



City of Somersworth
City Council Meeting Agenda
City Council Chambers
Tuesday, September 6, 2022
7:00 p.m.

1. Roll Call of Members
2. Pledge of Allegiance
3. Public Hearing
4. Comments by Visitors
5. Consent Calendar
 - A. Approve Minutes of the City Council Meeting held on August 1, 2022
 - B. Communication from Justin M. Van Etten, Chairman of the Board, Stewarts Ambulance Service
6. Comments by City Councilors
7. Communications
 - A. Letter of Resignation from Ward 3 City Councilor Martin P. Dumont Sr.
 - B. Letter of Resignation from Ward 1 School Board Member Paul Hackworth Jr.
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 Election

Nominations being introduced for a Council Confirmation Vote:

 - A. Stacie Paradis as Ward 5 Ward Clerk with a term to expire December, 2023
 - B. Rena Kesier as Ward 1 Selectman with a term to expire December, 2023
 - C. Richard Brooks as Ward 2 Moderator with a term to expire October, 2022

13. Lay on the Table

14. Unfinished Business

RESOLUTIONS

- A. **Resolution 5-23** – To Authorize the City Manager to Enter into a Grant Agreement with the State of New Hampshire Department of Environmental Services for a Wastewater Collection Asset Inventory and System Master Plan

15. New Business

ORDINANCES

- A. **Ordinance 1-23** – To Amend Chapter 7, Solid Waste and Recycling, Section 7.4 – Fees
- B. **Ordinance 2-23** – To Amend Chapter 4, Personnel Rules & Regulations, Compensation Schedule
- C. **Ordinance 3-23** – To Amend Chapter 4, Personnel Rules and Regulations Section 7.4.1 Sick Leave, and Section 7.4.2 Sick Leave for Exempt Employees

RESOLUTIONS

- A. **Resolution 8-23** – To Authorize the City Manager to Contract with Wright Pierce Engineers of Portsmouth, NH to Conduct an Asset Management and Condition Analysis of the Sewer Collection System
- B. **Resolution 9-23** – To Authorize the City Manager to Contract with Wright Pierce Engineers of Portsmouth, NH to Conduct an Evaluation and Condition Assessment of the City's Sewer Collection System
- C. **Resolution 10-23** – To Authorize the City Manager to Prepare Bid Specifications for Sidewalk Repair and Reconstruction Projects
- D. **Resolution 11-23** – To Authorize the City Manager to Enter into a Grant Agreement with the Department of Homeland Security for an Assistance to Firefighters Grant for the Purchase of a Battery Powered Vehicle Extrication Tool
- E. **Resolution 12-23** – To Amend Council Rules and Regulations, Section 2, Presiding Officer and Section 7, Order of Business

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



STEWART'S AMBULANCE SERVICE

August 31, 2022

Bob Belmore
Members of the City Council
Somersworth, NH

Attached please find a copy of the press release announcing our new plans for Stewart's Ambulance Service. We are all incredibly excited about these plans. They will allow us to best serve your interests by serving the interests of our employees. Employee ownership allows us to attract and retain the best possible employees. The profits of Stewart's will remain in their pockets – in your community. This is an outstanding development that will positively change EMS throughout northern New England.

Stewart's will continue to provide its same award-winning EMS without interruption or change.

The change in ownership does not require any change in our contracts. All Stewart's contracts – municipal and otherwise - will continue to be honored. Should there be changes or amendments in the future, they will only occur if approved by all parties.

Stewart's management will not change. If anything, this change will allow us to better retain our existing management while attracting, retaining, and training future leaders. You will continue to work with the same managers you have always worked with.

We hope you will join us in celebrating this positive development in the lives of our employees.

Respectfully,


Justin M. Van Etten



Stewart's Ambulance Service Announces End-of-Year Timeline For Transition to Employee Ownership

*As Stewart's ramps up hiring, shift to become first employee-owned
EMS company in New England targeted for end of year*

Meredith, NH — Stewart's Ambulance Service, provider of emergency medical services and medical transportation in New Hampshire and Maine, is hiring for growth and working to become employee-owned by the end of year, under an Employee Stock Ownership Plan (ESOP) structure unique among EMS companies in New England.

ESOPs are tax-exempt trusts that allow employees to acquire beneficial ownership in the places they work without investing their own funds. All full-time Stewart's employees will be eligible to participate, with stakes that increase with tenure and seniority. As Stewart's continues hiring for significant growth opportunities, new full-time employees also may participate in the plan, adding to a range of benefits that includes scholarship funds, referral bonuses, and innovative programs that pay candidates while they train to become EMTs.

"EMS has been a critical and unsung healthcare hero of the past two years," said Justin Van Etten, executive chairman of Stewart's Ambulance Service. "Stewart's move to employee ownership recognizes and values the sacrifices and professional excellence of our employees with both equity and voice. It's never been a better time to work at Stewart's."

Employee-owned companies consistently have both higher employee engagement and greater job security. Employee ownership also helps lower turnover, ensure continuity of high-quality service, and generate jobs and business value which stays local. Municipal partners, institutional partners and the general public all benefit from having a stronger EMS and medical transportation partner in the community.

“EMTs are a tight-knit group, but at the end of the day, we’re usually working for someone else’s family,” said Dave Ledoux, longtime EMT and Stewart’s Seacoast Operations Manager. “I’m ready to start working for my own family, and I look forward to being part of a company where I get a say in how we work and how we grow.”

“Stewart’s has been setting the standard in high-quality EMS service for more than 41 years,” said Stacy Meier, executive director of Stewart’s. “We are proud to be the first EMS company in New England that is giving its employee-owners a better way to make EMS a lifetime career.”

Transformative Healthcare, which currently operates Stewart’s under its medical transportation arm, will continue to be an investor in the company and provide innovative healthcare logistics, technology, and strategic support. The Menke Group, the nation’s preeminent ESOP advisor, is engaged to help design and implement the Stewart’s plan.

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About Stewart’s Ambulance Service

Stewart’s Ambulance Service has been a leader in providing quality 911 and intra-facility medical transportation for more than 41 years. One of the largest companies of its kind in northern New England, Stewart’s serves more than 50,000 patients per year in New Hampshire and Maine. Find out more at: <https://www.stewartsambulance.com/>

About Transformative Healthcare

Transformative Healthcare is a preeminent provider of healthcare logistics and technology to support innovations in data-driven Emergency Medical Services. During the Covid-19 pandemic, the company rapidly spun up the first mass testing and vaccination sites in Massachusetts, delivering more than 800,000 vaccinations and performing more than 1.8 million tests. Transformative Healthcare continues to invest in innovative mobile healthcare solutions that bring care when and where it’s needed. For more information: <https://transformativehc.com/>

Martin P. Dumont Sr.
73 Crest Drive
Somersworth, N.H. 03878
603-978-3858

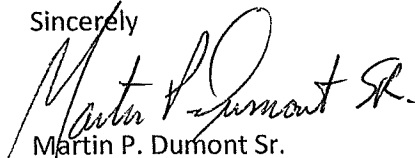
August 17, 2022

Dear Mayor Hilliard;

Please consider this my letter of resignation from the City Council ward 3 of Somersworth effective August 23 2022.

This letter is being submitted due to our relocation to a new residence that eliminates my ability to continue service to the community as per the city charter. I have considered it an honor and privilege for the past 9 years. I will miss working with the Mayor and my fellow councilors as well as the staff. This has been an experience like no other I have had in my life. I wish you all well and much success for the future.

Sincerely



Martin P. Dumont Sr.

Brenda Breda

Subject:

FW: Resignation

From: Paul Hackworth <paullloyd13@gmail.com>

Sent: Tuesday, August 30, 2022 10:48 AM

To: Maggie Larson <MLarson@SAU56.ORG>

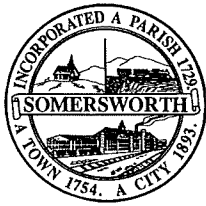
Subject: Resignation

Good morning Maggie.

I'm emailing from my personal email due to not being able to access my SAU one since our last school board meeting.

I will be resigning due to moving out of Ward 1.

Thank you,
Paul Hackworth Jr



City of Somersworth – Resolution

Resolution No: 5-23

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES FOR A WASTEWATER COLLECTION ASSET INVENTORY AND SYSTEM MASTER PLAN

August 1, 2022

WHEREAS, City staff has solicited proposals for a sewer system collection assessment; and

WHEREAS, the City of Somersworth has received notification of the establishment of a 2023 Asset Management Planning Grant Program to support the development of an updated wastewater collection inventory and system master plan that can be used in conjunction with the sewer system collection assessment; and

WHEREAS, the New Hampshire Department of Environmental Services has awarded the City a 100% grant of \$60,000 (Sixty Thousand Dollars), to be used to support the planning and development of an updated sewer collection asset inventory assessment, and

WHEREAS, the project will result in a condition analysis of all sewer collection assets and estimated remaining useful life, a level of service and priority ranking of asset condition, and an evaluation of the City's sewer collection system evaluation,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized 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:

Donald Austin
Nancie Cameron
Martin P. Dumont
Matt Gerding
Denis Messier
Richard R. Michaud
Martin Pepin
Kenneth Vincent
David A. Witham

Approved:

City Attorney

City of Somersworth – Resolution 5-23

History

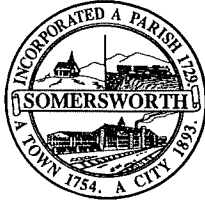
First Read Date:	8/1/2022	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

8/1/2022

Resolution No. 5-23 will remain in first reading until call of the Chair.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	VACANT		
Ward 4 Councilor	Austin		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Gerding		
At Large Councilor	Cameron		
At Large Councilor	Messier		
TOTAL VOTES:			
On	Resolution 5-23	PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 1-23

TO AMEND CHAPTER 7, SOLID WASTE AND RECYCLING, SECTION 7.4 - FEES

September 6, 2022

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 7, Solid Waste and Recycling, Section 7.4 – Fees, by deleting it in its entirety and replacing it with the following:

Section 7.4 – Fees: Effective July 1, 2023, the retail cost of the bags shall be \$2.40 for a 30-gallon bag and \$1.85 for a 15-gallon bag. Effective July 1, 2024, the retail cost of the bags shall be \$2.65 for a 30-gallon bag and \$2.10 for a 15-gallon bag. Ten cents (.10) from the sale of each bag shall be utilized to subsidize the cost to the City for recycling or for any other cost related to solid waste and recycling collection and disposal. The cost to vendors shall be \$.02 cents less to provide financial incentive for selling the bags.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by:

David A. Witham
Donald Austin
Martin Pepin
Martin Dumont, Sr.

Approved:

City Attorney



City of Somersworth – Ordinance

Ordinance No: **2-23**

**TO AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS,
COMPENSATION SCHEDULE**

September 6, 2022

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

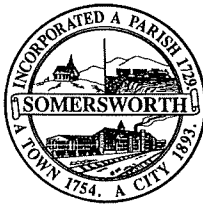
Amend Chapter 4 by deleting the Non-Exempt Compensation Schedule for Grades 6-29 in its entirety, and replacing it with the following Non-Exempt Compensation Schedule which adjusts the scale to a standard 4% increase between each step for consistency, and adds steps 6 and 7, also with a 4% increase between steps to provide a broader pay scale:

**FY2022-2023 Compensation Schedule
(Effective October 1, 2022)**

GRADE	Hire	1	2	3	4	5	6	7
6	12.22	12.71	13.22	13.75	14.30	14.87	15.46	16.08
7	12.81	13.32	13.86	14.41	14.99	15.59	16.21	16.86
8	13.46	14.00	14.56	15.14	15.75	16.38	17.03	17.71
9	14.14	14.71	15.29	15.91	16.54	17.20	17.89	18.61
10	14.83	15.42	16.04	16.68	17.35	18.04	18.76	19.52
11	15.59	16.21	16.86	17.54	18.24	18.97	19.73	20.52
12	16.38	17.04	17.72	18.43	19.16	19.93	20.73	21.55
13	17.20	17.89	18.60	19.35	20.12	20.93	21.76	22.63
14	18.02	18.74	19.49	20.27	21.08	21.92	22.80	23.71
15	18.96	19.72	20.51	21.33	22.18	23.07	23.99	24.95
16	19.86	20.65	21.48	22.34	23.23	24.16	25.13	26.13
17	20.89	21.73	22.59	23.50	24.44	25.42	26.43	27.49
18	21.93	22.81	23.72	24.67	25.65	26.68	27.75	28.86
19	22.99	23.91	24.87	25.86	26.90	27.97	29.09	30.25
20	24.22	25.19	26.20	27.24	28.33	29.47	30.65	31.87
21	25.40	26.42	27.47	28.57	29.71	30.90	32.14	33.42
22	26.71	27.78	28.89	30.05	31.25	32.50	33.80	35.15
23	28.02	29.14	30.31	31.52	32.78	34.09	35.45	36.87
24	29.39	30.57	31.79	33.06	34.38	35.76	37.19	38.68
25	30.87	32.10	33.39	34.72	36.11	37.56	39.06	40.62

GRADE	Hire	1	2	3	4	5	6	7
26	32.45	33.75	35.10	36.50	37.96	39.48	41.06	42.70
27	34.00	35.36	36.77	38.25	39.78	41.37	43.02	44.74
28	35.72	37.15	38.63	40.18	41.79	43.46	45.20	47.01
29	37.50	39.00	40.56	42.18	43.87	45.62	47.45	49.35

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



City of Somersworth – Ordinance

Ordinance No: 3-23

TO AMEND CHAPTER 4, PERSONNEL RULES AND REGULATIONS SECTION 7.4.1 SICK LEAVE, AND SECTION 7.4.2 SICK LEAVE FOR EXEMPT EMPLOYEES

September 6, 2022

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

Amend Chapter 4 by deleting sections 7.4.1 Sick Leave and 7.4.2 Sick Leave for Exempt Employees and replacing it with the following:

7.4.1 Sick Leave

Sick leave is granted by the City to provide employees with the ability to take time off to recover from illness without suffering loss of pay. Sick leave is granted at the rate of one (1) day per calendar month worked, credited at the end of the month. Sick leave may be accumulated for a period of up to, but not exceeding, ninety (90) days.

Sick leave may be taken as whole days or in hourly increments. It may be used for bonafide doctor's appointments or to care for a spouse or child who is ill.

Upon termination of employment all employees entitled to sick leave will receive payment equal to one half the number of accumulated sick days not to exceed forty-five (45) days at their current rate of pay. Exempt employees will be paid out at termination after 5 consecutive years of service.

If an employee dies, the sick leave accrued will be paid to the beneficiary designated on the employee's group life insurance policy.

To receive compensation while absent on sick leave, the employee shall notify his/her department head, no later than one (1) hour after the time set for the beginning of his/her daily duties. At the discretion of the Department Head or City Manager, a doctor's certificate may be required for absence due to illness in excess of three (3) days. If the Department Head has a reasonable basis to believe or suspect an employee has abused sick leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days.

All employees who have accumulated eighteen (18) days of sick leave shall receive a personal day for each six-month period worked thereafter without using a sick day. The maximum balance will be 8 hours, requiring employees to use time before more time can be earned. These days are not paid out at termination.

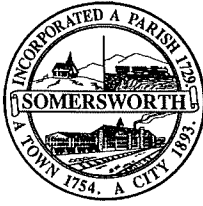
Authorization

Sponsored by Councilors:

Richard Michaud
Matt Gerding
Nancie Cameron
Donald Austin

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 8-23

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH WRIGHT PIERCE ENGINEERS OF PORTSMOUTH, NH TO DEVELOP AN ASSET MANAGEMENT PROGRAM

September 6, 2022

WHEREAS, THE City of Somersworth has received notification that the New Hampshire Department of Environmental Services has awarded the City a 100% grant in the amount of \$60,000 (Sixty Thousand dollars) to develop and implement an asset management program.; and

WHEREAS, this project can be used in conjunction with the City's sewer system collection assessment and will support the City in the planning and development of an updated sewer collection asset inventory assessment and replacement program; and

WHEREAS, City staff requested and received proposals for this project and recommends awarding the contract to Wright Pierce Engineers of Portsmouth, NH for an amount not to exceed \$60,000 (Sixty Thousand dollars); and

WHEREAS, the Public Works and Environment 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 Wright Pierce Engineers of Portsmouth, NH for an amount not to exceed \$60,000 (Sixty Thousand dollars) to develop an asset management program of the City's sewer collection system and to take any actions relative to this project determined to be in the best interest of the City.

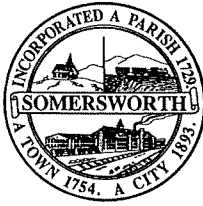
Authorization

Sponsored by Councilors:

David Witham
Denis Messier
Martin Pepin
Kenneth Vincent

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 9-23

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH WRIGHT PIERCE ENGINEERS OF PORTSMOUTH, NH TO CONDUCT AN EVALUATION AND CONDITION ASSESSMENT OF THE CITY'S SEWER COLLECTION SYSTEM

September 6, 2022

WHEREAS, the fiscal year 2021-2022 adopted budget contains an appropriation to conduct an evaluation and condition assessment of the City's sewer collection system; and

WHEREAS, City staff requested and received proposals for this project and recommends awarding the contract to Wright Pierce Engineers of Portsmouth, NH for an amount not to exceed \$95,000 (Ninety-Five Thousand dollars); and

WHEREAS, the Public Works and Environment 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 Wright Pierce Engineers of Portsmouth, NH for an amount not to exceed \$95,000 (Ninety-Five Thousand dollars) to conduct an evaluation and condition assessment of the City's sewer collection system and to take any actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David Witham
Denis Messier
Martin Pepin
Kenneth Vincent

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 10 -23

TO AUTHORIZE THE CITY MANAGER TO PREPARE BID SPECIFICATIONS FOR SIDEWALK REPAIR AND RECONSTRUCTION PROJECTS

September 6, 2022

WHEREAS, the City of Somersworth's Capital Improvement Plan recommends sidewalk improvements throughout the City; and

WHEREAS, the Fiscal Year 2023 adopted budget contains an appropriation to make sidewalk improvements; and

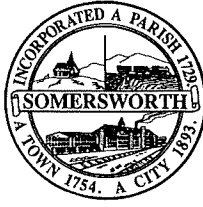
WHEREAS, the City has prioritized sidewalk repair using the sidewalk condition index assessment tool; and

WHEREAS, the Public Works and Environment Committee reviewed the following staff recommended list of sidewalks to be included in a repair and reconstruction plan during Fiscal Year 2023;

- a) West High Street from Maple Street to Cemetery Road
- b) Green Street from Franklin Street to Indigo Hill Road
- c) Bartlett Avenue from Guy Street to High Street

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to prepare bid specifications and solicit bids from qualified contractors for sidewalk repair and reconstruction of the aforementioned sidewalks and take any other actions relative to this project determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Denis Messier Martin Pepin Kenneth S. Vincent	<i>Approved:</i> City Attorney



City of Somersworth – Resolution

Resolution No: **11 -23**

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY FOR AN ASSISTANCE TO FIREFIGHTERS GRANT FOR THE PURCHASE OF A BATTERY POWERED VEHICLE EXTRICATION TOOL

September 6, 2022

WHEREAS, the City of Somersworth has applied for an Assistance to Firefighters Grant (AFG) through the Department Homeland Security, and

WHEREAS, the City of Somersworth has received notification of an AFG Grant Award in the amount of \$44,695 (Forty-Four Thousand Six Hundred Ninety-Five dollars) which represents 95% of the project cost; and

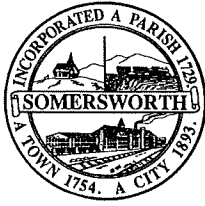
WHEREAS, the Grant will allow the City of Somersworth to purchase a battery powered vehicle extrication tool for the Fire Department; and

EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN:

AFG	=	\$44,695
City Match	=	\$ 2,352
Total Project Award	=	\$47,047

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents and agreements necessary for the grant’s execution, and take any and all other such actions relative to this grant determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i>	<i>Approved:</i> City Attorney



City of Somersworth – Resolution

Resolution No: 12 -23

TO AMEND COUNCIL RULES AND REGULATIONS, SECTION 2, PRESIDING OFFICER AND SECTION 7, ORDER OF BUSINESS

September 6, 2022

WHEREAS, the City Council Rules and Regulations as amended, be further amended, by adding a new Section 2.E to Presiding Officers as follows:

- E. The Mayor, or the Mayor’s designee, shall read the following statement immediately after the Pledge of Allegiance;

“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” and,

Amend Section 7 Order of Business by adding a new Section 3 as follows, and renumber the following Sections accordingly:

3. Recognition of Indigenous People – Our Native Ancestral Americans

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

Authorization	
<i>Sponsored by:</i> Mayor Dana S. Hilliard <i>Councilor:</i> Matt Gerding	<i>Approved:</i> City Attorney