


**CITY OF SOMERSWORTH**  
*Office of the City Manager*

**TO:** Mayor Dana S. Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager   
**DATE:** Friday, April 13, 2018  
**SUBJECT:** City Manager's Report for Monday April 16, 2018  
City Council Agenda

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*6:15 p.m. Non-meeting  
Re: Labor Union Negotiations*

*6:45 p.m. Public Hearings  
Ordinance No. 6-18, Ordinance No. 7-18, Ordinance No. 8-18 & Resolution No. 28-18*

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*Communications (under section 6 of Agenda)*

- A. Plaza Commission Report & Recommendation presented by Peter Michaud**
- B. Fire Station Recommendation from the Public Safety Committee.** Attached are summary reports that outline the Committee's recommendation to move forward with building a new fire station facility.

*Lay on the Table (under section 12 of Agenda)*

**Ordinances**

- A. Ordinance 5-18: FY2018-2019 Budget.** Attached is a memorandum from Finance Director Scott Smith, as well as the following information:
  - Ordinance No. 5-18 as amended
  - Amendments passed by Council to the Ordinance
  - An update on the projected tax rate increase & tax cap compliance

*Unfinished Business (under section 13 of Agenda)*

**Ordinances**

- A. Ordinance 6-18: Amending Chapter 4, Personnel Rules & Regulations, Appendix 1, Assignment of Class to Grade (Covering Classes Classified as Exempt Under the Fair Labor Standards Act) Police Lieutenant Labor Grade and Police Captain Labor Grade.** Again, the Government Operations Committee met on March 14<sup>th</sup> and voted to recommend this language change to Chapter 4.
- B. Ordinance 7-18: Amending Chapter 4, Personnel Rules & Regulations, Section 11, Wages and Benefits, by Adding Section 11.4.6, Meal Allowance.** Again, the Government Operations Committee met on March 14<sup>th</sup> and voted to recommend this language change to Chapter 4.
- C. Ordinance 8-18: Supplemental Appropriation for Technology Improvements at Various Somersworth Schools.** Attached is a copy of a Memorandum from Interim School Superintendent Lori Lane. Again, the Finance Committee voted at their March 13<sup>th</sup> meeting to support this expenditure. As of April 11, 2018 there is \$320,499 in this account.

**Resolutions**

- A. Resolution 26-18: To Authorize the City Manager To Use Funding From The Building Maintenance Fund To Repair The Exterior Steps At The Somersworth Public Library.** Again, the Finance Committee met on March 13<sup>th</sup> and voted to support expending funds from this Capital Reserve to complete the needed repairs to the exterior front steps. As of 12/31/2017 there is \$98,877 in this account.
- B. Resolution 27-18: To Authorize The City Manager To Use Funding From The Building Maintenance Fund For Roof Repair At The Former Somersworth City Municipal Office Building Currently Leased By The Somersworth Historical Society.** Again, the Finance Committee met on March 13<sup>th</sup> and voted to support this needed roof repair with funding from this Capital Reserve account.
- C. Resolution 28-18: Change The Purpose Of The Hilltop Rehabilitation Capital Reserve Fund In Accordance With RSA 34:11 And Establish A Capital Reserve Fund For The Purpose Of Improvements, Reconstruction Or Rehabilitation Of City Parks And City Park Facilities.** Again, the Finance Committee and Recreation Committee recommended the establishment of a Capital Reserve Fund. As of 12/31/2017 there is \$24,683 in this account.
- D. Resolution 29-18: To Authorize the School Department to Utilize the Cable Franchise Fee Fund to Complete Technology Improvements in Somersworth Schools.**

## *New Business (under section 14 of Agenda)*

### **Ordinances**

- A. Ordinance 9-18: Amending Chapter 19, Zoning Ordinance, Section 25, Definitions, and Adding New Section 19.24, Accessory Dwelling Units.** The Planning Board held a Public Hearing on February 21<sup>st</sup> and voted to forward this Amendment to the City's Zoning Ordinance for City Council review and adoption. Director Saunders has provided an overview of this proposed zoning amendment. I recommend a Public Hearing prior to the next regular Council meeting on May 7<sup>th</sup> at 6:45 p.m.

### **Resolutions**

- A. Resolution No. 30-18: To Authorize the City Manager to Contract with CMA Engineers of Portsmouth, NH for Engineering Services Associated with the Transportation Alternative Program (TAP) Grant.** The Finance Committee met on March 14<sup>th</sup> and recommended moving forward with CMA Engineers. The NH Department of Transportation has approved this proposed Contract. Attach is a copy of their approval notification and other contract information.
- B. Resolution 31-18: To Authorize the School Department to Utilize Funds from an Eversource Energy Efficiency Rebate to Contract with Eckhardt and Johnson of Manchester, NH to Replace an HVAC Unit at the High School.** The Finance Committee met on March 30<sup>th</sup> and voted to support this Resolution. The School received a \$75,000 energy incentive rebate from Eversource when the Idlehurst School was built and the school department is requesting to use a portion of this rebate. The consensus was to add a 5% project contingency, bringing the total requested project amount to \$41,627. Attached is a copy of a Memorandum from Interim Superintendent Lori Lane that was provided to the Finance Committee which outlines the five (5) company bids received.
- C. Resolution 32-18: To Authorize the City Manager to enter into a 5-Year Contract with Resource Management Inc. (RMI) of Holderness, NH for Disposal of Water Treatment Facility Lagoon Sludge Material.** The Finance Committee voted to support this Contract with RMI at their March 30<sup>th</sup> meeting. Attached is a summary provided by Public Works Director Mike Bobinsky and a copy of the RMI proposal.

### **Other**

- A. Discuss the Zoning Board of Adjustment Denial of Council's Request for a Rehearing on a Variance Granted for Property at 20 Green Street.** Attached is a copy of the notification that the Zoning Board of Adjustment voted to deny the Council's request for a rehearing at their April 4<sup>th</sup> meeting. As spelled out in the City Attorney's email to me, the Council has 30 days from the date of the vote to appeal to Superior Court – May 3<sup>rd</sup> is the deadline.

## ***City Manager's Items (under section 10 of Agenda)***

### **A. Informational Items.**

#### **1. Funding Opportunities.**

- **Major Disaster Declaration for Snow Assistance.** As you will read in the attached information, the City has filed a preliminary eligible reimbursement request of \$58,500 for costs associated with the snow removal efforts for the March 15-16<sup>th</sup> storm event. This is in response to the possible public assistance funding notice we received from the NH Department of Safety.
- **Liberty Mutual Foundation.** Attached is a letter of request that the City submitted to request \$5,000 from the Liberty Mutual Foundation towards improvements at the Millennium Softball Field Park.

- 2. Malley Farm.** The City's brush & leaf drop off facility is now open. It is located off Centre Road in the Malley Farm Industrial Park (off Main Street). Hours: Monday-Friday, 7:30 a.m. – 2:30 p.m. Saturday-Sunday, 8:00 a.m. – 6:00 p.m.

#### **3. City Sponsored Events.**

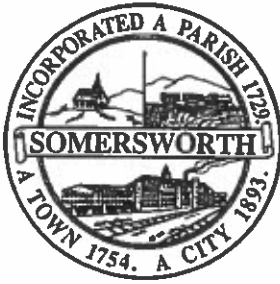
- **Spirit-Up Somersworth.** May 5<sup>th</sup> from 7:30 a.m. to 1:30 p.m. 11<sup>th</sup> Annual "Spirit Up" Somersworth Community wide clean-up day in collaboration with the Somersworth Youth Connection.
- **Hazardous Household Hazardous Waste Collection.** May 5<sup>th</sup> from 8:30 a.m. to 12:30 p.m., Turnkey Landfill, 90 Rochester Neck Road, Rochester; this is a regional event coordinated by the City of Rochester with surrounding communities.

### **B. Attachments.**


1. City Attorney Certifications Four (4)
2. Department Head Reports
3. City Charter – City Council Vacancy, Section 3.2
4. City Manager Memorandum – Council Rules Amendments' Recommendation from Government Operations Committee
5. **Confidential** Attorney/Client Privileged Legal Opinion  
(Mayor & Council Only- Under Separate Cover)

### **Coming up**

- **Somersworth Festival Association Spring Craft Fair.** May 5<sup>th</sup> from 9:00 a.m. to 3:00 p.m. at the High School
- **Chamber of Commerce Annual Awards Dinner.** Friday, May 11<sup>th</sup>, Spring Hill Event Center South Berwick, ME from 5:30 p.m. – 9:00 p.m.



MEMORANDUM

**TO: Mayor Dana Hilliard and Members of the City Council**  
**FROM: Robert M. Belmore, City Manager**   
**DATE: April 13, 2018**  
**RE: New Fire Station Bond**

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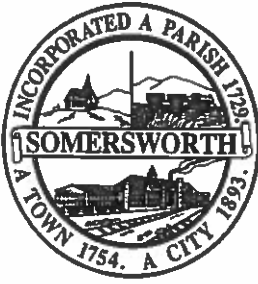
The Public Safety Committee did vote to support moving forward with a new fire station construction building project at the present site of the Somersworth Fire Department. After a review of all the information provided by staff and after careful consideration of a downtown location, the Committee believes the present site continues to be the best site in terms of fire response to the entire community.

The Committee asked staff to provide a timeline that would make sense in terms of timing new debt obligations as a replacement scenario to the Bond issue for the police station.

As such, it would seem that the following might be one timeline for Council to consider:

- Appropriate funding to hire the appropriate consultant team (engineer/architect) to develop both a transition of operations plan and a conceptual design with an early projected cost for a new facility. This may be considered at any time moving forward.
- A City Council vote to adopt a Bond issuance in 2019.
- Once Bond authorization is authorized, the City could issue a BAN to start the project.

Finally, Finance Director Scott Smith has provided the attached information regarding the potential Bond financing for the construction of a new fire station.



## MEMORANDUM

**TO:** Bob Belmore, City Manager  
**FROM:** Scott A. Smith, Director of Finance  
**DATE:** April 11, 2018  
**SUBJECT:** Fire Station – Bond Timeline

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Please accept the following in response to the request of a possible bonding timeline in order to issue permanent debt for a new fire station at a time in which it will replace the bond issue for the police station.

The City may wish to utilize a bond anticipation note (BAN). BAN's are useful for a number of reasons, in addition to timing permanent financing, it provides the initial capital to begin a project, and if the actual amount of the project is uncertain you can avoid issuing more debt than may actually be needed.

In putting together a possible timeline, I considered the following:

- The City could issue a BAN for up to 3 years without the need to make any principal payments. Interest payments would be required and need to be budgeted.
- The final payment on the police facility bond is due on August 15, 2021 in the amount of \$230,343.

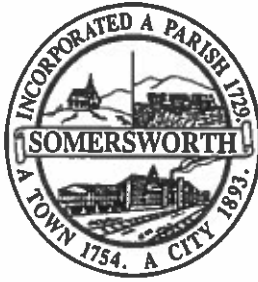
Understanding the above, the City could proceed on the following timeline if inclined:

- Adopt a Bond resolution – could proceed immediately. Any bond resolution requires a public hearing and a 2/3rds majority vote for adoption.
- Once authorization is provided through a bond resolution, the City could move forward and issue a BAN. This would take approximately 60-90 days to secure. One issue to

consider is the City shouldn't issue any BAN's until the project is actually ready to begin to avoid any unnecessary interest costs.

- September 2021, provide application to the New Hampshire Municipal Bond Bank to participate in the winter 2021 sale.
- January 2022 – Bond sale, based on current Bond Bank calendars.
- August 2022 – first interest payment on the new debt.
- February 2023 – first principal payment due on the new debt.

If you have any questions or would like more detail please let me know.



## MEMORANDUM

**TO:** Bob Belmore, City Manager

**FROM:** Scott A. Smith, Director of Finance

**DATE:** April 2, 2018

**SUBJECT:** Bond Calculations – Fire Station

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Please accept this in response to your request regarding the impact of a bond issue for a new fire station, and how timing the issue of the bond with the conclusion of the police station bond would impact the tax rate.

The assumptions I used to prepare the calculation are as follows:

- \$4,000,000 Bond Issue
- 20 year maturity
- Level principal
- 4% Interest rate
- Using current net assessed valuation estimate of \$853,000,000

The first year estimated principal and interest on this bond is \$360,000. The impact of that is approximately .42 cents on the tax rate.

The final payment for the police station bond is August 15, 2021, in the amount of \$230,000. If the bond for a fire station is timed such that the first payment is due *after* the bond for the police station matures (i.e. first payment is due in FY2023), the net effect is approximately .15 cents on the tax rate.

If you have any questions or would like more detail please let me know.





## City of Somersworth – Ordinance

Ordinance No: 5-18

### FY2018-2019 BUDGET

April 2, 2018

#### DEPARTMENT

##### GENERAL FUND

Elected Leadership	\$135,392
City Management	489,501
Finance and Administration	1,211,398
Development Services	1,074,062
Police	3,991,148
Fire	2,157,161
Public Works	2,860,945
Other Expenses	1,332,916
Capital Outlay	75,732
Intergovt Assessments - County	2,449,659
School Department	25,726,590

##### **TOTAL GENERAL FUND**

**41,504,504**

##### ENTERPRISE FUNDS

Wastewater Department	2,265,608
Water Department	2,098,088
Solid Waste	411,400

##### **TOTAL ENTERPRISE FUNDS**

**4,775,096**

##### SPECIAL REVENUE FUND

Cable Fund	56,012
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##### **TOTAL FY 2018-2019 APPROPRIATION**

**\$46,335,612**

This ordinance shall take effect upon its passage.

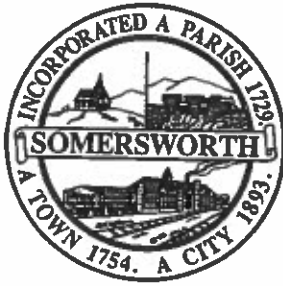
#### Authorization

*Sponsored by:*

Mayor Dana S. Hilliard, by request

*Approved:*

City Attorney



## MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: April 3, 2018

Re: **Ordinance 5-18 FY2018-2019 Budget**

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Attached for your review please find Ordinance 5-18, FY2018-2019 Budget, as amended and tabled by the City Council at their April 2, 2018 meeting.

I have included a spreadsheet detailing the individual amendments to the budget ordinance, by department.

Also attached is a current tax rate estimate and an updated estimate on compliance with the tax cap. The current estimated tax rate is \$34.04, which is a \$.95 (ninety five cents) increase over the prior year. The budget, as amended is under the tax cap by \$972.

If you have any questions or need any additional information please let me know.

Cc: Barbara Ross, Assistant Finance Director



## City of Somersworth – Ordinance

Ordinance No: 5-18

### FY2018-2019 BUDGET

April 2, 2018

#### DEPARTMENT

##### GENERAL FUND

Elected Leadership	\$152,986
City Management	485,815
Finance and Administration	1,203,308
Development Services	1,067,377
Police	3,954,562
Fire	2,133,987
Public Works	2,952,418
Other Expenses	1,328,916
Capital Outlay	75,732
Intergovt Assessments - County	2,449,659
School Department	25,726,590

##### **TOTAL GENERAL FUND**

**41,531,350**

##### ENTERPRISE FUNDS

Wastewater Department	2,257,532
Water Department	2,087,641
Solid Waste	411,400

##### **TOTAL ENTERPRISE FUNDS**

**4,756,573**

##### SPECIAL REVENUE FUND

Cable Fund	56,012
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##### **TOTAL FY 2018-2019 APPROPRIATION**

**\$46,343,935**

This ordinance shall take effect upon its passage.

#### Authorization

*Sponsored by:*

Mayor Dana S. Hilliard, by request

*Approved:*

City Attorney

**As Amended and Tabled 4/2/18**

City of Somersworth  
Ordinance No. 5-18 FY 2018-2019 Budget  
Adjustments by City Council  
As of April 2, 2018

Department	Description	Proposed Budget	Amendments	Amended Budget
<b>GENERAL FUND</b>				
Elected Leadership	Increase - Community Support Crossroads House Decrease - Community Support Homemakers Increase - Community Support AIDS response Increase - Community Support COAST Bus Increase - Community Support Lydia's House of Hope	135,392	1,000 (7,200) 500 17,294 6,000	
<b>Elected Leadership</b>				<b>152,986</b>
City Management	Decrease Health/Dental Decrease - Account & Audit 01401121-45200 Increase - Legal Services 01401121-45100	489,501	(3,686) (5,000) 5,000	
<b>City Management</b>				<b>485,815</b>
Finance and Administration	Decrease Health/Dental	1,211,398	(8,090)	
<b>Finance and Administration</b>				<b>1,203,308</b>
Development Services	Decrease Health/Dental	1,074,062	(6,685)	
<b>Development Services</b>				<b>1,067,377</b>
Police	Decrease Health/Dental	3,991,148	(36,586)	
<b>Police</b>				<b>3,954,562</b>
Fire	Decrease Health/Dental	2,157,161	(23,174)	
<b>Fire</b>				<b>2,133,987</b>
Public Works	Decrease Health/Dental Increase Road Resurfacing 01406610-49104 Increase Paint for Roads 01406610-44177	2,860,945	(14,527) 100,000 8,000	
<b>Public Works</b>				<b>2,952,418</b>
Other Expenses	Decrease Contingency 01408800-0999	1,332,916	(4,000)	
<b>Other Expenses</b>				<b>1,328,916</b>
Capital Outlay		75,732		
<b>Capital Outlay</b>				<b>75,732</b>
<b>Intergovt Assmnts - County Estimate</b>		<b>2,449,659</b>		<b>2,449,659</b>
School Department		25,726,590		
<b>School Department</b>				<b>25,726,590</b>
<b>TOTAL GENERAL FUND</b>		<b>\$41,604,604</b>	<b>\$26,846</b>	<b>\$41,631,450</b>

City of Somersworth  
Ordinance No. 5-18 FY 2018-2019 Budget  
Adjustments by City Council  
As of April 2, 2018

Department	Description	Proposed Budget	Amendments	Amended Budget
<b>ENTERPRISE FUNDS</b>				
Wastewater Department	Decrease Health/Dental	2,265,608	(8,076)	
<b>Wastewater Department</b>				<b>2,257,532</b>
Water Department	Decrease Health/Dental	2,098,088	(10,447)	
<b>Water Department</b>				<b>2,087,641</b>
<b>Solid Waste</b>		<b>411,400</b>		<b>411,400</b>
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$4,775,096</b>	<b>(\$18,523)</b>	<b>\$4,756,573</b>
<b>Cable Fund</b>		<b>56,012</b>		<b>56,012</b>
<b>TOTAL FY 2017-2018 APPROPRIATIONS</b>		<b>\$48,335,612</b>	<b>\$9,323</b>	<b>\$48,344,935</b>

## 2018/19 Tax Rate Estimate

CITY PORTION		Estimated FY18-19 Tax Rate	FY17-18 Tax Rate	Change
Gross Appropriations	18,167,686			
Less: Revenues	9,386,341			
Less: Shared Revenues	-			
Add: Overlay	50,000			
Add: War Service Credits	248,900			
Net Town Appropriation	9,080,245	10.64	10.33	0.31
SCHOOL PORTION				
Net Local School Budget	24,396,930			
Less: Equitable Education Grant	6,920,656			
Less: State Education Taxes	1,898,597			
Net School Tax Total	15,577,677	18.26	17.69	0.57
STATE EDUCATION TAXES				
Equalized Valuation (no utilities)				
Net State Education Total	1,898,597	2.27	2.26	0.01
COUNTY PORTION				
Due to County	2,449,659			
Less: Shared Revenue	-			
Net County Total	2,449,659	2.87	2.81	0.06
Total Tax Rate		34.04	33.09	0.95
Total Property Taxes Assessed	29,006,178			
Less: War Service Credits	(248,900)			
Total Property Tax Commitment	28,757,278			
Net Assessed Valuation (Estimate)				
State Education Taxes (No utilities)	837,480,700	2.27	1,898,597.00	
All Other Taxes	853,000,000	31.77	27,103,316.00	
			29,001,913.00	

**Analysis of Tax Cap - Estimate for FY2019 Budget Year**  
**City of Somersworth, NH**

	City Portion	School Portion	State Portion	County Portion	Total
A. Prior Fiscal Year Net Amount Raised By Taxes (FY2018 Actual Levy)	8,769,936	15,019,825	1,882,114	2,382,236	28,054,111
B. Multiplied by the National CPI-U (CPI Urban all cities index)	2.13%	2.13%	2.13%	2.13%	2.13%
C. Subtotal (A x B)	186,800	319,922	40,089	50,742	597,553
D. Prior April 1 to March 31 Net Construction Value (estimated)	10,743,000	10,743,000	10,743,000	10,743,000	10,743,000
E. Multiplied by Prior Fiscal Year Tax Rate/1,000 of Value (Actual)	10.33	17.69	2.26	2.81	33.09
F. Subtotal (D x E)	110,975	190,044	24,279	30,188	355,486
<b>G. Estimated Increase Allowed for FY2019 Tax Levy (C + F)</b>	<b>297,775</b>	<b>509,966</b>	<b>64,368</b>	<b>80,929</b>	<b>953,038</b>
<b>H. FY2019 Amount allowed to be Raised by Taxes (Capped Tax Levy) (A + G)</b>	<b>9,067,711</b>	<b>15,529,791</b>	<b>1,946,482</b>	<b>2,463,165</b>	<b>29,007,149</b>
I. FY2019 Estimated Amount Adopted to be Raised by Taxes	9,080,245	15,577,677	1,898,596	2,449,659	29,006,177
J. Variance between estimated and capped tax levy (H - I)	(12,534)	(47,886)	47,886	13,506	972
K. Amount required to be absorbed by City and School	13,506	47,886	(47,886)	(13,506)	0
L. Amount of Budget Adjustment Required for FY2019 (J + K)	972	0	0	0	\$972

**M. Total amount Under/(Over) the Tax Cap**



## City of Somersworth – Ordinance

Ordinance No: 6-18

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

April 2, 2018

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

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

Change Police Lieutenant to Grade 28.

Change Police Captain to Grade 29.

This ordinance change shall take effect upon passage.

*Sponsored by Councilors:*

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

*Approved:*

City Attorney





## City of Somersworth – Ordinance

Ordinance No: 7-18

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

April 2, 2018

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

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

Add 11.4.6 Meal Allowance.

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

This ordinance change shall take effect upon passage.

#### Authorization

*Sponsored by Councilors:*

Martin P. Dumont Sr.  
Nancie Cameron  
Edward Levasseur

*Approved:*

City Attorney



## City of Somersworth – Ordinance

Ordinance No: 8-18

### **SUPPLEMENTAL APPROPRIATION FOR TECHNOLOGY IMPROVEMENTS AT VARIOUS SOMERSWORTH SCHOOLS**

April 2, 2018

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

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

Original Budget  
\$ 60,107

Amendment  
\$ 177,644

Revised Budget  
\$ 237,751

Approved as to Funding:

Scott A. Smith  
Director of Finance and Administration

Recorded by:

Trish Harris  
City Clerk

#### Background:

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

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

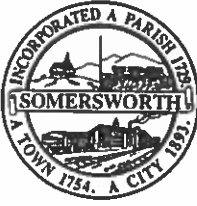
#### Authorization

*Sponsored by Councilors:*

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

*Approved:*

City Attorney



## City of Somersworth – Resolution

Resolution No:      **26-18**

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

April 2, 2018

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

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

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

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

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

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

### Authorization

#### *Sponsored by Councilors:*

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

#### *Approved:*

City Attorney



## City of Somersworth – Resolution

Resolution No: 27-18

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

April 2, 2018

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

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

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

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

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

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

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

### Authorization

*Sponsored by Councilors:*

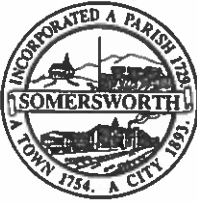
David A. Witham

Martin Pepin

Martin P. Dumont, Sr.

*Approved:*

City Attorney



## City of Somersworth – Resolution

Resolution No: **28-18**

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

April 2, 2018

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

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

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

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

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

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

### Authorization

#### *Sponsored by Councilors:*

Martin Pepin  
Kenneth S. Vincent  
Martin P Dumont, Sr.  
Jonathan McCallion  
Denis Messier  
David A. Witham  
Dale R. Sprague  
Nancie Cameron  
Edward Levasseur

#### *Approved:*

City Attorney



## City of Somersworth – Resolution

Resolution No: 29-18

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

April 2, 2018

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

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

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

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

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

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

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

#### Authorization

##### *Sponsored by Councilors:*

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

##### *Approved:*

City Attorney



## City of Somersworth – Ordinance

Ordinance No: 9-18

### AMENDING CHAPTER 19, ZONING ORDINANCE, SECTION 25, DEFINITIONS, AND ADDING NEW SECTION 19.24, ACCESSORY DWELLING UNITS

April 16, 2018

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

Amend Chapter 19, Zoning Ordinance, Section 25. Definitions, Subsection Z. Dwelling Unit, by deleting it in its entirety and replacing it with the following:

Section 19.25.Z. DWELLING UNIT. A single unit, structure or portion thereof, providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

- a. Dwelling, Single-family. A building and accessories thereto principally used, designed or adapted as a single dwelling unit.
- b. Dwelling, Two-family. A building and accessories thereto principally used, designed or adapted with two dwelling units of similar proportions, the living quarters for each of which are completely separate. **This does not include Accessory Dwelling Units**
- c. Dwelling, Multi-family. A building and accessories thereto principally used, designed or adapted with three or more dwelling units, each of which has separate living quarters.
- d. Dwelling unit, Accessory - An “accessory dwelling unit” means a residential living unit that is within or attached to a single- family dwelling and that provides independent living facilities for one or more persons, including provisions for sleeping, eating, cooking, and sanitation on the same parcel of land as the principal dwelling unit it accompanies.

And, further amend Chapter 19, Zoning Ordinance by adding a new Chapter 24, Accessory Dwelling Units, as follows:

#### Section 19.24 Accessory Dwelling Units

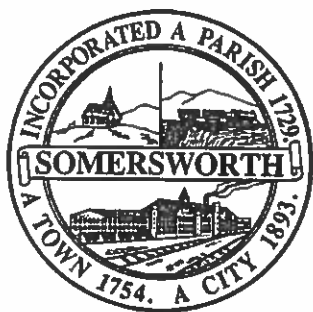
This section is enacted in accordance with the provisions of RSA 674:71 – 73 and RSA 674:21 and serves to increase housing alternatives while maintaining neighborhood aesthetics and quality. To that end, attached accessory dwelling units (ADU) are permitted on any property containing an owner-occupied single-family dwelling, provided that the applicant meets the criteria set forth below:

- a) A maximum of one (1) ADU per property is permitted on property located in zoning districts that allow single-family dwellings and must be located within or attached to the principal single-family dwelling unit or attached or detached garage. “Attached” does not include via the use of a breezeway.

- b) The ADU is contained within or will be an addition to an existing or proposed single family detached dwelling;
- c) Exterior alterations, enlargements, or extensions of the Single-Family Dwelling are permitted in order to accommodate the ADU. However, no such change is permitted which would alter the appearance of the Single-Family Dwelling to look like a duplex or any other multifamily structure (i.e., the house should not look like it was designed to house more than one family). The construction of any exterior accessways which are required for access to the ADU shall be located to the side or rear of the building whenever possible. The ADU shall also be designed to remain functionally dependent on the Single-Family Dwelling and shall not have provisions for separate utilities, garages, driveways, and other similar amenities;
- d) The ADU shall contain no more than two bedrooms;
- e) The ADU shall not exceed 800 square feet in area;
- f) The ADU shall be connected internally to the Single-Family Dwelling;
- g) The property owner must occupy one of the two dwelling units;
- h) One approved, off-street parking space for the ADU shall be provided in addition to any parking for the Single-Family Dwelling;
- i) The Single-Family Dwelling, ADU, and lot shall not be converted to a condominium or any other form of legal ownership distinct from the ownership of the single family dwelling. In order to assure compliance with this requirement, the property owners at the time the ADU is established shall be required to execute a restrictive covenant running in favor of the City, which shall be recorded in the Strafford County Registry of Deeds and a copy provided to the Department of Development Services and the Assessor prior to the issuance of a Certificate of Occupancy; and
- j) Where municipal sewer service is not provided, the septic system shall meet NH DES Water Supply and Pollution Control Division requirements for the combined system demand for total occupancy of the premises.
- k.) A certificate of use issued by the Planning Department is required to verify conformance with the preceding standards. Said certificate shall be renewed annually. The applicant shall remit a non-refundable filing fee of \$75.00 at the time the completed application is filed. Applications to renew the certificate of use shall be due by January 1st following the date of approval of the certificate of use and then by every January 1st thereafter for so long as the ACCESSORY DWELLING UNIT continues. Fees shall be levied as set forth in the City of Somersworth Fee Schedule, as amended annually, for ACCESSORY DWELLING UNIT certificates of use and renewals.

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





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Shanna B. Saunders, Director  
Development Services

To: Bob Belmore, City Manager  
Date: April 16, 2018  
Re: Somersworth ADU Ordinance

The Accessory Dwelling Unit (ADU) law (RSA 674:71 through RSA 674:73), which went into effect on June 1, 2017, requires municipalities to allow internal or attached accessory dwelling units in all zoning districts where single-family dwellings are permitted.

A municipal zoning ordinance that regulates ADUs must allow one attached or internal ADU for any single-family dwelling either as a matter of right, or by conditional use permit or special exception in all zoning districts that permit single-family dwellings. The provisions to regulate the appearance of the ADU may include:

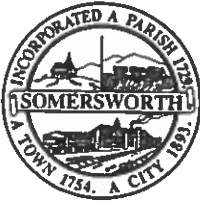
- Design standards that maintain continuity with the look of the primary dwelling unit;
- Location of parking for, and access to, the ADU so that it is not visible from the road;
- Owner occupancy of either the primary or accessory dwelling unit;
- Minimum and maximum square footage of the ADU (but the ordinance cannot require that the ADU be less than 750 square feet); and
- Limits on the number of unrelated persons, the number of persons per bedroom, and/or the number of bedrooms (but the ordinance cannot require that there be only one bedroom).

If a municipality's zoning ordinance contains no provisions related to ADUs, then the minimum provisions of the state law apply as of June 1, 2017:

- One internal or attached ADU per single-family dwelling will be deemed a permitted accessory use for all single-family dwellings; and
- ADUs will be permitted as a matter of right, with no permits or conditions required other than a building permit or zoning compliance permit, if necessary.

In 2017 House Bill 265 amended the ADU law to prohibit condominium conveyance of the accessory dwelling separate from the principal dwelling, unless the municipal zoning ordinance expressly allows separate conveyance.

Please find attached the recommended Somersworth Zoning Ordinance language to include ADU's. The Planning Board held a public hearing on this February 21<sup>st</sup>. There was no public comment.



## City of Somersworth – Resolution

Resolution No: 30-18

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH CMA ENGINEERS OF PORTSMOUTH, NH FOR ENGINEERING SERVICES ASSOCIATED WITH THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT**

April 16, 2018

WHEREAS, the Somersworth City Council adopted Resolution No. 43-17 authorizing the City Manager to enter into a transportation alternatives program grant agreement with the New Hampshire Department of Transportation for the construction of sidewalks on High Street, upgrade pedestrian crosswalk across High Street at Memorial Drive and Franklin Street, construct sidewalks on Memorial Drive and Cemetery Road, and construct a multi-use path between the elementary and middle schools in the City, and

WHEREAS, city staff solicited proposals from qualified engineering consultants for engineering and design services associated with this project, and

WHEREAS, city staff reviewed the proposals submitted, interviewed the prospective consultants and recommends contracting with CMA Engineers of Portsmouth, NH, and

WHEREAS, this recommendation was sent to the State of New Hampshire Department of Transportation for review and they have found it to be satisfactory, and

WHEREAS, city staff have reviewed this recommendation with the Finance Committee and they support this recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with CMA Engineers of Portsmouth, NH to provide engineering and design services associated with the transportation alternatives program grant project in an amount not to exceed \$122,402 (One Hundred Twenty Two Thousand Four Hundred Two dollars) and to take any other actions relative to this project determined to be in the best interest of the City.

### Authorization

*Sponsored by Councilors:*

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

*Approved:*

City Attorney



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*Victoria F. Sheehan*  
*Commissioner*

April 4, 2018

*William Cass, P.E.*  
*Assistant Commissioner*

SENT VIA EMAIL

Shanna B. Saunders  
Director of Planning & Community Development  
City of Somersworth  
1 Government Way  
Somersworth, NH 03878

RE: SOMERSWORTH, X-A004(606), #41363  
High Street, Memorial Drive and Cemetery Road  
Transportation Alternative Program (TAP)  
**SCOPE & FEE APPROVAL**

Dear Ms. Saunders:

The Department has reviewed the scope & fee submission from CMA Engineers and finds it to be satisfactory. The city of Somersworth prepared an independent government estimate and negotiated a final scope and fee for the project with CMA Engineers in the amount of \$119,920. CMA will be subcontracting with Doucet Survey Inc. for surveying work, and a scope & fee schedule was submitted for this work in the amount of \$14,952.

The Department authorizes Somersworth to begin design on this project. The first step is to prepare an engineering study. The submitted scope & fee for the engineering study is \$49,760. If you need additional funding to complete the engineering study, you must submit a contract amendment prior to the additional work being accomplished. Upon completion the engineering study needs to be reviewed and approved by the Department prior to beginning preliminary design.

If you have any questions please contact me at [tom.jameson@dot.nh.gov](mailto:tom.jameson@dot.nh.gov) or call me at 271-3462.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom E. Jameson".

Thomas E. Jameson, PE  
Project Manager  
Bureau of Planning and Community Assistance  
Tel. (603) 271-7866



**CITY OF SOMERSWORTH, NEW HAMPSHIRE**

High Street, Memorial Drive, & Cemetery Road Sidewalk Project  
SOMERSWORTH 41363/X-004(606)

CMA Engineers, Inc.

**Estimated Project Cost Breakdown**

PROJECT TASKS	Engineers Estimate		IGE		Negotiated Estimate	
	HOURS	COST (\$)	HOURS	COST (\$)	HOURS	COST (\$)
<b>DESIGN PHASE</b>						
1.0 - ENGINEERING STUDY CMA Engineers	340	\$ 36,825	180	\$ 19,582	321	\$ 34,808
Doucet	179	\$ 14,952	68	\$ 6,465	179	\$ 14,952
Total	519	\$ 51,777	248	\$ 26,027	500	\$ 49,760
2.0 - PRELIMINARY DESIGN	402	\$ 42,765	370	\$ 36,882	387	\$ 41,141
3.0 - FINAL DESIGN	290	\$ 33,413	270	\$ 28,114	272	\$ 31,501
<b>DESIGN PHASE TOTAL:</b>		\$ 127,955		\$ 92,023		\$ 122,402

**EXHIBIT B**

COMPARISON  
ESTIMATE

## Jameson, Tom

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**From:** Castellano, Joan <Joan.Castellano@dot.nh.gov>  
**Sent:** Tuesday, April 03, 2018 9:13 AM  
**To:** Jameson, Tom; Castellano, Joan  
**Subject:** ProMIS: Project 41363 SOMERSWORTH is approved. Estimate dated: 3/28/2018.

ProMIS: Project 41363 SOMERSWORTH is approved. Estimate dated: 3/28/2018. Project Name: SOMERSWORTH Route / Road: Portions on High Street, Memorial Drive, Cemetery Rd.. Estimate routed by Tom Jameson. Project Finance work done by Lisa Magnani. Project Finance reviewed by Lisa Magnani. Completed by Project Finance on 03/29/2018. FHWA reviewed by Jamison Sikora on 04/02/2018. FHWA recommended by Jamison Sikora on 04/02/2018. FHWA authorized by Ralph Estey on 04/02/2018.

FMIS State Remarks: 3/28/2018 Obligate Preliminary Design funds to begin design of the project. Total Estimate Toll Credits: .00 Total Federal \$ Change: 72,720.80 Total Project \$ Change: 90,901.00 Total State \$ Change: .00 Total Local \$ Change: 18,180.20 Total AC Funds \$ Change: .00 Total NonPar \$ : .00 No NEPA This agreement is subject to the following award terms: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf> Request Division PE Authorization Date

FMIS FHWA Remarks: 4/2/2018 REE Local funds is 20% pro-rata match.  
Delegated/Locally Administered project; NHDOT responsibility for all Title 23 and 2 CFR 200 requirements (compliance, soft match, funding calculations, etc.) per New Hampshire Stewardship & Oversight agreement May 2015.

Hi Shanna,

Attached is the scope & fee approval for the above referenced project. You have notice to proceed to do the engineering study for this project.

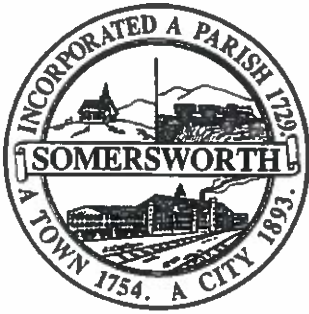
Remember if you need additional funds to complete the engineering study you need to get it approved before the additional work is done.

Please remember to send me monthly updates on the progress.

**I am only sending this via email so please print a copy and put it in your project file.**

Tom

Thomas Jameson, P.E.  
Project Manager  
Bureau of Planning & Community Assistance  
NH Department of Transportation  
Phone: (603)271-3462  
[tjameson@dot.state.nh.us](mailto:tjameson@dot.state.nh.us)



---

Shanna B. Saunders, Director  
Development Services

To: Bob Belmore, City Manager  
Date: March 9, 2017  
Re: DOT TAP Grant – CMA contract

As part of the Department of Transportation (DOT) grant for Transportation Alternatives Program (TAP) and through an RFP process we have chosen CMA Engineers. NHDOT requires what they call an Independent Government Estimate (IGE) for the budgeting process. The City must estimate what it feels are reasonable costs for CMA to charge us for their services. We then compare this to the costs that CMA provide so that we have a basis for negotiation the best cost we can for the project.

The City's IGE budget by Dubois and King was a total of \$92,023. CMA's estimated budget was \$127,955. After a meeting with CMA on February 9<sup>th</sup>, CMA resubmitted a budget of \$122,402 and explained that they did lower most of the high priced project management oversight to lower cost employee management but needed to keep intact the hours spent as these Federal grants have a lot of paperwork and accounting.

During the Feb 9<sup>th</sup> meeting CMA discussed the fact that they thought the grant budgeted amount for intersection redesign was not sufficient. The City asked them to submit a separate estimate for this. That quote came in at \$10,306. This is solely for design, not construction.

DOT must now approve the negotiation process as well as the final agreed to budget of \$122,402. This value is more than the grant estimate of \$85,000 which will leave us with less for construction. However, we have asked DOT the about process for including full intersection design in the project and if there is any possibility for gap funding.

# Exhibit A

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## Scope of Services

The scope of the work for the design includes those elements specifically included in the City of Somersworth's original TAP grant application, as approved by the NHDOT to construct sidewalk improvements along High Street, Memorial Drive, Cemetery Road and the existing trails connecting the Maplewood elementary School to the High/Middle School campus. The scope is additionally supplemented by the *Scope of Services* section to the City's Request for Proposals, and reviewed against the *Local Public Agency Manual of the Development of Projects* (Version 3.0, March 2017). The proposed pedestrian improvements project will connect the City's downtown district with three of the City's four school campuses.

### Phase 1.0 – Engineering Study

#### 1.1 Project Kickoff Meeting

CMA Engineers will meet with the City, and potentially NHDOT, to review the purpose and goals of the project, issues and concerns, and discuss the project schedule. All pertinent information related to the project (City GIS and utility information, historic plans, conceptual plans, base mapping, etc.) will be copied and provided for CMA Engineers' use.

#### 1.2 Right-of-Way Research, Topographic Survey & Wetland Delineation

Right-of-Way Survey and Topographic Survey will be completed by Doucet Survey, Inc under the supervision of a N.H. Licensed Land Surveyor in accordance with the minimum standards established in NH Code of Administrative Rules Lan 500, to document the existing conditions along the proposed project corridor. In general, with respect to the High Street Right-of-Way, efforts will involve records research at the City Assessors Office, Registry of Deeds, NHDOT ROW, NH State Archives, and field survey to locate physical evidence of the location of the Right-of- Way. Topographic survey will be conducted on the ground to 10-feet beyond the apparent public ROW limits, and additional areas at intersections to support design of sidewalks, crosswalks, ramps, and pedestrian signals. Survey will be along High Street, the High St./Franklin St./Memorial Dr. intersection, and trail. Survey efforts for Cemetery Road are covered under another adjoining project. Detailed information related to survey coverage can be found in Doucet Survey's detailed scope.

#### 1.3 Local Concerns Meeting

In conjunction with City staff, a local concerns meeting will be held to allow members of the public to be informed and provide comments about program funding, proposed schedule, project overview, and potential issues and concerns. This meeting will be facilitated by CMA Engineers in conjunction with City staff and aid in the development of the project purpose and need statement. An overview



plan based on City GIS and/or available aerial imagery will be prepared for the meeting.

#### 1.4 Purpose and Need Statement

A purpose and need statement will be prepared from information collected at the Local Concerns Meeting. This statement will clearly define what goals and objectives of the project are, without proposing project solutions. This statement will be used to measure the alternatives developed as part of the design process.

#### 1.5 Engineering Analysis

Feasibility level design plans will be developed based on the project information and TAP application package provided by the City, field reconnaissance, and input from the public and other stakeholders. The proposed improvements will be evaluated to address minor profile adjustments, surface improvements, drainage improvements, ADA compliant pedestrian crossings, ROW issues/impacts, utility issues/impacts and improve connectivity. The information from this analysis will be used in the development of proposed alternatives. This analysis will include a field visit to the project.

#### 1.6 Environmental Documentation

##### a. Data Collection

In accordance with the NHDOT's LPA guidelines for Municipally-Managed projects and to satisfy Federal and State regulations, it will be necessary to evaluate, and document cultural and/or environmental impacts associated with the proposed project. This will include early communication and contact with various state and local agencies. Initial Contact Letters will be sent to the following officials, as appropriate: Mayor, Chair of Planning Board, City Planner, Conservation Commission chair, Historical Society, Fire Chief, Emergency management director, City engineer, City manager, Public Works Department and Police Chief. Review of existing databases and mapping will be completed to evaluate the potential for the project to impact the following: right-of-way; traffic; roadway access; cultural resources; Section 4(f), 6(f) and conservation properties; surface waters, coastal resources; floodways/floodplains, endangered species, and air quality.

Cultural resources review will include a visit to NHDHR to review their files, preparation of a Request for Project Review (RPR) form, and attendance at one (1) Cultural Resources meeting. A copy of the RPR form will be submitted to the City for review prior to submittal. This scope does not include historic or archaeological specialists. Additional historic or archeological reviews (if required) would be completed by specialized sub-consultants under a Contract Amendment.

Natural resources review may require attendance at one (1) Monthly Resource Agency Meeting held at the NHDOT to identify sensitive resources within the project corridor and to determine the level of agency review that will be required and the extent of environmental impacts.

b. Permitting

The need for environmental permits will be reviewed as part of the Engineering Study development. The proposed school campus connector trail improvements may impact wetlands. It is likely that a NHDES wetlands permit and possibly an Alteration of Terrain permit may be required for the project. A pre-application meeting with NHDES regarding permitting requirements is anticipated. City permitting requirements will be determined as a part of the Engineering Study.

c. Environmental Documentation

LPA projects require that findings of the environmental review be documented in an environmental report. CMA Engineers will complete the "Categorical Exclusion (CE) Programmatic Determination Checklist" and required attachments for submission to the NHDOT Bureau of Environment to determine the level of documentation required for the project.

## 1.7 Alternatives Analysis

a. High Street, Cemetery Road, Memorial Drive & Trail

Feasibility level designs and alternatives will be prepared with associated narratives that describe the proposed alternatives and any environmental, ROW, and utility impacts. It is assumed that up to three (3) alternatives will be developed; one alternative being no-build. Conceptual level plans associated with each alternative will be developed and include a typical section and general roll plan. The following information will be evaluated as part of this process:

- Description of the methodology and reasoning used to determine the proposed layout,
- Discussion of potential impacts related to each alternative (historical, environmental, utilities, existing structures, Right-of-Way, etc.),
- Construction impacts to traffic and traffic patterns,
- Conceptual cost estimate, and
- Conceptual level plans for alternatives (typical sections, general roll plans).

The Alternatives Analysis process will be used to recommend the most viable and preferred alternative to advance to the Preliminary Design phase. Once a proposed action is selected by the City, the project can proceed to documenting the process for inclusion in the final Engineering Study report.

b. High Street/Franklin Street/Memorial Drive Intersection

Intersection alternative analysis will focus primarily on pedestrian crossing improvements/safety, and secondarily on intersection geometric realignment. The analysis will follow similar procedures described in 1.7a. The three alternatives to be evaluated will be no-build, pedestrian improvements only, and intersection realignment inclusive of pedestrian improvements. Traffic data for this analysis will be provided from the City, Strafford Regional Planning Commission (SRPC), or NHDOT. If the intersection realignment inclusive of pedestrian improvements is selected as the preferred alternative to advance to Preliminary Design, Phase 2.0 - Preliminary Design will need to be reevaluated and likely adjusted under a contract amendment to reflect the appropriate engineering efforts associated with geometric changes to the intersection.

1.8 **Conceptual Engineer's Opinion of Probable Cost (EOPC)**

CMA Engineers will provide an itemized EOPC for each of the alternatives considered using NHDOT item numbers, descriptions, materials, and construction requirements that are contained in the NHDOT Standard Specifications (i.e., Division 200 through Division 700). The itemized EOPC will include contingencies and separate line items for construction services in accordance with the LPA Manual.

1.9 **Public Presentation of Proposed Action**

CMA Engineers, in collaboration with the City, will conduct a second public meeting that will focus on the Proposed Action as approved by the Sponsor with an update on the schedule, budget and potential neighborhood impacts. This meeting will likely be held in conjunction with a City Council Meeting. Minutes and project graphics presented at the meeting will be incorporated into the Engineering Study document.

1.10 **Engineering Study Submission**

An Engineering Study report will be developed that incorporates the following information:

- a. Purpose and need statement, including alternatives identified, evaluated, and approved by the City.
- b. Information to demonstrate that the proposed corrective effort is justified, worth the expenditure of funds, and incorporates mitigation for impacts to affected natural and cultural resources.
- c. Summary of the existing conditions, descriptions of the existing project location, length and width of proposed project, type of facility, and apparent or unique features.
- d. Summary of the relevant design criteria and manuals to be utilized for the project,
- e. Existing drainage systems and how the proposed work will interact with the existing drainage system.

- f. Incorporate the environmental/historical documentation developed for the project with associated issues.
- g. Discuss the location of the ROW relative to the project footprint and identify likely easements or takings as needed,
- h. Identify the existing utilities, summarize impacts, and determine if utility impacts are eligible expenditures, and if not, who will pay for impacts to the existing utilities.
- i. Identify the preferred alternative and why this is the recommended project design.
- j. Conceptual level plans of the preferred alternative in conformance with Section 1.7.
- k. The study will summarize required permits for each alternative.

The report will require collection and organization of all the data and analysis that was completed during the engineering study phase. Additional, the data will be used to compose a narrative report discussion all the pertinent issues, objectives, and outcomes that took place as part of the engineering study process.

The Engineering Study report will be finalized and submitted to the NHDOT and the City for approval, together with Conceptual Plans, following the Proposed Action Meeting.

### 1.11 Meetings and Coordination with NHDOT/City Staff

#### a. Meetings

Meetings will be held with NHDOT staff (1 assumed) and City staff and Committee/Council (4 assumed) during the Engineering Study phase of the project.

#### b. Project Management

CMA project manager will coordinate regularly by email and by phone with NHDOT/City staff, subconsultants, and project team members. Efforts under project management include, but are not limited to, schedule review & update, weekly budget review & monitoring, coordination & dissemination project information between all interested parties, documentation of project information; and completing monthly project status reports and invoices in conformance with the NHDOT LPA requirements. 6 months of project management are assumed.

## Phase 2.0 – Preliminary Design

### 2.1 Design Plans and Documents

Preliminary Design Plans and Documents will be developed based on the selected proposed action developed by the Engineering Study, project information and TAP application package provided by the City, field

reconnaissance, input from the public and other stakeholders, and any comments received as part of the Engineering Study submittal review. The Preliminary design submittal will include a set of plans depicting existing conditions, the location of proposed improvements, sidewalks, ramps, and drainage improvements. In addition, we will include construction details as appropriate to properly characterize proposed improvements.

CMA Engineers will prepare plans in accordance with NHDOT *“Standard Specifications for Road and Bridge Construction”* while also incorporating any specific contract requirements identified by the City. **These plans will be considered near final plans, including all required information and plans sheets to be included in the final plans.** CMA Engineers anticipates that the Preliminary Plans will consist of the following materials:

- a. Cover Sheet: Location plan and index of sheets;
- b. General Notes & Legend: Plan notes governing the project;
- c. Drainage Notes: Description of drainage improvements developed in accordance with the NHDOT Drainage Manual;
- d. Detail Sheets: Depiction of the details for the project components (drainage, sidewalk, erosion control, landscaping, grading, and miscellaneous details);
- e. Typical Sections: Cross sections showing the typical improvements along the project with dimensional and material identification;
- f. Existing Condition Plans: These plans will be developed from the information obtained during the Engineering Study Phase of the project. These plans will show existing topographic features, utilities, wetlands, ROW limits, Historic features and other visible information needed to construct the proposed project;
- g. General Plans: These plans will be plan/profile sheets and will include proposed improvements related to the project (signing, striping, utilities, etc.). Twelve (12) general plan sheets (1"=20' horizontal, 1"=4' vertical) are assumed;
- h. Sign Text Layout: These sheets will contain the detailed layout of the sign construction of those needed for this project;
- i. Traffic Control Plans
- j. Cross-Sections: Plans showing basic cross sections at critical cross-sections (drainage crossings, utility crossings, trail access points, intersections, etc.) (as needed).
- k. **Stormwater Analysis, LPA Submittal Requirements, & QA/QC: Engineering evaluations for drainage (hydraulics & hydrology). Quality control review, submittal to NHDOT Traffic Control Committee, submittal of crosswalk request, and field review to resolve potential issues. Additional environmental, archeological, and historic investigations/research are not included.**

## 2.2 Environmental and Historical Documentation

Per the NHDOT process and policy, the preliminary plan layout will be developed to minimize impacts to any cultural and/or natural resources (historic features, wetlands, etc.) identified in the Engineering Study within the project area and incorporate commitments identified through the NEPA process. A copy of the Final CE Document will be submitted concurrent with the Preliminary Design Plans.

## 2.3 Permitting

Local permitting and Standard Dredge & Fill wetlands application will be finalized if applicable.

## 2.4 ADA Compliance

Proposed pedestrian facilities (sidewalks, ramps, crosswalks, signs, etc.) within the project will be reviewed and designed in accordance with the Americans with Disabilities Act (ADA). Design standards for project components that comply with ADA requirements as described in the LPA manual and the latest federal requirements will include design notes, details, elevation control, and minimum width of walks.

## 2.5 Utility Coordination

All utilities within the project will be determined and a point of contact will be established. Verification plans will be prepared from survey and supplemental information provided by utilities, and then distributed to all utilities for review and confirmation. Supplemental plans will be distributed for review as the project design is developed. If conflicts arise, coordination with the affected utility and the City will begin and continue until resolution. One on-site utility meeting is included, if needed.

## 2.6 Mid-Block Crossing & Intersection Crossing Evaluation

Evaluate the mid-block crossings and determine of appropriate type of crossing treatments for each location. The evaluation will be based on available traffic counts and field review of roadway/intersection geometry and sight distances. In collaboration with the City and NHDOT, if we determine the preferred treatment requires MUTCD warrant analysis or further data collection (turning movement counts and/or speed data), we will provide this service through a contract amendment.

## 2.7 Public Outreach

A public information meeting will be held toward the end of the Preliminary Design process. This meeting will be used to present developments in the project since presentation of the proposed action, collect comments and pertinent information relative to the proposed work, and to update public officials on overall project status. It is assumed that this meeting will be scheduled as part of a City Council Meeting.



## 2.8 Preliminary Right-of-Way Activities

For this project, it is not expected that any formal acquisitions or permanent easements will be required since the work is intended to remain within City and State rights-of-way. An initial inventory of potential impacts will be prepared and submitted to the City for review. Formal documentation will be prepared in Final Design (see 3.2).

## 2.9 Preliminary EOPC

The itemized EOPC from the Engineering Study will be updated and expanded to reflect the advancement to the Preliminary Design level. The itemized EOPC will include updated line items, contingencies, and a construction services cost estimate.

## 2.10 Submission of Preliminary Plans

Plans and documentation will be submitted to NHDOT and the City for review and approval. Included will be all the materials, comments, and outcomes of work developed in the Preliminary Design with plans in 11" X 17" format. A transmittal letter will be included that highlights changes, refinements to the design, and Engineering Study comments resolution. All the documentation and plans will also be submitted to NHDOT electronically (PDF format).

## 2.11 Meetings and Coordination with NHDOT/City Staff

### a. Meetings

Meetings will be held with NHDOT staff (1 assumed) and City staff and Committee/Council (4 assumed) during the Preliminary Design phase of the project.

### b. Project Management

CMA project manager will coordinate regularly by email and by phone with NHDOT/City staff, subconsultants, and project team members. Efforts under project management include, but are not limited to, schedule review & update, weekly budget review & monitoring, coordination & dissemination project information between all interested parties, documentation of project information, and completing monthly project status reports and invoices in conformance with the NHDOT LPA requirements. 4 months of project management are assumed.

## Phase 3.0 – Final Design Plans

### 3.1 Final Design Plans

This phase of the project will involve the further development of Preliminary Plans into Final Design plans for bidding and construction. These plans (see Section 2.1) will incorporate comments resulting from the Preliminary Plan review.

### 3.2 Final Right-of-Way Activities

As previously stated, it is not expected that any formal acquisitions or

permanent easements will be required since the work is intended to remain within City and State rights-of-way. Should any permanent easements be required, Doucet will prepare recordable permanent easement documents and plans under a contract amendment. Temporary access rights on private properties may be required to complete the work. We will coordinate with the City Assessor, City Attorney, and other City officials to determine the just compensation amounts and secure such access rights. For each impacted parcel, we will prepare an exhibit showing the proposed work and impact area (for negotiation purposes only, not for recording), will draft a temporary easement document, and will complete an Estimate of Compensation form. The City will be responsible for determining the Fair Market Value of land for each affected parcel. It is assumed that up to ten (10) temporary easements will be required. We will attend up to five (5) meetings with City staff and abutters related to ROW negotiations.

### 3.3 Contract Documents

CMA Engineers will prepare Contract Documents using the latest edition of the NHDOT Standard Specifications for Roadway and Bridge Construction. Completed Contract Documents will include the following:

- Prosecution of Work
- Traffic Control
- Invitation to Bid
- Instructions to Bidders
- Bid Proposal
- Bid Bond
- Contract Agreement
- Construction Performance Bond
- Construction Payment Bond
- Notice of Award
- Notice to Proceed
- Application for Payment Form
- Waiver of Liens
- Change Orders
- Certificate of Substantial Completion
- Consent of Surety to Final Payment
- Contractors Lien Waiver
- Certificate of Final Completion
- Contractor's Affidavit
- Contractor's Release
- Standard General Conditions



- Supplementary Conditions
- Required Contract Document Package (from NHDOT website; includes all Federal Requirements)

### 3.4 Final EOPC

The preliminary design EOPC will be further developed into a Final Design EOPC. It will incorporate comments from the preliminary EOPC review and be updated to include changes associated with the PS&E submittal. Contingencies previously carried will be removed and costs for construction services will be included.

### 3.5 Draft Plan, Specifications, Estimate (PS&E) Submittal

A draft PS&E submittal will be made. This will include a complete set of plans, final EOPC, and complete set of contract documents. In addition, the following certifications and statements will be submitted:

- Plans, Specifications, & Estimate (PS&E) Checklist
- Right-of-Way Certificate (certifies that ROW has been cleared)
- Utility Certificate (certifies that utilities have been cleared)
- Permits and Approvals
- Signed Significant Determination Memorandum from NHDOT's Traffic Control Committee (TCC)

Approval of the above documents is required under the NHDOT's LPA process prior to bidding.

### 3.6 Final PS&E Submittal

A final PS&E submittal will be made to address comments resulting from the Draft PS&E Submittal review.

### 3.7 Meeting and Coordination with NHDOT/City Staff

#### a. Meetings

Meetings will be held with NHDOT staff (1 assumed) and City staff and Committee/Council (4 assumed) during the Final Design phase of the project.

#### b. Project Management

CMA project manager will coordinate regularly by email and by phone with NHDOT/City staff, subconsultants, and project team members. Efforts under project management include, but are not limited to, schedule review & update, weekly budget review & monitoring, coordination & dissemination project information between all interested parties, documentation of project information, and completing monthly project status reports and invoices in conformance with the NHDOT LPA requirements. 6 months of project management are assumed.

### 3.8 Bid Assistance

a. Construction Documents for Bidders

Prepare final plans and documents to be distributed to bidders, the City, and construction informational services.

b. Advertisement & Contractor Pre-Qualification

Preparation of advertising materials and assist City with publication as specified by the LPA manual. Assist City with contractor pre-qualification

c. Pre-Bid Meeting

Administer a pre-bid meeting.

d. Active Bid Management (Tracking & Questions)

Coordinate with plan distributor and keep up-to-date list of plan holders. Address questions from prospective bidders, suppliers and project advertising agencies by compiling a list of the questions and approved responses and issuing addenda to the contract. Up to two (2) addenda are assumed.

e. Bid Opening

Attend and assist City with bid opening.

f. Bid Evaluation

Preparation of a bid tabulation of all Bidders' submissions and the final engineer cost estimate. Evaluate the bids for compliance with contract requirements and check for unbalanced bid items. Provide the LPA and NHDOT guidance on unbalanced conditions detected during analysis. Recommendation for award of contract to lowest price responsible bidder.

### Phase 4.0 - Construction Phase Services

The following description of expected Construction Phase Services is provided for review in accordance with Section 14 of the LPA Manual, however, these services are not included as part of the initial design- phase contract. It is expected that these services will be negotiated during the Final PS&E stage of the project when the details and scope of the actual construction of the project are better understood.

Construction phase services described herein involve all aspects of construction administration and resident project representative inspection services. CMA Engineers offers these services under the direction of a Professional Engineer licensed in the State of NH.

#### 4.1 On-Site Resident Inspection (16 weeks assumed)

Services associated with on-site resident inspection include, but are not limited to, the following:

- Construction observation/resident project representative services to monitor work associated with the contract
- Daily records

- Field observation reports
- Worker-class field audits

#### 4.2 Office Construction Administration (16 weeks assumed)

Services associated with office construction administration include but are not limited to the following:

- Schedule, moderate, and document the preconstruction conference
- Review and approval of Contractor's SWPPP submittal
- Notice to Proceed
- Shop drawing review and approval
- Contract clarification(s) as necessary
- Preparation and review of change orders as necessary
- Review and approval of monthly payment applications
- Documentation of LPA required documents
- Schedule, moderate, and document weekly construction meetings
- Materials testing and associated reviews
- Final inspection, punch list, and certification
- Prepare and submit record drawings

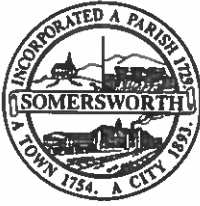
Materials-testing will be in accordance with the Quality Assurance & Materials Testing requirements of the NHDOT's LPA Manual. This effort will require the addition of an independent testing laboratory, which would be carried either as an allowance under CMA Engineers' Construction Phase Services Contract, as allowance in the Contractor's bid, or under a separate contract with the City.

#### A. SCOPE ASSUMPTIONS

- All public meetings will be attended by two CMA Engineers personnel.
- Permit application fees will be paid by the City.
- No permanent easements or acquisitions to support this project are anticipated at this time.
- Any legal and/or appraisal support for the development of any temporary or permanent easements that may be required will be provided by the City at the City's cost.
- Professional services required for the development of recordable easement or acquisition plans is not included in the current scope.
- Geotechnical investigations and pavement design are not included in the current scope.
- Alteration of Terrain permitting is not included in the current scope.
- Traffic related data collection is not included in this scope. CMA Engineers will use data from the City, NHDOT, and SRPC. If additional data is needed

beyond what is provided from the City, NHDOT, and SRPC, a Contract Amendment will be needed.

- One submission of each of the Engineering Study and Preliminary Plans is provided for in the scope. It is assumed that review comments from each will be incorporated in the submittal for the subsequent design phase. Resubmittals (if required) are not included in the current scope.
- The Final Design phase includes two (2) submittals: Draft PS&E Plans and Final PS&E Plans. Any additional submissions within the Final Design phase are not included in the current scope.
- Construction Phase services are listed for reference, but are not included as part of this contract. It is expected that these services will be negotiated as part of future contract amendment as the work is better defined.
- This scope and fee estimate is predicted on the included project schedule, which reflects a 16-month contract duration. Extended contract duration will necessitate a corresponding increase in engineering fees.



## City of Somersworth – Resolution

Resolution No: 31-18

**TO AUTHORIZE THE SCHOOL DEPARTMENT TO UTILIZE FUNDS FROM AN EVERSOURCE ENERGY EFFICIENCY REBATE TO CONTRACT WITH ECKHARDT AND JOHNSON OF MANCHESTER, NH TO REPLACE AN HVAC UNIT AT THE HIGH SCHOOL**

April 16, 2018

WHEREAS, the School Department solicited proposals from qualified contractors to replace a failed HVAC unit at the Somersworth High School, and

WHEREAS, the School Building, Grounds, and Transportation Committee reviewed the bids received and recommends contracting with Eckhardt and Johnson of Manchester, NH to replace the HVAC unit utilizing funds available from an Eversource energy efficiency incentive rebate, and

WHEREAS, the Finance Committee met with the school administration and supports this recommendation at a cost not to exceed \$41,627 (Forty One Thousand Six Hundred Twenty Seven dollars),

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the School Department is authorized to contract with Eckhardt and Johnson of Manchester, NH to replace an HVAC unit at the Somersworth High School at a cost not to exceed \$41,627 (Forty One Thousand Six Hundred Twenty Seven dollars), and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the School Department is authorized to use the Eversource energy efficiency rebate to fund this project.

*Note: The School Department received \$75,000 from Eversource as an incentive for implementing certain energy efficient projects at Idlehurst Elementary School.*

### Authorization

#### *Sponsored by Councilors:*

David A. Witham  
Dale R. Sprague  
Martin Pepin

#### *Approved:*

City Attorney



**SCHOOL ADMINISTRATIVE UNIT FIFTY SIX**  
**Rollinsford School District – Somersworth School District**  
 51 West High Street  
 Somersworth, NH 03878  
 (603) 692-4450 • Fax (603)692-9100



**SUPERINTENDENT**  
 Interim

Lori Lane

To: Bob Belmore, City Manager, Scott Smith, Finance Director  
 From: Lori Lane, Interim Superintendent, Katie Krauss, Business Administrator  
 Date: March 29, 2018  
 RE: HVAC Replacement

**BUSINESS**  
**ADMINISTRATOR**

Katie Krauss

The attached RFP was posted on February 15<sup>th</sup> for the replacement of the heating/ventilation unit HV-3 for the High School Kitchen. A mandatory walkthrough/pre-bid meeting was held on March 1<sup>st</sup> with ten vendors in attendance. Bid proposals were due back by March 15<sup>th</sup>. The Building, Grounds and Transportation Committee met on March 15<sup>th</sup> to open the bids that the district received.

**DIRECTOR**  
**STUDENT**  
**SERVICES**

Pam MacDonald

The district received five bids from the following vendors:

- Eckhardt & Johnson: \$39,627
- AAA Energy: \$50,674
- ENE: \$62,086
- KPMB: \$65,200
- Moose Hart's HVAC: \$76,876

**SPECIAL**  
**EDUCATION**  
**LIAISON**

Thomas Hayward

The committee made a recommendation to the School Board Budget and Finance Committee to recommend Eckhardt & Johnson pending funding for the project. The School Board Budget and Finance Committee met on March 19<sup>th</sup> and discussed possible funding sources for the project.

Based on that discussion the committee is requesting that the City Finance Committee authorize the spending of \$39,627 out of the Eversource Rebate that was received by the School District in 2011.

On behalf of the Somersworth School District, thank you for considering this request to support the HVAC Unit Replacement at the Somersworth High School.

If you have any questions, please feel free to contact me.

**EXPECT EXCELLENCE**

*Equal Opportunity Employer • Equal Education Opportunities*



## City of Somersworth – Resolution

Resolution No: 32-18

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A 5-YEAR CONTRACT WITH RESOURCE MANAGEMENT INC. (RMI) OF HOLDERNESS, NH FOR DISPOSAL OF WATER TREATMENT FACILITY LAGOON SLUDGE MATERIAL**

April 16, 2018

WHEREAS, the City of Somersworth Fiscal Year 2017-2018 Water Fund adopted budget contains an appropriation for lagoon cleaning at the Water Treatment Facility; and

WHEREAS, this project involves the removal, hauling and disposing of the sludge in the lagoons as well as the replenishment of sand filtration material; and

WHEREAS, City staff received approval from the City Council Finance Committee to waive City bidding requirements and to negotiate directly with Resource Management Inc.; and

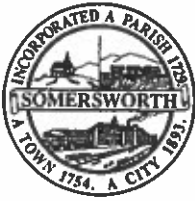
WHEREAS, Resource Management Inc. has submitted a 5-year proposal for the hauling and disposal of sludge material from the lagoons with the first year cost estimated to be \$26,000 (Twenty Six Thousand dollars); and

WHEREAS, the City will utilize other available resources for the preparation of RMI's removal of the sludge from the facility; and

WHEREAS, the Finance Committee for the City of Somersworth reviewed the proposal and supports staff's recommendation to award the hauling & disposal contract to Resource Management Inc.;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a 5-year contract with Resource Management Inc., of Holderness, NH for the Water Treatment Facility lagoon sludge hauling & disposal with a first year cost not to exceed \$26,000 (Twenty Six Thousand dollars) and to take any and all such actions relative to this project determined to be in the best interest of the City.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Dale R. Sprague Martin Pepin	<i>Approved:</i> City Attorney



## MEMORANDUM from Director Public Works & Utilities

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Date: April 12, 2018

To: Bob Belmore, City Manager

From: Michael J. Bobinsky, Director of Public Works and Utilities  
Scott Smith, Director of Finance and Administration

Re: Authorization to Enter into Agreement with Resource Management Inc.

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The Department's FY18 Water Fund budget includes funds for cleaning lagoon #2, and #3 at the Water Treatment Facility. Funds are provided annually and staff rotates which lagoon gets cleaned on annual basis. The City solicits proposals for removing, hauling and disposing of sludge material in the lagoons and for the past several years, Resource Management Inc. has been the only vendor that has either submitted a proposal for consideration, or has been selected from other proposal. Based on this and favorable experiences with the firm, staff sought, and received, permission from the City Council Finance Committee to waive City bidding requirements and negotiate direct with Resource Management Inc. for a multi-year agreement for this annual service.

In conjunction with staff negotiations, Resource Management Inc. submitted a multi-year proposal for hauling and disposal of sludge material from the lagoons; first year costs are estimated at \$26,000. The Department will use other available contract resources for the preparation of Resource Management Inc.'s removal of the sludge from the lagoons. Staff reviewed this proposal and operational plan with the City Council Finance Committee, and they support staff's recommendation to award the hauling and disposal contract to Resource Management Inc.





March 16, 2017

Michael Bobinsky  
Director of Public Works & Utilities  
Public Works Facility  
18 Lilac Lane  
Somersworth, NH 03878

*delivered by email @*  
[mbobinsky@somersworth.com](mailto:mbobinsky@somersworth.com)

**RE: Water Treatment Residuals – Proposal for on-going services**

Dear Mr. Bobinsky:

In response to the request for a proposal for on-going management of the drinking water treatment residuals, or hydrosolids, Resource Management, Inc. (RMI) provides the following for consideration:

RMI continues to be interested in recycling the Somersworth hydrosolids in our beneficial use program. RMI can provide these recycling services on an annual basis when the lagoon system is dewatered and ready for removal of the solids.

While RMI has historically played a larger role in lagoon cleaning and maintenance, RMI does not want to pursue removal of the solids, nor replenishing the sand in the lagoons going forward. These activities have a high degree of liability associated with impacting the integrity of the subsurface piping, and RMI is not equipped for these types of services as it is not aligned with RMI's core business. We have typically sub-contracted this work in the past, and we do not want to perform this aspect of the lagoon management any longer.

RMI continues to maintain a robust and successful residuals recycling program. If Somersworth is interested in pursuing this option for beneficial utilization of the hydrosolids once dewatered from the lagoon system, RMI can provide recycling services at the rate of \$42/ton plus \$450/load for hauling. If Somersworth wants RMI to provide equipment to load our trailers, the fee would be \$2200 per mobilization. These fees will all increase by 2.5% annually on January 1<sup>st</sup>.

RMI appreciates being considered for on-going hydrosolids recycling services. Charley Hanson and I are available next week to discuss this proposal with you.

Respectfully submitted,

Shelagh Connelly  
President

---

1171 NH Route 175  
Holderness, NH 03245

**Heart & Soil**  
Ag Products  
WOOD ASH • BIOSOLIDS • PAPER FIBER • ENGINEERED TOPSOIL

603-536-8900  
[RMIrecycles.com](http://RMIrecycles.com)



## City of Somersworth

### 5-year Estimate of Hydrosolids Recycling Services Costs

As of 4/11/18 based on proposed contract assumptions

Base Contract Items	Cost	Unit	Est Units	Year 1	Year 2	Year 3	Year 4	Year 5	Notes/Assumptions
4.1 Hydrosolids Recycling Fee	\$42.00	ton	410	17,220.00	17,650.50	18,091.76	18,544.06	19,007.66	Estimated 350-410 tons per year, cost increases 2.5% per year
4.1 Hydrosolids Transport Fee	\$450.00	load	13	5,850.00	5,996.25	6,146.16	6,299.81	6,457.31	Estimated 13-15 loads per year, cost increases 2.5% per year
4.6 Testing	Cost + 20%	year	1	1,200.00	1,230.00	1,260.75	1,292.27	1,324.58	annual estimated cost for testing, assumes lab fees may increase each year
<b>Total Base Contract Costs</b>				<b>24,270.00</b>	<b>24,876.75</b>	<b>25,498.67</b>	<b>26,136.14</b>	<b>26,789.54</b>	

Contingency Contract Items	Cost	Unit	Est Units	Year 1	Year 2	Year 3	Year 4	Year 5	Notes/Assumptions
4.3 Non-Standard Sludge	Cost + 20%	event	0	0.00	0.00	0.00	0.00	0.00	No anticipated non-recyclable material
4.4 Trucking Services	\$105.00	hour	0	0.00	0.00	0.00	0.00	0.00	For non-recyclable sludge transport or demurrage over 45 minutes, no anticipated events
4.7 RMI Equipment & Loading	2,200.00	event	1	2,200.00	2,255.00	2,311.38	2,369.16	2,428.39	assumes one event per year, cost increases 2.5% per year
<b>Total Contingency Contract Costs</b>				<b>2,200.00</b>	<b>2,255.00</b>	<b>2,311.38</b>	<b>2,369.16</b>	<b>2,428.39</b>	

**Total Base & Contingency Costs**

**26,470.00    27,131.75    27,810.04    28,505.29    29,217.93**

1171 NH Route 175  
Holderness, NH 03245



603-536-8900  
RMIrecycles.com

# SOMERSWORTH, NEW HAMPSHIRE

City of Somersworth  
One Government Way  
Somersworth, NH 03878



City Hall  
603.692.4262  
www.somersworth.com

April 6, 2018

Mitchell Municipal Group, PA  
Kerian Roman, Esq.  
25 Beacon Street East  
Laconia, NH 03246

**RE: HISPANO SUIZO, LLC – 20 GREEN STREET – ASSESSOR'S MAP 10, LOT 176 - ZBA #01-2018.**

Dear Applicant:

Please be advised that at the meeting of April 4, 2018, the Somersworth Zoning Board of Adjustment voted to **DENY** your request for a rehearing of the Zoning Board's decision to approve a variance from Table 4.A.5 of the Zoning Ordinance to allow automobile sales on property located at 20 Green Street, in the Business (B) District, Assessor's Map 10, Lot 176, ZBA #01-2018. The Board felt that no new information was submitted and that they did not err in their decision to approve the variance request.

If you have any questions or comments, please contact the Division of Economic Development and Planning at 603-692-9519.

Sincerely,

Shanna B. Saunders  
Director of Planning & Community Development

SBS: tag

cc: Hispano Suizo, LLC  
Coolidge Law Firm. PLLC

**Bob Belmore**

CITY ATTORNEY

**From:** Keriann Roman <keri@mittchellmunigroup.com>  
**Sent:** Friday, April 06, 2018 8:55 AM  
**To:** Bob Belmore  
**Cc:** Brenda Breda  
**Subject:** RE: Final Copy - Motion for Rehearing

Bob,

The Council has 30 days from the date of the vote to appeal to Superior Court, so our deadline is May 3<sup>rd</sup> (I always like to give myself an extra day) (RSA 677:4).

If I know by April 16/17 if the Council wants to appeal, that's enough time to get an appeal prepared.

Keriann Roman, Esquire  
Mitchell Municipal Group, P.A.  
25 Beacon Street East  
Laconia, NH 03246  
603-524-3885  
Fax 603-524-0745  
www.mitchellmunicipalgroup.com

---

**From:** Bob Belmore [mailto:bbelmore@somersworth.com]  
**Sent:** Thursday, April 5, 2018 9:48 AM  
**To:** 'Keriann Roman'  
**Cc:** Brenda Breda  
**Subject:** RE: Final Copy - Motion for Rehearing

Hi Keri

The ZBA voted 4-0 with 1-abstention to not grant a rehearing last evening.

How long does the Council have to decide on a Superior Court appeal?  
The Council next meets on April 16.

thank you  
Bob

Robert M. Belmore, ICMA-CM  
City Manager  
City of Somersworth, NH  
office 603-692-9503  
direct 603-692-9502

**Bob Belmore**

**From:** Keith Hoyle  
**Sent:** Friday, March 16, 2018 3:54 PM  
**To:** Michael Bobinsky  
**Cc:** Bob Belmore  
**Subject:** FW: [HSEM-Strafford County] FW: [EOC-ESF] Action Requested - Initial Damage Assessment March Blizzard  
**Attachments:** PA - IDA Survey-snow removal.pdf; PDA Checklist.pdf; PA Categories of Work.pdf; PA Work Costs.pdf; ATT00001.txt; ATT00001.txt  
**Importance:** High

**From:** hsem-strafford-bounces@maillist2.nh.gov [mailto:hsem-strafford-bounces@maillist2.nh.gov] **On Behalf Of** DOS: NH HSEM Field Services via HSEM-Strafford  
**Sent:** Friday, March 16, 2018 3:07 PM  
**Subject:** [HSEM-Strafford County] FW: [EOC-ESF] Action Requested - Initial Damage Assessment March Blizzard  
**Importance:** High

Good Afternoon,

On March 13th, 2018, Rockingham and Strafford Counties received new record amounts of snowfall. Due to the new records the State of New Hampshire may be eligible for a Major Disaster Declaration specific to Snow Assistance. The only counties that would be eligible are the core counties of **Rockingham and Strafford** and continuous counties of **Belknap, Carroll, Hillsborough and Merrimack**. **Only applicants in these counties need to submit Initial Damage Assessments (IDAs)**. We are asking that all partners in those counties fill out the survey in the below link (or attached PDF if you cannot access the online form), even if you didn't have any damages. This ensures everyone is accounted for. If you had no damages, you only need to answer baseline information and select "No" for damages incurred.

As a result of costs incurred by emergency protective measures, we may meet the Statewide Damage Indicator threshold, which would result in a request from Governor Sununu for a Major Disaster Declaration from the President. Major declarations open the door for the availability of disaster-related Stafford Act funding and technical assistance. Time is critical for this request to be made.

In addition to the usual categories of work that are eligible for reimbursement, work associated with snow removal is also eligible. Eligible snow related Emergency Protective Measures would include:

- Snow removal
- Snow dumps
- De-icing
- Salting
- Sanding of roads and other eligible facilities

### **Click Here to Complete the IDA**

We are asking that all forms be submitting by close of business **Friday March 23, 2018**. We have also included several reference documents to assist you in the IDA process.

If you have any questions or need assistance, please contact your HSEM Field Representative or Fallon Reed, Chief of Planning at [fallon.reed@dos.nh.gov](mailto:fallon.reed@dos.nh.gov)

Thank you,

#### HSEM Planning

New Hampshire Department of Safety  
Homeland Security and Emergency Management  
Office: 603-271-2231  
[hsemplanning@dos.nh.gov](mailto:hsemplanning@dos.nh.gov)



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#### HSEM (ACC)

State of New Hampshire, Department of Safety  
Division of Homeland Security & Emergency Management  
Switchboard: 603-271-2231  
Local Liaison: 603-223-3663  
Email: [nheoc@dos.nh.gov](mailto:nheoc@dos.nh.gov)  
Site: [www.nh.gov/safety/divisions/hsem](http://www.nh.gov/safety/divisions/hsem)



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New Hampshire Department of Safety  
Division of Homeland Security and Emergency Management

Public Assistance Initial Damage Assessment

March 13, 2018 Blizzard

Contact Information

Date	3/23/18		
Agency Type	<input checked="" type="checkbox"/> Public/Government	Level:	<input type="checkbox"/> State <input type="checkbox"/> County <input checked="" type="checkbox"/> Local
	<input type="checkbox"/> Educational Facility	Type:	<input type="checkbox"/> Public/Charter <input type="checkbox"/> Private <input type="checkbox"/> College/Univ. <input type="checkbox"/> Other
	<input type="checkbox"/> Private Non-Profit	Type:	
	<input type="checkbox"/> Other		
Name	Michael J. Bobinsky		
Title	Director of Public Works & Utilities		
Agency	City of Somersworth		
Phone	603-692-4266		
County	Strafford		
Did your agency/entity experience damages or accrue costs associated with the March 13, 2018 Blizzard (if no - you do not need to fill out any more information on the form) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Categories of Work

Please Indicate the types of damages/costs that you incurred directly related to this disaster.

<input type="checkbox"/> A. Debris Removal	Debris removal activities, such as clearance, removal, and disposal, will be considered during damage assessments if the removal is in the public interest.
<input checked="" type="checkbox"/> B. Emergency Protective Measures	Activities undertaken by the community before, during, and following a disaster to eliminate or reduce an immediate threat to life, public health or safety, or eliminate an immediate threat of significant damage to improved public or private property. <b>Snow removal costs are eligible.</b>
<input checked="" type="checkbox"/> C. Roads/Bridges	Work required restoring roads (paved, gravel, and dirt), bridges, and their components to their pre-disaster design and function. Damage must be the result of the disaster.
<input type="checkbox"/> D. Water Control Facilities	Work done to restore publicly-owned water control facilities.
<input type="checkbox"/> E. Public Buildings and Equipment	Work required to restore damaged buildings will be considered along with upgrades required by codes and standards. This includes all structural and non-structural components, including mechanical, electrical, and plumbing systems, as well as contents, furnishing and equipment within the building.
<input type="checkbox"/> F. Public Utility Systems	Work required to restore damaged utility facilities to pre-disaster design and function will be considered under Category F. This includes Water storage facilities, treatment plants, and delivery systems, Power generation, transmission, and distribution facilities, including, but not limited to, wind turbines, generators, substations, and power lines, Natural gas transmission and distribution facilities, Sewage collection systems and treatment plants, Communication systems
<input type="checkbox"/> G. Parks and Others	In general, mass transit facilities such as railways, swimming pools, playground equipment, tennis courts, boat docks, piers, golf courses, picnic tables, and other types of facilities that do not fit in Categories C - F. Roads, buildings, or utilities located in parks and recreational areas. Engineered and maintained beaches. Natural features as long as they are improved or maintained. Any grass, trees, or ground cover when it is necessary for slope stabilization and/or erosion control

**A. Debris Removal**

Brief Description of Damage

Total Debris Removal Cost Estimates \$

Notes

**B. Emergency Protective Measures**

Did you Activate/Open your EOC: ☐ Yes ☒ No

Number of Staff in EOC:

Describe Costs associated with the EOC Activation:

EOC Cost Estimates: \$

Did you Open a Shelter: ☐ Yes ☒ No ☐ Standby

Number of Staff in Shelter:

Describe Costs associated with the Shelter Activation:

Number of individuals who utilized shelter:

Shelter Cost Estimates: \$

Other Emergency Protective Measures and Costs: \$ 54,775.28

Describe costs associated with other Emergency Protective Measure: i.e. snow removal, snow dumps, de-icing, salting, sanding of roads and other eligible facilities.

Snow plowing, salting, and sanding of public streets and ways along with the correlating overtime costs; along with associated snow removal for public streets and ways after storm dissipation, including costs of contractors hired to assist with snow removal operation.

Indicate the start date and time of the most expensive 48 hour period of snow removal related emergency protective measure costs.

3/15/18 10:00 pm

Indicate the end date and time of the most expensive 48 hour period of snow removal related emergency protective measure costs.

3/16/18 7:00 am



**C. Roads/Bridges**

Description of Roads and Bridges  
Damages and Costs

Cold patching of potholes in City streets and ways needed  
to return the streets to pre-storm condition

Total Roads and Bridges Costs  
Estimate

\$ 332.32

Notes

**D. Water Control Facilities**

Description of Water Control Facility  
Damages and Costs

Total Water Control Facility Costs  
Estimate

\$

Notes

**E. Public Buildings and Equipment**

Description of Public Buildings and  
Equipment Damages and Costs

Cost of repairs to City equipment that failed during storm  
operations.

Total Public Buildings and Equipment  
Costs Estimate

\$ 3,425.29

Notes

**F. Public Utilities Systems**

Description of Public Utility Systems  
Damages and Costs

Total Public Utility Systems Costs \$

Notes

**G. Parks and Other**

Description of Parks and Other  
Damages and Costs

Total Parks and Other Cost Estimate \$

Notes

**Additional Costs**

Are there any additional costs associated with the Storm that your  
agency/community incurred that was not captured in this survey?

☐ Yes ☒ No

Total Water Control Facility Costs Estimate

\$

Notes

**Total Incident Costs** \$58,532.89

# SOMERSWORTH, NEW HAMPSHIRE

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City of Somersworth  
One Government Way  
Somersworth, NH 03878



City Hall  
603 692 4262  
[www.somersworth.com](http://www.somersworth.com)

April 10, 2018

Liberty Mutual  
Scott Anderson, Charitable Giving Administrator  
100 Liberty Way MS 3A  
Dover, NH 03820

Dear Mr. Anderson:

The City of Somersworth is requesting funds from the Charitable Contributions Program of the Liberty Mutual Foundation to help support gap funding to make necessary repairs to the ballfield at Millennium Park in Somersworth.

Millennium Park is a popular urban based City park that is utilized by residents and local sports organizations such as the Liberty Mutual employee-based league and it is used for various purposes including softball, volleyball, weddings, birthday parties as well as having a neighborhood playground. Recently the City replaced the playground structure, repaired bleachers, repainted light stanchions, and upgraded the bathrooms. However, the softball field needs some improvements and estimates came in higher than the City expected at approx. \$10,921. (see attached quote). The softball field is used on a daily basis during the months of April-October. The Somersworth Little League Organization also uses the park for additional practice space and again, the field is used by Seacoast Liberty Mutual employees that would benefit with the enjoyment of playing on improved field conditions.

The repair will require the City to hire a local contractor to skin the infield down and replace with new specialty infield mix. It is most likely necessary to remove the old fill to eliminate the beach sand and rocks that have created a less than desirable playing surface over the years. The infield mix will be leveled off to create a more appropriate playing surface. The City of Somersworth is requesting your consideration of awarding the amount of \$5,000 to be used for infield repairs at the Millennium Park softball field this Spring/early Summer of 2018.

Please call me at 603-692-9503 or contact our Recreation Supervisor Kristen Davenport at 692-9508. Thank you.

Sincerely,

  
Robert M. Belmore  
City Manager

(FYI – our City Federal Tax ID is # 02-6000841)

CC: City Recreation Office

Proud past, bright future

**MITCHELL MUNICIPAL GROUP, P.A.**

ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246  
[www.mitchellmunicipalgroup.com](http://www.mitchellmunicipalgroup.com)

WALTER L. MITCHELL  
LAURA A. SPECTOR-MORGAN  
STEVEN M. WHITLEY  
KERIANN ROMAN  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

April 9, 2018

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 9-18

Title: AMENDING CHAPTER 19, ZONING ORDINANCE,  
SECTION 25, DEFINITIONS, AND ADDING NEW  
SECTION 19.24, ACCESSORY DWELLING UNITS

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance, after it passed a first reading. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

**MITCHELL MUNICIPAL GROUP, P.A.**  
City Attorney

Date: 4/12/18

By: 

**MITCHELL MUNICIPAL GROUP, P.A.**

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KERIANN ROMAN  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

April 12, 2018

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 30-18

Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
CMA ENGINEERS OF PORTSMOUTH, NH FOR ENGINEERING SERVICES  
ASSOCIATED WITH THE TRANSPORTATION ALTERNATIVES  
PROGRAM (TAP) GRANT

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney

Date: 4/12/18

By: 

**MITCHELL MUNICIPAL GROUP, P.A.**

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TELEPHONE (603) 524-3885

April 12, 2018

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 31-18

Title: **TO AUTHORIZE THE SCHOOL DEPARTMENT TO UTILIZE FUNDS  
FROM AN EVERSOURCE ENERGY EFFICIENCY REBATE TO  
CONTRACT WITH ECKHARDT AND JOHNSON OF MANCHESTER, NH  
TO REPLACE AN HVAC UNIT AT THE HIGH SCHOOL**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

**MITCHELL MUNICIPAL GROUP, P.A.**  
City Attorney

Date: 4/12/18

By: 

**MITCHELL MUNICIPAL GROUP, P.A.**

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KERIANN ROMAN  
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

April 12, 2018

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 32-18

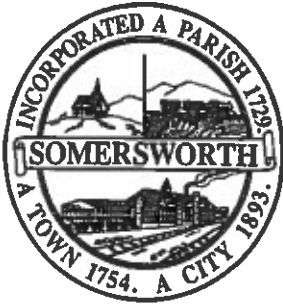
Title: **TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A  
5-YEAR CONTRACT WITH RESOURCE MANAGEMENT, INC. (RMI) OF  
HOLDERNESS, NH FOR DISPOSAL OF WATER TREATMENT  
FACILITY LAGOON SLUDGE MATERIAL**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.  
City Attorney

Date: 4/12/18

By: 



## MEMORANDUM

---

**To:** Bob Belmore, City Manager

**From:** Scott Smith, Director of Finance and Administration

**Date:** April 11, 2018

**Re:** Monthly Report

### Finance Department:

- Assisted in completing FY19 proposed budget.
- Assisted in FY19 budget presentation.
- Assisted in State of the City address.
- Attended budget workshop.
- Attended City Council goal setting session.
- Bids:
  - DPW – Construction Equipment Rental – Due April 18.

### Treasurer's Report:

- General Fund cash on hand as of March 31, 2018 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, TD Bank, and a Citizen's Bank investment account.

### City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, one workshop, and standing committee meetings during the month.
- Total receipts for the month were \$8,102.
- Permits:



- VFW Canteen – Post 4485 3/12/2018
- David Carette – 3/21/2018
- Sole City Dance – 3/21/2018
- Cable Services – 3/5/2018
- Hilltop Fireworks – 3/16/2018

#### Tax Collector:

- Motor vehicle registrations were a total of \$156,663 during the month.
- Collected \$5,220 for Municipal Transportation Fund during month.
- 15 people used the drive-up this month.
- Total receipts for the month were \$1,118,710.

#### Library

- The Library had Margaret Twitchell's exhibit of paintings, water colors, and prints for another month
- Brian Cincotta will have his landscapes exhibited in May.
- The Library provided 16 programs including 3 weekly story time programs and a book discussion group.
- The Library had a visit from Tri-City Christian Academy this month.

#### Human Services:

- Total assistance for the month was \$3,609. That compares to \$5,467 for the month of February 2018 and \$4,308 for March 2017.
- 4 new cases were opened compared to 5 in 2017.
- 10 cases were approved for varying levels of assistance, with 2 cases still pending. 17 cases were referred to other agencies for support.

#### Information Technology

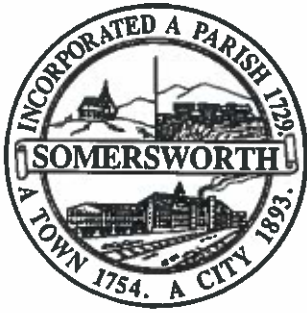
- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisted with Utility Billing conversion setup.
- Assisting with set up of other modules in the new system.

**Treasurer's Report.  
General Fund**

**Period Ending Mar. 31, 2018**

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$3,898,430	0.00%	N/A	Money available upon demand
Citizens Investment	\$1,012,459	0.65%	N/A	Money available upon demand
NHPDIP	\$2,022,057	1.19%	N/A	Money available upon demand
Profile Bank	\$249,956	0.45%	N/A	Money available upon demand
TD Bank	\$5,039,385	1.35%	N/A	Money available upon demand
Century Bank	\$1,018,195	0.50%	N/A	Money available upon demand
Century Bank	\$2,038,630	0.75%	4/20/2018	6 month CD

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period Ending Mar 31, 2018	\$34,677	\$81,188	\$22,500	\$58,688



---

## DEPARTMENT OF DEVELOPMENT SERVICES

Date: March 30, 2018  
From: Shanna B. Saunders  
Director of Planning & Community Development

Re: March 2018 Monthly Report

---

In addition to the Department's various activities listed in the attached staff reports, I attended the following Land Use Board meetings:

- Zoning Board – No meeting
- Conservation Commission – March 14
- Planning Board – March 21
- SRTC – March 7, March 14
- Historic District Commission meeting – March 28 (Did not attend)

And attended the following Special Meetings:

- Banker/Investor/Broker Roundtable March 1
- SRPC TAC March 2
- Brent Toderian Training on Density Done Well March 5
- Rec Committee Mtg March 8
- State of the City March 12<sup>th</sup>
- Board of Assessors Meeting – March 16
- Economic Committee Mtg – March 20
- Traffic Safety Meeting March 21
- Chamber Breakfast – December 8
- Plaza Commission March 21
- Council Goal Setting March 24
- NH Planner's Association – March 23
- Vision 20/20 March 26
- NHPA/RPC Legislative Breakfast – March 27
- Southeast Watershed Coalition March 28
- Budget Workshop – March 31

**Office of Assessing- March:**

- Inspections of properties who have sold in the last year have begun.
- The Assessing Department completed by appointment inspections of taxpayer properties.
- The Assessing Department has begun inspections of properties who have received a building permit this year.
- The Assessing Department met with taxpayers who had questions about their assessment.
- The Assessing Department has sent letters to religious and charitable organizations in the City to renew their exemption.

**Building and Health Departments:****Major Building Permits Applied for in March 2018 Construction Costs and Fee**

Owner name	Address	Cost	Fee
Salty Sea LLC	13 Maloney	\$150,000.00	\$1,210.00
Twelve Month LLC	47 Luna Circle	\$175,000.00	\$1,410.00

**Minor Building Permits Applied for in March 2018:**

Street Number		Street	Cost	Fee
193		Green	\$5,089.00	\$50.00
63		Maple	\$7,050.00	\$66.00
22		Grove	\$2,070.00	\$27.00
23		Works Way	\$30,000.00	\$250.00
58		Bartlett Ave	\$12,000.00	\$106.00
115		Blackwater Rd	\$3,000.00	\$30.00
54		Rocky Hill Rd	\$10,000.00	\$90.00
643		Sherwood Glen	\$13,100.00	\$115.00
45		Crest Dr	\$8,510.00	\$82.00
34		Pinewood Dr	\$4,039.73	\$50.00
60	64	High	\$6,000.00	\$58.00
122		Franklin	\$1,000.00	\$25.00
50		Grove	\$2,104.00	\$27.00
8		Adams Ct	\$5,000.00	\$60.00

	2014	2015	2016	2017	2018	DIFFERENCE this year to last	% OF CHANGE
January	\$1,820.00	\$2,157.00	\$6,148.85	\$15,262.40	\$12,784.00	-\$2,478.40	-16.2%
February	\$3,864.00	\$2,408.00	\$4,440.00	\$9,264.40	\$3,462.20	-\$5,177.20	-55.9%
March	\$2,191.64	\$5,287.28	\$27,399.40	\$23,362.82	\$5,307.00	-\$18,055.82	-77.3%
April	\$4,768.15	\$8,277.80	\$6,608.52	\$6,935.89	\$0.00	N/A	
May	\$26,049.95	\$7,194.16	\$12,089.70	\$11,780.49	\$0.00	N/A	
June	\$24,286.88	\$4,234.80	\$5,107.95	\$10,058.40	\$0.00	N/A	
July	\$3,646.20	\$4,914.41	\$14,315.00	\$5,776.84	\$0.00	N/A	
August	\$6,156.50	\$6,829.37	\$5,197.60	\$9,632.60	\$0.00	N/A	
September	\$6,224.10	\$4,438.20	\$5,247.60	\$7,400.00	\$0.00	N/A	
October	\$6,880.63	\$4,652.40	\$10,448.80	\$6,460.00	\$0.00	N/A	
November	\$2,377.78	\$18,322.40	\$27,353.16	\$8,584.44	\$0.00	N/A	
December	\$2,338.80	\$7,886.00	\$6,633.66	\$2,596.00	\$0.00	N/A	
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$130,990.23	\$117,114.28	-\$30,789.07	
Difference of change this year to last (completed months only)	\$56,008.37	\$90,604.63	\$76,601.82	\$130,990.23	\$117,114.28	-\$30,789.07	-53.7%

Total Permits

ROW		2012	2013	2014	2015	2016	2017	2018	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	34	31	26	30	33	51	29	-22	-43.1%
5	February	30	39	29	24	49	36	17	-5	-13.9%
6	March	29	44	29	48	71	79	43	-36	-45.6%
7	April	42	60	48	58	57	58	0	N/A	0.0%
8	May	43	65	66	55	60	99	0	N/A	0.0%
9	June	29	77	66	73	77	94	0	N/A	0.0%
10	July	51	54	47	51	89	75	0	N/A	0.0%
11	August	53	62	55	67	79	87	0	N/A	0.0%
12	September	51	72	67	69	69	83	0	N/A	0.0%
13	October	61	60	63	58	57	77	0	N/A	0.0%
14	November	36	50	47	64	49	61	0	N/A	0.0%
15	December	48	42	38	52	54	49	0	N/A	0.0%
16										
17	<b>YTD Totals</b>	507	656	581	649	744	849	46	-63	-85.7%
18										

### Property Maintenance and Code Enforcement Activity Report for March 2018

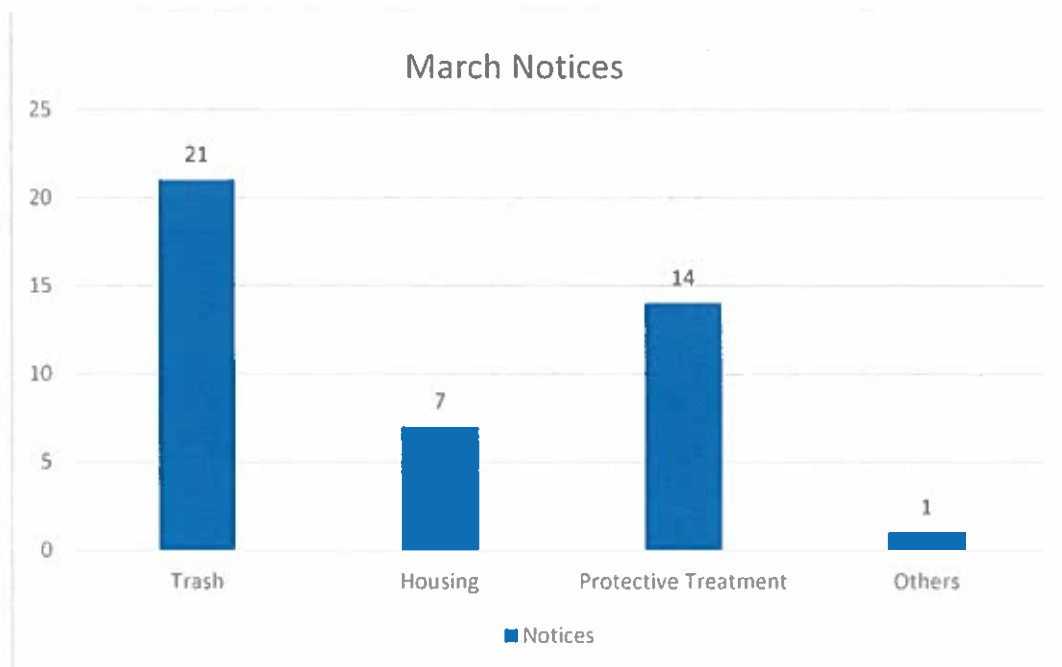
In addition to new complaints received, work continues on cases from past months.

\*CN=Courtesy Notice; NOV=Notice of Violation

Incident Location		Origin of complaint	Origin of Complaint	Date of Complaint	Responsible person notified*	Compliance
5	Ash	Trash	DDS	3/8/18	CN	COMPLETED
7	Ash	Trash	DDS	3/21/18	CN	COMPLETED
8	Beacon	Trash	DDS	3/5/18	CN	COMPLETED
12	Beacon	Housing Violations	DDS	3/28/18	CN	PENDING
19	Bourque	Protective treatments	DDS	3/30/18	CN	PENDING
5	Buffumsville Rd	Trash	DDS	3/7/18	CN	COMPLETED
60	Buffumsville Rd	Trash	DDS	3/30/18	CN	PENDING
57	Franklin	Housing Violations	DDS	3/21/18	NOV	PENDING

63-65	Franklin	Protective treatments	DDS	3/21/18	CN	PENDING
32	Grand	Protective treatments	DDS	3/14/18	CN	PENDING
4	Grand	Protective treatments	DDS	3/26/18	CN	PENDING
121	Green	Trash	DDS	3/6/18	CN	COMPLETED
35	Green	Trash	DDS	3/20/18	CN	COMPLETED
265	High	Trash	DDS	3/8/18	CN	COMPLETED
117-119	High	Protective treatments	DDS	3/14/18	CN	PENDING
348	High	Protective treatments	DDS	3/21/18	CN	PENDING
440	High	Trash	DDS	3/19/18	CN	COMPLETED
82	High	Housing Violations	DDS	3/22/18	CN	PENDING
17-19	Highland	Trash	DDS	3/2/18	CN	COMPLETED
18	Highland	Housing Violations	DDS	3/1/18	CN	PENDING
24-26	Highland	Trash	DDS	3/26/18	CN	COMPLETED
18	Highland	Trash	DDS	3/26/18	CN	COMPLETED
119	Indigo Hill Rd	Trash	DDS	3/7/18	CN	COMPLETED
9	Linden	Trash	DDS	3/30/18	CN	COMPLETED
284	Main	Trash	DDS	3/5/18	CN	PENDING
206	Main	Housing Violations	DDS	3/15/18	CN	PENDING
338	Main	Housing Violations	DDS	3/21/18	CN	PENDING
269	Main	Trash	DDS	3/30/18	CN	COMPLETED
46	Maple	Protective treatments	DDS	3/21/18	CN	PENDING
47	Maple	Trash	DDS	3/19/18	CN	COMPLETED
96	Maple	Trash	DDS	3/19/18	CN	COMPLETED
20-30	Market	Housing Violations	DDS	3/28/18	NOV	PENDING
14	Myrtle	Protective treatments	DDS	3/30/18	CN	PENDING
17	Noble	Protective treatments	DDS	3/21/18	CN	PENDING
38	Pleasant	Protective treatments	DDS	3/21/18	CN	PENDING
79	Prospect	Protective treatments	DDS	3/12/18	CN	PENDING
47	Prospect	Protective treatments	DDS	3/21/18	CN	PENDING
51	Prospect	Protective treatments	DDS	3/21/18	CN	PENDING

208	Rt. 108	Site Plan Violation	DDS	3/12/18	NOV	COMPLETED
361	Rt. 108	Site Plan Violation	DDS	3/6/18	CN	COMPLETED
350	Rt. 108	Rodents	DDS	3/14/18	CN	PENDING
220	Rt. 108	Housing Violation	DDS	3/26/18	CN	PENDING
10-12	School	Trash	DDS	3/23/18	CN	COMPLETED
5-7	Union	Trash	DDS	3/8/18	CN	COMPLETED
30-30B	West High	Protective treatments	DDS	3/21/18	CN	PENDING



### Code Enforcement Court Appearances

March 28, 2018

Dover District Court

1. City of Somersworth Code Compliance Office V. Alton Rollinsford LLC  
Property-33-35 Lincoln St.  
Initial complaint- Collapsing barn roof.  
Judge's Decision-\$100 Fine imposed as well as a default fee of \$50
2. City of Somersworth Code Compliance Office V. Karen and Andrew Goldstein  
Property-283-285 Main St.  
Initial complaint- Multiple Property Maintenance Code Violations  
Judge's Decision-\$275 Fine suspended provided that the property is in full compliance by April 18, 2018. Further conditions state that all Violations found within the next 365 days shall be brought into compliance within three weeks of being observed and documented.



Additional Work Performed, but Not Limited to:
<ul style="list-style-type: none"><li>• Leaving door hangers at residences in hopes of expediting violation compliance</li><li>• Speaking with citizens personally in order to educate them on the importance of Property Maintenance</li><li>• Responding to Property Maintenance, Housing, and Zoning Complaints</li><li>• Fielding phone calls and emails</li><li>• Assisting with the repair work at Millennium Park.</li></ul>



### **Land Use Boards:**

#### **Conservation Commission March 2018:**

The Commission reviewed the following at their March meeting:

- Arthur Gagnon is seeking a conditional use permit to build within the wetland buffer on property located on Lily Pond Road, in the Residential Single Family (R1) District, Assessor's Map 49, Lot 10, CUP # 02-2017. The Commission has not made any recommendations on this application and it will be on the April meeting agenda.
- Upland, LLC is seeking a conditional use permit for a conservation subdivision proposal for property located at 138 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 54, Lot 01, CUP # 01-2018. The Commission recommended approval to the Planning Board.
- River Valley Development Corporation is seeking a conditional use permit for work within the wetland buffer for a residential development on property located at 206 Green Street, in the Residential Single Family (R1) District, Assessor's Map 08, Lot 78, CUP # 02-2018. The Commission recommended approval to the Planning Board.
- River Valley Development Corporation is seeking review of their NHDES Wetlands Permit Application for wetland impact for a residential development on property located at 206 Green Street, in the Residential Single Family (R1) District, Assessor's Map 08, Lot 78. This was just the review of a State permit application and the Commission will forward comments to the State.
- The Commission met with Amanda Stone who is a Natural Resources & Land Conservation Specialist with the UNH Cooperative Extension to discuss the practical workings of conservation planning.

#### **Historic District Commission March 2018:**

At the regular meeting the Commission discussed the following:

- Steven Ring, 50 Grove Street, in the Residential Single Family-A, with a Historic Overlay (R1AH) District, Assessor's Map 11, Lot 20, HDC # 03-2018. Application to replace one window was **approved**.
- Three Rivers Farm, LLC, 90 High Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 218, HDC # 02-2018. Application to install a condenser unit was **approved**.

### **Planning Board March 2018:**

The Board reviewed the following at their March meeting:

- Upland, LLC, 138 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 54, Lot 01, SUB # 03-2017. Application for a conditional use permit and a 28-lot major conservation subdivision was **approved with conditions**.

### **Zoning Board March 2018:**

The March ZBA meeting was cancelled due to weather. All of the items from the agenda were moved to the April ZBA meeting agenda.

### **Economic Development - March 2018**

- Finalized plans for:
  - ✓ Downtown Roundtable: May 10 @ 8:30
  - ✓ Hand delivered the Downtown Roundtable invitation to 30 CBD tenants
  - ✓ Next Malley Farm Meeting: June 14 @ 9:00 (agenda drafted and sent)
  - ✓ Next BIB Meeting: June 21 @ 8:30 (agenda drafted and sent)
- Talked to prospective tenants to fill vacant spaces at:
  - ✓ Bank of America
  - ✓ Care Pharmacy
  - ✓ Prince & Sons Auto Repair
- Visited (5) tenants at Interstate Industrial Park
  - ✓ Arranging several follow-up meetings
  - ✓ Soliciting feed back and conducting needs assessment
- Focus on Somersworth manufacturers:
  - ✓ Created a Manufactures Master -List
  - ✓ Continued visits with members of the MFT community
- Met with Berwick to discuss potential synergies and opportunities
- Wrote "Collaboration "article for the NH Municipal Association Newsletter

## **Parks and Recreation - March 2018**

- Our Biddy Basketball program ended March 10<sup>th</sup>. We had 2 sessions- ages 3/4 and ages 5/6. Both sessions were held at Idlehurst Elementary School gym from 8:00-10:00 a.m. We had 46 kids who participated in the 6 week program this year. The program is coached by Rec Supervisor and several parent volunteers.
- Planning is underway for spring activities and events. Recreation staff are busy planning for the upcoming 2018 Summer Camp programs. Early Bird registration opened March 15<sup>th</sup> for residents and the early bird deadline is May 1<sup>st</sup>. The deadline to register for the program is June 1<sup>st</sup>. We will offer Kids Camp for children in grades K-6 and Trends Camp for children in grades 6-9. Both camps attend Tuesday and Thursday field trips to NH State parks and Trends Camp attends special Friday trips each week.
- Travel Basketball concluded on March 21<sup>st</sup> with our end of season banquet at Idlehurst Elementary School for all players, coaches, and their families. Our banquet is sponsored by the High School Boys Basketball Boosters as we co-host the Frosty Tournament to run this fundraiser for Rec and High School boys teams.
- Granite State Track and Field registration is now open. This program is for children ages 9-14 as of December 31<sup>st</sup> 2018. Athletes can choose to participate in 2 running events and 1 field event or 2 field events and 1 running event during the Regional and State Meets which are put on by the Granite State Track and Field Association.
- The annual Easter Egg Hunt at Millennium Park was held on Friday, March 30<sup>th</sup> at 4:30 p.m. The event was a big success with over 250 children in attendance this year. 4,500 candy filled Easter Eggs were scattered throughout the field and were found in record time. Children were also able to meet with the Easter Bunny and have their picture taken.



## **MEMORANDUM from Director Public Works & Utilities**

**TO:** Robert M. Belmore, City Manager

**DATE:** April 9, 2018

**SUBJECT:** Public Works Department Monthly Report for March/April, 2018

**FROM:** Michael Bobinsky, Director of Public Works & Utilities

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### **DIRECTOR'S COMMENTS**

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

- The Highway Division responded to several snow events in March included 2 nor'easters that brought 17" and 25" of snow respectfully.
- Staff arranged downtown snow removal on 3 separate occasions during this reporting period.
- Wright Pierce engineers initiated survey work and ROW research for Cemetery Road, Constitution Way and Main Street, all of which is under design using a complete streets approach.
- Participated in planning sessions for the Salmon Falls River water intake disaster training exercise.
- Met with officials from the City of Rochester on the planned Whitehouse Road closure project; reviewed and commented on traffic detour plans.
- Participated in staff meetings on the solar array proposal and the Dover-Somersworth intermunicipal emergency water agreement.
- Attended a public meeting for the applicant of the Somersworth Hydro Plant seeking a new permit. Meeting dealt with review of impacts on river aquatic life, plants and water quality from the hydro operation.
- Progress is being made with the Blackwater Road Pump Station; the new generator is set to be delivered by mid-April.
- Attended the monthly Cemetery Trustees meeting, contract was signed for the Chapel assessment project, and staff is soliciting proposals to repaint the Italianate Well house.
- Working on contract details with Hi Way Safety Systems for repainting traffic markings.
- Borrowed the City of Portsmouth's bucket truck for installing downtown banners-flags
- Attended a meeting with the City Manager and Department Heads on a Continuity of Operations assessment.
- Participated in the annual City Council goal setting session, and FY19 budget workshop.

### **HIGHWAY DIVISION**

#### ***Operations/Maintenance:***

- Prepared Malley Farm for seasonal opening.
- Continued with road patching citywide.
- Picked up road side trash from main roads, Blackwater Road, and Rocky Hill Road.
- Performed maintenance and repairs to equipment in the garage.
- Washed and lubricated all snow removal equipment
- Responded to two major snow events in reporting period.
- Performed two snow removals.

- Replaced seasonal decorations in the downtown area.
- Installed American Flags for the season

***Sewer Collections Maintenance:***

- Received 25 Dig safe requests

**WASTEWATER DIVISION**

***Operations/Maintenance:***

- Shifted to (MUCT) process which is used for our summer seasonal limits. This process is used to specifically treat the nutrients phosphorus and ammonia nitrogen. The summer season runs from May 1<sup>st</sup> thru September 30th.
- Completed annual overhead crane inspection for the WWTF and Blackwater Rd pump station. No issues or concerns were noted.
- Wright-Pierce completed the site survey of the WWTF grounds as well as conducted test core borings within the area of the proposed clarifier site. Core sampling is needed to learn the make-up of the ground and to help estimate the dewatering needs during the construction.
- Completed semi-annual sludge analysis in accordance with Waste Management contract requirements. All test results were within limits.
- Experienced two snow events which required overtime due to plowing.
- Treated a total of 3,250 gallons of septage from residents not on city sewer.

***Compliance:***

- Prepared monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of March.
- Treated a total of 49-million gallons of wastewater during the month.

***Industrial Pretreatment Program:***

- Completed annual inspection of Bad Lab Brewery on March 14th. We were introduced to the new head brewer and toured the facility operations. No issues were noted.

***Capital Improvements Plan Items:***

- Blackwater Rd pump station upgrade – Working with the contractor on a vibration issue with pump #1. The permanent power connection through the new electrical meter was postponed to the first week of April. The new generator has been postponed a third time due to a spike in demand caused by last season's hurricanes. The new delivery date is April 16th. A temporary standby generator has been brought onsite and is connected for use should we require back-up power. Substantial completion for this project is scheduled for 5/23/18.

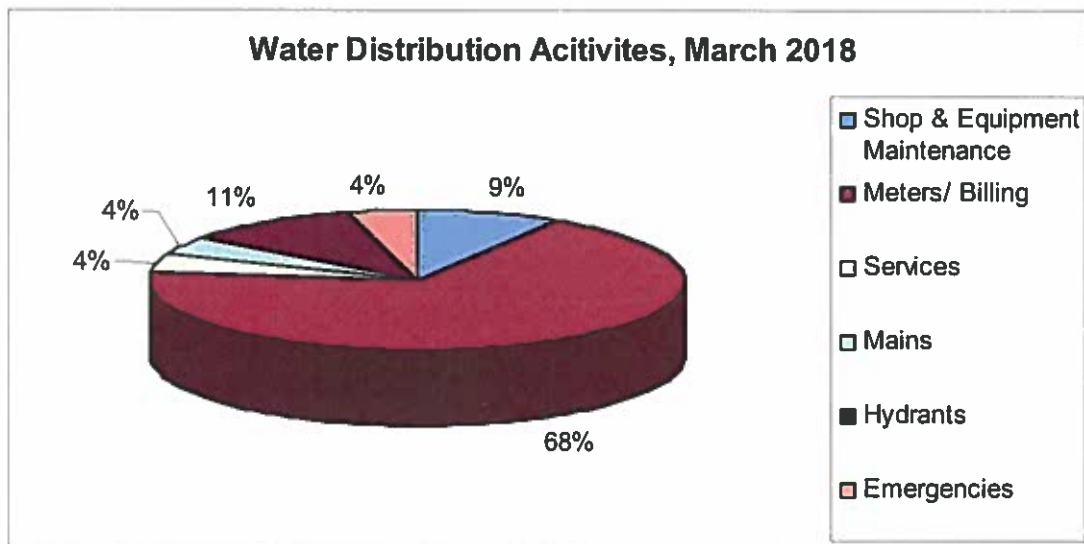
**WATER DIVISION**

***Items completed this month:***

- Bacteria's and TOC's tests were completed.
- Pumped 34,366,695 gallons of raw water.
- Pumped 28,483,875 gallons of finish water to the distribution system.
- Met with Spill Drill team regarding scenarios at the plant.
- Started and transitioned to train #2 for treating water.
- Adjusted lagoon #1 to drop water level.
- Attended annual budget workshop.
- Reviewed draft inter-municipal agreement between Dover and Somersworth.
- Trouble shot turbidimeter # 3 issues.
- Met with Hach on new Turbidity analyzer
- Repaired Chlorine leak on tank

## **WATER DISTRIBUTION**

- Water Distribution operators responded to 24 non-emergency service requests and provided contractor support at multiple construction sites.
- Operators worked with Doucette Survey to complete the gathering of water utility locations to assist in reconstruction planning.
- Fire flow tests were conducted at Interstate Drive and High Street to assist in area construction design.
- The City's Annual Cross Connection Control Report was completed and submitted to NHDES.
- Hydrants that were struck by motor vehicles on Highland Street and Green Street were rebuilt on site and put back into service.
- Operators will be restoring water to all City parks and completing semi-annual backflow testing in the month of April.





## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

David B. Kretschmar  
Chief of Police

## MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David Kretschmar, Chief of Police  
Date: April 2, 2018  
Subject: Monthly Report – Month of March 2018

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Bob:

Below are some of the activities of our Department for the month of March:

### COMMUNITY POLICING:

- Detective Campbell represented the Department at Somersworth Middle School on 3/16/18 for Career Day.
- Detective Campbell and Captain McLin presented a program to parents at Idlehurst Elementary School on 3/20/18 on Alcohol, Tobacco and Vaping.
- Officers from the Department attended Maplewood Elementary School on 3/21/18 for Pizza with a Cop for kindergarten students and Head Start students. The Rail Station on High Street graciously provided the pizza for the event.
- Active Shooter training was given to employees at John Powers School, Tri-City Christian Academy and Somersworth Housing Authority.

### TRAINING:

- Detectives attended a 4 day training in Portsmouth on Child Abuse Investigations.



# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**Keith E. Hoyle**  
Fire Chief & Emergency Management Director  
[khoyle@somersworth.com](mailto:khoyle@somersworth.com)

**Business: (603) 692-3457**  
**Fax: (603) 692-5147**  
[www.somersworth.com](http://www.somersworth.com)

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### MARCH 2018 MONTHLY REPORT

#### EMERGENCY ACTIVITIES

Building Fires:	4
Vehicle Fires:	0
Outside Fires:	4
Emergency Medical:	50
Motor Vehicle Crash:	6
Malfunction/false alarm:	4
Accidental/public service:	41
Hazardous Condition:	10
Hazardous Materials:	5

#### NON-EMERGENCY ACTIVITIES

Burning Permits:	36
Fireworks Permits:	1
Oil Burner Permits:	4
Place of Assembly Permits:	0
Fire Safety Inspections:	2
Fire Drills:	5

#### CALLS FOR SERVICE

- We responded to 5 fewer emergency calls this March (124) than in March 2017 – a decrease of 4%.
- We had a kitchen fire at 119 Blackwater Rd: no injuries - \$25,000 damage.
- We responded to mutual aid fires in Dover, Newington, Rochester and South Berwick ME.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

#### PLANNING/PROJECTS/GRANTS

- State COOP grant vendor contract approved by Finance Committee and we have an April 3 start date from Jane Hubbard, our consultant.



- Still waiting to hear from state Homeland Security Office about the \$6000 NH Homeland Security grant for “active shooter” equipment that we applied for to allow us to accompany police into the “warm zone” for victim retrieval.
- We received the first installment of smoke/CO detectors from the State Fire Marshal’s Office Grant Program so we installed these units in six homes of the elderly and young families who qualify under this program. We used our supply and now are awaiting a second delivery from the vendor the state is using.
- Attended meeting of the Community Mutual Aid Air/Rehab Vehicle Committee to replace our 1988 air van (\$250,000 FEMA FIRE Act grant).
- Attended meeting of the NH/ME Rural Water Associations regarding the May 31 and June 21 drills on the Salmon Falls River.
- Submitted grant request for \$11,327 from NH Homeland Security to cover police and fire overtime to cover these drills above.
- Fire station water heater and boiler expansion tank failed and needed to be replaced.
- Major snowstorms resulted in extra personnel being placed on duty and fire hydrants shoveled out.
- Attended dam re-licensing hearing.
- “State of the City” address attended.
- “Goal-setting” meeting attended.
- “Budget Workshop” meeting attended.
- New fire alarm system at Aclara tested and accepted.
- Attended meeting of the “Food Truck Committee”.

### **TRAINING/MEETINGS**

- F/F Tibbetts submitted his resignation after 13 years with us. As we have a hiring list in force, we are proceeding with his replacement.
- We continue to train 3 new career firefighters on shift.
- One career member enrolled in Officer training coursework.
- One new call firefighter is in FF I/II training.
- Lt. Drakopoulos attended “boom” training with the U.S. Coast Guard in Portsmouth.
- Attended meetings of the Public Safety Committee: Finance Committee: SRTC: Active Shooter Committee and Traffic Safety Committee
- Attended Seacoast Fire Chiefs meeting.

### **COMMUNITY SERVICE**

- Department participated in Middle School “Career Day”.
- We read stories at “Literacy Night” at Maplewood School.

Respectfully Submitted:  
Keith E. Hoyle, Fire Chief/EMD

**BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS**

### ARTICLE III - MAYOR AND COUNCIL

#### 3.1. COMPOSITION, ELIGIBILITY, ELECTION AND TERM (OF MAYOR AND COUNCIL):

- (A) Composition: There shall be a City Council of nine (9) members, four to be known as Councilors at Large, who shall be elected by the qualified voters of the city at large. The other five shall be known as Ward Councilors, and shall be elected by the qualified voters of their respective wards.
- (B) Eligibility: Only persons registered to vote at the time of filing for candidacy and otherwise qualified to vote in the City shall be eligible to hold office as Councilor.

History:                      Referendum 11/5/2013

- (C) Election and Term: The regular election of Councilors shall be held on the first Tuesday following the first Monday in November in odd numbered years in the manner provided in Article II. All councilors shall serve terms of two years. The terms of councilors shall begin the first Tuesday after the first Monday in January after their election. The four persons elected at large in 2009 shall be elected for four years and thereafter all terms shall be for two years.

History:                      Referendum, 11/3/2009; Referendum 11/5/2013

#### 3.2. VACANCIES, CITY COUNCIL: When, for any reason, a vacancy occurs on the City Council, the following provisions shall govern the filling thereof:

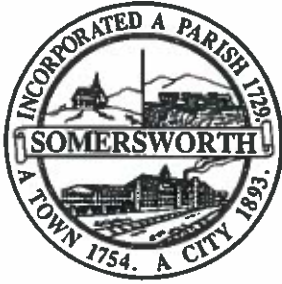
- (A) If a vacancy occurs on the City Council, the City Council shall appoint a person to fill the vacancy until the next municipal or state election, whichever occurs first, at which time an election shall be held for the unexpired term. All votes to fill a vacancy on the City Council shall be by "roll call vote."

History:                      Referendum, 11/3/2009; Referendum 11/5/2013

- (B) The City Council shall not vote to fill any vacancies on the City Council until fourteen (14) days after such vacancy has occurred. Such vote may not occur until the said vacancy has been duly posted at City Hall for fourteen (14) days and advertised in a local newspaper three (3) times. It shall take a two-thirds vote of the present membership to suspend said rule. All votes to fill a vacancy on the City Council shall be by "roll call vote."

History:                      Referendum, 11/3/2009; Referendum 11/5/2013

- (C) If a vacancy arises during the last year of a councilor's term on the City Council during the time period between the November election for the position and the end of the term in January, the City Council shall immediately appoint the newly-elected individual to fill the vacancy for the unexpired term.



## MEMORANDUM

**TO:** Mayor Dana Hilliard & Members of City Council

**FROM:** Robert M. Belmore, City Manager *RB*

**DATE:** April 13, 2018

**RE:** Government Operation's Recommendation to Amend Council Rules & Regulations

- Consent Calendar
- Agenda Development
- Order of Business
- Public Hearings
- Police Delivery

---

The Government Operations Committee voted at their April 11<sup>th</sup> meeting to offer the following recommended changes to the Council Rules & Regulations.

Attached is a **red-lined** version of these proposed changes in the Council Rules & Regulations and a summary is provided in this Memorandum.

In accordance with Council Rules, these proposed changes are being submitted to you by the Government Operations Committee and will be on the next regular Council meeting Agenda on May 7 for possible adoption.

### CONSENT CALENDAR & AGENDA DEVELOPMENT

#### Under

#### 2. Presiding Officer

**Add-** C. The Mayor, or the Acting Mayor if appropriate, shall approve the Council Meeting Agenda to include the scheduling of Agenda Items to be placed onto the Consent Calendar. The City Manager will be available to assist in the setting of the Council Agenda to include the Consent Calendar.

#### **D. Consent Calendar**

A. Items may be placed upon the Consent Calendar if such items have been identified during agenda setting to be routinely approved without discussion or debate, such as prior meeting minutes.

B. The Consent Calendar shall be voted upon as one item unless an item is removed prior to voting. The Presiding Officer shall inquire and any Council Member may request that an item be removed prior to the voting.

C. Removed items will be addressed individually immediately following voting upon the Consent Calendar. All items remaining on the Consent Calendar will be collectively approved by a vote of the Council.

### **ORDER OF BUSINESS – Public Hearings & Consent Calendar**

#### **Under**

#### **7. Order of Business**

#### **Amend to:**

1. Roll Call of Members
2. Pledge of Allegiance
3. Public Hearings
4. Comments by Visitors
5. Consent Calendar

### **POLICE DELIVERY**

#### **Under**

#### **8. Filing with Clerk**

**DELETE** – The last sentence, i.e. regarding Police Dept. delivery

**CITY OF SOMERSWORTH, NH**  
**COUNCIL RULES AND REGULATIONS**

**1. Council Meetings**

- A. The Council shall meet in regular session on the first and third Mondays of each month at 7:00 p.m., unless otherwise agreed by a majority of the elected members of the Council. When Monday is a holiday, the regular meeting shall be held on Tuesday following at the same hour, unless otherwise provided by motion. All regular meetings of the Council shall not last beyond 10:00 p.m. unless the rules are so suspended to allow the meeting to continue beyond 10:00 p.m. All business not completed by 10:00 p.m. shall be automatically tabled and referred to the next regular meeting, unless the rules are so suspended to allow the meeting to continue beyond 10:00 p.m. The place of the meeting shall be the Council Chambers at City Hall unless otherwise agreed by a majority of the elected members of the Council.
- B. All City Council Meetings, City Council Special Meetings, and City Council Workshops will be televised on Channel 22 whenever possible.

**2. Presiding Officer**

- A. The Mayor shall be the presiding officer at all Council meetings. The Mayor shall take the chair precisely at the hour appointed for the meeting and call the members to order. The Mayor shall cause the roll to be called. In the absence or inability of the Mayor to perform said duties the Acting Mayor shall preside and act as Mayor during such absence or disability.
- B. The Mayor or designated presiding officer shall record the minutes of all nonpublic sessions.

C. The Mayor, or the Acting Mayor if appropriate, shall approve the Council Meeting Agenda to include the scheduling of Agenda Items to be placed onto the Consent Calendar. The City Manager will be available to assist in the setting of the Council Agenda to include the Consent Calendar.

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**D. Consent Calendar**

1. Items may be placed upon the Consent Calendar if such items have been identified during agenda setting to be routinely approved without discussion or debate, such as prior meeting minutes.

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2. The Consent Calendar shall be voted upon as one item unless an item is removed prior to voting. The Presiding Officer shall inquire and any Council Member may request that an item be removed prior to the voting.

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3. Removed items will be addressed individually immediately following voting upon the Consent Calendar. All items remaining on the Consent Calendar will be collectively approved by a vote of the Council.

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### **3. Temporary Chairman**

In the case of the absence of both the Mayor and Acting Mayor, the Clerk shall call the Council to order and call the roll of members. If a quorum is found to be present, the Council shall choose one of its members to act as chair by a plurality of votes until the Mayor or Acting Mayor appears.

### **4. City Clerk**

- A. The City Clerk shall be ex-officio Clerk of the Council and shall keep minutes of the meeting, record the membership present and perform such other and further duties as may be ordered by the presiding officer or Council. The Clerk shall also record the names of members coming in after the calling of the roll. The City Clerk shall keep electronic recordings of all regular meetings of the City Council and other such special meetings as may be directed by the presiding officer or Council. The electronic recordings shall be kept on file for five (5) years after the date of each meeting. Within seven calendar days of each meeting, the City Clerk shall provide each Council member, the Mayor, and the City Manager with a copy of the minutes of the previous regular, special or nonpublic meeting. In the absence of the City Clerk, the City Manager shall appoint an Acting Clerk to perform the duties of the clerk during such absence.
- B. The City Clerk shall post public notices of meetings, whether they be regular Council meetings, special Council meetings, regular Standing Committee meetings or Special Committee meetings. The notices shall be posted in two public places, and on Channel 22 and the City's web page.

### **5. City Solicitor**

The City Solicitor shall be available to attend all regular and special meetings if requested by the City Manager. In the event the City Solicitor is unable to attend any such meeting, the City Solicitor shall promptly notify the City Manager who may appoint a temporary City Solicitor to attend such meeting.

Any member of the City Council may at any time call upon the City Solicitor for an oral or written opinion to decide any question of law or parliamentary procedure. Upon a written request of three (3) City Councilors, the City Manager shall direct the City Solicitor to attend any regular or special meeting provided the request is filed with the City Clerk by noon three working days preceding the day on which the Council meets. The City Clerk shall immediately notify the City Manager of the request. By a vote of three (3) City Councilors the City Manager shall direct the City Solicitor to attend the next regular or special meeting. In the event the City Solicitor is unable to attend any such meeting, the City Manager shall appoint a temporary City Solicitor to attend.

### **6. Officers and Employees to Attend**

Department heads and officers of the City, or their designees, shall attend any meeting of the City Council when matters relating to their particular department or office are on the

Council agenda. This requirement may be waived by the City Manager as circumstances dictate, provided that notice of such waiver is provided to members of the Council at the time when the meeting agenda is distributed to them. Any member of the Council, after stating a reason, may request the City Manager to direct any department head or officer to attend any meeting. Should the City Manager decline to do so, the requesting member shall be notified promptly, and the request of three (3) members of the Council shall be necessary to require the presence of the department head or officer.

## **7. Order of Business**

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by a vote of two-thirds of the members present, shall suspend the rules and change the order:

1. Roll Call of Members
2. Pledge of Allegiance
- ~~3.~~ Minutes of the Previous Meeting
3. Public Hearings
4. Comments by Visitors
- ~~4.~~5. Consent Calendar
- ~~5.~~6. Announcements by City Councilors
- ~~6.~~7. Communications
- ~~7.~~8. Presentation of Petitions and Disposal Thereof by Reference or Otherwise
- ~~8.~~9. Mayor's Report
- ~~9.~~10. Report of Standing Committees
- ~~10.~~11. Report of Special Committees, City Officers and City Manager
- ~~11.~~12. Nominations, Appointments and Elections
- ~~12.~~13. Lay on the Table \*
- ~~13.~~14. Unfinished Business
- ~~14.~~15. New Business
- ~~15.~~16. Comments by Visitors
- ~~16.~~17. Closing Comments by Council Members
- ~~17.~~18. Future Agenda Items
- ~~18.~~19. Nonpublic Sessions (as necessary, pending roll call vote by Council)
- ~~19.~~20. Adjournment

- \* A. Items voted to Lay on the Table are listed for reference only. Perishable items (i.e. items that must be acted upon within a fixed number of days after a public hearing) shall have the expiration date added to the description of the item.
- \* B. Any Councilor may move to remove any item that Lay on the Table upon receipt of a second and a majority vote of the Council. Items remaining on the table after the expiration date or at the end of the fiscal year shall be dropped.
- \* C. Persons other than members of the Council, the Mayor and City officers and employees shall be permitted to address the Council.

A time limit of five (5) minutes per person shall be in effect, unless the Council wishes to suspend the rules. The speaker shall not enter into a debate with any person, the Mayor or Council members. The total time allocation for this agenda item shall be no longer than thirty (30) minutes.

**8. Filing with Clerk**

Every ordinance, resolution and document to come before the Council for consideration must be filed with the City Clerk by noon three working days preceding the day on which the Council meets. It shall be the duty of the Clerk to have ready for delivery by 5:00 p.m. the following day a brief statement setting forth by number and full descriptive title all ordinances, resolutions and documents to come before the Council for consideration. ~~It shall be the duty of the Police Department to deliver said agenda items by hand in an expeditious manner upon receipt of the material from the City Clerk.~~

**9. Motion to be Stated by Chair**

When a motion is made and seconded, it shall be stated by the Chair before debate. At the request of any City Councilor, the City Clerk shall put said motion in writing. A motion may not be withdrawn by the mover without the consent of the member seconding it.

**10. Voting**

Voting on ordinances and resolutions shall be by "roll call vote", starting with the sponsor of the ordinance or resolution, and in the case of many sponsors the voting shall start with the first name sponsoring the ordinance or resolution. All other voting shall be by "yea" or "nay" voting.

**10A. Voting on Council or School Board Vacancies**

The Council shall not vote to fill any vacancies on the City Council or School Board until fourteen (14) days after such vacancy has occurred. Such vote may not occur until the said vacancy has been duly posted at City Hall for fourteen (14) days and advertised in a local newspaper three (3) times. It shall take a two-thirds vote of the present membership to suspend said rule. All votes to fill a vacancy on the City Council or School Board shall be by "roll call vote".

**11. Anonymous Communications**

Only signed communications shall be introduced and read at Council meetings.

**12. To Amend Rules**

Council rules may be amended, or new rules adopted, by a two-thirds vote of all members of the Council present. Any such proposed amendment shall be submitted in writing at the preceding regular meeting, and shall be forwarded to the appropriate Council Standing Committee for review. The Committee shall report back its review of said proposed amendment in a timely manner, and the proposed amendment shall be



placed on the agenda under the order of new business. These requirements shall only be waived by a unanimous vote of all Council members present.

**13. Suspension of Council Rules**

Council rules may be temporarily suspended by a two-thirds vote of the members present and voting.

**14. Roberts Rules of Order**

Roberts Rules of Order shall be used to decide all parliamentary questions not specifically provided for in these rules.

**15. Committees**

The Mayor shall have the power to appoint advisory committees as the Mayor deems necessary to serve the Mayor in a clearly defined advisory capacity. The first-named person on each committee shall serve as its Chair.

Minutes of all Council Committee meetings will be provided to all Councilors within a reasonable amount of time.

**15A. Finishing Timeline of Mission of Appointed Committees**

Any committee, advisors or advisory committee appointed by the Mayor shall have a timeline upon which its service shall expire. Prior to expiration the Mayor may reappoint said committee, advisors or advisory committee for an extended specified length of service.

**16. Ordinances and Resolutions**

- A. All ordinances and resolutions shall be introduced to the Council in printed or written form with the name of the Council member, or the Mayor, introducing it thereon. Any member of the Council may instruct the City Clerk to endorse the designation "By Request" on any ordinance or resolution which is being introduced in the Councilor's name.
- B. All proposed ordinances shall be reviewed by the City Solicitor and bear his certification that they are in correct form.
- C. The City Clerk shall prepare copies of all proposed ordinances for distribution to all members of the City Council at the meeting at which the ordinance is to be introduced. Whenever any member is absent from such meeting, the City Clerk shall arrange to have copies delivered to that member.
- D. All ordinances and resolutions shall pass through the following stages:

1. First reading for information, and if not rejected or otherwise disposed of, referred to the City Solicitor who shall carefully examine them to see if they are in technical form and not repugnant to the laws and Constitution of the State of New Hampshire, nor the Charter and Ordinances of the City of Somersworth, and reported back to the City Council at the next regular meeting.
2. The Mayor may refer any ordinance or resolution to a special or regular committee, in which case the matter shall lay on the table. If not referred to a committee, the ordinance or resolution shall automatically be taken up as unfinished business at the next regular meeting.
3. At the next regular meeting, the ordinance or resolution shall be read by title only, after which secondary reading, the question shall be on the passing of the same.

E. No ordinance shall be amended except upon its second reading.

F. The effective date of each ordinance shall be specified within the ordinance.

#### **17. Appointments**

All appointments by the Mayor which require the consent of the Council, once made, shall automatically be laid on the table until the next regular meeting to allow the members of the Council opportunity to properly review the nominee's qualifications.

All nominees are required to complete the City's Application Form for Board, Commissions, and Committees.

All appointments by the Mayor which require consent of the Council, shall be residents of the City.

#### **18. Smoking Prohibited**

Smoking shall be prohibited within the Council Chambers at all times.

#### **19. Service on Council**

No member of the City Council may serve on two elected bodies within the City. The Council member seeking office in any elected race may retain his/her elected seat on the elected board until such time as the candidate is elected to his/her new position. After successful election, the candidate must then resign his/her former seat.

#### **20. E-mail correspondence**

E-mail correspondence will not be used between City Council members to discuss substantive City Council business, although it may be used strictly for administrative matters such as scheduling a special meeting.

Passed 01/20/1986

Amended 01/05/1987

Amended 03/07/1988

Amended 03/20/1989

Amended 06/03/1991

Amended 02/24/1992

Amended 08/16/1993

Amended 03/21/1994

Amended 02/17/1998

Amended 08/12/2002

Amended 09/16/2002

Amended 05/01/2006

Amended 09/17/2007

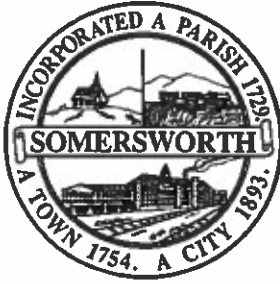
Amended 07/14/2008

Amended 02/04/2013 (Section 7 – Added #5. Announcements by City Councilors, p. 2)

Amended 01/08/2014 (Section 17 – Added 2<sup>nd</sup> paragraph, p. 6)

Amended 01/21/2014 (Section 4.A – Changed one year to five years, p. 1)

Amended 12/07/2015 (Section 17 – Added 3<sup>rd</sup> paragraph, p.6)



## MEMORANDUM

**TO: Mayor Dana Hilliard & Members of City Council**

**FROM: Robert M. Belmore, City Manager**

**DATE: April 13, 2018**

**RE: Government Operation's Recommendation to Amend Council Rules & Regulations**

- **Consent Calendar**
- **Agenda Development**
- **Order of Business**
- **Public Hearings**
- **Police Delivery**

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The Government Operations Committee voted at their April 11<sup>th</sup> meeting to offer the following recommended changes to the Council Rules & Regulations.

Attached is a red-lined version of these proposed changes in the Council Rules & Regulations and a summary is provided in this Memorandum.

I accordance with Council Rules, these proposed changes are being submitted to you and will be on the next regular Council meeting Agenda on May 7 for possible adoption.

### **CONSENT CALENDAR & AGENDA DEVELOPMENT**

Under  
2. Presiding Officer

**Add-** C. The Mayor, or the Acting Mayor if appropriate, shall approve the Council Meeting Agenda to include the scheduling of Agenda Items to be placed onto the Consent Calendar. The City Manager will be available to assist in the setting of the Council Agenda to include the Consent Calendar.

#### **D. Consent Calendar**

A. Items may be placed upon the Consent Calendar if such items have been identified during agenda setting to be routinely approved without discussion or debate, such as prior meeting minutes.

B. The Consent Calendar shall be voted upon as one item unless an item is removed prior to voting. The Presiding Officer shall inquire and any Council Member may request that an item be removed prior to the voting.

C. Removed items will be addressed individually immediately following voting upon the Consent Calendar. All items remaining on the Consent Calendar will be collectively approved by a vote of the Council.

## **ORDER OF BUSINESS – Public Hearings & Consent Calendar**

Under

### **7. Order of Business**

#### **Amend to:**

1. Roll Call of Members
2. Pledge of Allegiance
3. Public Hearings
4. Comments by Visitors
5. Consent Calendar

## **POLICE DELIVERY**

Under

### **8. Filing with Clerk**

**DELETE** – The last sentence, i.e. regarding Police Dept. delivery

State Interest and Dividends Tax Form; and  
Property Tax Inventory Form filed in any other town.

*FYI  
Mayor + Council  
[Signature]*

Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Introduced by  
Mayor Lincoln T. Soldati

Approved:

City Attorney

Following the first reading of Resolution No. 30-10, it was referred to the next regular meeting.

RESOLUTION NO. 31-10 AUTHORIZING THE CITY OF SOMERSWORTH'S PARTICIPATION IN THE NEW HAMPSHIRE SOUTHEAST WATERSHED ALLIANCE.

Somersworth, NH  
March 15, 2010

WHEREAS, the City of Somersworth is eligible to participate in the New Hampshire Southeast Watershed Alliance (NHSWA); and

WHEREAS, the City Council's Public Works and the Environment Committee recommends participation; and

WHEREAS, the residents of Somersworth will benefit by the City's participation through the appointment of a representative(s) so that the City has a voice at the NHSWA table,

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT the City of Somersworth will join the NHSWA and will nominate and appoint a representative(s).

Introduced by Councilors

Dale Spainhower  
Denis Messier  
Dale Sprague

Approved:

City Attorney

Following the first reading of Resolution No. 31-10, it was referred to the next meeting.

OTHER.

RE-ADOPTION OF THE CITY INVESTMENT POLICY.