

CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager *RB*
DATE: Friday, January 16, 2015
SUBJECT: City Manager's Report for Tuesday, January 20, 2015
City Council Agenda

5:30 p.m. - Workshop

Re: Road Plan with City Engineer and CIP Summary.

Attached is a copy of the PowerPoint presentations to be given by City Manager & City Engineer.

6:45 p.m. – Public Hearing

Re: Resolution No. 23-15 Penalties for First and Second Offenses for Local Ordinance Citations.

Communications (under Section 6 of Agenda)

- A. Presentation by Director of Development Dave Sharples Regarding the Implementation of Code Enforcement Citations.** Attached is a copy of Director Sharples presentation.

Lay on the Table (under Section 12 of Agenda)

Other:

- A. Authorize City Manager to Sign Until Agreement to Extend Natural Gas Service to Former Police Department Building.**
- B. Community Revitalization Tax Relief Incentive Application from David H. M. Baker for Round Robin Property Located at 67-73 High Street.** Attached is a memorandum from Director Sharples outlining specific steps for the City Council to consider during their deliberations and vote.

Unfinished Business (under Section 13 of Agenda)

Resolutions:

- A. **Resolution No. 23-15 To Establish the Penalties for First and Second Offenses for Local Ordinance Citations Issued in Accordance with NH RSA Section 31:39-d.** SB347; This State Law Amendment became effective January 1st. There is no need for Council action as it becomes part of the statutory powers available to municipalities. However, the City Council does need to vote to authorize a fine structure. Attached is a copy of the Drafted Citation Form.

New Business (under Section 14 of Agenda)

- A. **Resolution No. 26-15 Authorize the City Manager to Contract with Underwood Engineers of Portsmouth, NH to Provide Engineering Services for Improvements to the Blackwater Road Sewer Pump Station.** Attached is a memorandum outlining this project to date. Public Works & Environment and Finance Committees reviewed this information with staff at their January 12th meeting and recommends adoption.

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

A. Information Items:

1. **FY 2015-15 Budget Updates & Tax Cap.** Attached are copies of information provided to the Finance Committee at their January 12th meeting. I will be providing a final Tax Cap notification next week to the School Board in accordance with the Council's City Charter Tax Cap Guidelines.

Attached is a summary of current year end expenditures as well as revenues. Overall expenditures have some areas of concern that we will be monitoring. Revenues appear to be in line with the budget as adopted.

2. **City Council Annual Goal Setting Session.** The Council met on March 6, 2014. Council also had a follow-up Workshop on November 15, 2014. It was suggested at this meeting the next Goal Session would be in February.

B. Attachments:

1. City Attorney Certifications, One (1).
2. Department Heads' December 2014 Monthly Report.
3. Documents from Public Works & Environment & Finance Committee Meetings.
4. Strafford County Commissioners Proposed Budget for 2015.

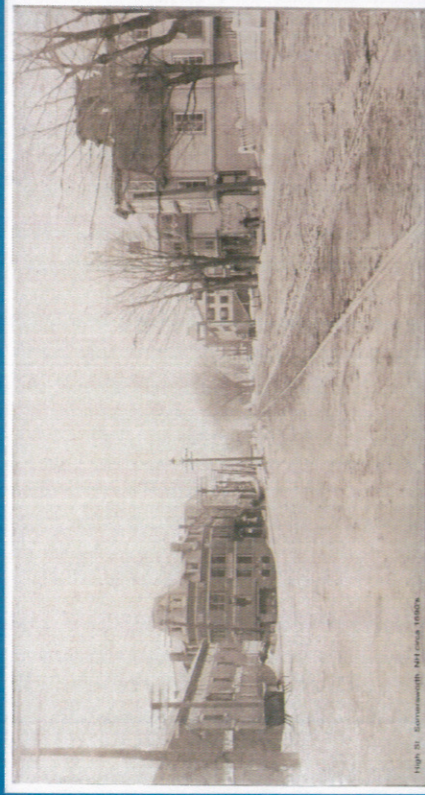
Upcoming Calendar Reminders

- January 31st (Saturday), Mayor's Community Forum, 9:30 a.m.
- February 2nd, Landfill Solar Project, 6:00 p.m.
- March 21st (Saturday), Public Safety Forum, 9:30 a.m.
- April 4, 2015 (Saturday), City Council 2015 Budget Workshop, 8:30 a.m.

City of Samersworth

CAPITAL IMPROVEMENT PROGRAM

2016-2021



High St. Samersworth, N.H. circa 1890's



High Street Circa 2014

City of Somersworth



LAND USE CITATION PROCESS
PRESENTATION
JANUARY 20, 2015

CIP Discussion

Authority

City Charter

7.5 (A) Submission to Council: The Manager shall prepare and submit to the Council a six-year capital program at least three months prior to the final date of submission of the budget.



New Hampshire RSA 674

674:1.II Duties of the Planning Board. The Planning Board may from time to time report and recommend to the appropriate public officials and public agencies programs for the development of the municipality, programs for the erection of public structures, and programs for municipal improvements. Each program shall include recommendations for its financing. It shall be part of the planning board's duties to consult with and advise public officials and agencies, public utility companies, civic, educational, professional, research and other organizations, and to consult with citizens, for the purposes of protecting or carrying out of the master plan as well as for making recommendations relating to the development of the municipality.



CIP Discussion

Authority (cont.)

674:5 Authorization. In a municipality where the planning board has adopted a master plan, the local legislative body may authorize the planning board to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years.

CIP Discussion



Current CIP Development Process

- City Staff received City Manager's directive on August 20th and held an initial meeting on August 27th.
- Department recommendations were due on September 10th.
- City Manager reviewed departmental submittals with Department Heads in October.
- Planning Board scheduled a review for this evening, November 19th.
- Section 7.5 (A) of the City Charter requires the City Manager to submit the Capital Program to City Council at least three months prior to the final date of submission of the budget, which is December 15 each year.
- City Council typically discusses the CIP at their Annual Goal Session and/or at a Workshop.
- City Manager provides funding recommendations as part of annual operating budget proposal; School submits a separate CIP funding line item request (separate from Operating Budget bottom line).

CIP Project Criteria

City Financial Policy



In order to be included with the CIP a project needs to have an annual aggregate cost of \$10,000 or more and have a useful life of five years or greater. In addition, the project needs to satisfy one of the following:

- Acquisition of Land
- Construction or expansion of new facility or utility lines
- Non-recurring rehabilitation of a facility
- Design work or planning study related to an individual project
- Equipment/rolling stock

Priority Rating



- **Priority I:** Highest priority. The non-funding of this project may adversely impact the City and may increase future municipal costs.
- **Priority II:** Funding of this project will benefit the City's short and medium term interest. A project of this priority will enhance the City's essential infrastructure and should be funded if possible in the year indicated.
- **Priority III:** A project that substantially benefits the City's long term interest. This should be evaluated periodically for the purpose of assessing a new priority level.

CIP Summary

Fiscal Years 2016-2021

SOMERSWORTH CIP - SUMMARY									
Section	Project by Division		FY16	FY17	FY18	FY19	FY20	FY20	Totals FY16-FY21
	CIP TOTAL - CITY GENERAL FUND		\$1,655,928	\$2,911,802	\$4,019,175	\$1,347,795	\$4,726,663	\$4,185,123	\$395,000
	CIP TOTAL - SCHOOL DEPARTMENT		\$608,500	\$1,953,500	\$453,500	\$1,549,500	\$769,500	\$100,000	\$0
	CIP TOTAL - CITY ENTERPRISE FUNDS		\$881,000	\$1,435,877	\$96,946	\$391,461	\$2,815,000	\$3,285,000	\$948,500
	CIP TOTAL - ALL FUNDS		\$3,145,428	\$6,301,179	\$4,569,621	\$3,288,756	\$8,311,163	\$7,570,123	\$33,186,270
	DEBT SERVICE TOTAL - ALL FUNDS		\$4,623,692	\$4,333,045	\$3,869,622	\$3,798,656	\$3,600,841	\$3,460,010	\$5,284,512
	TOTAL - ALL FUNDS CIP & DEBT SERVICE		\$7,769,120	\$10,634,224	\$8,439,243	\$7,087,412	\$11,912,004	\$11,030,133	\$56,872,136
FY16 CITY CIP - FUNDING SUMMARY									
	Funding Category		FY16						
	General Fund - Bonds/Lease		\$258,190						
	General Fund - Other (Escrow)		\$168,500						
	General Fund - Grants		\$1,365						
	General Fund - Operating Budget		\$1,756,373						
	City General Fund CIP		\$2,184,428						

Net City Projects CIP 2016



• Total of all 2016 CIP Requests	\$ 7,769,120
→ Less: Debt Service G/F	(\$ 3,146,011)
→ Debt Service E/F	(\$ 1,477,681)
→ School Dist	(\$ 608,500)
→ Total	(\$ <u>5,232,192</u>)

• Net City Projects	
→ Proposed for 2016	\$ 2,536,928

Priority Recommendations

CIP 2016 (cont.)



Priority I Projects

• Server/Network(Section E pg 16)	\$	19,868
• SCBA Fire (Section G pg 21)	\$	39,630
• Replace Portable Radios (Section G pg 23)	\$	30,640
• Police Cruisers (Section H pg 26)	\$	58,950
• Plow Truck 304 (Section J pg 28)	\$	208,190
• Eddy Bridge Improvements (Section J pg 37)	\$	5,000
• Maple St. Culvert Replacement (Section J pg 38)	\$	165,000
• Road Resurfacing (Section J pg 39)	\$	375,000
• Constitutional Way Recon. (Section J pg 44)	\$	505,000
• Rocky Hill Rd. Tank Maint.(Section L pg 57)	\$	<u>600,000</u>
Total		\$2,007,278

City Manager's Summary Priority CIP 2016 (cont.)



Priority II Projects

• Back Up Generator – City Hall (Section B pg 11)	\$ 17,000
• Noble Pines Enhancements (Section C pg 14)	\$ 28,000
• Financial Software Upgrade (Section E pg 15)	\$ 200,000
• Thermal Imaging Camera (Section G pg 19)	\$ 13,650
• Back Up Generator – DPW (Section J pg 36)	\$ 50,000
• Downtown Improve. Phase 2 (Section J pg 40)	\$ 60,000
• Replace Raw Water Pumps(Section L pg 59)	\$ 66,000
• Payloader Tractor Replace (Section M pg 66)	\$ 95,000
Total Priority II	\$ 529,650

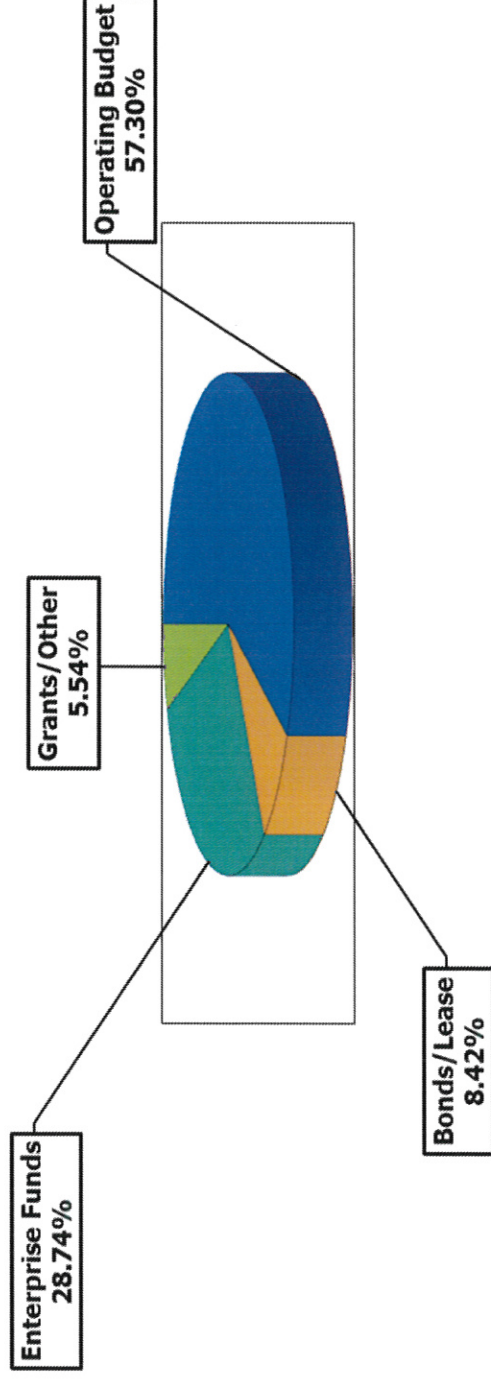
Multi-Year/Annual Projects as part of 2016 City CIP



- Thermal Imaging Camera \$ 13,650
Additional fire detection equipment for placement in fire apparatus. This is the fourth year of a four year program.
- Self Contained Breathing Apparatus \$ 39,630
Year three of a four year replacement program. These are vital safety gear for fire protection.
- Replace Portable Radios – Fire Department \$ 30,640
Year two of a four year program to upgrade communications for the Fire Department.
- Police Cruiser \$ 69,550
Annual replacement project. City appropriated one replacement cruiser for 2015. 2016 CIP calls for replacement of two cruisers.
- Road Resurfacing \$375,000
→ *Annual road resurfacing projects throughout the City. Estimated cost pending results of recent Road Surface Survey.*

Funding Sources for 2016 City Projects

FY 2016 CIP - Funding Sources



Operating Budget: One time expenditures paid by general property taxes

Lease/Bonds: Lease purchase arrangements or bond issues paid over time by general property taxes

Grants/Other: Funds from other authority such as Federal or State or funds provided privately.

Enterprise Funds: Water/Sewer funds raised by user fees.



CIP – 2016 Net Tax Rate Impact 2016 CIP Proposal v. 2015 Actual Capital Budget

- Fiscal 2016 Proposed CIP (G/F Op Budget): \$1,147,873
(The above excludes amounts funded by bonds, leasing, grants, other funding and enterprise funds)
- Fiscal 2015 Approved Capital Budget (G/F Op Budget): \$ 569,757
- Net Impact \$ 578,116

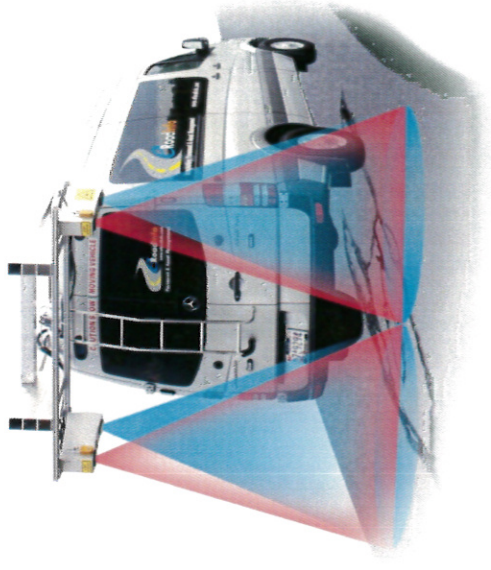
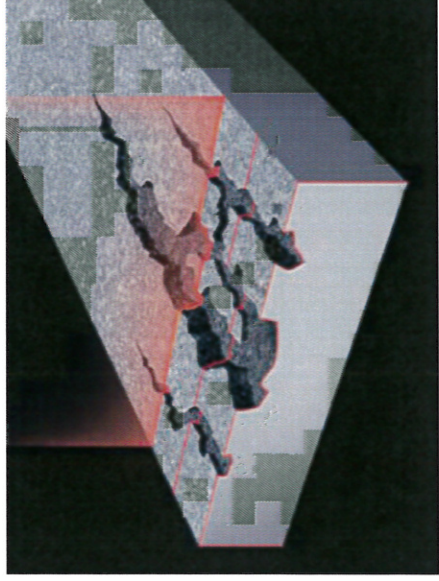
Estimated Net Tax Rate Impact .69 (sixty nine) cents

Note: \$83,400 = .10 cents on the tax rate

The above information is intended to represent the immediate impact to the tax rate of items in the CIP supported by the current operating budget. It isn't intended to reflect the future impact on the tax rate of annual amortization payments for leases and bonding of projects.

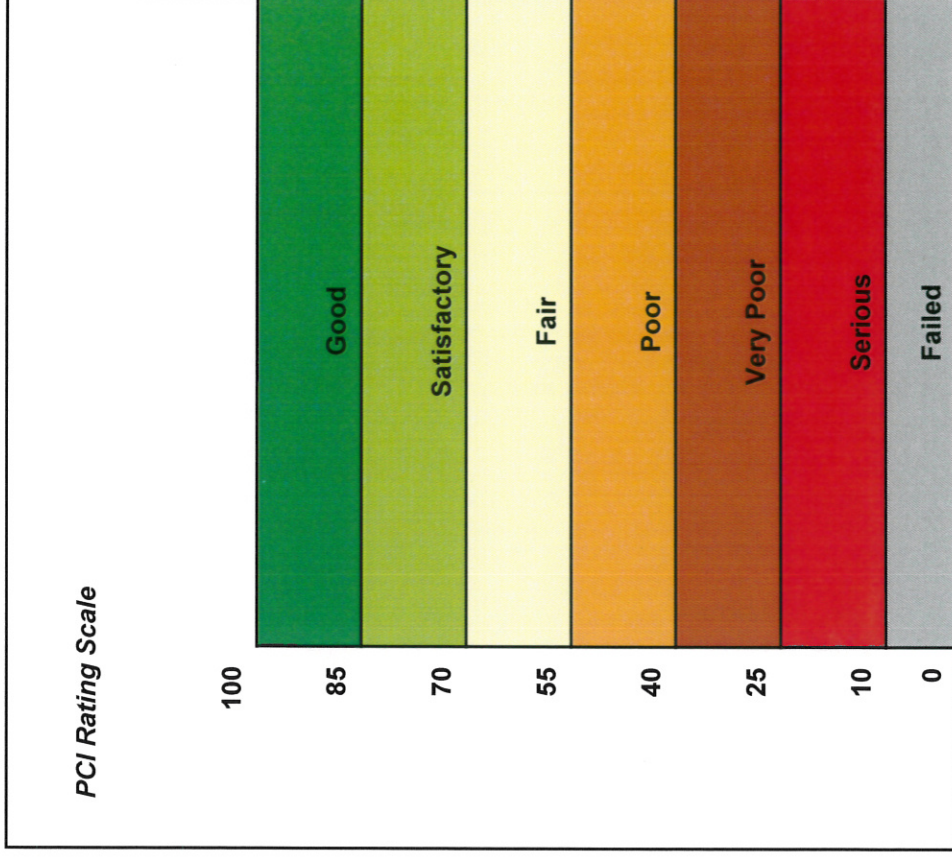
Pavement Inventory

- 51 miles of City-maintained paved roads
- 3D Laser Imaging – all lanes
- Imaging linked to GIS coordinates

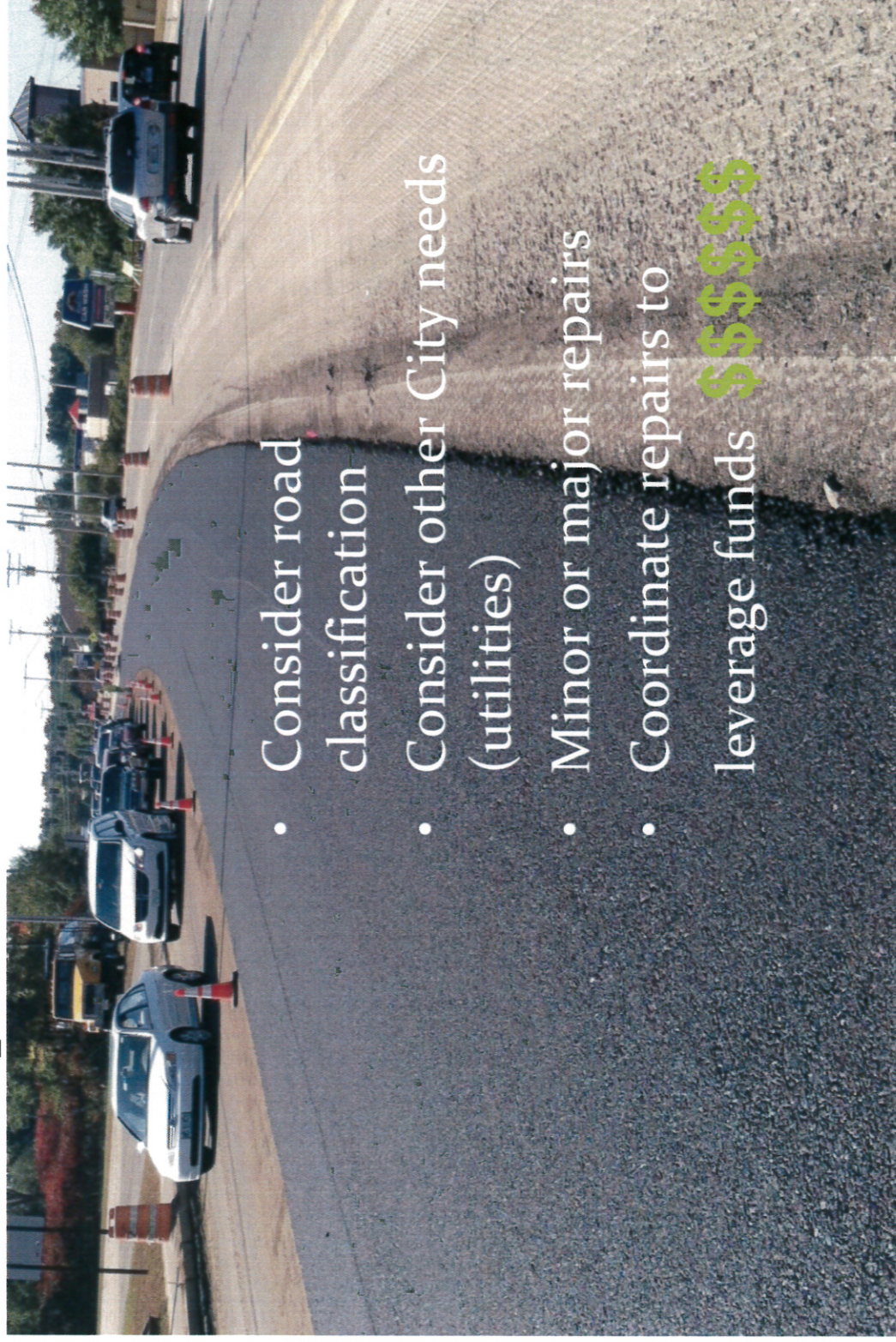


Condition Rating

- Pavement Condition Index (PCI)
- Ranges from 0 to 100
(*higher = better*)
- Strive for 70 or higher
– good/satisfactory
- City-wide average
PCI = 53



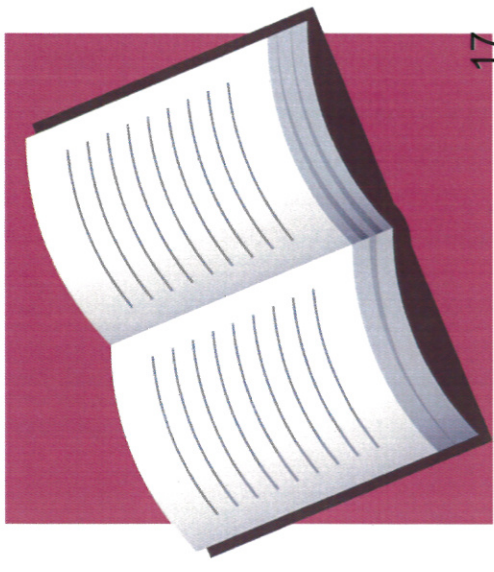
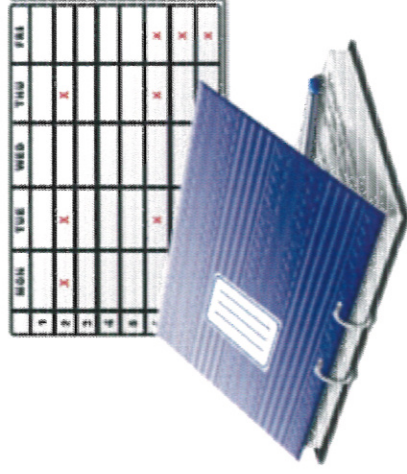
Repair Methods / Local Costs



- Consider road classification
- Consider other City needs (utilities)
- Minor or major repairs
- Coordinate repairs to leverage funds \$\$\$\$

Pavement Management Plan

- Local input for repairs, costs, other needs
- Goal - bring all roads up to good/satisfactory condition
- Run scenarios: # yrs / annual budget / avg PCI
- Adjust and update annually for CIP



City of Somersworth CIP Improvements Preliminary Timeline

TE Grant Improvements

Somersworth-Berwick Bridge Rehabilitation

Downtown Infrastructure Revitalization

Project

FY2014

FY2015

TE Grant Improvements
Project Manager - City of
Somersworth

Fall: Complete Main St
sidewalks. Install
temporary pavement
on High St pending
NHDOT approval
Spring: Install
concrete sidewalks on
High St, Complete
landscaped node,
Market St Plaza area,
signage, and all
landscaping. **May 15:**
Complete project

**Somersworth/Berwick Bridge
Rehabilitation**

Project Manager - Maine DOT
Project Partners - City of
Somersworth, Berwick, Maine and
NHDOT

Fall: Construct
permanent RR Xing.
Weekend closure
starting on November
21. Bridge will be open
for two way traffic
through winter

Spring: Final paving
and punch list items.
June 15: Complete
project

**Downtown Infrastructure
Revitalization**

City of Somersworth Project

Fall: Substantial
completion except for
final paving & striping
Spring: Complete
final paving & striping
and any punch list
items

11/12/2014

Author: Dave Sharples

City of Somersworth

Presentation to City Council on Pavement Management

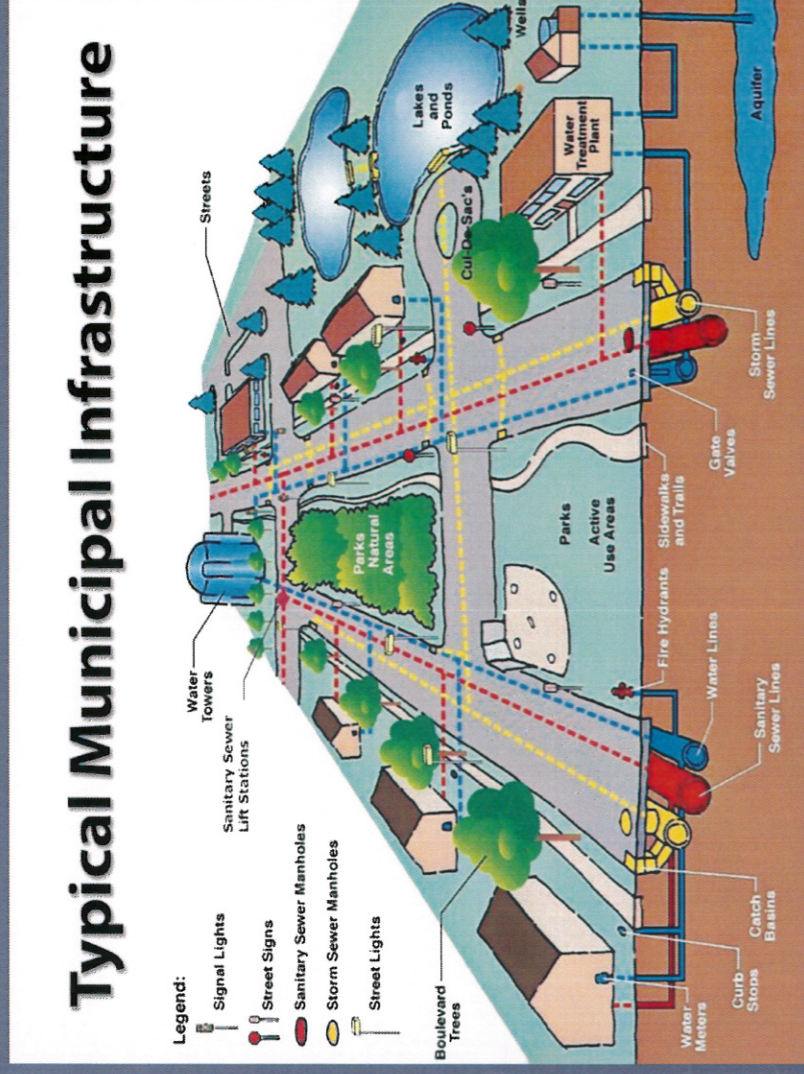


Presented by:
Joe Ducharme, Jr., P.E.
Contract City Engineer
&
Britt E. Audett, P.E.
CMA Engineers, Inc.

Pavement is an Asset

► City's Public Infrastructure Assets include:

- ☐ Drainage Systems
- ☐ Parks
- ☒ **Paved Roads**
- ☐ Public Buildings
- ☐ Schools
- ☐ Sewage Treatment Plant
- ☐ Sewage Collection System
- ☐ Sidewalks
- ☐ Water Distribution System
- ☐ Water Treatment Plant



Somersworth's Paved Roads

- ▶ ~50 miles of paved roads maintained by the City of Somersworth.
- ▶ At avg pavement thickness of 4-inches, equates to more than 180,000 tons of pavement.
- ▶ Replacement value to reconstruct all paved roads (including gravel base) ~ \$25,000,000 million dollars.



Preservation vs. Reconstruction

- ▶ Uniform pavement surface limits water penetration to road base below (good)
- ▶ Cracked road surface allows water penetration, frost heaves, pot holes (bad)
- ▶ Cost of reconstructing a bad road can be 10 to 20 times more **\$\$\$** than surface treatment on a good road
- ▶ Good road surface = preserved road base = longer service life = lower cost to maintain



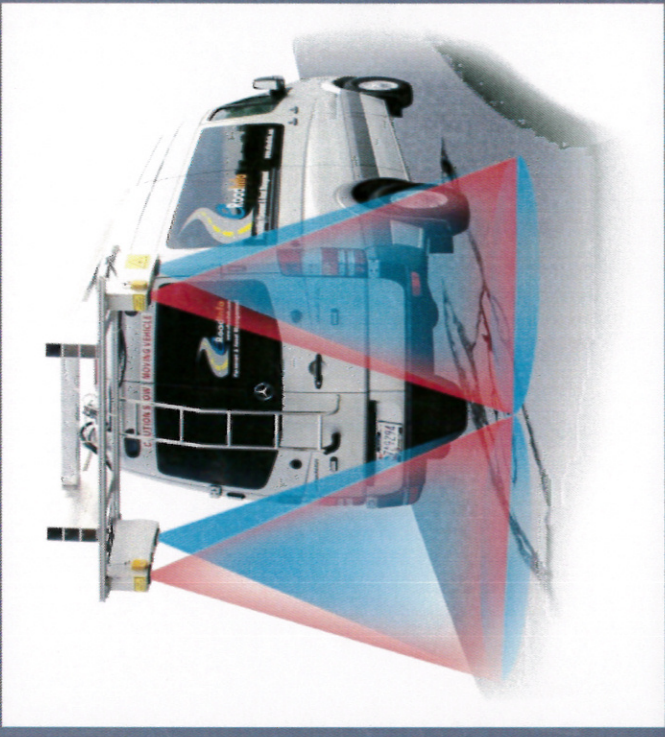
Pavement Management Plan

- ▲ Elements of a PMP
 1. road inventory
 2. road condition
 3. road classification
 4. local repair methods and costs
 5. project prioritization
 6. funding
 7. implementation
 8. annual updates to the plan



Road Inventory

- ▶ ~50 miles of City-maintained paved roads
- ▶ 3D Laser Imaging – all lanes
- ▶ Imaging linked to GIS coordinates



Pavement Condition

- ▶ Pavement Condition Index **(PCI)**
- ▶ Ranges from 0 to 100
(*higher = better*)
- ▶ Strive for 75 or higher – good/satisfactory
- ▶ City-wide average **PCI = 53**

<i>PCI Rating Scale</i>	
90-100	Good
70-90	Satisfactory
50-70	Fair
40-50	Poor
30-40	Very Poor
10-30	Serious
0-10	Failed

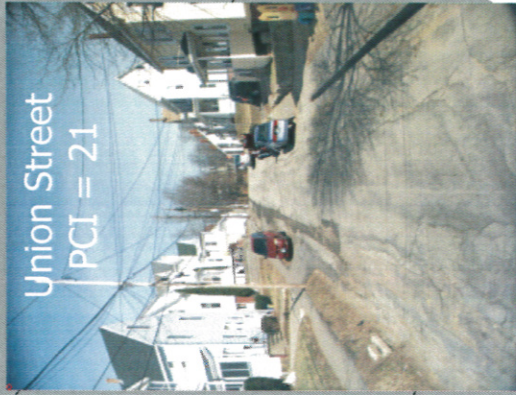


PCI Distribution

<u>PCI Range</u>	<u>Total Miles</u>
Failed (0-10)	0
Serious (10-30)	9.3
Very Poor (30-40)	7.2
Poor (40-50)	6.9
Fair (50-70)	11.4
Satisfactory (70-90)	9.1
Good (90-100)	4.3



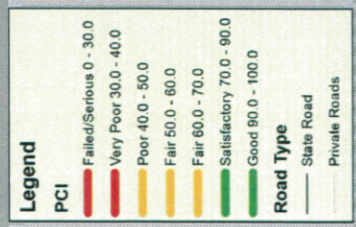
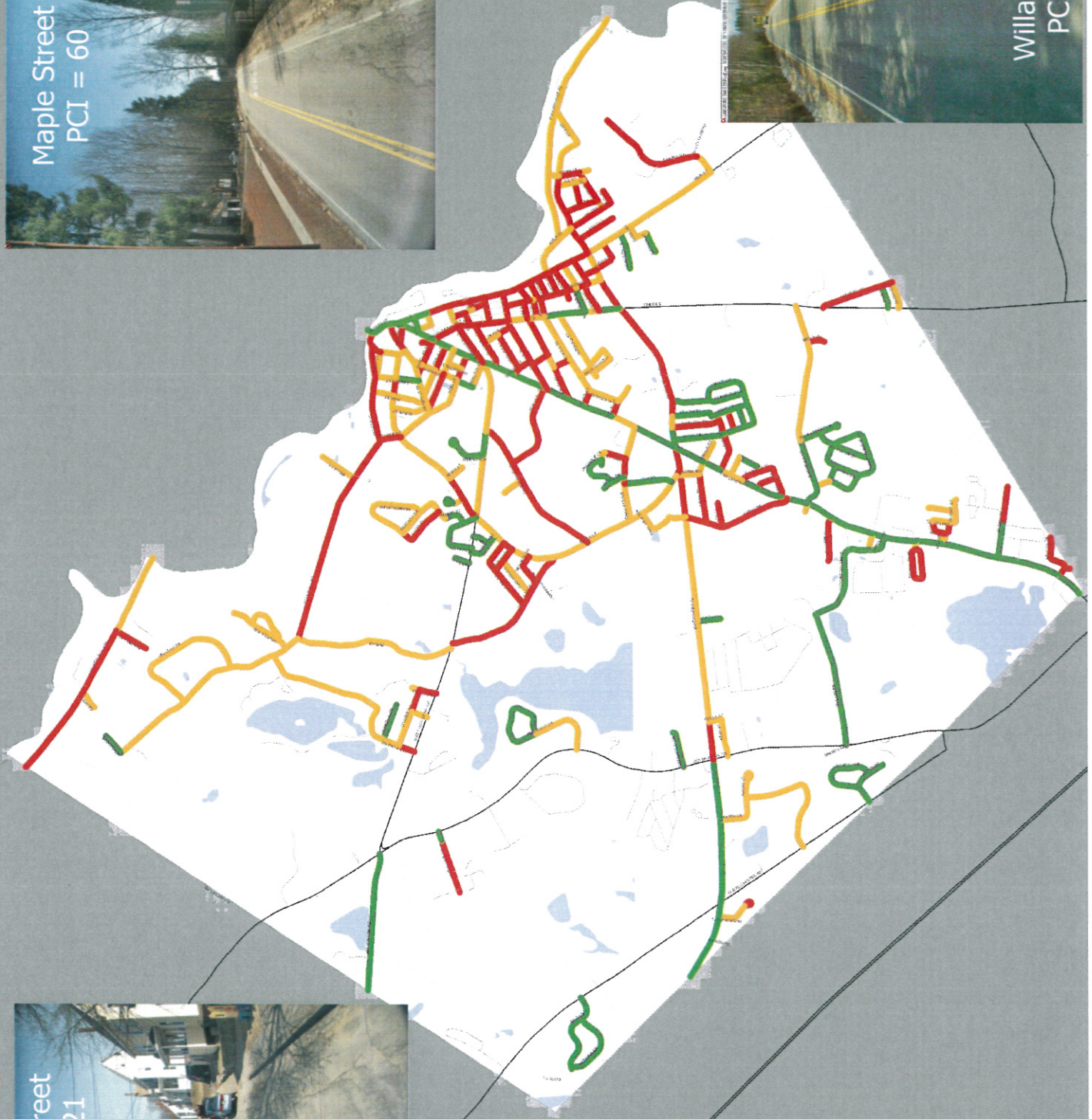
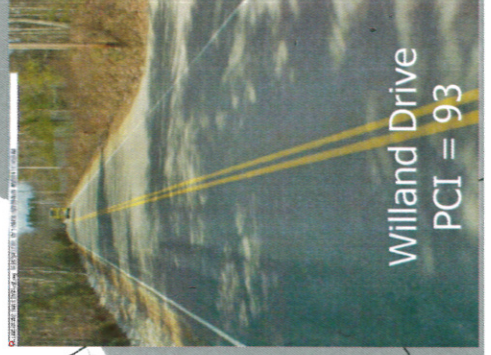
Union Street
PCI = 21



Maple Street
PCI = 60

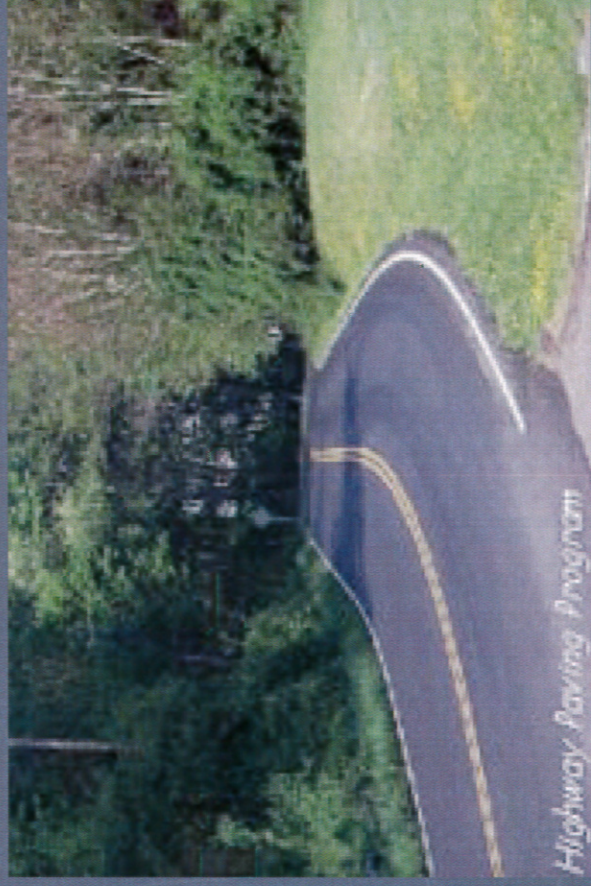


Willand Drive
PCI = 93



Road Classification

- ▶ Primary, Secondary, Neighborhood
- ▶ Road Segment Length & Width
- ▶ Daily Traffic Volumes
- ▶ Critical Routes (school buses; emergency services; plowing)
- ▶ Business/Commercial



Primary Roads

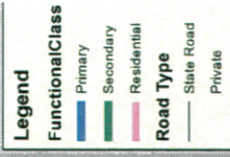
- High Street
- Main Street
- Blackwater Road
- Salmon Falls Road
- Indigo Hill Road

Secondary Roads

- Maple Street
- John Parsons Drive
- Willand Drive
- Tates Brook Road

Residential Roads

- Highland Street
- Congress Street
- Union Street
- Primrose Lane

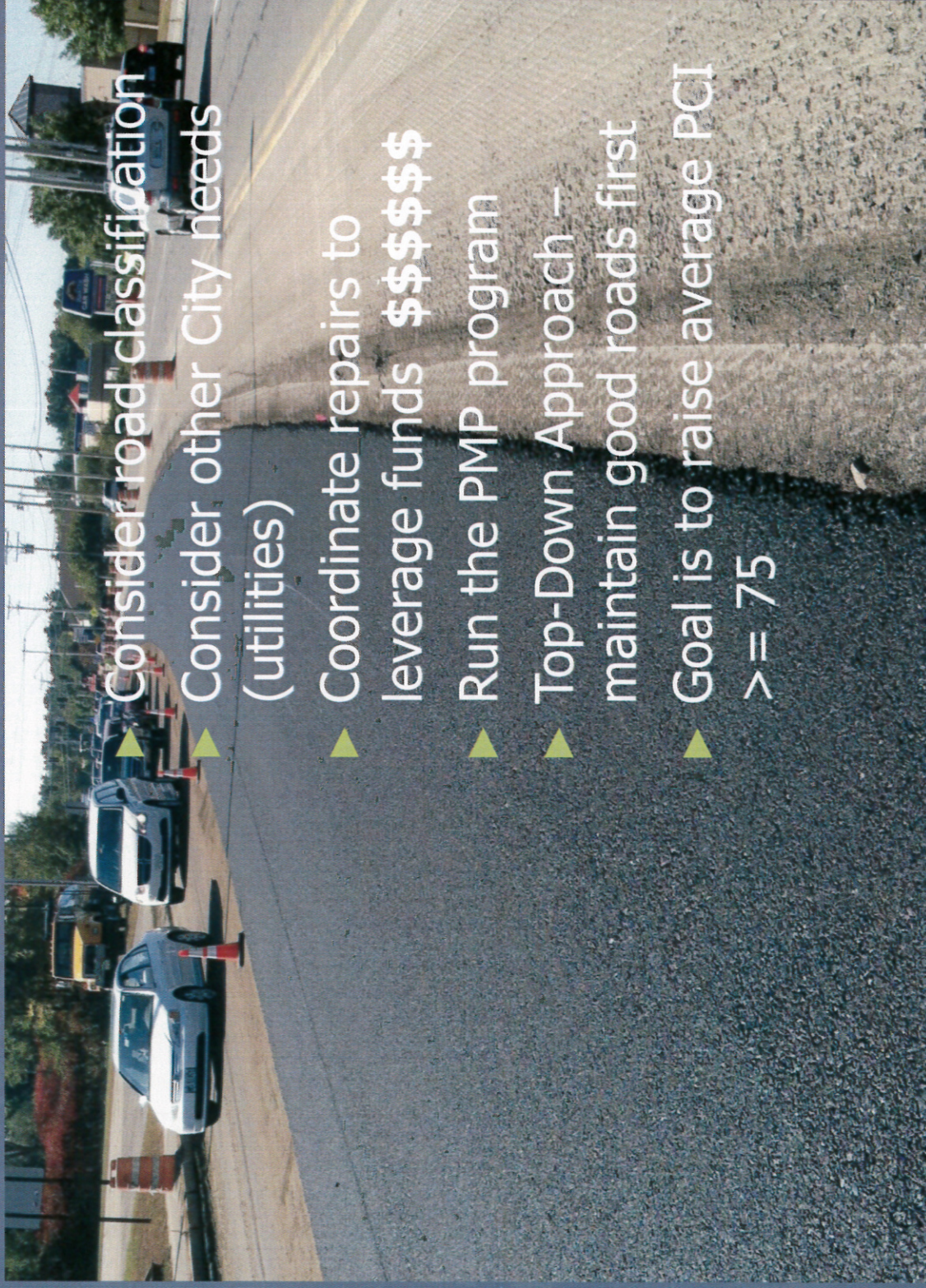


Local Cost of Repairs (2014\$)

Crack Seal/Fog Seal/Spot Repair	<u>\$4.00/SY</u>
Surface Treatment (Chip Seal)	<u>\$8.00/SY</u>
Shim & Overlay (1"overlay)	<u>\$12.00/SY</u>
Mill and 1.5 "Overlay	<u>\$20.00/SY</u>
Full Depth Reclamation w/ SS-1 Emulsion	
Injection or Portland Cement	<u>\$30.00/SY</u>
Full Box Out and Reconstruction	<u>\$70.00/SY</u>



Establish Priorities

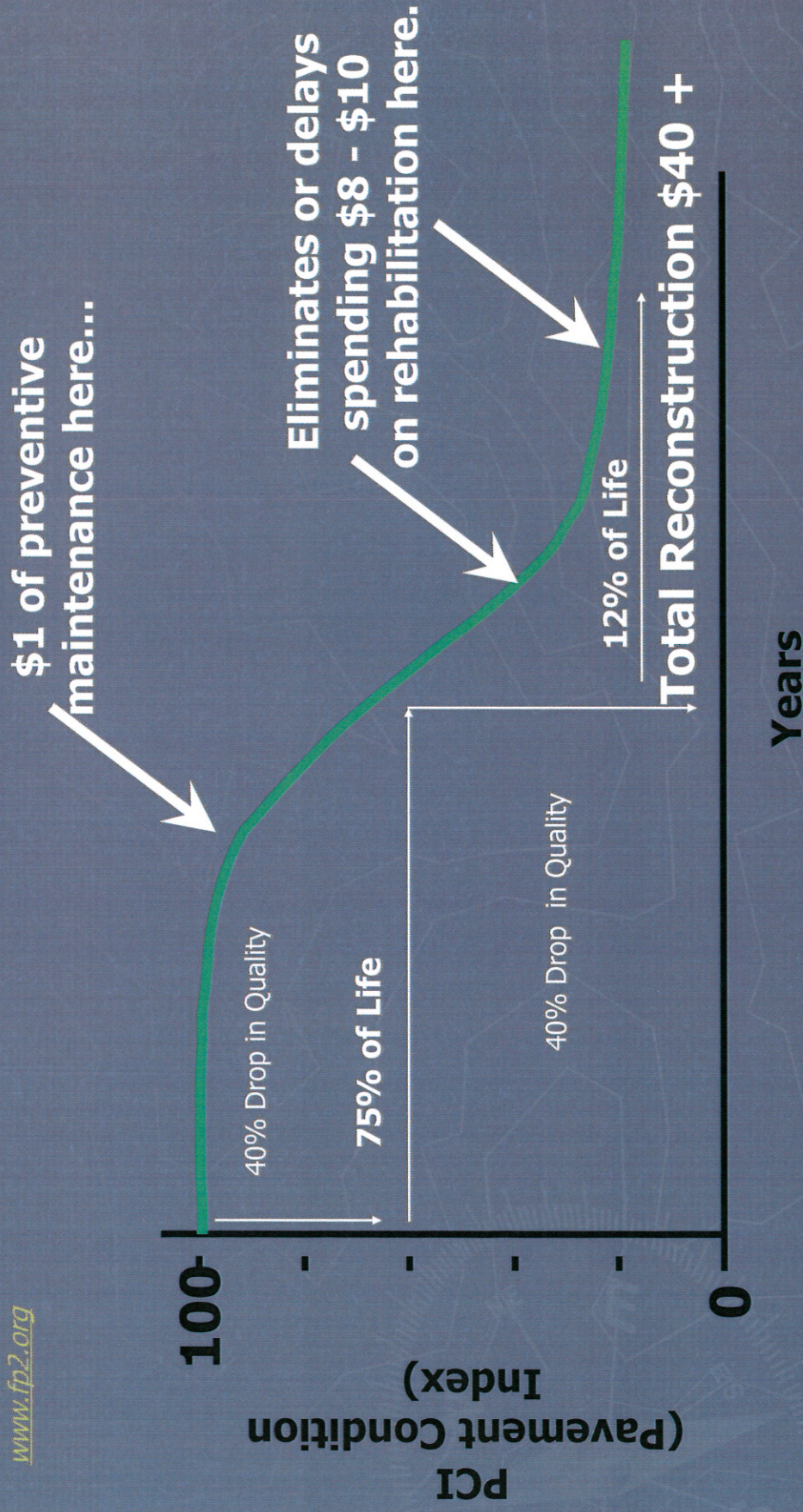


- ▶ Consider road classification
- ▶ Consider other City needs (utilities)
- ▶ Coordinate repairs to leverage funds \$\$\$\$\$\$
- ▶ Run the PMP program
- ▶ Top-Down Approach – maintain good roads first
- ▶ Goal is to raise average PCI ≥ 75



Life of Pavement

Source: "For Pavement Preservation" Task Force
www.fp2.org



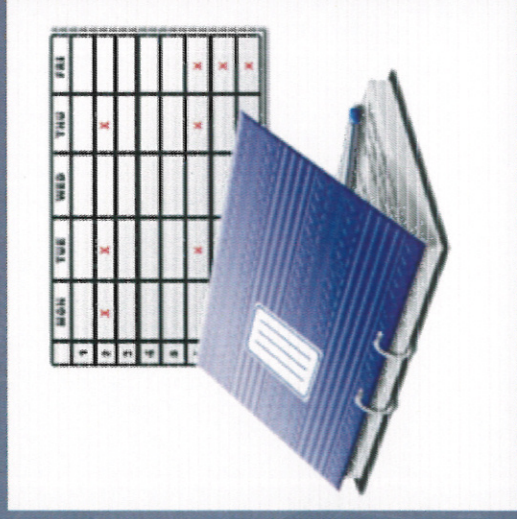
Coordinate Repairs

- ▶ Dig the Road Once
- ▶ Consider Pending CIP Projects to leverage other City Funds
 - water enterprise
 - sewer enterprise
- ▶ Consider Commercial /
Private Developments



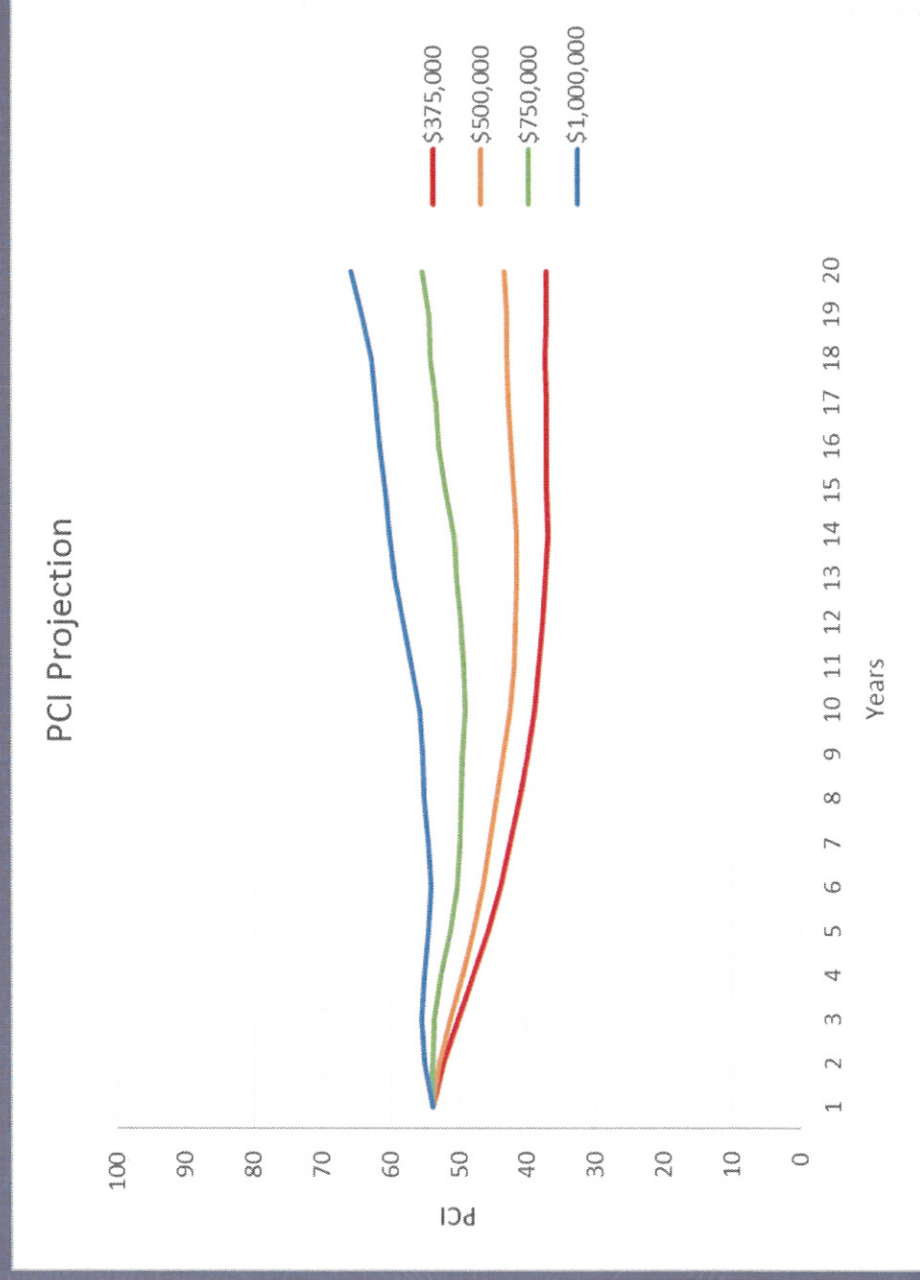
Pavement Management Plan

- ▶ Local input for repairs, costs, other needs
- ▶ Goal is to bring all roads up to satisfactory/good condition
- ▶ Run scenarios: # yrs / annual budget / avg PCI
- ▶ Adjust and update annually for CIP



Level of Investment Matters

- ▶ Goal is to achieve City-wide PCI >= 75



PMP Updates

- ▶ Annual updates to database by staff
- ▶ Annual monitoring by staff for road deterioration (compare to video library)
- ▶ Re-run repair & funding scenarios annually
- ▶ Coordinate repaving with other CIP projects
- ▶ Update road condition imaging periodically (every 4-6years)



City of Somersworth



LAND USE CITATION PROCESS
PRESENTATION
JANUARY 20, 2015

Land Use Citation History



- The City has always had the statutory authority to issue land use citations under RSA 676:17
- RSA 676:17 was utilized by the City in the past to issue land use citations
- SB 347 amended RSA 31:39-d that allowed a simpler method of issuing land use citations which will result in more timely enforcement

Citation Process



- The Code Enforcement Officer will have the authority to issue a citation with a fine for violations of our local ordinances.
- Citations can be issued for many of our City Ordinances that include but are not limited to our Property Maintenance Code, Zoning Ordinance, Hawkers, Vendors, & Peddlers License, and Site Plan and Subdivision Regulations.
- Violators will have the option to pay the fine or appeal the matter to District Court
- For example...

Citation example



- The Code Officer discovers a violation and determines a land use citation is the best enforcement method to remedy the issue
- A citation with a fine is served upon the violator (can be property owner or tenant but not both)
- The citation includes a Court date if the violator chooses to take the matter to District Court

Citation example continued



- If the violator chooses to go to Court, the Code Enforcement Officer acts as the prosecutor by appearing before the Court and representing the City
- Unlike Superior Court, this method does not require an attorney
- There are several options the City has regarding the fine and solution. For example, the City could work with the violator and agree to suspend a portion or all of the fine as long as there are no subsequent violations

Citation example continued



- If the defendant violates the ordinance again then the City can return to the Court and impose the suspended portion of the fine
- If the defendant fails to comply after conviction by the Court then they can be held in contempt

Program Success & Training



- This program will be successful if our Code Officers are well versed in our ordinances, conduct thorough investigations, and understand the Court process
- In order to accomplish this, we have started training the Code Officers that have included discussions with surrounding communities who issue citations, attended District Court with Bill Harper, the City's Prosecutor, and have met with Judge Morrison at the District Court and explained to him what we will be doing

Looking ahead



- The City intends to implement this program in the coming months
- We expect to utilize the citation process where deemed necessary such as repeat offenders, or folks you have not complied to Notices of Violation in the past
- We also expect this process to gain more timely compliance with our ordinances and limit repeat offenders



Dave Sharples
Director of Planning and Community Development

January 14, 2015

To: Robert M. Belmore, City Manager

Re: RSA 79-E Application for 67-73 High Street / Mr, David H.M. Baker

I'm writing this memorandum to outline the specific steps the City Council will consider when deliberating on the 79-E application. I include the relevant text of the ordinance below followed by my comments in italics.

A. Criteria

The City Council may grant the tax relief, provided:

1. The City Council finds that at least one of the following public benefits has been met;
 - It enhances the economic vitality of the downtown;
 - It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district in which the building is located; or
 - It promotes development of compact and vibrant municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B.
 - It increases non-subsidized residential housing in the Downtown Revitalization District.

The applicant included a written statement as part of the application outlining the public benefits he feels are being met.

2. The specific public benefit is preserved through a covenant. *The drafting, review, execution and recording of the covenant shall be at the applicant's expense as set forth in the ordinance.*
3. The City Council finds that the proposed use is consistent with the municipality's Master Plan and development regulations. *I believe that this proposal is consistent with the City's Master Plan and development regulations.*

over ~~~~~

B. Tax Relief Length:

If the City Council finds that the criteria above have been met, then they need to determine the length of tax relief they are willing to grant. The applicant is requesting a total of seven (7) years of tax relief which is the maximum allowed by ordinance for this application. The applicant is seeking five (5) years in accordance with Section 5.A of the ordinance. The applicant is also seeking an additional two (2) years of tax relief in accordance with Section 5.B by creating one new non-subsidized residential unit on the second floor of the building. The City Council, at its discretion, can determine the appropriate tax relief period up to seven (7) years.

DOCKET NO. _____

DEPARTMENT CASE NO. _____



**LOCAL ORDINANCE CITATION of
CITY OF SOMERSWORTH**
One Government Way, Somersworth, NH 03878
NOTICE OF VIOLATION

DATE: _____

TIME: _____ hrs

☐ CITATION☐ WARNING☐ You MUST COME TO COURT AT _____ o'clock ☐ AM ☐ PM on _____ to answer this citation.☐ You DO NOT HAVE TO COME TO COURT but must answer this citation by 12 o'clock NOON on _____

_____. Follow the instructions on the front and back of this Summons.

COUNTY OF STRAFFORD, 7th CIRCUIT COURT DISTRICT DIVISION
25 St Thomas St, Dover, NH 03820 (855) 212-1234

CONTRARY TO RSA or ORDINANCE(S) _____ THE DEFENDANT:

(LAST NAME)

(FIRST NAME)

(MI)

FOR PROPERTY LOCATED AT _____

(Where violation occurred)

LOCATION OF THE VIOLATION ON ABOVE PROPERTY _____

CONTRARY TO THE ORDINANCE SECTION INDICATED, THE ABOVE DID COMMIT THE
OFFENSE OF: (DESCRIPTION) _____

against the laws of New Hampshire and the City of Somersworth which the defendant should be held to answer.
Against the peace and dignity of the State.

Complainant (signature) Code Enforcement Officer _____

Date _____

INSTRUCTIONS

Unless you have been instructed to come to court in person, you may answer this complaint by mail or may personally appear in court on the date indicated above. If this is a warning you must notify the issuing department that you have met the obligation of the condition of the warning to avoid further action. If this is a Summons you must (X) one of the following choices, sign, and return this Summons to the court no later than the date indicated above. Check and money orders shall be made payable in U.S. FUNDS ONLY to DOVER CIRCUIT COURT. DO NOT SEND CASH through the mail. FAILURE TO RESPOND ON OR BEFORE THE DATE SHOWN ON THE TOP OF THIS CITATION MAY RESULT IN YOUR ARREST.

1. ☐ I plead NOT GUILTY and wish to have a trial. I understand that I DO NOT HAVE TO APPEAR IN COURT ON OR BEFORE THE DATE INDICATED ABOVE, and that I will be notified by mail when and where to appear for trial. I understand I have the right to represent myself or to hire a lawyer at my own expense.
2. ☐ I plead ☐ GUILTY or ☐ NO CONTEST and have enclosed a check or money order for the TOTAL amount of my civil penalty.
3. ☐ I have been charged with an offense which no fine amount is shown on this Summons, I wish to plead ☐ GUILTY or ☐ NO CONTEST and to be notified of the amount of my fine by mail.

WARNING

1. Defendants who are issued a Summons and citation and who wish to plead guilty or nolo contendere, shall enter their plea on the Summons and return it with payment of the civil penalty, as set forth in the citation, to the clerk of the court prior to the arraignment date, or shall appear in court on the date of the arraignment.
2. Failure to respond to this Summons by the date shown on the front of this Summons will result in a \$50.00 administrative fee added to your civil penalty (RSA 676:17)
3. If you default in accordance with Paragraph 2, or fail to pay any penalty or comply with any order with regard to this Summons or similar order on any matter within the court's discretion. Or issue a bad check in payment of a fine or other penalty, the court may in its discretion, issue a bench warrant for YOUR ARREST.

(Date)

(Defendant's Signature)

Address if different than on Summons

City Ordinances:

1st Offense \$100.00

2nd Offense \$275.00

Subsequent offenses must appear in court

- ☐ Chapter 7, Section 7.3 – Rubbish Collection Schedule – Rubbish/garbage to be placed at the curb no sooner than 24 hours before pickup in approved specially marked bags.
- ☐ Chapter 7, Section 7.5 - Litter, rubbish or refuse shall not be cast, scattered, thrown, deposited or permitted to remain on or about public or private property within the corporate limits of the City to the detriment of public peace, health, safety and welfare. The owner, lessees, agents or other in charge of premises within the City shall rid such land and abutting sidewalks and medians of such nuisance as defined in Sections 7.1 of this ordinance. It shall be unlawful for any person to dump, place, scatter litter, refuse or rubbish on or about private premises, whether such premises are vacant or inhabited. As provided by RSA 47:17 (XIV)
- ☐ Chapter 7, Section 7.6 – Removal of Empty Containers – Rubbish/garbage/re-cycle containers, and rubbish/garbage must be removed by the owner from the curbside within 24 hours after the scheduled pickup. The property owners or responsible person will clean up any debris strewn by animals, wind, etc, as well within this 24-hour period.
- ☐ Chapter 7, Section 7.9 – Recycle material shall be handled and collected in the same manner as garbage and rubbish.
- ☐ Chapter 11, Section 15 - No owner or occupant, or any person having control or charge of any lot, tenement, premises, or building, or other place, shall cause or permit any nuisance to be or remain in or upon said lot, tenement, building, or other place, or between the same and the center of any street, lane, or alley adjoining.
- ☐ Chapter 11A, Section 3- PLACEMENT OF DUMPSTERS- Unless otherwise regulated or authorized by Chapter 22A of the City's ordinances, the following regulations shall apply to all zones: The unit must be placed on a suitable impermeable area, unless placed on a paved area; The unit must be screened from view from a public way; Where visible from a public way, screening shall be opaque, either by the use of trees or man-made structures and maintained in an acceptable condition. In the residential zone the unit shall be prohibited from the front yard setback areas.
- ☐ Chapter 19, Section 20- Sign Regulations
- ☐ Chapter 24 - Property Maintenance Code (IPMC)
- ☐ 302.1 - Sanitation- All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
- ☐ 304.1 - Exterior Structure - The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare.
- ☐ 304.2 - Protective treatment - All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.
- ☐ 301.2 – Responsibility - The owner of the premises shall maintain the structures and exterior property in compliance with these requirements, except as otherwise provided for in this code. A person shall not occupy as owner-occupant or permit another person to occupy premises which are not in a sanitary and safe condition and which do not comply with the requirements of this chapter. Occupants of a dwelling unit, rooming unit or housekeeping unit are responsible for keeping in a clean, sanitary and safe condition that part of the dwelling unit, rooming unit, housekeeping unit or premises which they occupy and control.
- ☐ 308.1- Accumulation of Rubbish or Garbage - All exterior property and premises, and the interior of every structure shall be free from an accumulation of rubbish or garbage.
- ☐ 308.3.1- Garbage facilities - The owner of every dwelling shall supply one of the following: an approved mechanical food waste grinder in each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved leak proof, covered, outside garbage container.
- ☐ 305.1- General: The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Every occupant shall keep that part of the structure which such occupant occupies or controls in a clean and sanitary condition. Every owner of a structure containing a rooming house, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.
- ☐ 302.4- Weeds - All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches (254 mm). All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetations, other than trees or shrubs provided; however, this shall not include cultivated flowers and gardens
- ☐ Other: _____

NOTES:



MEMORANDUM, from Director DPW

TO: Bob Belmore, City Manager

CC: Scott Smith, Finance Director
Jamie Wood, WWTF Chief Operator

DATE: January 9, 2015

RE: Blackwater Road Pumping Station Evaluation, Executive Summary

Bob,

On January 24, 2013 Underwood Engineers provided the city with an evaluation of the Blackwater Pumping Station which included a conceptual opinion of project costs (including design, contract bidding and award, construction, engineering and contingency). The total Cost identified was \$639,000 through 2014 escalating by 4% thereafter.

We now find ourselves preparing for the design phase of the project. I respectfully submit the following recommendations.

Option #1: Underwood Engineers (UE).

Contract with UE for design work for the pumping station for the following costs:

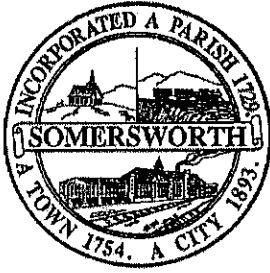
Design Services: \$50,000 (if design begins by July 2015, UE confirms this 2013 price).
Bidding Documents through Contract Award: \$6,000

In addition, should this recommendation be acceptable, I would further suggest we continue the contract with UE including the resident engineer and oversight phase once a contract has been awarded for the project (current proposal from UE being \$50,000 for resident engineer and oversight). Doing so would mitigate potential cost increases associated with bringing on an additional firm with no knowledge of UE's design submission.

Option #2: Publish a Request for Proposal for Design and Construction Resident Engineer and Oversight.

If Option #1 is not selected, consideration should be given to those engineering firms listed on the State of NH/DES' roster of Prequalified Engineering Firms. In order to have all options for funding available to the City (i.e. State Revolving Fund (SRF)), it would be prudent when selecting a firm that they are prequalified.

Todd F. Smith



MEMORANDUM

To: Bob Belmore, City Manager
From: Scott Smith, Finance Director
Date: January 9, 2015
Re: **Estimated Tax Cap Impact for Finance Committee Discussion**

Attached please find an analysis estimating the limits of the tax cap for the 2015-2016 budget.

The CPI used in this analysis is based on the average CPI-U for the 11 months ended November 2014. The actual CPI used in this calculation is the year over year number for the 12 months ended December 2014 as published by the Bureau of Labor Statistics. That number is not yet available. As soon as this has been published I will update the analysis.

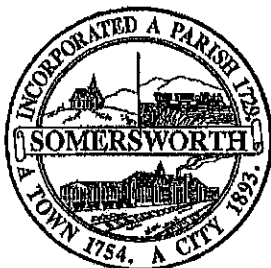
Based on the estimates at this time, the overall amount of property taxes raised may increase by \$689,736.

Please let me know if you have any questions, or need any additional information.

Information Items No 1

Analysis of Tax Cap - Estimate for FY2016 Budget Year
City of Somersworth, NH

	City Portion	School Portion	State Portion	County Portion	Total
A. Prior Fiscal Year Net Amount Raised By Taxes (FY2015 Actual Levy)	8,625,122	12,956,772	1,963,378	2,373,324	25,918,596
B. Multiplied by the National CPI-U (CPI Urban all cities index)	1.7%	1.7%	1.7%	1.7%	1.7%
C. Subtotal (A x B)	146,627	220,265	33,377	40,347	440,616
D. Prior April 1 to March 31 Estimated Net Construction Value	8,000,000	8,000,000	8,000,000	8,000,000	8,000,000
E. Multiplied by Prior Fiscal Year Tax Rate/1,000 of Value (Actual)	10.35	15.54	2.4	2.85	31.14
F. Subtotal (D x E)	82,800	124,320	19,200	22,800	249,120
G. Increase Allowed for FY2016 Tax Levy (C + F)	229,427	344,585	52,577	63,147	689,736
H. FY2016 Amount allowed to be Raised by Taxes (Capped Tax Levy) (A + G)	8,854,549	13,301,357	2,015,955	2,436,471	26,608,332



MEMORANDUM

To: Bob Belmore, City Manager
From: Scott Smith, Finance Director
Date: January 9, 2015
Re: **Estimated General Fund Expenditures**

Attached please find a spreadsheet detailing the current year to date expenditures and projected year end expenditures by department.

The intent of this information is to provide a projection on the current status of the general fund budget utilizing expenditures to date. This document will be updated monthly and projections will be revised based on the most recent data.

By way of explanation, I would like to focus on specific areas in the detail:

- **Overall Expenditures:** Overall general fund expenditures appear to be in line with the budget, however, the Department of Public Works is projecting to be over budget due to an early start of winter operations.
- **Overtime:** Looking at individual line items, overtime in Police, Fire, and Public works projects to be overspent. In Police this is due to staff turnover and will be absorbed by underspending in regular wages and benefits. Fire projects to be overspent, but is lower at this point (\$91K or 64% of budget as of 12/31/14 compared to \$98K or 69% of budget as of 12/31/13).

Public Works overtime has been affected by an early winter season. YTD expenditure of OT is \$19K or 54% of budget as of 12/31/14 compared to \$15K or 58% as of 12/31/13.

- **Sand and Salt:** I recommend we discuss our purchasing process and storage plan for salt and sand. It seems reasonable expenditures for this would exceed prior years due to the early storms we have had. However, as of 12/31/14 we have expended 41% of the budget for this line item. Prior years are as follows: (13% 12/31/13), (11% 12/31/12), (0% 12/31/11), (12% 12/31/10), (22% 12/31/09). In terms of percent spent, we are approximately 4 times more this year than the

average of the prior 5 years. Using the activity from the prior year, we project to overspend this line item by over \$50,000.

- **Curbside Recycling:** This line item currently projects to be overspent by \$10,000 which appears to be a result of tonnage. This line item should be monitored in conjunction with the overall DPW budget.
- **Department of Public Works:** Due to the possibility of weather and reviewing prior years activity, the bottom line of the DPW budget projects to be over spent by \$55,000. The entire budget should be reviewed for programs and projects that can wait until the spring when we will have a better understanding of the direction of this budget.

Revenues: Revenues are consistent with prior years. The following are some points of interest;

- **Motor Vehicle Registrations:** Revenue from registrations for the end of December is up slightly compared to last fiscal year (\$735K as of 12/31/2014 compared to \$705K as of 12/31/2013). If this trend continues the City will meet projections for this revenue.
- **Property Taxes:** Property Tax collections continue to be very consistent with prior years. As of December 31, 2014, tax collections were approximately 94% of the total warrant compared to 92.5% as of 12/31/13 and 91.5% as of 12/31/12.

If you have any questions or require further detail, please let me know.

Information Items No 1

City of Somersworth
Expenditures
12/31/2014

Account	Budget	MTD Exp	YTD Exp	Balance	% Exp	Estimated Jan	Estimated Year End	Balance
General Fund								
Elected Leadership								
Mayor-Council	\$24,925	\$1,831	\$10,852	\$14,073	43.54%	\$12,667	\$23,519	\$1,406
Civic Promotions	\$8,900	\$1,027	\$2,398	\$6,502	26.94%	\$1,500	\$3,898	\$5,002
Community Support	\$89,186	\$2,000	\$40,697	\$48,490	45.63%	\$48,490	\$89,187	(\$1)
Total Elected Leadership	\$123,011	\$4,858	\$53,947	\$69,064	43.86%	\$62,657	\$116,604	\$6,407
City Management								
City Manager	\$325,342	\$29,928	\$161,673	\$163,669	49.69%	\$165,999	\$327,672	(\$2,330)
Administration	\$124,957	\$9,596	\$66,571	\$58,386	53.28%	\$48,664	\$112,235	\$12,722
Total City Management	\$450,299	\$39,524	\$228,244	\$222,055	50.69%	\$211,663	\$439,907	\$10,392
Finance and Administration								
Finance Department	\$307,417	\$28,966	\$154,749	\$152,669	50.34%	\$150,823	\$305,571	\$1,846
City Clerk	\$157,256	\$16,113	\$77,904	\$79,352	49.54%	\$79,700	\$157,604	(\$348)
Elections	\$19,275	\$3,247	\$11,919	\$7,356	61.84%	\$2,500	\$14,419	\$4,856
Tax Collector	\$193,010	\$17,462	\$95,536	\$97,474	49.50%	\$97,336	\$192,872	\$138
Human Services	\$211,176	\$17,083	\$88,631	\$122,545	41.97%	\$96,310	\$184,941	\$26,235
Library	\$249,458	\$20,321	\$111,336	\$138,122	44.63%	\$131,389	\$242,725	\$6,733
Total Finance and Administration	\$1,137,592	\$103,192	\$540,076	\$597,517	47.48%	\$558,058	\$1,098,133	\$39,459
Development Services								
Planning	\$310,568	\$25,409	\$152,040	\$158,528	48.96%	\$154,127	\$306,167	\$4,401
Economic Development	\$7,705	\$118	\$4,033	\$3,672	52.35%	\$2,574	\$6,607	\$1,098
Code Enforcement	\$151,544	\$12,924	\$74,375	\$77,169	49.08%	\$77,940	\$152,315	(\$771)
Assessing	\$115,537	\$8,517	\$44,520	\$71,017	38.53%	\$71,067	\$115,587	(\$50)
Recreation	\$198,321	\$5,901	\$86,958	\$111,363	46.08%	\$86,866	\$173,824	\$24,497
City Hall	\$125,834	\$8,492	\$50,650	\$75,184	40.25%	\$69,230	\$119,881	\$5,953
Total Developmental Services	\$909,509	\$61,361	\$412,576	\$496,933	45.36%	\$461,805	\$874,381	\$35,128

Information Items No 1

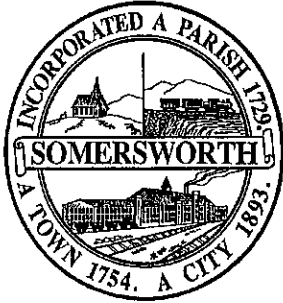
City of Somersworth Expenditures 12/31/2014

Account	Budget	MTD Exp	YTD Exp	Balance	% Exp	Estimated Jun	Estimated Year End	Balance
Police								
Police Administration	\$414,773	\$45,132	\$238,447	\$176,326	60.68%	\$182,456	\$420,904	(\$6,131)
Patrol	\$1,965,032	\$186,796	\$861,898	\$1,103,134	43.86%	\$970,079	\$1,831,978	\$133,054
Investigations	\$449,034	\$45,707	\$214,165	\$234,869	47.69%	\$228,423	\$442,588	\$6,446
Police Support	\$414,375	\$39,682	\$186,172	\$228,203	47.31%	\$214,354	\$400,526	\$13,849
Traffic	\$48,084	\$3,747	\$20,145	\$27,939	41.90%	\$22,214	\$42,358	\$5,726
Prosecution	\$118,675	\$12,384	\$59,268	\$59,407	49.94%	\$60,699	\$119,967	(\$1,292)
Total Police	\$3,409,973	\$333,449	\$1,580,096	\$1,829,877	46.34%	\$1,678,225	\$3,258,320	\$151,553
Fire								
Fire Administration	\$188,608	\$13,950	\$89,886	\$98,722	47.66%	\$101,861	\$191,747	(\$3,139)
Fire Fighting	\$1,877,740	\$170,778	\$919,105	\$958,635	48.95%	\$940,257	\$1,859,362	\$18,378
Total Fire	\$2,066,348	\$184,728	\$1,008,991	\$1,057,357	48.83%	\$1,042,118	\$2,051,109	\$15,239
Public Works and Utilities								
Public Works Admin	\$1,169,251	\$105,322	\$515,117	\$654,134	44.06%	\$628,419	\$1,143,536	\$25,715
Street Maintenance	\$771,374	\$318,695	\$349,805	\$421,569	75.24%	\$433,777	\$783,582	(\$12,208)
Snow Removal	\$145,400	\$47,422	\$52,620	\$92,780	0.00%	\$143,900	\$196,520	(\$51,120)
Street Lighting	\$140,100	\$12,937	\$52,241	\$87,859	37.29%	\$88,299	\$140,540	(\$440)
Equipment Maintenance	\$69,632	\$12,006	\$37,706	\$31,926	54.15%	\$34,432	\$72,138	(\$2,506)
City Engineering	\$53,110	\$6,812	\$23,942	\$29,168	45.08%	\$28,110	\$52,052	\$1,058
Buildings and Grounds	\$38,700	\$485	\$22,298	\$16,402	57.62%	\$16,142	\$38,440	\$260
Cemetery	\$12,318	\$269	\$3,931	\$8,387	44.58%	\$8,294	\$12,225	\$93
Solid Waste Collection	\$155,605	\$12,780	\$75,930	\$79,676	48.80%	\$95,251	\$171,181	(\$15,575)
Total Public Works	\$2,555,491	\$516,728	\$1,133,590	\$1,421,901	44.36%	\$1,476,624	\$2,610,214	(\$54,723)

Information Items No 1

City of Somersworth Expenditures 12/31/2014

Account	Budget	MTD Exp	YTD Exp	Balance	% Exp	Estimated Jun.	Estimated Year End	Balance
Capital Expenses								
Transfer to Debt Service	\$998,774	\$114,225	\$867,092	\$131,682	86.82%	\$131,683	\$998,775	(\$1)
Capital Leases	\$235,252	\$0	\$86,161	\$72,701	40.88%	\$72,700	\$168,861	\$0
Transfer to Other Capital Funds	\$141,205	\$0	\$141,205	\$0	100.00%	\$0	\$141,205	\$0
Total Capital Assets	\$1,375,231	\$114,225	\$1,104,458	\$204,383	80.31%	\$204,383	\$1,308,841	(\$1)
Other Expenses								
Contingency	\$80,000	\$2,193	\$14,884	\$65,116	18.60%	\$15,400	\$30,284	\$49,716
Intergovt Transfers	\$2,373,324	\$2,373,324	\$2,373,324	\$0	100.00%	\$0	\$2,373,324	\$0
Total Other Expenses	\$2,453,324	\$2,375,517	\$2,388,208	\$65,116	97.35%	\$15,400	\$2,403,608	\$49,716
Capital Outlay								
Total Capital Outlay	\$285,748	\$667	\$233,536	\$62,212	91.31%	\$59,268	\$292,804	\$2,944
TOTAL CITY GENERAL FUND	\$14,776,526	\$3,734,248	\$8,683,720	\$6,026,416	58.77%	\$5,770,201	\$14,453,922	\$286,213



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: January 15, 2015

Re: Monthly Report

Finance Department:

- Started FY14 Budget process. Departmental budgets to be submitted in early January.
- Assisted in union negotiations.
- Met with companies regarding the RFP for financial software.

Treasurer's Report:

- General Fund cash on hand as of December 31, 2014 and cash available from bond proceeds as of the same period ending are attached to this report.
- Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, Bank of NH C-dars program, and a Citizen's Bank investment account.
- Short term interest rates continue to be very low with no upward trend over the past quarter.

City Clerk:

- Prepared for and took minutes at one scheduled meeting during the month.
- Total Receipts for the month were \$4,835.
- The City Licensing board issued the following permits:
 - Noble Boys Basketball Fund Raiser at the American Legion – 12/31/14
 - Old Rail Pizza Co. – DJ 12/31/14

Tax Collector:

- Property tax collections through the end of December were 94%, slightly ahead of last year (92.5%).
- A total of 882 vehicles were registered for a total of \$120,219 during the month.
- Collected \$4,395 for Municipal Transportation Fund during month of December. Including the collections in December, there is approximately \$80,000 in this fund.
- 29 customers used the drive up window during the month.
- 28 Motor Vehicles were registered in December using the E-Reg online process.
- Total receipts for the month were \$10,983,076.

Human Services:

- Total assistance for the month was \$8,499. That compares to \$ 9,156 for the month of November 2014 and \$ 7,693 for December 2013.
- 10 new cases were opened compared to 9 in 2013 and 7 in 2012.
- 23 cases were approved for varying levels of assistance in December, with 6 cases still pending and 4 cases denied. 10 cases were referred to other agencies for support.

Library

- The wish tree was successful again this year. The Library received 12 book donations and \$390 in cash donations, and one donor that will be donating the Ken Burns documentaries.
- The Library held 5 programs this month.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Working/Troubleshooting networking issues in the Tax Collector's Office.

CCTV (Channels 22 and 95)

- Cables access coordinator has started scheduling camera operators and updating programming on both access channels.
- Created a transition slide (i.e. coming up next slide) before programs start to improve the transition from Bulletin Board to programming.
- Special Projects – recorded and edit Christmas Parade and School Christmas Concert .

Treasurer's Report.
General Fund

Period Ending December 31, 2014.

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$2,176,121	0.00%	N/A	Money available upon demand
Citizens Investment	\$8,046,414	0.25%	N/A	Money available upon demand
Bank of NH - CDARS Programs	\$1,254,920	0.20%	N/A	Money available upon demand
Profile Bank	\$247,206	0.40%	N/A	Money available upon demand
TD Bank	\$3,001,496	0.25%	N/A	Money available upon demand
Century Bank	\$1,001,014	0.50%	N/A	Money available upon demand
Century Bank	\$2,000,000	0.60%	4/20/2015	6 month CD

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period Ending December 31, 2014	\$7,387	\$16,978	\$10,000	\$6,978

Department of Development Services (DDS)
Monthly Report
December 2014

Office of Assessing:

- The Equalization Ratio for 2014 was received from the DRA and was set at 100.5%.
- Sales Verification inspections have taken place in the month of December.
- Permit inspections/checks have taken place in the month of December.
- Data entry has begun for all changes resulting from sales and permit inspections. All changes will be effective for the 2015 first bill.
- The City received one abatement appeal to the BTLA, which will be going through mediation in January.
- This office is preparing information for the USPAP report for the DRA.

Office of Code Enforcement / Property Maintenance:

Property Maintenance and Code Enforcement Activity Report for December 2014					
Incident Location	Origin of Complaint	Nature of Concern	Responsible person notified	Compliance	Comments
2 Woodside Commons	DDS	ordinance violation	yes	yes	building without permit
59 Walton Way	CC	property maintenance	yes	yes	
25 High Street	CC	property maintenance	yes	pending	
70 Winter Street	CC	property maintenance	yes	yes	rubbish
261 Main Street	DDS	property maintenance	no	pending	junkyard
481 High Street	DDS	property maintenance	no	pending	junkyard
475 High Street	DDS	health ordinance	yes	yes	dumpster
40 Main Street	DDS	property maintenance	no	pending	junkyard
20 Main Street	DDS	property maintenance	no	pending	junkyard
9 Andrews Road	DDS	sign violation	yes	pending	
3 / 5 Ash Street	DDS	property maintenance	yes	yes	rubbish
96 Franklin Street	CC	property maintenance	yes	yes	rubbish
65 Green Street	CC	property maintenance	no	yes	called DPW
62 Green Street	DDS	ordinance violation	yes	yes	garbage
23 Mt. Vernon Street	CC	ordinance violation	no	yes	called DPW
93 Franklin Street	CC	ordinance violation	no	no	nothing found
6 Highland Street	CC	property maintenance	yes	yes	
15 Garden Street	CC	property maintenance	no	no	nothing found
48 / 50 Green Street	DDS	ordinance violation	yes	yes	rubbish
95 Main Street	CC	property maintenance	yes	pending	no hot water
42 / 46 Green Street	DDS	ordinance violation	yes	yes	rubbish
472 High Street	CC	ordinance violation	yes	yes	rubbish
400 High Street	DDS	property maintenance	yes	pending	parking lot lights
16 Lily Pond Road	CC	property maintenance	no	pending	foreclosure
1 Brenda Ave	CC	ordinance violation	yes	yes	
65 Green Street	CC	ordinance violation	yes	yes	
In addition to new complaints received work continues on the Work in Progress (WIP) files from past months					

Building and Health Departments:

Major Building Permits issued in December 2014:

Construction cost Fee

67	High	Rehab (Gut and rebuild)	\$95,000.00	\$770.00
475	High	Remodel (Remove + upgrade)	\$1,000.00	\$25.00
45	Grand	Other/See notes	\$23,000.00	\$194.00
30	Jack & Jill MHP	Slab	\$3,000.00	\$34.00

Minor Building Permits issued in December 2014:

47	Maple	Deck/Deck Stairs	\$500.00	\$25.00
3	Woodside Commons	Porch	\$700.00	\$50.00
367	Rocky Hill Rd	Shed	\$5,600.00	\$54.80
11	Pearl	Ramp	\$2,500.00	\$60.00
5	Down	Steps	\$487.00	\$25.00
27	Prospect	Fence	\$500.00	\$25.00
43	High	Ramp	\$500.00	\$25.00
5	Prospect	Window replacement	\$1,000.00	\$25.00
122	Indigo Hill Rd	Remodel (Remove + upgrade)	\$15,000.00	\$130.00
173	Green	Remodel (Remove + upgrade)	\$6,000.00	\$58.00

PERMIT RECEIPTS						
	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	\$1,643.82	\$1,789.50	\$1,387.72	\$1,820.00	\$432.28	31.2%
February	\$807.00	\$658.60	\$1,922.02	\$3,864.00	\$1,941.98	101.0%
March	\$1,299.75	\$2,141.00	\$2,974.00	\$2,191.64	-\$782.36	-26.3%
April	\$4,288.05	\$1,811.00	\$2,470.38	\$4,768.15	\$2,297.78	93.0%
May	\$2,738.50	\$5,532.00	\$6,979.20	\$26,049.95	\$19,070.75	273.3%
June	\$1,844.30	\$1,701.00	\$3,609.52	\$24,212.88	\$20,603.36	570.8%
July	\$2,570.96	\$3,750.70	\$3,968.83	\$3,646.20	-\$322.63	-8.1%
August	\$2,437.74	\$3,059.03	\$13,916.92	\$6,166.60	-\$7,760.42	-55.8%
September	\$4,306.25	\$3,422.70	\$8,522.70	\$6,224.10	-\$2,298.60	-27.0%
October	\$1,473.41	\$2,217.25	\$4,336.68	\$6,880.63	\$2,543.95	58.7%
November	\$1,969.50	\$4,126.12	\$2,930.29	\$2,377.78	-\$552.51	-18.9%
December	\$877.00	\$1,726.75	\$2,990.12	\$2,338.80	-\$651.32	-21.8%
Year total	\$26,256.28	\$31,935.65	\$56,008.37	\$90,530.63	\$34,522.26	38.1%
Difference of change this year to last (completed months only)						

Total Permits 2011 to Present						
	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	42	34	31	28	-3	-9.7%
February	20	27	39	31	-8	-20.5%
March	27	27	44	32	-12	-27.3%
April	42	40	60	50	-10	-16.7%
May	77	41	65	68	3	4.6%
June	55	16	77	67	-10	-13.0%
July	54	48	54	49	-5	-9.3%
August	66	50	62	58	-4	-6.5%
September	53	51	72	68	-4	-5.6%
October	56	61	60	70	10	16.7%
November	61	36	50	52	2	4.0%
December	35	45	42	40	-2	-4.8%
YTD Totals	781	589	656	613	-43	-6.6%

Land Use Boards:

Conservation Commission December 2014:

- John J. Flatley, Tri City Road, in the Business (B) District, Assessor's Map 39, Lot 03, CUP #03-2014. The Commission discussed the request for a Conditional Use Permit for work within the wetland buffer and voted to recommend approval to the Planning Board.

Historic District Commission December 2014:

- David Burgess, 5 Prospect Street, Assessor's Map 11, Lot 89, HDC #27-2014. Application for window replacement was **approved**.
- VFW, 43 High Street, Assessor's Map 11, Lot 64, HDC #25-2014. Application for exterior renovations was **approved**.
- No. Two Mill, LLC, 22 Canal Street, Assessor's Map 11, Lot 190, HDC #31-2014. Application to demolish a section of the building was **tabled** until the January 26, 2015 HDC meeting.

Planning Board December 2014:

- Georgianna Roberts-Maher and Anthony Kurlovich, 93 Cole's Pond Road, Assessor's Map 50, Lot 13, SUB #01-2011. Application for a three-lot subdivision was **denied**.

- Key Auto Group, on behalf of Mareld Company, Inc., 100 Tri City Road, Assessor's Map 39, Lot 01, SITE #11-2014. Application for a site plan and conditional use permit to re-develop the site for a vehicle repair and reconditioning facility was **tabled** until the January 21, 2015 Planning Board meeting.
- John J. Flatley, Tri City Road, Assessor's Map 39, Lot 03, SITE #12-2014. Application for a site plan and conditional use permit to construct three apartment buildings with associated site improvements was **tabled** until the January 21, 2015 Planning Board meeting.
- No. Two Mill, LLC, 22 Canal Street, Assessor's Map 11, Lot 190, SITE #04-2006. Application for an amendment to a previously approved site plan to convert vacant space into 16 residential units was **tabled** until the January 21, 2015 Planning Board meeting.

Zoning Board December 2014:

- Elm Grove East, LLC, 65 Green Street, Assessor's Map 10, Lot 24, ZBA #10-2014. Application for a variance regarding minimum parking spaces was **tabled** until the January ZBA meeting.
- Commercial Maintenance & Landscape, LLC, on behalf of 362 Route 108 Realty Trust, 362 Route 108, Assessor's Map 47, Lot 3A. Application for variances to allow more than one freestanding sign on one lot and for an off-premise sign was **approved**.

Parks and Recreation

- The Dept. held our annual Flashlight Candy Cane Hunt on Friday, December 12 at Millennium Park. The turnout was great this year with over 150 children attending. The Dept. scattered over 750 candy canes throughout Millennium Park and provided cocoa, light refreshments, and Santa arrived upon a fire truck. There was also a wonderful article written about the event on Fosters.com
- Travel Basketball practices and games are now underway. This year the program has 4 teams- 3/4 grade girls team, 3/4 grade boys team, 5/6 grade girls team, and a 5/6 grade boys team. The teams practice 2-3 times per week at Idlehurst with home and away games mixed in. There is an additional cost of \$50 per player.
- Rollinsford/Somersworth will once again team up to co- host our annual Frosty Basketball Tournament on Thursday, February 19- Sunday, February 22 at Idlehurst and the Middle School. The Dept. is currently seeking patched referees to help officiate games throughout the weekend. Planning is underway and the Dept. is meeting regularly with Rollinsford.
- Registration is ongoing for our Biddy Basketball program. The early bird fee is \$45 for residents if they sign up by Monday, January 5th. After that the cost is \$60 for residents and the deadline to sign up is Thursday, January 22nd. This is a beginner program designed for ages 3-6. The program runs on Saturday mornings January 24- February 28.
- Tickets are now on sale at the Rec. Dept. for our annual Father/Daughter Valentine's Dance on Thursday, February 12th. The dance runs 6:30-8:30 and is for daughters in grades K-8. The cost is \$25 per family in advance by Tuesday 2/10 or \$30 at the door. The Rec. Dept. will provide a DJ for entertainment, light goodies and desserts, decorations, dance contests, and more.

- The Mast Point Dam Revitalization project is underway and the City has retained CMA Engineers to perform design and permitting of the hand carry boat launch and culvert replacement. The City has contracted with an Archeologist as required as part of the grant approval and is soliciting proposals to conduct brush clearing around the access area. The Conservation Commission will be holding a public meeting on February 11th to inform the public on the details of the project. This project is being completed with grant funds and in-kind services provided by the City and volunteers.

Submitted by Dave Sharples

Monthly Update

- The office continues to solicit interested developers for the repurposing of the former police station. The City-owned property was promoted in the January Business e-newsletter and there have been several inquiries.
- Biz Ed Connect, a regional internship program held their monthly meeting and it was announced that TradePort has hired their first intern from the CTC and it is going well. More placements are in the works.
- Christine met with Hilltop Chevrolet as they are preparing an expansion proposal for their business on rte. 108. They anticipate a spring ground breaking and a 50% expansion that includes renovations and upgrades to their existing facility.
- Business outreach and assistance continues.
- A number of new businesses have opened over the past couple of months including; Goodwill Industries, New England Pickers, Depot Bar & Grill, Old Rail Pizza Co. and Olympia Sports. Las Palmas Mexican Grill is under construction on High St. and expects to open in February.
- The City was recognized with the Expansion Solutions Magazine's Award of Excellence as being part of the regional collaboration to attract aerospace and advanced manufacturing to the region. The story can be found on our website or at: http://www.expansionsolutionsmagazine.com/2014_awards_partnership_crossbordercollaboration
- Christine was featured in an article about the UNH Economic Development Academy. The story, which can be found on our website or at: <http://extension.unh.edu/articles/If-You-Rebuild-It-Will-They-Come>, discussed the City's efforts to revitalize the downtown.



2014 Partnership/ Regional & Cross Border Collaboration

[Click Organization to View Profile Write-Up](#)

New Hampshire Seacoast Aerospace Initiative

Otero County, New Mexico

Quad Cities First

New Hampshire Division of Economic Development

Concord, NH

www.nheconomy.com

When New Hampshire's aerospace industry took off in 2012, an entire region came together to lay the framework for what has become the state's fastest growing sector.

The opening of a state-of-the-art manufacturing plant by Safran Aerospace Composites and Albany Engineered Composites on the New Hampshire Seacoast positioned the region as a hub for composites manufacturing, giving rise to a true center of regional collaboration.

The Seacoast Aerospace Partnership is made up of the cities of Dover, Portsmouth, Rochester and Somersworth; the Pease International Tradeport; Great Bay Community College, the University of New Hampshire and the state's Division of Economic Development. The goal of the partnership is to attract new businesses related to

composites and other advanced manufacturing opportunities to create new jobs in a part of the state known for its manufacturing heritage.

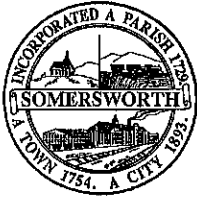
The collective strength of the Seacoast Aerospace Partnership lies in the region's depth of its workforce and commitment to ensure aerospace manufacturers have skilled workers to meet their needs and remain competitive. UNH offers degree programs and Great Bay Community College, through its composites program at the Advanced Technology and Academic Center, is able to develop customized training programs for companies.

Geography is a factor in attracting new business. Interstate 95, connecting Maine and Massachusetts, is the major commerce corridor and three rail lines move freight throughout the Northeast and beyond. The state's only deep-water port in Portsmouth is ice-free in the winter and 245 companies, employing over 8,300 people, work at the Pease International Tradeport - a large and diversified workforce drawn from three states.

One of the partnership's joint recruitment efforts is a focus on Aero Montreal, the leading aerospace cluster in Quebec. Representatives of the partnership signed letters, written in French, inviting companies to consider expanding to the Seacoast. The partnership was also represented at one of the largest industry trade shows, the International Paris Air Show.

Known for its business friendly environment, responsive government, low taxes and outstanding quality of life, New Hampshire offers a runway to success for the aerospace companies looking to land in a region of growth and opportunity.

For more information on New Hampshire's aerospace sector, visit www.AerospaceNH.com or contact Cynthia Harrington, business development manager, at 603-271-2591.



MEMORANDUM, from Director DPW

TO: Bob Belmore, City Manager

DATE: January 14, 2015

SUBJECT: Public Works Monthly Report for December, 2014

DIRECTOR'S COMMENTS

- Constitutional Way was returned to two-way traffic. Temporary painting of centerlines and parallel parking accomplished. Permanent lines will be addressed in the spring.
- Organized pre-construction meetings for downtown and High Street paving projects for spring (Pike: 4/7/2014 and Severino/T-Grant: 3/13/2014).
- Continuing to provide oversight to the WWTF Generator replacement.
- Continuing to provide oversight to the preemption replacement on High/Washington/W. High/Hamilton (delayed due to frozen wire conduit).
- High Street signal synching continues.

WASTEWATER DIVISION, Jamie Wood, Chief Operator

Operations/Maintenance:

- Maintaining Mean Cell Residence Time (MCRT) at 6-days. Now operating under winter target limits. Nutrient Removal season runs annually from May 1st through September 30th.
- Underground Storage Tank (UST) inspection took place on 12/2/14. We passed the inspection but were told under the new regulations which take effect in 2016 we will need to address the feed lines. The updated rules state the feed lines must be double walled.
- Selected a contractor (Martini Northern) to install a replacement standby generator at the wastewater treatment facility. Work will be completed this spring and addresses a Capital Improvements Plan (CIP) line item.
- Rockwell roofing returned for a corrective maintenance work order concerning a leak over the woman's bathroom which was reported on 12/11/14.
- Received the annual chemical co-op purchasing bid results which were once again in our favor. Sodium Hypochlorite dropped .10/gal and sodium bisulfite dropped .15/gal. All other chemicals remain the same with zero increase.
- Treated a total of 17,000 gallons of septage from throughout the city.

over _____

WASTEWATER DIVISION (CONTINUED)

Safety:

- Reported no injuries or incidence for the month.

Compliance:

- Treated a total of 53-million gallons of wastewater during the reporting month.
- Reported no permit exceedances for the month.
- Responded to NH-DES annual inspection report. Responded to the recent NH-ELAP (lab operations) annual inspection report and addressed a couple of minor quality control issues.

Industrial Pretreatment Program:

- Reviewed Velcro violation with regards to communicating weekend operations. They have improved over the last six-months so we find the matter closed.

WATER DIVISION, Greg Kirchofer, Chief Water Plant Operator

Items completed this month:

- Best Management Practices Training and certification
- Reviewed watershed hazard's with State of NH DES
- Participating in 2015 Southern Maine Chemical CO-OP
- Slate roof repaired
- Dewatering lagoon #1 in preparation for March cleanout

HIGHWAY, Shawn McLean, General Foreman

Roads:

- 7 snow events for the month
- Snow removal twice from the downtown
- Sewer emergency on Morrison Street. City Main was backed up. Jetted/resolved
- Sewer emergency Christmas Eve Main St. City sewer main was backed up. Jetted/resolved.
- ARC GIS training continues with the pavement management program and CMA
- Pot hole patching continues
- Assisted water with water breaks

WATER DISTRIBUTION, Scott McGlynn, Chief Distribution Operator

Mains:

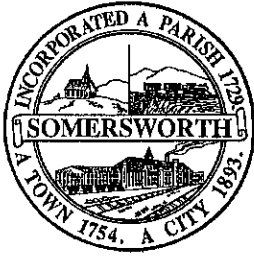
- Water Break, Union Street at Water Street

Services:

- Frozen Service, 71 Indigo Hill Rd
- Water Break, Marion Lane
- Water Break, 208 Main Street
- Water Break, 15 Clement Rd
- Water Break, WWTF, 99 Buffumsville

Other Distribution Activities:

- Listed backflow devices are being reviewed at the request of NHDES. Site surveys will be performed
- Working with Water Treatment to review and update our Emergency Response Plan.



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Dean W. Crombie
Chief of Police

MEMORANDUM

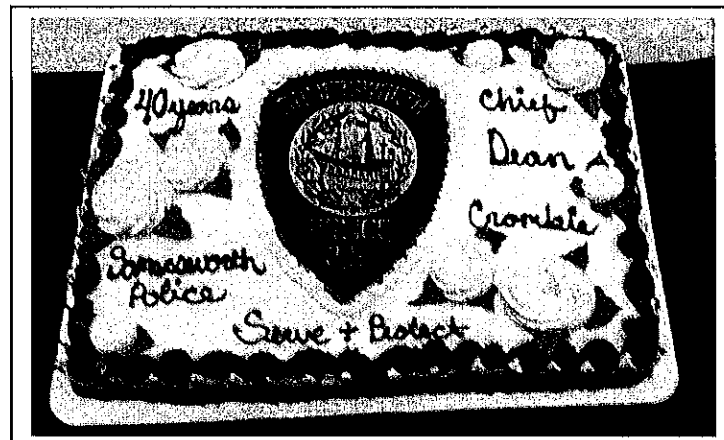
Memo To: Bob Belmore, City Manager
From: Dean Crombie, Chief of Police
Date: January 2, 2015
Subject: Monthly Report -- Month of December 2014

COMMUNITY POLICING:

- Captain Timmons participated in the planning of the Christmas Parade Committee and officers assisted in the parade event.
- The Strafford County Accident Reconstruction Team (TAR Team) meeting/training was held at our department.

PERSONNEL (TRAINING & STAFFING):

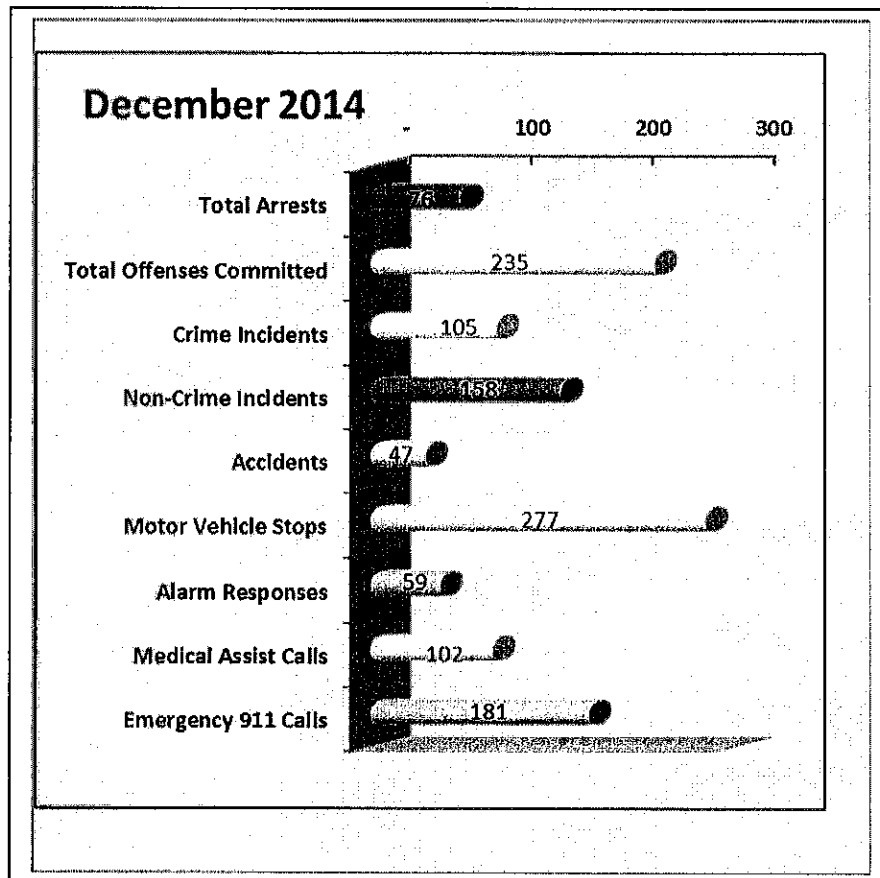
- A reception was held at the PD to celebrate Chief Crombie's 40th anniversary with the Somersworth Police on December 8th. There are very few other City employees in the City's history who have attained this level of commitment to the City. Many people attended to include local dignitaries, other cities/towns law enforcement chiefs and the Director of Police Standards and Training.



- Officer Alex McMillen graduated from the New Hampshire Police Academy in December and is now assigned to the Patrol Division.
- Sergeant Denis Messier attended the Jay McDuffee Motor Vehicle Homicide Seminar. Sergeant Messier is a member of the Strafford County TAR Team.

SPD STATISTICS:

	Month of Dec-14	Year to Date Totals
Total Arrests	76	1,070
Calls for Service (Including Items Below)	1,917	25,165
Total Offenses Committed	235	2,758
Crime Incidents	105	1,271
Non-Crime Incidents	158	2,150
Accidents	47	499
Motor Vehicle Stops	277	4,360
Alarm Responses	59	749
Medical Assist Calls	102	1,355
Emergency 911 Calls	181	2,202
Revenues Deposited FY 2014-2015	\$ 10,422.50	\$97,716.04





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

DECEMBER 2014 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	2
Vehicle Fires:	1
Outside Fires:	0
Emergency Medical:	52
Motor Vehicle Crash:	9
Malfunction/false alarm:	8
Accidental/public service:	22
Hazardous Condition:	15
Hazardous Materials:	3

NON-EMERGENCY ACTIVITIES

Burning Permits:	3
Fireworks Permits:	2
Oil Burner Permits:	1
Place of Assembly Permits:	2
Fire Safety Inspections:	5
Fire Drills:	4

CALLS FOR SERVICE

- We responded to 17 more emergency calls this December (112) than in December 2013 – an increase of 13%.
- Responded to mutual aid fire in Durham.
- American Ambulance continues with excellent service to the City, with their average response time still around 4 minutes.

PLANNING/PROJECTS/GRANTS

- The Fire Station Study Committee continues its monthly meetings.
- Applied for a FEMA FIRE Act grant for \$92,470 for the remainder of SCBA in our CIP for the final two years (FY16 and FY17).
- Met with engineers relative to a renovation of 448 High Street.
- Placed the 7 new Scott SCBAs from our FY2015 CIP purchase into service on the ladder truck.

- All call firefighters received their own SCBA facepiece as a result of the CIP purchase – the first time all call firefighters have had their own and not have to share.
- Solidified procedures for community storm and emergency notifications, especially when power outages occur.
- All county fire chiefs/EMDs continued meeting with the state's Strafford County emergency management and public health vendor (Ready Strafford) relative to public health and emergency management initiatives in the county.
- Attended annual Chamber breakfast and address.
- Met with "Firehouse" and "IMC" software vendors for presentations of their inspection software we possibly could share with Code Enforcement personnel.
- NH Department of Safety has revamped its application process for EMPG grants and we are assessing the new process for possible grants.
- Crew found numerous violations at 95 Main Street and called in Code Enforcement (non-vented space heaters causing carbon monoxide build-up; inoperable smoke detectors; sprinkler system requiring service - among others).

TRAINING/MEETINGS

- One new call firefighter added through the SAFER Act grant began to attend a Firefighter II course in Berwick ME sanctioned through the NH Department of Safety.
- Three new call firefighters are enrolled in the basic EMT course.
- Two career and one call firefighter completed EMT-Advanced course. They now need to complete field work before testing with the state.
- Attended meetings of the SRTC and Seacoast Fire Chiefs Association.

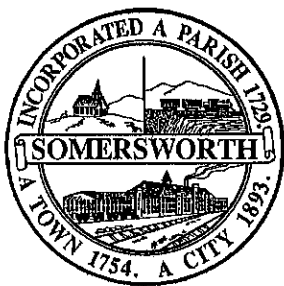
COMMUNITY SERVICE

- The annual "Wrapping Party" for "Toys for Tots" at the fire station wrapped presents for nearly 500 Somersworth children. (photos attached).
- Began meeting as a member of the Mayor's Drug Task Force.
- The Department participated in the annual Christmas parade downtown.

Respectfully Submitted:

Keith E. Hoyle, Fire Chief/EMD





MEMORANDUM

TO: Mayor Dana Hilliard and Members of the City Council

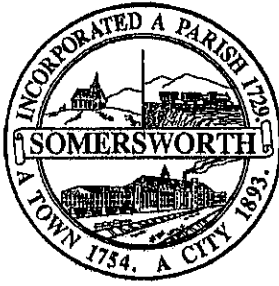
FROM: Robert M. Belmore, City Manager *RB*

DATE: January 16, 2015

**SUBJECT: Submitted Documents to Public Works & Environment
Committee & Finance Committee**

Attached is information provided to the Public Works & Environment Committee and Finance Committee at their January 12th meetings.

Please note: Councilors have access to all Standing Committee meeting documents located on their iPad in the appropriate folders.



MEMORANDUM

To: Bob Belmore, City Manager
From: Scott Smith, Finance Director
Date: January 8, 2015
Re: **Rocky Hill Road Water Tank Rehabilitation Project**

The City has contracted with the engineering firm of Tata & Howard to provide a scope of services relative to the rehabilitation of the Rocky Hill Road Water Tank. The services provided to date are as follows:

- Coating System Recommendation Report
- Prequalified Contractor Assessment
- Health and Safety Regulation Monitoring
- Interior Tank Inspection
- Design Specification and Bid Documents

The interior tank inspection was performed to assess the current condition of the tank's interior and allow for a rehabilitation decision based on current data.

The recommendation is to prepare bid specification for a full interior and exterior rehabilitation. In addition to the bid specifications the City should consider contracting with Tata & Howard for some additional engineering services.

The first phase of these services is to include the following to coincide with the bid process:

- Coordinate publication and advertisements of the bid documents.
- Furnish digital versions of the bid documents.
- Provide consultation during bidding, provide clarification to the bid documents and issue addenda as required, attend the bid opening, prepare and submit a letter of recommendation of award, and prepare contract documents for the City and Contractor.

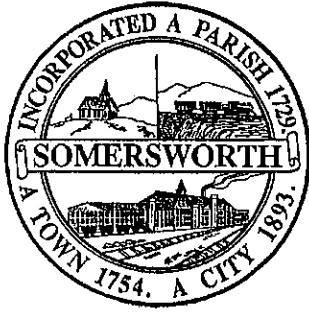
The cost for these additional services is \$2,372. Staff is recommending approval to proceed with this phase of the contract.

The second phase of services would run in conjunction with the actual construction portion of the project and will include the following:

- Arrange and coordinate a pre-construction meeting.
- Review and approve shop drawings submitted by contractor and ensure compliance with the bid specifications.
- Maintain files for correspondence, reports, shop drawings, contract documents, progress reports, etc.
- Review applications for payments with contractor for compliance with contract and bid specifications.
- Attend on-site meetings as necessary.
- Provide full time observation of the tank painting through a subcontract with Applied Technical Services, Inc.

The cost for these additional services is \$51,650. This portion of the project may be awarded at the same time an award for construction is considered by the City Council.

Please let me know if you have any questions, or need any additional information.



Joe Ducharme, PE
Engineering
Tel: 692-9524
Fax: 692-9576

DATE: January 12, 2015

TO: Bob Belmore, City Manager

COPY: Scott Smith, FD; Todd Smith, PWD

SUBJECT: Project Status - FY 2014 Paving Projects

The FY 2014 paving projects are currently on hold for winter shut down. The City is responsible for winter maintenance. Pike Industries will remobilize in the spring to complete the FY 2014 paving projects.

The project is currently \$200,000 under budget.

High Street / Tri-City Road: Pike was able to complete removal of old pavement, placement of base, placement of binder, and placement of wearing course paving on High Street and Tri-City Road. Only a portion of the striping was completed due to the onset of cold weather (Pike accepted responsibility for placement of the thermoplastic paving at lower than recommended temperatures). A preliminary punch list was developed although other items may be added if deficiencies to the paving or striping become apparent prior to Pike's completion of the project. Items on the preliminary punch list include:

- (1) Water gates on south end of project are too low and should be raised;
- (2) 2 SMH covers & 6 DMH covers were not replaced with hinged covers;
- (3) Pavement transition at Wal-Mart driveway is uneven and should be corrected;
- (4) Pavement transition at Stackpole Road intersection is uneven and should be corrected;
- (5) Northbound pavement transition at end of project is high with a bump and should be corrected.

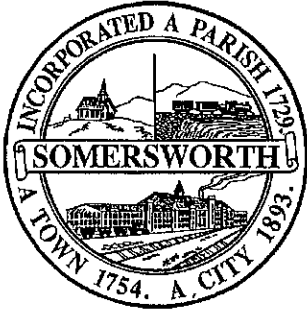
Blackwater Road / Whitehouse Road: Pike was able to complete the reclaim, asphalt injection, placement of winter binder (2-1/2" layer), and placement of shoulder gravels. Temporary centerline striping was also painted on both roads over the new winter binder. Pike will remobilize in the spring to complete placement of the wearing course and shoulder gravels. A preliminary punch list was developed although other items may be added if deficiencies to the paving or shoulders are apparent prior to Pike's completion of the project. Items on the preliminary punch list include:

- (1) Pavement transitions at Old Rochester Rd and Route 108 are uneven and should be corrected.

Engineering and Public Works staff recommend a pre-construction meeting in early April prior to Pike remobilizing on site to complete the project. Topics for discussion should include:

- a) Anticipated schedule for completion;
- b) Deficiencies noted/observed for correction;
- c) Pavement monitoring, sampling, and testing;
- d) Formalize punch list after project is substantially complete.

END OF MEMORANDUM



Joe Ducharme, PE
Engineering
Tel: 692-9524
Fax: 692-9576

DATE: January 12, 2015

TO: Bob Belmore, City Manager

COPY: Scott Smith, FD; Todd Smith, PWD

SUBJECT: Pavement Management Plan Progress Update

PROGRESS TO DATE:

- ✓ April 2014 - Automated Pavement Assessment completed using Enterprise Solutions 3-D pavement scanner;
- ✓ June 2014 - Pavement condition database delivered to City of Somersworth;
- ✓ July 2014 - Introductory training session on pavement management program by Enterprise Solutions at City Hall for select Public Works staff;
- ✓ October 2014 - Computer hardware assembled at City Hall dedicated for pavement management program;
- ✓ Nov-Dec-2014 / Jan 2015 - Weekly pavement management program "on-site" training at City Hall for Public Works Director and Road/Utilities Foreman.

REMAINING EFFORTS:

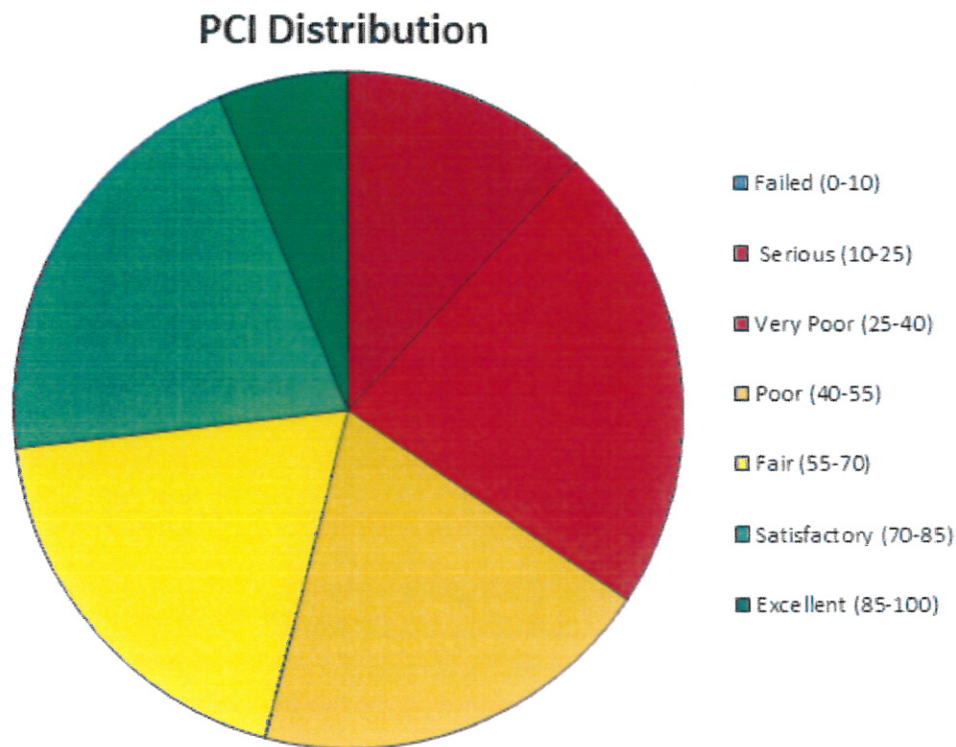
- ✓ Present Preliminary Findings to PW&E Committee and to City Council
- ✓ Re-run repair/budget scenarios after feedback from PW&E and City Council
- ✓ Prepare Report with pavement repair recommendations

PAVEMENT CONDITION OVERVIEW:

The City maintains approximately 117 lane miles of paved roadways. The pavement condition inspection was conducted by Enterprise Solutions using 3D digital imaging in accordance with ASTM D6443, Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys. The digital data was cross-checked by Enterprise Solutions' technical staff who confirmed Pavement Condition Index (PCI) values for each segment of paved roadway. The PCI is used to quantify the pavement condition into a value in the range of 1 to 100, with 100 being a perfect, newly constructed road and 1 as a road that has failed and is near an un-paved road.

The condition of the City of Somersworth's paved road network is poor, with a weighted average PCI value of 53. A robust and well funded pavement repair and preventative maintenance program is needed to improve the overall condition of City roads to satisfactory or excellent condition (PCI >= 75).

The following chart shows the PCI distribution of Somersworth's roads:



PCI Range	Total Length (MILES)
Failed (0-10)	0
Serious (10-25)	13.99310701
Very Poor (25-40)	26.16831103
Poor (40-55)	22.92115994
Fair (55-70)	22.35259835
Satisfactory (70-85)	24.01050145
Excellent (85-100)	7.2767763

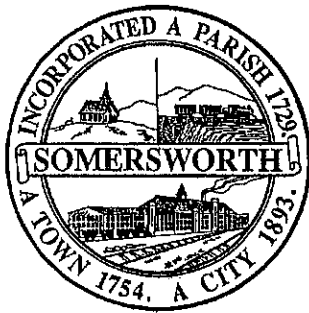
FOR CONSIDERATION:

The asset value of Somersworth's approximately 117 lane miles of roads, including base gravels, is approximately \$25,000,000.

Annual funding for roadway improvements will need to be substantial for a period of years to improve the overall condition of Somersworth's paved Roads. At an annual funding level of \$375,000 over 20-years the overall pavement condition (average PCI=53) is unchanged.

Public Works staff will run multiple funding/time period scenarios to predict the overall pavement improvement expected for the City's investment to achieve an average PCI ≥ 75 . The results will be presented to the City Council.

END OF MEMORANDUM



David E. Sharples
Director of Planning and Community Development

January 8, 2015

To: Robert M. Belmore, City Manager

Re: Solar Array RFP progress

I'm writing this memorandum to provide an update on the process of selecting a consultant to partner with on a potential solar array project at the City landfill. The following represents the action to date:

- City Manager Belmore, Director Scott Smith, and Director Sharples interviewed all four firms we received proposals from;
- Created a matrix showing the pros and cons of each firm;
- Consulted with Mark Beliveau, the attorney we utilize for the Superfund, and generated follow up questions for the top three firms;
- After review of the responses to our follow up questions and in consultation with Mark Beliveau, we narrowed it down to American Capital Energy (ACE) and Oak Leaf Energy Partners as the two finalist;
- Conducted a second interview of both finalist with Mark Beliveau;
- We have ranked ACE as the top firm and Oak Leaf second;
- Collectively, the interview panel felt that both ACE and Oak Leaf were the most qualified firms to construct the project. ACE has been preliminarily selected as the top firm due to their experience, knowledge of erecting solar arrays on landfills, their willingness to enter into a Memorandum of Understanding to further explore the project and funding opportunities at their risk and expense, and they are locally based.

I would seek guidance from you on how we proceed to make finalize a selection.

Thank you.

	American Capital Energy	OakLeaf Energy Partners	GE Power and Wind	NhSolarGarden.com
Municipal Landfill experience	12	3	unknown but mentioned a couple out west	several ongoing in NH but none built
Size of Array(s) proposed	2MW (1MW each site)	2MW (1MW each site)	1MW (1 site)	1MW (.5MW each site)
Estimated financial benefit to City. Dependent upon size of array permitted and future market conditions	TBD	\$400,000 at 20 yrs. Assumes 3% increase in yearly electricity costs. Market dependent	loss of \$133,029 at 20 yrs \$1,501,673 at 30 yrs. Market dependent	\$560,000 over 20 yrs Lease of \$15,000/yr Solar Rebates \$13,000/yr
Will construct, own, operate, and maintain facility at no cost to City	Yes	Yes	Yes	Yes
Dependent on competitive grant funding	Yes	No	No	No
Dependent upon property tax exemption	TBD	Yes but can revisit pricing if not exempt	Yes but can revisit pricing if not exempt	Yes but can revisit pricing if not exempt
Public outreach/support	Real time display website accessed via City website	Real time display website accessed via City website	Powerdash interactive platform. Three flat screens for real time display. Site tours/field trips and in classroom talks. Teacher training and curricula development	None proposed but could work out an agreement

System mounting	Concrete ballasts	Concrete ballasts	Protruded Rail system with automated installation	Not provided but picture given. Elevated aluminum frame on concrete ballasts
Year system is online	2016 at the earliest due to reliance on grant funding	2015	2015	2015

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246

WALTER L. MITCHELL
JUDITH E. WHITEBLAW
LAURA SPECTOR-MORGAN
STEVEN M. WHITLEY

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

January 12, 2015

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 23-15

Title: TO ESTABLISH THE PENALTIES FOR FIRST AND SECOND
OFFENSES FOR LOCAL ORDINANCE CITATIONS ISSUED IN
ACCORDANCE WITH NH RSA SECTION 31:39-d

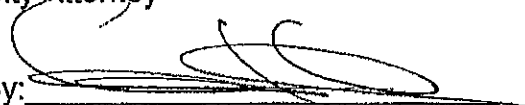
This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

1/12/15

By: _____



RESOLUTION NO. 26-15 AUTHORIZE THE CITY MANAGER TO CONTRACT WITH UNDERWOOD ENGINEERS OF PORTSMOUTH, NH TO PROVIDE ENGINEERING SERVICES FOR IMPROVEMENTS TO THE BLACKWATER ROAD SEWER PUMP STATION.

Somersworth, NH
January 20, 2015

WHEREAS, the City of Somersworth Capital Improvement Program for Fiscal Years 2016 through 2021 contains a recommendation to rehabilitate the Blackwater Road sewer pump station; and

WHEREAS, the Fiscal Year 2014-2015 adopted budget contains an appropriation for engineering services to design the pump station rehabilitation improvements; and

WHEREAS, Underwood Engineers was contracted by the City of Somersworth to provide an evaluation and make recommendations of the improvements required to rehabilitate the pump station; and

WHEREAS, the City requires the services of an engineering firm to design the plans and provide the bid specifications for the construction of these improvements,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Underwood Engineers to provide engineering services for improvements to the Blackwater Road sewer pump station at a cost not to exceed \$60,000 (Sixty Thousand dollars) and take any and all other such actions relative to this project determined to be in the best interest of the City.

Introduced by Councilor

Dale R. Sprague
David Witham
Denis Messier
Jennifer G. Soldati
Martin Pepin

Approved

City Attorney

MITCHELL MUNICIPAL GROUP, P.A.

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MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

1/12/15

By: _____

