

CITY OF SOMERSWORTH

Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members

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

DATE: Friday, August 12, 2016

SUBJECT: City Manager's Report for Monday, August 15, 2016
City Council Agenda

6:00 p.m. Workshop
Fire Station Advisory Committee Presentation

6:45 p.m. Public Hearing
Re: Ordinance No. 1-17 Supplemental Appropriation

Unfinished Business (under Section 13 of Agenda)

Ordinances

- A. Ordinance No. 1-17 Supplemental Appropriation for Water Main Improvements Associated with the Fiscal Year 2016-2017 Road Improvement Projects.** Reminder: Passage requires a two-thirds majority vote of Council.

New Business (under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 2-17 Amend Chapter 19, Zoning Ordinance, Section 30.E, Hilltop School Property Overlay District.** This is a recommendation forwarded from the Hilltop Commission. There are other Committee recommendations that will be included in the Request for Proposal (RFP) and made part of the deed pending Council approval:
1. Any new additions must be subservient and compatible to the historic building.
 2. The front lawn on Grand Street must be preserved and respected.
 3. Outside and Parking lot lighting design shall be compatible with the historic district purpose and the age of the structure.
 4. The exterior of the building must be preserved. Any proposed changes must be compatible with the Historic District purpose and age of the structure.

Attached is a red-lined copy of the entire Ordinance. I recommend a Public Hearing prior to the next City Council meeting on Tues., Sept. 6th at 6:45 p.m; if referred to Committee my recommendation is to move the hearing to the September 19th meeting.

Resolutions

- A. **Resolution No. 10-17 To Authorize the City Manager to Amend the Contract with Severino Trucking Co., Inc. of Candia, NH for the Required Sewer Line Improvements on Memorial Drive.** The Public Works Committee and Finance Committee met on August 4th and voted to support this item. Attached is a copy of the email that I sent to the Mayor & Councilors on August 9th. It states in part: I recommend Council consider covering this needed sewer work by amending the Severino Agreement. This needed funding is small enough that the already adopted sewer/wastewater utility budget should be able to cover this expenditure. We will monitor this fund and if it cannot absorb this expenditure, I will notify the Mayor & Council to consider a supplemental appropriation to amend this year's sewer/wastewater utility budget later for this fiscal year. Respectfully, I suggest Council consider a second reading this evening to consider adoption.
- B. **Resolution No. 11-17 To Authorize the City Manager to Request Proposals for the Re-use of Hilltop School in Accordance with the Recommendations of the Hilltop Commission.** Attached is a "Draft" Request for Proposal (RFP) document for your review.
- C. **Resolution No. 12-17 To Authorize the City Manager to Waive Ordinance Chapter 13D (Noise/Nuisance Control) for Severino Trucking Company, Inc. and/or Its Subcontractors to Permit Night Work as Needed as Part of the FY 16/17 Road Improvement Project.** Public Works Committee met on August 4th and supports this action item. Attached is a copy of Chapter 13D. Respectfully, I suggest Council consider a second reading this evening to consider adoption as night work may be needed to complete the project before School opens on August 31st.
- D. **Resolution No. 13-17 To Authorize the City Manager to Purchase a One-Ton Replacement Truck for Use by the Water Department Utilizing the New Hampshire State Bid List.** Public Works Committee and Finance Committee met on July 21st and support this action item. The Water Fund provides \$42,094 for the replacement 1- ton. This truck is a 2017 Ford F350 with the 6.7 diesel with back racks, 9ft plows and four corner strobe light. Water Department: \$45,597-less trade in value of \$4,000 = \$41,595...Budget is \$42,094. Attached is a memorandum from Director Mike Bobinsky that provides further detail on this purchase.
- E. **Resolution No. 14-17 To Authorize the City Manager to Purchase a One-Ton Replacement Truck for Use by the Wastewater Department Utilizing the New Hampshire State Bid List.** Public Works Committee and Finance Committee met on July 21st and support this action item. The Sewer Fund provides \$57,284 for the replacement 1- ton. This truck is a 2017 Ford F350 with the 6.7 diesel with back racks, 9ft plows and four corner strobe light. This unit will also be outfitted with a Tommy Gate for lifting purposes onto bed of the truck and has an extended cab. Wastewater Department: \$50,311-less trade in value of \$6,000 = \$44,311...Budget is \$57,284 (Extra cost for bigger cab/tommy gate). Attached is a memorandum from Director Mike Bobinsky that provides further detail on this purchase.

Other

- A. **Vote to Authorize the City Manager to Sign Document/s to Amend the Approved Public Benefit Covenant (per 79-E:8) Pertaining to the 44 Market Street Property.** Attached is a "Draft" amended Covenant that City Attorney Walter Mitchell will review at the property owner's expense. The Amendment is requested due to a boundary line adjustment approved by the Planning Board earlier this year.

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

A. Informational Items

1. Brownfields Grants.

- Former site of Bretons Cleaners – I contacted Mike McClusky at NHDES on August 1st. He stated they hired the engineering firm GZA who would be conducting field work in 3-4 weeks out. GZA will be sampling building materials and the groundwater to finalize costs associated with any clean-up.
- Former Police Station Site- SRPC staff and their engineers, Credere Associates, are waiting on NHDES for their comments.

2. Porto Potties. The Recreation Committee met on Wednesday, August 10th to discuss staff's recommendation to place Porto-Potties at Willand Pond, Mast Point Dam and Noble Pines. The Committee supports moving forward with this Pilot Program at an estimated cost of \$1,480. Staff will be contacting the City of Dover to suggest they consider the same on their side of Willand Pond. I have attached staff's cost sheet for this effort. Without objection, I will be authorizing staff to move forward.

3. Liberty Mutual Donation. As part of this year's "Serve with Liberty" volunteer effort, the City received a \$1,000 donation. Staff recommends we utilize the majority of this donation to purchase a new Kiosk/Message Center at the Mast Point Recreation Area (see attached information). The Recreation Committee met on Wednesday, August 10th and supports this effort. Again, without objection I will authorize staff to move forward.

4. Flag Pole at Noble Pines. Somersworth Babe Ruth Baseball with the support of the American Legion Post 69 has donated a new Flag Pole for placement at the Noble Pines Park. With support of the Recreation Committee and full Council I plan to move forward with this improvement. Attached are copies of correspondence reviewed by the Recreation Committee.

5. Sober Sisters Recovery at Malley Farm. I was asked to pass long an invitation to the Mayor & Councilors to attend their Open House scheduled for Saturday, August 20th from 3:00-6:00 p.m.

B. Attachments

1. Department Head Monthly Reports.

ORDINANCE NO. 1-17 SUPPLEMENTAL APPROPRIATION FOR WATER MAIN IMPROVEMENTS ASSOCIATED WITH THE FISCAL YEAR 2016-2017 ROAD IMPROVEMENT PROJECTS.

Somersworth, NH
July 25, 2016

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 16-17 is amended as follows:

Appropriate \$801,666 from Water Utility Fund budget as follows:

Original Budget	Amendment	Revised Budget
\$ 2,032,719	\$ 801,666	\$ 2,834,385

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Trish Harris
City Clerk

Background:

This ordinance appropriates the use of the Water Utility Funds for the purpose of providing funding for water main improvements associated with the Fiscal Year 2016-2017 road improvement projects..

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

Introduced by Councilors:

David Witham
Dale Sprague
Martin Pepin
Jennifer Soldati
Denis Messier

Approved:

City Attorney

ORDINANCE NO. 2-17 AMEND CHAPTER 19, ZONING ORDINANCES, SECTION 30.E,
HILLTOP SCHOOL PROPERTY OVERLAY DISTRICT.

Somersworth, NH
August 15, 2016

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

Amend Chapter 19, Zoning Ordinance, Section 30.E , Hilltop School Property Overlay District,
Additional Permitted Uses by adding “Multi-dwelling unit” and “Elderly Housing Facility” with
a maximum density allowed = 10 units per acre.

This ordinance shall be effective upon its passage.

Sponsored by

Mayor Dana Hilliard
Councilor Martin P Dumont Sr.
Councilor Jessica Paradis

Approved
City Attorney

Section 30 Hilltop School Property Overlay District

19.30.A Title and Authority

Title: This Ordinance shall be known as the “Hilltop School Property (HSP) Zoning Overlay Ordinance” of the City of Somersworth, New Hampshire.

Authority: Pursuant to the authority granted by RSA 483-B:8, Municipal Authority; RSA 674:17 I., Purposes of Zoning Ordinances; RSA 674:21, Innovative Land Use Controls; this ordinance is hereby adopted by the City of Somersworth, New Hampshire to protect the public health, safety, and general welfare.

19.30.B District Boundaries

The boundaries of the Hilltop School Property Overlay District are hereby established to include all the property on Tax Map 11 Lot 49 which is hereby declared to be part of this ordinance.

19.30.C Purpose

The purpose of this ordinance is to provide for productive, desirable reuse of the Hilltop School building and property (Map 11 Lot 49) located within the Residential Single Family/A (R1/A) District as outlined in the City’s Zoning Ordinance 19.3.D.11., further governed by the Historic District (HD) Overlay Zoning District outlined in ordinance 19.3.D.6.

Recognizing the former school property is located within the R1-A Zoning District, within the HD Overlay District, yet does not conform to the norm of structures and uses intended to be regulated by these ordinances, it is deemed appropriate and necessary to provide for a zoning overlay district to apply specifically and solely to this property without hindering the intent and purposes of the aforementioned ordinances.

Regulations set forth in this ordinance are designed to support the intent of the HD District Ordinance to provide for the recognition, preservation, enhancement and continued use of structures, sites and areas having historic and cultural significance in support of the community’s economic prosperity, cultural enrichment and general welfare, to stabilize and improve property values in the city and to aid in the safeguard of the heritage of Somersworth by providing for the protection of structures and areas that represent significant elements of its history.

19.30.D Applicability

All land and building use activities and development conducted within the Hilltop School Property District shall be regulated by the standards established herein.

The standards established herein shall constitute the rules of an overlay zone and shall be superimposed over other zoning districts or portions thereof. The provisions herein shall apply in addition to all other applicable ordinances and regulations. In such instances where the building and property of the Hilltop School Property align with buildings and properties typical of those of the HD, and R1/A Zoning Districts, the provisions set forth in those ordinances should be adhered to.

This overlay ordinance will make provisions for such instances where the property and building in the overlay district do not physically, and logically align to types reasonably intended to be governed by the R1/A and HD ordinances. The provisions set forth for this overlay district make an effort to align with the goals and intent of the city's overall zoning codes. In the event of a conflict between any provision herein and any other ordinance or regulation, the more restrictive requirement shall prevail.

19.30.E Additional Permitted Uses

In addition to all uses permitted by the existing ordinances which govern this overlay district, the following uses, as defined in the existing City of Somersworth zoning ordinances, will be permitted:

Principal Use	
Government Facilities & Svcs.	
Private Educational Institution	
Museum	
Clubhouse, community center, non-commercial recreational facilities, such as swimming pools and tennis courts, for the citizens of Somersworth	
Communications (i.e., radio/television broadcasting, telephone communications).	
Professional & Business Offices	
Bed and Breakfast/Inn ¹	
Athletic/Fitness Facility	
Amusement and Recreational	

Services ²	
Daycare Facilities	
Artisan Studio	
Artisan Production Shop	
All open land or fields used for baseball, football, track and field or other athletic games	
Photography Studio	
Multi-dwelling unit⁵	
Elderly Housing Facility⁵	
Accessory Uses	
Produce, Christmas Tree and Other Seasonal Stands	
Gift Shop ⁴	
Café/ Retail ³	

¹ Owner Occupied and limited to no more than 10 rentable rooms.

² Including such things as cinemas; theaters; bands; orchestras and other musical entertainment but excluding pool hall, billiards, video gaming centers operated for profit.

³ Drive thru services are not permitted. Seating for no more than 12 people permitted.

⁴ Goods limited to items that support and promote the current building occupants and/or the City of Somersworth.

⁵ **Max density allowed = 10 units per acre**

Passed 03/18/2013.

Amended xx/xx/2016

RESOLUTION NO. 10-17 AUTHORIZE THE CITY MANAGER TO AMEND THE
CONTRACT WITH SEVERINO TRUCKING CO., INC. OF CANDIA, NH FOR
REQUIRED SEWER LINE IMPROVEMENTS ON MEMORIAL DRIVE.

Somersworth, NH
August 15, 2016

WHEREAS, the City Council adopted Resolution 6-17 authorizing the City Manager to contract with Severino Trucking Co., Inc. for certain road and utility improvements, and

WHEREAS, during the initial stages of the improvements, it became apparent that improvements to a section of sewer main in the Memorial Drive section of the contract are necessary and in the best interest of the City, and

WHEREAS, staff met with the contractor and developed a cost for the improvements in an amount not to exceed \$60,000 (Sixty Thousand dollars) and recommends the City proceed with the improvements, and

WHEREAS, the Public Works and Environment Committee for the City of Somersworth has reviewed the recommendation by staff and supports the recommendation, and

WHEREAS, the Finance Committee for the City of Somersworth has reviewed the recommendation by staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with Severino Trucking Co., Inc. of Candia, NH to include required sewer line improvements on Memorial drive at an amount not to exceed \$60,000 (Sixty Thousand dollars) and to take any other actions on behalf of this project determined to be in the best interest of the City.

Sponsored by Councilors:

David A. Witham
Dale R. Sprague
Martin Pepin
Jennifer G. Soldati

Approved:

City Attorney

Bob Belmore

From: Bob Belmore
Sent: Tuesday, August 09, 2016 9:14 AM
To: Councilor Dale Sprague (dsprague@somersworth.com); Councilor David Witham (dwitham@somersworth.com); Councilor Martin Pepin (mpepin@comcast.net); councilorsoldati@me.com; Councilor Denis Messier (messier3@comcast.net)
Cc: Brenda Breda; Scott A. Smith; Mike Bobinsky (mbobinsky@somersworth.com); Dana S. Hilliard
Subject: recent Council Committee meetings - sewer utility work on Memorial Drive

Good morning,

At the recent Public Works and Finance Committee meetings, staff's recommendation was to ask the Council to amend the Supplemental Appropriation this Monday evening at the Public Hearing and prior to a final vote at the regular meeting on Monday as it was up for a second reading. The Committee members supported this course of action.

After further consideration I had a concern that the Supplemental Appropriation was specific to Water Main Improvements/use of the water utility fund with no mention of any Sewer improvements/use of sewer utility funds; therefore, the potential need to introduce another Supplemental Appropriation Ordinance and schedule another Public Hearing for the use of the sewer utility fund to be ensure this action was legally sound. Taking this course of action obviously would negate getting the work done in a timely manner unless one or more special Council meetings/hearing were called. After consultation with City Attorney who shared a similar concern, Finance Director Scott Smith and I recommend the Council does not act to amend the Water Utility Supplemental Appropriation.

We now recommend Council considers covering this needed sewer work by amending the Severino Agreement on Monday evening. It is our hope that the needed funding is small enough that the already adopted sewer/wastewater utility budget can cover this expenditure. We will monitor this fund and if it cannot absorb this expenditure, I would notify the Mayor and Council to consider a supplemental appropriation to amend this year's sewer/wastewater utility budget later in this fiscal year.

Sincerely,

Bob

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



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

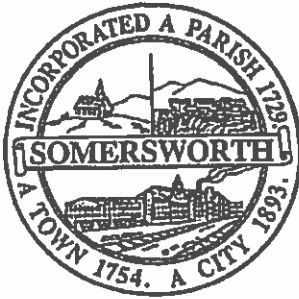
DATE: August 2, 2016

SUBJECT: Memorial Drive Sewer Utility Replacement

FROM: Michael Bobinsky, Director of Public Works & Utilities

Attached is a memorandum from our contract City Engineer Scott Bourcier, regarding a proposal to correct a recently discovered oversight involving replacement of a sewer utility in Memorial Drive. Our City wide road rehabilitation work has begun and to accommodate school opening schedules, our contractor (Severino) has started road and utility repairs on Memorial Drive. The original design and specifications for Memorial Drive includes replacement of pavement, drainage improvements, sidewalk segments, and water utilities, but did not include replacing the sewer line that serves the Somersworth Middle and High School facility. Although information about the age and condition were reviewed, the function/performance of the sewer line was overlooked when project specifications were prepared. The sewer line is approximately 50 years old, is asbestos concrete (AC) lined, and requires high maintenance and cleaning, particularly adjacent to the middle school facility to avoid backups. This line serving the school facility should be replaced and it is timely to address this while Memorial Drive is under construction.

The attached memorandum provides two (2) options for consideration, including cost estimates and graphics depicting the sewer line replacement. Severino Trucking unit prices for material and labor have been used to calculate the cost proposals; staff has consulted with the contractor on project approach and impacts on overall completion schedule.



Scott M. Bourcier, P.E.
Contract City Engineer
Tel: 692-9524
Fax: 692-9576

DATE: August 2, 2016

TO: Michael Bobinsky, Department of Public Works & Utilities Director

COPY: Bob Belmore, City Manager
Scott Smith, Director of Finance

SUBJECT: FY2016 Road Repairs
Memorial Drive – Sewer Improvements

An oversight was made related to a utility improvement during the design phase of the above-referenced. A construction amendment is recommended to complete improvements to the existing sewer main along Memorial Drive that services the City Middle and High School facility; see attached Figure 1. Below are two (2) options for the City's consideration.

Option 'A' – Complete Utility Improvement

Cost: \$59,860.00

Construction Delay: Anticipate minimal delays due to contractor adding a second crew to complete on-time; weather also is a factor in meeting completion schedule.

Description:

- Remove and dispose 250 feet of existing 8" asbestos cement (AC) sewer pipe; remaining main and structure would be abandoned.
- Install (new alignment) 565 feet of 8" SDR35 PVC sewer pipe.
- Install one new pre-cast sewer manhole (SMH).
- Replace one existing barrel/mortar SMH with new pre-cast SMH.
- See attached Figure 2.

Option 'B' – Partial Utility Improvement

Cost: \$38,800.00

Construction Delay: Anticipate minimal to no delay with this option; weather can play a factor in meeting completion schedule.

Description:

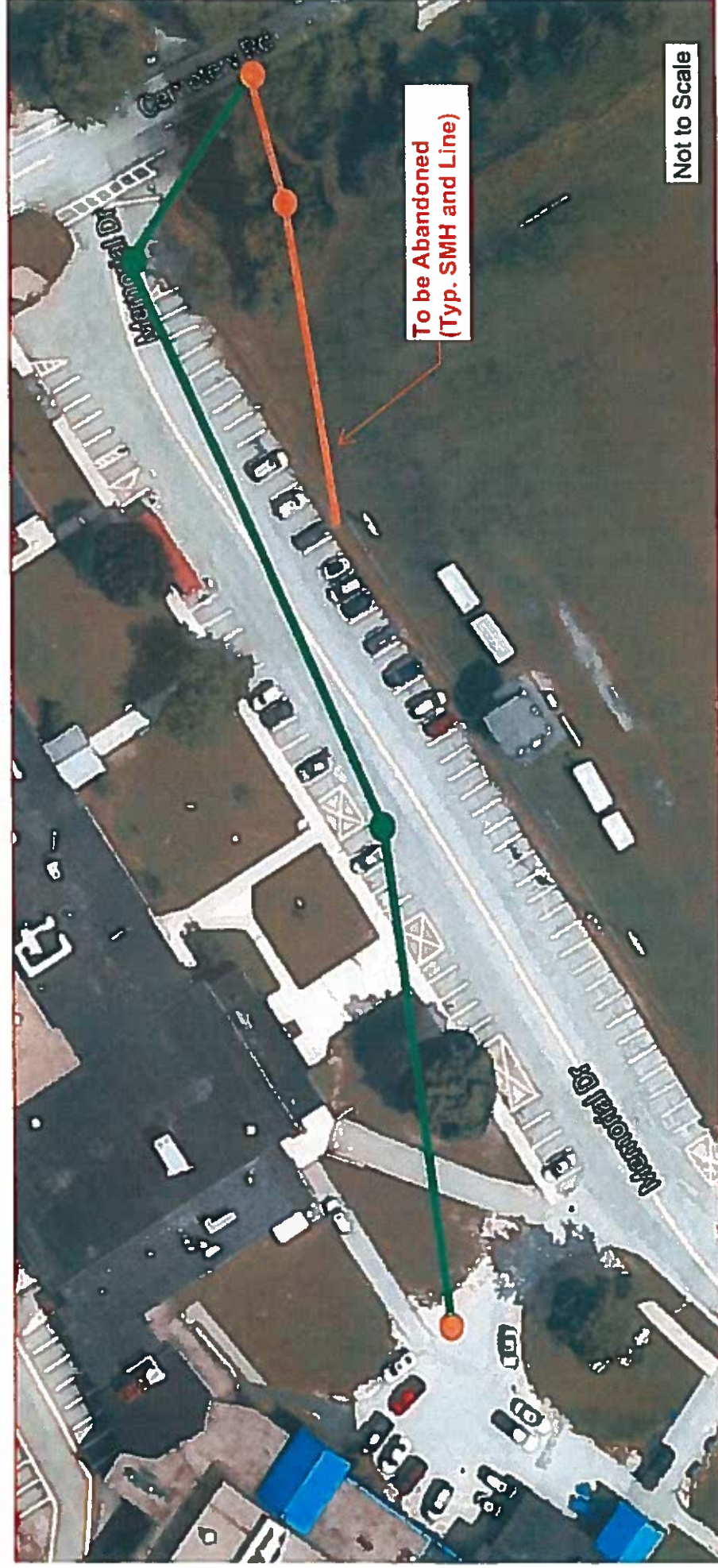
- Remove, dispose and replace 382 feet of existing 8" asbestos cement (AC) sewer pipe with new 8" SDR35 PVC sewer pipe; remaining main and structure would be replaced by City staff at a later date (estimated 2017).
- Replace one existing barrel/mortar SMH with new pre-cast SMH.
- See attached Figure 3.

In addition to the figures identified above, this memorandum also includes a cost breakdown of each option described above for review.

END OF MEMORANDUM

Recommended

City of Somersworth
FY2016 Road Repair
Memorial Drive Sanitary Sewer
Figure 2 - Option 'A'



Legend

- Existing SMH
- Existing 8" AC Sewer Pipe
- New SMH
- New 8" SDR 35 PVC Sewer Pipe



City of Somersworth
FY2016 Road Repair
Memorial Drive Sanitary Sewer
Figure 1 - Existing Conditions

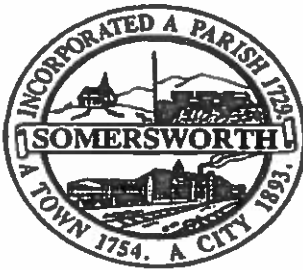


City of Somersworth
FY2016 Road Repair
Memorial Drive Sanitary Sewer
Figure 3 - Option 'B'



Legend

-  Existing SMH
-  Existing 8" AC Sewer Pipe
-  New SMH
-  New 8" SDR 35 PVC Sewer Pipe



Project: FY2016 - Memorial Drive Sewer Replacement

Calculated By: SMB

Date: 08/02/16

Checked By: Severino

Date: 08/03/16

OPTION 'A'

UNIT NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
202.43MS	REMOVAL OF EXIST. ASBEST. CEMENT PIPE, 0-24	LF	250	\$ 9.00	\$ 2,250.00
203.1MS	COMMON EXCAVATION	CY	24	\$ 22.00	\$ 528.00
403.12MS	HOT BITUMINOUS PAVEMENT, HAND METHOD	TON	18	\$ 125.00	\$ 2,250.00
608.12MS	2" BITUMINOUS SIDEWALK	SY	53	\$ 29.00	\$ 1,537.00
609.812MS	BITUMINOUS CURB, TYPE A	LF	70	\$ 6.50	\$ 455.00
612.2212MS	8" P.V.C. SEWER PIPE	LF	565	\$ 76.00	\$ 42,940.00
612.2215MS	PRECAST SEWER MANHOLE 4' DIA.	EA	2	\$ 4,800.00	\$ 9,600.00
628.2MS	SAWED BITUMINOUS PAVEMENT	LF	100	\$ 3.00	\$ 300.00
Total					\$ 59,860.00

OPTION 'B'

UNIT NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
202.43MS	REMOVAL OF EXIST. ASBEST. CEMENT PIPE, 0-24	LF	400	\$ 9.00	\$ 3,600.00
203.1MS	COMMON EXCAVATION	CY	0	\$ 22.00	\$ -
403.12MS	HOT BITUMINOUS PAVEMENT, HAND METHOD	TON	0	\$ 125.00	\$ -
608.12MS	2" BITUMINOUS SIDEWALK	SY	0	\$ 29.00	\$ -
609.812MS	BITUMINOUS CURB, TYPE A	LF	0	\$ 6.50	\$ -
612.2212MS	8" P.V.C. SEWER PIPE	LF	400	\$ 76.00	\$ 30,400.00
612.2215MS	PRECAST SEWER MANHOLE 4' DIA.	EA	1	\$ 4,800.00	\$ 4,800.00
628.2MS	SAWED BITUMINOUS PAVEMENT	LF	0	\$ 3.00	\$ -
Total					\$ 38,800.00

RESOLUTION NO. 11 – 17 TO AUTHORIZE THE CITY MANAGER TO REQUEST PROPOSALS FOR THE REUSE OF HILLTOP SCHOOL IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE HILLTOP COMMISSION.

Somersworth, NH
August 15, 2016

WHEREAS on January 19, 2016, in accordance with Council Rule 15, Honorable Mayor Dana Hilliard announced the formation of the Hilltop Commission, and

WHEREAS, the Hilltop Commission was empowered to explore, develop and finalize a sustainable proposal for the City Council to implement the re-use of the historic hilltop building; explore the feasibility of financing or investors for the re-use of the historic hilltop building; and to present their findings on proposed legislation to the City Council to vote upon by October 3rd, 2016, and

WHEREAS, the Hilltop Commission completed their work and presented their findings and a recommendation to the City Council on July 25, 2016, and

WHEREAS, the recommendation presented is to seek proposals for the private rehabilitation of the facility with public land ownership and reasonable restrictions,

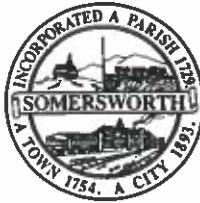
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to request proposals for the re-use of Hilltop School in accordance with the recommendations of the Hilltop Commission and take any other actions with this project determined to be in the best interest of the City.

Sponsored by

Mayor Dana Hilliard
Councilor Martin P Dumont Sr.
Councilor Jessica Paradis

Approved

City Attorney



City of Somersworth, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

DRAFT

REQUEST FOR PROPOSAL Redevelopment of Hilltop Elementary School

The City of Somersworth invites developers to submit formal proposals for the purchase and redevelopment of its municipally owned historic property know as "Hilltop Elementary School" located on Grand Street in the hilltop Historic District of Somersworth. The City will be hosting an open house on **ADD DATE** for all interested parties. Any interested party should submit 10 (ten) copies of their proposal in accordance with this request for proposal

All Proposals must be submitted, in a sealed envelope, plainly marked "Hilltop Elementary School Reuse" addressed as follows:


Somersworth City Hall
Attn: Scott A. Smith, Director of Finance
One Government Way
Somersworth, NH 03878

All proposals/bids must be received by **ADD DATE . EST.**

***IMPORTANT:** If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a NO BID indication. Failure to respond in this manner will result in deletion from our bid list.

Vendors wishing to respond to a bid request with alternates to specifications must notify the Finance Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.

			
	Request Type	Proposal	Page 2 of 7
	Title	Request for Proposal Hilltop Elementary School	
	Due Date	Add date	

SECTION I. INVITATION TO SUBMIT PROPOSALS

The City of Somersworth invites developers to submit formal proposals for the purchase and redevelopment of its municipally owned historic property know as “The Hilltop Elementary School” located on Grand Street in the hilltop Hisotric Distric of Somersworth.

The property is centrally located in a densely populated historic residential neighborhood commonly referred to as “The Hill” walkable to the heart of the downtown area, the Salmon Falls River and Noble Pines Community Park and part of the Hilltop Historic District.

Somersworth, once an integral manufacturing hub in the seacoast area, is now experiencing progressive downtown development and rejuvenation. The redevelopment of its historic mill area and mixed use district is leading the way for further discovery, redevelopment, and investment. Somersworth is located with a 12 mile radius of the NH communities of Portsmouth, Dover, Rochester and the Berwicks in Maine.

Somersworth is also located approximately 10 miles from the Pease International Trade Port, 4 miles from NH RT 16, with easy access to Interstate 95.

1.1 Property Background- The building was constructed as the center of the Hilltop residential community on a 2.08 acre site. The building is surrounded by early 20th century housing., Noble Pines, a public park with a baseball field, playground and water park is two blocks away to the southwest. Previous reports indicate that the building was constructed in 1928 with a later addition in the 1930’s. The building is a sound masonry structure with mechanical and electrical systems that have reached their life expectancy. The building does not have a fire suppression sprinkler system nor is there an elevator present in the building. The layout of the floor plan has as many as ten different floor levels connected by various stairways.

The city has conducted a Hilltop Reuse study to provide general guidance and cost estimates for selected uses and redevelopment options of the land and buildings. Copies of this report are available for viewing at City Hall. The report has recommended a list of reuse options in priority order with the highest priority option being redevelopment as public park/private building rehabilitation. Thus, proposals following this model will be given higher priority. In addition, certain development restrictions were recommended including:



Request Type	Proposal	Page 3 of 7
Title	Request for Proposal Hilltop Elementary School	
Due Date	Add date	

1. Any new additions must be subservient and compatible to the historic building
2. The front lawn on Grand street must be preserved and respected.
3. Outside and Parking lot lighting design shall be compatible with the historic district purpose and the age of the structure.
4. The exterior of the building must be preserved. Any proposed changes must be compatible with the historic district purpose and age of the structure

Proposals that take these restrictions into consideration in the design shall be given priority.

Developers are encouraged to review the Somersworth Zoning Ordinance. Proposal that provide redevelopment plans within the ordinance, including uses and architectural features consistent with the Hilltop Overlay District and Historic District will be given priority.

The building is within the City's 79E district, and may be approved for short term relief from increased property tax due to the rehabilitation. In addition, 20% Preservation Tax Credit may be available from the NH Division of Historical Resources.

1.2 Offering

The City of Somersworth encourages developers to respond in a way that meets the goals, standards, and criteria set forth by this Request- For-Proposal (RFP). The submitted proposal shall include the Developer's plan for the design, permitting, construction, operation and maintenance, of the proposed redevelopment.

Prospective developers should undertake their own review and analysis concerning physical conditions, environmental conditions, required permits and approvals, and any other legal considerations. Developers will be responsible for obtaining all applicable State, Federal or Local permits and approvals.

SECTION 2. DEVELOPMENT GUIDELINES AND REQUIREMENTS

2.1 Redevelopment Guidelines

- The City of Somersworth will consider all proposals and or development partnerships that will result in an adaptive reuse of the building and grounds. The City is seeking creative solutions and uses that will enhance this property and complement the surrounding neighborhood as well as projecting a positive image for the City.



Request Type	Proposal	Page 4 of 7
Title	Request for Proposal Hilltop Elementary School	
Due Date	Add date	

SECTION 3. FISCAL/ ECONOMIC IMPACT

Redevelopment should not place disproportionate requirements on City resources. The City reserves the right to consider any potential financial impact to City resources, whether real or perceived, in the process of accepting or rejecting any proposal.

SECTION 4 SITE CHARACTERISTICS DESIGN AND GUIDELINES

Meeting all applicable codes, the development of the site should incorporate the spirit and design preference highlighted in the design principles listed below. The City encourages the use of smart growth principles and welcomes, “green” and sustainability initiatives for the reuse and rehabilitation to the structure.

Architectural Restoration

- Renovation of the existing building should be comparable with the scale and mass of the existing building.
- Only materials of high quality and durability should be employed with the detail of the existing building.

New Construction

- Any new construction for the site should provide for a focal point and a sense of destination for the site.
- Designs should take into consideration the historic character of the surrounding neighborhood, without necessarily imitating or replacing traditional architectural types.
- Building entrances should be clearly recognized
- The ground floor of the building should be designed for pedestrian comfort and human scale, and its architectural elements of the façade should be articulated to create a sense of human scale and proportion.

SECTION 4 QUALIFICATIONS OF THE DEVELOPMENT ENTITY

The proposal must include a description of the development team, the individuals and organizations to be involved in the development and their experience. At least three business references must be provided for each member of the development team. The proposal must include a detailed description of the development concept for any disposition of the property and any improvements.

- Proposed uses for the property.
- Description of the target market, e.g. end users and strategy for marketing to these groups




Request Type	Proposal	Page 5 of 7
Title	Request for Proposal Hilltop Elementary School	
Due Date	Add date	

- Discussion of the physical plan and architectural character of the project and how the various programmatic and physical elements of the development relate to one another.
- Description of the benefits and possible impacts of the project to the surrounding area and to the City of Somersworth including but without limitation to;
 - City services that will be required
 - Community impacts associated with the development both social and fiscal impacts
 - Traffic impact
 - Property taxes associated with the disposed property

The proposal must include a 1"=40' site plan that describes the conceptual site improvements, parking, access and overall site improvements.

Final sale and approval of the transaction will require review and vote by City Council.

			
	Request Type	Proposal	Page 6 of 7
	Title	Request for Proposal Hilltop Elementary School	
Due Date	Add date		

GENERAL TERMS AND CONDITIONS

Preparation of Proposals

Proposals shall be submitted in the manner requested in the specifications and must be signed by the firm or the firm's authorized representative. The person signing the proposal shall initial any corrections to entries made on the proposal form.

Acceptance or Rejection of Bids/Proposals

The City of Somersworth reserves the right to reject any or all proposal, to waive technical or legal deficiencies, and to accept any proposal that is determined to be in the best interest of the City.

Delivery of Proposals

Proposals must be submitted in a sealed envelope, and shall be addressed to the City at the address and to the attention of the official as outlined in the request for proposals. All proposals must be submitted prior to the specified date and time. Any proposal received after the specified date and time will not be considered and will not be opened. Proposals delivered via facsimile, e-mail, or any format other than within a sealed envelope shall not be considered.

City's Use of Proposal Material

All material submitted in or with the proposal shall become the property of the City. All material submitted in response to this RFP shall become public information and shall not be considered proprietary in nature. Selection or rejection of the proposal shall not affect this right.


The City reserves the right to use any ideas presented in the proposals, without compensation paid to the Firm. Selection or rejection of the proposal shall not affect this right.

Withdrawal of Proposals

A bidder will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposal.

Public Opening of Proposals

Proposals will be publicly opened and read aloud at the time and place as indicated in the RFP. Any bidder, authorized agent, or other interested party may be present.

			
	Request Type	Proposal	Page 7 of 7
	Title	Request for Proposal Hilltop Elementary School	
	Due Date	Add date	

Proposal Ownership and Costs

Upon submission, proposals become the property of the City of Somersworth. The cost of preparing and submitting a proposal is the sole responsibility of the bidder and shall not be chargeable in any manner to the City. The City will not reimburse any bidder for any costs associated with the preparation and submission of a proposal.

Examination of Proposed Materials

The submission of a proposal shall be deemed a representation and warranty by the bidder that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. No requests for modification in the provisions of the proposal shall be considered after its submission on the grounds that the bidder was not fully informed as to any fact or condition. Statistical information, which is contained within a RFP or any addendum thereto, is for informational purposes only. The City disclaims any responsibility for this information that may subsequently be determined to be incomplete or inaccurate

Insurance Requirements

The successful bidder shall procure and maintain insurance, in the amounts and coverage detailed by the proposal documents at the bidder's sole expense. The successful bidder shall be required to present to the City of Somersworth a certificate of insurance in the amounts required naming the City of Somersworth as an additional insured.

Results

After the proposals are opened and read, the results will be available for the public. Bidders that desire a comprehensive list of the bid results may do so by attending the public opening, or requesting such, in writing, to the Director of Finance and Administration.

The award of a proposal shall not be considered official until such time that a Purchase Order, fully executed contract, or an award letter has been issued by the City of Somersworth. No presumption of award shall be made by any bidder until such documents have been executed and are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at their own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

RESOLUTION NO. 12-17 TO AUTHORIZE THE CITY MANAGER TO WAIVE ORDINANCE CHAPTER 13D (NOISE/NUISANCE CONTROL) FOR SEVERINO TRUCKING COMPANY, INC. AND/OR ITS SUBCONTRACTORS TO PERMIT NIGHT WORK AS NEEDED AS PART OF THE FY16/17 ROAD IMPROVEMENT PROJECT.

Somersworth, NH
August 15, 2016

WHEREAS, Chapter 13-D prohibits excessive noise as a result of construction activity at specific times during night time hours; and

WHEREAS, the City adopted Resolution to authorize the City Manager to contract with Severino Trucking Company, Inc. of Candia, New Hampshire as part of the FY16/17 road improvement project; and

WHEREAS, it is the desire of the City of Somersworth to complete these improvements to minimize any disruption to the opening of the middle/high school or to the community as a whole during the construction activity; and

WHEREAS, it may be in the best interest of the City to allow Severino Trucking Company, Inc. and/or its subcontractors to perform portions of the FY16/17 road improvement project during night time hours,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to waive the provisions of Chapter 13-D (Noise/Nuisance Control) for Severino Trucking Company, Inc. and/or its subcontractors to permit night work as needed as part of the FY16/17 road improvement project to meet the needs and the best interest of the City.

Sponsored by Councilors

Dale R. Sprague
Dave A. Witham
Jennifer Soldati

Approved:

City Attorney

CHAPTER 13D

NOISE/NUISANCE CONTROL

13D:1 PURPOSE

Recognizing that people have a right to and should be ensured an environment free from excessive sound and vibration capable of jeopardizing their health, safety or welfare, or of degrading their quality of life, this Ordinance is enacted to protect, preserve and promote the health, safety, welfare, and quality of life for the citizens of the City of Somersworth, New Hampshire, through the reduction, control and prevention of noise by prohibiting certain noise-producing activities, and providing for inspection, definition of offenses, and penalties.

13D:2 DEFINITIONS

Construction means any and all physical activity necessary or incidental to the erection, placement, demolition, assembling, altering, cleaning, repairing, installing, or equipping of buildings and other structures, public or private highways, roads, premises, parks, utility lines, or other property and shall include land clearing, grading, excavation, filling and paving.

Demolition means any dismantling, intentional destruction or removal of structures, utilities, public or private right-of-way surfaces or similar property.

Domestic Power Equipment means power equipment intended for use in residential areas by homeowners (Examples include but are not limited to: chainsaws, log splitters, power saws, drills, grinders, lawn and garden tools, etc.)

Emergency means any occurrence or set of circumstances involving actual or imminent physical trauma or property damage which demands immediate action.

Muffler means a device consisting of a series of chambers or baffleplates or other mechanical design for the purposes of receiving exhaust gases and effectively reducing noise (RSA 259:66).

Noise means any sound which annoys or disturbs a person or which causes or tends to cause an adverse psychological or physiological effect on a person.

Noise Disturbance means any sound which endangers or injures the safety or health of a person, or annoys or disturbs a reasonable person of normal sensitivities which can cause one or more of the following effects:

- A. temporary or permanent hearing loss in persons exposed; or
- B. injury to or tendency to injure, on the basis of current information, the public health or welfare; or
- C. unreasonable interference with the comfortable and reasonable enjoyment of life and property, or interference with the conduct of business; or
- D. exceeding the limits or restrictions established herein or pursuant to the granting of any permit by the City.

Night means the period between sunset and sunrise.

Person means an individual, partnership, association, firm, syndicate, company, trust, corporation, department, bureau or agency, or any other entity recognized by law as having rights and duties.

Tractor-Trailer means any truck, tractor and semi-trailer (RSA 257:109).

Truck means every motor vehicle designed, used or maintained primarily for the transportation of property (RSA 259:115-6).

13D:3 NOISES PROHIBITED - UNNECESSARY NOISE STANDARD

The following acts are declared to be noise disturbances and are prohibited by this Ordinance:

A. Radios, Stereos, Musical Instruments, Etc.: The using, operating, or permitting to be played of any radio receiving set, musical instrument, stereo, or other machine or device for the producing or reproduction of sound in such manner as to disturb the health, safety and welfare of the neighboring inhabitants at any time. the operation of any such set, instrument, stereo, machine or device between the hours of 9:00 p.m. and 7:00 a.m. in such a manner as to be plainly audible at a distance of fifty (50) feet from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.

B. Loud Speaker, Amplifiers for Advertising: The using, operating or permitting to be played, used or operated of any radio receiving set, musical instrument, stereo, loud speaker, sound amplifier or other machine or device for the producing or reproducing of sound upon the public streets for the purpose of commercial advertising except by permit

issued by the City Licensing Board.

C. Animals, Birds, Etc.: The keeping of any animal or bird which frequently or for continued duration howls, barks, meows, squawks or makes other sounds which create a noise disturbance.

D. Steam Whistles: The blowing of any locomotive steam whistle or steam whistle attached to any stationary boiler except to give notice of the time to begin or stop work or as a warning of fire or danger, or upon request of proper City authorities.

E. Exhausts: The discharge into the open air of the exhaust of any steam engine, stationary internal combustion engine, motorboat, or motor vehicle except through a muffler or other device which will effectively prevent loud or explosive noises therefrom.

F. Defect in Vehicle or Load: The use of any automobile, motorcycle or vehicle so out of repair, so loaded or in such a manner as to create loud and unnecessary grating, grinding, rattling, explosive or other noise.

G. Snow-travelling Vehicles, Trail Bikes, and Off-Highway Recreational Vehicles: Any person owning, leasing, or controlling the operation of such vehicles shall comply with the provisions of RSA 215-A:12.

H. Truck Idling: No person shall operate a diesel engine, tractor-trailer, or any standing motor vehicle with a weight in excess of 10,000 pounds GVW (Gross Vehicle Weight) or refrigeration or compressor engine on a tractor-trailer or truck for a period in excess of 10 minutes when such vehicle is parked on a residential premises or on a City road next to or across from residential premises between the hours of 9:00 p.m. and 7:00 a.m.

I. Construction or Repairing of Buildings: The erection (including excavation), demolition, blasting, alteration or repair of any building or property that generates noise other than between the hours of 7:00 a.m. until dark, except in cases of an emergency in the interest of public health and safety. All equipment used for construction shall have properly installed and maintained silencing systems, as originally furnished by the equipment manufacturer. Unmuffled exhaust or intake systems on mobile or stationary equipment shall not be permitted.

J. Pile Drivers, Hammers, Engine Repair, Etc.: The operation between the hours of 9:00 p.m. and 7:00 a.m.

of any construction equipment, pile driver, steam shovel, pneumatic hammer, air compressor, derrick, steam or electrical hoist, mechanical or engine repairing or other appliance, the use of which is attended by loud or unusual noise.

13D:4 EXCLUSIONS AND EXEMPTIONS

A. Exclusions: This Chapter shall not apply to noise emitted by or related to any of the following:

- (1) Any bell or chime from any school or place of worship.
- (2) Any siren, whistle or bell lawfully used by emergency vehicles.
- (3) Any siren, whistle, bell, or other sound-generating device used by an alarm system in an emergency situation provided, however, that burglar alarms not terminating within 30 minutes after being activated shall be unlawful.

B. Exemptions: This Chapter shall not apply to noise emitted by or related to the following:

- (1) Noise created by emergency vehicles in the lawful performance of their duties or as a result of or relating to an emergency.
- (2) Noise from domestic power equipment operated between the hours of 7:00 a.m. and 9:00 p.m.
- (3) Noise from snow removal equipment.
- (4) Noise created by any aircraft flight operations which are specifically pre-empted by the Federal Aviation Administration.
- (5) Noise created to perform emergency work to restore property to a safe condition following an emergency, or work required to protect persons or property from exposure to imminent danger.
- (6) Noise created by blasting between the hours of 7:00 a.m. and 9:00 p.m., provided that a permit for such blasting has been obtained from local authorities and that sufficient notice to surrounding properties has been made.

13D:5 PENALTY

Any person violating any of the provisions of this ordinance shall be guilty of a violation. The penalty for a first

offense shall not be less than \$100. A second or subsequent offense shall constitute a fine of not less than \$250.

13D:6 MANNER OF ENFORCEMENT

Violations of this ordinance shall be prosecuted in the same manner as other violations of the ordinances of the City of Somersworth. Complaints may be brought by the Somersworth Police Department or the Code Enforcement Officer of the City of Somersworth or its Agent.

13D:7 ADDITIONAL REMEDY - INJUNCTION

As an additional remedy, the operation or maintenance of any device, instrument, vehicle or machinery in violation of any provision hereof and which causes discomfort or annoyance to the reasonable person of normal sensitiveness or which endangers the comfort, repose, health or peace of residents in the area shall be deemed, and is declared to be a public nuisance and may be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction.

13D:8 SEPARABILITY

It is the intention of the City Council that each separate provision of this ordinance shall be deemed independent of all other provisions herein and it is further the intention of the City Council that if any provision of this ordinance be declared to be invalid, all other provisions thereof shall remain valid and enforceable.

Passed May 4, 1992.

RESOLUTION NO. 13-17 TO AUTHORIZE THE CITY MANAGER TO PURCHASE
A ONE-TON REPLACEMENT TRUCK FOR USE BY THE WATER DEPARTMENT
UTILIZING THE NEW HAMPSHIRE STATE BID LIST

Somersworth, NH
August 15, 2016

WHEREAS, the City of Somersworth Capital Improvement Program (CIP) for Fiscal Years 2017 through 2022 contains a recommendation to purchase a one-ton replacement truck for the Water Department; and

WHEREAS, the City of Somersworth Fiscal Year 2016-2017 adopted Water Department budget provides funding for the purchase of a one-ton pick-up truck and related accessories for use by the Water Distribution Division; and

WHEREAS, City staff recommends purchasing this truck utilizing the New Hampshire State bid list; and

WHEREAS, the Finance Committee and Public Works & Environment Committee for the City of Somersworth has reviewed this and support's this recommended purchase,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to purchase a one-ton truck and related accessories for the Water Department utilizing the State of New Hampshire State bid list and to take any and all other such actions relative to this purchase determined to be in the best interest of the City.

Sponsored by Councilors

David Witham
Dale Sprague
Jennifer Soldati
Martin Pepin

Approved:

City Attorney

**RESOLUTION NO. 14-17 TO AUTHORIZE THE CITY MANAGER TO PURCHASE
A ONE-TON REPLACEMENT TRUCK FOR USE BY THE WASTEWATER
DEPARTMENT UTILIZING THE NEW HAMPSHIRE STATE BID LIST**

Somersworth, NH
August 15, 2016

WHEREAS, the City of Somersworth Capital Improvement Program (CIP) for Fiscal Years 2017 through 2022 contains a recommendation to purchase a one-ton replacement truck for the Wastewater Department; and

WHEREAS, the City of Somersworth Fiscal Year 2016-2017 adopted Wastewater Department budget provides funding for the purchase of a one-ton pick-up truck and related accessories for use by the Wastewater Division; and

WHEREAS, City staff recommends purchasing this truck utilizing the New Hampshire State bid list; and

WHEREAS, the Finance Committee and Public Works & Environment Committee for the City of Somersworth has reviewed this and support's this recommended purchase,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to purchase a one-ton truck and related accessories for the Wastewater Department utilizing the State of New Hampshire State bid list and to take any and all other such actions relative to this purchase determined to be in the best interest of the City.

Sponsored by Councilors

David Witham
Dale Sprague
Jennifer Soldati
Martin Pepin

Approved:

City Attorney



MEMORANDUM from Director Public Works & Utilities

Date: June 8, 2016

To: Bob Belmore, City Manager

From: Michael J. Bobinsky, Director of Public Works and Utilities

Cc: Scott Smith, Director of Finance and Administration

Nate Smith, General Foreman, Highway Division

Roy Remick, Lead Mechanic

Re: FY17 Water and Sewer Replacement Vehicle Purchases-

The Department of Public Works and Utilities is preparing equipment and vehicle specification in support of purchasing approved FY17 Water and Sewer Fund Budgeted vehicle replacements. The FY17 Water and Sewer Fund budgets provides funding for the replacement of two (2) 1 ton trucks; \$42,094 in the Water Fund and \$57,284 in the Sewer Fund. The trucks will be equipped with some specialized equipment to meet the needs of the respective operations and will include 9 foot plows and strobe lights. To accommodate our vehicle standardization practice, I am recommending that we use State Bid purchasing for these replacement trucks and select Ford units utilizing the State awarded Ford dealer. The State bid process is now using 2017 pricing for all vehicles. The units being replaced are as follows:

The vehicles being replaced includes a 2003 Ford One (1) ton dump body truck, (anticipated trade-in value of \$4,500), in the Sewer Fund and a 2001 Ford One (1) -Ton in the Water Fund.

The following is the latest 2017 pricing for the new 1 ton units: (see attached invoicing)

-Water Fund: 1 Ton Dump Truck -plow and strobe lights; standard equipment -\$45,597

-Sewer Fund: 1 Ton Dump Truck - plow and strobe lights, ext. cab and tommy gate lift -\$50,311

I recommend we proceed with the purchase of the two (2) 1 ton dump trucks with related equipment through the State bid process and award the purchase order to the authorized Ford dealer.

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

Brian C. Caple, Manager
Gunwale Properties, LLC
c/o Tennyson Property Management
PO Box 1818
Dover, NH 03821-1818

July 12, 2016

Ms. Shanna Saunders
Director of Planning and Community Development
City of Somersworth
One Government Way
Somersworth, NH 03878

Dear Shanna;

On April 20, 2016, the Somersworth Planning Board voted to approve my request for a minor subdivision for a lot line adjustment on properties located at 44 & 50 Market Street, Assessor's Map 11, Lots 187 & 188, SUB #01-2016.

This lot line adjustment conveyed 435 square feet of land to Gunwale Properties, LLC from No. Two Mill, LLC and also conveyed 238 square feet of land from Gunwale Properties, LLC to No. Two Mill, LLC. The result of this adjustment, is a gain of 197 square feet to the property of Gunwale Properties, LLC. The purpose of this exchange was to conform to the existing parking configuration to the lot lines.

The reason that I am writing today, is related to the RSA 79E, Community Revitalization Tax Relief Incentive, that I was granted on April 15, 2013, and recorded October 24, 2013 in the Strafford County Registry of Deeds at Book 4175, Page 0317. Under the covenant dated June 27, 2013 and in effect for 7 years, I am seeking a partial release from the covenants for the 238 square feet of land to be transferred to No. Two Mill, LLC. In addition, I would like to have the 435 square feet of land to be acquired from No. Two Mill, LLC. included under the tax relief that was initially granted.

I have met all the provisions of RSA 79E by completing a substantial renovation of the property and obtaining a certificate of occupancy dated August 19, 2013 (the deadline was March 31, 2014). The restaurant "Leaven Beer and Bread House" has been open since October, 2013 and has promoted a greater sense of community, consistent with RSA 9-B. Finally, I have created a non-subsidized residential unit on the second floor that has been occupied since September 1, 2013.

I have attached the Partial Release as drafted by my attorney and I am seeking City Council Approval.

Thank you,



Brian C. Caple,
Manager
Gunwale Properties, LLC
90 Indigo Hill Road, Apt #10
Somersworth, NH 03878

DRAFT

CITY OF SOMERSWORTH, NH

AMENDED COVENANT TO PROTECT PUBLIC BENEFIT

Per RSA 79-E:8 (Community Revitalization Tax Relief Incentive)

Gunwale Properties, LLC, a New Hampshire limited liability company with a mailing address c/o Tennyson Property Management, LLC, P.O. Box 1818, Dover, New Hampshire 03821-1818 (hereinafter referred to as “GRANTOR”), owner of property situate at 44 Market Street, Somersworth, New Hampshire (hereinafter referred to as the “PROPERTY”), for itself and for its successors and assigns, for consideration of tax relief granted to GRANTOR by GRANTEE pursuant to the provisions of New Hampshire RSA 79-E, agrees to the following Covenants imposed by the City of Somersworth (referred to herein as the “GRANTEE”), One Government Way, Somersworth, County of Strafford and State of New Hampshire.

These Covenants are made in exchange for property tax relief granted with respect to the PROPERTY as a result of the substantial rehabilitation of the PROPERTY to be accomplished by the GRANTOR in accordance with GRANTOR’S proposal (specific approved scope of work is attached as “CHAPTER 79-E COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE ADDENDUM”) approved by GRANTEE on April 15, 2013.

This Covenant is to protect the public benefit in accordance with the provisions of New Hampshire RSA 79-E for a term of seven years (5 years for the substantial rehabilitation of the PROPERTY plus 2 years for creating a new non-subsidized residential unit), beginning on April first of the first tax year commencing immediately after the completion of the rehabilitation work. Notwithstanding the foregoing, the contemplated tax relief shall be null and void if the proposed rehabilitation work is not completed by March 31, 2014.

The PROPERTY is GRANTEE’S Tax Map 11, Lot 187 in the City of Somersworth, as adjusted by boundary line adjustment. For further reference, see plan entitled “Lot Line Adjustment Plan Market St. & Canal St. Somersworth Strafford County, NH for Gunwale Properties, LLC” dated February, 2016 to be recorded in the Strafford County Registry of Deeds.

The GRANTEE agrees that the PROPERTY, if substantially rehabilitated in accordance with GRANTOR’S proposal approved by GRANTEE on April 15, 2013, provides a demonstrated public benefit in accordance with the provisions of New Hampshire RSA 79-E:7 inasmuch as the substantial rehabilitation of said PROPERTY:

- I. Enhances the economic viability of downtown; and
- II. Promotes development of municipal centers, providing for efficiency, safety and a greater sense of community consistent with New Hampshire RSA 9-B; and
- III. Creates a new, non-subsidized residential unit.

The terms of the Covenant which is hereby granted by the GRANTOR to the GRANTEE with respect to the above described PROPERTY are to be co-extensive with the tax relief period and are as follows:

GRANTOR'S COVENANTS:

REHABILITATION OF PROPERTY. The GRANTOR agrees to substantially rehabilitate the PROPERTY during the term of this Agreement in accordance with GRANTOR'S proposal approved by GRANTEE on April 15, 2013. The substantial rehabilitation contemplated by GRANTOR'S proposal approved by GRANTEE on April 15, 2013 shall be completed by the GRANTOR on or before March 31, 2014. All of the work on the attached scope of work must be completed in order for the tax relief to take effect. If only some of the work on the attached scope of work is completed prior to March 31, 2014, then the PROPERTY shall be fully assessed for the value of that work during the tax year(s) commencing 2014.

MAINTENANCE OF THE PROPERTY. The GRANTOR agrees to maintain, use and keep the structure in a condition that furthers the public benefits for which the tax relief was granted and accepted during the term of the tax relief under New Hampshire RSA 79-E.

REQUIRED INSURANCE, USE OF INSURANCE PROCEEDS, AND TIMEFRAME TO REPLACE OR REMOVE DAMAGED PROPERTY. The GRANTOR agrees and is required to obtain and maintain casualty insurance, as well as flood insurance, if appropriate. The GRANTEE requires a lien against proceeds for any insurance claims to ensure proper restoration or demolition of any damaged structures and property. The GRANTEE further requires that the restoration or demolition commence within one year following any insurance claim incident; otherwise the GRANTOR shall be subject to the termination provisions set forth in New Hampshire RSA 79-E:9, I.

RECORDING. THE GRANTEE agrees to and shall provide for the recording of this Amended Covenant with the Strafford County Registry of Deeds. It shall be a burden upon the PROPERTY and bind all transferees and assignees of such PROPERTY. The GRANTOR will be solely responsible for payment of the recording fees.

ASSESSMENT OF THE PROPERTY. The GRANTEE agrees that the PROPERTY shall be assessed, during the term of the Tax Relief Granted based on the value of the property and all such improvements in place as of [date if council approval] or such other value utilized by the Assessor to address improvements not covered by New Hampshire RSA 79-E. If the terms of these covenants are not met, the Property Tax Relief will be discontinued. Furthermore, the GRANTEE will assess all taxes to the owner as though no tax relief was granted, with interest in accordance with New Hampshire RSA 79-E:9, II.

EXPIRATION, CONSIDERATION.

- I. EXPIRATION. Upon final expiration of the terms of the tax relief and associated covenants, the tax assessment will convert to the then full fair market value and these covenants will be concluded.
- II. CONSIDERATION. The Tax Collector shall issue a summary receipt to the owner of such PROPERTY and a copy to the governing body of the City of Somersworth for

the sums of tax relief accorded during the term of this Agreement. The local governing body shall, upon receiving a copy of the above-mentioned consideration, execute a release of the Covenant to the GRANTOR who shall record such a release with the Strafford County Registry of Deeds. A copy of such release or renewal shall also be sent to the local assessing official.

- III. MAINTENANCE OF STRUCTURE. If, during the term of the tax relief, the GRANTOR shall fail to maintain the structure in conformity with the foregoing agreement, or shall cause the structure(s) to significantly deteriorate or be demolished or removed, the covenants shall be terminated and a penalty shall be assessed in accordance with New Hampshire RSA 79-E:9.

ENFORCEMENT. If a breach of this Covenant is brought to the attention of the GRANTEE, the GRANTEE shall notify the GRANTOR, in writing of such breach, which notification shall be delivered in hand or by certified mail, return receipt requested to the GRANTOR.

The GRANTOR shall have 30 days after receipt of such notice to undertake those actions, including restorations, which are reasonably calculated to cure the said breach and to notify the GRANTEE thereof.

If the GRANTOR fails to take such curative action, the GRANTEE may undertake any actions that are reasonably necessary to cure such breach, and the cost thereof, including GRANTEE'S expenses, court costs and legal fees, shall be paid by the GRANTOR, provided the said GRANTOR is determined to be directly or indirectly responsible for the breach.

The GRANTOR, by accepting and recording this Covenant to the GRANTOR, agrees to be bound by and to observe and enforce the provisions hereof and assumes the rights and responsibilities herein provided for and incumbent upon the GRANTEE, all in furtherance of the purposes for which this Tax Relief and associated Covenant is delivered.

The purpose of this Amended Covenant is to amend the Covenant dated June 27, 2013 and recorded in the Strafford County Registry of Deeds at Book 4175, Page 0317, specifically to revise the description of the PROPERTY as shown on the above referenced Plan.

WITNESS IT'S HAND this ____ day of _____, 2016.

GUNWALE PROPERTIES, LLC

Witness

By: _____
Brian C. Caple, Manager

STATE OF NEW HAMPSHIRE
COUNTY OF STRAFFORD

On this ____ day of _____, 2016, personally appeared the above named Brian C. Caple, Manager of Gunwale Properties, LLC, known to me, or satisfactorily proven, to be the same, and acknowledged that he executed the same for the purposes contained therein.

Notary Public/Justice of the Peace
My Commission Expires: _____

____ day of _____, 2016 by the City of Somersworth.

CITY OF SOMERSWORTH

Witness

By: _____
Robert Belmore,
Somersworth City Manager

Porto-Potty Cost Research for City Parks:

Sebastian Septic: 603-335-5440

Monthly Fee: (they are offering us the weekend rate for the entire month)

Handicap- \$110/month

Regular- \$90/month

How often do you service:

Once a week (typically on Fridays)

*****They will also chain/stake down porto-potties to help eliminate vandalism at no extra cost***

A-1 Environmental: 207-646-2180

Monthly Fee

Handicap- \$135/month

Regular- \$95/month

How often do you service:

Once a week (charge \$25 per unit, per service to come out extra to clean)

Dave's Septic Service: 603-668-3402

Monthly Fee

Handicap- \$220/month

Regular- \$115.01/ month

How often do you service:

Once a week (charge \$20 per unit, per service to come out extra)

Staff Recommendation for restrooms at City Parks:

*****The below costs were estimated using Sebastian Septic***

- Noble Pines Park (1 handicap + 1 regular- June, July, August) = estimated cost ~ \$600
(Baseball provides restroom April-June & ROSO soccer September-October)
- Willand Pond Recreation Area (1 handicap- May, June, July, August)= estimated cost ~ \$440
- Mast Point Dam Recreation Area (1 handicap- May, June, July, August)= estimated cost ~\$440

Total estimated cost for adding restrooms to the above parks:

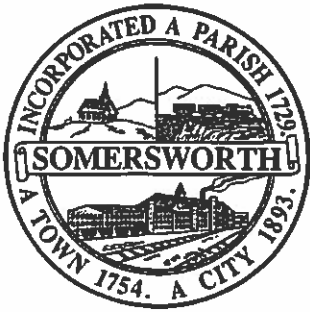
~ \$1,480

Suggested Porto-potty locations:

Willand Pond- Parking Area to the right of the entrance gate

Mast Point Dam- Parking area to the left

Noble Pines- near the baseball shed



Kristen Ducharme
Recreation Supervisor

Memorandum

To: Shanna Saunders, Director of Planning & Community Development
From: Kristen Ducharme, Recreation Supervisor
Date: July 6, 2016
Subject: Serve With Liberty donation

On May 7th, 2016 the Recreation Department participated in the annual Serve with Liberty volunteer event organized by Liberty Mutual. This year we had over 40 volunteers at the Mast Point Dam Recreation Area to help spread stone dust throughout the trail system as well as a park clean-up. As part of this event, Liberty Mutual has graciously donated \$1,000.

The Recreation Department would like to propose adding a new park kiosk/message center at the Mast Point Dam Recreation Area with the money donated from Liberty Mutual. The message center would showcase the park by displaying an area map including the trail system, picnic areas, and the boat launch location. The message center would have a locked display case that could be updated or changed as needed. This would be a great opportunity to also include information about the wildlife at Mast Point Dam and any historical significances we want to highlight.

Attached please find a sample of what the message center will look like along with the associated costs.

I am available at your discretion to discuss further. Thank- you.

Sincerely,

Kristen Ducharme
Recreation Supervisor



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1-800-323-5664

M-F 8:00am - 4:30pm CT

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Outdoor Message Center Sign



Model MC2P | Green

Get the Message!

These outdoor message centers are made from durable Resinwood recycled plastic, top-quality cork, shatter proof acrylic windows, anodized aluminum frames and weather proof locking mechanisms. To ensure the ability for effective placement these community directory message centers are available in a variety of configurations, solid construction and your choice of the Resinwood color options as shown.

Features

- Eco-Friendly.
- UV protectant.
- Splinter Free.
- Will Not Corrode or Rot.
- No Painting or Sealing Necessary.
- Tamper Proof.

Matching Products



Recycled Plastic
Outdoor
Notice Board



Recycled Plastic
Community
Bulletin Board



▼ Item Specific Details Available on Linked Model Numbers Below



Tweet **G+**

Recycled Plastic Message Center | No Posts

Qty

MC2	One Side	Choose Color	▼	(60 lbs)	\$320.00	<input type="text"/>
MC2D	Two Sides	Choose Color	▼	(80 lbs)	\$575.00	<input type="text"/>

Recycled Plastic Message Center | Two Posts

Qty

MC2P	One Side	Green	▼	(120 lbs)	\$525.00	<input type="text" value="1"/>
MC2DP	Two Sides	Choose Color	▼	(115 lbs)	\$790.00	<input type="text"/>

Accessories

Qty

PB1995	Surface Mount Post Anchor Kit - 2 Per Message Center	(3 lbs)	\$30.00	<input type="text" value="2"/>
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(Prices F.O.B. Origin)
Some Assembly Required

[Bulk Inquiry](#)

[Add to Cart](#)



Somersworth Baseball
PO Box 93
Somersworth, NH 03878



July 27, 2016

Somersworth American Legion Post 69
9 Constitutional Way
Somersworth, NH 03878

Re: Flagpole for Noble Pines Ball Field

Dear Commander Doyon and Members,

Once again I would like to thank the American Legion Post 69 for entertaining the thought of helping to further improve the Noble Pines Ball Field. Your generosity continues to be more than words can describe.

This time your group has offered to consider purchasing a new flagpole for the field. I know Butch Frank has spoken with some of you about this idea. The current flagpole is small, a mere 20 feet, and is smaller than the scoreboard it sits adjacent to.

We propose to purchase a 35 foot fiberglass flagpole with internal ropes to prevent vandalism. In addition, we agree the flagpole needs a more prominent location and are proposing to locate the new pole adjacent to the new walkway directly behind the home plate backstop. The flag will serve as a prominent welcome to both the ball field and the entire Noble Pines Park. We are coordinating placement of the flagpole with appropriate City Staff.

A picture of the proposed flagpole is attached. We estimate the flagpole to cost \$2000 with some additional cost for flags, concrete and other finishing touches, for a maximum project cost of \$2500. If as discussed the American Legion Post was able to assist we will order the pole and would seek to erect it sometime this fall.

Let me know if the Legion remains inclined for the donation, and if so, it can be mailed to Somersworth Babe Ruth, PO Box 93, Somersworth, NH 03878. Again, words alone cannot express my continued thanks to you and the organization.

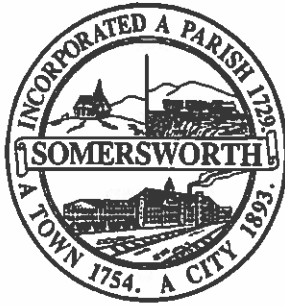
Warmest Regards,

David A. Witham, President
Somersworth Babe Ruth Baseball
603-496-0444
onmax2@comcast.net

- *Finish: WHITE*
- *Overall Length: 33ft*
- *Exposed Height: 33ft*
- *Top Diameter: 2.5"*
- *Butt Diameter: 4.5"*
- *Flagpole Weight: 61.6 lbs*
- *Un-flagged Wind Speed: 120 mph*
- *Gold Ball Finial.*
- *Revolving Truck Pulley.*
- *5/16" Braided Polypropylene Halyard.*
- *2 Nylon Snap hooks.*
- *Fiberglass Flash Collar.*
- *Hinge Base W/Anchor J Bolts*
- *Complete Installation Instructions.*
- *Installation Tech Support.*
- *Plastic Covered Counterweight With Beaded Sling.*
- *Machine Spun Aluminum Flash Collar.*
- *16 Gauge Galvanized Corrugated Ground Sleeve.*
- *Complete Installation Instructions.*
- *Installation Tech Support.*







MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: August 11, 2016

Re: Monthly Report

Finance Department:

- Hired a new Water Utility Clerk – starting date August 8
- Met with Trustee of Trust Funds to review results of RFP for a Financial Advisor.
- Participated in Union Negotiations.
- Started FY16 year-end closing. Audit field work scheduled for mid-September.
- Ran first pass of conversion data for Utility Billing. Still scheduled to go live with this January 1, 2017. Scheduling a kick-off date for conversion of property taxes in August-September. Look to be live with that in Spring of 2017.
- Bids:
 - Solar bids due August 23, 2016

City Clerk:

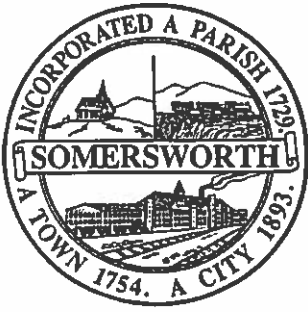
- Prepared for and took minutes at one scheduled City Council meetings, various workshops, public hearings, and standing committee meetings during the month.
- Participated in election law training.
- Total Receipts for the month were \$6,362.
- Permits:
 - None issued in July

Library

- The library is having a successful summer reading program. There are 13 attendees.
- The Friends met on July 13th. The final tally for the Children's book sale was \$260.
- The Library provided 9 programs this month.

Information Technology

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



Department of Development Services

Date: August 10, 2016

From: Shanna B. Saunders
Director of Planning & Community Development

Re: July 2016 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 – July 6 (I did not attend)
- Conservation Commission – July 13
- Planning Board – July 20
- Historic District Commission – July 27 (I did not attend)

And attended the following Special Meetings:

- SRTC – July 6 and July 26
- Hilltop Committee - July 20
- Traffic Safety – July 20
- SRPC/MPO Policy Meeting – July 15
- Tri-City Coalition (for Rte 108 Presentation) – July 21

Office of Assessing- July:

- In response to a letter sent in June for missing information, Religious and Charitable Exemption applications are being reviewed and filed.
- Sales Verification inspections have taken place in the month of July.
- This office is preparing to start another round of permit inspections/checks in the fall.
- This office is preparing for the 2017 Cycled Inspections.

Property Maintenance and Code Enforcement- July:

Property Maintenance and Code Enforcement Activity Report for July 2016						
Incident Location		Origin of Complaint	Responsible person notified	Compliance	Nature of Concern	Date of Complaint
31	Green St.	DDS	yes	yes	trash	7/11/16
51-53	Green St.	DDS	yes	yes	trash	7/11/16
57	Green St.	DDS	yes	yes	trash	7/11/16
48	Green St.	DDS	yes	yes	trash	7/11/16
38-40	Franklin St	DDS	yes	yes	trash	7/11/16
49	Market St.	DDS	yes	yes	grass	7/11/16
206	Main St.	DDS	yes	yes	trash	7/11/16
208-210	Main St.	DDS	yes	yes	trash	7/11/16
362	Main St.	DDS	yes	yes	trash	7/11/16
55	Green St.	DDS	yes	yes	trash	7/11/16
71	Franklin St	DDS	yes	yes	trash	7/11/16
144	Rt. 108	DDS	yes	yes	banner signs	7/11/16
4	Gator Rock Rd.	DDS	yes	yes	banner signs	7/11/16
345	Rt. 108	DDS	yes	yes	banner signs	7/11/16
375	Rt. 108	DDS	yes	yes	banner signs	7/11/16
369	Rt. 108	DDS	yes	yes	banner signs	7/11/16
38	Page St.	DDS	yes	yes	trash	7/11/16
16	Rocky Hill Rd	DDS	yes	yes	trash	7/11/16
107	Green St.	DDS	yes	yes	trash	7/11/16
13-15	Summer St.	DDS	yes	yes	trash	7/11/16
247	Main St.	DDS	yes	yes	grass	7/11/16
48	Green St.	DDS	yes	yes	recyclables out early	7/15/16
10	Noble St.	DDS	yes	pending	water dmg, mold, infestation, elec	7/21/16
62	Green St.	DDS	yes	yes	recyclables out early	7/18/16
22-24	Fayette St	DDS	yes	yes	trash	7/18/16
17	Broad St.	DDS	yes	yes	trash	7/18/16
10	Noble St.	CC	yes	yes	trash	7/18/16
67	Green St.	DDS	yes	yes	trash	7/18/16
14-16	Fayette St	DDS	yes	yes	trash	7/18/16
192	Main St.	DDS	yes	yes	trash	7/18/16
11	Maloney St.	DDS	yes	yes	grass	7/18/16
213	Green St.	DDS	yes	yes	trash	7/18/16
161	Rt. 108	DDS	yes	yes	banner signs	7/18/16
425	High St.	DDS	yes	yes	banner signs	7/18/16
54	Union St.	DDS	yes	yes	trash	7/18/16
162	Rt. 108	DDS	yes	yes	trash	7/18/16
15	River St.	DDS	yes	pending	grass	7/18/16
357	Main St.	DDS	yes	pending	grass/paint/walls	7/18/16
20-24	Franklin St	DDS	yes	yes	trash	7/18/16
87	Stackpole Rd.	DDS	yes	yes	grass	7/22/16
70	Winter St.	DDS	yes	yes	trash	7/22/16
253	Main St.	DDS	yes	yes	trash	7/22/16
115	Main St.	DDS	yes	yes	trash	7/22/16
81	Union St.	DDS	yes	yes	trash	7/22/16
49	Mt. Vernon St.	DDS	yes	yes	grass	7/22/16

Property Maintenance and Code Enforcement- July (cont.):

13	Water St.	DDS	yes	yes	grass	7/22/16
6-8	School St.	DDS	yes	yes	trash	7/22/16
9	Grove St.	DDS	yes	pending	retaining wall, numbers	7/22/16
109	Main St.	DDS	yes	yes	trash	7/22/16
22	Fayette St.	DDS	yes	yes	trash	7/22/16
110-176	Tri City Plz	DDS	yes	yes	snipe signs	7/22/16
110-176	Tri City Plz	DDS	yes	yes	snipe signs	7/22/16
25	Willand Dr.	DDS	yes	yes	trash	7/22/16
10	Noble St.	DDS	yes	yes	trash	7/22/16
19-21	Union St.	DDS	yes	yes	trash	7/22/16
94	Union St.	DDS	yes	yes	grass	7/22/16
62	Green St.	DDS	yes	yes	trash	7/22/16
18	Silver St.	DDS	yes	yes	trash	7/22/16
15	Silver St.	DDS	yes	yes	trash	7/22/16
45	Franklin St	DDS	yes	yes	recyclables out early	7/29/16
41-43	Franklin St	DDS	yes	yes	recyclables out early	7/29/16
47	Union St.	DDS	yes	yes	recyclables out early	7/29/16
6	Silver St.	DDS	yes	yes	Trash out early	7/29/16
214	Main St.	DDS	yes	yes	trash	7/29/16
301	Main St.	DDS	yes	yes	trash	7/29/16
290	Main St.	DDS	yes	yes	grass	7/29/16
108	Maple St.	DDS	yes	yes	grass	7/29/16
129	Main St.	DDS	yes	yes	retaining wall	7/29/16
92	High St.	DDS	yes	yes	chickens/bees	7/29/16
72-76 (76-APT B)	High St.	DDS	yes	yes	recyclables out early	7/29/16
In addition to new complaints received work continues on the Work in Progress (WIP) files from past months						
Of the 19 pending complainants from June, 7 properties have complied, 5 properties are progressing on compliance and the remaining 7 are pending						

Building and Health Departments:**Major Building Permits Applied for in July 2016:****Construction cost Fee**

5	Firefly Circle	New Construction	\$200,000.00	\$1,610.00
42	Crystal Springs Way	Manufactured home set	\$3,500.00	\$38.00
1	Firefly Circle	New Construction	\$200,000.00	\$1,610.00

Minor Building Permits Applied for in July 2016:

222	High	Roof	\$7,000.00	\$66.00
401	Old Rochester Rd	Solar Photovoltaic system	\$10,468.00	\$93.00
133	Maple	Deck/Deck Stairs	\$1,500.00	\$25.00
7	Cinnamon Ridge Rd	Deck/Deck Stairs	\$14,000.00	\$122.00
61	Buffumsville Rd	Solar Photovoltaic system	\$5,151.00	\$41.00
3	Wilson	Roof	\$27,000.00	\$226.00
247	Old Rochester Rd	Roof	\$8,149.12	\$82.00
27	Green	siding	\$1,100.00	\$25.00
211	Green	Deck/Deck Stairs	\$3,312.54	\$36.00
216	Green	Roof	\$2,000.00	\$30.00
216	Green	siding	\$3,000.00	\$40.00
3	Down	siding	\$2,000.00	\$30.00
6	Ben-Rich Dr	Shed	\$8,031.00	\$74.00
8	Coombs Rd	Shed	\$2,000.00	\$26.00
54	Milo Ln	Solar Photovoltaic system	\$4,487.00	\$46.00
177	Old Rochester Rd	Garage	\$20,000.00	\$170.00
268	high	Deck/Deck Stairs	\$6,000.00	\$58.00
2	Buffumsville Rd	Window replacement	\$3,000.00	\$34.00
9	Cora Dr	Deck/Deck Stairs	\$8,000.00	\$90.00
7	Lil-Nor Ave	pool	\$4,800.00	\$48.00
52	Victoria Dr	pool	\$6,500.00	\$62.00
213	West High	Roof	\$5,000.00	\$60.00
32	Cote	Steps	\$3,765.00	\$39.00
35	Otis Rd	repair	\$48,103.40	\$395.00
91	Indigo Hill Rd	Roof	\$3,000.00	\$35.00
277	Green	Roof	\$1,500.00	\$25.00
115	Rocky Hill Rd	addition	\$17,000.00	\$146.00
254	Green	Remodel (Remove + upgrade)	\$10,000.00	\$90.00
0	Washington	Roof	\$500,000.00	\$0.00
475	High	Tenant fit up	\$120,000.00	\$970.00
3	Lincoln	Deck/Deck Stairs	\$1,500.00	\$25.00
4	Pemberton Ln	siding	\$1,300.00	\$25.00
9	Flynn	Deck/Deck Stairs	\$2,500.00	\$50.00
9	Summer	Roof	\$18,250.00	\$156.00
59	Waltons Way	Remodel (Remove + upgrade)	\$446,250.00	\$3,580.00

PERMIT RECEIPTS						
	2013	2014	2015	2016	DIFFERENCE this year to last	% OF CHANGE
January	\$1,387.72	\$1,820.00	\$2,157.00	\$6,148.85	\$3,991.85	185.1%
February	\$1,922.02	\$3,864.00	\$2,408.00	\$4,415.00	\$2,007.00	83.3%
March	\$2,974.00	\$2,191.64	\$5,287.28	\$27,399.40	\$22,112.12	418.2%
April	\$2,470.38	\$4,768.15	\$8,277.80	\$11,532.62	\$3,254.82	39.3%
May	\$6,979.20	\$26,049.95	\$7,194.16	\$12,135.10	\$4,940.94	68.7%
June	\$3,609.52	\$24,286.88	\$4,234.80	\$5,107.95	\$873.15	20.6%
July	\$3,968.83	\$3,646.20	\$4,914.41	\$14,154.00	\$9,239.59	188.0%
August	\$13,916.92	\$6,156.50	\$6,829.37			
September	\$8,522.70	\$6,224.10	\$4,438.20			
October	\$4,336.68	\$6,880.63	\$4,652.40			
November	\$2,930.29	\$2,377.78	\$18,322.40			
December	\$2,990.12	\$2,338.80	\$7,886.00			
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$80,892.91	\$46,419.47	134.7%
Difference of change this year to last (completed months only)						

Total Permits 2013 to Present						
	2013	2014	2015	2016	DIFFERENCE this year to last	% OF CHANGE
January	31	26	30	33	3	10.0%
February	39	29	24	49	25	104.2%
March	44	29	48	71	23	47.9%
April	60	48	58	56	-2	-3.4%
May	65	66	55	60	5	9.1%
June	77	66	73	77	4	5.5%
July	54	47	51	86	35	68.6%
August	62	55	67			
September	72	67	69			
October	60	63	58			
November	50	47	64			
December	42	38	52			
YTD Totals	656	581	649	432	93	27.4%

Land Use Boards:

Conservation Commission July 2016:

The Commission held a workshop meeting for an update from the Strafford Regional Planning Commission on the Natural Resource Inventory.

Historic District Commission July 2016:

At the regular meeting the Commission discussed the following:

- Kim O'Connell, 3 Lincoln Street, Assessor's Map 11, Lot 137, HDC #09-2016. Application to rebuild stairs was **approved**.
- Knox Marsh Development, LLC, 149 High Street, Assessor's Map 10, Lot 131, HDC #10-2016. Application for exterior repairs and renovations was **tabled**. Some of the work, including windows and shutters was **approved**.
- The Al Bigonia Living Trust of 2011, 4-10 Pemberton Lane, Assessor's Map 10, Lot 151, HDC # 12-2016. Application for siding on the garage was **approved**.

Planning Board July 2016:

- Peter Pope for Somersworth Storage, 234 & 240 Route 108, Assessor's Map 61, Lots 12M, 13 and unnamed lot, SITE # 06-2016. Application for a site plan to expand the existing self-storage facility was **approved with conditions**.
- Roland and Lucille Frechette, Green Street, Assessor's Map 17, Lots 24 & 25. Voluntary merger of the two lots was **approved**.
- The Board held a discussion on the definition of a minor site plan application and it was decided that other parts of the Site Plan Review Regulations should be reviewed so the Board will form a subcommittee to address that.

Zoning Board July 2016:

At the regular meeting the Board reviewed the following:

- Kenneth Robinson, 58 Milo Lane, Assessor's Map 69, Lot 2D-31, ZBA # 15-2016. Application for a variance to build within setbacks was **approved**.
- Imants and Grace Millers, 86 South Street, Assessor's Map 15, Lot 23, ZBA #16-2016. Application for a variance for a multi-unit dwelling in a single family district was **denied**.
- Duane Jellison, on behalf of White Worth Realty, LLC, 380 Route 108, Assessor's Map 58, Lot 04, ZBA # 17-2016. Application for a variance to allow a mini-warehouse use was **approved**.

Parks and Recreation

- Summer Camp began on June 20th and will run for 8 weeks until August 12th. This year we have a total of 60 participants registered for Kids Camp and 30 participants in our Trends Teen Camp.
- Pee Wee Soccer registration opened the first week in June. This program will run for 6 six weeks at the Noble Pines ballfield. Our Early Bird fee ended on July 22nd and the fee is now \$60 for residents/ \$70 for non-residents.
- The Mast Point Dam Entrance sign is complete and was installed on Monday, July 25th. The next phase of this project will be the boat launch construction this fall along with trail signs.
- Planning is underway for the 2016 Senior Luncheon to be held in collaboration with the Somersworth Police Dept., Fire Dept., Somersworth Housing Authority, Senior Center, & more.

- Planning is now underway for the Saturday morning Rec Basketball League. Registration will open mid-August with our early bird fee which will be \$45 for residents/ \$55 non-residents.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: August 11, 2016

SUBJECT: Public Works Department Monthly Report for June/July 2016

FROM: Michael Bobinsky, Director of Public Works & Utilities

The Department has been involved with a wide range of services, programs and projects during the reporting period. The following highlights key activities and projects:

- Road Paving and Utility contract awarded to Severino Trucking for street, utility and sidewalk upgrades to Memorial Drive, Indigo Hill Road, Alicia Street/Wiggins Court, and Down Street. Road improvements have started on Memorial Drive. Staff working closely with School officials to minimize impacts.
- Presented proposed change order to Severino's contract to correct a failing sewer line serving the middle school and high school cafeteria to the Finance Committee and Public Works and Environment Committee.
- The City Manager and the Director met with the property abutters on Alicia Street and Wiggins Court to resolve a right of way/access issue. Abutters expressed willingness to grant property to the City to allow road improvements to continue on these streets.
- The Maple Street Culvert Replacement Project is making progress, 30% work complete to date. (see photos)
- RFP's for the Solar Energy project was released in late July; proposals are due August 23, 2016. Staff held a mandatory preproposal meeting to include a site walk at the Superfund Landfill site. 7 firms were represented at the meeting.
- Cemetery Trustees and staff received a draft National Register of Historic Places Registration application from Lisa (Historical Planning Consultant). A review process is underway and a draft application will be sent to the State Historical Commission and National Park Service soon for initial comment.
- Corrected long standing drainage issue at Cinnamon Ridge subdivision.
- Attended a Tri-City Coalition meeting on the Route 108 Complete Streets improvements.
- Conducted initial site inspection of Willand Drive to determine what is outstanding for the developer to complete before City acceptance.
- Participated in meetings with the Planning Director and contract City Engineer on site plan application reviews including Tin Shed, Cumberland Farms and Dairy Queen plans.
- Prepared an initial assessment of the Departments future organization, staffing and resource needs for the City Manager.
- Organized a meeting with Wright Pierce Engineering to review their proposal for design and engineering services for the WWTF improvements. Participated in a meeting with Underwood Engineering to discuss final specifications for the reconstruction of the Blackwater Road Pumping Station.

HIGHWAY DIVISION

Operations/Maintenance:

- Continued roadside brush cutting, worked on correcting sight distance problems.
- Weeding & Bark Mulching of Planting Beds Downtown
- Continued street sweeping along residential streets
- Burned Brush @ Malley Farm
 - Coordinated with City Hall to dispose of burnables
- Cleared debris from catch basins and ditch lines
- Repaired Potholes as reported

Completed Work:

- Converted (1) existing storm-water manhole into a catch basin by installing a new frame and grate upstream from #35 Cinnamon Ridge
- Located and uncovered a storm-water manhole that was buried within the asphalt driveway apron at #62 Myrtle St.
- Replaced existing broken sewer manhole cover with a new frame & cover adjacent #29 Cemetery Rd.
- Repaired existing wooden foot bridges along the Willand Pond Nature Trail
- Installed new benches in the dugout areas of Jules Bisson Ball Field
- Forest Glade Cemetery
 - Responded to vandalized head stone; coordinating police report with insurance and monument contractor for repairs.

Contracted Services

- Maple Street Culvert Reconstruction (Manter Co.)
 - Monitored Sewer & Drainage Work
 - Coordinated with Unitil to have approximately 80' of existing gas main relocated
 - Coordinating with S.W. Cole Engineering regarding reinforced concrete pouring of new culvert headwalls.
- Memorial Drive Road Reconstruction
 - Participated in pre-construction meetings; monitoring work details.
- Contracted with Electric Light Co
 - Replace (1) Red LED bulb @ Commercial Dr. & High St. - East Bound
 - Replace (1) Green Directional LED bulb @ High St. & Blackwater Rd. – West Bound

WASTEWATER DIVISION

Operations/Maintenance

- Operating within the summer seasonal operation mode (MUCT). This is the process used to treat both phosphorus and ammonia nitrogen nutrients to meet discharge limits from May to September.
- Completed annual preventative maintenance which includes load bank testing on all wastewater generators. All units were within parameters with no issues/concerns.
- Completed annual flow meter calibrations in accordance with EPA requirements. A total of 11 flow meters were serviced and recertified.

- Council has approved retaining Wright-Pierce Engineering for the next step in our wastewater capacity evaluation. A meeting with Wright-Pierce and city staff is in the planning stage to review and prioritize the draft design proposal.
- Treated a total of 18,150 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Treated a total of 34-million gallons of wastewater during the month.
- Submitted semi-annual Whole Effluent Toxicity (WET) test results to EPA and DES. No issues or concerns with our discharge.

Industrial Pretreatment Program:

- Received results back from annual industrial pretreatment sampling of all industries under permit. All results were within their permit requirements.
- We completed a follow up inspection of Bad Lab Beer on 7/26 and issued their commercial II sewer use permit which expires in three years.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Reviewed the final design and met with the City Manager, Director of Public Works & Utilities along with the Finance Director and discussed the overall design, as well as funding options.
- Replacement Pay loader – Placed the order with Southworth-Milton for a Caterpillar 908M for a cost not to exceed \$88,900. The new loader was delivered on 7/28/16 and closes out this CIP item.
- Replacement vehicle purchase – We are in the process of obtaining approval for a Ford F350 to be purchased through the state bid process and not to exceed \$57,284.

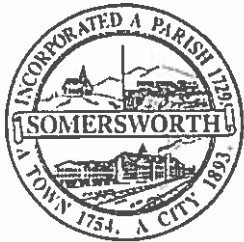
WATER DIVISION

Water Treatment Plant

- Pumped 53,706,563 gallons of raw water
- Filtered and pumped to the city 48,864,266 of finished water
- Completed quarterly water quality report to NHDES
- Flipped lagoon for drying purposes and future cleaning work.
- Conducted river survey on water condition and level; monitoring levels due to draught.
- Initiated the purchase of new raw water pumps funded in FY17 budget.
- Initiated proposals to clean/inspect Hamilton Street Water Storage Tank

Water Distribution

- Water Distribution personnel completed over 70 customer service requests and work orders in the month of July.
- Hydrant painting continues on Tuesday of each week. Requests to have a specific hydrant painted are welcomed. This request can be made by calling Water personnel at 692-6718.



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: August 1, 2016
Subject: Monthly Report – Month of July 2016

Bob:

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

- Ashley Fuller was sworn in as our newest Patrol Officer and has been assigned to our Field Training Program. She has been enrolled in the next police academy to begin at the end of August.
- Community Policing
 - Patrol Officers participated in the Recreation Department's Summer Program by giving demonstrations of a cruiser and speaking to the kids about safety issues.
 - Patrol Officers and Detectives participated in the Works Summer Camp Program by giving a Crime Scene presentation along with fingerprinting children.
 - A tour of the police department was given to students from the Strafford Learning Center.
- Two officers received certification in Physical Fitness Testing through the NH Police Standards and Training Council.
- 4 Sergeants and a Detective received training from the Attorney General's Office on the protocols for Overdose Death Investigations.



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle
Fire Chief & Emergency Management Director
khoyle@somersworth.com

Business: (603) 692-3457
Fax: (603) 692-5147
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JULY 2016 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	4
Vehicle Fires:	1
Outside Fires:	5
Emergency Medical:	53
Motor Vehicle Crash:	11
Malfunction/false alarm:	5
Accidental/public service:	39
Hazardous Condition:	5
Hazardous Materials:	0

NON-EMERGENCY ACTIVITIES

Burning Permits:	26
Fireworks Permits:	12
Oil Burner Permits:	0
Place of Assembly Permits:	1
Fire Safety Inspections:	8
Fire Drills:	1

CALLS FOR SERVICE

- We responded to 14 more emergency calls this July (123) than in July 2015 – an increase of 13%.
- We responded to mutual aid fires in Dover and Berwick ME [2].
- We responded to an incendiary house fire at 132/134 Green Street which caused over \$100,000 in damage. A Rochester firefighter was injured when he fell down a flight of stairs. The State Police and Somersworth Police still are investigating as to a suspect.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

PLANNING/PROJECTS/GRANTS

- Hired firefighter candidate to fill vacant position created by the resignation of Craig Robichaud who went to the Manchester Fire Department.

- In contact with consultant who the state advised will be useful in securing and administering the COOP grants soon to be available through the NH Department of Homeland Security.
- Met with municipal Emergency Management Directors in conjunction with “Ready Strafford” organization.
- Attended a meeting of the “Fire Station Advisory Committee”.
- Established “Cooling Centers” at the Library and Flanagan Center during 4 hot and humid days during the month. These are publicized on the city website.
- Met with owners at 21 Grand Street to outline fire safety issues before they took on new occupancy clients.
- Many fireworks were discharged during the July 4 weekend but there were no injuries reported.
- Attended meeting with new owners of 45 Market Street to outline city procedures for SRTC and Planning Board presentations regarding their projected uses for the property.
- Conducted CTC construction inspection.
- Submitted FY17 CIP items for purchase (radios and hose).
- Three call firefighters left (one retired: one terminated and one resigned). We have two new candidates in the process now.

TRAINING/MEETINGS

- We have three slots in the upcoming state Firefighter I course in Dover: one call firefighter is enrolled in the NH State EMT basic course. Two call firefighters will attend the National Fire Academy NH State Weekend in Maryland later in August. All of these activities are paid for by the FEMA SAFER Act grant.
- Training 4 new career firefighters on shift.
- Lt. Clough continues to train to be the Department’s Fire Investigator formerly done by Lt. Vincent.
- F/Fs Drakopoulos will be attending the “Fire Instructor” curriculum at the NH Fire Academy.
- Chaired the “SRTC” meeting.
- Attended “Finance Committee” meeting.
- Attended “Traffic Safety Committee” meeting.
- Attended “National Night Out” meeting.

COMMUNITY SERVICE

- Attended Drug Task Force meeting.
- Call Firefighters assisted the Recreation Department by picking up trash at Noble Pines Park over the July 4th weekend.

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

BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS