

CITY OF SOMERSWORTH  
CITY COUNCIL MEETING

AGENDA FOR JANUARY 19, 2016

5:30 P.M – CITY COUNCIL TIF (Tax Increment Financing District) WORKSHOP

7:00 P.M. – CITY COUNCIL MEETING

1. Roll Call of Members
2. Pledge of Allegiance
3. Minutes of Previous Meetings
  - A. Minutes of the Inauguration held on January 7, 2016
  - B. Minutes of City Council Meeting held on January 11, 2016.
4. Comments by Visitors
5. Announcements by Councilors
6. Communications
7. Presentation of Petitions and Disposal Thereof by Reference or Otherwise
  - A. Update by Mayor's Drug Task Force
8. Mayor's Report
9. Reports of Standing Committees
10. Reports of Special Committees, City Officers and City Manager
11. Nominations, Appointments and Elections
  - A. Mayoral Appointments
    1. Appointments for Rail Advisory Committee – to expire on Jan. 31, 2018
      - Dale Sprague, Chair
      - Martin Pepin
      - Joanne Pepin
      - Megan DuBois
      - Jameson Small
      - Jackie Hanlon
      - Paul Robidas

Dave Sharples  
Brian Caple

2. Appointment for Mayor's Drug Task Force  
Jenne Holmes

B. Mayoral Nominations – Requires Council confirmation vote.

1. Zoning Board of Adjustment  
Bill Griffith, Alternate Member
2. Planning Board  
Megan DuBois, Alternate Member  
Jameson Small, Alternate Member

12. Lay on Table

13. Unfinished Business

14. New Business

15. Comments by Visitors

16. Closing Comments by Council Members

17. Future Agenda Items

18. Nonpublic Session (as necessary, pending roll call vote by Council)

19. Adjournment

# INAUGURATION, 2016

MAYOR DANA S. HILLIARD  
SOMERSWORTH CITY COUNCIL  
SOMERSWORTH SCHOOL BOARD

JANUARY 7, 2016 – 6:30 P.M.

CITY COUNCIL CHAMBERS – CITY HALL  
ONE GOVERNMENT WAY, SOMERSWORTH, NH

*“There is an amazing beauty and strength in diversity. Everyone has something special to offer. Everyone has a gift that can add value to the organization, community and even the world. People with different tribe, race, religion and nationality can come together and accomplish something extraordinary. The key is the culture of unity and team work.”*

Farshad Asl

PROCESSIONAL – Captain Don McCullough, Rochester Fire Department  
Mayor, City Council and School Board Members

MASTER OF CEREMONIES – Maureen Jackman

PLEDGE OF ALLEGIANCE – SMS Students

STAR SPANGLED BANNER – SMS & SHS Choir (Arrangement Russell Robinson)

INVOCATION – Pastor Mark Rideout, First Parish United Church of Christ (Congregational)

HONORED GUEST – Governor Maggie Hassan

Thank you. It is a privilege to be here today as we honor the service of Somersworth's elected leaders and celebrate the future of this great city.

First, I would like to thank Mayor Hilliard for your commitment and leadership in your previous term, and I look forward to seeing all that you will accomplish in this new term.

I would also like to thank the outgoing City Councilors for your tireless dedication to making progress for the people of Somersworth. And I'd like to thank your families too.

And to all of the newly elected Somersworth City Councilors and school board members – congratulations. I look forward to working with you as we build an even brighter economic future for all of our people and businesses.

Somersworth is an important economic driver for the area and helps maintain the region's high quality of life that is critical to our state's economic future. The strong sense of community and collaboration in Somersworth continues to make it a great place to work, live and raise a family.

With a vibrant business community, Somersworth has developed a well-earned reputation as a great partner for innovative businesses in the region. And with this strong leadership team at the helm, I know that you will continue realizing this city's enormous potential.

Because of the efforts of strong leadership, and the combined efforts of so many across New Hampshire – citizens, businesses, non-profits, and community leaders – I am proud to say that we have come a long way since the height of the recession, and we have seen many encouraging signs of economic progress.

Our state's unemployment rate is 3.2 percent, fourth-lowest in the nation and the lowest in New England. And in 2014, our economic growth was tied for best in New England, beating the national average.

While our state's economy remains ahead of the curve in many respects, we also know that the global economy has fundamentally changed.

These changes – for better and for worse – are driven both by advances in technology and by an interconnected global economy. And as we look toward the future, we know that there are no simple solutions and there is no going back.

So it is critical that we help people adapt to our changing economy so that everyone has the opportunity to get ahead and stay ahead.

There are three things in particular that we will need to do to reach that goal. First, focusing on relevant, student-based competency education – education that is accessible and affordable for all of our people at all stages of life.

Second we will need to come together to make sure that our workforce is not only well-educated, but also healthy – so we will continue to need to work together to combat the opioid epidemic and improve community based mental health.

Mayor Hilliard – your strong leadership in the fight against substance abuse has made a difference not only locally, but statewide, and I know that you will continue to help lead the way in this fight.

And third, it also means that we will need to continue to innovate in the public sector, ensuring that our state and local governments remain nimble and responsive to the needs of the business community and of our people.



We will need to continuously build on these and other efforts in order to close the opportunity gap so that all of our people, families and children have the chance to share in our success.

We know that there will be challenges ahead, but if we stay true to the traditions that make the Granite State strong – cooperation, bipartisanship, and common-sense problem-solving – together, we can keep Somersworth, and our entire state, moving in the right direction.

Thank you and congratulations again. I look forward to the brighter economic future that we will all build, and share in, together.

#### READING – SMS Student

#### OATH OF OFFICE SCHOOL BOARD – Trish Harris, City Clerk

Ward 1 – Sean M. Collins	<u>At Large School Board</u>
Ward 2 – Dana L. Rivers	Donald Austin
Ward 3 – Karen Hiller	Kelly Brennan
Ward 4 – Robert Gibson	Joanne Pepin
Ward 5 – Kenneth Bolduc	Matt Hanlon

#### MUSICAL SELECTION – Locus Iste – SHS Select Choir

By Anton Bruckner. Matt Legarde, Director

#### OATH OF OFFICE CITY COUNCIL – Trish Harris, City Clerk

Ward 1 – Martin Pepin	<u>At Large City Council</u>
Ward 2 – Jennifer Soldati	David Witham
Ward 3 – Martin P. Dumont, Sr.	Dale Sprague
Ward 4 – Jonathan McCallion	Nancie Cameron
Ward 5 – Denis Messier	Jessica Paradis

#### MUSICAL SELECTION - Farandole – SHS Brass Quintet

George Bizet, arranged by Walter Barnes

#### OATH OF OFFICE MAYOR DANA S. HILLIARD – Trish Harris, City Clerk

GUESTS – Sean Peschel, Gordon and Joanne Hilliard

#### INAUGURAL ADDRESS – Honorable Dana S. Hilliard, Mayor, City of Somersworth

#### On the Move!

Somersworth, We Are “On the Move”

Throughout the 1800's, the roar of the industrial machines within our mills echoed far beyond the Somersworth borders. The values of bettering oneself through commitment and hard work, along with honoring diversity and tolerance, would become the foundation of the Hilltopper spirit. That spirit would shine as a beacon attracting immigrants from Quebec, Ireland and Greece, with the hope of securing the American dream.

The Hilltopper spirit would also guide citizens throughout our state and nation who desire to live among neighbors who value and look out for each other and work tirelessly for not only individual successes, but the success of the city they call home.

For generations, Hilltoppers have lived among others whose differences range from language to religion. Yet the Blue and White thread has sewn together the quilt of individualism, united for common good. Our ability to work together, to listen, to honor differences, has led us to reemerge, and reclaim our place on the seacoast in just a few short years.

We have spoken with one voice, focused our movement in one direction, and have proven again that we are not afraid to own our challenges, nor tackle obstacles for our success.

Two years ago our community was re-awakened with the Hilltopper spirit towards making our city great once again. We set in motion our journey towards rediscovering our history; our values; our goals; our sense of community. The investment in our city, and the energy we have expended as a team can be seen in a transformed downtown, in our infrastructure and parks, and in our commitment to 21<sup>st</sup> century education and government practices.

We own our challenges by being the first on the seacoast to admit to a heroin crisis and forming a Mayor's Task Force to seek out and render long term sustainable solutions.

We have begun the process of modernizing our police and fire services and continue to explore options for bringing life to vacant city property.

Our journey from stagnation to forward motion has occurred because of the belief in ourselves; the belief in working together as a team; the belief in our Somersworth community. For decades we have heard the voices of the naysayers, speaking of how Somersworth's time had passed, how opportunity had been lost, and how our chance to rise again was simply not possible. Yet, through our determination, the voices of negativity have been replaced with the echoes of optimism. Throughout our neighborhoods, restaurants and shops, the exchange of previous visions of "Why we can't" have been replaced with "Why, yes we can!" The rekindling of the Hilltopper spirit has swept to the four corners of our city. It has spread its returned vision of greatness along with its understanding of self, history and our place on the seacoast and New Hampshire.

Our Hilltopper spirit represents all who are committed to the values of hard work- neighbor helping neighbor - bringing hope, and fulfilling dreams. In two years we have reclaimed our community's greatness, reassuring the current and future generations of Somersworth citizens that our journey will indeed be bright. Our successes, our celebrations, have been a reflection of what can occur when leaders are not afraid to listen, not afraid to seek help, and

not afraid to lead. This is the model reflecting the roots of democracy; the roots of community; the roots of caring; the roots of Somersworth.

With our team, comprised of the Mayor, Council, School Board, Superintendent, City Manager, city officials, state and national leaders, and united committed citizens, we have energized the belief in Somersworth and our recommitment towards being proud to call it our home.

Our journey is not over, nor its challenges. Yet, we embrace the unknown obstacles and difficulties which lay ahead in the same manner as did our ancestors who founded Somersworth – with hope, determination, commitment, and vision. With the team approach they embraced our founding in 1729 and thus, the course to our future success had been charted.

With that same team approach, we must build upon the new foundation we have poured; to continue to be a community which acknowledges its identity from the past, and constructs its future with a new generation of visions from the citizens who call Somersworth home.

Our strength to move forward on this journey will come from the citizens of the Hilltop City. The voices from the past will continue to guide us as we celebrate our history and acknowledge with understanding who we were and now are, while current and future generations will continue to lead us with forward motion.

I am excited as I continue on with the journey as your Mayor for the next two years.

By working together as a team we will continue to keep Somersworth **“On the Move”**.

We will continue **“On the Move”** towards reaching our Vision 2020 goals and greatness.

We will continue **“On the Move”** towards building a sustainable community through balancing growth and expansion while protecting resources and preserving our natural environments.

We will continue **“On the Move”** by reaffirming our commitment to ensuring that each student has access to 21<sup>st</sup> century education methods and resources and through continuing to fund our schools to reflect our level of commitment.

We will continue **“On the Move”** by honoring the work of the Mayor’s Drug Task force and implementing our adopted community’s master plan on long term sustainable solutions as we work to combat the heroin epidemic.

We will continue **“On the Move”** and further study, redefine and implement 21<sup>st</sup> century government practices in our city government by eliminating the duplication of services between city and school personal.

We will continue **“On the Move”** by modernizing our Police and Fire services and ensuring that they have the tools, training and competitive salaries necessary to keep Somersworth residents and property safe.

We will continue *“On the Move”* by celebrating and honoring our history and diversity through the (soon to be named) Mayor’s Cultural Commission.

And we will continue *“On the Move”* by finalizing our vision for the adaptation of the nationally registered historic Hilltop school by this fall.

Our foundation has been poured; the time for building is now; the time for continuing our journey is now.

Somersworth we are *“On the Move”*.

**We are a community! We are achieving progress and greatness! WE ARE SOMERSWORTH!!!!!!**

MUSICAL SELECTION – Seize the Day – SHS Select Choir  
By Jack Feldman & Alan Menken. Arranged by Roger Emerson

BENEDICTION - Pastor Mark Rideout, First Parish United Church of Christ (Congregational)

RECESSIONAL - Captain Don McCullough, Rochester Fire Department

*“TO BUILD AN EFFECTIVE COMMUNITY, EVERYONE MUST REALIZE THAT THEIR COMMUNITY IS BIGGER THAN THEM.”*

Idowu Koyenikan

*“WE MUST RESTORE HOPE TO YOUNG PEOPLE, HELP THE OLD, BE OPEN TO THE FUTURE, SPREAD LOVE. BE POOR AMONG THE POOR. WE NEED TO INCLUDE THE EXCLUDED AND PREACH PEACE.”*

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Trish Harris, City Clerk

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Dana S. Hilliard, Mayor

## MINUTES OF CITY COUNCIL MEETING

Somersworth, NH  
January 11, 2016  
7:00 P.M.

The meeting was called to order by His Honor, the Mayor, Dana Hilliard, and upon roll call the following Council members were present: Pepin, Soldati, Dumont, McCallion, Messier, Witham, Sprague, Cameron, and Paradis.

### MINUTES OF THE PREVIOUS MEETING.

#### MINUTES OF CITY COUNCIL MEETING HELD ON December 7, 2015

Councilor Witham, seconded by Councilor Pepin, made a motion to accept the minutes. The motion passed unanimously.

### COMMENTS BY VISITORS

Deborah Evans, Executive Director of Somersworth Housing, welcomed the new Council persons and said she looks forward to working with the entire council. She invited all the council to a Section 8 Voucher Informational Workshop that is scheduled for January 25<sup>th</sup> at 6:00pm. It is designed to educate and give some information on the Section 8 Voucher Program. It will give a little history, how it operates, how they select applicants, right through to leasing applicants, and the part that the landlord plays. Come in the side entrance of the Flanagan Center. Look forward to working with the new council.

### MAYOR'S REPORT

#### Mayors Report for City Council Meeting January 11<sup>th</sup>, 2016

- Tonight marks the beginning of the new sitting Council session. Over the course of the next two years, as a team we will continue our journey to keep Somersworth "On the Move". Each one of us was elected because of the confidence and hope we demonstrated in continuing to honor and celebrate Somersworth "Proud Past" and "Bright Future". While we are all individuals with varying opinions and ideologies, collectively we are a team who are bound by the common beliefs that Somersworth will continue to rise towards reaching its Vision 2020 goals.

Over the course of the next two years, we will celebrate our success and as a team, find common ways of confronting our challenges. There will be times when the course of debate leads to disagreement; however, we must continue to model how, as Hilltoppers, we practice civility and respect.

As Mayor, I will continue to lead openly, respectfully and with forward vision. I will not shy away from motivating or defending our great community when necessary. I will execute my oath with honor of dedication to this body, its members, our community and citizens. I know in my heart as a Team will obtain success over the course of the next two years, keeping Somersworth "On The Move".

- The start of the new council session also marks the beginning of the Mayor's Community Forums. The purpose of the forums is to foster dialog and ideas, in a non-formal setting to continue to

move our community forward. Each forum will be hosted at city hall and will afford each citizen the opportunity to discuss issues and concerns with the Mayor, City Council and School Board members.

- I will begin the first forum with the Ward 1 Councilor and School Board member and proceed in order until all Wards and At-Larger members have been hosted. Upon the conclusion of hosting each member a new schedule will be created and we will proceed in order again. All members of the community are welcome to attend any forums. The 2016 dates are as follows; please note that dates sometimes will be re-scheduled due to unforeseen conflicts. All forums will take place on Saturdays from 9:00 – 10:30 at City Hall or other announced locations.

**Jan 30<sup>th</sup>: Mayor, Ward 1 City Councilor and School Board Member**

**February 13<sup>th</sup>: Mayor, Ward 2 City Councilor and School Board Member**

**March 12<sup>th</sup>: Mayor, Ward 3 City Councilor and School Board Member**

**April 9<sup>th</sup>: Mayor, Ward 4 City Councilor and School Board Member**

**May 14<sup>th</sup>: Mayor, Ward 5 City Councilor and School Board Member**

**June 11<sup>th</sup>: Mayor, At - Large City Councilors Sprague and Cameron, School Board Members Joanne Pepin and Don Austin**

**September 10<sup>th</sup>: Mayor, At - Large City Councilors Witham and Paradis, School Board Members Kelly Brennan and Matt Hanlon**

- On Monday we will again take time to pause, remember and reflect upon how much we have grown as a nation since our founding in 1776. Monday the 18<sup>th</sup> will mark the observance of the 87<sup>th</sup> birthday of the late civil rights leader, Dr. Martin Luther King, Jr. Since its establishment as a holiday our nation has giving honor to not only to legacy of Dr. King, but all citizens who have had the courage to ensure that the values which we were founded upon would continue to apply, equal to all. The goal of ensuring and prescribing to the ideology of “inalienable rights” is an epic historic concept. In July of 1776 when our founders inscribed the foundation of universal freedoms and liberties, it shifted the paradigm of humanity. For the first time since creation, man would be equal among each other, and no person nor government could deprive an individual of what God had bestowed.

We know however that even at the time of its adoption, that the liberties and freedoms in which our founders had crafted as sacred, were not universal nor equally applied. Yet, throughout the pains of our history and development we have publicly grown as a nation, and continue to move towards the day when we will reach our goal of living by the words we preach, written in the Declaration of Independence and U.S. Constitution.

As a nation, we have owned the horrors of slavery, the displacement of the Native Americans, women and minorities being deprive of their rights as citizens and the pursuit of happiness being limited and constitutional denied. Yet, through our evolution as a people and a nation, we have come closer to living by the words we crafted 240 years ago. Tonight in this chamber, we equally serve among women, Irish, French, Italians, Atheist, Catholics, straights and gays. All with the common mission and vision to fulfill the American creed.

On Monday let us all take time to remember as a nation how far we have journeyed. Let us also re-commit ourselves to ensuring the vision of our founders and Dr. King will come to fruition.

Before the Council tonight is Resolution No. 19-16 Declaring January Diversity Month in the City of Somersworth. I respectfully request Council to suspend rules this evening and pass this resolution unanimously.

- In honor of MLK day and Diversity and Tolerance month in Somersworth, beginning tomorrow through the end of January, a painting of MLK will be on display in city hall.

- To continue our journey “On the Move” we must again re-exam how, as a community, we can ensure that 21<sup>st</sup> century government practices are being achieved and implemented. In 2015 both city and school departments and leader began the process of studying the implementation of **Co-Operative Services**. These services would eliminate duplication of personnel between the city and school and result in our limited financial resources being applied directly to needed improvements or materials.

To move forward with the momentum of the past efforts, I am calling upon the Chair of the Finance committee David Witham, City Manager Bob Belmore and Superintendent of Schools Jeni Mosca, to re-launch the process of what **Co-Operative Services** can feasibly be created between city and school. As we continue “On the Move”, we must, as a team, create ways to ensure our limited resources be applied to enable Somersworth and all of its citizens to have a “Bright Future”.

- The Mayor’s office will be holding regular office hours during the following days and times for the Winter and Spring. Please note that due to meetings or events, there might be times when regular scheduled hours are canceled. Office hours will take place on the following days;

**Monday: 5:00 – 6:00pm**  
**Wednesday: 5:00 – 6:00pm**  
**Friday: 4:00 – 5:00pm**

#### **Appointments**

- Under nominations and appointments. I will be seeking council approval this evening to suspend **Council Rule 17: Appointments** and act on all council appointments to boards and commissions, as well as the position of Acting Mayor.

The following are the appointments for the 2016 and 2017 City Council session:

#### **Martin Pepin Ward 1**

*Public Safety (Chair)*

*Recreation (Chair)*

*Finance*

E-911 St. Name/Address Committee

School Board Rep.

Building Trade & Trust

Coast Rep

Sewer appeals committee

#### **Jen Soldati Ward 2**

*Deputy Mayor*

**Government Operations (Chair)**

**Finance Committee**

**Public Safety**

**Public Works & Environment**

Sustainability Committee

#### **Marty Dumont Ward 3**

*Government Operations (Vice Chair)*

*Economic Development (Vice Chair)*

*Recreation (Vice - Chair)*

Christmas Parade Committee

HDC

Joint Building Committee  
Hilltop Commission (**Chair**)  
Cultural Commission (**Chair**)

**Jonathon McCallion Ward 4**  
*Economic Development (Chair)*  
*Recreation*  
Vision 2020

**Denis Messier Ward 5**  
*Public Safety (Vice Chair)*  
*Public Works & Environment*  
Lamprey Reg. Board of Directors  
Sewer appeals committee

**David Witham At - Large**  
*Finance (Chair)*  
*Economic Development*  
*Public Works & Environment (Vice – Chair)*  
Planning Board  
Traffic Safety Committee  
Tri – City Coalition  
Mayors Drug Task Force

**Dale Sprague At - Large**  
*Public Works & Environment (Chair)*  
*Finance (Vice – Chair)*  
*Economic Development*  
Tri-City Coalition  
Rail Commission (**Chair**)

**Jessica Paradis At – Large**  
*Government Operations*  
*Public Safety*  
Hilltop Commission  
Cultural Commission  
Mayors Commission on Youth and Family  
Vision 2020 **Chair**

**Nancy Cameron At- Large Member**  
*Government Operations*  
*Recreation*  
Vision 2020  
Cultural Commission  
Mayors Commission on Youth and Family  
Planning Board Alt

- Also under nominations and appointments, in accordance with Council rule 15, I am naming the following members to Christmas parade committee and Mayors Drug Task Force. Under Council Rule 15 those appointments do not require confirmation by Council. Also, in Accordance with Council Rule 15A, these appointments will sunset in January 2018;

**Christmas parade Committee:**  
Beth Poulin **Chair**  
Russ Timmons  
Martin P. Dumont Sr.



Chris Smith  
Katelyn Rideout  
Fred Zinkevich  
Liza Coco

**Mayors Drug Task Force**

Steve MacKenzie **Chair**  
Kenny Vincent  
Mark Rideout  
Amy Michaels  
Dave Kretschmar  
Debra Henderickson  
David Witham  
Mark Sipple  
Sarah Flynn  
Keith Hoyle  
Maureen Jackman  
Paul Robidas

**Nominations, Appointments and Elections:**

- Under nominations and appointments. I will be seeking council approval this evening to suspend **Council Rule 17: Appointments** and act on all council appointments to boards and commissions this evening As well as the position of Acting Mayor.

**This respectfully concludes my January 11, 2016 Mayors Report**

**REPORTS OF STANDING COMMITTEES**

**ECONOMIC DEVELOPMENT** – Councilor McCallion said they met on December 21<sup>st</sup>, 2015 at 3:30pm. They went over the RFP. Two proposals came back for the old police department. After looking at both proposals, they thought it was best, in order to make sure that the items that are put forth in these proposals were completed, that City staff draw up a lease agreement. Both parties agreed to go this route. To protect the City's interest, they'd like a lease agreement, to go with first.

**REPORTS OF SPECIAL COMMITTEES, CITY OFFICERS AND CITY MANAGER**

**JOINT BUILDING COMMITTEE** – Councilor Messier said they met the afternoon of January 11, 2016. They reviewed some minor modifications with the architect. The construction management company gave a timeline and some portions will be starting in February, with the bulk starting in May and should be complete in August.

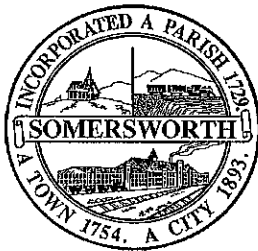
**SUSTAINABILITY COMMITTEE** – Councilor Soldati said the committee met on December 17, 2015 under the new chair, Scott Orzechowski, also in attendance at that meeting was the new Public Works Director, Mike Bobinski, who is a member of the committee. The committee is working on procedures and goals for the coming year. Will

see a resolution soon that loosens the requirements about who can be a member of that committee.

E911 COMMITTEE - Councilor Pepin said they discussed the Sunningdale Estates with roads to be named Sunningdale Way and Firefly way off of Stackpole Rd.

VISION 2020 – Councilor Paradis reported that Vision 2020 has not met, but a schedule will be given soon.

#### CITY MANAGER’S REPORT



### **CITY OF SOMERSWORTH** *Office of the City Manager*

**TO:** Mayor Dana Hilliard and City Council Members

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

**DATE:** Friday, January 8, 2016

**SUBJECT:** City Manager’s Report for Monday, January 11, 2016  
City Council Agenda

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5:30 p.m.  
*City Council – School Board Workshop*  
*Career Technical Center*

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#### ***Unfinished Business (under Section 13 of Agenda)***

##### **Resolutions**

- A. **Resolution No. 18-16 Authorizing the City Manager to Enter into a Twenty (20) Year Lease Agreement with the Sober Sisters Recovery to Lease the Building and Approximately 1.41 Acres of Surrounding Property (Formerly the Site of the Malley Farm Boy’s Home) Located at 45 Malley Farm Road.** Attached is a copy of a “Draft” Lease Agreement. City Staff reviewed the basic components of this “Draft” with the Economic Development Committee at their December 21<sup>st</sup> meeting. Based on their discussion and input from City Attorney this Lease was further fine-tuned for your consideration. City Attorney Walter Mitchell has recommended an Amendment to the Resolution based on the notion of any approved Lease moving forward in 5-year increments. A copy of the proposed Amendment is attached.

There are several key points in the Lease to include:

- A 20-year Lease in 5-year renewable increments.
- A \$1,000 security deposit.
- A requirement to maintain the property in good repair.
- An annual meeting with City Staff and an annual written report to the City Council.
- The City also maintains the ability to terminate the Lease at any time with a 90-day notice.

***New Business (under Section 14 of Agenda)***

**Ordinances**

- A. Ordinance No. 11-16 Amending Chapter 13 Police Offenses.** This is a housekeeping item brought forward by Captain Timmons. As you can imagine or have witnessed, any vehicle turning left from these businesses may create a dangerous situation.

*Councilor Witham suggested a public hearing. Without objection, the Mayor said there will be no public hearing. There was no objection, and therefore, no public hearing will be scheduled.*

**Resolutions**

- A. Resolution No. 19-16 Proclamation Declaring January Diversity Month in the City of Somersworth.**

**Other**

- A. Set Hours for February 9, 2016 Presidential Primary Election.**

***City Manager's Items (under section 10 of Agenda)***

**A. Information Items:**

- 1. Surplus Vehicles.** Attached is a copy of five (5) vehicles that have been sitting in our bone-yard at our Highway facility. These vehicles have been deemed surplus and of no further use to City Departments. Per the City Administration Code (Ordinance 29.8.5), I will be authorizing their disposal by sealed bid, or other method/s if need be, as their individual value is estimated to be less than \$1,000.
- 2. Upcoming City Council Workshops.**
  - Tuesday, January 19 at 5:30 p.m. – TIF (Tax Increment Financing District).  
Regular Council meeting follows at 7:00 p.m.

**B. Attachments:**

**1. City Attorney Certifications One (1)**

**NOMINATIONS, APPOINTMENTS AND ELECTIONS**

**Mayoral Appointments**

Christmas Parade Committee, Terms to expire January 2018

Beth Poulin, Chair  
Russ Timmons  
Martin P. Dumont Sr.  
Chris Smith  
Katelyn Rideout  
Fred Zinkevich  
Liza Coco

Mayor's Drug Task Force, Terms to expire January 2018

Steve MacKenzie, Chair  
Kenny Vincent  
Mark Rideout  
Amy Michaels  
Dave Kretschmar  
Debra Henderickson  
David Witham  
Mark Sipple  
Sarah Flynn  
Keith Hoyle  
Maureen Jackman  
Paul Robidas

Mayoral Nominations – Requires Council confirmation vote.

Acting Mayor, Term to expire January 2018 - Jennifer Soldati

Planning Board Council Representative, Term to expire January 2018  
David Witham

Planning Board Council Alternate Rep, Term to expire January 2018 -  
Nancie Cameron

Historic District Commission Council Rep, Term to expire Jan. 2018 -  
Martin P. Dumont, Sr.

Career Technical Center (CTC) Joint Building Committee - City Council  
Reps - Martin P. Dumont Sr. and Denis Messier

*Councilor Witham made a motion to suspend council rules to act on the mayoral appointments this evening. Seconded by Councilor Paradis, with all in favor.*

*Councilor Pepin made a motion, Seconded by Councilor Cameron, to approve the full slate. The nominees were confirmed with all in favor.*

UNFINISHED BUSINESS.

RESOLUTIONS

RESOLUTION NO. 18-16 AUTHORIZING THE CITY MANAGER TO ENTER INTO A TWENTY (20) YEAR LEASE AGREEMENT WITH THE SOBER SISTERS RECOVERY TO LEASE THE BUILDING AND APPROXIMATELY 1.41 ACRES OF SURROUNDING PROPERTY (FORMERLY THE SITE OF THE MALLEY FARM BOY'S HOME) LOCATED AT 45 MALLEY FARM ROAD.

*Councilor McCallion moves to make the amendment as proposed, seconded by Councilor Dumont.*

Councilor Witham said in the Manager's report it states that the lease would be reviewed every 5 years. Should that be included in the resolution?

City Manager Belmore said that in the body of the draft agreement it says that the lease will automatically renew for up to 3 additional 5 year terms unless terminated by either party. What would be required is an annual meeting with City Staff, and an annual report is required to be presented to the City Council before the end of each 5 year term.

Councilor Soldati said she would like the annual meeting to be with the Council, not just the City Staff. And she wanted to know if the 5 year increments mirror the Malley Farm lease agreement.

City Manager Belmore said the Economic Development Committee didn't want to jump into a 20 year lease, and decided on the 5 year increments. We built on the lease of Malley Farm; they did their best to maintain the property, but there were deficiencies. The City wanted more controls and stronger communication with who was leasing the property.

Councilor Witham asked the City Manager if this would give us the opportunity to retool the lease agreement every 5 years.

City Manager Belmore said there is language in there that either party could look for an amendment at any time. This doesn't prohibit either from changing something. It keeps it on our radar so we can be sure that things are going well; that they maintain their fulfillment to maintain the property and continue with their non-profit status.

Councilor McCallion, said they wrangled about just making it 5 years and sometimes when you do that you hurt funding sources, that is why we are making the change and saying a lease up to 20 years.

Councilor Soldati said she is not sure procedurally, but would like to know how Sober Sisters feels about this. She would like to waive the rules so they can come and tell us their view on this. City Manager replied and said he wanted to make sure the Council was aware of the changes before it was proposed to the Sober Sisters. Based on the input from the full Council, he would then propose it to Sober Sisters. They have not seen the amendment because he does not know what the Council wants. He wanted to be sure that Council was comfortable with the amendment before sending it to Sober Sisters.

Councilor Soldati said it certainly makes sense to keep a close watch on the property and make sure things are in good repair. She is a little concerned about whether the Sober Sisters will be able to receive grants based on a lease renewable in 5 year increments. That is why she would like to hear from a representative of Sober Sisters.

***Councilor Soldati made a motion to suspend Council rules to hear from representatives of Sober Sisters, seconded by Councilor Sprague. Passed with a voice vote of 8-1.***

Mary Beth Scofield, from Sober Sisters, said she hasn't seen the agreement so she doesn't know all of the details. She has been writing grants and thinks that 5 year terms would be a problem.

Councilor Cameron asked how many years would be needed to get their grants. They would not be able to get a \$30,000 grant for 5 years.

Ms. Scofield said the start up cost is the biggest financial liability. She doesn't think they will be able to get the financing they need based on 5 year terms.

Councilor Cameron said she would rather be for 20 years.

Ms. Scofield said, if for any reason, they wanted out or the city wanted them out, that wouldn't be a problem.

Councilor Sprague said, if somebody is giving financing, they shouldn't have a problem with 5 years and 3 automatic 5 year extensions, which would be 20 years, anyway. Either party can break the lease at any time. This is where this came from. He had an issue with the lease with Malley Farm, with the automatic renewals. That is a property of the City of Somersworth and we didn't know where they would be in 10 years. It just seemed too far out there. If he were to look at it, the financing institution would see it as a 20 year lease. Who says they will still be in business in 20 years, or 5 years or 6 years...

Ms. Scofield asked if there is language in the lease to protect them in the future, as new council members come in, is there anything that protects them from future council members who may want to do something different with the property.

Councilor McCallion said based on conversations we had a lawyer chime in, but the wording says up to 20 years, so any financing company will see "up to 20 years".

City Manager Belmore said in regards to a new council, the city has always maintained a lease to evict with 90 days notice. The city can take the property for the greater good of the City. The council needed to authorize him as to how to work within their parameters.

Councilor Soldati stated that she thinks we are being nit picky, but she does agree that we need language which monitors the property and condition of the property and the building. She thinks she will vote against the amendment, but for the resolution. It is a wonderful use of the property. She thinks the setting is marvelous for the recovery of addicts and alcoholics. She is conflicted.

Councilor Witham said the wording and terminology befuddles him. A 20 year lease that automatically renews every 5 years. It is muddy.

Councilor McCallion asked if they want to clear it up in a legal battle? Year 6, we need to take the property. They could sue us for four years. Whereas, if it were a 20 year lease, they could sue for 14 years.

Councilor Dumont said he thinks this is a wonderful organization. He is impressed with their mission. As a council, they need to give approval or disapproval or make recommend changes to the City Manager, before their final document goes to Sober Sisters, for their ability to evaluate. It is a negotiation. As far as the five year renewable, he believes it is a very common practice. It gives both parties the opportunity to interact. He said he agrees that the communication should be with staff, because staff will have more information about abutters and other things concerning the property. Even if we make changes now, there may be more negotiation. They need to be satisfied with the lease. They need to deal with their donors and grantors. The way this lease is presented, they may not get financing. If the problem with helping people goes away and there are no more people to help... then they can close down.

Councilor Messier said he will not be supporting the amendment. He is upset that there was a meeting about these amendments, and we didn't forward the amendment to the Sober Sisters. They should have been notified. He doesn't know why it is so difficult to get a sober facility in Somersworth. The city wanted to keep the property, now we are making it difficult for a facility to use the building. The original lease had us covered.

Councilor Pepin said he will support the amendment, we have an organization that is willing to try, he doesn't think the amendment will stop any grants. He doesn't see anything that will hang them up. Without us moving forward with this, it leaves them up in the air. They can come back to us and adjust.

***The amendment was adopted by roll call vote, 6-3, with Councilors Soldati, Messier and Witham opposed.***

***Councilor Pepin, seconded by Councilor McCallion, moved to adopt the resolution.***

Councilor Witham said he thinks it is good use of the property, despite his desire to sell the property. He will support the resolution.

*The Resolution was adopted by roll call vote, 9-0.*

Councilor Sprague said they just voted on the Resolution. He is questioning the lease. Did they just vote on the lease agreement too.

City Manager Belmore said that he has provided a draft and like in the past, the intent was that the parameters are outlined in the lease. He has authorization to make minor administrative tweeking without coming back, but anything major would be brought back in front of the full Council. Based on the resolution that was just approved by council the city manager is authorized to enter into a lease agreement with Sober Sisters.

#### NEW BUSINESS.

#### ORDINANCES

##### Ordinances:

#### ORDINANCE NO. 11 - 16 AMENDING CHAPTER 13 POLICE OFFENSES

January 11, 2016  
Somersworth NH

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

Amend Chapter 13.24, Police Offenses, Motor Vehicle Operation, Section G, Left Turns, by adding the following:

When signs are erected giving notice thereof, it shall be unlawful for the operator of any motor vehicle to make a left turn from The Somersworth Rail Station, 400 High Street onto High Street.

This Ordinance shall be effective upon its passage.

Introduced by:  
Mayor Dana S. Hilliard

Approved:  
City Attorney

History: This is the property located at the intersection of High Street and Stackpole Road. There is a small island on the High Street side of the property. The developer had placed a sign on that island prohibiting



the left turn. This may have been part of the original planning site agreement. The placement of that sign is flawed as it continues to be destroyed. We now have it placed off the island. There was never an ordinance submitted to prohibit the left turn. The volume of traffic and the road design make it dangerous to allow a left turn at the merger.

***Councilor Witham, seconded by Councilor Pepin, made a motion to suspend council rules to allow for a second reading of Ordinance 11-16 so that this ordinance can be acted on this evening. All in favor.***

***Councilor Witham, seconded by Councilor McCallion, moved for the adoption of Ordinance 11-16.***

Councilor Witham said 400 High Street is the Rail Station-looking building on the corner of High Street and Stackpole Road. Exiting out onto high Street, there is a traffic island in the middle of High Street. When approved by the planning board, it was approved as a right turn only out of that exit, which is why the traffic island is there. Originally, when the Rail Station was built, there was a sign there indicating no left turn onto High Street. That has fallen into disrepair as has much of the property. This is basically requiring them to re-erect the sign that was originally there.

Councilor McCallion said that under the planning and approval process it was named Somersworth Rail Station, but it is known as Dunkin Donuts.

***Ordinance 11-16 was adopted by roll call vote, 9-0.***

Resolutions:

RESOLUTION NO. 19-16 PROCLAMATION DECLARING JANUARY DIVERSITY MONTH IN THE CITY OF SOMERSWORTH.

Somersworth, NH  
January 11, 2016

WHEREAS, January 15, 2016 will mark the 87<sup>th</sup> birthday of the Rev. Martin Luther King, Jr.; and

WHEREAS, the “dream” of equal treatment, dignity and respect of all people is a “dream” worth striving for; and

WHEREAS, our nation has worked towards the goal of fulfillment of this commitment for over 240 years; and

WHEREAS, the City of Somersworth has modeled itself as a community which embraces and promotes tolerance and diversity; and

WHEREAS, the City of Somersworth is committed to the values of equality and liberty stated in the Declaration of Independence, United States Constitution, New Hampshire State Constitution and City charter; and

WHEREAS, the Rev. Martin Luther King, Jr. reminded us that freedom, liberty and equality must be protected for all citizens and that “from the prodigious hilltops of New Hampshire, let freedom ring.”

NOW, THEREFORE, BE IT RESOLVED THAT the City of Somersworth encourages all residents, including community groups, schools and institutions to continue to work toward fulfilling Dr. King's dream of the elimination of all barriers to the fulfillment of equal opportunities and human rights; and

The City of Somersworth calls upon all citizens to reflect during this month on the message of Rev. Martin Luther King, Jr. and commit themselves throughout the year to join the fight for the elimination of all forms of discrimination and disadvantage and to ensure that everyone has the right to live in conditions of dignity, respect and peace; and

The Somersworth Mayor and City Council hereby declare that January, 2016 be Diversity and Tolerance Month in the City of Somersworth and that the City of Somersworth along with all of its citizens hereby recommits itself to the fulfillment of Rev. Martin Luther King, Jr.'s "Dream."

Introduced by  
Mayor Dana S. Hilliard

Councilors:  
David Witham  
Jennifer Soldati  
Jessica Paradis  
Denis Messier  
Marty P. Dumont, Sr.  
Jonathan McCallion  
Martin Pepin  
Nancie Cameron

Approved:

City Attorney

***Councilor Witham, seconded by Councilor Sprague, made a motion to suspend council rules to allow for a second reading of Resolution 19-16 so that this resolution can be acted on this evening. All in favor.***

***Councilor Pepin, seconded by Councilor Cameron, made a motion to adopt Resolution 19-16. The resolution was adopted by roll call vote, 9-0.***

**OTHER:**

Set hours for February 9, 2016 Presidential Primary Election  
8am to 7pm.

City Clerk Trish Harris recommended the hours of 8am to 7pm.

Councilor Sprague stated 7am.

Councilor Cameron also stated 7am.

Councilor Soldati said she agrees with the 7am. It is easier for people to remember and in previously people have been confused. And the newspaper will get it right this time.

Councilor Witham said he is concerned about the people who work the polls. Those are long hours.

Councilor Messier said he will support it, but you might think you are getting a whole lot of people from 7 to 8am, but you really don't. Plus this is a primary, there will be limited amount of people. We are starting to have problems retaining workers at the polls. Councilor Cameron said the presidential ones are a lot busier. She thinks the 7am is a good time.

Councilor Soldati said she has also been a poll worker. The difficulty in recruiting people didn't have to do with the time, but people didn't want to sit all day long for very little remuneration. When we changed it to 8am to 7pm, it confused people.

Mayor stated that there are several election official positions open. Contact him or the City Clerk if you would like to be part of ground level democracy.

Councilor Dumont said he also has experience of working at the polls, and there are 2 sides to it. He supports 8am to 7pm. The workers start at 6:30am and don't get done until 8pm or later. The poll workers who have been dedicating their time for a number of years, its not the money that chases them away, it is the long hours and being restricted in their mobility. A number of them are at an age where they can't do it anymore. Some of them are in their 80s. Many have health issues. The last election he was involved in, he processed absentee ballots from 1pm to 5:30pm. He supports the 8am to 7pm, simply because it is a long day for the poll workers.

Councilor Witham said he is inclined to stay with the 8am to 7pm. It is something that should be examined by the Government Operations Committee.

Sprague, the reason for him wanting to change it to 7am to 7pm is that February 9<sup>th</sup>, if it is going to be snowy... it is hard to work out of state 9-5, and get back here after work to vote. He is looking out for the community. He is looking out for those who work out of town. 7am is a lot easier for some of the hard working Somersworth Hilltoppers.

Councilor Soldati is persuaded by the argument that it is a primary and a low turnout, and because of that she thinks she will support the 8pm to 7pm, but it is an exaggeration to say that the 80 year olds are working the polls. She will support the 8-7 for the primary, but when we get to the presidential and general elections, she believes she will support the 7-7.

Councilor Paradis said she support the 7-7 time because it is the Primary, we need to provide as many people with the opportunity to vote. It provides opportunity for those who work time before work to vote. It also gives more time if there is inclement weather. And high school kids can vote before school too.

***By voice vote, the polling hours are adopted as 7am to 7pm, by a vote of 6-3.***

#### CLOSING COMMENTS BY COUNCIL MEMBERS.

Councilor Pepin thanked the school board members and councilor who showed up today at the joint meeting to start on the City Budget.

Councilor Soldati said to the new councilors, hope you had fun. This is just the beginning.

Councilor Dumont welcomed the new members to the council. It's an exciting time for this council and for this city. There are a lot of good things on the horizon. This is one of the finest councils he has ever had the option to be with.

Councilor Messier welcomed the two newest members and apologized to the Sober Sisters that they were not given a draft of the lease. That's what upsets him the most is that nobody likes to be surprised.

Councilor Sprague welcomed the two new councilors, great additions to the council, one of the finest boards he has ever had the opportunity to sit on.

His first comment is staff related, somehow please get the High Street lights coordinated. He has had several people talk to him about the lights, especially during the silly season we just went through. Hopefully the new Public Works Director can get that done.

Secondly, when the developer of Sunningdale went in to do the project, they were supposed to be upgrades to the Millennium Ball Field. COs were not supposed to be given until the ball field was done. He wants to make sure that is taken care of. They have been given COs already. It will be way too late into the springtime to rip into the ball field and have the teams be able to use the fields.

And finally... Go Patriots, he hopes Denver gets smoked.

Councilor Cameron said she is very honored to be sitting here and she looks forward to working with a very inspirational group of people that she has known for many years.

Councilor Paradis said she is honored to be here, thanks to the voters that came out on election day, and she looks forward for working with this council.

#### ADJOURNMENT.

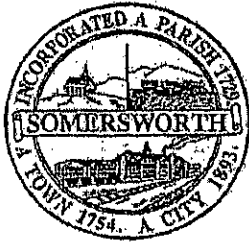
Councilor Dumont, seconded by Councilor Messier, made a motion to adjourn. The meeting adjourned at 8:23 pm.

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Trish Harris, City Clerk

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Dana Hilliard, Mayor



City of Somersworth  
Boards, Commissions & Committee Application

Instructions: Please complete all information.

Name: (Bill) William GRIFFITH IF APPROVED - I would like a  
Telephone: 603-4981022 Email: DRBILLG@GMAIL.COM 2174  
Residence Address: 52 GROVE ST., SOMERSWORTH NH 03878 EMAIL  
Mailing Address (if different): \_\_\_\_\_ ADDRESS  
Resident of Somersworth for 26 Years Ward 1  
Registered Voter: Yes X No \_\_\_\_\_  
Education Level: DOCTORAL LEVEL - SEE ATTACHED RESUME

Please list any organizations, groups, or other committees you are involved in:  
BOARD CHAIR - SOMERSWORTH EARLY LEARNING CENTER (SELC)

I am interested in serving on the following Board, Commission or Committee (s):

ZONING BOARD OF ADJUSTMENT - ALTERNATE

My Background or Interests are: TECHNOLOGY & CULTURE, POLITICS

MUSIC - ALL RESUME FOR BACKGROUND

↓  
ITEMS IN ITALICS MAY BE  
RELEVANT TO COMMITTEE WORK

over



I have served on the following Committee (s) in the past: NONE in Somersworth  
NUMEROUS UNIVERSITY COMMITTEES

Would you be able to commit to attending all meetings? Yes X No \_\_\_\_\_

By submitting this Application you understand that:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application will be forwarded to the City Council for consideration.
4. Application will be kept on file for one (1) year from date of receipt.

Signature: [Signature] Date: 12/10/2015

Please submit application to:  
City Clerk's Office  
City Hall, One Government Way  
Somersworth, NH 03878

**William (Bill) Griffith, Ph.D.**  
**52 Grove Street**  
**Somersworth NH 03878**  
**603-498-1022**  
**drbillg@gmail.com**

**Professional Experience in Psychology**

- 1998 -- Present      **Licensed Psychologist and *Coach* in Independent Practice**  
**Portsmouth, New Hampshire**  
Specializing in time-effective therapies for children, adults, couples, and families; life span development and work related issues; personal and executive coaching, and *organizational development*.
- 1995 -- 1999      **Licensed Psychologist in Group Private Practice**  
**Rochester, New Hampshire**
- 1994 -- 1995      **Postdoctoral Fellow, Harvard Community Health Plan**
- 1993 -- 1994      **Clinical Fellow in Psychology -- Harvard Medical School**  
**Intern in Child and Adolescent Psychology -- McLean Hospital**  
  
**At: The Associates in Child, Adult, and Family Services**  
**A Division of Rutland Mental Health    Rutland, Vermont**
- 1991 -- 1993      **Outpatient Psychotherapist**  
Part Time during school year - Full Time during Summer
- 1/90 -- 8/90      **Child/Family Crisis/Brief Therapy Clinician**
- 1989 -- 1991      **Clinical Director, Summer Therapeutic Program**
- 1988 -- 1989      **Psychotherapist**
- 1988 -- 1989      **Mental Health Consultant, Head Start**
- 1987 -- 1988      **Intern in Child, Adult, and Family Psychotherapy**  
**Counseling Service of Addison County, Middlebury, Vermont**
- 1986 -- 1987      **Intern in Child and Adolescent Psychotherapy**  
**Somerville Mental Health, Somerville, Massachusetts**

**Licenses and Certifications**

**Licensed Psychologist in New Hampshire**  
**Licensed Psychologist/Provider in Massachusetts**  
**National Register of Health Service Providers in Psychology**

Teaching Experience

- 2014 -- Present      **Visiting Lecturer in Computer Science,  
College of Arts and Sciences, Boston College  
Course entitled "Technology and Culture"**
- 2013 -- 2014      **Adjunct Lecturer – *Engineering and Ethics*  
Philosophy Department  
University of Massachusetts Lowell**
- 2011 -- 2013      **Lecturer (Full Time)– *Information Systems*  
Carroll School of Management  
Boston College**  
  
*Systems Analysis and Design, Programming for Management, Computers in Management, Technology and Culture*
- 2006 -- 2011      **Professor of Management – Now Professor Emeritus  
MBA Program in *Organizational and Environmental Sustainability*  
Antioch University New England**  
  
*Developing Human Resources, Integrative Strategic Management, Supply Chain and Green IT Operations, Topics in Finance, Managing Knowledge and IT Resources, Exploring Globalization, Ethics and Social Responsibility, Management Practicum, Managerial Communications, Systems Theories and the External Environment*
- 1987 -- 2006      **Professor of Interdisciplinary Studies  
Antioch University New England**  
  
**Organization and Management Department:** *Course repertoire included: Managing Knowledge and IT Resources; Ethics and Social Responsibility; Technology and Knowledge Management; Managerial Communications; Information Technology: Concepts and Applications; Statistics for Managers; System Theories and the Organizational Environment; Management Professional Seminar, Perspectives on Management, Management Practicum.*  
**Psychology Department:** *Course repertoire included: Cognitive Behavioral Approaches to Counseling and Psychotherapy; Child and Family Therapy; Child Assessment and Treatment; Adolescent Assessment and Treatment; Human Development and Diversity; Group Approaches to Mental Health Counseling; Professional Seminar in Counseling Psychology; Psychopathology: An Ecological Approach.*  
**Environmental Studies department:** *Course repertoire included: Beginning a Consulting Practice; Strategies and Skills; Presentation Techniques; Foundations of Communication.*
- 2008 -- 2011      **Visiting Lecturer, *Information Systems*  
Carroll School of Management, Boston College  
Course entitled "Systems Analysis and Design"**
- 1997 -- 2011      **Visiting Lecturer in Philosophy, Sociology & Computer Science,  
College of Arts and Sciences, Boston College  
Course entitled "Technology and Culture"**
- 1990 -- 1993      **Lecturer and Fellow, Child and Adolescent Development  
University of Massachusetts, Amherst**



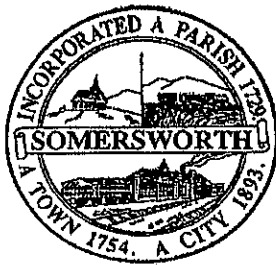
- 1979 – 1992      *Assistant Professor of Computer Science ('87 -'92 as Adjunct)*  
*Boston College*
- 1981 Summer      *Adjunct Assistant Professor of Computer Science*  
*Harvard University*
- 1977 – 1978      **Lecturer, Arts & Sciences Honors Program**  
**Indian Philosophy and Culture**  
**Boston College**
- 1969 – 1979      *Lecturer, Computer Science, Philosophy, and Management*  
*Boston College*
- 1964 – 1966      **Mathematics Instructor, Wentworth Institute of Technology**

### **Formal Education**

- 1994 – 1995      **Postdoctoral Fellow, Harvard Community Health Plan**
- 1994              **Ph.D. in Psychology, University of Massachusetts, Amherst**
- 1993 – 1994      **Fellow in Psychology, Harvard Medical School**  
**Intern in Child and Adolescent Psychology, McLean Hospital**
- 1988 – 1989      **Externship in Family Therapy**  
**Brattleboro Family Institute, Brattleboro, Vermont**
- 1988              **M.A. in Counseling Psychology**  
**Antioch University, New England Graduate School**
- 1978              **Ph.D. in Philosophy, Boston College**
- 1975              **M.A. in Philosophy, Boston College**
- 1964              **B.S. in Mathematics, St. Joseph's University**

### **Consulting and Coaching Experience**

- 1999 - Present      ***Independent Coach and Management Consultant***  
**Portsmouth, NH**  
*Specializing in mentoring and personal coaching, career development, knowledge management, communication skills, and performance enhancement*
- 1981 – 1989      ***Consultant to Digital Equipment Corporation***  
*Conducted public, employee, and customer seminars nationally in Systems Design, Data Base Management Systems, and Fourth Generation Languages.*
- 1980 – 1989      **President, W.T. Griffith Associates**  
*Specialized in non-profit organizations, delivering services in Management Information Systems and Enrollment Management.*



City of Somersworth  
Boards, Commissions & Committee Application

*Instructions: Please complete all information.*

Name: JAMESON SMALL

Telephone: 833-6371 Email: jamesoninnha@gmail.com

Residence Address: 36A MARKET ST

Mailing Address (if different): \_\_\_\_\_

Resident of Somersworth for 1 Years Ward 1

Registered Voter: Yes X No \_\_\_\_\_

Education Level:  
SOME COLLEGE - GREAT BAY COMMUNITY COLLEGE

Please list any organizations, groups, or other committees you are involved in:

I am interested in serving on the following Board, Commission or Committee (s):

PLANNING BOARD CONSERVATION COMMISSION  
SUSTAINABILITY RAIL ADVISORY

My Background or Interests are: passionate about downtown  
development, bringing new ideas, young blood.  
I want to help out.

over



I have served on the following Committee (s) in the past: founder & chair  
of Rollinsford Garden & Local Sustainability Club &  
Rollinsford Transfer Station Advisory Committee member

Would you be able to commit to attending all meetings? Yes X No     

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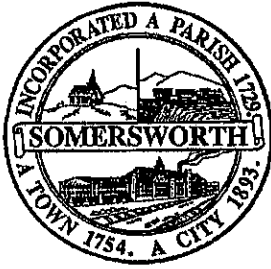
By submitting this Application you understand that:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application will be forwarded to the City Council for consideration.
4. Application will be kept on file for one (1) year from date of receipt.

Signature: 

Date: 11/28/15

**Please submit application to:**  
**City Clerk's Office**  
**City Hall, One Government Way**  
**Somersworth, NH 03878**



City of Somersworth  
Boards, Commissions & Committee Application

*Instructions: Please complete all information.*

Name: Megan DuBois

Telephone: 603-422-5631 Email: megan.dubois@libertymutual.com

Residence Address: 12 Pearl St Somersworth NH 03078

Mailing Address (if different): \_\_\_\_\_

Resident of Somersworth for 14 Years Ward 4

Registered Voter: Yes X No \_\_\_\_\_

Education Level: Bachelor's Degree

Please list any organizations, groups, or other committees you are involved in:

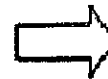
\_\_\_\_\_  
\_\_\_\_\_

I am interested in serving on the following Board, Commission or Committee (s):

School Board Vision 20/20 Public Safety  
Planning Board festivals/events

My Background or Interests are: My interests lie in getting  
involved in the community that's given  
me so much! I have 2 children, one of  
whom is in Maplewood.

over



I have served on the following Committee (s) in the past: \_\_\_\_\_

Would you be able to commit to attending all meetings? Yes X No \_\_\_\_\_

By submitting this Application you understand that:

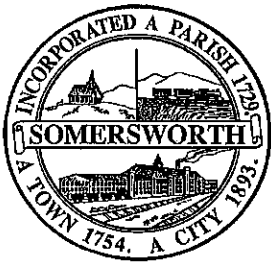
1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application will be forwarded to the City Council for consideration.
4. Application will be kept on file for one (1) year from date of receipt.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

11/10/2015

**Please submit application to:**  
**City Clerk's Office**  
**City Hall, One Government Way**  
**Somersworth, NH 03878**



**CITY OF SOMERSWORTH**  
*Office of the City Manager*

**TO:** Mayor Dana Hilliard and City Council Members

**FROM:** Robert M. Belmore, City Manager *RB*

**DATE:** Friday, January 15, 2016

**SUBJECT:** City Manager's Report for Tuesday, January 19, 2016  
City Council Agenda

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**5:30 p.m.**

***Re: Workshop on TIF (Tax Increment Finance District)***

*Attached is a PowerPoint presentation that Director Sharples will be giving. Also, attached is information from Chris Parker, Director of Planning & Strategic Initiatives, City of Dover, regarding their TIF.*

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**6:45 p.m.**

***City Council Group Photo***

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***City Manager's Items (under section 10 of Agenda)***

**A. Information Items:**

- 1. Water Bond Refunding (Refinancing) Update.** In my December 7<sup>th</sup> City Manager's Report to the Council I informed you that Staff was moving forward with the refinancing of City Wastewater and Water Bonds issued through the NH State Revolving Loan Fund.. In December, we projected a potential savings in excess of \$200,000 over the remainder of the term, or approximately \$20,000 per year. I am pleased to report the results of the Water Refunding on the SRF Bond. The interest rate was reduced from 3.488% to 1.90%, which will result in a savings of \$394,899 over the remaining term.
- 2. City Manager Appointments.**
  - *Sustainability Committee:* I have assigned Public Works Director, Mike Bobinsky to the Committee as my designee.
  - *Vision 2020:* Economic Development Manager, Christine Soutter will remain as my designee to this Committee.
  - *Skyhaven Airport Advisory Council:* Economic Development Manager, Christine Soutter was re-appointed to the Council last year.

### **3. Upcoming City Council Meetings & Workshops.**

#### ***Special Meetings***

##### Monday, March 7

5:30pm: State of the City Address

7:00pm: City Council Meeting

##### Monday, April 4

5:30pm: City Manager Presents his Proposed 2016/2017 Budget

6:00pm: Public Hearing on 2016/2017 Budget

7:00pm: City Council Meeting

#### ***Council Workshops***

##### Saturday, March 12

8:30am: Goal Setting Session

##### Saturday, April 2

8:30am: Budget Workshop

### **B. Attachments:**

#### **1. Department Head Monthly Reports**





3

## What is a TIF?

- The (F)inancing of public improvements with the (I)ncremental (T)axes created either by new construction, expansion, or renovation of property within a defined portion (district) of the community (OEP 2012).
- TIF's are authorized under State law (NHRSA 162-K:6)
- TIF's are utilized to spur economic development that increases the assessed value of properties within the district. All or a portion of the additional tax revenue collected from the increase in assessed value is utilized to fund identified public improvements.

4

## For Example...

- The TIF is adopted and a particular property within the district is assessed at \$200,000 on the date of adoption.
- The property is redeveloped and the assessed value increases from \$200,000 to \$400,000. Assuming a tax rate of \$32, the \$200,000 increase in value will result in \$6,400 ( $\$200,000 / 1,000 \times \$32 = \$6,400$ ) of additional tax revenue. All or a portion of the additional \$6,400 of tax revenue will be placed in a separate TIF account to fund identified public improvements.

5

## What a TIF is NOT

- A TIF District does NOT result in any property tax increase. A TIF District designates where new tax revenue created in the District shall be spent.
- A TIF District does not reduce any tax burden on any property owner/developer.
- Funds generated from a TIF District CANNOT be spent on improving private property. Only public improvements can be funded with revenue from a TIF.
- A TIF does NOT guarantee that assessed value in the District will increase.

6

## General Process to Establish a TIF in Somersworth

- Adopt NHRSA Chapter 162:K
- Identify public improvement project(s) that will be funded by the TIF (suggest a process that promotes community participation)
- Identify the TIF District boundaries based on the project(s) list (rational nexus test)
- Conduct feasibility study on the proposed TIF
- Prepare a draft TIF Resolution for City Council consideration

Note: The above list is a general overview of the process. There are numerous details (i.e. public notice, hearings, etc.) involved with each step in accordance with State law.

7

## Potential Projects

- Continue Downtown Infrastructure Improvements on Government Way, John Parsons Drive, Washington Street, and Main Street.
- Constitutional Way Reconstruction



8

## Questions/Discussion



CITY OF DOVER, NEW HAMPSHIRE  
TAX INCREMENT FINANCING

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# Feasibility Study

TAX INCREMENTAL FINANCING

# Feasibility Study

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**Prepared by:**  
Monadnock Economic Development Corporation  
Keene, NH, and  
Jeffrey H. Taylor & Associates  
Concord, NH

**January 31, 2014**

**Prepared for:**  
Planning and Community Development Department  
City of Dover, NH

# Table of Contents

<b>INTRODUCTION</b>		<b>Land Use Regulations</b>	<b>17</b>
<b>TIF Basics</b>	<b>4</b>	<b>Relocation of persons, businesses or</b>	
<b>What is a TIF District?</b>	<b>4</b>	<b>others:</b>	<b>17</b>
<b>What is a TIF District not?</b>	<b>4</b>	<b>Powers and authorities:</b>	<b>17</b>
<b>What does a TIF District do?</b>	<b>4</b>	<b>District changes and modifications:</b>	<b>18</b>
<b>How does a TIF District work?</b>	<b>5</b>	<b>FINANCING PLAN</b>	
<b>A TIF District can be a “win-win” for</b>		<b>Introduction</b>	<b>19</b>
<b>residents and businesses</b>	<b>5</b>	<b>Objective</b>	<b>19</b>
<b>EXAMPLES</b>		<b>Sale of City-Owned Real Estate within the</b>	
<b>Introduction</b>	<b>6</b>	<b>TIF District</b>	<b>20</b>
<b>Case Studies</b>	<b>7</b>	<b>Cost of Public Improvements</b>	<b>20</b>
<b>Keene, NH</b>	<b>7</b>	<b>Revenue Potential from Captured Assessed</b>	
<b>Concord, NH</b>	<b>7</b>	<b>Valuation in District</b>	<b>20</b>
<b>Newmarket, NH</b>	<b>8</b>	<b>Annual TIF District Revenues</b>	<b>20</b>
<b>Chicago, ILL</b>	<b>8</b>	<b>Annual Allocation of Captured Value</b>	<b>21</b>
<b>How to Avoid Problems in Dover</b>	<b>9</b>	<b>Impact of RSA 162-K TIF District on</b>	
<b>Summary</b>	<b>9</b>	<b>Related Taxing Jurisdictions</b>	<b>21</b>
<b>DOWNTOWN DOVER TIF</b>		<b>Operation and Maintenance</b>	<b>21</b>
<b>Objectives of TIF Development Program</b>	<b>10</b>	<b>Duration</b>	<b>22</b>
<b>Public Benefits of TIF District</b>	<b>11</b>	<b>ADMINISTRATION</b>	
<b>Description of the Tax Increment Financing</b>		<b>Administrator</b>	<b>23</b>
<b>District</b>	<b>12</b>	<b>Advisory Board</b>	<b>23</b>
<b>District Boundaries</b>	<b>12</b>	<b>Amendments</b>	<b>24</b>
<b>REQUIREMENTS &amp; PROCESS</b>		<b>Duration of Program</b>	<b>24</b>
<b>Process</b>	<b>15</b>	<b>Computation of tax increments:</b>	<b>24</b>
<b>DEVELOPMENT PLAN</b>		<b>Captured assessed value dedication:</b>	<b>24</b>
<b>Property Disposition &amp; Reuse of Private</b>		<b>APPENDIX A - PARCEL LIST</b>	
<b>Property</b>	<b>16</b>	<b>APPENDIX B - SAMPLE RESOLUTION</b>	
<b>Public Facilities to be constructed</b>	<b>16</b>	<b>APPENDIX C - PRO FORMA</b>	
<b>Private Utilities</b>	<b>17</b>	<b>APPENDIX D - RSA 162-K</b>	

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## Introduction

Dover has enjoyed a long and prosperous economic development history. This history began with the development of the river as a hub along Dover Point. Over time the economic base moved inland to what is now downtown Dover. Downtown Dover's economic base still revolves around the mills located within it. Where these mills were home to industry they now host retail, restaurants and residential units. They still generate economic development activities and still are the centerpiece of downtown Dover's vibrancy.

Economically, Dover acts as a hub for surrounding towns in Maine and New Hampshire. This is a homogeneous area, with many people working and shopping for goods and services in communities other than the one they live in. The region also attracts workers from other areas of New Hampshire, Maine and Massachusetts and serves as home for many people who commute out of the area on a daily basis.

Dover's Master Plan contains a vision that economic development efforts support continued growth of Dover's downtown. The Master Plan supports development of infill opportunities, as well as the creation of a Tax Increment Financing District to assist in the financing of public improvements to spur economic development.

On May 31<sup>st</sup>, 2013, the City of Dover was awarded a \$29,500 grant from New Hampshire Housing Finance Authority to review opportunities to designate a Tax Increment Financing (TIF) District. This grant has been used by the City to retain Monadnock Economic Development Corporation to review economic conditions and evaluate whether a TIF District is feasible for downtown Dover. Additionally, if the district is feasible, Monadnock was to develop the components required by New Hampshire RSA 162-K to implement the district.

These components include:

- A development plan
- A financing plan
- Administrative framework

This report includes proposed versions of those documents, as well as an overview of Tax Increment Financing and examples, good and bad, of other districts. Finally, this report includes a sample resolution, which can be used by the City to implement the district.

It is Monadnock's estimation that by retaining all of the incremental tax revenues from a TIF District in the downtown, the Dover City Council will be able to undertake projects



that will stimulate local economic development and pursue them at no additional tax burden for existing taxpayers. While it should be done with all due diligence and careful staff and City Council review, this is an action with long term benefits for the community.

## **TIF Basics**

In accordance with N.H. State law (RSA 162-K), municipalities have the ability to create Tax Increment Finance Districts, commonly known as "TIF" Districts. The establishment of a District allows a municipality to capture all (or some part of) new property taxes generated by new development and new value within the District in order to finance public infrastructure improvements within the District, as well as the operation, administration, and maintenance of the improvements. TIF Districts have been authorized in New Hampshire since 1979. As noted below, they have been used successfully to fund municipal services in a number of New Hampshire communities, including Concord, Keene, Peterborough, Claremont, Laconia, Durham, Rochester and Bedford. They are under consideration in other communities, including Exeter and Farmington.

### **What is a TIF District?**

A TIF District is a specially dedicated and described taxing district that can be used (for a specific period of time and for specifically identified public improvements) as an economic development financing tool when market conditions will not allow private investment alone to address physical impediments to desired commercial, residential, or industrial development. Dover could consider a TIF District as a tool to accomplish the Council goals of economic development and redefining the allocation of tax burden between residential and commercial uses.

### **What is a TIF District not?**

A TIF District is not a special assessment district. A TIF district does not increase any property's taxes. It is a method of allocating where and how *new* tax revenue may be used. It is *not* a mechanism that would increase a property's tax liability. Nor does it decrease any property's taxes. Every property within the district pays taxes based on its properly assessed value the same as any other property in the community. A TIF district does not reduce or eliminate the requirement for a developer to pay taxes nor does a TIF district allow for public funds to be diverted for improving private property. A TIF District is merely a mechanism whereby a town or city may allocate where and how any *new* tax revenue may be spent.

### **What does a TIF District do?**

A TIF District provides financing for public improvements (parking, sewer, water, roads, sidewalks, landscaping, etc.) that are deemed necessary to initiate viable economic development by capturing the new property tax revenue created by a proposed development and using that revenue to offset the cost of the public improvements needed to attract that project. The size and configuration of the district has some limits per statute, but it is basically determined by the type and nature of the economic development activity that the City wants to stimulate.



**How does a TIF District work?**

After defining the geographic boundaries of a TIF District, the previously existing assessed values are established as a base, and property tax revenues from that base within the TIF district continue to flow to the tax collector for fund municipal services as always. However, any future “incremental” increases in property tax revenues within the new district (through new construction, expansion, or renovations within the district) can be “captured” and all (or a *portion* of) this new revenue can be used to pay for the infrastructure improvements (parking garage, sewer, water, roads, etc.) that enabled the development within the district to move forward. The distribution of the new funds, and the uses for which the TIF revenue may be used are spelled out in a Council adopted TIF Plan. Once the improvements are paid for, then 100% of the property taxes generated in the district go to the tax collector for further distribution to the General Fund. By capturing new revenue in the short term, the TIF process generates private development and investment that will benefit the entire community in the long term.

As mentioned above, a TIF District is not a special exception district. It does not add a new tax to a property, nor does it change the look and feel of the tax bill. It operates as an accounting provision to apply revenue to pay for infrastructure improvements, which have benefited the properties around the improvement. Property owners will receive a tax bill, which will be paid. Once paid, the internal accounting separates the revenue into the accounts set up by the TIF District. Furthermore, properties will not see any tax breaks because of the TIF. The full assessed value of properties therein will be paid. A TIF District, properly adopted and managed, allows a municipality to segregate all, or some, of any new tax revenue from a TIF District to pay for new public infrastructure deemed necessary to stimulate private investment within the district.

**A TIF District can be a “win-win” for residents and businesses**

A TIF District can encourage desired development in specific areas of the community where it is most wanted and needed and would not otherwise occur on a timely basis. Once the public improvements in the District have been paid for, the increased tax revenue generated by the new development becomes part of the general revenue stream. With a TIF District, the improvements needed to stimulate tax base expansion are offset by that expansion at no cost to the existing tax payers in the community.

A TIF District can provide an attractive and viable mechanism to pay for the public improvements necessary to support desired business development, expansion, or renovation in specific areas targeted by a municipality. Without access to these public improvements, an otherwise desirable business may choose to locate or expand in another community, resulting in lost tax base, jobs and economic vitality locally.

## Examples

**T**ax Increment Financing Districts have been used around the State and County to enhance economic development opportunities in communities. As part of this study the City requested that Monadnock Economic Development Corporation review TIF Districts and develop a list of issues that have arisen. In conjunction, this section will review safe guards that should be considered.

### Introduction

According to the NH Office of Energy and Planning, the following communities in New Hampshire have TIF Districts:

- Bedford
- Bradford
- Claremont
- Concord
- Derry
- Durham
- Enfield
- Franklin
- Hanover
- Hinsdale
- Hooksett
- Jaffrey
- Keene
- Laconia
- Milford
- Nashua
- Newport
- Northfield
- Pembroke
- Peterborough
- Raymond
- Rochester
- Swanzey

A quick review of the above list, shows the diversity in communities that have adopted Tax Increment Financing. Some are large, such as Nashua and Concord, while others are small towns such as Swanzey and Bradford. Like Dover, there are communities with a Tax Cap, and there are communities which do not have a cap. There are communities from across the state of New Hampshire, all with different values and characteristics, but they share a common goal of enhancing their economic position.

## Case Studies

As part of the review for this feasibility study, several of the above mentioned communities were reviewed. In reviewing these case studies, care was taken to focus on projects that are similar to a proposed TIF in downtown Dover. We elected to focus on Keene, Concord and Newmarket New Hampshire. Additionally, it became apparent that many in Dover are familiar with some of the issues Chicago, Illinois has experienced. A review of Chicago is also included.

### Keene, NH

The City of Keene has two existing TIF Districts. The Black Brook Corporate Park TIF District, was originally established in 1995 to build a new street and extend water, sewer, and power to the site of a proposed corporate business park. The other district, known as the Wells Street Parking Facility TIF District, was originally established in 1997 to build a parking garage, but has since been used to rebuild several streets on the east side of Main Street in downtown Keene and to provide a loan to a non-profit developer to help finance the construction of a new courthouse in the downtown.

Both TIF Districts, after funding the public infrastructure needed to promote new development within the districts, are generating significant surpluses. Collectively they have led to the construction of over 500,000 square feet of new industrial buildings and the creation of over 1,000 new jobs at the Black Brook Corporate Park and the investment of \$55 million in new mixed-use buildings and the renovation/repurposing of existing blocks in downtown Keene.

To date the two TIF Districts combined have helped create \$60 million in *new* assessed value in Keene, and they are currently generating almost a \$1 million surplus, after debt service, in tax revenue for the general fund.

### Concord, NH

Created in 1997, the purpose of the North-End Opportunity Corridor TIF District (NEOCTIF) was to incentivize redevelopment of the former Concord Lumber Site and surrounding properties. The district consists of 68 acres of land, primarily located at the junction of I-93 and I-393 in Concord. Today, this area is known as the Corporate Park at Horseshoe Pond. Notable developments in this TIF District include the Courtyard Marriot Hotel / Grappone Conference Center, Northeast Delta Dental Corporate Headquarters, and Concord Hospital Urgent Care.

The TIF district was created to finance \$6.5 million of infrastructure improvements, including land acquisition, reconstruction of Constitution Street and Commercial Street, as well as construction of new utilities. At the time the NEOCTIF district was created in 1997, the district had a total assessed value of \$3 million. Today, the district is valued at approximately \$50 million and generates approximately \$1.25 million in property taxes annually.

The Sears Block / Capital Commons TIF District was created in 2003 to help finance the development of the 516-space Capital Commons Parking Garage and related improvements. The district consists of 21 acres of land, primarily encompassing a seven-block area in downtown Concord along South Main Street. When created in 2003, the

## **CITY OF DOVER, NH**

district had a gross assessed value of \$16.2 million. Today, the Sears Block / Capital Commons TIF district has a total assessed value of \$51.4 million.

Notable development projects which have been completed within the Sears Block TIF district include the following: the Capital Commons Office Building, the SMILE Building, the Mennino Place Apartments, the Bindery Redevelopment Project, the Endicott Hotel Market Rate Apartment Renovation, and the Concord Food Co-op renovation.

### **Newmarket, NH**

Over 15 years ago in Newmarket, New Hampshire, a TIF district called the Black Bear TIF was established. Apparently the district's goal initially was to use a bond issued by the town to spur new economic development but this district was established based on a conceptual plan and subsequently, among other questionable property purchases and numerous other financial and legal issues, paid for expenditures within the district without authority from the town's voters.

While the original goals of the district in Newmarket may have been worthwhile, the district was established and maintained without the proper documentation or oversight required by New Hampshire's TIF legislation. These mistakes should have been avoided in Newmarket and will be avoided in Dover with proper planning, ongoing transparency and documentation, and appropriate oversight from the municipality's governing body and administrators.

Notably, of late Newmarket has corrected these problems and undertaken a TIF program that contributed to the successful rehabilitation of the remaining downtown mills.

### **Chicago, ILL**

Chicago, Illinois, has over 160 TIF Districts within the city. Most of these Districts are operating successfully. However, in several instances TIF Districts have been used to divert new tax revenue, derived from new projects in wealthy neighborhoods/hot markets that would have happened without the investment of TIF revenue, into new public infrastructure, and other public purposes to fund special interest projects like large sports arenas and hotels.

Additionally, some Chicago TIF Districts relied on future sales tax revenue to pay off bonds for TIF District expenditures. Unfortunately these revenues did not materialize. This type of procedure is not permitted under NH State Law.

Fortunately this misuse of the TIF process in Chicago has recently created a great deal of public debate and a reexamination of the legislation and purpose of TIF Districts in Illinois. In fact a white paper produced by the University of Illinois has succinctly laid out the need for Illinois and Chicago to amend current Illinois legislation and adopt best practices from across the country – including, coincidentally, New Hampshire's TIF legislation that requires a public process and restricts the use of TIF funding for public improvements.

## How to Avoid Problems in Dover

Establishing and maintaining a TIF District should be a very public and transparent process to ensure that public dollars are being invested wisely so as to facilitate important community and economic development goals of Dover. Learning from the examples listed from Chicago, Illinois, and Newmarket, New Hampshire, where different issues have occurred resulting from a lack of transparency and a failure to follow the most basic tenants of TIF law, is critical to the successful implementation and use of a TIF District in Dover.

## Summary

TIF legislation and the use of TIF programs in New Hampshire are no longer exotic measures, but rather constitute a mature economic and community development policy tool. An important tool that Dover, like Keene and Concord and other communities throughout the State, could use to help redevelop its downtown, broaden its tax base, and create new jobs.

To be used successfully all final TIF decision making resides in the hands of the City Council. Although there is a TIF Advisory Panel that includes TIF District interested parties, this panel is advisory to the City Council just as is the case with many other citizen boards and commissions.

- The Council decides the geographic limits of any TIF District.
- The Council decides how any new tax revenues should be split between the General Fund, and any new improvements deemed necessary within the TIF District.
- The Council approves a TIF plan that outlines what types of public improvements are needed in the District and their priority and sequencing.
- If working with a private developer who is committing to create new taxable property, the Council reviews and approves (with the advice of counsel) any and all developer agreements, private escrow agreements, and any other documents that require the developer to assure the municipality that the new tax revenues will be there to cover the costs of any and all pending improvements.
- If the Council decides to bond for public improvements within the TIF District, it is the Council (with the advice of counsel) that determines the amount and term of such a bond, as it would with any other bond issued by the municipality.

## Downtown Dover TIF

Dover's goal of promoting infill development in the downtown can be encouraged through the use of a Tax Increment Financing (TIF) to promote economic activity. TIF Districts are used to stimulate private investment that would not otherwise occur or would not occur in a timely fashion".

### Objectives of TIF Development Program

The development program for the Downtown TIF District reflects the long term goals and objectives developed by the City of Dover, as outlined in its Master Plan, including the following:

- As outlined in the Land Use Chapter
  - Designate areas as Business Investment Districts to improve infrastructure & streetscape by taking advantage of income created by an increased tax assessment.
- The Vision Chapter includes the following element as part of Dover's long term vision:
  - The historic downtown is alive with a wide variety of retail, dining, entertainment, cultural opportunities and a mix of housing choices that make it the vibrant focal point of the community.
- The Vision chapter articulates the following theme as part of Dover's vision for a vibrant downtown:
 

"Dover residents and visitors enjoy and support the downtown as an attractive, vibrant focal point of the community where people readily gather and socialize. It is family friendly, pet friendly and walkable, with a diversity of locally owned retail, dining, entertainment, employment, and housing choices including lively arts and culture opportunities."
- Specific elements include:
  - A vibrant and inviting family friendly, pet friendly, walkable focal point for the entire community.
  - A diversity of family friendly and locally owned retail, dining, entertainment and employment businesses and lively arts and culture and recreation opportunities.
  - Active and fully utilized mills and downtown buildings.

## CITY OF DOVER, NH

- An abundance of attractively landscaped islands, mini-parks, street trees, and park benches with a signature, high visibility public park that is the focal point of the downtown (e.g. Upper & Lower Squares, Henry Law Park).
- Well maintained public amenities with well-developed wayfinding, public restrooms, doggy bag dispensers, underground utilities, excellent pedestrian, bicycle and handicapped accessibility.
- Stronger and enhanced historic character and architectural quality.
- Vacant lots and surface parking are redeveloped with buildings that are consistent with the downtown's historic architectural quality.
- A well designed parking garage and system that is convenient and reinforces the architectural character of the downtown and incorporates ground floor retail uses.

In addition to the above, the 2012-2013 City Council adopted four goals. Goal number 4 was to "Foster Economic Development." With that goal were five objectives:

- Support the development of the waterfront.
- Retain existing Dover businesses.
- Improve the industrial/residential balance.
- Support and fund the activities of Dover Business Industrial Development Authority
- Improve downtown parking availability

A TIF is a tool to meet the economic development objectives outlined by a community. This tool is designed to be flexible and can be adjusted to meet the needs of a community and is controlled by the community.

### **Public Benefits of TIF District**

The continued redevelopment of Dover's urban core promotes the long-term growth, stability and diversity of employment and the City's taxable valuation. Long term growth in commercial and industrial valuation ultimately supports higher quality services at a lower tax expense to residential uses. The Downtown Dover TIF District is expected to provide a number of public benefits, including:

- Promote an efficient development pattern of infill development consistent with the City's Master Plan and the Economic Development framework laid out by the Dover Business Industrial Development Authority and Dover City Councils;
- Promote the community's vision of infill development as a source of new economic development which takes advantage of existing infrastructure;
- Providing for long-term growth in the City's non-residential property valuation;
- Encourage the City's move toward diversifying the property tax base and encouraging a shift towards a more equitable split in tax revenue sources; and
- Encouraging a continued positive growth, vibrancy and prosperity in the City and the general welfare of its citizens.

Reviewing the City Council's goals, there is a clear linkage to the establishment of a TIF District and the goal to foster economic development.

While it is not proposed to extend the District to the City's waterfront, enhancing the core downtown will have an indirect benefit of supporting the development of the area, and the furthering of the approved waterfront development program. Certainly a successful TIF, which demonstrates the public commitment to infrastructure improvement will encourage existing Dover businesses to reinvest in their properties and business, as opposed to looking elsewhere. As mentioned above, TIF can assist in improving the industrial/residential taxation balance.

Many of the activities undertaken by the Dover Business Industrial Development Authority include the promotion of business activities in the urban core. The Authority has supported the creation of a TIF District and understands the value it can bring to enhancing Dover's infrastructure and communicating the commitment the City has to continued economic excellence. Finally, numerous studies have identified the need and the City Council has approved the creation of a parking facility on Orchard Street. This meets the objective of improving downtown parking availability. The TIF can be used to more efficiently pay the cost of the bond required to fund the garage while ensuring there is no additional tax burden on existing tax payers throughout the community.

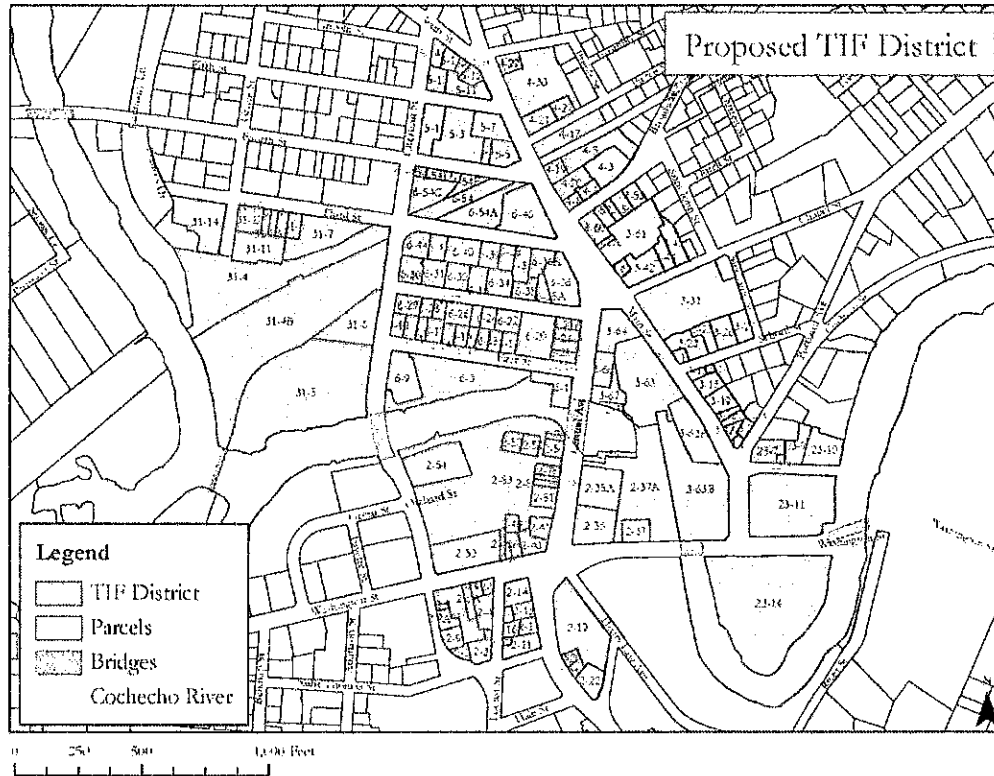
## **Description of the District**

### **District Boundaries**

The Downtown Dover TIF District (the District) will generally lay north of St. Thomas Street and Williams Street, south of Sixth Street, west of Chestnut Street and the Cochecho River Street, and east of Main Street, though it will encompass properties on both sides of Main Street. The particular parcels to be included within the District are shown on the map below and listed in Appendix A. The parcels are described by tax map and lot number and/or street address. The parcels are publicly and privately owned.



CITY OF DOVER, NH



## Requirements & Process

Dover's Tax Increment Financing District must meet certain guidelines and restrictions in its formation, and utilization. There are statutory limitations on taxable valuation and acreage allowed within the City. The State of New Hampshire has created requirements which determine a maximum allowable base valuation of any individual Tax Increment Financing District (TIFD). This valuation must not be more than eight percent (8%) of the City's taxable value. Furthermore, there are limits on the land area within a TIFD, as the TIFD must encompass more than five percent (5%) of the City's land area.

Dover's Downtown TIF District is proposed to meet the following guidelines:

	<i>Taxable Valuation</i>	<i>Land Area in Acres</i>
City Total 2013	\$2,697,318,050	18,857
Maximum Allowable - Individual TIF District <i>(8% of Taxable Value; 5% of Acreage)</i>	\$215,785,444	942.85
Downtown Dover TIF Baseline <i>As Percent of City Total</i>	\$88,737,200 3.28%	58.467 .31%
Maximum Cumulative TIFs Allowable <i>(16% of Taxable Value; 10% of Acreage)</i>	\$431,570,888	1,885.70
Downtown Dover TIF	\$11,500,000	58.467
Total Cumulative District Values 2013 <i>As Percent of City Total</i>	\$11,500,000 .43%	58.467 .31%

This proposed plan has a total valuation that is just over three percent (3%), thus below the mandated eight percent (8%) of the City's taxable value. The proposed land area of 58 acres, is less than one percent (1%) of the City's land area, thus the TIFD conforms to the requirement not be more than five percent (5%).

## **CITY OF DOVER, NH**

The statute also limits the cumulative land area and taxable valuation within all TIF districts of a municipality to sixteen percent (16%) of assessed valuation and ten percent (10%) of total land area. Dover has no other existing TIF districts, thus the proposed point forty three percent (.43%) and sub one percent (.31%) allotments meet this cumulative requirement.

### **Process**

There are six elements which a community must identify to create a TIFD. Each element requires the approval of the City Council before being complete. The elements are:

- Adopt the provisions of RSA 162-K
- Establish the TIF District boundaries
- Designate administration of district
- Designate advisory board
- Establish a development plan
- Establish a financing plan

On October 13, 2010 the Dover City Council approved resolution R- 2010.09.08 – 123, which allowed the provisions of RSA 162-K to be adopted by the City. This report contains the remaining elements, which would need to be adopted through a resolution. Any resolution approved by the City Council must first have a public hearing held. As per RSA 162-K:4, “the hearing shall be held at least 15 days prior to the date on which action on the proposal is scheduled to take place. Notice of the hearing, including a description of any proposed district, shall be posted in 2 appropriate places in the municipality or published in a newspaper of general circulation in the municipality at least 7 days prior to the hearing.”

Additionally, Appendix B contains a sample resolution which could be used to adopt the remaining elements.

## Development Plan

The development that occurs within the Downtown Dover Tax Increment Finance District (TIFD) is recommended to be in accordance with the following Development Plan, which is required under RSA 162-K:6.

The City's principal activities in developing the Downtown TIF District will include the construction of a parking facility. It may include public infrastructure development, marketing and promotion of the District, negotiation of development agreements, and the sale of property for commercial and infill development.

### **Property Disposition & Reuse of Private Property**

The City may convey all or a portion of public parking lots located within the TIFD to private developers under the terms of specific development agreements designed to promote the objectives of the Development Program. The terms of purchase and sale agreements or development agreements pertaining to properties transferred by the City must be approved by the City Council.

### **Public Facilities to be constructed**

The initial public facilities to be constructed include a 339 space parking garage which includes 290 public parking spaces and 49 spaces for police staff and police vehicles. The garage will be located on an existing surface parking lot within downtown Dover. The additional spaces created will provide much needed parking for various users as well as attract investors to the downtown area. Infrastructure improvements may include street lighting, traffic control devices, water, wastewater, storm drainage and road systems anticipated for the completion of the parking structure.

Following the capital investment in a parking facility, future public infrastructure within the TIFD may include the following elements, which center on improvements necessary to encourage positive economic development within Dover's urban core:

- Relocating existing private utility transmission lines underground;
- Expansion or replacement of public utility infrastructure;
- Improvements to public streetscape and lighting, seasonal and permanent;
- Upgrading existing portions of sidewalk and road way infrastructure as needed for anticipated development;
- Maintenance and administrative costs.

## **CITY OF DOVER, NH**

In addition to the guidelines already described, the construction of the public facilities will adhere and comply with the following guidelines:

- Facilities constructed will not create any additional open space;
- All relevant rules and regulations related to environmental controls;
- Facilities constructed will not involve the reuse of private property; and
- Facilities constructed will be operated by the City of Dover.

### **Private Utilities**

Natural gas service is provided to Dover's downtown by Unitil, which has a policy of extending service lines at its own cost to provide service to new development sites.

Public Service Company of New Hampshire (PSNH) is the provider of electric service to all areas of the City of Dover.

The City's land development regulations require new development to place all utilities underground. The Master Plan encourages the City to look at placing existing utilities underground as well. All public facility programs will meet this goal.

### **Land Use Regulations**

As established by the City's development practices, public and private property within the TIFD shall be developed or redeveloped in accordance with the goals, objectives, and standards set by the following City documents, as amended:

- The City's Master Plan
- Zoning ordinance;
- Subdivision of Land regulations;
- Site plan review regulations;
- Building and life safety codes;
- All applicable state and federal laws.

In addition to applicable regulations, during the Planning Board review process, other pertinent limits on development may be defined by the terms of development agreements between the City and individual private parties. An example of these terms may be found within the Land Development Agreement signed by the City and First Street at Garrison LLC for the development of the First Street parking lot. Elements of this agreement include guidelines for the development of the lot, as well as tax revenue guarantees.

### **Relocation of persons, businesses or others:**

The proposed development does not anticipate the displacement of persons, businesses or others. As the area of initial development is municipal owned property, therefore, no plan for relocation is necessary. If, the City were to work with a private property owner to develop other property within the District, and relocation is required, the City of Dover will ensure that the safety and well-being of those affected by relocation is maintained. Furthermore, the City shall be required to act ethically and with integrity in all dealings.

### **Powers and authorities:**

In conformity with the development program, within the district, the City via actions of the City Council may, by virtue of the statute, invoke the various powers and authorities

**CITY OF DOVER, NH**

as stated in RSA 162-K:6 III.

**District changes and modifications:**

The area of the district may be enlarged following the date of the district designation, subject to further public hearings and vote of the City Council, in accordance with RSA 162K:5.

The tax increment financing plan may be modified by the approval of the City Council in accordance with 162-K:9 IV.

## Financing Plan

New Hampshire's Revised Statutes Annotated (RSA) govern the State's wellbeing and authorities allowed local communities. RSA 162-K:9, Tax Increment Financing Plan, requires that the City of Dover adopt a Tax Increment Financing Plan (TIFP), for any development district established.

### Introduction

#### **Objective**

It is the objective of the City of Dover to use the tax increment financing district (TIFD) to help provide downtown parking for various users, support infill and economic development in the downtown by providing public parking facilities and other public infrastructure. In order to assist in that endeavor, it is necessary that the City of Dover fund public improvements necessary to attract private investors to the center of the community and, in turn, those private investors and their projects will provide needed taxable assessment, business revenue, and cultural and social activities to the downtown and the community as a whole. With the development of the proposed TIFD, some of the parking requirements of the downtown are met, along with the inclusion of public improvements such as water, wastewater, storm water infrastructure and road systems within the TIFD. Without the creation of the TIFD, long standing parking issues and public infrastructure needs in the downtown will not be resolved, the City will not be the beneficiary of millions of dollars of private investments and the opportunity to benefit from the additional taxable value those private investments generate to fund the aforementioned parking structure and public improvements will be lost.

Additionally, the creation of the TIFD is contemplated by the Master Plan Visioning Chapter adopted by the Planning Board on August 28, 2012 as well as the recommendation from the Land Use Chapter of the Master Plan from 2007 that specifically states the City of Dover should "Designate areas as Business Investment Districts to improve infrastructure and streetscape by taking advantage of income created by an increased tax assessment." The Master Plan also endorses the justification that parking garages be constructed recognizing parking is not just a private sector issue but must be fortified through strong public-private partnership in order for the downtown to prosper.

**Sale of City-Owned Real Estate within the TIF District**

As part of the Development Program, the City may convey individual properties to private entities for the purposes of development consistent with the purposes of the TIFD. Net revenues generated from the sale of these parcels shall be used to reimburse the City's Parking Activity Fund for its prior investments with the TIFD.

**Cost of Public Improvements**

As part of the Fiscal Year 2015 Capital Improvement's Program adopted in January 2014, the City Council approved the creation of a downtown parking structure. This structure is anticipated to accommodate approximately 339 spaces, with one (1) below grade level of 49 spaces for use by the Dover Police Department and four (4) above grade decks containing a total of 290 public parking spaces. The cost of the parking structure and related infrastructure improvements will be approximately \$11.5 million. The amount financed will be \$11.5 million.

While estimates of infrastructure costs are in progress, it is anticipated that those costs may encompass street lighting, traffic control devices, water, wastewater, storm water infrastructure and roadway systems. The debt service for the first five years of the garage will be limited to interest-only payments. It is anticipated that these payments will be approximately \$575,000 per year. For the remaining twenty years of the bond, the anticipated payments, including principal and interest, will be approximately \$925,000 per year.

As part of the annual development of the City's Capital Improvement's Program, further public improvements will be analyzed and approved by the City Council in accordance to existing and future financial policies. Said public improvements will be tied to the overall growth and enhancement of downtown Dover and should contribute to the economic viability and health of the City. There is no expectation of bonding at this time for public improvements. Improvements will be scheduled as increment becomes available, and as the City Council approves.

## **Revenue Potential from Captured Assessed Valuation in District**

A pro forma is attached in Appendix C that demonstrates how the plan would finance a 339 space parking structure. As described above, the project will be financed with a twenty-five (25) year general obligation bond. The repayment of the bond will include five (5) years of interest only payments and twenty (20) years of principal and interest payments to fully amortize the debt. It is anticipated that the cost to repay the debt along with ongoing administration, maintenance and capital improvement costs will be satisfied each year from a combination of sources including new tax increment derived from new captured assessed value within the TIFD, parking revenues, and the sale of City-owned parcels.

**Annual TIF District Revenues**

TIF revenues will be generated by property taxes levied on the incremental assessed valuation within the District after the date of its creation. Long term projections of infill development build-out within the TIFD indicate the following annual tax revenue potential generated by one



## CITY OF DOVER, NH

hundred percent (100%) retention of captured assessed value.

Tax Year Ending	Annual Tax Revenue Potential From Incremental Assessed Valuation
2020	\$620,468
2025	\$774,761
2030	\$910,837
2035	\$1,553,858
2039	\$1,173,507

The above revenue estimates rely on assumptions that include development commitments, such as the First Street parking lot redevelopment, the proposed infill development plan for the Orchard Street and Third Street parking lots, and an annual pace of growth in assessed value of two percent (2%) growth in annual assessments due to market forces for the initial years. After year 5 the percentage of growth is estimated at a value of one percent (1%). Various factors, including the actual pace and character of new development within the TIFD, actual valuations assigned to TIF properties, and property tax rate may alter the captured assessed valuation.

### **Annual Allocation of Captured Value**

Where annual tax increment revenues from the TIFD, together with unexpended balances of such revenues from prior years exceed the amount necessary for annual debt service payments, the balance may be returned to the General Fund following a vote of the City Council and adoption of annual municipal budget.

### **Impact of RSA 162-K TIF District on Related Taxing Jurisdictions**

In accordance with RSA 162-K:10, all property tax revenues generated by the original assessed value (base value) of the TIFD will continue to accrue to the City's general fund.

In accordance with RSA 162-K:9, Strafford County and Dover School Board will specifically be provided an opportunity to meet with the City Council, the governing body of the City of Dover, so they also can be informed of the TIF plan and proposed district. They will also be allowed to contribute comments during the public hearing on the establishment of the proposed TIFD.

### **Operation and Maintenance**

The City will be responsible for the operation and maintenance of all public facilities, including the parking facility. The projected annual expense of the parking facility for maintenance and operating expenses will be approximately \$110,000 per year.

The Dover City Council may also establish capital reserve accounts for the replacement or upgrades of public infrastructure within the TIFD using TIF incremental revenues.

**CITY OF DOVER, NH**

**Duration**

The Downtown Tax Increment Financing District will expire at the conclusion of the bond repayment schedule which is anticipated to be twenty-five (25) years. Upon expiration of the TIFD, all incremental valuation that has been created within the TIFD becomes available generated property tax revenues for the City's general fund.

## **Administration**

**P**roper administration of the Tax Increment Financing District (TIFD) is of paramount importance. As discussed previously, strict adherence to the Development and Financing Plan as well as proper fiscal controls, and oversight of the use of a TIF to promote economic activity must be consistent and constant. The following administrative processes are recommended.

### **Administrator**

By designation of the City Council and consistent with the responsibilities for municipal administration established by the Dover City Charter, the administrator of the Downtown Dover TIF District shall be the City Manager, who shall make an annual financial report to the City Council.

### **Advisory Board**

In accordance with RSA 162-K: 14, the Dover City Council shall pass a resolution which shall create an Advisory Board for the TIFD. The board shall consist of five members including the City Manager (or designee), one (1) Parking Commission designee, one (1) property owner or occupant of real property within or adjacent to the district to be designated by the City Council, one (1) property owner or occupant of real property within or adjacent to the district to be designated by the Greater Dover Chamber of Commerce, and one (1) property owner or occupant of real property within or adjacent to the district to be designated by Dover Main Street.

The same resolution shall incorporate provisions of 162-K: 14 and stipulate the powers and authority of the Advisory Board. The purpose of the Advisory Board shall be to advise the City Council on the policies and actions for the administration of the district relating to planning, construction and implementation of the Development Program and the operation and maintenance of the District after the program is completed.

The Advisory Board shall meet either as determined by the chair of the Board or request by the Mayor or the City Manager to examine operation and maintenance of the TIFD.

The Advisory Board shall have 30 days to appeal any decision of the district administrator to the City Council for review and appropriate action.

## **CITY OF DOVER, NH**

### **Amendments**

Amendments to the boundaries of the TIFD, the Development Program or Financing Plan shall be undertaken in accordance with the public hearing process set forth within RSA 162-K:4, including its requirements for reasonable notification to the Dover School District and Strafford County Commissioners, in accordance with RSA 162-K:9.

### **Duration of Program**

The Downtown Tax Increment Financing District will expire at the conclusion of the bond repayment schedule which is anticipated to be twenty-five (25) years.

### **Computation of tax increments:**

Upon formation of a development district, the Dover Tax Assessor shall determine the current assessed value of the real property within the district in conformity with RSA 162-K:10. The current assessed value shall be known as the "original assessed value." Each year thereafter, the Assessor(s) shall determine the amount by which the assessed value has increased or decreased from the original assessed value. Any amount by which the current assessed value of the district exceeds the original assessed value will be referred to as the captured assessed value. This amount will be determined annually.

### **Captured assessed value dedication:**

The City of Dover shall expend the tax increments received in accordance with the tax increment financing plan. Tax increments shall be used only to pay the costs (including debt service) and administrative expenses incurred in developing and maintaining the public facilities and infrastructure to be constructed within the district.

## List of Parcels

City of Dover

Proposed TIFD Tax Map Parcels

Parcel ID	Owner	St#	St Name	zone	use	d	acres	Current Land Value	Current Building Value	Current Total Value
02002-000000	CITY OF DOVER	17	ST THOMAS ST	CBD	903 E		0.100	30,800	6,100	36,900
02003-000000	CITY OF DOVER	33	LOCUST ST	CBD	903 E		0.200	99,000	0	99,000
02004-000000	104 WASHINGTON ST INC	9	LOCUST ST	CBD	337 C		0.200	168,300	0	168,300
02005-000000	104 WASHINGTON ST INC	102	WASHINGTON ST	CBD	340 C		0.060	173,900	384,000	557,900
02006-000000	ROBBINS SIDNEY FAMILY TRUST	108	WASHINGTON ST	CBD	307 C		0.055	164,100	123,500	287,600
02006-A00000	ROBBINS SIDNEY FAMILY TRUST	114	WASHINGTON ST	CBD	307 C		0.020	95,900	45,800	141,700
02007-000000	ROBBINS SIDNEY FAMILY TRUST	124	WASHINGTON ST	CBD	307 C		0.380	173,400	476,400	649,800
02008-000000	ROBBINS SIDNEY FAMILY TRUST	26	WALNUT ST	CBD	337 C		0.024	48,000	0	48,000
02008-A00000	ROBBINS SIDNEY FAMILY TRUST	28	WALNUT ST	CBD	337 C		0.107	126,600	6,900	133,500
02009-000000	ROBBINS SIDNEY FAMILY TRUST	32	WALNUT ST	CBD	337 C		0.137	127,300	8,800	136,100
02011-000000	TRI COUNTY REALTY INC	300	CENTRAL AV	CBD	322 C		0.200	198,000	506,200	704,200
02012-000000	TRI COUNTY REALTY INC	314	CENTRAL AV	CBD	322 C		0.090	194,200	453,400	647,600
02013-000000	CITY OF DOVER	320	CENTRAL AV	CBD	903 E		0.120	123,500	6,700	130,200
02014-000000	90 TEMPLE ASSOCIATES LIM PART	90	WASHINGTON ST	CBD	306 C		0.209	181,000	1,694,900	1,875,900
02015-000000	CITY OF DOVER	18	LOCUST ST	CBD	903 E		0.050	48,900	2,700	51,600
02016-000000	TRI COUNTY REALTY INC	32	LOCUST ST	CBD	337 C		0.070	101,800	7,100	108,900
02017-000000	TRI COUNTY REALTY INC	38	LOCUST ST	CBD	337 C		0.030	100,800	8,800	109,600
02019-000000	TRI COUNTY REALTY INC	333	CENTRAL AV	CBD	340 C		1.046	232,800	1,273,900	1,506,700
02020-000000	TRI COUNTY REALTY INC	297	CENTRAL AV	CBD	303 C		0.070	154,900	194,900	349,800
02021-000000	TRI COUNTY REALTY INC	295	CENTRAL AV	CBD	111 A		0.060	113,800	34,400	148,200
02022-000000	VSH REALTY INC	291	CENTRAL AV	CBD	340 C		0.248	199,600	186,600	386,200
02035-000000	STRAFFORD NATL BANK	353	CENTRAL AV	CBD	341 C		0.540	242,500	1,589,000	1,831,500
02035-A00000	BANK OF NEW HAMPSHIRE	375	CENTRAL AV	CBD*	341 C		0.590	211,100	142,600	353,700
02036-000000	COCHeco FALLS DAM	2	CENTRAL AV	CBD	502 U2		0.080	92,500	356,800	449,300
02037-000000	COCHeco MILLS HOLDINGS LLC	51	WASHINGTON ST	CBD	13 C		0.220	198,600	6,721,600	6,920,200
02037-A00000	COCHeco MILLS HOLDINGS LLC	0	MAIN ST	CBD	390 C		1.740	376,800	40,800	417,600
02038-000000	HOLGATE LIMITED PARTNERSHIP	93	WASHINGTON ST	CBD	303 C		0.030	151,900	282,100	434,000
02040-000000	SARNIA PROPERTIES INC	83	WASHINGTON ST	CBD	340 C		0.170	197,000	1,624,600	1,821,600
02040-A00000	MTI	85	WASHINGTON ST	CBD	340 C		0.100	168,800	563,600	732,400
02041-000000	SARNIA PROPERTIES INC	350	CENTRAL AV	CBD	337 C		0.200	99,000	8,400	107,400
02044-000000	KOZ PROPERTIES LLC	1	ORCHARD ST	CBD	326 C		0.085	143,400	351,000	494,400
02050-000004	SMESTAD STEVEN A	388	CENTRAL AV	CBD	102 R		0.000	70,000	109,300	179,300
02051-000000	GEORGAKILAS PETER & PAULA TRUSTEES	2	WALDRON CT	CBD	111 A		0.120	114,800	292,200	407,000
02052-000000	INNATE LLC	1	WALDRON CT	CBD	340 C		0.130	166,300	268,000	434,300

**City of Dover**  
**Proposed TIFD Tax Map Parcels**

Parcel ID	Owner	St#	St Name	zone	use	cl	acres	Current			Current	
								Land Value	Building Value	Total Value	Current	Total Value
02053-000000	ONE TWENTY FIVE WASHINGTON ST	125	WASHINGTON ST	CBD	340	C	0.740	216,200	1,126,100	1,342,300		1,342,300
02054-000000	COCHEO PARK PRESERVATION ASSOCIATES	40	CHESTNUT ST	CBD	112	A	0.740	324,300	3,926,200	4,250,500		4,250,500
02075-000000	KARELITZ ROBERT S REVOCABLE TRUST	400	CENTRAL AV	CBD	396	C	0.000	45,000	148,400	193,400		193,400
02078-000000	HOLGATE LIMITED PARTNERSHIP	386	CENTRAL AV	CBD	303	C	0.080	157,300	380,400	537,700		537,700
02079-000000	GUILLEMETTE RAYMOND N 2005 TRUST	378	CENTRAL AV	CBD	303	C	0.030	151,900	177,200	329,100		329,100
02080-000000	GUILLEMETTE RAYMOND N 2005 TRUST	376	CENTRAL AV	CBD	303	C	0.050	154,100	113,300	267,400		267,400
02081-000000	364 CENTRAL AVENUE ASSOCIATES LLC	364	CENTRAL AV	CBD	303	C	0.179	197,400	1,187,500	1,384,900		1,384,900
02083-000000	CITY OF DOVER	0	ORCHARD ST	CBD	903	E	3.609	665,400	51,500	716,900		716,900
03001-000000	KRANS ALLAN B	29	MAIN ST	CBD	340	C	0.030	124,900	173,600	298,500		298,500
03001-A00000	KRANS ALLAN B	33	MAIN ST	CBD	340	C	0.070	125,800	121,300	247,100		247,100
03002-000000	GENTILE LISA TRUSTEE	0	PORTLAND AV	CBD	340	C	0.060	125,600	138,800	264,400		264,400
03014-000000	GRAY JOHN W REVOCABLE TRUST	3	SCHOOL ST	CBD	101	R	0.025	65,000	51,300	116,300		116,300
03015-000000	GRAY JOHN W REVOCABLE TRUST	55	MAIN ST	CBD	303	C	0.050	110,000	147,900	257,900		257,900
03016-000000	COCHEO MILLS HOLDINGS LLC	51	MAIN ST	CBD	337	C	0.180	157,800	6,300	164,100		164,100
03019-000000	CARDILLO CASSANDRA M &	39	MAIN ST	CBD	13	R	0.197	112,800	145,100	257,900		257,900
03022-000000	KRANS ALLAN B	35	MAIN ST	CBD	337	C	0.066	58,000	3,700	61,700		61,700
03022-A00000	KRANS ALLAN B	0	MAIN ST	CBD	337	C	0.060	58,000	3,700	61,700		61,700
03023-000000	65 MAIN ST LLC	6	SCHOOL ST	CBD	340	C	0.260	200,000	432,300	632,300		632,300
03023-001000	CITY OF DOVER	0	MAIN ST	CBD	903	E	0.060	93,100	5,100	98,200		98,200
03025-000000	CITY OF DOVER	8	SCHOOL ST	CBD	903	E	0.160	87,200	9,000	96,200		96,200
03026-000000	CITY OF DOVER	0	SCHOOL ST	CBD	903	E	0.220	149,000	12,300	161,300		161,300
03027-000000	CITY OF DOVER	2	MECHANIC ST	CBD	903	E	0.220	149,000	12,300	161,300		161,300
03031-000000	BIG J REALTY INC	77	MAIN ST	CBD	322	C	1.670	338,100	881,100	1,219,200		1,219,200
03042-000000	FIELD AND FOSTER INC	459	CENTRAL AV	CBD	302	C	0.320	215,000	1,058,600	1,273,600		1,273,600
03044-000000	8 CHAPEL STREET LLC	8	CHAPEL ST	CBD	111	A	0.130	82,400	226,000	308,400		308,400
03045-000000	COCHEO MILLS HOLDINGS LLC	10	CHAPEL ST	CBD	337	C	0.200	148,500	10,300	158,800		158,800
03055-000000	CITY OF DOVER	13	BROADWAY	CBD	903	E	0.120	166,000	7,100	173,100		173,100
03056-000000	CITY OF DOVER	9	BROADWAY	CBD	903	E	0.120	111,300	584,000	695,300		695,300
03057-000000	7 BROADWAY LLC	7	BROADWAY	CBD	303	C	0.070	116,100	51,600	167,700		167,700
03058-059000	SULLIVAN JOHN W	3	BROADWAY	CBD	303	C	0.080	174,500	126,100	300,600		300,600
03060-000000	SOJOURN PROPERTY MANAGEMENT LLC	495	CENTRAL AV	CBD	322	C	0.180	177,800	519,300	697,100		697,100
03061-000000	GIRI DOVER LLC	481	CENTRAL AV	CBD	302	C	0.820	218,900	947,900	1,166,800		1,166,800
03061-A00000	SOJOURN PROPERTY MANAGEMENT LLC	487	CENTRAL AV	CBD	326	C	0.030	192,200	150,600	342,800		342,800
03062-000000	PHOFOLOS FAMILY REVOCABLE TRUST OF 2001	475	CENTRAL AV	CBD	326	C	0.070	156,200	242,600	398,800		398,800

City of Dover  
Proposed TIFD Tax Map Parcels

Parcel ID	Owner	St#	St Name	zone	use	cl	acres	Current Land Value	Current Building Value	Current Total Value
03063-000000	COCHOCO MILLS HOLDINGS LLC	100	MAIN ST	CBD	390	C	1.380	376,000	10,300	386,300
03063-A00000	PICKER HOUSE LLC	42	MAIN ST	CBD	112	A	0.550	227,500	1,272,700	1,500,200
03063-B00000	COCHOCO MILLS HOLDINGS LLC	43	WASHINGTON ST	CBD	390	C	0.540	194,000	25,700	219,700
03064-000000	PILLAR INVESTMENT CORP	451	CENTRAL AV	CBD*	322	C	0.370	183,300	1,083,200	1,266,500
03066-000000	COCHOCO MILLS HOLDINGS LLC	427	CENTRAL AV	CBD	391	C	0.220	69,500	0	69,500
03067-000000	421 CENTRAL AVENUE LLC	421	CENTRAL AV	CBD	326	C	0.230	156,600	581,600	738,200
04001-000000	DOVER DRUG	505	CENTRAL AV	CBD	303	C	0.074	193,700	488,700	682,400
04002-000000	RANDALL CLAYTON F LIVING REVOCABLE TRUST	4	BROADWAY	CBD	322	C	0.110	175,400	188,000	363,400
04003-000000	RANDALL CLAYTON F LIVING REVOCABLE TRUST	12	BROADWAY	CBD	337	C	0.350	162,400	16,200	178,600
04005-000000	TRINKET REALTY LLC	14	BROADWAY	CBD	401	I	0.447	166,800	31,400	198,200
04017-000000	DANVIN COURT ONE LLC &	525	CENTRAL AV	CBD	335	C	0.290	200,700	303,100	503,800
04019-000000	PAPAIOANNOU ATHANASIOS &	519	CENTRAL AV	CBD	326	C	0.130	195,600	171,900	367,500
04020-000000	PAPAIONNOU SOTIRIOS & ALEXANDRA &	511	CENTRAL AV	CBD	303	C	0.230	203,800	363,200	567,000
04021-000000	SEACOAST SAVING BANK	0	CENTRAL AV	CBD	337	C	0.212	50,400	10,300	60,700
04022-000000	JALBERT MARGARET L &	2	PIERCE ST	CBD	303	C	0.110	111,100	293,300	404,400
04029-000000	CHITTENDEN CORPORATION	543	CENTRAL AV	CBD	340	C	0.146	144,900	898,700	1,043,600
04030-000000	CHITTENDEN CORPORATION	537	CENTRAL AV	CBD	341	C	1.430	308,800	689,800	998,600
05001-000000	FULL CIRCLE CONDOMINIUMS C/O MOUZOURAKIS	12	CHESTNUT ST	CBD	911	E	0.352	150,100	347,900	498,000
05003-000000	21 FOURTH STREET LLC	11	FOURTH ST	CBD	322	C	0.698	204,100	1,158,500	1,362,600
05004-000000	MANTOS PETER W &	9	FOURTH ST	CBD	303	C	0.050	91,600	86,000	177,600
05005-000000	CONROY MARY L & STAPLES K & LAJOIE L	526	CENTRAL AV	CBD	326	C	0.210	201,300	210,500	411,800
05007-000000	GOSSELLS BONNIE & BLICHER E CO-TRUSTEES	530	CENTRAL AV	CBD	325	C	0.340	217,500	164,900	382,400
05011-000000	FIVE POINTS DEVELOPMENT LLC	538	CENTRAL AV	CBD	303	C	0.254	175,700	1,100,200	1,275,900
05012-000000	FISCHER WALTER TRUSTEE	540	CENTRAL AV	CBD	303	C	0.120	175,700	244,100	419,800
05012-A00000	FISCHER WALTER TRUSTEE	4	SIXTH ST	CBD	104	R	0.067	104,200	69,500	173,700
05013-000000	SHEEHAN DANIEL H	6	SIXTH ST	CBD	105	R	0.109	111,100	98,400	209,500
05014-000000	FOURNIER DEAN A TRUSTEE	10	SIXTH ST	CBD	104	R	0.116	129,800	99,100	228,900
05015-000000	AVALON INVESTMENT INC	9	FIFTH ST	CBD	121	A	0.330	83,300	189,000	272,300
06001-000000	FISCHER BRIAN &	432	CENTRAL AV	CBD	322	C	0.280	168,000	362,900	530,900
06003-000000	CITY OF DOVER	6	FIRST ST	CBD	903	E	1.355	101,100	36,100	137,200
06009-000000	FIRCH LLC	24	CHESTNUT ST	CBD	340	C	0.461	152,800	288,700	441,500
06010-000000	HOLGATE LIMITED PARTNERSHIP	22	CHESTNUT ST	CBD	303	C	0.100	175,100	168,300	343,400
06010-A00000	HOLGATE LIMITED PARTNERSHIP	37	FIRST ST	CBD	111	A	0.100	81,800	498,800	580,600
06011-000000	LONG STEPHANIE N	35	FIRST ST	CBD	101	R	0.057	71,500	89,400	160,900



**City of Dover**  
**Proposed TIFD Tax Map Parcels**

Parcel ID	Owner	St#	St Name	zone	use	cl	acres	Current		
								Land Value	Building Value	Total Value
06012-000000	MURPHY BRIAN J	31	FIRST ST	CBD	111	A	0.150	82,800	236,100	318,900
06014-000000	DICKEY NATHAN TRUSTEE	27	FIRST ST	CBD	111	A	0.070	81,200	234,100	315,300
06015-000000	KAB REALTY MANAGEMENT LLC	23	FIRST ST	CBD	111	A	0.100	81,800	324,300	406,100
06016-000000	CONNORS COLLEEN F &	21	FIRST ST	CBD	101	R	0.054	79,500	77,200	156,700
06017-000000	HOLGATE LIMITED PARTNERSHIP	19	FIRST ST	CBD	111	A	0.110	82,000	394,500	476,500
06018-000000	WHITE DOVE PROPERTIES LLC	17	FIRST ST	CBD	111	A	0.100	81,800	393,100	474,900
06019-000000	FORTIER MARY M	13	FIRST ST	CBD	104	R	0.117	195,200	200,200	395,400
06020-000000	KOUTRELAKOS HELEN	1	FIRST ST	CBD	340	C	0.529	209,100	482,500	691,600
06021-001000	BUILD UPON LLC	436	CENTRAL AV	CBD	326	C	0.090	158,300	305,600	463,900
06021-002000	MARKER 21 HOLDINGS LLC	442	CENTRAL AV	CBD	322	C	0.090	158,300	173,300	331,600
06021-003000	CARTELLI'S LLC	446	CENTRAL AV	CBD	303	C	0.100	159,400	320,900	480,300
06021-A00000	HENRY PETER T &	450	CENTRAL AV	CBD	340	C	0.090	158,300	504,300	662,600
06022-000000	WEST CONCORD INVESTMENTS LLC	14	SECOND ST	CBD	111	A	0.098	81,800	331,000	412,800
06024-000000	CAMIRE DAVID R &	18	SECOND ST	CBD	111	A	0.110	82,000	213,300	295,300
06025-000000	CAMIRE DAVID R &	22	SECOND ST	CBD	104	R	0.079	79,800	146,800	226,600
06026-000000	FIELD JEAN	24	SECOND ST	CBD	104	R	0.217	77,600	147,400	225,000
06027-000000	NGUYEN HOA K	28	SECOND ST	CBD	111	A	0.080	81,400	266,700	348,100
06028-000000	SCHREUER RICHARD &	32	SECOND ST	CBD	111	A	0.080	81,400	267,400	348,800
06029-000000	HOLGATE LIMITED PARTNERSHIP	36	SECOND ST	CBD	337	C	0.160	127,800	9,900	137,700
06030-000000	ROSE SANDRA C	35	SECOND ST	CBD	101	R	0.200	119,100	160,400	279,500
06031-000000	SECOND STREET DOVER LLC	29	SECOND ST	CBD	111	A	0.200	83,800	299,700	383,500
06032-000000	WONG MO	42	THIRD ST	CBD	326	C	0.360	203,400	12,600	216,000
06033-000000	ROSS FURNITURE COMPANY INC	23	SECOND ST	CBD	307	C	0.200	99,000	12,200	111,200
06034-000000	WOODS PHYLLIS L TRUSTEE	17	SECOND ST	CBD	31	C	0.220	129,100	300,700	429,800
06035-000000	TEACH A MAN TO FISH INC	11	SECOND ST	CBD	111	A	0.140	195,900	354,500	550,400
06035-A00000	BAMFORD INVESTMENT CO LLC	0	SECOND ST	CBD	337	C	0.100	97,300	0	97,300
06036-000000	BAMFORD INVESTMENT CO LLC	456	CENTRAL AV	CBD	322	C	0.520	208,800	2,478,900	2,687,700
06036-A00000	BAMFORD INVESTMENT CO LLC	4	THIRD ST	CBD	377	C	0.187	98,800	0	98,800
06037-000000	ANBELWOLD LLC	18	THIRD ST	CBD	364	C	0.210	178,500	421,000	599,500
06038-000000	ROSS FURNITURE COMPANY INC	22	THIRD ST	CBD	337	C	0.130	97,800	0	97,800
06039-000000	ROSS FURNITURE COMPANY INC	30	THIRD ST	CBD	322	C	0.160	177,000	529,500	706,500
06040-000000	WONG JOHN	44	THIRD ST	CBD	303	C	0.140	195,900	1,110,500	1,306,400
06043-000000	VARNEY LINDA S	52	THIRD ST	CBD	322	C	0.150	196,300	138,200	334,500
06044-000000	VARNEY JAMES & LINDA TRUSTEES	60	THIRD ST	CBD	322	C	0.210	198,300	232,500	430,800

City of Dover

Proposed TIFD Tax Map Parcels

Parcel ID	Owner	St#	St Name	zone	use	cl	acres	Current			
								Land Value	Building Value	Current Total Value	
06046-000000	BAMFORD DAVID K	488	CENTRAL AV	CBD	303	C	0.696	262,000	1,172,200	1,434,200	
06054-000000	BOSTON & MAINE RR	0	THIRD ST	CBD	900	E	0.410	205,100	0	205,100	
06054-A00000	CITY OF DOVER	0	THIRD ST	CBD	903	E	0.750	108,300	1,900	110,200	
06054-B00000	FORTIN GAIL A	20	CHESTNUT ST	CBD	326	C	0.040	71,200	58,300	129,500	
06054-C00000	CITY OF DOVER	0	CHESTNUT ST	CBD	903	E	0.552	209,900	31,000	240,900	
06054-D00000	COLWELL-ELLIS DARLENE TRUSTEE	10	FOURTH ST	CBD	322	C	0.110	175,400	126,200	301,600	
06054-E00000	CARRIER IRENE R TRUSTEE	4	FOURTH ST	CBD	340	C	0.160	157,300	119,900	277,200	
23007-000000	MELITUS JAMES & KATHLEEN L &	3	PORTLAND AV	CBD	105	R	0.255	75,500	118,000	193,500	
23008-000000	TRAVIS ERIK M &	10	YOUNG ST	CBD	132	R	0.020	7,300	0	7,300	
23009-000000	TRAVIS ERIK M &	12	YOUNG ST	CBD	105	R	0.189	70,900	161,800	232,700	
23010-000000	ALLIS JOSEPH	17	YOUNG ST	CBD	337	C	0.360	129,900	6,400	136,300	
23011-000000	ALLIS GLORIA L & JOSEPH	1	MAIN ST	CBD	307	C	1.534	315,100	707,600	1,022,700	
23014-000000	WASHINGTON STREET MILL LLC	1	WASHINGTON ST	CBD	402	I	3.350	529,200	4,671,800	5,201,000	
31004-000000	BOSTON & MAINE RR %GUILFORD TRANS	35	CHESTNUT ST	CBD	900	E	2.750	105,000	134,500	239,500	
31004-B00000	COCHECO MILLS HOLDINGS LLC	33	CHESTNUT ST	CBD	337	C	4.600	218,200	182,500	400,700	
31005-000000	HARLECH LLC	47	CHESTNUT ST	CBD	322	C	3.660	292,200	1,106,900	1,399,100	
31006-000000	LOYAL ORDER OF MOOSE #443	45	CHESTNUT ST	CBD	353	C	0.830	64,800	126,800	191,600	
31007-000000	SOJOURN PROPERTY MANAGEMENT LLC	66	THIRD ST	CBD	307	C	0.680	158,300	998,900	1,157,200	
31008-000000	SOJOURN PROPERTY MANAGEMENT LLC	78	THIRD ST	CBD	337	C	0.090	107,700	0	107,700	
31008-A00000	POLYCHRONIS BLANCHE H 2001 TRUST	80	THIRD ST	CBD	101	R	0.090	80,000	97,300	177,300	
31009-000000	GRASS ARTHUR	82	THIRD ST	CBD	104	R	0.067	79,600	119,400	199,000	
31010-000000	ERNEST 39 HOLDING LLC	86	THIRD ST	CBD	104	R	0.069	79,700	76,000	155,700	
31011-000000	ONE GROVE STREET LLC	1	GROVE ST	CBD	401	I	0.500	118,600	126,100	244,700	
31012-000000	THIRD STREET PROPERTY CORP	5	GROVE ST	CBD	337	C	0.230	73,500	10,800	84,300	
31014-000000	HATCH ALAN L	6	GROVE ST	CBD	401	I	0.729	130,600	440,500	571,100	
Assessed Value as of April 1, 2013								58.467	24,473,100	64,264,100	88,737,200

## **Sample Resolution**



**CITY OF DOVER**

## **CITY OF DOVER - RESOLUTION**

**Agenda Item#:**

Resolution Number: **R – 2014.**

Resolution Re: **ESTABLISHING THE DOWNTOWN DOVER  
TAX INCREMENT FINANCE DISTRICT**

WHEREAS The City Council of the City of Dover has adopted the provisions of RSA 162-K:1, Local Option for Tax Increment Financing District, as per Resolution R- 2010.09.08 - 123, passed by City Council, October, 10, 2010.

WHEREAS The Planning Board of the City of Dover adopted the Master Plan Visioning Chapter on August 28, 2012 which specifically identifies the need for downtown parking as important to the continued vitality and attractiveness of the downtown area.

WHEREAS The City of Dover's 2007 Master Plan's Land Use Chapter recommends the designation of "areas as Business Investment Districts to improve infrastructure and streetscape by taking advantage of income created by an increased tax assessment".

WHEREAS The City Council of the City of Dover finds that the issuance of general obligation bonds, issued for the purposes as outlined in the Downtown Dover Parking Structure and Infrastructure Improvements development plan provides a general public use and fulfills a public purpose.

WHEREAS The City Council of the City of Dover finds that the financing of public parking spaces in the downtown area serves a public purpose and is consistent with the City's long-term recognition of the importance and unique nature of the downtown area and its desire to continue the downtown area's vitality, attractiveness and prosperity.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND DOVER CITY COUNCIL: that a municipal economic development and revitalization district is hereby designated as shown on the attached plan lying generally north of St. Thomas Street, south of Sixth Street, west of Chestnut Street and the Cochecho River Street, and east of Main Street. The district will have the name of the Downtown Dover Tax Increment Financing District.

BE IT HEREBY FURTHER RESOLVED that the attached development program for the Downtown Dover Tax Increment Financing District is hereby adopted in its entirety by the City Council of the City of Dover and that the district, as proposed, meets the qualifications of RSA 162-K.

BE IT HEREBY FURTHER RESOLVED that the attached Tax Increment Financing Plan is hereby adopted for use in accordance with the said program in the said district.

BE IT HEREBY FURTHER RESOLVED that in accordance with the provisions of RSA 162-



**CITY OF DOVER**

## **CITY OF DOVER - RESOLUTION**

**Agenda Item#:**

Resolution Number: **R – 2014.**

Resolution Re: **ESTABLISHING THE DOWNTOWN DOVER  
TAX INCREMENT FINANCE DISTRICT**

K:5, the City Council hereby resolves that the total assessed value of taxable real property of any one development district shall not exceed eight (8%) percent of the most recent total assessed value of all taxable assessed value in the City and that the total assessed value of taxable real property within all development districts for which bonds remain outstanding shall not exceed sixteen (16%) percent of the most recent total assessed value of all taxable real property in the City.

BE IT HEREBY FURTHER RESOLVED that an advisory board is hereby created by this Resolution for the revitalization district to be appointed by the City Council. There shall be five (5) members, the majority of whom shall be owners or occupants of real property within or adjacent to the development district. The duties of said advisory board shall be set forth in accordance with RSA 162-K:14. The board shall serve in any advisory capacity to the City Council and City Manager. Any conflicts that may arise between the determinations of the district administrator and the advisory board shall be considered and resolved by resolution through the City Council.

### **AUTHORIZATION**

Approved as to Funding:

Daniel R. Lynch  
Finance Director

Sponsored by:

Mayor Karen Weston  
By request

Approved as to Legal Form  
and Compliance:

Anthony I. Blenkinsop  
General Legal Counsel

Recorded by:

Karen Lavertu  
City Clerk



**CITY OF DOVER**

## **CITY OF DOVER - RESOLUTION**

**Agenda Item#:**

Resolution Number: **R – 2014.**

Resolution Re: **ESTABLISHING THE DOWNTOWN DOVER  
TAX INCREMENT FINANCE DISTRICT**

### **DOCUMENT HISTORY:**

First Reading Date:

Public Hearing Date:

Approved Date:

Effective Date:

### **DOCUMENT ACTIONS:**

<b>VOTING RECORD</b>		
Date of Vote:	YES	NO
Mayor, Karen Weston		
Deputy Mayor, Robert Carrier, At Large		
Councilor John O'Connor, Ward 1		
Councilor William Garrison, III, Ward 2		
Councilor Deborah Thibodeaux, Ward 3		
Councilor Dorothea Hooper, Ward 4		
Councilor Catherine Cheney, Ward 5		
Councilor Jason Gagnon, Ward 6		
Councilor, Anthony McManus, At Large		
Total Votes:		
Resolution does   does not pass.		

### **RESOLUTION BACKGROUND MATERIAL:**

Document Created by: Legal

**R\_2014.**

Document Posted on:

Page 3 of 3

**Pro forma**

**City of Dover, NH  
Parking Garage**

Description	Projected Total			Fiscal Year										
	14	15	16	Estimated	17	18	19	20	21	22	23	Estimated	24	
Beginning Balance Fiscal Year	-	-	298,771	145,091	133,455	99,121	108,245	-	-	-	-	-	-	
Existing Balance in Capital Reserve	-	570,000	-	-	-	-	-	-	-	-	-	-	-	
Parking Activity Fund Operating Budget	-	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	
Parking Meter Rate Changes	-	-	-	50,000	100,000	100,000	100,000	100,000	100,000	160,000	200,000	200,000	200,000	
Sale of First Street Lot	-	110,000	-	-	-	-	-	-	-	-	-	-	-	
Sale of Third Street Lot	-	75,000	-	-	-	-	-	-	-	-	-	-	-	
Sale of Orchard Parcel 1 & Parcel 2	-	-	150,000	-	-	-	-	-	-	-	-	-	-	
Sale of Orchard Parcel 3 through 6	-	-	-	150,000	-	-	-	-	-	-	-	-	-	
Sale of School Street Lot	-	-	-	-	-	-	-	-	-	-	-	-	-	
In-Fill/Increment	18,771	171,320	263,364	340,666	384,124	620,468	651,885	679,061	704,763	748,349				
Net Sources of Funds	-	873,771	720,091	708,455	674,121	683,245	928,713	1,076,885	939,061	1,004,763	1,048,349			
Less Net Debt Service	-	(575,000)	(575,000)	(575,000)	(575,000)	(575,000)	(925,000)	(922,500)	(924,250)	(920,000)	(920,000)			
Projected Resources Exceed (Short)	-	-	-	-	-	-	-	-	-	-	-			
Debt Service Coverage	-	298,771	145,091	133,455	99,121	108,245	3,713	154,385	14,811	84,763	128,349			
Estimated Tax Rate Impact/(Decrease)	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(0.05)	(0.01)	(0.03)		(0.04)	

County Apportionment Available for use with TIF	2,387	21,787	33,492	43,322	48,850	78,905	82,900	86,356	89,625	95,167
County Apportionment Equivalent Tax Rate Impact	(0.00)	(0.01)	(0.01)	(0.02)	(0.02)	(0.03)	(0.03)	(0.03)	(0.03)	(0.03)



**City of Dover, NH  
Parking Garage**

Description	Projected Total	Fiscal Year										Fiscal Year
		25	26	27	28	29	30	31	32	33	34	Estimated
Beginning Balance Fiscal Year		-	-	-	-	-	-	-	-	-	-	36
Existing Balance in Capital Reserve		-	-	-	-	-	-	-	-	-	-	-
Parking Activity Fund Operating Budget		100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Parking Meter Rate Changes		200,000	200,000	200,000	300,000	300,000	300,000	300,000	300,000	400,000	400,000	400,000
Sale of First Street Lot												
Sale of Third Street Lot												
Sale of Orchard Parcel 1 & Parcel 2												
Sale of Orchard Parcel 3 through 6												
Sale of School Street Lot												
In-Fill/Increment		774,761	801,437	828,381	855,593	883,078	910,837	938,875	967,193	995,795	1,024,681	1,053,858
Net Sources of Funds	29,605,009	1,074,761	1,101,437	1,128,381	1,255,593	1,283,078	1,310,837	1,338,875	1,367,193	1,495,795	1,524,681	1,553,858
Less Net Debt Service	(15,792,750)	(924,000)	(921,750)	(923,500)	(924,000)	(923,250)	(921,250)	(923,000)	(923,250)	(922,000)	(924,250)	(924,750)
Projected Resources Exceed (Short)												
Debt Service Coverage	13,812,259	150,761	179,687	204,881	331,593	359,828	389,587	415,875	443,943	573,795	600,431	629,108
Estimated Tax Rate Impact/(Decrease)		(0.05)	(0.06)	(0.07)	(0.11)	(0.12)	(0.13)	(0.13)	(0.14)	(0.18)	(0.19)	(0.19)

[illegible]

**City of Dover, NH**  
**Parking Garage**  
**Analysis of Debt Service Coverage (Proforma)**

Description	36	37	38	39
Beginning Balance Fiscal Year	-	-	-	-
Existing Balance in Capital Reserve	-	-	-	-
Parking Activity Fund Operating Budget	100,000	100,000	100,000	100,000
Parking Meter Rate Changes	400,000	400,000	400,000	400,000
Sale of First Street Lot	-	-	-	-
Sale of Third Street Lot	-	-	-	-
Sale of Orchard Parcel 1 & Parcel 2	-	-	-	-
Sale of Orchard Parcel 3 through 6	-	-	-	-
Sale of School Street Lot	-	-	-	-
In-Fill/Increment	1,083,325	1,113,087	1,143,147	1,173,507
Net Sources of Funds	29,605,009	1,613,087	1,643,147	1,673,507
Less Net Debt Service	(15,792,750)	(920,500)	(920,750)	(924,000)
Projected Resources Exceed (Short)				
Debt Service Coverage	13,812,259	692,587	722,397	749,507
Estimated Tax Rate Impact/(Decrease)	(0.20)	(0.21)	(0.21)	(0.22)

County Apportionment Available for use with TIF	2,432,805	137,766	141,551	145,374	149,235
County Apportionment Equivalent Tax Rate Impact		(0.04)	(0.04)	(0.04)	(0.04)

**RSA 162-K**

# **TITLE XII**

## **PUBLIC SAFETY AND WELFARE**

### **CHAPTER 162-K**

#### **MUNICIPAL ECONOMIC DEVELOPMENT AND REVITALIZATION DISTRICTS**

##### **Section 162-K:1**

**162-K:1 Local Option.** — Any city or town may adopt this chapter and shall thereafter have all the authority, powers, duties and responsibilities set forth in this chapter.

I. A city may adopt this chapter by majority vote of the legislative body of the city after notice and hearing as set forth in RSA 162-K:4.

II. A town may adopt this chapter by majority vote of the voters present and voting at any legal town meeting under a proper article and after notice and hearing as set forth in RSA 162-K:4.

**Source.** 1979, 175:2, eff. Aug. 5, 1979.

##### **Section 162-K:2**

**162-K:2 Definitions.** — In this chapter:

I. "Budget submission date" has the meaning set forth under RSA 273-A:1, III.

II. "Development district" means a specific area within the corporate limits of any municipality which has been so designated and separately numbered by the legislative body of said municipality acting under this chapter.

III. "Development program" means a statement of objectives of the municipality for improvement of a development district established under RSA 162-K:6.

IV. "District administrator" means the head of the department, office agency, municipal housing and redevelopment authority or corporation designated under RSA 162-K:13.

V. "Governing body" means the board of aldermen or city council in the case of a city and the board of selectmen in the case of a town.

VI. "Legislative body" means the board of aldermen or city council in the case of a city and the town meeting in the case of a town.

VII. "Maintenance and operation" means all activities necessary to maintain facilities after they have been developed and all activities necessary to operate the facilities including but not limited to informational and educational programs, and safety and surveillance activities.

VIII. "Municipality" means a city or town.

IX. "Parking structure" means any building the principal use of which is designed for and intended for parking of motor vehicles, and includes open air parking on parking lots.

IX-a. "Public use" means:

(a) (1) The possession, occupation, and enjoyment of real property by the general public or

governmental entities;

(2) The acquisition of any interest in real property necessary to the function of a public or private utility or common carrier either through deed of sale or lease;

(3) The acquisition of real property to remove structures beyond repair, public nuisances, structures unfit for human habitation or use, and abandoned property when such structures or property constitute a menace to health and safety; and

(4) Private use that occupies an incidental area within a public use; provided, that no real property shall be condemned solely for the purpose of facilitating such incidental private use.

(b) Except as provided in subparagraphs (a)(2) and (4) of this paragraph, public use shall not include the public benefits resulting from private economic development and private commercial enterprise, including increased tax revenues and increased employment opportunities.

X. "Substantially residential development district" means any development district in which 40 percent or more of the land area, exclusive of streets and open space, is used for residential purposes at the time the district is designated.

XI. "Tax increment" means the amount of taxes raised in a development district due to increases in assessed value over the assessed value of the district at the time of its establishment.

**Source.** 1979, 175:2, eff. Aug. 5, 1979. 2006, 324:1, eff. Jan. 1, 2007.

### **Section 162-K:3**

**162-K:3 Authorization; Initial Adoption.** – A municipality which adopts this chapter shall thereafter be authorized to establish one or more development districts. For each such district, the municipality shall establish a development program and a tax increment financing plan. A municipality that has not previously adopted this chapter may carry out the planning and hearing procedures for establishment of one or more development districts at the same time it is conducting the planning and hearing procedures on initial adoption of this chapter; provided that any vote on establishing a particular development district shall not be taken until after the legislative body shall have voted on the question of adopting this chapter.

**Source.** 1979, 175:2, eff. Aug. 5, 1979.

### **Section 162-K:4**

**162-K:4 Hearing.** – Prior to adopting this chapter or designating any development district, a hearing on the subject shall be conducted in the municipality. The hearing shall be conducted by the governing body. The hearing shall be held at least 15 days prior to the date on which action on the proposal is scheduled to take place. Notice of the hearing, including a description of any proposed district, shall be posted in 2 appropriate places in the municipality or published in a newspaper of general circulation in the municipality at least 7 days prior to the hearing.

**Source.** 1979, 175:2, eff. Aug. 5, 1979.

### **Section 162-K:5**

**162-K:5 Establishment of Districts; Limitations.** – Upon a finding that such action will serve public purposes, the legislative body of the municipality may create, within its jurisdiction, development districts. The area of a district may be enlarged following the date of designation of the district. Municipalities establishing development districts shall comply with one of the following limitations:

I. The total acreage included in any one development district when designated shall not exceed 5 percent of the total acreage of the municipality, and when added to the total current acreage within the development districts for which bonds remain outstanding shall not exceed 10 percent of the total acreage of the municipality.

II. The total assessed value of taxable real property of any one development district when designated shall not exceed 8 percent of the most recent total assessed value of taxable real property in the municipality, and when added to the current total assessed value of taxable real property within development districts for which bonds remain outstanding, shall not exceed 16 percent of the most recent total assessed value of taxable real property in the municipality.

**Source.** 1979, 175:2. 1985, 135:1. 1991, 362:10. 1998, 9:1, eff. May 29, 1998. 2004, 181:1, eff. July 31, 2004.

## **Section 162-K:6**

**162-K:6 District Establishment and Development Programs.** – A municipality which has adopted this chapter and which intends to establish a development district shall, in addition to establishing the district, establish a development program under this section and a tax increment financing plan under RSA 162-K:9 and 10.

I. The development program shall contain a complete statement as to the public facilities to be constructed within the district, the open space to be created, the environmental controls to be applied, the proposed reuse of private property, and the proposed operations of the district after the capital improvements within the district have been completed.

II. The development program shall also provide for carrying out relocation of persons, families, business concerns, and others displaced by the project, pursuant to a relocation plan, including the method for the relocation of residents in decent, safe and sanitary dwelling accommodations, and reasonable moving costs, determined to be feasible by the municipality.

III. In conformity with the development program, within the district, the municipality may:

(a) Acquire, construct, reconstruct, improve, alter, extend, operate, maintain or promote developments aimed at improving the physical facilities, quality of life and quality of transportation;

(b) Acquire real property or easements through negotiation or through powers of eminent domain, except that property acquired through powers of eminent domain shall be put to public use, as defined in RSA 162-K:2, IX-a;

(c) Adopt ordinances regulating the use of public parking structures and other facilities constructed within the development district and access to them and the conditions under which such access is allowed. Traffic regulations may include, but shall not be limited to, direction and speed of traffic, kinds of service activities that will be allowed in arcades, parking structures and plazas, and rates to be charged in the parking structures;

(d) Require construction of buildings within the district so as to accommodate and support pedestrian systems which are part of the program for the development district. When the

municipality requires for the public benefit the construction of columns, beams or girders with greater strength than required for normal building purposes, the municipality shall reimburse the owner for the added expense from development district funds;

(e) Install lighting systems, street signs and street furniture, landscaping of street and public property, and snow removal systems compatible with the character of the district;

(f) Acquire property for the district;

(g) Lease air rights over public property and spend public funds for constructing the foundations and columns in the public buildings strong enough to support the buildings to be constructed on air rights;

(h) Lease all or portions of basements, ground and second floors of the public buildings constructed in the district; and

(i) Negotiate the sale or lease of property for private development if the development is consistent with the development program for the district.

**Source.** 1979, 175:2, eff. Aug. 5, 1979. 2006, 324:2, eff. Jan. 1, 2007.

### **Section 162-K:7**

**162-K:7 Grants.** — A municipality may accept grants or other financial assistance from the government of the United States, the state of New Hampshire or any other entity to do studies and to construct and operate the public improvements authorized by this chapter.

**Source.** 1979, 175:2, eff. Aug. 5, 1979.

### **Section 162-K:8**

**162-K:8 Issuance of Bonds.** — The municipality may authorize, issue and sell general obligation bonds, which shall mature within 30 years from the date of issue, to finance the acquisition and betterment of real and personal property needed to carry out the development program within the development district together with all relocation costs incidental thereto. Bonds issued under authority of this chapter shall be payable in annual payments which shall be so arranged that the amount of annual payment of principal and interest in any year on account of any bond shall not be less than the amount of principal and interest payable in any subsequent year by more than 5 percent of the principal of the entire bond. The total amount of such payments shall be sufficient to extinguish the entire bond on account of which they are made at maturity. The first payment of principal on any bond shall be made no later than 5 years and the last payment not later than 30 years after the date thereof. Each authorized issue of bonds shall be a separate loan. All dedicated tax increments received by the municipality pursuant to RSA 162-K:10 shall be pledged for the payment of these bonds and used to reduce or cancel the taxes otherwise required to be extended for that purpose, and the bonds shall not be included when computing the municipality's net debt under RSA 33.

**Source.** 1979, 175:2. 2000, 280:1, eff. August 20, 2000.

### **Section 162-K:9**

**162-K:9 Tax Increment Financing Plan.** – The municipality shall adopt a tax increment financing plan for any development district established under this chapter. The plan shall allocate use of tax increments for retirement of bonds and notes, operation, maintenance and improvements in the district and for general municipal purposes.

I. A tax increment financing plan shall contain a statement of objectives of a municipality for improvement of a development district. Such plan shall be incorporated into the development program for the district. It shall contain estimates of the following: cost of the development program; sources of revenues to finance those costs including estimates of tax increments; amount of bonded indebtedness to be incurred; and the duration of the program's existence. The plan shall also contain a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the district is located.

II. Before approving any tax increment financing plan, a public hearing shall be held as part of the hearing on the development district under RSA 162-K:4.

III. Before formation of a development district, the municipality shall provide a reasonable opportunity to the county commissioners of any county in which any portion of the development district is located and to the members of the school board of any school district in which any portion of the development district is located to meet with the governing body. The governing body shall fully inform the county commissioners and the school boards of the fiscal and economic implications of the proposed development district. The county commissioners and the school boards may present their recommendations at the public hearing. A municipality's tax increment financing plan may include agreements with the county commissioners and the school boards in which the district is located to share a portion of the captured tax increments of the district.

IV. A tax increment financing plan may be modified provided such modification shall be approved by the legislative body upon such notice and hearing and agreements as are required for approval of the original plan. Any modification shall maintain use of dedicated tax increments for retirement of bonds and notes as required.

**Source.** 1979, 175:2, eff. Aug. 5, 1979.

## **Section 162-K:10**

### **162-K:10 Computation of Tax Increments.** –

I. Upon formation of a development district, the assessors of the municipality in which it is situated shall determine the current assessed value of the real property within the boundaries of the development district. The current assessed value so determined shall be known as the "original assessed value." Property exempt from taxation at the time of the determination shall be included at zero, unless it later becomes taxable, in which case its most recently determined assessed valuation shall be included. Each year thereafter, the assessors shall determine the amount by which the assessed value has increased or decreased from the original assessed value. The assessors shall also determine the proportion which any increase or decrease bears to the total assessed value of the real property in that district for that year.

II. Any amount by which the current assessed value of a development district exceeds the original assessed value is referred to as the captured assessed value. The assessors shall determine the amount of the captured assessed value each year.

(a) The tax increment financing plan shall designate the portion of captured assessed value



which will be dedicated for retirement of bonds and notes and the portion of captured assessed value which will be dedicated to the operation and further development of the tax increment financing district.

(b) The portion of captured assessed value which is not used either for the purpose of retirement of bonds and notes or for the purpose of the operation and development of the tax increment financing district shall be deemed excess captured assessed value. Excess captured assessed value shall be returned to the tax lists.

III. (a) Each subsequent year the assessors shall determine current assessed valuation, and tax increments and shall report them to the commissioner of the department of revenue administration according to the following method:

(1) If the municipality retains the full captured assessed value for the development district the assessors shall certify to the commissioner of revenue administration, for the purposes of the report required by RSA 41:15, the current assessed value, as the basis to equalize annually the valuation of property throughout the state, and the full captured assessed value, to be deducted from the current assessed valuation for the calculation of the property tax rate. The assessors shall extend all rates as established by the commissioner of revenue administration under the provisions of RSA 41:15 against the current assessed value, including all captured assessed value. In each year for which the current assessed value exceeds the original assessed value, the municipal tax collector shall remit to the municipality that proportion of all taxes paid that year on real property in the district which the captured assessed value bears to the total current assessed value. The amount so remitted each year is referred to in this section as the tax increment for that year.

(2) If the municipality retains only a portion of the captured assessed value for the development district and returns the remaining portion to the tax lists, the assessors shall include the current assessed value, to be used as a basis to equalize annually the valuation of property throughout the state, and that portion of the captured assessed value which the municipality does retain, to be deducted from the current assessed valuation for the calculation of the property tax rate. The assessors shall extend all rates against the total current assessed value. In each year for which the current assessed value exceeds the original assessed value, the municipal tax collector shall remit to the municipality that proportion of all taxes billed on real property in the district that the retained captured assessed value bears to the total current assessed value in the district. The amount so remitted each year is referred to as the tax increment.

(b) The general court finds that municipalities that have adopted a tax increment financing plan and issued tax increment financing plan bonds under this chapter before April 29, 1999, or which have adopted a tax increment financing plan and entered into contracts and incurred liabilities in reliance upon the tax increment plans under this chapter before April 29, 1999, have incurred obligations which must be honored. The general court recognizes also that in accordance with the intent of this chapter, such obligations were entered into in order to accomplish a public purpose and for the improvement of development in municipalities. Accordingly, the provisions of subparagraph III(a) shall not apply to tax increment financing plan districts which authorized and issued tax increment bonds under this chapter before April 29, 1999 or which adopted a tax increment financing plan under this chapter and entered into contracts and incurred financial liabilities in reliance upon such tax increment plan before April 29, 1999. This subparagraph shall only apply to tax development districts as they existed as of April 29, 1999. To the extent such tax increment financing plan is amended to increase the amount of bonded indebtedness, to increase the cost of the development program, or to extend

the duration of the program's existence, this subparagraph shall not apply. The assessors shall determine assessed valuation and tax increments according to the following method:

(1) If the municipality retains the full captured assessed value for the development district, the assessors shall certify to the commissioner of revenue administration for the purposes of the report required by RSA 21-J:34, no more than the original assessed value of the real property in the development district. The assessors shall extend all rates as established by the commissioner of revenue administration under the provisions of RSA 21-J:35 against the current assessed value, including all captured assessed value. In each year for which the current assessed value exceeds the original assessed value, the municipal tax collector shall remit to the municipality that proportion of all taxes billed that year on real property in the district which the captured assessed value bears to the total current assessed value. That amount is referred to in this section as the tax increment for that year.

(2) If the municipality retains only a portion of the captured assessed value for the development district and returns the excess to the tax lists, the assessors shall certify to the commissioner of revenue administration for the purposes of the report required by RSA 21-J:34 the original assessed value and that portion of the captured assessed value which is shared with all the affected taxing districts for the purposes of determining the assessed value for computing property tax rates. The commissioner of revenue administration shall compute the rates of all taxes levied by the state, county, municipality, school district and every other taxing district in which the district is located on this aforementioned assessed value. The assessors shall extend all rates against the total current assessed value, including that portion of the captured assessed value which the municipality is retaining for the development district only. In each year for which the current assessed value exceeds that original assessed value, the municipal tax collector shall remit to the municipality that proportion of all taxes paid on real property in the district that the retained captured value bears to the total current assessed value in the district. That amount is referred to as the tax increment for that year.

(c) In any year in which the current assessed value of the development district is equal to or less than the original assessed value, the assessors shall compute and extend taxes against the current value. Taxes shall be distributed from the affected property to each of the taxing authorities as determined by the current levy and there is no tax increment.

IV. The municipality shall expend the tax increments received for any development program only in accordance with the tax increment financing plan. Tax increments shall be used only to pay off costs and administrative expenses incurred in developing the district.

**Source.** 1979, 175:2. 1999, 303:13. 2000, 222:1-3, eff. April 1, 2000.

## **Section 162-K:11**

**162-K:11 Annual Report.** — The municipality's annual report shall contain a financial report for any development district in the municipality. The report shall include at least the following information: the amount and source of revenue of the district, the amount and purpose of expenditures, the amount of principal and interest on any outstanding bonded indebtedness, the original assessed value of the district, the captured assessed value retained by the district, the tax increments received and any additional information necessary to demonstrate compliance with the tax increment financing plan.

**Source.** 1979, 175:2, eff. Aug. 5, 1979.

### **Section 162-K:12**

**162-K:12 Maintenance and Operation.** — Maintenance and operation of the systems and improvements constructed under this chapter shall be under the supervision of the district administrator. The cost of maintenance and operation of the non-revenue-producing facilities together with excess of costs of operation and maintenance of revenue-producing facilities, if any, shall be charged against the development district in which it is located. The charges against each property within the district shall be in proportion to the benefit to the properties within the district 60 days before the budget submission date. The district administrator shall submit to the governing body of the municipality the maintenance and operating budget for the following year, and the prorated share of the budget to be charged to each property in the district. The budget for the district as approved by the municipality, and pursuant to RSA 32, shall contain necessary appropriations and provisions for collecting charges against affected properties in the district.

**Source.** 1979, 175:2, eff. Aug. 5, 1979. 2012, 186:5, eff. June 11, 2012.

### **Section 162-K:13**

**162-K:13 Administration.** — The municipality may create a department or designate an existing department or office or agency or municipal housing and redevelopment authority, or form a corporation under RSA 292, to administer development districts. The district administrator may, subject to such rules and limitations as may be adopted by the governing or legislative body, be granted the power to:

- I. Acquire property or easements through negotiations;
- II. Enter into operating contracts on behalf of the municipality for operation of any of the facilities authorized to be constructed under this chapter;
- III. Lease space to private individuals or corporations within the buildings constructed under this chapter;
- IV. Lease or sell land and lease or sell air rights over structures constructed under this chapter;
- V. Enter into contracts for construction of several facilities or portions thereof authorized under this chapter;
- VI. Contract with the housing and redevelopment authority of the municipality for the administration of any or all of the provisions of this chapter;
- VII. Certify to the governing body of the municipality, for acquisition through eminent domain, property that cannot be acquired by negotiation, but is required for implementation of the development program;
- VIII. Certify to the governing body of the municipality the amount of funds, if any, which must be raised through sale of bonds to finance the program for development districts;
- IX. Apply for grants from the government of the United States or other source.

**Source.** 1979, 175:2, eff. Aug. 5, 1979.

### **Section 162-K:14**

**162-K:14 Advisory Board. –**

I. The legislative body of the municipality shall create an advisory board for each development district. The board shall consist of such number of members appointed or elected as determined by the legislative body. A majority of members shall be owners or occupants of real property within or adjacent to the development district. In a substantially residential development district, however, the board shall consist solely of owners or occupants of real property within or adjacent to the district.

II. The advisory board shall advise the governing body and district administrator on planning, construction and implementation of the development program and on maintenance and operation of the district after the program has been completed.

III. The governing body shall by resolution delineate the respective powers and duties of the advisory board and the planning staff or agency. The resolution shall establish reasonable time limits for consultation by the advisory board on the phases of the development program, and provide a mechanism for appealing to the governing body for a final decision when conflicts arise between the advisory board and the planning staff or agency, regarding the development program in its initial and subsequent stages.

**Source.** 1979, 175:2, eff. Aug. 5, 1979.

**Section 162-K:15**

**162-K:15 Relocation. –** Unless they desire otherwise, provision shall be made for relocation of all persons who would be displaced by a proposed development district prior to displacement in accordance with the provisions of RSA 162-K:6. Prior to undertaking any relocation of displaced persons, the municipality shall insure that housing and other facilities of at least comparable quality be made available to the persons to be displaced.

**Source.** 1979, 175:2, eff. Aug. 5, 1979.





# TAX INCREMENT FINANCING

## DOWNTOWN DOVER TIF GOALS:

The Downtown Dover TIF District has been established to encourage the following community goals:

- Promote infill and foster economic development
- Improve public infrastructure and streetscape
- Diversification of the City's tax base
- Assist in funding the construction, operation and continued maintenance of a new parking facility

## TIF ADVISORY BOARD COMPOSITION:

The TIF Advisory Board shall consist of (7) voting members, and (1) ex-officio non-voting member :

- (1) City Councilor
- (2) Citizen Representatives who do not own or operate property within or adjacent to the TIF District
- (4) Citizen Representatives who are property owners or occupants within or adjacent to the TIF District; (1) of whom is recommended by the Dover Chamber of Commerce, and (1) of whom is recommended by Dover Main Street

## For More Information:

Department of Planning and Community Development  
288 Central Ave.  
Dover, NH 03820  
(603) 516-6008  
<http://www.dover.nh.gov/government/city-operations/planning/>

## The Downtown Dover TIF District

### What is a TIF district?

Tax increment financing, commonly referred to as TIF, is the financing of public improvements with incremental taxes created by new construction, expansion, or renovation of a property within a designated district or area. The Dover Downtown TIF District has been established as a way to help offset the cost of needed parking infrastructure improvements.

### How does a TIF district work?

TIF works by using the captured value from new tax revenue in the established district. This "captured value" is the difference between the original assessed value of the district at the time of district adoption, and any increase in assessed value at the end of the year. The captured value is put into a TIF fund separate from the City's general fund, and is used exclusively for public improvement within the district.

### How was the Downtown TIF authorized?

NH RSA 162-K provides the

statutory framework for setting up, managing, and reporting on a TIF district. In March of 2014 the City Council approved this framework for the creation of the Downtown TIF.

### How is district administered?

Once TIF boundaries are established and state statute is formally adopted by the City Council, the governing body of the municipality drafts a development plan and a financing plan. The City Council holds final authority over the established district, who in turn rely on a District Administrator and various city staff to execute the plan. The District Administrator (the City Manager or a designee assigned by the Manager) also acts as an ex-officio non-voting member of the TIF advisory committee.

### What is a Development Plan?

A TIF development plan conveys the description of public projects that could be funded by TIF funds. The Downtown Dover TIF District's current plan includes: a new parking facility; relocating existing private utility transmission lines; expansion or replacement of public utility infrastruc-

ture; improvement to public streetscape and lighting; sidewalk and roadway upgrades; establishment of public open space including public parks and pathways; and, maintenance and administrative costs.

### What is a Financing Plan?

A TIF Financing Plan is a formal statement of the financial objectives for the retirement of bonds issued as part of improvements within the district. The plan includes: costs associated with the development plan; sources of revenue to finance those costs, including estimates on tax increments; amount of bonded indebtedness to be incurred; the duration of the district's existence; a statement of the estimated impact of TIF on the assessed values of all taxing jurisdictions in which the district is located.

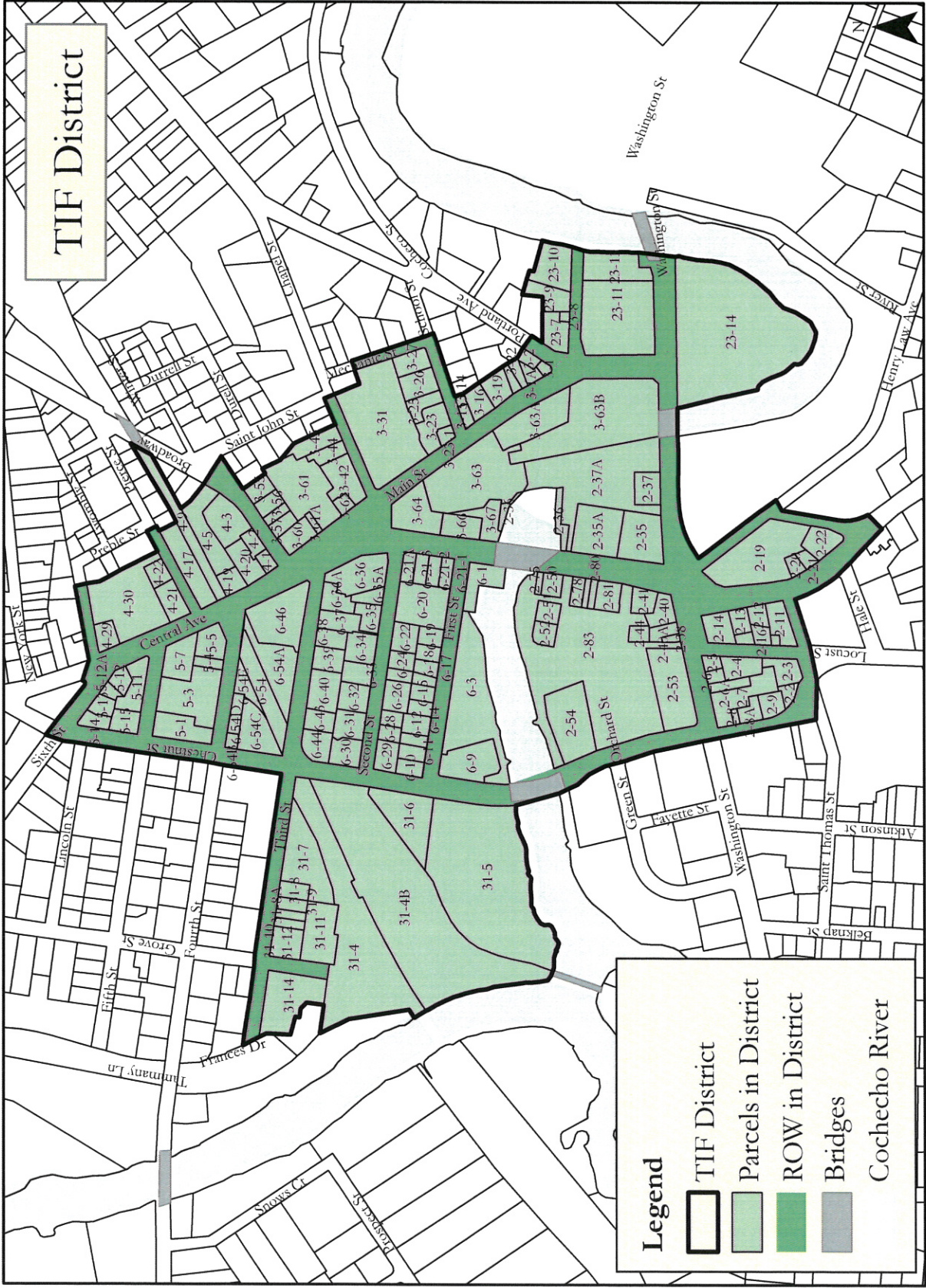
### Can the Development and Financing Plans be changed?

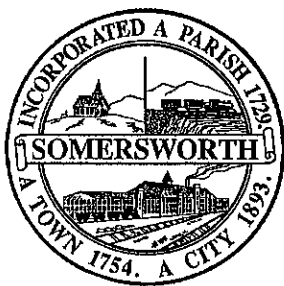
At the request of the District Administrator or the TIF Advisory Board, the City Council can revise either of the plans. Any amendments to the established plans are subject to further public hearings.

## TIF ADVISORY BOARD OBJECTIVES

- Advise the City Council and District Administrator on the recommended policies and actions for the administration and operation of the District
- Advise the City Council and District Administrator regarding the planning, construction and implementation of the Development Program and the operation and maintenance of the District after the program is completed
- Meet either as determined by the chair of the Board, at the request of the Mayor or the City Manager, but at least at a minimum of quarterly to examine and report to the City Council on the operation and maintenance of the TIF District







## MEMORANDUM

**TO:** Mayor Dana Hilliard and Members of the City Council

**FROM:** Robert M. Belmore, City Manager *RB*

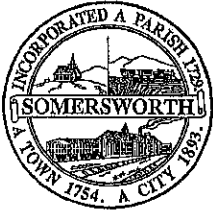
**DATE:** Friday, January 15, 2016

**SUBJECT:** Downtown Properties Assessed Values

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In response to a request from Councilor Dumont, attached is an analysis of downtown properties' assessed value changes from 2008-2015 provided by our contracted City Assessor, Marybeth Walker.





## City of Somersworth

1 Government Way – Somersworth, NH 03878

### MEMORANDUM

TO : Dave Sharples  
FROM : Marybeth Walker *mgw*

RE : Value comparison of Downtown properties  
DATE : December 30, 2015

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You have made an inquiry into the change in assessed value of the property at 5 Main Street, from 2008 to 2015, in comparison to the rest of the downtown area.

I have provided a list of the properties that we consider to be in the downtown (DT) area for assessing purposes. Attached is a table which includes all of the properties. The 2008, 2009 and 2015 values are included with a summary of the total values on the second page.

The properties have all fluctuated in value due to two factors. 1) Physical data changes made to the property record cards. These changes would have been documented upon our cycle inspection process, sales inspections and/or permits. 2) In 2009 and in 2015 we performed a re-valuation to the entire City based on sales. The overall effect of the changes between 2008 and 2015 is a decrease in assessed value by 11%.

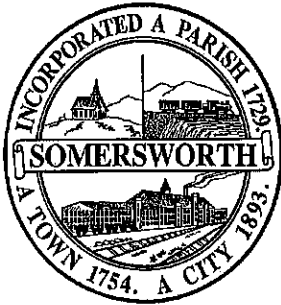
5 Main Street used to function as the old Police Station. In 2008 it was assessed for \$666,200. In 2009 the assessed value was lowered to \$284,600. In 2015 the assessed value was lowered again to \$195,500. The change in assessment from 2008 to 2015 reflects a decrease of 71%. Although two revaluations were done during this time period the main reason for the decrease in value was due to the condition of the building. The physical condition is considered to be fair. Most of the interior was ripped out when the building no longer served as a police station.

Somersworth Downtown (DT)  
Comparison 2015- 2008

PARCEL #	#2	LOCATION	OWNER	USE	USE	2008 TOTAL	2009 REVAL	2015 REVAL	%CHNG
10 152 0	47	WASHINGTON ST	SOMERSWORTH HOUSING AUTH	908	MULTI-GRDN	\$ 1,421,600	\$ 1,339,900	\$ 1,488,600	0.05
10 153 0	85	WASHINGTON ST	ARTHUR R BEAUCHESNE TST OF2001	031	STORE	\$ 612,300	\$ 751,800	\$ 736,600	0.20
10 153A 0	85	WASHINGTON ST	HONG YUAN LLC	322	STORE	\$ 513,100	\$ 620,300	\$ 602,300	0.17
10 155 0	98	HIGH ST	HIGH HOPES REALTY LIMITED PRT	330	OFFICE	\$ 495,700	\$ 474,900	\$ 427,200	(0.14)
10 156 0	106	HIGH ST	NORTHERN NEW ENGLAND TELE OPER	430	RELAY BLDG	\$ 620,600	\$ 390,000	\$ 493,200	(0.21)
10 163 0	156	HIGH ST	ROBERT E DICKEY IRREV TST	325	STORE	\$ 418,500	\$ 392,100	\$ 322,300	(0.23)
10 164 0	45	WASHINGTON ST	AMERICAN LEGION	905	LODGE	\$ 350,200	\$ 309,300	\$ 240,800	(0.31)
10 166 0	1	PLAZA TERRACE	FRANCOEUR REALTY TRUST	112	APRTMNT-GN	\$ 615,300	\$ 609,500	\$ 566,600	(0.08)
10 167 0	1	SOMERSWORTH PL	LDL ENTERPRISES INC	324	SUPER MKT	\$ 370,400	\$ 385,400	\$ 347,900	(0.06)
10 167A 0	8	SOMERSWORTH PL	CASSIDY FRANCIS J	325	STORE	\$ 291,800	\$ 282,400	\$ 265,000	(0.09)
10 167B 0	2	SOMERSWORTH PL	BERRIOS DONALD N	325	STORE	\$ 156,600	\$ 140,400	\$ 121,200	(0.22)
10 167C 0	3	SOMERSWORTH PL	MEI YONG JUN + HANNAH	325	STORE	\$ 125,300	\$ 121,100	\$ 113,300	(0.10)
10 167D 0	4	SOMERSWORTH PL	SOMERSWORTH/AERIE NO 1887	325	STORE	\$ 220,400	\$ 175,700	\$ 164,200	(0.25)
10 167E 0	5	SOMERSWORTH PL	WALTER W FISCHER 1993 TRUST	325	STORE	\$ 268,300	\$ 255,900	\$ 237,900	(0.11)
10 167F 0	6	SOMERSWORTH PL	MEI YONG JUN + HANNAH	325	RESTAURANT	\$ 217,900	\$ 183,600	\$ 198,400	(0.09)
10 167G 0	7	SOMERSWORTH PL	MEI YONG JUN + HANNAH	325	RESTAURANT	\$ 136,500	\$ 129,200	\$ 135,400	(0.07)
11 181 0		MARKET ST	NEW HAMPSHIRE NORTHCOAST CORP	390		\$ 59,000	\$ 35,300	\$ 37,000	(0.37)
11 183 0	20	MARKET ST	JG REALTY TRUST	031	COMM BLOCK	\$ 395,200	\$ 646,500	\$ 542,100	0.37
11 185 0	32	MARKET ST	BASCOM THOMAS	343	CONDO-RTL	\$ 82,200	\$ 73,300	\$ 71,300	(0.13)
11 185B 0	34	MARKET ST	BLUE MOON INVESTMENT CORP	343	CONDO-RTL	\$ 73,100	\$ 69,100	\$ 69,200	(0.05)
11 186 0	36	MARKET ST	FSH OF SOMERSWORTH LLC	013	COMM BLOCK	\$ 340,500	\$ 294,800	\$ 224,300	(0.34)
11 187 0	44	MARKET ST	GUNWALE PROPERTIES LLC	325	COMM BLOCK	\$ 228,200	\$ 189,000	\$ 108,400	(0.52)
11 188 0	50	MARKET ST	NO TWO MILL LLC	392		\$ 25,700	\$ 25,700	\$ 13,200	(0.49)
11 189 0		MARKET ST	GENERAL ELECTRIC CO	400	PMP/PLV HS	\$ 250,600	\$ 249,200	\$ 262,600	0.05
11 193 0	52	MARKET ST	KEFALAS THOMAS + HRISSAFO	326	RESTAURANT	\$ 251,400	\$ 222,500	\$ 177,500	(0.29)
11 194 0	56-58	MARKET ST	DALAL LLC	031	COMM BLOCK	\$ 187,000	\$ 176,900	\$ 191,900	0.03
11 196 0	60	MARKET ST	MARKET SOMERSWORTH REALTY TRUS	013	COMM BLOCK	\$ 134,700	\$ 119,600	\$ 140,300	0.04
11 197 0	62	MARKET ST	HARDY ROY E + MARIE M	013	COMM BLOCK	\$ 134,700	\$ 119,600	\$ 215,400	0.60
11 198 0	72	MARKET ST	EVON LLC	326	RESTAURANT	\$ 238,000	\$ 204,300	\$ 173,300	(0.27)
11 199 0	78	MARKET ST	THERRIEN DENNIS R + KELLE	013	COMM BLOCK	\$ 233,700	\$ 252,300	\$ 179,600	(0.23)
11 200 0	84	MARKET ST	BOUSQUET ROLAND + KATHERINE	013	COMM BLOCK	\$ 139,000	\$ 146,600	\$ 103,200	(0.26)
11 201 0	90	MARKET ST	GERALD L JEAN REV TST	013	COMM BLOCK	\$ 327,000	\$ 257,000	\$ 173,500	(0.47)
11 202 0	9	MAIN ST	ROULEAU NORVAN	325	RESTAURANT	\$ 267,300	\$ 365,200	\$ 270,100	(0.04)
11 203 0	20	MAIN ST	ROULEAU MARTIN G	334	REPAIR GAR	\$ 213,900	\$ 207,700	\$ 154,500	(0.28)
11 204 0	40	MAIN ST	CVI DEVELOPMENT INC	332	REPAIR GAR	\$ 173,100	\$ 167,800	\$ 103,700	(0.40)
11 205 0	46	MAIN ST	ROBERT L RICE IRREVOC TRUST	111	MULTI-GRDN	\$ 279,400	\$ 295,900	\$ 262,600	(0.06)
11 206 0	1	JOHN PRS DR	LDL ENTERPRISES INC	341	BANK	\$ 512,300	\$ 549,800	\$ 404,500	(0.21)
11 207 0	9	MAIN ST	CITY OF SOMERSWORTH	903	LIBRARY	\$ 821,300	\$ 662,500	\$ 673,200	(0.18)
11 208 0	2	GOVERNMENT WAY	UNITED STATES POSTAL SERVICE	900	POST OFF	\$ 765,100	\$ 763,700	\$ 786,300	0.03
11 209 0	8	GOVERNMENT WAY	CROMBIE DEAN W	326	RESTAURANT	\$ 228,600	\$ 201,800	\$ 156,000	(0.32)
11 210 0	6	GOVERNMENT WAY	CITY OF SOMERSWORTH	903	POST OFF	\$ 686,200	\$ 686,200	\$ 686,200	(0.71)
11 211 0	18	HIGH ST	POWER TEST REALTY CO	334	SERVICE ST	\$ 332,700	\$ 313,800	\$ 360,500	0.08
11 212 0	1	GOVERNMENT WAY	CITY OF SOMERSWORTH	903	GOVT BLDG	\$ 1,114,200	\$ 1,277,500	\$ 1,464,800	0.31
11 213 0	56	HIGH ST	GREATER SOMERSWORTH	013	COMM BLOCK	\$ 168,200	\$ 144,200	\$ 139,200	(0.17)
11 214 0	60	62-64 HIGH ST	DYER PAUL R	031	COMM BLOCK	\$ 255,800	\$ 222,600	\$ 204,800	(0.20)

Somersworth DOWNTOWN (DT)  
Comparison 2015- 2008

PARCEL #	#2	LOCATION	OWNER	USE	2008 TOTAL	2009 REVAL	2015 REVAL	%CHNG
11 215 0	66	HIGH ST	GO TEAM LLC	031 COMM BLOCK	\$ 255,800	\$ 248,000	\$ 171,200	(0.33)
11 216 0	72	HIGH ST	PRATT JEFFREY G	031 COMM BLOCK	\$ 285,300	\$ 302,400	\$ 225,000	(0.21)
11 217 0	82	HIGH ST	WALENTA EDWARD J + MARCIA D	031 COMM BLOCK	\$ 181,400	\$ 193,400	\$ 181,300	(0.00)
11 218 0	90	HIGH ST	90 HIGH STREET LLC	031 COMM BLOCK	\$ 235,400	\$ 214,300	\$ 126,500	(0.46)
11 360 0	99	HIGH ST	DUMAIS + FERLAND REALTY LLC	340 OFFICE	\$ 300,400	\$ 318,600	\$ 275,100	(0.08)
11 370 0	97	HIGH ST	MEROFF ENTERPRISES LLC	340 OFFICE	\$ 361,900	\$ 396,400	\$ 370,900	0.02
11 620 0	77	HIGH ST	77 HIGH STREET LLC	013 COMM BLOCK	\$ 409,400	\$ 369,800	\$ 269,500	(0.34)
11 630 0	67	HIGH ST	335-337 MAIN SOMERSWORTH LLC	325 COMM BLOCK	\$ 233,600	\$ 206,800	\$ 126,800	(0.46)
11 63A 0	59	HIGH ST	DOAN TONY C/ NANCY	013 COMM BLOCK	\$ 267,700	\$ 233,000	\$ 198,900	(0.26)
11 640 0	43	HIGH ST	VETERANS OF FOREIGN WARS	905 LODGE	\$ 459,400	\$ 354,300	\$ 342,300	(0.25)
11 660 0	41	HIGH ST	VFW POST 4485	905	\$ 75,500	\$ 75,500	\$ 41,500	(0.45)
11 670 0	25	HIGH ST	LBC PROPERTY LLC	013 MULTI-GRDN	\$ 312,400	\$ 280,100	\$ 178,100	(0.43)
11 780 0	49	MARKET ST	SOMERSWORTH PENTACOSTAL CHURCH	906 CHURCH/SYN	\$ 328,500	\$ 309,800	\$ 670,200	1.04
11 900 0	45	MARKET ST	BOSA PATRICK A	031 COMM BLOCK	\$ 292,600	\$ 272,200	\$ 187,900	(0.36)
11 930 0	17	MARKET ST	ABK REALTY MANAGEMENT LLC	112 APRTMNT-GN	\$ 879,500	\$ 795,800	\$ 510,200	(0.42)
11 950 0	3	MARKET ST	GOPAL INVESTMENT LLC	013 MULTI-GRDN	\$ 415,000	\$ 380,600	\$ 270,300	(0.35)
11 960 0	1	MARKET ST	QUEENSBURY MILL LIMITED PTSHIP	112 APRTMNT-GN	\$ 695,200	\$ 784,400	\$ 856,100	0.23
91 32AC 0	32	MARKET ST	BEDINGFIELD ELLEN	102 CONDO-GRDN	\$ 69,200	\$ 81,500	\$ 70,800	0.02
91 32BC 0	32	MARKET ST	EBERHARD RW HOENE SPECIAL	102 CONDO-GRDN	\$ 69,200	\$ 86,900	\$ 85,600	0.24
91 34AC 0	34	MARKET ST	NICHOLS ROSS A	102 CONDO-GRDN	\$ 68,200	\$ 80,200	\$ 79,200	0.16
91 34BC 0	34	MARKET ST	BRYAR LAUREN JEAN	102 CONDO-GRDN	\$ 68,700	\$ 95,500	\$ 93,900	0.37
				Totals	\$ 22,016,500	\$ 21,120,800	\$ 19,656,900	(0.11)
								CHANGE



## MEMORANDUM

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To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: January 14, 2016

Re: **Monthly Report**

### Finance Department:

- Started FY17 Budget process. Departmental budgets to be submitted in early January.
- Spent much of the month working on the software conversion, scheduled to (and did) go live in January. Now using GL, AP, and PO's in new system. Payroll scheduled to go live in February.
- Water refunding and CTC BAN completed in January. We received the results of the water refunding on the SRF Bond. The interest rate was reduced from 3.488% to 1.90%, which will result in a savings of \$394,899.
- Participated in Union Negotiations.

### Treasurer's Report:

- General Fund cash on hand as of December 31, 2015 and cash available from bond proceeds as of the same period ending are attached to this report.
- Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, Bank of NH C-dars program, and a Citizen's Bank investment account.

#### City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting during the month as well as various Council standing committees.
- Total Receipts for the month were \$4,111.

#### Tax Collector:

- Tax collections came in at approximately 95% through the end of December. Prior years were 94% in 2014, 92.5% in 2013, and 92% in 2012.
- A total of 957 vehicles were registered for a total of \$131,380 during the month.
- Collected \$4,755 for Municipal Transportation Fund during month.
- 16 customers used the drive up window during the month.
- Total receipts for the month were \$8,771,457.

#### Library

- The Library Director read The Polar Express to 150 children at the winter gala..
- The Library held 6 programs this month including.

#### Information Technology

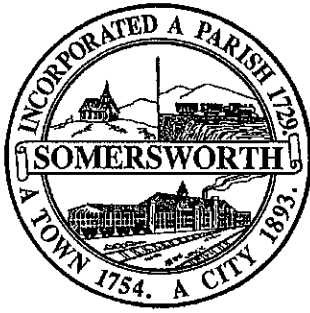
- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Finalized the e-mail exchange server upgrade. The transition was a little bumpy, but we believe it all seems in good shape now.
- Replaced the screen in the Council Chambers.

**Treasurer's Report.  
General Fund**

**Period Ending December 31, 2015**

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$1,925,941	0.00%	N/A	Money available upon demand
Citizens Investment	\$10,061,479	0.25%	N/A	Money available upon demand
Bank of NH - CDARS Programs	\$1,256,801	0.20%	N/A	Money available upon demand
Profile Bank	\$248,072	0.35%	N/A	Money available upon demand
TD Bank	\$3,007,504	0.25%	N/A	Money available upon demand
Century Bank	\$1,006,031	0.50%	N/A	Money available upon demand
Century Bank	\$2,005,925	0.60%	10/20/2015	6 month CD

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period Ending December 31, 2015	\$5,846	\$15,081	\$10,000	\$5,081



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**David E. Sharples**  
**Director of Planning and Community Development**

Date: December 9, 2015

To: Robert M. Belmore, City Manager

Re: December 2015 monthly report

**Office of Assessing:**

- Sales Verification inspections have taken place in the month of December.
- Permit inspections/checks have taken place in the month of December.
- This office is finished with the first round of cycled inspections. Approximately 639 parcels were reviewed/inspected. We will now be preparing to send letters out to about 570 home owners to schedule appointments for inspections on properties that were not inspected during the first round.
- Data entry from the first round of cycled inspections has taken place in the month of December.
- The 2015 Equalization Ratio has been received by the NHDRA and it was set at 100.6%. The 2014 Ratio was 100.5%.
- The qualifications for the Elderly Exemption have changed and will be effective for the 2016 Tax Year. As such all paperwork and applications have been updated.
- This office has received two Superior Court cases, in response to denied Abatement applications.
- To date this office has received 3 abatement applications for the 2015 tax year. All abatement applications are due no later than March 1<sup>st</sup>, 2016.

**Property Maintenance and Code Enforcement:**

See next page

**Property Maintenance and Code Enforcement Activity Report for December 2015**

Incident Location		Origin of Complaint	Responsible person notified	Compliance	Nature of Concern	Date of Complaint
85	Elm St.	DDS	yes	yes	couch	12/2/2015
10	Maloney St.	DDS	yes	yes	rubbish/garbage	12/2/2015
78-80	Union St.	DDS	yes	yes	couches/TV stand	12/2/2015
92	Green St.	DDS	yes	yes	Mattress	12/4/2015
103	Green St.	DDS	yes	yes	Sectional Couch	12/4/2015
25	Union St.	DDS	yes	yes	TV/Box Fan	12/4/2015
17-19	Highland St.	DDS	yes	yes	TV and couch	12/4/2015
401	High st	DDS	yes	yes	Couch	12/4/2015
15	Lincoln St.	DDS	yes	yes	trash bags around property	12/4/2015
3	Lincoln St.	DDS	yes	yes	Gray Couch	12/4/2015
440	High St	DDS	yes	pending	Desk	12/7/2015
62	Green St	DDS	yes	yes	trash	12/7/2015
55	Green St	DDS	yes	yes	Mattress	12/7/2015
25	Bourque St	DDS	yes	yes	Pallet and rug	12/8/2015
354	Main St.	DDS	yes	yes	Couch and mattress	12/8/2015
57	Union St.	DDS	yes	yes	black trash bags	12/8/2015
10	Down st	DDS	yes	pending	Trash, wood around property	12/8/2015
7	Ash St.	DDS	yes	yes	Rubbish under porch	12/8/2015
19	Lee St.	DDS	yes	pending	trash/grass/garage/roof/gutters/window screens	12/9/2015
207-209	High St.	DDS	yes	yes	couch	12/10/2015
10-12	Fremont St.	DDS	yes	pending	TV/childrens toys	12/10/2015
47	Union St.	DDS	yes	yes	trash/fridges/freezers	12/10/2015
18	Silver St.	DDS	yes	pending	tv/tv stand	12/10/2015
17-19	Highland St.	DDS	yes	pending	TV	12/10/2015
139	Indigo Hill Rd.	DDS	yes	pending	trash/waste mngt dumpster bag	12/10/2015
10	Ford St.	DDS	yes	yes	furniture/mattress/trash	12/10/2015
14-16	Ford St.	DDS	yes	yes	trash/bed frame/cardbrd boxes/blk trash bags	12/10/2015
25	Union St.	DDS	yes	yes	TV	12/10/2015
27	Central St.	DDS	yes	yes	couches/TV stand	12/10/2015
3	River St.	DDS	yes	pending	altering driveway	12/11/2015
62	Green St	DDS	yes	yes	trash	12/14/2015
55	Green St	DDS	yes	yes	TV	12/14/2015
12-14	Mt Auburn	DDS	yes	yes	TV and chair	12/16/2015
34	Page St	DDS	yes	yes	cutting tree	12/18/2015
2-4	Union St	DDS	yes	yes	Mattress	12/22/2015
22-24	Fayette St	DDS	yes	pending	Mattress	12/28/2015
67	Green St	DDS	yes	pending	TV	12/28/2015
22	Union St	DDS	yes	pending	Dishwasher	12/28/2015
60-62	Union St	DDS	yes	pending	TV	12/28/2015
296	Main St	DDS	yes	pending	TV	12/28/2015
331	Main St	DDS	yes	pending	TV and trash	12/28/2015
85	West High St	DDS	yes	pending	trailer, outside storage	12/28/2015

In addition to new complaints received work continues on the Work in Progress (WIP) files from past months

\*Of the 13 pending complainants from November, 4 properties have complied.\*



**Building and Health Departments:**

**Major Building Permits issued in December 2015:**

**Construction cost    Fee**

10	Jack and Jill MHP	mobile home set and/or rehab	\$2,400.00	\$34.00
4	Sunningdale Dr	New Construction	\$195,000.00	\$1,570.00
4	Firefly Circle	New Construction	\$195,000.00	\$1,570.00
8	Sunningdale Dr	New Construction	\$185,000.00	\$1,490.00

**Minor Building Permits issued in December 2015:**

113	Rocky Hill Rd	Roof	\$8,200.00	\$76.00
214	Maple	Roof	\$1,200.00	\$30.00
6	Union	Window replacement	\$6,085.00	\$59.00
25	South	Deck/Deck Stairs	\$8,000.00	\$74.00
320	High	Finish Basement/Attic	\$1,500.00	\$25.00
433	Sherwood Glen MHP	Ramp	\$0.00	\$25.00
214	Green	Deck/Deck Stairs	\$3,500.00	\$38.00
63	Hickory Ln	Solar Photovoltaic system	\$8,866.00	\$81.00
3	Molly Ln	Addition	\$95,000.00	\$770.00
200	Rt. 108	Remodel (Remove + upgrade)	\$24,000.00	\$202.00
2	Rocky Hill Rd	Window replacement	\$2,319.00	\$34.00
24	Union	Deck/Deck Stairs	\$1,500.00	\$44.00
44	Franklin	Other/See notes	\$400.00	\$25.00
18	Silver	Roof	\$9,955.00	\$90.00

**PERMIT RECEIPTS**

	2012	2013	2014	2015	DIFFERENCE this year to last	% OF CHANGE
<b>January</b>	\$1,789.50	\$1,387.72	\$1,820.00	\$2,157.00	\$337.00	18.5%
<b>February</b>	\$658.60	\$1,922.02	\$3,864.00	\$2,408.00	-\$1,456.00	-37.7%
<b>March</b>	\$2,141.00	\$2,974.00	\$2,191.64	\$5,287.28	\$3,095.64	141.2%
<b>April</b>	\$1,811.00	\$2,470.38	\$4,768.15	\$8,277.80	\$3,509.65	73.6%
<b>May</b>	\$5,532.00	\$6,979.20	\$26,049.95	\$7,194.16	-\$18,855.79	-72.4%
<b>June</b>	\$1,701.00	\$3,609.52	\$24,286.88	\$4,234.80	-\$20,052.08	-82.6%
<b>July</b>	\$3,750.70	\$3,968.83	\$3,646.20	\$4,914.41	\$1,268.21	34.8%
<b>August</b>	\$3,059.03	\$13,916.92	\$6,156.50	\$6,829.37	\$672.87	10.9%
<b>September</b>	\$3,422.70	\$8,522.70	\$6,224.10	\$4,438.20	-\$1,785.90	-28.7%
<b>October</b>	\$2,217.25	\$4,336.68	\$6,880.63	\$4,652.40	-\$2,228.23	-32.4%
<b>November</b>	\$4,126.12	\$2,930.29	\$2,377.78	\$18,322.40	\$15,944.62	670.6%
<b>December</b>	\$1,726.75	\$2,990.12	\$2,338.80	\$7,886.00	\$5,547.20	237.2%
<b>Year total</b>	\$31,935.65	\$56,008.37	\$90,604.63	\$76,601.82	-\$14,002.81	-15.5%

Difference of change this year to last (completed months only)

Total Permits 2012 to Present						
	2012	2013	2014	2015	DIFFERENCE this year to last	% OF CHANGE
January	34	31	26	30	4	15.4%
February	27	39	29	24	-5	-17.2%
March	27	44	29	48	19	65.5%
April	40	60	48	58	10	20.8%
May	41	65	66	55	-11	-16.7%
June	16	77	66	73	7	10.6%
July	48	54	47	51	4	8.5%
August	50	62	55	67	12	21.8%
September	51	72	67	69	2	3.0%
October	61	60	63	58	-5	-7.9%
November	36	50	47	64	17	31.9%
December	45	42	38	52	14	36.8%
<b>YTD Totals</b>	589	656	581	649	68	11.7%

#### **Land Use Boards:**

##### **Conservation Commission December 2015:**

There were no new or pending applications so the Commission did not meet in December.

##### **Historic District Commission December 2015:**

There were no new or pending applications so the HDC did not meet in December.

##### **Planning Board December 2015:**

There were no new or pending applications for review so the Planning Board did not meet in December.

##### **Zoning Board December 2015:**

- GEM Farms Revocable Trust, 21 Grand Street, Assessor's Map 11, Lot 17, ZBA #10-2015. Application for a special exception for a Group Care Facility was **tabled** until the January 6, 2016 ZBA meeting.

#### **Parks and Recreation:**

- Biddy Basketball registration is open and our Early Bird Fee ended on Dec. 4<sup>th</sup>. Many community members are taking advantage of our early bird fee which in turn helps us to better plan for our program. The deadline to register was January 8<sup>th</sup> and both age groups are now full.
- We are mid-way through our Saturday morning Rec Basketball program which ends on January 16<sup>th</sup>. This year we have 120 participants in grades 1-6.

- Travel basketball started the first week in December. This year we have 3 teams- a girls combined team, 3/4 boys, and 5/6 boys. Games will start the first week in January and the season typically runs through mid-March.
- Planning is underway for the 2016 Frosty Basketball Tournament. We co-host this tournament with Rollinsford Basketball and is for 5/6 grade teams in the Seacoast Area. The tournament is set for Thursday, Feb. 18- Sunday, Feb. 21<sup>st</sup>. We'll be utilizing both the Middle School and Idlehurst Gymnasiums throughout the weekend. This is a huge fundraiser for our end of the season banquet.
- The Dept. held our annual Flashlight Candy Cane Hunt at Millennium Park on Friday, December 11<sup>th</sup> at 6:30 p.m. The event was a huge success this year.
- Planning is currently underway for our annual Father/Daughter Valentine's Dance which is set for Thursday, February 11<sup>th</sup> 6:30-8:30 p.m. This event is held at the Idlehurst Elementary Café. Tickets can be purchased in advance for \$25 per couple until February 8<sup>th</sup> or \$30 at the door per couple. We do not charge for extra daughters. Families are asked to donate a dessert or finger food.

#### **Other**

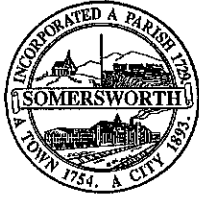
- All four cameras have been installed at Noble Pines Park. In fact, we already had an incident where an ATV drove around the park. This was on the film and the person was identified and spoken to by the Police.
- Staff continues to work on the Mast Point Dam project and have received a quote for the boat launch work.
- I attended a complete streets project meeting with the Mike Bobinsky at the Strafford Regional Planning Commission (SRPC). Representatives from SRPC, Dover, Rochester, NHDOT, and COAST were in attendance and we discussed preliminary planning of the Route 108 project in the NHDOT Ten Year Plan. It is anticipated that the funding will be available to start the project in the fall and I will provide periodic updates as they become available. This is a very exciting project and it is expected to transform Route 108 into a multiuse highway designed to accommodate all modes of transportation and enhance economic development in the corridor.

Thank you

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**Monthly Update**

- The City welcomed the opening of Empire Beauty Academy on High Street. The new facility now includes both the Beauty Academy and the Barbering School (formerly located in Dover) under one roof. Pet Supply Outlet also opened up in the Market Basket shopping plaza. The City also extends warm congratulations to Tri-City Dodge who celebrated 50 years in business and MSB Services who marked 20 years in business in December.
- Christine is assisting the development services team with the Mast Point Dam improvement project. The hand carry boat launch, maps and signage are in the works for this grant funded project.
- The department is participating in the Route 108 Complete Streets with SRPC, a tri-City initiative working with NH DOT to make improvements along the corridor.
- The downtown continues to shine with the addition of seasonal banners on the new light poles. A year round welcome banner is currently in the design process.
- Christine attended the NH Division of Resources and Economic Development's Annual Conference where participants heard from a national site selector about recruitment do's and don'ts. Regionalism is in and websites quality business information are critical.
- The department worked with the Recreation Supervisor to secure business support for the annual Candy Cane Flashlight Hunt.
- Updated traffic counts are now available through the ED's office and a summary has been created and included on the website.
- Business outreach and assistance continues.
- The GE sale to Aclara has been finalized and the department will be setting up a meeting to discuss resources and opportunities for community involvement.
- Christine remains active with the Chamber, Skyhaven Airport, CIBOR, Vision 2020, the Career Technical Center, Seacoast Regional Recruitment Alliance and the Great Falls Development Corporation. She also attends other events pertaining to economic development issues such as the NH Association of Realtors Public Policy meeting on December 4<sup>th</sup>.



## **MEMORANDUM from Director Public Works & Utilities**

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

**DATE:** January 13, 2016

**SUBJECT:** Public Works Department Monthly Report for December/January, 2016

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

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### **DIRECTOR'S COMMENTS**

The Department was involved with several activities and operations over the past month. The following reflects highlights:

- Responded to two (2) snow events, December 28-29, and January 12, 2015. Both storms required salt/sanding and plowing operations on streets and designated sidewalks; staff initiated snow removal work in the downtown area as well. In general, we plan to remove snow in the downtown streets and sidewalks after a plowable storm.
- Initiated the installation of a mixing pump at the Rocky Hill Water Storage Tank. The new mixing pump will be used to improve water quality and prevent ice from occurring in the tank.
- Finalized plans and specifications for the Maple Street Culvert Replacement, which is in the current CIP Budget. Bids will be released in early February.
- Discussed responsiveness with replacing reported street lights that our out with Eversource officials. I look to improvement with responsiveness.
- Developing transition plans with CMA and Dubois King for the contracted City Engineering services.
- Met with the consulting engineer on the WWTP Capacity Report; had comments on the draft report.
- Waste Management will be printing the 2016 Program Guide. We hope to have the Guide available in later January, early February.

### **HIGHWAY DIVISION, Nate Mears, General Foreman**

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

- New hire - Equipment Operator has a start date of 1/19/16
- Paired new operators up with Senior staffing to learn their plow routes and the operations
- Seasonal Decorations
  - Trouble shot problematic Christmas lights
- Ordered and received 100 tons of granular salt
- Conducted operations at the Malley Farm, prepared area for snow dumping

**Completed Work:**

- Saw cut, prepared and cold patch pot-holes along Indigo Hill Rd
  - Cutting out the holes ensures greater adhesion of the cold patch and lessens the chance for our plows to pulled up the patch
- Pruned back road side brush from plow routes
- Scanned plow routes for obstructions
- Scheduled Work:
  - Curb-side Christmas tree pick up and disposal
  - Curb-side metal and bulky waste pick-up

**Emergency Work:**

- Water Break @ corner of Second St. & Indigo Hill Rd.
- (2) Plowable snow storms and 2 snow removal events.
- (3) De-icing Events

**WASTEWATER DIVISION, Jamie Wood, Chief Operator*****Operations/Maintenance:***

- Improvements at Hawthorne Circle (Gerrish Commons) pump station are taking place and include an onsite alarm system ; doing other pump maintenance.
- Treated a total of 12,500 gallons of septage from residents not on city sewer.

***Compliance:***

- Reported no permit exceedances for the month of December.
- Treated a total of 50-million gallons of wastewater.
- Completed annual flowmeter calibrations in accordance with NH-DES guidelines.

***Industrial Pretreatment Program:***

- Reviewing a revised application for ContiTech Thermopol. Potential discharge is 42,000 gals/day of a combination of sanitary/process water. We have requested additional analytical to include phosphorus and total nitrogen. We are currently reviewing the results with NH-DES and will issue their new Significant Industrial User (SIU) permit once we receive DES approval.
- Completed the new permit with MRH Meters-LLC who was previously General Electric. ACLARA is the parent company to MRH Meters.
- Velcro, USA is adding a new line for binder coating which will result in an additional 1,000 gals/day. We have requested additional information for further review.

***Capital Improvements Plan Items:***

- Replacement Pay loader – Bid specifications are complete and an RFP will be prepared.

**WATER DIVISION, Greg Kirchofer, Chief Water Plant Operator**

***Items completed this month:***

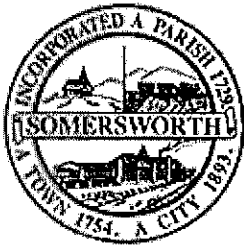
- Fairpoint Repaired communication line to Hamilton St Standpipe
- Repaired mixing valve on polymer system

***Action items:***

- Mixer system for Rocky Hill Standpipe, installation to occur in January
- Lagoon cleaning RFP in development for future bid solicitation

**WATER DISTRIBUTION, Scott McGlynn, Chief Distribution Operator**

- Water Distribution personnel responded to 6 emergency calls related to water services and completed 51 other customer service requests and work orders.
- There was one emergency main repair on Indigo Hill Road near River Street. This involved a main shut down and temporary loss of service to area residents. Service was restored in 4 hours.
- The Somersworth /Rochester metered connection on Old Dover Road was inspected and found to be in good working order. We also reached out to Rochester Water personnel to confirm the existence of a backflow device in the pit feeding Amazon Trailer Park.
- Four new domestic water services were added to the distribution system in the month of December.



## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

Dean W. Crombie  
Chief of Police

### MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: Dean Crombie, Chief of Police  
Date: January 4, 2016  
Subject: Monthly Report – Month of December 2015

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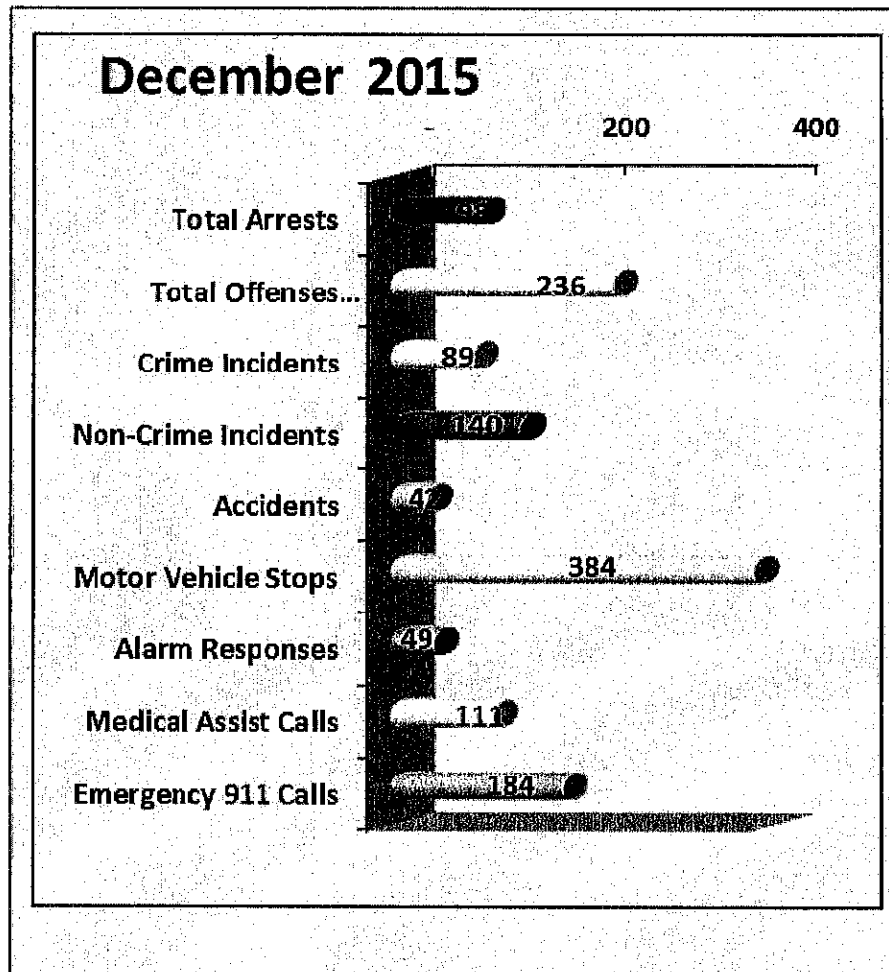
#### **PERSONNEL (TRAINING & STAFFING):**

- Detective Sergeant Sunderland attended training in Specialized Entry Techniques at Moultonborough Police Department.
- Detective Chandler attended a conference in Newport, Rhode Island in Child Exploitation Investigations.
- All sworn officers received yearly training in Firearms/Use of Force provided by Officers Campbell and O'Brien. All sworn officers are received update training in the use of Tasers by Officer Campbell.
- All Departmental sworn officers were outfitted with new holsters and new ballistic vest uniform holders paid for with Drug Seizure funds.

#### **SPD STATISTICS:**

	December-15	Year to Date
Total Arrests	98	1,066
Calls for Service (Including Items Below)	2,055	24,669
Total Offenses Committed	236	2,608
Crime Incidents	89	1,015
Non-Crime Incidents	140	1,997
Accidents	42	489
Motor Vehicle Stops	384	4,443
Alarm Responses	49	775
Medical Assist Calls	111	1,227
Emergency 911 Calls	184	2,170
Revenues Deposited FY 2015-2016	\$10,324.85	\$85,466.12







# 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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### DECEMBER 2015 MONTHLY REPORT

#### EMERGENCY ACTIVITIES

Building Fires:	10
Vehicle Fires:	0
Outside Fires:	0
Emergency Medical:	48
Motor Vehicle Crash:	10
Malfunction/false alarm:	3
Accidental/public service:	26
Hazardous Condition:	7
Hazardous Materials:	5

#### NON-EMERGENCY ACTIVITIES

Burning Permits:	3
Fireworks Permits:	1
Oil Burner Permits:	2
Place of Assembly Permits:	2
Fire Safety Inspections:	8
Fire Drills:	4

#### CALLS FOR SERVICE

- We responded to 3 fewer emergency calls this December (109) than in December 2014 – a decrease of 2%.
- We responded to mutual aid fires in Farmington, Milton, Portsmouth, Rochester (3), Rollinsford, and Lebanon ME (2).
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

#### PLANNING/PROJECTS/GRANTS

- We hired one career firefighter who starts employment January 1. The other one is having a background investigation done by NH State Police now.

- Met with municipal EMDs in conjunction with “Ready Strafford” organization as American Ambulance has taken over coordination of the agency’s activities in Strafford County.
- Ordered 6 new SCBA after approval by the City Council (CIP project for replacing SCBA on Engine 3 in FY16).
- In conjunction with other city departments, began using Irving for fuel as their prices are far below the state DOT contract prices for FY16.
- Met with DPW and Police for planning purposes for winter storm response.
- Attended “Munis” training in preparation for the switch-over to this new financial management system.
- Continued meeting with Strafford County Regional Planning Commission for updating the city’s Multi-hazard Mitigation Plan.
- Met with Pain Care personnel to review their Emergency Plan.

### **TRAINING/MEETINGS**

- The 3 newest call firefighters continue to attend the state Firefighter I course: one is enrolled in the state Firefighter II curriculum: one finished the NH pump operator course: another is in the NH State EMT basic course – all paid for by the federal FEMA SAFER Act grant.
- Primex conducted a “Leadership” training class for our Officers.
- Attended orientation meeting for the new City Councilors.
- Attended meeting of the “9-1-1” Committee.
- Attended the “Volunteer Appreciation Dinner”.

### **COMMUNITY SERVICE**

- Carried out annual “Toys for Tots Program: 430 children provided with gifts.
- Attended Chamber of Commerce breakfast at Frisbie Hospital.
- Attended meeting of the “Drug Task Force”.
- Participated in the Annual Christmas Parade.

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

