

CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager *RB*
DATE: Friday, November 3, 2017
SUBJECT: City Manager's Report for Monday, November 6, 2017
City Council Agenda

6:30 p.m. Public Hearing
Re: Fiscal Year 2017/2018 Budget

Unfinished Business (under Section 13 of Agenda)

Resolutions

- A. Resolution No. 16-18 To Authorize the City Manager to enter into a Project Agreement with the State of New Hampshire Division of Historical Resources and to accept a Moose Plate Program Grant Award.** Again, the Finance Committee met on October 12th and voted to support acceptance of this Grant Award.

New Business (under section 14 of Agenda)

Ordinances

- A. Ordinance No. 15 -17 FY 2017-2018 Budget.** Attached is a memorandum from Finance Director Scott Smith that provides a summary of recent discussions regarding how the City Council and School Board have worked to provide a resolution to the estimated \$637,000 School Department revenue shortfall. The latest recommendation from the Joint Commission of the Council & School Board is to reduce the School Department appropriation by \$516,000. Presently, if the City Council follows this budget amendment path, the estimated total City Tax Rate is projected to increase by \$.98 over the prior year. This recommended action would also keep the budget in compliance with the Tax Cap over-ride vote when the budget was adopted.

Resolutions

- A. Resolution No. 17-18 To Authorize the City Manager to Sell City Tax Deeded Property Located at 20 Green Street.** John Pasquale, PG, from NHDES-Waste Management Division, MtBE Remediation Bureau, was the project contact. The State program provided funding to hire Nobis Engineering who conducted the site exploration for contamination at the site. I have been informed the site is clean and I expect a summary report next week. Today, I received a letter from the prior owner's Attorney that notified the City of their intent to engage us in discussions to repurchase the property.

Other

- A. Vote to Accept or Reject the Traffic Safety Commission Recommendation to Deny the Citizen Request for the Installation of Two Street Lights on Francoeur Drive.** See attached memorandum from Captain Timmons regarding the installation of street lights at Francoeur Drive and the Traffic Safety Committee's determination justifying their decision to recommend this request be denied. I have also included the original request that was sent to me by the resident, as well as a copy of the City Ordinance governing such requests.

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

A. Informational Items.

- 1. State Historic Preservation Alliance Grant.** Unless directed otherwise, I will be authorizing a Grant Application submittal for funding from the New Hampshire Land & Community Heritage Investment Program (LCHIP). Staff has been working with the Cemetery Trustees and have developed a proposal for a \$5,800 project to access the condition of the Furber Chapel. The Grant request is for \$2,900 as this program would require a 50% match (\$2,900) from the City. This would be the first step to begin the process for needed repairs at the Chapel.
- 2. Breton's Cleaners (former) 1 Winter Street.** We recently held a project kick-off meeting for the demolition of the building. We are anticipating mobilization and demolition starting this week, and project completion by December 1st. We have also been working on our Grant submittal to EPA for an additional \$200,000 to complete the clean-up of this site.
- 3. Upcoming Meeting & Events.**
 - a. Mayoral Meeting for City Non-Profit Organizations.** Thursday, Nov. 9th at 6:00 p.m. in the Council Chambers
 - b. Public Meeting on Brownfield's Grant.** Wednesday, Nov. 8th at 5:00 p.m. in the Council Chambers.
 - c. Capital Improvement Program Submitted to the Planning Board.** Wednesday, Nov 8th at 6:00 p.m. in the Council Chambers.
 - d. Somersworth/Berwick Christmas Parade.** Saturday, Dec. 6th at 2:00 p.m.
 - e. Greater Somersworth Chamber of Commerce Business Breakfast.** Friday, Dec. 8th from 7:30 a.m. – 9:30 a.m. at Kelley's Row. Speakers will be Director Shanna Saunders and Somersworth Now, Jenne Holmes.

B. Attachments.

- 1. City Attorney Certifications Two (2)**
- 2. Department Head Reports**

RESOLUTION NO. 16-18 TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROJECT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES AND TO ACCEPT A MOOSE PLATE PROGRAM GRANT AWARD.

Somersworth, NH
October 16, 2017

WHEREAS, the City of Somersworth has received notification of the establishment of a Moose Plate Grant Program to support historical preservation efforts throughout the State of New Hampshire, and

WHEREAS, the New Hampshire Division of Historical Resources has awarded the City a grant of \$10,000. (Ten Thousand Dollars), towards this project, such amount being 100% of the project's costs, and

WHEREAS, the City will be responsible for managing and implementing the overall project including overseeing project costs, and

WHEREAS, the grant funds will be for the restoration and repair of the Forest Glade Cemetery Main Entrance Gates, Fencing, and Monument Pillars,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents and agreements necessary for the grant's acceptance and execution, and take any and all other such actions relative to this grant project's completion determined to be in the best interest of the City.

Sponsored by Councilors:

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

Approved:

City Attorney

ORDINANCE NO. 15 -17 FY2017-2018 BUDGET

SOMERSWORTH, NH

April 3, 2017

The City of Somersworth Ordains that Budgets for the City of Somersworth for the 2017-2018 Fiscal Year shall be:

DEPARTMENT

ADOPTED BUDGET

GENERAL FUND

Elected Leadership	\$128,511
City Management	477,721
Finance and Administration	1,181,314
Development Services	1,002,395
Police	3,811,782
Fire	2,179,394
Public Works	3,258,980
Other Expenses	1,274,237
Capital Outlay	203,915
Intergovt Assessments - County	2,380,054
School Department	26,241,172

TOTAL GENERAL FUND

42,139,475

ENTERPRISE FUNDS

Wastewater Department	2,159,074
Water Department	2,073,009
Solid Waste	400,200

TOTAL ENTERPRISE FUNDS

4,632,283

SPECIAL REVENUE FUND

Cable Fund	60,107
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TOTAL FY 2017-2018 APPROPRIATION

\$46,831,865

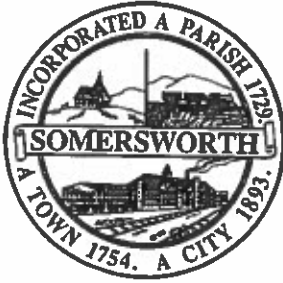
This ordinance shall take effect upon its passage.

Sponsored by
Mayor Dana Hilliard
by request

Approved:

City Attorney

As Adopted April 17, 2017



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: November 3, 2017

Re: **Ordinance 15-17 FY2017-2018 Budget**

Attached for your review please find Ordinance 15-17, FY2017-2018 Budget, as adopted by the City Council at their April 17, 2017 meeting. Included on the spreadsheet is the budget reduction as recommended by the Joint Commission of the City Council and School Board in an effort to address the School Department's revenue shortfall.

The following is intended to provide information on how the Joint Commission arrived at this recommendation:

- The Total Revenue Shortfall = \$637,000
- The School Board addressed \$121,000 of this by releasing \$104,000 via the Special Education non-capital reserve fund and increasing revenue estimated for tuition by \$17,000.
- The recommendation to address the balance of the shortfall is to reduce the School Department's budget by \$516,000.
- The reduction of the School budget will require City Council action.

Also attached is a tax rate estimate and an updated estimate on compliance with the tax cap calculated based on the proposed change of the Joint Commission. The estimated tax rate is \$33.09, which is a \$.97 (ninety seven cent) increase over the prior year. The recommendation, if approved, would keep the budget in compliance with the tax cap over-ride vote when the budget was adopted.

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

ORDINANCE NO. 15 -17 FY2017-2018 BUDGET

SOMERSWORTH, NH

April 3, 2017

The City of Somersworth Ordains that Budgets for the City of Somersworth for the
2017-2018 Fiscal Year shall be:

<u>DEPARTMENT</u>	<u>ADOPTED BUDGET</u>	<u>Recommended Amendment</u> <u>Joint Commission CC/SB</u>	<u>Amended Budget</u>
<u>GENERAL FUND</u>			
Elected Leadership	\$128,511		128,511
City Management	477,721		477,721
Finance and Administration	1,181,314		1,181,314
Development Services	1,002,395		1,002,395
Police	3,811,782		3,811,782
Fire	2,179,394		2,179,394
Public Works	3,258,980		3,258,980
Other Expenses	1,274,237		1,274,237
Capital Outlay	203,915		203,915
Intergovt Assessments - County	2,380,054		2,380,054
School Department	26,241,172	(516,000)	25,725,172
TOTAL GENERAL FUND	42,139,475	(516,000)	41,623,475
<u>ENTERPRISE FUNDS</u>			
Wastewater Department	2,159,074		2,159,074
Water Department	2,073,009		2,073,009
Solid Waste	400,200		400,200
TOTAL ENTERPRISE FUNDS	4,632,283		4,632,283
<u>SPECIAL REVENUE FUND</u>			
Cable Fund	60,107		60,107
TOTAL FY 2017-2018 APPROPRIATION	\$46,831,865	(\$516,000)	\$46,315,865

2017/18 Tax Rate Estimate



CITY PORTION		Estimated FY17-18 Tax Rate	FY16-17 Tax Rate	Change
Gross Appropriations	18,210,639			
Less: Revenues	9,735,258			
Less: Shared Revenues	-			
Add: Overlay	49,179			
Add: War Service Credits	248,900			
Net Town Appropriation	8,773,460	10.34	9.72	0.62
SCHOOL PORTION				
Net Local School Budget	24,331,138			
Less: Equitable Education Grant	7,429,198			
Less: State Education Taxes	1,882,114			
Net School Tax Total	15,019,826	17.69	17.26	0.43
STATE EDUCATION TAXES				
Equalized Valuation (no utilities)				
Net State Education Total	1,882,114	2.26	2.37	(0.11)
COUNTY PORTION				
Due to County	2,382,236			
Less: Shared Revenue	-			
Net County Total	2,382,236	2.81	2.77	0.04
Total Tax Rate		33.10	32.12	0.98
Total Property Taxes Assessed	28,057,636			
Less: War Service Credits	(248,900)			
Total Property Tax Commitment	27,808,736			
Net Assessed Valuation (Estimate)				
State Education Taxes (No utilities)	833,103,025	2.26	1,882,114.00	
All Other Taxes	848,890,625	30.83	26,175,522.00	
			28,057,636.00	

Analysis of Tax Cap - Estimate for FY2018 Budget Year
City of Somersworth, NH

	City Portion	School Portion	State Portion	County Portion	Total
A. Prior Fiscal Year Net Amount Raised By Taxes (FY2017 Actual Levy)	8,162,348	14,492,145	1,950,396	2,322,885	26,927,774
B. Multiplied by the National CPI-U (CPI Urban all cities index)	1.26%	1.26%	1.26%	1.26%	1.26%
C. Subtotal (A x B)	102,846	182,601	24,575	29,268	339,290
D. Prior April 1 to March 31 Net Construction Value	9,789,000	9,789,000	9,789,000	9,789,000	9,789,000
E. Multiplied by Prior Fiscal Year Tax Rate/1,000 of Value (Actual)	9.72	17.26	2.37	2.77	32.12
F. Subtotal (D x E)	95,149	168,958	23,200	27,116	314,423
G. Estimated Increase Allowed for FY2018 Tax Levy (C + F)	197,995	351,559	47,775	56,384	653,713
H. FY2018 Amount allowed to be Raised by Taxes (Capped Tax Levy) (A + G)	8,360,343	14,843,704	1,998,171	2,379,269	27,581,487
I. FY2018 Estimated Amount Adopted to be Raised by Taxes	8,773,460	15,019,826	1,882,114	2,382,236	28,057,636
J. Variance between estimated and capped tax levy (H - I)	(413,117)	(176,122)	116,057	(2,967)	(476,149)
K. Amount required to be absorbed by City and School	(2,967)	116,057	(116,057)	2,967	0
L. Amount of Budget Adjustment Required for FY2016 (J +K)	(416,084)	(60,065)	0	0	(\$476,149)

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

MINUTES OF THE JOINT COMMISSION:
CITY COUNCIL & SCHOOL BOARD
Executive Conference Room
Meeting Minutes - October 31 2017

Committee Members present: Councilor Martin Dumont, Chairman
 Councilor Denis Messier
 School Board Member Joanne Pepin
 School Board Member Donald Austin

Others present: Mayor Dana Hilliard
 Councilor David Witham
 City Manager Bob Belmore
 Finance Director Scott Smith
 SAU 56 Business Administrator Marie D'Agostino

Councilor Dumont called the meeting to order at 4:30 pm.

MINUTES OF THE PREVIOUS MEETING: Messier Motioned to approve the minutes of the October 11th seconded by Austin, motion passed unanimously.

BUDGET – School Department Revenue Shortfall: Dumont led a discussion on recapping the last several joint meetings pertaining to the \$637,000 revenue shortfall anticipated by the school department, and the action taken to develop a plan to address this shortfall which included reducing the school budget appropriations by some \$376,000 & tapping the reserve fund for special education by \$104,000 and determining some additional tuition that should be added to the revenue estimates. This left some \$140,000 to make up the difference.

Dumont asked the city manager and finance director for any recommendations. Belmore suggested the \$140,000 come from available fund balance and he would place a budget freeze on expenditures on the city side to attempt to replenish the fund by year's end.

Mayor Hilliard suggested it would be hard pressed to ask city departments to freeze their needs as it was a school department issue. Hilliard suggested consideration be given to reduce the school budget for the additional amount, Austin concurred with this approach. Belmore noted that there was indication that the school may be back to the City Council for additional funding because of anticipated spending that may be needed to address special education needs being furcated, therefore it might be better to wait until later in the year and address the entire school budget needs with one Council action drawing from the fund balance in lieu of tapping it twice.

After further discussion, motion by Austin, second by Messier to recommend acceptance of this approach to further reduce the School department appropriation. It was emphasized that the recommendation included supporting a draw from the City's fund balance later as necessary with a deadline in getting back to the Council no later than April 30, 2018. Motion carried by a 4-0 vote.

There was a discussion regarding the need for an independent consultant to review the school department budget process. In addition, the Mayor suggested there be consideration given to the Council's Finance Committee meeting on a regular basis with the School Board's Budget/Revenue Committee.

After discussion, Chairman Dumont cancelled the scheduled November 8th meeting.

ADJOURNMENT: Pepin motioned to adjourn, seconded by Messier, motion passed unanimously and the meeting adjourned at 5:10pm.

Respectfully submitted,

Robert M. Belmore, City Manager

RESOLUTION NO. 17-18 TO AUTHORIZE THE CITY MANAGER TO SELL CITY
TAX DEEDED PROPERTY LOCATED AT 20 GREEN STREET.

Somersworth, NH
November 6, 2017

WHEREAS, the City of Somersworth has acquired the following parcel of property through tax deed,

- 20 Green Street, Map 10 Lot 176

And,

WHEREAS, after a review of the aforementioned, there has been no determined municipal need for the property and it may be considered surplus,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to sell this surplus City property by any means determined to be in the best interest of the City.

Sponsored by Councilor:

David A. Witham

Approved:

City Attorney

10 176 0
Map Block Lot

1 of 1 INDUSTRIAL
CARD

TOTAL ASSESSED: 184,100
1921

City of Somersworth - NH

PROPERTY LOCATION

No	All No	Direction/Street/City
20		GREEN ST. SOMERSWORTH

OWNERSHIP

Owner 1:	CITY OF SOMERSWORTH
Owner 2:	
Street 1:	GOVERNMENT WAY
Street 2:	

Twp/City:	SOMERSWORTH
SU/Prov:	NH
Postlat:	03878
Own Occ:	Y
Type:	

PREVIOUS OWNER

Owner 1:	HISPANO-SUIZO LLC -
Owner 2:	
Street 1:	20 GREEN ST
Twp/City:	SOMERSWORTH
SU/Prov:	NH
Postlat:	03878

NARRATIVE DESCRIPTION

This Parcel contains .505 ACRES of land mainly classified as
MUNICIPAL with a(n) GARAGE Building Built about 1870, Having
Primarily CLAPBOARD Exterior and MEMBRANE Roof Cover,
with 1 Units, 0 Baths, 1 Hall/Baths, 0 3/4 Baths, 0 Rooms, and
0 Bdrms.

OTHER ASSESSMENTS

Code	Description	No	Amount	Com. Int
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PROPERTY FACTORS

Item	Code	Descp	%	Item	Code	Descp
Z	BH		100	U	I	TYPICL
0						
n						
Census:						
Flood Haz:						
D	2		100	Topo		
S				Street		
t				Traffic		

LAND SECTION (First 7 lines only)

Use	Description	Fact	No of Units	Depth / Price/Units
903	MUNICIPAL		22016	SQUARE PER SITE

IN PROCESS APPRAISAL SUMMARY

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value	Legal Description	User Acct
903	95,200	7,300	0.505	81,600	184,100		
Total Card	95,200	7,300	0.505	81,600	184,100	Entered Lot Size	
Total Parcel	95,200	7,300	0.505	81,600	184,100	Total Land:	
Source:	Market Adj Cost	Total Value per SQ unit /Card	161.20	161.20	161.20	Land Unit Type:	

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2016	332	FV	123,300	7300	.505	81,600	212,200	212,200	212,200 Year End Roll	10/25/2016
2015	332	FV	123,300	6700	.505	81,600	211,600	211,600	211,600 year end	10/26/2015
2014	332	FV	127,800	6700	.505	81,600	216,100	216,100	216,100 YEAR END ROLL	11/4/2014
2013	332	FV	91,000	6200	.505	74,200	171,400	171,400	171,400 Year End Roll	11/8/2013
2012	332	FV	88,000	5500	.505	74,200	167,700	167,700		11/2/2012
2011	332	FV	88,000	5500	.505	74,200	167,700	167,700	167,700 year end roll	1/27/2012
2010	332	FV	88,000	5500	.505	74,200	167,700	167,700	167,700 Year End Roll	1/7/2011
2009	332	FV	88,000	5500	.505	74,200	167,700	167,700		2/9/2010

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
HISPANO-SUIZO	4459-0277		2/27/2017	GOVT AGENCY	0	No				
BRUNELLE RANDY	3306-010		12/12/2005	FORCLOSURE	105,000	No				Forclosure to Hispano-Suiza by Mass
MASSE MARTIN +	2210-167		6/30/2000		83,300	No				
	1047-546		3/31/1980		507	No				

BUILDING PERMITS

Date	Number	Descp	Amount	CIO	Last Visit	Fed Code	F. Descp	Comment
1/13/2016	E-2016-006	ELECTRIC	925 C					EXIT/EMERG LIGHTS
3/27/2001	1795	MANUAL			3/3/2004			OUTLETS/ELE/BATH

ACTIVITY INFORMATION

Date	Result	By	Name
3/31/2017	FIELD REVIEW	748	B HATHORN
2/25/2016	PERMIT VISIT	743	RON DOYON
7/17/2015	MEASURED	748	B HATHORN
8/13/2014	FIELD REVIEW	743	RON DOYON
8/15/2012	MEASURED	742	TIM COURNOYE
10/23/2009	FIELDREV CHG	738	WIL CORCORAN
4/7/2006	INSPECTED	742	TIM COURNOYE
3/28/2005	MEASURED	741	MATT SMITH
3/3/2004	MEAS-INSPCTD	741	MATT SMITH

LAND SECTION (First 7 lines only)

Use	Description	Fact	No of Units	Depth / Price/Units	LT	Base Value	Unit Price	Adj	Neigh	Neigh	Neigh	Mod	Inf 1	%	Inf 2	%	Inf 3	%	Appraised Value	Class	%	Spec	Land	J Code	Fact	Use Value	Notes
903	MUNICIPAL		22016	SQUARE PER SITE		0	2.75	1.348 CF					TOPO	-20					81,613							81,600	

Total AC/HJA:	0.50542	Total SF/SM:	22016.10	Parcel LUC:	903	MUNICIPAL	Prime NB Desc:	CH FR
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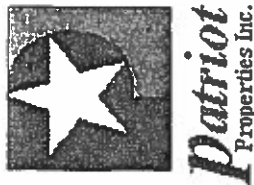
Disclaimer: This Information is believed to be correct but is subject to change and is not warranted.

Database: AssessPro

Total:	81,613	Spl Credit:	Total:	81,600
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dubois

2017



USER DEFINED

Prior Id # 1:	1511
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
Land Reason:	
Blk Reason:	

EXTERIOR INFORMATION

Type:	30 - GARAGE			Full Bath		Rating:
Sty Ht:	2 - 2			A Bath:		Rating:
(Liv) Units:	1		Total: 1	3/4 Bath:		Rating:
Foundation:	3 - BRICK/STN			A 308bth:		Rating:
Frame:	1 - WOOD			1/2 Bath:	1	Rating:
Prime Wall:	2 - CLAPBOARD			A HBth:		Rating:
Sec Wall:			%	Oil/Hfrc:	1	Rating:
Roof Struct:	1 - GABLE			OTHER FEATURES		
Roof Cover:	11 - MEMBRANE			Kils:	1	Rating:
Color:	GREEN			A Kils:		Rating:
View / Desir:				Fppl:		Rating:
GENERAL INFORMATION				WSFlue:		Rating:

BATH FEATURES

FFL HEAT COAL HEAT,12- FSBO- NEEDS TLC,
ROOF AV., SIDING AV, SOME REPL WINDOWS,
EXT AVG., 7H5- VAC 04/2017-USED AS A
WORKSHOP-CODE AS REG GARAGE.,

COMMENTS

FFL HEAT COAL HEAT,12- FSBO- NEEDS TLC,
ROOF AV, SIDING AV, SOME REPL WINDOWS,
EXT AVG., 7/15- VAC 04/2017-USED AS A
WORKSHOP-CODE AS REG GARAGE.,

RESIDENTIAL GRID

1st Res	Grid	Desc:	#Units
Level	FY	LR DR D K FR RR BR FB HB L O	
Other			
Upper			
Lvl 2			
Lvl 1			
Lower			
Totals			

OTHER FEATURES

Kills:	1	Rating:	NONE
A Kills:		Rating:	
FrpI:		Rating:	
WSFlue:		Rating:	

CONDO INFORMATION

Location:	
Total Units:	
Floor:	
% Own:	
Name:	

INTERIOR INFORMATION

	Avg HUEL	STD	Phys Cond:	FA - Fair-Avg	27:
Prim Int Wall	5	- MINIMUM	Functional:		%
Sec Int Wall:		%	Economic:		%
Partition:	1	- TYPICAL	Spectat		%
Prim Floors:	1	- PLYWOOD	Overide:		%
Sec Floors:		%	Total:	27.3	%

DEPRECIATION

Phys Cond:	FA - Fair-Avg	27.3%
Functional:		
Economic:		
Special		
Override:		
	Total:	27.3%

CALC SUMMARY

Basic \$ / SQ: 30.00	Size Adj.: 1.39999998	Const Adj.: 0.90781814	Adj \$ / SQ: 38.128	Other Features: 2365	Grade Factor: 1.00	Neighborhood Int: 1.00000000	LUC Factor: 1.00	Adj Total: 131013	Depreciated: 35767	Depreciated Total: 95247
<div>WIAVA</div> <div>Spec</div> <div>Rate</div>										

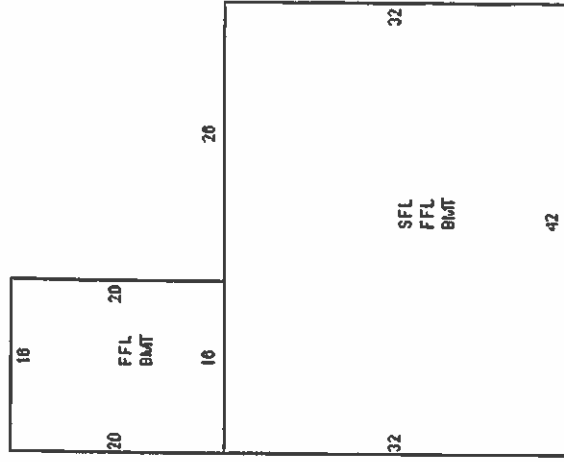
COMPARABLE SALES

Rate	Parcel ID	Typ	Date	Sale Price
WIAVS/ISQ:		AvRate:	Ind.Val	168200.0000
Juris. Factor:		Val/Su Fin:	31.65	
Special Features:	0	Val/Su Net:		
Final Total:	95200	Val/Su Szad:	31.65	

PRODUCT FEATURES AND ITEMS

Spec Code	Description	A YS Qty	Size/Dim	Qual	Con Year	Unit Price	DYS Dep	LUC	Fact NB Fa	Appt Value	JCod JFac	Juris. Value
GARAGE	D Y	142X18		A	FR 1930	17.53/T	501	903		6,600		6,600
PAVING	D Y	1900		A	FR 1990	2.30/T	638	903		700		700
										6,600		6,600
										700		700
											Total:	7,300

SKETCH



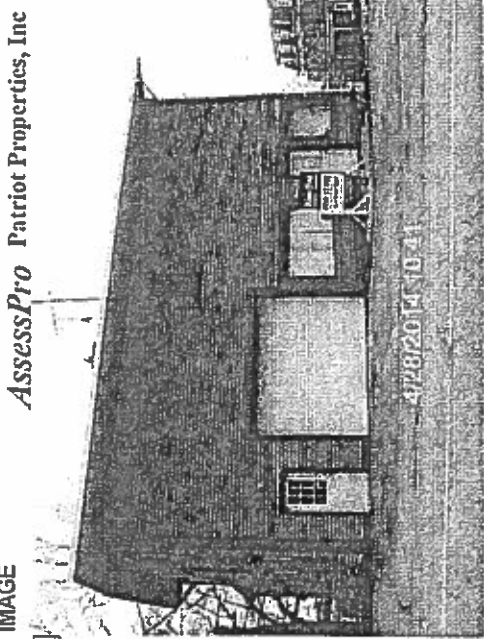
SUB AREA

Code	Description	Area - SQ	Rate - AV	Sub Area	% Usbl	Descrp	Type	% Cu	# Test
BMT	BASEMENT	1,664	8,300			13,958			
FFL	1ST FLOOR	1,664	38,130			63,446			
SFL	2ND FLOOR	1,344	38,130			51,245			

SUB AREA DETAIL

Code	Description	Area - SQ	Rate - AV	Underp Value
BMT	BASEMENT	1,664	8,390	13,956
FFL	1ST FLOOR	1,664	38,130	63,446
SFL	2ND FLOOR	1,344	38,130	51,245
Total:				128,649
Size Ad	3008	Gross Area	4672	Fin Area
Net Skelcted Area: 4,672				3008

Model



City of Somersworth, NH 03878
One Government Way
603.692.9555

TAX COLLECTOR'S DEED

Know All Men By These Presents,

That I, Margaret J. Wagner, collector of taxes for the City of Somersworth, in the County of Strafford and the State of New Hampshire, for the year 2016, by the authority in me vested by the laws of the state, and in consideration of value received to me paid by the City of Somersworth, located at One Government Way, do hereby sell and convey to the said City of Somersworth successors / heirs and assigns a certain tract or parcel of land situated in the City of Somersworth, NH, aforesaid, to have and to hold with the appurtenances forever, taxed by the Assessing Officials in 2013 to:

HISPANO-SUIZO, LLC

Property located at and described in the Warrant Book as:

20 GREEN ST Map-Lot 10-176

This deed is the result of the tax lien execution held at the Tax Collector's Office, in the City of Somersworth, New Hampshire on the 14th day of April, 2014 and I hereby covenant with the said City of Somersworth, that in making this conveyance, I have in all things complied with the law, and that I have good right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner foresaid.

In Witness whereof, I have hereunto set my signature and seal, this 9 day of December in the year of our Lord 2016.


Margaret J. Wagner, Tax Collector

State of New Hampshire, Strafford, ss.

Dec. 9, 2016

Personally appearing Margaret J. Wagner above named, and acknowledged the foregoing instrument to be her voluntary act and deed.

Before me: 
Notary Public / Justice of the Peace



ELISE BLAGDON BRELI
Notary Public
State of New Hampshire
My Commission Expires
July 24, 2018

SOMERSWORTH, NEW HAMPSHIRE

City of Somersworth
One Government Way
Somersworth, NH 03878



City Hall
603.692.4262
www.somersworth.com

NOTICE OF MEETING

The City of Somersworth will hold a meeting on Wednesday, November 8th, 2017 at 5:00 p.m. in the City Council Chambers at City Hall, One Government Way. There is a **public meeting** scheduled for the following:

CITY OF SOMERSWORTH'S INTENT TO APPLY FOR A FEDERAL BROWNFIELDS GRANT FOR THE PROPERTY LOCATED AT 1 WINTER STREET.

The City of Somersworth will conduct a public meeting to give citizens the opportunity to comment and have input on the draft grant proposal. The draft proposal will be available at the hearing and will include a description of the site contamination and cleanup proposal. It will also include costs and implementation plans. The grant documents are required to be submitted on or before November 16, 2017.

The draft grant proposal will be available for public review as of November 2, 2017 at the Somersworth Planning Office at One Government Way, Somersworth, NH and will be available on the City of Somersworth website www.somersworth.com.

Citizens are invited to attend the PUBLIC MEETING and to ask questions or otherwise speak on the proposal.

The public is invited to attend. Public who are hearing impaired or require other special arrangements, please contact the Planning Office at City Hall (603-692-9519) one-week prior to the meeting for assistance. TDD Access: call Relay NH at 711.

Dear Members of the Somersworth City Council:

Re: Traffic Safety Meeting October 18th, 2017

The Traffic Safety Committee received a request to place two Streetlights on Francoeur Drive. This request came from a single resident. We applied the standards of recommendation for these requests as set forth in Chapter 15 "Poles and Wires", of our City Ordinances. It was our determination that the request did not qualify under these standards.

A review of documented accidents in that area determined accidents were extremely minimal. One reported accident in seventeen years. Additionally the criminal activity in that area is negligible. Furthermore we considered the following aspects of gains associated with this request to add streetlights to Francoeur Drive.

- Effect on road safety
- Overall Cost
- Lighting onto nearby homes
- Energy consumption.

It was the consciences of The Traffic Safety Committee that the information available did not justify the request adequately. It was our determination not to forward this to Council.

I placed a telephone call to the resident and provided a message of our determination.

Respectfully

Captain Russell Timmons
Traffic Safety Committee Chairman

Bob Belmore

From: chris horton <chortongo@gmail.com>
Sent: Thursday, November 02, 2017 12:31 PM
To: Bob Belmore
Subject: Street Lights
Attachments: Street Lights.docx

Bob,
Thanks for taking the time to meet with me yesterday, I enjoyed the conversation. I will take you up on the motion to include it on the City Council agenda in accordance with 15.4.D and will accept what ever decision comes out of it. After reviewing 15.4.C considerations are mainly focused on cost and safety, that being said I think it would greatly improve the safety for both motorists and pedestrians since there are no sidewalks or painted lines. If its any help I would even be happy with one additional light at that sharp curve 44A-4 being the preferred one. Attached is a copy of the original request if you need it.
Thanks again,
C. Horton

STREET LIGHT
Request -
FRANCOEUR DRIVE

TO: BOB BELMORE - CITY MANAGER
FROM: HORTON, CHRISTOPHER M
SUBJECT: STREET LIGHT REQUEST
DATE: SEPTEMBER 15, 2017

FRANCOEUR DRIVE

In Accordance with Chapter 15, Section 15.4, I hereby make written request for the installation of two street lights on PSNH pole #'s 44A-4 and 44A-5, located on the Northern most end of Francoeur Drive.

The location identified is located on a sharp curve in a residential neighborhood where many families are located. This end of the neighborhood is poorly lit and due to the nature and layout of the street, poses a visual impairment for motorists and may pose a safety concern to pedestrians transiting this portion of the neighborhood.

Francoeur Drive is laid out in such a way that it makes for a great place to walk, ride and exercise. Often these activities carry over into the dusk dawn hours of the day. With the installation of additional public roadway lighting, we are reducing the risk of a near miss or accident occurring. Estimates place the closest street lights to this section of roadway at approximately 500 feet. With the installation of new LED fixtures within the city, the additional electricity usage would be minimal as compared to the less efficient / out dated units removed.

Additionally, in the area noted, edges of pavement are poorly lit during the nighttime hours. There have been incidents when vehicles approaching this stretch of road tend to break aggressively as they are unfamiliar with the layout and proceed cautiously after recognizing there is a sharp curve. I believe this will aid Public Works employees when providing snow removal operations. Note: A fire hydrant is located just across the street from the proposed "44A-5" location.

Page 2 illustrates this section of roadway and identifies the two suggested locations of street light installations.

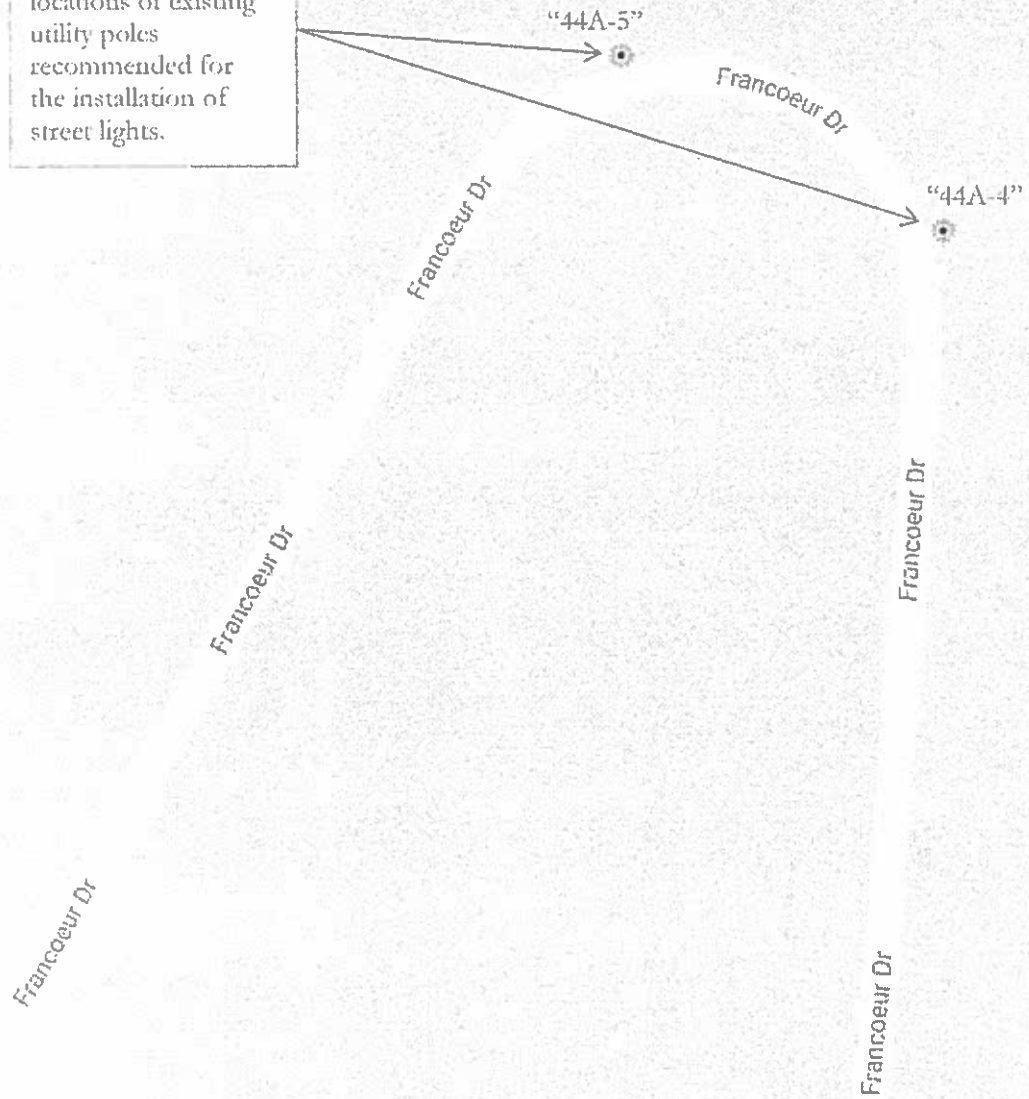
Thank you for your consideration in this matter.

Best Regards,

Christopher Horton

603-781-3700

Approximate
locations of existing
utility poles
recommended for
the installation of
street lights.



CHAPTER 15

POLES & WIRES

Section 15.1

No person or corporation shall be permitted to erect in any street or public highway in the City of Somersworth any telegraph, telephone, electric light or electric power poles and structures, except if they first obtain from the City Council a license to do so.

Section 15.2

Licenses for the purpose mentioned in the first section hereof shall only be granted upon the conditions that upon streets within the compact parts of the city none but straight poles shall be erected, and only at such points as shall be specified by the City Council, or by some person duly authorized by the City Council to fix such points; that such poles shall be kept neatly painted and in an erect position; that space shall be reserved at the top of all such poles for telephone, fire alarm and police signal wires used for municipal purposes; that such poles and structures shall be erected under the supervision of the Street Commissioner of the City or some person designated by the City Council.

Section 15.3

If any person or corporation to whom a license shall be granted under the provisions of this chapter shall fail to comply with the conditions of the license granted them, they shall be subject to a fine of not less than five nor more than twenty dollars for such violation, and to a penalty of twenty dollars for each and every thirty days any pole or structure shall be maintained in violation of said license, and also such license may be revoked by the City Council.

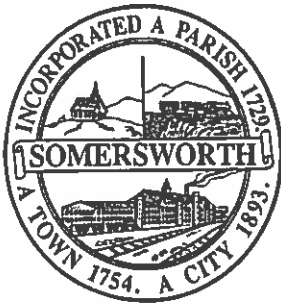
Section 15.4. Street Lighting Request Policy.

- A. Purpose of Policy. In the City of Somersworth surroundings can vary dramatically. This policy is intended to provide a uniform procedure to be used by the City Staff, Traffic Safety Committee and City Council for review and approval or denial of streetlight requests, based on Purpose of Streetlights and Considerations.
- B. Purpose of Streetlights. Streetlights are intended to: (1) light roadway features such as edge of pavement, intersections, sharp curves, dead-ends; (2) light obstructions such as median strips and bridge piers; and (3) provide pedestrian safety. Streetlights are provided primarily for street traffic safety. Streetlights do provide an indirect benefit to security, however, should not be installed solely for security purposes unless a traffic safety benefit can be justified.
- C. Considerations. The City Staff, Traffic Safety Committee and City Council will consider roadway safety, all associated costs, excess lighting onto nearby homes, energy

consumption and if the requested streetlight is illuminating a public road when making recommendations and decisions about new streetlight installations.

- D. Procedure. Residents, City Staff or City Councilors may make written requests for streetlights. All requests will be reviewed by the City Manager and forwarded to the Traffic Safety Committee for evaluation. The Traffic Safety Committee's recommendation will be forwarded to the City Council for action. If the request is denied by the City Council, the City Manager will inform the resident making the request. If the request is approved, the City Manager will inform the resident making the request and place the order with the appropriate electric company.

(Section 15.4 passed 04/17/2006.)



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: November 2, 2017

Re: **Monthly Report**

Finance Department:

- Participated in preparation of CIP document.
- Barbara Ross, Assistant Finance Director started employment in October.
- Bids:
 - TAP Grant Engineering – Due November 16

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings and standing committee meetings during the month.
- Conducted a Supervisors of the Checklist Meeting.

Tax Collector

- Motor vehicle registrations were a total of \$154,388 during the month.
- Collected \$5,085 for Municipal Transportation Fund during month.

Human Services:

- Total assistance for the month was \$10,106. That compares to \$8,837 for the month of September 2017 and \$10,535 for October 2016.
- 9 new cases were opened compared to 7 in 2016.
- 20 cases were approved for varying levels of assistance, with 2 cases still pending. 35 cases were referred to other agencies for support.

Library

- The Library provided 10 programs and 3 weekly story time programs this month.

Information Technology

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



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: November 2, 2017

SUBJECT: Public Works Department Monthly Report for October/November, 2017

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Initiated road repair and paving work with Pike Industries on 5 City Streets and selected spot repairs. Paving work occurs in late October to mid-November.
- Responded to the October 29-30 wind and rain storm affecting much of the New England region. Initiated clean-up of road and property debris cleaning catch basins to ensure they drain, responding to State and FEMA damage reports estimates. Power outages temporarily affected our Water Treatment Plant and one sewer Pump Station off of Hawthorne Circle.
- Received a proposal from Seacoast Helicopter of Pease in response to the RFP solicitation for FBO Services at Skyhaven Airport. The Skyhaven Airport Advisory Committee will be reviewing the proposal at their November 6 meeting before making a recommendation to the Pease Board.
- Conducted interviews with finalist firms on the Complete Streets Project Proposal. Finalist firms include CMA Engineers and Wright Pierce Inc., to design and engineer 3 City streets including Main Street from John Parsons Road to Indigo Hill Road, Constitution Way, and Cemetery Road from Maple Street to W. High Street.
- Participated in Finance Committee and PW and Environment Committee meetings.
- Participated in two policy meetings in Concord with the SB 121 Commission dealing with an evaluation of delegated authority application for NH DES from EPA. Provided background information to the Commission over why delegated authority would be advantageous for City and Towns in New Hampshire.
- Attended and supported monthly Cemetery Trustees Meeting; obtained approval from the State Division of Historic Resources for \$10,000 in Moose Plate Conservation funds for restoring the historic main entrance gates at Forest Glade Cemetery.
- Participated in the Salmon Falls River Exercise Design team meeting with representatives from the Town of Berwick, State of Maine DEP, NH DES, Granite State Water and Maine Rural Water Association. A table top exercise is in late May, 2018, and live on the Salmon Falls Road in June.
- Provided recommended FY19-24 Capital Improvement Program project recommendations to the City Manager and Finance Director.
- Solicited proposals for winter sand, supplemental winter operations equipment contractors, and catch basin cleaning. In the process of awarding bid contractors to each of the lowest responsive vendors.
- Prepared Flood Mitigation Grant applications to FEMA for the design of future road and elevation improvements to the Salmon Falls Road, and an emergency backup generator for the DPW facility.

- Met with Affinity LED Light officials on schedule for finalizing the Somersworth conversion work. Approximately 97% of the City's former street lights have been converted to new LED technology.
- Participated in a NHMA Workshop on Land Use and Road Law.

HIGHWAY DIVISION

Operations/Maintenance:

- Made repairs to sidewalk pavement at 83 Washington St. and 185 High St.
- Performed road side brush cutting and chipping.
- Repaired potholes around the city.
- Continued inspecting, performed maintenance and repairs to plow equipment in preparation for the winter.
- Cut and removed down tree Whitehouse Rd, coordinated tree trimming at Green St. and High at Memorial St. property.
- Responded to Wind Storm 29 Oct 2017
 - Floods in low lying areas, we responded and cleared basins of debris
 - Trees down on Indigo Hill Rd and Hanson St, cut up and removed the large portions and chipped the remaining brush
- Assisted with Pumpkin Festival on 14 Oct 2017 setup and break down by delivering and removing various items
- Performed seasonal brush and yard waste collection.
- Made repairs to the Public Works building on West High St.

Recreation:

- Repaired the damage to the foot bridge at Willand Pond Park.
- Removed the equipment box at Millennium field.
- Replaced loam and seeded over a section of conduit by the pavilion.
- Removed a large pine tree that fell at Millennium Park during the October 29-30 storm.
- Removed picnic table in preparation for winter.
- Litter pick up and trash removal in all parks.

Cemetery:

- Had 1 full casket burial during this reporting period
- Re-graded the dirt section of roads.

Sewer Collections Maintenance:

- Received 32 Dig safe requests.

WASTEWATER DIVISION

Operations/Maintenance:

- Now operating under the (A2O) process which is used for winter permit limits. This process is used to specifically treat Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS). The winter season runs from October 1st thru April 30th.
- Submitted order request for 2018 chemical cooperative purchase program. This program is put on by Southern Maine Regional Water Council. The chemicals we requested Include Sodium hypochlorite, Sodium bisulfite and Sodium aluminate. Bid results (cost) are expected back early December.
- Experienced a high flow event on 10/30/17 which required us to implement the high flow plan. The duration was approximately 12-hrs long and no permit exceedances resulted from this event.

- Treated a total of 37,000 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES. Reports are due to the agencies by the 15th of each month.
- Reported no permit exceedances for the month of October.
- Treated a total of 33-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- NH-DES conducted a Pretreatment Compliance Inspection (PCI) on 10/25-26. Inspection included a review of our past and present records as well as inspection and corrective action procedures. No major issues were noted.
- Completed an annual inspection of General Linen. No issues or concerns were noted.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Work has begun which includes new pavement and loam & seed. Roof replacement is ongoing and expected to be completed 11/3/17. Underwood Engineers continue to review incoming shop drawings. Gorman Rupp pumps have been ordered with a delivery date of 1/15/18.

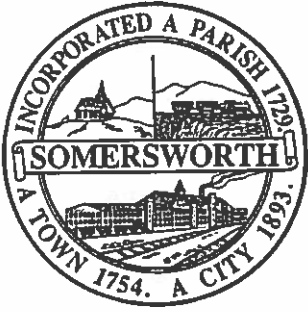
WATER DIVISION

Items completed this month:

- Bacteria's and TOC's water quality tests completed
- Pumped 42,597,250 gallons of raw water
- Filtered and pumped to the city 39,080,375 of finished water
- Hach installed new Biotector TOC
- Repaired leak on treatment and chemical rooms roof
- Met with City Manager to update CIP
- Completed lagoon maintenance #1 and #2
- Investigated new LED lighting for exterior lights
- Completed chemical bids sheets for SMRWC
- Attended Salmon Falls River spill exercise planning meeting
- Started boiler for winter heat season

WATER DISTRIBUTION

- Water Distribution personnel responded to multiple service calls and provided contractor support at multiple construction sites.
- Three new services were added to the system in September, two domestic services at Sunningdale housing development and one fire service at Somersworth Plaza.
- Water was shut off to all City parks and Cemeteries and fixtures were winterized as needed.
- There was one emergency water repair on First Street on October 3, 2017. Two single family homes and one multi family home was without service for several hours.
- There were two non-emergency service repairs. One at 125 Indigo Hill Road and one at 37 Franklin Street.



DEPARTMENT OF DEVELOPMENT SERVICES

Date: November 3, 2017
From: Shanna B. Saunders
Director of Planning & Community Development

Re: October 2017 Monthly Report

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

- Zoning Board – October 4
- Conservation Commission – October 11
- Planning Board – October 18
- SRTC – October 4 & 11
- Historic District Commission meeting – October 25 (Did not attend)

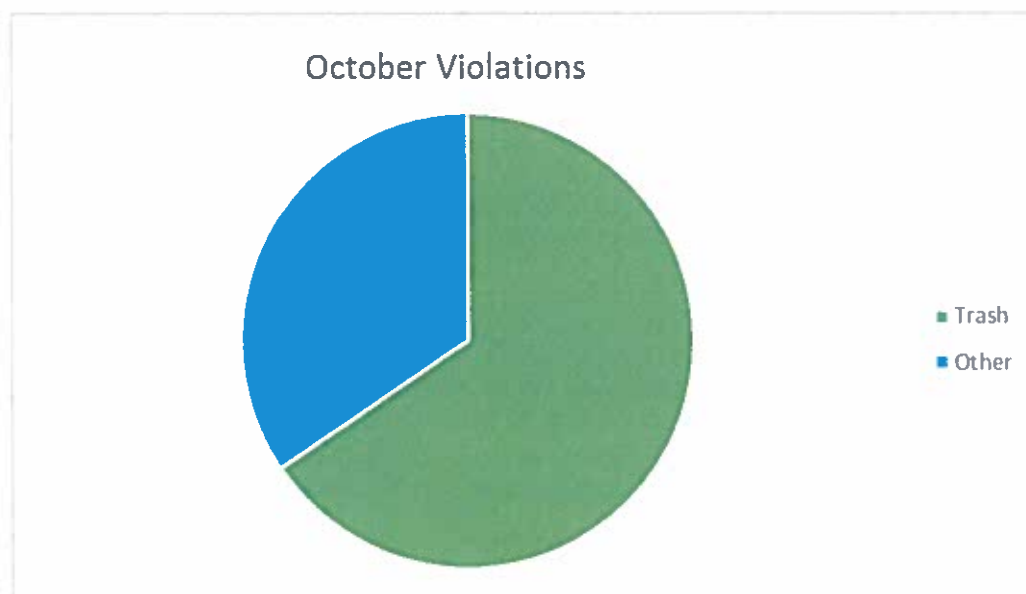
Office of Assessing- October:

- Sales Verification inspections have taken place in the month of October.
- Cycled inspections are continuing. There are approximately 1100 properties to visit this fall. An article was put in the Foster's to make the public aware of which properties the Assessing Department are visiting.
- The Assessing Department completed by appointment inspections of taxpayer properties.

Property Maintenance and Code Enforcement Activity Report for October 2017

Incident Location		Origin of complaint	Nature of Concern	Date of Complaint	Responsible person notified*	Compliance
33-35	Lincoln	DDS	Protective treatment	4/28/17	CITATION	PENDING
55	Green	DDS	Protective treatment	8/1/17	CITATION	PENDING
315	High	DDS	Trash	8/29/17	CITATION	COMPLETED
15	Prospect	DDS	Protective treatment	9/8/17	NOV	PENDING
17-31	Market	45 Market St. Bakery	Trash	9/15/17	NOV	PENDING
10	Portland	DDS	Trash	9/22/17	NOV	COMPLETED
62	Green	DDS	Trash	9/29/17	NOV & CITATION	COMPLETED
67	Elm	DDS	Grass	9/29/17	NOV	COMPLIED
1A-12B	Barclay Square	DDS	other	10/3/17	CN	PENDING
125	Maple	DDS	trash	10/3/17	CN	COMPLETED
247-249	High	DDS	trash	10/3/17	CN	COMPLETED
108-110	Franklin	DDS	trash	10/3/17	CN & NOV	PENDING
359	Main	DDS	trash	10/3/17	CN	COMPLETED
355	Main	DDS	trash	10/3/17	CN	COMPLETED
10	Rowland	DDS	trash	10/3/17	CN	COMPLETED
57	Franklin	DDS	Protective treatments	10/4/17	CN & NOV	PENDING
283-285	Main	DDS	other	10/4/17	CN	PENDING
315	High	DDS	trash	10/4/17	CN	COMPLETED
7-9	Highland	DDS	trash	10/4/17	CN & NOV	COMPLETED
500	High	DDS	fence	10/4/17	CN & NOV	COMPLETED
362	Main	DDS	trash	10/10/17	CN	COMPLETED
15	Hawthorne Circle	DDS	trash	10/10/17	CN & NOV	COMPLETED
388	Main	DDS	Sign(s)	10/10/17	NOV	COMPLETED
69	Franklin	DDS	trash	10/12/17	CN & NOV	COMPLETED
58-60	Franklin	DDS	trash	10/12/17	CN & NOV	COMPLETED
7	South	DDS	trash	10/12/17	CN	COMPLETED
508	High	DDS	trash	10/12/17	CN	COMPLETED
510	High	DDS	trash	10/12/17	CN & NOV	PENDING
26	Hanson	DDS	trash	10/13/17	CN	COMPLETED
22	Cote	DDS	trash	10/13/17	CN	COMPLETED
33	Davis	DDS	trash	10/13/17	CN	COMPLETED
222	High	DDS	trash	10/13/17	CN & NOV	PENDING
6-8	School	DDS	trash	10/13/17	CN	PENDING
17-31	Market	DDS	trash	10/13/17	CN	COMPLETED
161	High	DDS	trash	10/13/17	CN	COMPLETED
30-30B	West High	DDS	trash	10/13/17	CN	COMPLETED
44	Myrtle	DDS	Dumpster	10/17/17	CN	COMPLETED
197	West High	DDS	trash	10/19/17	CN	COMPLETED

14-16	Fayette	DDS	trash	10/20/17	CN & NOV	PENDING
401	High	DDS	trash	10/20/17	CN	COMPLETED
6-8	Fremont	DDS	trash	10/20/17	CN	COMPLETED
99	Green	DDS	trash	10/26/17	CN	PENDING
127	Rocky Hill Rd	DDS	trash	10/26/17	CN	PENDING
70	South	DDS	grass	10/26/17	CN	PENDING
70	South	DDS	trash	10/26/17	CN	PENDING
9	Cemetery Rd	DDS	trash	10/27/17	CN	PENDING
191	Old Rochester Rd	DDS	trash	10/27/17	CN	PENDING
70	South	DDS	other	10/30/17	NOV	PENDING
90	Indigo Hill Rd	DDS	trash	10/31/17	CN	PENDING
204	Rt. 108	DDS	trash	10/31/17	CN	PENDING
12-14	Mt. Auburn	DDS	trash	10/31/17	CN	PENDING
11	Stackpole Rd	DDS	Trash/Recyclables Early	10/31/17	CN	PENDING
In addition to new complaints received, work continues on the Work in Progress (WIP) files from past months. Of the 37 pending complaints from September, 22 have been completed and 15 are still pending.						
*CN=Courtesy Notice; NOV=Notice of Violation						



Building and Health Departments:

Major Building Permits Applied for in October 2017 Construction Costs and Fee

None

Minor Building Permits Applied for in October 2017:

7		Horne	\$500.00	\$25.00
12		Mt. Vernon	\$6,900.00	\$65.00
105	107	Main	\$2,200.00	\$28.00
23		Works Way	\$275,000.00	\$2,210.00
210		High	\$2,000.00	\$26.00
16		Rowland	\$2,500.00	\$35.00
27		Francoeur Dr	\$4,000.00	\$42.00
132		Blackwater Rd	\$1,697.00	\$25.00
10		Summer	\$13,000.00	\$114.00
10		Main	\$3,300.00	\$36.40
3		Union	\$5,950.00	\$57.60
214		Maple	\$20.00	\$50.00
5		Bears Way	\$300.00	\$25.00
130		Lilly Pond Rd	\$3,695.25	\$42.00
0		Crystal Springs Way	\$6,800.00	\$68.00
60	64	High	\$4,000.00	\$42.00
10		Lee	\$12,373.00	\$106.00
67		Salmon Falls Rd	\$2,500.00	\$26.00

PERMIT RECEIPTS						
	2014	2015	2016	2017	DIFFERENCE this year to last	% OF CHANGE
January	\$1,820.00	\$2,157.00	\$6,148.85	\$15,262.40	\$9,113.55	148.2%
February	\$3,864.00	\$2,408.00	\$4,440.00	\$9,170.40	\$4,730.40	106.5%
March	\$2,191.64	\$5,287.28	\$27,399.40	\$23,232.82	-\$4,166.58	-15.2%
April	\$4,768.15	\$8,277.80	\$6,608.52	\$6,269.89	-\$338.63	-5.1%
May	\$26,049.95	\$7,194.16	\$12,089.70	\$11,919.72	-\$169.98	-1.4%
June	\$24,286.88	\$4,234.80	\$5,107.95	\$9,902.40	\$4,794.45	93.9%
July	\$3,646.20	\$4,914.41	\$14,315.00	\$5,352.84	-\$8,962.16	-62.6%
August	\$6,156.50	\$6,829.37	\$5,197.60	\$9,538.60	\$4,341.00	83.5%
September	\$6,224.10	\$4,438.20	\$5,247.60	\$7,310.00	\$2,062.40	39.3%
October	\$6,880.63	\$4,652.40	\$10,448.80	\$6,386.00	-\$4,062.80	-38.9%
November	\$2,377.78	\$18,322.40	\$27,353.16		N/A	
December	\$2,338.80	\$7,886.00	\$6,633.66		N/A	
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$129,723.00	\$9,113.55	
Difference of change this year to last (completed months only)						

Total Permits

ROW		2011	2012	2013	2014	2015	2016	2017	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	42	34	31	26	30	33	51	18	54.5%
5	February	20	30	39	29	24	49	36	-13	-26.5%
6	March	27	29	44	29	48	71	79	8	11.3%
7	April	42	42	60	48	58	57	58	1	1.8%
8	May	77	43	65	66	55	60	99	39	65.0%
9	June	55	29	77	66	73	77	94	17	22.1%
10	July	54	51	54	47	51	89	73	-16	-18.0%
11	August	66	53	62	55	67	79	86	7	8.9%
12	September	53	51	72	67	69	69	82	13	18.8%
13	October	56	61	60	63	58	57	76	19	33.3%
14	November	61	36	50	47	64	49	0	N/A	0.0%
15	December	36	48	42	38	52	54	0	N/A	0.0%
16										
17	YTD Totals	589	507	656	581	649	744	744	95	
18	Difference of changed this year to last (completed months ony)									
		589	507	656	581	649	641	7		14.8%

Land Use Boards:

Conservation Commission October 2017:

The current applicant for a conditional use permit was not ready with revised plans so the October meeting was cancelled.

Historic District Commission October 2017:

At the regular meeting the Commission discussed the following:

- Johnny Kwan, 103 Main Street, in the Business Historic (BH) District, Assessor's Map 10, Lot 187, HDC # 29-2017. Application for window replacement was **approved**.

Planning Board October 2017:

The Board approved amendments to the Site Plan Review Regulations.

- Goodwin Community Health, 311 Route 108, Assessor's Map 48, Lot 24E, SITE # 01-2017. Request for an extension of the approved site plan for a building addition was **approved** for six months.

The Board started discussing a new ordinance regarding Accessory Dwelling Units (ADU).

Zoning Board October 2017:

There were no new or pending applications for review so the ZBA did not meet in October.

Parks and Recreation

- Pee Wee Soccer concluded on Saturday, September 28th. This year we had 4 teams and each team had a parent volunteer coach.
- Planning for basketball season is underway. Saturday morning Rec basketball will begin November 11 and runs for 8 sessions. This program is for children in grades 1-6 and is run by parent volunteers, high school coaches, and varsity high school players.
- The annual Senior Picnic was a huge success with about 90 Somersworth seniors attending this year. The Senior Moments group was a great addition and the committee continues to research new ways to keep our seniors engaged and feeling celebrated. The Senior Moments group performed a number of skits and we received great feedback that everyone really enjoyed the show.
- Our annual Trick or Treat at City Hall was a blast this year! This event is free for children ages 7 and under. We had 30 children pre-register and several walk-ins. This event is held on Halloween from 3:00-4:00 p.m. Children parade around City Hall departments collecting candy and goodies. We also invite outside City departments to participate.
- The department is planning for the winter season in our parks. The water was shut off at Millennium Park and Noble Pines Park on October 25th. We will look to winterize swings and all nets next month as the weather has been warm.
- We are now seeking volunteers to help run several of our upcoming special events in 2017 and 2018. The department is working on finding new ways to recruit community volunteers. We are hoping to have volunteers to help run the Flashlight Candy Cane hunt, Father/Daughter Valentine's Dance, Easter Egg Hunt, among others.



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David Kretschmar, Chief of Police
Date: November 1, 2017
Subject: Monthly Report – Month of October 2017

Bob:

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

COMMUNITY POLICING:

- Coffee with a Cop was held on October 4th at the Dunkin Donuts on Whitehouse Road. Dunkin Donuts also graciously donated coffee for the event. We had a great turn out.
- The Senior Picnic was held on October 5th at the Flanagan Center where we had about 100 seniors in attendance. The barbeque lunch was prepared by Police and Fire and entertainment was by Senior Moments theatre group.
- On October 18th we held another crime prevention presentation with the residents of Preservation Park.
- On October 18th we held an Active Shooter Training geared towards civilians at Hilltop Chevrolet.
- On October 23rd we were involved in the Active Shooter Community Forum at Idlehurst Elementary School to discuss school safety and threat prevention.
- On October 28th at Hilltop Chevrolet's Halloween Event, we fingerprinted and DNA swabbed children for parents.
- Children from Maplewood and Idlehurst Elementary Schools toured the station and a police cruiser and were given safety information.

PERSONNEL/TRAINING:

- Connor Mele was sworn in as a patrolman on 10/9/17. This was the final open police officer position. We are now at a full complement of police officers. We currently have one officer at the police academy and Officer Mele will attend the next academy scheduled to begin in January.
- Our School Resource Officer received specialized SRO training in Connecticut from the National Association of School Resource Officers.
- Training received by personnel this month: Search and Seizure Mobile Enforcement, Wooded Search Techniques, Mexican Drug Cartel Investigations and Partnering without Violence Conference.



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle
Fire Chief & Emergency Management Director
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OCTOBER 2017 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	13
Vehicle Fires:	0
Outside Fires:	2
Emergency Medical:	53
Motor Vehicle Crash:	11
Malfunction/false alarm:	6
Accidental/public service:	56
Hazardous Condition:	26
Hazardous Materials:	5

NON-EMERGENCY ACTIVITIES

Burning Permits:	14
Fireworks Permits:	3
Oil Burner Permits:	0
Place of Assembly Permits:	2
Fire Safety Inspections:	13
Fire Drills:	18

CALLS FOR SERVICE

- We responded to 40 more emergency calls this October (172) than in October 2016 – an increase of 30%.
- We responded to mutual aid fires in Dover (3), Durham, Milton and Berwick (3) and Sanford in Maine.
- We had small fires at Aclera and 23 Linden Street.
- Storm on October 29 caused 3021 Somersworth customers to lose power. As of November 1 there still were 200 out of power with Eversource working to restore everyone by November 2.
- Assisted DPW with large fuel leak into storm drains on Winter Street.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

PLANNING/PROJECTS/GRANTS

- Hired Mr. Dustin George as a call firefighter while another candidate now is going through the interview process.
- One career firefighter on “light duty” is increasing his duties per physician instructions.
- Submitted report on historical flooding in Somersworth requested by Mr. William Connor.
- Notified by the state that we are approved for a \$5000 COOP grant to develop a continuity of operations plan for city facilities and programs in the event a natural or man-made disaster renders all or some of them inoperative.
- We still are awaiting training from the State Fire Marshal’s Office for the federal grant program they obtained to install smoke and CO detectors in homes for the elderly and underprivileged children. We were one of 21 communities in the state eligible.
- Fire protection systems at the new Somersworth Storage on Rt. 108 were tested and approved.
- Attended pre-construction meetings for the new state Liquor Store on High Street: and the Breton’s Cleaners demolishing project.
- Still awaiting information from Cornerstone VNA on a plan to refer elderly to an agency when we encounter issues on EMS or fire calls.

TRAINING/MEETINGS

- We continue to train 4 new career firefighters on shift.
- Attended CIP Review meeting.
- Attended “Active Shooter Committee” and “Traffic Safety Committee”.
- Attended “SRTC”: “EMD” at WDH and Seacoast Fire Chiefs meetings.
- Attended Granite State Rural Water Association grant meeting in Berwick (Salmon Falls River drinking water protection grant).
- Wrote managers of Aclera and Velcro requesting donations so we can purchase a new Thermal Imaging Camera.

COMMUNITY SERVICE

- Fire Department “Open House” held on October 7.
- All Middle School students trained in basic fire safety on October 27.
- Many elementary school children visited the fire station during Fire Prevention Week (October 8-14).
- The Department participated in Hilltop Chevrolet “Safety Day” event.
- We conducted fire extinguisher training at Aclera.
- Attended community meeting at Idlehurst School for “Active Shooter” information presentation.

Respectfully Submitted:

Keith E. Hoyle, Fire Chief/EMD

BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS

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November 2, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 17-18

Title: TO AUTHORIZE THE CITY MANAGER TO SELL CITY TAX DEEDED
PROPERTY LOCATED AT 20 GREEN STREET

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: 11/2/17

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

By: 

over

MITCHELL MUNICIPAL GROUP, P.A.

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November 2, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 15-17

Title: **FY2017-2018 BUDGET**

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: 11/2/17

by: 