


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, February 12, 2016
SUBJECT: City Manager's Report for Tuesday, February 16, 2016
City Council Agenda

6:00pm: Workshop on Solar Project at the Landfill Superfund Site
Attached is a handout prepared by Project Consultant Hank Ouimet

6:45pm: Public Hearing on Ordinance No. 12-16, Police Offenses – No parking

6:50pm: Public Hearing on Resolution No. 20-16, Adopting TIF RSA

Unfinished Business (under Section 13 of Agenda)

Ordinances

- A. Ordinance No. 12-16 Amending Chapter 13, Police Offenses.** This is a recommendation from the Traffic Safety Committee: No Parking on Kings Lane.

Resolutions

- A. Resolution No. 20-16 Adopting the Provisions of New Hampshire RSA Chapter 162-K Municipal Economic Development and Revitalization Districts.** The Economic Development Committee reviewed this proposed action at their January 26th meeting and supports the adoption of this Resolution. Again, this is only adopting enabling legislation. Further Council action will be required to create an actual TIF District.

New Business (under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 13-16 Amending Chapter 4, Personnel Rules and Regulations by Amending Section 7.6 Titled "Vacation" and Section 8.2 Titled "Suspension".**

- B. Ordinance No. 14-16 Amending Chapter 29, Administrative Code by Amending Section 3.5 Titled “Department Head Authority, Duty & Responsibility” and Section 3.6.2 Titled “Common Duties and Responsibilities.** The Government Operations Committee is supporting the action items spelled out in “*Ordinance No. 13-16*” and “*Ordinance No. 14-16*”, which they reviewed at their January 28th meeting. Attached is a memorandum from Human Resource Manager Linda Corriveau highlighting the proposed changes to the Administrative Code and Personnel Rules & Regulations (for Non-union personnel).

Resolutions

- A. Resolution No. 21-16 To Authorize the City Manager to Notify the State of New Hampshire and State of Maine That the City Shall Provide Funding for the Eddy Bridge Project.** The Finance Committee and Public Works & Environment Committee met on February 1st, both Committees support this Resolution. The City Council did appropriate \$5,000 in this fiscal year’s budget for preliminary work for this project. I was contacted by Maine DOT as was NH DOT. Maine DOT wanted to move this project forward sooner than originally planned. NH DOT supports doing so, however, they will only move forward if the City makes a funding commitment regarding our cost share. I recommended the use of the Transportation Fund to the Council Committees, and again they support doing so.
- B. Resolution No. 22-16 To Authorize the City Manager to Order Two SUV Style Police Cruisers Which will Be Funded By a Lease Purchase Arrangement.** Attached is a memorandum from Chief Crombie on the cost for a Police SUV. The Public Safety Committee reviewed this proposal at their January 28th meeting & the Finance Committee met on February 1st to discuss this proposed authorization to order two (2) SUV’s prior to the next fiscal year’s budget adoption. Both Committees support adoption of this Resolution.
- C. Resolution No. 23-16 Vote to Authorize the Trustees of Trust Fund to Release the First Payment Due the Somersworth School District from the Post-Withdrawal Capital Trust Fund.** Attached is a memorandum from Superintendent Jeni Mosca requesting payment from the Post-Withdrawal Capital Trust Fund. The Finance Committee voted to support this action at their February 1st meeting. Finance Director Smith has provided a listing of the funding in all our Capital / non-Capital reserve Funds as of the end of 2015, a copy is attached.

Other

- A. Vote to Authorize the City Manager to Pursue an Amendment to the Existing COMCAST Cable TV Franchise Agreement.** My recommendation is to seek an amendment to extend the current contract which expires in 2018. I would also seek to address other matters in the Agreement as well as pursuing the recommendation to secure the Portland French Channel.

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

A. Information Items:

1. **FY 2016-2017 Geosyntec Engineering Contract-Landfill Superfund Site.** As has been the practice, I will be signing (without objection) the attached Draft Contract Amendment for proposed monitoring work to be done by Geosyntec Consultants as required by the EPA, this would cover FY 2016-2017. This Remedial Action Services contract outlines our compliance obligations in accordance with the existing EPA Consent Decree and Record of Decision (ROD). Attorney Beliveau has reviewed & approved the Contract language as proposed. The Contract costs and other associated budgeted expenses is split between the City at 50.5% and GE at 49.5%.
2. **iPad Training.** At least one City Councilor has requested another training and informational session with our IT consultant. I would appreciate some direction on day/time should the Mayor and City Council want to schedule a session.
3. **State of City Address.** In accordance with City Charter, The Mayor and School Board Chairman have scheduled a joint meeting on Monday, March 7th, prior to the scheduled City Council meeting at 5:30 p.m. for the State of City Address.
4. **Upcoming City Council Meetings & Workshops.**

Special Meetings

Monday, April 4

5:30pm: City Manager Presents his Proposed 2016/2017 Budget
6:00pm: Public Hearing on 2016/2017 Budget
7:00pm: City Council Meeting.

Council Workshops

Saturday, March 12

8:30am: Goal Setting Session

Saturday, April 2

8:30am: Budget Workshop

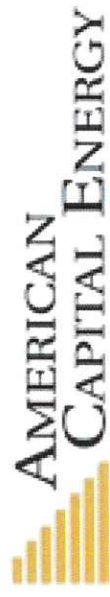
B. Attachments:

1. City Attorney Certifications (4).
2. Department Head Monthly Reports.

Somersworth Landfill PV Project

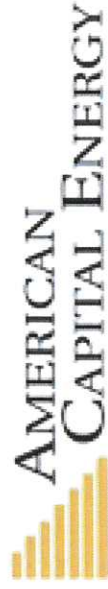
Project Status

February 2016



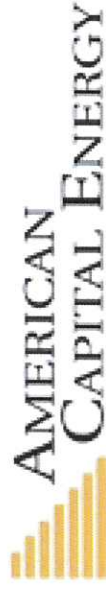
Project concept – A public/private partnership

- ACE/REDP was selected by the City to finance, construct, own and operate a large-scale solar PV facility on the City's closed landfill
- Project would be between 1 MW and 2 MW in total capacity
- City would lease the landfill for the solar project for a minimum of 20 years
- City would purchase all of the output from the project at a negotiated price through a long-term PPA. Price (cents/kWh) will be contingent on grant funding and other incentives.
- City would receive “net metering credits” from EverSource for all output, and would apply these credits against various City accounts



Critical Incentives for Project Viability

- Project must receive substantial incentive funding under one of State's renewable energy funding programs
 - Note: all programs are funded from the State's Renewable Energy Fund (REF)
- Project must be eligible for net metering from Eversource
- Currently, there is **no incentive funding available** and there is **no net metering capacity remaining** in Eversource territory



Incentive Program Status – Grants & Rebates

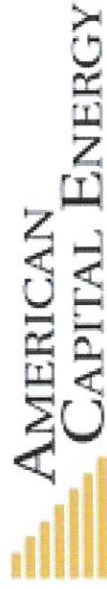
REF Grants

State renewable energy competitive grant program has no funding available at this time for large-scale PV projects:

- 2014 Grants: \$2.6 million total/ \$2 million for PV
- 2015 Grants: \$750k total/**\$0 for PV**
- 2016 Grants: TBD, not clear if any funding available for solar

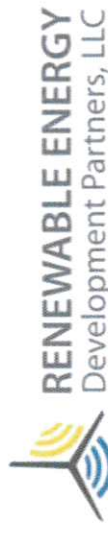
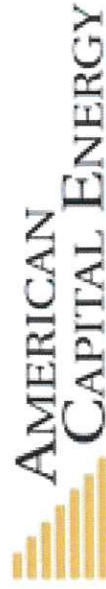
REF Rebates

- State rebate program for solar PV currently only available for projects <100 kW
- State may re-open rebate program for larger PV (>100kW but <500kW), but total program funding only \$750k for FY 2016



Incentive Program Status – Net Metering

- Eversource has reached its net metering capacity as established by law. New applications are being placed on a waiting list.
- An increase in the amount of net metering capacity that each utility must make available will require an act of NH legislature
- Until that happens, no new net metering projects can move forward in Eversource territory



Current legislative initiatives

Renewable Energy Fund (REF)

- Opposing bills under consideration for REF
 - HB 1374 – would strip REF of all \$ except for residential PV projects
 - SB 302 – restores funding to REF that was stripped in last year's budget bill
- Future grant & rebate funding for PV is contingent on how REF funds are allocated by legislature

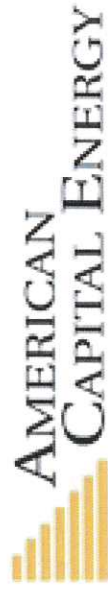
Current legislative initiatives

Net Metering

- Two bills in front of NH legislature right now to increase net metering limits statewide
 - SB 333
 - HB 1116
- Current net metering limit is 50 MW statewide.
- Both bills would raise statewide net metering limit by 25 MW. Only a short term fix as there are likely > 25 MW of projects under development
- DPU is developing a process to manage the numerous net metering applications when and if the net metering cap is lifted

Resources

- New Hampshire Sustainable Energy Association (www.nhsea.org)
- Solar for New Hampshire (www.solarfornh.org)



ORDINANCE NO. 12 - 16 AMENDING CHAPTER 13 POLICE OFFENSES

February 1, 2016

Somersworth NH

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

Amend Chapter 13.5, Police Offenses, Section D. No Parking Anytime, by adding the following:

When signs are erected giving notice thereof, it shall be unlawful for any person having custody or control of any vehicle, to park or cause the same to be parked at any time at any of the following locations:

Kings Lane on the northerly side.

Kings Lane on the southerly side.

This Ordinance shall be effective upon its passage.

Introduced by:

Councilor David Witham
Councilor Jennifer G. Soldati

Approved:

City Attorney

Explanation: Kings Lane is a narrow "Dead End" way, off Union Street. There are areas of the travel portion of Kings Lane that measure 12 to 15 feet in width. It appears most homes have adequate off street parking. The concern is, that any vehicle parking on the travel portion of Kings Lane has a potential to create a safe passage issue to vehicles and emergency equipment that may respond to that road. The matter is compounded during winter months.

RESOLUTION NO. 20 -16 ADOPTING THE PROVISIONS OF NEW HAMPSHIRE
RSA CHAPTER 162-K MUNICIPAL ECONOMIC DEVELOPMENT AND
REVITALIZATION DISTRICTS.

Somersworth, NH
February 1, 2016

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH that the City of Somersworth hereby adopts the provisions of Chapter 162-K Municipal Economic Development and Revitalization Districts.

WHEREAS, RSA 162-K enables municipalities to adopt its provisions to authorize the establishment of Tax Increment Financing (TIF) development districts; and

WHEREAS, TIF districts provide an opportunity for economic development; and

WHEREAS, The addition of TIF districts pursuant to the statute will enhance the attractiveness of the City of Somersworth for economic development creating a stronger tax base for the citizens of Somersworth; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the provisions of RSA 162-K permitting the establishment of TIF districts in the City of Somersworth are adopted by the Somersworth City Council to promote economic development.

Introduced by

Jonathan McCallion
Martin P Dumont, Sr.
David Witham
Dale R. Sprague

Approved:

City Attorney

*A PUBLIC HEARING IS REQUIRED WITH POSTING FOR SEVEN (7) DAYS IN A
NEWSPAPER. NO ACTION MAY BE TAKEN BY THE CITY COUNCIL UNTIL FIFTEEN
(15) DAYS AFTER THE PUBLIC HEARING IS CONDUCTED.*

ORDINANCE NO. 13 -16 AMENDING CHAPTER 4, PERSONNEL RULES AND REGULATIONS BY AMENDING SECTION 7.6 TITLED "VACATION" AND SECTION 8.2 TITLED "SUSPENSION".

Somersworth, NH
February 16, 2016

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

AMEND Chapter 4, Section 7.6 titled "Vacation" by deleting it in its entirety and replacing it with the following:

Vacation is earned in increments of a whole day beginning with the first day of employment of the current employment with the City according to the schedule below:

Years of Service	Days per Year Earned
6mo. To 1 year	5 working days
Over 1 yr. to 5 yrs.	10 working days
Over 5 yrs. to 10 yrs.	15 working days
Over 10 years	15 working days plus one day per year of service over ten years to a maximum of 30 days

For recruitment purposes of exempt employees the City Manager may approve additional days of vacation taking into consideration years of service or previous experience.

Exempt employees may carryover or cashout up to 5 days (40 hours) vacation time with prior City Manager approval.

AND FURTHER AMEND Chapter 4, Section 8.2 titled "Suspension" by deleting it in its entirety and replacing it with the following:

8.2 Suspension

The City Manager may suspend an employee without pay for inefficiency, incompetence, misconduct, negligence, insubordination, or for other sufficient cause. A written statement setting forth the reasons for such action will be filled with the Personnel Officer.

This ordinance will take effect upon its passage.

Introduced by Councilors:

Jennifer G. Soldati
Martin P. Dumont, Sr.
Nancie Cameron
Jessica Paradis

Approved:

City Attorney

ORDINANCE NO. 14 -16 AMENDING CHAPTER 29, ADMINISTRATIVE CODE BY
AMENDING SECTION 3.5 TITLED "DEPARTMENT HEAD AUTHORITY, DUTY &
RESPONSIBILITY" AND SECTION 3.6.2 TITLED "COMMON DUTIES AND
RESPONSIBILITIES."

Somersworth, NH
February 16, 2016

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

AMEND Chapter 29, Section 3.5 titled "Department Head Authority, Duty & Responsibility", by removing "for purposes of the Personnel Plan and" and adding "as defined by".

The Section will read as follows:

- b) Department heads serve at the pleasure of the City Manager for indefinite terms and are salaried, exempt employees as defined by the Fair Labor Standards Act.

AND FURTHER AMEND Chapter 29, Section 3.5 titled "Department Head Authority, Duty & Responsibility", by removing section d) in its entirety.

AND FURTHER AMEND Chapter 29, Section 3.6.2 titled "Common Duties and Responsibilities" by removing "more than once in every five (5) years", and adding "without approval of the City Manager."

The Section will read as follows:

- d) No funds shall be expended to defray the costs of a department head attending a national convention or a national training session without approval of the City Manager.

This ordinance will take effect upon its passage.

Introduced by Councilors:

Jennifer G. Soldati
Martin P. Dumont, Sr.
Nancie Cameron
Jessica Paradis

Approved:

City Attorney

Memo from Human Resources



Date: January 28, 2016

To: Trish Harris, City Clerk

From: Linda Corriveau, HR Manager

Re: Proposed Ordinance Changes from the Government Operations Committee

Chapter 4 – Personnel Rules and Regulations

7.6 Vacation

Vacation is earned in increments of a whole day beginning with the first day of employment of the current employment with the City according to the schedule below:

<u>Years of Service</u>	<u>Days per Year Earned</u>
6mo. To 1 year	5 working days
Over 1 yr. to 5 yrs.	10 working days
Over 5 yrs. to 10 yrs.	15 working days
Over 10 years	15 working days plus one day per year of service over ten years <u>to a maximum of 30 days</u>

For recruitment purposes of exempt employees the City Manager may approve additional days of vacation taking into consideration years of service or previous experience.

Exempt employees may carryover or cashout up to 5 days (40 hours) vacation time with prior City Manager approval.

8.2 Suspension

~~A department head or appointing authority~~ The City Manager may suspend an employee without pay for ~~not more than five (5) working days due to~~ inefficiency, incompetence,

misconduct, negligence, insubordination, or for other sufficient cause. A written statement setting forth the reasons for such action will be filled with the Personnel Officer. ~~Suspension for a longer period requires the approval of the City Manager.~~

Chapter 29 – Administrative Code

3.5 - Department Head Authority, Duty & Responsibility

b) Department heads serve at the pleasure of the City Manager for indefinite terms and are salaried, exempt employees ~~as defined by for purposes of the Personnel Plan and~~ the Fair Labor Standards Act.

d) ~~Heads of Police, Fire and Public Works Departments shall be residents of the City or shall become residents of the City within 180 days of their appointment unless excused by the City Council on recommendation of the City Manager.~~

3.6.2 - Common Duties and Responsibilities

d) No funds shall be expended to defray the costs of a department head attending a national convention or a national training session ~~without approval of the City Manager~~more than once in every five (5) years.

RESOLUTION NO. 21 – 16 TO AUTHORIZE THE CITY MANAGER TO NOTIFY THE
STATE OF NEW HAMPSHIRE AND STATE OF MAINE THAT THE CITY SHALL
PROVIDE FUNDING FOR THE EDDY BRIDGE PROJECT.

Somersworth, NH
February 16, 2016

WHEREAS, the Fiscal Year 2017-2022 Capital Improvements Program contains a recommendation for funding for improvements to the Eddy Bridge on Salmon Falls Road connecting Somersworth, NH and Berwick, Maine, and

WHEREAS this Project is a three-party project with funding provided from the City of Somersworth, State of New Hampshire, and the State of Maine, and

WHEREAS, the City Council has appropriated an initial \$5,000 in this fiscal year's budget for preliminary Eddy Bridge Improvement Project work, and

WHEREAS, additional Project funding required of the City of Somersworth is \$45,000 (Forty Five Thousand dollars), and

WHEREAS, the City Council adopted Resolution 17-13 to create the Municipal and Transportation Fund for the purpose of improvements in the local or regional transportation system including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities, and public transportation, and

WHEREAS, the City Council is the designated agent to expend these funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to notify the State of New Hampshire and the State of Maine that the City will provide funding in an amount of \$50,000 (Fifty Thousand dollars) for this project and the City Manager is further authorized to take any and all necessary action to complete this project in the best interest of the City, and

BE IT FURTHER RESOLVED that the additional Project funding of \$45,000 (Forty Five Thousand dollars) is authorized to be funded from the Municipal and Transportation Fund.

Introduced by Councilors

David Witham
Dale R Sprague
Jennifer Soldati
Martin Pepin
Denis Messier

Approved

City Attorney

3. **Rocky Hill Water Tank Improvements project FY16 CIP –Water Fund**

- Improvements to the Rocky Hill Water Tank are completed.
- Improvements included repainting and repairing the water tank and installation of a mixer unit to aid in water quality and addresses water freezing in tank.
- Design and specification work prepared by Tata and Howard
- Painting and repair contractor was Utilities Services Co
- Mixing pump device was installed by Waterline Co.
- Total Costs for improvements:
 - Repainting Water Tank and surface repairs: \$426,931 ;(\$1,000 retainage held)
 - Mixing pump installation: \$ 13, 750

→ 4. **Eddy Bridge Rehab Project-FY16 CIP Local Match** ←

- Project involves bridge deck assessment, surface pavement replacement, bridge joint replacement/rehabilitation, and painting the end beams on the bridge.
- Project is joint with NHDOT and Maine DOT; Maine DOT to serve as project managers
- Total project has an estimated cost of \$550,000 shared equally between the New Hampshire and Maine. \$275,000 each.
- NHDOT total share of preliminary engineering and ROW is estimated at \$25,000, which translates into \$20,000 NHDOT and \$5,000 for the City of Somersworth. The City budgeted \$5,000 for the City's share of preliminary engineering and ROW in FY16 and has projected \$45,000 for the City's share of the construction costs in the FY17 CIP.

5. **Wastewater Treatment Plant Capacity Evaluation**

- Plant Capacity Evaluation complete and presentation to Public Works and Environmental Committee to be made at February 1, 2016 Committee meeting.

6. **Road Resurfacing Projects**

Public Works Departmental staff is being trained on the use of the new pavement assessment software to help with selecting streets for annual resurfacing or preventive maintenance work. A brief presentation on a preliminary listing of recommended streets for pavement overlay will be made at the February 1, 2016 Committee meeting. \$611,000 is available for roadway preservation, maintenance, and rehabilitation this year.

7. **Solid Waste and Recycling-2015 Tonnage**

-2015 tonnage data has been collected and now reported by our solid waste service provider, Waste Management. The following is the tonnage volume:

- Total Solid Waste: 2,138.08 tons
- Total Curbside Recycling: 748.02 tons



MEMORANDUM from Director Public Works & Utilities

Date: January 27, 2016

To: Bob Belmore, City Manager

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

Cc:

Re: Project Status for the Public Works and Environmental Committee

The following serves as a summary report of key projects and activities underway by the Department of Public Works and Utilities for the Public Works and Environmental Committee:

1. Departmental personnel have responded to 3 winter storm events during this winter season. Storm dates include December 28-29; January 12, and January 18-19, 2016. Winter Street and sidewalk operations continue to improve and snow removal from downtown streets and sidewalks has been built into standard response generally within 24 hours of a snow event. *A total of 280 tons of salt have been used to treat streets and sidewalks since winter operations began.*

Key Winter Operations Costs to date

Category	Budget	Actual Expenses	% budget remaining
Overtime	\$ 30,000	\$ 2,949.38	8.40%
Snow Removal	\$145,400	\$71,875.69	49.40%

2. Maple Street Culvert Replacement Project: FY16 CIP project

The City's contracted City Engineer, CMA Engineers, completed the project engineering and design for the replacement of the culvert at Maple Street at. ; Construction specifications and bid documents have been completed and the project is now out for bid solicitation. A non-mandatory pre bidders conference was held on January 20, 2016 and interested contractors attended the briefing. Project schedule is as follows:

- Construction Bids due: February 11, 2016
- Construction Start Date: June 20, 2016
- Work Substantial Completion: August 19, 2016
- Final Completion and Project Acceptance: September 30, 2016.

RESOLUTION NO. 22 – 16 TO AUTHORIZE THE CITY MANAGER TO ORDER TWO
SUV STYLE POLICE CRUISERS WHICH WILL BE FUNDED BY A LEASE PURCHASE
ARRANGEMENT.

Somersworth, NH
February 16, 2016

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

WHEREAS the Somersworth City Council has an established goal whereby they may review and approve a priority list of CIP (capital improvement plan) items earlier than the actual FY budget approval process is complete in order to allow for timely ordering, and

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order two new "SUV" style police cruisers which will be funded as part of the annual budget process through a lease purchase arrangement.

Introduced by Councilors

Martin Pepin
David Witham
Dale Sprague
Jennifer Soldati
Denis Messier
Jessica Paradis

Approved:

City Attorney

To: Chief Crombie
From: Captain Timmons
Subj: Police Utility Cruisers 2016
Date: December 16th 2016

Chevrolet 2016 Tahoe \$38,900
Ford Police Interceptor Utility \$25,249.00

Although there are a larger variety of Police sedans available in the law enforcement market, the "Utility" style vehicles are limited. The above listed vehicles are available in 2016. These vehicles are offered in a basic Police Package.

There will be additional cost associated with these purchases, completing the proper outfitting of the vehicles.

Each vehicle will require the following added equipment.

- Protective cage
- Fiberglass rear seat
- Center console
- Tactical Rifle Mount
- Shotgun Mount
- Cruiser Decal

The prices provided are through the New Hampshire State Bid process.

Irwin Motors of Laconia (FORDS)

MacMulkin of Nashua (CHEVROLET)

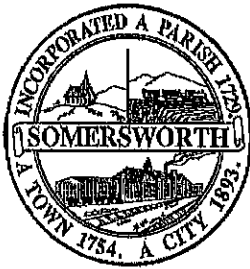
Three quotes are provided:

1. Grafix, the decal
2. Two-Way complete refit of safety components
3. Two-Way cruiser radio update

Total cost 2016 Ford Interceptor SUV: \$34,236.50

Comparative cost 2016 Dodge Charger \$26,000. (Includes a new light bar).

*MARCH 11 -
deadline to order*



MEMORANDUM

TO: Bob Belmore, City Manager
FROM: Scott A. Smith, Director of Finance
DATE: January 27, 2016
SUBJECT: Equipment Leasing

In response to your request, I have obtained quotes for the purposes of evaluating the possibility of obtaining replacement vehicles using a lease/purchase arrangement as opposed to an outright purchase through the FY 2016-17 budget.

The vehicles scheduled for purchase and replacement in the Capital Improvement Program for FY17 are as follows:

• Pick up – Recreation	\$ 22,000
• Car - Code Enforcement	\$ 19,000
• 2 Police Cruisers	\$ 64,700
• Pick up – Police	\$ 18,500
• DPW – Truck 304	\$165,000
• DPW – Truck 201	\$ 70,000
• DPW – SUV	<u>\$ 32,000</u>
Total	<u>\$391,200</u>

The estimated lease cost of these vehicles bundled together:

- Three year lease - \$137,629
- Five year lease - \$ 84,878

If you have any other questions please let me know.

RESOLUTION NO. 23 - 16 VOTE TO AUTHORIZE THE TRUSTEES OF TRUST FUNDS TO
RELEASE THE FIRST PAYMENT DUE THE SOMERSWORTH SCHOOL DISTRICT FROM THE
POST-WITHDRAWAL CAPITAL TRUST FUND.

Somersworth, NH

February 16, 2016

WHEREAS, the City of Somersworth City Council adopted Resolution 1-15 creating the Post-withdrawal Capital Trust Fund created for the purpose of holding the post-withdrawal payment made by the Rollinsford School district to the Somersworth School District for pending payments on outstanding bonded school debt, namely the 1996 Series C bonds dated August 15, 1996, and

WHEREAS, the Fiscal Year 2016 debt payment has been made by the Somersworth School District and the amount due from the post-withdrawal capital trust fund for that payment is \$82,743 (Eighty Two Thousand Seven Hundred Forty Three dollars), and

WHEREAS, the Somersworth City Council has been named as agents to expend,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH, that the Trustees of Trust Funds are authorized to release \$82,743 (Eighty Two Thousand Seven Hundred Forty Three dollars) to the Somersworth School District from the Post-withdrawal Capital Trust Fund.

Introduced by Councilors

David Witham

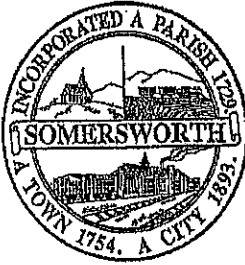
Dale Sprague

Jennifer Soldati

Martin Pepin

Approved

City Attorney



MEMORANDUM

TO: Bob Belmore, City Manager
FROM: Scott A. Smith, Director of Finance
DATE: January 27, 2016
SUBJECT: Post Withdrawal Capital Payments Fund

Attached please find a memorandum from Jeni Mosca, Superintendent of Schools, and Marie D'Agostino, Business Administrator.

They are requesting release of the first payment (first of two) from the "Post-Withdrawal Capital Trust Fund" created in the post-withdrawal agreement with the Rollinsford School District.

Also attached is a copy of Resolution 1-15 creating the trust fund. The City Council was named agents to expend.

As of December 31, 2015 there was \$165,486 in the fund. They are requesting \$82,743 to be released this year, with the intent being the balance to be released next year.

If you have any questions or need anything else, please let me know.



SCHOOL ADMINISTRATIVE UNIT FIFTY SIX

Rollinsford School District -- Somersworth School District

51 West High Street
Somersworth, NH 03878
(603) 692-4450 • Fax (603) 692-9100



To: Bob Belmore, City Manager
Scott Smith, Finance Director

From: Jeni Mosca, Superintendent of Schools
Marie D'Agostino, Business Administrator

Date: January 12, 2016

Regards: City of Somersworth Post Withdrawal Capital Payments Trust
(Rollinsford)

The Somersworth School Department is requesting the withdrawal of the fifty-percent or the first payment from the "Post-Withdrawal Capital Payments Trust (Rollinsford)" in the amount of \$82,743.00 to be deposited into the City of Somersworth School Department revenue account.

Please do not hesitate to contact the SAU Office if you have any questions.

RESOLUTION NO. 1-15 TO ESTABLISH A TRUST FUND FOR THE PURPOSE OF
HOLDING POST-WITHDRAWAL CAPITAL PAYMENTS MADE BY THE ROLLINSFORD
SCHOOL DISTRICT TO THE SOMERSWORTH SCHOOL DISTRICT PENDING
PAYMENT ON OUTSTANDING BONDED SCHOOL DEBT, 1996 - SERIES C BONDS,
DATED AUGUST 15, 1996.

Somersworth, NH
July 21, 2014

WHEREAS, the City of Somersworth School District has entered into a post-withdrawal Agreement with the Rollinsford School District in which Rollinsford has agreed to make certain offsetting payments against capital debt incurred by the City in support of the AREA Agreement; and

WHEREAS, NH RSA 195-A:14(V) requires that these payments shall be deemed to be trust funds and shall be applied by the Somersworth School District solely in payment of its indebtedness which was incurred to finance area school facilities and which was outstanding on the effective date of the withdrawal vote,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH, that pursuant to NH RSA 195-A:14(V), and NH RSA 34:1(VII) the Council establish a Trust Fund for the specific statutory purpose of receiving up to the sum of \$163,657.96 in revenue anticipated pursuant to paragraph Ten (10) of the June 9, 2014 Agreement between the Somersworth School District and the Rollinsford School District; said revenue shall be held in trust in accordance with NH RSA 195-A:14(V) and applied solely against payment of the outstanding, bonded school debt, 1996 - Series C Bonds dated August 15, 1996; and

BE IT FURTHER RESOLVED THAT the City Council is hereby designated as agents to expend these funds in accordance with the purpose set forth herein.

Introduced by Councillors

David Witham
Dale R. Sprague
Denis Messier

Approved

City Attorney

In accordance with RSA 34:2, this Resolution requires a public hearing, which must be published and posted at least one week in advance of the public hearing.

City of Somersworth
Capital/Non-Capital Reserve Funds.
12/31/2015

Description	Balance
Municipal Transportation Fund	\$143,213.00
Post-Withdrawal Rollinsford	\$165,486.00
Somersworth/Berwick Bridge CRF	\$15,239.00
Education for Persons with Disabilities NCI	\$101,489.00
Sidewalk CRF	\$248,940.00
Accrued Liability Fund	\$50,692.00
Building Maintenance	\$71,004.00
Hilltop Reconstruction/Rehabilitation	\$23,813.00
Total Capital/Non-Capital Reserve Funds	\$819,876.00

CONTRACT AMENDMENT FOR July 2016 to June 2017

Pursuant to the existing Remedial Action Services Contract for the Somersworth Landfill Superfund Site between Geosyntec Consultants, Inc. and the Somersworth Landfill Group dated, 13 January 2000, as amended, (the "Agreement"), the parties, in consideration of the reciprocal benefits conferred herein and intending to be mutually bound hereby agree to amend said contract, effective on the 1st day of July 2016, as follows:

ARTICLE 1 – BACKGROUND AND OBJECTIVES

1.1 Background

Consultant shall provide Remedial Action (RA) Services associated with monitoring of the Chemical Treatment Wall (CTW), permeable landfill cover and bedrock extraction components of the Preferred Remedial Action (PRA) at the Somersworth Sanitary Landfill Superfund Site (the "Site") in Somersworth, New Hampshire for the Work Settling Defendants (WSDs) for the Site. In addition, Geosyntec shall provide services related to the monitoring of landfill gas at the Site and assist the WSDs in addressing other environmental issues at the Site.

The Site has completed the RA implementation stage of the Superfund program consistent with the Consent Decree (CD) for the Site (USEPA, 1995). A "100% Design and Demonstration of Compliance Plan" dated April 1999 (the "100% Design") (Beak and Geosyntec, 1999) for PRA at the Site was approved by the United States Environmental Protection Agency (EPA) and New Hampshire Department of Environmental Services (NHDES). The major construction related components of the PRA were: (i) the installation of a permeable zero-valent iron CTW in the subsurface between the landfill and the wetland; (ii) the construction of a permeable cover over the landfill; and (iii) the installation of a bedrock groundwater extraction and infiltration system. Based on the results of landfill gas monitoring conducted in 2001 and 2002 the EPA and NHDES believed there was a need for a perimeter LFG venting trench. This venting trench was installed in 2003 as a component of the RA for the Site.

In 1999, Geosyntec prepared the engineering design of the 100% Design for the PRA and since that time has provided Construction Quality Assurance (CQA), Construction Management (CM), and RA services during the construction of the CTW and permeable cover components of the PRA at the Site. Geosyntec also prepared the Sampling and Analysis Plan (the "SAP") (Geosyntec, 1999b; 2001, 2010) for the PRA, and has conducted the baseline and other groundwater monitoring since that time as per the SAP.

1.2 Objectives

The objectives of this work are to monitor the performance of the PRA through continued implementation of the groundwater and soil gas monitoring program, to assist the WSDs with ongoing maintenance and to respond to other environmental issues raised by the EPA and NHDES. Geosyntec will conduct all work in accordance with all applicable regulations and standard practices. Geosyntec will immediately advise the WSDs of any issues that arise in relation to the project.

ARTICLE 2 - SCOPE OF SERVICES

2.1 Introduction

The scope of services required at the Site includes the following tasks:

- Task 1: Groundwater Monitoring for 2016 (Fall)
- Task 2: Additional Monitoring to Evaluate Extraction Well Shutdown (July 2016)
- Task 3: Landfill Gas Monitoring for 2016 (Fall; concurrent with groundwater sampling)
- Task 4: Communication with EPA July 2016 to June 2017
- Task 5: Annual Monitoring Report for 2016-2017 (Spring 2017)
- Task 6: Excavation Investigation of CTW 20 Transect (July 2016)
- Task 7: Additional Communication with EPA for 2016-2017

2.2 Task 1: Groundwater Monitoring for 2016 (Fall)

Geosyntec will complete the annual groundwater monitoring of wells for the CTW as described in the SAP (Geosyntec, 2010). The groundwater monitoring event will involve a combination of the passive diffusion bag (PDB) sampling method and conventional sampling methods. For the sampling round, a total of 18 wells will be sampled using conventional purging techniques and 30 wells sampled using PDBs. The event will also include a synoptic round of water level measurements and collection of field duplicate samples. All data will be compiled for submittal to the EPA. Proposed costs are given in Table 2.

2.3 Task 2: Additional Monitoring to Evaluate Extraction Well Shutdown

It was not clear if the groundwater extraction system was having a significant hydraulic influence on the bedrock groundwater in the vicinity of extraction well BRW-1, despite decreasing groundwater concentrations. To address this uncertainty, the extraction well was shut down in 2014, and has remained off through 2015 and is expected to remain off for an additional period of at least one year. In order to evaluate the effects of this shut down, additional monitoring is required between the annual sampling events. Additional monitoring required will be conducted in July 2016 and will include a round of water levels, as well as

sampling of the Extraction System Shutdown Monitoring wells for analysis of VOCs. Technical Memoranda will be prepared transmitting the results and recommended actions to the EPA and NHDES in August and November (based on the Annual sampling conducted as part of Task 1), within 30 days of receiving the data. Proposed costs are given in Table 3.

2.4 Task 3: Landfill Gas Monitoring for 2016 (Fall)

Geosyntec will conduct monitoring of the landfill gas probes around the perimeter of the landfill and monitor the vent pipe on the landfill gas venting trench once in 2016 (Fall).

During the sampling events, all soil gas will be screened in the field for carbon dioxide (CO₂), methane (CH₄), hydrogen sulfide (H₂S), VOCs (soil gas samples only), and oxygen (O₂).

Proposed costs are given in Table 4.

2.5 Task 4: Communications with EPA for July 2016 to June 2017

Geosyntec will prepare progress reports for the EPA following groundwater monitoring events and communicate with the EPA if issues arise, for conference calls or they contact Geosyntec for information about the Site. Proposed costs are given in Table 5.

2.6 Task 5: Annual Monitoring Report

Geosyntec will complete the Annual Monitoring Report with data collected in 2016 before the end of March 2017. In addition, the groundwater and soil gas monitoring data collected during 2016 will be compiled into a draft report for submittal to the EPA for review and approval. This report will include evaluation of: (1) the performance of the CTW; (2) the performance of the natural attenuation remedy; and (3) the need for additional bedrock groundwater extraction. The Annual Report will be prepared using the data evaluation methodology provided in the SAP. Proposed costs are given in Table 6.

Additional Tasks for 2016/2017

The following two tasks are not part of the regular operations and maintenance and monitoring activities at the Site. These tasks are to address ongoing discussion with the EPA on their comments on the 2014 Annual Report and the CTW-20 Transect area. Costs for these tasks have been estimated based on discussions with the WSDs and EPA in the summer of 2015.

2.7 Task 6: Excavation Investigation of CTW 20 Transect, July 2016

As described in the CTW-20 Transect Performance Monitoring memorandum to EPA dated December 17, 2014, data from groundwater sampling at the CTW-20 Transect in October

2013 and July 2014 showed elevated cis-1,2-dichloroethene (cDCE) and vinyl chloride (VC) concentrations downgradient of the CTW at monitoring well CTW-24U. By November 2014, concentrations had decreased to levels that are typically observed at this location. In 2015, Geosyntec proposed to investigate these periodic elevated groundwater concentrations by observing the clay cap above the ZVI and the condition of the interface between the clay and the ZVI. Further details are given in Geosyntec's proposal dated 7 May 2015. However, as the EPA did not give approval for the work in 2015, this task is included with the 2016 budget. Proposed costs are given in Table 7.

2.8 Task 7: Additional Communication with EPA for 2016-2017

In 2015 the EPA provided significant comments on the 2014 Annual Report tied to a more detailed review of the Site as part of the 5 Year Review period that the EPA conducts on Superfund Sites. Although Geosyntec prepared a detailed response to these comments in 2015 and had a follow up conference call with the WSDs, EPA and NHDES to discuss the responses there has been no resolution or response from the EPA to date. As such, Geosyntec is expecting that there will be additional communication with the EPA on these comments in 2016. We have provided an estimate of the cost for two conference calls and the preparation of an additional memo on the response to comments. We do not know what, if any, additional work may result from these discussions and as such have not provided any additional cost estimate. If additional work results from these discussions with the EPA then Geosyntec will prepare a cost estimate once the scope has been defined and get WSD approval prior to doing the work. Proposed costs are given in Table 8.

ARTICLE 3 – MISCELLANEOUS PROVISIONS

3.1 Compensation

Compensation for Consultant's services covered under this Amendment shall be in accordance with the terms and conditions of the original Agreement, subject to the estimated fee contained in Table 1 of this Amendment. Billing rates have been updated to be consistent with updated rates in Geosyntec's corporate purchase agreement with GE as shown in Table 9. Geosyntec will not surpass the authorized amount without first identifying the basis for any change and submitting an appropriate change order request to the WSDs for review and consideration prior to incurring any costs in excess of the authorized amount. Invoices will be submitted on a monthly basis reflecting services provided to date.

3.2 Entire Agreement

This amendment, together with the Agreement and other documents incorporated therein by reference, shall constitute the entire agreement and supersedes all prior negotiations, representations or agreements, between the parties. This Contract can only be amended by written document executed by the Group and Consultant.

IN WITNESS WHEREOF the Group and Consultant have made and executed this Contract as of the day and year first written above.

**THE SOMERSWORTH LANDFILL GROUP
THE CITY OF SOMERSWORTH**

GEOSYNTEC CONSULTANTS, INC.

By: _____

By: _____

Title: _____

Title: _____

THE GENERAL ELECTRIC COMPANY

By: _____

Title: _____

TABLE 1
ESTIMATED COSTS FOR PROJECT TASKS

Task #	Task Name	Cost for July 2015 to June 2016	Estimated Cost for July 2016 to June 2017
1	Groundwater Monitoring	\$44,288	\$47,131
2	Additional Monitoring to Evaluate Extraction Well Shutdown	\$11,962	\$12,106
3	Landfill Gas Monitoring	--	\$5,623
4	Reports for EPA	\$6,004	\$6,004
5	Annual Monitoring Report	\$29,111	\$30,531
	Subtotal	\$91,365	\$101,395
6	Excavation Investigation of CTW 20 Transect	--	\$23,727
7	Additional Communication with EPA	--	\$10,726
	Subtotal	--	\$34,453
	Total	\$91,365	\$135,848

TABLE 2
DETAILED BREAKDOWN OF ESTIMATED COSTS
Somersworth Sanitary Landfill Superfund Site, New Hampshire

TASK 01: Groundwater Monitoring for 2016-2017

Activity	Company Category	Person	Hourly Rate	GeoSynTec														Other		ACTIVITY TOTAL (\$)																																																																																																																																																																																																																																																																																																													
				P or A	SPM		PM	Sr. Sci	Prj.Sc.	Grph	Steno	Total Prof. Time (\$)	Disbursements (\$)				Company Total (\$)	Cost (\$)	Notes																																																																																																																																																																																																																																																																																																														
					TK	SO							SW	CA	KC	RS					58					177	137	124	108	79	68	58																																Planning				8	8	2	10	4			2		4,272	200	100		4,572			4,572	CTW In-Wall Pump Test ²				2	2	6	20	20					5,112	250	100	150	5,612			5,612	Water Levels (1 round)							8	8	8				2,040	250	100	150	2,540			2,540	Install PDBs in wells (1 round)					4		10	10	10				3,098	250			3,348		912	PDBs	Sample PDBs (1 round)					4			8	18	18			4,058	300	750	250	5,358			5,358	Sample wells with Waterra (1 round)							14	14	14				3,570	250	200	4,020				4,020	Lab Analyses - VOCs ¹													-				-	3,988	ALS	3,988	Lab Analyses - Wet Chem & Metals													-				-	2,635	ALS	2,635	Data Compilation & Reporting																					Chemistry/Field Data		2	15	10	10					10	24		6,701			550	7,251			7,251	Project Management		10	25	5	10								6,895				6,895			6,895	Total		22	58	23	90	74	50	12	24				35,746	1,300	1,150	1,400	39,596		7,535	47,131	TASK TOTAL (\$)					
				177	137	124	108	79	68	58																																																																																																																																																																																																																																																																																																																							
Planning				8	8	2	10	4			2		4,272	200	100		4,572			4,572																																																																																																																																																																																																																																																																																																													
CTW In-Wall Pump Test ²				2	2	6	20	20					5,112	250	100	150	5,612			5,612																																																																																																																																																																																																																																																																																																													
Water Levels (1 round)							8	8	8				2,040	250	100	150	2,540			2,540																																																																																																																																																																																																																																																																																																													
Install PDBs in wells (1 round)					4		10	10	10				3,098	250			3,348		912	PDBs																																																																																																																																																																																																																																																																																																													
Sample PDBs (1 round)					4			8	18	18			4,058	300	750	250	5,358			5,358																																																																																																																																																																																																																																																																																																													
Sample wells with Waterra (1 round)							14	14	14				3,570	250	200	4,020				4,020																																																																																																																																																																																																																																																																																																													
Lab Analyses - VOCs ¹													-				-	3,988	ALS	3,988																																																																																																																																																																																																																																																																																																													
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Chemistry/Field Data		2	15	10	10					10	24		6,701			550	7,251			7,251																																																																																																																																																																																																																																																																																																													
Project Management		10	25	5	10								6,895				6,895			6,895																																																																																																																																																																																																																																																																																																													
Total		22	58	23	90	74	50	12	24				35,746	1,300	1,150	1,400	39,596		7,535	47,131																																																																																																																																																																																																																																																																																																													
TASK TOTAL (\$)																																																																																																																																																																																																																																																																																																																																	

Notes:

- 1- Assumes that we are sampling once a year and that we will not need to sample for the additional parameters requested by NHDES
- PDBs - passive diffusion bags
- ALS - ALS laboratories, formerly Columbia Analytical Services
- VOCs - volatile organic compounds

TABLE 3
DETAILED BREAKDOWN OF ESTIMATED COSTS
Somersworth Sanitary Landfill Superfund Site, New Hampshire

TASK 02: Additional Monitoring to Evaluate Extraction Well Shutdown

Activity	Company										GeoSyntec										Other		ACTIVITY TOTAL (\$)
	Per A	SPM	SPM	SPM	SPM	SPM	SPM	SPM	SPM	SPM	Per A	SPM	SPM	SPM	SPM	SPM	SPM	SPM	SPM	SPM	Cost	Notes	
Planning	177	157	124	108	79	68	53	58	58	58													
Water Levels (June 2016)																							
Extraction Well Shutdown Evaluation Sampling (June 2016) ^{1,2,3}																							
Lab Analyses - VOCs																							
Data Compilation & Reporting Validation																							
Data Compilation and Validation																							
Update Technical Memos (July and December 2015)																							
Project Management																							
TOTAL	177	157	124	108	79	68	53	58	58	58													

Notes:
POBs - passive diffusion bags
ALS - ALS Laboratories, formerly Columbia Analytical Services
VOCs - volatile organic compounds
1 - Investigation and extraction well shutdown - Sampling of BRW-1, B-10R, OB-24R, OB-22R, OB-15R, OB-23R, OB-21EA, OB-16R, PS-1R, OB-4R, and B-13R plus QA/QC
2 - Full sampling of these locations is included in the Phase 1 (Annual groundwater sampling) cost table

TABLE 5
DETAILED BREAKDOWN OF ESTIMATED COSTS
REMEDIAL ACTION - SOMERSWORTH SUPERFUND SITE, NH

TASK 04: Communication with EPA for 2016-2017

Activity	Company Category	P or A TK 177	SPM SO 137	SPM SW 108	Steno 68	GeoSyntec					Other		ACTIVITY TOTAL (\$)
						Total Prof. Time (\$)	Travel Hotel Meals	Phone Copies Fax	Other Disbursements (\$)	Company Total (\$)	Cost (\$)	Notes	
Progress Reports /Response to Comments		3	12	14	2	3,823		100		3,923			3,923
Communications		5	8			1,981	-	100		2,081			2,081
Total Hours		8	20	14	2								
TASK TOTAL (\$)										6,004	-		6,004

TABLE 6
DETAILED BREAKDOWN OF ESTIMATED COSTS
 Somersworth Sanitary Landfill Superfund Site, New Hampshire

TASK 05: Annual Monitoring Report for 2016-2017

Activity	Company Category		Geosyntec										Other		ACTIVITY TOTAL (\$)
	P or A	SPM	PM	DB	Sr. Sci	Prj Sci	Grph	Total Prof. Time (\$)	Disbursements (\$)				Company Total (\$)	Cost (\$)	
	TK	SO	CM	JS	KC				Travel	Phone	Copies	Other		Notes	
	177	137	124	108	79	68	58		Meals	Freight					
Data Compilation & Validation		8	16			5		3,420					3,420		3,420
Compilation of Sampling Reports into Database	2	4		10	8	20		3,974					3,974		3,974
Evaluation of Temporal Trends - Water Levels	2	2	12	8				2,980					2,980		2,980
Evaluation of Temporal Trends - Gw Chem	2	2	12	3				2,440					2,440		2,440
Evaluation of Temporal Trends - Soil Gas	2	2	8					1,620					1,620		1,620
Evaluation of Need for Additional Gw Extraction **								-					-		-
Evaluation of CWTW Performance	2	4	20	3	2	2		4,000					4,000		4,000
Preparation of Draft Report for EPA Submittal	4	4	40	3	6		20	8,174			800		8,974		8,974
Project Management	2	5	16					3,023			100		3,123		3,123
TASK TOTAL (\$)	16	31	124	27	16	27	20	29,631	-	-	900	-	30,531	-	30,531

Notes:

** - this topic will be included in the report, but work to complete this item is covered in another task.

TABLE 7
DETAILED BREAKDOWN OF ESTIMATED COSTS
 Somersworth Sanitary Landfill Superfund Site, New Hampshire

TASK 06: Excavation Investigation of CTW 20 Transect

Activity	Company Category	P or A	TK	SPM DB	SPM SO	SPM SW	PM CA	Grph	Steno	Total Prof. Time (\$)	Geosyntec					Company Total (\$)	Other		ACTIVITY TOTAL (\$)	
											Travel	Hotel	Meals	Disbursements (\$)			Cost (\$)	Notes		
														Phone	Copies					Other
Contractor Coordination				4		8				1,640					11,666			13,306		
Health & Safety				2		4	2			1,036								1,036		
Field Work					1	6	30			4,121	266			667				5,054		
Memorandum		2		1	3	8	9	2		3,007								3,007		
Project Management					2	8			1	1,324								1,324		
Total		2	7	6	34	41	2	1	11,128	266	-	-	12,333					23,727		
TASK TOTAL (\$)																-		23,727		

Notes:

TABLE 8
DETAILED BREAKDOWN OF ESTIMATED COSTS
REMEDIAL ACTION - SOMERSWORTH SUPERFUND SITE, NH

TASK 07: Additional communication with EPA for 2016-2017

Activity	Company Category	GeoSyntec														Other		ACTIVITY TOTAL (\$)
		P or A	SPM	Prj Sci	Sci KC	Grph PW	Steno	Total Prof. Time (\$)	Disbursements (\$)				Company Total (\$)	Cost (\$)	Notes			
									Travel	Hotel	Meals	Phone Copies				Other Fax		
Communications	TK Person Hourly Rate	177	137	108	79	58	68	10,526	-		100		10,626				10,626	
Total Hours		8	30	40	0	0	10											
TASK TOTAL (\$)		8	30	40	0	0	10						10,726	-			10,726	

TABLE 9
2016-2017 RATE SCHEDULE
REMEDIAL ACTION - SOMERSWORTH SUPERFUND SITE, NH

Labor Category No.	Low End of Direct Salary (\$/hr)	High End of Direct Salary (\$/hr)	2016-2017 Firm Maximum Labor Rate (\$/hr)
1	\$67.01		\$177.00
2	\$58.51	\$67.00	\$162.00
3	\$51.51	\$58.50	\$150.00
4	\$45.01	\$51.50	\$137.00
5	\$39.01	\$45.00	\$124.00
6	\$33.01	\$39.00	\$108.00
7	\$28.01	\$33.00	\$92.00
8	\$24.01	\$28.00	\$79.00
9	\$20.51	\$24.00	\$68.00
10	\$17.51	\$20.50	\$58.00
11		\$17.50	\$50.00

CC - Mayor +
full Council
FYI/BS

PUBLIC NOTICE

The City of Somersworth, NH, through the Office of the City Clerk, hereby announces that a meeting of the **Public Safety Committee** will be held on **Thursday, February 11, 2016 at 8:00a.m.** in the **Executing Conference Room, City Hall, One Government Way.**

AGENDA

1. Approve Meeting Minutes.
2. Fire Department Staffing
3. Miscellaneous.

This notice is in accordance with RSA 91-a:2, Revised Statutes Annotated of the State of New Hampshire.

Called by

Councilor Martin Pepin, Chairman
Public Safety Committee

Date Posted: February 4, 2016

Posted by:

Trish Harris
City Clerk

Posted at:

City Hall
Library
Channel 22
City Website

Public who are hearing impaired or require other special arrangements, please contact the City Clerk's Office at City Hall (69209511) one week prior to the meeting for assistance. TDD Access: Call Relay NH at 711.

Account	ACCOUNT DESCRIPTION	BUDGET	YTD EXPENDED	ENCUM	AVAILABLE	% USED	Estimated Feb - Jun	Estimated Year End	Balance
01405580 40200	Full Time Salaries	\$787,941.00	\$426,850.33	\$0.00	\$361,090.67	54.20	\$323,400.00	\$750,250.33	\$37,690.67
01405580 40220	Part Time Salaries	\$27,000.00	\$12,835.24	\$0.00	\$14,164.76	47.50	\$14,164.76	\$27,000.00	\$0.00
01405580 40310	Overtime Fire Replacement	\$140,000.00	\$118,204.18	\$0.00	\$21,795.82	84.40	\$57,762.00	\$175,966.18	(\$35,966.18)
01405580 40320	Overtime-Fire Recall	\$19,800.00	\$12,417.24	\$0.00	\$7,382.76	62.70	\$12,000.00	\$24,417.24	(\$4,617.24)
01405580 40400	Longevity	\$2,912.00	\$2,912.00	\$0.00	\$0.00	100.00	\$0.00	\$2,912.00	\$0.00
01405580 40410	Training	\$10,880.00	\$1,919.16	\$0.00	\$8,960.84	17.60	\$5,000.00	\$6,919.16	\$3,960.84
01405580 40420	Holiday Pay	\$49,570.00	\$36,439.92	\$0.00	\$13,130.08	73.50	\$12,600.00	\$49,039.92	\$530.08
01405580 40430	Clothing Allowance	\$8,800.00	\$1,356.57	\$0.00	\$7,443.43	15.40	\$8,800.00	\$10,156.57	(\$1,356.57)
01405580 40440	Educational Incentive	\$19,625.00	\$17,725.00	\$0.00	\$1,900.00	90.30	\$0.00	\$17,725.00	\$1,900.00
01405580 40470	Leave Buyout	\$2,500.00	\$20,468.24	\$0.00	(\$17,968.24)	818.70	\$0.00	\$20,468.24	(\$17,968.24)
01405580 41100	Health / Dental Insurance	\$390,727.00	\$234,410.67	\$0.00	\$156,316.33	60.00	\$161,725.00	\$396,135.67	(\$5,408.67)
01405580 41200	Life & Disability	\$12,431.00	\$6,778.78	\$0.00	\$5,652.22	54.50	\$4,442.00	\$11,220.78	\$1,210.22
01405580 41700	Fica/Medicare	\$17,183.00	\$8,609.35	\$0.00	\$8,573.65	50.10	\$6,149.54	\$14,758.89	\$2,424.11
01405580 41750	Unemploy Insurance	\$940.00	\$398.26	\$0.00	\$541.74	42.40	\$541.00	\$939.26	\$0.74
01405580 41775	Workers Comp Insurance	\$59,621.00	\$0.00	\$0.00	\$59,621.00	0.00	\$59,621.00	\$59,621.00	\$0.00
01405580 41780	State Retirement	\$301,441.00	\$123,188.93	\$0.00	\$178,252.07	40.90	\$162,416.00	\$285,604.93	\$15,836.07
01405580 43000	Travel & Training	\$3,800.00	\$955.80	\$0.00	\$2,844.20	25.20	\$2,500.00	\$3,455.80	\$344.20
01405580 44101	Office Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405580 44103	Hardware & Tools	\$9,400.00	\$4,725.86	\$0.00	\$4,674.14	50.30	\$4,000.00	\$8,725.86	\$674.14
01405580 44105	Fire Alarm Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405580 44106	Building Maint Supplies	\$1,650.00	\$1,042.25	\$0.00	\$607.75	63.20	\$500.00	\$1,542.25	\$107.75
01405580 44150	Periodicals & Forms	\$0.00	\$140.40	\$0.00	(\$140.40)	100.00	\$0.00	\$140.40	(\$140.40)
01405580 44152	Reference Books	\$50.00	\$73.41	\$0.00	(\$23.41)	146.80	\$0.00	\$73.41	(\$23.41)
01405580 44400	Vehicle Fuel	\$9,000.00	\$2,959.65	\$0.00	\$6,040.35	32.90	\$5,500.00	\$8,459.65	\$540.35
01405580 44402	Other Petroleum & Chemicals	\$2,000.00	\$1,039.97	\$390.00	\$570.03	71.50	\$400.00	\$1,439.97	\$560.03
01405580 44800	Clothing	\$17,150.00	\$2,825.52	\$0.00	\$14,324.48	16.50	\$14,000.00	\$16,825.52	\$324.48
01405580 44901	Miscellaneous Supplies	\$3,000.00	\$3,831.37	\$0.00	(\$831.37)	127.70	\$0.00	\$3,831.37	(\$831.37)
01405580 45500	Association Dues	\$660.00	\$380.00	\$0.00	\$280.00	57.60	\$250.00	\$630.00	\$30.00
01405580 45910	Physicals	\$2,600.00	\$2,733.00	\$0.00	(\$133.00)	105.10	\$0.00	\$2,733.00	(\$133.00)
01405580 46300	Fleet & Equip Insurance	\$3,547.00	\$3,547.00	\$0.00	\$0.00	100.00	\$0.00	\$3,547.00	\$0.00
01405580 47500	Equipment Maintenance & Suppli	\$6,500.00	\$3,522.07	\$0.00	\$2,977.93	54.20	\$2,500.00	\$6,022.07	\$477.93
01405580 47501	Fire Alarm Maint	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405580 47502	Ems Supplies	\$1,500.00	\$104.14	\$0.00	\$1,395.86	6.90	\$1,300.00	\$1,404.14	\$95.86
01405580 47600	Vehicle Maintenance	\$16,600.00	\$8,292.96	\$0.00	\$8,307.04	50.00	\$8,000.00	\$16,292.96	\$307.04
01405580 48200	Building Maint	\$4,000.00	\$1,816.78	\$47.22	\$2,136.00	46.60	\$2,000.00	\$3,816.78	\$183.22
01405580 49990	Encumb B/F	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405580 49991	Budget Transfer	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405580 49997	Reimbursements	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
	Total Fire Fighting	\$1,932,828.00	\$1,062,504.05	\$437.22	\$869,886.73	55.00	\$869,571.30	\$1,932,075.35	\$752.65
	Total Fire Department	\$2,126,640.00	\$1,165,571.95	\$450.21	\$960,617.84	54.70	\$956,281.92	\$2,121,853.87	\$4,786.13

<u>Account</u>	<u>ACCOUNT DESCRIPTION</u>	<u>BUDGET</u>	<u>YTD EXPENDED</u>	<u>ENCUM</u>	<u>AVAILABLE</u>	<u>% USED</u>	<u>Estimated Feb - Jun</u>	<u>Estimated Year End</u>	<u>Balance</u>
Fire Administration									
01405570 40200	Full Time Salaries	\$87,900.00	\$51,381.14	\$0.00	\$36,518.86	58.50	\$37,928.00	\$89,309.14	(\$1,409.14)
01405570 40220	Part Time Salaries	\$24,935.00	\$14,677.91	\$0.00	\$10,257.09	58.90	\$10,757.34	\$25,435.25	(\$500.25)
01405570 40420	Holiday Pay	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405570 40430	Clothing Allowance	\$600.00	\$149.92	\$0.00	\$450.08	25.00	\$450.00	\$599.92	\$0.08
01405570 41100	Health / Dental Insurance	\$5,488.00	\$3,686.91	\$0.00	\$1,801.09	67.20	\$2,722.85	\$6,409.76	(\$921.76)
01405570 41200	Life & Disability	\$1,179.00	\$684.74	\$0.00	\$494.26	58.10	\$489.10	\$1,173.84	\$5.16
01405570 41500	Retirees Life Insurance	\$1,662.00	\$910.42	\$0.00	\$751.58	54.80	\$650.30	\$1,560.72	\$101.28
01405570 41700	Fica/Medicare	\$3,181.00	\$1,907.33	\$0.00	\$1,273.67	60.00	\$1,362.38	\$3,269.71	(\$88.71)
01405570 41750	Unemploy Insurance	\$150.00	\$41.14	\$0.00	\$108.86	27.40	\$108.00	\$149.14	\$0.86
01405570 41775	Workers Comp Insurance	\$5,242.00	\$0.00	\$0.00	\$5,242.00	0.00	\$5,242.00	\$5,242.00	\$0.00
01405570 41780	State Retirement	\$25,632.00	\$12,995.65	\$0.00	\$12,636.35	40.90	\$12,995.65	\$25,991.30	(\$359.30)
01405570 43000	Travel & Training	\$1,000.00	\$248.75	\$0.00	\$751.25	24.90	\$750.00	\$998.75	\$1.25
01405570 44101	Office Supplies	\$2,900.00	\$718.78	\$12.99	\$2,168.23	25.20	\$1,500.00	\$2,218.78	\$881.22
01405570 44150	Periodicals & Forms	\$500.00	\$0.00	\$0.00	\$500.00	0.00	\$0.00	\$0.00	\$500.00
01405570 44151	Fire Prevention Ed Sup	\$300.00	\$411.65	\$0.00	(\$111.65)	137.20	\$0.00	\$411.65	(\$111.65)
01405570 44152	Reference Books	\$250.00	\$0.00	\$0.00	\$250.00	0.00	\$150.00	\$150.00	\$100.00
01405570 44400	Vehicle Fuel	\$1,500.00	\$449.07	\$0.00	\$1,050.93	29.90	\$500.00	\$949.07	\$550.93
01405570 44500	Postage	\$150.00	\$96.56	\$0.00	\$53.44	64.40	\$100.00	\$196.56	(\$46.56)
01405570 45500	Association Dues	\$3,700.00	\$3,521.08	\$0.00	\$178.92	95.20	\$0.00	\$3,521.08	\$178.92
01405570 45600	Telephone	\$2,000.00	\$1,021.72	\$0.00	\$978.28	51.10	\$1,000.00	\$2,021.72	(\$21.72)
01405570 45601	Cell Phones	\$600.00	\$781.89	\$0.00	(\$181.89)	130.30	\$781.00	\$1,562.89	(\$962.89)
01405570 45800	Printing	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405570 45901	Advertising	\$100.00	\$492.66	\$0.00	(\$392.66)	492.70	\$0.00	\$492.66	(\$392.66)
01405570 45908	Consultant	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405570 45910	Physicals	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405570 45951	Testing Fees	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405570 46100	Building Ins	\$3,665.00	\$3,665.00	\$0.00	\$0.00	100.00	\$0.00	\$3,665.00	\$0.00
01405570 46200	Professional Ins	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405570 46300	Fleet & Equip Ins	\$478.00	\$478.00	\$0.00	\$0.00	100.00	\$0.00	\$478.00	\$0.00
01405570 47200	Computer/Software Support	\$2,500.00	\$3,420.50	\$0.00	(\$920.50)	136.80	\$0.00	\$3,420.50	(\$920.50)
01405570 47600	Vehicle Maintenance	\$1,000.00	\$409.37	\$0.00	\$590.63	40.90	\$400.00	\$809.37	\$190.63
01405570 48101	Electricity	\$8,000.00	\$3,723.93	\$0.00	\$4,276.07	46.50	\$3,700.00	\$7,423.93	\$576.07
01405570 48102	Water & Sewer	\$2,000.00	\$1,618.79	\$0.00	\$381.21	80.90	\$1,600.00	\$3,218.79	(\$1,218.79)
01405570 48103	Heating Fuel	\$6,000.00	\$1,791.95	\$0.00	\$4,208.05	29.90	\$3,000.00	\$4,791.95	\$1,208.05
01405570 48106	Internet Services	\$1,200.00	\$524.09	\$0.00	\$675.91	43.70	\$524.00	\$1,048.09	\$151.91
01405570 49991	Budget Transfer	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00
01405570 49997	Reimbursement	\$0.00	(\$6,741.05)	\$0.00	\$6,741.05	100.00	\$0.00	(\$6,741.05)	\$6,741.05
	Total Fire Administration	\$193,812.00	\$103,067.90	\$12.99	\$90,731.11	51.90	\$86,710.62	\$189,778.52	\$4,033.48

MITCHELL MUNICIPAL GROUP, P.A.

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JUDITH E. WHITELAW
LAURA SPECTOR-MORGAN
STEVEN M. WHITLEY

TELEPHONE (603) 524-3885
FACSIMILE (603) 524-0745

February 5, 2016

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 12-16

Title: **AMENDING CHAPTER 13 POLICE OFFENSES**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

2/8/16

by: _____



MITCHELL MUNICIPAL GROUP, P.A.

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February 5, 2016

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 20-16

Title: **ADOPTING THE PROVISIONS OF NEW HAMPSHIRE
RSA CHAPTER 162-K MUNICIPAL ECONOMIC DEVELOPMENT
AND REVITALIZATION DISTRICTS**

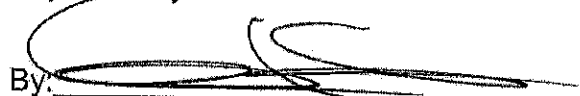
This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

2/8/16

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

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February 10, 2016

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 21-16

Title: **AUTHORIZE THE CITY MANAGER TO NOTIFY THE STATE OF
NEW HAMPSHIRE AND STATE OF MAINE THAT THE CITY SHALL
PROVIDE FUNDING FOR THE EDDY BRIDGE PROJECT.**

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

Date: 2/10/16

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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February 10, 2016

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 22-16

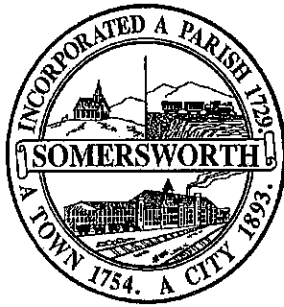
Title: TO AUTHORIZE THE CITY MANAGER TO ORDER TWO SUV
STYLE POLICE CRUISERS WHICH WILL BE FUNDED BY
A LEASE PURCHASE ARRANGMENT.

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 2/10/16

By: 



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: February 11, 2016

Re: Monthly Report

Finance Department:

- Working on FY17 budget document. Met with City Manager and Department Heads on submittals.
- Closed on BAN for CTC project, and Bonding for Water Refunding.
- Participated in Union Negotiations.
- Outstanding Bids:
 - City Hall Generator – Due February 11
 - Maple Street Culvert – Due February 18
 - Surplus Equipment – Due March 3

City Clerk:

- Prepared for 2 Council meetings and one workshop.
- Attended inauguration held on January 7, 2016
- Attended one Council standing committee meeting.
- Prepared a presentation for election training with local election workers. This was a new initiative and went very well.
- Prepared for the upcoming election.
- Permits:
 - 1/8/16 – Two doors Down – Live Music
 - 1/14/16 – Cocheco Valley Humane society – Fundraiser
 - 1/15/16 – Goss Taxi – Taxi Permit

- 1/2/16 – SFS – Frosty 2016 Event and Signs

Tax Collector:

- Tax delinquent notices have gone out. Tax lien scheduled for April 25th, and tax deeding is scheduled for July 25th.
- A total of 838 vehicles were registered for a total of \$132,048 during the month.
- Collected \$4,135 for Municipal Transportation Fund during month.
- 21 customers used the drive up window during the month.
- Total receipts for the month were \$4,200,780.

Library

- The Library has seen an increase of 32% in the use of the Downloadable Book Service.
- The Friends met on January 13th. The group is holding a chocolate bake sale on Saturday, February 13th. They will be starting the spring book sale on April 23rd.

Human Services:

- Total assistance for the month was \$6,239. That compares to \$10,334 for the month of December 2015 and \$10,672 for January 2015..
- 7 new cases were opened compared to 14 in 2015.
- 15 cases were approved for varying levels of assistance, with 0 cases still pending and 2 cases denied. 52 cases were referred to other agencies for support.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Set up live feed for Channel 95 from the School. They can now control the broadcast on 95 and put out a live meeting from areas outside the Council Chambers such as the CTC.

City of Somersworth

Human Services Department Monthly Report

January 2016 Overview

General Assistance Authorized		
Jan. 2016	Dec. 2015	Jan. 2015
Total		
\$6,238.90	\$10,334.00	\$10,672.35
Rent		
\$5,544.00	\$9,576.00	\$8,495.00
Motel (Shelter)		
\$420.00	\$70.00	\$0
Heat (Oil, Kerosene, Nat. Gas)		
\$249.90	\$0	\$427.35
Food		
\$25.00	\$0	\$0

Requests for Assistance		
Jan. 2016	Dec. 2015	Jan. 2015
Total		
17		54
Approvals		
15	22	24
Denials		
2	1	14
Pended		
0	6	6

New Cases		
Jan. 2016	Dec. 2015	Jan. 2015
Total		
7	10	14

Referrals to Outside Agencies		
Jan. 2016	Dec. 2015	Jan. 2015
Total		
52	Not tracked	16

Department of Development Services (DDS)
Monthly Report
January 2016

Office of Assessing:

- Sales Verification inspections have taken place in the month of January.
- Permit inspections/checks have taken place in the month of January.
- Letters were sent out to approximately 570 home owners to schedule appointments for inspections on properties that were not inspected during the first round of the Cycled Inspections.
- Resulting from the letters, appointments were scheduled and inspections have taken place. The inspections will continue into February.
- Data entry has begun for these inspections. All changes will be shown on the spring 2016 bill.
- To date this office has received 4 abatement applications for the 2015 tax year. All abatement applications are due no later than March 1st, 2016.

Property Maintenance and Code Enforcement:

Property Maintenance and Code Enforcement Activity Report for January 2016						
Incident Location		Origin of Complaint	Responsible person notified	Compliance	Nature of Concern	Date of Complaint
62	Green	DDS	yes	pending	Trash	01/05/16
85	Washington St	DDS	yes	pending ⁺	retaining wall	01/12/16
85	Washington St	DDS	yes	pending ⁺	curb stops	01/12/16
85	Washington St	DDS	yes	pending ⁺	Dumpster Screen	01/12/16
19	High St	DDS	yes	pending ⁺	Windows	01/12/16
19	High St	DDS	yes	pending ⁺	Decorative Features	01/12/16
19	High St	DDS	yes	pending ⁺	Exterior Walls	01/12/16
19	High St	DDS	yes	pending ⁺	Foundation Walls	01/12/16
19	High St	DDS	yes	pending ⁺	Protective Treatment	01/12/16
25	High St	DDS	yes	pending ⁺	Protective Treatment	01/12/16
25	High St	DDS	yes	pending ⁺	Trash	01/12/16
25	High St	DDS	yes	pending ⁺	Windows	01/12/16
25	High St	DDS	yes	pending ⁺	Decorative Features	01/12/16
25	High St	DDS	yes	pending ⁺	Exterior Walls	01/12/16
25	High St	DDS	yes	pending ⁺	Foundation Walls	01/12/16
31	Cote St.	DDS	yes	pending	dumpster	01/12/16
47	Maple St.	DDS	yes	yes	couch	01/12/16
30	Shady Ln.	DDS	yes	pending	TV's	01/12/16
11-15	Union St.	DDS	yes	yes	trash cans/trash bags	01/12/16
78-80	Union St.	DDS	yes	pending	trash bags/trash/rubbish	01/13/16
73	Union St.	DDS	yes	pending	couch	01/25/16
14-16	Fayette St	DDS	yes	yes	Chair	01/25/16
22	Fayette St	DDS	yes	yes	mattress	01/25/16
81	Union St.	DDS	yes	pending	couch, chair, bulky items	01/25/16
67	Green St.	DDS	yes	pending	mattress	01/27/16
4	Marion Ln.	DDS	yes	pending	mattress	01/27/16
17	Green St.	DDS	yes	yes	chair	01/27/16
62	Green St.	DDS	yes	yes	trash bags/trash/rubbish	01/28/16
67	Green St.	DDS	yes	yes	TV's	01/28/16
All "pending ⁺ " were issued citations						
In addition to new complaints received work continues on the Work in Progress (WIP) files from past months						
Of the 15 pending complainants from December, 3 NOV's were sent for non-compliance and 12 properties have complied.						

Building and Health Departments:**Major Building Permits issued in January 2016:****Construction cost****Fee**

7	Firefly Circle	New Construction	\$250,000.00	\$2,010.00
11	Firefly Circle	New Construction	\$195,000.00	\$1,570.00

Minor Building Permits issued in January 2016:

374	High	Remodel (Remove + upgrade)	\$2,000.00	\$26.00
19	Stackpole Rd	Deck/Deck Stairs	\$3,000.00	\$40.00
1	Nadeau	Solar Photovoltaic system	\$43,000.00	\$354.00
30	Indigo Hill Rd	Rehab (Gut and rebuild)	\$44,872.73	\$368.98
63	Hickory Ln	Solar Photovoltaic system	\$4,483.00	\$45.86
6	Works Way	Dumpster pad and fence	\$7,000.00	\$66.00
225	Main	Roof	\$62,870.00	\$513.00
6	Maloney	Porch	\$2,000.00	\$26.00

PERMIT RECEIPTS						
	2013	2014	2015	2016	DIFFERENCE this year to last	% OF CHANGE
January	\$1,387.72	\$1,820.00	\$2,157.00	\$6,103.85	\$3,946.85	183.0%
February	\$1,922.02	\$3,864.00	\$2,408.00			
March	\$2,974.00	\$2,191.64	\$5,287.28			
April	\$2,470.38	\$4,768.15	\$8,277.80			
May	\$6,979.20	\$26,049.95	\$7,194.16			
June	\$3,609.52	\$24,286.88	\$4,234.80			
July	\$3,968.83	\$3,646.20	\$4,914.41			
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	\$6,103.85	\$3,946.85	183.0%
Difference of change this year to last (completed months only)						

Total Permits 2012 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			
March	44	29	48			
April	60	48	58			
May	65	66	55			
June	77	66	73			
July	54	47	51			
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	33	3	10.0%

Land Use Boards:

Conservation Commission January 2016:

There were no new or pending applications for review so the Conservation Commission did not meet in January.

Historic District Commission January 2016:

- Leslie Darling, 13 Linden Street, Assessor's Map 11, Lot 171, HDC #28-2015. Application to install a solar panel array was **approved**.
- No. Two Mill, LLC, 14 & 22 Canal Street, Assessor's Map 11, Lot 190 & 190B, HDC #29-2015. Application for exterior renovations and to construct an atrium was **approved**.
- Jim Deyo, 149 High Street, Assessor's Map 10, Lot 131, HDC #01-2016. Application to install a chimney was **approved**.

Planning Board January 2016:

- The City of Somersworth, Memorial Drive, Assessor's Map 14, Lot 43. The Board did a courtesy review of the plan to renovate the Career Technical Center.
- John J. Flatley, Tri City Road, Assessor's Map 39, Lot 03, SITE #12-2014. Request for an extension of the approved site plan to construct three apartment buildings with associated site improvements was **approved**.
- Twelve Month, LLC, Green Street and Stackpole Road, Assessor's Map 19, Lot 01 and Map 20, Lot 05, SUB #05-2013. Request for an amendment for a guardrail material change was **tabled**. Request for a bond reduction for public improvements was **approved**.

- Key Auto Group, on behalf of Mareld Company, Inc., 100 Tri City Road, Assessor's Map 39, Lot 01, SITE #11-2014. Request for an extension of the approved site plan to re-develop the site for a vehicle repair and reconditioning facility was **approved**.

Zoning Board January 2016:

- GEM Farms Revocable Trust, 21 Grand Street, Assessor's Map 11, Lot 17, ZBA #10-2015. Application for a special exception for a group care facility was **tabled** until the March 2, 2016 ZBA meeting at the applicant's request.
- Georgianna Roberts Maher, 93 Cole's Pond Road, Assessor's Map 50, Lot 13, ZBA #11-2015. Application for a variance for a two lot subdivision was **approved** but application for a three lot subdivision was **denied**. +
- MDHF, LLC, 472 High Street, Assessor's Map 40, Lot 04-A, ZBA #12-2015. Application for a variance for a group care facility was **tabled** until the February 3, 2016 ZBA meeting at the applicant's request.

Parks and Recreation

- The Biddy Basketball program for ages 3-6 was slated to start January 24th but has been delayed two weeks due to snowstorms. We have extended the season until March 14 to make up these dates. The program is held at Idlehurst Elementary School on Saturday mornings from 9:00-11:00 a.m. for six weeks. The early bird cost for this program was \$45 for residents and after January 22 the fee was \$60.
- The Dept. is working with Rollinsford to co-sponsor our annual Frosty Basketball Tournament for 5/6 grade Travel Teams in the greater Seacoast area. This double elimination tournament will take place at Idlehurst and SMS gyms Thursday, February 19- Sunday, February 22. The cost is \$150 for teams to enter. We will have concession items donated and we will be charging admission to the games.
- Tickets are on sale for the annual Father/Daughter Valentine's Dance. This event will take place at Idlehurst Elementary School on Thursday, February 12th from 6:30-8:30 p.m. A local DJ will be provided for entertainment along with an assortment of goodies and Valentine treats. Tickets are \$25 in advance per family or \$30 at the door (no extra cost for additional daughters).
- Our intern for the Mast Point Dam project has begun researching a marketing plan to inform our community about this new recreational opportunity in Somersworth. Our intern plans to come into the Rec. office 1-2 times a week to work on this project.

Submitted by Dave Sharples

Monthly Update

- The Mast Point Dam improvement project is currently accepting bid proposals to construct a hand carry boat launch. Christine has been meeting with contractors and working with the SRPC to create a trail map for the park.
- The department created a lease/purchase agreement for the former police station and expects to have a signed agreement with a developer in place soon.
- Business outreach and assistance continues through business visits, the monthly e-newsletter and business interviews.
- The City thanks The Corner Porch on Route 108 for being a part of the community.
- Christine is working with fellow staff to make improvements to the City's website, e-newsletter and other communication tools. The team is looking for photos of community events, places and businesses.
- Christine remains active with the Chamber, Skyhaven Airport, CIBOR, Vision 2020, the Career Technical Center, Seacoast Regional Recruitment Alliance and the Great Falls Development Corporation.
- Orthopedic and Sports Therapy Services was profiled in the latest Business Spotlight. They have been serving the community for over 30 years.
- Christine and Dave Sharples met with the Director of Coast Bus to discuss the impact public transportation has on the community and how their services may line up with our community vision.
- Invitations to the Inaugural Celebration on February 12 were hand delivered to a number of the City's businesses.
- The department is active with the Chamber and the group has a number of candidates to be considered to fill the vacant Executive Director position. Events and activities continue during the interim period.

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Business Spotlight
Orthopedic Sports Therapy Services
388 High Street
www.osts.us
603-692-6626

If you ask most businesses how they have changed over the years you will most likely hear about a number of phases and evolutions as the business morphed and changed direction. It is especially true in manufacturing and goods providing industries. Service industries are a bit different but most have adopted new technologies to increase revenue and decrease waste.

One long-standing local business has evolved very little over their 30 plus years in business and that suits them just fine. The client focused business model for Orthopedic & Sports Therapy Services (OSTS) is the same today as it was when it opened in 1986. There are no assistants at OSTS as all patients are treated individually by a physical therapist, a rarity for their industry. Independently owned and operated, this kind of patient centered model is becoming harder to find due to the rising costs of doing business.

Mike DelloRusso joined OSTS back in 2001 and could be considered the “newbie” on the team. His colleague, Todd Downer, arrived in 1996 and Terry Camarata began her career with OSTS in 1992! Even the front office staff has tenure rates that exceed 25 years. According to Mike it’s in large part due to the pride the staff takes in how they do their jobs. Something must be right about how they approach business to see those kinds of numbers.

Back in college Mike knew he wanted to work in the health field and was drawn to physical therapy as he enjoyed being able to use the basic rules of science to explain things to the client. He also was quite sure he couldn’t handle sitting behind a desk all day making the field all the more appealing. Mike and his colleagues get a lot of satisfaction seeing their client’s improvements after working with them. “We are able to get people off of crutches, eliminate pain and get them back to work,” stated DelloRusso. “When a really tough case comes in and I can help make that person better, that brings me joy,” added Mike.

The physical therapists need that boost as remaining successful today takes a lot more work than it used to for a small business. Extra hours are devoted to the myriad of documentation insurance providers require for reimbursement. Even the amount of reimbursement is a challenge as small medical facilities don’t have the same negotiating power as their larger counterparts. To offset some of those added costs the professionals at OSTS wear many hats which includes everything from marketing to event planning to laundry.

The business has a second location in Rochester and the two clinics support a variety of community groups including the Somersworth hockey team, the Somersworth Festival Association and the Cocheco Valley Humane Society. After the loss of one of their beloved colleagues in 2013 the group decided to do a 5k in her honor. Jeanne’s Journey 5K is now an annual event with the proceeds going to the two organizations that Jeanne volunteered with; the Somersworth Festival Association and the Cocheco Valley Humane Society.

The team refers to themselves as, “The Can Do Clinic” and I would have to agree, if anyone can they can.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: February 9, 2016

SUBJECT: Public Works Department Monthly Report for January/February, 2016

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

The Department has been involved with several activities during the reporting period. Highlights are as follows:

-Initiated a meeting with private contractors available to support the Department with a variety of equipment and services, including, snow hauling, parking lot clearing, turf maintenance, and excavations in the City right of way. Five (5) contractors joined us; productive meeting about both short and long range uses of the contractors and how they can support this year's current winter operations, during snow emergency events.

-Responded to three (3) winter storms; operations included clearing school walking routes, school and city parking lots and snow removal in the Downtown.

-Initiated with the Finance Department, bids for the Maple Street culvert replacement project; working with the City of Dover on a joint bid for pavement marking service work.

-Presented the Department FY17 Budget request to the City Manager; responded to questions and suggestions for building our financial and program planning for next year.

-Participated in the January Public Works and Environmental Committee meeting; key topics presented:

- Ft. Eddy Bridge project,
- Streets recommended for paving projects based on use of the Pavement Management Data
- Maple Street Culvert Replacement Project
- WWTP capacity study, presentation from Wright Pierce Engineering who conducted the study

-We will be returning to the PW and Environmental Committee to finalize the recommended streets for pavement overlay or other forms of treatment in later February or early March.

-Highway personnel took advantage of the mild weather and addressed potholes throughout the City, cleared catch basins in preparation for snow and ice storms and

HIGHWAY DIVISION, Nate Mears, General Foreman

Operations/Maintenance and Completed work:

- Organized in partnership with NH Northcoast Railway to remove old beaver dam blocking flow of Tate's Brook under the railroads trestle
- Dismantled and stored Faux Christmas Tree from US. Somersworth Park

Scheduled Work:

- Set-up and dismantled voting booths for the Primaries -(5) Wards
- Conducted Curb-side metal and bulky waste pick-up
- Emergency Work:
 - Water Break – Myrtle St.
 - (3) Plow able snow storms
 - (2) Sewer Calls (Both on the homeowners service)

WASTEWATER DIVISION, Jamie Wood, Chief Operator

Operations/Maintenance:

- Improvements at Hawthorne Circle (Gerrish Commons) pump station to include an onsite alarm system with call out capabilities. Additional work includes generator preventative & corrective maintenance. All work is expected to be completed within sixty days.
- Experienced a water main break at the wastewater treatment facility that feeds the influent headworks building. With the assistance of PW Highway and Water Distribution the repair was located and repaired.
- Treated a total of 8,500 gallons of septage from residents not on city sewer.

Compliance:

- Treated a total of 56-million gallons of wastewater.
- Submitted annual Salmon Falls River report to both agencies.

Industrial Pretreatment Program:

- Reviewing a revised application for ContiTech Thermopol. Potential discharge is 42,000 gals/day of a combination of sanitary/process water. We have requested additional analytical to include phosphorus and total nitrogen. We are reviewing the results with NH-DES and will issue their new Significant Industrial User (SIU) permit once we receive DES approval.

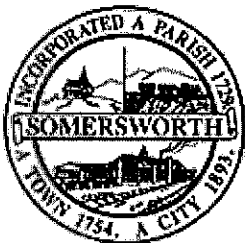
WATER DIVISION, Greg Kirchofer, Chief Water Plant Operator

Items completed this month:

- Prepared lagoon RFP bid for spring clean-out
- Pumped 38,366,121 gallons of raw water
- Filtered and pumped to the city 34,578,375 of finished water
- Mixer installation on Rocky Hill standpipe work is complete and operational .

WATER DISTRIBUTION, Scott McGlynn, Chief Distribution Operator

- Water Distribution personnel responded to 15 emergency calls including the Myrtle Street water line break and completed 37 other customer service requests and work orders in the month of January.
- There were 4 service breaks and zero (0) main breaks in the month of January 2016,



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Dean W. Crombie
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: Dean Crombie, Chief of Police
Date: February 2, 2016
Subject: Monthly Report – Month of January 2016

PERSONNEL (TRAINING & STAFFING):

- Officer Nicole Lefebvre began the NH Police Academy in Concord. The police academy is 16 weeks long and she will be residing on site during the week. After completion of the academy, she will be assigned to the Patrol Division to continue her field training.
- We conducted two-day oral board interviews to fill the (2) open police officer positions. One of these positions is funded by the 3 year COPS Grant and the other is a replacement officer position vacated in January. We have a few candidates from this oral board that we will be contacting for further testing for our Department. This will entail an extensive background check, physical fitness test, health physical, psychological testing and polygraph testing.
- Staff members attended the inauguration ceremonies for our mayor.

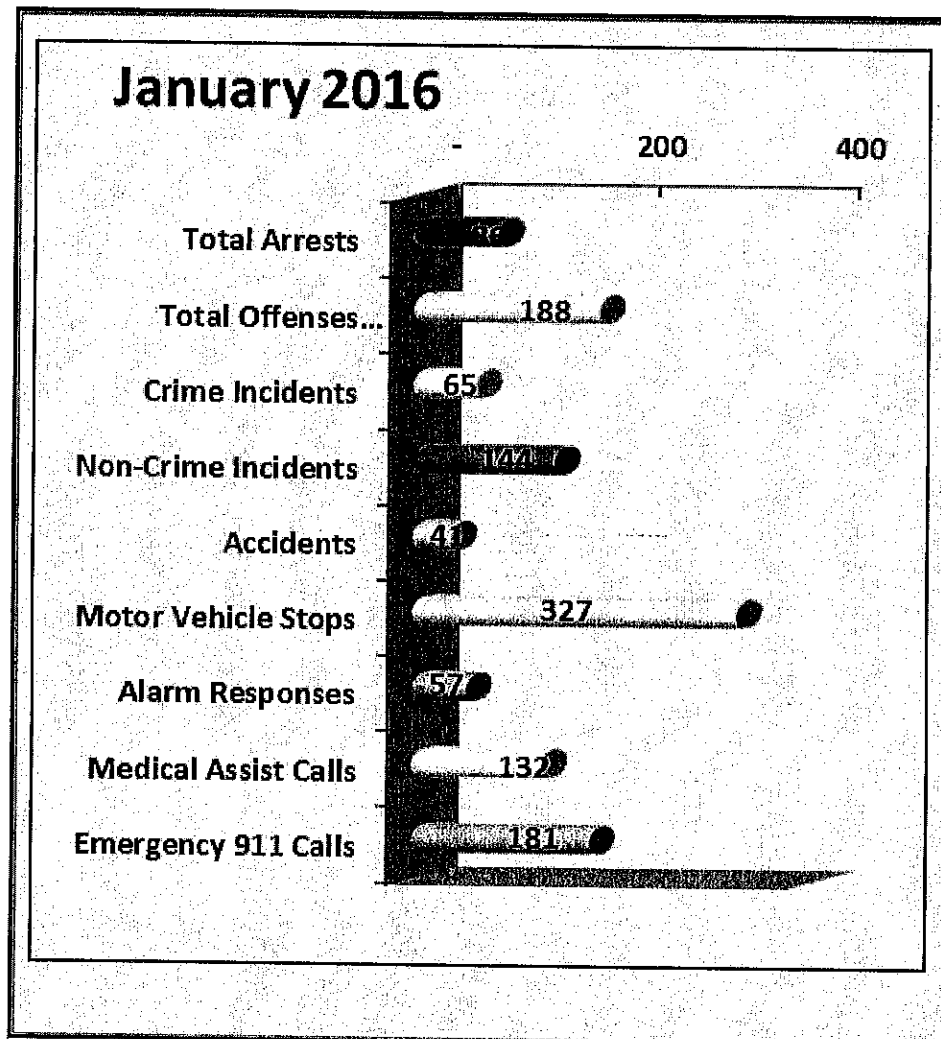
OTHER ITEMS:

- Our police database (IMC) received an important update by Sergeant Duval.
- Officers from the Department participated in a basketball game against the Patriots Alumni Basketball Team, as a fundraiser for the Somersworth Police Association, which fund many programs here in Somersworth.

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SPD STATISTICS:

	Month of Jan-16	Year to Date Totals
Total Arrests	86	86
Calls for Service (Including Items Below)	1,787	1,787
Total Offenses Committed	188	188
Crime Incidents	65	65
Non-Crime Incidents	144	144
Accidents	41	41
Motor Vehicle Stops	327	327
Alarm Responses	57	57
Medical Assist Calls	132	132
Emergency 911 Calls	181	181
Revenues Deposited FY 2015-2016	\$20,983.23	\$106,449.35





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
www.somersworth.com

JANUARY 2016 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	7
Vehicle Fires:	1
Outside Fires:	3
Emergency Medical:	57
Motor Vehicle Crash:	8
Malfunction/false alarm:	5
Accidental/public service:	26
Hazardous Condition:	8
Hazardous Materials:	6

NON-EMERGENCY ACTIVITIES

Burning Permits:	16
Fireworks Permits:	3
Oil Burner Permits:	1
Place of Assembly Permits:	2
Fire Safety Inspections:	7
Fire Drills:	0

CALLS FOR SERVICE

- We responded to 28 fewer emergency calls this January (121) than in January 2015 – a decrease of 19% (no snowstorms).
- We responded to mutual aid fires in Dover, Farmington, Milton, Newington, Rochester, Rollinsford, and Berwick and Lebanon ME.
- There was a serious fire at 4 Grand Street that injured an 18 year old student – the cause of which still is under investigation. There also was a fire at General Linen which involved process machinery.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

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PLANNING/PROJECTS/GRANTS

- We hired two new career firefighters who started employment in January to replace two individuals who left the Department.
- Met with municipal EMDs in conjunction with "Ready Strafford" organization as American Ambulance has taken over coordination of the agency's activities in Strafford County.
- Received 6 new SCBA approved by the City Council (CIP project for replacing SCBA on Engine 3 in FY16).
- Submitted draft of FY17 Fire Department budget.
- Met with engineers for new CTC renovation.
- Met with engineers for new NAPA building.
- Inspected and approved new Car Wash on Route 108.
- Continued meeting with Strafford County Regional Planning Commission for updating the city's Multi-hazard Mitigation Plan.
- Met with NH Homeland Security officials about FY16 initiatives.
- Assisted city vendor in correcting traffic light pre-emption problems at High and West High Streets.
- Brush truck returned from steering box repairs

TRAINING/MEETINGS

- The 3 newest call firefighters continue to attend the state Firefighter I course; one is enrolled in the state Firefighter II curriculum; one call firefighter is enrolled in the NH State EMT basic course while another is in an EMT-Advanced course - all paid for by the federal FEMA SAFER Act grant.
- Attended Primex course on "Conflict Resolution".
- Attended swearing-in ceremonies for all City Councilors and the Mayor.
- Attended meeting of the Public Safety Committee.
- Attended meeting of the Traffic Safety Committee.
- Attended meeting of the SRTC.
- Attended meeting of the Community Mutual Aid Association.
- Attended meeting of the Seacoast Fire Chiefs Association.

COMMUNITY SERVICE

- Attended meeting of the "Drug Task Force".

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