Compliance had issued a Citation and Summons to James Wolcott for his lack of adherence to the Zoning Ordinance regarding junkyards. First notified of this violation back on 12/29/2022, Mr. Wolcott has failed to abide by the Zoning Ordinance, disregarding multiple notices to clean up the property.
- On 7/20/2023, the Code Compliance Office came to an agreement with Mr. Wolcott regarding his outstanding code violations. In exchange for suspending the civil penalty of \$1,000.00, Mr. Wolcott agreed to plead guilty to the violation and clean up the property by 8/20/2023.

- On 9/12/2023, the Code Compliance Office motioned the court to impose the suspended sentence. This property was not brought into compliance by the agreed upon date and continues to be out of compliance as of 9/30/23. The City is seeking to impose the original \$1,000.00 fine.
- On 9/27/2023, Judge Gardner ruled in favor, granting the City's motion to impose a suspended sentence. The defendant, James Wolcott, was given until October 31st, 2023 to pay the civil penalty in full.
- 11/1/2023, James Wolcott failed to pay the fines ordered by the court. The Code Compliance Office will file a motion to Dover District Court seeking a bench warrant for failure to pay 1,000.00 in fines. Updates will be provided in the December report.
- 12/9/2023, The Code Compliance Office motioned the court to issue a bench warrant for James Wolcott.
- 12/21/2023, Judge Lown granted the City's request, issuing the bench warrant on 1,000.00 cash bail.

Land Use Boards:

Minor Field Modification Requests: None

Conservation Commission:

December 13th

- Michael Davis is seeking a conditional use permit for after the fact excavation and alterations within the Riparian and Wetland Buffer on a property located at 25 Otis Road, in the Residential/Single Family (R1) District, Assessor's Map 31, Lot 49, CUP#03-2023 was **continued**.
- Michael Davis is seeking a conditional use permit for tree removal within the Riparian and Wetland Buffer on a property located at 25 Otis Road, in the Residential Single Family (R1) District, Assessor's Map 31 Lot 46 CUP#07-2023 was **continued**.

Historic District Commission:

December 27th

- An Historic Plaque Program Workshop with the Summersworth Historical Society & Museum was held.
- Conrod Nicely is seeking a certificate of appropriateness to install an 11.15 square-foot double-sided projecting PVC sign affixed to an existing bracket at a property located at 44

Market Street, in the Business with Historic Overlay (BH) District, Assessor's Map 11 Lot 187, HDC#39-2023 SIGN#22-2023 was **approved**.

Planning Board:

The Planning Board reviewed the following:

December 20th

- **PUBLIC HEARING:** Hawkins Family Revocable Trust is seeking minor site plan and conditional use permit approval for commercial and residential use at a property located at 5 Main Street in the Business (B) District, Map 11 Lot 210 SITE#20-2023, CUP#05-2023 was **approved**.
- **PUBLIC HEARING:** 85 Elm Street Somersworth LLC are seeking a site plan amendment to add residential units on a property located at 85 Elm Street and 20 Green Street the Business with Historic and Form-Based Codes Overlay (BHFBC) District, Assessor's Map 10 Lots 176 & 177, SITE#20-2022 was **approved**.
- **PUBLIC HEARING:** Bridgestone Retail Operations, LLC are seeking a site plan amendment to remove the rear door closure requirement on a property located at 442 High Street, Map 38, Lot 3 SITE#21-2023 was **denied**.

Site Review Technical Committee:

December 6th

- 85 Elm Street Somersworth LLC are seeking a Site Plan Amendment to add residential units and make revisions to parking on a property located at 85 Elm Street, 20 Green Street, and 67 Elm Street in the Business with Historic and Form-Based Codes Overlay (BHFBC) District, Assessor's Map 10 Lots 176 & 177, SITE#20-2022 & CUP#1-2023 was **approved**.

Zoning Board:

December 6th

- **PUBLIC HEARING:** K9 to 5 Dog Services LLC/Jacqueline Pierce is seeking a Variance from Table 4.A.2 to allow a commercial kennel on a property located at 15 Rocky Hill Road, in the Agricultural District, Assessor's Map 12 Lot 13, ZBA#18-2023 was **denied**.
- **PUBLIC HEARING:** Dominique and Diana Metreaud are seeking a Variance from Section 19.24 a. b. & f. to allow an accessory dwelling unit (ADU) that is detached and not internally connected on a property located at 10 Down Street, in the Residential/Single Family/A (R1A) District, Assessor's Map 3 Lot 54, ZBA#19-2023 was **denied**.

Master Plan Update – 2023-2024

Natural Resources Chapter

In December, Planning Staff met with Strafford Regional Planning Commission to discuss the Natural Resources Chapter update. Staff reviewed the scope of work and the implementation progress of Natural Resources chapter goals since the last Master Plan update, and discussed the formation of a project steering committee. This work is being funded by the Piscataqua Region

Environmental Planning Assessment (PREPA) grant that was awarded to the City of Somersworth in the spring of 2023. In January 2024, SRPC will meet with the Conservation Commission to introduce the planning process for the Land Use & Natural Resources Master Plan Chapter.

Economic Development – December 2023

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

- **Vacancy:** Commercial - Business Vacancy [*Site for Sale and /or Lease*]
- a) **Vacant -Privately owned Property**
- **Existing:** Business Expansion [*Local Business growing and providing new/more service*]
 - ✓ Tri City Masonry-exploring expansion
 - ✓ Favorite Foods
 - ✓ Central Fence
- **Committed:** Commercial Business Entity in Process [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]
 - ✓ Somersworth Sports Hub: Willand Drive
 - Sports Dome
 - ✓ Smart Storage: 1 Enterprise Drive - Route 108
 - Storage Center
 - ✓ MB Tractor: 355— Route 108
 - Tractor Retail Sales
 - ✓ Forward -Merch: 436 -Route 108
 - Screen Printing & Fulfillment Center
 - ✓ Wentworth Douglas Hospital Daycare Center- Terrascope
 - Providing daycare for over 200 children PB approval January 2023
 - ✓ Washville- Formerly Shammy's Carwash: 436 High Street
 - Car Wash
 - ✓ PetWellClinic – 10 Andrews Road
 - Veterinary clinic for dogs and cats
 - ✓ Hops Grapes & Tobacco Outlet – 400 High St. Suite C
 - Specialty craft brew marketplace
- **Final Certificate of Occupancy Granted**
 - ✓ Flame – 44 Market St.
 - Restaurant
 - ✓ PRM Auto/DSR Motor Group – 192 Route 108
 - Car Dealership
 - ✓ Makers Bazaar – 100 Tri-City Plaza
 - Retail
 - ✓ Popzup Popcorn – 22 Canal St. #358, #324
 - Mercantile
- **Potential:** Commercial - Business Exploring [*Exploratory Review in process*]

- 1) Vietnamese Food- Tri-City Plaza
 - Formerly Flooring Company next to TJMAXX
 - 2) Bending Bodhi Yoga
 - 3) Potential Car Wash High Street
 - 4) Janco
 - 5) Pizza and pub restaurant – 202 Route 108
- **# SeeSomersworth**
- ✓ SeeSomersworth- Keep abreast of Downtown Business Activities at:
www.facebook.com/seesomersworth
- **Community Advocacy:** ZOOM Meetings & Roundtables
- ✓ **Bi - Weekly:** SEDS - “Seacoast Region Economic Development Stakeholders”
 - ✓ **Bi - Weekly:** BEA-CEDR – “Community Economic Development Region”
 Economic Development Roundtable hosted by Commissioner Caswell
 - ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD
- **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 – December 2023

Program & Event Highlights:

- **Recreation Ornament Exchange-** Residents were invited to stop by the Rec Office during the month of December to bring an ornament to exchange an ornament.
- **Hilltoppers 50+ Holiday Create & Take-** This new event was co-hosted by City Rec & Library Departments along with Somersworth Housing Authority and The Gathering Place Studio. We had 8 residents participate and they were able to make a snowman craft & a homemade ornament to take home.
- **Rec Youth Basketball-** The 8-week season kicked off on Saturday, Dec. 9th and will run through Feb. 3rd. We’re utilizing both Idlehurst Elementary School gym & the High School gym this year. This program is coached by parent volunteers and some of the high school Varsity coaches. We have 100 children in grades 1-6 participating in the program.
- **Flashlight Candy Cane Hunt-** Our annual event was rescheduled to Friday, Dec. 15th due to rain for the original date. We had a big turnout this year with hundreds of attendees. We provided hot cocoa and freshly baked cookies from the CTC, there was a photo opportunity with Santa, and the kids enjoyed searching for over 1,500 candy canes that were scattered all over the football field. This event is a great way for the community to kick off the holiday season.

Upcoming Activities:

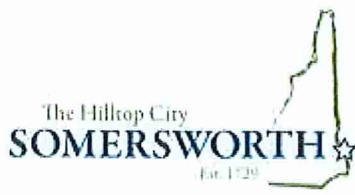
- **Biddy Basketball-** Early Bird registration opened on Monday, Dec. 4th. Both sessions of the program are now full with a waitlist. We're currently seeking volunteer coaches to help run the program.
- **Valentine's Dance-** staff have booked the DJ and photo booth for the dance. Tickets will go on sale after the holiday break. This year, everyone will be able to purchase tickets either online in our RecDesk portal or in person. Tickets will be limited and will be first come, first served.

Staff Updates & Meetings:

- **12/12-** Rec Supervisor attended the Virtual Returning Wellness Coordinator Training with Health Trust from 9-12pm. The City of Somersworth will receive a \$500 check from Health Trust to be used for employee wellness programs and campaigns.

MISC:

- **New Instagram Page -** Staff created a new IG page called "Somersworth Recreation" that connects directly to our already established Facebook page. Our goal is to reach more residents through our social media marketing campaigns.
- **RecDesk Updates-** Registrations for month of December:
 - Online: 23
 - In-person: 1



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: January 18, 2024

SUBJECT: Public Works Department Monthly Report for December 2023

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- -The Department prepared for transitioning from late fall to early winter activities and operations.

In addition, several projects were active and underway during December including:

- -CMAQ High Street Traffic Signal Upgrade project.
- -Water Treatment Plant condition assessment
- -Water Treatment Plant Energy Audit
- -Prepared /reviewed Scope of Work for Phase II improvements at the WWTF
- -Finalize bid specifications for 2024 Road Paving and Repair bids
- -Conducted inspections of the Greenview Subdivision Development
- -Reviewed working drafts of the Sewer Collection System and Asset Management report
- -Reviewed and gave feedback to BETA engineers on final; design of the water main replacement on Main Street.
- -Made final comments on plans and bid specifications for the Constitutional Way Complete Streets project. Bid documents have been released and quotes are due on February 8.
- -The Department took delivery on a new JD Front End Loader, funded in this current year budget. The new unit replaced a 2008 JD Front End Loader, which was traded in as part of the purchase.
- Highways responded to one (1) snow event and a heavy rain event during December.
- -Attended City Council meetings
- -Participated in SRTC meetings
- -Attended SRPC meeting
- -Filed the annual Tree City USA Report with the Arbor Day Foundation
- -Began reviewing FY25 Budget proposals from Division Supervisors in preparation for submission to the City Managers office.

- -Welcomed four (4) new employees began in the Department; 2 in Highways and 2 at the WWTF.

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
- Walked downtown for trash and weeds
- Replaced signs city wide damaged from weather and accidents
- Performed season tree limb trimming over roads and sidewalks
- Responded to one Winter Storm Event
- Patched and painted the Mayor's office
- Checked low lying areas and cleared catch basins ahead of heavy rain events
- Washed plow trucks after winter response
- Storm clean-up from severe weather, to include road side limb collection, storm drain cleaning.
- Cleaned up 2 downed trees from severe weather event (Rocky Hill and High St)
- Responded to severe weather event (clearing floods, placing barricades for FD, picking up limbs from the street, monitoring high water in areas,)
- Straightened street signs along roads, damaged by wind or accidents
- Cleaned up broken glass along High Street from a vehicle accident
- Performed road side trash collection along trouble areas
- Performed driver training for ELDT CDL
- Installed new Historic Street signs along High and Market
- Repaired Historic Street signs after severe weather event, made modifications to stabilize
- Performed seasonal road side trimming
- Performed fall sweeping
- Cleaned up from Christmas Parade
- Participated in the annual Christmas Parade with two (2) Plow trucks and provide equipment personnel to block access roads during Parade.

Recreation:

- Began building new picnic tables for Millenium Park
- Repaired ridge cap at Noble Pines on green building
- Removed large trees brought down by severe weather (Millennium Park, Noble Pines -Skate Park, River Walk,)
- Fall clean up at Veterans Park

- Collected leaves at Noble Pines
- Repaired a wash out at Ash St Park from heavy rains

Cemetery:

- Removed broken limbs from severe weather event

Sewer Collections Maintenance:

- Received 34 Digsafe request

ENGINEER DIVISION

- Attended NHDES Lead & Copper Rule Revision compliance training.
- Attended NH Water Pollution Control Association meeting 12/8/2023.
- Attended Seacoast Stormwater Coalition meeting.
- Completed inspections of Greenview subdivision.
- Completed oversight and project management and inspection of CMAQ Grant project.
- Completed punch list walkthroughs of CMAQ project.
- Continued oversight and project management of TAP Grant project.
- Continued oversight of water treatment plant evaluation project with Wright-Pierce.
- Continued oversight and site visits for BETA design progress on Main Street watermain design project.
- Continued oversight of Constitutional Way and Main Street Complete Streets with Wright-Pierce.
- Completed review and approval of several driveway permits.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating the process in A20 mode which is used for the winter months. The winter season runs from November 1st thru April 30th. During this time, we are not required to meet stringent nutrient, Biochemical Oxygen Demand & Total Suspended Solids requirements.
- Rebuilt pump #2 for Main St lift station. Pump has been reinstalled and placed back into service.
- Richardson Electric completed the start-up of aeration blower #3 Variable Frequency Drive unit (VFD). This unit was tested and passed and is now back in service.
- Started two (2) new employees on December 4th, Ervin Morann – Maintenance Mechanic and Chris Posten – Operator 1.
- Completed a draft of the Wastewater Division fiscal year 2025 budget.
- Activated the high flow plan five (5) times during the month of December due to heavy rain events.
- Received 29,250 gallons of septage for the month.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero (0) permit exceedances for the month.
- Treated a total of 61.41-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Reviewed one wastewater survey which didn't require any further action.
- Issued one commercial permit.
- Issued an NOV (Notice of Violation) to General Linen for failure to sample in November.

Capital Improvements Plan (CIP) Items:

- Outstanding upgrade warranty issues:
 - We are working on obtaining potential dates from GEA/Westfalia to complete the work required to address the ongoing vibration issues with the solids dewatering unit. We received the new solids guide and are now waiting for an installation date. It is anticipated that it will take 3-days to tear the unit down, cut and replace the solids guide plate.

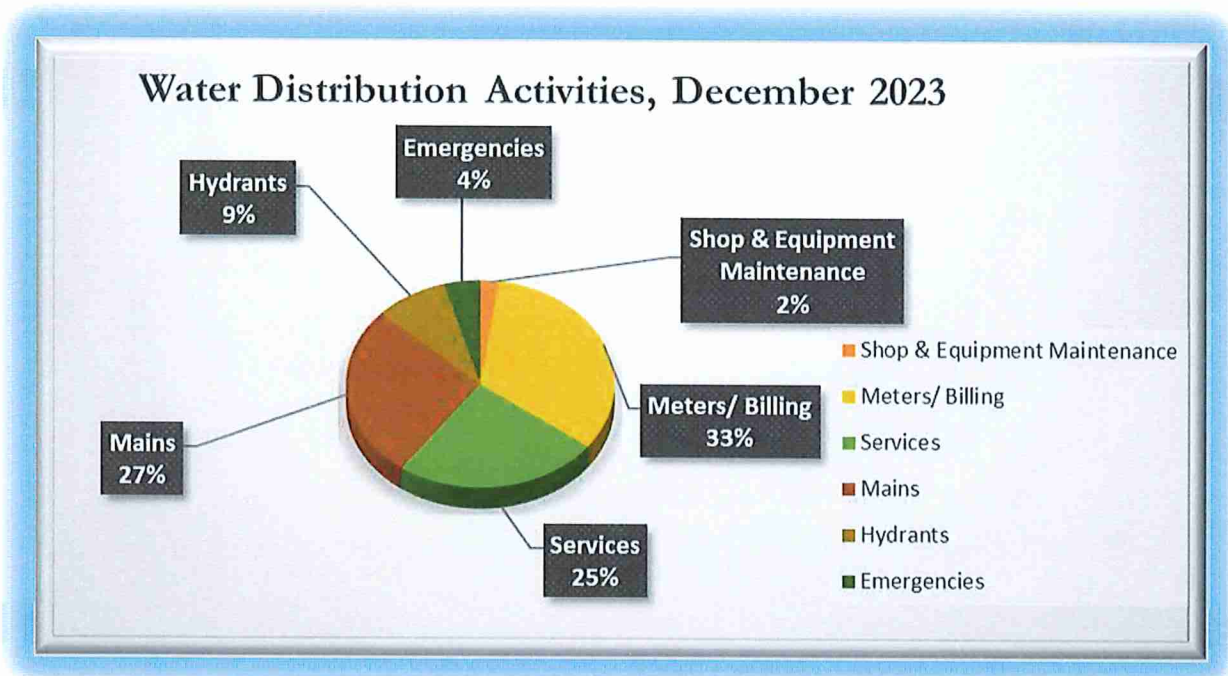
WATER TREATMENT

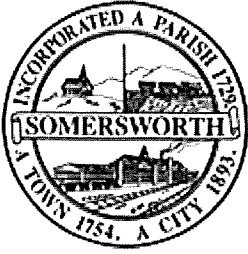
Items completed this month:

- Bacteria's and TOC's water quality testing completed
- Pumped 34,736,875 gallons of raw water
- Filtered and pumped to the city 32,648,500 of finished water
- Attended NHWPCA meeting and tour of Manchester Water Works Radial Well Plant
- Received energy audit from Process Energy Services
- Contacted Rexel for service on 2 Allen Bradley high lift VFD's
- Completed the NOI for the new NPDES permit
- Completed SQC (testing the bio solids from treatment process) renewal application with RMI
- Contacted Fist Light due to security phone line failure
- Received pricing for upcoming budget entries
- Replaced water meter area lights with led bulbs
- Installed motion sensor for energy savings in water meter area
- Serviced filter alum pump due to diaphragm failure
- Utilized generator due to power failure during 12/19 storm

WATER DISTRIBUTION

- Water Distribution operators completed 105 work orders and service requests in the month of December.
- Checking problem areas
- Valve replacements
- Hydrant winterizing
- Meter breakdowns
- Provide support and technical assistance as needed for the meter replacement contractor.





Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Timothy J. McLin
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: Timothy J. McLin, Chief of Police
Date: January 3, 2024
Subject: Monthly Report – Month of December 2023

Below are some of the activities of our department for the month of December:

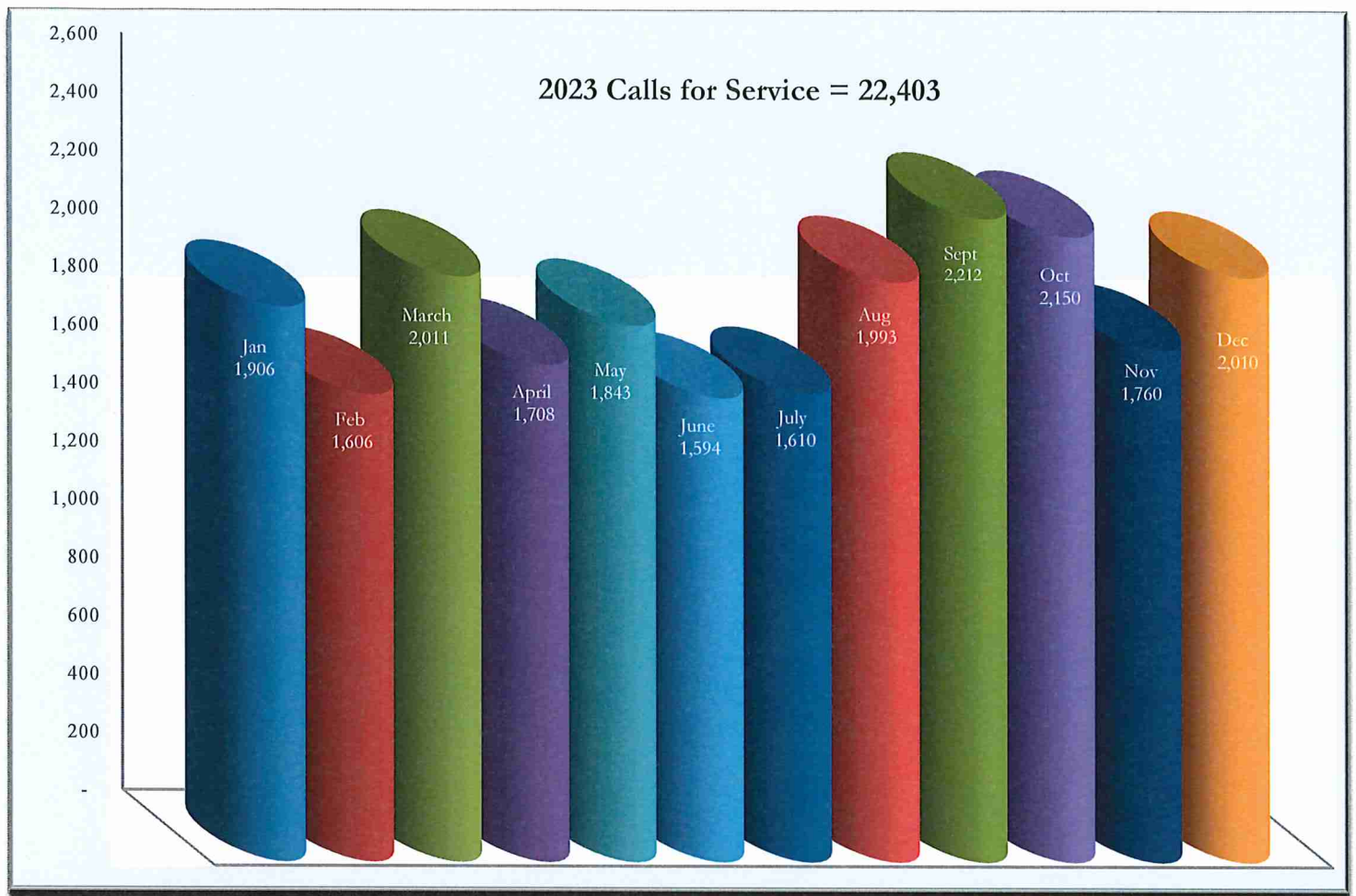
COMMUNITY POLICING

- The sixth annual Shop With a Cop was held on December 6th with a wrapping/pizza party at the Flanagan Center. The number of children kept getting larger and we had 34 children shopping with us. Santa visited the party and heard a lot of Christmas wishes from the children. We are very grateful for the community support for this program from both law enforcement agencies and businesses in Somersworth, as well as the City itself, that made this event successful.

PERSONNEL/TRAINING:

- Officer Mike Sloane celebrated his 30th anniversary with the City.
- Our annual Department Use of Force training and “less lethal projectiles” qualifications were completed.
- Training this Month: ICAC School Presentation Training for SRO’s, Introduction to Photography, Advanced Photography and Protection Methodology Presentation.

STATISTICS:



Yearly Comparison

Month	2023	2022	2021	2020	2019
January	1,906	2,100	1,562	1,939	1,976
Feb	1,606	1,935	1,280	1,756	1,796
March	2,011	1,909	1,666	1,926	2,145
April	1,708	2,064	1,802	1,846	2,285
May	1,843	1,897	2,004	1,708	2,053
June	1,594	1,808	1,984	1,749	1,935
July	1,610	1,520	1,757	1,949	2,048
August	1,993	1,570	1,881	1,847	1,943
Sept	2,212	1,717	1,820	1,875	2,020
Oct	2,150	1,665	1,775	1,937	1,906
Nov	1,760	1,671	1,880	1,717	1,860
Dec	2,010	1,693	1,944	1,513	1,995
TOTAL	22,403	21,549	21,355	21,762	23,962



City of Somersworth

Fire Department



January 19, 2024

To: Mr. Robert Belmore, City Manager

Re: January 2024 Monthly Fire Department and Emergency Management Report

Firefighter Dan Kelley finished his probationary time at the department. Please join us in congratulating Firefighter Kelley on this milestone.

The Somersworth Professional Firefighters Association had an extremely positive holiday season. Through their fundraising and coordination efforts they were able to provide Christmas to 349 children and 147 families who may not have one otherwise.

Repairs have been made to Truck 1 to repair the primer valve.

Engine 4 is awaiting a solenoid to repair an air leak in the braking system.

Monthly emergency response statistics with a comparison to last year:

	December 2023	December 2022
Fire (all types)	2	4
Overpressure / Overheat (no fire)	0	0
Rescue - EMS	63	79
Hazardous Condition (no fire)	11	32
Service Call	28	25
Good Intent Call	0	0
False Alarm / False Call	11	25
Severe WX / Natural Disaster	13	8
Special Incident	0	0
Total	128	173

A mutual aid ambulance was called into the city 4 times during the past month.

Note: The categories used to report monthly incidents are those mandated by the National Fire Incident Reporting System (NFIRS). Most categories are self-explanatory. For those categories that are not obvious, the following examples can add clarity: Good Intent Call - a reported fire that turns out to be steam from a dryer vent; Severe WX/Natural Disaster - a lightning strike or tree falling on a house that requires an inspection to ensure there is no fire; and a Special Incident - low frequency event such as a citizen's complaint of an ordinance or code violation.

Note: The SFD responds with Stewart's on the more serious medical calls and any time a mutual aid ambulance responds into the City. In addition, FD EMTs, AEMTs, and paramedic assist Stewart's with transports when a driver and/or additional EMS providers are required.

Respectfully submitted

Mark Dellner

Mark Dellner
Fire Chief / EMD
City of Somersworth

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JOSEPH H. DRISCOLL, IV
NAOMI N. BUTTERFIELD – OF COUNSEL

TELEPHONE (603) 524-3885

January 22, 2024

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 30-24

Title: **TO AUTHORIZE THE CITY MANAGER TO CONVEY A DISTRIBUTION UTILITY
EASEMENT TO PUBLIC SERVICE OF NEW HAMPSHIRE (PSNH), DOING
BUSINESS AS EVERSOURCE**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: January 22, 2024

By: Laura Morgan

City Council

Standing Committee Appointments - 2024

Economic Development

Paul Goodwin, Chair
Rick Michaud, Vice-Chair
Bob Gibson
Crystal Paradis-Catanzaro

Recreation

Nancie Cameron, Chair
Richard R. Michaud, Vice-Chair
Bob Gibson
Crystal Paradis-Catanzaro

Finance Committee

David A. Witham, Chair
Denis Messier, Vice-Chair
Marty Pepin
Ken Vincent

Public Safety

Marty Pepin, Chair
Ken Vincent, Vice-Chair
Denis Messier
Crystal Paradis-Catanzaro

Government Operations

Richard Michaud, Chair
Bob Gibson, Vice-Chair
Paul Goodwin
Nancie Cameron

Public Works & Environment

David A. Witham, Chair
Ken Vincent, Vice-Chair
Marty Pepin
Denis Messier

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