




***Office of the City Manager***

**TO:** Mayor Dana S. Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager  
**DATE:** Friday, September 13, 2019   
**SUBJECT:** City Manager's Report for Monday, September 16, 2019  
City Council Agenda

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***Unfinished Business (Under Section 14 of Agenda)***

**Ordinances**

- A. Ordinance No. 6-20:** To Amend Chapter 22, Subdivision Regulations, by Deleting it in its Entirety.
- B. Ordinance No. 7-20:** To Amend Chapter 22A, Site Plan Review Regulations, by Deleting it in its Entirety. Again, the Government Operations Committee recommends rescinding City Ordinance Chapter 22, Subdivision Regulations and Chapter 22A, Site Plan Review Regulations, since State Law authorizes the Planning Board to adopt and amend these regulations.
- C. Ordinance No. 8-20:** To Amend Chapter 29, Administrative Code, Section 4.3, Board of Assessors. Again, the Government Operations Committee voted to move forward with this recommendation.

***New Business (Under Section 15 of Agenda)***

**Ordinances**

- A. Ordinance No. 9-20:** To Amend Chapter 19, Zoning, Section 24, Accessory Dwelling Units. Please review the attached Memorandum from Director Shanna Saunders explaining the discrepancy in the Ordinance and the need to clean-up the language. The Planning Board has voted to recommend the City Council adopt this Amendment.

**Resolutions**

- A. Resolution No. 16-20:** To Amend Council Rules and Regulations, Section 1, Council Meetings. The Government Operations Committee met on June 19<sup>th</sup> and voted to amend Council Rules Regulations by adding to Section 1, Special Budget Meeting/s: Please see the attached red-lined draft on these proposed changes. Note: Mayor Hilliard had asked the Committee to consider adding language to require 2/3<sup>rd</sup> vote on all Budget Amendments made during the Annual Budget review process that would exceed the Tax Cap limitation. The Committee's consensus was not to recommend such a requirement.

## Other

- A. Vote to Waive the Noise Ordinance Chapter 13-D (Noise/Nuisance Control) to allow Pike Industries, Inc. of Belmont, NH to complete Road Resurfacing Work on a Section of Franklin Street, Union Street, or Other Streets associated with the FY 2019-2020 Road Improvements during the Night Time Hours to Minimize Disruption of Traffic Flow.** Road work is starting the week of September 16<sup>th</sup>, with milling starting the week of September 23<sup>rd</sup>. Pike's concern is weather and "if needed" are asking Council to waive the Noise Ordinance to allow for night work.

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

### **A. Informational Items**

- 1. Emergency Management.** I was recently asked by a resident if I could share our staff's ability to provide relief and on-going services to our Community that might be needed during a disaster related event or other significant event. Chief Hoyle serves as our designated Emergency Management Director and he has provided some key points in his attached Memorandum, which outlines our protocols that are in play during any potential emergency situation requiring special City response. These plans involve key City team members as well as interagency communications with the State of NH Emergency Management Division. In addition, City staff works closely with Eversource staff during any outage related event.
- 2. Library Card Sign-up Month.** Susan Totter, Library Director has reached out to the Somersworth Community to help our Somersworth Library win the Granite State Library Card Challenge. Attached is the promotional flyer.
- 3. Upcoming City Council Workshops.**
  - **October 7 at 6:00 p.m.** Michael J. Dugas, P.E. State Highway Safety Engineer will be presenting the Road Safety Audit results regarding their review of the Black Water Road / Old Rochester Road intersection for safety improvements.
  - **November 18 at 6:00 p.m.** Conrad Leger of BETA Pavement Management Services will provide a summary of their updates to the City's Pavement Condition Assessment Report which will have included some staff review.
- 4. Upcoming City Events.**
  - **Fire Department Open House.** Saturday, October 5 from 10:00am – 2:00pm
  - **17<sup>th</sup> Annual Pumpkin Festival.** Saturday, October 12 from 10:00am - 4:00pm at Somersworth Plaza on Main Street.
  - **Somersworth Senior Picnic.** Wednesday, October 23 from 11:00am – 1:00pm at the Flanagan Center Gym on Bartlett Ave.

### **Attachments**

- 1. City Attorney Certifications Two (2)**
- 2. Department Head Reports**



## City of Somersworth – Ordinance

Ordinance No: 6-20

**TO AMEND CHAPTER 22, SUBDIVISION REGULATIONS, BY  
DELETING IT IN ITS ENTIRETY**

September 3, 2019

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

Delete Chapter 22, Subdivision Regulations, in its entirety.

This Ordinance shall take effect upon its passage.

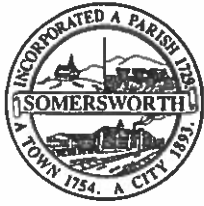
### Authorization

*Sponsored by Councilors:*

Martin P. Dumont, Sr.  
David A. Witham  
Nancie Cameron  
Edward Levasseur

*Approved:*

City Attorney



## City of Somersworth – Ordinance

Ordinance No: 7-20

**TO AMEND CHAPTER 22A, SITE PLAN REVIEW REGULATIONS,  
BY DELETING IT IN ITS ENTIRETY**

September 3, 2019

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

Delete Chapter 22A, Site Plan Review Regulations, in its entirety.

This Ordinance shall take effect upon its passage.

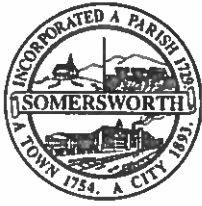
### Authorization

*Sponsored by Councilors:*

Martin P. Dumont, Sr.  
David A. Witham  
Nancie Cameron  
Edward Levasseur

*Approved:*

City Attorney



## City of Somersworth – Ordinance

Ordinance No: 8-20

### TO AMEND CHAPTER 29, ADMINISTRATIVE CODE, SECTION 4.3, BOARD OF ASSESSORS

September 3, 2019

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

Delete Chapter 29, Administrative Code, Section 4.3, Board of Assessors in its Entirety.

And, add:

#### 29.4.3 Board of Assessors Duties & Responsibilities

29.4.3.1 The Board of Assessors duties, responsibilities and functions as provided in NH RSA Ch. 48:13 and its successors is hereby delegated to the City Manager or his/her designee.

This Ordinance shall take effect on September 30, 2019.

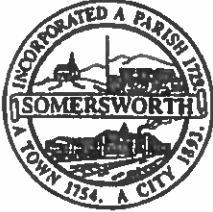
#### Authorization

##### *Sponsored by Councilors:*

Martin P. Dumont, Sr.  
David A. Witham  
Nancie Cameron  
Edward Levasseur

##### *Approved:*

City Attorney



## City of Somersworth – Ordinance

Ordinance No: 9-20

### TO AMEND CHAPTER 19 ZONING, SECTION 24, ACCESSORY DWELLING UNITS

September 16, 2019

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

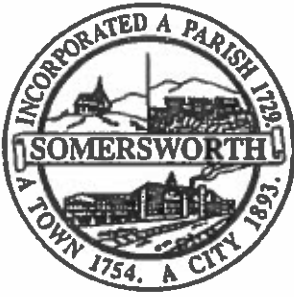
Section 19.24.a, accessory dwelling Units, delete the words, “or detached”.

Section 19.24.a shall read as follows:

- a) A maximum of one (1) ADU per property is permitted on property located in zoning districts that allow single-family dwellings and must be located within or attached to the principal single-family dwelling unit or attached garage. “Attached” does not include via the use of a breezeway.

This Ordinance shall take effect upon its passage.

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



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Shanna B. Saunders, Director  
Development Services

To: Bob Belmore, City Manager  
Date: September 16, 2019  
Re: ADU Ordinance

The ADU ordinance was adopted in May of 2018 as section 19.24 of the Zoning Ordinance. The language adopted includes a discrepancy regarding the location of where an ADU can be located.

Section 19.24.b states: "The ADU is contained within or will be an addition to an existing or proposed single family detached dwelling;"

Whereas,

Section 19.24.a states: "...and must be located within or attached to the principal single-family dwelling unit or attached or detached garage." (emphasis added)

The fact that section 19.24.a refers to a detached garage cannot be ignored. I do not feel this was the intent of the Board. If you look back at the record of meetings and versions of the draft ordinance language, on 11/15/17 the draft language did not include the language "detached garage." At this meeting the board discussed the possibility of allowing it in detached garages. I have notes in the margin of the document and must have added the language for the 2-21-18 meeting but no other section was amended in response making me this this was in err.

In order to rectify the situation, we recommend removing the words "or detached" From section 19.24.a altogether. By allowing ADUs in a detached garage it then is in conflict with:

- i) 19.24.c - "...no such change is permitted which would alter the appearance of the Single-Family Dwelling to look like a duplex or any other multifamily structure..." and "The ADU shall also be designed to remain functionally dependent on the Single-Family Dwelling and shall not have provisions for separate utilities, garages, driveways, and other similar amenities." and
- ii) 19.24.f - "The ADU shall be connected internally to the Single-Family Dwelling;"

The garage could be so detached that the unit virtually acts as a separate SFH on the same lot. We believe this is not in keeping with original intent of the board.

## **Section 19.24 Accessory Dwelling Units**

This section is enacted in accordance with the provisions of RSA 674:71 – 73 and RSA 674:21 and serves to increase housing alternatives while maintaining neighborhood aesthetics and quality. To that end, attached accessory dwelling units (ADU) are permitted on any property containing an owner-occupied single-family dwelling, provided that the applicant meets the criteria set forth below:

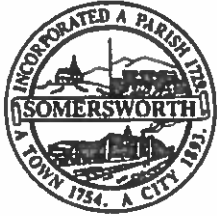
- a) A maximum of one (1) ADU per property is permitted on property located in zoning districts that allow single-family dwellings and must be located within or attached to the principal single-family dwelling unit or attached ~~or detached~~ garage. "Attached" does not include via the use of a breezeway.
- b) The ADU is contained within or will be an addition to an existing or proposed single family detached dwelling;
- c) Exterior alterations, enlargements, or extensions of the Single-Family Dwelling are permitted in order to accommodate the ADU. However, no such change is permitted which would alter the appearance of the Single-Family Dwelling to look like a duplex or any other multifamily structure (i.e., the house should not look like it was designed to house more than one family). The construction of any exterior accessways which are required for access to the ADU shall be located to the side or rear of the building whenever possible. The ADU shall also be designed to remain functionally dependent on the Single-Family Dwelling and shall not have provisions for separate utilities, garages, driveways, and other similar amenities;
- d) The ADU shall contain no more than two bedrooms;
- e) The ADU shall not exceed 800 square feet in area;
- f) The ADU shall be connected internally to the Single-Family Dwelling;
- g) The property owner must occupy one of the two dwelling units;
- h) One approved, off-street parking space for the ADU shall be provided in addition to any parking for the Single-Family Dwelling;
- i) The Single-Family Dwelling, ADU, and lot shall not be converted to a condominium or any other form of legal ownership distinct from the ownership of the single family dwelling. In order to assure compliance with this requirement, the property owners at the time the



ADU is established shall be required to execute a restrictive covenant running in favor of the City, which shall be recorded in the Strafford County Registry of Deeds and a copy provided to the Department of Development Services and the Assessor prior to the issuance of a Certificate of Occupancy; and

- j) Where municipal sewer service is not provided, the septic system shall meet NH DES Water Supply and Pollution Control Division requirements for the combined system demand for total occupancy of the premises.
- k.) A certificate of use issued by the Planning Department is required to verify conformance with the preceding standards. Said certificate shall be renewed annually. The applicant shall remit a non-refundable filing fee of \$75.00 at the time the completed application is filed. Applications to renew the certificate of use shall be due by January 1st following the date of approval of the certificate of use and then by every January 1st thereafter for so long as the ACCESSORY DWELLING UNIT continues. Fees shall be levied as set forth in the City of Somersworth Fee Schedule, as amended annually, for ACCESSORY DWELLING UNIT certificates of use and renewals.

Added Section 19.24 a through k 05/07/2018



## City of Somersworth – Resolution

Resolution No: 16-20

### **TO AMEND COUNCIL RULES AND REGULATIONS, SECTION 1, COUNCIL MEETINGS**

September 16, 2019

WHEREAS, the Council Rules and Regulations have been reviewed by the Government Operations Committee as amended, and

WHEREAS, the Government Operations Committee recommends the Council Rules and Regulations, as amended, be further amended as follows:

Section 1. Council Meetings, add:

C. Special Budget Meeting/s: After the Budget Ordinance Public Hearing, the Mayor shall call at least one (1) Special Council Meeting no later than April 30<sup>th</sup>, for the sole purpose of allowing the City Council to review and deliberate the proposed City Manager's Annual Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Council Rules and Regulations are amended effective upon passage of this resolution.

Authorization	
<i>Sponsored by Councilors:</i> Martin P. Dumont, Sr. David A. Witham Nancie Cameron Edward LeVasseur	<i>Approved:</i> City Attorney

**CITY OF SOMERSWORTH, NH**  
**COUNCIL RULES AND REGULATIONS**

**1. Council Meetings**

- A. The Council shall meet in regular session on the first and third Mondays of each month at 7:00 p.m., unless otherwise agreed by a majority of the elected members of the Council. When Monday is a holiday, the regular meeting shall be held on Tuesday following at the same hour, unless otherwise provided by motion. All regular meetings of the Council shall not last beyond 10:00 p.m. unless the rules are so suspended to allow the meeting to continue beyond 10:00 p.m. All business not completed by 10:00 p.m. shall be automatically tabled and referred to the next regular meeting, unless the rules are so suspended to allow the meeting to continue beyond 10:00 p.m. The place of the meeting shall be the Council Chambers at City Hall unless otherwise agreed by a majority of the elected members of the Council.
- B. All City Council Meetings, City Council Special Meetings, and City Council Workshops will be televised on Channel 22 whenever possible.
- C. Special Budget Meeting/s: After the Budget Ordinance Public Hearing, the Mayor shall call at least one (1) Special Council Meeting no later than April 30<sup>th</sup>, for the sole purpose of allowing the City Council to review and deliberate the proposed City Manager's Annual Budget.

**2. Presiding Officer**

- A. The Mayor shall be the presiding officer at all Council meetings. The Mayor shall take the chair precisely at the hour appointed for the meeting and call the members to order. The Mayor shall cause the roll to be called. In the absence or inability of the Mayor to perform said duties the Acting Mayor shall preside and act as Mayor during such absence or disability.
- B. The Mayor or designated presiding officer shall record the minutes of all nonpublic sessions.
- C. The Mayor, or the Acting Mayor if appropriate, shall approve the Council Meeting Agenda to include the scheduling of Agenda Items to be placed onto the Consent Calendar. The City Manager will be available to assist in the setting of the Council Agenda to include the Consent Calendar.
- D. **Consent Calendar**
  - 1. Items may be placed upon the Consent Calendar if such items have been identified during agenda setting to be routinely approved without discussion or debate, such as prior meeting minutes.

Copy

MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE  
EXECUTIVE CONFERENCE ROOM  
June 19, 2019 at 5:15 pm

Committee Members present: Councilor Martin P. Dumont, Sr., Chairman  
Councilor David A. Witham  
Councilor Nancie Cameron  
Councilor Edward Levasseur

Administration/Staff present: City Manager, Bob Belmore  
Finance Director, Scott Smith  
City Clerk, Trish Harris  
Director of Planning and ED, Shanna Saunders

Other: Councilor Richard Michaud

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Chairman Dumont called the meeting to order at 5:15 pm.

MINUTES OF THE PREVIOUS MEETING

*Motion made by Councilor Cameron, seconded by Councilor Levasseur to accept the May 1, 2019 minutes as presented. Motion Passed 4-0*

COUNCIL RULES; PROPOSED AMENDMENTS – BUDGET PROCESS

City Manager Belmore explained that Mayor Hilliard requested that the Government Operations Committee review the Council Rules as they relate to the budget process & Budget Ordinance amendments that exceeded to the tax cap limit. In a previous meeting the Committee recommended that Council consider holding a special meeting during the budget process to focus only on the Budget Ordinance as was done this past Budget process.

Staff created a redline of the proposed changes to Council Rules and Regulations, Section 1.C. Councilor Witham suggested that at least one meeting should be held no later than April 30. The committee was in agreement to include this wording in the proposed changes.

*Councilor Witham, seconded by Councilor Levasseur, made a motion to sponsor a Resolution to amend Council Rules and Regulations to include Section 1.C. Special Budget Meeting/s, as amended. The motion passed, 4-0.*

City Manager Belmore presented a redline of proposed changes to Section 10, Voting, of Council Rules and Regulations. New Section 10.B. would be in regards to Amendments to the Annual Budget Ordinance, stating, any and all proposed amendments that exceed the limitation on budget increases (i.e. tax cap limit), shall require a 2/3<sup>rd</sup> vote of the entire City Council. Any Proposed amendments that decrease the proposed Budget Ordinance shall only require a majority vote of the City Council in attendance.

There was discussion about the current process and whether a 2/3<sup>rd</sup> vote is necessary for every Budget Ordinance amendment that increases the budget above the tax cap and how this could potentially slow the budget review process.

The committee also discussed the fact that the Charter requires a 2/3<sup>rd</sup> vote to adopt a budget above the tax cap limits and that is sufficient.

*Councilor Witham, seconded by Councilor Cameron, made a motion to not support an amendment to Council Rules and Regulations to require a 2/3<sup>rd</sup> vote for amendments to the Budget Ordinance that would exceed the limitation on Budget increases. The motion passed, 4-0.*

#### ADMINISTRATIVE CODE – BOARD OF ASSESSORS

City Manager Belmore shared some history of the Board of Assessors. The Board of Assessors have had some difficulty in scheduling needed meetings. This amendment would delegate the duties of the Board of Assessors to the City Manager or his/her designee. Belmore explained that Dover does not have a board of Assessors, while many still do. He sought a legal opinion and a Board of Assessors is not required by law according to our City Attorney.

Belmore explained that any Assessing issues would go through a 3 teared review process: Assessor, Finance Director and then City Manager; and on occasion significant abatement issues might be brought to the full Council as has been done in the past.

Councilor Witham asked how many property abatement cases the board reviews on average.

Director Smith stated that the Board will review a dozen or so cases each year. They may see more than that with the current revaluation process.

*After brief discussion, Councilor Witham, seconded by Councilor Cameron, made a motion that the committee endorse an Ordinance change to Chapter 29, Administrative Code, to amend section 29.4.3 Board of Assessors, to delegate the duties to the City Manager or his/her designee. The Motion passed, 4-0.*

Councilor Michaud left the meeting at 5:34pm.

#### CITY MANAGER UPDATES

City Manager Belmore pointed out the breakdown of employees by department that is included in the packet. The numbers have remained steadfast.

Currently, there are 2 police officer positions that are vacant.

The Custodian position will be changing from part time to full time in October.

Fire Chief Hoyle is retiring in February and they will be looking to fill the Fire Chief position.

There was discussion about open positions; some positions are hard to fill.

Summer camp employees are being trained.

The City has once again received Prime3 designation, and will continue to receive the program benefits in regards to this.

#### MISCELLANEOUS

City Manager Belmore explained that staff has found an inconsistency regarding Site Plan Regulations. There is question as to why these regulations are an Ordinance. Belmore stated that he

has sought legal opinion; these are regulations as set forth in the RSA, and the Planning Board has the authority to make changes as necessary. His recommendation is to remove Chapter 22, Subdivision Regulations and Chapter 22A Site Plan Review Regulations from the City Ordinance.

It was discussed that authority to amend the Chapter 19, Zoning Ordinance still lies with the City Council.

*Councilor Levasseur, seconded by Councilor Witham made a motion to sponsor an ordinance change to delete Chapters 22 and 22A of the City Ordinances as unnecessary. Motion passed, 4-0.*

City Manager Belmore explained that the "Special Parking Zoning Overlay District" was inadvertently missed in the process of writing and approving Ordinance 15-19.

As a housekeeping matter, *Councilor Witham, seconded by Councilor Cameron, made a motion to endorse an Ordinance for the Special Parking Overlay District. Motion passed, 4-0.*

#### ADJOURNMENT

*Motion to adjourn made by Councilor Witham seconded by Councilor Cameron. The meeting adjourned at 5:51 pm. Motion passed 4-0.*

Respectfully submitted,

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Trish Harris, City Clerk

**SOMERSWORTH FIRE DEPARTMENT**

September 9, 2019

TO: Robert M. Belmore, City Manager  
FROM: Fire Chief / EMD Keith Hoyle  
RE: City Readiness – Emergency Event Response

Emergency Management in Somersworth lies with the Fire Chief as the City's assigned Emergency Management Director (EMD) and City Manager but all Departments contribute to and are crucial in the delivery of disaster services.

The NH Homeland Security and Emergency Management Division (HSEM) of the Department of Safety has overall responsibility for disaster management services in NH. We are in constant contact with them in preparedness as well as during the tracking of any significant event or response to any events such as a hurricane, tornado, ice and snow storms:

- We have a permanent liaison assigned from them to us
- There are federal and state grants related to emergency management services that we apply for through them and they assist us in the application process
- They send us weather updates for summer and winter storms and increase these communications for large events
- In the event of a local or statewide emergency they have the ability to communicate directly with citizens' telephones
- From their EOC (Emergency Operations Center) in Concord, they coordinate all statewide reporting and recovery efforts in the event of a disaster and can get resources moving to us as quickly as we can report them to the EOC
- They offer training in various aspects of homeland security and emergency management including federal training in Emmitsburg MD.

We have written plans to deal with natural and man-made disasters (Emergency Operations Plan) (Multi-Hazard Mitigation Plan) (Continuity of Operations Plan). These plans are updated every 7 to 10 years. These plans are used by the city to upgrade infrastructure (culverts and drainage: emergency generators for facilities: equipment).

Somersworth has an EOC that is activated when an event requires all identified EOP officials to coordinate staff and resources in an emergency response event. Also, the EOC is in constant contact with NH HSEM for current updates; to report our situation; to request additional resources from the county, state or federal government; and to begin mitigation and recovery efforts.

The citywide shelter is in the Idlehurst School in the event of a situation that requires residents to evacuate their homes. The Housing Authority maintains a second shelter at the Flanagan Center on Bartlett Avenue. The City also partners with the City of Rochester at times to provide emergency shelter.

When a potential event (such as a storm) is predicted, the City notifies residents in the several ways to include:

- Channel 22 on cable TV
- City website
- City e-blast (group e-mail distribution)
- Nixle [telephone contact] through the Police Department
- Code Red [telephone contact] through NH HSEM

**MITCHELL MUNICIPAL GROUP, P.A.**

ATTORNEYS AT LAW  
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NAOMI N. BUTTERFIELD  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

September 12, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 9-20

Title: TO AMEND CHAPTER 19 ZONING, SECTION 24,  
ACCESSORY DWELLING UNITS

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

MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney

Date: 9/12/19

By: 



**MITCHELL MUNICIPAL GROUP, P.A.**

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STEVEN M. WHITLEY  
NAOMI N. BUTTERFIELD  
JUDITH E. WHITE LAW (OF COUNSEL)

TELEPHONE (603) 524-3885

September 12, 2019

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 16-20

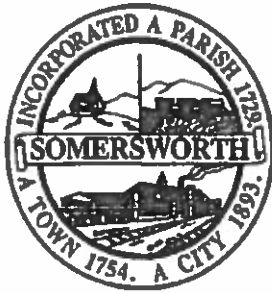
Title: TO AMEND COUNCIL RULES AND REGULATIONS,  
SECTION 1. COUNCIL MEETINGS

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

Date: 9/12/19

MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney

By: 



## MEMORANDUM

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**To:** Bob Belmore, City Manager

**From:** Scott Smith, Director of Finance and Administration

**Date:** September 11, 2019

**Re:** **Monthly Report**

**Finance Department:**

- Prepared for FY 2018-2019 Audit. Field work scheduled for first week of September.
- Met with departments and worked on FY2021-2026 Capital Improvement Program.
- Completed State form MS-434 for tax rate setting purposes.

**City Clerk:**

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Total collections for the month were \$6,676.
- Permits:
  - Staples Block Party – 8/5/2019
  - Stripe Nine Brewing Co. – Annual – 8/5/2019

**Tax Collector**

- Motor vehicle registrations were a total of \$180,889 during the month.
- Collected \$5,930 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,072,430.

### Human Services:

- Total assistance for the month was \$6,314. That compares to \$8,710 for the month of August 2018 and \$5,543 for July 2019.
- 7 new cases were opened compared to 12 in 2018.
- 16 cases were approved for varying levels of assistance. 21 cases were referred to other agencies for support.

### Library

- The Library is conducting a survey to find out what interests there are in adult programming. The survey is available on the Library page on the Somersworth City site under the programs tab.
- September is Library Card sign-up month. If you get a Library card or refer someone that gets a Library card you will be entered to win a raffle prize.
- Summer reading program ended August 9<sup>th</sup> with readers logging a total of 323 "reading hours".
- The Library had 2,726 visits in August, 12 participants at the Book Club, and 18 attendees at the last 2 summer Story Times.

### Assessing

- The Assessing Department released the preliminary assessments to all taxpayers, and are scheduling informal hearings to review the new values.
- The preliminary net assessed value for the City is \$1,065,140,997 (One Billion Sixty Five Million), an increase of over \$210,000,000 (Two Hundred Ten Million) compared to the prior year's assessment.

### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Replaced the switch used for the phone system and that seems to have cleared up a few phone problems we were having in City Hall.



## Department of Development Services

Date: August 31, 2019

From: Shanna B. Saunders

Director of Planning & Community Development

Re: August 2019 - Monthly Report

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In addition to the Department's various activities listed in the attached staff reports, I attended the following Land Use Board meetings:

- Zoning Board – August 7
- Conservation Commission – August 14
- Planning Board – August 21
- SRTC – August 15
- Historic District Commission meeting – August 28 (Code Officer attended)

And attended the following Special Meetings:

- SRPC Transportation Advisory Committee – August 3
- Recreation Committee Meeting – August 14

### Building and Health Departments:

#### Major Building Permits Applied for in August 2019 Construction Costs and Fee

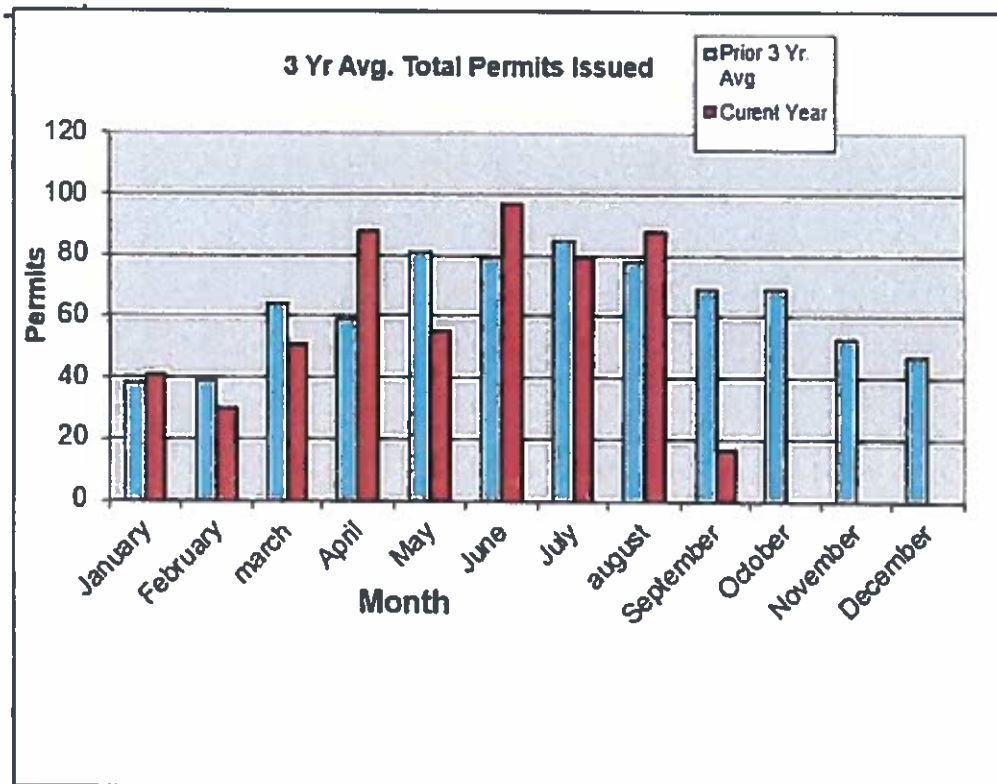
Address	Construction cost	Fee
11 Meadow Way	\$136,764.00	
10 Meadow Way	\$127,716.00	

**Minor Building Permits Applied for in August 2019**

	Address	Construction cost	Fee
243	Old Rochester Rd	\$15,580.00	
15	Pinewood Dr	\$16,000.00	
195	Green	\$5,985.00	
388	High	\$25,000.00	
59	Winter	\$11,900.00	
3	Bemier	\$2,500.00	
49	Hawthorne Circle	\$2,140.00	
11	Bourque	\$3,000.00	
130	Indigo Hill Rd	\$3,257.00	
165	Blackwater Rd	\$54,000.00	
10	Depot	\$7,500.00	
285	Rt. 108	\$77,000.00	
5	Fall Ct	\$1,730.00	
4	Long Leaf Ln	\$5,000.00	
157	Lily Pond Rd	\$10,472.00	
173	Green	\$1,200.00	
66	West High	\$500.00	
63	Maple	\$4,000.00	
104	Lily Pond Rd	\$9,800.00	
17	Copperhead Rd	\$16,800.00	
16	Indigo Hill Rd	\$1,800.00	
209	Green	\$5,000.00	
35	Ruel	\$100.00	
6	Long Leaf Ln	\$10,000.00	
84	Crystal Springs Way	\$4,000.00	
45	Davis	\$16,999.00	
10	Fox Ct	\$3,850.00	
407	Old Rochester Rd	\$2,000.00	
4	Cattail Circle	\$2,852.00	
26	Indigo Hill Rd	\$20,000.00	
15	Morning	\$4,500.00	
404	High	\$1,700.00	
87	Crystal Springs Way	\$3,000.00	
5	Wells	\$2,945.00	
20	Noble	\$7,500.00	
2	Laurier	\$4,369.00	
27	Crystal Springs Way	\$600.00	
2	Albert	\$300.00	
7	Ellswick	\$1,700.00	
221	Green	\$3,000.00	
32	Maize Dr	\$37,460.00	

### Permit Receipts

	2017	2018	2019	DIFFERENCE this year to last	% OF CHANGE
January	\$15,262.40	\$12,784.00	\$2,892.72	-\$9,891.28	-16.2%
February	\$9,264.40	\$4,087.20	\$14,333.00	\$10,245.80	-55.9%
March	\$23,362.82	\$5,307.00	\$11,377.66	\$6,070.66	-77.3%
April	\$6,935.89	\$7,899.24	\$12,091.95	\$4,192.71	13.9%
May	\$11,780.49	\$8,988.00	\$4,186.78	-\$4,780.24	-23.9%
June	\$10,058.40	\$7,652.50	\$91,825.41	\$84,172.91	-23.9%
July	\$5,776.84	\$7,641.00	\$15,141.12	\$7,500.12	32.3%
August	\$9,724.60	\$4,329.00	\$21,608.17	\$17,277.17	-55.5%
September	\$7,400.00	\$3,039.60	\$2,494.78	-\$544.82	-58.9%
October	\$6,460.00	\$7,291.00		N/A	
November	\$8,584.44	\$19,126.00		N/A	
December	\$2,621.00	\$14,154.00		N/A	
Year total	\$117,231.28	\$102,276.54	\$175,948.58	\$114,243.04	



### Total Permits

	2017	2018	2019	DIFFERENCE this month to last year's month	% OF CHANGE
January	51		41	41	29.3%
February	36		30	30	-3.3%
March	79		51	51	15.7%
April	58		88	88	29.5%
May	92		55	55	-52.7%
June	94		97	97	33.0%
July	79		79	79	-15.2%
August	85		88	88	23.9%
September	63		17	17	-229.4%
October	77		0	N/A	
November	61		0	N/A	
December	48		0	N/A	
	850	889	548	57	-20.8%
YTD Total					12.1%

### Property Maintenance

CN – Courtesy Notice  
 NOV – Violation Notice  
 COMPLAINT – Summons filed with Court

	Location	Complaint Type	Date of Complaint	Notifications Issued	Status
1A	Barclay Sq.	Site Plan	6/11/19	CN	COMPLETED
161	Blackwater	Grass	7/22/19	CN	COMPLETED
54	Crest Drive	Grass	7/31/19	CN	COMPLETED
85	Elm	Unregistered Vehicles	8/1/19	CN	COMPLETED
67	Elm	Grass	8/16/19	CN	COMPLETED
22	Fayette	Trash	8/5/19	CN	COMPLETED
182	Green	Trash	7/22/19	CN	COMPLETED
117	Green	Trash	7/22/19	CN	COMPLETED
117	Green	Trash	7/29/19	CN	COMPLETED
195	Green	Trash	7/29/19	CN	COMPLETED
120/122	Green	Trash	7/31/19	CN	COMPLETED
160	Green	Trash	8/15/19	CN	COMPLETED



104	Green	Trash	8/15/19	CN	COMPLETED
48	Green	Trash	8/12/19	CN	COMPLETED
62	Green	Trash	8/12/19	CN	COMPLETED
48	Green	Trash	8/15/19	CN	COMPLETED
440	High	Trash	7/29/19	CN	COMPLETED
506	High	Housing Violation	8/9/19	CN	COMPLETED
383	High	Grass	7/31/19	CN	COMPLETED
161	High	Trash	8/7/19	CN	COMPLETED
475	High	Zoning Violation	8/15/19	CN	COMPLETED
258	Indian Brook Drive	Zoning Violation	5/29/19	CN	COMPLETED
260	Main	Trash	7/3/19	CN	COMPLETED
407	Main	Trash	8/1/19	CN	COMPLETED
354	Main	Trash	8/6/19	CN	COMPLETED
117-119	Main	Trash	8/7/19	CN	COMPLETED
40	Main	MPV	6/5/19	NOV	COMPLETED
75	Maple	Trash	8/7/19	CN	COMPLETED
102	Maple	Grass	7/31/19	CN	COMPLETED
61	Maple	Trash	8/1/19	CN	COMPLETED
9	Milo	Housing Violation	6/5/19	CN	COMPLETED
9	Mt. Auburn	Trash	8/8/19	CN	COMPLETED
35	Mt. Vernon	Trash	8/5/19	CN	COMPLETED
107	Old Rochester	Trash	8/9/19	CN	COMPLETED
397	Old Rochester	Trash	8/8/19	CN	COMPLETED
46	Pleasant	public health	7/26/19	NOV	COMPLETED
32	Prospect	Deck, no heat, peeling paint	12/20/18	CN	COMPLETED
3	River	Trash	5/23/19	CN, NOV, COMPLAINT	COMPLETED
208	RT 108	Zoning Violation	6/18/19	CN	COMPLETED
162	RT 108	MPV	6/26/19	CN	COMPLETED
369	RT 108	Potholes	7/1/19	CN	COMPLETED
18	Silver	Housing Violations	7/2/18	NOV	COMPLETED
12	Silver	Housing Violations	5/16/19	CN	COMPLETED
2	Union	Grass/Trash	8/19/19	CN	COMPLETED
24	Washington	Zoning Violation	7/1/19	CN	COMPLETED
N/A	Willand	Zoning Violation	4/23/19	NOV	COMPLETED
N/A	Willand	Zoning Violation	4/24/19	NOV	COMPLETED
N/A	Willand	Zoning Violation	4/25/19	NOV	COMPLETED
78	Winter Street	Zoning Violation	7/3/19	CN	COMPLETED
10	Woodside	Housing Violation	8/28/19	CN	COMPLETED



	Commons				
85	Elm	Trash	8/16/19	CN, NOV	PENDING
17-31	Market	Trash	8/28/19	CN	PENDING
17-32	Market	HDC Requirements	8/28/19	CN	PENDING
162	RT 108	Trash	8/29/19	CN	PENDING
10-12	School	Housing Violation	8/30/19	CN	PENDING

**PLEASE NOTE** – All matters shown as “Completed” were active matters which were closed in the month of August 2019 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters, all of which were initiated in the month of August 2019.

- In the month of August, 2019, Fifty (50) open matters became compliant and were closed.
- In August 2019, the Code Compliance Office issued:
  - Thirty-eight (38) Courtesy Notices; and
  - Four (4) Violation Notices;
  - One (1) Citation/Summons' with the Court\*
    - **3 River Street.** Suit was filed against Christopher Meyer at 3 River Street for trash and debris left out near the curb. The debris has been removed, and an Agreement was made between the City and Mr. Meyer to reduce the imposed civil penalty.

#### OTHER COURT MATTERS

- **316 High Street.** Darlene Nelson remitted payment in the amount of \$150.00 for unkept lawn at 316 High Street. We are still working with Ms. Nelson to get the yard trimmed.
- **375 Rt. 108.** The latest updates in the Kia Dealership case are as follows: A commissioner was appointed by the Court to manage all assets of the business owner, which includes the cars parked at this location. This process effectively froze the ability of the property owner to cease possession of the tenant's assets (cars), despite having been awarded a writ of possession by the Court. The commissioner (Peter Tamposi) is working with both the property owner and the business owner to remove the vehicles from the lot. He will keep the City apprised as a plan is developed.

## Land Use Boards:

### **Conservation Commission August 2019:**

During the meeting the Commission reviewed the following:

- Ian Joseph Campbell LLC, is seeking a Conditional Use Permit to allow installation of multiple solar power panel arrays and pedestals within the 100' wetland buffer on a property located at 413 High Street, in the Commercial Industrial (CI) District, Assessor's Map 36 Lot 3A, CUP# 04-2019. The Conservation Commission recommended approval.
- Steven E. Brown, is seeking an After the Fact Conditional Use Permit to allow earthwork activities within the 100' wetland buffer on properties located at Commercial and Willand Drive, in the Commercial Industrial (C/I) District, Assessor's Map 43 Lots 1-G, 1-I & 1-K, CUP# 05-2019. The Conservation Commission tabled for a site walk on August 22, 2019 and further review at the September meeting.
- City of Somersworth, is seeking conceptual review of a conditional use permit for upgrades to the Waste Water Treatment Facility located at 99 Buffumsville Road, in the Agricultural and Industrial (A&I) District, Map 01 Lot 01, CUP# 06-2019.

### **Historic District Commission August 2019:**

The HDC reviewed the following:

- Kimberly A. Shoen, 125 High Street, in the Residential Business with a Historic Overlay (R/BH) District, Assessor's Map 10 Lot 148 HDC# 30-2019. Application to replace slate roof (main roof) with slate line asphalt shingles was approved.
- Marcia Brown, 20 Noble Street, in the Residential Single Family/A with a Historic Overlay (RIAH) District, Assessor's Map 10 Lot 135, HDC# 31-2019. Application to replace the entry overhang, window sills and broken windows all in kind was approved.

### **Planning Board August 2019:**

The Planning Board reviewed the following:

- Linda & Daniel Burbank and David Zrimsek 34 & 24 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 26 Lots 05 & 2A, SUB# 01-2019. Application for a lot line adjustment was approved.
- SNTG, LLC (Green Collar Laundry), 472 High Street, in the Residential Commercial (RC) District, Assessor's Map 40 Lots 4-A & 4-B, SITE# 8-2019 . Application for site plan approval to add a 4,500 sq. ft. commercial building and associated parking and infrastructure to the existing commercial site was tabled.

### **Site Review Technical Committee August 2019:**

The SRTC reviewed the following:

- Ian Joseph Campbell LLC, 4 Enterprise Drive, in the Commercial Industrial (CI) District, Assessor's Map 48 Lot 24-C, SITE# 11-2019, Application for Minor Site Plan approval, to install 2 solar power arrays on pedestals was approved.

- Ian Joseph Campbell LLC, 413 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 36 Lot 3A, SITE# 12-2019. Application for Minor Site Plan approval, to install 4 solar power arrays on pedestals was removed from Minor Site Plan and sent to Planning Board.
- Linda & Daniel Burbank and David Zrimsek are seeking a lot line adjustment between the properties located at 34 & 24 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 26 Lots 05 & 2A, SUB# 01-2019.
- Steven E. Brown, is seeking an After the Fact Conditional Use Permit to allow earthwork activities within the 100' wetland buffer on properties located at Commercial and Willand Drive, in the Commercial Industrial (C/I) District, Assessor's Map 43 Lots 1-G, 1-I & 1-K, CUP# 05-2019
- City of Somersworth, is seeking conceptual site plan and conditional use permit review for upgrades to the Waste Water Treatment Facility located at 99 Buffumsville Road, in the Agricultural and Industrial (A&I) District, Map 01 Lot 01, SITE# 13-2019 and CUP# 06-2019.

#### **Zoning Board August 2019:**

The Board reviewed the following at their July meeting:

- A) Ian Joseph Campbell LLC, 4 Enterprise Drive, in the Commercial Industrial (CI) District, Assessor's Map 48 Lot 24-C, ZBA# 13-2019, Application for a variance from Table 5.A.1 of the Zoning Ordinance to place solar panel pedestals and array within the front setbacks was denied.
- B) Ian Joseph Campbell LLC, 413 High Street, in the Residential/Commercial (R/C) District, Assessor's Map 36 Lot 3A, ZBA# 14-2019, Application for a variance from Table 5.A.1 of the Zoning Ordinance to place solar panel pedestals and array within the front setback was approved.

## Economic Development – August 2019

- **Upcoming Roundtables:**
  - ✓ Downtown: 9-11-19 @ 8:30
  - ✓ BIBED (Bankers-Investors- Brokers & E.D.): 10-17-19 @ 8:30
- **New Commercial Vacancy**
- **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
  - ✓ 58 High Street – W.M.Poole Confection (*Formally Chamber of Comm*)
  - ✓ 230 High Street – Tasya's Kitchen (*Formally Philinda's*)
  - ✓ 388 High Street - Conproco business office (*Formally orthopedics*)
  - ✓ Tri City Plaza - Seacoast Crafters (*Formally Payless Shores*)
  - ✓ 224-Route 108 – Salon Bijou (*formally Sheer Harmony Hair Salon*)
- **Tenant Prospects: Business – Exploring [considering] Somersworth**
  - ✓ Woman's collaborative fitness center
  - ✓ Lucky's: Lease being discussed for restaurant operation
  - ✓ Former Liquor Store: Two possible tenants in negotiation
  - ✓ All Dolled Up: Leased by candidate for President, Pete Buttigieg
  - ✓ Plastic Manufacturer: Considering Route 108
  - ✓ Food Co-Op: Considering Somersworth expansion
- **Miscellaneous Business-Related Activity**
  - ✓ VFW front façade garden improvement project
  - ✓ Sent letter to each major investor about upcoming Plaza RFP/Bid
  - ✓ Courted and met with Music Hall for the Hall at Great Falls
  - ✓ Courting a production company for the Hall at Great Falls
- **Marketing and Brand Identity**
  - ✓ Working with Map company [ Seacoast Lately] for Somersworth
  - ✓ Working with Chamber on Street Map project
  - ✓ Working Marketing Firm: Open the Door- Christina Pappas
    - ❖ Economic Development Brochure
    - ❖ Economic Development Web - Site
- **Community Advocacy**
  - ✓ Great Falls Economic Development Corporation - BOD
  - ✓ Skyhaven Airport - BOD
  - ✓ CTC Internship - Advisory

## **Parks and Recreation – August 2019**

- We participated at the annual National Night Out which was held on Tuesday, August 6<sup>th</sup> at Jules Bisson Park. The event was a big success with hundreds of families attending and a lot of community organizations were present. We provided fun lawn games, hula hoops, parachute, basketballs, and more. We also had a table with information about our parks, programs, and events.
- Our 8-week Summer Camp programs concluded on Friday, August 16<sup>th</sup>. It was a wonderful summer at the Pines with nearly 75 children enrolled in the Kids Camp program and 30 children enrolled in the Trends Teen Camp program. Both camps attended field trips on Tuesdays and Thursdays to state parks like White Lake, Wentworth State Park, Ellacoya State Park, and Bear Brook to explore the trails and swim. Trends Camp attended 8 Friday field trips to locations such as Hilltop Fun Center, Aquaboggan Water Park, Indoor Ascent, and Canobie Lake Park.
- Our Pee Wee Soccer program is slated to begin Saturday, September 14<sup>th</sup>. This program is for 3- and 4-years old children and will run for 6 sessions on Saturday morning between 9:00-9:45 a.m. at Noble Pines Park. The program is coached by parent volunteers and organized by the Recreation Supervisor.
- Planning for Rec Basketball has begun. The program will run for 8-weeks on Saturday mornings; November 16<sup>th</sup>- January 18<sup>th</sup>. Registration will open September 3<sup>rd</sup> with the early bird fee running until October 1<sup>st</sup>. After that the registration fee will go up and the deadline to register is November 1<sup>st</sup>. We utilize Idlehurst Elementary School and the Middle School gyms for this program and we split kids up based on their grade level.
- Planning is underway for the annual Senior Picnic. This year the event will be held on Wednesday, October 23<sup>rd</sup> 11:00-1:00 p.m. at the Flanagan Center Gym. The Senior Picnic is free to Somersworth Seniors and is a wonderful event to celebrate our seniors through a free meal, entertainment, games, prizes, and more.



## MEMORANDUM from Director Public Works & Utilities

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**TO:** Robert M. Belmore, City Manager

**DATE:** September 10, 2019

**SUBJECT:** Public Works Department Monthly Report for August-September, 2019

**FROM:** Michael Bobinsky, Director of Public Works & Utilities

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### DIRECTOR'S COMMENTS

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

- Finalized contracts with Pike Industries and Continental Paving for the road repair work to start in mid-September.
- Responded to flooding issues along Fremont Street; continue seeking drainage easements from property owners to gain access for further investigation. The end of August rain event contributed to significant flow levels at the WWTF.
- Met with officials of the Indonesian Festival Planning Committee in preparations for the Festival event on September 7.
- City received notice that its Homeland Security Grant for the emergency generator at the DPW facility was approved by the Governor and Executive Council. Work will be commencing on developing specifications and bid documents to acquire the generator.
- Finalized Grant report to the New Hampshire Historic Resources on the completion of the restoration of the entrance gates at Forest Glade Cemetery.
- Attended Cemetery Trustees Meetings in August and September.
- Worked with staff on completing proposed revisions to Chapter 12 Streets and Sidewalks Ordinance addressing trench opening procedures and permits. In addition, proposed a new section dealing with managing sidewalk furniture and plantings by businesses.
- Met with officials from Eversource on upcoming tree removal and trimming work planned around power lines on portions of the High Street and Tri City Road area. Meeting responds to past request to meet and discuss plans with Eversource officials prior to any major tree removal or trimming work in the City.
- Attended Public Works and Environment Committee and Finance Committee meetings on August 9<sup>th</sup> and 6<sup>th</sup>, respectively.
- Participated in SRTC meetings.
- Highway personnel initiated milling and paving work on Main Street between Indigo Hill Road and just past Daniel Street. Milling and paving sections of Chabot, East and Middle was started.

### HIGHWAY DIVISION

#### Operations/Maintenance:

- Performed monthly metal collections.
- Performed maintenance and repairs to city equipment.
- Performed pothole patching city wide.
- Repaired dirt roads around the city.
- Performed road side mowing.
- Performed city trash collection at receptacles, and city buildings.

- Performed street sweeping in low areas where dirt has accumulated from rain.
- Performed city mowing and weeding of beds.
- Maintained Malley Farm Compost Facility (pushing up brush and leave piles, removing illegal debris, moving last season's compost to pile).
- Milled and paved selected areas on Lower Main St.
- Cleaned and organized the limited Transfer Station area at DPW facility.
- Performed building maintenance (painting of doors to preserve).

#### **Cemetery:**

- Inspected and temporarily repaired fascia at the cemetery storage building.
- Performed 2 burials.

#### **Water Distribution Support:**

- Assisted with a water break on Blackwater Rd.
- Assisted with a water break at the WWTP.
- Prepped and paved water break trench on River Street.

#### **Sewer Collections Maintenance:**

- Located and raised a Sewer and Drain Manhole that had been previously paved over at Tri-City Christian Academy.
- Responded to possible sewer back up at 1 Williams St (found to be a private issue).
- Responded to possible sewer back up at 7 Williams St (found to be a private issue).
- Received 68 Digsafe requests.

### **WASTEWATER DIVISION**

#### **Operations/Maintenance:**

- Operating with (MUCT) process which is used during our summer seasonal limits. This process focuses on removing two critical nutrients phosphorus and ammonia nitrogen. The summer season runs from May 1<sup>st</sup> thru Sept 30<sup>th</sup>.
- Pro HVAC completed the installation of two roof mounted air conditioner units. Total cost including parts & labor was \$10,983.
- Scheduled and completed annual standby generator maintenance with the assistance of Power-Up generator service. This included the WWTF, Hawthorne Circle, Blackwater Rd and Main Street pump stations.
- Impact Fire Services completed the annual fire extinguisher inspections at the WWTF and pump stations. In all, twenty units were checked.
- Water distribution repaired a broken water line located at the influent headworks building. This line has been identified for replacement within the future upgrade.
- Experienced one rain event on 8/28-29 which required us to implement the high flow plan. This event resulted in several violations due to the excess flow which peaked at over 5.0 million gallons/day.
- Treated a total of 11,500 gallons of septage from residents not on city sewer.

#### **Compliance:**

- Preparing monthly reports to US-EPA and NH-DES.
- Reported several permit exceedances for the month of August due to heavy flow caused by a rain event. Notification to both NH-DES and U.S.EPA was provided in accordance to our permit requirements.
- Submitted the 2019 annual Industrial Pretreatment Program (IPP) report to NH-DES. No major concerns were noted.
- Treated a total of 40-million gallons of wastewater during the month.

***Capital Improvements Plan Items:***

- WWTF upgrade – City staff along with Wright-Pierce met & reviewed the 90% shop drawings of the upgrade. Staff made recommendations and agreed on the project moving forward. We have sent the final (100%) shop drawings to NH-DES for their review. Once approved, we will go out to advertise bids as early as November with a possible bid opening in January. In addition, presentations on the overall project has been made to the Conservation Commission and to SRTC during July. An informational briefing to the Planning Board is being scheduled at this time.

**WATER DIVISION*****Items completed this month:***

- Bacteria's and TOC's water quality tests were completed.
- Pumped 42,819,438 gallons of raw water.
- Filtered and pumped to the city 38,604,563 of finished water.
- Completed sampling for VOC, TOC, IOC, Nitrate, and Nitrite at the plant.
- Turned over lagoon's #1 and #2.
- Worked on Raw VFD #1.
- Installed updated LED lights in filter area.
- Completed rough install of Manganese analyzer which was purchased as part of the FY20 approved budget.
- Continued analysis of manganese in system.

**ENGINEERING DIVISION**

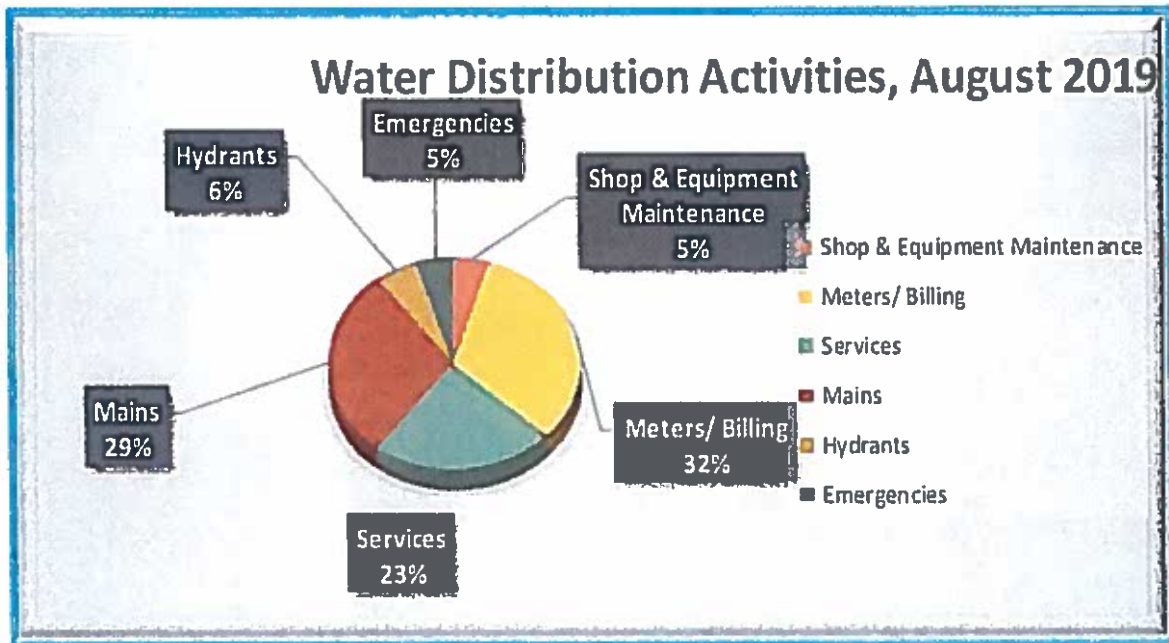
- Finalized the FY2020 paving contract with Pike Industries; there is a pre-construction meeting scheduled for 9/12/2019.
- Accepted four (4) driveway and eight (8) trench permit applications.
- Participated in design/drawing review for the Cemetery Road complete streets design.
- Assisted with ongoing City Hall maintenance activities, including the roof replacement and HVAC routine maintenance contract.
- Revised draft Request for Proposal (RFP) documents for the Rocky Hill Wellfield and the Water Storage System Assessment.
- Reviewed and commented on the 90% complete Wastewater Treatment Facility design drawings.
- Worked with the Director, Director of Development Services, and City Manager on developing proposed revisions to City Ordinance Chapter 12, including trench permit updates and sidewalk seating/decorative landscaping.
- Assisted with drainage easements along the Franklin/Fremont Street area.

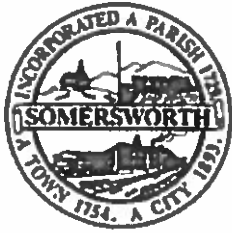
**WATER DISTRIBUTION**

- Water Distribution operators completed over 96 work orders and service requests in the month of August.
- Gate valves in the areas of Stackpole, Clement and River Road were exercised and repaired as needed ahead of the upcoming paving projects.
- Approximately 1300' of new water main and services and five (5) fire hydrants that will serve the Tara Fields project were put into service.



- Operators responded to several emergencies including water line breaks at the Waste Water Treatment Facility and a 12" water main break in the area of 180 Blackwater Road.





## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

David B. Kretschmar  
Chief of Police

## MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David Kretschmar, Chief of Police  
Date: September 3, 2019  
Subject: Monthly Report – Month of August 2019

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Bob:

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

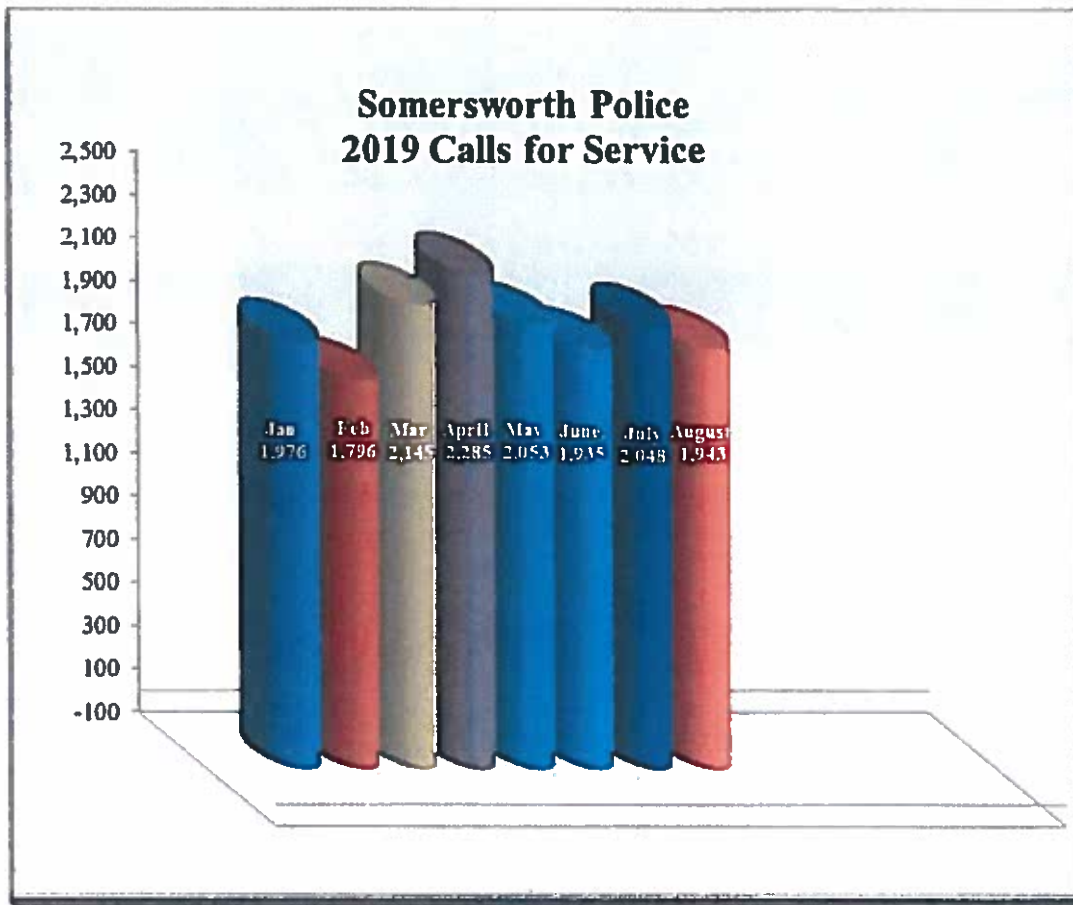
### COMMUNITY POLICING:

- A very successful National Night Out was held August 6<sup>th</sup>. This event was sponsored by the Somersworth Prevention Coalition and the Somersworth Police.
- Coffee with a Cop was held at Dunkin Donuts on High Street on August 20<sup>th</sup>.

### TRAINING:

- Officer Mason Krieger graduated from the 179<sup>th</sup> Full Time Police Academy. He is now in field training with an experienced officer.
- School Resource Officer Ashley Fuller attended the 5<sup>th</sup> Annual School Resource Officer Conference that was organized by the the NH Homeland Security and Emergency Management.
- Department personnel received training in: Cell Phone/Electronic Device First Responder Forensic Training, 3-Year Fitness Testing Instructor, and Behavior Health Intervention. Department Command staff attended training in Concord; Gordan Graham conducted a training on Risk Assessment.

**STATISTICS:**



Month	2019	2018
January	1,976	2,085
Feb	1,796	1,878
March	2,145	2,215
April	2,285	2,452
May	2,053	2,409
June	1,935	2,406
July	2,048	2,174
August	1,943	2,238
Sept		2,263
Oct		2,123
Nov		2,055
Dec		1,936
<b>TOTAL</b>	<b>16,181</b>	<b>26,234</b>



# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**Keith E. Hoyle**  
Fire Chief & Emergency Management Director  
[khoyle@somersworth.com](mailto:khoyle@somersworth.com)

**Business: (603) 692-3457**  
**Fax: (603) 692-5147**  
[www.somersworth.com](http://www.somersworth.com)

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### AUGUST 2019 MONTHLY REPORT

#### EMERGENCY ACTIVITIES

Building Fires:	4
Vehicle Fires:	1
Outside Fires:	6
Emergency Medical:	48
Motor Vehicle Crash:	11
Malfunction/false alarm:	7
Accidental/public service:	31
Hazardous Condition:	10
Hazardous Materials:	1

#### NON-EMERGENCY ACTIVITIES

Burning Permits:	31
Fireworks Permits:	5
Oil Burner Permits:	0
Place of Assembly Permits:	1
Fire Safety Inspections:	12
Fire Drills:	2

#### CALLS FOR SERVICE

- We responded to 27 fewer emergency calls this August (119) than in August 2018 – a decrease of 19%.
- We responded to mutual aid fires in Dover (multiple fires due to 3 lightning strikes); Berwick and South Berwick.
- We had numerous tree-down responses during a wind storm.
- Stewarts Ambulance continues to provide excellent EMS services to the city with an average response time that was 4 minutes 20 seconds.

#### PLANNING/PROJECTS/GRANTS

- Port One Architects from Portsmouth began the fire station assessment project with 3 visits in August. .

- Notified by NH Department of Safety that since the vendor could not deliver active shooter equipment on time to us before NH DOS had to return \$ to FEMA, NH DOS would give us another \$6000 grant for the equipment.
- Attended pre-construction meetings for Barclay Square and the Buffumsville Road water/sewer connection project.
- Submitted CIP for FY21-26.
- Witnessed fire alarm and sprinkler system acceptance tests at the Maplewood School renovation.

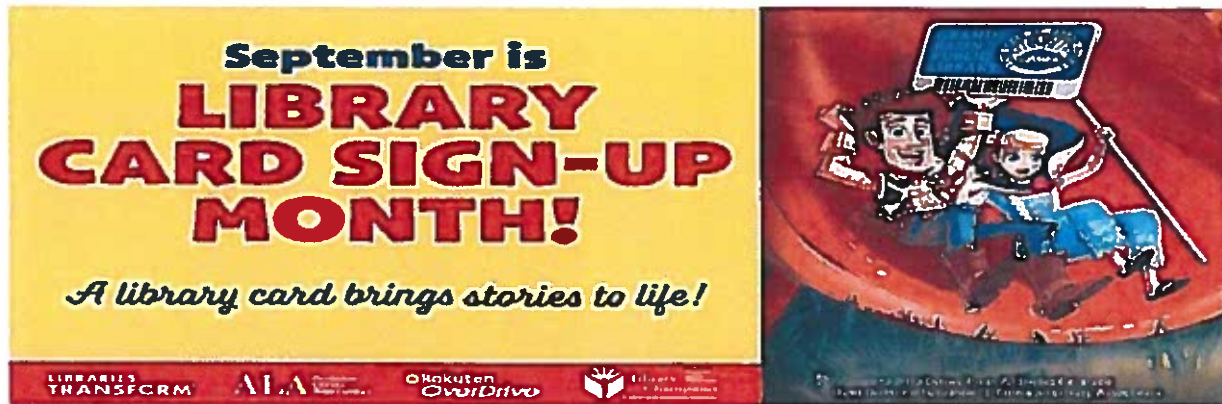
### **TRAINING/MEETINGS**

- We continue to train 4 new career firefighters on shift.
- Mr. Jacob Tomblin and Mr. Joseph Roy were hired as call firefighters.
- Distributed emergency information to local churches from the NH Department of Safety.
- Attended SRTC and Seacoast Fire Chiefs meetings.

### **COMMUNITY SERVICE**

- Participated in "National Night Out".
- New Air/Rchab van dedicated in ceremony to former Fire Chief George Gorman of South Berwick who first presented the idea of a mutual aid mobile air unit in 1949.
- Received donation of equipment from Hilltop Fireworks.

Respectfully Submitted:  
Keith E. Hoyle, Fire Chief/EMD



**And We're Celebrating at  
The Somersworth Public Library!!**  
**Help us win the Granite State Library Card  
Challenge Trophy for the Most New Cards!**  
**Win Prizes this Month, too!**

### **How Can You Enter to Win our Raffles?**

- Get a Library Card!
- Refer Someone Who Gets a Library Card
- Add to our "Why I Love My Library Card" Board
- Share Photos of You with Your Card

More info available at the Library.

Multiple entries okay - but only one prize per family.

Must have a library card to enter - ages 5 and up.

**Thank You to All of the Somersworth Businesses  
Who are Contributing to our Raffle Prizes:**

