

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, October 13, 2017
SUBJECT: City Manager's Report for Monday, October 16, 2017
City Council Agenda

6:30 p.m. - Public Hearing

*Re: Question to be Placed on the November 7th Official Ballot:
Shall we allow the Operation of Keno Games within the City of Somersworth?*

Unfinished Business (under Section 13 of Agenda)

Resolutions

- A. Resolution No. 10-18 To Authorize the City Manager to Continue the City of Somersworth's Support in Furthering the Plan for an Intermunicipal Agreement with the City of Dover for the Development of a Water System Interconnection between Dover and Somersworth. Again, the Public Works & Environment Committee met on September 12th and reviewed preliminary plans for this potential interconnection and voted to support a continued dialogue with Dover's staff and consultant engineer.

New Business (under section 14 of Agenda)

Resolutions

- A. Resolution No. 12-18 To Notify the City Tax Collector that the City Council shall not accept a Tax Deed on Certain Manufactured Housing Units Subject to an Unredeemed Tax Lien. The Finance Committee met on October 12th and voted to support this action. Committee members decided to move forward and accept the tax deed for one (1) manufactured housing unit that was in arrears from 2012 forward. Attached is a copy of the list of pending tax deeded property that was reviewed by the Finance Committee.

- B. Resolution No. 13-18 To Notify the City Tax Collector that the City Council shall not accept a Tax Deed on Properties Located on Wexford Lane Subject to an Unredeemed Tax Lien.** The Finance Committee met on October 12th and voted to support this action as has been done in the past years due to the condition of the land which has buried debris.
- C. Resolution No. 14-18 To Authorize the City Manager to Contract With Denron Plumbing and HVAC of Manchester, NH for the Purchase and Installation of a Cooling Tower for City Hall.** The Finance Committee met on October 12th and voted to recommend Denron Plumbing for the purchase and installation of the Cooling Tower for City Hall. Attached is a memorandum from Director Shanna Saunders with our staff's recommendation. City Council did appropriate \$75,000 for this project.
- D. Resolution No. 15-18 To Authorize the City Manager to order a Pickup Truck for the Division Of Building Inspection which will be Funded by a Lease Purchase Arrangement.** The Finance Committee met on October 12th and voted (3-1) to recommend this Pickup Truck purchase to the full City Council. Attached is a memorandum from Director Mike Bobinsky that outlines the cost for adding certain snow-plowing equipment as well as a different truck capable of plowing. The Committee decided to endorse a basic truck without plowing capabilities.
- E. 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.** The Finance Committee met on October 12th and voted to support acceptance of this Grant Award. Attached are copies of the State Grant Award notification and associated documents.

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

A. Informational Items.

- 1. Upcoming Meeting & Events.**
 - a. 15th Annual Pumpkin Festival.** Presented by the Somersworth Festival Association. Saturday, October 14th, 10:00 a.m. – 4:00 pm. at the Somersworth Plaza.
 - b. City Council & School Board Workshop.** Thursday, October 19th at 5:30 p.m. at the Career Technical Center.
- 2. LED Street Lighting Conversion Project Update.** Director Mike Bobinsky, Scott Smith and I met with Affinity's staff last week to discuss this project. Attached is a copy of their notes regarding the Project's status. It is approximately 97% complete. They are in the process scheduling 15 more conversions which will be finalize the street lighting project other than issues that Eversource needs to resolve. Our reduced billing will be retroactive to the dates of installation. Affinity will also start working on City Facility lot lights for possible conversion.

B. Attachments.

1. City Attorney Certifications (5)
2. Department Head Reports
3. Complete Streets Engineering Proposals Costs of Finalists & Available City Road Budget
4. Strafford County Delegation Public Hearing Notice on their CIP Plan for 2018-2023

RESOLUTION NO. 10-18 TO AUTHORIZE THE CITY MANAGER TO CONTINUE
THE CITY OF SOMERSWORTH'S SUPPORT IN FURTHERING THE PLAN FOR
AN INTERMUNICIPAL AGREEMENT WITH THE CITY OF DOVER FOR THE
DEVELOPMENT OF A WATER SYSTEM INTERCONNECTION BETWEEN
DOVER AND SOMERSWORTH.

Somersworth, NH
October 2, 2017

WHEREAS, as part of a water facilities improvements project at their Willand Pond Well, the City of Dover is developing a design plan for a water system interconnection between Dover and Somersworth with its project engineer Underwood Engineers, and

WHEREAS, both the City of Dover and the City of Somersworth have expressed interest in a water system interconnection to allow for water sharing in case of an emergency, and

WHEREAS, the City Council's Public Works and Environment Committee has reviewed this potential intermunicipal project with City staff and with Dover's staff and consultant, and the Committee has voted to support the project's concept,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to continue the City's support in furthering the possibility of an intermunicipal agreement with the City of Dover for the development of a water system interconnection and said agreement would include such elements as the final design, operational responsibilities, and cost sharing of the proposed water system interconnection, as well as other necessary components deemed to be in the best interests of the City.

Sponsored by Councilors:

Dale R. Sprague
David A. Witham
Denis Messier

Approved:

City Attorney

RESOLUTION NO. 12-18 TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON CERTAIN MANUFACTURED HOUSING UNITS SUBJECT TO AN UNREDEEMED TAX LIEN.

Somersworth, NH
October 16, 2017

WHEREAS RSA 80:76 directs the Tax Collector, after 2 years, to execute to the City a deed of the land subject to the real estate tax lien and not redeemed, and

WHEREAS the Governing Body of a municipality may refuse to accept a tax deed on behalf of the municipality because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, or for any reason that would be contrary to the public interest,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Tax Collector be notified that for those reasons the City shall refuse to accept the tax deeds on property located at the following locations:

<u>Location</u>	<u>Tax Map/Lot</u>
47 Colonial Village	81-47M
48 Crystal Springs Way	82-19M
69 Crystal Springs Way	82-53M
63 Crystal Springs Way	82-59M
26 Jack & Jill	83-26M
102 Sherwood Glen	87-102M
113 Sherwood Glen	87-113M
223 Sherwood Glen	87-223M
409 Sherwood Glen	87-409M
629 Sherwood Glen	87-629M
687 Sherwood Glen	87-687M

Sponsored by Councilors:

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

Approved by:

City Attorney

RECORD OWNER	ADDRESS	M/L	LEVY	ORIGINAL	4-Aug-17
ARSENEAULT RICHARD G +	38 BUFFUMSVILLE RD	3-14	2014	\$ 5,081.47	\$ 7,303.70
BRUNELLE RONALD J	256 OLD ROCHESTER RD	66-9	2014	\$ 229.66	\$ 376.33
HFAMILY REALTY TRUST	15 SILVER ST	19268	2014	\$ 926.39	\$ 1,345.42
LABBE CLAUDE R	108-110 FRANKLIN ST	14-11	2014	\$ 11,838.61	\$ 17,040.24
LSF8 MASTER PARTICIPATION TST	22 1/2 SOUTH ST	20699	2014	\$ 259.70	\$ 402.40
MONGEON LEAH+KENNETH	15 CEMETERY RD	13-52	2014	\$ 7,497.37	\$ 10,271.29
NICHOLS STEPHEN + ELISA S	57 FRANKLIN ST	26207	2014	\$ 939.42	\$ 1,394.10
PALACZ WITOLD	26 CINNAMON RIDGE RD	37-67	2014	\$ 571.59	\$ 510.26
PENNOCK MARIE J	7 BERNIER ST	36-18	2014	\$ 5,183.92	\$ 7,480.60
SMITH PETER R + ELLEN	19 CREST DR	35-11A	2014	\$ 553.67	\$ 840.95
WENTWORTH RICHARD H	59 CREST DR	35-4	2014	\$ 200.63	\$ 334.70
WILDER TIMOTHY D+AMBER M	11 CREST DR	35-12D	2014	\$ 2,585.54	\$ 3,737.59
WYNN E DAIGLE REV TST	TATES BROOK RD	33-3	2014	\$ 230.62	\$ 377.70
WYNN E DAIGLE REV TST	WESTWOOD DR	33-2	2014	\$ 391.32	\$ 608.14

MOBILE HOMES

BADGER THOMAS A	223 SHERWOOD GLEN	87-223M	2014	\$ 956.89	\$ 1,402.15
BADGER THOMAS A	223 SHERWOOD GLEN	87-223M	2013	\$ 1,043.37	\$ 1,695.30
BRAMLETT DANA + LAURA	629 SHERWOOD GLEN	87-629M	2014	\$ 1,006.40	\$ 1,168.91
CHAMPA MICHAEL	48 CRYSTAL SPRINGS WAY	82-19M	2014	\$ 284.75	\$ 438.32
DEFRAIN DEBORAH E	69 CRYSTAL SPRINGS WAY	82-53M	2014	\$ 399.20	\$ 602.44
HALE DAVID W	4 JACK & JILL	83-4M	2014	\$ 365.34	\$ 553.89
HALE DAVID W	4 JACK & JILL	83-4M	2013	\$ 365.62	\$ 613.57
HALE DAVID W	4 JACK & JILL	83-4M	2012	\$ 349.77	\$ 649.05
JOHNSON KAREN E	409 SHERWOOD GLEN	87-409M	2014	\$ 969.30	\$ 1,436.95
LANDRY MICHAEL J + LISA M	47 COLONIAL VILLAGE	81-47M	2014	\$ 1,416.17	\$ 1,537.23
MARTIN SHAWN + CATHERINE	102 SHERWOOD GLEN	87-102M	2014	\$ 804.71	\$ 1,200.93
MARTIN SHAWN + CATHERINE	102 SHERWOOD GLEN	87-102M	2013	\$ 117.80	\$ 191.43
MCCARTHY DANIEL +PAUL LINDA	63 CRYSTAL SPRINGS	82-59M	2014	\$ 308.03	\$ 471.71
MORIN LINDA M	687 SHERWOOD GLEN	87-687M	2014	\$ 565.55	\$ 857.98
PHILLIPS JOSEPH C	3 JACK & JILL	83-3M	2014	\$ 275.56	\$ 425.15
PHILLIPS JOSEPH C	3 JACK & JILL	83-3M	2013	\$ 294.28	\$ 497.65
PHILLIPS JOSEPH C	3 JACK & JILL	83-3M	2012	\$ 282.26	\$ 527.54
ROULEAU KATHY E	113 SHERWOOD GLEN	87-113M	2014	\$ 500.49	\$ 288.74
SIGOUIN ALLAN	26 JACK & JILL	83-26M	2014	\$ 352.18	\$ 552.02

over

OTHER

PIONEER MECHANICAL INC	7 WEXFORD LANE	35-12B	2014	\$	787.81	\$	1,159.70
PIONEER MECHANICAL INC	7 WEXFORD LANE	35-12B	2013	\$	688.66	\$	1,138.45
PIONEER MECHANICAL INC	7 WEXFORD LANE	35-12B	2012	\$	657.98	\$	1,203.79
PIONEER MECHANICAL INC	7 WEXFORD LANE	35-12B	2011	\$	637.66	\$	1,291.45
PIONEER MECHANICAL INC	7 WEXFORD LANE	35-12B	2010	\$	616.12	\$	1,439.40
PIONEER MECHANICAL INC	5 WEXFORD LANE	35-12A	2014	\$	848.49	\$	1,246.71
PIONEER MECHANICAL INC	5 WEXFORD LANE	35-12A	2013	\$	744.93	\$	1,229.88
PIONEER MECHANICAL INC	5 WEXFORD LANE	35-12A	2012	\$	712.85	\$	1,302.55
PIONEER MECHANICAL INC	5 WEXFORD LANE	35-12A	2011	\$	691.10	\$	1,396.62
PIONEER MECHANICAL INC	5 WEXFORD LANE	35-12A	2010	\$	669.18	\$	1,554.69

RESOLUTION NO. 13-18 TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON PROPERTIES LOCATED ON WEXFORD LANE SUBJECT TO AN UNREDEEMED TAX LIEN.

Somersworth, NH
October 16, 2017

WHEREAS RSA 80:76 directs the Tax Collector, after 2 years, to execute to the City a deed of the land subject to the real estate tax lien and not redeemed, and

WHEREAS the Governing Body of a municipality may refuse to accept a tax deed on behalf of the municipality because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, or for any reason that would be contrary to the public interest,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Tax Collector be notified that for those reasons the City shall refuse to accept the tax deeds on property located at the following locations:

<u>Location</u>	<u>Tax Map/Lot</u>
5 Wexford Lane	35-12A
7 Wexford Lane	35-12B

Sponsored by Councilors:

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

Approved by:

City Attorney

Note – It is believed that these properties contain contaminated soils and /or buried debris.

RESOLUTION NO. 14-18 TO AUTHORIZE THE CITY MANAGER TO CONTRACT
WITH DENRON PLUMBING AND HVAC OF MANCHESTER, NH FOR THE
PURCHASE AND INSTALLATION OF A COOLING TOWER FOR CITY HALL.

Somersworth, NH
October 16, 2017

WHEREAS, the Somersworth Capital Improvement Program for Fiscal Years 2018 through 2023 contains a recommendation to replace the cooling tower on the City Hall, and

WHEREAS, the fiscal year 2017-2018 adopted budget contains an appropriation for the purchase and installation of a cooling tower on the City Hall, and

WHEREAS, City staff requested and received proposals for this project and recommends awarding the project to Denron Heating and Plumbing of Manchester, NH for a cost not to exceed \$46,300 (Forty Six Thousand Three Hundred dollars), and

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

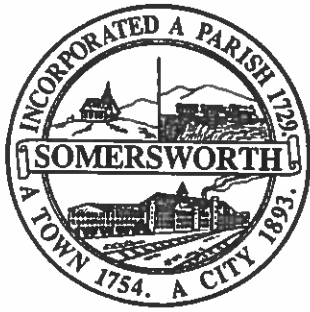
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Denron Plumbing and HVAC of Manchester, NH for the purchase and installation of a cooling tower on the City Hall at an amount not to exceed \$46,300 (Forty Six Thousand Three Hundred dollars) and to take any actions relative to this purchase determined to be in the best interest of the City.

Sponsored by Councilors:

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

Approved

City Attorney



Shanna B. Saunders, Director
Community Development

To: Bob Belmore, City Manger
Date: October 13, 2017
Re: HVAC Bids

The City received 5 proposals for the joint City/School bid for HVAC upgrades to City Hall and the School buildings.

Of the five proposals, two submitted bids for City Hall. After review Maintenance/ Custodial Supervisor Andy Lucier and I recommended Denron Plumbing and Heating out of Manchester, NH. Not only were they the most cost effective but come strongly recommended by John Waitt of Design Day Mechanicals Inc., who the City hired to complete a City wide maintenance replacement schedule.

Denron is out of Manchester NH and their bid was \$46,300.
Palmer and Sicard is out of Exeter and their bid was \$64,105.

The appropriated amount in the budget is \$75,000

RESOLUTION NO. 15-18 TO AUTHORIZE THE CITY MANAGER TO ORDER A PICKUP TRUCK FOR THE CODE ENFORCEMENT OFFICE WHICH WILL BE FUNDED BY A LEASE PURCHASE ARRANGEMENT.

Somersworth, NH
October 16, 2017

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

WHEREAS, the City of Somersworth's approved FY2017-2018 Budget provides funding for a new half-ton pickup truck through a lease purchase arrangement, and

WHEREAS, City staff has evaluated the advantage of the use of a standard vehicle manufacturer acquisition policy and recommends the use of the NH State bid list for Ford vehicles as the most efficient method of procuring these new vehicles, and

WHEREAS, the Finance Committee has reviewed this with staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order one new half-ton pickup truck which is funded in the approved FY2018 City budget through a lease purchase arrangement.

Sponsored by Councilors:

David A. Witham
Martin Pepin
Jennifer G. Soldati

Approved:

City Attorney



MEMORANDUM from Director Public Works & Utilities

Date: October 9, 2017

To: Bob Belmore, City Manager

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

Cc: Scott Smith, Director of Finance

Re: Code Enforcement Officer ¾ ton Pickup Trucking Pricing Information

As requested the Department obtained pricing information for a ¾ ton 4 wheel drive Ford pickup truck with plow equipment as a replacement vehicle for the Code Enforcement Officer. The Department originally obtained pricing information for a 1/2 ton 4 wheel drive pick-up truck which was \$26,000, less a \$2,500 trade in for the old police cruiser for a net price of \$23,500. During discussions with the Finance Committee, staff was asked to obtain the price of a truck one size larger and outfitted with winter plow gear. Staff worked with the Ford Dealer that has the State Bid contracts and obtained pricing information on the larger pick-up truck with the winter plow equipment. As indicated in the attached email from the Ford Dealer, the Department reports the following pricing from the Ford Dealer:

\$35,690, which includes plow harness, controls and a 9' Fisher plow installed.

\$32,190, without the plow blade.

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,

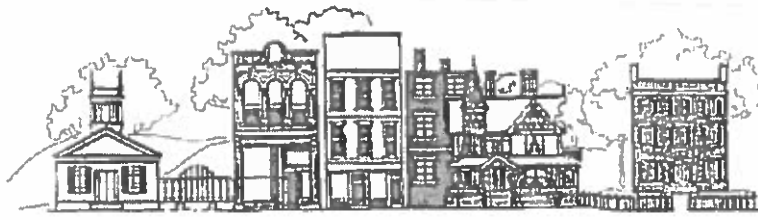
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents and agreements necessary for the grant's acceptance and execution, and take any and all other such actions relative to this grant project's completion determined to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



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources
19 Pillsbury Street, Concord, NH 03301-3570
TDD Access Relay NH 1-800-735-2964
www.nh.gov/nhdhr

603-271-3483
603-271-3558
FAX 603-271-3433
preservation@nh.gov

September 28, 2017

Michael Bobinsky
Direct of Public Works
City of Somersworth
One Government Way
Somersworth, NH 03878

Dear Mr. Bobinsky,

It is my pleasure to inform you that the Conservation License Plate Grant Application for the **Forest Glade Cemetery Main Entrance Gate, Fencing and Monument Restoration Project** has been selected to receive an award of **\$10,000**. Attached is a checklist of required forms that should be returned at your earliest convenience so that final authorization can be given.

Congratulations on your award. As always, the Moose Plate Grant Program was popular and your project was very favorably reviewed by our committee. Please continue to purchase Moose Plates, and support the wonderful preservation efforts occurring in so many communities. A program plaque to post at the project site will be sent soon, and we would encourage the submission of digital photographs to document progress on your project, so that the excitement can be shared!

If you have any questions, please do not hesitate to contact me at amy.dixon@nh.gov or 603-271-3485.

Sincerely,

Amy S. Dixon
Grants Coordinator





NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources

603-271-3483

19 Pillsbury Street, Concord, NH 03301-3570

603-271-3558

TDD Access Relay NH 1-800-735-2964

FAX 603-271-3433

www.nh.gov/nhdhr

preservation@nh.gov

Instructions for Grantees

The following contract materials are needed from all grantees to process your grant payment (details outlined below). Use this checklist to ensure that all appropriate materials are provided to the DHR:

- ☐ *Grant Agreement*
- ☐ *Scope of Work, list of contractors*
- ☐ *Certificate of Insurance*

Additional requirement for municipalities:

- ☐ *Certificate of Municipality*

Additional requirements for non-profit organizations:

- ☐ *Certificate of Board Resolution*
- ☐ *Certificate of Good Standing with the State of New Hampshire*
- ☐ *State of New Hampshire Vendor Application and Alternate W-9*

Step 1 (Certificate of Municipality or Certificate of Board Resolution):

Municipalities should execute a *Certificate of Municipality* before the Grant Agreement is signed. This certificate designates who is authorized by the town or city to enter into agreements and contracts. Dates are VERY IMPORTANT on this form! The date of the meeting to accept the grant and to appoint the legal signer must be either before or the same date that all the other grant documents are signed (not after). Sign and notarize the Certificate of Municipality before or on the same date the Grant Agreement is signed and notarized. Keep a copy for your files.

1. It is important that the person signing the Certificate of Municipality be previously authorized to do so by the board.
2. Where the secretary or clerk is to sign, this must be the secretary or clerk of the city/town.

--OR--



Organizations/non-profits should execute a *Certificate of Board Resolution*. It designates who is authorized to enter into agreements and contracts for the organization. Dates are VERY IMPORTANT on this form! The date of the board meeting to accept the grant and to appoint the legal signer must be either before or the same date that all the other grant documents are signed (not after). Sign and notarize the Certificate of Board Resolution before or on the same date the Grant Agreement is signed and notarized. Keep a copy for your files.

1. It is important that the person signing the Certificate of Board Resolution be previously authorized to do so by the board.
2. Where the secretary or clerk is to sign, this must be the secretary or clerk of the board. This name should be listed on the Board of Directors as such.

Step 2 (Grant Agreement):

After completing Step 1, execute the enclosed Grant Agreement. Sign and date the agreement in front of a notary *so the dates are the same*. Keep one copy for your files and return one to the DHR.

Step 3 (Scope of Work):

Submit a scope of work detailing the work to be accomplished under the grant as well and the name(s) of the contractor(s) doing the work. If plans, drawings, and detailed specifications are available please submit them as well. As noted in the grant application materials, all work must adhere to the *Secretary of the Interior's Standards for Rehabilitation* (attached). DHR staff will review the scope of work and may need additional information or request work changes in order to meet the *Standards*. No payments will be released until all work meets the Standards and are approved by the DHR.

Step 4 (Certificate of Insurance):

This is the municipality's or non-profit's *Certificate of Insurance*, not the contractor for your proposed project.

Comprehensive General Liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and fire and extended coverage insurance covering all property subject to in an amount not less than 80% of the whole replacement value of the property; and Workers' Compensation. The policies shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire. The Contractor shall furnish to the Contracting Officer, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit



for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

The State of New Hampshire Department of Natural and Cultural Resources should be named as the Certificate Holder (bottom left corner of the certificate).

Steps 5 and 6 (For non-profits ONLY):

Certificate of Good Standing with the State of New Hampshire

A copy of your organization's Certificate of Good Standing from the New Hampshire Secretary of the State's Office must be submitted. Photocopies are acceptable. Please see the attached information on how to obtain a copy of your Certificate of Good Standing.

State of New Hampshire Vendor Code and Alternate W-9

If this is the first time your organization has received a grant from the State of New Hampshire you must register as a vendor through the Department of Administrative Services. Please visit the DAS website to register at the following address: <https://das.nh.gov/purchasing/vendor.asp>

After following the steps outlined above, please mail original documents to the Division of Historical Resources, c/o Grants Coordinator, 19 Pillsbury Street, 2nd Floor, Concord, NH 03301.

If you have any questions, please contact Amy Dixon at amy.dixon@nh.gov or 603-271-3485.



A Quick Reference Guide to Program Requirements

A Note about Payments:

Processing grant payments usually takes 4-6 weeks from the time the DHR receives correctly completed and approved contract materials. Fifty percent (50%) of the award is available upon submission and approval of all paperwork, and the remainder is available through documented reimbursement procedures (outlined in the Reporting Requirements below).

Crediting the DHR and the Conservation License Plate Grant Program:

As stated in the grant agreement, grantees are required to acknowledge the support of the DHR and the Conservation License Plate Grant Program on any materials promoting your project. The following wording should be used:

"This project is funded in part by a grant from the New Hampshire Division of Historical Resources through the sale of Conservation License Plates."

Electronic versions of the grant program logo are available upon request by contacting Amy Dixon at amy.dixon@nh.gov or 603-271-3485.

A plaque will be sent to the project contact by mail and must be posted prominently in your project area.

Reporting Requirements:

Grantees are required to submit status reports to the DHR by April 1 and September 1 annually for the duration of the grant. Emailed updates that summarize the project's progress can be submitted to Amy Dixon at amy.dixon@nh.gov. Photographs showing the progress are appreciated.

A Final Report (provided in hard copy and digitally) is due no more than 30 days after the end of the grant period. The final report should include:

- Project start date
- Project end date
- Brief description of work completed
- Copies of invoices and cancelled checks
- Photographs of the work as it took place and the completed project. Please make sure that at least one photograph is a good quality shot of the front of the building/overall structure.



GRANT AGREEMENT Grant #MP-17-07

New Hampshire Division of Historical Resources

This agreement between the State of New Hampshire, Division of Historical Resources (hereinafter "DHR") and the City of Somersworth (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: October 1, 2017 – September 30, 2019 [2 years to complete]
2. OBLIGATION OF THE GRANTEE: The Grantee agrees to accept \$ 10,000 and apply it to the project(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.

As required by the Conservation License Plate Grant Program and the DHR, Grantee agrees to prominently place a DHR provided grant information sign on site or within the community throughout the project funded by this grant, and to acknowledge support of the DHR and the Conservation License Plate Program on any materials promoting the project.

The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant shall cease.

3. PAYMENT of 50% will be made following review by the NH Attorney General's Office and Governor and Council (as appropriate). Payment of the final 50% will be made upon receipt and approval of the final report documentation.
4. REPORTING: The Grantee agrees to submit a narrative report of progress to the DHR by April 1 and September 1 annually for the duration of the grant which summarizes progress on the project. The Grantee agrees to submit a final financial and project report in a format provided by the DHR, no more than 30 days after the end of the grant period.
5. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

DIVISION HISTORICAL RESOURCES

Elizabeth Muzzey, Director/SHPO Date

Approved as to form, substance and execution:

Office of Attorney General Date

GRANTEE

Name _____

Address _____

Authorized Signature Date

STATE OF NEW HAMPSHIRE, COUNTY OF

The foregoing statement was acknowledged before me
this _____ day of _____ 20____

Signature of Notary Public Commission Expires

CERTIFICATE FOR MUNICIPALITIES

I (insert name) _____, of (insert Municipality name), _____, do hereby certify to the following assertions:

1. I am a duly elected and acting Clerk/Secretary for the Municipality documented above, which is in the State of New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Municipality:
3. I am duly authorized to issue certificates with respect to the contents of such books:
4. The following are true, accurate and complete copies of the resolutions adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the State, upon the following date (insert meeting date) _____.

RESOLVED: That this municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Cultural Resources providing for the performance by this Municipality of certain services as documented within the foregoing grant application, and that the official listed, (document the title of the official authorizing the grant, and document the name of the individual filling that position) _____, on behalf of this Municipality, is authorized and directed to enter into the said grant agreement with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

RESOLVED: That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof:
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated:
Municipality Mayor: _____
Municipality Clerk: _____
Municipality Treasurer: _____

IN WITNESS WHEREOF: As the Clerk/Secretary of this municipality, I sign below upon this date (insert date of signing) _____

Clerk/Secretary (signature) _____

In the State and County of: (State and County names) _____

NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: _____, County of: _____

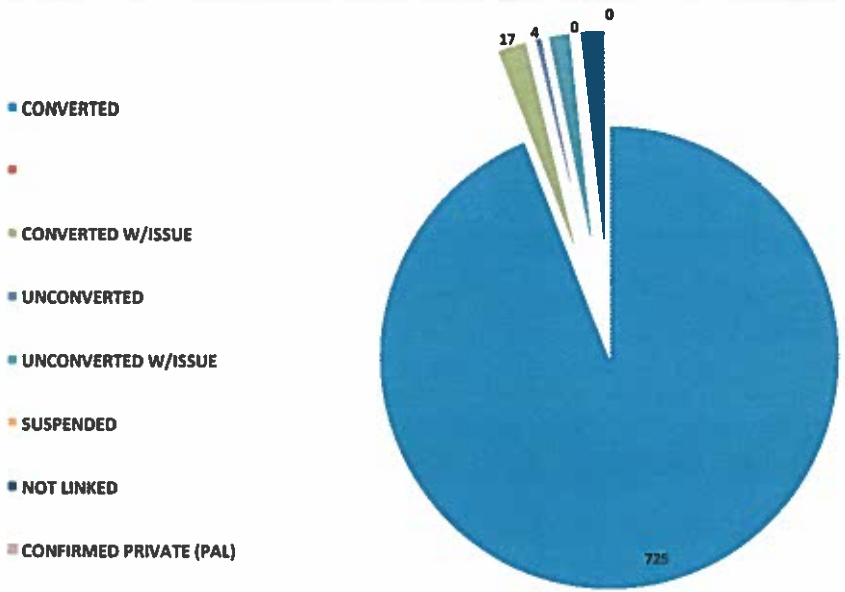
UPON THIS DATE (insert full date) _____, appeared before me (print full name of notary) _____, the undersigned officer personally appeared (Insert officers name) _____ who acknowledged him/herself to be (Insert the name of municipality) _____ and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the Municipality

In witness whereof I hereunto set my hand and official seal. (provide signature, seal and expiration of commission) _____

Somersworth LED Street Lighting Conversion Project Status

749

Status Code	Status	Qty		Sub Code Qty	Sub Code	Sub Code Description	
A	CONVERTED	725	94.0%			Confirmed Successfully Changed - Linked to Ledger (1 confirmed ledger removal, 9 confirmed ledger addition [8 x Milo/Victoria])	96.8% of Ledger
B	CONVERTED W/ISSUE	17	2.2%	6	B1	Utility Infrastructure (No Power - Needs rewire)	
				2	B2	Requires Service (reported out - Day Burn - Strobe)	
				1	B3	Post Install Change Request - (Shield Request - Wattage change)	
				5	B4	Tree Trim (discretionary)	
				3	B5	Undetermined (lack of documentation but shown as exception)	
C	UNCONVERTED	4	0.5%	4		To be Scheduled	
D	UNCONVERTED W/ISSUE	12	1.6%	0	D1	Utility Infrastructure (unsafe - overhead power - Mast unsafe - needs rewire)	
				0	D2	Tree Trim (Threshold)	
				11	D3	Could not locate - Eversource to verify location or removal	
				1	D4	Ledger Removal	
E	SUSPENDED	0	0.0%			Municipality Hold (construction project, planned removals)	
F	NOT LINKED	13	1.7%		F1	Possible Ledger Addition	749 ledger
					F2	Possible Ledger Link (may resolve)	8 Milo
G	CONFIRMED PRIVATE (PAL)	0	0.0%			Not in Scope (PAL) - TBD	757
							13 Unlinked
							1
							771 total
		771					



Somersworth LED Street Lighting Conversion Project Status

10-12-17

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

October 13, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 12-18

Title: **TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL
SHALL NOT ACCEPT A TAX DEED ON CERTAIN MANUFACTURED
HOUSING UNITS SUBJECT TO AN UNREDEEMED TAX LIEN.**

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: _____

10/13/17

By: _____



MITCHELL MUNICIPAL GROUP, P.A.
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25 BEACON STREET EAST
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October 13, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 13-18

Title: TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL
SHALL NOT ACCEPT A TAX DEED ON PROPERTIES LOCATED
ON WEXFORD LANE SUBJECT TO AN UNREDEEMED TAX LIEN.

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: 10/13/17

By: 

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
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October 13, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 14-18

Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
DENRON PLUMBING AND HVAC OF MANCHESTER, NH FOR
THE PURCHASE AND INSTALLATION OF A COOLING TOWER
FOR CITY HALL.

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: 10/13/17

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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25 BEACON STREET EAST
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October 13, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 15-18

Title: TO AUTHORIZE THE CITY MANAGER TO ORDER A PICKUP
TRUCK FOR THE CODE ENFORCEMENT OFFICE WHICH WILL
BE FUNDED BY A LEASE PURCHASE ARRANGEMENT.

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: 10/13/17

By: 

MITCHELL MUNICIPAL GROUP, P.A.
ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246

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STEVEN M. WHITLEY

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

October 13, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 16-18

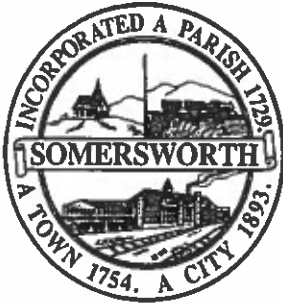
Title: TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROJECT
AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DIVISION
OF HISTORICAL RESOURCES AND TO ACCEPT A MOOSE PLATE
PROGRAM GRANT AWARD.

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: 10/13/17

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

By: 



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: October 10, 2017

Re: **Monthly Report**

Finance Department:

- Auditors completed field work for FY2017 audit.
- Participated in interviews for Engineering Firms for Complete Streets projects.
- Completed State of NH MS-434 and MS-535 used for tax rate setting purposes.
- Bids:
 - Catch Basin Cleaning – due October 17, 2017
 - Snow Plowing/Hauling services – due October 26, 2017
 - Winter Sand – due October 19, 2017

Treasurer's Report:

- General Fund cash on hand as of June 30, 2017 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, TD Bank, and a Citizen's Bank investment account.

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.

- Received declarations of candidacy.
- Total Receipts for the month were \$6,489.
- Permits:
 - 9/6/2017 ICC Indonesian Community Connect
 - 9/7/2017 First Parish United Church of Christ-Non-Profit
 - 9/13/2017 Seacoast Titans Football and Cheer - Tagging
 - 9/25/2017 Somersworth Festival Assoc. Sign for Harvest Craft Fair
 - 9/25/2017 Somersworth Festival Assoc-Harvest Craft Fair
 - 9/25/2017 Somersworth Festival Assoc - Pumpkin Festival
 - 9/25/2017 Somersworth Festival Assoc - Signs for Pumpkin Festival
 - 9/26/2017 First Parish United Church of Christ- Church Supper Sign
 - 9/26/2017 First Parish United Church of Christ- Church Supper Sign
 - 9/26/2017 First Parish United Church of Christ - Church Supper Sign
 - 9/28/2017 Knights of Columbus #2078 - Supermarket Sweeps Raffle

Tax Collector

- Motor vehicle registrations were a total of \$151,257 during the month.
- Collected \$5,365 for Municipal Transportation Fund during month.
- Total receipts for the month were \$1,027,702.
- 12 people used the drive-up window this month.

Human Services:

- Total assistance for the month was \$8,837. That compares to \$7,208 for the month of August 2017 and \$16,085 for September 2016.
- 8 new cases were opened compared to 5 in 2016.
- 18 cases were approved for varying levels of assistance, with 1 case still pending and 1 case denied. 21 cases were referred to other agencies for support.

Library

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

Information Technology

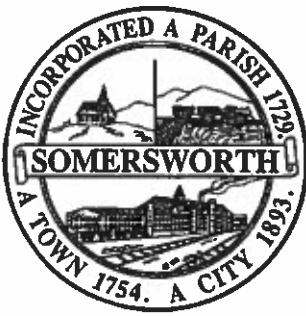
- Spent time in general server maintenance, checked systems, checked and cleared logs.

**Treasurer's Report.
General Fund**

Period Ending Sept. 30, 2017

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$634,522	0.00%	N/A	Money available upon demand
Citizens Investment	\$5,090,891	0.45%	N/A	Money available upon demand
NHPDIP	\$2,509,720	0.85%	N/A	Money available upon demand
Profile Bank	\$249,592	0.35%	N/A	Money available upon demand
TD Bank	\$3,022,801	0.35%	N/A	Money available upon demand
Century Bank	\$1,015,127	0.50%	N/A	Money available upon demand
Century Bank	\$2,031,579	0.70%	10/20/2016	6 month CD

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period Ending Sept. 30, 2017	\$21,132	\$21,132	\$7,500	\$13,632



DEPARTMENT OF DEVELOPMENT SERVICES

Date: October 13, 2017
From: Shanna B. Saunders
Director of Planning & Community Development

Re: September 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 – September 6
- Conservation Commission – September 13
- Planning Board – September 20
- SRTC – September 6, September 13
- Historic District Commission meeting – September 27(Did not attend)

And attended the following Special Meetings:

- Seacoast Stormwater Coalition – September 20
- NH Dept of Natural and Cultural Resources LWCF Grant Meeting – September 14
- NH Dept of Transportation CMAQ Grant Meeting – September 20
- Traffic Safety Committee – September 20
- Vision 2020 – September 21
- Plan NH Community Charrette – September 23 – 24
- NH DOT GACIT Hearing - September 28

Office of Assessing- September:

- Sales Verification inspections have taken place in the month of September.
- Cycled inspections are continuing. There are approximately 1100 properties to visit this summer. An article was put in the Foster's to make the public aware of which properties the Assessing Department are visiting.
- Solar Exemption letters and forms have been filled out and mailed to all property owners with solar improvements

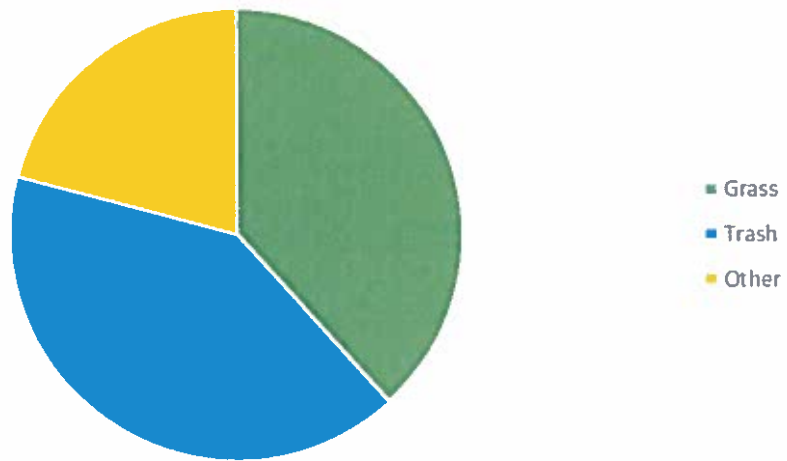
Property Maintenance and Code Enforcement Activity Report for September 2017

Incident Location		Origin of complaint	Nature of Concern	Date of Complaint	Responsible person notified*	Compliance
357	Main	DDS	Protective treatment	1/10/17	CITATION	PENDING
17-31	Market	DDS	Protective treatment	1/14/17	CITATION	PENDING
117	Green	DDS	Dumpster	3/6/17	CITATION	PENDING
33	Coles Pond	DDS	Trash	4/25/17	CITATION	PENDING
9	Mt. Auburn	DDS	Protective treatment	4/26/17	CITATION	PENDING
36	Midway	DDS	Dumpster	7/12/17	NOV	PENDING
12	Third	DDS	Fence	7/18/17	NOV	PENDING
55	Green	DDS	Protective treatment	8/1/17	NOV	PENDING
103	Green	DDS	Protective treatment	8/3/17	NOV	PENDING
19	Prospect	DDS	Protective treatment	8/3/17	NOV	PENDING
162	Rt. 108	DDS	Trash/fence	8/7/17	NOV & CITATION	PENDING
59-65	High	DDS	Protective treatment	8/22/17	NOV	COMPLETED
231	High	DDS	Trash	8/22/17	NOV	COMPLETED
15	Lincoln	DDS	Trash	8/22/17	NOV	PENDING
37	Green	DDS	Trash	8/22/17	CITATION	PENDING
510	High	DDS	Trash	8/24/17	NOV	COMPLETED
3	River	DDS	Grass	8/29/17	NOV	COMPLETED
315	High	DDS	Grass	8/29/17	NOV	COMPLETED
8	Ash	DDS	Trash	8/31/17	NOV	COMPLETED
76	Indigo Hill Rd	DDS	grass	9/1/17	CN	COMPLETED
131	High	DDS	grass	9/1/17	CN	COMPLETED
127-129	High	DDS	grass	9/1/17	CN & NOV	COMPLETED
22-24	South	DDS	trash	9/7/17	CN	COMPLETED
22	West High	DDS	trash	9/7/17	CN & NOV	COMPLETED
60	West High	DDS	trash	9/7/17	CN	COMPLETED
312	High	DDS	grass	9/7/17	CN & NOV	PENDING
18	High	DDS	grass	9/7/17	CN	COMPLETED
112	Franklin	DDS	grass	9/7/17	CN	COMPLETED
23	Linden	DDS	grass	9/7/17	CN & NOV	COMPLETED
98	Franklin	DDS	grass	9/7/17	CN & NOV	COMPLETED
11	Linden	DDS	grass	9/7/17	CN	COMPLETED
57	Franklin	DDS	grass	9/7/17	CN	COMPLETED
3	Lincoln	DDS	grass	9/7/17	CN & NOV	COMPLETED
53-55	Union	DDS	trash	9/7/17	CN	COMPLETED
340	Main	DDS	trash	9/7/17	CN & NOV	COMPLETED
53	Prospect	DDS	trash	9/7/17	CN & NOV	COMPLETED
23	Linden	DDS	trash	9/7/17	CN	COMPLETED
11-15	Union	DDS	trash	9/7/17	CN & NOV	COMPLETED
198	Main	DDS	grass	9/8/17	CN	COMPLETED

41	Salmon Falls Rd	DDS	mv	9/8/17	CN	COMPLETED
15-17	Grove	DDS	Missing porch	9/8/17	CN	PENDING
172-174	High	DDS	grass	9/8/17	CN	COMPLETED
31	Buffumsville Rd	DDS	grass	9/8/17	CN & NOV	PENDING
11	Buffumsville Rd	DDS	grass	9/8/17	CN	COMPLETED
21	Second	DDS	grass	9/8/17	CN	COMPLETED
378	High	DDS	trash	9/8/17	CN	COMPLETED
51	Prospect	DDS	trash	9/8/17	CN	COMPLETED
22	Fayette	DDS	trash	9/8/17	CN & NOV	COMPLETED
15	Prospect	DDS	Front door	9/8/17	CN	PENDING
44	Market	DDS	Trash/Recyclables Early		NOV	COMPLETED
115	Whitehouse Rd	DDS	Sign(s)	9/11/17	CN	COMPLETED
265	High	DDS	grass	9/13/17	CN & NOV	COMPLETED
362	Main	DDS	grass	9/13/17	CN	COMPLETED
324	Main	DDS	grass	9/13/17	CN & NOV	COMPLETED
20	Walnut	DDS	grass	9/13/17	CN	COMPLETED
18	Union	DDS	grass	9/13/17	CN	COMPLETED
6	Union	DDS	grass	9/13/17	CN	COMPLETED
2	Union	DDS	grass	9/13/17	CN	COMPLETED
328	Main	DDS	fence	9/13/17	CN	PENDING
62	Green	DDS	trash	9/13/17	CN	COMPLETED
48	Franklin	DDS	Dumpster	9/13/17	CN	PENDING
254	High	DDS	grass	9/14/17	CN & NOV	COMPLETED
247	Main	DDS	grass	9/14/17	CN	COMPLETED
56-A	Salmon Falls Rd	DDS	fence	9/14/17	CN	COMPLETED
56-B	Salmon Falls Rd	DDS	fence	9/14/17	CN	COMPLETED
8	Pinkham Ave	DDS	Sign(s)	9/15/17	CN	COMPLETED
17-19	Highland	DDS	trash	9/15/17	CN	COMPLETED
132-136	High	DDS	trash	9/15/17	CN	COMPLETED
22	Bartlett Ave	DDS	trash	9/15/17	CN	COMPLETED
440	High	DDS	grass	9/15/17	CN	COMPLETED
9	Pinkham Ave	DDS	grass	9/15/17	CN	COMPLETED
47	Prospect	DDS	grass	9/15/17	CN & NOV	COMPLETED
19	Prospect	DDS	grass	9/15/17	CN	COMPLETED
17-31	Market	DDS	trash	9/15/17	CN	PENDING
22	Union	DDS	grass	9/18/17	CN & NOV	COMPLETED
22	Union	DDS	Trash	9/18/17	CN & NOV	COMPLETED
99	Green	DDS	Trash	9/18/17	CN	COMPLETED
203	Green	DDS	grass	9/18/17	CN	COMPLETED
42-44	Franklin	DDS	trash	9/18/17	CN	COMPLETED
235	Rt. 108	DDS	trash	9/18/17	CN	COMPLETED

7	Maloney	DDS	trash	9/18/17	CN	COMPLETED
14	Coombs Rd	DDS	mv	9/18/17	CN	PENDING
14	Coombs Rd	DDS	grass	9/18/17	CN	COMPLETED
47	Maple	DDS	grass	9/18/17	CN & NOV	PENDING
22	Fayette	DDS	grass	9/18/17	CN & NOV	COMPLETED
77-79	Franklin	DDS	trash	9/21/17	CN	COMPLETED
71	Franklin	DDS	trash	9/21/17	CN	COMPLETED
63-65	Union	DDS	trash	9/21/18	CN	COMPLETED
289	Main	DDS	Ground feeding wildlife	9/21/17	CN	COMPLETED
15	Silver	DDS	grass	9/22/17	CN	COMPLETED
10	Portland	DDS	trash	9/22/17	CN	PENDING
10	Central	DDS	trash	9/22/17	CN	PENDING
100	Franklin	DDS	grass	9/22/17	CN	COMPLETED
25	Drew Rd	DDS	grass	9/22/17	CN	COMPLETED
259	Main	DDS	grass	9/22/17	CN	PENDING
4	Primrose Ln	DDS	trash	9/25/17	CN	COMPLETED
80	Stackpole Rd	DDS	trash	9/25/17	CN	PENDING
82	Franklin	DDS	trash	9/26/17	CN	COMPLETED
8-10	Ford	DDS	grass	9/26/17	CN	COMPLETED
4	Varney Rd	DDS	trash	9/27/17	CN	COMPLETED
17	Hamilton	DDS	trash	9/27/17	CN	COMPLETED
18	Highland	DDS	trash	9/27/17	CN	COMPLETED
47	Union	DDS	trash	9/27/17	CN	PENDING
331	Main	DDS	trash	9/27/17	CN	PENDING
151	Indigo Hill Rd	DDS	trash	9/27/17	CN	PENDING
56	Market	DDS	trash	9/27/17	CN	PENDING
370	Old Rochester Rd	DDS	Goats	9/28/17	CN	PENDING
47	Union	DDS	grass	9/27/17	CN	PENDING
117	Green	DDS	trash	9/28/17	CN	PENDING
26	Fremont	DDS	trash	9/29/17	CN	PENDING
62	Green	DDS	trash	9/29/17	CN	PENDING
37	Green	DDS	grass	9/29/17	CN	PENDING
67	Elm	DDS	grass	9/29/17	CN	PENDING
451	High	DDS	Sign(s)	9/29/17	CN	PENDING
In addition to new complaints received, work continues on the Work in Progress (WIP) files from past months. Of the 38 pending complaints from August, 23 have been completed and 15 are still pending.						
*CN=Courtesy Notice; CN=Notice of Violation						

September Violations



Building and Health Departments:**Major Building Permits Applied for in September 2017 Construction Costs and Fee**

Regan Estates MHP LLC	\$60,000.00	\$610.00
Twelve Month LLC	\$180,000.00	\$1,450.00
Twelve Month LLC	\$172,000.00	\$1,386.00
Colonial Village	\$35,000.00	\$360.00

Minor Building Permits Applied for in September 2017:

3	Wolf's Ln	\$3,000.00	\$34.00
60	Myrtle	\$4,800.00	\$87.00
15A	Silver	\$4,500.00	\$55.00
78	Crystal Springs Way	\$1,200.00	\$25.00
4	Flynn	\$3,000.00	\$34.00
2	Alex Ct	\$7,500.00	\$85.00
8	Lavoie Way	\$2,000.00	\$30.00
13	Rouleau Dr	\$1,000.00	\$25.00
38	Rocky Hill Rd	\$2,000.00	\$26.00
12	Down	\$5,000.00	\$60.00
12	Linden	\$500.00	\$25.00
20	Highland	\$3,150.00	\$35.00
33	South	\$14,800.00	\$128.00
666	Sherwood Glen MHP	\$3,850.00	\$40.00
22	Cemetery Rd	\$50.00	\$25.00
41	Franklin	\$500.00	\$25.00
5	Pinkham Ave	\$6,400.00	\$61.00
56	Salmon Falls Rd	\$6,448.00	\$61.00
52	Crystal Springs Way	\$500.00	\$25.00
429	Rt. 108	\$2,324.00	\$34.00
378	High	\$2,025.00	\$26.00
105	Union	\$4,250.00	\$44.00
8	Spruce	\$10,000.00	\$90.00
432	Rt. 108	\$8,122.00	\$74.00
15	Lil-Nor Ave	\$8,500.00	\$95.00
87	Colonial Vilg MHP	\$1,000.00	\$25.00
40	South	\$2,200.00	\$32.00
87	Stackpole Rd	\$1,300.00	\$36.00
620	Sherwood Glen	\$5,000.00	\$50.00

	MHP		
71	Indigo Hill Rd	\$1,500.00	\$40.00
172	Green	\$2,100.00	\$27.00
3	Union	\$400.00	\$25.00
43	Mt. Vernon	\$1,200.00	\$29.00
105	High	\$12,000.00	\$106.00
124	High	\$2,500.00	\$30.00
3	Market	\$6,000.00	\$58.00
17	Hamilton	\$1,500.00	\$25.00
31	Maple	\$3,000.00	\$40.00

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		N/A	
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	0	N/A	0.0%
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	662	75	-11.0%
	Difference of changed this year to last (completed months only)									
18		589	507	656	581	649	82	85	0	12.8%

Land Use Boards:

Conservation Commission September 2017:

At the regular meeting the Commission reviewed the following:

- Arthur Gagnon, conditional use permit to build within the wetland buffer on property located on Lily Pond Road, in the Residential Single Family (R1) District, Assessor's Map 49, Lot 10, CUP # 02-2017. The Commission took a site walk of this property and will continue to review the application at a later meeting.
- Kristen Davenport with the Somersworth Recreation Department presented information on the Trails Conference.

Historic District Commission September 2017:

At the regular meeting the Commission discussed the following:

- Sean Collins, 17 Hamilton Street, in the Residential Single Family-A, with a Historic Overlay (R1AH) District, Assessor's Map 10, Lot 125, HDC # 20-2017. Application for window replacement was **approved**.
- Arthur & Deb Hendrickson, 105 High Street, in the Residential/Business Historic (R/BH) District, Assessor's Map 11, Lot 35, HDC # 21-2017. Application to repair the garage roof was **approved**.
- Charles Knight, 31 Maple Street, in the Residential Single Family-A, with a Historic Overlay (R1AH) District, Assessor's Map 11, Lot 145, HDC # 22-2017. Application to remove and replace the deck was **approved**.
- Gopal Investments, 3 Market Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 95, HDC # 24-2017. Application for exterior renovations was **approved**.
- Robert Reid, 124 High Street, in the Residential/Business Historic (R/HD) District, Assessor's Map 10, Lot 159, HDC # 25-2017. Application to replace the rear deck was **approved**.

Planning Board September 2017:

The Board approved amendments to the Site Plan Review Regulations.

- Jeffrey & Heidi Morrison, Old Rochester Road, in the Residential Single Family (R1) District, Assessor's Map 65, Lots 14 & 15. Voluntary merger request was approved.
- River Valley Development Corp., 204 Green Street, in the Residential Single Family (R1) District, Assessor's Map 08, Lot 79 3, SUB # 05-2016. Request for a waiver from having underground utilities was approved.

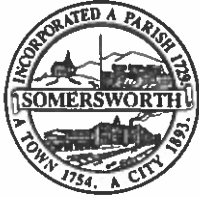
Zoning Board September 2017:

At the September ZBA meeting the Board reviewed the following:

- NH Signs, on behalf of Storage Girls, LLC 240 Route 108, in the Commercial Industrial (CI) District, Assessor's Map 61, Lot 13, ZBA # 13-2017. Request for a variance for the size of the wall sign was approved.

Parks and Recreation

- Pee Wee Soccer started on Saturday, September 9th. This year we have 38 players ages 3 & 4. The program will run for 6 sessions on Saturday mornings from 9:00 a.m.- 9:45 a.m. until October 21st. This program is run by parent volunteers and the Rec Supervisor.
- Planning for basketball season is underway. Registration is now open for Saturday morning basketball for children in grades 1-6. This program will run from November 11-January 13 and will take place at Idlehurst Elementary School and the Middle School depending on the age group. This program is run by parent volunteers, school coaches, and players.
- Planning for senior picnic continues. This annual event will be held on Thursday, Oct. 5th from 11:00-1:00 p.m. at the Flanagan Center gym. This event is free for all Somersworth seniors and there will be entertainment from "Senior Moments", a BBQ lunch, raffle prizes, and much more. We anticipate about 100 seniors to attend this event.
- The Splash Pad closed for the season on Monday, September 11th. We work with DPW and the Water Dept. to winterization the pad and ensure all features are stored properly for the winter and spring months.
- The Department started working on updating our park brochure and the park inventory books. The park brochure will be available in print at the Rec office, various City Hall departments, on our website, and at the Chamber of Commerce. Park inventory books will help with budget, keeping track of park amenities, and serves as guide during discussions involving parks.
- Planning for our annual Trick or Treat event at City Hall is underway. This year we'll be hosting the event on Tuesday, October 31st from 3:00-4:00 p.m. at City Hall. Children ages 7 and under are welcome to join the parade through City Hall collecting goodies from each department. We'll end in the Rec Office with light refreshments.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: October 12, 2017

SUBJECT: Public Works Department Monthly Report for September/October, 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 review of FY19-24 CIP projects with staff in preparations for the City Managers review.
- Participated in the Indonesian Festival, Departmental staff assisted with road closure setup
- Conducted interviews with short listed engineering firms who proposed on the Complete Streets RFP. Conducting further evaluations before rendering a final recommendation for contract award.
- Attended the annual COAST Bus meeting in Rochester
- Addressed tree trimming and removal issues by Eversource Tree Contractors
- Obtained notice from the State Historic Resources Division that the City's Moose Plate Grant application was approved. The \$10,000 will be used to restore/repair the entrance gates in front of the Chapel at Forest Glade Cemetery. Staff is also working with the Cemetery Trustees on seeking other preservation grants for future repairs to the Chapel.
- Participated with the Salmon Falls River Disaster Exercise Team in preparation of spring-summer training event involving contaminants to the City's water supply
- Participated in the annual Fire Prevention week open house at the Fire Station; provided a large plow truck and operator for "touch-a-truck". Had very positive feedback on the participation.
- Pike Industries initiated road paving work on several streets including Blackwater Road, Maple Street, Green Street, Rocky Hill Road, Hillside Street, and Winter Street. Spot repairs will be made on Salmon Falls Road and on High Street. Work is anticipated to occur from early October to early November.
- Highway and vehicle maintenance personnel are preparing equipment for the upcoming winter season. Staff will be holding a winter briefing with all key Departments, including Police, Fire, Recreation, and Schools to review the Department's winter storm response practices.
- Responded to a discovery of contaminated soils and oil liquid in a catch basin Highway personnel was rebuilding. Required coordinaton with Fire, DES and a private environmental contractor on the clean-up. DES is following up with an abutting property owner to determine responsibility.

HIGHWAY DIVISION -

Operations/Maintenance:

- Repaired pot holes and road edge pavement city wide.
- Continued road side mowing for line of sight.

- Performed road side brush cutting and chipping.
- Performed vehicle inspections and repairs as needed from wear and tear.
- Continued preparing snow removal gear for upcoming winter.
- Repaired 2 sections of sidewalk in front of 70 Washington St.
- Repaired 7 basins in preparation for upcoming paving.
- Completely overhauled the basin at 40 Winter St. to include placing concrete for the base and placing precast.

Recreation:

- Repaired picnic tables from damage, wear and tear, and general rot.
- Litter Pick up and Daily trash removal in all parks.
- Repaired a wash out at the Willand Pond Park path by the Bear Cave.
- Repaired ruts on the Pines baseball field
- Repaired a wash out in the driveway at the pines park.

Cemetery:

- Had 1 burial during this reporting period.
- Marked out 3 plots during this reporting period.

Water Distribution Support:

- Excavated for Yard Hydrant blow off installation on Malley Farm Road
- Supplied trucks, personnel, and backhoe for a water break on 1st St.
- Excavated for 2 water valve box replacements.

Sewer Collections Maintenance:

- Responded to reported sewer issue on Sunset Dr. utilizing the sewer jet machine to clean the mainline in front of residence to improve flow.
- Responded to sewer backup on Main St. at Wildflower Cir.
- Received 34 Digsafes.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (MUCT) process which is used for our summer seasonal limits. This process is used to specifically treat phosphorus and ammonia nitrogen.
- Scheduled two pump manufacturers to visit the facility and provide demonstrations on their equipment. This is in relationship to the upcoming sludge dewatering project which includes replacing the feed pumps. The participating vendors were Boerger who demonstrated their rotary lobe pumps and Seepex who demonstrated their progressing cavity pumps.
- Experienced a high flow event on 9/15/17 which required us to implement the high flow plan. The duration was approximately 4-hrs long and was caused by a thunderstorm. No permit exceedances resulted from this event.
- Completed the nutrient removal season for 2017 and reported zero permit exceedances. This is the second year in a row with no reportable.
- Treated a total of 27,200 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of September
- Submitted Semi-annual WET (Whole Effluent Toxicity) results.

- Treated a total of 31-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- Preparing for Pretreatment Compliance Inspection (PCI) scheduled for October. NH-DES will review our past records and our current permits to insure we are meeting all permit requirements

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Underwood Engineers have been busy reviewing shop drawings. Apex construction is preparing to complete the roof and driveway upgrades during the month of October. Gorman Rupp replacement pumps have been ordered.

WATER DIVISION

Items completed this month:

- Bacteria's and TOC's testing completed
- Pumped 44,409,000 gallons of raw water
- Filtered and pumped to the city 40,125,688 of finished water
- Completed tri-annual lead and copper sampling; test all came back no detection.
- Received new TOC analyzer
- Rewired analog communication relay for Rocky Hill tank
- Updated CIP sheets with Director
- Replaced fan in Train #1 scraper VFD
- Replaced concentric reducer in sand pump #1 due to failure
- Hach repaired circuit board on Combined turbidimeter

WATER DISTRIBUTION

- Water Distribution personnel responded to multiple service calls and provided contractor support at multiple construction sites.
- Two new hydrants were added to the system in September. One standard sized hydrant on Blackwater Road near Rt 108 related to the new Cumberland Farms store, and a smaller 2" hydrant at the dead end of Malley Farm Road.
- Gate valves along Blackwater Road were inspected and repaired as needed ahead of upcoming road resurfacing work.
- On Wednesday September 27, a hydrant was struck by a motor vehicle on Blackwater Road at Old Rochester Road. It was rebuilt and put back into service the following day.
- Hydrant painting has been discontinued for the season. Requests to have a specific hydrant painted will be fulfilled as weather allows. This request can be made by calling us at 692-6718.



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David Kretschmar, Chief of Police
Date: October 9, 2017
Subject: Monthly Report – Month of September 2017

Bob:

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

COMMUNITY POLICING:

- Cub Scouts and Girl Scouts toured the station and a police cruiser and were given safety information.

PERSONNEL/TRAINING:

- Training received by personnel this month: Emerging Issues & MDT Response in Child Abuse Cases, Search and Seizure Mobile Enforcement Training (Granite Hammer), Breath Test Operator, Directors of First Impressions: Whatever happened to Civility, Courtesy, and Respect, and Basic Concealment Course.

OTHER ITEMS:

- The Justice Assistance Grant (JAG Grant) was submitted by our Department for Rochester and Somersworth Police Departments for Strafford County. This is a formula grant based upon an agency's Part I and Part II crimes and their population for awards directly from the Department of Justice.
- Our Department's Capital Improvement Plan was submitted.



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

SEPTEMBER 2017 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	3
Vehicle Fires:	0
Outside Fires:	7
Emergency Medical:	58
Motor Vehicle Crash:	6
Malfunction/false alarm:	7
Accidental/public service:	29
Hazardous Condition:	5
Hazardous Materials:	2

NON-EMERGENCY ACTIVITIES

Burning Permits:	21
Fireworks Permits:	2
Oil Burner Permits:	1
Place of Assembly Permits:	1
Fire Safety Inspections:	10
Fire Drills:	10

CALLS FOR SERVICE

- We responded to 18 fewer emergency calls this September (115) than in September 2016 – a decrease of 14%.
- We responded to mutual aid fires in Dover, Farmington and Berwick 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

- Hired Mr. Tom DeVaney of Somersworth as a career firefighter to fill our vacancy. He began employment on September 6.
- Hired Mr. John Stafford as a call firefighter while another candidate now is going through the process of State Police and medical evaluations.
- One career firefighter on injured leave now is working on “light duty” performing administrative functions.

- Assisted “Ready Strafford” and Goodwin personnel with flu clinic for students at Idlehurst School.
- Attended School Board meeting and accompanied police for “Active Shooter” presentation.
- Awaiting state action on the \$5000 COOP grant we accepted from NH HSEM 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.
- Monitored progress of Hurricanes Irma and Jose in the Atlantic Ocean.
- We 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 Cumberland Farms on Rt. 108 and “The Hall at Great Falls” on Market Street were tested and approved.
- 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

- The call firefighter attending FF II training in Greenland graduated.
- We continue to train 5 new career firefighters on shift.
- Attended “Active Shooter Committee” and Traffic Safety Committee meetings.
- Met with Strafford County EMDs at Wentworth Douglass Hospital in conjunction with the “Ready Strafford” organization.
- Attended “SRTC”: “JLMC”: and Seacoast Fire Chiefs meetings.
- Preparing for Annual Fire Department “Open House” on October 7.

COMMUNITY SERVICE

- Department participated in “Indonesian Fair” event.
- Attended community charette events on September 22 and 23.
- Attended the Mayor’s “9-11” address.

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

Bob Belmore

From: Scott A. Smith
Sent: Thursday, October 12, 2017 11:24 AM
To: Bob Belmore; Michael Bobinsky
Cc: Brenda Breda
Subject: Road Resurfacing/Complete Streets Engineering

Bob/Mike,

Just wanted to update the budget and where we stand with the Pike contract and Engineering proposals:

Approved Road Resurfacing Budget	\$1,258,000
Pike Contract with Change Orders of \$5,750)	\$ 772,000 (This includes #3, not officially approved yet but is a deduct
Balance	\$ 486,000

The Complete streets engineering proposals are \$338,400 for CMA and \$384,270 for W/P. Depending on award, there will be a balance available of either \$101,730 or \$147,600.

Bob, I will send down Change Orders for signature, 1 and 2 have been approved, and 3 should be OK after today's committee meetings.

Scott

— Complete Streets —
Engineering Proposals
Costs of Finalists
of
Available Budget

TO: Strafford County Delegation

FROM: Strafford County Delegation Chairman Peter Schmidt and Commissioners Maglaras, Watson, and Lessard

DATE: October 10, 2017

SUBJECT: Hearing and Meeting to Review and Approve Capital Improvement Plan for 2018-2023 and Bond to Fund Plan

Strafford County Delegation Chairman Peter Schmidt has called a hearing and meeting of the Delegation for Wednesday, October 25, 2017, at 7:00 p.m., in the **Courtroom I, Second Floor** of the Strafford County William A. Grimes Justice and Administration Building, 259 County Farm Road, Dover, New Hampshire. Enclosed is a copy of the hearing & meeting notice and the Capital Improvement Plan for 2018-2013 booklet your review.

At the meeting, we will be asking you to consider and approve a multi-year capital improvement plan (CIP) for all departments of Strafford County; approve a supplemental appropriation of \$4,100,000 for the proposed 2018-2023 CIP; and approve issuance of \$4,100,000 in bonds to fund the proposed 2018-2013 CIP. Enclosed is the backup for each of the projects. The highlight of the CIP is two (2) significant projects: one at Riverside Rest Home (RRH) and the other at the House of Corrections (HOC):

1. The first project at RRH is a glass-type enclosure for the courtyard, listed as Project No. 33. Delegation members were recently invited on a tour of a similar project at Rockingham County Nursing Home. The Commissioners had made a tour prior to that and through that experience we learned that once the courtyard space is enclosed it could serve as a very useful four (4) season area for the residents to enjoy. This project, which would be completely reimbursable under the Medicaid rules, would significantly enhance the appearance of RRH and provide additional climate controlled activity space for our residents and their families.
2. The second project at the HOC includes the addition of showers and lavatory space (toilets and sinks) in the female area of the facility, listed as Project No. 35. Recent changes in Federal regulations require a one to eight (1 to 8) shower, sink and lavatory ratio in the female housing unit. Compliance is a must or we risk losing our Federal boarding agreements. The previous ratio was 1 to 12, and is still the same for the men's units.

The balance of our capital projects are spread throughout all County departments. Based on the very favorable market for interest rates at this time, we believe now is the best time to fund the projects. In addition, we are requesting authorization to bond the six year CIP so as to make the projects financially favorable to County operations.

We look forward to discussing these capital improvement projects, receive approval to move forward with the Six Year Capital Improvement Plan, approve a supplemental appropriation of \$4,100,000, and receive approval to issue a bond in the amount of \$4,100,000 for the CIP plan at the October 25th meeting. The Executive Committee met on September 8th and gave its approval of the CIP undertaking.

If you have any questions regarding this report, please do not hesitate to contact our office at 516-7100. If you are unable to attend, please call Jean Miccolo, Administrative Assistant at 516-7100, or via e-mail, and notify her of an excused absence.

Attachments

NOTICE

TO: Strafford County Delegation Members
 Strafford County Cities and Towns Mayors, Selectmen, Councilmen
 New Hampshire Secretary of State's Office

FROM: Peter B. Schmidt, Chairman

DATE: October 10, 2017

SUBJECT: **Delegation Public Hearing and Meeting**
 Wednesday, October 25, 2017, 7:00 p.m., Superior Courtroom I

NOTICE OF PUBLIC HEARING AND MEETING
OF THE STRAFFORD COUNTY LEGISLATIVE DELEGATION
WEDNESDAY, OCTOBER 25, 2017, 7:00 P.M.

NOTICE is hereby given that a Public Hearing and Meeting of the Strafford County Legislative Delegation is scheduled to be held Wednesday, October 25, 2017 at 7:00 p.m. in Superior Courtroom I, Second Floor of the William A. Grimes Justice and Administration Building, County Farm Road, Dover, New Hampshire, to conduct the following business:

1. Public Hearing for Comments and Questions on:
 - a. Proposed 2018-2023 Capital Improvement Plan
 - b. Supplemental Appropriation of \$4,100,000 for Proposed 2018-2023 Capital Improvement Plan
 - c. Issuance of \$4,100,000 in Bonds to Fund Proposed 2018-2023 Capital Improvement Plan
2. Questions and Comments from Public
3. Close Public Hearing
4. Open Delegation Meeting
5. Approve Minutes of March 15, 2017 Public Meeting
6. Hear Recommendation of Executive Committee for Proposed 2018-2013 Capital Improvement Plan
7. Hear Recommendation of Executive Committee for Supplemental Appropriation of \$4,100,000 for Proposed 2018-2023 Capital Improvement Plan
8. Hear Recommendation of Executive Committee for Issuance of \$4,100,000 in Bonds to Fund Proposed 2018-2023 Capital Improvement Plan
9. Motion to Approve Proposed 2018-2013 Capital Improvement Plan
10. Motion to Approve Supplemental Appropriation of \$4,100,000 for Proposed 2018-2023 Capital Improvement Plan (majority vote)
11. Motion to Approve Bonds to Fund Proposed 2018-2023 Capital Improvement Plan (2/3 vote)
12. Any other business which may legally come up at that time

The 2018-2023 Capital Improvement Plan is attached for your review prior to the meeting and will also be mailed via USPS (members of the Executive Committee have already received this document).

If you require further information or are unable to attend the meeting, please notify Jean Miccolo, Administrative Assistant at the County Commissioners' Office at 516-7100.

Cc w/o CIP: Delegation Executive Committee Members
Elected Officials/Department Heads
James Gaunya, Maintenance Director
Courthouse Security
David Rice, Court Jester Café
Kymme Myers, Clerk of Court

Peter B. Schmidt, Chairman
Dale R. Sprague, Vice Chairman
Sandra B. Keans, Clerk

STRAFFORD COUNTY
DELEGATION
WILLIAM A. GRIMES
Justice & Administration Building
259 County Farm Road, Suite 204
Dover, New Hampshire 03820
Telephone: (603) 516-7100
Fax: (603) 743-4407



NOTICE

TO: Strafford County Delegation Members
 Strafford County Cities and Towns Mayors, Selectmen, Councilmen
 New Hampshire Secretary of State's Office

FROM: Peter B. Schmidt, Chairman

DATE: October 10, 2017

SUBJECT: **Delegation Public Hearing and Meeting**
 Wednesday, October 25, 2017, 7:00 p.m., Superior Courtroom I

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OF THE STRAFFORD COUNTY LEGISLATIVE DELEGATION
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 - b. Supplemental Appropriation of \$4,100,000 for Proposed 2018-2023 Capital Improvement Plan
 - c. Issuance of \$4,100,000 in Bonds to Fund Proposed 2018-2023 Capital Improvement Plan
2. Questions and Comments from Public
3. Close Public Hearing
4. Open Delegation Meeting
5. Approve Minutes of March 15, 2017 Public Meeting
6. Hear Recommendation of Executive Committee for Proposed 2018-2023 Capital Improvement Plan
7. Hear Recommendation of Executive Committee for Supplemental Appropriation of \$4,100,000 for Proposed 2018-2023 Capital Improvement Plan
8. Hear Recommendation of Executive Committee for Issuance of \$4,100,000 in Bonds to Fund Proposed 2018-2023 Capital Improvement Plan
9. Motion to Approve Proposed 2018-2023 Capital Improvement Plan
10. Motion to Approve Supplemental Appropriation of \$4,100,000 for Proposed 2018-2023 Capital Improvement Plan (majority vote)
11. Motion to Approve Bonds to Fund Proposed 2018-2023 Capital Improvement Plan (2/3 vote)
12. Any other business which may legally come up at that time

The 2018-2023 Capital Improvement Plan is attached for your review prior to the meeting and will also be mailed via USPS (members of the Executive Committee have already received this document).

If you require further information or are unable to attend the meeting, please notify Jean Miccolo, Administrative Assistant at the County Commissioners' Office at 516-7100.

Cc w/o CIP: Delegation Executive Committee Members
 Elected Officials/Department Heads
 James Gaunya, Maintenance Director
 Courthouse Security
 David Rice, Court Jester Café
 Kymme Myers, Clerk of Court

