



2019 Annual Report

Proud Past, Bright Future

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MAYOR & CITY COUNCIL



Mayor Dana S. Hilliard

Ward 1



Martin Pepin

Ward 2



Kenneth S. Vincent

Ward 3



Martin P. Dumont
Sr.

Ward 4



Donald Austin

Ward 5



Richard R. Michaud

At-Large



David A. Witham

At-Large



Dale R. Sprague

**City of
Somersworth
2018-2020
Mayor & City
Council**

At-Large



Nancie Cameron

At-Large



Edward LeVasseur

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

Gary Lemay

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

Susan Totter

DIRECTOR OF PUBLIC WORKS & UTILITIES

Michael Bobinsky

TAX COLLECTOR

Jessica Stephens

WELFARE OFFICER

Amy Valliere (3/22/2019)
Nancy Poulin (4/15/2019)

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 (Resigned 2/1/2019)

Donald Austin (Appointed 2/19/2019)

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

2019 ORDINANCES

1. Ordinance 09-19 – To Amend Chapter 13 Police Offenses Section G, Permit and Reserved Parking – Winter Emergency Parking on Noble Street and Jules Bisson Park. Passed 1/7/2019
2. Ordinance 10-19 – To Amend Chapter 4, Personnel Rules & Regulations, Section 7.4.9 Family and Medical Leave Policy. Passed 1/22/2019
3. Ordinance 11-19 – To Add New Section to Chapter 6 – City Officials, Declaring January Diversity Month. Passed 1/22/2019
4. Ordinance 12-19 – To Amend Chapter 6, City Officials, Section 6.9, Veteran’s Property Tax Exemption. Passed 2/4/2019
5. Ordinance 13-19 - To Amend Chapter 7, Streets, Highways, Sewers, by Renaming the Title to Solid Waste & Recycling, and Amend Chapter 7.1.C, Residential Recycling Bins. Passed 2/19/2019
6. Ordinance 14-19 - To Amend Chapter 8A, Sewer Ordinance, Section XV.C, by Deleting Language Regarding the Sewer Special Assessment District. Passed 2/19/2019
7. Ordinance 15-19 - To Amend Chapter 19, Zoning Ordinances, Section 21 by Adding Language Requiring 2 Paved Parking Spaces for Residential Uses and Deleting Language Regarding Parking in the Historic Moderate Density District. Questions #1 & 2 Passed 3/4/2019 Question #3 Defeated 3/18/2019
8. Ordinance 16-19 – To Amend Chapter 7, Solid Waste and Recycling. Passed 3/18/2019
9. Ordinance 17-19 – FY 2019-2020 Budget. Passed 04/29/2019
10. Ordinance 18-19 - To Amend Chapter 13, Police Offenses, Section 3.4, Motor Vehicle Operation, by Prohibiting a Left Hand Turn onto Station Street from Government Way. Passed 6/3/2019
11. Ordinance 19-19 - To Amend Chapter 6, City Officials, by Deleting Section 6.1 Exemption for Prisoners of War and Section 6.9, Veteran’s Property Tax Exemption. Passed 5/20/2019
12. Ordinance 20-19 - To Create New Chapter 34, Exemptions and Credits. Passed 5/20/2019
13. Ordinance 21-19 - To Amend Chapter 4, Personnel Rules & Regulations, Section 7.3, Holidays. Passed 5/20/2019
14. Ordinance 22-19 - Transfer Between Departments. Passed 6/17/2019
15. Ordinance 23-19 - To Amend Chapter 4, Personnel Rules and Regulations - Compensation Schedule. Passed 6/17/2019
16. Ordinance 01-20 - Supplemental Appropriation for Conceptual Design Services and a Preliminary Cost Estimate for A Somersworth Fire Station. Passed 8/5/2019

2019 ORDINANCES

17. Ordinance 02-20 - Supplemental Appropriation for Final Design Services for A Veteran's Memorial at Stein Park. Passed 8/5/2019
18. Ordinance 03-20 - To Amend Chapter 19, Zoning Ordinance, by Adding New Section 31, Special Parking Zoning Overlay District. Passed 8/5/2019
19. Ordinance 04-20 - Supplemental Appropriation for Sewer Utility Improvements Associated with the Fiscal Year 2019-2020 Road Resurfacing Projects. Passed 9/3/2019
20. Ordinance 05-20 - Supplemental Appropriation for Water Utility Improvements Associated with the Fiscal Year 2019-2020 Road Resurfacing Projects. Passed 9/3/2019
21. Ordinance 06-20 - To Amend Chapter 22, Subdivision Regulations, by Deleting it in its Entirety. Passed 9/16/2019
22. Ordinance 07-20 - To Amend Chapter 22A, Site Plan Review Regulations, by Deleting it in its Entirety. Passed 9/16/2019
23. Ordinance 08-20 - To Amend Chapter 29, Section 4.3, Board Of Assessors. Passed 9/16/2019
24. Ordinance 09-20 - To Amend Chapter 19 Zoning, Section 24 Accessory Dwelling Units. Passed 10/7/2019
25. Ordinance 10-20 – To Amend Chapter 29 Administrative Code to Reassign the Responsibility of Maintaining Parks and Recreational Facilities and Grounds to the Department Of Public Works. Passed 10/28/2019
26. Ordinance 11-20 - Supplemental Appropriation for Additional Improvements to Maple Wood School Funded by State Building Aid. Passed 11/18/2019
27. Ordinance 12-20 - To Amend Chapter 20, Building Codes, Section 20.L, Fees, Fines, and Penalties, and Appendix A, Fee Schedule. Passed 11/18/2019
28. Ordinance 13-20 - To Amend Chapter 13, Police Offenses, Section 13.3.1-D, No Parking Anytime. Passed 12/16/2019
29. Ordinance 14-20 – City Council Meeting Schedule for 2020. Passed 12/16/2019

2019 RESOLUTIONS

1. Resolution 28-19 - To Authorize the City Manager to Contract with Resilience Planning and Design, LLC of Plymouth, New Hampshire to Develop a Form Based Code Section of the Zoning Ordinance. Passed 1/22/2019
2. Resolution 29-19 - To Authorize the City Manager to Solicit Proposals from Qualified Professionals to Prepare a Conceptual Design for a New Somersworth Fire Station. Passed 2/4/2019
3. Resolution 30-19 - To Authorize the City Manager to Execute an Intermunicipal Agreement with the City of Dover, NH for the Development of a Water System Emergency Interconnection Between Dover and Somersworth. Passed 1/22/2019
4. Resolution 31-19 - Naming Certain Private Roads: Cattail Circle and Luna Circle and Assigning Addresses if Required. Passed 2/04/2019
5. Resolution 32-19 - To Authorize the City Manager to Accept and Record Utility Easements on Behalf of the City. Passed 2/4/2019
6. Resolution 33-19 - To Authorize the City Manager to Contract with WasteZero of Raleigh, North Carolina to Distribute Specially Marked Bags to Authorized Vendors as Part of the City's Pay-Per-Bag Program. Passed 3/18/2019
7. Resolution 34-19 - To Support "HB 2-FN-A" Grant Funding Appropriation for a Veterans Memorial in Honor and Recognition of our Nation's Veterans and Armed Service Troops. Passed 4/1/2019
8. Resolution 35-19 - To Authorize the City Manager to Prepare Bid Specifications for Road Resurfacing and Associated Repairs of Selected Streets. Passed 4/15/2019
9. Resolution 36-19 - To Authorize the City Manager to Enter into a Grant Agreement with the Great Bay Resource Protection Partnership, for a Land Protection Transaction Grant to Conduct an Appraisal and Land Survey for the Lily Pond Conservation Land Project. Passed 5/6/2019
10. Resolution 37-19 - To Authorize the Conservation Commission to Utilize an Additional Ten Thousand Dollars for the Great Bay Resource Protection Partnership Grant in the Event the City Does not Purchase the Property and the Grant Award is not Satisfied. Passed 6/3/2019
11. Resolution 38-19 - To Accept the Terms of the Hazard Mitigation Grant Program and to Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Safety, Division of Homeland Security and Emergency Management for a Hazard Mitigation Grant to Install an Emergency Back-Up Generator at the Department of Public Works Highway Facility. Passed 6/17/2019

2019 RESOLUTIONS

12. Resolution 39-19 - To Authorize the City Manager to Purchase an Evidence Collection Vehicle from Sirchie Vehicles of Youngsville, NC Utilizing a Combination of Anticipated Surplus Funds from the Fiscal Year 2019 Police Department Budget and Additional Funding from the Police Drug Forfeiture Account & to Outfit said Vehicle with Operational Equipment. Passed 6/3/2019
13. Resolution 01-20 - To Authorize the City Manager to Contract with Port One Architects of Portsmouth, NH to Provide Conceptual Design Services and a Preliminary Cost Estimate for a Somersworth Fire Station to be Funded Through the Cable Fund. Passed 8/5/2019
14. Resolution 02-20 - To Authorize the City Manager to Amend the Contract with Ironwood Design Group of Newmarket, NH to Provide Final Design Services for a Veteran's Memorial at Stein Park to be Funded Through the Cable Fund. Passed 8/5/2019
15. Resolution 03-20 - To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Justice for a Project Safe Neighborhood Grant. Passed 7/1/2019
16. Resolution 04-20 - To Authorize the City Manager to Contract with Continental Paving of Londonderry, NH for Road Resurfacing Improvements to Stackpole Road . Passed 7/1/2019
17. Resolution 05-20 - To Authorize the City Manager to Contract with Pike Industries of Belmont, NH for Fiscal Year 2019-2020 Road Resurfacing Improvements. Passed 7/1/2019
18. Resolution 06-20 - To Authorize the City Manager to Order Ford Pick Up Trucks for the Department of Public Works and Fire Department Which will be Funded by a Lease Purchase Agreement. Passed 8/5/2019
19. Resolution 07-20 - To Authorize the City Manager to Order one 6-Wheel Dump Truck for the Department of Public Works Which will be Funded by a Lease Purchase Agreement. Passed 8/5/2019
20. Resolution 08-20 - To Authorize the City to use Funding from the City Parks and Parks Facilities Reconstruction or Rehabilitation Capital Reserve Fund as Part of the Local Match for a Land and Water Conservation Grant. Passed 8/5/2019
21. Resolution 09-20 - To Authorize the City Manager to Enter into a Grant Agreement with the State of New Hampshire Department of Natural and Cultural Resources for a Land and Water Conservation Grant to Make Improvements to Jules Bisson Park. Passed 8/5/2019
22. Resolution 10-20 - To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Safety to Retrofit Fire Department Portable and Mobile Radios with Interoperability Technology. Passed 8/5/2019
23. Resolution 11-20 - To Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Safety to Purchase Equipment for the Fire Department for Use in Response to Active Shooter Events. Passed 8/5/2019

2019 RESOLUTIONS

24. Resolution 12-20 - To Authorize the City Manager to Contract with Hall Brothers Contracting, Inc. of Berwick, ME for the Replacement of the City Hall Roof. Passed 9/3/2019
25. Resolution 13-20 - To Authorize the City Manager to Sign a Lease/Purchase Agreement for the Purchase of City Vehicles. Passed 9/3/2019
26. Resolution 14-20 - To Authorize the City Manager to Order One SUV Style Police Cruiser which will Be Funded by a Lease Purchase Agreement. Passed 9/3/2019
27. Resolution 15-20 - To Authorize the City Manager to Contract with Renaud Industries of Portsmouth, NH for the Removal and Remediation of Contaminated Soils and with Waste Management of Rochester, NH for the Disposal of Contaminated Soils Located at 1 Winter Street, Formerly Known as Bretons Cleaners. Passed 9/3/2019
28. Resolution 16-20 - To Amend Council Rules and Regulations, Section 1, Council Meetings. Passed 10/7/2019
29. Resolution 17-20 - To Direct the City Manager to Develop a Preliminary Report on a Possible City Dog Park. Passed 10/7/2019
30. Resolution 18-20 - City Council Commitment to Support the Veterans Memorial at Stein Park by Pledging to Provide the Balance of Funding Required at the Conclusion of the Veterans Park Commission's Fund-Raising Campaign. Passed 10/28/2019
31. Resolution 19-20 - Proclamation Declaring January Diversity Month in the City of Somersworth. Passed 12/16/2019
32. Resolution 20-20 - To Notify the City Tax Collector that the City Council Shall not Accept a Tax Deed on Certain Properties Subject to an Unredeemed Tax Lien. Passed 12/16/2019
33. Resolution 21-20 - To Notify the City Tax Collector that the City Council Shall not Accept a Tax Deed on Properties Located on Wexford Lane and Blackwater Road Subject to an Unredeemed Tax Lien. Passed 12/16/2019

ASSESSING

Marybeth Walker, City Assessor
mwalker@somersworth.com v 603-692-9518

Brianna Belléy, Assessing Clerk
bbelley@somersworth.com v 603-692-9520

The 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, CNHA, 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.

During 2019, the Assessing Department performed a City-wide revaluation, as mandated by New Hampshire State Statutes. The purpose of the revaluation was to bring all properties in line with market value. The city wide cycle inspection process will continue 2020 through 2024. During this process all properties are measured and inspected to check for accuracy on the property record card.

ASSESSING

2019 Summary Inventory of Valuation

	Value
Residential (land & building)	\$782,573,332
Commercial/Industrial (land & building)	\$271,598,058
Current Use Land (per RSA 79-A)	\$ 149,564
Utilities	\$ 18,071,800
Valuation Before Exemptions	\$1,072,392,754
Net Taxable Valuation (value after exemptions- used to compute municipal, county and local tax rates)	\$1,067,431,454

2019 Exemptions

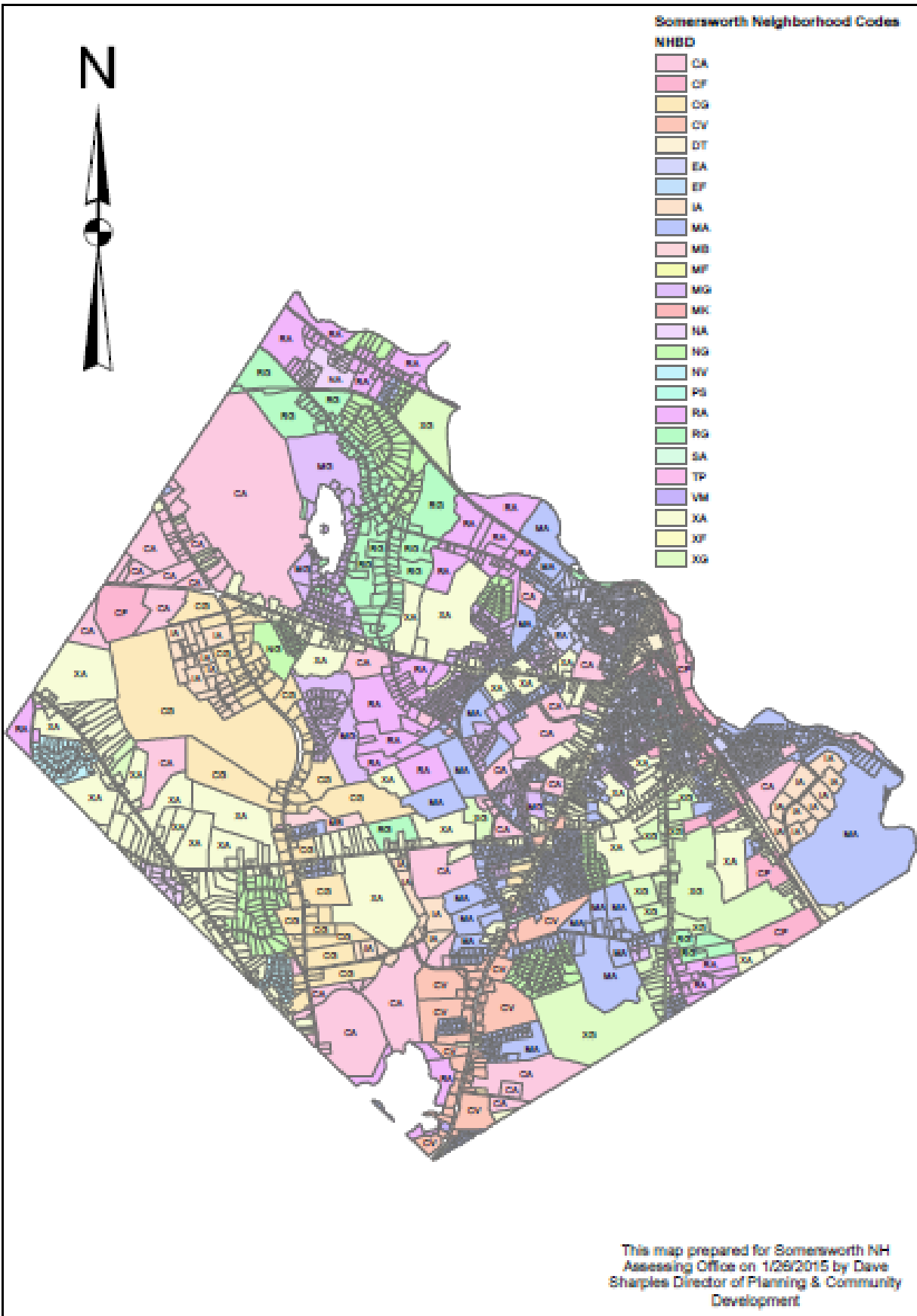
	Exemption/Credit Amount*	Total Exemptions/Credits Granted	Assessed Valuation
Exemptions			
<u>Solar:</u>	Different \$ Amounts	36	\$1,437,100
	\$25,000	2	\$50,000
<u>Blind:</u>			
<u>Elderly:</u>	\$50,000, 65-74 years of age \$65,000, 75-79 years of age \$75,000, 80+ years of age	61	\$3,474,200
Credits			
<u>Veteran:</u>			
Std. Vet. Credit	\$500	365	\$182,500
Service Connected Disability	\$2,000	32	\$64,000
*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.

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

I am pleased to present 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 15th 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
City Manager

CODE ENFORCEMENT

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

Paul Crouser III, Code Compliance Officer
692-9521 ♦ pcrouser@somersworth.com

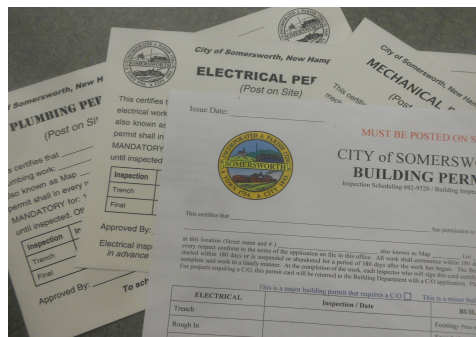
Hank Feesntra, Part-Time Electrical Inspector
692-9520 ♦ hfeenstra@somersworth.com

Brianna Belléy, Code Clerk
692-9520 ♦ bbelley@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

2019 Code Enforcement Department Year in Review

Permits issued in 2019

- 343 Building permits
 - 301 Minor Building Permits
 - ⇒ 42 Major Building Permits
 - o 4 Major Commercial Permits
 - o 40 Minor Commercial Permits
 - o 38 Major Residential Permits
 - o 261 Minor Residential Permits
 - 191 Electrical Permits
 - o 58 Commercial
 - o 133 Residential
 - 82 Plumbing Permits
 - o 24 Commercial
 - o 58 Residential
 - 191 Mechanical Permits
 - o 35 Commercial
 - o 156 Residential
 - 20 Demolition Permits
 - o 6 Commercial
 - o 14 Residential
 - 57 Certificates of Occupancies (CO)
 - o 25 Commercial
 - o 32 Residential

(CO's are not only for new construction)



Estimated total cost of building construction (information provided by the applicants on application) for 2019 is:

Total Estimated Construction Cost	\$36,514,664.91
o Total Residential Construction.....	\$12,726,376.41
o Total Commercial Construction.....	\$23,788,288.50

CODE ENFORCEMENT

Permit Fees Collected for 2019 are:

Total permit receipts	\$247,651.00
o Residential receipts.....	\$115,274.00
o Commercial receipts.....	\$132,377.00

(Amounts rounded to the nearest dollar)

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

o Single Family Homes.....	7
o Manufactured Homes.....	10
o Duplex Homes.....	0
o Multifamily Buildings	1
o 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.)

Significant Projects in the City:

- o Ratification Enterprises, LLC is significantly remodeling space in Somersworth Plaza from once being Care Pharmacy to Strip Nine Brewing, a nano brewery and restaurant
- o 14,380 sq. ft. new Veterans Administration outpatient clinic in Terrascape Parkway off Rte 108
- o Phase III of the Sunningdale development commenced
- o A 28 unit mix of 1, 2, and 3 unit condominium project off of Green Street broke ground
- o 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
- o 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 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 one (1) week. *Please note that when a property has a significant history of repeated non-compliance, this step may be skipped, and the officer may instead proceed straight to a Notice of Violation.
- 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 one - two (1-2) week window for compliance. (State Law requires a minimum of seven (7) days.) 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 Dover District Court. Should the property owner come into compliance, the Code Compliance Office will typically Nolle Pros the complaint (will no longer prosecute) and suspend a portion, if not all, of the imposed fine.
- If the property owner refuses to come into compliance, an arraignment is held and the Code Compliance Officer will first attempt to reach an agreement with the property owner. If that fails, a bench trial is held.

The year of 2019 demonstrated several Code Compliance successes, including restoring 15-17 Grove Street to HDC standards, the cleanup of 19 Crest Drive which resulted in a quick sale of the property, and the cleanup of two commercial properties; Key Auto on Rt. 108 and the BP gas station downtown on High Street.

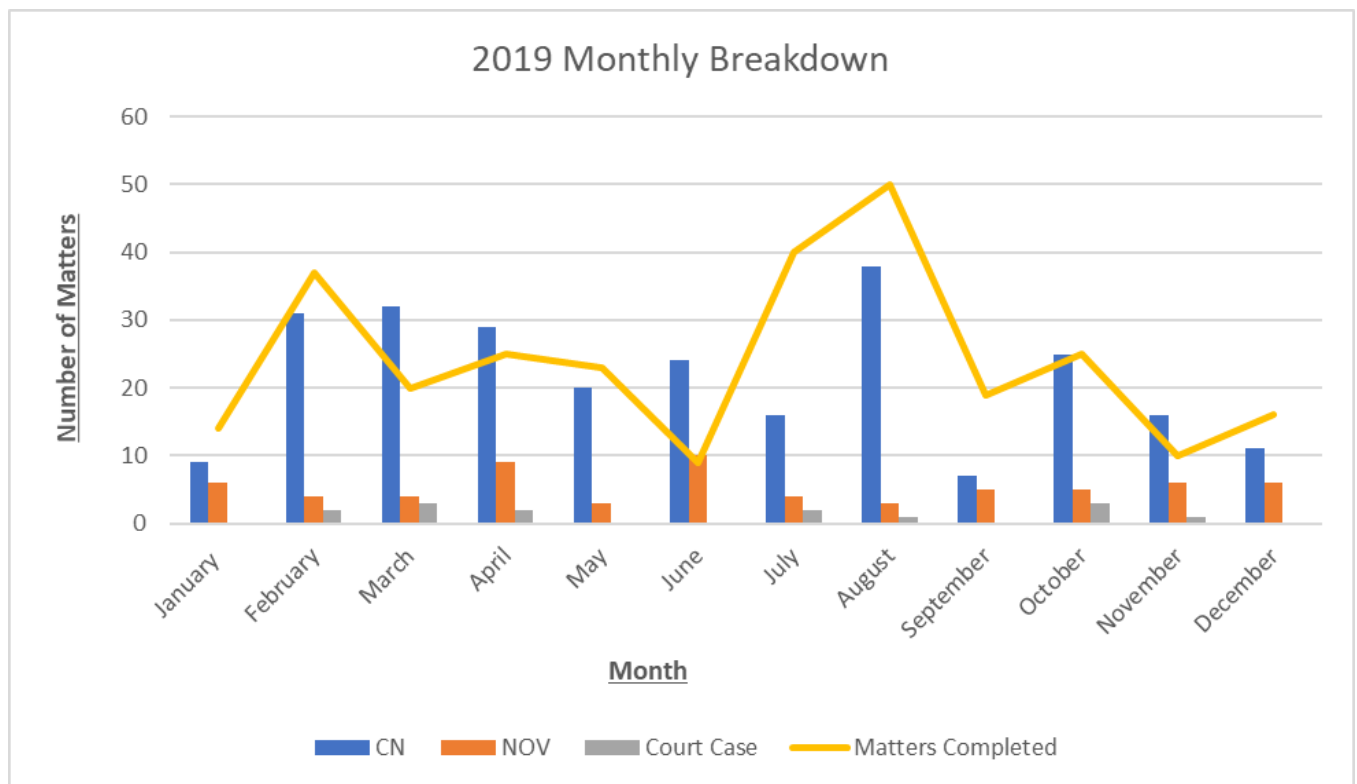
CODE ENFORCEMENT

The year of 2019 demonstrated several Code Compliance successes, including restoring 15-17 Grove Street to HDC standards, the cleanup of 19 Crest Drive which resulted in a quick sale of the property, and the cleanup of two commercial properties; Key Auto on Rt. 108 and the BP gas station downtown on High Street.

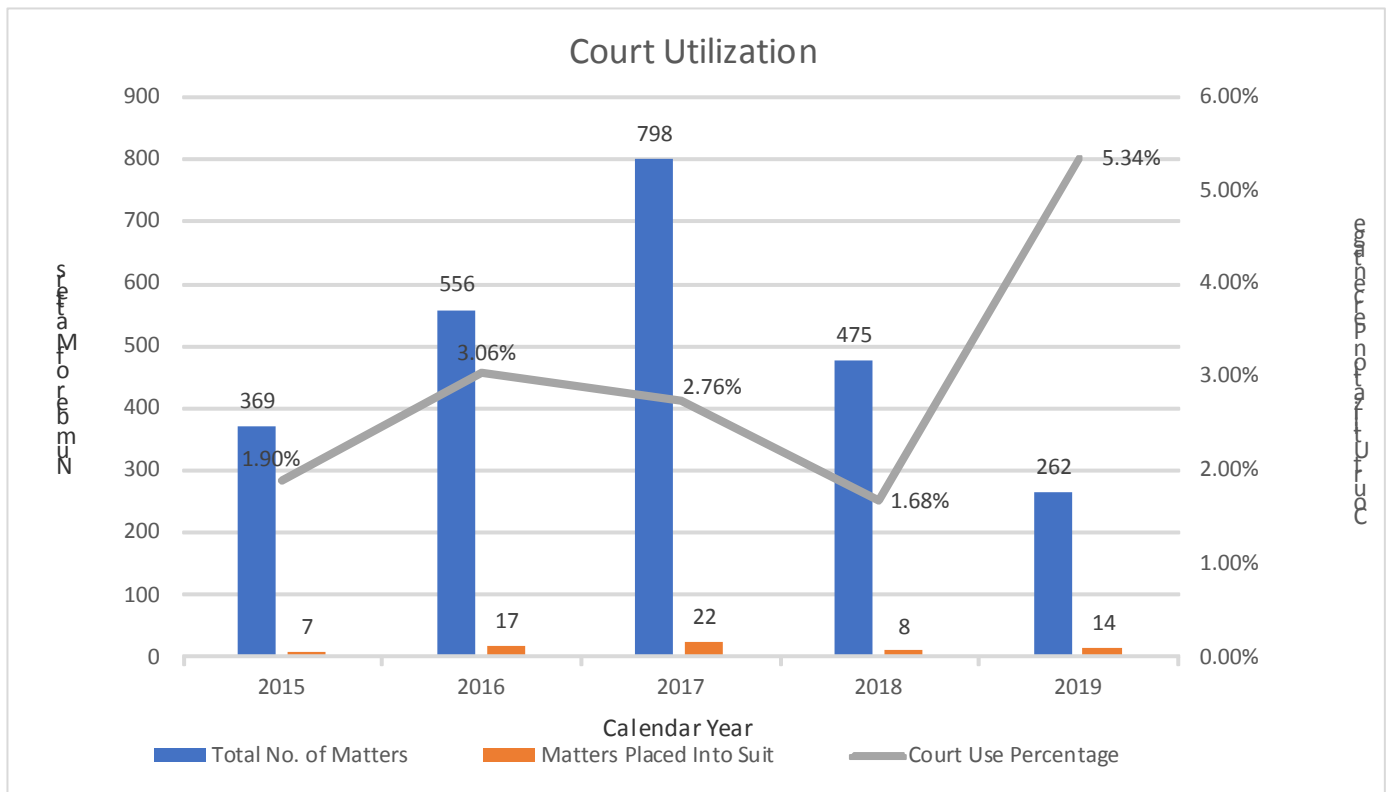
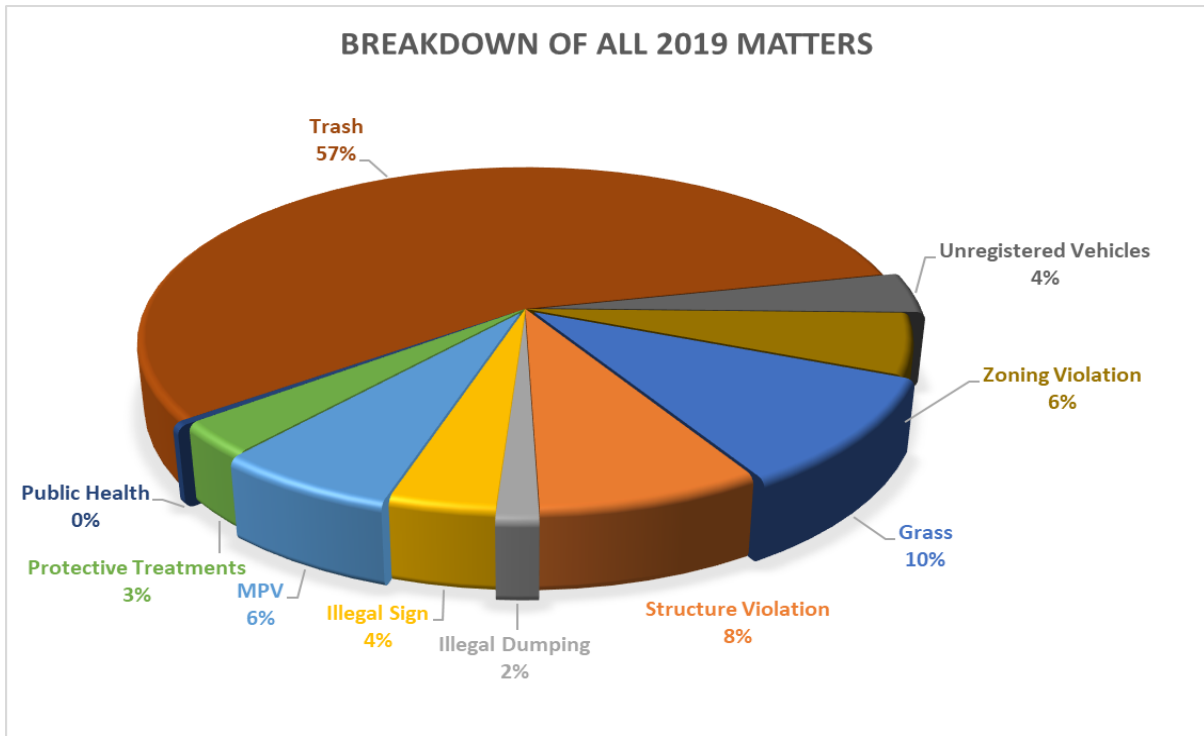
BEFORE	AFTER
<p>Kia Dealership – Rt. 108</p>  <p>Jun 27, 2019 8:25:15 AM 385 New Hampshire 108 Somersworth Strafford County New Hampshire</p>	<p>Kia Dealership – Rt. 108</p>  <p>Jan 15, 2020 11:46:13 AM 377 New Hampshire 108 Somersworth Strafford County New Hampshire</p>
<p>15-17 Grove Street</p>  <p>Feb 27, 2019 10:28:59 AM 15 Grove Street Somersworth Strafford County New Hampshire</p>	<p>15-17 Grove Street</p>  <p>Jan 22, 2020 10:54:57 AM 18 Grand Street Somersworth Strafford County New Hampshire</p>
<p>19 Crest Drive</p>  <p>Apr 4, 2019 1:43:02 PM 28 Drew Road Somersworth Strafford County New Hampshire</p>	<p>19 Crest Drive</p>  <p>Jan 22, 2020 11:03:38 AM 19 Crest Drive Somersworth Strafford County New Hampshire</p>

CODE ENFORCEMENT

Below is data representing Code Compliance activities for the year of 2019, which shows an overall decrease in total number of formal matters brought forth by the Code Compliance Officer. However, you will note that there is a marked increase in matters brought before the Dover District Court. This is representative of the Code Department's more aggressive stance on repeat code violators and this Department's commitment to upholding Somersworth housing standards for its rental population. For example, only five (5) of the fourteen (14) matters placed into suit in 2019 were against owner-occupied residences. The vast majority of court cases are brought against landlords due to subpar living conditions for their tenants.



CODE ENFORCEMENT



CODE ENFORCEMENT

The Code Compliance Office is responsible for enforcing all City-adopted codes and ordinances, namely the following:

1. The International Property Maintenance Code.

- a. The IPMC is a comprehensive code which sets forth standards for cleanliness, structural integrity, and safety for exterior buildings and structures, as well as interior living spaces. The majority of enforcement actions utilize this code.

2. City of Somersworth Ordinance 19 – Zoning.

- a. The City's Zoning Ordinance lays out straightforward rules concerning the use of property around the City. The Code Compliance Office enforces all zoning-related infractions, such as unauthorized development, prohibited uses, illegal signs, the protection of wetlands, and the violation of approved Site Plans on commercial projects.

3. City of Somersworth Ordinance 11 – Public Health.

- a. Ranging from the dumping of organic waste, to the harborage of rodents and other varmint, the Code Compliance Office upholds the standards of the Public Health Ordinance, although the number of these infractions is relatively small, and are generally the result of neglect and other property maintenance issues.

4. City of Somersworth Ordinance 13D – Noise / Nuisance Control.

- a. Typically problematic in the Spring – Fall months due to frequent construction and outdoor activity, the Code Compliance Office responds, fairly regularly, to noise complaints submitted by Somersworth homeowners and other residents for construction noise, commercial operation noise, and noise caused by owner-occupied properties.

ECONOMIC DEVELOPMENT UPDATE

Robin Comstock, *Economic Development Manager*

692-9516 ❖ rcomstock@somersworth.com

Overview

The Economic Development Division 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, connect people and build partnerships, to expand and grow existing business, while attracting new business to the City. This activity results in increased resources that create jobs, and ensures 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.

The Economic Development Manager (EDM) works within the Department of Development Services. The primary objective of the office is to act as the point of contact for existing and future businesses. The EDM meets with local businesses to offer support and assistance through access and relationships for local, state, and federal resources. The EDM also works to address City-specific issues that affect the business community, and is often a voice of business needs to City officials, and the City to business. Recruitment of new businesses is done through the Economic Development division and is often done in partnership with the State's business recruitment team, a regional recruitment partnership, and through positive and productive relationships with area commercial brokers and investors. In addition, the EDM aggressively works to promote and partner business to state and local incentives, like the local Community Revitalization Tax Relief Incentive (79-E) and the State Economic Revitalization Zone (ERZ).

In 2019 The City:

- Drafted Form Based Codes
- Disseminated an RFP request for the Plaza redevelopment project
- Continued participation in the update of the Comprehensive Economic Development Strategy (CEDS) through the *Strafford Regional Planning Commission*
- Participated in the *Strafford Regional Planning Commission* Brownfields Advisory Committee
- Continued participation in the update of the **C**omprehensive **E**conomic **D**evelopment **S**trategy (CEDS) through the *Strafford Regional Planning Commission*
- Continued participation in the *Strafford Regional Planning Commission* Brownfields Advisory Committee

ECONOMIC DEVELOPMENT UPDATE

Economic Development Efforts

In 2019 The Economic Development Division:

- Sought for ways to expand ERZ zones to new areas
- Worked to bring a Theater to Downtown Somersworth
- Developed a strategy to bring an Art - Walk to Downtown Somersworth
- Solicited and secured a donor to improve the façade and grounds of the VFW in Downtown
- Continued efforts to establish guidelines that allow & encourage outside Downtown Beautification efforts like: Outside Flower Pots, Outside Seating, Outside Sales Racks
- Miscellaneous efforts include (but are not limited to):
 - o SAAC Board of Directors
 - o CTC Advisory Roundtable
 - o Great Falls Economic Development Corporation Board of Directors
 - o Regional Economic Development Roundtable
 - o Downtown Somersworth Roundtable
 - o BIB Roundtable (Commercial Bankers-Investors – Brokers)

City Image and Brand Identity

- Worked with Marketing firm to support development of a new:
 - o Logo
 - o Format and Font guidelines (Including email signature card)
 - o Marketing Pocket Folder inserts
 - o Rack Card
 - o Economic Development Website
- Worked to identify a printer for the above material
- Worked with media outlets to improve coverage of Somersworth
- Worked with businesses to better promote themselves on behalf of Somersworth
- Developed and promoted a new hash tag: #SeeSomersworth

New and Expanding Business

Welcomed 24 New Businesses to Somersworth

- Tease Hair Salon/ Reddy Info Systems/1886 Barber Shop/ Burgers On Main Street / PhilindaB's /Bad Lab (Deck Expansion)/ Power Spot Repairs/ NH Liquor Store/ Smart Style Hair Salon-Wal Mart/ Esthetics with Ashian Spa/ Eye Logic/ Tattoo Parlor/ Federal Express-Wal Mart/ Main Street Pawn Shop/ Stripe Nine Brewery/ Salon Bijou/ Pete For America/ Veteran's Administration/ Seacoast Crafters/ Urgent Dental Care/ Darien Eyewear/ WDH -Medical & Dental/ New Place Nails/ "Tasya's "Restaurant/Smoke and Cream

PLANNING AND COMMUNITY DEVELOPMENT

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

692-9517 ❖ ssaunders@somersworth.com

Dana Crossley, *Planning Secretary*

692-9519 ❖ dcrossley@somersworth.com

Overview

The Division of Economic Development and Planning provides research and advisory/administrative support for an array of comprehensive, 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 project applications for consistency and conformity with the Master Plan, Zoning Ordinance and Planning 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.

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>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Variance applications	11	21	17	21	19
Special Exception applications	2	2	0	0	0
Equitable Waiver applications	0	0	0	0	0
Appeals from an Administrative Decision	0	2	1	1	1

PLANNING AND COMMUNITY DEVELOPMENT

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.

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 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.

The Planning Board reviewed the following:

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Conditional Use Permit applications	2	2	1	2	8
Major Site Plan applications	5	12	5	1	9
Subdivision applications	0	5	0	9	0
Conceptual/Design reviews	0	0	1	2	2
Plan amendment requests	2	3	0	1	2
Plan extension requests	0	1	2	2	1

The Board also reviewed the 2021-2026 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>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Applications reviewed by the HDC	20	18	18	28	31

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>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
4	17	4	9	3

Strafford Regional Planning Commission Representatives

Mark Richardson

Michael Bobinsky

Richard Michaud

Development

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

- **Hilltop School LLC**, approved to convert the Hilltop School into 22 residential units with minor office space;
- **Piccadilly Properties, LLC**, approved to convert the GAR Building into 8 residential units;
- **Trio Investments, LLC**, the Hall of Great Falls was approved to allow stadium seating with an increased occupancy load;
- **Somedowntown LLC**, 8 Government Way, approved to convert the existing one story building to a mixed use two story structure with 3 residential apartments;
- **100 Tri City Road, LLC**, approved to convert the existing structure to 20 Commercial Rental Units for business use of various sizes; and
- **Goodwin Community Health**, approved to construct a 2,000 sf. addition and a 460 sf. addition..

PLANNING AND COMMUNITY DEVELOPMENT

Special Projects

- **NH DOT Congestion Mitigation and Air Quality (CMAQ) Grant**– The City received a NHDOT CMAQ grant in 2018 for signal system optimization of the High Street Corridor. This grant will improve traffic flow, streamline intersections, and provide for pedestrian improvements Engineering design occurred in 2019 and construction is expected in 2020.
- **NH Land and Water Conservation Fund (LWCF)** – The City received a grant from NH Department of Natural and Cultural Resources for an LWCF grant in 2018 for upgrades to Jules Bisson Park including a new River themed play-structure, ADA accessible parking, walkways, picnic tables and pavilion. In 2019 playground and pavilion design was completed and construction is expected in 2020.
- **EPA Brownfields Grant** – The City received funding in 2017 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 project is nearly complete. The hazardous soil materials have been removed from the site and additional ground water monitoring wells installed.
- **NH DOT Transportation Alternatives (TAP) Grant** – The City received the NHDOT TAP grant in 2017. These grant funds will pay for sidewalks on High Streets and cemetery Road connecting our schools as well as pedestrian upgrades at the intersection of High/Memorial/Franklin and a walking path connecting the Middle/High School to Maplewood Elementary School. In 2019 continued to work through final design and ROW. Construction is anticipated in 2020.

STEWART'S AMBULANCE



Stewarts Ambulance
183 NH-108a
Somersworth, NH 03878

911 SOMERSWORTH CALL VOLUME

Stewarts Ambulance Service has answered on average **130/month** since April 2019.

(All 911 volume taken from NHTeMSIS reporting)

Monthly Numbers

APRIL- 126	AUGUST- 133	DECEMBER- 136
MAY- 143	SEPTEMBER- 152	JANUARY- 132
JUNE- 122	OCTOBER- 121	FEBRUARY- 114
JULY- 137	NOVEMBER- 119	

Stewarts also provided training and support to various City staff and groups within the City.

1. EMT class offered and provided to interested Fire Department personnel.
2. CPR training to all interested City Departments/City Hall, Library, Highway, and Wastewater
3. CPR/AED and first aid training provided to Camp Counselors.
4. Provided staff and ambulances at the police sponsored touch a truck events.
5. Provides involvement in school education with the school resource officer initiatives
6. Conducted Food and toy drives around the holidays for the communities needy families

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 1619 emergency incidents in FY19 – an increase of 117 incidents or 8% over FY18. EMS calls comprise 42% of our responses.

Fire damage in FY19 totaled over \$745,000 as five homes received damage and the most significant fire in a decade destroyed the Bleachery on Main Street. 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, Hampton, Milton, Newington, Portsmouth, Rochester and Rollinsford in NH: and in Maine – Berwick, Lebanon, North Berwick and South Berwick) decreased by 21 incidents to 46.

FIRE PREVENTION & EDUCATION

There were 675 inspections conducted and Permits issued by the Department in FY19. 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 fewer adherences to the fireworks rules around the 4th of July. The city is in conformance with the state of New Hampshire as it relates to Fire Prevention rules and regulations. For the third year, firefighters toured the city during the July 4th evening to perform Permit inspections if a noise complaint was lodged by a citizen (none were).

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

Stewart's Ambulance (formerly American), 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. They also began a "Control the Bleed" program in the schools.

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.

GRANTS

our new Air Supply/Firefighter Rehabilitation vehicle, provided by a \$250,000 federal FEMA grant, was placed in service replacing a 31-year old unit (the truck is owned by Community Mutual Aid Association – a compilation of 9 of our neighboring Fire Departments: Somersworth houses and operates the vehicle). This vehicle can supply 300 firefighter air bottles with filtered air and service 10 firefighters at a time with fluids, snacks and medical monitoring at incident scenes. There is no unit like it in NH.

PERSONNEL

Two career firefighters departed during the year: Lt. Mike Clough retired and F/F Michael Roach left for other pursuits. F/F Tyler Taatjes was promoted to Lieutenant after a competitive promotional exam was held and Brian Flood and Kevin Craft were hired to fill the vacant firefighter positions.

Several new call firefighters also were hired: Jeffrey Crean; Joe Perrelli; Jacob Tomblin and Joseph Roy. Several call firefighters also left our service leaving us with 15 call firefighters on staff.

OTHER

Stewart's Ambulance continued to deliver excellent EMS services to the city, with an average response time to calls under 5 minutes. They also provided education sessions to citizens and school children on CPR and first aid.

As a result of a State Fire Marshal grant, 23 homes in Somersworth were equipped with new smoke and CO detectors.

The Mayor directed the Public Safety Committee to investigate Fire Department staffing, equipment and operations and report back to the full City Council on what they are to recommend to improve fire services and Emergency Management in the city.

The City Council voted to hire an architectural firm to investigate the present fire station site to determine if it is suitable for a modern facility to replace the 1977 building that has significant drawbacks. If so, the firm will create several designs that the city will study and select one that the City Council can coalesce around for future construction.

The Department continued to participate in the "Active Shooter Committee" with members from the Police Department, SAU 56 and Stewart's Ambulance. We continue to be hopeful that the NH Department of Safety will provide equipment in this regard via a grant for the Fire Department.

FIRE DEPARTMENT

New fire protection systems were inspected and approved at Empire Beauty School, Lydia's House of Hope, 9 Stripe Brewing Company, the new State Liquor Store and Contitech.

Liam Hanlon, a 3rd grader at Maplewood School, was one of 12 winners in the Annual State Fire Marshal's Fire Safety Poster Contest. This is the second winner we have had in three years!

Chinberg Properties began construction on the Hilltop School project and the Maplewood School renovation project was nearing completion.

EMERGENCY MANAGEMENT

The city's "Continuity of Operations Plan" – fashioned from a NH Homeland Security and Emergency Management Agency grant – now provides a plan that the city will utilize in the event a natural or man-made disaster cripples the city's infrastructure.

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 currently are working on a permanent water connection provided by a \$1.5 million state grant.

Public Works and Utilities obtained a \$50,000 grant from NH Homeland Security and Emergency Management for an emergency generator for the Public Works building on Lilac Lane.

EMERGENCY RESPONSES

Structure Fires	85
Outside Fires	31
Automobile Fires	6
Motor Vehicle Accidents	109
Accidental/Public Assistance	457
False Alarms/Malfunctions	98
Hazardous Materials Incidents	52
Hazardous Conditions	95
Emergency Medical Calls	686

FIRE DEPARTMENT

VEHICLES

Car 1:	2013 Chevrolet Tahoe 4WD
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:	2018 Ford F-550 (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

"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 1,000 City, School and private business employees.

POLICE DEPARTMENT



K9 Bravo:

K9 Bravo and his handler, Officer Deschenes, have been certified as a Patrol Dog Team and certified in narcotic detection through Boston Police. This was a long training process and Bravo and Officer Deschenes are actively working on cases and responding to calls.

Coffee With A Cop:

Last year we had our first “Coffee with a Cop” event. 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. Officers from Somersworth, Rochester and Strafford County teamed up with a child. Somersworth Teachers and Staff assisted at the Wrapping/Pizza party where pizza was donated by Somersworth House of Pizza, Old Rail Pizza, Villa Pizza and Stripe Nine. It was a HUGE success!

POLICE DEPARTMENT



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, Stewarts Ambulance, and lots of happy children. And who could forget Sergeant Anthony McKnight doing “La Macarena”?

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.



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. Officers have also been involved in literacy programs in all of our schools and preschools. Officer McCoy is pictured reading to Children from Head Start.

POLICE DEPARTMENT

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. Children's Hospital at Dartmouth (CHAD) donated bicycle helmets for children through their Kohl's Cares Campaign.



Facebook:

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



Somersworth Crime tips are still received at 692-9111 or email at crimeline@somersworth.com. Anyone wishing to provide anonymous tips should contact SPD through either source. All leads are held with the strictest of confidence.

2019 City Totals Case Activity Statistics

Calls for Service	23,962
Total Offenses Committed:	2,341
Total Felonies	448
Total Crime Related Incidents:	918
Total Non-Crime Related Incidents:	2,065
Total Arrests (On View):	521
Total Arrests (Based on Incident/Warrants)	270
Total Summons Arrests:	174
Total Arrests:	965
Total P/C's:	193
Total Juvenile Arrests:	45
Total Juveniles Handled (Arrest):	17
Total Juveniles Referred (Arrest):	28
Total Open Warrants:	15
Total Restraint Orders:	107
Stolen Property-Value	277,401
Stolen Property Recovered Value	151,435
Total Motor Vehicle Accidents	394
Total Motor Vehicle Violations-Civil	0
Total Motor Vehicle Violations-Warnings	2,042
Total Motor Vehicle Violation-Arrests	337
Total Parking Tickets	1,375



HUMAN SERVICES

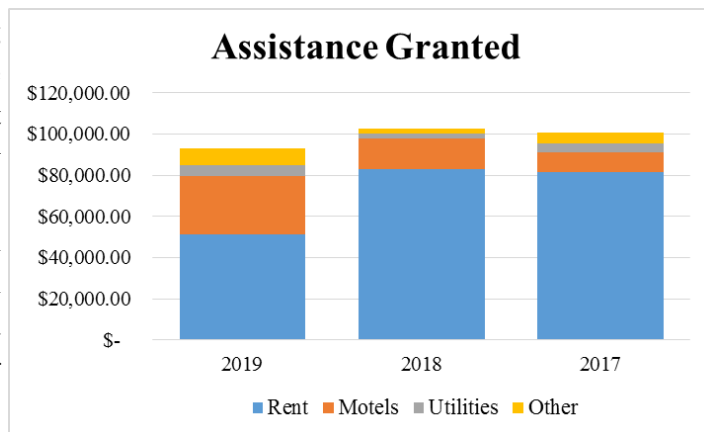
Nancy Poulin, Welfare Officer

692-9509 ❖ npoulin@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.

	2019	2018	2017
New Cases Opened	72	72	91
Households Assisted	133	128	149
Individuals Assisted	325	351	362
Total Assistance	\$92,904.62	\$102,531.12	\$100,733.92

In 2019, 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 403 referrals were made in 2019. 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,
Nancy Poulin, Welfare Officer

PUBLIC LIBRARY

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

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

Front Desk Assistants:

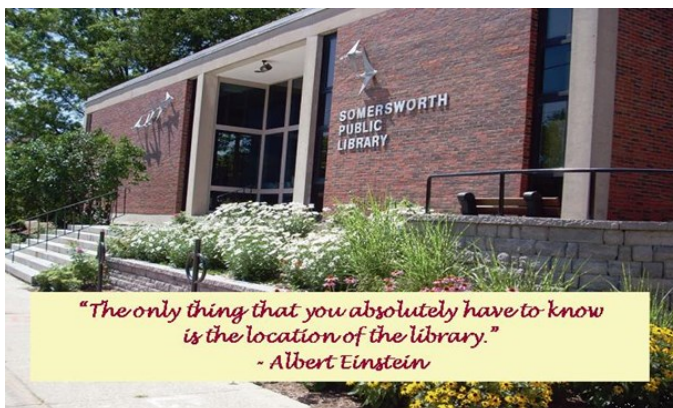
Raeann Clarke
Shari Grieve
Elizabeth Sarno-Hill

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
Becky Patton



Some Facts and Figures

29,482 Total Physical Items Borrowed
997 Total Items Borrowed from other libraries
2,557 Total Online e-Books Downloaded
3,538 Total Online Audio books Downloaded
2,615 Total Computer Users
30,071 Total Library Visits

\$499,659 Total Value City Residents Saved by Enjoying Books, DVD's, Magazines,
Newspapers, Audiobooks and Downloadable Items provided by the Library.
\$257,167 Total Annual Library Budget

Residents also saved by using the Library's Wifi, Museum Passes, and attending
free Story Times and other Programs.

PUBLIC LIBRARY

Library Services

- Library Cards are free for any Somersworth resident age 5 and up.
- 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.
- Overdrive offers 24 hour access to downloadable eBooks, audiobooks and magazines which can be viewed on any computer, phone or tablet. This resource is available for free to anyone with a library card.
- Computers, Printing and Wifi are available for anyone, no library card is required. Minimal printing fees apply.
- Programs: We continue to offer Story Times with reading and a craft each week, and our Book Group meets once a month. We also offer our Summer Reading program each summer to encourage reading while school is not in session and prevent summer slide. Additional craft programs and kids Tinker Tables were also offered during the summer and occasionally throughout the year.



The Library held a fun collaborative Spring Fling program with the Recreation Department and Farm to School during the school April vacation. Painting flower pots, planting seeds, making wind socks and more made for a fun day for all participants.

National Library Week takes place every April when our flag is displayed at Citizen's Place! This year we celebrated April 7th – 13th.



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

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

Greg Kirchofer,
Chief Water Treatment Operator
692-2268 ❖ gkirchofer@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

Gary Lemay, *City Engineer*
692-9524 ❖ glemay@somersworth.com

Forest Glade Cemetery

There was one (1) full casket burial and six (6) 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. Two (2) grants were awarded over the past year: a \$30,000 LCHIP grant and a \$10,000 Conservation/Heritage (i.e., “Moose Plate”) License Plate Grant, both of which will be used toward the repairs of the slate roof of the Furber Memorial Chapel, along with a local funding match. The City is in the process of working with New Hampshire Division of Historical Resources to prepare a bidding package which will include a scope of work for the project. Work is planned to begin late fall 2020 or in the spring 2021.



PUBLIC WORKS AND UTILITIES DEPARTMENT

Solid Waste & Recycling

The City experienced a 6% increase in solid waste tonnage in 2019 when compared with 2018. In 2019, the total waste picked up curbside including trash and recycling was 3,070.03 tons. 2019 recycling tonnage was 716.22 tons and solid waste weighed in at 2,353.81 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 18.51 tons. Residents also recycled 505 gallons of waste oil and 10.02 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 2019, 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 a variety of communication methods (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 find 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 Viewworks Asset Management Software program and Geographic Information System (GIS) mapping capabilities. Additional updating work to improve the function and prepare for asset management updates occurred during 2019.

PUBLIC WORKS AND UTILITIES DEPARTMENT

Highway

The winter of 2019-2020 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 30 snow and ice events that required highway crews to treat the roads and designated sidewalks for snow or ice. Approximately 50 inches of snow has fallen during the winter along with icing from freezing rain and sleet. Storm conditions necessitating the use of approximately 1,750 tons of salt 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. In spring 2019, the City worked with Brox Industries to wrap-up several remaining streets from the FY2019 contract that were delayed due to weather issues, including High Street (Blackwater to Washington), Tates Brook Road, and Garden Street. In fall 2019, the City contracted with Pike Industries as part of the FY2020 road pavement management program to pave over twenty City streets and roads, including:

- | | |
|---|------------------|
| o Clement Road, (end-to-City limit) | o Union Street |
| o Crest Drive | o Ash Street |
| o Franklin Street | o Central Street |
| o Indigo Hill Road, (Main Street to Rita Road) | o Kings Lane |
| o Brick Street | o School Street |
| o Chesley Avenue | o Spruce Street |
| o First Street | o Summer Street |
| o Second Street | o Spring Street |
| o Third Street | o Water Street |
| o River Street, (Buffumsville Road to Indigo Hill Road) | o Down Street |
| o Stackpole Road (work conducted by Continental Paving instead of Pike) | o Rita Road |
| | o Lily Pond Road |

The City also updated the pavement condition assessment that involved evaluating and assigning a 0-100 rating (Road Surface Rating, or RSR) for all paved City accepted streets and roads. The rating data provided to City staff have been used to help develop future road paving priorities and cost estimates. This data will be used to recommend final road repair priorities for the 2020-2021 construction season.

PUBLIC WORKS AND UTILITIES DEPARTMENT

Other key Street and Highway projects:

- Replacement of a drainage structure on Garden Street
- Repaired a section of main drain line between Fremont Street and Franklin St
- Repaired several sidewalk segments where trip hazards were identified
- Coordinated the repainting of all City street, stop bars and crosswalks in a contract that was co-bid with the City of Dover.

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. Of the three (3) streets to be designed, Cemetery Road was identified as the top priority to complete and prepare bid documents for. The Cemetery Road project is expected to be ready to bid in fall 2020.

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 engineering work started in 2018, with construction anticipated to start in the late fall of 2020 or spring of 2021. The project will continue the sidewalk treatments from the Downtown improvements work, and enhance access and safety for pedestrians in the heavily traveled school zone.

Water Treatment

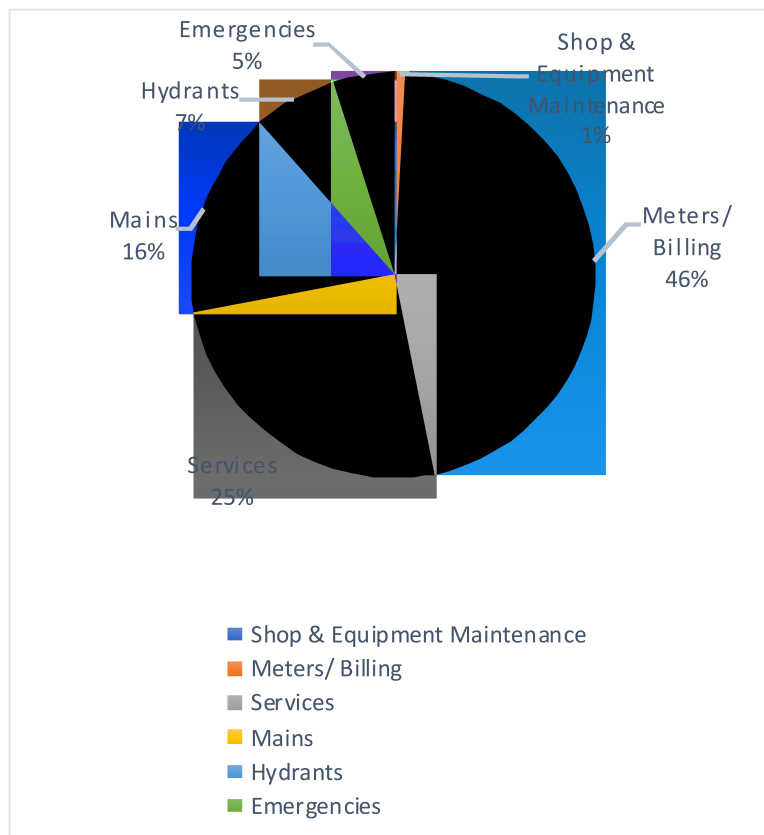
The water treatment plant processed 443,965,628 gallons of water for consumption in 2019, creating an average daily production of 1,216,344 gallons per day. The water plant processed the highest volume of water at 1,748,000 gallons of water on May 07, 2019. During the last quarter of the year testing was implemented for PFAS, which was mandated by New Hampshire Department of Environmental Services. All test passed with no detect of contamination in our water. Also, the plant had a new analyzer installed to monitor manganese removal in the treatment process. This is a key piece of equipment that will assist in monitoring chemical adjustments.

PUBLIC WORKS AND UTILITIES DEPARTMENT

Water Distribution

Daily responsibilities include operation of the City's arterial loop drinking water distribution system consisting of 72 miles of main, 310 hydrants and over 3,500 metered services. Duties include non-emergency (routine) and emergency maintenance, customer service requests, contractor assistance and inspections. Operators also provided 24-hour emergency coverage throughout the year.

In 2020, system operators responded to over 60 emergencies including emergency line locating, customer side emergencies, dig safes, structure fires and 9 water line breaks that resulted in loss of service to system customers. Over 1,201 customer service requests and work orders were completed. Over 21 new services and over 1000 feet of mainline were added to the system. All hydrants along the Route 108 corridor were reconditioned. These hydrants were refinished with a new coat of safety red paint.



PUBLIC WORKS AND UTILITIES DEPARTMENT

Additionally, the Somersworth-Dover emergency water interconnect was completed in late 2019. Testing and final completion will occur in spring 2020. The City also leveraged existing crews on-site to clear brush and re-establish approximately 1,300 feet of the water main easement between High Street and Route 108 for improved future maintenance access.



Wastewater Treatment Facility

The City treated a total of 569 million gallons of wastewater in 2019 resulting in an average daily flow of 1.6 million gallons per day. The highest 24-hr daily flow was recorded on December 14th and resulted in 4.4 million gallons being treated. The lowest 24-hr daily flow was recorded on September 15th and resulted in 690,000 gallons being treated. Additionally, the City treated a total of 205,650 gallons of septage.

Additional projects at the WWTF included:

- Outfitted Main St 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.

- Recognized by both the NH-DES and the Water Environment Federation (WEF) for energy efficiency. Facility staff received two awards for being the most energy efficient wastewater treatment facility in New England based on pollutant loadings versus total energy used.

- Wright Pierce Engineering has completed the upgrade design for the wastewater treatment facility. 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 \$10.8 million in facility upgrades will be completed to meet both permit and growth needs over the next two (2) years. Apex Construction has been awarded the construction bid and will begin operation this spring.

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



Like” Somersworth Recreation on Facebook!



Join our monthly e-newsletter!

~ Recreation Division 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.

~ Special Events ~

Somersworth Recreation hosts several special events throughout the year in addition to collaborating with several other Departments and Organizations to co-host events for the community.



The **Senior Picnic** was held this year on Wednesday, October 23rd at the Flanagan Center Gym. This event is held annually and is sponsored by Somersworth Police, Fire, Recreation, Somersworth Housing Authority, and Strafford County Meals on Wheels. Seniors enjoyed a BBQ lunch, games, and entertainment was provided by Tricky Dick’s Magic Show. There were special prizes for Guess the Weight of the Pumpkin and Best Costume. All seniors got a Trick or Treat goody bag and there were plenty of opportunities to win other great raffle prizes.

Trick or Treat at City Hall has become an annual tradition not only the kids look forward to but also City staff. This year City Hall staff went above and beyond to make this event extra special for all the young kids that attended. The Development Services Department was transformed into Seussville complete with wacky decorations and Dr. Seuss themed costumes. The City Clerk’s Office was adorned with witches and a fun interactive bubble machine. Kids and their parents made their way through all the City Hall offices to collect candy. The City Police, Fire, and Public Works Departments all participated in handing out candy and treats too.



RECREATION DEPARTMENT



The annual **Flashlight Candy Cane Hunt** was held on Friday, December 6th at the Somersworth High School Football field. The evening was extra special this year with all the snow on the ground and it snowed during our event which made it feel very festive. We had a great turn out with over 85 attendees. We had volunteers from Girl Scout Troop #12325, students from the Interact Club, and staff all chip in to make this event a big success. Santa arrived on a Somersworth Fire Truck to kick off the candy cane hunt. The event ended with an opportunity to visit with Santa, hot cocoa and cookies, and holiday cheer.

The **Senior Holiday Tea** event with Somersworth Youth Connection was a great way to celebrate the holidays with all the seniors and students from the SYC program. On Monday, December 9th, students from SYC were bused to the Flanagan Center Gym to serve seniors refreshments, lead the group in holiday song, and play Bingo for prizes. A lot of the students from SYC invited their grandparents to attend. This intergenerational event is a great way to bring connections into the community, create more tolerance and understanding between different demographics, and so much more. We will be working with SYC in 2020 to bring more intergenerational events like this into the community.



Our annual **Father/Daughter Valentine's Dance** was a huge success in 2019! Ticket sales increased and we had over 260 attendees. True Attitude Photo Booth Services was a new addition at the dance and we received a lot of great feedback that the girls loved having a photo booth with so many fun props. All girls that attended got to take a photo keepsake home from the dance. We are planning to have the photo booth back in 2020.

New **April Vacation Spring Fling** event on Thursday, April 25th 11:30-1:00. In collaboration with Somersworth Library and Somersworth Farm to School to provide a safe and fun place for elementary age students to come build and create through a series of Earth Day/spring themed activities like flower pot painting with a demo by Farm to School showing seed starting, homemade birdfeeders, windsocks/parachutes. The library also provided Tinker Tables with activities and games for children to choose.



RECREATION DEPARTMENT

The **Easter Egg Hunt** was held on Friday, April 19th at Millennium Park. This annual event is free and is always a huge success. Hundreds of kids were lined up with their Easter baskets ready to collect the prize- filled Easter eggs that were scattered across the field. After they collected all the eggs the kids lined up to meet the Easter Bunny and have their pictures taken with him. We also had an Easter basket raffle prize for the child who guessed how many jelly beans were in the jar without going over.



~ Youth Programs ~

Pee Wee Soccer is a beginner program for children ages 3 and 4. The program is held at Noble Pines Park on Saturday mornings in the fall for 6 sessions. The goal of the program is to teach the basic skills of dribbling, passing, kicking, and shooting through a series of fun games and drills. Each session ends with a 10- minute friendly scrimmage. In 2019, we had 22 children participating in the program with 3 different teams.



Youth Basketball is an instructional program for children in grades 1-6. The program runs for 8-sessions on Saturday mornings and is held at Elementary School gym and the Middle School gym depending on the age group. The program is coached by volunteers. The main focus of this program is to teach players dribbling, passing, shooting, offense, and defense skills through fun games and age appropriate drills. Grades 3-6 play friendly scrimmages week 3-8. We had 115 players in grades 1-6 participating in the program for the 2018-19 season.

Biddy Basketball is our beginner basketball program for children ages 3-6. This instructional program is coached by the Recreation Supervisor and parent volunteers. We use mini basketballs and Fisher Price hoops to teach basic dribbling, passing, and shooting skills through fun games. The goal of this beginner program is to allow the kids to learn new skills in a fun setting. We encourage parent participation and older siblings are welcome to help coaches with games. In 2019, we had 35 children ages 3-6 participating in the Biddy Ball program.

RECREATION DEPARTMENT

Granite State Track and Field is a wonderful beginner track program for children ages 9-14. The program is designed to teach young athletes basic running, jumping, and throwing techniques. The program concludes with a District Meet in Rochester where athletes compete in their age division against local children. The top 4 finishers from each age division and event are invited to compete in the State Meet at Winnisquam High School in Tilton, NH. In 2019, we had 17 athletes out of 29 on our team that competed at the District Meet. 7 athletes finished in the top 4 at the District Meet and were invited to compete at the State Meet. Our athletes did a wonderful job representing Somersworth.



Our **2019 Summer Camp Programs** were a big success! Our programs are 8-weeks total and are designed to keep kids active, outside, and having a blast with their friends during the summer months. **Kids Camp** is for children going into grades K-6. Campers had a blast participating in all the fun activities and weekly themes. Kids Camp attends field trips on Tuesdays and Thursdays with Trends Camp to NH State Parks. They get to explore the trails, swim, dig in the sand, and more.

Trends Camp is for children going into grades 6-9. This year we added a new trip for Trends Camp to Urban Air Adventure in So. Portland, ME. Kids provided great feedback and said the trip was a lot of fun. Other Friday field trips included Aquaboggan, Funtown, Canobie Lake Park, Indoor Ascent, hiking Mount Major, Gathering Place Studio and Shop, and more. We're excited to see all the kids back for Summer Camp in 2020!



RECREATION DEPARTMENT

~ Parks & 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.



In May 2019, the Millennium Park ballfield improvement project was completed. Green Shadow Landscaping LLC was hired to complete the improvements. As part of the project Green Shadow excavated a 3" depth of the infield, leveled the infield, and added new infield mix to a 3" depth. The playing field was made safer by leveling and adding a higher quality infield mix. There is also a new breakaway base system and new pitcher's rubber.

The Splash Pad features received upgrades to the water system in order to make them more efficient and eliminate some of the daily maintenance. Features will no longer run on batteries which will help with the overall maintenance and costs to replace batteries weekly. As part of the upgrade, the features have new exterior doors and springs which will help make the features more user friendly. The Splash Pad continues to be a popular destination for locals and visitors during the hot summer months.



In September 2019, the City hired Green Eyed Gypsy Caravan to help eradicate the invasive Japanese Knotweed that has posed a problem behind the ballfield at Noble Pines Park for many years. David Guion and Loretta Pinkham from Andover, VT brought 9 goats and 2 sheep to camp out at Noble Pines Park for 1 week. The goats ate the tops of the plants down and the sheep ate the roots. The goats and sheep were successful in clearing the entire area behind the ballfield in 7 days.

In 2019, the City was awarded 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.

SAU 56 SUPERINTENDENT OF SCHOOLS

Dr. Robert Gadowski, SAU Superintendent

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Lori Lane, Asst. SAU Superintendent

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Nancy Jo Michaud, Student Services Director

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Katie Krauss, Business Administrator

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Debbie Brooks, Special Education Liason

dbrooks@sau56.org

Dear Somersworth residents,

The 2019-20 school year for the Somersworth School District was both rewarding and challenging. The school year started with excitement and anticipation, and ended with remote learning due to COVID 19. The staff throughout the district demonstrated extreme professionalism as they worked diligently to educate, challenge and comfort all of our students.

Idlehurst continued to be a model for a Pre-k-grade 2 school. Early interventions and meeting all the individual needs of young students was the norm. Staff nurtured each and every student to best meet the developmental needs to help each student advance. Maple Wood opened their building to start the year with a new office and a more secure entrance. This enabled staff and administration the appropriate space needed to individualize for Grades 3-5 students. Maple Wood also welcomed a new Assistant Principal, Maxwell Ferguson. The Somersworth Middle School entered the school year after recently being recognized as NH Middle School of the Year. The middle school worked diligently on competency based education, while truly understanding what middle level students need to succeed. Somersworth High School welcomed new principal, Chris Tebo, at the start of the year. SHS and the CTC continued to offer diverse educational and programmatic offerings to ensure a well -rounded high school experience for all students.

No one could have anticipated that school would change completely in March. The COVID 19 pandemic forced the educational model to become remote. Although nothing can ever replace the wonderful personal experience of a teacher with their students in a classroom, a new model was formed. Remote education was organized in day, to continue the quality educational experience for all students. The staff, parents, students, school board and community members ALL pulled together to completely transform the educational delivery. Everyone in the Somersworth Community should be VERY proud of their collaborative accomplishments.

Lastly, I would like to extend my gratitude to the Somersworth School Board and the Somersworth City Council as they continue to work collaboratively to best benefit all the students and community members. The thoughtful discussion and cooperation has allowed us to continue to move education forward in Somersworth. It is truly an honor to continue as your Superintendent of Schools.

Respectfully submitted,

Dr. Robert Gadowski

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

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, 2019. 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.

MANAGEMENT'S DISCUSSION AND ANALYSIS

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.

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*.

MANAGEMENT'S DISCUSSION AND ANALYSIS

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 \$12,562,782, presented as “net position” shown on the Statement of Net Position for the Total Primary Government. The City’s Net Position increased by \$3,517,270 compared to the prior year.

- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$8,429,784, a change of \$1,723,726 in comparison with the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$4,378,580, a change of \$539,633 in comparison with the prior year. Due to City Council action, \$1,050,000 of the General Fund fund balance has been designated for future years’ expenditures.
- Total bonds payable at the close of the current fiscal year was \$24,722,623, a change of (\$1,427,610) 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 of dollars.

	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
Current and other assets	\$25,679	\$22,133	\$ 7,794	\$ 6,820	\$33,473	\$28,953
Capital assets	48,790	48,965	19,123	19,798	67,913	68,763
Total assets	74,469	71,098	26,917	26,618	101,386	97,716
Total deferred outflow of resources	5,749	6,256	157	383	5,906	6,639
Long-term liabilities outstanding	61,261	61,695	9,302	10,176	70,563	71,871
Other liabilities	4,587	3,465	1,428	1,258	6,015	4,723
Total liabilities	65,848	65,160	10,730	11,434	76,578	76,594
Total deferred inflow of resources	17,778	18,643	373	210	18,151	18,853
Net Position:						
Invested in capital assets, net	32,947	31,680	10,257	10,036	43,204	41,716
Restricted	953	1,084	-	-	953	1,084
Unrestricted (Deficit)	(37,308)	(39,213)	5,714	5,321	(31,594)	(33,892)
Total Net Position	\$ (3,408)	\$ (6,449)	\$ 15,971	\$ 15,357	\$ 12,563	\$ 8,908

MANAGEMENT'S DISCUSSION AND ANALYSIS

CHANGES IN NET POSITION

	Governmental Activities		Business-Type Activities		Total	
	2019	2018	2019	2018	2019	2018
Revenues:						
Program revenues:						
Charges for services	\$ 903	\$ 1,048	\$ 5,776	\$ 5,557	\$ 6,679	\$ 6,605
Operating grants and contributions	10,731	11,287	-	-	10,731	11,287
Capital grants and contributions	751	692	34	38	785	730
General revenues:					-	-
Taxes	26,077	25,701	-	-	26,077	25,701
Licenses and permits	2,304	2,111	-	-	2,304	2,111
Intergovernmental	603	603	-	-	603	603
Interest	353	140	-	-	353	140
Miscellaneous	686	537	58	45	744	582
Pollution remediation assumptions	(411)		-		(411)	-
Total revenues	41,997	42,119	5,868	5,640	47,865	47,759
	2,903					
Expenses:						
General government	1,903	1,928	-	-	1,903	1,928
Public safety	6,227	6,484	-	-	6,227	6,484
Highways and streets	2,919	2,833	-	-	2,919	2,833
Health and welfare	291	249	-	-	291	249
Culture and recreation	498	640	-	-	498	640
School department	26,696	28,642	-	-	26,696	28,642
Interest	560	570	-	-	560	570
Other	-	-	-	-	-	-
Water operations	-	-	2,326	1,929	2,326	1,929
Sewer operations	-	-	2,492	2,124	2,492	2,124
Solid waste operations	-	-	436	408	436	408
Total expenses	39,094	41,346	5,254	4,461	44,348	45,807
Change in net position before transfers	2,903	773	614	1,179	3,517	1,952
Transfers in (out)	-	-	-	-	-	-
Change in net position	2,903	773	614	1,179	3,517	1,952
Net position, beginning as restated	(6,311)	(7,222)	15,357	14,178	9,046	6,956
Net position, end of year	\$ (3,408)	\$ (6,449)	\$ 15,971	\$ 15,357	\$ 12,563	\$ 8,908

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 \$12,562,782, a change of \$3,517,270 from the prior year as restated.

The largest portion of the City's net position, \$43,203,414 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, \$953,456 represents resources that are subject to external restrictions on how they may be used. The remaining balance of (\$31,594,088) 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. 84, *Fiduciary Activities*. As a result of the implementation, the City of Somersworth restated the fiscal 2019 beginning net position of the governmental activities. Note 15 in the Notes to Basic Financial Statements contains additional information regarding the restatement.

	Governmental Activities
Net position, June 30, 2018	\$ (6,449,041)
Implementation of GASB 84, Fiduciary Activities	137,834
Net position, July 1, 2018	<u>\$ (6,311,207)</u>

Governmental activities. Governmental activities for the year resulted in a change in net position of \$2,902,956. Key elements of this change are as follows:

	Governmental Activities
General fund operating results, as disclosed in Exhibit D	\$ 430,623
Non-major funds operating results	1,293,103
Other GAAP accruals, see Exhibit D-1 in the financial statements	1,179,230
Total Change in Net Position of Governmental Activities	<u>\$ 2,902,956</u>

MANAGEMENT'S DISCUSSION AND ANALYSIS

Business-Type Activities. Business-type activities for the year resulted in a change in net position of \$614,314. Key elements of this change are as follows:

	Business-Type Activities
Water Fund	\$ 234,441
Sewer Fund	342,181
Solid Waste Fund	37,692
Total Change in Net Position of Business-Type Activities	<u>\$ 614,314</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 \$8,429,784, a change of \$1,723,726 in comparison with the prior year. Key elements of this change are as follows:

	Governmental Funds
General fund operating results, as disclosed below	\$ 430,623
Non-major funds operating results	1,293,103
Total	<u>\$ 1,723,726</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 \$4,378,580 while total fund balance was \$5,392,157. 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.

MANAGEMENT'S DISCUSSION AND ANALYSIS

The fund balance of the general fund increased by \$430,623 during the current fiscal year. Key factors in this change are as follows:

	General Fund
Revenues:	
Actual revenues in excess of budgeted amounts	\$ 950,223
Budgetary transfers in	(16,644)
Property tax collections exceeding (less than) net tax levy	(154,634)
Capital Lease	410,821
Expenditures:	
Actual expenditures less than appropriated amounts	585,873
Budgetary transfers out	103,598
Prior year encumbrances under (over) current year	(122,423)
Capital Lease	(410,821)
Use of fund balance as a funding source	(800,000)
Non-budgetary:	
Capital Reserve Fund (below)	9,424
Landfill:	
Fund 02, Superfund Landfill Trust Fund; Net Operating Results	(29,492)
Transfer; General Fund to Fund 02, Superfund Landfill Monitoring	(75,598)
Other transfers in	3,134
Other transfers out	(22,838)
Total	\$ 430,623

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 \$5,714,512, a change of \$393,545 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.

MANAGEMENT'S DISCUSSION AND ANALYSIS

E. GENERAL FUND BUDGETARY HIGHLIGHTS

There were no changes from the original budget adopted by the City Council and the final budget as shown in the Budget and Actual in Schedule 1 of the financial statements.

	<u>FY2018-2019</u>	<u>FY2017-2018</u>
Original budget adopted by the City Council, Ordinance 5-18, April 16, 2018	\$ 41,525,350	\$ 41,149,475
Supplemental appropriation, Ordinance 12-18, June 4, 2018		412,000
Total Budget	<u>\$ 41,525,350</u>	<u>\$ 41,561,475</u>
Dollar Change	\$ (36,125)	
Percentage Change	-0.09%	

The overall budget decrease by (\$36,125) from the prior fiscal year to current fiscal year; a 0.09% 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 \$67,912,135 (net of accumulated depreciation), a change of (\$850,727) 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 \$24,722,623, 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.

SERVICE DIRECTORY

G. ECONOMIC FACTORS

Fiscal year 2019 continued the revitalization and growth of the Hilltop City. Large scale housing development and a 144 unit apartment complex continue the strong residential growth in the City. A recent city-wide revaluation reflected increases in the residential housing market of approximately 25% on average. Commercial development is thriving along Route 108, referred to as the “Medical Mile”, and within the City’s business district.

The City is moving forward with a large upgrade to the Wastewater Treatment Facility that will accommodate additional future growth, is investigating the viability of an underused wellfield to strengthen the ability to provide potable water, and continues general infrastructure improvements of streets and utilities.

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, NH 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