



# 2018 Annual Report

*Proud Past, Bright Future*

## TABLE OF CONTENTS

Assessing Department .....	9-10
City Manager.....	11
City Officials .....	4
Mayor & City Councilors .....	3
Code Enforcement .....	13-17
Planning and Community Development.....	21-23
Economic Development Update .....	18-20
Management’s Discussion and Analysis.....	47-54
Fire Department .....	24-27
Human Services .....	32
Ordinances .....	5
Police Department .....	28-31
Public Library .....	33-35
Public Works Department .....	36-40
Recreation Department.....	41-45
Resolutions .....	6-8
SAU 56 Superintendent of Schools.....	46
Service Directory.....	55



## MAYOR & CITY COUNCIL



Pictured: Left to Right Top: Councilor Martin P. Dumont Sr., Councilor Edward Levasseur, Councilor Kenneth S. Vincent  
Councilor Jonathan McCallion, Councilor Richard Michaud  
Left to Right Bottom: Councilor Dale R. Sprague, Councilor Nancie Cameron, Mayor Dana S. Hilliard,  
Councilor David A. Witham, Councilor Martin Pepin



Pictures provided by Jenne Holmes

# CITY OFFICIALS

## MAYOR

Dana S. Hilliard  
Term Exp. Jan 2020

## CITY MANAGER

Robert M. Belmore

## ASSESSOR

Mary Beth Walker  
(Corcoran Associates)

## CITY ATTORNEY

Mitchell Municipal Group, P.A.

## CITY CLERK

Trish Harris

## CITY ENGINEER

Scott Bourcier  
(Contract, Dubois & King Engineers)  
Gary Lemay (August 2018)

## CODE ENFORCEMENT OFFICER

Tim Metivier

## DIRECTOR OF PLANNING & COMMUNITY DEVELOPEMENT

Shanna Saunders

## DIRECTOR OF FINANCE AND ADMINISTRATION

Scott Smith

## ECONOMIC DEVELOPMENT MANAGER

Robin Comstock

## HUMAN RESOURCES MANAGER

Linda Corriveau

## LIBRARY

Debora Longo (Retired June 2018)  
Susan Totter

## DIRECTOR OF PUBLIC WORKS & UTILITIES

Michael Bobinsky

## TAX COLLECTOR

Jessica Stephens

## WELFARE OFFICER

Amy Valliere

## FIRE CHIEF

Keith Hoyle

## POLICE CHIEF

David Kretschmar

## CITY COUNCIL

(Terms Exp. Jan. 2020)

### WARD 1

Martin Pepin

### WARD 2

Kenneth S. Vincent

### WARD 3

Martin P. Dumont, Sr

### WARD 4

Jonathan McCallion

### WARD 5

Denis Messier (Resigned April 2018)

Richard Michaud

(Appointed May 2018)

(Elected September 2018)

### At Large

(Terms Exp. Jan. 2020)

David A. Witham

Dale R. Sprague

Nancie Cameron

Edward Levasseur

## SCHOOL BOARD

(Terms Exp. Jan. 2020)

### WARD 1

Maggie Larson

### WARD 2

Matthew Hanlon

### WARD 3

Karen G. Hiller

### WARD 4

Kyla Yoder

### WARD 5

Thomas McCallion

### At Large

(Terms Exp. Jan. 2020)

Gerri Cannon

Donald Austin

Kelly Brennan

Mark B. Richardson

## ELECTION OFFICIALS

(Terms Exp. Jan. 2020)

### WARD 1

#### Moderator

George Poulin

#### Ward Clerk

Jameson Small

#### Selectmen

Roger Eaton

#### Supervisor of Checklist

Pam Sawyer (Term Exp. July 2021)

## ELECTION OFFICIALS (Cont.)

(Terms Exp. Jan. 2020)

### WARD 2

#### Moderator

Harold Guptill

#### Ward Clerk

#### Selectmen

Dave Roberge

Dana Rivers

#### Supervisor of Checklist

Ginny Hahn (Term Exp. Aug 2023)

### WARD 3

#### Moderator

Pius Murray

#### Ward Clerk

#### Selectmen

Sylvia Johns

#### Supervisor of Checklist

Amy Labelle (Term Exp. June 2023)

### WARD 4

#### Moderator

Brent Harvey

#### Ward Clerk

#### Selectmen

David Pincince

James Terry

#### Supervisor of Checklist

Amy Howard (Term Exp. July 2023)

### WARD 5

#### Moderator

Joanne Demers

#### Ward Clerk

#### Selectmen

#### Supervisor of Checklist



Picture provided by Jenne Holmes



# 2018 ORDINANCES

1. Ordinance 01-18 Add New Chapter 33, Tree Ordinance. Passed 08/14/2017
2. Ordinance 02-18 City Council Meeting Schedule for 2018. Passed 12/04/2017
3. Ordinance 03-18 Amending Chapter 4, Personnel Rules & Regulations, 6. Hiring, Promotion, Transfer and Layoff and Appendix 1, Assignment of Class to Grade. Passed 02/20/2018
4. Ordinance 04-18 Supplemental Appropriation for Engineering Services for Improvements at the Somersworth Wastewater Facility. Passed 02/20/2018
5. Ordinance 05-18 FY 2018-2019 Budget. Passed 04/16/2018
6. Ordinance 06-18 Amending Chapter 4, Personnel Rules & Regulations, Appendix 1, Assignment of Class to Grade (Covering Classes Classified as Exempt Under the Fair Labor Standards Act) Passed 04/16/2018
7. Ordinance 07-18 Amending Chapter 4, Personnel Rules & Regulations, Section 11. Wages and Benefits. Passed 04/16/2018
8. Ordinance 08-18 Supplemental Appropriation for Technology Improvements at Various Somersworth Schools. Passed 04/16/2018
9. Ordinance 09-18 Amending Chapter 19, Zoning Ordinance, Section 25, Definitions, and Adding New Section 19.24, Accessory Dwelling Units. Passed 05/07/2018
10. Ordinance 10-18 Amending Chapter 4, Personnel Rules and Regulations—Compensation Schedule. Passed 06/18/2018
11. Ordinance 11-18 Amending Chapter 29 Administrative Code to Assign Office of the Assessing to the Department of Finance and Administration. Passed 06/18/2018
12. Ordinance 12-18 Supplemental Appropriation for the Additional Special Education Funding the Somersworth School Department Budget. Passed 06/18/2018
13. Ordinance 13-18 Amend Chapter 30, Conduct in Public Parks, Section 2.2, Definitions and Section 12 City Trails and Section 13 Dog Waste in Parks. Passed 6/18/2018



Picture provided by Jenne Holmes

## 2018 RESOLUTIONS

1. Resolution 01-18 To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Safety to Establish a City Continuity of Operations Plan in the Event of an Emergency. Passed 08/24/2017
2. Resolution 02-18 To Authorize the City Manager to Contract with 2-Way Communications Inc., of Newington, NH for the Purchase of Portable Radios for the Fire Department. Passed 07/24/2017
3. Resolution 03-18 To Authorize the City Manager to Contract with Credere Associates, LLC of Westbrook, Maine for Engineering Services Associated with the Remediation of Property Located at 1 Winter Street, Formerly known as Breton's Cleaners. Passed 07/24/2017
4. Resolution 03-18 To Authorize the City Manager to Sign a Lease/Purchase Agreement with the TD Equipment Finance of Portland, Maine for the Purchase of City Vehicles. Passed 09/05/2017
5. Resolution 04-18 To Authorize the City Manager to Order a One-Ton Dump Truck & Associated Winter Plow Equipment for the Department of Public Works Which will be Funded by a Lease/Purchase Arrangement. Passed 09/05/2017
6. Resolution 05-18 To Authorize the City Manager to Contract with Pike Industries of Belmont, NH for Road Improvements on Maple Street, a Portion of Blackwater Road, a Portion of Green Street, a Portion of Rocky Hill Road & Winter Street, and Certain Spot Repairs Throughout the City. Passed 08/14/2017
7. Resolution 06-18 To Authorize the City Manager to Contract with Hach Company of Chicago, Illinois for the Purchase of a Hach B3500 Biotector TOC Analyzer for use at the Water Treatment Plant. Passed 08/14/2017
8. Resolution 07-18 To Authorize the City Manager to Accept and Enter into a Grant Agreement for the 2017 Justice Assistance Grant (JAG) Program. Passed 08/14/2017
9. Resolution 08-18 Reaffirming the City of Somersworth's Commitment to Immigration and Cultural Diversity. Passed 09/05/2017
10. Resolution 09-18 To Authorize the City Manager to Purchase a Caterpillar Skidsteer for the Department of Public Works Which will be Funded by a Lease Purchase Arrangement. Passed 09/18/2017
11. Resolution 10-18 To Authorize the City Manager to Continue the City of Somersworth's Support in Furthering the Plan for an Intermunicipal Agreement with the City of Dover for the Development of a Water System Interconnection Between Dover and Somersworth. Passed 10/16/2017
12. Resolution 11-18 To Authorize the City Manager to Contract with Envirovantage of Epping, NH for the Abatement and Demolition Services Associated with the Remediation of Property Located at 1 Winter Street, Formerly known as Bretons Cleaner. Passed 10/02/2017
13. Resolution 12-18 To Notify the City Tax Collector that the City Council Shall not Accept a Tax Deed on Certain Manufactured Housing Units Subject to an Unredeemed Tax Lien. Passed 10/16/2017
14. Resolution 13-18 To Notify the City Tax Collector that the City Council Shall not Accept a Tax Deed on Properties Located on Wexford Lane Subject to an Unredeemed Tax Lien. Passed 10/16/2017

## 2018 RESOLUTIONS

15. Resolution 14-18 To Authorize the City Manager to Contract with Denron Plumbing and HVAC of Manchester, NH for the Purchase and Installation of a Cooling Tower for City Hall. Passed 10/16/2017
16. Resolution 15-18 To Authorize the City Manager to Order a Pickup Truck for the Code Enforcement Office Which will be Funded by a Lease Purchase Arrangement. Passed 10/16/2017
17. Resolution 16-18 To Authorize the City Manager to Enter into a Project Agreement with the State of New Hampshire Division of Historical Resources and to Accept a Moose Plate Program Grant Award. Passed 11/02/2017
18. Resolution 17-18 To Authorize the City Manager to Sell City Tax Deeded Property Located at 20 Green Street. Failed 12/04/2017
19. Resolution 18-18 To Authorize the City Manager to Contract with Wright Pierce Engineers of Portsmouth, NH to Provide Engineering and Design Services for Various Complete Streets Projects. Passed 12/04/2017
20. Resolution 19-18 Proclamation Declaring January Diversity Month in the City of Somersworth. Passed 12/04/2017
21. Resolution 20-18 To Authorize the City Manager to Enter into a Land and Water Conservation Grant Application Agreement for Improvements to the Jules Bisson Park. Passed 01/16/2018
22. Resolution 21-18 To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Preservation Alliance to Complete a Condition Assessment of the Furber Memorial Chapel at the Forest Glade Cemetery. Passed 01/16/2018
23. Resolution 22-18 To Authorize the City Manager to Amend the Contract with Wright Pierce Engineers of Portsmouth, NH to Include Additional Engineering Services at the Somersworth Wastewater Treatment Facility. Passed 02/20/2018
24. Resolution 23-18 To Authorize the City Manager to Enter into the Contribution Assurance Program with Primex of Concord, NH for Property and Liability Insurance. Passed 02/20/2018
25. Resolution 24-18 To Authorize the City Manager to Order One SUV Style Police Cruiser. Passed 02/05/2018
26. Resolution 25-18 To Discontinue the Hilltop Rehabilitation Capital Reserve Fund in Accordance with RSA 34:11-A. Passed 03/19/2018
27. Resolution 26-18 To Authorize the City Manager to Use Funding from the Building Maintenance Fund to Repair the Exterior Steps at the Somersworth Public Library. Passed 04/16/2018
28. Resolution 27-18 To Authorize the City Manager to Use Funding from the Building Maintenance Fund for the Roof Repair at the Former Somersworth City Municipal Office Building Currently Leased by the Somersworth Historical Society. Passed 04/16/2018
29. Resolution 28-18 Change the Purpose of the Hilltop Rehabilitation Capital Reserve Fund in Accordance with RSA 34:11 and Establish a Capital Reserve Fund for the Purpose of Improvements, Reconstruction or Rehabilitation of City Parks and City Park Facilities. Passed 04/16/2018
30. Resolution 29-18 To Authorize the School Department to Utilize the Cable Franchise Fund to Complete Technology Improvements in Somersworth Schools. Passed 04/16/2018

## 2018 RESOLUTIONS

31. Resolution 30-18 To Authorize the City Manager to Contract with CMA Engineers of Portsmouth, NH for Engineering Services Associated with the Transportation Alternatives Program (TAP) Grant. Passed 04/16/2018
32. Resolution 31-18 To Authorize the School Department to Utilize Funds from an Eversource Energy Efficiency Rebate to Contract with Eckhardt and Johnson of Manchester, NH to replace an HVAC unit at the High School. Passed 04/16/2018
33. Resolution 32-18 To Authorize the City Manager to Enter into a 5-Year Contract with Resource Management Inc. (RMI) of Holderness, NH for Disposal of Water Treatment Facility Lagoon Sludge Material. Passed 05/21/2018
34. Resolution 33-18 To Amend Council Rules and Regulations. Passed 05/21/2018
35. Resolution 34-18 To Discontinue the Fund for the Education of Persons with Disabilities Non-Capital Reserve Fund in Accordance with RSA 34:11-A. Passed 06/04/2018
36. Resolution 35-18 To Authorize the City Manager to Prepare Bid Specifications for Road Resurfacing and Associated Repairs of Selected Streets. Passed 05/21/2018
37. Resolution 36-18 Authority to File an Application to the State Revolving Fund for a Loan to Fund Wastewater Facility Upgrades. Passed 05/21/2018
38. Resolution 37-18 To Authorize the City Manager to Enter into a Project Agreement with the New Hampshire Department of Transportation and to Accept a Congestion Mitigation and Air Quality (CMAQ) Improvement Program Grant Award. Passed 06/04/2018
39. Resolution 38-18 Naming Whippoorwill Way, Sandlot Lane and Assigning Addresses if Required. Passed 06/04/2018
40. Resolution 39-18 To Authorize the City Manager to Contract with Pike Industries of Belmont, NH to Pave a Portion of West High Street from Maple Street to Cemetery Road and Replace Manhole Covers on West High Street and Blackwater Road. Passed 06/18/2018
41. Resolution 40-18 To Authorize the City Manager to Enter into a Project Agreement with the US Environmental Protection Agency for a Brownfields Clean-Up Grant Award. Passed 06/18/2018





# ASSESSING

**Marybeth Walker, *City Assessor***  
692-9518 ❖ mwalker@somersworth.com

**Christien Dubois, *Assessing Clerk***  
692-9520 ❖ cdubois@somersworth.com

***Board of Assessors***

Philip Munck  
James Cowan  
Patty Roberge LeHoullier

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**T**he Assessing Office is responsible for ensuring equitable property assessments, which distribute the City's tax burden in accordance with New Hampshire State Statutes. The City Assessor functions and responsibilities are provided by Marybeth Walker, CHNA, through Corcoran Consulting Associates, Inc. The company provides data collectors and appraisers certified by the NH State Department of Revenue to perform the various functions required of them over the course of the year.

The Assessing Office provides the following functions:

1. Adequately manage and maintain exemptions and credits, current use management, timber and gravel yield taxes and other statutory assessing obligations;
2. Perform field inspections to collect data for all new construction and properties with active building permits;
3. Perform field inspections on all properties which have transferred during the contract period and verify the circumstances surrounding all sales;
4. Perform field inspections and other studies to review all abatement requests;
5. Meet with taxpayers wishing to discuss their valuations;
6. Meet with the City Administration and/or Board of Assessors.

**F**or 2018, the Assessing Department continued with the 4-year Cycled Inspection program. Each year of this process the City will be inspecting approximately 25% of all properties to verify the existing tax assessment data and make corrections if needed. During year 5 the City will perform a City-wide revaluation, as mandated by New Hampshire State Statutes. The next Revaluation is scheduled for 2019.

# ASSESSING

## 2018 Summary Inventory of Valuation

	Value
Residential (land & building)	\$603,579,408
Commercial/Industrial (land & building)	\$239,162,177
Current Use Land (per RSA 79-A)	\$ 156,789
Utilities	\$ 15,787,600
<b>Valuation Before Exemptions</b>	<b>\$858,685,974</b>
<b>Net Taxable Valuation</b> (value after exemptions- used to compute	<b>\$854,963,274</b>

## 2018 Exemptions

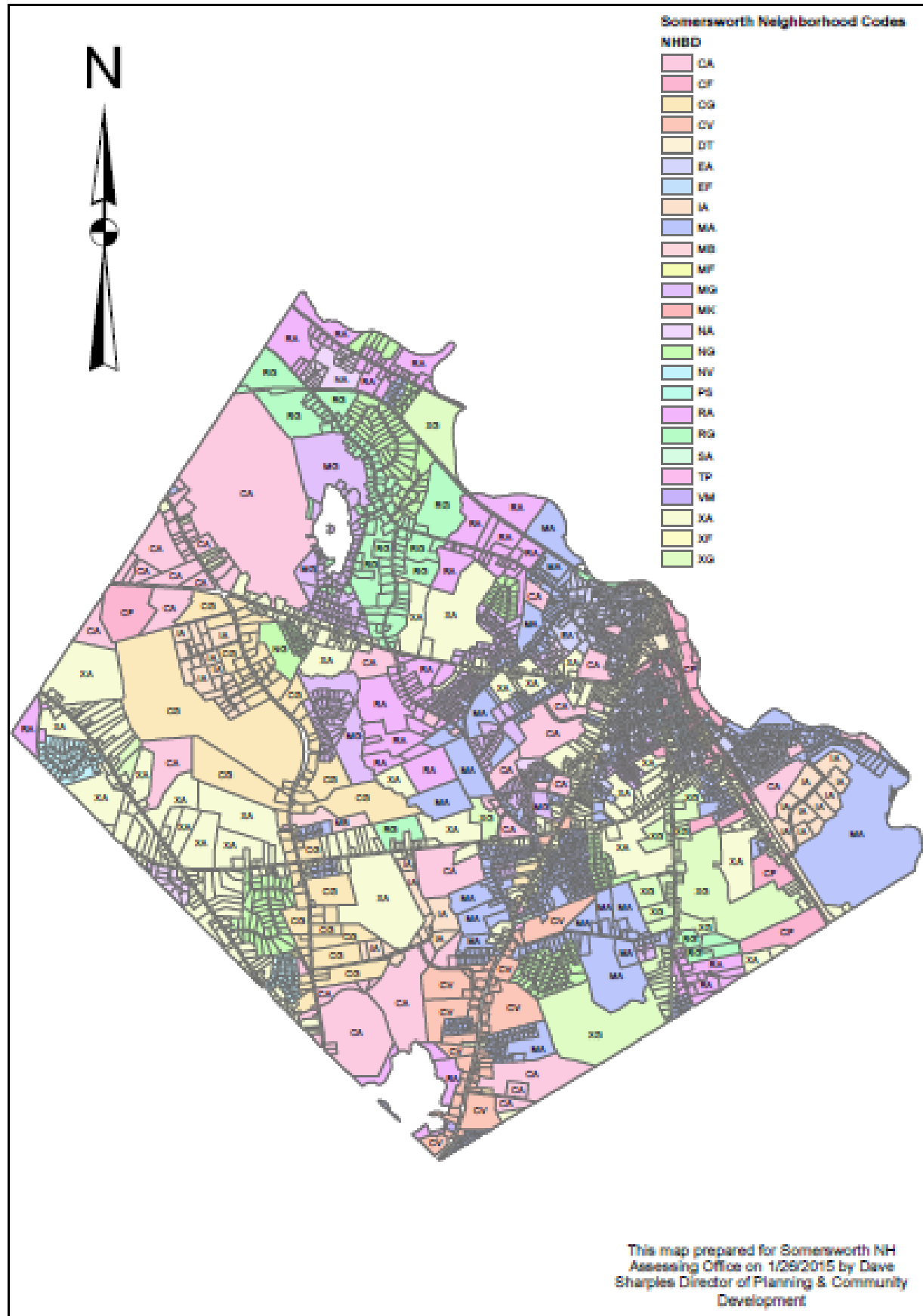
	Exemption/Credit Amount*	Total Exemptions/ Credits Granted	Assessed Valuation
<b>Exemptions</b>			
<u>Blind:</u>	\$25,000	2	\$49,500
<u>Elderly:</u>	\$50,000, 65-74 years of age \$65,000, 75-79 years of age \$75,000, 80+ years of age	69	\$3,673,200
<b>Credits</b>			
<u>Veteran:</u>			
Std. Vet. Credit	\$500	396	\$198,000
Service Connected Disabil-	\$1,400	31	\$43,400
*An exemption is granted in an amount off of the assessed value of the property. A credit is granted in an amount deducted from the tax billings.			

### AVAILABLE ONLINE!

Property record cards can now be found at [www.patriotproperties.com](http://www.patriotproperties.com).

Tax maps can now be found at <http://www.somersworth.com/departments-services/development/development-services/assessing/>

# SOMERSWORTH NH NEIGHBORHOOD MAP



# CITY MANAGER

**Robert M. Belmore, *City Manager***  
692-9502 ❖ bbelmore@somersworth.com

**Brenda Breda, *Executive Assistant***  
692-9503 ❖ bbreda@somersworth.com

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## City Government

I am pleased to present Fiscal Year 2019 Annual Report to the citizens of Somersworth. The City of Somersworth has functioned as a City Council/City Manager form of government since 1985. The City Manager is appointed by the City Council to function as the Chief Administrative Officer of the City, responsible for the proper administration of all departments of the City. Under the Council/Manager form of government, the Council establishes policies for operations within the City, and it is the Manager's responsibility to ensure these policies are carried out. There are Four (4) At-Large City Councilors and Five (5) Ward Councilors; in addition, there is an elected Mayor who is the presiding officer at meetings of the City Council.

In general, the City Manager supervises all City property and is responsible for the day-to-day business affairs of the City and oversees expenditure of all funds appropriated for City purposes. City Department Heads reporting directly to the City Manager include, Director of Finance & Administration, Director of Public Works & Utilities, Director of Planning & Community Development, Fire Chief and Police Chief. In addition, the City Manager is an ex-officio voting member of the Planning Board and is a member of the City's Emergency Management Team.

## Annual Budget & Capital Improvement Program

In accordance with Article VII of the City Charter, the City Manager submits to the Council on or before the 15<sup>th</sup> day of March a budget for the ensuing fiscal year. Additionally, the City Manager prepares and submits to the Council a 6-year capital program at least three months prior to the final date of submission of the budget. The Capital Improvement Program (CIP) has continued to evolve to show infrastructure projects and programs necessary for continued City services in a sustainable strategy over a rolling 6-year time frame. The purpose of the CIP is to assist the City Council in preparing well in advance for capital expenditures to meet the future needs of the community.

## Community

We continue to move forward with infrastructure and program improvements that provide services that maintain a rich quality of life for residents and visitors to live, work and play. Please accept my invitation to stop by my office to learn more about your City government or to share your thoughts on how we might work together in maintaining the City's overall commitment to providing high quality services to our Community.

Sincerely,

**Robert M. Belmore, ICMA-CM**

City Manager



# CODE ENFORCEMENT

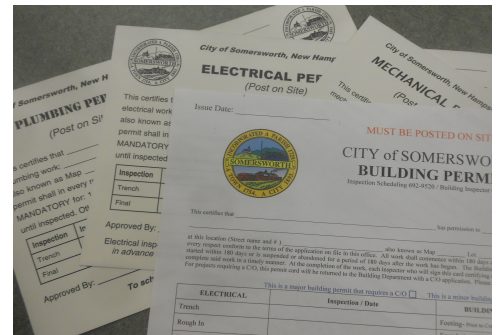
**Tim Metivier, Code/Health Officer**  
692-9522 ♦ tmetivier@somersworth.com

**Shanti Wolph, Code Compliance Officer**  
692-9521 ♦ swolph@somersworth.com

**Hank Feesntra, Part-Time Electrical Inspector**  
692-9520 ♦ hfeenstra@somersworth.com

**Christien DuBois, Code Clerk**  
692-9520 ♦ cdubois@somersworth.com

The Code Enforcement Department is responsible for ensuring the integrity of Somersworth's existing and future-built environment through implementation and enforcement of the City's building, electrical, plumbing, mechanical, and life safety codes.



## **The Inspection Department provides services in five general areas:**

**Plan Review and Code Interpretation:** The inspectors review all documentation associated with each construction project, discuss technical aspects with clients, and inform them of any design deficiencies in meeting City codes.

**Permit Issuance:** Permits are required for all new construction and general renovations, such as remodeling projects, repairs and replacements. Any expansion of electrical, plumbing, mechanical or fire protection systems also requires a permit. The Department coordinates, processes final permit documentation, maintains and stores these records, and issues permits to the licensed contractor or homeowner doing the work.

**Construction Inspections:** The Department performs a series of inspections as the work progresses to ensure it conforms to City codes, and notifies responsible parties of the results.

**Construction Completion:** The inspectors perform final site inspections and if the building, electrical, plumbing, mechanical and/or fire system work meets codes, they issue a Certificate of Occupancy or sign off on the final building permit inspection, where necessary.

**Code Enforcement:** The inspectors also investigate claims of building, electrical, plumbing, mechanical and zoning code violations. Staff dedicates much effort to property maintenance compliance as well.

# CODE ENFORCEMENT

## 2018 Code Enforcement Department Year in Review

### Permits issued

- ◆ 314 Building permits
  - ◆ 281 Minor Building Permits
  - ◆ 33 Major Building Permits
    - ◇ 8 Major Commercial Permits
    - ◇ 33 Minor Commercial Permits
    - ◇ 25 Major Residential Permits
    - ◇ 248 Minor Residential Permits

(3 major commercial permits are for condominium construction)

- ◆ 150 Electrical Permits
  - ◇ 34 Commercial
  - ◇ 116 Residential
- ◆ 60 Plumbing Permits
  - ◇ 10 Commercial
  - ◇ 50 Residential
- ◆ 135 Mechanical Permits
  - ◇ 19 Commercial
  - ◇ 116 Residential
- ◆ 17 Demolition Permits
  - ◇ 2 Commercial
  - ◇ 15 Residential
- ◆ 27 Certificates of Occupancies (CO)
  - ◇ 11 Commercial
  - ◇ 16 Residential

(CO's are not only for new construction)

Estimated total cost of building construction for 2018 is:

Total Estimated Construction Cost .....	\$11,736,978.00
◇ Total Residential Construction.....	\$6,168,633.00
◇ Total Commercial Construction.....	\$5,568,345.00

(Actual cost of construction may vary. These amounts are based on information provided by the applicants on the permit application)



# CODE ENFORCEMENT

Permit Fees Collected for 2018 are:

- ♦ Total permit receipts .....\$102,277.00
    - ♦ Residential receipts.....\$58,541.00
    - ♦ Commercial receipts.....\$43,736.00
- (Amounts were rounded to the nearest dollar)

There were 18 newly completed residential structures built added or modified to a new unit:

- ♦ Single Family Homes.....7
- ♦ Manufactured Homes.....10
- ♦ Duplex Homes.....0
- ♦ Multifamily Buildings .....1
- Total new living units .... 17



(There was 1 totally remodeled 4-unit multifamily home that doesn't reflect as new or added living units in the city.)

5 Significant projects were underway in the City:

- ♦ Ratification Enterprises, LLC is significantly remodeling space in Somersworth Plaza from once being Care Pharmacy to Strip Nine Brewing, a nano brewery and restaurant
- ♦ 14,380 sq. ft. new Veterans Administration outpatient clinic has begun construction in Terrascape Parkway
- ♦ Phase III of the Sunningdale development commenced
- ♦ A 28 unit mix of 1, 2, and 3 unit condominium project off of Green Street broke ground
- ♦ And a 27 lot subdivision of single-family homes is underway just off of Rocky Hill Rd., called Green View. Green View is a multi-lot subdivision with streets named Whippoorwill Way and Sandlot Drive
- ♦ Remodeling and an addition to the former River Side Garage to create a new 20,000 sqft, state of the art NH State Liquor Store





# CODE ENFORCEMENT

## Code Compliance Activity

The Code Enforcement Department sent many letters, visited with, or had other forms of communication with various property owners concerning property maintenance and has requested corrections based on observations or complaints.

Notifications made to Property owners:	475
Total corrections documented:	453
Matters Placed Into Suit:	8

(Please note that the total values detailed above may include multiple code violations issued to the same property owner. Also, 2018 matters may include those which were initiated in 2017, but failed to resolve by year's end.)

The Code Compliance Office is tasked with enforcing applicable City Ordinances and Property Maintenance Codes in order to maintain the public health and safety and to promote an aesthetically pleasing community for Somersworth's residents and businesses.

The Code Compliance Office serves primarily as a proactive operation – with the Code Compliance Officer making daily patrols to identify violations across the city. This office also frequently responds to complaints from Somersworth homeowners, renters, and business owners. All matters which are opened by the Code Compliance Office follow the procedure below.

- ◆ When an initial complaint is observed or reported, a Courtesy Notice is provided to the property owner (and tenant if deemed necessary). The timeframe for compliance depends on the severity of the violation, but typically, any issued Courtesy Notice will require some form of action within a two (2) week window or less.
- ◆ If non-compliant by the deadline set forth in the Courtesy Notice, a Notice of Violation (“NOV”) will be served onto the property owner with a two (2) week window for compliance. Issuance of the NOV asserts that a fine will be imposed if the matter remains non-compliant.
- ◆ If non-compliance continues, the matter will be placed into suit with the District Court. Depending on the situation, should the property owner cooperate and become compliant, the Code Compliance Office will typically motion the Court to vacate all hearings and suspend any imposed fines.

In calendar year 2017, the Code Compliance Dept. had a compliance rate of 94.86%, i.e. 757 out of 798 matters in violation became compliant.

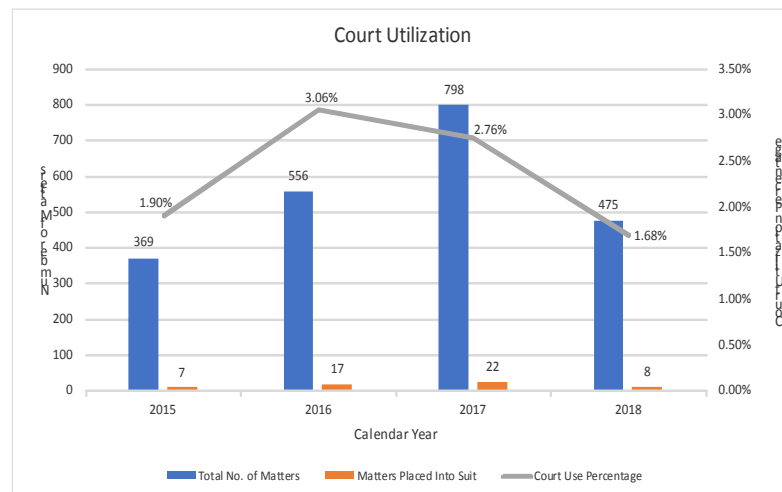
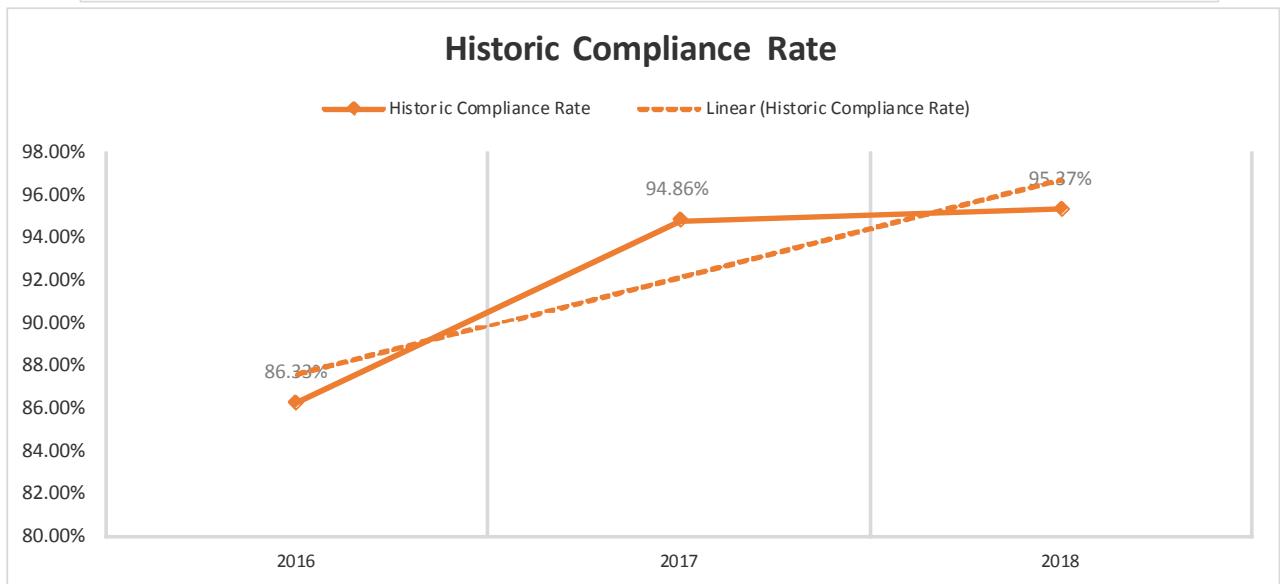
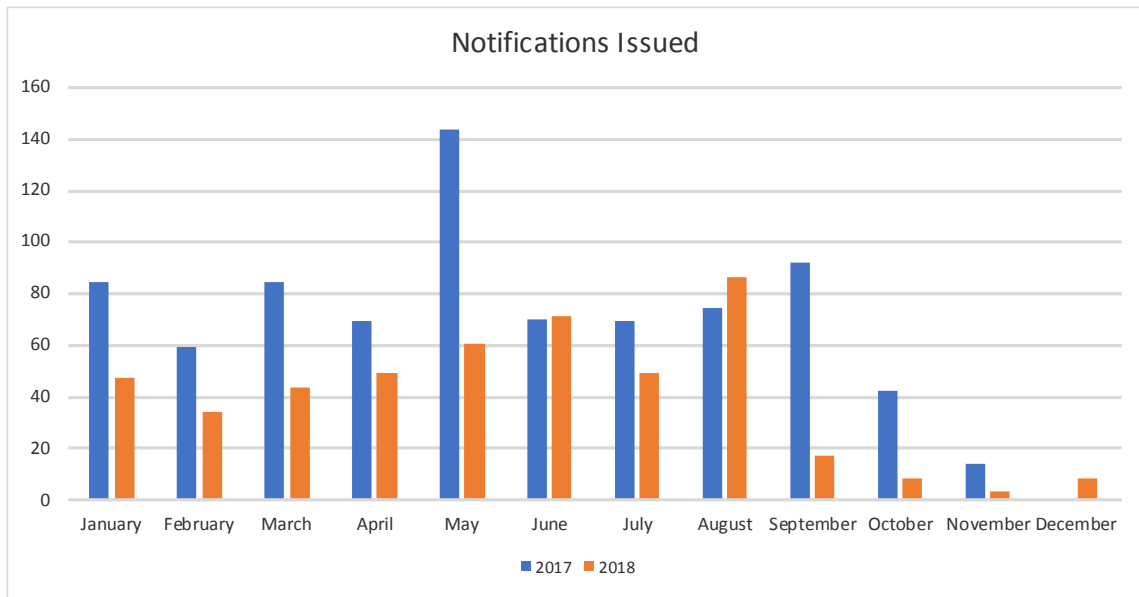
In calendar year 2018, the Code Compliance Dept. had a compliance rate of 95.37%, i.e. 453 out of 475 matters in violation became compliant.

- ◆ The above numbers reflect success in the key directives of the Code Compliance Department - achieving a high percentage of compliance in all code violation matters opened, as well as a notable decrease in the total number of code violations as compared to the prior calendar year .





# CODE ENFORCEMENT



# ECONOMIC DEVELOPMENT UPDATE

**Robin Comstock, *Economic Development Manager***

692-9516 ❖ rcomstock@somersworth.com

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## 2018- Overview

The Economic Development Manager ( EDM) works within the Department of Development Services, and serves as the point of contact for existing and future businesses. The EDM meets with local businesses offering support and assistance with access to City, State, and Federal resources. The EDM also works to address City-specific issues that affect the business community. Recruitment of new businesses is done through the Economic Development office and is often done in partnership with the State's business recruitment team and a regional Economic Development partnership.

The Economic Development office supports new and existing businesses through outreach, research, resource development, and partnerships with local, state, and federal agencies. It also facilitates various initiatives that support economic prosperity. The office acts as a convener and connector to better leverage resources, and expand and grow existing business, while attracting new business to the City. It is hoped that this activity results in increased business retention and growth, that helps to create jobs and insure a favorable quality of life for residents. At the same time, it brings to the city resources, amenities, and attractions that are wanted and needed by Somersworth citizens as employers, employees and residents.

## 2018 -Economic Development Initiatives

- Efforts to establish High School Internships that meet business needs
- Development of a Resource Guide as a source of information for start-up business
- Creation of a Presentation Packet for investors considering Somersworth
- Introduction and dissemination of information about the new federal Opportunity Zone
- Establishment of a Banker-Investor- Broker Roundtable
- Establishment of a Downtown Businesses Roundtable
- Serving on the Somersworth Sign Committee
- Acting as the Somersworth representative on the Skyhaven Airport Board of Directors
- Siting on the Board of Directors of the Great Falls Development Corporation
- Representing Somersworth at NH Commercial Investment Board of Realtors ( CIBOR)
- Representing Somersworth at monthly Regional Economic Development Director Roundtable

# ECONOMIC DEVELOPMENT UPDATE

## New and Expanding Business

### High Street

- Accupet Vet: High Street
- Tease Hair Shop: High Street
- Wicked Meats: High Street
- 9 Round Fitness: High Street
- We Buy Stuff: High Street
- Evolutions: High Street
- Conway Film Institute: High Street
- Empire Beauty School (expansion): High Street
- Route 9 Vapors: High Street

### Market Street

- Smoke and Cream: Market Street
- Chromatic Dragon Games: Market Street

### Main Street

- Phuggin Burger: Main Street
- Former A&G Tire: Main Street

### Route 108

- New Veteran's Administration Office: Route 108
- Enterprise Rental Car at 224 Rte 108
- Wayne Chaloux Custom World (expansion): Route 108
- Portland Glass(expansion): Route 108

## 2018 - Municipal Efforts

- Somersworth distributed an RFP for the envisioned Plaza Project
- The Economic Development Department then met with several developers relevant to the project
- Form based codes will be introduced and the RFP for the Plaza will be sent again with those new guidelines in the fall of 2019
- The City continues to offer the Community Revitalization Tax Relief program focused on Downtown businesses (79-E) with 2 new applications in 2018
- The City continues to offer the Economic Development Zone (ERZ) designation in two areas of the City for Somersworth Businesses that grow and expand. Five local businesses qualified for ERZ incentives for 2018
- The City has accepted a bid to develop a new web -site that will have a section dedicated to business development, and perhaps allow commercial vacancies to be posted
- Main Street *Complete Streets* plan is being finalized
- High Street Lighting Improvements

## Image and Brand Identity

- The need for a cohesive image and sophisticated Brand identity was identified
- An RFP was developed, published, and sent to numerous Marketing Firms
- After several interviews a firm was selected
- The firm *Open the Door and Access the World* was subsequently contracted

Work then began to develop with the following deliverables :

- Style-Guide
- Logo and Tag -Line
- Presentation Packet/Brochure
- Updated Economic Development web- site content
- Signature Card, Business Card, Rack Card and more



# PLANNING AND COMMUNITY DEVELOPMENT

**Shanna B. Saunders, *Director of Planning and Community Development***

692-9517 ❖ ssaunders@somersworth.com

**Tracy Gora, *Planning Secretary***

692-9519 ❖ tgora@somersworth.com

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## **Overview**

The Division of Economic Development and Planning provides research and advisory/administrative support for an array of comprehensive and land use planning functions within the City of Somersworth. The department provides staff support to a number of City Council appointed boards and commissions including the Planning Board, Zoning Board of Adjustment, Historic District Commission, and the Conservation Commission. The office is administered in a manner designed to fulfill the objectives of the Master Plan, provide applicants with efficient application processing services and provide citizens appropriate opportunities to participate in land use decisions.

## **Principle Activities**

- Development and maintenance of the City's Master Plan.
- Review private development projects for consistency and conformity with the Master Plan, Zoning Ordinance and Regulations.
- Form planning policies and standards that will ensure a high-quality living and working environment for Somersworth neighborhoods and districts.
- Provide assistance to citizens in understanding and applying the policies of the Master Plan and the provisions of the City's land use regulations.
- Anticipate and act on the need for new plans, policies, and regulation changes.

Review and research all applications and proposals submitted for approval from Land Use Boards.

## **Planning Board**

The Planning Board meets the third Wednesday of each month and consists of 9 members and up to 5 alternates. The Planning Board is responsible for reviewing: site plan applications, subdivision applications, conditional use permit applications, extension and amendment requests, conceptual/design review requests, ordinance amendment proposals and for conducting site visits. The Planning Board also has workshop meetings as needed to discuss ordinance amendment proposals, rules of procedure, application requirements, and other items as necessary.

# PLANNING AND COMMUNITY DEVELOPMENT

The Planning Board reviewed the following:

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Conditional Use Permit applications	2	2	2	1	2
Major Site Plan applications	9	5	12	5	1
Subdivision applications	3	0	5	0	9
Conceptual/Design reviews	0	0	0	1	2
Plan amendment requests	0	2	3	0	1
Plan extension requests	0	0	1	2	2

The Board also reviewed the 2020-2025 Capital Improvement Plan (CIP).

## **Historic District Commission**

The Historic District Commission (HDC) meets the fourth Wednesday of each month and is responsible for reviewing projects that fall under the Historic Overlay District. The HDC has the following powers and duties: maintain a survey and inventory of all historic properties in the City, establish and adopt guidelines and standards to be used by the Commission in reviewing and passing on applications for a Certificate of Appropriateness, review applications for a Certificate of Appropriateness as required by the Zoning Ordinance, among other duties.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Applications reviewed by the HDC	15	20	18	18	28

## **Conservation Commission**

The Conservation Commission meets the second Wednesday of each month and is responsible for reviewing conditional use permit applications, State Wetland Permit applications, easements, conservation land and conducting site walks.

## **Zoning Board of Adjustment**

The Zoning Board of Adjustment (ZBA) meets the first Wednesday of each month and is responsible for reviewing: variance applications, special exception applications, equitable waivers of dimensional requirements and appeals of an administrative decision.

The ZBA reviewed the following:

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Variance applications	15	11	21	17	21
Special Exception applications	0	2	2	0	0
Equitable Waiver applications	0	0	0	0	0
Appeals from an Administrative Decision	0	0	2	1	1

# PLANNING AND COMMUNITY DEVELOPMENT

## Site Review Technical Committee

The Site Review Technical Committee (SRTC) meets the first Wednesday of each month and reviews major site plan and subdivision applications before they are sent to the Planning Board.

The SRTC acted on the following number of minor site plans:

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
16	4	17	4	9

## Strafford Regional Planning Commission Representatives

Mark Fearis

Scott Orzechowski

Development

The following is a list of land use developments that were approved within the City in the last year:

- **Upland LLC**, Rocky Hill Road approved for a 28-lot Conservation Subdivision
- **River Valley Development Corp**, Green Street, approved for a 28-unit townhouse Condo
- **John Flatley**, Tri City Road, approved for an extension to construct 3 apartment buildings
- **Twelve Month LLC**, Stackpole Road, approved for a newly designed sidewalk

## Special Projects

**NH DOT Congestion Mitigation and Air Quality (CMAQ) Grant**– The City received a NHDOT CMAQ grant this year for signal system optimization of the High Street/Rte. 108 Corridor in order to improve traffic flow and streamline intersections, as well as provide for pedestrian improvements that provide a reduction in single-occupant vehicle travel.

**NH Land and Water Conservation Fund (LWCF)** – The City received a grant from NH Department of Natural and Cultural Resources for an LWCF grant for upgrades to Jules Bisson Park including a new River themed play-structure, ADA accessible parking, walkways, picnic tables and pavilion.

**EPA Brownfields Grant** – The City received funding in 2018 to clean up the former Breton's Cleaners site. The site is home to an abandoned dry cleaners building that has been derelict for decades. The hazardous soil materials will be removed from the site and additional ground water monitoring will continue.

# FIRE DEPARTMENT



195 Maple St., Somersworth NH 03878

Business: (603) 692-3457

Fax: (603) 692-5147

Business Hours: 8-4 M-F

**Keith Hoyle, Fire Chief**

khoyle@somersworth.com

## EMERGENCY RESPONSES

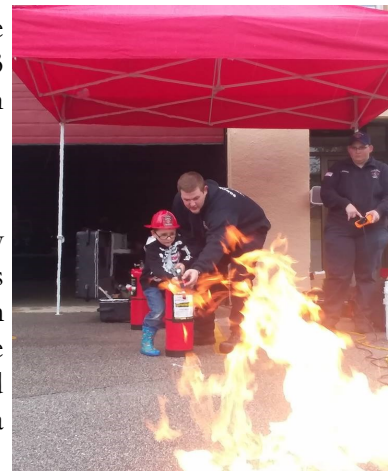
The Somersworth Fire Department responded to 1502 emergency incidents in FY18 – a decrease of 52 incidents or 3% over FY17. EMS calls comprise 42% of our responses.

Fire damage in FY18 totaled over \$125,000 as four homes received damage and Aclara suffered a \$20,000 loss. There were no fatalities or injuries from fires during the year. The number of times we responded on mutual aid to our neighboring communities (Barrington, Dover, Durham, Farmington, Milton, Newington, Rochester and Rollinsford in NH: and in Maine – Berwick, Lebanon, North Berwick, Sanford and South Berwick) increased in FY18 to 67.

## FIRE PREVENTION & EDUCATION

There were 727 inspections conducted and Permits issued by the Department in FY18. The Department continued to try to inspect 3 family and above residences, but most landlords are not complying with our requests to inspect properties.

The Fire Prevention Regulations and Fireworks Regulations enacted by the City Council in FY12 for the most part are working, with less adherence to the fireworks rules around the 4<sup>th</sup> of July. The city is in conformance with the state of New Hampshire as it relates to Fire Prevention rules and regulations. For the second year, firefighters toured the city during the July 4<sup>th</sup> evening to perform Permit inspections if a noise complaint was lodged by a citizen.



Firefighters conducted public fire safety education sessions in the public schools; in businesses such as Aclara, Contitech and Velcro; fire station tours during Annual Fire Prevention Week activities; Home Depot, Rite Aid, Walmart and The Works Safety Day participation; the Children's Festival; the Pumpkin Festival; National Night Out; Indonesian Fair; the Seniors picnic and the Memorial Day and Holiday parades Holiday.

We also held the annual "Open House" event at the fire station during Fire Prevention Week in October. In December, the firefighters' union and the Department, aided by many Somersworth citizens and businesses, contributed toys to nearly 500 children through the Firefighters Toy Bank.

# FIRE DEPARTMENT

## TRAINING

American Ambulance, the city's EMS provider, continued with their program to train families in narcotic use and CPR who had heroin users in the family in the event their loved ones had another overdose episode at home.

Career firefighters attended training sponsored by the NH Fire Academy, Seacoast Fire Chiefs Association, FEMA and Primex.

Several career firefighters took Officer-level courses at the Fire Academy needed for promotion.

Several new call firefighters are enrolled in the FF I/II course in North Berwick.

The Somersworth and Berwick Fire, Police, DPW and Water Departments participated in a grant exercise on the Salmon Falls River with 11 other NH and Maine State Agencies to test our ability to protect our drinking water supplies from a hazardous materials spill on the river. The grant paid \$12,000 for equipment and overtime for the drill.

## GRANTS

We selected a vendor for the \$250,000 FEMA FIRE Act grant we were awarded to replace our 30 year old air van with a new air/firefighter rehabilitation vehicle. The vehicle is slated to be delivered to us in March 2019 and is shared regionally by departments.

## PERSONNEL

Three career firefighters departed during the year: two to larger Fire Departments and one to private industry: Cory Tibbetts, Jason Beauregard and James Calderone. In their place we hired Tom Devaney, Michael Roach and Ben Hyman.

Several new call firefighters also were hired: Connor McCann, and John Stafford. Several call firefighters also left our service leaving us with 15 call firefighters on staff.

## OTHER

American Ambulance continued to deliver excellent EMS services to the city, with an average 5 minute response time to calls and provided education sessions to citizens and school children on CPR and first aid.

The State Fire Marshal's Office received a FEMA Fire Prevention Grant to place smoke and CO detectors in homes with children under 5 years of age and for the elderly. Somersworth was one of 23 communities cited by the State Fire Marshal as potential recipient communities and we were able to install detectors in 19 residences.





# FIRE DEPARTMENT

The “Fire Station Advisory Committee” report to the City Council was sent to the Public Safety Committee who endorsed it. A consultant was hired to investigate potential new fire station sites and they concluded the location of the present fire station is the best available site at this time. The City Council will vote on a resolution to hire a firm to create several designs to determine if one can be built on the present fire station site.

The Department continued to participate in the “Active Shooter Committee” with members from the Police Department, SAU 56 and American Ambulance. We applied for state funding for equipment for the Fire Department in this regard.

New fire protection systems were approved and inspected at B Well Fitness; Fiddleheads; Wal-Mart Service Station; Rt. 108 Cumberland Farms; The Hall at Great Falls; Somersworth Storage; Wicked Meats; Aclara; and 9 Rounds.

## **EMERGENCY MANAGEMENT**

The City was awarded an \$11,000 FEMA grant for a “Continuity of Operations Plan” from the NH Homeland Security and Emergency Management Agency. This grant will develop a plan so the city can quickly resume operations in the event a natural or man-made disaster cripples the city’s infrastructure.

We were notified we qualified for 75% reimbursement under a federal disaster declaration for DPW expenses during a March 15 snowstorm.

The City also applied for a \$15,000 portable sign board to use adjacent to roadways for emergency or traffic detour information.

Housing and the Library opened “Cooling Centers” for several days throughout the summer when temperatures peaked over 90 degrees and the humidity was oppressive.

We continue to participate with other Strafford County municipalities in the “Ready Strafford” organization – a state vendor providing emergency management and public health assistance to communities in the county.

We worked with the Dover Fire and Water Departments to develop a temporary water connection between both communities in the event either lost water during an emergency. Both communities applied for and were awarded a \$1.5 million state grant to develop a permanent inter-connection.



# FIRE DEPARTMENT

## **EMERGENCY RESPONSES**

Structure Fires	85
Outside Fires	49
Automobile Fires	1
Motor Vehicle Accidents	99
Accidental/Public Assistance	426
False Alarms/Malfunctions	66
Hazardous Materials Incidents	40
Hazardous Conditions	100
Emergency Medical Calls	627

## **VEHICLES**

Car 1:	2013 Chevrolet Tahoe 4WD
Car 2:	2007 Chevrolet Impala
Engine 2:	1996 Central States 1500 gpm pumper
Engine 3:	2008 Toyne 1500 gpm pumper
Engine 4:	2014 Toyne 1500 gpm pumper
Truck 1:	2006 Smeal 105 ft. aerial ladder
Forestry 1:	1988 GM Hummer 4WD 200 gallon brush fire vehicle
Utility 1:	2005 Ford F-350 4WD
Air Van:	1988 Chevrolet (owned by Community Mutual Aid Association)
Trailer:	Strafford County Emergency Management/Public Health unit

We thank the citizens of Somersworth and the City Council for their support and their efforts to practice fire safety throughout the year.

# POLICE DEPARTMENT



## *Somersworth Police Department*

12 Lilac Lane  
Somersworth, NH 03878  
(603) 692-3131

**David Kretschmar, Police Chief**  
dkretschmar@somersworth.com

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*"The mission of the Somersworth Police Department is to improve the quality of life by preserving the peace and safety of the community through the formation of community partnerships, creating positive interaction between the public and the police while continuing to fairly enforce the laws of the State of New Hampshire and the ordinances of the City of Somersworth in accordance with the Constitution of the United States of America."*

### DEPARTMENT ACTIVITIES

#### CAR Initiative:

We have continued in our efforts to help curb the opioid crisis through our participation with the C.A.R. (Community Access to Recovery) initiative. As part of this program, we continue to assist people in their recover process, partnering with area hospitals, Avis Goodwin and Recovery Coaches.

#### Operation Granite Shield:

Our Department, in conjunction with Strafford County Sheriff's Drug Task Force, has conducted numerous police details aimed at removing Drug Traffickers from our City.

#### Highway Safety Grants:



We received grant funding to provide a variety of special and specific law enforcement efforts including an assortment of enforcement initiatives. The New Hampshire Highway Safety Agency allowed us to increase motor vehicle enforcement by providing grant funds. The added enforcement included DWI, speeding, Distracted Driving and Operation Safe Commute patrols.

#### Free Active Shooter Training to Businesses:

We continue to offer free training throughout the community specific to active shooter events. To date we have provided this training to over 650 City, School and private business employees.

# POLICE DEPARTMENT

## Introducing K9 Bravo:



K9 Bravo is a young Dutch Shepard from the Netherlands that we were able to obtain through grant funds from the Working Dog Foundation. Bravo and his handler, Officer Deschenes, continue to progress in their training as they work toward the Patrol Dog Certification.

## Coffee with a Cop:



Last year we had our kick-off Coffee with a Cop. It was such a rousing success that we continued the program quarterly throughout Somersworth in different locations that graciously hosted our events. It is a chance to talk with a police officer over a cup of coffee.

## Shop with A Cop:

Target Corporation donated \$1,000 to us for our program “Shop with a Cop” where 20 children teamed up with a police officer to purchase gifts for their families. It was a HUGE success!

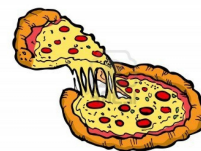


## National Night Out:

This totally free family event was sponsored by the Somersworth Prevention Coalition and the Somersworth Police Department. We had a great turn out this year with a lot of games, free hot dogs, police, fire, City Officials, American Ambulance employees and lots of happy children.

## Pizza with a Cop:

We have successfully launched “Pizza with a Cop” at John Power’s School. Students enjoyed pizza with our officers and interacted with law enforcement in a non-threatening atmosphere. Again, this will be held on future dates and at other schools.





# POLICE DEPARTMENT

## **Crime Prevention Presentations:**

Crime prevention presentations were given at each Somersworth Housing Complex. Topics included how to prevent identity theft and how to avoid being a victim of a scam.



## **Children's Programs:**

Many girl scout, boy scouts and class rooms from Head Start, Idlehurst Elementary and Maplewood Elementary school have received safety talks and/or toured the station or police cruiser.

## **Bicycle Safety Program:**

Somersworth Police partnered with Somersworth Youth Connection to promote good ridership and teach bicycle safety to children. This yearly event features prizes and obstacle course completion.



activities.

**Facebook:** We launched our Department Facebook Page at <https://www.facebook.com/SomersworthPoliceDepartment> where we report all Department



Somersworth Crime tips are still received at 692-9111 or email at [crime-line@somersworth.com](mailto:crime-line@somersworth.com). Anyone wishing to provide anonymous tips should contact SPD through either source. All leads are held with the strictest of confidence.



# POLICE DEPARTMENT

## 2018 City Totals Case Activity Statistics

Calls for Service	26,234
Total Offenses Committed:	2,201
Total Felonies	365
Total Crime Related Incidents:	969
Total Non-Crime Related Incidents:	1,928
Total Arrests (On View):	515
Total Arrests (Based on Incident/Warrants)	280
Total Summons Arrests:	115
Total Arrests:	910
Total P/C's:	216
Total Juvenile Arrests:	65
Total Juveniles Handled (Arrest):	34
Total Juveniles Referred (Arrest):	31
Total Open Warrants:	39
Total Restraint Orders:	101
Stolen Property-Value	323,246
Stolen Property Recovered Value	73,364
Total Motor Vehicle Accidents	449
Total Motor Vehicle Violations-Civil	0
Total Motor Vehicle Violations-Warnings	2,063
Total Motor Vehicle Violation-Arrests	292
Total Parking Tickets	1,196



# HUMAN SERVICES

**Amy Valliere, Welfare Officer**

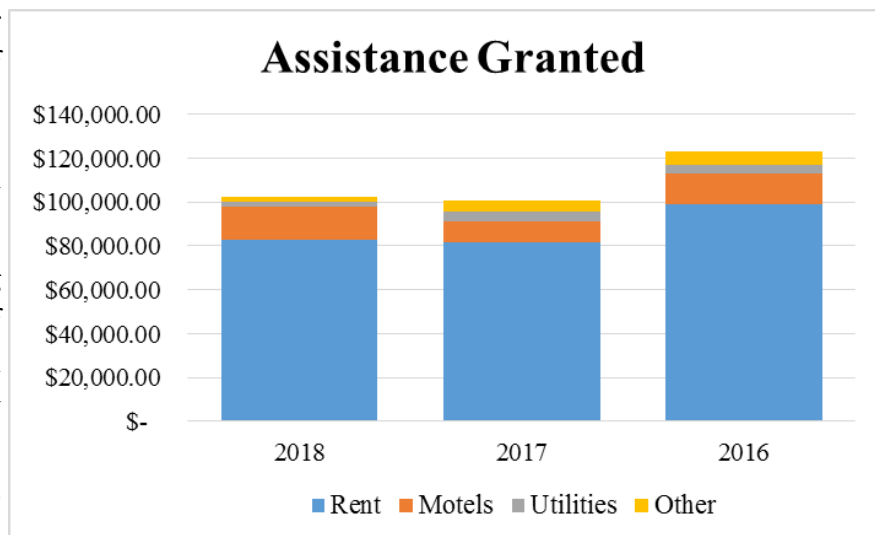
692-9509 ❖ avalliere@somersworth.com

The Somersworth Human Services Department continues to carry out the legal tasks and responsibilities of RSA 165 which provides a “safety net” for residents facing eviction, homelessness, utility shut-offs and inability to obtain prescription medications.

	2018	2017	2016
New Cases Opened	72	91	71
Households Assisted	128	149	117
Individuals Assisted	351	362	298
Total Assistance	\$102,531.12	\$100,733.92	\$124,708.09

In 2018, rental assistance (including homeless shelters) continued to be the most common request to prevent eviction and homelessness, followed by motels, burials, electric, and heating. The department also managed the Salvation Army fund which assisted families with food along with personal and household products (which are not covered under food stamps).

Making referrals to other agencies is a vital role of the Human Services Department, as it reduces the burden on city assistance and aids individuals in becoming self-sufficient. A total of 420 referrals were made in 2018. There are many organizations and agencies that we refer to, but we are especially grateful for the



help provided by Strafford County Community Action (CAP), The Share Fund of Somersworth, The Community Food Pantry, Somersworth Housing Authority, Cross Roads House, The Homeless Shelter for Strafford County, My Friend's Place, Exeter Presbyterian Church, Goodwin Community Health Center, and the Department of Health & Human Services. In addition, we'd like to thank COAST Bus and the numerous citizens who have donated resources to our department this year. Lastly, thank you to the taxpayers of Somersworth for your contribution towards maintaining this safety net for those who are in need in our community.

Donations are always welcomed as this office can always use diapers, toiletries, household products and gently used or new backpacks.

Respectfully submitted,  
Amy Valliere  
Welfare Officer

# PUBLIC LIBRARY

**Susan Totter, *Library Director***  
library@somersworth.com

**Michelle Baker, *Library Assistant***  
libraryasstistant@somersworth.com

## **Front Desk Assistants:**

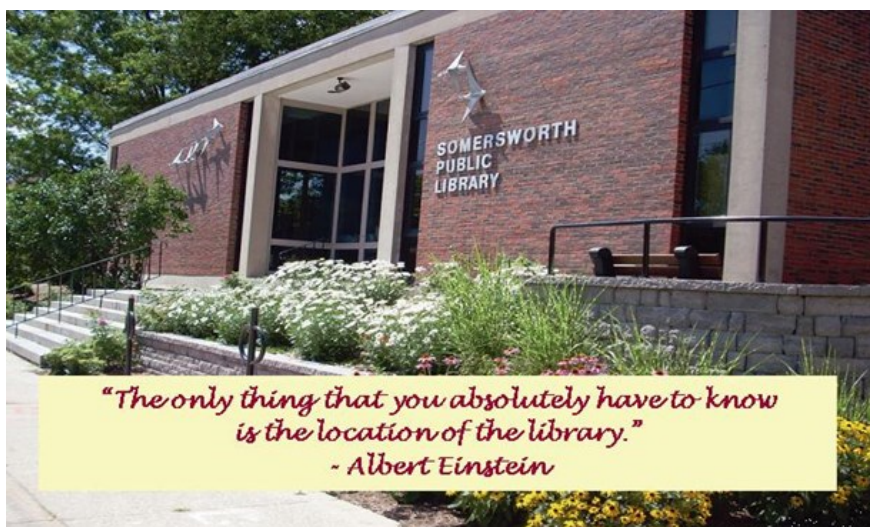
Raeann Clarke  
Shari Grieve  
Elizabeth Sarno-Hill

## **Hours**

Tues – Thurs: 11am – 7pm  
Friday: 9am – 5pm  
Sat (Sept. – May) 9am – 5pm  
Sat (June – Aug) 9am – 1pm

## **Board of Trustees**

Judy Goodnow, Chairperson  
Laurene Anderson-Ashe  
Donna Donovan  
Pius Charles Murray



## **Some Facts and Figures**

18,639	Total Books Borrowed
4,849	Total DVD's Borrowed
938	Total Items Borrowed from other libraries
2,225	Total e-Books Downloaded
3,182	Total Audio books Borrowed or Downloaded
2,928	Total Computer Users

\$459,880 Total Value that Residents Saved by Using These Items from the Library

Residents also saved by using the Library's Wi-Fi, Museum Passes, Magazines, Newspapers and attending Story Times and other programs.

# PUBLIC LIBRARY

## Library Staff

- 2018 was a year of a major change at the Library – our Director of 30 years, Debora Longo, retired in June. You might still see her around volunteering at the schools or at one of the City's events, but we appreciate all she did for the library and continue to wish her well. And children visiting the library immensely enjoy the new activity toy at the main desk that was donated by City Hall in appreciation for Debora's 30 years of dedicated service.
- The Library hired 3 new staff to fill vacancies this year: Susan Totter started in June as the new Library Director and the two new faces at the circulation desk are Elizabeth Sarno-Hill, who started in May, and Raeann Clarke, who started in October.



## Friends of the Library

- Our Friends of the Library, who for many years dedicated numerous hours to support the Library by raising funds through book sales and other events decided to disband at the end of the year due to a lack of volunteers. The funding they raised paid for museum passes, refinishing and replacing worn furniture, author programs and much more over the years. This year they purchased the last 3 rocking chairs we needed to replace our worn out upholstered chairs and included dedication plaques to our long time Director Debora Longo and well as Roy Hume, the first President of the Friends. They also purchased four of our museum passes and donated funding to continue purchasing those passes for 2019. We cannot thank all of the Friends members enough for their love, support and commitment to our Library for so many years.



## Building Improvements

A couple of building improvement projects took place this year. Our front entrance was blocked off for a few months as our uneven steps were redone and extra handrails were installed. We replaced our emergency fire door at the top of the stairs from our lower level. We also added door patron counters at both of our entrances to better track the amount of residents we serve daily.

# PUBLIC LIBRARY

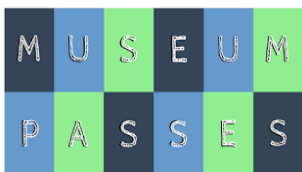
## Volunteers



- We have five wonderful volunteers that assist with a variety of tasks from sorting donations, shelving books, updating bibliographic records and series information, helping with library projects, posting Somersworth news articles on our current events display and even watering our plants! The hours they give to support the library are very much appreciated and contribute so much to the whole community.
- One of the projects that our volunteers assisted with was weeding out older, unread picture books in our children's room, as well as giving them new labels. They now all have colored labels based on the letter of the last name, as well as three letters to make them easier to find when looking for a specific title. It is also less likely with the colors that they will get shelved in a place where we

## Library Services

Museum passes are available to any Somersworth residents for free or reduced admission to six museums around the area. They include:



- Children's Museum in Dover
- Seacoast Science Center in Rye
- Strawberry Banke in Portsmouth
- Museum of Fine Arts in Boston
- Museum of Science in Boston
- New England Aquarium in Boston.



### A Few New Things for 2018:

- The Library started up a Facebook page – we hope you'll 'like' us and follow along with our library events!
- It was also our first year to have a flag raised at Citizen's Place for National Library Week in April.
- We volunteered to be a drop off location for the Fire Departments Annual Toy Drive so we could offer a convenient place for patrons to bring donations.
- Overdrive, our online resource for downloadable eBooks and audiobooks, now also offers online magazines with 25 titles available

### Programs:

We continue to offer Story Times with book readings and a craft two times a week, and our Book Group meets once a month. We offered our Summer Reading program with the theme of Libraries Rock and 31 children participated. We also did a joint project with Dina Gagnon from the Gathering Place where kids painted rocks in colorful patterns and they were then used to decorate the park next to the library.





# PUBLIC WORKS AND UTILITIES DEPARTMENT

**Michael Bobinsky, *Director of Public Works and Utilities***  
692-4266 ❖ mbobinsky@somersworth.com

**Jennifer Gosselin, *Executive Assistant***  
692-4266 ❖ jgosselin@somersworth.com

**Greg Kirchofer,**  
***Chief Water Treatment Operator***  
692-2268 ❖ gkirchofer@somersworth.com

**Gerald Vachon, *General Foreman***  
692-4266 ❖ gvachon@somersworth.com

**Scott McGlynn,**  
***Chief Water Distribution Operator***  
692-6718 ❖ smcglynn@somersworth.com

**Jamie Wood, *Chief Wastewater Treatment Plant Operator***  
692-2418 ❖ jwood@somersworth.com

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## Forest Glade Cemetery

There were four (4) full casket burials and two (2) cremains burials in Forest Glade throughout the year. Over the past year the Department has been using a private contractor to assist with burial service needs. A new section of the Cemetery has been completed, though the Department will continue selling lots in the old section before moving into the new section. Highway staff continues to provide general landscape maintenance at the Cemetery (including spring and fall clean up) while supervising a private landscape contractor that provides mowing and other landscape maintenance services during the growing season. Department staff provide support to the Cemetery Trustees who meet monthly and provide policy guidance to City staff on the operations, maintenance and budgeting of Forest Glade Cemetery. Forest Glade Cemetery has recently been designated on the National Register of Historic Places. The designation has allowed the City to be eligible for historic preservation grants. Two (2) grants were awarded over the past year including a \$2,900 New Hampshire Preservation Alliance Grant to conduct a condition assessment of the Chapel at Forest Glade Cemetery and a \$10,000 Conservation License Plate Grant for restoring the historic gates and granite pillars at the former entrance to the Cemetery. Both projects will be completed during 2018. The City hired Groundroot Preservation Group to prepare the building condition assessment report; the report was completed in May 2018. In addition, the City hired Cassidy Bros to repair and restore the main entrance gates to the Furber Chapel off of Maple Street. Work is planned to begin in the spring 2019.



Pictures provided by Jenne Holmes

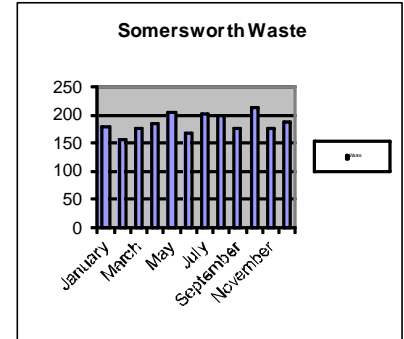


# PUBLIC WORKS AND UTILITIES DEPARTMENT

## Solid Waste & Recycling

The City experienced a 0.44% increase in solid waste tonnage in 2018 when compared with 2017. The total waste picked up curbside including trash and recycling was 2,983.83 tons. 2018 recycling tonnage was 762.14 tons and solid waste weighed in at 2,221.69 tons. The chart to the right shows monthly totals in tons for solid waste. These totals only include residential solid waste picked up at the curbside.

Metal waste, such as air conditioners and refrigerators, picked up curbside as well as dropped off at the Public Works Facility totaled 7.82 tons. Residents also recycled 660 gallons of waste oil and 15.49 tons of electronics, such as computers and televisions.



## Service Calls

Throughout the year, the Public Works and Utilities Department receives calls from residents regarding questions or concerns with the City's infrastructure, facilities, and services. Items of interest include trash pickup, bulky waste disposal, brush and bagged leaves disposal, street and sidewalk conditions, drainage concerns, traffic issues, water meter upgrades, final meter readings, and much more. During 2018, approximately 50% of our calls requesting service relates to some aspect of our residential solid waste program, and 50% related to road, sidewalk and winter operation questions or concerns. As with past years, the Department continues to use social media updates (website updates, e-mail blasts and police-based Nixle notices) to send information about such emergent issues as winter parking bans, reminders on holiday trash and recycling services, and road paving work. Residents found this to be very helpful and we will continue to use this method to update the public on service topics. During the past year, staff worked on updating its work order tracking system with Vueworks Asset Management Software program and Geographic Information System (GIS) mapping capabilities.



# PUBLIC WORKS AND UTILITIES DEPARTMENT

## Highway

The winter of 2018-19 involved several snow and ice events and the Department spent approximately 80% of its snow removal budget during this period. In addition, the Department responded to 33 snow and ice events that required highway crews to treat the roads and designated sidewalks for snow or ice. Most notable is that the Department responded to five (5) major snow events in November of 2018. Approximately 56 inches of snow has fallen during the winter along with icing from freezing rain and sleet. Storm conditions necessitating the use of approximately 1,900 tons of salt and sand to maintain safe conditions on the City's roads.

Significant projects managed by the Department during the year included coordinating the repaving of several City streets with Brox Industries as part of the 2018 road pavement management program, including:



- Main St (John Parsons to Indigo Hill Rd)
- Salmon Falls Rd (Berwick Bridge to City Line)
- Otis Rd (West High St to Rocky Hill Rd)
- Horne St (Hanson St to High St)
- Constitutional Way (High St to Washington St)
- Washington St (High St to Main St)
- Tates Brook Rd (West High to Maple St)
- High St (Blackwater Rd to South St)
- West High St (Cemetery Rd to Maple St)

We also did spot repairs on the following streets:

Added wider shoulder to High St between  
Verona St to Bartlett Ave.

## Other Key Street and Highway Projects:

- Replacement of a drainage culvert on West High St at Ronwyn Dr.
- Repaired several sidewalk segments where trip hazards needed to be corrected
- Coordinated the repainting of all City street, stop bars and crosswalks in a contract that was bid with the City of Dover.
- Cleaned 190 of the City's 1,000 catch basins.

## Complete Streets Design Work

Following a competitive selection process, Wright Pierce Engineering was hired to provide engineering and design services for three (3) streets including Cemetery Road, Constitutional Way and Main Street from John Parsons Road to Indigo Hill Road. The design work will incorporate complete street design including planning for replacement utilities, street lighting, landscaping, pedestrian and bike accommodations and road surface upgrades.



# PUBLIC WORKS AND UTILITIES DEPARTMENT

## Transportation Alternative Program (TAP) Grant Award

The City was awarded a TAP grant for \$789,200 to rebuild sidewalks on High Street (from W. High Street to Franklin Street), upgrade the pedestrian crosswalk across High Street at Memorial Drive, improve sidewalks on Memorial Drive and Cemetery Road, and construct a multi-use path between the Somersworth Middle School and Maple Wood Elementary School. Total project cost is \$986,500 and the City will have a local match of \$197,300. Following a competitive solicitation for engineering qualification statements, and completion of negotiations with CMA Engineers, design and engineer work started in 2018, with construction anticipated to start in the fall of 2019 or spring of 2020. The project will continue the sidewalk treatments from the recent Downtown improvements work, and enhance access and safety for pedestrians in add the heavily traveled school zone.

## Water Treatment

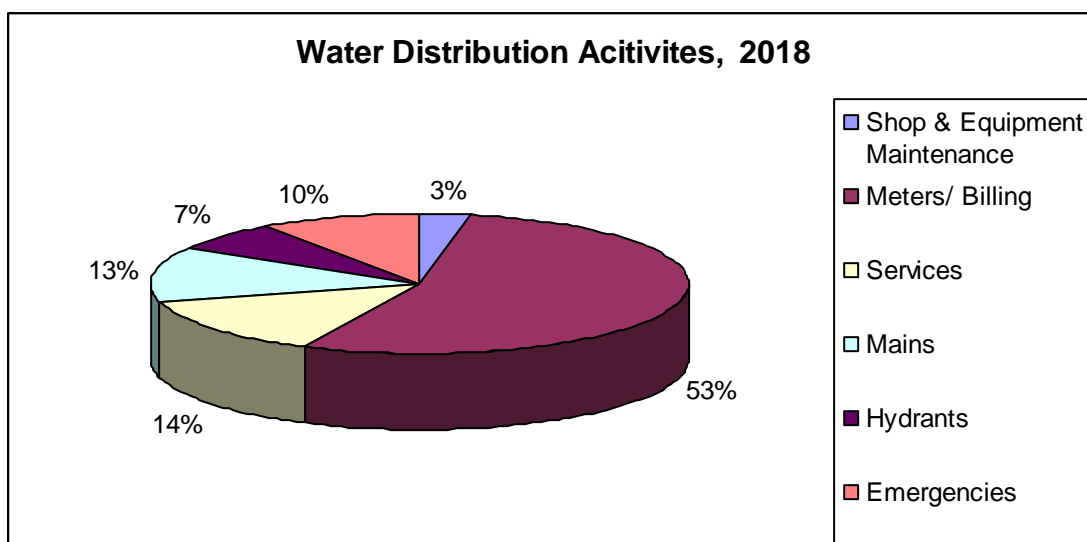
The water treatment plant processed 461,077,813 gallons of water for consumption in 2018, creating an average daily production of 1,263,227 gallons per day. The water plant processed the highest volume of water at 2,550,156 gallons of water on September 21, 2018.

## Water Distribution

Daily responsibilities include operation of the City's arterial loop drinking water distribution system consisting of 71 miles of main, 310 hydrants and over 3,500 metered services including non-emergency (routine) and emergency maintenance, customer service requests, contractor assistance and inspections. Operators also provided 24-hour emergency coverage throughout the year.



In 2018, system operators responded to 62 emergencies including emergency line locating, customer side water line emergencies and 8 water line breaks that resulted in loss of service to system customers. Over 690 customer service requests were fulfilled. Twelve (12) new services were added to the system. Hydrant reconditioning continued along Old Rochester Road, Milo Street, Blackwater Road and others. These hydrants were refinished with a new coat of safety red paint.



# PUBLIC WORKS AND UTILITIES DEPARTMENT

## Wastewater Treatment Facility

The City treated a total of 552 million gallons of wastewater in 2018 resulting in an average daily flow of 1.5 million gallons per day. The highest 24-hr daily flow was recorded on November 27<sup>th</sup> and resulted in 4.0 million gallons being treated. The lowest 24-hr daily flow was recorded on July 7<sup>th</sup> and resulted in 702,000 gallons being treated. Additionally, the City treated a total of 173,750 gallons of septage.



Additional projects at the WWTF included:

- Outfitted Blackwater Rd pump station with remote access to enhance the Departments operation and response time. The goal is to add one (1) pump station each year over the next two years and have all city-maintained pump stations with remote capabilities.
- Completed the upgrade of the Blackwater Rd pump station. Improvements included replacement pumps, new generator, HVAC upgrades, new roof, driveway and odor control improvements.
- Wright Pierce Engineering has completed 50% of the upgrade design for the wastewater treatment facility. We anticipate completion of the design and going out to construction bid late summer of 2019. Improvements include new influent screens, new dewatering equipment, numerous aeration tank upgrades, all new zone mixers and a new secondary settling tank outline the major key elements of this upgrade. Approximately \$13 million in facility upgrades will be completed to meet both permit and growth needs over the next two (2) years.





# RECREATION DEPARTMENT

**Kristen Davenport, *Recreation Supervisor***

692-9508; kdavenport@somersworth.com

**Hours of Operation**

Monday – Friday, 8:00 a.m. – 4:30 p.m.

**Mona Potter, *Part-Time Recreation Clerk***

692-9507; mpotter@somersworth.com



**Overview:**

Somersworth Parks and Recreation strives to enhance the quality of life for its citizens and beyond by providing superior, safe, and enjoyable programs and outdoor spaces that fit the needs of our diverse community. We look to promote an inclusive atmosphere at our recreation facilities, programs, and parks for all community members to participate and enjoy. We extend our program offerings from toddlers to seniors and look forward to creating a culture that supports physical fitness, creativity, wellness, and so much more. The year 2018 proved to be a very exciting year for the Somersworth Parks and Recreation Division.

**Community Partnerships, Program, & Events:**

Somersworth Parks and Recreation offers a number of special events and programming throughout the year. In 2018, Recreation staff organized special events to include: Trick or Treat at City Hall, Flashlight Candy Cane Hunt, Father/Daughter Valentine's Dance, and the Easter Egg-Stravaganza Egg Hunt. Recreation staff understands the value of partnering with a wide variety of community partners. To that end several of our events were collaborative. This includes: Senior Picnic which is co-hosted with Somersworth Police & Fire, Somersworth Housing Authority, Strafford Meals on Wheels, and Somersworth Senior Center; Senior Holiday Tea with SYC, Somersworth Clean-up Day with SYC; National Night Out with Somersworth Prevention Coalition, Somersworth Police, Somersworth Fire, and local businesses; and Sips & Sentiments for Seniors which is co-hosted with Somersworth Housing Authority, Somersworth Senior Center, and the Gathering Place Studio & Shop. All of the events were very well attended and we look forward to working with organizations to offer our citizens an assortment of enjoyable events designed to bring the community together.

## RECREATION DEPARTMENT

We also offer many youth programs throughout the year to include: Pee Wee Soccer, Recreation Youth Basketball, Travel Basketball, Biddy Basketball, Granite State Track and Field, Kids Summer Camp, and Trends Teen Summer Camp.

- In the summer of 2018, we rolled out a new recycling program at our Summer Camps in collaboration with Wendy Berkeley from SAU56. Recycling bins are now located throughout the camp areas and Camp Directors created a fun recycling relay to teach the kids which common items brought to camp can be recycled. We're excited to continue to improve our sustainable efforts in the community and will work with Wendy to educate our campers for the 2019 Summer Camp Program.



- In October 2018, the annual Senior Picnic was held at the Flanagan Center Gym. This event is organized by committee members from the Somersworth Police Department, Somersworth Fire Department, Somersworth Housing Authority, Strafford Meals on Wheels, Somersworth Senior Center, and Somersworth Parks and Recreation. The theme this year was Halloween and seniors were encouraged to dress up in their favorite costumes for a chance to win a prize.

## RECREATION DEPARTMENT



- In November 2018, we partnered with The Gathering Place Studio and Shop, Somersworth Housing Authority, and the Somersworth Senior Center to offer a new event for seniors called “Sips & Sentiments”. Seniors were invited to participate in this free workshop where we provided materials to create holiday cards for family and friends. We also had refreshments and music to help get everyone in the holiday spirit. Recreation staff sat down with the seniors and discussed other possible activities that they would like to see in the future. We’re looking forward to collaborating in 2019 to offer more events and programs for our senior demographic.

- Our Granite State Track and Field team doubled in size from the 2017 season. We had over 20 athletes compete in the Regional Granite State Track and Field meet in Rochester in June. Athletes range from ages 9-14 and compete in divisions based on their age. The top 4 athletes from each event advance to the State Meet at Winnisquam High School. In 2018, we had 5 athletes representing Somersworth at the State Meet. At the State Meet we had 4 athletes take 1<sup>st</sup> place in their divisions for the Long Jump and Softball Throw and 2 athletes placed 2<sup>nd</sup> and 3<sup>rd</sup> in their divisions for the 100- meter dash.





# RECREATION DEPARTMENT

## Park Development & Projects:

Somersworth Parks and Recreation is dedicated to providing outdoor spaces that offer a diverse number of recreational opportunities to fit the needs of our community members. Each year we strive to improve our parks and open spaces by seeking grant opportunities, partnering with the Public Works Department to ensure the safety and functionality of our parks and amenities, and working with volunteer groups to accomplish projects.

We have a strong sense of stewardship as protecting our land and park assets is becoming increasingly important. In 2018, we had several park improvement projects and we also sought grant opportunities to help redevelop Jules Bisson Park in Ward 5.

- The City applied for the Land and Water Conservation Fund Grant to redevelop Jules Bisson Park. This project will help replace the current playground structure with an updated and vibrant playground, improvements to the parking area, the construction of a covered pavilion, and more. This project aims to incorporate ADA features which will provide more recreational opportunities for residents and visitors.
- The City applied for a \$5,000 grant through the Liberty Mutual Charitable Foundation to be used for ballfield improvements at Millennium Park. The City was awarded the full amount and we hope to move forward with infield improvements in the spring of 2019.
- In May 2018, we participated in the Serve with Liberty program offered by Liberty Mutual. Recreation staff alongside volunteers from Liberty Mutual completed a one-day project which entailed repainting both restrooms in the Noble Pines park building, repainting the kitchen area, and scraping and repainting the storage benches used for the Summer Camp programs. We are very thankful for these volunteers as this project helped provide a more vibrant and updated space for our Summer Camp programs.



- The restrooms at Millennium Park were upgraded and opened for use in the summer of 2018. The park house now has 2 newly renovated restrooms with a new ADA accessible entrance on the side of the building. The new layout will provide easier access for renters and a separate storage area for Recreation equipment.

## RECREATION DEPARTMENT

- In September 2018, the Skate Park features at Noble Pines Park were upgraded. The features are now covered with Ramp Armor which will provide a safer outdoor skating surface that will last much longer. Red Alert, a company from Rochester, NH completed these upgrades. As part of the project they donated a new 15' flat rail structure which will be installed in the spring of 2019.





# SAU 56 SUPERINTENDENT OF SCHOOLS

**Dr. Robert Gadomski, SAU Superintendent**  
692-4450 ♦ rgadomski@sau56.org

**Lori Lane, Asst. SAU Superintendent**  
692-4450 ♦ llane@sau56.org

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This was a busy and exciting year for the Somersworth School District. The school year started with the re-organization of Idlehurst Elementary School and Maple Wood School. Grade levels were adjusted so that Idlehurst had all of our Preschool-Grade 2 students and Maple Wood School housed all of our Grades 3-5 students. This move allowed for increased professional collaboration, more consistent grade level instruction, a better opportunity for us to balance numbers in each classroom and more focused transportation opportunities. We also saw a positive budget impact. Somersworth Middle School worked diligently this year on competency based education. There were many conversations on competency based instruction and competency based assessments. The instructional delivery from staff focused on best meeting the needs of the students so that they could master the competencies in each course. Professional development opportunities provided staff time to research, develop and implement competency based education. Somersworth High School worked on school re-envisioning. Staff worked throughout the year to assess the total school program. Instructional delivery, scheduling, assessments and student social growth were but a few topics reviewed and developed throughout the year. The Career Technical Center worked to advance programs and internship opportunities. Meetings with business leaders throughout the city were held to form collaborative working partnerships. School safety continues to be an ongoing focus throughout the district. The Somersworth School District was fortunate to receive Infrastructure Funds from the State of New Hampshire that allowed for increased security monitoring in all of our schools. In addition, the Maple Wood School will undergo a transformation at the end of this school year, as the main entrance of the building will be rebuilt with infrastructure funds to increase the safety and the functionality of the front office area. The effort to move forward has truly been a collaborative venture. The Somersworth School Board and the Somersworth City Council work together on many joint committees to move forward swiftly and in an organized manner. Parents, students and community organization continue to be the lifeblood of our vibrant school system. I am excited about the future of education in Somersworth and I am extremely proud to continue forward as your Superintendent of Schools. On behalf of our students, staff and the entire Somersworth School District, Thank you for your ongoing support.

Respectfully submitted,  
Dr. Robert Gadomski

# MANAGEMENT'S DISCUSSION AND ANALYSIS

**Scott Smith, *Finance Director***  
603-692-9504 ♦ sasmith@somersworth.com

**Barbara Ross, *Asst. Finance Director***  
603-692-9505 ♦ bross@somersworth.com

**Stephanie Ham, *Accounting Clerk***  
603-692-9506 ♦ sham@somersworth.com

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As management of the City of Somersworth, we offer readers this narrative overview and analysis of the financial activities of the City of Somersworth for the fiscal year ended June 30, 2018. We encourage readers to consider the information here in conjunction with additional information that we have furnished in our letter of transmittal.

## **A. OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The statement of net position presents information on all assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the balance reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, highways and streets, health and welfare, culture and recreation, and education. The business-type activities include water, sewer, and solid waste activities.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

# MANAGEMENT'S DISCUSSION AND ANALYSIS

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Proprietary funds.** Proprietary funds are maintained as follows:

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Specifically, enterprise funds are used to account for water, sewer, and solid waste operations.

Proprietary funds provide the same type of information as the business-type activities reported in the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water, sewer, and solid waste operations, only the water and sewer are major funds.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by the *Governmental Accounting Standards Board*.

## **B. FINANCIAL HIGHLIGHTS**

As of the close of the current fiscal year, the total assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$8,907,678, presented as "net position" shown on the Statement of Net Position for the Total Primary Government. The City's Net Position increased by \$1,951,370 compared to the prior year.

# MANAGEMENT'S DISCUSSION AND ANALYSIS

- As of the close of the current fiscal year, governmental funds reported com-bined ending fund balances of \$6,568,224, a change of \$165,860 in comparison with the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$3,838,947, a change of (\$480,104) in comparison with the prior year. Due to City Council action, \$800,000 of the General Fund balance has been designated for future years' expenditures.
- Total bonds payable at the close of the current fiscal year was \$26,150,233, a change of (\$3,127,468) in comparison to the prior year.

## C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years. All amounts are presented in thousands.

	Governmental Activities		Business-Type Activities		Total	
	2018	2017	2018	2017	2018	2017
Current and other assets	\$22,133	\$21,731	\$ 6,820	\$ 6,556	\$28,953	\$28,287
Capital assets	48,965	49,547	19,798	20,229	68,763	69,776
Total assets	71,098	71,278	26,618	26,785	97,716	98,063
Total deferred outflow of resources	6,256	8,987	383	261	6,639	9,248
Long-term liabilities outstanding	61,695	61,772	10,176	11,148	71,871	72,920
Other liabilities	3,465	3,750	1,258	1,552	4,723	5,302
Total liabilities	65,160	65,522	11,434	12,700	76,594	78,222
Total deferred inflow of resources	18,643	11,385	210	24	18,853	11,409
Net Position:						
Invested in capital assets, net	31,680	30,162	10,036	9,392	41,716	39,554
Restricted	1,084	834	-	-	1,084	834
Unrestricted (Deficit)	(39,213)	(38,218)	5,321	4,786	(33,892)	(33,432)
Total Net Position	\$ (6,449)	\$ (7,222)	\$15,357	\$14,178	\$ 8,908	\$ 6,956

# MANAGEMENT'S DISCUSSION AND ANALYSIS

## CHANGES IN NET POSITION

	Governmental Activities		Business-Type Activities		Total	
	2018	2017	2018	2017	2018	2017
Revenues:						
Program revenues:						
Charges for services	\$ 1,048	\$ 1,125	\$ 5,557	\$ 5,432	\$ 6,605	\$ 6,557
Operating grants and contributions	11,287	11,956	-	-	11,287	11,956
Capital grants and contributions	692	1,948	38	43	730	1,991
General revenues:					-	-
Taxes	25,701	24,626	-	-	25,701	24,626
Licenses and permits	2,111	2,109	-	-	2,111	2,109
Intergovernmental	603	605	-	-	603	605
Interest	140	74	-	-	140	74
Miscellaneous	537	400	45	24	582	424
Total revenues	42,119	42,843	5,640	5,499	47,759	48,342
Expenses:						
General government	1,928	1,801	-	-	1,928	1,801
Public safety	6,484	6,831	-	-	6,484	6,831
Highways and streets	2,833	2,930	-	-	2,833	2,930
Health and welfare	249	276	-	-	249	276
Culture and recreation	640	874	-	-	640	874
School department	28,642	28,539	-	-	28,642	28,539
Interest	570	567	-	-	570	567
Other	-	-	-	-	-	-
Water operations	-	-	1,929	1,992	1,929	1,992
Sewer operations	-	-	2,124	2,180	2,124	2,180
Solid waste operations	-	-	408	396	408	396
Total expenses	41,346	41,818	4,461	4,568	45,807	46,386
Change in net position before transfers	773	1,025	1,179	931	1,952	1,956
Transfers in (out)	-	-	-	-	-	-
Change in net position	773	1,025	1,179	931	1,952	1,956
Net position, beginning as restated	(7,222)	(8,247)	14,178	13,247	6,956	5,000
Net position, end of year	\$ (6,449)	\$ (7,222)	\$ 15,357	\$ 14,178	\$ 8,908	\$ 6,956



# MANAGEMENT'S DISCUSSION AND ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net position was \$8,907,678, a change of \$1,951,370 from the prior year as restated.

The largest portion of the City's net position, \$41,715,621 reflects our investment in capital assets (e.g., land, buildings, machinery and equipment), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of accumulated depreciation, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position, \$1,083,574 represents resources that are subject to external restrictions on how they may be used. The remaining balance of (\$33,891,517) represents a deficit in unrestricted net position. This deficit is due to the implementation of GASB 68 whereby the City must report our proportionate share of the net pension liability for the New Hampshire Retirement System.

The City of Somersworth implemented GASB Statement No. 75, *Postemployment Benefits Other Than Pensions*. As a result of the implementation, the City of Somersworth restated the fiscal 2018 beginning net position of the governmental activities and the business-type activities. Note 15 in the Notes to Basic Financial Statements contains additional information regarding the restatement.

	Governmental Activities	Business-Type Activities
Net position, June 30, 2017	\$ 3,357,700	\$ 14,321,734
Implementation of GASB 75, <i>Postemployment Benefits Other Than Pensions</i>	(10,579,454)	(143,672)
Net position, July 1, 2017	\$ (7,221,754)	\$ 14,178,062

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$772,713. Key elements of this change are as follows:

	Governmental Activities
General fund operating results, as disclosed in Exhibit D	\$ 168,725
Non-major funds operating results	(2,865)
Other GAAP accruals, see Exhibit D-1 in the financial statements	606,853
Total	\$ 772,713

# MANAGEMENT'S DISCUSSION AND ANALYSIS

**Business-Type Activities.** Business-type activities for the year resulted in a change in net position of \$1,178,657. Key elements of this change are as follows:

	Business-Type Activities
Water Fund	\$ 579,846
Sewer Fund	547,179
Solid Waste Fund	51,632
Total	<u>\$ 1,178,657</u>

## D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

### **Governmental funds.**

The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$6,568,224, a change of \$165,860 in comparison with the prior year. Key elements of this change are as follows:

	Governmental Funds
General fund operating results, as disclosed below	\$ 168,725
Non-major funds operating results	<u>(2,865)</u>

The general fund is the main operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$3,838,947 while total fund balance was \$4,961,534. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures.

The fund balance of the general fund increased by \$168,725 during the current fiscal year. Key factors in this change are as follows:

# MANAGEMENT'S DISCUSSION AND ANALYSIS

	General Fund
Revenues:	
Actual revenues in excess of budgeted amounts	\$ 484,754
Budgetary transfers in	(108,000)
Property tax collections exceeding (less than) net tax levy	(143,186)
Capital Lease	350,151
Expenditures:	
Actual expenditures less than appropriated amounts	812,433
Budgetary transfers out	100,598
Prior year encumbrances under (over) current year	673,978
Capital Lease	(350,151)
Use of fund balance as a funding source	(1,613,716)
Non-budgetary:	
Capital Reserve Fund	(81,669)
Landfill Trust Fund	43,533
Total	\$ 168,725

For the purposes of the Governmental Accounting Standards Board statement 54, the activity of the capital reserve funds and the landfill trust fund are included with the General Fund. However, for budgetary purposes, the capital reserve funds and the landfill trust fund are not budgeted items.

**Proprietary funds.** Proprietary funds provide the same type of information found in the business-type activities reported in the government-wide financial statements, but in more detail.

Unrestricted net position of the enterprise funds at the end of the year are \$5,320,967, a change of \$391,210 in comparison with the prior year.

Other factors concerning the finances of proprietary funds have already been addressed in the entity-wide discussion of business-type activities.

## **E. GENERAL FUND BUDGETARY HIGHLIGHTS**

The original budget adopted by the City Council increased by \$412,000. On June 4, 2018, the City Council adopted Ordinance 12-18 providing a supplemental appropriation in the amount of \$412,000 to cover shortfall in education funding.

# MANAGEMENT'S DISCUSSION AND ANALYSIS

	<u>FY2017-2018</u>	<u>FY2016-2017</u>
Original budget adopted by the City Council, Ordinance 15-17, April 3, 2017	\$ 41,149,475	\$ 40,614,260
Supplemental appropriation, Ordinance 12-18, June 4, 2018	412,000	2,017,646
Total Budget	<u>\$ 41,561,475</u>	<u>\$ 42,631,906</u>
Dollar Change	\$ (1,070,431)	
Percentage Change	-2.51%	

The overall budget decrease by (\$1,070,431) from Fiscal Year 2017 to Fiscal Year 2018; a 2.51% decrease.

## **F. CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital assets.** Total investment in capital assets for governmental and business-type activities at year-end amounted to \$68,762,862 (net of accumulated depreciation), a change of (\$1,012,807) from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

**Long-term debt.** At the end of the current fiscal year, total bonded debt outstanding was \$26,150,233, all of which was backed by the full faith and credit of the government.

Additional information on capital assets and long-term debt can be found in the footnotes to the financial statements.

## **G. ECONOMIC FACTORS**

Fiscal year 2018 was a dynamic year for Somersworth. Revitalization and investment into the Hilltop City continued. Most notable is the growth of the "Medical Mile" on Route 108, enhanced by the construction of a new, (state of art) Veteran's Administration building, and an expansion of our residential opportunities. The City-initiated Plaza redevelopment project continues its progression and has been toured by some of the most prominent seacoast developers. The original Downtown historic block has thrived with the addition of two new restaurants, a new retail establishment, new function space, and several service-based businesses. Residential investment in the Historic District continues, and the City is continuing to update vital infrastructure with the design and construction of Complete Streets renovations and other improvements.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the City of Somersworth's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Office of Finance Director  
City of Somersworth  
One Government Way Somersworth, New Hampshire 03878

## SERVICE DIRECTORY

Adopt-A-Spot Program.....	692-4266
Auto Registration .....	692-9555
Birth/Marriage/Death Certificates .....	692-9511
Blocked Storm Drains .....	692-4266
Building Permits and Inspections .....	692-9522
Compost Facility .....	692-4266
Council Agenda Information .....	692-9511
Dog Licenses .....	692-9511
Elections/Voter Registration .....	692-9511
Emergency Welfare Assistance .....	692-9509
Historical Reference Questions .....	692-4587
Library Information .....	692-4587
Marriage Licenses .....	692-9511
Museum Pass Reservations .....	692-4587
Pay-Per-Bags/Bulky Waste Stickers .....	692-9511
Police (Non Emergency) .....	692-3131
Road Repairs .....	692-4266
Property Maintenance Inspections .....	692-9521
Property Taxes .....	692-9555
Recycling Information .....	692-4266
Service Agency Referrals .....	692-9509
Sewer Backups .....	692-4266
Snow Ban Information .....	692-9131
Street Light Problems .....	692-4266
Traffic Light Problems .....	692-4266
Trash Information .....	692-4266
Water Main Breaks .....	692-9523
Water/Sewer Bills .....	692-9523
Water/Sewer Payments .....	692-9555



# *Somersworth, NH*

## *Celebrating 125 years as a City!*

### *1893-2018*

