

CITY OF SOMERSWORTH
AGENDA FOR TUESDAY, SEPTEMBER 3, 2019

7:00pm City Council Meeting

1. Roll Call of Members
2. Pledge of Allegiance
3. Public Hearings
 - A. **Ordinance No. 4-20** - Supplemental Appropriation for Sewer Utility Improvements Associated with the Fiscal Year 2019-2020 Road Resurfacing Projects
 - B. **Ordinance No. 5-20** - Supplemental Appropriation for Water Utility Improvements Associated with the Fiscal Year 2019-2020 Road Resurfacing Projects
 - C. Community Revitalization Tax Relief Incentive (Ch. 31) Application for Stripe Nine Brewery
4. Comments by Visitors
5. Consent Calendar
 - A. Approve Minutes of the City Council Meeting held on August 5, 2019
 - B. Letter from Attorney General's Office regarding Charter amendment Proposal
 - C. Letter from Patricia Vachon, Executive Director of the Community Food Pantry
6. Comments by City Councilors
7. Communications
8. Presentations of Petitions and Disposal Thereof by Reference or Otherwise
9. Mayor's Report
10. Report of Standing Committees
11. Report of Special Committees, City Officers and City Manager

12. Nominations, Appointments and Elections

- A. Nominees for the Strafford Metropolitan Planning Commission Technical Advisory Committee (SMPO TAC) – For Council Confirmation Vote
 - a. Shanna Saunders, with a term to expire, July 2021
 - b. Michael Bobinsky, Alternate 1, with a term to expire, July 2021
 - c. Bob Belmore, Alternate 2, with term to expire, July 2021
- B. Nominations requiring Council Confirmation Vote
 - a. Keith Perkins, Alternate Member of the Zoning Board of Adjustment, with a term to expire September 2022
 - b. Keith Perkins, Alternate Member of the Planning Board, with a term to expire September 2022

13. Lay on the Table

14. Unfinished Business

ORDINANCES

- A. **Ordinance No. 4-20** - Supplemental Appropriation for Sewer Utility Improvements Associated with the Fiscal Year 2019-2020 Road Resurfacing Projects
- B. **Ordinance No. 5-20** - Supplemental Appropriation for Water Utility Improvements Associated with the Fiscal Year 2019-2020 Road Resurfacing Projects

15. New Business

ORDINANCES

- A. **Ordinance No. 6-20** - To Amend Chapter 22, Subdivision Regulations, by Deleting it in its Entirety
- B. **Ordinance No. 7-20** - To Amend Chapter 22A, Site Plan Review Regulations, by Deleting it in its Entirety
- C. **Ordinance No. 8-20** - To Amend Chapter 29, Administrative Code, Section 4.3, Board of Assessors

RESOLUTIONS

- A. **Resolution No. 12-20** - To Authorize the City Manager to Contract with Hall Brothers Contracting, Inc. of Berwick, ME for the Replacement of the City Hall Roof
- B. **Resolution No. 13-20** - To Authorize the City Manager to Sign a Lease/Purchase Agreement for the Purchase of City Vehicles
- C. **Resolution No. 14-20** - To Authorize the City Manager to Order One SUV Style Police Cruiser which will be Funded by a Lease Purchase Agreement
- D. **Resolution No. 15-20** - To Authorize the City Manager to Contract with Renaud Industries of Portsmouth, NH for the Removal and Remediation of Contaminated Soils and with Waste Management of Rochester, NH for the Disposal of Contaminated Soils Located at 1 Winter Street, Formerly Known as Bretons Cleaners

OTHER

- A. Council Vote on Community Revitalization Tax Relief Incentive (Ch. 31) Application for Stripe Nine Brewery

16. Comments by Visitors

17. Closing Comments by Council Members

18. Future Agenda Items

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

20. Adjournment



City of Somersworth – Ordinance

Ordinance No: 4-20

SUPPLEMENTAL APPROPRIATION FOR SEWER UTILITY IMPROVEMENTS ASSOCIATED WITH THE FISCAL YEAR 2019-2020 ROAD RESURFACING PROJECTS

August 5, 2019

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 FY2019-2020 is amended as follows:

Appropriate \$95,730 from the Sewer Fund budget as follows:

Original Budget	Amendment	Revised Budget
\$ 2,290,705	\$ 95,730	\$ 2,386,435

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Trish Harris
City Clerk

Background:

This Ordinance appropriates funding for improvements to the City's sewer system that are associated with the FY2019-2020 road resurfacing projects.

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
Dale R. Sprague
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney

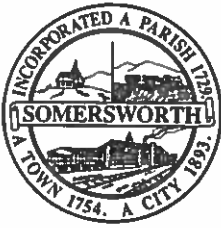
City of Somersworth – Ordinance 4-20

History

First Read Date:	08/05/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	LeVasseur		
TOTAL VOTES:			
On / / . Ordinance 4-20		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 5-20

SUPPLEMENTAL APPROPRIATION FOR WATER UTILITY IMPROVEMENTS ASSOCIATED WITH THE FISCAL YEAR 2019-2020 ROAD RESURFACING PROJECTS

August 5, 2019

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 FY2019-2020 is amended as follows:

Appropriate \$52,380 from the Water Fund budget as follows:

Original Budget	Amendment	Revised Budget
\$ 2,286,386	\$ 52,380	\$ 2,338,766

Approved as to Funding:

Recorded by:

Scott A. Smith
Director of Finance and Administration

Trish Harris
City Clerk

Background:

This Ordinance appropriates funding for improvements to the City's water system that are associated with the FY2019-2020 road resurfacing projects.

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
Dale R. Sprague
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney

City of Somersworth – Ordinance 5-20

History

First Read Date:	08/05/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	LeVasseur		
TOTAL VOTES:			
On / / . Ordinance 5-20		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 6-20

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

September 3, 2019

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

Delete Chapter 22, Subdivision Regulations, in its entirety.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

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

Approved:

City Attorney

City of Somersworth – Ordinance 6-20

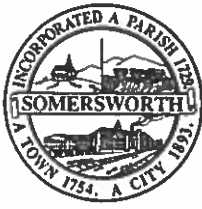
History

First Read Date:	09/03/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Note: NH State Law provides the Planning Board with the authority to adopt and amend Subdivision Regulations.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 6-20		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 7-20

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

September 3, 2019

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

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

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

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

Approved:

City Attorney

City of Somersworth – Ordinance 7-20

History

First Read Date:	09/03/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Note: NH State Law provides the Planning Board with the authority to adopt and amend Site Plan Review Regulations.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 7-20		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: **8-20**

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

September 3, 2019

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

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

And, add:

29.4.3 Board of Assessors Duties & Responsibilities

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

This Ordinance shall take effect on September 30, 2019.

Authorization

Sponsored by Councilors:

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

Approved:

City Attorney

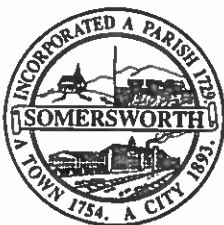
City of Somersworth – Ordinance 8-20

History

First Read Date:	09/03/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 8-20		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 12-20

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH HALL BROTHERS CONTRACTING, INC. OF BERWICK, ME FOR THE REPLACEMENT OF THE CITY HALL ROOF

September 3, 2019

WHEREAS, the Somersworth Capital Improvement Program for fiscal years 2020 through 2025 contains a recommendation to replace the City Hall roof, and

WHEREAS, the fiscal year 2019-2020 adopted budget contains an appropriation to replace the City Hall roof, and

WHEREAS, City staff requested and received proposals for this project and recommends awarding the contract to Hall Brothers Contracting, Inc. of Berwick, Maine for a cost not to exceed \$83,700 (Eighty Three Thousand Seven Hundred dollars), and

WHEREAS, the Finance Committee has reviewed the recommendation with City staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Hall Brothers Contracting, Inc. of Berwick, Maine to replace the City Hall roof at an amount not to exceed \$83,700 (Eighty Three Thousand Seven Hundred dollars) and to take any 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

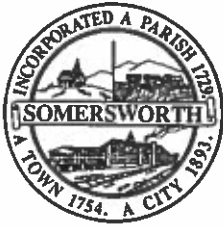
City of Somersworth – Resolution 12-20

History

First Read Date:	09/03/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 12-20		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 13-20

TO AUTHORIZE THE CITY MANAGER TO SIGN A LEASE/PURCHASE AGREEMENT FOR THE PURCHASE OF CITY VEHICLES

September 3, 2019

WHEREAS, the fiscal year 2019-2020 adopted budget contains an appropriation for a down payment toward the purchase of the following City vehicles:

- One SUV style Police Cruiser
- Fire Department Forestry Vehicle Replacement
- Fire Department 1-Ton Truck Replacement
- DPW Plow Truck – 303 Replacement
- DPW 1-Ton Truck – 202 Replacement, and

WHEREAS, City staff solicited quotes for financing this purchase through a lease/purchase agreement and recommends entering into an agreement with TD Equipment Finance, and

WHEREAS, the Finance Committee for the City of Somersworth reviewed these quotes with City staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a five-year lease/purchase agreement with TD Equipment Finance for the acquisition of City vehicles.

Authorization

Sponsored by Councilors:

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

Approved:

City Attorney

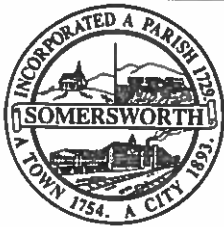
City of Somersworth – Resolution 13-20

History

First Read Date:	09/03/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 13-20		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 14-20

**TO AUTHORIZE THE CITY MANAGER TO ORDER ONE
SUV STYLE POLICE CRUISER WHICH WILL BE FUNDED
BY A LEASE PURCHASE AGREEMENT**

September 3, 2019

WHEREAS, the City of Somersworth's Capital Improvement Plan proposes a replacement schedule for police cruisers to maintain fleet integrity and reduce maintenance costs, and

WHEREAS, the Somersworth City Council would like to improve the fleet of police cruisers by continuing the replacement of traditional sedan style cruisers with a more modern SUV style of police cruiser, and

WHEREAS, City staff has evaluated the advantage of the use of a standard vehicle manufacturer acquisition policy and recommends the use of the NH State bid list for Ford vehicles as the most efficient method of procuring these new vehicles, and

WHEREAS, the Finance Committee has reviewed this with staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order one new "SUV" style police cruiser which will be funded through a lease purchase agreement.

Authorization

Sponsored by Councilors:

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

Approved:

City Attorney

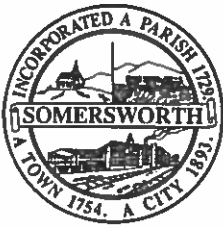
City of Somersworth – Resolution 14-20

History

First Read Date:	09/03/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 14-20		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 15-20

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH RENAUD INDUSTRIES OF PORTSMOUTH, NH FOR THE REMOVAL AND REMEDIATION OF CONTAMINATED SOILS AND WITH WASTE MANAGEMENT OF ROCHESTER, NH FOR THE DISPOSAL OF CONTAMINATED SOILS LOCATED AT 1 WINTER STREET, FORMERLY KNOWN AS BRETONS CLEANERS

September 3, 2019

WHEREAS, the Somersworth City Council adopted Resolution No. 40-18 authorizing the City Manager to enter into a project agreement with the US Environmental Protection Agency to provide grant funding in the amount of \$200,000 (Two Hundred Thousand dollars) with a local match of \$40,000 (Forty Thousand dollars) for the removal and remediation of contaminated soils at the former Breton's Cleaners property located at 1 Winter Street, and

WHEREAS, the City's consultant engineer for the project solicited proposals from qualified contractors for the removal and remediation of the contaminated soils, and

WHEREAS, the City's consultant engineer for the project reviewed the proposals received and recommends awarding the contract to Renaud Industries of Portsmouth, NH, and

WHEREAS, as part of the project, the City will require a contract with Waste Management in Rochester, NH for the disposal of the contaminated soils,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Renaud Industries of Portsmouth, NH and Waste Management of Rochester, NH for the removal, remediation, and disposal of contaminated soils at the former Breton's Cleaners property located at 1 Winter Street, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with Renaud Industries or Waste Management, or contract with other vendors that may be required to complete this project to the extent such contracts are within the scope of work and funding available provided through the project agreement with the US Environmental Protection Agency, and to take other such actions to complete this project determined to be in the best interest of the City.

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

City of Somersworth – Resolution 15-20

History

First Read Date:	09/03/2019	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 15-20		PASSED	FAILED

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



JANE E. YOUNG
DEPUTY ATTORNEY GENERAL

August 16, 2019

Trish Harris
City of Somersworth City Clerk
1 Government Way
Somersworth, NH 03878

Re: City of Somersworth Charter Amendment Proposal

Dear Clerk Harris:

Pursuant to RSA 49-B:4-a, the Secretary of State, the Department of Revenue Administration, and the Attorney General's Office are required to "review the proposed [...] charter amendment to insure that it is consistent with the general laws of this state." RSA 49-B:4-a, 1(d). The Secretary of State's and Attorney General's Offices, pursuant to RSA 49-B:4-a, object to the proposed City of Somersworth charter amendment. The Department of Revenue Administration finds the proposed amendment to be outside its purview and offers no comment or objection.

The proposed charter amendment attempts to redraw the ward lines for the City of Somersworth's five wards. The plan will create a circumstance where voters whose domicile is outside Ward 2 as it existed in 2012 and who by RSA 662:5 are not voters in Strafford County District 17, will be assigned to vote at the Ward 2 polling place. Therefore, the Ward 2 polling place would have to implement a process to segregate those Ward 2 voters who are in Stafford 17 from those who are in Strafford 18.

Election law establishes a system of voting where, as to general elections, every voter at a polling place votes on an identical ballot. Any municipal redistricting done between the decennial state districting that would result in two different state general election ballots being used in one polling place would be inconsistent with the general laws of the state. Introducing the delays necessary to sort out which ballot a voter receives as the voter checks in or introducing greater risk that the voter might be issued the wrong ballot would risk impairing voter's rights and burden election officials with extra work.

Furthermore, the City would be relying upon data from the 2010 census in order to redistrict. There is no evidence to suggest that this data is a fair reflection of actual populations in 2019. New census data will be available in 2021. As such, if the City were to redistrict in 2019, it

would likely have to exhaust additional resources to redistrict once more based on more current data.

The New Hampshire Constitution and relevant cases outlines a specific framework for redistricting equally applicable to the State and municipalities. According to Part II, Articles 9, 11, and 26 of the New Hampshire Constitution, the “legislature shall make an apportionment of representatives according to the last general census of the inhabitants of the state taken by authority of the United States or of this state.”

“Article 9th provides that apportionment shall be made every ten years commencing in 1951 and according to the last general census.” Opinion of Justices, 105 N.H. 125, 127 (1963) (emphasis added). Once the legislature has fulfilled its constitutional duty to reapportion based upon the last federal census, it may not reapportion again until the next federal census. Id. at 128. The New Hampshire Supreme Court has recognized that the constitution establishes “only one yardstick as a legislative guide in making an apportionment.” Id. Additionally, the New Hampshire Supreme Court found that because there is no provision for a state census, the Federal census must be used. Id.

We acknowledge that the City of Somersworth may not have redistricted based on the 2010 census.

However, we do not construe the New Hampshire Constitution as permitting reapportionment of voters at intervals more frequent than once every 10 years. See In re Below, 151 N.H. 135, 145 (2004) (“The policy and practice in New Hampshire has been to create legislative districts once every ten years based upon the federal census”). See also Opinion of Justices, 106 N.H. 233 (1965) (applying constitutional redistricting restrictions to redistricting city ward lines). The New Hampshire Constitution and statutes further prohibits state district lines that divide or alter the boundaries of a town or ward. New Hampshire Constitution, Part 2, Article 9; Part 2, Article 26. Other circumstances, including the formation of a new town, do not permit redistricting state districts. Opinion of Justices, 105 N.H. 125 (1963). A city ward is considered the equivalent of a town in election law. New Hampshire Constitution, Part 1, Article 11; RSA 44:4; RSA 652:16

Therefore, other than the ten year redistricting based on the United States Census, any redistricting that moves voters from one ward to another conflicts with the constitution, state law, and poses practical problems for voters and election officials.

Based on the foregoing, the Secretary of State’s and Attorney General’s Offices object to the City of Somersworth’s charter amendment proposal in order to protect voters’ rights to an orderly voting process that does not unnecessarily increase the time required to check in to vote.

Please feel free to contact me if you have any questions.

Sincerely,



Nicholas A. Chong Yen
Assistant Attorney General
Election Law Unit
(603) 271-3650
nicholas.chongyen@doj.nh.gov

cc: David Scanlan, Deputy Secretary of State
Bruce Kneuer, Department of Revenue Administration
Walter Mitchell, City of Somersworth Counsel

VACHON CLUKAY & COMPANY PC

CERTIFIED PUBLIC ACCOUNTANTS
608 Chestnut Street • Manchester, New Hampshire 03104
(603) 622-7070 • Fax: (603) 622-1452 • www.vachonclukay.com

August 1, 2019

To the Honorable Mayor, City Council and
City Manager

City of Somersworth
One Government Way
Somersworth, New Hampshire 03878



We were engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Somersworth, New Hampshire for the year ended June 30, 2019. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and the Uniform Guidance

As stated in our engagement letter dated July 18, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the City of Somersworth, New Hampshire's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the City of Somersworth, New Hampshire's financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the City of Somersworth, New Hampshire's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the City of Somersworth, New Hampshire's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the City of Somersworth, New Hampshire's compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management's discussion and analysis, schedule of revenues, expenditures and changes in fund balance – budget and actual (budgetary basis), schedule of changes in the City's proportionate share of the net OPEB liability, schedule

of City OPEB contributions, schedule of changes in the City's total OPEB liability and related ratios, schedule of changes in the City's proportionate share of the net pension liability, and schedule of City pension contributions, which supplements the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on the schedule of expenditures of federal awards, which accompanies the financial statements but is not RSI. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately September 3, 2019 and issue our report on approximately January 31, 2020. Robert L. Vachon, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Honorable Mayor, City Council and City Manager and management of City of Somersworth, New Hampshire and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely yours,

Vachon Clukey & Company PC

The Community Food Pantry, Inc.

176 West High Street
P.O. Box 228
Somersworth, NH 03878-0228
Tel.: (603) 692-2907



23 August 2019

City of Somersworth
1 Government Way
Somersworth, NH 03878

To the City of Somersworth

This letter is to express the sincere appreciation of the Community Food Pantry Inc. for your annual donation totaling \$2,500.00. Your donations are greatly appreciated and will help to purchase food to provide many needy families nutritious meals.

During the first seven months of calendar year 2019 the food pantry served a total of 2,066 families an average of 296 families per month. The number of individuals served during the first seven months was 4,903. With the expected increased reductions in food stamp and decreases to unemployment allotments, these numbers are expected to increase over the coming months. During 2018 the Community Food Pantry expended a total of \$36,573.00 to purchase food for distribution to those in need. The pantry distributed a total of 289 Thanksgiving baskets as well. In addition, the pantry receives no cost food from both New Hampshire and Maine U.S.D.A. under the TEFAP Program and some of the area grocery stores. It is generous donations such as yours that help the pantry continue to provide food to those less fortunate.

In accordance with IRS regulations, this letter will serve to acknowledge your gift. We also attest that you received no material benefit for your contribution. Please retain this letter with your personal tax records.

If you would like to have a tour of the pantry I would be happy to show you around. I can be reached by email at Communityfoodpantry@comcast.net or on my cell phone at 207-475-4518.

Thank you for choosing the Community Food Pantry for your donations and for your generosity. I hope you will continue to support the pantry in the future.

Sincerely,

Patricia Vachon
Executive Director

The Community Food Pantry, Inc. is registered with the Internal Revenue Service as an approved 501(c)(3) non-profit organization (EIN 02-0476902).



City of Somersworth
Boards, Commissions & Committee Application

Instructions: Please complete all information.

Name: Keith Perkins
Telephone: (603) 841-0252 Email: KeithPerkins622@gmail.com
Residence Address: 1A Chesley Ave
Mailing Address (if different): _____
Resident of Somersworth for 25 Years Ward 5
Registered Voter: Yes X No _____

Education Level: Bachelor of Science in Civil Engineering with Professional Engineer License
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):

Zoning Board Alternate
Planning Board Alternate

My Background or Interests are: Background in Civil Engineering for the NH DOT. Interested in current & future land use in the City.

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: Thelma Perreault

Date: 8/7/19

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