

CITY OF SOMERSWORTH
CITY COUNCIL MEETING
AGENDA FOR APRIL 2, 2018

5:30pm – Budget Presentation

6:00pm – Public Hearing - Ordinance No. 5-18
FY2018-2019 Budget

7:00pm – City Council Meeting

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1. Roll Call of Members
 2. Pledge of Allegiance
 3. Minutes of Previous Meetings
 - A. MINUTES of the City Council Workshop - City-Wide Property Assessment Revaluation & Discuss Elderly Tax Exemptions held on March 19, 2018
 - B. MINUTES of the Public Hearing on Resolution No 25-18 To Discontinue the Hilltop Rehabilitation Capital Reserve Fund in Accordance with RSA 34:11-A held on March 19, 2018
 - C. MINUTES of the CITY COUNCIL MEETING held on March 19, 2018
 4. Comments by Visitors
 5. Comments by Councilors
 6. Communications
 7. Presentation of Petitions and Disposal Thereof by Reference or Otherwise
 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. Shanna Saunders, re-appointment as a Member to the MPO Technical Advisory Committee, with a term to expire in January 2020
 - B. Michael Bobinsky, re-appointment as an Alternate Member to the MPO Technical Advisory Committee, with a term to expire in January 2020

12. Lay on Table
13. Unfinished Business
14. New Business

ORDINANCES

- A. **Ordinance 5-18** FY2018-2019 Budget
- B. **Ordinance 6-18** Amending Chapter 4, Personnel Rules & Regulations, Appendix 1, Assignment of Class to Grade (Covering Classes Classified as Exempt Under the Fair Labor Standards Act) Police Lieutenant Labor Grade and Police Captain Labor Grade
- C. **Ordinance 7-18** Amending Chapter 4, Personnel Rules & Regulations, Section 11. Wages and Benefits, by Adding Section 11.4.6, Meal Allowance
- D. **Ordinance 8-18** Supplemental Appropriation for Technology Improvements at Various Somersworth Schools

RESOLUTIONS

- A. **Resolution 26-18** To Authorize the City Manager To Use Funding From The Building Maintenance Fund To Repair The Exterior Steps At The Somersworth Public Library
- B. **Resolution 27-18** To Authorize The City Manager To Use Funding From The Building Maintenance Fund For Roof Repair At The Former Somersworth City Municipal Office Building Currently Leased By The Somersworth Historical Society
- C. **Resolution 28-18** Change the Purpose of the Hilltop Rehabilitation Capital Reserve Fund in Accordance with RSA 34:11 and Establish a Capital Reserve Fund for the Purpose of Improvements, Reconstruction or Rehabilitation of City Parks and City Park Facilities
- D. **Resolution 29-18** To Authorize the School Department to Utilize the Cable Franchise Fund to Complete Technology Improvements in Somersworth Schools

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



City of Somersworth – Ordinance

Ordinance No: 5-18

FY2018-2019 BUDGET

April 2, 2018

<u>DEPARTMENT</u>	<u>ADOPTED BUDGET</u>
<u>GENERAL FUND</u>	
Elected Leadership	\$135,392
City Management	489,501
Finance and Administration	1,211,398
Development Services	1,074,062
Police	3,991,148
Fire	2,157,161
Public Works	2,860,945
Other Expenses	1,332,916
Capital Outlay	75,732
Intergovt Assessments - County	2,449,659
School Department	25,726,590
TOTAL GENERAL FUND	41,504,504
<u>ENTERPRISE FUNDS</u>	
Wastewater Department	2,265,608
Water Department	2,098,088
Solid Waste	411,400
TOTAL ENTERPRISE FUNDS	4,775,096
<u>SPECIAL REVENUE FUND</u>	
Cable Fund	56,012
TOTAL FY 2018-2019 APPROPRIATION	\$46,335,612

This ordinance shall take effect upon its passage.

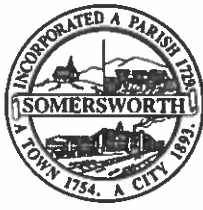
Authorization

Sponsored by:

Mayor Dana S. Hilliard, by request

Approved:

City Attorney



City of Somersworth – Ordinance

Ordinance No: 6-18

AMENDING CHAPTER 4, PERSONNEL RULES & REGULATIONS, APPENDIX 1, ASSIGNMENT OF CLASS TO GRADE (COVERING CLASSES CLASSIFIED AS EXEMPT UNDER THE FAIR LABOR STANDARDS ACT) POLICE LIEUTENANT LABOR GRADE AND POLICE CAPTAIN LABOR GRADE

April 2, 2018

THE CITY COUNCIL OF THE CITY OF SOMERSWORTH ORDAINS THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

1. Amend Chapter 4, Personnel Rules & Regulations, Appendix 1, Assignment of Class to Grade (Covering Classes Classified as Exempt Under the Fair Labor Standards Act), as follows:

Change Police Lieutenant to Grade 28.

Change Police Captain to Grade 29.

This ordinance change shall take effect upon passage.

Sponsored by Councilors:

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

Approved:

City Attorney



City of Somersworth – Ordinance

Ordinance No: 7-18

**AMENDING CHAPTER 4, PERSONNEL RULES & REGULATIONS,
SECTION 11. WAGES AND BENEFITS, BY ADDING SECTION
11.4.6, MEAL ALLOWANCE**

April 2, 2018

THE CITY COUNCIL OF THE CITY OF SOMERSWORTH ORDAINS THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

1. Amend Chapter 4, Personnel Rules & Regulations, Section 11. Wages and Benefits, as follows:

Add 11.4.6 Meal Allowance.

During each twelve (12) consecutive hours of work in an emergency, employees shall be eligible for a meal allowance of up to ten dollars (\$10.00). Employees must submit a meal purchase receipt(s) to receive the meal allowance reimbursement.

This ordinance change shall take effect upon passage.

Authorization	
<i>Sponsored by Councilors:</i> Martin P. Dumont Sr. Nancie Cameron Edward Levasseur	<i>Approved:</i> City Attorney



City of Somersworth – Ordinance

Ordinance No: **8-18**

SUPPLEMENTAL APPROPRIATION FOR TECHNOLOGY IMPROVEMENTS AT VARIOUS SOMERSWORTH SCHOOLS

April 2, 2018

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter, the annual budget for the City of Somersworth for Fiscal Year 17-18 is amended as follows:

Appropriate \$177,644 from the Cable Fund budget as follows:

Original Budget	Amendment	Revised Budget
\$ 60,107	\$ 177,644	\$ 237,751

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Trish Harris
City Clerk

Background:

This ordinance appropriates funding for technology improvements at Idlehurst Elementary, Maplewood Elementary, and the Somersworth Middle School.

This Ordinance requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing subject to Section 7.4.1 and .Section 7.7 (A) of the City Charter.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 26-18

TO AUTHORIZE THE CITY MANAGER TO USE FUNDING FROM THE BUILDING MAINTENANCE FUND TO REPAIR THE EXTERIOR STEPS AT THE SOMERSWORTH PUBLIC LIBRARY

April 2, 2018

WHEREAS, the City Council adopted Resolution No. 23-12 to create a non-capital reserve fund known as the Building Maintenance Fund for the purpose of unanticipated and/or unplanned maintenance for city and school facilities, and

WHEREAS, the exterior steps at the Somersworth Public Library have shifted causing significant cracking and buckling leaving them unusable until repairs can be made, and

WHEREAS, the total cost for repair, including contingency, is estimated at \$9,840 (Nine Thousand Eight Hundred Forty dollars), and

WHEREAS, the City Council intends to utilize funds from the Building Maintenance Fund for the cost of the repair, and

WHEREAS, the City Council is designated as agents to expend these funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to utilize an amount not to exceed \$9,840 (Nine Thousand Eight Hundred Forty dollars) from the Building Maintenance Fund to repair the exterior steps at the Somersworth Public Library, and to take any and all other such actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 27-18

TO AUTHORIZE THE CITY MANAGER TO USE FUNDING FROM THE BUILDING MAINTENANCE FUND FOR ROOF REPAIR AT THE FORMER SOMERSWORTH CITY MUNICIPAL OFFICE BUILDING CURRENTLY LEASED BY THE SOMERSWORTH HISTORICAL SOCIETY

April 2, 2018

WHEREAS, the City Council adopted Resolution No. 23-12 to create a non-capital reserve fund known as the Building Maintenance Fund for the purpose of unanticipated and/or unplanned maintenance for city and school facilities, and

WHEREAS, the City has been notified that portions of the roof at the former Somersworth City Building is failing and in need of immediate repair, and

WHEREAS, the total cost for repair, including contingency, is estimated at \$7,980 (Seven Thousand Nine Hundred Eighty dollars), and

WHEREAS, the facility is currently in use by the Somersworth Historical Society and they have contributed \$2,000 (Two Thousand dollars) toward the cost of the repair, and

WHEREAS, the City Council intends to utilize an amount not to exceed \$5,980 (Five Thousand Nine Hundred Eighty dollars) from the Building Maintenance Fund toward the cost of the repair, and

WHEREAS, the City Council is designated as agents to expend these funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to utilize an amount not to exceed of \$5,980 (Five Thousand Nine Hundred Eighty dollars) from the Building Maintenance Fund toward the cost of roof repair at the former Somersworth City Building, and to take any and all other such actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 28-18

CHANGE THE PURPOSE OF THE HILLTOP REHABILITATION CAPITAL RESERVE FUND IN ACCORDANCE WITH RSA 34:11 AND ESTABLISH A CAPITAL RESERVE FUND FOR THE PURPOSE OF IMPROVEMENTS, RECONSTRUCTION OR REHABILITATION OF CITY PARKS AND CITY PARK FACILITIES

April 2, 2018

WHEREAS, the City Council adopted Resolution 12-13 to establish a capital reserve fund for the purpose of reconstruction or rehabilitation of the Hilltop School property, and

WHEREAS, RSA 34:11 permits the purpose for which a capital reserve fund is established be changed by a favorable vote of $\frac{3}{4}$ of all members of the City Council,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the purpose of the Hilltop Rehabilitation Capital Reserve Fund shall be changed in accordance with RSA 34:11 for the purpose of Improvements, Reconstruction or Rehabilitation of City Parks and City Park Facilities, and

BE IT FURTHER RESOLVED THAT future contributions to that fund shall come from the operating budget or other appropriate funding sources and further that the agents designated to expend these funds are established as follows:

- The Finance Committee of the City Council in an amount not to exceed \$25,000. in accordance with the spending limit established by City Ordinance; and
- The City Council for any amount over \$25,000.

Note: RSA 34:11 requires a public hearing and also requires a $\frac{3}{4}$ majority vote of all members of the City Council to change the purpose of a capital reserve fund.

Authorization	
<i>Sponsored by Councilors:</i> Martin Pepin Kenneth S. Vincent Martin P Dumont, Sr. Jonathan McCallion Denis Messier David A. Witham Dale R. Sprague Nancie Cameron Edward Levasseur	<i>Approved:</i> City Attorney



City of Somersworth – Resolution

Resolution No: 29-18

TO AUTHORIZE THE SCHOOL DEPARTMENT TO UTILIZE THE CABLE FRANCHISE FUND TO COMPLETE TECHNOLOGY IMPROVEMENTS IN SOMERSWORTH SCHOOLS

April 2, 2018

WHEREAS, the Somersworth School Department would like to make a number of technology improvements consisting of switch replacements at Idlehurst Elementary School, wireless access point upgrades at Maplewood Elementary, Idlehurst Elementary, and the Somersworth Middle School, and LED projector replacements at the Idlehurst Elementary School, and

WHEREAS, the total cost for all projects is \$177,644 (One Hundred Seventy Seven Thousand Six Hundred Forty Four dollars), and

WHEREAS, the switch replacement project and the wireless access point upgrade projects are eligible for a 60% E-Rate reimbursement grant in the amount of \$77,956 (Seventy Seven Thousand Nine Hundred Fifty Six dollars), and

WHEREAS, the City receives a 3% franchise fee assessed through the Comcast franchise fee agreement and that fund currently has approximately \$320,000 (Three Hundred Twenty Thousand dollars) in the fund, and

WHEREAS, the Finance Committee has reviewed the request by the School Department and supports funding these projects with the cable franchise fee funds available,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the School Department is authorized to utilize the cable franchise fee fund to complete technology improvements in Somersworth Schools at an amount not to exceed \$177,644 (One Hundred Seventy Seven Thousand Six Hundred Forty Four dollars), and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH, THAT any reimbursements received for these projects from the E-Rate reimbursement grant and/or any other source shall be returned to the cable franchise fee fund.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney