


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, November 6, 2015
SUBJECT: City Manager's Report for Monday, November 9, 2015
City Council Agenda

Lay on the Table (under Section 12 of Agenda)

- A. Ordinance No. 24-15 Amend Chapter 13, Police Offenses, Section 3.G, Permits and Reserved Parking (Re-referred to the Public Safety Committee).** Attached is a copy of a memorandum from Chief Crombie regarding parking permit procedures presently in effect.
- B. Resolution No. 5-16 Elderly Tax Exemption (Referred to Finance Committee).** Attached is a memorandum from Director Dave Sharples explaining some changes made to this Resolution. These changes were reviewed at the November 3rd Finance Committee meeting and accepted. The City Attorney has also approved the language. This Resolution is written to be effective next year, therefore, the tax impact would not be realized this fiscal year. The projected tax rate impact if adopted is 0.03 cents.
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Unfinished Business (under Section 13 of Agenda)

Resolutions

- A. Resolution No. 10-16 To Authorize the City Manager to Contract with Dubois and King of Bedford, NH for General Engineering Services.** The Public Works & Environment Committee has accepted this recommendation. Dubois & King presently provides plan review services for the Planning Board. The funding for Engineering Services is in the Public Works Department budget, presently it is funded at \$50,000. The City will transition from CMA Engineering to Dubois & King Engineering over the next couple of months should Council approve this Resolution.

B. Resolution No. 11-16 Authorizing the City Manager to Enter into a Grant Agreement with the United States Department of Justice COPS Hiring Program to Add One Additional Police Officer.

If approved, the Grant requires the City to keep the position fully funded for an additional twelve (12) months after the Grant period ends. Should a new police officer be hired for six (6) months of this fiscal year the City's share would be approximately \$10,000.

C. Resolution No. 12-16 Adopting the Recommendations of the Mayor's Task Force as Somersworth's Master Plan for Addressing the Heroin Crisis.

New Business (under Section 14 of Agenda)

Resolutions

- A. **Resolution No. 14-16 City Council to Award the Bid for the Purchase of a City Owned Parking Lot off Constitutional Way (A.K.A. Nard's Parking Lot).** Attached are the Two (2) bids received from the Nard's Request for Bids. Finance Committee and Economic Development Committee met on this Resolution at their last meeting on November 3rd and unanimously agreed to recommend the Grasso and O'Brien bid of \$81,000. Council may want to suspend Council Rules and act on this since this has been vetted out and gone through very thoroughly at prior meetings as well as going through a public bidding process.
- B. **Resolution No. 15-16 Authorize the City Manager to Amend the Contract with Underwood Engineers of Portsmouth, NH to Provide Additional Engineering for Improvements to the Blackwater Road Sewer Pump Station.** Finance Committee met on this Resolution at their November 3rd meeting. Because of the additional HVAC improvements that have been added to the project scope the Finance Committee supports this Amendment. Attached is a copy of the proposed Contract Amendment.

Other

- A. **City Council Certification of Return of Votes for 11/05/13 Municipal Election.**
- B. **Vote to Temporarily Waive Section 29.3.5 of Chapter 29, Administrative Code, Requiring the Director of Public Works & Utilities to Reside Within the City and to Authorize the City Manager to Impose a 30 Mile Residency Requirement for this Position.** Government Operations Committee met at their November 4th meeting and supports this 30 mile Residency Requirement. Attached is a copy of the Administrative Code section regarding residency.
- C. **Vote to Waive Section 7.6.2 of Chapter 4, Personnel Rules & Regulations, For the Purpose of Recruiting a New Director of Public Works & Utilities and to Authorize the City Manager to Negotiate an Appropriate Annual Leave/Vacation Hire Credit.** Government Operations Committee met at their November 4th meeting and supports this Annual Leave/Vacation flexibility in order to assist in recruiting the best available candidates. Attached is a copy of the Personnel Rules section regarding vacation for non-union city employees.

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

A. Information Items:

1. **Comcast Cable Renewal.** Comcast has notified the City of its desire to start renewal proceedings pursuant to the Federal Cable Communications Policy Act of 1984. I have attached a copy of the Comcast letter to the City entitled "Commencement of Renewal Process". Unless otherwise directed, I will be engaging special Legal Counsel to represent and guide the City in the renewal process. The City has successfully engaged Attorneys Kate Miller and Rob Ciandella from DTC legal firm during the last renewal process. Our current Cable Television Franchise Agreement Terms is 6/18/2013 to 6/17/2018.
2. **Malley Farm Property.** The City received one (1) proposal for the re-use of the former Malley Farm Boys Home site owned by the City. Sober Sisters Recovery has proposed to lease the property for \$5.00 per year for twenty (20) years. I will be coordinating a meeting with the appropriate Committee Chair/s to review this proposal. Attached is a copy of the proposal received from Sober Sisters Recovery.
3. **FEMA Grant.** The City successfully applied for and received Grant reimbursement funds for City disaster response expenses for the January 2015 Severe Winter Storm/Snowstorm. The City received funds on November 3rd. The Funding breakdown was \$28,091 towards City expenses and \$27,255 towards the School Department expenses. Attached is a copy of the letter notifying the City of the funds awarded.

B. Attachments:

1. City Attorney Certifications Three (3).
2. Department Head Reports.

ORDINANCE NO. 24-15 AMEND CHAPTER 13, POLICE OFFENSES, SECTION 3.G,
PERMIT AND RESERVED PARKING.

Somersworth, NH
June 1, 2015

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

Amend Chapter 13, Police Offenses, Section 3.G, Permit and Reserved Parking, paragraph 5, by adding the word "Street" after the word "Market" and adding the following sentence at the end:

"A permit fee of \$10.00 per month will be charged."

Further amend Chapter 13, Police Offenses, Section 3.G, Permit and Reserved Parking, paragraph 8, by amending number 1, 3 and 3 as follows:

1. Delete the word "one" and replace with the word "three", replace P.T. with P.T., (Plaza Terrace,)" and replace the amount "\$20.00" with the amount "\$10.00".
2. Delete the number "3" and correct to "2" and delete the amount "\$20.00" and replace with "\$10.00".
3. Add the word "marked SSP, (Somersworth Shopping Plaza,)" between the words "permits" and "will"; delete the word "ten" and replace with the word "five"; delete the words "center" and running" and replace the words "east to west" with the words "closest to Main Street" in the first sentence. Add the following sentence, "Vehicles with permits will be allowed to park all day in the Somersworth Shopping Plaza." before the last existing sentence; "A permit fee of \$10.00 will be charged."

This Ordinance shall take effect upon its passage.

Introduced by Councilor

Martin Pepin
Brian Tapscott
Denis Messier
Jennifer G. Soldati

Approved:

City Attorney

(This Ordinance establishes a fee structure of \$10.00 per month for Plaza Terrace parking which is now 24-hour parking and exempt from winter snow bans, and \$10.00 per month for daytime parking for businesses. This resolution requires a Public Hearing.)



Somersworth Police Department

12 Lilac Lane
Somersworth, New Hampshire 03878
Business (603) 692-3131 Fax (603) 692-2111

Dean W. Crombie
Chief of Police

October 30, 2015

Mr. Robert Belmore
City Manager
One Government Way
Somersworth, NH 03878

Re: Parking Permits

Dear Bob:

In response to your inquiry on parking permits, the following is the procedure we have used for years.

First, we have the folks who rent the ten spots by the Berwick Bridge. Most of the spots have been occupied by the same people (most who live in the apartments by Borderline Beverage) for years. They sign a one year lease for \$20 per month and pay quarterly. We keep a list of those waiting and notify them when a vacancy occurs.

The other site is the Somersworth Plaza. Mr. Francoeur, owner of the Place Terrace Apartment Complex, has his tenants come to the Police Department when they move in, show their registration, and are issued a one year permit for \$5.

The other businesses in the Plaza (Liquor Store, Lucky's, etc.) are sent a sign-up sheet for their employees and they, too, are issued a one year permit for \$5. It should be noted that for the past year we have informed everyone coming in for a permit that their \$5 is probably temporary and subject to change at any time.

Please feel free to contact me if you have any questions.

Thank you.

Sincerely,

Dean Crombie
Chief of Police

DC/cr

RESOLUTION NO. 5-16 ELDERLY TAX EXEMPTION.

Somersworth, NH
September 8, 2015

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH that the elderly exemptions from property tax in the City of Somersworth, based on assessed value, for qualified taxpayers, are amended effective April 1, 2016.

1. For a person 65 years of age up to 74 years, Fifty Thousand (\$50,000) Dollars.
2. For a person 75 years of age up to 79 years, Sixty-Five Thousand (\$65,000) Dollars.
3. For a person 80 years of age or older, Seventy-Five Thousand (\$75,000) Dollars.

To qualify for the elderly exemption:

1. The taxpayer must be a New Hampshire resident for at least three (3) years and own the real estate individually or jointly or, if the real estate is owned by such person's spouse, they must have been married at least five (5) years.
2. The taxpayer must have a net income of not more than Thirty-Two Thousand, (\$32,000) Dollars or, if married, a combined net income of less than Fifty Thousand (\$50,000) Dollars.
3. The taxpayer must not own assets in excess of One-Hundred Thousand (\$100,000) Dollars, excluding the value of the person's residence and up to 2 acres of land.
4. The property cannot have been transferred to the applicant, from a person under the age of 65, if they were related to the applicant by blood or marriage, within the past five (5) years, per RSA 72:40-a.
5. The property must meet the definition of a residential real estate, per RSA 79:39-a (c), which includes the housing unit which is the person's principal home and related structures. It does not include attached dwelling units and unattached structures used or intended for commercial or other non-residential purposes.

FURTHERMORE, the application form for tax exemption, as authorized by RSA 72:33, must be filed by the taxpayer with the local Assessing Officials by April 15th, prior to the setting of the tax rate and showing that the applicant was duly qualified upon April 1st of the year in which the exemption or tax credit is first claimed.

The following documentation must be provided at the time of application:

List of assets, value of each asset, net encumbrance and net value of each asset (Provide year end statements for each of the assets);
Statement of applicant and spouse's income;
W-2 and 1099 forms;
Federal Income Tax Forms;
State Interest and Dividends Tax Form;
Property Tax Bill for any other property owned;
November and December bank statements for all accounts;
Copy of license or birth certificate;
Copy of Vehicle registrations.

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

Introduced by

Councilor Martin P. Dumont Sr.

Approved:

City Attorney



David E. Sharples
Director of Planning and Community Development

November 2, 2015

To: Robert M. Belmore, City Manager

Re: Elderly Tax Exemption

As a result of the Finance Committee comments, I revised the attached Elderly Tax Exemption Resolution. The changes are highlighted in colored text which reflect the Committee's concerns and are summarized as follows:

- Corrected citations and added language (as subsequently amended) to insure that any changes in the law at the State level will not affect the resolution as it will simply follow the new rules.
- Added language at the end suggested by the Assessor that states additional information may be requested to verify eligibility for the exemption.

Thank you

enc (1)

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To qualify for the elderly exemption:

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2. The taxpayer must have a net income of not more than Thirty-Two Thousand, (\$32,000) Dollars or, if married, a combined net income of less than Fifty Thousand (\$50,000) Dollars.
3. The taxpayer must not own assets in excess of One-Hundred Thousand (\$100,000) Dollars, excluding the value of the person's residence and up to 2 acres of land.
4. The property cannot have been transferred to the applicant, from a person under the age of 65, if they were related to the applicant by blood or marriage, within the past five (5) years, per RSA 72:40-a, or as subsequently amended.
5. The property must meet the definition of a residential real estate, per RSA ~~79:39-a~~ (e)72:29-II, or as subsequently amended, which includes the housing unit which is the person's principal home and related structures. It does not include attached dwelling units and unattached structures used or intended for commercial or other non-residential purposes.

FURTHERMORE, the application form for tax exemption, as authorized by RSA 72:33, or as subsequently amended, must be filed by the taxpayer with the local Assessing Officials by April 15th, prior to the setting of the tax rate and showing that the applicant was duly qualified upon April 1st of the year in which the exemption or tax credit is first claimed.

The following documentation must be provided at the time of application:

List of assets, value of each asset, net encumbrance and net value of each asset (Provide year end statements for each of the assets);
Statement of applicant and spouse's income;
W-2 and 1099 forms;
Federal Income Tax Forms;
State Interest and Dividends Tax Form;
Property Tax Bill for any other property owned;
November and December bank statements for all accounts;
Copy of license or birth certificate;
Copy of Vehicle registrations.

(Additional documentation may be requested to verify income and assets.)

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

Introduced by

Councilor Martin P. Dumont Sr.

Approved:

City Attorney

RESOLUTION NO. 10 – 16 TO AUTHORIZE THE CITY MANAGER TO
CONTRACT WITH DUBOIS AND KING OF BEDFORD, NH FOR GENERAL
ENGINEERING SERVICES.

Somersworth, NH
October 19, 2015

WHEREAS the Fiscal Year 2016 adopted budget contains an appropriation for the purpose of contracting general engineering services for the City of Somersworth, and

WHEREAS, city staff solicited proposals from qualified engineering firms to provide general engineering services, and

WHEREAS, city staff reviewed and interviewed the responses and recommends awarding the contract to Dubois and King of Bedford, NH, and

WHEREAS, the Public Works and Environment committee reviewed this recommendation with staff and supports awarding the contract to Dubois and King,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Dubois and King of Bedford, NH for general engineering services.

Introduced by Councilors

Dale Sprague
David Witham
Jennifer Soldati
Denis Messier

Approved

City Attorney

RESOLUTION NO. 11-16 AUTHORIZING THE CITY MANAGER TO ENTER INTO
A GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT OF
JUSTICE COPS HIRING PROGRAM TO ADD ONE ADDITIONAL POLICE
OFFICER.

Somersworth, NH
October 19, 2015

WHEREAS, the City of Somersworth has applied for a Fiscal Year 2016 COPS Hiring Program grant through the United States Department of Justice, and

WHEREAS, the City of Somersworth has received notification of a Grant Award in the amount of up to the \$125,000 maximum; and

WHEREAS, the Grant will allow the City of Somersworth to add 1 (one) full time police officer by providing 75% of salary and benefit costs up to \$125,000 for a three year period; and

EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN:

COPS Hiring Grant Limit	=	\$125,000
Estimated City Match	=	\$130,496
Total Project Award	=	\$255,496

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 execution, and take any and all other such actions on relative to this grant determined to be in the best interest of the City.

Introduced by Councilors

Martin Pepin
Denis Messier
Brian Tapscott
Jennifer Soldati

Approved:

City Attorney

Note: Acceptance of this grant requires the City to maintain this position for 1 full year after the grant period. Additionally, once filled, this may require a supplemental appropriation for the FY16 budget. It is the intent to bring forward a supplemental appropriation when required.

RESOLUTION NO. 12-16 ADOPTING THE RECOMMENDATIONS OF THE
MAYOR'S TASK FORCE AS SOMERSWORTH'S MASTER PLAN FOR
ADDRESSING THE HEROIN CRISIS

Somersworth, NH
October 19, 2015

WHEREAS, addressing the Heroin crisis continues to be a top priority of the Mayor and Somersworth City Council; and

WHEREAS, the Heroin crisis continues to have drastic effects upon citizens and resources; and

WHEREAS, the safety and wellbeing of all residence are values which represent the Hilltopper spirit; and

WHEREAS, The Mayors Drug Task Force successfully completed a well-researched report of recommendations and presented their findings to the City Council on how, as a community, we could begin the process of addressing the Heroin crisis.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Mayor and City Council adopted the recommendations of the Mayor's Drug Task Force as Somersworth's Heroin and Substance Abuse Master Plan.

BE IT FURTHER RESOLVED, that by all parties jointly working together, The Mayor's Drug Task Force, members of the City Council, members of the School Board, First Responders, Law Enforcement, City Officials and Citizens, that Somersworth can begin the process adopting long term sustainable solutions to the heroin crisis and continuing a Bright Future for Somersworth and all residents.

Introduced by
Mayor Dana S. Hilliard
Councilor David Witham

Approved:

City Attorney

RESOLUTION NO. 14 – 16 CITY COUNCIL TO AWARD THE BID FOR THE PURCHASE
OF A CITY OWNED PARKING LOT OFF CONSTITUTIONAL WAY (A.K.A. NARD'S
PARKING LOT)

Somersworth, NH
November 9, 2015

WHEREAS, the City Council of the City of Somersworth adopted Resolution 33-15 authorizing the City Manager to solicit bids to sell this property with certain easements and conditions, and

WHEREAS, Resolution 33-15 requires the City Manager to present the bids received to the City Council for their consideration and vote, and

WHEREAS, the City received two bids and the City Manager presented them to the Finance Committee and Economic Development Committee and recommends awarding the bid to Julie Grasso and Brendan O'Brien of North Hampton, NH for the bid price of \$81,000 (Eighty One Thousand dollars), and

WHEREAS, the Finance Committee reviewed the bids with the City Manager and supports the recommendation, and

WHEREAS, the Economic Development Committee reviewed the bids with the City Manager supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City shall award the bid for the purchase of a city owned parking lot on Constitutional Way (a.k.a. Nard's Parking Lot) to Julie Grasso and Brendan O'Brien of North Hampton, NH for the bid price of \$81,000 (Eighty One Thousand dollars), and


BE IT FURTHER RESOLVED THAT the City Manager is authorized to consult with the City Attorney and execute all documents to transfer ownership of this property with all applicable easements and conditions as required by Resolution 33-15, and take any other action determined to be in the best interest of the City.

Introduced by Councilor

David Witham
Jon McCallion
Dale Sprague
Jennifer Soldati
Martin Pepin
Martin Dumont, Sr.

Approved:

City Attorney

			
	Request Type	Bid	Page 5 of 7
	Title	Real Estate – Sale of Tax Map 10 Lot 168-C	
	Date	October 17, 2015 2:30 2PM	

CITY OF SOMERSWORTH REAL ESTATE BID FORM

I, undersigned, offer to purchase the following real estate at the price indicated and in accordance with the specifications provided in the City of Somersworth's Invitation to Bid on said real estate:

<u>Property</u>	<u>Tax Map/Parcel</u>	<u>Bid Price</u>
Constitutional Way, Somersworth, NH	Map 10 Lot 168-C	\$ <u>81,000</u>


Bid Price in Words \$ Eighty one Thousand

A certified or cashier's check in an amount equal to ten percent (10%) of the total bid price and made payable to the City of Somersworth has been enclosed herewith as the required deposit.

Bidder: Julie Grasso and Brendan O'Brien
 Street Address: P O Box 566 d/b/a The Go Team LLC
 City, State, Zip Code: North Hampton, NH 03862
 Telephone Number: 978-852-0218

Dated: 10-21-15

By: [Signature]
 Authorized Signature

			
	Request Type	Bid	Page 5 of 7
	Title	Real Estate – Sale of Tax Map 10 Lot 168-C	
	Date	October 17, 2015 2:30 2PM	

CITY OF SOMERSWORTH REAL ESTATE BID FORM

I, undersigned, offer to purchase the following real estate at the price indicated and in accordance with the specifications provided in the City of Somersworth's Invitation to Bid on said real estate:

<u>Property</u>	<u>Tax Map/Parcel</u>	<u>Bid Price</u>
Constitutional Way, Somersworth, NH	Map 10 Lot 168-C	\$ <u>15,500.00</u>

Bid Price in Words \$ Fifteen thousand five hundred and ⁰⁰/₁₀₀

A certified or cashier's check in an amount equal to ten percent (10%) of the total bid price and made payable to the City of Somersworth has been enclosed herewith as the required deposit.

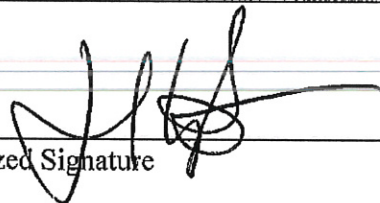
Bidder: JEFFREY G. PRATT

Street Address: 4 GRAND ST

City, State, Zip Code: SOMERSWORTH NH 03828

Telephone Number: 603 767 3176

Dated: 10/22/15

By: 
Authorized Signature

RESOLUTION NO. 15 – 16 AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT WITH UNDERWOOD ENGINEERS OF PORTSMOUTH, NH TO PROVIDE ADDITIONAL ENGINEERING SERVICES FOR IMPROVMENTS TO THE BLACKWATER ROAD SEWER PUMP STATION.

Somersworth, NH
November 9, 2015

WHEREAS, the City Council of the City of Somersworth adopted resolution 26-15 to contract with Underwood Engineers to design the plans and provide the bid specifications for the rehabilitation of the Blackwater Road sewer pump station, and

WHEREAS, the project design requires an increased scope to design heating and ventilation improvements not anticipated with the original contract, and

WHEREAS, Underwood Engineers provided the City a cost to increase the scope of the contract for an amount not to exceed \$7,500 (Seven Thousand Five Hundred dollars),

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with Underwood Engineers to provide additional engineering services for improvements to the Blackwater Road sewer pump station at a cost not to exceed \$7,500 (Seven Thousand Five Hundred 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;

David Witham
Dale Sprague
Jennifer Soldati
Martin Pepin

Approved

City Attorney

Note: Resolution 26-15 authorized the City Manager to enter into a contract with Underwood Engineers for an amount not to exceed \$60,000. This resolution will increase the contract authorization to an amount not to exceed \$67,500.

Amendment No. 1

**DESIGN PHASE
SCOPE OF WORK**

**BLACK WATER ROAD PUMPING STATION
SOMERSWORTH, NEW HAMPSHIRE
ENGINEERING DESIGN CONTRACT**

DESIGN PHASE

WHEREAS, an AGREEMENT dated April 9, 2015 was made and entered into at Strafford County, New Hampshire by and between the City of Somersworth, hereinafter called the OWNER, and Underwood Engineers, Inc. hereinafter called the ENGINEER for engineering work required to provide design services for Design of the Blackwater Road Pumping Station Improvements and related services and,

WHEREAS, an amendment to the Contract is required to increase the overall Design Phase fee to include the following additional scope efforts: heating and ventilation improvements, and,

WHEREAS these costs have been determined to be eligible under the SRF loan available for the project and

NOW, THEREFORE, in consideration of the agreement an amendment is hereby agreed to by the OWNER and the ENGINEER as follows:

A. That the dollar amount in Section IV, Paragraph A.2, on page 3 be amended to read:

“a fee not to exceed sixty seven thousand five hundred dollars (\$67,500.00)” [Design - Original Fee \$60,000.00; Increase \$7,500.00]

The OWNER and the ENGINEER hereby agree to this Amendment.

ENGINEER: Underwood Engineers, Inc.

OWNER: City of Somersworth

By: Keith A. Pratt, P.E., President

By: Robert M. Belmore, City Manager

Date: _____

Date: _____

By: W. Steven Clifton, P.E., Vice President

Date: _____

APPROVED: Department of Environmental Services
Water Division

By: Tracy Wood, P.E. Administrator

Date: _____

**It is understood that as an act in furtherance of its statutory authority to approve engineering agreements for sewerage facilities, the DIVISION's approval does not impose any contractual obligation or liability on the State of New Hampshire, the Department of Environmental Services or the DIVISION.

Approved as to form:

Legal Counsel

*Signatures should be supported by appropriate document.

29.3.5 Department Head Authority, Duty & Responsibility

The person in charge of a department is a department head for the purposes of this Administrative Code and except as otherwise provided:

- a) Department heads shall be responsible to the City Manager for the safe, effective and efficient operations of their department.
- b) Department heads serve at the pleasure of the City Manager for indefinite terms and are salaried, exempt employees for purposes of the Personnel Plan and the Fair Labor Standards Act.
- c) The City Manager shall prescribe in writing the limits of authority to be delegated to department heads, individually or collectively, as provided by Article 4.3.(A) of the 1985 Somersworth City Charter along with any other administrative directions which, in the Manager's opinion, may be required.
- d) Heads of Police, Fire and Public Works Departments shall be residents of the City or shall become residents of the City within 180 days of their appointment unless excused by the City Council on recommendation of the City Manager.

Section 29.3.6 Organization of Departments, Divisions and BureausSection 29.3.6.1 Table of Organization

The following table of organization defines city government by operational departments. Nothing in this table of organization shall be construed as prohibiting additional subdivisions of the annual budget to provide more comprehensive financial control or of limiting a department head from organizing or assigning responsibility within that department.

Department of Finance and Administration

Office of City Clerk
Office of Tax Collector
Office of Welfare
Division of Finance
Division of Library (coordinated with Library Trustees)

Department of Development Services

Division of Economic Development and Planning
Office of Assessing
Office of Code Enforcement
Division of Recreation
(Amended 3/20/2006.)

Department of Public Works and Utilities

Division of Water
Division of Wastewater
Division of Public Works

7.6 Vacation

7.6.1 Vacation

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

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

7.6.2 Vacation Scheduling

Vacation leave will be granted when, in the opinion of the City Manager or Department Head, it shall be convenient to the conduct of departmental and all city operations, but no department head will withhold the vacation leave of any employee in excess of twelve (12) months. Vacation leave will be credited to the employee on the anniversary date at the end of the year in which vacation was earned and must be used within one year of the date credited. Vacation time will not accumulate from year to year. No payments will be made to any City employee in lieu of vacation BUT payment for accrued vacation will be made on termination from the City service. (Amended 11/20/1989).

7.7 Training and Education

7.7.1 Requirement to Take Training

An employee may be required to participate in job related programs. Expenses for required training will be paid for by the City and time spent in this training will be paid the same as time worked in the employee's regular position.

7.7.2 Education Reimbursement

The City will provide educational reimbursement to employees who complete approved training courses relating to their current responsibilities or as part of an approved career development program:

- a. Payment will be for fifty percent (50%) of the cost of the course.
- b. Courses must be approved in advance by the Department Head and the Personnel Department.
- c. Once a course has been approved an advance may be made to the employee of one-half (1/2) of the authorized fifty percent (50%) of the course tuition and books. The remainder of the course reimbursement will be paid to the employee upon presentation of a certificate of satisfactory course completion.



Informational Items No. 1

Comcast
676 Island Pond Road
Manchester, NH 03109
Phone: 603-695-1400
Facsimile: 603-628-3303
www.comcast.com
www.comcastcorporation.com

October 22, 2015

Via Overnight Delivery

Board of Somersworth
Town of Somersworth
One Government Way
Somersworth, NH 03878

Re: Commencement of Renewal Process

Dear Chair and Members of the Board:

Over the years, we at Comcast have appreciated the opportunity to serve the citizens of the Town of Somersworth (the "Town"). We have done our best to provide the high quality cable television service the Town and its residents demand, and we anticipate being able to provide that service to our subscribers in the Town for many years to come. Therefore, we are taking this step to ensure the renewal of our agreement with you.

The Cable Communications Policy Act of 1984 encourages issuing authorities and cable companies to reach agreement on a renewal agreement at any time through an informal process of discussion. However, Section 626 of the Act also provides for a contemporaneous alternative formal renewal procedure with specific substantive and procedural requirements. If either the issuing authority or the cable company does not initiate the formal process within a certain time frame, the protections of that process may be lost. To that end, Comcast hereby notifies the Town that the renewal period for our agreement under Section 626 is now open, and we request the start of renewal proceedings pursuant to the Section 626(a)(1).

This letter is not intended to preclude informal negotiations, but instead is intended only to preserve the rights of Comcast under the formal renewal process. Comcast has every reason to believe that the Town and Comcast will reach a mutually agreeable renewal of the cable television agreement through good-faith negotiations, thus making many of the Act's formal procedures unnecessary. The relevant provision of Section 626 on the informal process is brief and reads as follows:

"(h) . . . [A] cable operator may submit a proposal for the renewal of a franchise pursuant to this subsection at any time, and a franchising authority may, after affording the public adequate notice and opportunity for comment, grant or deny such proposal at any time (including after formal proceedings pursuant to this section have commenced) . . ."

The "formal" process generally includes the following steps:

19. Within six (6) months of the submission of this letter, the Town conducts an ascertainment proceeding which affords residents an opportunity to a) identify the future cable-related needs, and b) review Comcast's performance under the current agreement.
20. At your request or on our own, Comcast submits a renewal proposal with a draft cable television agreement.
21. Within four (4) months of the Town's receipt of Comcast's proposal, the public is afforded "adequate notice and opportunity to comment on the renewal proposal" and the Town must choose to renew the agreement or issue a preliminary denial, which triggers a further formal process.

I am attaching a copy of Section 626 of the Cable Act for your review. Jay Somers will be in contact with you soon to arrange a meeting with the Town to discuss informally negotiating a renewal agreement. Please feel free to contact Jay at 617-279-7675 at any time. Comcast looks forward to meeting with the Town in the near future and continuing the long relationship that, we believe, has benefited both the community and the residents of the Town of Somersworth.

Sincerely,



Nick Leuci
Vice President of Franchising
& Community Investment

NL/cam
Attachment

cc: Cable Advisory Committee
Jay Somers – Comcast Sr. Manager of Government & Regulatory Affairs



The Communications Act of 1934, as amended

(47 USC Sec. 546-Renewal)

Section 626. Renewal

(a) Commencement of proceedings; public notice and participation -

- (1) A franchising authority may, on its own initiative during the 6-month period which begins with the 36th month before the franchise expiration, commence a proceeding which affords the public in the franchise area appropriate notice and participation for the purpose of (A) identifying the future cable-related community needs and interests, and (B) reviewing the performance of the cable operator under the franchise during the then current franchise term. If the cable operator submits, during such 6-month period, a written renewal notice requesting the commencement of such a proceeding, the franchising authority shall commence such a proceeding not later than 6 months after the date such notice is submitted.
- (2) The cable operator may not invoke the renewal procedures set forth in subsections (b) through (g) of this section unless -
 - (A) such a proceeding is requested by the cable operator by timely submission of such notice; or
 - (B) such a proceeding is commenced by the franchising authority on its own initiative.

(b) Submission of renewal proposals; contents; time -

- (1) Upon completion of a proceeding under subsection (a) of this section, a cable operator seeking renewal of a franchise may, on its own initiative or at the request of a franchising authority, submit a proposal for renewal.
- (2) Subject to section 544 of this title, any such proposal shall contain such material as the franchising authority may require, including proposals for an upgrade of the cable system.
- (3) The franchising authority may establish a date by which such proposal shall be submitted.

(c) Notice of proposal; renewal; preliminary assessment of nonrenewal; administrative review; issues; notice and opportunity for hearing; transcript; written decision -

- (1) Upon submittal by a cable operator of a proposal to the franchising authority for the renewal of a franchise pursuant to subsection (b) of this section, the franchising authority shall provide prompt public notice of such proposal and, during the 4-month period which begins on the date of the submission of the cable operator's proposal pursuant to subsection (b) of this section, renew the franchise or, issue a preliminary assessment that the franchise should not be renewed and, at the request of the operator or on its own initiative, commence an administrative proceeding, after providing prompt public notice of such proceeding, in accordance with paragraph (2) to consider whether -
 - (A) the cable operator has substantially complied with the material terms of the existing franchise and with applicable law;
 - (B) the quality of the operator's service, including signal quality, response to consumer complaints, and billing practices, but without regard to the mix or quality of cable services or other services provided over the system, has been reasonable in light of community needs;
 - (C) the operator has the financial, legal, and technical ability to provide the services, facilities, and equipment as set forth in the operator's proposal; and
 - (D) the operator's proposal is reasonable to meet the future cable-related community needs and interests, taking into account the cost of meeting such needs and interests.
- (2) In any proceeding under paragraph (1), the cable operator shall be afforded adequate notice and the cable operator and the franchise authority, or its designee, shall be afforded fair opportunity for full participation, including the right to introduce evidence (including evidence related to issues raised in the proceeding under subsection (a) of this section), to require the production of evidence, and to question witnesses. A transcript shall be made of any such proceeding.
- (3) At the completion of a proceeding under this subsection, the franchising authority shall issue a written decision granting or denying the proposal for renewal based upon the record of such proceeding, and transmit a copy of such decision to the cable operator. Such decision shall state the reasons therefor.

(d) Basis for denial -

Any denial of a proposal for renewal that has been submitted in compliance with subsection (b) of this section shall be based on one or more adverse findings made with respect to the factors described in subparagraphs (A) through (D) of subsection (c)(1) of this section, pursuant to the record of the proceeding under subsection (c) of this section. A franchising authority may not base a denial of renewal on a failure to substantially comply with the material terms of the franchise under subsection (c)(1)(A) of this section or on events considered under subsection (c)(1)(B) of this section in any case in which a violation of the franchise or the events considered under subsection (c)(1)(B) of this section occur after the effective date of this subchapter unless the franchising authority has provided the operator with notice and the opportunity to cure, or in any case in which it is documented that the franchising authority has waived its right to object, or the cable operator gives written notice of a failure or inability to cure and the franchising authority fails to object within a reasonable time after receipt of such notice.

(e) Judicial review; grounds for relief

- (1) Any cable operator whose proposal for renewal has been denied by a final decision of a franchising authority made pursuant to this section, or has been adversely affected by a failure of the franchising authority to act in accordance with the procedural requirements of this section, may appeal such final decision or failure pursuant to the provisions of section 555 of this title.
- (2) The court shall grant appropriate relief if the court finds that -
 - (A) any action of the franchising authority, other than harmless error, is not in compliance with the procedural requirements of this section; or
 - (B) in the event of a final decision of the franchising authority denying the renewal proposal, the operator has demonstrated that the adverse finding of the franchising authority with respect to each of the factors described in subparagraphs (A) through (D) of subsection (c)(1) of this section on which the denial is based is not supported by a preponderance of the evidence, based on the record of the proceeding conducted under subsection (c) of this section.

(f) Finality of administrative decision -

Any decision of a franchising authority on a proposal for renewal shall not be considered final unless all administrative review by the State has occurred or the opportunity therefor has lapsed.


(g) "Franchise expiration" defined -

For purposes of this section, the term "franchise expiration" means the date of the expiration of the term of the franchise, as provided under the franchise, as it was in effect on October 30, 1984.

(h) Alternative renewal procedures -

Notwithstanding the provisions of subsections (a) through (g) of this section, a cable operator may submit a proposal for the renewal of a franchise pursuant to this subsection at any time, and a franchising authority may, after affording the public adequate notice and opportunity for comment, grant or deny such proposal at any time (including after proceedings pursuant to this section have commenced). The provisions of subsections (a) through (g) of this section shall not apply to a decision to grant or deny a proposal under this subsection. The denial of a renewal pursuant to this subsection shall not affect action on a renewal proposal that is submitted in accordance with subsections (a) through (g) of this section.

(i) Effect of renewal procedures upon action to revoke franchise for cause - Notwithstanding the provisions of subsections (a) through (h) of this section, any lawful action to revoke a cable operator's franchise for cause shall not be negated by the subsequent initiation of renewal proceedings by the cable operator under this section.

			
	Request Type	Proposal	Page 4 of 7
	Title	Proposal for reuse of the Malley Farm Boys Home	
Due Date	November 5, 2015 at 2 P.M.		

BID CERTIFICATE

The undersigned represents that they are authorized to bind the bidder to the bid amount specified and hereby offers to provide to the City of Somersworth the commodities and services as contained in the attached competitive sealed bid specifications at the price stated in complete accordance with all conditions of the bid specifications. Furthermore,
The undersigned certifies that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity

Maybeth Sheffield - Treasurer
 Signature/Title

Sober Sisters Recovery
 Company

Roné Cassier
603-703-9077

Nov. 1, 2015
 Date

(603) 767-8952
 Phone Number

Check here if appropriate : ☒ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations

Sober Sisters Recovery
PO Box 810
Somersworth, NH 03878

Proposal to Repurpose Malley Farm Boys Home

Who We Are:

Sober Sisters Recovery is a local group of concerned citizens who want to work with the city of Somersworth to help solve the addiction crisis through recovery.

We formed a nonprofit organization with a 501c3 tax status in the summer of 2015. Our mission is to help women learn to live a drug-free life while providing them safe, affordable housing.

There are a few housing options for men in recovery in Strafford County, but none for women. In fact, there are very few such options for women in all of New Hampshire.

The normal stay for the women at Malley Farm will be between six and 18 months. We will provide educational programs such as nutrition, parenting, resume writing, and others to help women return to productive, clean and sober lives.

We will host "family time" weekly to provide information on how to help alcoholics and addicts for their families and friends.

Sober Sisters Recovery will bring recovery, not addiction to the city of Somersworth. We follow a 12-step format.

Repurpose of the Home:

The proposed repurpose of Malley Farm is very similar in scope to that of the previous occupants – to serve people who need help to become productive members of society. It was a leap of faith that the city originally took in helping the boys who were in need 30 years ago.

Now, it is another test of faith, this one to help the women in need.

House Rules:

To assist women who want recovery, we have developed a list of rules they must abide by to participate. In fact, they will be required to sign a contract agreeing to follow all of the rules.

1. Must work or volunteer
2. Attend 12-step meetings / get a sponsor
3. Help in the daily operation of house
4. Take random drug tests
5. Abide by all house rules

Agreements:

We make the following guarantees to the city of Somersworth

1. No more than 8 occupants at the home per night
2. First consideration to Somersworth residents seeking recovery
3. A clean, sober, responsible person will stay overnight every night
4. We will abide by all laws
5. Main an excellent relationship with police and all city departments
6. We will do whatever it takes to succeed

Buy Local:

We appreciate local businesses that have believed in and hired our recovering friends over the years. We currently do and will continue to do business with them. There are many businesses in Somersworth that we honor. We want to give special mention to a few in particular -- Market Basket and Subway. Thank you for all that you do for our recovering men and women!

Fiscal/Economic Impact:

The walk-through of the Malley Farm house on Oct. 21 revealed a basement and attic full of items that we will return to the previous occupants and then dispose of the rest at no cost to the city.

It is noted within the request for proposal from the city that the on-site miniature golf course in disrepair. We will also dispose of that at no cost to the city.

Also, at the time of the walk through, it was noted there is squirrel hole in the soffit of the back corner and the small, car-size hole in the attic ceiling. We will have both of these items repaired at no cost to the city. The insulation system will also be upgraded at no cost to the city.

We understand the oil-fired, single-zone, low-efficiency heating system is approximately 20 years old and is close to the end of its expected life. We plan to have the heating system cleaned and evaluated upon acceptance of this proposal.

We plan to upgrade and replace the system at no cost to the city at the end of its life or before. We expect the city to have the heating system operational and safe at the time of contract.

We agree to pump the septic system upon acceptance. This shall be done regularly and we will practice recommended healthy operation and use of the waste-water system.

We will have the fire alarm system upgraded to code and approved by Somersworth Fire Department within one month of acceptance and contract of our proposal.

Guidelines and Requirements:

We understand the occupancy rate is to be no more than 8 residents. If we would like to increase this rate, we will work with the Somersworth Building Inspection Department to bring the building up to code and the upgrade will have no cost to the city.

At the time of a fully executed contract or award letter is issued with Sober Sisters Recovery and the city of Somersworth, New Hampshire, we will provide a certificate of insurance naming the city of Somersworth as additional insured on a 1M/2M general liability policy. This policy will have no break in coverage for the entire term of our occupancy.

With the cost of all the upgrades to the facility provided by our organization, we request a 20-year lease with the city of Somersworth. We expect the same rate consideration as the previous tenant, but are willing to pay a bit more because of inflation.

We humbly request that the city of Somersworth allow Sober Sisters Recovery to lease the former Malley Farm Boys Home to us for \$5.00 per year with a 20-year lease.

Under the General Terms and Conditions set by the city of Somersworth in the Request for Proposal, the city has 60 days after the date of submittal to decide and or accept the proposal. Although we would like to open as soon as possible, this puts us into the coldest part of the year, January. We will sadly have to delay our opening and request to begin occupancy of the building on March 1, 2016.

Experience of Sober Sisters Recovery

Board of Directors

Marybeth Schofield

Works as a Safety Inspector for the NH Department of Labor.

Previously, was in a 7 year leadership role in a local 501c3, wrote and managed grants up to 3 million for low-income residents of Strafford County.

Mone' Cassier

Works as a Public relations/ Community Specialist

Owns and manages a local successful business for the past 6 years.

For the past 6 years has facilitated a women's group at the Stafford County House of Corrections, located in the Therapeutic Community, providing support, guidance and experience for women struggling with addictions.

Ryan Lemire

Several years as a Financial Analyst for Liberty Mutual. Wife, mother of a beautiful 1 year old.

Very active with the younger recovering community.

Adrienne Mallinson

10 years as a Staff Attorney specializing in Disability Rights and mental health law.

Christine Shorey

Clinical Resource Nurse Manager at Exeter Hospital. She holds a Masters of Science in Nursing. MSN, RN, NE-BC

References of Support for Sober Sisters Recovery
in their proposal of Malley Farm

James Craig-- Commissioner of the NH Department of Labor

Contact: (603) 271-3176

Steve MacKenzie—Educator and Chairman of the Mayors Drug Task Force, Somersworth NH

Contact: smackenzie@somersworth.com

Raymond Bower—Strafford County Administrator

Contact: (603) 742-1458 ext. 4100

Andrew West—Owner/ operator at Bonfire Recovery Services, LLC, Dover NH

Contact: (617) 315-5167

Tim Churchard— Chairman, Unlimited Possibilities Foundation @ UNH

Contact: (207) 658-9398

Heidi Moran—Clinical Administrator, South Eastern New Hampshire Services

Contact: (603) 516-8164

Quinn Brackett—Counsellor, Women's Therapeutic Community at SCHC

Contact: (603) 516-5159

Ryan Gagne—Owner/operator, Live Free Structured Living, LLC, Manchester NH

Contact: (603) 438-3276

Bruce Pelkey, Superintendent, Strafford County House of Corrections, Dover NH

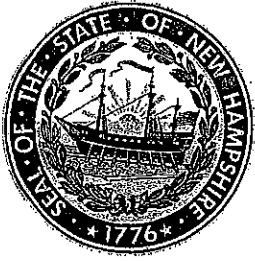
Contact: (603) 742-3310 ext. 5168

Dean Lemire—Substance Abuse Coordinator, One Voice, Somersworth, NH

Contact: (603) 205-4275

Kerry Conway—Coordinator, Strafford County Criminal Justice

Contact: (603) 516-7195



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Kevin P. O'Brien, Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



Informational Items No. 3



COPY

Mayor, City of Somersworth
Somersworth City Office
1 Government Way
Somersworth, NH 03878

Vendor Code: 177476-B001

Dear Mayor:

Enclosed you will find a copy of your Project Application under Disaster FEMA-4209-DR-NH, January 2015 Severe Winter Storm and Snowstorm, which was declared on March 25, 2015. This disaster declaration resulted in authorizing the Public Assistance Program (CFDA # 97.036) for eligible applicants. A check or direct deposit to your financial account will be sent *separately* for \$55,346.70, representing the Federal share of the total approved eligible costs for the project worksheets (PW) 00141 City of Somersworth and PW 00142.

Funding Code: 12320000-500574

Activity Code: 23DR4209

Enclosed with this letter is a *P.2 – Project Application Grant Report* which lists each of the applicant projects; and a *Sub grant FEMA Form 90-91* for the individual projects which must be kept for your records.

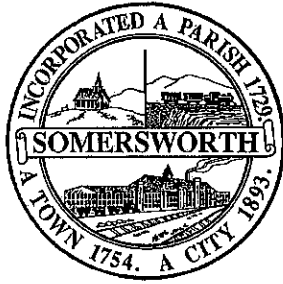
Additionally enclosed you will find a *Final Performance and Expenditure Report* and a *Compliance of Audit Requirements form*. If the cumulative total amount of federal funds from all granting agencies is \$750,000.00 or greater in your fiscal year, you are required to submit an audit report of expenditures on this account to this agency. Please return the Final Performance and Expenditure Report and Compliance of Audit Requirements form within two (2) weeks from receipt of this letter. All records on this account must be retained for a minimum of three (3) years.

If there are any questions regarding your current disaster projects, audit requirements, or previous disaster accounts, please contact Leigh Cheney for assistance at (603) 223-3639 or 1-800-852-3792.

Sincerely,

Perry E. Plummer
Director

Attachments
Invoice Number: 10212015SOMDR4209



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: November 4, 2015

Re: Monthly Report

Finance Department:

- Spent much of the month with the software conversion. Tyler Tech was on-site a couple times, installed software on server, started setup of G/L, PO, A/P, Payroll, and General Billing functions.
- Received Tax Rate from DRA.
- Continued FY17-22 Capital Improvement Program preparation.
- Processed information for CTC Bond and sent to Bond Counsel.
- Participated in various staff position interviews.

Requests for Bids/Proposals:

- Bids Opened:
 - Sale of Nard's parking Lot – October 22, 2015
 - Winter Sand – October 15, 2015
 - Preservation Consultant – October 19, 2015
 - Grave Excavation – October 29, 2015 (Received none)
 - High St. crack sealing – October 15, 2015
- Bids in Progress
 - Reuse of Malley Farm Boys Home – November 5, 2015

City Clerk:

- Prepared for and took minutes at two scheduled meeting during the month.
- Prepared for the November Municipal Election

Tax Collector:

- Tax Bills were mailed. Total Tax Warrant for the second half was \$13,779,211. Total Tax Commitment for the year is \$26,629,983.
- Motor Vehicle registrations for the month totaled \$129,561.
- 19 people used the drive-up.
- Collected \$4,975 for the Municipal and Transportation Fund.
- Total receipts for the month were \$1,146,565.

Human Services:

- Total assistance for the month was \$7,078. That compares to \$9,569 for the month of September 2015 and \$7,336 for October 2014.
- 3 new cases were opened compared to 8 in 2014 and 10 in 2013.
- 17 cases were approved for varying levels of assistance, with 2 cases still pending and 1 cases denied. 4 cases were referred to other agencies for support.

Library

- The Friends of the Library met on October 14.
- The Library provided 8 programs during the month.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- A new spam filter is being installed. We will be upgrading our internet connection to fiber this week also.
- The server upgrade continues to run into problems, but I have been assure by Back Bay tech it will be completed within the next 30 days.

City of Somersworth
Expenditures
10/30/2015

<u>Account</u>	<u>Budget</u>	<u>MTD Exp</u>	<u>YTD Exp</u>	<u>Balance</u>	<u>% Exp</u>
General Fund					
Elected Leadership					
Mayor-Council	\$24,925	\$1,892	\$7,562	\$17,363	30.34%
Civic Promotions	\$14,700	\$0	\$20	\$14,680	0.20%
Community Support	\$88,686	\$0	\$34,197	\$54,490	38.56%
Total Elected Leadership	\$128,311	\$1,892	\$41,778	\$86,533	32.56%
City Management					
City Manager	\$336,511	\$29,412	\$109,499	\$227,012	32.54%
Administration	\$132,935	\$25,970	\$54,452	\$78,483	40.96%
Total City Management	\$469,446	\$55,382	\$163,951	\$305,495	34.92%
Finance and Administration					
Finance Department	\$313,125	\$26,306	\$108,773	\$204,352	34.74%
City Clerk	\$169,342	\$13,443	\$54,009	\$115,333	31.89%
Elections	\$16,775	\$40	\$1,566	\$15,209	9.33%
Tax Collector	\$198,354	\$14,436	\$61,988	\$136,366	31.25%
Human Services	\$213,404	\$13,863	\$52,477	\$160,927	24.59%
Library	\$253,492	\$21,574	\$77,871	\$175,621	30.72%
Total Finance and Administration	\$1,164,492	\$89,662	\$356,684	\$807,808	30.63%
Development Services					
Planning	\$317,617	\$35,714	\$107,389	\$210,228	33.81%
Economic Development	\$6,905	\$60	\$2,106	\$4,799	30.50%
Code Enforcement	\$181,979	\$15,582	\$60,317	\$121,662	33.15%
Assessing	\$142,009	\$14,119	\$36,727	\$105,282	25.86%
Recreation	\$188,998	\$9,996	\$83,682	\$105,316	46.36%
City Hall	\$132,247	\$7,346	\$34,622	\$97,625	26.18%
Total Developmental Services	\$969,755	\$82,816	\$324,844	\$644,911	33.50%

*City of Somersworth
Expenditures
10/30/2015*

<u>Account</u>	<u>Budget</u>	<u>MTD Exp</u>	<u>YTD Exp</u>	<u>Balance</u>	<u>% Exp</u>
Police					
Police Administration	\$395,995	\$22,868	\$159,131	\$236,864	40.19%
Patrol	\$2,006,772	\$144,338	\$565,163	\$1,441,609	28.16%
Investigations	\$459,661	\$34,519	\$136,335	\$323,326	29.66%
Police Support	\$412,398	\$28,558	\$122,467	\$289,931	29.70%
Traffic	\$44,663	\$5,252	\$14,224	\$30,439	31.85%
Prosecution	\$122,822	\$9,048	\$35,772	\$87,050	29.12%
Total Police	\$3,442,311	\$244,583	\$1,033,092	\$2,409,219	30.01%
Fire					
Fire Administration	\$193,812	\$12,317	\$57,098	\$136,714	29.46%
FireFighting	\$1,932,828	\$153,172	\$620,921	\$1,311,907	32.14%
Total Fire	\$2,126,640	\$165,489	\$678,018	\$1,448,622	31.88%
Public Works and Utilities					
Public Works Admin	\$1,186,939	\$61,344	\$264,068	\$922,871	22.25%
Street Maintenance	\$486,918	\$1,811	\$130,860	\$356,058	45.26%
Snow Removal	\$145,400	\$1,392	\$1,798	\$143,602	0.00%
Street Lighting	\$119,600	\$12,566	\$32,685	\$86,915	27.33%
Equipment Maintenance	\$70,232	\$5,058	\$29,267	\$40,965	41.67%
City Engineering	\$53,110	\$45	\$17,387	\$35,723	32.74%
Buildings and Grounds	\$38,700	\$5,202	\$15,201	\$23,499	39.28%
Cemetery	\$9,774	\$0	\$956	\$8,818	10.84%
Solid Waste Collection	\$155,606	\$15,593	\$50,050	\$105,556	32.16%
Total Public Works	\$2,266,279	\$103,010	\$542,272	\$1,724,007	23.93%

City of Somersworth
Expenditures
10/30/2015

<u>Account</u>	<u>Budget</u>	<u>MTD Exp</u>	<u>YTD Exp</u>	<u>Balance</u>	<u>% Exp</u>
Capital Expenses					
Transfer to Debt Service	\$1,105,967	\$0	\$885,284	\$220,684	80.05%
Capital Leases	\$199,885	\$30,980	\$90,832	\$42,663	45.44%
Transfer to Other Capital Funds	\$106,159	\$50,000	\$106,159	\$0	100.00%
Total Capital Assets	\$1,412,011	\$80,980	\$1,082,275	\$263,346	76.65%
Other Expenses					
Contingency	\$89,700	\$12,768	\$18,534	\$71,166	23.17%
Intergovt Transfers	\$2,434,955	\$0	\$0	\$2,434,955	0.00%
Total Other Expenses	\$2,524,655	\$12,768	\$18,534	\$2,506,121	0.73%
Capital Outlay					
Total Capital Outlay	\$251,733	\$0	\$49,839	\$206,894	19.97%
TOTAL CITY GENERAL FUND	\$14,755,633	\$836,581	\$4,291,288	\$10,402,955	29.08%
School Department					
School Expenses	\$24,062,227	\$1,727,835	\$6,420,893	\$17,641,334	26.68%
School Dept Service	\$2,040,044	\$0	\$895,333	\$1,144,711	43.89%
Total School Department	\$26,102,271	\$1,727,835	\$7,316,226	\$18,786,045	28.03%
TOTAL GENERAL FUND	\$40,857,904	\$2,564,417	\$11,607,514	\$29,189,000	28.41%

Department of Development Services (DDS)
Monthly Report
October 2015

Office of Assessing:

- Sales Verification inspections have taken place in the month of October.
- Permit inspections/checks have taken place in the month of October.
- This office has continued with the Cycled Inspections process for the 2015 year. Approximately 639 parcels will be reviewed/inspected.
- This office is almost finished with the first round of cycled inspections. We will now be preparing to send letters out to schedule appointments for inspections on properties that were not inspected during the first round.
- The tax rate was set, the Tax Warrant was signed by all members of the Board of Assessors and tax bills were mailed to all property owners in the City.
- Preparations were made to gather information for the Equalization Ratio.
- This office has received two Superior Court cases, in response to denied Abatement applications.

Property Maintenance and Code Enforcement:

Property Maintenance and Code Enforcement Activity Report for October 2015						
Incident Location		Origin of Complaint	Responsible person notified	Compliance	Nature of Concern	Date of Complaint
298	Green St.	DDS	yes	yes	rats	9/1/2015
78-80	Union St.	DDS	yes	yes	trash, grass, un-reg MV, gutters	9/2/2015
15	Buffumsville Rd.	DDS	yes	yes	trash	9/2/2015
1	Beacon St.	DDS	yes	yes	trash	9/3/2015
36	Prospect St.	DDS	yes	yes	couch	9/3/2015
283-285	Main St.	DDS	yes	yes	tires/mattress/furniture/trash in rear	9/3/2015
10	Central St.	DDS	yes	yes	trash(side of home/carport)	9/4/2015
18-20	Water St.	DDS	yes	yes	trash	9/4/2015
220	Rt. 108	DDS	yes	yes	cockroaches	9/4/2015
16-18	Central St.	DDS	yes	yes	TV, futon	9/4/2015
8	Myrtle St.	DDS	yes	yes	fish tank	9/4/2015
59	Myrtle St.	DDS	yes	yes	3 TV's, gutters	9/8/2015
121	Green St.	DDS	yes	yes	stone wall in disrepair	9/8/2015
17	Silver St.	DDS	yes	yes	mattress	9/8/2015
1	Beacon St.	DDS	yes	yes	trash	9/9/2015
44	Rt. 108	DDS	yes	pending	outdoor storage	9/14/2015
10	Ash St.	DDS	yes	yes	fan/vacuum left outside	9/14/2015
44	Franklin St.	CC	yes	yes	mold, wires, safety	9/15/2015
402	Sherwood Glen	DDS	yes	yes	electrical conduit showing in yard	9/15/2015
5	Ben-Rich Dr.	DDS	yes	pending	MV-unreg.	9/15/2015
22	Fayette St.	DDS	yes	yes	grass	9/15/2015
12-14	Pleasant St.	DDS	yes	yes	trash, rubbish, grass	9/17/2015
17-31(23)	Market St.	CC	yes	pending	cabinet/bed bugs/window/porch	9/17/2015
41	Salmon Falls Rd.	DDS	yes	pending	MV-unreg.	9/18/2015
142-144	High St.	DDS	yes	yes	2 TV's	9/18/2015
15-17	Grove St.	DDS	yes	yes	mattress	9/18/2015
In addition to new complaints received work continues on the Work in Progress (WIP) files from past months						
Of the 7 pending complainants from September, 1 property has complied, 4 NOV's were sent for non-compliance and 2 are making progress on compliance						

Building and Health Departments:**Major Building Permits issued in October 2015:****Construction cost****Fee****There were no Major Building Permits issued in October 2015**

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Minor Building Permits issued in October 2015:

26	Second	Window replacement	\$1,132.00	\$25.00
10	Laurel Ln	Siding	\$5,700.00	\$55.60
59	Myrtle	Roof	\$2,100.00	\$31.00
8	Emery	Ramp	\$2,600.00	\$30.00
0	Memorial Dr	shed	\$12,000.00	\$0.00
4	Lenox	shed	\$2,200.00	\$27.60
370	Main	Roof	\$2,500.00	\$35.00
20	Rowland	Addition	\$5,000.00	\$50.00
388	Main	Roof	\$5,000.00	\$90.00
55	Crest Dr	Siding	\$2,600.00	\$30.00
11	Chesley Ave	Other/See notes	\$15,000.00	\$130.00
92	Blackwater Rd	Fence	\$1,079.65	\$25.00
60	Tri-City Plaza	Tenant fit up	\$10,000.00	\$90.00
254	High	Roof	\$15,000.00	\$130.00
29	Francoeur Dr	Roof	\$9,100.00	\$82.80
1	Albert	Roof	\$7,900.00	\$73.00
407	Main	Siding	\$5,000.00	\$50.00
14	Chadwick Ln	Fence	\$3,300.00	\$36.40
66	West High	Porch	\$13,248.00	\$142.00
16	Indigo Hill Rd	Other/See notes	\$20,000.00	\$170.00
95	Main	Repair	\$3,400.00	\$37.00
11	Ghesley Ave	Fire Restoration	\$180,500.00	\$1,454.00
88	West High	Roof	\$4,500.00	\$46.00
5	Woodchuck Ln	Deck/Deck Stairs	\$5,800.00	\$56.40
156	Blackwater Rd	Roof	\$5,000.00	\$60.00

PERMIT RECEIPTS						
	2012	2013	2014	2015	DIFFERENCE this year to last	% OF CHANGE
January	\$1,789.50	\$1,387.72	\$1,820.00	\$2,069.00	\$249.00	13.7%
February	\$658.60	\$1,922.02	\$3,864.00	\$2,408.00	-\$1,456.00	-37.7%
March	\$2,141.00	\$2,974.00	\$2,191.64	\$5,287.28	\$3,095.64	141.2%
April	\$1,811.00	\$2,470.38	\$4,768.15	\$8,257.80	\$3,489.65	73.2%
May	\$5,532.00	\$6,979.20	\$26,049.95	\$7,194.16	-\$18,855.79	-72.4%
June	\$1,701.00	\$3,609.52	\$24,286.88	\$4,234.80	-\$20,052.08	-82.6%
July	\$3,750.70	\$3,968.83	\$3,646.20	\$4,914.41	\$1,268.21	34.8%
August	\$3,059.03	\$13,916.92	\$6,156.50	\$6,828.94	\$672.44	10.9%
September	\$3,422.70	\$8,522.70	\$6,224.10	\$4,498.20	-\$1,725.90	-27.7%
October	\$2,217.25	\$4,336.68	\$6,880.63	\$4,621.40	-\$2,259.23	-32.8%
November	\$4,126.12	\$2,930.29	\$2,377.78			
December	\$1,726.75	\$2,990.12	\$2,338.80			
Year total	\$31,935.65	\$56,008.37	\$90,604.63	\$50,313.99	-\$35,574.06	-41.4%
Difference of change this year to last (completed months only)						

Total Permits 2012 to Present						
	2012	2013	2014	2015	DIFFERENCE this year to last	% OF CHANGE
January	34	31	26	27	1	3.8%
February	27	39	29	24	-5	-17.2%
March	27	44	29	48	19	65.5%
April	40	60	48	58	10	20.8%
May	41	65	66	55	-11	-16.7%
June	16	77	66	73	7	10.6%
July	48	54	47	51	4	8.5%
August	50	62	55	67	12	21.8%
September	51	72	67	69	2	3.0%
October	61	60	63	60	-3	-4.8%
November	36	50	47			
December	45	42	38			
YTD Totals	589	656	581	532	36	7.3%

Land Use Boards:

Conservation Commission October 2015:

There were no new or pending applications so the Commission did not meet during the month of October.

Historic District Commission October 2015:

The Commission held a workshop meeting to discuss fences in the District.

At the regular meeting, the Commission reviewed the following:

- Queensbury Mill Limited Partnership, 1 Market Street, Assessor's Map 11, Lot 96, HDC #22-2015. Application to add a roof structure over existing stairs was **approved**.
- Lucey & Robert Couture, 37 Maple Street, Assessor's Map 11, Lot 143, HDC #28-2015. Application to re-side the house was **approved**.

Planning Board October 2015:

- Jeff Catalano, on behalf of Fred Schneider, 208 Route 108, Assessor's Map 62, Lot 09, SITE #02-2015. Application for a site plan for the sale and display of sheds was **denied**.
- Brixmor Tri City Plaza, LLC, 20 Tri City Plaza, Assessor's Map 40, Lot 5A, SITE #04-2015. Application for a site plan for an addition and building rehabilitation was **approved with conditions**.

Zoning Board October 2015:

- Brixmor Property Group, 20 Tri City Plaza, Assessor's Map 40, Lot 5A, ZBA #09-2015. Application for a variance to exceed allowable sign area was **approved**.

Parks and Recreation:

- The Senior Picnic was held on Thursday, October 15th at the Flanagan Center on Bartlett Avenue. This event is free for Somersworth Seniors and is a collaboration with the Fire Dept., Police Dept., Strafford Nutrition Meals on Wheels, Somersworth Housing, Senior Center, Recreation, and more. This year we had approximately 100 Seniors attend the event.
- The Youth Basketball Program deadline was on October 30th. This program is for children in grades 1-6. The program is 8-weeks on Saturday mornings.
- Planning is underway for the 2016 Travel Basketball season. This program is only for Somersworth residents in grades 3-6 who are currently enrolled in our Rec. Youth Basketball program. There is an additional \$50 fee to participate. The season runs late November- early March. All home games will be played at Idlehurst Elementary School.
- The Recreation Dept. held a new event on Friday, October 30th. Trick or Treat at the Somersworth City Hall for children ages 5 and under from 3:00-4:00. We had approximately 40-50 children participate for our first year. We're hoping to grow this event even more next year.
- The Saturday morning Pee Wee Soccer program concluded on October 17th. The program had a total of 64 participants.

- Millennium Park and Noble Pines Park have been winterized for the season. The water has been shut off for the season and lines were blown out by the Water Dept.
- The Dept. is currently planning for winter events & programs.

Other:

- We received several quotes on the security camera system for the Noble Pines Park and have selected a vendor. Installation of the electric baseboard heater and conduit to outside the Recreation Building is complete. We are working with Hampton Technical Services to coordinate the camera installation and other contractors needed to complete the installation. We are hopeful that the project will be completed this fall.
- Director Sharples attended a Brownfields seminar and met the key individuals at the EPA and NHDES that oversee the Brownfields Program in our region. Both EPA and NHDES agreed to come and speak with the City Council after the holidays about the program and what they can offer for assistance to clean up the Breton Cleaners site.

Submitted by Dave Sharples

Monthly Update

- Christine and the Career Technical Center Guidance Counselor arranged a tour of the Contitech Facilities for a group of CTC students on October 22nd. The event was a success and a second tour is being arranged.
 - The department is focusing on the continued revitalization of the downtown through the marketing of RSA 79-E and investigating potential resources.
 - Christine is working with several commercial realtors to help facilitate the sale of commercial properties around the City. Interest in available commercial properties has picked up considerably this Fall.
 - The EDM has been working with two new business ventures that are opening in early November, a full service salon on Government Way and a pub (2 Doors Down) located on Route 108.
 - Participation on the Skyhaven Airport Advisory Committee, the Somersworth Chamber, Great Falls Development Corporation, the High School Career Technical Center and Vision 2020 continue.
 - The department's Business Spotlight series showcased Back Burner Designs in the October e-newsletter. Airex will be featured in the November edition.
 - The City/Department has signed up to be a community partner with Google sharing the free materials and offering assistance to help businesses better market their business with the Google search engine.
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MEMORANDUM from Interim Director DPW&U

TO: The Honorable Mayor Dana S. Hilliard, and Members of City Council

DATE: November 4, 2015

SUBJECT: Public Works Department Monthly Report for September/October, 2015

FROM: Robert M. Belmore, Interim Public Works Director *RB*

INTERIM DIRECTOR'S COMMENTS

- I continue to hold office hours at the highway facility during the day as well as hold meetings with all highway and utility staff.

HIGHWAY DIVISION, Nate Mears, General Foreman

Operations/Maintenance:

- Provided mechanical support to:
 - Fire Department
 - Water Treatment & Distribution
 - Waste Water
 - Code Enforcement
 - Vehicles were serviced and inspected
- All large plow trucks and equipment has been serviced and readied for winter snow & ice management.
- Installation of a new heating furnace is being scheduled for Highway Facility; work to be done by Trowmbly & Sons Plumbing & Heating
- Catch Basin Cleaning contracted with Hartigan Co. and scheduled to begin November 23rd
 - 127 Basins will be cleaned fall of 2015
 - 127 Basins will be cleaned spring 2016
 - Spring cleaning will remove winter silt deposits and allow the summer rains to flush the drain pipes.
- Purchase of Road Salt & Sand are approved and scheduled

Completed Work:

- Walkway & Earthwork Completed @ Noble Pines Baseball Field
- Paving of Water Break Ditches:
 - Union St. @ Ford St.
 - Union St. near Pine St.
- Catch Basin Reconstruction:
 - (1) Midway Park
 - (1) Myrtle St.
 - (1) Cemetery Rd.

- (1) Washington St.
- (1) Bourque St.
- Water Distribution Support:
 - Dug Water Service for Residence @ 74 Noble St.
 - Completed Compaction Testing & Paving of Water Ditch between 73 & 74 Noble St.
- Curb-Side Pruning:
 - Main St., Indigo Hill Rd., Hamilton St., USS Park
- Scheduled Tasks:
 - Curb-side brush & bagged leaf pick-up
 - Set up voting booths @ polling locations
- Contracted Work:
 - Library Drainage was repaired in the street.
 - Crack Sealing along High St. between Blackwater Rd. & Sinclair
- Successfully Completed by Nicom Coating Co.

WASTEWATER DIVISION, Jamie Wood, Chief Operator

Operations/Maintenance:

- Wright Pierce completed a draft report of the Capacity evaluation with a meeting date scheduled for 11/3 for discussion. In addition, they also finalizing the user rate analysis. A final report of the study is scheduled to be completed by the end of the year.
- We have initiated improvements concerning Hawthorne Court (Gerrish Commons) pump station beginning with an onsite alarm system with call out capabilities in accordance with NH-DES requirements.
- Treated a total of 56,000 gallons of septage from residents not on city sewer.

Safety:

- The next upcoming JLMC meeting is scheduled for 11/12. Ned will be in attendance representing the wastewater division.

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 44-million gallons of wastewater for the month.
- Completed semi-annual sludge analysis in accordance with NH-DES regulations.

Industrial Pretreatment Program:

- Reviewing a revised application for ContiTech Thermopol which is a rubber manufacturing company located on Interstate Drive. Potential discharge is 42,000 gals/day of a combination of sanitary/process water.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Underwood Engineers is finalizing the full design which will then move forward to sub committees for discussion. Full construction is expected to begin next summer.

- Replacement Pay loader – Bid specifications are complete and a Request For Proposal (RFP) will be written and submitted within the month.
- Maple St Culvert – This is supported with the hazardous mitigation project grant. Greater detail provided by city engineer.

WATER DIVISION, Greg Kirchofer, Chief Water Plant Operator

Items completed this month:

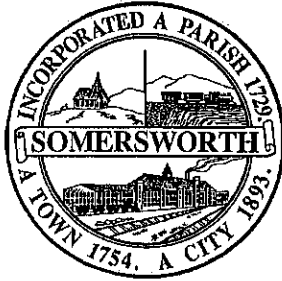
- Bact's and TOC's completed
- Rocky Hill Standpipe stripped, repaired and repainted
- Met with Paul Cote, Walter Shorey and City Manager regarding Rocky Hill tank budgets
- Repaired Hamilton Standpipe communication system
- Completed 3rd quarter disinfection by-product report
- Replaced main compressor control valve
- Repaired filter# 4 backwash waste valve
- Finalized CIP drafts for FY17- FY22
- Closed Oaks irrigation supply valve for the season
- Had annual raw and finish Mag meter calibration
- Switched Raw and Finish pumps
- Working with Flygt pump to finalize cost for purchase and installation of new raw water pumps (CIP purchase)
- Completed yearly chemical purchasing bid

WATER DISTRIBUTION, Scott McGlynn, Chief Distribution Operator

- Water Distribution personnel responded to seven emergency calls involving water service requests and two structure fires. We also responded to sixty six other customer service requests and work orders.
- One new service was added to the distribution system in the month of October.
- Winterizing of parks and cemeteries has been completed. We expect to complete winterizing hydrants during the first week of November.
- With the renovation of the Rocky Hill storage tank still ongoing and cold weather fast approaching, the annual flushing of hydrants and mains has been moved to take place in the Spring.

*presented to
Finance Committee
11-03-15*

*Fy 17
Mayor & Council
BS*



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: November 2, 2015

Re: **Rocky Hill Road Water Tank Project**

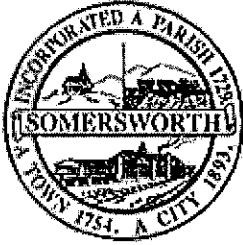
The Rocky Hill Road water tank rehabilitation project is substantially complete. The City's consulting engineer Tata and Howard has requested direction on the installation of a mixer. At issue is the City has contracted with Utility Services for the project, but has an opportunity for some cost savings if we contract directly with the installation company.

The following is the current budget of the project:

• Total supplemental appropriation	\$502,281
• Rehabilitation cost	426,931
• Engineering/Construction Oversight	<u>40,000</u>
Balance Available	\$ 35,350

The estimated cost for the installation of the mixer is \$26,000. If the City uses Utility Services, the bid cost for the installation of the same mixer is \$30,000.

Resolution 40-15 authorized the City Manager to contract with Utility Services. The City may benefit by saving \$4,000 with the authorization to contract with another company for the installation of the mixer.



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: November 2, 2015
Subject: Monthly Report – Month of October 2015

COMMUNITY POLICING:

- The annual Somersworth Senior Picnic was held at the Flanagan Center on October 15th and was well attended by 100 seniors. It was hosted by the PD, Fire and Recreation Departments, Somersworth Housing, and Strafford Nutrition Meals on Wheels with many Community Leaders helping at the event. The American Legion, Gagnon's Auto Body and Hilltop Fireworks sponsored the picnic. Additional prizes were donated from many community businesses. American Ambulance also served and performed free blood pressure checks. A good time was had by all. The Senior Picnic Committee is to be commended for a job well done.
- Lt. McLin conducted tours of the station for all Idlehurst and Maplewood Schools kindergarten-students. The tours were for two days with over 120 students going through.
- Officer Orlando presented a class to high school students who volunteer to work with the elderly about scams targeting the elderly.

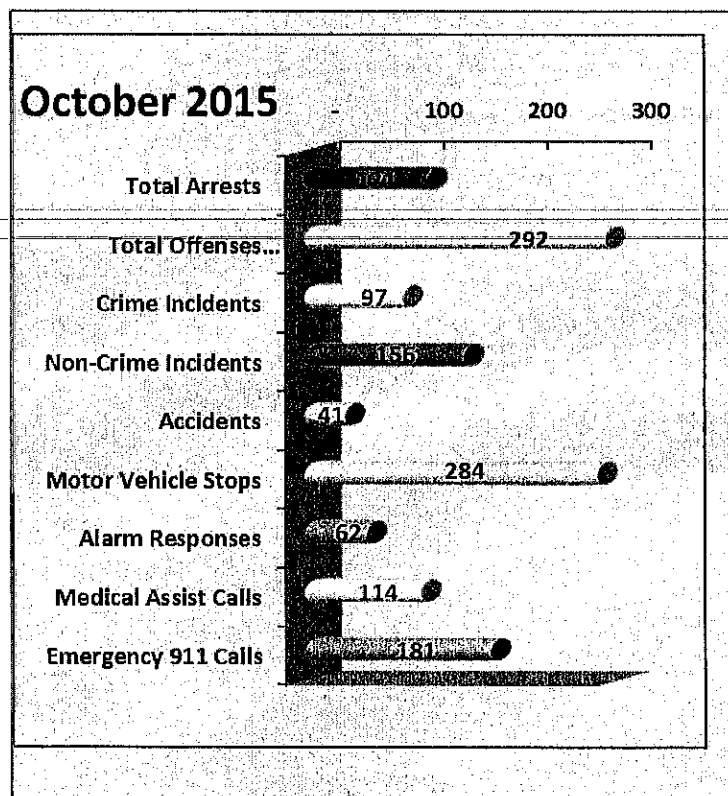
PERSONNEL (TRAINING & STAFFING):

- An accident investigation training was held by the Strafford County Traffic Accident Reconstruction Team with Sergeant Messier and Officers LaRosa, Keller, Loughlin and Orlando attending.
- Dispatcher Davis and Dispatcher Forbes completed SPOTS certification training at State Police Headquarters in Concord.

over

SPD STATISTICS:

	Month of October-15	Year to Date Totals
Total Arrests	121	904
Calls for Service (Including Items Below)	1,972	20,505
Total Offenses Committed	292	2,197
Crime Incidents	97	860
Non-Crime Incidents	156	1,692
Accidents	41	404
Motor Vehicle Stops	284	3,568
Alarm Responses	62	652
Medical Assist Calls	114	1,022
Emergency 911 Calls	181	1,835
Revenues Deposited FY 2015-2016	\$ 26,952.90	\$ 64,852.98





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

OCTOBER 2015 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	8
Vehicle Fires:	0
Outside Fires:	4
Emergency Medical:	59
Motor Vehicle Crash:	7
Malfunction/false alarm:	8
Accidental/public service:	31
Hazardous Condition:	7
Hazardous Materials:	3

NON-EMERGENCY ACTIVITIES

Burning Permits:	14
Fireworks Permits:	3
Oil Burner Permits:	1
Place of Assembly Permits:	7
Fire Safety Inspections:	7
Fire Drills:	12

CALLS FOR SERVICE

- We responded to 26 more emergency calls this October (127) than in October 2014 – an increase of 26%.
- We suffered a fatal fire at a home at 14 Indigo Hill Road on October 20.
- There was a house fire at 11 Chesley Avenue on October 9 that caused significant damage but no injuries (2 dogs succumbed).
- One small kitchen fire occurred at 10 Green Street – handled by duty crew.
- We responded to mutual aid fires in Durham, Rochester (2) and Berwick and Lebanon ME.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

PLANNING/PROJECTS/GRANTS

- Working with NH Department of Safety and FEMA for reimbursement of funds the city spent on the January 27-28 blizzard.
- The “Ready Strafford” organization under state contract to assist municipal Emergency Managers with disaster and public health services in Strafford County still has not hired a coordinator so we are without immediate assistance.
- One of the 5 candidates selected for new call firefighter positions under the FEMA SAFER Act grant in Year 2 has resigned. We promptly replaced him with another candidate who now is going through State Police review.
- Due to the DOT replacing fuel tanks at the Dover facility, we used the Rochester DPW to fuel vehicles until the new state site opened on October 26.
- Assisted Human Resources in placing ads for a career firefighter selection process to begin in November.
- Attended CTC renovation presentation by Banwell Architects.
- Approved final fire protection systems at Two Doors Down and 448 High Street.
- Strafford County Regional planning Commission began the update process to the city’s Multi-hazard Mitigation Plan.
- Finalized FY17-22 CIP.
- Met with Liz Lufkin from NH HSEM relative to emergency management issues.

TRAINING/MEETINGS

- One new call firefighter continued to attend the state Firefighter I course: one is enrolled in the state Firefighter II curriculum and another is in the NH State EMT basic course – all paid for by the federal FEMA SAFER Act grant.
- Attended courses at Primex involving “Resolving Conflict” and “Effective Performance Reviews”.
- Attended meeting of the Community Mutual Aid Committee.
- Attended meeting of the Traffic Safety Committee.
- Attended meeting of the Seacoast Fire Chiefs.
- Attended a meeting of the SRTC.

COMMUNITY SERVICE

- Held annual “Open House” at the fire station. Over 300 children and close to 1000 people attended.
- Attended “Senior Picnic”.
- Presented one day program at the Middle School relative to fire safety education.

- Elementary schools completed their fire station tours and fire safety education.
- Assisted Home Depot with their annual “Safety Day”.
- Attended meeting of the Drug Task Force.

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



SOMERSWORTH FIRE DEPARTMENT

October 23, 2015

TO: Robert M. Belmore, City Manager
FROM: Chief Hoyle
RE: Update on Inspection Program

At this point in FY16, we were supposed to be inspecting 3 family and above residences for the next year. We thought that establishing the computer inspection program would be simple as it is an upgrade from the manufacturer - Firehouse – whose system we have been using for all other records management. A series of software and hardware issues have set us back.

- Our Firehouse representative Peter Eleftherakis took another position in the company and his replacement - Tom Pond - took a while to get established – delaying the uploading of the software
- The software uploading process onto the station computers was difficult – taking time.
- Back Bay had issues loading the inspection program onto our two tablets dedicated for field use.
- Back Bay had issues with the portable printer we purchased to download the inspection forms on site – which will save hundreds of dollars in mailing costs.
- Firehouse has issues downloading 10,000 specific violations from NH law/regulations and the NFPA codes referenced by NH into their program.

After our discussion this week, I ordered the Officers to begin scheduling and performing 3 family and above inspections IMMEDIATELY. We will manually perform inspections until the computerized inspection program is ready. Crews still will perform inspections according to the Department SOG developed earlier, except that the computer program sections will not be used.

The computer system upgrade purchased from Firehouse offers:

- professional appearance
- fast access to inspections and data
- each code violation enumerated and explained for each violation, citing the specific NH or NFPA code provision
- automatic re-inspection scheduling
- portable print-out of the inspection form on site – or.....
- e-mailing the inspection form to the owner

The new inspection program does not affect our current responsibility to perform required Certificate of Occupancy inspections in certain structures and new/renovated buildings: annual life safety inspections in schools, day care centers and certain medical facilities: and witnessing acceptance testing of all new fire suppression systems in buildings.

The upgrade cost us \$500 and the licenses to use the tablets in the field cost another \$750.

FYI
Mayor &
Council
BS

Employee Breakdown by Department

11/2/2015

		Full Time	Part Time	Call or Seasonal
City Manager	City Manager	1		
	Executive Assistant	1		
	Human Resources Manager	1		
City Manager Total		3	0	0
Finance Department	Director of Finance & Adm	1		
	Asst Finance Director	1		
	Acct Clerk I-Payroll/AP	1		
	City Clerk	2		
	Human Services	1		
	Library	2	3	
	Tax Collector	2		
	Utility Collections	1		
	Channel 22		1	4
Finance Totals		11	4	4
Development Services	Dir of Planning/Comm Dev	1		
	Economic Development Manager	1		
	Planning Secretary	1		
	Code Enforcement	2		
	Assessing Secretary	1		
	Custodian		1	
	Recreation Supervisor	1		
	Recreation Secretary		1	
	Summer Camp Employees			12-14
Development Services Totals		7	2	12-14
Fire Administration	Fire Chief	1		
	Fire Secretary		1	
Fire Fighting	Fire Captain/Lieutenant	4		
	Firefighter	12		
	Call Firefighter/ 1-Dispatcher			13
Fire Department Totals		17	1	13
Police Admin	Police Chief	1		
	Police Chief's Ex. Asst.	1		
Sworn Officers	Police Secretary II	1		
	Police Captain	2		
	Police Lieutenant	2		
	Police Sergeant	5	1	
Civilians	Police Detective	2		
	Police Officer	14		
	Dispatcher	4		
	ACO/PEO/Dispatcher	1		
	Custodian		1	
	School Crossing Guard			1
Police Department Totals		33	2	1
Public Works	Director	1		
	Public Works Secretary	1		
Highway Division		10		1
Wastewater Plant		5		
Water Distribution		3		
Water Treatment		3		
Public Works Totals		23	0	1
City Totals		94	9	30-32

Current Vacancies: 1-Director of PW and Utilities, 1-Firefighter, 1-Equipment Operator

Footnotes: City/School Facilities Manager
Contracted Positions-Engineer, Assessor
Contracted Services-IT, Legal

The Community Food Pantry, Inc.

176 West High Street
P.O. Box 228
Somersworth, NH 03878-0228
Tel.: (603) 692-2907



September 3, 2012

City of Somersworth
Attn: Robert Belmore
One Government Way
Somersworth, NH 03878

Dear Mr. Belmore,

This letter is written to express the sincere appreciation of the Community Food Pantry, Inc. On Wednesday 22 August 2012 you and your city employees were extremely helpful in assisting the food pantry after a large freezer unit malfunctioned. Approximately three hundred pounds of chicken was lost due to the failure of this freezer, a great loss to the food pantry. You and the individuals you had assist the pantry were extremely efficient in helping the pantry dispose of not only the rotted chicken, but the freezer as well.

As the director of the Community Food Pantry, I want to take this opportunity to thank you for all the support you provided in resolving this freezer failure. The problem was resolved quickly due to the helpful involvement of the city of Somersworth. Without the city's help the disposal of the chicken and the freezer would have been much more difficult and time consuming. Thank you for all the assistance. During the first seven months of 2012, the pantry has helped to feed a total of 1,875 families, an average of 270 families per month the majority of these from the towns of Somersworth. Teamwork such as we experienced on that Wednesday motivates the volunteers to continue providing this vital service.

Sincerely,

Patricia Vachon
Executive Director

MITCHELL MUNICIPAL GROUP, P.A.

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

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

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

November 4, 2015

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 10-16

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT
WITH DUBOIS AND KING OF BEDFORD, NH FOR
GENERAL ENGINEERING SERVICES**

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: _____

11/4/15

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
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November 4, 2015

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 11-16

Title: **AUTHORIZING THE CITY MANAGER TO ENTER INTO A
GRANT AGREEMENT WITH THE UNITED STATES DEPARTMENT
OF JUSTICE COPS HIRING PROGRAM TO ADD ONE ADDITIONAL
POLICE OFFICER**

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: 11/4/15

By: 

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November 4, 2015

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 12-16

**Title: ADOPTING THE RECOMMENDATIONS OF THE MAYOR'S TASK
FORCE AS SOMERWORTH'S MASTER PLAN FOR ADDRESSING
THE HEROIN CRISIS**

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: 11/4/15

By: 