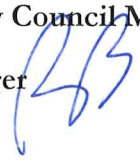




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Thursday, November 9, 2023
SUBJECT: City Manager's Report for Monday, November 13, 2023 City Council Meeting

Unfinished Business (under Section 15 of Agenda)

Ordinances

- A. **Ordinance 3-24: Supplemental Appropriation for Engineering and Design Services to Replace the Hamilton Street Water Tank.** Again, the Finance Committee voted to recommend this funding formula to the full Council. The FY 23 Budget included an appropriation of \$154,500 to replace the roof, the project came in significantly higher than the budgeted amount. These funds will be used in conjunction with this supplemental appropriation to begin the process of building a new water tank with Engineering and Design Services.
- B. **Ordinance 4-24: To Amend Chapter 19, Zoning, Section 19.3.D District Boundaries and Section 19.14.C.3 District Boundaries.** I have attached the revised map changes depicting the proposed Zoning change.

Resolution

- A. **Resolution 15-24: To Authorize the City Manager to Execute a 20-Year Lease Extension Agreement with Hideout Golf, Inc. for the Operation and Maintenance of an 18-Hole Golf Course on City Owned Property.** Again, the Finance Committee voted to recommend this 20-year Lease Extension Agreement to the full Council.
- B. **Resolution 16-24: To Authorize the City Manager to Contract with Wright-Pierce Engineering of Portsmouth, New Hampshire for Engineering Services at the Somersworth Wastewater Treatment Facility.** Again, the Public Works & Environment Committee and the Finance Committee voted to recommend contracting with Wright-Pierce Engineering.
- C. **Resolution 17-24: To Authorize the City Manager to Contract with Wright-Pierce Engineering of Portsmouth, New Hampshire for Engineering Services to Replace the Hamilton Street Water Tank.** Again, the Public Works & Environment Committee and Finance Committee voted to recommend contracting with Wright-Pierce Engineering.

- D. Resolution 20-24: To Authorize the City Manager to Prepare Bid Specifications to Resurface a Section of High Street and Reconstruct the West Side Sidewalk on High Street from West High Street to South Street.** Again, the Public Works and Environment Committee voted to recommend this Resolution.

New Business (under Section 16 of Agenda)

Ordinances

- A. Ordinance No. 5-24: To Amend Chapter 4, Personnel Rules and Regulations, Section 6.4 Transfer between Departments and Section 7.2 Overtime.** The Government Operations Committee met on October 31st and voted to recommend these Ordinance changes. Attached is a copy of the Committee's meeting minutes and a *red-line copy* of the Ordinance's sections that are being amended. I recommend a Public Hearing be scheduled for the December 11th Council meeting.

Resolutions

- A. Resolution No. 21-24: To Authorize the City Manager to Convey an Easement Over City-owned Property Abutting 46 Pinewood Drive to Katherine L. and Melvin W. Burkhardt, Trustees of the Burkhardt Family Revocable Trust.** The Public Works & Environment Committee met on October 16th and recommends granting the owners this easement. Attached is a map as well as some background information and the owners written request.
- B. Resolution No. 22-24: To Authorize the City Manager to Contract with Richardson Electric Company, Inc. of Seabrook, NH for the Replacement of Two Variable Frequency Drives at the Water Treatment Facility.** Attached is a copy of City Engineer Amber Hall's Memorandum with the bid results to replace two (2) raw water pump VFD's at the Water Treatment Facility. Council approved \$100,000 in the Water Enterprise Fund to complete this project. I recommend we include contingency funding up to the approved Budget amount as indicated in the Resolution.

Other

- A. Vote to Certify the 2023 Municipal Election Results.** Attached is a copy of the election results as provided by the City Clerk. Candidates have until the close of business on Monday to request a recount.
- B. Vote to Waive Excavation Moratorium and Paving Moratorium for a Repair of a Residences Sewer Line at 19 Drew Road (City Ordinance, Chapter 12).** Attached is a copy of the request, a memorandum regarding the Moratorium time line from City Engineer Amber Hall, and a copy of the applicable sections from Chapter 4.
- C. Vote to Waive the Excavation Moratorium for Unitil to Perform Gas Main Installation Work on Maple Street (City Ordinance, Chapter 12).** Attached is a copy of Unitil's request and maps regarding the project area.

- D. Vote to Waive the Excavation Moratorium for Consolidated Communication to Perform Work on City Property known as the Turcotte Pit off Maple Street (City Ordinance, Chapter 12).** A map was attached to Resolution No. 23-24 showing the locations along the Access Road and in the Pit area. Most of the Access Road work is completed with installed conduit.

Informational Items

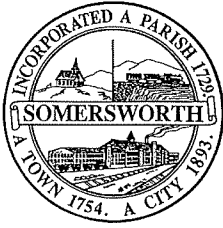
- A. Police Bulletproof Vest Grant.** Attached is a Memorandum from Chief Tim McLin informing the City that the Police Department has been awarded Grant Funding to purchase six (6) new vests. Without objection, staff will move forward to accept these Grant funds. This is a Grant Award that requires a City match of 50%.

- Six (6) Vests Cost: \$7,579.50
- Grant Funding: \$3,789.75
- City Match: \$3789.75

- B. Willand Road Warming Center.** The County is in the process of finalizing an Agreement with Karlee's Home Team to operate the Emergency Warming Center along the same parameters as last year. Based on past Council votes, I will be signing an Agreement with the County as will the Dover and Rochester City Managers on behalf of their Communities.

Attachments

1. **Department Head Reports**
2. **City Attorney Certifications:** These will not be available until Monday.



City of Somersworth – Ordinance

Ordinance No: 3-24

SUPPLEMENTAL APPROPRIATION FOR ENGINEERING AND DESIGN SERVICES TO REPLACE THE HAMILTON STREET WATER TANK

October 23, 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 23-24 is amended as follows:

Appropriate \$146,000 (One Hundred Forty-Six Thousand dollars) from Water Fund Revenue to the Water Department Budget as follows;

Original Budget	Amendment	Revised Budget
\$ 3,236,505	\$ 146,000	\$ 3,382,505

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Kristen LaPanne
City Clerk

Background:

This Ordinance appropriates additional funding to provide engineering and design services to replace the Hamilton Street Water Tank. The fiscal year 2022-2023 adopted budget included an appropriation in the amount of \$154,500 to replace the roof on the current Hamilton Street Water Tank. The project cost came in significantly higher than the amount budgeted, so those funds will be used in conjunction with this supplemental appropriation to begin the process of replacing that tank.

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.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Richard Michaud

Approved:

City Attorney

City of Somersworth – Ordinance 3-24

History			
First Read Date:	10/23/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

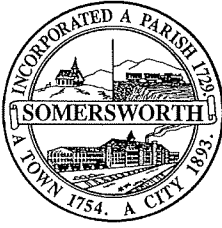
Discussion

10/23/2023

Clerk LaPanne performed a first reading of Ordinance 3-24.

Ordinance 3-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
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		
TOTAL VOTES:			
On	Ordinance 3-24	PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 4-24

TO AMEND CHAPTER 19, ZONING, SECTION 19.3.D DISTRICT BOUNDARIES AND SECTION 19.14.C.3 DISTRICT BOUNDARIES

October 23, 2023

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 19, Section 19.3.D District Boundaries by deleting it in its entirety and replacing it with the following:

19.3.D. DISTRICT BOUNDARIES

19.3.D.6. Hilltop Historic District.

19.3.D.6.a. Property Map 10. From the corner of Grand and Noble Streets proceed SW down the W side of Grand to Hamilton Street. SE down S side of Hamilton to the NW corner of Lot 123. Follow the border of Lot 123 to the southernmost corner of Lot 123. Proceed SW along the westernmost boundary of Lot 121 to High Street. Cross High Street to the junction of Lots 116/117. SW on the boundary of Lot 116 to Lot 115. SE on the border of Lots 115 and 116 to High Street. N across High Street to the SE corner of Lot 62 (See Property Map 11).

19.3.D.6.b. Property Map 11. From the NW corner of Lot 155 (See Property Map 10) across the intersection of Constitutional Way and High Street to the SE corner of Lot 62. W and N on the boundary of Lot 62 to Lord's Court on the boundary of Lots 62,63 and 63A to the junction of Lot 63A/64. NW on the S boundary of Lot 64 to the boundary of Lot 64/61. NE on the boundary of Lots 64 and 61 across the NW boundaries of Lots 64 through 69. Cross Beacon Street to the junction of Lots 77/80. NE on the NE boundary of Lots 77 and 78 to Prospect Street. Cross Prospect Street to the SE corner of Lot 90. NW on the NW boundary of Lots 90, 93 and 95B to the junction of Lots 95/95B. NW on the NW border of Lot 95B to the junction of Lots 95B/96/97. NW on the boundary of Lots 96 and 97 to Linden Street. NE on the Linden Street boundary of Lot 96 to the NE corner of Lot 96. SE on the boundary of Lot 96 to the junction of Lots 96/95. NE across Market Street to the Salmon Falls River. W by NH side of Salmon Falls River to junction with Property Map 12 (See Property Map 12).

19.3.D.6.c. Cross Winter Street to the junction of Lots 23/24. S on the boundary of Lots 30 and 31 to Maple Street. Cross Maple Street to the junction of Lots 5/10 on Property Map 13 (See Property Map 13).

19.3.D.6.d. Property Map 13. Commencing at the junction of Lots 5/10, S to the SE boundary of Lot 5. W along the S boundaries of Lots 5,6,7 and 8 to Rochester Street. Cross Rochester Street to the junction of Lots 16/17. NW along Lot 17 and Rochester Street to the junction of Lots 17/18. From the NW corner of Lot 17, SE to Lot 16 SW along Lots 18 and 18A to Lot 15. From the NW corner of Lot 16, NW to Maple Street and SW along Maple Street to the NE corner of Lot 20. SE along Lot

15 to Lot 40. NE to the NW corner of Lot 13. SE to the junction of Lots 12/13 and NE along Lots 12 and 13 to Noble Street. SE along Noble Street to the corner of Grand Street (See Property Map 10).

19.3.D.7. Industrial and Commercial Historic District.

19.3.D.7.a. Property Map 10 Main Street and B&M Railroad property onto Lot 190 and 190A to the Salmon Falls River. Proceed N by NW on the shoreline of the Salmon Falls River (See Property Map 11).

19.3.D.7.b. Property Map 11. Follow shoreline of Salmon Falls River NW around Lot 189 to junction with B&M Railroad property. Proceed NW on B&M Railroad property line to a point directly in line with the boundary of Lots 182 and 183. Proceed SW on the boundary of Lots 182/183 to the W corner of Lot 183 (Market Street). Proceed NW across Market Street to the N Corner of Lot 96. S on Lot 96 to the junction of Lots 96/97, SE on the boundary of Lots 96/97, 25B/97; to the SE corner of Lot 25B. Continue 63 feet SE on the boundary of Lots 95/98 and 95/99. NE 124 feet on the boundary of Lots 95/99; then SE on the boundary of Lot 95 to the NW corner of Lot 91. Proceed SE on the boundary of Lot 91 to the NW corner of Lot 90. SE on the boundary of Lot 90 to Prospect Street. SW across Prospect Street to the NW corner of Lot 78. SW on the boundary of Lots 78/79 and 77/79 to the SE corner of Lot 77 (Beacon Street). Continue SW across Beacon Street to the N corner of Lot 69. Proceed SW on the W boundaries of Lots 69 through 62 to Highland Street. Proceed SE on the boundary of Lot 62 to High Street, continue across High Street to the W corner of Lot 218 (Constitutional Way boundary) to the S point of Lot 218. Proceed NE on the boundary of Lots 218, 217, 216, 215, 214 and 168C to the junction of Lots 168C/214/ 212. Proceed NW on the boundary of Lot 214 to High Street then NE on High Street to the intersection of High Street and Main Street (N corner of Lot 210). Proceed SE across Main Street to the Main Street junction of Lots 202/203. NE on the boundary of Lots 202/203 to the NE corner of Lot 202 (junction with B&M Railroad property). Proceed SE on the boundary of B&M Railroad property and Lots 203, 204 and 205 to the SE corner of Lot 205. SE to the SW corner of Lot 205 (Main Street) See Property Map 10.⁸

Amend Chapter 19, Section 19.14.C.3 District Boundaries by deleting it in its entirety and replacing it with the following:

The location and boundaries of both the “Hilltop Historic District” and the “Industrial and Commercial Historic District” are hereby established as shown on a map entitled "Historic Districts, City of Somersworth, New Hampshire, October 2023", and as amended, which is hereby declared to be part of this ordinance.

This Ordinance shall take effect upon its passage.

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

City of Somersworth – Ordinance 4-24

History			
First Read Date:	10/23/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

10/23/2023

Councilor Witham made a motion to suspend Council Rules to allow Ordinance 3-24 to be read by title only. The motion was seconded by Councilor Gerding.

Discussion:

Councilor Witham stated that he wants to remain transparent through this process, however, he feels that having the Ordinance read aloud would be too difficult to follow along with and encourages anyone with interest, to see the map amendment of the Historic District to understand it.

The motion passed 9-0 by voice vote.

Clerk LaPanne performed a first reading of Ordinance 4-24 by title only.

Mayor Hilliard assigned Ordinance 4-24 to the Chair of the Economic Development Committee.

Voting Record		YES	NO
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		
TOTAL VOTES:			
On	Ordinance 4-24	PASSED	FAILED

Historic Districts

Proposed removed parcels

Legend

- Commercial Industrial Hist. District
- Rivers and Streams
- Lakes and Ponds
- Parcels
- Roads**
 - State
 - Local
 - Private/Not-Maintained

Proposed parcels to be removed highlighted in black cross hatch

Commercial Industrial Historic District



0 0.05 0.1 0.2 Miles

Historic Districts

Legend

-  Hilltop Historic District
-  Rivers and Streams
-  Lakes and Ponds
-  Parcels
- Roads**
-  State
-  Local
-  Private/Not-Maintained

Proposed removed parcels

Berwick

Proposed parcels to be removed highlighted in black cross hatch

Hilltop Historic District

Rocky Hill Rd

Cliff St

Maple St

Prospect St

Mount Vernon St

Highland St

Beacon St

Circle St

Gand St

Pemberton Ln

Washington St

Hamilton St

Pleasant St

W High St

Silver St

Church St

Green St

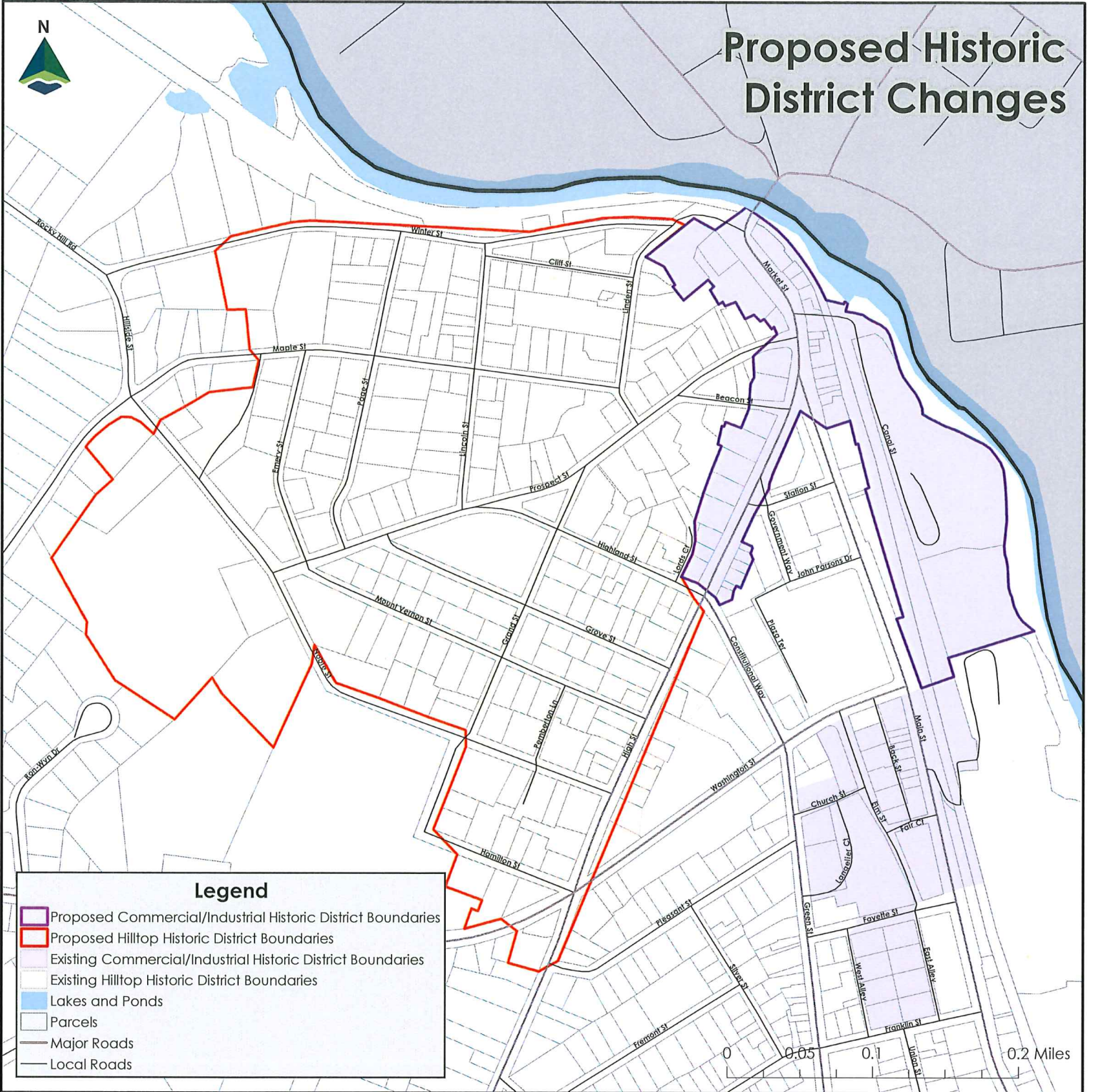
Fayette St



0 0.1 0.2 0.4 Miles



Proposed Historic District Changes



Proposed Historic District Changes

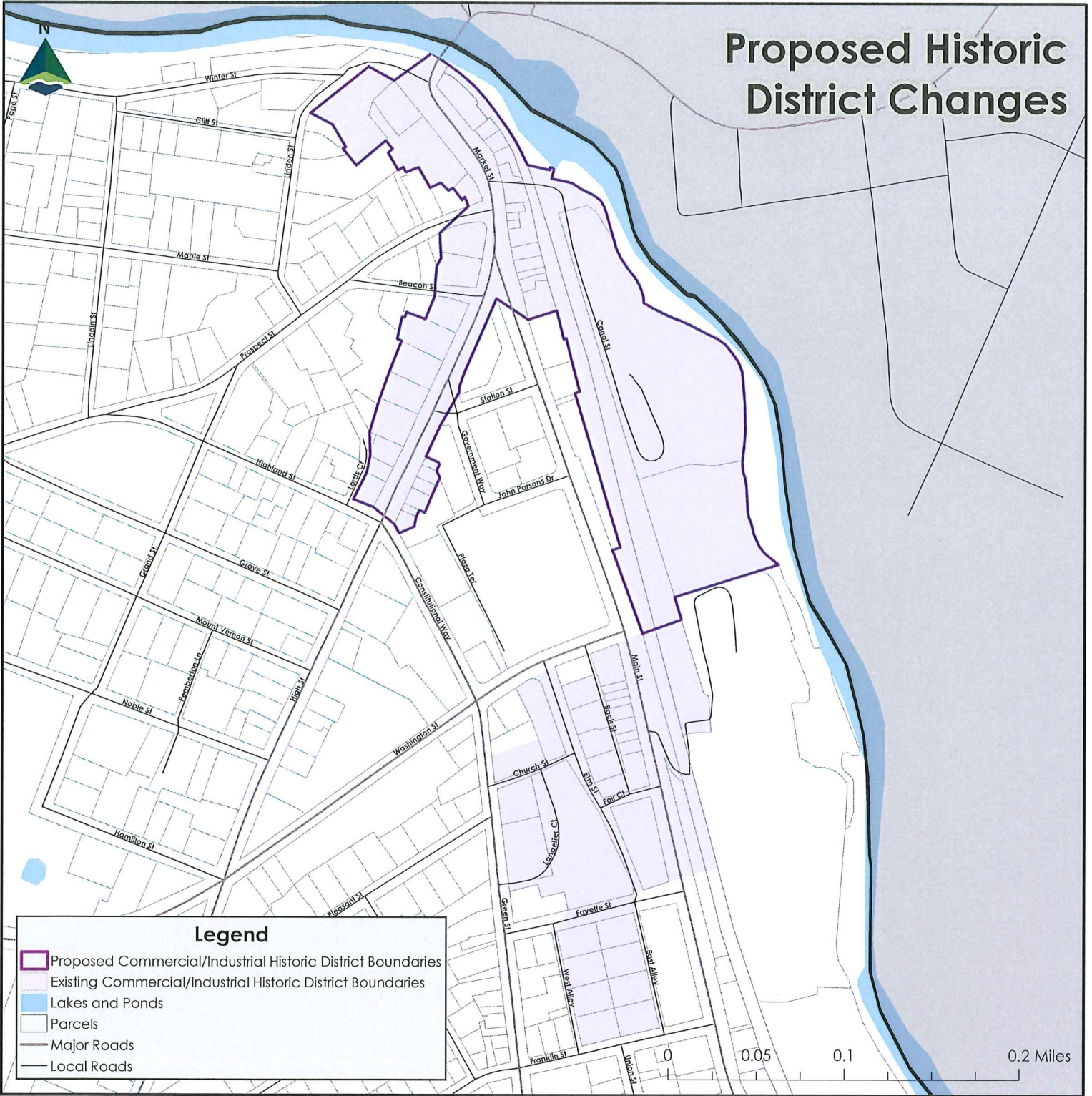


Legend

- Proposed Hilltop Historic District Boundaries
- Existing Hilltop Historic District Boundaries
- Lakes and Ponds
- Parcels
- Major Roads
- Local Roads

0 0.05 0.1 0.2 Miles

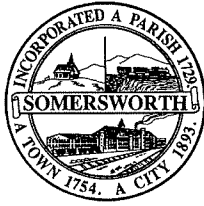
Proposed Historic District Changes



Legend

- Proposed Commercial/Industrial Historic District Boundaries
- Existing Commercial/Industrial Historic District Boundaries
- Lakes and Ponds
- Parcels
- Major Roads
- Local Roads

0 0.05 0.1 0.2 Miles



City of Somersworth – Resolution

Resolution No: **15-24**

TO AUTHORIZE THE CITY MANAGER TO EXECUTE A 20-YEAR LEASE EXTENSION AGREEMENT WITH HIDEOUT GOLF, LLC. FOR THE OPERATION AND MAINTENANCE OF AN 18-HOLE GOLF COURSE ON CITY OWNED PROPERTY

October 23, 2023

WHEREAS, the City Council adopted Resolution 3-24 on August 7, 2023 to authorize the City Manager to negotiate a 20-year Lease Extension Agreement with Hideout Golf, LLC. to operate and maintain an 18-hole golf course with associated Golf Course facilities and improvements known as the Oaks Golf Course; and

WHEREAS, the City Manager and Hideout Golf, LLC. have negotiated a proposed Lease Extension Agreement under the following terms and conditions;

- The City is the owner of the Oaks Golf Course Property, which is leased to Hideout Golf, LLC. with a Lease Agreement expiration date of December 1, 2040; and
- Hideout Golf, LLC. will make significant capital improvements to include new irrigation construction, bunker and cart path construction, and redesign of several holes; and
- The parties agree that if the proposed improvements are fully completed by December 1, 2038, the Lease Agreement expiration date will be extended through December 1, 2060; and

WHEREAS, the proposed Lease Extension Agreement was presented to the Finance Committee and they support extending the Lease Extension Agreement under the aforementioned conditions;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute a 20-year Lease Extension Agreement with Hideout Golf, LLC. for the operation and maintenance of an 18-hole Golf Course and associated improvements on City owned property.

Authorization

Sponsored by Councilors:

David A. Witham
Donald Austin
Richard Michaud

Approved:

City Attorney

City of Somersworth – Resolution 15-24

History

First Read Date:	10/23/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

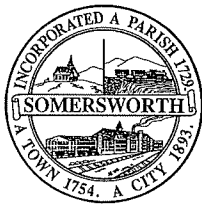
Discussion

10/23/2023

Clerk LaPanne performed a first reading of Resolution 15-24.

Resolution 15-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
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		
TOTAL VOTES:			
On	Resolution 15-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 16-24

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH WRIGHT-PIERCE ENGINEERING OF PORTSMOUTH, NEW HAMPSHIRE FOR ENGINEERING SERVICES AT THE SOMERSWORTH WASTEWATER TREATMENT FACILITY

October 23, 2023

WHEREAS, the City of Somersworth’s fiscal year 2023-2024 adopted Wastewater Enterprise Budget contains an appropriation for engineering services for the preliminary design of Phase II upgrades to the Somersworth Wastewater Treatment Facility; and

WHEREAS, Wright-Pierce Engineering was contracted to engineer, design, and administer the recently completed Phase I upgrades of the facility; and

WHEREAS, Wright-Pierce Engineers has provided the City a proposal for engineering services to provide preliminary design of the Phase II improvements for an amount not to exceed \$415,000 (Four Hundred Fifteen Thousand dollars); and

WHEREAS, the Public Works and Environment Committee has reviewed the proposal with City staff and supports contracting with Wright-Pierce Engineering; and

WHEREAS, the Finance Committee has reviewed the proposal with City staff and supports contracting with Wright-Pierce Engineering;

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 Engineering of Portsmouth, New Hampshire for the preliminary design of Phase II upgrades of the Somersworth Wastewater Treatment Facility for an amount not to exceed \$415,000 (Four Hundred Fifteen Thousand dollars), and to take any other action related to this contract determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Donald Austin
Richard Michaud

Approved:

City Attorney

City of Somersworth – Resolution 16-24

History

First Read Date:	10/23/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

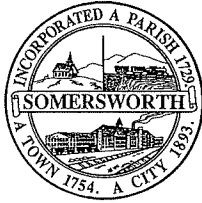
Discussion

10/23/2023

Clerk LaPanne performed a first reading of Resolution 16-24.

Resolution 16-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
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		
TOTAL VOTES:			
On	Resolution 16-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 17-24

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH WRIGHT-PIERCE ENGINEERING OF PORTSMOUTH, NEW HAMPSHIRE FOR ENGINEERING SERVICES TO REPLACE THE HAMILTON STREET WATER TANK

October 23, 2023

WHEREAS, the City of Somersworth’s fiscal year 2022-2023 adopted Water Enterprise Budget contains an appropriation to repair the roof of the Hamilton Street Water Tank to extend the life of this asset; and

WHEREAS, City staff solicited proposals for this work, however, the cost of repair was significantly over the amount appropriated, and does not justify any additional life that may be realized by the repair; and

WHEREAS, this repair was reviewed by the Public Works and Environment Committee with City staff and the Committee decided to initiate plans to replace the water tank, and recommend using the funding available for the roof repair toward engineering services required to design a replacement water tank; and

WHEREAS, City staff requested and received a proposal from Wright-Pierce Engineering to update the evaluation of the water tank, prepare preliminary and final design of a water tank replacement, and provide project bidding services, with said proposal being in the amount of \$300,500 (Three Hundred Thousand Five Hundred dollars); and

WHEREAS, the Public Works and Environment Committee has reviewed the proposal with City staff and supports contracting with Wright-Pierce Engineering; and

WHEREAS, the Finance Committee has reviewed the proposal with City staff and supports contracting with Wright-Pierce Engineering;

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 Engineering of Portsmouth, New Hampshire. for the engineering and design to replace the Hamilton Street Water Tank for an amount not to exceed \$300,500 (Three Hundred Thousand Five Hundred dollars), and to take any other action related to this contract determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Donald Austin
Richard Michaud

Approved:

City Attorney

City of Somersworth – Resolution 17-24

History

First Read Date:	10/23/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

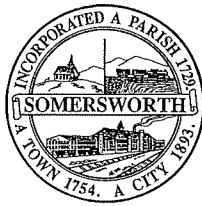
Discussion

10/23/2023

Clerk LaPanne performed a first reading of Resolution 17-24.

Resolution 17-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
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		
TOTAL VOTES:			
On	Resolution 17-24	PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 20-24

TO AUTHORIZE THE CITY MANAGER TO PREPARE BID SPECIFICATIONS TO RESURFACE A SECTION OF HIGH STREET AND RECONSTRUCT THE WEST SIDE SIDEWALK ON HIGH STREET FROM WEST HIGH STREET TO SOUTH STREET

October 23, 2023

WHEREAS the City of Somersworth's Capital Improvement Plan recommends road resurfacing and other general maintenance of streets, and sidewalk improvements throughout the City; and

WHEREAS the City has recently finished the improvements associated with the Transportation Alternatives Programs Grant which included reconstructing the east side sidewalk on High Street from West High Street to Franklin Street and it would be in the best interest of the City to reconstruct a similar section of sidewalk on the west side of High Street; and

WHEREAS, the Public Works and Environment Committee is recommending the City prepare bid specifications to contract for a mill and overlay of High Street from West High Street to South Street and to reconstruct the west side sidewalk on High Street from West High Street to South Street, and to construct this work as a standalone bid project because of the need to complete engineering design work for the sidewalk;

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 to resurface the aforementioned section of High Street and reconstruct the aforementioned section of sidewalk on High Street, and take any other actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David Witham
Martin Pepin
Richard Michaud

Approved:

City Attorney

City of Somersworth – Resolution 20-24

History

First Read Date:	10/23/2023	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

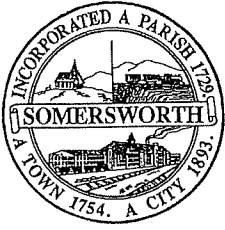
Discussion

10/23/2023

Clerk LaPanne performed a first reading of Resolution 20-24.

Resolution 20-24 will remain in first reading until the call of the Chair.

Voting Record		YES	NO
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		
TOTAL VOTES:			
On	Resolution 20-24	PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 5-24

TO AMEND CHAPTER 4, PERSONNEL RULES AND REGULATIONS, SECTION 6.4 TRANSFER BETWEEN DEPARTMENTS AND SECTION 7.2 OVERTIME

November 13, 2023

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

Amend Chapter 4 by editing sections 6.4 Transfer Between Departments and 7.2 Overtime as follows:

6.4 Transfer Between Departments

If an employee, possessing the qualifications necessary to fill a vacant position in the City, wishes to transfer from their current department to another department, they shall be afforded the opportunity to apply and be considered for the position.

7.2 Overtime

Overtime will be paid to employees not exempt from the FLSA at the overtime rate of one and one-half times the adjusted base rate of pay for time worked in excess of eight (8) hours per day and of forty (40) hours per week. Overtime within a class will be offered on an equal basis wherever possible. Overtime shall be approved by the appropriate Department Head in advance unless it is required due to an emergency.

At the discretion of the Department Head, compensatory time off may be granted rather than overtime pay. If compensatory time is granted the maximum balance allowed will be 60 hours. The General Foreman will be allowed a balance equal to the current compensatory maximum allowed in the AFSCME Council 93 Local #863 CBA. If an employee works more than 40 hours in a week, compensatory time off not taken during the same pay period accumulates at the rate of one-and-one-half times the time actually worked. Compensatory time off only applies to time to be taken in a pay period after the period when the overtime is worked. The FLSA has detailed rules regarding granting and accumulating compensatory time which must be fully understood by the employee and department head before being granted. In case of conflict between these rules and the FLSA, the FLSA will be followed.

This Ordinance shall take effect upon its passage.

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

written statement regarding the reasons for dismissal and an opportunity to discuss the matter with the immediate supervisor. There is no right to appeal in this case, however.

An employee who has been promoted but has shown during the promotionary period to not be suitable in the new position may return to their former position. A promoted employee will receive the same evaluation as a newly hired person. There will be no appeal from a decision to return a promoted employee to their former position during the probationary period.

6.4 Transfer Between Departments

~~If an employee possesses the qualifications to fill a vacant position and wishes to transfer from his/her present department to another department, he/she will notify the affected Department Heads. Unless there are extraordinary circumstances, the transfer will be approved.~~

If an employee, possessing the qualifications necessary to fill a vacant position in the City, and wishes to transfer from their current department to another department, they shall be afforded the opportunity to apply and be considered for the position.

6.5 Layoffs

An employee may be laid off by reason of shortage of work and/or funds, abolition of the position, other material changes in the organization, or for other reasons beyond the employee's control and which did not reflect discredit upon the service of the employee.

No employee will be laid off while another person in the same class in the same department is employed on a probationary or temporary basis. Layoff of employees will be made on inverse order of employment in the class and department involved. An employee to be laid off will be given written notice of the lay off and reasons therefore, two (2) weeks before the effective date of the action.

6.6 Reallocations Downward

When an employee's position is reallocated to a lower class of positions, the employee shall be permitted to continue at his/her present rate of pay during the period of incumbency (except in the case of general city-wide reductions), but shall not be entitled to a salary increase until the range for that position allows such an increase.

6.7 Reinstated Employees

A reinstated employee will be paid at a salary rate within the approved range for the position to which reinstated. The City Manager will establish the rate of pay.

6.8 Administrative Salary Adjustments

After an employee has completed his/her probationary period and increased to the next step above his/her probationary step, his/her salary shall be reviewed annually by the department head or other supervisor for the purpose of determining which employees shall receive salary increases. Tardiness, performance and length of service records shall be considered in making recommendations with major emphasis placed on the evaluation of services rendered. After the above analysis by the department head or other supervisor, a certificate of satisfactory service, which shall be approved by the City Manager, shall entitle an employee to a one-step increase until the maximum step of the class has been reached. Generally, no employee shall be entitled to more than a one-step increase each fiscal year.

6.9 Deputy City Manager Designation

The Deputy City Manager is appointed by the City Manager and serves at the pleasure of the City Manager or until such time that the Deputy City Manager tenders his/her resignation. Each appointment will be considered on the basis of merit and fitness to perform duties as assigned.

7. Working Conditions

The provisions concerning working hours, overtime and sick leave apply to non-exempt employees only.

7.1 Working Hours

Normal working hours are established by Department Heads with the approval of the City Manager. Hours are normally those which best accommodate the needs of the public. The normal work day is seven (7) or (8) hours for full time employees (depending on whether the position is 35 hours per week or 40 hours per week) with a minimum of one-half hour unpaid break for lunch break.

7.2 Overtime

Overtime will be paid to employees not exempt from the FLSA at the overtime rate of one and one-half times the adjusted base rate of pay for time worked in excess of eight (8) hours per day and of forty (40) hours per week. Overtime within a class will be offered on an equal basis wherever possible. Overtime shall be approved by the appropriate Department Head in advance unless it is required due to an emergency.
(Amended 6/29/1989.)

At the discretion of the Department Head, compensatory time off may be granted rather than overtime pay. If compensatory time is granted the maximum balance allowed will be 60 hours. The General Foremen will be allowed a balance equal to the current compensatory maximum allowed in the AFSCME Council 93 Local #863 CBA. If an employee works more than 40 hours in a week, compensatory time off not taken during the same pay period accumulates at the rate of one-and-one-half times the time actually worked. Compensatory time off only applies to time to be taken in a pay period after the period when the overtime is worked. The FLSA has detailed rules regarding granting and accumulating compensatory time which must be fully understood by the employee and department head before being granted. In case of conflict between these rules and the FLSA, the FLSA will be followed.

Personal days and floating holidays will be taken within a year of being earned.

Where a department or division routinely has overtime work, the opportunity to work overtime will be offered equally among all qualified employees of that division or department. Each department will develop detailed procedures for implementing such a process as required. Where used, a list of all employees eligible for such overtime will be posted showing overtime offered and worked for each member. (Added 6/29/1989.)

7.3 Holidays

The following thirteen days are observed as paid holidays by the City in lieu of all other state and federal holidays:

New Year's Day

MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE

City Council Chambers

October 31, 2023 – 5:00 p.m.

Committee Members present: Councilor Richard Michaud, Chairman
 Councilor Nancie Cameron, Vice-Chair
 Councilor Don Austin
 Councilor Matt Gerding

Administration/Staff present: City Manager, Bob Belmore
 City Clerk, Kristen LaPanne

Chairman Michaud called the meeting to order at 5:00 p.m.

APPROVE THE PAST MEETING MINUTES OF JUNE 14, 2023

Councilor Cameron made a motion to approve the minutes of the June 14, 2023 meeting. The motion was seconded by Councilor Gerding and passed 4-0.

PERSONNEL RULES & REGULATIONS, CITY ORDINANCE, CHAPTER 4

City Manager Belmore presented a memorandum that included amendments to Chapter 4, Personnel Rules & Regulation. The first amendment provides clarification that a Department Head shall approve overtime of their staff in advance, unless the overtime is required due to an emergency. Additionally, Manager Belmore asked that the Committee consider establishing a 60-hour cap regarding the maximum balance allowed pertaining to compensatory time which aligns with other union contracts.

Manager Belmore noted the suggested language pertaining to the Highway General Foreman who also works plowing the City. He asked that the Committee consider allowing this position to be granted a maximum balance equal to that of the AFSCME Council 93 Local #863 Union CBA.

Councilor Gerding asked for clarification on how compensatory time is earned. Manager Belmore stated that compensatory time is earned when an hourly employee works more than 8 hours in a day or more than 40 hours in a week. Councilor Gerding questioned if that time is approved by the Department Head currently. Manager Belmore confirmed that compensatory time is approved by the Department Head. He also provided clarification that hourly administrative staff who are required to attend after hours meetings, would generally adjust their schedule by starting their work day later.

Councilor Austin made a motion to support an Ordinance change to Chapter 4, Personnel Rules and Regulations, Section 7.3 Overtime. The motion was seconded by Councilor Cameron and passed 4-0.

Councilor Gerding inquired about the memorandum pertaining to the floating holiday language and placement within Chapter 4. Manager Belmore asked the Committee to consider moving the language to within the Holidays section of Chapter 4 Section 7.3, and he also suggested clarifying the language

regarding the use of the floating holiday being taken with the calendar year. The Committee agreed that this item was an administrative clarification and did not need to be part of an Ordinance change.

Manager Belmore asked the Committee to consider an amendment to Chapter 4 Section 6.4, Transfer Between Departments. He stated that this amendment is to provide clarification that employees who wish to transfer to another department and who may possess the appropriate qualifications, will be afforded the opportunity to apply and to be considered for that position. The Committee agreed with the new language. Councilor Gerding stated that it eliminates any confusion that the transfer is guaranteed, especially if more than one employee wishes to transfer to another department.

Councilor Gerding made a motion to support an Ordinance change to Chapter 4, Personnel Rules and Regulations, Section 6.4 Transfer Between Departments. The motion was seconded by Councilor Cameron and passed 4-0.

RECOVERY FRIENDLY WORKPLACE (RFW)

City Manager Belmore updated the Committee with the City's commitment to participate in the Recovery Friendly Workplace initiative program. He provided a copy of an email from Amy Doyle confirming that she has reached out to Governor Sununu's Office and is now waiting to receive the official certificate on behalf of the Governor's Office. Once the certificate is received, Ms. Doyle will be in touch to schedule a quick photo event with the City of Somersworth.

Manager Belmore also stated that the Administrative Regulation pertaining to the City joining the Recovery Friendly Workplace program that, which was approved by this Committee, was provided to each employee for their review and acknowledgement.

MISCELLANEOUS

City Manager Belmore provided the Committee with a staffing update that included a breakdown by each department within the City. He noted any vacancies and upcoming retirements. Councilor Austin inquired about the Deputy Fire Chief position. Manager Belmore stated that staff are in the process of finalizing the job description and then will be posting the open position.

ADJOURNMENT

Councilor Cameron made a motion to adjourn. The motion was seconded by Councilor Austin and passed 4-0. The meeting adjourned at 5:21 p.m.

Respectfully submitted,

Kristen LaPanne, City Clerk



City of Somersworth – Resolution

Resolution No: 21-24

TO AUTHORIZE THE CITY MANAGER TO CONVEY AN EASEMENT OVER CITY-OWNED PROPERTY ABUTTING 46 PINWOOD DRIVE TO KATHERINE L. AND MELVIN W. BURKHARDT, TRUSTEES OF THE BURKHARDT FAMILY REVOCABLE TRUST

November 13, 2023

WHEREAS, Katherine and Melvin Burkhardt of 46 Pinewood Drive, Tax Map 32 Lot 15 have approached the City requesting an easement over City-owned land located on Pinewood Drive (Tax Map 46 Lot 04) for an existing driveway to access their garage; and

WHEREAS, the property is currently subject to a power line easement with the Public Service Company of New Hampshire and they have not raised an objection to this easement request; and

WHEREAS, said easement will provide access to 46 Pinewood Drive and the grantee shall assume full responsibility for maintenance and repair of the driveway and agree to indemnify and hold the City harmless from any and all liability arising out of the use of the property;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to convey an easement over City-owned property abutting 46 Pinewood Drive to Katherine L. and Melvin W. Burkhardt, Trustees of the Burkhardt Family Revocable Trust, and to take any additional actions required to convey this easement determined to be in the best interest of the City.

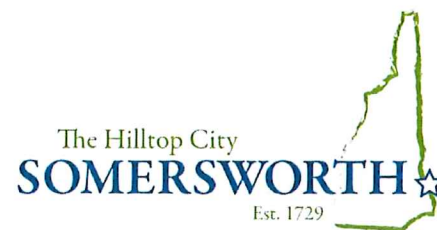
Authorization

Sponsored by Councilors:

David Witham
Martin Pepin
Richard Michaud

Approved:

City Attorney



DATE: September 27, 2023
TO: Robert M. Belmore, City Manager
FROM: Michelle Mears, AICP
Director of Planning and Community Development

Re: 46 Pinewood Drive – Request for Easement Over City Land

Melvin and Katharine Burkhardt of 46 Pinewood Drive (Map 32 Lot 15) have submitted a request for an easement over City owned land (Map 46 Lot 04) for an existing driveway to access their garage. Included with the request is a preliminary easement plan by Norway Plains Associates dated 8/21/2023, a draft easement deed and a check for \$500 for legal review.

BACKGROUND:

- 46 Pinewood Drive was created in 1973 as part of the Phase II of the Pinewood Subdivision
- A building permit for construction of a garage was issued in 1985 and it was indicated that the proposed driveway would be “no closer than 5’ to the lot line”
- In 2013 a memo from David Sharples, Director of Planning and Community Development identified that the driveway was located on City owned property (Map 46 Lot 04) on a portion of the lot that also has a PSNH Easement over the property
- There are no records of a driveway permit being issued for the driveway

Attachments:

- 9/26/2023 Request Letter from Melvin and Katharine Burkhardt (603-767-1300 or mkaml@comcast.net)
- Preliminary Easement Plan 8/21/2023 by Norway Plains Associates INC
- Draft Easement Deed
- Deed and easement for Map 46 Lot 04

September 26, 2023

City Of Somersworth

Somersworth, NH 03878

Atten: Bob Belmore

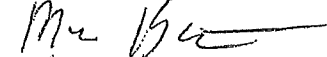
Dear Bob:

We have lived at 46 Pinewood Dr Somersworth, NH for 11 years. Upon purchasing the property it was brought to our attention that the 1st driveway was currently over our property line and it was on the land owned by the town.

We spoke to: David Sharples and he said, "When you are ready to pursue the easement contact the city. You would be responsible for the cost associated with updating it."

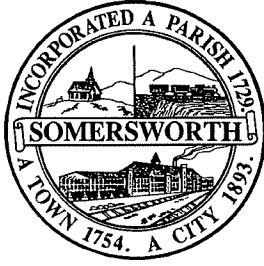
So after contacting Norway Plains in Rochester and having the property surveyed we would like to request the town to review the plans and land attourneys verbiage for the request of an easement to our garage located on the back side of our property.

Thank You,



Katharine Burkhardt

Melvin and Katharine Burkhardt



Date: 10/12/2023
To: Michelle Mears, Director of Planning and Community Development
From: Amber Hall, PE, City Engineer
Copy: Michael J. Bobinsky, Director of Public Works and Utilities; Scott Smith, Deputy City Manager/Finance Director; Bob Belmore, City Manager
Subject: 46 Pinewood Drive Easement

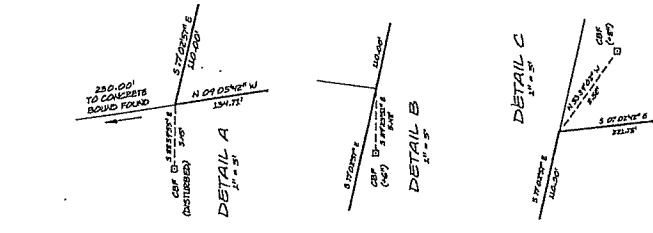
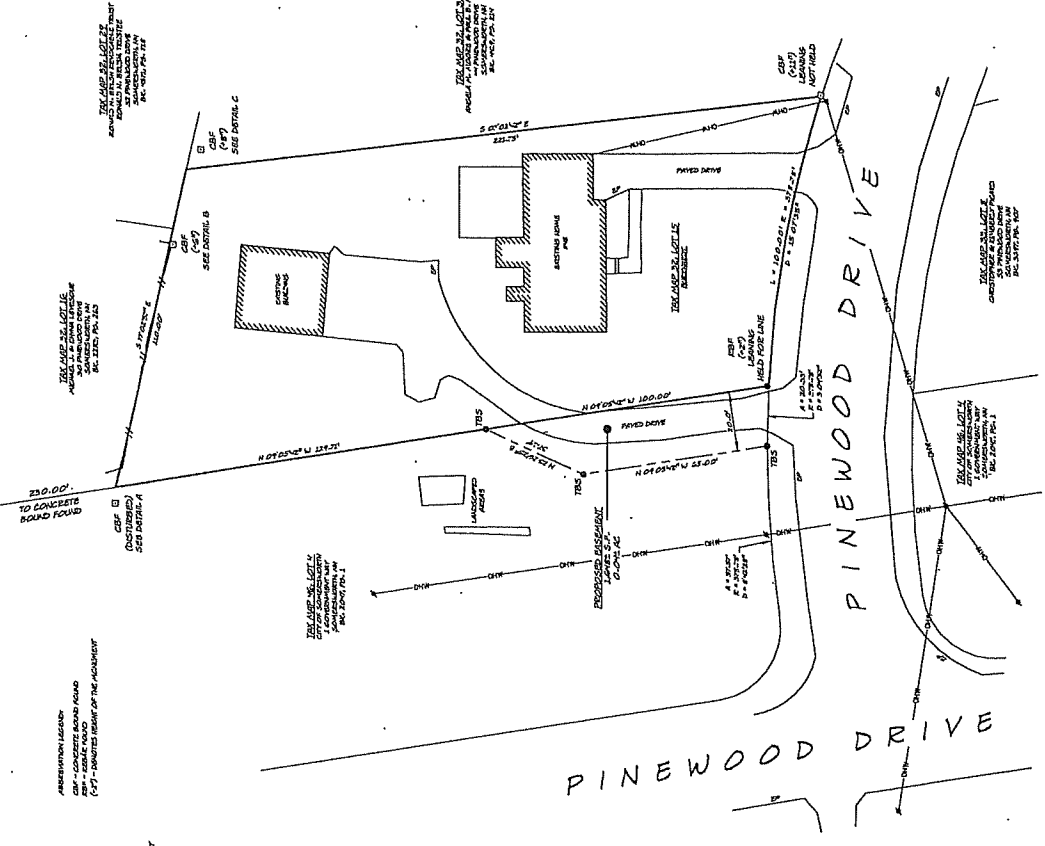
The City received a draft easement from the property owners at 46 Pinewood Drive regarding a proposed easement over their driveway which is located on City property.

Staff reviewed the proposed easement language and has no objections. The existing driveway has been in place for several years and appears to meet City standards. Any modifications to the existing driveway in the future will require the property owner to first apply for and receive approval of a City driveway permit.

LEGEND

POSTING	ADJACENT
BOUND	UTILITY POLE
POLE	OVERHEAD WIRE
EDGE OF PAVEMENT	EDGE OF PROPERTY
PROPERTY LINE	

AMERICAN LEGEND
 GP - CONCRETE BOUND FOUND
 GP - UNLIMITED BEARING OF THE ADJACENT



- NOTES:
1. THE PURPOSE OF THIS PLAN IS TO CREATE AN EASEMENT OVER THE MAP 16, LOT 1.
 2. TOTAL PAVED AREA: MAP 32, LOT 15, 25.00 SQ. FT. PAVED AREA.
 3. PAVED AREA: ZONED RESIDENTIAL SINGLE FAMILY (R-1).
 4. MINIMUM LOT REQUIREMENTS: LOT SIZE = 25,000 SQ. FT. FRONT YARD = 15.00 FT.
 5. BUILDING SETBACKS: FRONT YARD = 25.00 FT. SIDE YARD = 15.00 FT. REAR YARD = 30.00 FT. (MINIMUM SETBACKS AND RESTRICTIONS OF THE ZONE DESIGNATION AND APPLICABLE REGULATIONS SHALL APPLY TO THIS PROJECT AND THE SOLE RESPONSIBILITY OF THE OWNER AND ARCHITECT IS TO OBTAIN ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL GOVERNMENT AND THE STATE OF MAINE.)
 6. THE SETBACKS ARE TO BE MAINTAINED AT ALL TIMES AND SHALL BE SUBJECT TO THE REQUIREMENTS OF THE LOCAL GOVERNMENT AND THE STATE OF MAINE.
 7. THE SETBACKS ARE TO BE MAINTAINED AT ALL TIMES AND SHALL BE SUBJECT TO THE REQUIREMENTS OF THE LOCAL GOVERNMENT AND THE STATE OF MAINE.
 8. THE PAVED AREA IS TO BE MAINTAINED AT ALL TIMES AND SHALL BE SUBJECT TO THE REQUIREMENTS OF THE LOCAL GOVERNMENT AND THE STATE OF MAINE.
 9. ALL UTILITY PROPERTY INFORMATION HAS BEEN OBTAINED FROM THE REGISTER OF DEEDS, SHERBORNE, MAINE, AND IS SUBJECT TO THE REQUIREMENTS OF THE LOCAL GOVERNMENT AND THE STATE OF MAINE.
 10. ALL INFORMATION IS ASSUMED TO BE CORRECT AND COMPLETE.

REFERENCE PLAN:
 1. SUBDIVISION PLAN - PAVED DRIVE EASEMENT (P-1) DATED 08/21/2023, AS PREPARED BY ALLAN J. BURKHARDT, REGISTERED PROFESSIONAL LAND SURVEYOR, PROJECT # 23, PARCELS 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

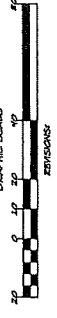
THE MAP IS A COPY OF THE ORIGINAL RECORD MAP AS FILED IN THE OFFICE OF THE REGISTER OF DEEDS, SHERBORNE, MAINE, ON 08/21/2023.

THE MAP IS A COPY OF THE ORIGINAL RECORD MAP AS FILED IN THE OFFICE OF THE REGISTER OF DEEDS, SHERBORNE, MAINE, ON 08/21/2023.

THE MAP IS A COPY OF THE ORIGINAL RECORD MAP AS FILED IN THE OFFICE OF THE REGISTER OF DEEDS, SHERBORNE, MAINE, ON 08/21/2023.

BURKHARDT FAMILY REVOCABLE TRUST

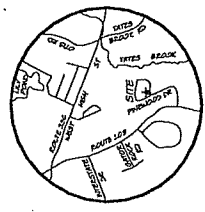
1" = 20' AUGUST 2023



PRELIMINARY

DATE

PRELIMINARY PRINT
 8-21-2023



FILE NO. 08
 PLAN NO. C-3426
 DATE NO. 23138

EASEMENT DEED

KNOW EVERYONE BY THESE PRESENTS, that **THE CITY OF SOMERSWORTH**, a municipal entity, of One Government Way, Somersworth, Strafford County, New Hampshire, 03878 hereinafter referred to as Grantor, for consideration paid, grant **KATHARINE L. AND MELVIN W. BURKHARDT, TRUSTEES of the BURKHARDT FAMILY REVOCABLE TRUST**, of 46 Pinewood Drive, Somersworth, Strafford County, New Hampshire, 03825 hereinafter referred to as Grantees, an easement over land owned by the Grantor herein situated in Somersworth, Strafford County, New Hampshire, and more particularly described as follows:

A 20-foot-wide easement over a paved driveway as it now exists or may be further constructed within the 20-foot-wide easement area as shown on a plan entitled "Easement Plan. 46 Pinewood Drive, Somersworth, Strafford County, New Hampshire for the Burkhardt Family Revocable Trust", dated August 2023, prepared by Norway Plains Associates Inc, to be recorded at the Strafford County Registry of Deeds and more particularly described as follows:

A permanent easement to create access to 46 Pinewood Drive (Map 32, Lot 15) as shown on the above referenced plan. Grantee, its heirs, and assigns, assume full responsibility for maintenance and repair of the driveway and agree to indemnity and hold the Grantor harmless from any and all liability arising out of the use of the Grantor's land.

Subject to the Public Service Company Power Line Easement recorded at Book 495, Page 10 and extended at Book 658, Page 293 as shown on a Plan entitled "Property Line Survey for Frank Varney, Somersworth, New Hampshire" dated August 6, 1970, and recorded at the Strafford County Registry of Deeds at Pocket 11, Folder 2, Plan 32.

Meaning and intending to grant an easement over a portion of land acquired by the City of Somersworth by Deed of William W. King, dated December 31, 1997, and recorded in the Strafford County Registry of Deeds at Book 2047, Page 1.

CITY OF SOMERSWORTH

November _____, 2023

Robert M. Belmore, City Manager

**STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD**

On the _____ day of November, 2023, personally appeared Robert M. Belmore, Somersworth City Manager, known to me, or satisfactorily proven, to be the person described in the foregoing instrument, and acknowledged that he executed the same in the capacity therein stated and for the purposes therein contained.

Before me,

Notary Public

46/4

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS that I, WILLIAM W. KING, of #7B, 322 Central Park West, New York, New York 10020,

for consideration paid, grant to the CITY OF SOMERSWORTH, a New Hampshire municipality, with a principal place of business at 157 Main Street, Somersworth, County of Strafford, and State of New Hampshire 03820

with QUITCLAIM COVENANTS,
SOMERSWORTH, N.H.

A certain tract or parcel of land known as Tax Map 46, Lot 4, consisting of all that remaining unsold land of Triland Partners easterly of the westerly sideline of the Public Service Company easement and excepting and reserving under Triland Partners that property shown as Tax Map 46, Lot 4G, 4H, 4E, and 4F on plan entitled, Subdivision Plan of Triland Partners, New Hampshire Route 108, dated December 10, 1997 and duly approved by the Somersworth Planning Board on December 17, 1997, recorded as Plans 51-21 and 51-22, and that other plan of Triland #46-30, and being a portion of the land described as follows:

Beginning at an iron pipe on the easterly side of said highway at the southwesterly corner of land now or formerly of Martha S. Mathews; thence running N 60° E, a distance of 146.1 feet; thence N 46 3/4° E, 173.0 feet; thence N 59 1/2° E, 136.0 feet; thence N 44° E, a distance of 316.6 feet; thence N 38° E, a distance of 75.0 feet; thence N 41° E, a distance of 114.0 feet; thence N 32 1/2° E, a distance of 72.6 feet all by a wire fence and land of Mathews to an iron pipe at a brook and land now or formerly of Valmore V. Davis; thence turning and running southeasterly by said brook and land of said Davis; thence turning and running southeasterly by said brook and land of said Davis and then by land now or formerly of Donat H. Martin, a distance of 1700 feet, more or less, to the intersection of said brook and Tates' Brook, so-called, thence turning and running southerly by said Tates' Brook and land of said Martin a distance of 2,800 feet, more or less, by land of said Martin to the intersection of two brooks; and then continuing southerly by the more easterly brook and land of said Martin 600 feet, more or less, to an iron pipe; thence turning and running N 85 1/2° W, 810.0 feet across another brook; thence S 89° W, 98.0 feet; thence S 85° W 53.0 feet; thence N 89° W 200.0 feet; thence N 88° W 298.5 feet; thence N 85° W 132.0 feet; thence due west 159.0 feet; thence N 88 1/4° W 222.0 feet; thence N 88 1/2° W 220.0 feet; thence S 87 1/4° W 87.0 feet all by wire fence and by land of Scott Oil Co. to an iron pipe on the easterly side of said highway; thence northerly by the easterly side of Route 16, 3,000 feet, more or less, to the point of beginning. The same to contain 124 acres, more or less.

Excepting and reserving all the out-conveyed parcels and said remaining parcels, Map 46, Lot 4G, 4H, 4E, and 4F, being duly depicted in the following plans:

98OCT -7 AM10:32

REGISTER OF DEEDS
STRAFFORD COUNTY

018365

BK2047PG001

Pinewood Subdivision, Strafford County Plan, Pocket 12, Folder 2, Plan 28, Pineland Medical Center Plan 43-40, Triland Partners Subdivision Plan 46-30, Pinewood Subdivision Plan, Phase I, Pocket 12, Folder 2, Plan 55, 51-21, 51-22, and 46-30.

For a parimeter description also see Plan entitled Property Line Survey for Frank Varney, Somersworth, New Hampshire, dated August 6, 1970, Strafford County Registry of Deeds, Pocket 11, Folder 2, Plan 32.

SUBJECT TO the Public Service Company Power Line Easement recorded at Book 495, Page 10 and extended at Book 658, Page 293 as shown on said Plan.

The within deed includes all underlying fee of said Public Service Company easement including that portion situats between Pinewood Drive in Subdivision Map 16, Map 32, Lot 16 and 15. Said parcels are within the N.H. D.O.T. Federal Project Number Sheet 16 and 17, July 30, 1991, Division 6, Durham as flood plains and marsh. See flood hazard from Panel #330156-005B.

Dated as of December 31, 1997.

William W. King

William W. King

STATE OF *New York*
County of *Sheridan*

Personally appeared William W. King, known to me, ~~or~~ satisfactorily ~~proven~~, to be the person whose name is subscribed to the foregoing instrument and acknowledged that he executed the same for the purposes therein contained.

Before me,

Jessie A. Zephyr

Notary Public
Name:
My Commission Expires:
JESSIE A. ZEPHYRINE
Notary Public, State of New York
No. 304732115
Qualified in Madison County
Term Expires APRIL 30, 1999

BK2047PG0002



City of Somersworth – Resolution

Resolution No: 22-24

TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH RICHARDSON ELECTRIC COMPANY, INC. OF SEABROOK, NEW HAMPSHIRE FOR THE REPLACEMENT OF TWO VARIABLE FREQUENCY DRIVES AT THE WATER TREATMENT FACILITY

November 13, 2023

WHEREAS, the City of Somersworth's Capital Improvement Plan endorsed a project to replace two variable frequency drives (VFDs) for the raw water pumps at the Water Treatment Facility; and

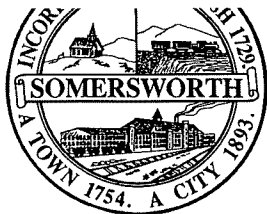
WHEREAS, the City of Somersworth's approved FY2024 Budget provides funding for the replacement of two VFDs at the Water Treatment Facility; and

WHEREAS, City staff prepared and accepted request for bids from qualified contractors for the project and recommends awarding the project to Richardson Electric Company, Inc. for an amount of \$90,750 (Ninety Thousand Seven Hundred Fifty dollars); and

WHEREAS, the City Council authorizes the City Manager to utilize an amount up to \$9,250 (Nine Thousand Two Hundred Fifty dollars) for project contingency making the total project not-to-exceed \$100,000 (One Hundred Thousand dollars);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Richardson Electric Company, Inc. of Seabrook, New Hampshire for an amount not-to-exceed \$100,000 (One Hundred Thousand dollars) for the replacement of two variable frequency drives at the Water Treatment Facility, and to take any other actions necessary for this project determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David Witham Donald Austin Matt Gerding Kenneth Vincent	<i>Approved:</i> City Attorney



Amber F. Hall, P.E.
City Engineer
Tel: 692-9524

Date: 11/3/2023
To: Bob Belmore, City Manager
Copy: Michael Bobinsky, Director of Public Works and Utilities;
Scott Smith; Deputy City Manager/Finance Director
Subject: FY2024 Water Plant VFD Replacement Bid Results

The City received bids for FY2024 Water Plant VFD Replacement on October 26, 2023. Following review and analysis of the bids received, Richardson Electric Co., Inc, is the apparent low bidder and meets all bid specifications. Base bid totals for the project are as follows:

Contractor	Bid Price
Richardson Electric Co. Inc	\$90,750.00
MP Predictive Technologies, Orlando, FL	\$108,989.70
Yates Electric Service, Durham, NH	\$126,975.00

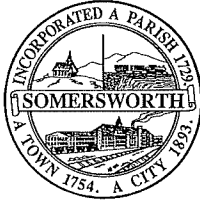
We have conducted background investigation on Richardson Electric as the apparent low bidder and have spoken to references including Kittery, ME and Gloucester, MA on their experience with this contractor. All references contacted were favorable. Additionally, Richardson Electric performed work at the City's wastewater treatment plant during the Phase I upgrades last year.

We recommend award of the contract for the VFD replacement to Richardson Electric, apparent low bidder.

Attached is a copy of the bid tabulation to include pricing from each of the bidders.

**City of Somersworth
Request for Bids - Water Plant VFD
10/26/2023**

Consultant	Bid
Yates Electric Service 88A Dover Road Durham, NH 03824	\$126,975.00
Richardson Electric Co 17 Batchelder Road Seabrook, NH 03874	\$90,750.00
MP Predictive Technologies 9187 Boggy Creek Road, Ste# 1 Orlando, FL 32824	\$108,989.70



City of Somersworth – Resolution

Resolution No: **23-24**

**TO AUTHORIZE THE CITY MANAGER TO CONVEY A
TELECOMMUNICATION UTILITY EASEMENT TO CONSOLIDATED
COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC.**

November 13, 2023

WHEREAS, the Somersworth City Council approved an easement with Northern Utilities, Inc., doing business as Unitil, on September 7, 2021 for a natural gas transmission line; and

WHEREAS, Unitil needs a telecommunication line from Consolidated Communications of Northern New England Company, LLC to support the monitoring and tracking and power needs of the new natural gas transmission line substation at the Turcotte Pit off Maple Street; and

WHEREAS, Consolidated Communications of Northern New England Company, LLC requires a permanent easement from the City off Maple Street in what is commonly referred to as the “Turcotte Pit” for the right to lay, install, maintain, replace, and remove telephone cable, wire, and related fixtures and appurtenances and underground lines;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to convey a telecommunications utility easement to Consolidated Communications of New England Company, LLC, on City owned property commonly known as the Turcotte Pit off Maple Street, and to take any additional actions required to convey this easement determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham

Approved:

City Attorney

CONSOLIDATED COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC
- EASEMENT – 23-2887 CCI Job # 374314

Know All Men By These Presents That, **The City of Somersworth**, a municipal corporation duly organized and existing under and by virtue of the laws of the State of New Hampshire, , having its principal place of business at 1 Government Way, City of Somersworth, County of Strafford , State of New Hampshire, 03878, for good and valuable consideration paid grants to **CONSOLIDATED COMMUNICATIONS OF NORTHERN NEW ENGLAND COMPANY, LLC**, a Delaware limited liability company and having a place of business at 64 Regional Drive, Concord, New Hampshire 03301, (hereinafter called the Grantee), and their successors and assigns, with quitclaim covenants, an easement for telecommunications purposes, including and limited to, the right to lay, install, maintain, replace, and remove telephone cable, wire, and related fixtures and appurtenances, and underground lines for the transmission of intelligence, including the necessary wires, underground cables, pipes, conduits, vaults, pedestals, cable terminals, wire distributing facilities and appurtenances for the transmission and distribution of communications, information services and intelligence as Grantee may from time to time desire with the wires and cables therein, upon, over and under a portion of Grantor’s land to keep trimmed all trees and bushes as the Grantee may desire from time to time.

Said easement is shown as “Proposed Access & Utility Easement” on a plan entitled “Easement Plan, City of Somersworth, “The Turcotte Pit” off Maple Street, Somersworth, New Hampshire” prepared by Trittech Engineering Corporation, dated June 10, 2021 and recorded in the Strafford County Registry of Deeds as Plan 12497.

For Grantor’s Deeds see Book 1850 Page 545, Book 610 Page 436 and Book 985 Page 203 recorded at the Strafford County Registry of Deeds.

The Grantee shall have the right to the easement area by foot or by vehicle for all the herein stated purposes and to connect said pole(s), wires, cables, conduit which are located or which may be placed in parcels of land, public or private ways, adjacent or contiguous to the aforesaid premises.

The Grantor, for itself, its successors and assigns, hereby covenants that it will not erect or permit any structure upon said parcel which in judgment of the Grantee, their successors and assigns, might interfere with the proper maintenance of said facilities, or their service in connection therewith.

Executed this ____ day of _____ 2023

City of Somersworth New Hampshire

By: _____
Robert M. Belmore, City Manager

State of New Hampshire
County of Strafford ss

Then personally appeared before me this _____ day of _____ 2023, the above-named Robert M. Belmore, City Manager of Somersworth New Hampshire, and acknowledged the foregoing instrument to be his voluntary act and deed on behalf of the city.

My Commission Expires:

Notary Public/Justice of the Peace



CITY OF SOMERSWORTH, NH

RETURN OF VOTES
MUNICIPAL ELECTION
NOVEMBER 7, 2023

	Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
TO CERTIFY NUMBER OF REGISTERED VOTERS						
Number of Registered Voters on the Checklist	1671	1336	1280	1513	1240	7040
Number of Voters who Registered on Election Day	14	11	9	9	6	49
Total Registered Voters	1685	1347	1289	1522	1246	7089

TO CERTIFY NUMBER OF VOTES						
Number of Regular Ballots Cast (including absentee)	443	255	199	414	253	1564
Number of Hand Count Ballots Cast	0	0	0	0	2	2
Total Number of Ballots Cast	443	255	199	414	255	1566

26.29% 18.93% 15.44% 27.20% 20.47%

22% Voter Turnout for City

TO CERTIFY NUMBER OF BALLOTS						
Beginning Number of Ballots	649	498	499	550	400	2596
Number of Ballots Cast (including hand count and Absentee)	443	255	199	414	255	1566
Number of Ballots Uncast (less spoiled ballots)	201	243	296	130	144	1014
Number of Spoiled Ballots	5	0	4	6	1	16
Total Ballots (less Absentee Ballots)	649	498	499	550	400	2596
Number of Absentee Ballots	14	9	5	4	9	41
Total Ballots	663	507	504	554	409	2637

MAYOR		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
Kitara Maxey	15%	52	38	30	59	51	230
Matt Gerding	80%	364	205	160	332	192	1253
Blanks	4%	20	10	5	17	9	61
Write-ins	1%	8	2	4	6	3	23
Dana Hilliard						1	1
Ethan Clark						1	1
Brian Holt						1	1
Denis Messier					1		1
John Joyal					2		2
Tim McLin					1		1
Roy Remick Sr.					1		1
Nancie Cameron			1				1
Dana Hilliard			1				1
DA Witham		1					1
Josh Hershey		1					1
Ethan Clark		2					2
Carlton Spencer		1					1
Tweety Bird		1					1
Donnald J. Trump		1					1
Hunter Kretschmar		1					1
Brianne Tarleton				1			1
Jeremy Lambert				1			1
Ken Hilton				1			1
Joey Diaz				1			1
Unknown					1		1

CITY COUNCIL		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
WARD 1		Ward 1					
Martin Pepin	58%	259					259
Donald N. Berrios	32%	142					142
Blanks	9%	39					39
Write-ins	1%	4					4
Emmett Soldati		1					1
Richard Brooks		1					1
Charlie Paradis-Colly		1					1
Jessica Paradis		1					1

WARD 2		Ward 2					TOTAL
Kenneth S. Vincent	53%		134				134
Matt "Matteo" DiNola	38%		98				98
Blanks	9%		23				23
Write-ins	0%						0
None							0

WARD 3		Ward 3				
Robert G. Gibson	71%			141		141
<i>Blanks</i>	25%			50		50
Write-ins	4%			8		8
Kevin Ryll				2		2
Richard Sevigny				1		1
Bridget Jamison				1		1
Anyone Else				1		1
Kerry West				1		1
Bill Burr				1		1
Carrie Wood				1		1

WARD 4		Ward 4				
Donald Austin	37%			155		155
Padraic O'Hare	12%			51		51
Crystal Paradis-Catanzaro	46%			191		191
<i>Blanks</i>	4%			15		15
Write-ins	0%			2		2
Paul Goodwin				1		1
Natasha Starr				1		1

WARD 5		Ward 5				
Richard R Michaud	80%				204	204
<i>Blanks</i>	19%				49	49
Write-ins	1%				3	3
Brian Holt					1	1
Brian Barrington					1	1
Crystal Paradis					1	1

CITY COUNCIL AT LARGE		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
Laura Barry	11%	192	112	94	181	130	709
Richard Brooks	7%	117	71	60	119	93	460
Nancie Cameron	14%	262	151	101	227	133	874
Paul Goodwin	13%	246	116	101	221	136	820
Denis Messier	13%	241	136	98	211	141	827
David A. Witham	15%	293	160	109	259	127	948
<i>Blanks</i>	<i>26%</i>	<i>417</i>	<i>273</i>	<i>226</i>	<i>430</i>	<i>254</i>	<i>1600</i>
<i>Write-ins</i>	<i>0%</i>	<i>8</i>	<i>1</i>	<i>7</i>	<i>8</i>	<i>3</i>	<i>27</i>
Dana Hilliard						1	1
Crystal Paradis						1	1
Ethan Clark						1	1
Todd Marsh					1		1
Michael Farrell					1		1
Steve McMahon					2		2
Dante Guillory					1		1
Stephan Gitau					1		1
Zephram Gittopoliss					1		1
Tashawn Shepard					1		1
Kevin Ryll				1			1
Kerry West				1			1
Joe Rogan				1			1
Lee Syatt				1			1
Ari Syatt				1			1
Bryan Camen				1			1
Carrie Wood				1			1
Alfred E Nempu		1					1
Matt Gerding		1					1
Alaina Rogers		1					1
Christy Hoffman		1					1
Padraic O'Hare		1					1
Natalie Miller		2					2
Kimberly Shoen		1					1
Unknown				1			1

SCHOOL BOARD AT LARGE		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
Kari Clark	15%	261	155	123	235	142	916
Krystle De St. Croix	12%	218	129	89	203	124	763
Maggie Larson	16%	293	151	120	251	167	982
Sarah O'Brien-Hart	13%	216	134	106	213	134	803
Wayne Preston	10%	179	106	72	156	89	602
<i>Blanks</i>	35%	601	343	281	594	359	2178
Write-ins	0%	8	2	5	4	4	23
Kurt Robbins						1	1
Patricia Cotton						1	1
Brian Holt						1	1
Liza Lolo						1	1
John Joyal					1		1
Jennifer Tuthill					1		1
Sarah Brecknock					1		1
Kyle Marsh					1		1
Crystal Paradis-Catanzaro			1				1
Amanda Woodbury			1				1
Kerry West				1			1
Red Foreman				1			1
Jack Driscoll				1			1
Carl Denham				1			1
Anne Barrow				1			1
Susan Tierney		1					1
Richard Brooks		1					1
Laura Barry		1					1
Natalie Miller		2					2
Katlyn Carrington		1					1
Jessica Paradis		1					1
Peter Paquet		1					1

SCHOOL BOARD		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
WARD 1		Ward 1					
Marcia Brown	75%	333					333
<i>Blanks</i>	23%	102					102
Write-ins	2%	9					9
Erica Cole		1					1
Susan Tierney		1					1
Richard Brooks		1					1
Katlyn Carrington		1					1
Wendy Berkley		1					1
Samantha Clark		1					1
Tim D'apce		1					1
Jessica Paradis		1					1
Peter Paquet		1					1

WARD 2		Ward 2					
Barbara Carolyn Wentworth	74%	188					188
<i>Blanks</i>	25%	65					65
Write-ins	1%	2					2
Wayne Preston		1					1
Dana Hilliard		1					1

WARD 3		Ward 3					
Susan Tierney	80%			159			159
<i>Blanks</i>	18%			36			36
Write-ins	2%			4			4
Joshua Hanson				1			1
Kerry West				1			1
Ray Ramano				1			1
Carrie Wood				1			1

WARD 4		Ward 4					
Todd M Marsh	83%				343		343
<i>Blanks</i>	16%				66		66
Write-ins	1%				5		5
Dominic Starr					1		1
Jordan Pratt					1		1
Arthur Beaudry					1		1
Unknown					2		2

WARD 5				Ward 5			
Blanks	88%					224	224
Write-ins	12%					30	30
Victoria Perkins						1	1
John Joyal						1	1
Carol Jean Simpson						1	1
Robert J Welch						1	1
Wayne Preston						4	4
Nill						3	3
Michael McKenney						1	1
March Richardson						1	1
Mary Ann Davis						2	2
Carl Strickland						1	1
James Perolisi						1	1
Tom MaCallion						1	1
Barbara Wentworth						1	1
Todd M Marsh						1	1
Kevin McNair						2	2
Erica Ormsby						1	1
Leah Lainez						1	1
Sarah O'Brien-Hart						1	1
Laurent Clow						1	1
Jodi Vallee						1	1
Cody Donahue						1	1
Marci Stone						1	1
Deven McNelly						1	1

ELECTION OFFICIALS		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
Moderator		Ward 1					
Bonnie McNair	77%	342					342
<i>Blanks</i>	22%	97					97
Write-ins	1%	5					5
Yolande Clark		1					1
Cameron Dorety		1					1
Leo Grondin		1					1
Tyler Kretschmar		1					1
Ronald McDonald		1					1
Ward Clerk		Ward 1					
Bridget Barker	77%	344					344
<i>Blanks</i>	22%	98					98
Write-ins	0%	2					2
Drew Francoeur		1					1
Leo Grondin		1					1
Selectman		Ward 1					
Tammy Francoeur Sneddon	26%	351					351
<i>Blanks</i>	72%	963					963
Write-ins	1%	18					18
Matt Keiser		2					2
Rena Keiser		2					2
Brad Connolly		1					1
Madeline DeSantis		1					1
David Nagy		1					1
Aaron Wysocki		2					2
Peter DeSantis		2					2
Anne Marie DeSantis		1					1
Ethan Clark		1					1
Leo Grondin		1					1
Dana Hilliard		1					1
Sean Peschel		1					1
Dick Butkis		1					1
Blank		1					1

ELECTION OFFICIALS		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
Moderator			Ward 2				
<i>Blanks</i>	95%		243				243
Write-ins	5%		12				12
Carly O'Brien-Hart			1				1
Amanda Woodbury			1				1
Riley Bacon			1				1
Laura Barry			1				1
Frank Kennedy			1				1
Bonnie McNair			1				1
Unknown			6				6

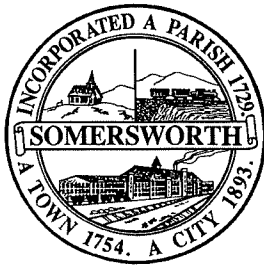
Ward Clerk			Ward 2				
<i>Blanks</i>	97%		248				248
Write-ins	3%		7				7
Riley Bacon			1				1
Nancie Cameron			1				1
David Roberge			1				1
Unknown			3				3

Selectman			Ward 2				
<i>Blanks</i>	99%		754				754
Write-ins	1%		11				11
Douglas Prunier			1				1
Matt Gerding			1				1
Matt DiNola			1				1
Kari Clark			1				1
Mary Ann Roberge			1				1
Donnie Berrios			1				1
Billie Butler			1				1
Tara Gitan			1				1
Shawn Johnson Sr.			1				1
William Butler			1				1
David Roberge			1				1

ELECTION OFFICIALS		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
Moderator				Ward 3			
<i>Blanks</i>	92%			183			183
Write-ins	8%			16			16
Tom				1			1
Leigh Overton				1			1
Tom Curtain				3			0
Ronald LaPorte				1			1
Mike Davidson				1			1
Kate Zottos				1			1
Bridget Jamison				1			1
Kerry West				2			2
Pete Best				1			1
Carrie Wood				1			1
Unknown				3			3
Ward Clerk				Ward 3			
Suzanne E. George	75%			150			150
<i>Blanks</i>	23%			46			46
Write-ins	2%			3			3
Bridget Jamison				1			1
Blank				1			1
Carrie Wood				1			1
Selectman				Ward 3			
Margaret L. Aikens	31%			143			143
<i>Blanks</i>	98%			446			446
Write-ins	2%			8			8
Kitara Maxey				1			1
Bridget Jamison				1			1
Kerry West				2			2
Sam hyde				1			1
Sherman Rance				1			1
Everette Miller				1			1
Carrie Wood				1			1

ELECTION OFFICIALS		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
Moderator					Ward 4		
David Pincince	77%				320		320
Blanks	22%				92		92
Write-ins	0%				2		2
Cameron Brown					1		1
Unknown					1		1
Ward Clerk					Ward 4		
Blanks	95%				393		393
Write-ins	5%				21		21
Nicole Marsh					1		1
Mary Curtis					1		1
William Boulanger					1		1
James Sweatt					1		1
Christian Starr					2		2
Christie Marsh					1		1
Savannah Barcomb					1		1
Gregory M. Scott					1		1
Jennifer Hilton					1		1
Michael Farrell					1		1
Doug Spence					1		1
Mark Biron					1		1
Paul Little					1		1
Unknown					7		7
Selectman					Ward 4		
Blanks	98%				1213		1213
Write-ins	2%				29		29
Troy Marsh					1		1
Christie Marsh					1		1
Paul Little					1		1
Mark Biron					1		1
Michael Farrell					1		1
Carl Aimesbury					1		1
Jennifer Sweatt					1		1
James Sweatt					1		1
Mary Curtis					5		5
Gabrielle Andrews					1		1
Richard Bvekley					1		1
Daniel Thibodeau					1		1
James M. Hare					1		1
Kyle Marsh					1		1
Jordon Pratte					1		1
Roy Remick					1		1
Nicholas Boyle					1		1
Gregory M. Scott					1		1
David Pincince					1		1
Unknown					6		6

ELECTION OFFICIALS		Ward 1	Ward 2	Ward 3	Ward 4	Ward 5	TOTAL
Moderator						Ward 5	
Will Milus	75%					190	190
<i>Blanks</i>	24%					62	62
Write-ins	1%					3	3
Willie Little						1	1
David Pincince						1	1
Brian Holt						1	1
Ward Clerk						Ward 5	
Stacie Paradis	78%					198	198
<i>Blanks</i>	22%					56	56
Write-ins	0%					0	0
None							0
Selectman						Ward 5	
<i>Blanks</i>	97%					740	740
Write-ins	3%					19	19
Brian Grant						1	1
Dorinda Bengato						2	2
Brian Holt						1	1
John Joyal						2	2
Carl Strickland						1	1
Anthony Muschetti						1	1
Matt Gerding						1	1
Jim Parolosi						1	1
Jacob Lemelin						1	1
Marci Stone						1	1
Gerald Bengato						1	1
Jason Tebbetts						1	1
Nill						1	1
Maryann Davis						1	1
Michael Ormsby						2	2
Kaitlyn Palmer-Silva						1	1



Other "A"

Amber F. Hall, P.E.
City Engineer
Tel: 692-9524

Date: 11/7/2023
To: Michael Bobinsky, Director of Public Works and Utilities
Subject: Drew Road Pavement Moratorium Information

Drew Road was paved by Continental Paving in August of 2021. The final invoice was paid on October 21, 2021 which is date of the beginning of the pavement moratorium. This road was shimmed and overlaid with pavement which puts it under a three (3) year moratorium. The moratorium will end on October 21, 2024.

Brenda Breda

From: Jeff & Brenda Wyatt <jeffandbrenda.wyatt@gmail.com>
Sent: Tuesday, November 7, 2023 10:10 AM
To: Amber Hall; Michael Bobinsky
Subject: Moratorium Waivers for 19 Drew Rd

When I received your email yesterday I reached out to Brett at B.M.B. Excavation. He said he would give you a call, but if a brief message from me would help here's a synopsis:

I had a wastewater backup into my basement this past Spring. JD's Drain Cleaning was able to clear it with water pressure. At that time they ran a camera down the pipe which showed the 71 year old pipe was in bad shape. The camera was only able to fit about 23' out from the house because of the pipe kinda falling in on itself. They advised replacing it.

In June B.M.B. Excavation replaced the pipe as far as the sidewalk. I believe at that time the City said NO to replacing the pipe all the way to the main line which is located on the other side of the street because of having recently resurfaced the road. Then in July I had another horrible backup into my cellar! JD's Drain Cleaning cleared it again with water pressure. This time, because of the new pipe in my front yard, he was able to put the camera out to under the street which showed the pipe full of protrusions on all sides! It's a mess and clearly needs replacing!

Since the second backup I have been gingerly using my water. If I shower I don't run the dishwasher or do a laundry on the same day, if I do laundry I don't shower or run the dishwasher, etc.... Because I'm the only resident I've been successful in avoiding another backup so far, but I live in fear of it happening again!

I wish the entire line could have been replaced in June as it certainly needed to be! It would have spared me the unpleasant cleanup in July, the anxiety of living with a decaying wastewater line, and what will now be a significant increase in cost.

I implore you to issue whatever waivers are necessary to allow B.M.B. Excavation to complete replacing the 71 year old deteriorating piping to the City's sewer mainline on Drew Rd.

Thank you for your consideration,
Brenda Wyatt

Sent from my iPad

INSPECTIONS: The Director of Public Works and Utilities or his/her designee may inspect the site prior to the commencement of backfill, during the backfill operation, prior to the commencement of paving and during the paving operation. It shall be the responsibility of the licensee to arrange for these inspections during normal working hours, and he/she shall provide a 24-hour notice.

MORATORIUM PERIOD: In an effort to protect the City's investment in its infrastructure, excavations in newly constructed, reconstructed, rehabilitated, or overlaid pavements anywhere within the public right-of-way or on City property, to include streets and sidewalks, are prohibited as follows:

- For pavements that have been overlaid, the excavation moratorium shall be three (3) years after the effective date of completion or acceptance.
- For pavements that have been reclaimed, reconstructed, rehabilitated, or are newly constructed, the moratorium period shall be five (5) years after the effective date of completion or acceptance.

INSURANCE: As a condition of this permit, the Permittee shall agree to provide insurance to indemnify the City of Somersworth and the Department of Public Works and Utilities, including all officials and employees thereof. Required policies shall include, but not be limited to. Comprehensive General Liability and Workman's Compensation. The requirements of the policies will be according to the Somersworth Construction Standards.

REVOCAION OF PERMIT: The City of Somersworth, Department of Public Works and Utilities, or the City Engineer may revoke any permit issued under this regulation at any time.

Section 12.2 - Use of Sidewalks

No person shall drive any vehicle or equipment on any sidewalk in the City, except for strollers, wagons, carriages, or other methods of transporting small children.

Section 12.3 - Signs and Awnings

No person shall place, establish or maintain any sign, awning or shade before his/her place of business, dwelling house or tenement, over any part of any street or sidewalk, unless the same be safely fixed and supported so as in no way to incommode or endanger persons passing upon such street or sidewalk and so that the lowest part of such sign, awning or shade shall be at least seven and one-half feet above the sidewalk; nor shall any person hang, affix, fasten, place or allow to remain upon the outer edge of any sidewalk, any sign or showcase except in conformance with the requirements of the Zoning Ordinance. (Amended 7/18/1994.)

Section 12.4 - Rubbish, Refuse and Garbage

(See Chapter 7 - STREETS, SIDEWALKS, SEWERS).

Section 12.5 - Snow and Ice

- 1) No person shall deposit, or cause to be deposited, any ice or snow that has been removed from private property in or upon any street, sidewalk or public place in the City, nor shall such snow or ice be put or placed in a public road so as to block access to hydrants or sidewalks maintained by the City during snow events.
- 2) No person shall deposit, or cause to be deposited, including, but not limited to deposits from roof and/or foundation drains/pumps, any liquid from private property in or upon any public road, sidewalk, or City property, in such a manner so as to cause a condition

CHAPTER 12 STREETS AND SIDEWALKS

SECTION 12.1 - Excavate, Obstruct or Encumber

PERMIT REQUIRED: No person, firm or corporation, or any agent or servant thereof, shall excavate, obstruct, or in any way encumber any street, sidewalk or other City-owned property or right-of-way in the City of Somersworth without first having obtained a written permit to do so from the Director of Public Works, or designee, except where such licensing power is particularly vested in the City Council (see RSA 231:184). Any person, persons, firm or corporation violating any of the provisions of this section shall be fined not less than \$500.00 nor more than \$1,000.00 for each violation, pay for any repairs necessary to bring the trench into compliance, and may subject the Permittee/contractor to revoked digging privileges.

EXCEPTION, PER RSA 236:9: The exception to the above shall be in cases of emergency where the public health or safety is endangered. Such immediate action as may be necessary may be taken without such permission, but in such cases the person directing or taking such action shall at once notify the Director of Public Works, or designee.

REGULATIONS: Permittees shall obtain a copy of and adhere to all provisions of the Somersworth Construction Standards by the Department of Public Works and Utilities.

WORK SCHEDULE: Except for emergencies as may be deemed essential by the Department of Public Works and Utilities, no person, firm or corporation or any agent or servant thereof, shall excavate, obstruct, or in any way encumber any street, sidewalk, or other City-owned property or right-of-way in the City of Somersworth between the 15th of November and the 15th of April. The Director of Public Works, or designee, must approve the schedule of work. Scheduling will be such as to not unreasonably interfere with traffic.

FEES: Every permit will require the Permittee to pay a fee to the City to cover the City's cost of reviewing, processing, inspecting, and executing the permit. The amount of the fee will be established by the Department of Public Works and Utilities.

BONDS AND LETTERS OF CREDIT: Every Permittee will be required to furnish one of the following:

- **Bonds** - Permittees who regularly work in the City can opt to provide an annual bond to the City, with the approval of the City Engineer. The amount of the bond will be established by the Department of Public Works and Utilities.
- **Letters of Credit** - Permittees who regularly work in the City can opt to provide a Letter of Credit from a New Hampshire bank to the City, with the approval of the City Engineer. The amount of the Letter of Credit will be established by the Department of Public Works and Utilities.

BACKFILLING, PAVING, DUST CONTROL, AND TRAFFIC CONTROL: These items will be done in accordance with the Somersworth Construction Standards.



Bob Belmore
City Manager
City of Somersworth
One Government Way
Somersworth, NH 03878

November 7, 2023

Dear Mr. Belmore,

On behalf of Unitil I am requesting approval to perform work beyond the Winter Moratorium cutoff date for a project on Maple Street. Unitil's project includes the installation of gas main on Maple Street from Blackwater Road up to and including the dirt access road across from Bartlett Avenue. Included with this letter is a set of plans prepared by Kleinfelder that details the proposed work area.

Unitil is requesting to work beyond the Winter Moratorium in order to complete a gas main installation project required to supply newly installed main on Blackwater Road. The proposed main on Maple Street will take gas supply from the new gas regulating station at Turcott's Pit and provide energy to the Somersworth community. Secondly finalizing this work now will allow for a full frost and thaw cycle between initial pavement and final pavement- stabilizing subsurface conditions and creating a smoother final road product.

Unitil understands the importance of maintaining the safety of the people who live and work in the City of Somersworth and is committed to taking precautions to ensure safety and minimize disruptions to the community. We understand that this extension of work into the Winter Moratorium will be dependent on weather and may be shut down due to significant accumulation of precipitation. We will collaborate with the City of Somersworth Department of Public Works to ensure that appropriate roadway access is maintained.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

Christal Ripley
Gas Construction Supervisor
Unitil Corporation
(o) 603-294-5118



Somerset, NH



November 7, 2023

1 inch = 175 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



4 Technology Drive, 1st Floor
 Somersworth, NH 03088
 Phone: (603) 737-8280
 www.kleinfielder.com

REV	DESCRIPTION	ISSN / CHK	ISSN / APP	DATE
0				

FOR REVIEW
 NOT FOR CONSTRUCTION

SCALE VERIFICATION
 THIS DRAWING IS A 1"=40' SCALE
 ON ORIGINAL DRAWING
 IF PLOTTED FROM THE ORIGINAL DRAWING
 SCALES ACCORDINGLY

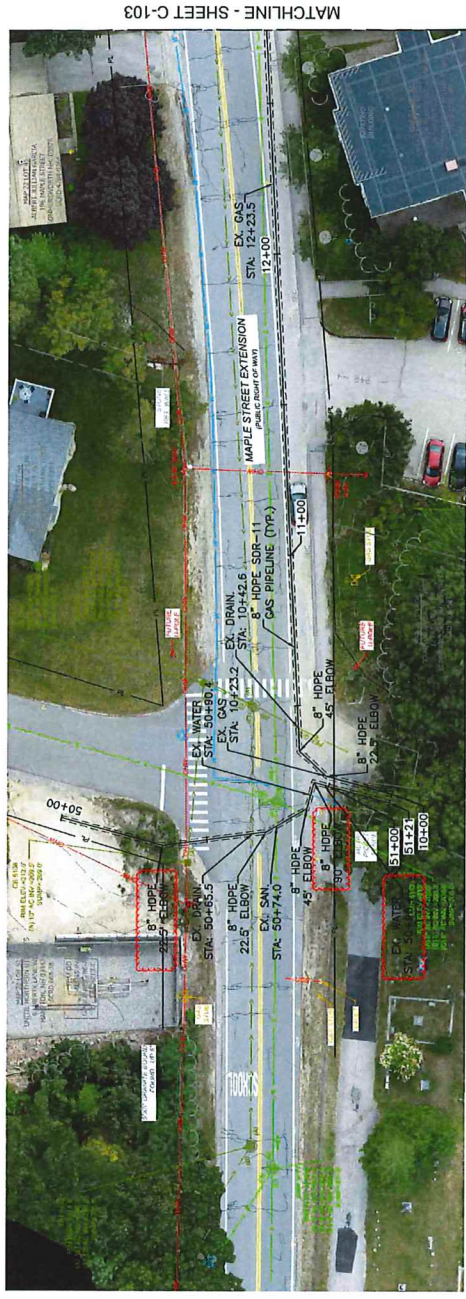
ORIGINAL DRAWING SIZE IS 24" x 36"
PLAN AND PROFILE 1 OF 4
 MAPLE STREET
 SOMERSWORTH, NH



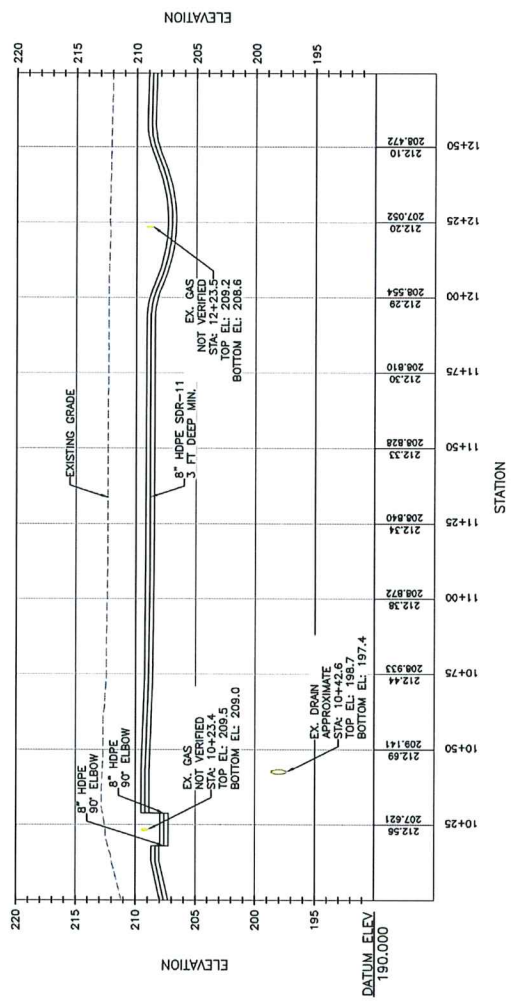
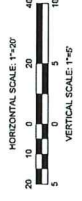
DESIGNED BY	CHKD BY	APPVED BY
DATE	DATE	DATE
ISSUE NO.	ISSUE DATE	ISSUE DATE
CURRENT REVISION	0	0
DESIGNED BY	CHKD BY	APPVED BY
DRAWN BY	CHKD BY	APPVED BY
CHECKED BY	TID	
APPROVED BY	TID	

C-102

SHEET 1 of 6



PLAN VIEW



REV	DESCRIPTION	ISSN	DATE
0		DDH / TSD	11/03/23

FOR REVIEW
NOT FOR CONSTRUCTION

SCALE VERIFICATION
THIS DRAWING MUST BE PRINTED AT THE SCALE INDICATED. IF IT IS NOT 1"=10' ON THIS SCALE, ACCURACY IS NOT GUARANTEED.

ORIGINAL DRAWING SIZE IS 24" x 36"
PLAN AND PROFILE 2 OF 4

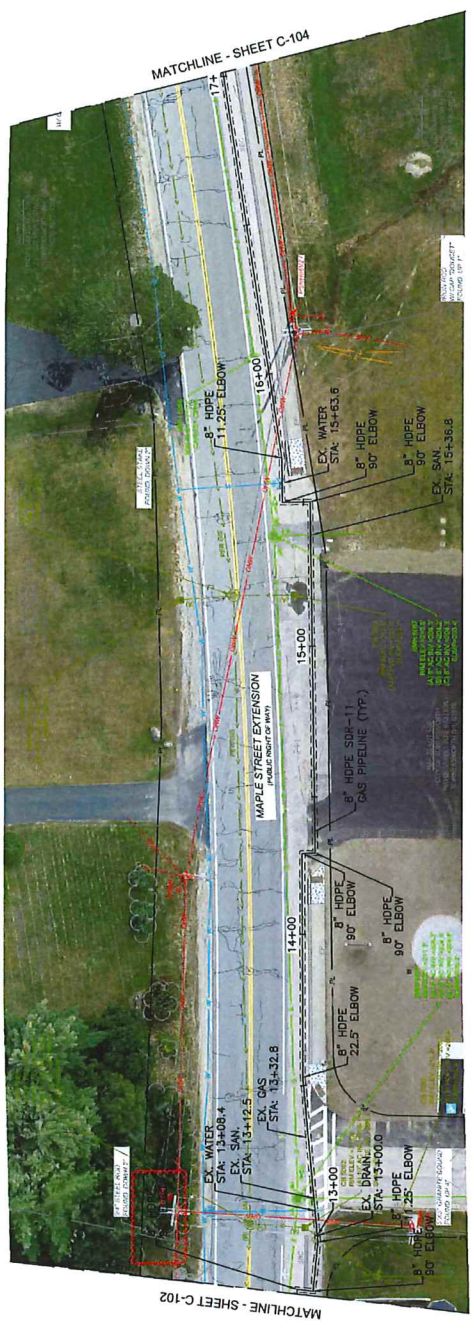


DESIGN MANAGER: T. BOYD
DESIGN CHECKER: J. RUFFERT
ACTIVATION ORDER: _____
REVIEWED BY: _____
CHECKED BY: _____
APPROVED BY: _____

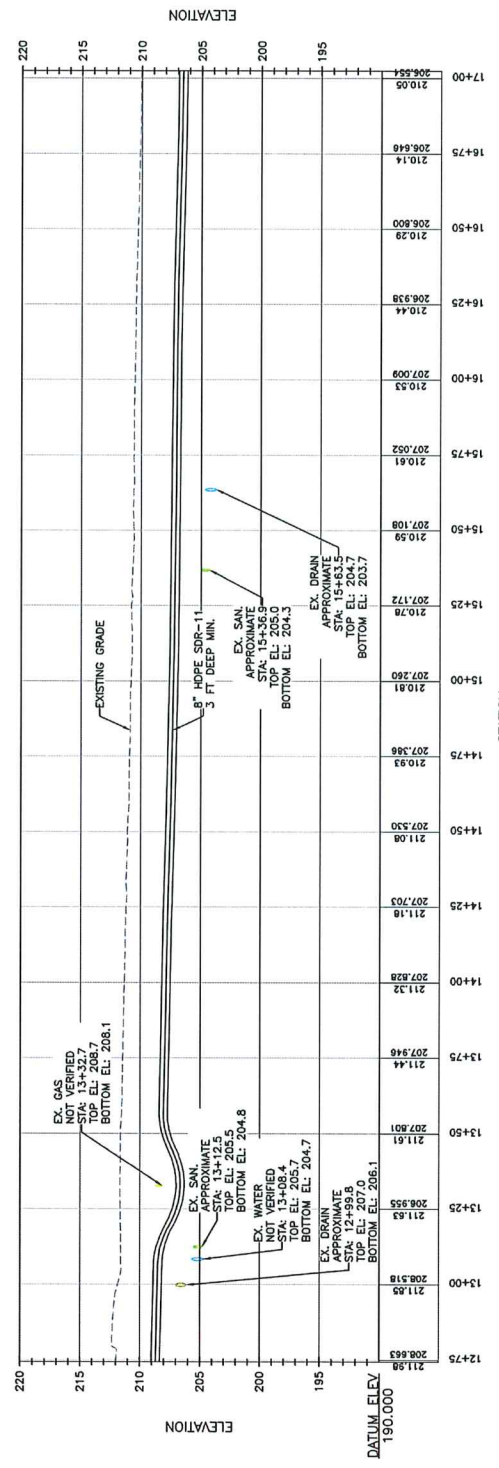
PROJECT NO. 2023404.001A	ISSUE DATE 11/03/23
DESIGN DESCRIPTION	DATE
DRAWN BY: DBH	DATE
CHECKED BY: TSD	DATE
APPROVED BY: _____	DATE

C-103

SHEET 2 of 6



PLAN VIEW



PROFILE VIEW

REV	DESCRIPTION	DSH CHK	DSH APP	DATE
0		DSH TSD	DSH TSD	11/03/23

REVISIONS	DESCRIPTION	DSH CHK	DSH APP	DATE

FOR REVIEW
NOT FOR CONSTRUCTION

SCALE VERIFICATION
THIS DRAWING SHALL BE CHECKED FOR SCALE ACCURACY ON ORIGINAL DRAWING
IF IT IS NOT 1/8" ON THIS SCALE, CORRECTLY

ORIGINAL DRAWING SIZE 19.25 x 34
TRAFFIC CONTROL PLAN

MAPLE STREET
SOMERSWORTH, NH



DESIGNED BY	REVIEWED BY
CHECKED BY	APPROVED BY
ACTIVITY ORDER	APPROVED BY

PROJECT NO.	2023-04-001A
DATE	11/03/23
DESIGNED BY	DSH
CHECKED BY	DSH
DRAWN BY	TSD
APPROVED BY	TSD

C-106

SHEET C-106 of 8

Table 6C-2. Stopping Sight Distance as a Function of Speed

Speed	Distance
20 mph	115 feet
25 mph	150 feet
30 mph	200 feet
35 mph	250 feet
40 mph	300 feet
45 mph	350 feet
50 mph	400 feet
55 mph	450 feet
60 mph	500 feet
65 mph	550 feet
70 mph	600 feet

* Provided sight of 100 feet, 150 feet, 200 feet, 250 feet, 300 feet, 350 feet, 400 feet, 450 feet, 500 feet, 550 feet, 600 feet, 650 feet, 700 feet, 750 feet, 800 feet, 850 feet, 900 feet, 950 feet, 1000 feet, 1050 feet, 1100 feet, 1150 feet, 1200 feet, 1250 feet, 1300 feet, 1350 feet, 1400 feet, 1450 feet, 1500 feet, 1550 feet, 1600 feet, 1650 feet, 1700 feet, 1750 feet, 1800 feet, 1850 feet, 1900 feet, 1950 feet, 2000 feet, 2050 feet, 2100 feet, 2150 feet, 2200 feet, 2250 feet, 2300 feet, 2350 feet, 2400 feet, 2450 feet, 2500 feet, 2550 feet, 2600 feet, 2650 feet, 2700 feet, 2750 feet, 2800 feet, 2850 feet, 2900 feet, 2950 feet, 3000 feet, 3050 feet, 3100 feet, 3150 feet, 3200 feet, 3250 feet, 3300 feet, 3350 feet, 3400 feet, 3450 feet, 3500 feet, 3550 feet, 3600 feet, 3650 feet, 3700 feet, 3750 feet, 3800 feet, 3850 feet, 3900 feet, 3950 feet, 4000 feet, 4050 feet, 4100 feet, 4150 feet, 4200 feet, 4250 feet, 4300 feet, 4350 feet, 4400 feet, 4450 feet, 4500 feet, 4550 feet, 4600 feet, 4650 feet, 4700 feet, 4750 feet, 4800 feet, 4850 feet, 4900 feet, 4950 feet, 5000 feet, 5050 feet, 5100 feet, 5150 feet, 5200 feet, 5250 feet, 5300 feet, 5350 feet, 5400 feet, 5450 feet, 5500 feet, 5550 feet, 5600 feet, 5650 feet, 5700 feet, 5750 feet, 5800 feet, 5850 feet, 5900 feet, 5950 feet, 6000 feet, 6050 feet, 6100 feet, 6150 feet, 6200 feet, 6250 feet, 6300 feet, 6350 feet, 6400 feet, 6450 feet, 6500 feet, 6550 feet, 6600 feet, 6650 feet, 6700 feet, 6750 feet, 6800 feet, 6850 feet, 6900 feet, 6950 feet, 7000 feet, 7050 feet, 7100 feet, 7150 feet, 7200 feet, 7250 feet, 7300 feet, 7350 feet, 7400 feet, 7450 feet, 7500 feet, 7550 feet, 7600 feet, 7650 feet, 7700 feet, 7750 feet, 7800 feet, 7850 feet, 7900 feet, 7950 feet, 8000 feet, 8050 feet, 8100 feet, 8150 feet, 8200 feet, 8250 feet, 8300 feet, 8350 feet, 8400 feet, 8450 feet, 8500 feet, 8550 feet, 8600 feet, 8650 feet, 8700 feet, 8750 feet, 8800 feet, 8850 feet, 8900 feet, 8950 feet, 9000 feet, 9050 feet, 9100 feet, 9150 feet, 9200 feet, 9250 feet, 9300 feet, 9350 feet, 9400 feet, 9450 feet, 9500 feet, 9550 feet, 9600 feet, 9650 feet, 9700 feet, 9750 feet, 9800 feet, 9850 feet, 9900 feet, 9950 feet, 10000 feet.

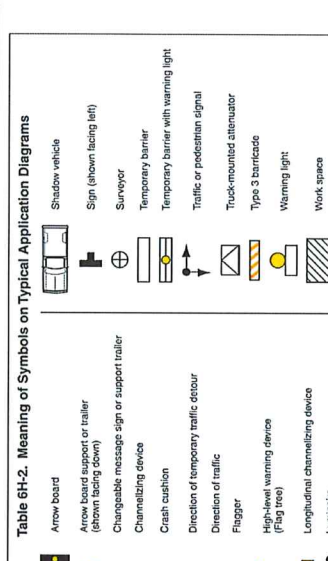


Table 6C-1. Recommended Advance Warning Sign Minimum Spacing

Road Type	A	B	C
Urban (low speed)*	100 feet	100 feet	100 feet
Urban (high speed)*	300 feet	300 feet	300 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,000 feet

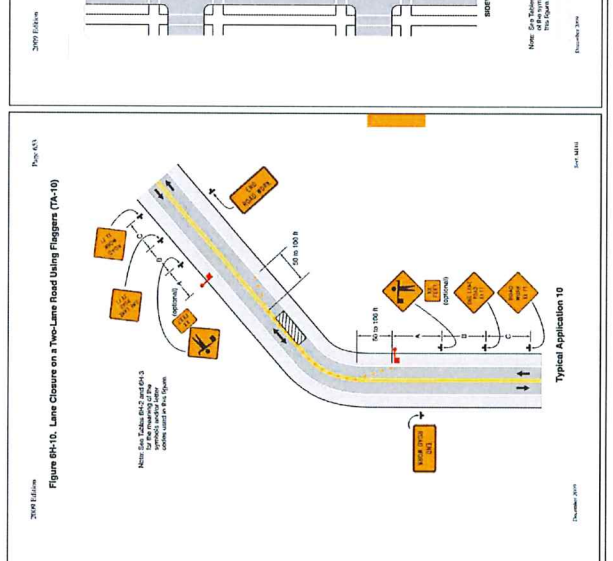
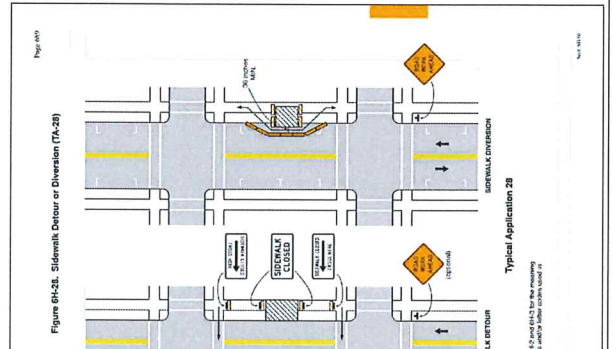
* Speed category to be determined by the highway agency.
** The column headings A, B, and C are the dimensions shown in Figures 6H-1 through 6H-6. The A dimension is the distance from the initiation or point of erection to the first sign. The B dimension is the distance between the first and second signs. The C dimension is the distance from the second and third signs. The "third sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.

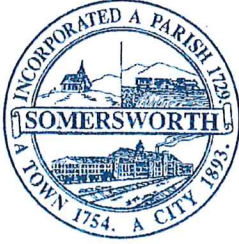
TRAFFIC CONTROL NOTES:

- PROPER MAINTENANCE OF TRAFFIC SHALL BE THE CONTRACTOR'S RESPONSIBILITY. THE DETAILS SHOWN ON THESE PLANS ARE FOR REFERENCE ONLY.
- CHANGING DEVICES, FLAGGING, LIGHTS OR OTHER WARNING DEVICES TO PROVIDE SAFE TRAVEL TO THE PUBLIC.
- ALL WORK ON MAIN ARTERY STREETS SHALL HAVE A TRAFFIC CONTROL PLAN SUBMITTED TO THE CITY ENGINEER'S OFFICE AT THE TIME OF APPLICATION FOR A DIGGING PERMIT. THIS PLAN MUST BE APPROVED PRIOR TO THE BEGINNING OF WORK.
- CONSTRUCTION SIGNING, BARRICADES, BARRIERS AND OTHER TRAFFIC CONTROL DEVICES SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE 2009 MICHIGAN MANUAL ON TRAFFIC CONTROL DEVICES, LATEST VERSION, AND CITY OF SOMERSWORTH REQUIREMENTS UNDER THE TRAFFIC CONTROL PLAN.
- MAINTENANCE OF TRAFFIC SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL MAINTAIN THE FLOW OF TRAFFIC THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN THE FLOW OF TRAFFIC THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN THE FLOW OF TRAFFIC THROUGHOUT THE PROJECT.
- IF ACCEPTABLE TRAFFIC CONTROL IS NOT MAINTAINED, AS DETERMINED BY THE ENGINEER, THE CONTRACTOR MAY BE REQUIRED TO SUSPEND WORK THAT INTERFERES WITH TRAFFIC FLOW. ALL NECESSARY CONES, BARRICADES, FLASHING LIGHTS, SIGNS, FLAGGERS AND TRAFFIC OFFICERS. ANY CONTRACTOR NEGLIGENT IN UTILIZING THE NECESSARY SIGN PACKAGES(S) WILL BE REQUIRED TO STOP ALL WORK.
- NO MORE THAN TWO HUNDRED (200) FEET MEASURED LONGITUDINALLY SHALL BE OPENED IN ANY STREET AT ONE TIME. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT.
- A MINIMUM OF ONE LANE TRAFFIC SHALL BE PROVIDED ON ALL STREETS AT ALL TIMES UNLESS APPROVED BY THE CITY ENGINEER. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT.
- THE SPACING BETWEEN CONES, TUBULAR MARKERS, VERTICAL PANELS, DRUMS, AND BARRICADES SHOULD NOT EXCEED A DISTANCE IN FEET EQUAL TO 1.0 TIMES THE SPEED LIMIT IN MPH WHEN USED FOR TAPER CHANNELIZATION AND A DISTANCE IN FEET EQUAL TO 2.0 TIMES THE SPEED LIMIT IN MPH WHEN USED FOR TANGENT CHANNELIZATION.
- APPROVAL OF THE DEPARTMENT OF PUBLIC WORKS AND UTILITIES, POLICE DEPARTMENT, FIRE DEPARTMENT, AND ALL AFFECTED AGENCIES SHALL BE OBTAINED PRIOR TO THE BEGINNING OF WORK. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT.
- WHEN THE WORK AREA ENDOGRADES UPON SIDEWALK, WALKWAY OR CROSSWALK AREA, PROTECTED BARRIERS, TOGETHER WITH APPROPRIATE WARNING AND GUIDANCE DEVICES AND SIGNS, MUST BE UTILIZED SO THAT THE PASSAGEWAY FOR PEDESTRIANS AND BICYCLISTS IS MAINTAINED. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT.
- CITY OF SOMERSWORTH WILL REQUIRE ELECTRONIC ADVANCE WARNING SIGNAGE AS PART OF THE TRAFFIC CONTROL PLAN. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT. THE CONTRACTOR SHALL MAINTAIN ADEQUATE TRAFFIC CONTROL THROUGHOUT THE PROJECT.
- BLANKET ROAD CLOSURE CONTRACTOR TO SUBMIT A TRAFFIC CONTROL PLAN TO THE SOMERSWORTH POLICE DEPARTMENT FOR APPROVAL PRIOR TO START OF CONSTRUCTION.

NIGHTTIME TRAFFIC CONTROL NOTES:

- WHEN NIGHTTIME WORK IS BEING PERFORMED, FLOODLIGHTS SHOULD BE USED TO ILLUMINATE THE WORK AREA, EQUIPMENT, CROSSINGS, AND FLAGGER STATIONS.
- TEMPORARY LIGHTING SHALL BE PROVIDED AT ALL FLAGGER STATIONS.
- AN AVERAGE HORIZONTAL LUMINANCE OF 1.0 FOOT CANDLES SHALL BE ADEQUATE FOR GENERAL ACTIVITIES. IN AREAS WHERE HIGH LEVELS OF PRECISION AND EXTREME CARE REQUIRE AN AVERAGE HORIZONTAL LUMINANCE OF 20 FOOT CANDLES, WORKERS.
- FLOODLIGHTING SHALL NOT PRODUCE A DISABLING GLARE CONDITION FOR APPROACHING ROAD USERS, FLAGGERS, OR WORKERS.
- FOR DAYTIME AND NIGHTTIME ACTIVITY, FLAGGERS SHALL WEAR HIGH-VISIBILITY SAFETY APPAREL THAT MEETS THE REQUIREMENTS OF THE ANSI/ISEA 107-2004 PUBLICATION ENTITLED "AMERICAN NATIONAL STANDARD FOR WORKER PROTECTIVE PANTS" (SEE SECTION 1A-1) AND LABELED AS WEARING THE ANSI/ISEA 107-2004 STANDARD FOR CLASS 2 OR 3 RISK EXPOSURE.
- WHEN UNIFORMED LAW ENFORCEMENT OFFICERS ARE USED TO DIRECT TRAFFIC WITHIN A TTC ZONE, THEY SHALL WEAR HIGH-VISIBILITY SAFETY APPAREL IN LEU OF ANSI/ISEA 107-2004 APPAREL. LAW ENFORCEMENT PERSONNEL WITHIN THE TTC ZONE SHALL WEAR HIGH-VISIBILITY SAFETY APPAREL THAT MEETS THE REQUIREMENTS OF THE ANSI/ISEA 107-2004 PUBLICATION ENTITLED "AMERICAN NATIONAL STANDARD FOR HIGH-VISIBILITY PUBLIC SAFETY VESTS" (SEE SECTION 1A-1) AND LABELED AS ANSI 207-2008.
- CHANNELIZING DEVICES WILL BE CONES, DRUMS, TYPE II BARRICADES, OR ALTERNATING DRUMS AND TYPE II BARRICADES. NIGHT CLOSURES SHALL BE REDUCED.
- WARNING LIGHTS ON PORTABLE LENS DIRECTED, ENCLOSED LIGHTS. THE COLOR OF THE LIGHT EMITTED SHALL BE YELLOW. PREVENT EARLY REMOVAL OR MOVEMENT OF THE LENS. ALL WARNING LIGHTS ON BARRICADES SHALL BE INSTALLED AT A MINIMUM MOUNTING HEIGHT OF 38-INCHES TO THE BOTTOM OF THE LENS.
- TYPE A (LOW INTENSITY FLASHING) - ARE MOST COMMONLY MOUNTED ON BARRICADES, DRUMS, VERTICAL PANELS, OR CONES. THEY SHALL BE VISIBLE FROM 1000 FEET UNDER CLEAR CONDITIONS AT NIGHT.
- TYPE B (HIGH INTENSITY FLASHING) - ARE NORMALLY MOUNTED ON THE ADVANCED WARNING SIGNS OR INDEPENDENT FLASHING YELLOW SIGNAL HEADS MOUNTED ON SIGNS. THEY MUST BE DESIGNED TO OPERATE 24 HOURS PER DAY. OPERATORS, WHERE COMMERCIAL POWER IS AVAILABLE, THEY SHOULD BE OF THE PERMANENT TYPE, CONFORMING TO PARAGRAPH 6E-3 OF THE MANUAL. THEY SHALL BE VISIBLE FROM 1000 FEET DURING DAYLIGHT.
- TYPE C (STEADY BURN) - ARE INTENDED TO BE USED TO DELINEATE THE LINE OF TRAVEL FOR DETOURS, LANE CLOSURES OR OBSTRUCTIONS IN A CONSTRUCTION OR MAINTENANCE ZONE.





Somersworth Police Department

12 Lilac Lane
Somersworth, New Hampshire 03878
Business (603) 692-3131 Fax (603) 692-2111

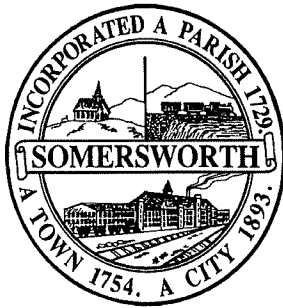
Timothy J. McLin
Chief of Police

MEMORANDUM

Memo To: Robert Belmore, City Manager
From: Timothy McLin, Chief of Police
Date: October 25, 2023
Subject: Bulletproof Vest Grant

Bob:

The purpose of this memo is to update you on our Bulletproof Vest Grant. We had submitted a grant in May 2023 for the Patrick Leahy Bulletproof Vest Grant initiative, which pays for 50 percent of a bulletproof vest. We asked for funds for 6 bulletproof vests. We received notification on 10/24/23 that we were awarded this grant, for the 6 vests. The total for the 6 vests is \$7,579.50, and as such our award is for 50 percent of that, which is \$3,789.75. There is no acceptance paperwork that needs to be signed for this award.



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: November 9, 2023

Re: Monthly Report

Finance Department:

- Completed FY2025-2030 CIP Document.
- Auditors were on-site for field work for FY23 audit.

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings and standing committee meetings during the month.
- Prepared for November Municipal elections.

Tax Collector

- Motor vehicle registrations were a total of \$212,877 during the month.
- Collected \$5,855 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,354,525.
- October 27 was Tax Collector deeding deadline, and a listing will be forwarded to Finance for action.

Human Services:

- Total assistance for the month was \$11,315. That compares to \$10,888 for the month of September 2023 and \$530 for October 2022.
- 6 new cases were opened compared to 1 in October 2022.
- 16 cases were approved for varying levels of assistance with 1 case pending and 2 denials. 45 cases were referred to other agencies for support.

Library:

- The library had 3,145 visits during the month with 90 sign-ins for computer use.
- There were 32 new Library cards issued.
- The Library is working with the Rec department to start some senior programming at the Library starting in 2024.

Assessing:

- The Assessing Department is working on the City-wide revaluation.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: November 6th, 2023

SUBJECT: Public Works Department Monthly Report for October 2023

FROM: Michael Bobinsky, Director of Public Works & Utilities

PUBLIC WORKS AND UTILITIES HIGHLIGHTS

Highlights of the Department's activities during this reporting period are as follows:

- -Met with Community Garden Stewards; discussed progress over the past growing season with participants, future/operating guidelines.
- -Made plans to replace the failed drainage structure in Blackwater Road at High Street, solicited price quotes from area contractors.
- -Initiated a bid solicitation for a replacement Variable Frequency Drive used at the Water Treatment Plant-FY24 Budgeted item
- -Highway Division crews continued work on Ash Street Park, conversion to a pollinator garden; completed phase I of the improvements; will plant additional trees, new perennial plantings, and flowers in the spring. Working with Home Depot officials on Grant that supported materials.
- -Attended a New Hampshire Public Works Association Fall meeting
- -Conducted tours of the Water Treatment Plant and DPW with Eric Mommsen 3rd Grade Maplewood Elementary School Class.
- -Assisted the Cemetery Trustees with two events at Forest Glade Cemetery, including a performance on Saturday Oct 14 and Sunday October 22 at the Furber Chapel. A historic walking tour was scheduled on October 22 with local historian Peter Michaud which was very well attended.
- -Organized a planning meeting with Berwick Town Officials to prepare for a future water supply disaster training exercise with Public Works Water Division, Police, Fire and Stewarts Ambulance staff. Exercise anticipated to occur in January 2024.
- -Attended City Council meetings
- Attended Finance Committee meeting
- Attended Public Works & Environment Committee meeting
- -Participated in a SRTC meeting
- -Participated in SRPC Executive and Policy Committee meetings
- -Participated in the Cemetery Trustees meeting
- -Finalized contract arrangements with J & B Contracting to remove and replace the two (2) walking foot bridges at Willand Pond Trail. Work started end of October.
- -Attended planning meetings with the contractor hired to replace residential water meters with new meters. Work to start later November; contractor to send out information letters to residents with sign up schedule procedures.

- -Held meetings with Unitil on Phase II of Unitil natural gas line expansion project; new 8” gas main to be installed on Maple Street between Blackwater Rd and the Maple Street “Pit” to accommodate the new Unitil Gas Substation project. Unitil filed a trench permit for this phase of work and will be submitting a letter requesting a waiver of the winter moratorium as the project is anticipated to occur beyond the November 15 winter moratorium.
- -CMAQ Traffic Signal Improvements project work began with Electric Light Co and involved curb ramp construction started. Electric Light Co will be installing yellow backlites on traffic signals, pedestrian count down lights and pushbuttons and replacement traffic control cabinets during most of November.
- -Highway personnel and the Fleet Mechanic is preparing equipment for this coming winter. Highway Division will be adding the Sunningdale Development streets and sidewalk to its winter plowing responsibilities with existing staff and equipment.
- Wright Pierce Engineers presented 90% design complete plans and specifications for the Constitutional Way Complete Streets Project. Project received City Council funding approval. Anticipate bid solicitation in December for spring 2024 construction activity.



New trail bridges replaced at Willand Pond.



Blackwater Water at High Street stormwater structure replacement



Ash Street Park. Pollinator Garden development. Phase I improvements complete. New trees and plants to be planted in the spring.

HIGHWAY DIVISION

Operations / Maintenance:

- Performed seasonal bagged leave collection along city streets
- Performed season brush collection
- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Performed city trash collection at receptacles, and city buildings
- Walked downtown for trash and weed removal
- Checked and adjusted flags along the corridor weekly
- Replaced signs city wide damaged from weather and accidents
- Performed road side mowing
- Mowed city green spaces (when a mower was available from other dept)
- Recovered the dirt pile with plastic sheeting in the Maple Street pit from the new Fire Station (multiple times)
- Performed fall street sweeping
- Began seasonal tree limb trimming over roads and sidewalks
- Assisted with set up for Pumpkin Festival
- Assisted with clean-up from Pumpkin Festival
- Collected old curbing from CMAQ grant work along High St corridor
- Removed two (2) dead trees along Maine Street in front of the Plaza parking lot
- Removed Splash Pad Features
- Removed a city tree hanging over private property on Rocky Hill Rd
- Seasonal trimming of trees along Plaza Parking lot
- Replaced “no u turn” signs on High Street
- Assisted a contractor by cleaning a basin on Summer Street for new pipe install

Recreation:

- Daily trash collection in the parks
- Completed Phase I of the Ash St Park improvements; specialized landscape plants and trees to be planted in the spring. Staff is continuing to work with Home Depot officials on a possible additional grant for the plantings. City Engineer Amber Hall laid out design of park improvements using a sketch from City Councilor Matt Gerding
- Repaired a roof panel on the green building at Noble Pines
- Placed metal trim on Noble Pines Recreation building

Water Distribution Support:

- Assisted with water line repair at High School
- Scheduled water turns off for all parks/cemetery and community garden

Sewer Collections Maintenance:

- Received 81 Digsafe request

ENGINEERING DIVISION

- Attended Finance Committee meeting on 9/20/2023.
- Attended Public Works & Environment Committee meeting on 9/20/2023.
- Attended NHPWA Fall Technical meeting.
- Attended Seacoast Stormwater Coalition meeting.
- Attended Tabletop Exercise planning meeting with Berwick officials.
- Completed pre-bid for Water Plant VFD Replacement bid, and reviewed bids received on 10/26/23.
- Assisted in layout and construction of Ash Street Park improvements.
- Attended Primex trainings, Recovering from Burnout and Workplace Investigations.
- Attended CIP review meeting with Planning Board.
- Completed coordination meetings for Unutil Blackwater Road gas project.
- Completed oversight and project management and inspection of CMAQ Grant project.
- Continued oversight and project management and inspection of TAP Grant project.
- Continued oversight of water treatment plant evaluation project with Wright-Pierce.
- Continued oversight and site visits for BETA design progress on Main Street watermain design project.
- Continued oversight of Constitutional Way and Main Street Complete Streets with Wright-Pierce.
- Completed review and approval of several driveway permits.
- Completed review and approval of several trench permits.
- Completed review and approval of obstruction permits.

WASTEWATER DIVISION

Operations/Maintenance:

- Completed the process change from MUCT to A20 mode which is used for the winter months. The winter season runs from November 1st thru April 30th. During this time, we are not required to meet stringent nutrient, Biochemical Oxygen Demand & Total Suspended Solids requirements.
- Due to the bids being considerably higher than budgeted, we have taken steps of repairing the laboratory HVAC system while staff further reviews next steps regarding this replacement. This system was serviced last week and is now operational with heat and ventilation.
- Richarson Electric completed the installation of both the air ventilation upgrade as well as the Variable Frequency Drive unit (VFD) for the aeration system blowers. We are now in the process of reprogramming the new VFD.
- Completed an assessment of our equipment inventory relating to our asset management plan. A previous meeting with Wright-Pierce was re-scheduled for November 16th to review our progress and detail our next steps.
- Lavolette controls completed the annual flowmeter calibrations on all facility meters as well as Blackwater Rd pump station. No issues or concerns were noted.
- We experienced a pump issue at the Main Street pump station which requires a full rebuild of pump #2. Staff is completing this work in-house and plan to have this pump reinstalled by the end of next week.
- Staff did not have to activate the high flow plan for the month of October.
- Received 11,750 gallons of septage for the month.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month.
- NH-DES conducted a facility inspection on 10/17. A detailed report was submitted to the City Manager with no issues or concerns noted. Operationally the report recommended a staffing plan.
- Treated a total of 48-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Reviewed two (2) wastewater surveys which both required commercial permits.
- Stephanie Rochefort attended the annual Industrial Pretreatment Program (IPP) Conference held in Lowell Massachusetts.
- Re-issued a significant Industrial User (SIU) permit to Earth Eagle.
- Issued a consent order to General Linen in regards to their Fats, Oil & Grease (FOG) violations. Department staff is working with them in a positive role to address this ongoing concern. They are working on a plan to reduce the pollutant both in-house as well as receiving assistance from outside consultants. We are confident they will find a resolution in a timely manner.

Capital Improvements Plan (CIP) Items:

- Outstanding upgrade warranty issues:
 - We are in discussions with Westfalia to find a resolution to the ongoing vibration issues experienced with the solids dewatering unit. Westfalia has indicated they are going to fabricate a new solids guide plate, complete the installation of the replacement plate and complete an overall inspection of the unit while it is out of service. Staff anticipates this work being completed by the end of the year. We will need to prepare for a 3-day shutdown of the solids dewatering unit when this repair work occurs.

WATER TREATMENT

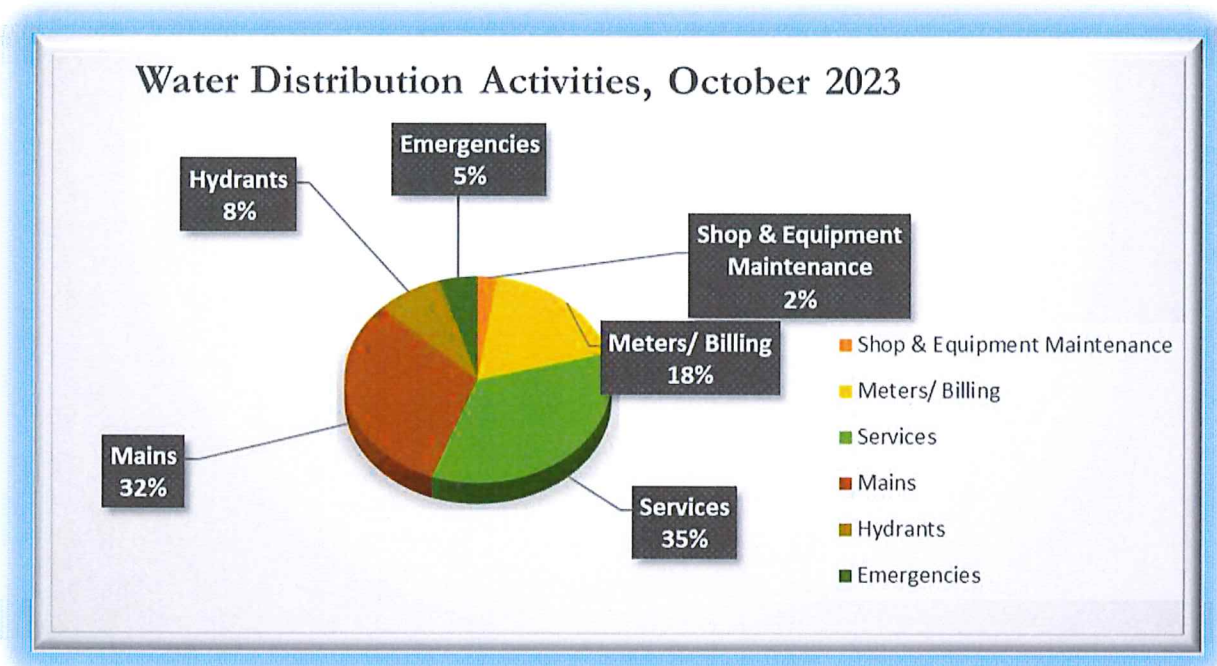
Items completed this month:

- Bacteria's and TOC's water quality tests completed
- Pumped 42,651,250 gallons of raw water
- Filtered and pumped to the city 39,180,719 of finished water
- NHDES sampled sludge for the current SQC
- Submitted electricity bills to Process Energy Services for review and as part of an energy audit being conducted for the Water Treatment Plant.
- Met with Director and City engineer regarding Hamilton St tank replacement
- Conducted a tour of the Water Treatment Plant with Eric Mommsen 3rd grade class
- Received sand delivery from Holliston Sand of Rhode Island
- Attended meeting for water supply disaster training planning at Berwick town hall
- Attended meeting with Hydro Utilities on water meter replacement
- Conducted pump testing with Process Energy Services
- Received short term CIP values from plant assessment
- Bid results were opened for VFD replacement

- Submitted Water Use Report to NHDES
- Replaced train room fluorescent lights with led lights

WATER DISTRIBUTION

- Water Distribution operators completed 164 work orders and service requests in the month of October.
- Bi-annual flushing was conducted and completed
- Seasonal meters removed
- Participated in a Main St. site visit with Beta Engineering who is designing a replacement water main in Main Street between Indigo Hill Road and the Rollinsford Town Line.
- Made ten (10) new water service connections
- Initiated training with new employee



Date: 11/1/23

To: Robert Belmore, City Manager

From: Michelle Mears, AICP
Director of Planning and Community Development & D.D.S. Staff

Re: Department of Development Services October 2023 - Monthly Report

In addition to the Department's various activities listed in the attached staff reports, City Staff attended or assisted with the following Land Use Board meetings.

- Zoning Board – October 4
- Conservation Commission – October 11
- Planning Board – October 18
- SRTC – October 4 & 11
- Historic District Commission – October 25

Building and Health Departments

MAJOR Building Permits Applied for October 2023

Address		Construction Costs	Fees
2	Shady Ln	\$ 789,000.00	\$ 7,126.00
Total		\$ 789,000.00	\$ 7,126.00

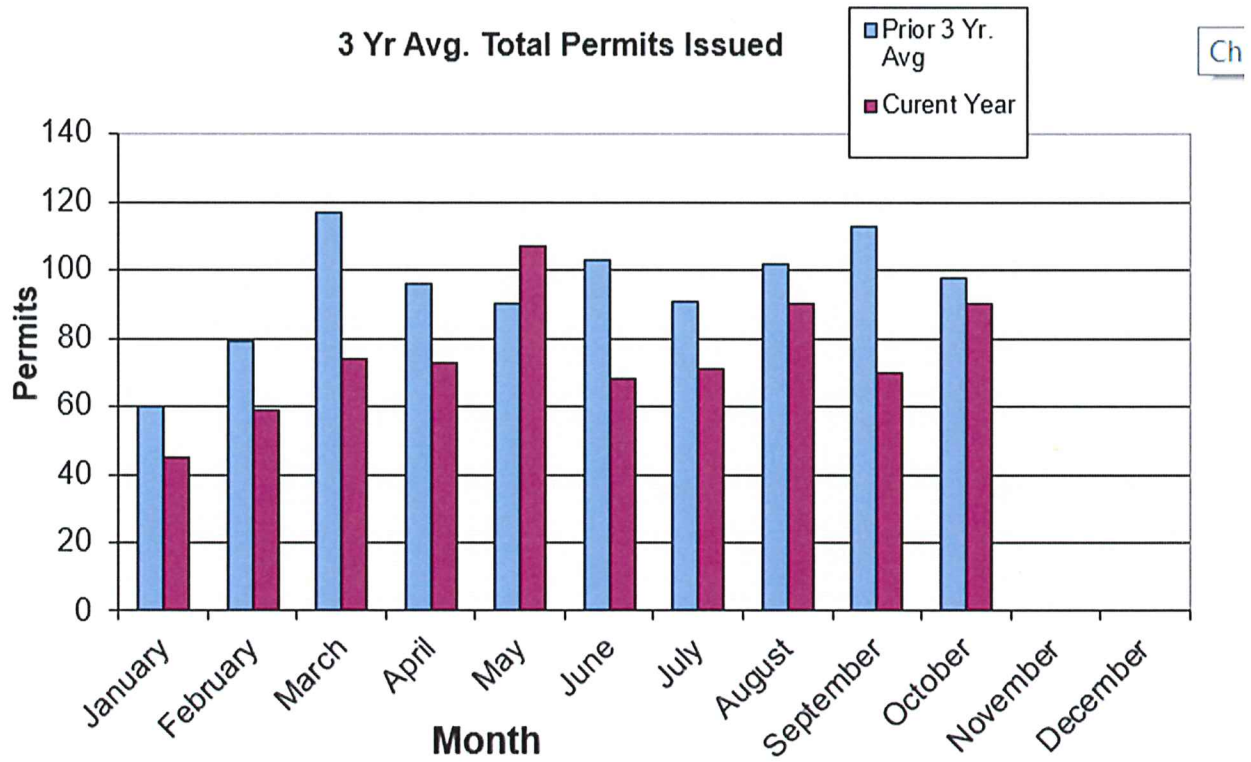
MINOR Building Permits Applied for October 2023

Address		Construction Costs	Fees
69	W High St	\$ 130,000.00	\$ 1,195.00
44	Whippoorwill Way	\$ 22,000.00	\$ 223.00
136	Rocky Hill Rd	\$ 46,000.00	\$ 439.00
23	Noble St	\$ 15,482.67	\$ 164.34
58	Sunningdale Dr	\$ 12,000.00	\$ 133.00
234-236	Main St	\$ 16,500.00	\$ 173.50
15	Nash Parkway	\$ 6,963.54	\$ 88.00
196	Maple St	\$ 17,988.00	\$ 186.89
674	Sherwood Glen	\$ 1,150.00	\$ 35.35
674	Sherwood Glen	\$ 550.00	\$ 29.95
290	High St	\$ 6,000.00	\$ 79.00
188	W High St	\$ 19,000.00	\$ 196.00
25	Cinnamon Ridge Rd	\$ 12,000.00	\$ 133.00
1	Lily Pond Rd	\$ 22,500.00	\$ 227.50

87	Blackwater Rd	\$ 3,600.00	\$ 57.40
7	Coombs Rd	\$ 40,000.00	\$ 385.00
10	Andrews Rd	\$ 70,000.00	\$ 655.00
215	Blackwater Rd	\$ 40,000.00	\$ 505.00
10	Andrews Rd	\$ 106,000.00	\$ 979.00
26	Laurel Ln	\$ 4,272.00	\$ 63.45
6	Francoeur Dr	\$ 6,700.00	\$ 85.30
15	Interstate Dr	\$ 75,000.00	\$ 700.00
24	Aspen Dr	\$ 34,621.00	\$ 336.59
35	Myrtle St	\$ 35,233.00	\$ 252.10
89	Rocky Hill Rd	\$ 14,980.00	\$ 159.10
21	Maple St	\$ 15,049.17	\$ 160.44
16	Summer St	\$ 4,750.00	\$ 67.75
53	Hawthorne Cir	\$ 4,900.00	\$ 69.10
69	Milo Ln	\$ 9,274.20	\$ 108.47
50	Cornfield Dr	\$ 119,000.00	\$ 1,096.00
258	Green St	\$ 3,003.00	\$ 52.03
9	Cora Dr	\$ 80,754.00	\$ 751.78
3	Lilac Ln	\$ 4,624.20	\$ 70.00
29	Chadwick Ln	\$ 43,000.00	\$ 412.00
10	Ash St	\$ 2,500.00	\$ 47.50
12	Coombs Rd	\$ 4,503.00	\$ 65.53
25	Myrtle St	\$ 11,995.00	\$ 132.95
36	Chapel Ln	\$ 26,460.00	\$ 263.14
11	Ash St	\$ 4,500.00	\$ 65.50
82	Colonial Vill	\$ 12,500.00	\$ 137.50
Totals		\$ 1,105,353.78	\$ 10,981.16

Permit Receipts as of October 2023

PERMIT RECEIPTS						
	2020	2021	2022	2023	DIFFERENCE this year to last	% OF CHANGE
January	\$13,195.23	\$8,599.31	\$10,660.43	\$12,486.79	\$1,826.36	14.6%
February	\$13,438.09	\$6,590.61	\$31,381.26	\$10,679.12	-\$20,702.14	-193.9%
March	\$24,077.27	\$46,267.60	\$25,904.65	\$49,155.68	\$23,251.03	47.3%
April	\$10,871.58	\$27,779.60	\$26,246.19	\$14,650.50	-\$11,595.69	-79.1%
May	\$19,665.79	\$33,736.68	\$11,141.09	\$33,819.63	\$22,678.54	67.1%
June	\$13,079.55	\$51,947.53	\$37,046.22	\$12,436.71	-\$24,609.51	-197.9%
July	\$16,816.46	\$18,776.42	\$9,648.31	\$23,252.47	\$13,604.16	58.5%
August	\$23,823.08	\$46,171.98	\$25,716.69	\$22,620.10	-\$3,096.59	-13.7%
September	\$23,396.60	\$13,805.11	\$30,356.86	\$10,732.46	-\$19,624.40	-182.9%
October	\$16,152.79	\$18,139.91	\$12,587.39	\$19,462.88	\$6,875.49	35.3%
November	\$12,376.38	\$8,476.08	\$30,037.01			
December	\$6,925.03	\$8,858.58	\$7,853.79			
Year total	\$167,272.63	\$276,149.55	\$202,919.62	\$209,296.34	\$6,376.72	3.0%
Difference of change this year to last (completed months only)	\$193,817.84	\$280,290.83	\$260,217.89			



Property Maintenance October 2023

*Notification Issue meaning: CN – Courtesy Notice; NOV – Violation Notice;

Address	Complaint Type	Complaint Date	Notification Issued	Status
3 Market Street	Dumpster Violation	11/17/2022	CN	Pending
446 High Street	MPV	11/17/2022	NOV	Pending
37 Green Street	Siding Violation	12/5/2022	CN	Pending
37 Franklin Street	MPV	12/5/2022	CN	Pending
290 Main Street	MPV	12/5/2022	CN	Pending
506 High Street	Dumpster Violation	12/19/2022	CN	Pending
48 Green Street	MPV	12/19/2022	NOV	Resolved
11 Ash Street #B	MPV	2/2/2023	NOV	Resolved
Blue Heron Drive	Wetlands Violation	2/10/2022	NOV	Pending
24 Maple Street	Step Violation	3/22/2023	CN	Pending
65 Green Street	Fire Escape Violation	3/23/2023	CN	Pending
334 Main Street	Junkyard	7/25/2023	CN, NOV	Pending
289 Main Street	MPV	4/28/2023	NOV	Pending
254 High Street	Siding Violation	5/31/2023	NOV	Pending
375 Rt 108	Site Plan Violation	6/9/2023	NOV	Pending
29 Franklin Street	MPV	6/9/2023	NOV	Pending
283 Main Street	MPV	7/6/2023	NOV	Pending
290 Main Street	Siding Violation	7/11/2023	NOV	Pending
442 High Street	Site Plan Violation	7/24/2023	NOV	Pending
8 Wiggins Court	Zoning Violation	8/9/2023	NOV	Pending
14 South Street	MPV	8/18/2023	NOV	Pending
62 Green Street	MPV	8/18/2023	NOV	Resolved
36 Buffumsville Road	MPV	8/21/2023	NOV	Pending
38 Buffumsville Road	MPV	8/21/2023	NOV	Pending
12 Mt. Auburn Street	MPV	8/25/2023	NOV	Pending
506 High Street	Dumpster Violation	8/28/2023	NOV	Pending
341 High Street	Zoning Violation	8/29/2023	CN	Pending
396 High Street	MPV	8/29/2023	NOV	Pending
15 Rocky Hill Road	Zoning Violation	9/28/2023	CN	Pending
334 Main Street	Zoning Violation	1/30/2015	NOV	Pending

5 Pleasant Street	Trash	10/11/2023	CN	Resolved
275 High Street	Trash	10/11/2023	CN	Resolved
30 Fremont Street	Trash	10/11/2023	CN	Resolved
31 Market Street	Trash	10/12/2023	CN	Resolved
23 Market Street	Trash	10/12/2023	CN	Resolved
9 High Street	Trash	10/12/2023	CN	Resolved
47 Green Street	Trash	10/12/2023	CN	Resolved
5 Primrose Lane	Dumpster Violation	10/12/2023	NOV	Pending
209 Green Street	Tree Health	10/17/2023	CN	Resolved
59 High Street	MPV	10/17/2023	CN	Pending
16 Winter Street	HDC Violation	10/17/2023	CN	Pending
90 Noble Street	Trash	10/19/2023	CN	Resolved
30 W High Street	Trash	10/19/2023	CN	Resolved
82 High Street	Zoning Violation	10/19/2023	NOV	Pending
66B High Street	Zoning Violation	10/20/2023	NOV	Pending
5 Lemelin Court	Rats	10/26/2023	CN	Pending
472 High Street	Sign Violation	10/27/2023	CN	Pending
65 Green Street	Trash	10/30/2023	CN	Pending
290 Main Street	Siding Violation	10/31/2023	NOV	Pending
11 Ash Street #A	Trash	10/31/2023	NOV	Resolved
47 Prospect Street	MPV	10/31/2023	CN	Pending

PLEASE NOTE – All matters shown as “Resolved” were active matters which were closed in the month of October 2023 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters.

- In the month of October, 2023, twelve (12) open matters became compliant and were closed.
- In October, 2023, the Code Compliance Office issued:
 - Sixteen (16) Courtesy Notices; and
 - Five (5) Violation Notices

COURT MATTERS – Ongoing

- **City v. Michael Davis – 25 Otis Road**
 - The Court held a review hearing on September 14, 2023, at which parties and counsel appeared. The Court reviewed the parties' Third Joint Statement Of Status, and heard from counsel. The parties agree that the defendant has made and is making progress on the Conditional Use Permit ("CUP"), which remains the sole outstanding item. To that end, the defendant assembled necessary materials and attended and presented at the Conservation Commission meeting on September 13. The Commission requires

additional information (a timeline/annotated plan indicating what has occurred on the property at what time). The parties anticipate that the CUP process will require an additional two-to-three Commission meetings and two-to-three Planning Board meetings.

- Based on the parties' joint request, the Court now rules as follows:
 - 1. A review hearing will be scheduled for early March, by which time the parties expect that the CUP process will have concluded. The hearing will concern the status of the CUP process as well as the City's outstanding sanctions requests.
 - 2. On or about the 20th of each month, the parties shall file status reports as to the CUP process and any other issues.
 - 3. If any party needs a hearing on any issue between now and March, that party may file a motion seeking a hearing and explain why one is necessary.
 - **October Update: Mr. Davis is still working on obtaining his conditional use permit. Mr. Davis is scheduled to attend the next Conservation Commission meeting on 11/8/2023.**
- **City v. James Wolcott – 197 Rt. 108**
 - City of Somersworth-Code Compliance had issued a Citation and Summons to James Wolcott for his lack of adherence to the Zoning Ordinance regarding junkyards. First notified of this violation back on 12/29/2022, Mr. Wolcott has failed to abide by the Zoning Ordinance, disregarding multiple notices to clean up the property.
 - On 7/20/2023, the Code Compliance Office came to an agreement with Mr. Wolcott regarding his outstanding code violations. In exchange for suspending the civil penalty of \$1,000.00, Mr. Wolcott agreed to plead guilty to the violation and clean up the property by 8/20/2023.
 - On 9/12/2023, the Code Compliance Office motioned the court to impose the suspended sentence. This property was not brought into compliance by the agreed upon date and continues to be out of compliance as of 9/30/23. The City is seeking to impose the original \$1,000.00 fine.
 - On 9/27/2023, Judge Gardner ruled in favor, granting the City's motion to impose a suspended sentence. The defendant, James Wolcott, was given until October 31st, 2023 to pay the civil penalty in full.

- The Code Compliance Office will continue to pursue this case until the junkyard has been cleaned up.

Land Use Boards:

Minor Field Modification Requests: None

Conservation Commission:

- Michael Davis is seeking a conditional use permit for after the fact excavation and alterations within the Riparian and Wetland Buffer on a property located at 25 Otis Road, in the Residential/Single Family (R1) District, Assessor's Map 31, Lot 49, CUP#03-2023 was **continued**.

Historic District Commission:

- Daniel Vincent is seeking a certificate of appropriateness to relocate a window and door, and remove square footage from a previous approval at a property located at 19 Linden Street in the Business with Historic Overlay (BH) District, Assessor's Map 11 Lot 198, HDC#12-2020, HDC#29-2023 was **approved**.
- 85 Elm Street Somersworth LLC is seeking an amendment to a certificate of appropriateness to alter building design and materials for a property located at 85 Elm Street in the Business with Historic Overlay (BH) District, Assessor's Map 10 Lots 177 and 176, HDC#31-2022 was **approved**.
- Victoria Bourque is seeking a certificate of appropriateness to remove and rebuild a porch and reapproval for window and roof replacements at a property located at 34 Highland Street in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 45, HDC#35-2023 was **tabled**.

Planning Board:

The Planning Board reviewed the following:

- **PUBLIC HEARING:** Hawkins Family Revocable Trust is seeking a conditional use permit for commercial/residential use on a property located at 5 Main Street in the Business (B) with Form Based Codes Overlay District, Assessor's Map 11 Lot 210, CUP#05-2023 was **continued**.
- **PUBLIC HEARING:** Craig Riotto is seeking a Waiver of Site Plan Review Regulation Requirement of Section 13.1.d. for use of a surety bond for to cover the site work bonding expense to construct a sports hub dome complex at a property located at 165 Route 108 in the Commercial Industrial/C/I) District, Assessor's Map 63 Lot 10 SITE#04-2021 was **approved**.

Site Review Technical Committee:

October 4th

- **PUBLIC HEARING:** Cort Mendez is seeking minor site plan approval to allow a veterinary hospital use (urgent/primary care facility for dogs and cats) on a property located at 10 Andrews Road in the Residential/Commercial (R/C) District, Assessor's Map 42 Lot 33, SITE#16-2023, ZBA#14-2023 was **approved**.
- Hawkins Family Revocable Trust is seeking a conditional use permit for commercial/residential use on a property located at 5 Main Street in the Business (B) with Form Based Codes Overlay District, Assessor's Map 11 Lot 210, CUP#05-2023.

October 11th

- Lett Realty Group, LLC is seeking a conditional use permit and site plan approval for Motor Vehicle Repair Garage/Station use on a property located at 40 Main Street in the Business (B) District, Assessor's Map 11 Lot 204, SITE#17-2023, CUP#06-2023.
- PJ Land Development, LLC is seeking site plan approval to construct a car wash on a property located at 459 High Street in the Residential/Commercial (RC) District, Assessor's Map 40 Lot 60, SITE#13-2023.

Zoning Board:

- **PUBLIC HEARING:** 85 Elm Street Somersworth LLC and 20 Green Street Somersworth LLC are seeking an Appeal from an Administrative Decision of the Historic District Commission dated June 28th, 2023 to deny the change in proposed building material for a property located at 85 Elm Street and 20 Green Street in the Business with Historic Overlay (BH) District, Assessor's Map 10 Lots 177 and 176, ZBA#11-2023 was **denied**.
- **PUBLIC HEARING:** PJ Land Development, LLC is seeking a Special Exception from Table 4.A.5 to allow a Motor Vehicle Service (Car Wash) on a property located at 459 High Street, in the Residential/Commercial District, Assessor's Map 40 Lot 60, ZBA#13-2023 was **approved**.
- **PUBLIC HEARING:** Cort Mendez is seeking a Special Exception from Table 4.A.2 to allow a veterinary hospital use (urgent/primary care facility for dogs and cats) on a property located at 10 Andrews Road in the Residential/Commercial (R/C) District, Assessor's Map 42 Lot 33, ZBA#14-2023 was **approved**.

Master Plan Update - 2023

Community Housing Workshop & Housing Chapter

The Community Housing Workshop was well attended by the community with nearly fifty attendees total. Next, Strafford Regional Planning Commission will work on gathering feedback received during the Housing Survey and the Housing Workshop to prepare a report by December.

Zoning Audit

On Wednesday, October 18th, Angie Cleveland of Strafford Regional Planning Commission attended the Planning Board meeting to lead a discussion and brainstorming session to establish topics of focus for the zoning audit that will take place in the spring of 2024.

Economic Development – October 2023

This Month's Commercial & Business Activity Includes - But is Not Limited to:

- **Vacancy: Commercial - Business Vacancy** [*Site for Sale and /or Lease*]
- a) **Vacant -Privately owned Property**
 - ✓ **400 High Street:** working with owner on potential specialty craft brew market place (Unit C) waiver approved at Planning Board.
- **Existing: Business Expansion** [*Local Business growing and providing new/more service*]
 - ✓ Tri City Masonry-exploring expansion
 - ✓ *Favorite Foods*
 - ✓ *Central Fence*
- **Committed: Commercial Business Entity in Process** [*Committed to Occupying Specific Commercial Space or Land, and in process of establishing business at chosen location*]
 - ✓ Somersworth Sports Hub: Willand Drive
 - *Sports Dome*
 - ✓ Smart Storage: 1 Enterprise Drive - Route 108
 - *Storage Center*
 - ✓ MB Tractor: 355— Route 108
 - *Tractor Retail Sales*
 - ✓ Forward -Merch: 436 -Route 108
 - *Screen Printing & Fulfillment Center*
 - ✓ Wentworth Douglas Hospital Daycare Center- Terrascape
 - *Providing daycare for over 200 children PB approval January 2023*
 - ✓ Washville- Formerly Shammy's Carwash: 436 High Street
 - *Car Wash*
 - ✓ PetWellClinic – 10 Andrews Road
 - *Veterinary clinic for dogs and cats*
- **Final Certificate of Occupancy Granted**
 - ✓ Old Rail Co., LLC – 400 High St. Suite D
 - *Restaurant*
 - ✓ Fold'd – 69 High St.
 - *Restaurant*
- **Potential: Commercial - Business Exploring** [*Exploratory Review in process*]
 - 1) Vietnamese Food- Tri-City Plaza
 - *Formerly Flooring Company next to TJMAXX*
 - 2) Bending Bodhi Yoga
 - 3) Potential Car Wash High Street

- 4) Janco
- 5) Jamaican restaurant – 44 Market Street
- 6) Pizza and pub restaurant – 202 Route 108

➤ **# SeeSomersworth**

- ✓ SeeSomersworth- Keep abreast of Downtown Business Activities at:
www.facebook.com/seesomersworth

➤ **Community Advocacy:** ZOOM Meetings & Roundtables

- ✓ **Bi - Weekly:** SEDS - “Seacoast Region Economic Development Stakeholders”
- ✓ **Bi - Weekly:** BEA-CEDR – “Community Economic Development Region”
Economic Development Roundtable hosted by Commissioner Caswell
- ✓ **Quarterly:** Great Falls Economic Development Corporation – BOD

➤ **Relationships & Partners:** Regular Engagement, Involvement, and Interface

- ✓ **State and Regional Partnerships:**
 - BEA, SRPC, SBDC, SBA, SEDS
 - Seacoast Chambers of Commerce
 - Seacoast Economic Development Directors (SEDS)

Parks & Recreation – October 2023

Program & Event Highlights:

- **Pee Wee Soccer-** This 6-week program concluded on Sat. Oct. 28th. Players received a medal at the last practice to celebrate all of their hard work this season. We’d like to thank all of our volunteers that helped coach and run the program this season.
- **Hilltoppers 50+ Walking/Hiking Program- NEW!** – Our last walk was held in the downtown area on Thurs, Oct. 26th. All participants received a free City of Somersworth water bottle for joining the program. We’d like to thank everyone who joined our walks this fall! We’re planning to add a spring & fall walking program for this age group moving forward.
- **Halloween Hoopla with Somersworth Public Library- NEW!**- This new event was held on Oct. 31st from 5:30-6:30pm at the library. We had a great turnout with well over 75 guests. Event activities included Halloween cookie decorating, Flashlight Scavenger hunt & Storywalk, creepy crafts, music, creepy taste-testing, and more!
- **Halloween Pet Costume Contest-** This year we received 3 entries for the contest. The People’s Choice Facebook vote is Oct. 28-31. Congratulations to the contest winner- Fenway and pet owner Nancie Cameron! They will receive a \$25 gift card to Pet Supplies Plus in Somersworth.
- **Salute to our Veteran’s-** Residents were invited to stop by the Rec Office to write letters or make cards to show our appreciate to Veteran’s. The VFW will pick them up and distribute to a local Veteran’s hospital for Veteran’s Day.

Upcoming Activities:

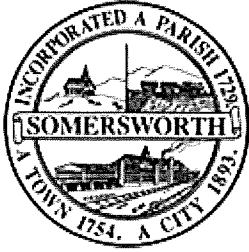
- **Rec Youth Basketball-** This 8-week program for children in grades 1-6 will run on Saturday mornings from Dec. 9th- Feb. 3rd. Practice times are split up based on current grade level. Registration will end on Nov. 12th. We rely on volunteers to run the program; we're currently seeking volunteer coaches and gym attendants for all grade levels.
- **NEW Hilltoppers 50+ Holiday Create & Take-** The Rec Dept. will be partnering with Somersworth Housing Authority, Library, and The Gathering Place Studio to offer a new free holiday workshop for Somersworth residents. The event will be held at the Filion Terrace Center on Weds. Dec. 6th from 10-11am. Registration is required on our RecDesk portal. Participants will decorate homemade ornaments and make a snowman craft. There will be light refreshments served.

Staff Updates & Meetings:

- **10/19-** Rec Supervisor attended the annual NHRPA State Conference at the Concord Recreation Community Center from 8:15-3:30pm. This conference is a great event for networking with Parks and Rec professionals from around the state, offers engaging educational sessions, and the opportunity to meet with vendors.
- **10/23-** Rec & DPW Staff met to discuss park maintenance & park project updates.
- **10/24-** Rec Supervisor attended the fall NHRPA Seacoast District meeting.
- **10/25-** Rec Committee Meeting

MISC:

- **RecDesk Updates-** Registrations for month of October:
 - Online: 29
 - In-person: 5



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

MEMORANDUM

Timothy J. McLin
Chief of Police

Memo To: Bob Belmore, City Manager
From: Timothy J. McLin, Chief of Police
Date: November 1, 2023
Subject: Monthly Report – Month of October 2023

Below are some of the activities of our department for the month of October:

COMMUNITY POLICING

- We celebrated National Coffee with a Cop Day at Dunkin' Donuts on 10/4/23.
- On 10/22/23 at the First Parish UCC Church in Somersworth, K9 Sergeant Deschenes and K9 Bravo attended the Blessing of the Animals for the parish. They also conducted a K9 demonstration for all those who were in attendance.
- SPD Halloween Activities: We had officers in a Halloween themed cruiser at the Track or Treat at Idlehurst, Tri-City Christian Academy, and Officer Tully was part of Beggar's Night with Somersworth children.
- DEA Drug Take Back Day was a success with many unused prescriptions brought in for disposal.
- Idlehurst kindergarteners toured the station and SRO South participated in Lights on for Learning.

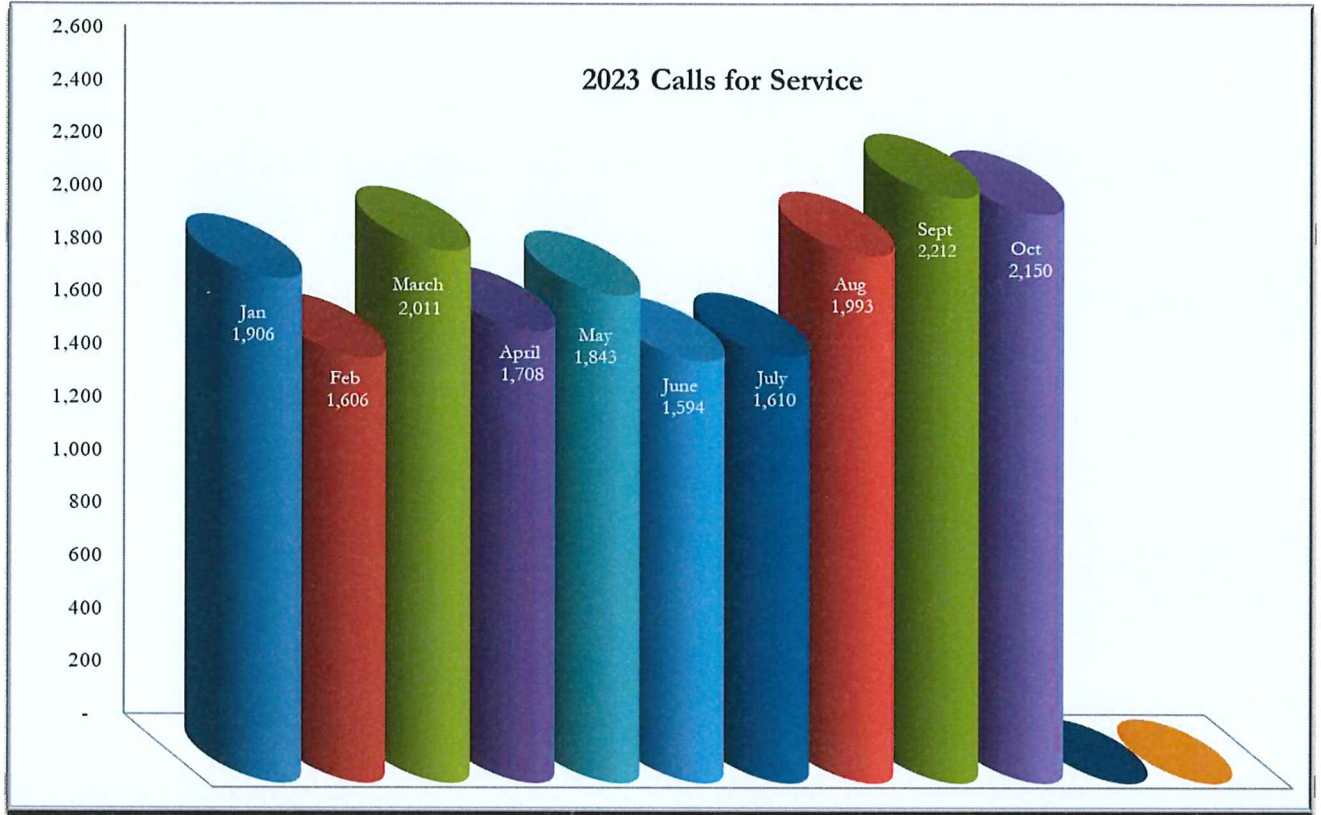
PERSONNEL/TRAINING:

- Sergeant Jesse Wentworth, Dover Police K9 Officer Timothy David, Sergeant Erich Lutz, Officer Michael Sloane were awarded a Unit Citation by Senator Maggie Hassan for their actions in saving the life of a suicidal subject with a firearm.
- Training this Month: Crisis Intervention Training

OTHER NEWS:

We were awarded grant funds we had requested for bulletproof vests through the Patrick Leahy Bulletproof Vest Grant Initiative which pays for 50% of the vest costs. We had submitted a grant request for 6 vests for new hires budgeted at \$7,579.50. This grant will pay half of the cost or \$3,789.75.

STATISTICS:



Yearly Comparison

Month	2023	2022	2021	2020	2019
January	1,906	2,100	1,562	1,939	1,976
Feb	1,606	1,935	1,280	1,756	1,796
March	2,011	1,909	1,666	1,926	2,145
April	1,708	2,064	1,802	1,846	2,285
May	1,843	1,897	2,004	1,708	2,053
June	1,594	1,808	1,984	1,749	1,935
July	1,610	1,520	1,757	1,949	2,048
August	1,993	1,570	1,881	1,847	1,943
Sept	2,212	1,717	1,820	1,875	2,020
Oct	2,150	1,665	1,775	1,937	1,906
Nov	-	1,671	1,880	1,717	1,860
Dec	-	1,693	1,944	1,513	1,995
TOTAL	18,633	21,549	21,355	21,762	23,962