



City of Somersworth  
City Council Meeting Agenda  
City Council Chambers  
Monday, March 20, 2023  
7:00 p.m.

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1. Roll Call of Members
2. Pledge of Allegiance
3. Recognition of Indigenous People – Our Native Ancestral Americans
  - This meeting takes place on N'Dakinna (n-DA-ki-na), which is the unceded traditional ancestral homeland of the Abenaki (a-BEN-a-ki), Pennacook and Wabanaki Peoples past and present. We acknowledge and honor with gratitude the land, waterways, living beings and the Aln8bak (Al-nuh-bak), the people who have stewarded N'dakinna throughout the generations.
4. Public Hearing
  - A. **Ordinance 17-23** – Supplemental Appropriation for the Replacement of the Dispatch Radio Console at the Somersworth Police Station
  - B. **Community Revitalization Tax Relief Incentive Program Application** (City Ordinance Chapter 31) from Mr. Robert Previti for 85 Elm Street and 20 Green Street
5. Comments by Visitors
6. Consent Calendar
  - A. Approve Minutes of the City Council Meeting held on March 6, 2023
  - B. Letter of Resignation from At-Large School Board Member Mark Richardson
7. Comments by City Councilors
8. Communications
9. Presentations of Petitions and Disposal Thereof by Reference or Otherwise
10. Mayor's Report
11. Report of Standing Committees
12. Report of Special Committees, City Officers and City Manager
13. Nominations, Appointments and Election

Nominations Requiring a Council Confirmation Vote:

  - A. Matt Keiser, re-appointment to the Zoning Board of Adjustments with a term to expire March 2026

Nominations Being Introduced for a Council Confirmation Vote:

- A. Steve Goff, re-appointment to the Trustee of Trust Funds with a term to expire May 2026

14. Lay on the Table

15. Unfinished Business

ORDINANCES

- A. **Ordinance 10-23** – To Amend Chapter 14 Licenses and Permits, Sections 14.2 Permits, 14.3 Fees, 14.6 Application, 14.7 and 14.8 (referred to Government Operations Committee per Reconsideration Vote on February 6, 2023)
- B. **Ordinance 17-23** – Supplemental Appropriation for the Replacement of the Dispatch Radio Console at the Somersworth Police Station

16. New Business

ORDINANCES

- A. **Ordinance 18-23** – Fiscal Year 2023-2024 Budget

RESOLUTIONS

- A. **Resolution 38-23** – To Authorize the City to Participate in the State of New Hampshire's Recovery Friendly Workplace Initiative Program
- B. **Resolution 39-23** – To Authorize the City Manager to Contract with Superior Sealcoat, Inc. of Wilmington, MA. for Crack Sealing on Selected Streets
- C. **Resolution 40-23** – To Authorize the City Manager to Enter into a Grant Agreement with the State Of New Hampshire Department of Environmental Services for a Lead Service Line Inventory, Sampling Plan and Replacement Plan Grant
- D. **Resolution 41-23** – To Authorize the City Manager to Enter into a Grant Agreement with the State of New Hampshire Department of Business and Economic Affairs for a Housing Opportunity Grant Through the InvestNH Municipal Planning and Zoning Grant Program

OTHER

- A. Vote to Approve the Community Revitalization Tax Relief Incentive Program Application (City Ordinance Chapter 31) from Mr. Robert Previti for 85 Elm Street and 20 Green Street

17. Comments by Visitors

18. Closing Comments by Council Members

19. Future Agenda Items

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

21. Adjournment

Mayor Daina Hilliard  
Somersworth City Hall  
1 Government Way  
Somersworth, NH 03878

Monday, March 13, 2023

Dear Mayor Hilliard,

Due to extenuating circumstances, I have come to the difficult decision to resign from my elected position as an At-Large member of the Somersworth School Board, effective immediately.

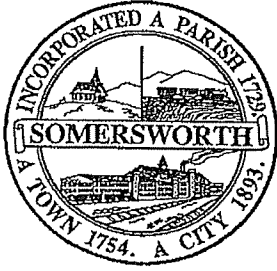
Overall, I've enjoyed my years of service on the Somersworth School Board, and it pains me a great deal to have come to this decision, but I find it impossible to continue on as a member of what has become an increasingly toxic environment within the School Board. Many folks have asked me, "What the heck is going on with the School Board?" They have watched meetings or been present during meetings, and all I can say to them is that what they're asking has been playing out before their eyes, and Yes, I've never seen anything like it in my total of almost 18 years on the Board. The simple answer is that there's no respect for a process that has been tried and true. No respect for the established chain of command within the School District. No respect for or intention of listening to alternative positions on issues by "other" members of the board. No respect for years of hard work by a number of people to bring Somersworth up from the days of having a perceived negative reputation to being a community we can be proud of and is respected by others. In terms of funding our schools and the city side of Somersworth, there's no understanding of the city at large or the relationship between the School Board and our City Council, and of the hard working people who work on the city side of our community. In my opinion, as seen in this current budget cycle, there's no respect for hard working Somersworth residents and those on fixed incomes who are paying the bills. The list goes on, but those are certainly the highlights. All of which are evident to those residents and employees watching who have spoken to me. I must add that these references do not apply to all School Board members on all issues, but overall, there are enough instances, such that I can no longer hold myself to a position where my presence may be perceived as supporting the toxicity that has become ever present, negative in tone and action and apparently condoned (in my opinion) by our Board Chairperson.

As such, I will not be present at the School Board meeting on Tuesday, March 14th. My thanks go out to all who have supported me over my years on the Board, and I hope you'll understand my position.

Sincerely,



Mark Richardson  
Former Somersworth School Board Member At-Large



City of Somersworth  
Boards, Commissions & Committee Application

*Instructions: Please complete all information.*

Name: MATT KEISER

Telephone: 767-5467 Email: mkaiser@comcast.net

Residence Address: 6 Flynn Street

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

Resident of Somersworth for 36 Years Ward 1

Registered Voter: Yes  No

Education Level: BS

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

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

My Background or Interests are: ENGINEER

over



I have served on the following Committee (s) in the past: ZBA, SEASIDE

SCHOOL BOARDS

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

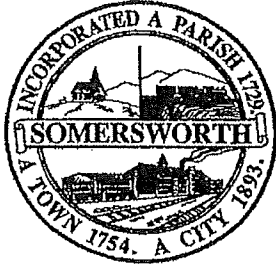
By submitting this Application you understand that:

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: Matthew Aiken

Date: 2-19-23

**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: Steve Goff

Telephone: 603 692-5680 Email: sgoff@clmcpa.com

Residence Address: 246 High Street Somersworth

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

Resident of Somersworth for 59 Years Ward 4

Registered Voter: Yes  No

Education Level:

College BS Degree

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

Strafford Nutrition Meals on Wheels Summersworth Historical Society  
Somersworth Little League St. Ignatius of Loyola Parish

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

Trustee of Trust Funds

My Background or Interests are: 37 Years in Public Accounting

over



I have served on the following Committee (s) in the past: Trustee of Trust Funds

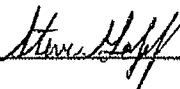
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Would you be able to commit to attending all meetings? Yes  No

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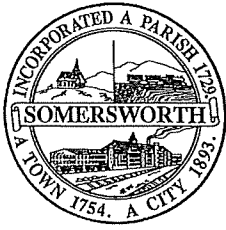
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1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; 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: 3/9/2023

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



## City of Somersworth – Ordinance

Ordinance No: 17-23

### SUPPLEMENTAL APPROPRIATION FOR THE REPLACEMENT OF THE DISPATCH RADIO CONSOLE AT THE SOMERSWORTH POLICE STATION

March 6, 2023

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 22-23 is amended as follows:

Appropriate \$185,482 (One Hundred Eighty-Five Thousand Four Hundred Eighty-Two dollars) from the American Rescue Plan Funds to the Capital Outlay Budget as follows:

Budget	Amendment	Revised Budget
\$ 254,869	\$ 185,482	\$ 440,351

Approved as to Funding:

Scott A. Smith  
Director of Finance and Administration

Recorded by:

Kristen LaPanne  
City Clerk

Background:

This Ordinance appropriates funding from the American Rescue Plan Funds (ARPA) for the replacement of the Dispatch Radio Console at the Somersworth Police Station. There is currently \$626,462 available in ARPA Funds.

***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	
<i>Sponsored by Councilors:</i> David A. Witham Donald Austin Matt Gerding Robert Gibson	<i>Approved:</i> City Attorney



**City of Somersworth – Ordinance 17-23**

**History**

First Read Date:	3/6/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

**Discussion**

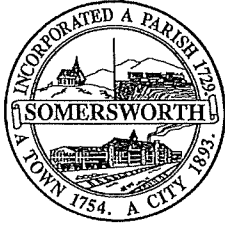
3/6/2023

*Clerk LaPanne performed a first reading of Ordinance 17-23.*

*Ordinance 17-23 will remain in first reading until the call of the Chair.*

*A Public Hearing is scheduled for the next regular scheduled City Council meeting.*

<b>Voting Record</b>		<b>YES</b>	<b>NO</b>
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Gibson		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
<b>TOTAL VOTES:</b>			
On	Ordinance 17-23	<b>PASSED</b>	<b>FAILED</b>



## City of Somersworth – Ordinance

Ordinance No: 18-23

### FISCAL YEAR 2023-2024 BUDGET

March 20, 2023

THE CITY OF SOMERSWORTH ORDAINS THAT BUDGETS FOR THE CITY OF SOMERSWORTH FOR THE 2023-2024 FISCAL YEAR SHALL BE:

#### DEPARTMENT

#### GENERAL FUND

#### BUDGET

Elected Leadership	\$231,220
City Management	569,803
Finance and Administration	1,817,558
Development Services	1,037,072
Police	4,829,459
Fire	2,563,621
Public Works	3,540,198
Other Expenses	1,445,616
Capital Outlay	192,750
Intergovt Assessments - County	3,049,883
School Department	29,109,022

#### **TOTAL GENERAL FUND**

**48,386,202**

#### ENTERPRISE FUNDS

Wastewater Department	4,183,996
Water Department	3,236,505
Solid Waste	647,260

#### **TOTAL ENTERPRISE FUNDS**

**8,067,761**

#### SPECIAL REVENUE FUND

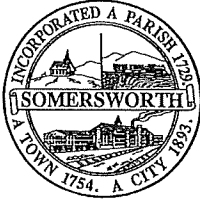
Cable Fund	74,313
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#### **TOTAL FY 2023-2024 APPROPRIATION**

**\$56,528,276**

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsor by Request:</i> Mayor Dana S. Hilliard	<i>Approved:</i> City Attorney



## City of Somersworth – Resolution

Resolution No: **38-23**

**TO AUTHORIZE THE CITY TO PARTICIPATE IN THE STATE OF  
NEW HAMPSHIRE’S RECOVERY FRIENDLY WORKPLACE  
INITIATIVE PROGRAM**

March 20, 2023

WHEREAS, the City of Somersworth is a welcoming City where the contributions of all are valued and celebrated; and

WHEREAS, the City is committed to a healthy, safe and stigma-free work environment; and

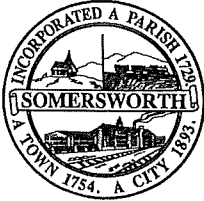
WHEREAS, the City supports the State of New Hampshire Recovery Friendly Workplace Initiative which promotes individual wellness by encouraging an environment in which employers, employees and community members can collaborate to create a positive change and eliminate barriers for those impacted by substance use disorder and mental health issues; and

WHEREAS, the Government Operations Committee met with SOS representatives and recommend that the City implement the Recovery Friendly Workplace Initiative; and

WHEREAS, the New Hampshire Recovery Friendly Workplace Initiative provides employers with resources and support needed to foster a supportive environment that encourages the success of their employees and Community impacted by substance use disorder and mental health issues;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City will now begin participating in the State of New Hampshire’s Recovery Friendly Workplace Initiative Program, and furthermore the City Manager is authorized to take any other actions related to this program determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> Richard Michaud Matthew Gerding Donald Austin Nancie Cameron	<i>Approved:</i> City Attorney



## City of Somersworth – Resolution

Resolution No: 39-23

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH SUPERIOR SEALCOAT, INC. OF WILMINGTON, MA. FOR CRACK SEALING ON SELECTED CITY STREETS**

March 20, 2023

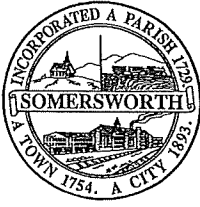
WHEREAS, the City Council adopted Resolution 20-23 on January 9, 2023, authorizing the City Manager to prepare and request bids from qualified contractors for crack sealing on the following City streets:

Maple Street (Blackwater Road to Linden Street)  
Hillside Street (Winter Street to Maple Street)  
Washington Street (High Street to Main Street)  
Kilda Street (Route 108 to Cecile Street)  
Cecile Street (Blackwater Road to Kilda Street)  
Blackwater Road (Dover Line to High Street)  
Salmon Falls Road (Eddy Bridge to Rochester Line)  
High Street (section between Stackpole Road and Commercial Drive); and

WHEREAS, the Finance Committee reviewed the results of the bids received with City staff and recommends contracting with Superior Sealcoat, Inc. of Wilmington, MA. for a cost not to exceed \$54,778 (Fifty-Four Thousand Seven Hundred Seventy-Eight dollars);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Superior Sealcoat, Inc. of Wilmington, MA. for crack sealing on the aforementioned City streets for a cost not to exceed \$54,778 (Fifty-Four Thousand Seven Hundred Seventy-Eight dollars) and to take any other action associated with this project determined to be in the best interest of the City.

Authorization	
<i>Sponsored by:</i> David A. Witham Donald Austin Matt Gerding Robert Gibson	<i>Approved:</i> City Attorney



## City of Somersworth – Resolution

Resolution No: **40-23**

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES FOR A LEAD SERVICE LINE INVENTORY, SAMPLING PLAN AND REPLACEMENT PLAN GRANT**

March 20, 2023

WHEREAS, the City of Somersworth has received notification of the establishment of a 2023 Lead Service Line Inventory, Sampling Plan and Replacement Plan Grant Program through the New Hampshire Department of Environmental Services; and

WHEREAS, with the assistance of the City's Consultant Engineer, the City applied for a grant through the program to conduct a lead service line inventory and water system improvement project; and

WHEREAS, the New Hampshire Department of Environmental Services has awarded the City a 100% grant in the amount of \$50,000 (Fifty Thousand Dollars), to be used to conduct a lead service line inventory and develop a replacement plan for any lead service lines should they exist;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a Grant agreement with the New Hampshire Department of Environmental Services for a Lead Service Line Inventory, Sampling Plan and Replacement Grant and to execute any documents and agreements necessary for the Grant's acceptance and execution, and take any and all other such actions relative to this Grant project's completion determined to be in the best interest of the City.

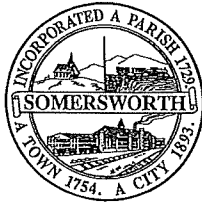
### Authorization

*Sponsored by Councilors:*

David A. Witham  
Denis Messier  
Martin Pepin  
Kenneth S. Vincent

*Approved:*

City Attorney



## City of Somersworth – Resolution

Resolution No: 41-23

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS FOR A HOUSING OPPORTUNITY GRANT THROUGH THE INVESTNH MUNICIPAL PLANNING AND ZONING GRANT PROGRAM**

March 20, 2023

WHEREAS, the State of New Hampshire created the InvestNH Initiative utilizing ARPA State Fiscal Recovery funds to provide grants to municipalities to analyze and update their land use regulations to help increase housing opportunities; and

WHEREAS, City Staff applied for two phases of the Housing Opportunity Planning Grant. Phase 1: Needs Analysis and Planning; and Phase 2: Regulatory Audit; and

WHEREAS, the City will prepare a Housing Chapter for the City's Master Plan and have a comprehensive audit of the Somersworth land use policies that will identify policy barriers to housing, and recommend changes that would increase capacity; and

WHEREAS, the City has received notification by the InvestNH Steering Committee that the City has received a 100% Grant award in the amount of \$75,000 (Seventy-Five Thousand dollars) for Phase 1 and Phase 2 of the Housing Opportunity Planning Grant;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a Grant agreement with the New Hampshire Department of Business and Economic Affairs for a Housing Opportunity Planning Grant in the amount of \$75,000 (Seventy-Five Thousand dollars) and to execute any documents and agreements necessary for the Grant's acceptance and execution, and take any and all other such actions relative to this Grant project's completion determined to be in the best interest of the City

AND, BE IT FURTHER RESOLVED that the City Manager is authorized to contract with a consultant, chosen from the State's List of Qualified Consultants, and to expend these State Grant Funds in the Award amount of \$75,000 (Seventy-Five Thousand dollars).

### Authorization

*Sponsored by:*

Mayor Dana S. Hilliard  
Councilor David A. Witham

*Approved:*

City Attorney