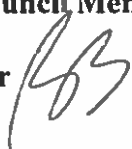


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, October 14, 2016
SUBJECT: City Manager's Report for Monday, October 17, 2016
City Council Agenda

6:15pm: Workshop - National Register of Historic Places Application for the Forest Glade Cemetery, Presentation from Lisa Mausolf. See attached pictures and other relevant documents.

***6:45pm: Public Hearing for Community Development Block Grant (CDBG)
Energy Improvements at the Somersworth Housing Authority (SHA)
Albert J. Nadeau Homes Located on Bartlett Ave.
CDBG Project Consultant Donna Lane and SHA Exec. Director Debbie Evans will be in attendance.***

***6:50pm: Ordinance No. 3-17 Amending Chapter 13 Police Offenses
No Parking on Maple Street on the Westerly Side between the Intersection of Prospect Street. and
Linden Street.***

Communication (under Section 6 of Agenda)

- B. Attorney Mark Beliveau – 1 Winter Street, Possible Acquisition and Mike McCluskey, P.E.- N.H. Department of Environmental Services, Brownsfield Program.** Attached is a one-page summary on some key points pertaining to the possible acquisition of the former Breton Cleaners. Attorney Mark Beliveau will provide a brief review on these points and then answer any questions. Mr. McCluskey will provide an update on present remedial action taking place. The FY2017 Brownsfield's Grant proposal submission deadline is December 20, 2016. I have also provided a copy of the GZA supplemental investigation being conducted on the Breton's site by contract funded by N.H. Department of Environmental Services.

Lay on the Table (under Section 12 of Agenda)

Resolutions

- A. **Resolution No. 15 – 17 To Notify the City Tax Collector that the City Council Shall Accept a Tax Deed on Property Located at 1 Winter Street, Tax Map/Lot Number 11-181a.** As a reminder, the NH Department of Environmental Services hired engineering firm, GZA, will be moving forward with their site work in anticipation of the City applying for a Brownfield's Grant this fall. I am still hopeful that we can meet the application deadline, but it is critical that the engineering work is completed in time. It is my understanding that the City Council will need to accept the property for the City to forward.

Unfinished Business (under Section 13 of Agenda)

Ordinances

- A. **Ordinance No. 3-17 Amending Chapter 13 Police Offenses.** Again, this Ordinance change was discussed at the Traffic Safety Committee meeting on September 21st and the Committee recommends no parking on Maple Street on the westerly side between the intersection of Prospect Street and Linden Street.
- B. **Resolution 16–17 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.** As reported in years past, the City has information that confirmed there is some level of buried trash and/or debris on these properties. There would be significant expense to clean these properties. Both parcels are vacant land without buildings.
- C. **Resolution No. 17–17 To Notify the City Tax Collector that the City Council Shall Not Accept a Tax Deed on Certain Properties Subject to an Unredeemed Tax Lien.** Again, the Finance Committee reviewed these properties and supports passage of these 2-Resolutions; No. 16-17 and 17-17. These properties are all Manufactured Housing Units. If approved, the City Council can reverse this action at any future meeting on any of these properties.

New Business (under Section 14 of Agenda)

Ordinances

- A. **Ordinance No. 4-17 Supplemental Appropriation for Engineering Services for Improvements at the Somersworth Wastewater Treatment Facility.** The Public Works & Environment Committee reviewed this proposal at their meeting on October 11th and Finance Committee on October 13th, both Committees voted to support the project as proposed as well as the funding source. Attached are copies of information provided to both Committees. Per City Charter, this Supplemental Appropriation requires a Public Hearing. I recommend it be scheduled for 6:45 pm prior to the next Council meeting on Monday, November 7th. Approval will also require a 2/3rd's majority vote of City Council.

Resolutions

- A. Resolution No. 19-17 To Authorize the City Manager to Contract with Wright Pierce Engineers of Portsmouth, N. H. for Engineering Services at the Somersworth Wastewater Treatment Facility.** Again, as stated above regarding Ordinance No. 4-17. The Public Works & Environment Committee and Finance Committee voted to support this Resolution.

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

A. Informational Items

1. Council Meetings – Please note the following Meeting schedule:

- October 19th at 5:30 p.m. at the CTC, 1st Floor Engineering Room
Joint City Council & School Board Goal Setting Meeting. Attached is a copy of the summary of the City Council March 12, 2016 Goal Setting Meeting.
- November 7th at 3:00 p.m. Somersworth Hydroelectric Lower Great Falls Dam Site Walk. Please note this is for City Staff, although City Councilors are welcome to attend.
- November 7th at 6:15 p.m. Workshop, prior to the regular City Council meeting regarding FERC License Renewal and information on the sale of the Hydroelectric Plant by the present operators.

2. Trick or Treat.

- City Wide Trick or Treat will be on Sunday, October 30th from 5:30 p.m. – 8:00 p.m.
- Recreation Department “Trick or Treat (ages 6 and under)” at City Hall will be on Monday, October 31st from 3:00 p.m. – 4:00 p.m.

B. Attachments:

1. Department Head Monthly Reports.

**6:15 Workshop
Forest Glade Cemetery**

RESOLUTION NO. 1-16 AUTHORIZING THE CITY MANAGER TO ENTER INTO
A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DIVISION OF
HISTORICAL RESOURCES FOR A CERTIFIED LOCAL GOVERNMENT (CLG)
GRANT TO NOMINATE THE FOREST GLADE CEMETERY TO THE NATIONAL
REGISTER OF HISTORIC PLACES.

Somersworth, NH
July 20, 2015

WHEREAS, the City of Somersworth has applied for a grant to the State of New Hampshire by and through the Division of Historical Resources; and

WHEREAS, the City of Somersworth has received notification of a \$9,000 Grant Award; and

WHEREAS, the Grant will allow the City of Somersworth to hire a Preservation Consultant to survey the site and prepare an application to the National Register of Historic Places;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents, agreements and take any and all such actions on behalf of the City, for this State of New Hampshire Division of Historical Resources Certified Local Government Grant to Nominate the Forest Glade Cemetery to the National Register of Historic Places.

Introduced by

Mayor Dana S. Hilliard

Approved:

City Attorney

over

Forest Glade Cemetery
Name of Property

Strafford Co., NH
County and State

7. Description

Architectural Classification

(Enter categories from instructions.)

LATE 19th/EARLY 20th CENTURY REVIVALS: Late Gothic Revival

GREEK REVIVAL

ITALIANATE

CLASSICAL REVIVAL

RUSTIC

Materials: (enter categories from instructions.)

Principal exterior materials of the property: Granite, Slate, Marble, Iron, Zinc, Brick, Stone,
Wood, Concrete

Narrative Description

(Describe the historic and current physical appearance and condition of the property. Describe contributing and noncontributing resources if applicable. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, type, style, method of construction, setting, size, and significant features. Indicate whether the property has historic integrity.)

Summary Paragraph

Forest Glade Cemetery is a well-preserved municipal cemetery located in Somersworth, New Hampshire. The 23-acre cemetery was established in 1851 and is a notable example of the mid 19th century Rural Cemetery Movement displaying the characteristic planned landscape with winding roads and pathways and diverse collection of family plots, monuments, and tombs. Forest Glade's most distinctive architectural feature is Furber Memorial Chapel, a Gothic Revival stone structure designed by Henry Vaughan and dedicated in 1898. Other notable features include four well houses which are examples of a rapidly disappearing resource type, a granite entrance gate and several tombs and mausoleums. There are roughly 7,000 burials in the cemetery which predate 1966 which is the end of the period of significance. The cemetery is still in use today but retains considerable historic integrity. The accompanying data sheet lists representative features of the cemetery, including buildings, structures and objects that are described below.



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18



Photo 19

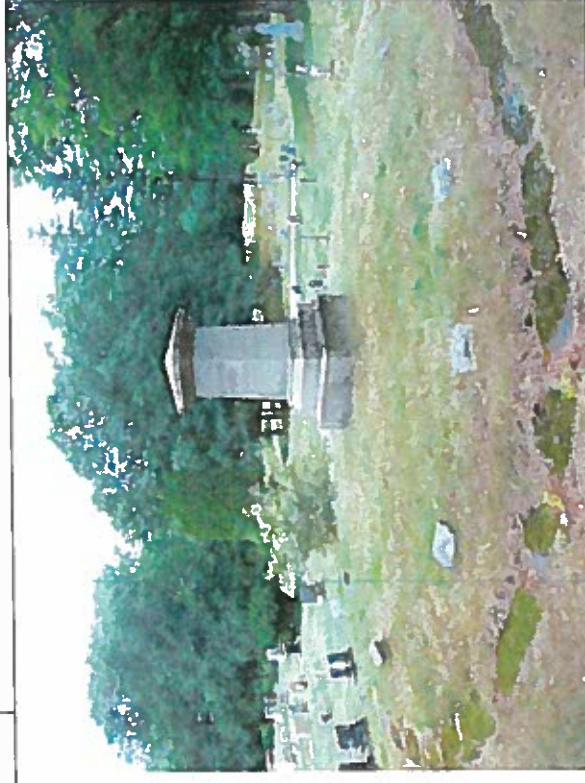


Photo 20



Photo 21



Photo 22



Photo 23



Photo 24

Possible Acquisition of 1 Winter Street – former Breton Cleaners

The Challenge – the property has been abandoned by its owner and soil and groundwater have been contaminated by past dry cleaner operations. The building is in a state of ruin, the structure likely contains hazardous materials and the site is not secure. For many years NH DES has encouraged the City to take the property for past taxes, apply for cleanup grants and remediate the property paving the way for future productive reuse. By taking title to the property, the City, as the current owner, is statutorily liable for costs of cleanup and other risks associated with the site.

Issues to Consider

Site Characterization – site last investigated in 2007; NH DES has recently engaged GZA GeoEnvironmental, Inc. and approved a \$40K scope of work to further investigate the site so to better understand the extent of contamination. GZA will also provide a cost estimate for building demolition including abatement and disposal of hazardous materials.

Risk – the past and current site investigations will help better inform the City on the scope of the risk in the event the City decides to take ownership of the property. Answers to the following questions (among others) will help inform risk:

- Does NH DES have money to demolish the building and dispose of hazardous building materials?
- Has groundwater contamination moved off-site?
- Is groundwater contamination in the bedrock?
- What is the likely remedy for the site?
- What is the current cost estimate to cleanup up the site? (in 2007 it was \$110,000 to \$220,000; plus \$32,000 to \$51,000 to monitor GW for 5 years; in 2011 it was \$120,000 to \$240,000; GW monitoring costs the same as 2007)
- Costs to secure site: fence, insurance, other.

Liability - By taking title to the property, the City, as the current owner, is statutorily liable for costs of cleanup and other risks associated with the site. State law and federal law provide certain exemptions and defenses to liability. To preserve the state exemption, the City cannot retain the property and would have to list it for sale within 5 months of taking title. Under federal law, a Phase I environmental site assessment would need to be completed and during ownership of the property the City would have certain continuing obligations including addressing any continuing releases, preventing threatened future releases and preventing exposure, among others.

Funding – the City needs to own the property before it can apply for cleanup grant funding. Is cleanup grant funding currently available? Filing deadline? EPA Brownfields Cleanup Grant of \$200,000 per parcel requires a \$40,000 cost share. Award of funding is competitive and not guaranteed. Possible other funding programs exist.

**DES Waste Management Division
29 Hazen Drive; PO Box 95
Concord, NH 03302-0095**

**Proposal for Supplemental Investigations
Breton Cleaners
1 Winter Street (Site)
Somersworth, New Hampshire
NHDES Site No. 200411112**

NH Department of Environmental Services
Brownfields Program
Hazardous Waste Remediation Bureau
29 Hazen Drive, PO Box 95
Concord, New Hampshire 03302-0095
Contact: Mr. Michael G. McCluskey, P.E.
603-271-3503
Michael.mccluskey@des.nh.gov

Prepared By:
GZA GeoEnvironmental, Inc.
5 Commerce Park North
Suite 201
Bedford, New Hampshire 03110
(603) 232-8763
Ms. Amy T. Doherty, P.G.
Amy.doherty@gza.com

June 24, 2016

**GZA
GeoEnviron
mental, Inc.**

Digitally signed by GZA
GeoEnvironmental, Inc.
DN: cn=GZA GeoEnvironmental,
inc., o=GZA GeoEnvironmental,
Inc., ou,
email=karen.reed@gza.com, c=US
Date: 2016.07.05 15:02:38 -04'00'



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MANAGEMENT

5 Cornice Park North
Suite 201
Bedford, NH 03110
Tel: 603 623 8600
Fax: 603 824 8463
www.gza.com



VIA EMAIL

June 24, 2016

File No. 04.P000140.17

Mr. Michael G. McCluskey, P.E.
NH Department of Environmental Services
Brownfields Program
Hazardous Waste Remediation Bureau
29 Hazen Drive, PO Box 95
Concord, New Hampshire 03302-0095

Re: Proposal for Supplemental Investigations
Breton Cleaners
1 Winter Street (Site)
Somersworth, New Hampshire
NHDES Site No. 200411112

Dear Mike:

GZA GeoEnvironmental, Inc. (GZA) is pleased to provide this proposal for professional services to the New Hampshire Department of Environmental Services (NHDES) to assist NHDES and the City of Somersworth, New Hampshire (City) under the Brownfields Program to evaluate current Site conditions that may affect Site redevelopment planning at the former Breton Cleaners Site located at 1 Winter Street, Somersworth, New Hampshire (Site). GZA understands that the current redevelopment plan at the Site includes probable demolition of the Site structure based on: (1) deteriorated condition of the structure; and (2) access to soils beneath the footprint of the building to delineate tetrachloroethylene (PCE)-impacted soil that may be serving as a continuing source of chlorinated volatile organic compound (cVOC) contamination to groundwater.

The objectives of the Scope of Services proposed below is to:

- Initiate the National Historic Preservation Act (NHPA) Section 106 review process on behalf of the City;
- Update the current understanding of groundwater quality at the Site;
- Conduct supplemental sampling of building materials for asbestos, polychlorinated biphenyls, and lead paint and update the inventory of other containerized hazardous materials and universal wastes in areas deemed safe to enter; and
- Update the demolition portion of the "Hazardous Materials Cost and Groundwater Monitoring Estimate – 2007 Update" developed by Nobis Engineering, Inc. (Nobis).



June 24, 2016

04.P000140.17

NHDES – HWRB – Brownfields Program

Page | 2

It is anticipated that, should the building be demolished, further delineation of PCE-impacted soil will be conducted and a remedial action plan will be developed in consideration of future redevelopment plans for the Site

BACKGROUND

SITE LOCATION

The irregular-shaped 0.55-acre parcel of land is improved with an approximate 3,445-square-foot wood-framed building constructed circa 1850. The majority of the building is single-story; the southern portion of the building includes a second floor. An earthen-floor crawl space is beneath the southern half of the building. The remainder of the building is either slab-on-grade or consists of earthen-floor. A railroad right-of-way (ROW) operated by New Hampshire Northcoast Corporation of Ossipee, New Hampshire abuts the Site to the north; the Salmon Falls River is located north of the ROW.

SITE HISTORY

Based on prior studies of the Site¹, GZA understands that historically the Site was owned by Boston and Maine Railroad Corporation, Prime Tanning, Neil Odams, and most recently Rene Breton (as Breton Cleaners). Prime Tanning used the Site for storage of tannery equipment and unloading of hides from rail cars. No tanning is known to have occurred at the site. Prime Tanning also reportedly leased the building to a retail hardware business for storage. Mr. Odams operated a coal depot and sales facility at the site. Breton Cleaners operated at the Site between 1982 and 1990. PCE was used in the dry cleaning process during that period of time. Waste PCE was reportedly transported off site by a licensed hazardous waste disposal company. The Site is currently vacant and the building is in disrepair. GZA notes that some areas of the building are inaccessible due to safety concerns.

BRIEF UNDERSTANDING OF KEY FINDINGS FROM PRIOR INVESTIGATIONS

As part of a limited subsurface investigation performed by others² in May 2004, several test borings and four monitoring wells (two overburden and two bedrock) were installed at the Site. Soil and groundwater samples collected during the investigation indicated the presence of cVOCs, namely PCE, in soil and overburden groundwater at concentrations exceeding NHDES standards. The highest groundwater concentration (3,600 milligrams per liter) was detected in monitoring well MW-4 located to the north of the Site building. The highest soil concentration (260 milligrams per kilogram) was detected in a boring performed beneath the Site building where the former dry-cleaning machinery was located (eastern portion of the Site building).

Nobis completed a limited Hazardous Building Materials Survey and Subsurface Investigation³ in December 2005 and a Sub-Slab Soil Gas, Indoor Air, and Groundwater Assessment⁴ in June 2007, and concluded the following:

¹ "Sub-Slab Soil Gas, Indoor Air, and Groundwater Assessment, Breton Cleaners, 1 Winter Street, Somersworth, New Hampshire," prepared by Nobis Engineering, Inc., and dated June 21, 2007.

² "Limited Subsurface Investigation Report, Breton Property, One Winter Street, Somersworth, New Hampshire," prepared by Exeter Environmental Associates, Inc., dated May 17, 2004.

³ "Hazardous Building Material Survey and Subsurface Investigation, Breton Cleaners, 1 Winter Street, Somersworth, New Hampshire," prepared by Nobis Engineering, Inc., dated December 14, 2005.

⁴ "Sub-Slab Soil Gas, Indoor Air, and Groundwater Assessment Breton Cleaners, 1 Winter Street, Somersworth, New Hampshire," prepared by Nobis Engineering, Inc., dated June 21, 2007.



- Groundwater contours infer a general northerly groundwater flow towards the Salmon Falls River. Bedrock was observed to be highly fractured, and data indicated that there was little vertical gradient between the overburden and bedrock aquifers.
- Concentrations of PCE, lead and arsenic in various soil samples exceeded the applicable Soil Remediation Standards (SRS) included Env-Or 600 – Contaminated Site Management (Env-Or 600).
- PCE was detected in overburden groundwater samples collected from MW-2, MW-4, MW-5, and MW-7, and 1,2-dichloroethylene (1,2-DCE) and trichloroethylene (TCE) were detected in the overburden groundwater samples collected from MW-4 and MW-7 at concentrations in exceedance of the applicable Ambient Groundwater Quality Standards (AGQS) included in Env-Or 600 in 2005. Groundwater was sampled again during 2007 and it was concluded that “while concentrations of chlorinated compounds exceed both AGQS and GW-2 standards, the most recent analytical results for groundwater are generally lower the previous round collected in September 2005.”
- PCE was detected in the overburden groundwater samples collected from MW-4 and MW-5 in exceedance of the "NHDES Risk Characterization and Management Policy" GW-2 (vapor intrusion threshold) standard of 80 parts per billion.
- The source of local groundwater contaminated with cVOCs is likely due to former dry cleaning operation and potential residual sources are located in soils to the south of the site building (MW-5 area) and within the footprint of the building.
- Asbestos-containing building materials (ACMs), lead-based paint (LBP), and universal wastes have been identified in the Site building that will require management and proper disposal prior to or during demolition.

SCOPE OF SERVICES

In order to further evaluate certain outstanding environmental concerns identified above, the following Scope of Services is proposed.

TASK 1 – QAPP PREPARATION AND SUBMITTAL / HASP PREPARATION

GZA proposes to prepare a site-specific Quality Assurance Project Plan (QAPP) Addendum to our Master QAPP approved June 2010, revised March 2016 (revision currently pending NHDES approval), following the United States Environmental Protection Agency's (EPA's) guidance for the Brownfields program. GZA's Master QAPP and addendums will be consistent with NHDES' Hazardous Waste Remediation Bureau Master QAPP, EQA RFA #13027, available on the NHDES website⁵.

The QAPP Addendum documents quality assurance, quality control, technical activities, and procedures referenced to our Master QAPP associated with implementing the proposed explorations and assessing the environmental data.

GZA will prepare a Site-specific Health and Safety Plan (HASP) for protection of GZA field personnel, addressing potential risks of exposure and safety issues associated with the proposed exploratory tasks. GZA's Site-specific HASP will be consistent with the Occupational Safety and Health Administration standards including 29 CFR 1910 and 1926.

⁵ http://des.nh.gov/organization/divisions/waste/hwrp/documents/hwrp_master_qapp.pdf



TASK 2 – PREPARATION AND SUBMITTAL OF A REQUEST FOR PROJECT REVIEW (RPR) FORM

GZA will prepare a RPR Form and submit the form to the New Hampshire Division of Historical Resources (DHR) to initiate the NHPA Section 106 review process on behalf of the City and NHDES. GZA's submittal to DHR will include the Form, interior and exterior photographs of Site structures, GZA's Scope of Services / future demolition plans, and a Locus Plan to satisfy the review criteria.

TASK 3 - ASSESSMENT OF CURRENT GROUNDWATER QUALITY CONDITIONS

In order to further evaluate current groundwater quality at the Site, the following investigation activities are proposed.

- GZA will coordinate and perform an exploration program consisting of one (8-hour) day of drilling with the expectation that three overburden groundwater monitoring wells (MW-2X [replacement well for MW-2], MW-7X [replacement well for MW-7], and MW-8 (down gradient of former dry cleaning machinery⁶) could be completed to a maximum depth of 20 feet below ground surface⁷. Wells will be installed using a track-mounted drill rig and standard hollow stem auger techniques at the locations illustrated on the attached Site Plan.
- By law, the proposed exploration location must be laid out in the field before contacting Dig Safe® for utility clearance. GZA's drilling subcontractor will contact Dig Safe®. Dig Safe® requires a minimum 72-hour notification before drilling can begin. Adjustments in location will be made as necessary in the field by the GZA Field Engineer to provide more representative coverage and to meet conditions encountered. Said adjustment will be noted on individual boring log and the exploration location plan.
- Based on the proximity of the proposed wells relative to the active rail road, the following is required of the drilling company by the rail road owner: Rail Road Protective Liability Insurance, flagger during drilling operations (assumed a maximum of eight hours), and a permit. For the purposes of this proposal, costs for rail road work are included and outlined in the budget below.
- GZA will field screen overburden soil samples at standard 5-foot intervals for volatile organic compounds (VOCs) using a photoionization detector (PID). Based on apparent staining, odors, and/or PID measurements, GZA has budgeted for one soil sample per boring and one duplicate sample for submittal to ESS Laboratory (ESS) of Cranston, Rhode Island for analysis including VOCs by EPA Method 8260B. If no evidence of contamination is observed, soil samples will be collected at the interval above the water table. Soil analytical results will be compared to the SRSs included in Env-Or 600. One methanol preserved trip blank from the same lot and one duplicate sample (at MW-2X) will also be submitted to the laboratory for analysis of VOCs.
- A 2-inch-diameter PVC groundwater monitoring well will be installed within the boring with the location of the well screen designed such that a 10-foot screen interval will span the shallow overburden water table. The well will be completed with protective steel casing. The monitoring wells will be developed in accordance with GZA's Standard Operating Procedures and purge water will be discharged to the ground surface. The well will be located based on taped measurements from Site boundaries or determined using a global positioning system.

⁶ As depicted in Limited Site Investigation report prepared by EEA and dated May 17, 2004.

⁷ GZA notes that historical depth to water measurements indicate that groundwater is present on average of 10 feet to 12 feet below ground surface.



- GZA will collect groundwater samples from the three newly installed groundwater monitoring wells (MW-2X, MW-7X, and MW-8), in addition to four existing groundwater monitoring wells (MW-1, MW-3, MW-4, and MW-5, assuming each of these wells remains viable to sample) two weeks after installation. A peristaltic pump and dedicated polyethylene tubing will be used to purge three well volumes prior to sampling. The sample collection depth will be selected based on the middle of the saturated portion of the screen. The groundwater samples will be submitted to ESS and analyzed for VOCs by EPA Method 8260B with the data results compared against the Ambient Groundwater Quality Standards included in Env-Or 600. One hydrochloric acid-preserved trip blank and one duplicate sample (MW-5) will also be submitted to the laboratory for analysis of VOCs.

TASK 4 – SUPPLEMENTAL PCB, ACM, AND LBP SAMPLING / UPDATE HAZARDOUS BUILDING MATERIAL SURVEY

GZA will collect representative samples of accessible building materials and update the inventory of other containerized hazardous materials and universal wastes to supplement the existing information relative to PCBs, ACMs, and LBP and other hazardous materials as described below. Please note that based on the poor condition of the building, GZA's supplemental sampling / survey work will be limited to areas of the Site building deemed safe to enter and sample.

- PCBs: GZA has estimated that up to 10 samples (plus one duplicate sample) will be needed to further characterize building materials including caulk, glazing, paints, and sealants for PCBs. A total of 11 samples will be submitted to ESS for analysis of PCBs by EPA method 3540C (manual soxhlet preparation method)/8082.
- Asbestos: A GZA asbestos inspector accredited by the EPA will conduct a supplemental ACM survey of the Site building. Additional suspect ACMs not previously sampled will be identified, sampled, and submitted for laboratory analysis. The actual number of samples to be collected will depend on the number of additional and different types of suspect ACMs observed. Friable bulk samples of suspect ACMs will be collected and submitted for laboratory analysis by Polarized Light Microscopy (PLM) techniques. For the purposes of this proposal, we have assumed that up to 75 PLM samples plus an additional three duplicate samples will be analyzed for PLM analyses. If additional samples are needed to fully characterize the building, GZA will consult with NHDES regarding the need to alter or modify our sampling and testing strategy.
- Lead: While GZA is not recommending further evaluation for the presence of lead paint, we note that during demolition activities, disposal of materials coated with paint containing lead is subject to the EPA Resource Conservation and Recovery Act (RCRA) regulations (40 CFR 260-270). At the present time, federal and State regulations do not necessarily require that materials coated with LBP be removed prior to demolition. However, the RCRA regulations require that wastes be characterized prior to disposal. GZA proposes to collect samples of representative materials from interior and exterior painted components previously tested and confirmed to contain LBP for analyses of Toxicity Characteristic Leaching Procedure (TCLP) lead. The rationale for TCLP sampling is to evaluate whether the painted materials will be required to be disposed of as a hazardous waste. For the purposes of this budget estimate, we have included for the collection of up to three samples and one duplicate sample for TCLP lead by EPA Method 6010B.

For budgeting purposes, GZA anticipates that the supplemental sampling proposed above will take a total of two 8-hour days to complete. If additional sampling and/or time is required to fully characterize the building, GZA will consult with NHDES regarding the need to alter or modify our sampling strategy.



- **Hazardous Material Inventory:** GZA will visually evaluate accessible and safe areas of the Site building for the presence of hazardous or potentially hazardous materials such as polychlorinated biphenyl-containing ballasts, mercury containing switches, fluorescent lamps, and refrigerants. We will inventory any abandoned containerized materials observed which may include chemical products (e.g., acids, caustics, miscellaneous chemicals, etc.), petroleum products (e.g., fuel, hydraulic/motor oils, paints, thinners, etc.), and gases (e.g., carbon dioxide, propane, refrigerants, etc.). GZA will also make observations as to whether building materials may be impacted by hazardous waste or petroleum hydrocarbons that may require cleaning, special handling, and/or disposal prior to or during renovation.

Please note that we have only included costs for visual observations of the inventoried/containerized materials, building materials, and degraded concrete areas, which may require consolidation, characterization, and removal prior to renovation. We will evaluate the condition of the exposed concrete surfaces during our Site inspection and discuss the need for further sampling or analysis of these items or areas with you.

TASK 5 – ASSESSMENT AND REPORTING

GZA will evaluate the current groundwater quality and supplemental information collected as part of this Scope of Services combined with the findings from the prior studies to assess the remedial needs for properly managing identified hazardous building materials at the Site prior to or as part of building demolition. Data review (of data collected as part of this study), which includes a GZA in-house examination to ensure data have been recorded, transmitted, and processed correctly and data verification, which includes the evaluation of completeness, correctness, and conformance/compliance of a specific data set will be performed by GZA's Project Manager at the end of each sampling event. Review will generally consist of the following: (1) review of calibration data and end of the day check; and (2) review of raw data and field notes for outliers or inconsistencies that may indicate a problem with the equipment or sampling procedure.

GZA will prepare a DRAFT electronic copy of a letter report for NHDES' review and comment that contains a summary of the work performed, lab analyses and updated conceptual Site model, and location of identified LBP and ACMs/hazardous materials. The report will also contain an updated order-of-magnitude cost estimate for building demolition including abatement and disposal of ACMs/hazardous materials either prior to or as part of demolition.

TASK 6 – PROJECT COORDINATION, MANAGEMENT, AND MEETINGS

GZA anticipates that this project will include coordination between GZA's Project Manager/Construction Manager, the City, and NHDES during the field work portion of the project, and may include meeting(s) with NHDES and the City to discuss findings, etc. Based on this, GZA has included up to four hours for project management and coordination, and eight hours total for the Project Manager/Construction Manager to attend meeting(s) with NHDES and the City.

SCHEDULE AND BUDGET ESTIMATE

GZA is prepared to initiate the proposed Scope of Services upon receipt of a Work Scope Authorization (WSA) from NHDES. GZA anticipates being able to submit a QAPP Addendum within three weeks of receipt of WSA. GZA further anticipates that upon receipt of a NHDES/EPA-approved QAPP Addendum GZA can begin the field work within two weeks.



June 24, 2016

04.P000140.17

NHDES – HWRB – Brownfields Program

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Billings will be based on accrued time and expenses in accordance with our *Site Investigations, Remediation Design and Implementation Oversight at Petroleum and Hazardous Waste Sites, and CERCLA and Brownfields Projects* contract as approved by the Governor and Council on August 26, 2015. The budget estimate to complete the proposed work is \$39,888.

Refer to the attached table for a breakdown of the cost estimate by task. This estimate is based on the anticipated Scope of Services outlined above, which represents our present judgment as to the level of effort requested. Actual charges may vary, either upward or downward, depending upon the execution of the work.

GZA greatly appreciates the opportunity to continue working on this redevelopment project. If you have any questions regarding the Scope of Services, please do not hesitate to contact Ms. Amy Doherty at (603) 232-8763.

Very truly yours,

GZA GEOENVIRONMENTAL, INC.

Handwritten signature of Amy T. Doherty in black ink.

Amy T. Doherty, P.G.
Senior Project Manager

Handwritten signature of John C. Murphy in black ink.

John C. Murphy, CCM, CHMM
Consultant Reviewer

Handwritten signature of Stephen M. Raymond in black ink.

Stephen M. Raymond
Associate Principal / Construction Management

ATD/SMR/JCM:tmd

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Attachment: Work Scope Budget Sheet
Site Plan with Proposed Boring Locations

cc: Steve R. Lamb



Work Scope Budget Sheet

W-003 Rev. 100411111
 LST Facility No.:
 Date of Submission:
 Lw Of 600 Phase Code:

TABLE 1 - BUDGET SHEET
 Facility Name: Brown Cleaners
 Owner: Town of
 Township: Somerset
 Priority No.:

Building Address: W-003
 23 Main Drive
 P.O. Box 95
 Centre, PA 16812-0095

GZA Job No. 04-P000140.17
 GZA Proj. Army Debris

Task/Action By Task	Contractor	Description	Class Code	Overall Breakdown				Breakdown By Class					
				Unit	Type	Qty	Cost	Eng./Admin. Services	Lab	Subcontract	Comm. Sub T&B	SW Treatment/ Production Recovery	Other
Task 1. DATA PREPARATION AND SUBMITTAL / HAP PREPARATION	GZA	Estimated Labor Total (\$)					\$7,374	\$7,374	\$0	\$0	\$0	\$0	\$0
		Manager (Communication Technology)	E	1.0	hrs	24.00	\$7,374	\$7,374					
		Project Manager	E	4.0	hrs	\$1,200.00	\$400	\$400					
		Researcher	E	4.0	hrs	\$1,200.00							
		Project Manager	E	4.0	hrs	\$1,200.00							
		Professional Level III	E	11.0	hrs	\$165.00	\$1,795	\$1,795					
		Professional Level II	E	4.0	hrs	\$64.00							
		Professional Level I	E	4.0	hrs	\$64.00							
		Senior Technician	E	4.0	hrs	\$76.00							
		Technician	E	4.0	hrs	\$76.00							
		Drafting	E	1.0	hrs	\$2.00	\$183	\$183					
		Visual Processing	E	1.0	hrs	\$56.00	\$56	\$56					
		Estimated Equipment & Supplies Total (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Estimated Subcontract Costs (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 2. PREPARATION AND SUBMITTAL OF A REQUEST FOR PROPOSAL REVISED (RFP) FORM	GZA	Estimated Labor Total (\$)					\$2,279	\$2,279	\$0	\$0	\$0	\$0	\$0
		Manager (Communication Technology)	E	0.5	hrs	24.00	\$750	\$750					
		Project Manager	E	0.5	hrs	\$1,200.00	\$75	\$75					
		Researcher	E	0.5	hrs	\$1,200.00							
		Project Manager	E	0.5	hrs	\$1,200.00							
		Professional Level III	E	4.0	hrs	\$165.00	\$618	\$618					
		Professional Level II	E	4.0	hrs	\$64.00							
		Professional Level I	E	4.0	hrs	\$64.00							
		Senior Technician	E	4.0	hrs	\$76.00							
		Technician	E	4.0	hrs	\$76.00							
		Drafting	E	0.5	hrs	\$2.00	\$44	\$44					
		Visual Processing	E	0.5	hrs	\$56.00	\$56	\$56					
		Estimated Equipment & Supplies Total (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Estimated Subcontract Costs (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 3. ASSESSMENT OF CURRENT JURISDICTIONAL QUALITY CONDITIONS	GZA	Estimated Labor Total (\$)					\$3,070	\$3,070	\$0	\$0	\$0	\$0	\$0
		Manager (Communication Technology)	E	1.0	hrs	24.00	\$750	\$750					
		Project Manager	E	4.0	hrs	\$1,200.00	\$400	\$400					
		Researcher	E	4.0	hrs	\$1,200.00							
		Project Manager	E	4.0	hrs	\$1,200.00							
		Professional Level III	E	11.0	hrs	\$165.00	\$1,795	\$1,795					
		Professional Level II	E	4.0	hrs	\$64.00							
		Professional Level I	E	4.0	hrs	\$64.00							
		Senior Technician	E	4.0	hrs	\$76.00							
		Technician	E	4.0	hrs	\$76.00							
		Drafting	E	1.0	hrs	\$2.00	\$183	\$183					
		Visual Processing	E	1.0	hrs	\$56.00	\$56	\$56					
		Estimated Equipment & Supplies Total (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Estimated Subcontract Costs (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 4. SUPPLEMENTAL FOR ACU AND/UP SAMPLES/UPDATE HAZARDOUS BUILDING MATERIAL SURVEY	GZA	Estimated Labor Total (\$)					\$1,979	\$1,979	\$0	\$0	\$0	\$0	\$0
		Manager (Communication Technology)	E	0.5	hrs	24.00	\$750	\$750					
		Project Manager	E	0.5	hrs	\$1,200.00	\$75	\$75					
		Researcher	E	0.5	hrs	\$1,200.00							
		Project Manager	E	0.5	hrs	\$1,200.00							
		Professional Level III	E	4.0	hrs	\$165.00	\$618	\$618					
		Professional Level II	E	4.0	hrs	\$64.00							
		Professional Level I	E	4.0	hrs	\$64.00							
		Senior Technician	E	4.0	hrs	\$76.00							
		Technician	E	4.0	hrs	\$76.00							
		Drafting	E	1.0	hrs	\$2.00	\$183	\$183					
		Visual Processing	E	1.0	hrs	\$56.00	\$56	\$56					
		Estimated Equipment & Supplies Total (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Estimated Subcontract Costs (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 5. ASSESSMENT AND REPORTING	GZA	Estimated Labor Total (\$)					\$1,979	\$1,979	\$0	\$0	\$0	\$0	\$0
		Manager (Communication Technology)	E	0.5	hrs	24.00	\$750	\$750					
		Project Manager	E	0.5	hrs	\$1,200.00	\$75	\$75					
		Researcher	E	0.5	hrs	\$1,200.00							
		Project Manager	E	0.5	hrs	\$1,200.00							
		Professional Level III	E	4.0	hrs	\$165.00	\$618	\$618					
		Professional Level II	E	4.0	hrs	\$64.00							
		Professional Level I	E	4.0	hrs	\$64.00							
		Senior Technician	E	4.0	hrs	\$76.00							
		Technician	E	4.0	hrs	\$76.00							
		Drafting	E	1.0	hrs	\$2.00	\$183	\$183					
		Visual Processing	E	1.0	hrs	\$56.00	\$56	\$56					
		Estimated Equipment & Supplies Total (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Estimated Subcontract Costs (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 6. PROJECT COORDINATION AND MANAGEMENT	GZA	Estimated Labor Total (\$)					\$1,979	\$1,979	\$0	\$0	\$0	\$0	\$0
		Manager (Communication Technology)	E	0.5	hrs	24.00	\$750	\$750					
		Project Manager	E	0.5	hrs	\$1,200.00	\$75	\$75					
		Researcher	E	0.5	hrs	\$1,200.00							
		Project Manager	E	0.5	hrs	\$1,200.00							
		Professional Level III	E	4.0	hrs	\$165.00	\$618	\$618					
		Professional Level II	E	4.0	hrs	\$64.00							
		Professional Level I	E	4.0	hrs	\$64.00							
		Senior Technician	E	4.0	hrs	\$76.00							
		Technician	E	4.0	hrs	\$76.00							
		Drafting	E	1.0	hrs	\$2.00	\$183	\$183					
		Visual Processing	E	1.0	hrs	\$56.00	\$56	\$56					
		Estimated Equipment & Supplies Total (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
		Estimated Subcontract Costs (\$)					\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL PROPOSED							\$7,374	\$7,374	\$0	\$0	\$0	\$0	\$0

Key to Job Price Code
 RA - Initial Assessment
 PA - Full Product Recovery
 SC - Initial Site Characterization
 SR - Site Investigation/Reporting
 SAP - Remedial Action Plan
 WY - Remedial Plan Implementation
 SW - Site Monitoring/Remediation

Class Codes
 E - Engineering/Technology Services
 L - Laboratory Services
 S - Subcontractor/Supplier
 C - Construction/Construction
 O - Other

Comments:
 (1) The budget reflects the following margin for (2) The margin for Remediation Subcontractors is as follows:
 Engineering - 1.0%
 Laboratory - 1.0%
 Subcontractor/Supplier - 1.0%
 Construction/Construction - 1.0%
 Other - 1.0%
 Remediation Subcontractors - 1.1%
 General Subcontractors - 1.1%



Site Plan with Proposed Boring Locations

NOTES

1. THIS SITE SKETCH WAS DEVELOPED FROM CITY OF SOMERSWORTH ASSESSORS' MAPS, A PLAN PREPARED BY DYER ENVIRONMENTAL, INC. DATED MAY 3, 2004, AND SITE OBSERVATIONS BY MOBIS ENGINEERING, INC.
2. LOCATIONS AND SITE FEATURES DEPICTED HEREON ARE APPROXIMATE AND GIVEN FOR ILLUSTRATIVE PURPOSES ONLY.
3. GROUND ELEVATION CONTOURS ARE BASED ON MOSTLY SPACED DATA POINTS AND ARE ONE INTERPRETATION OF THE DATA. OTHER INTERPRETATIONS ARE POSSIBLE.
4. GROUNDWATER MONITORING WELLS WERE INSTALLED IN JULY AND AUGUST 2005 BY NEW HAMPSHIRE BOARD, INC. UNDER THE SUPERVISION OF MOBIS ENGINEERING, INC. AND MONITORED BY THEMSELVES.

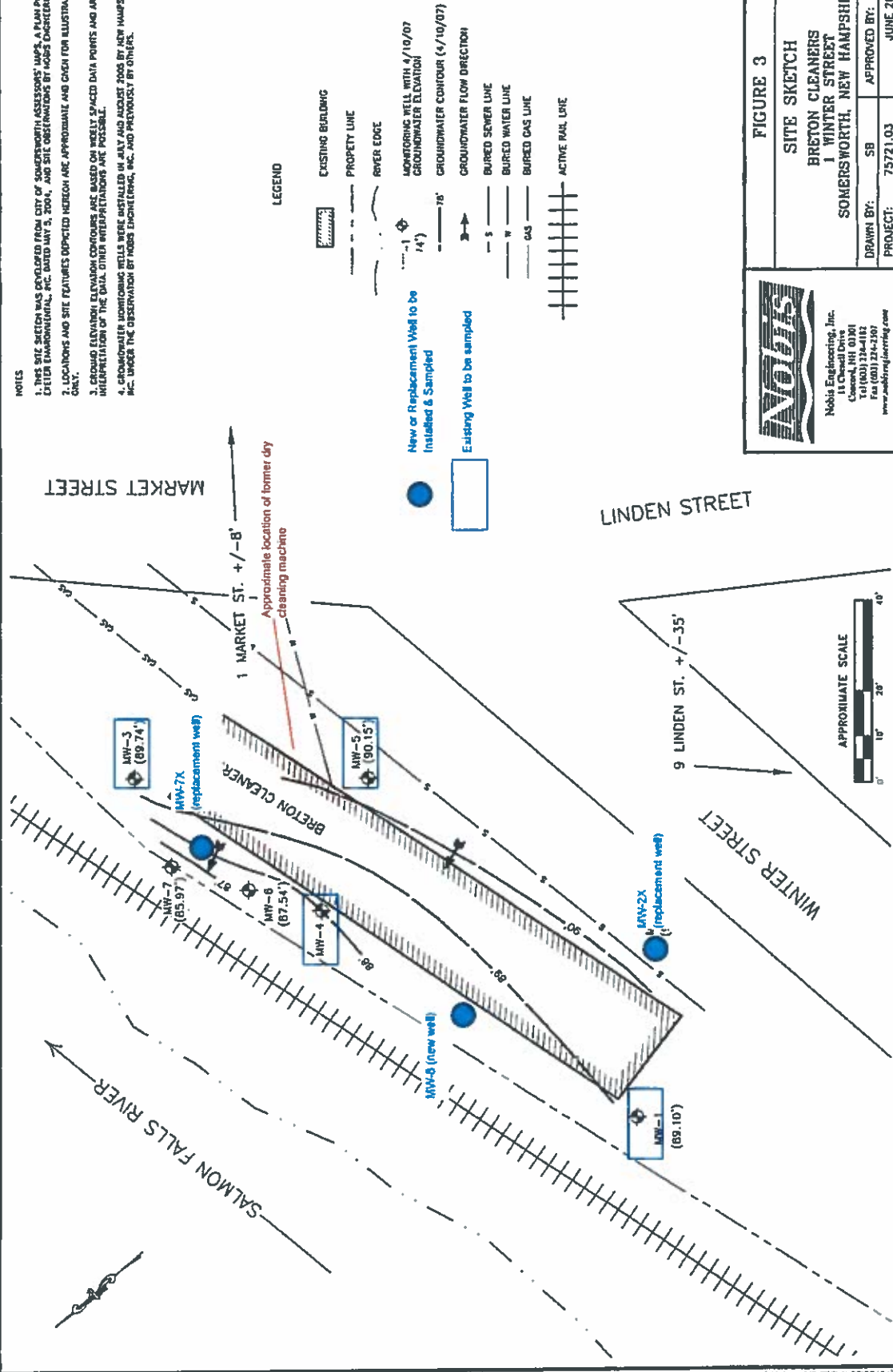


FIGURE 3

SITE SKETCH
BRETON CLEANERS
1 WINTER STREET
SOMERSWORTH, NEW HAMPSHIRE

DRAWN BY: SB APPROVED BY: SH
 PROJECT: 75721.03 JUNE 2007



Mobis Engineering, Inc.
 11 Chase Drive
 Concord, NH 03301
 Tel (603) 224-4182
 Fax (603) 224-2367
 www.mobisengineering.com

ANTHONY S. HARTNETT
ATTORNEY AT LAW
DOVER POINT OFFICE PARK
42F DOVER POINT ROAD
DOVER, NH 03820

OFFICE: (603) 749-2225
RESIDENCE: (603) 743-3445
FAX: (603) 749-2225

October 10, 2016

Hand-Carried Monday October 10, 2016

Honorable Dana S. Hilliard, Mayor and
The Somersworth City Council,
One Government Way,
Somersworth New Hampshire, 03878

**In re: Petition of Thomas Lin d/b/a Hilltop Laundromat for Abatement and Waiver
of Sewer Connection Charges.**

Dear Mayor Hilliard and Members of the Council:

This office represents Mr. Thomas Lin, owner and operator of the Hilltop Laundromat at 24 Washington Street, Somersworth, New Hampshire. I am sending this transmittal with enclosure to Mayor Hilliard *via* email and the original hand-carried as indicated above to the Mayor's office at City Hall.

My client is currently negotiating to move his business to a new location at 7 Somersworth Plaza and recently applied to the Water Department for the necessary water and sewer connection permits. Unfortunately he was shocked when advised there would be a connection charge of \$102,600.

We have done some research into the applicable Ordinances and spoken to Mr. Scott A. Smith, Director of Finance & Administration. It is our understanding that neither he nor the Water Department has the authority to grant relief and that jurisdiction in the matter resided with the City Council.

We are therefore enclosing herewith a Petition seeking Abatement and Waiver of Sewer Connection Charges in connection with my client's proposed relocation in the City of Somersworth. We believe that the Petition and documentation attached thereto speaks for itself and presents our case for relief.

However, if there is any question or reluctance to grant the relief requested we would respectfully request leave to appear and present our case in person to the City Council, or such committee as may be delegated to investigate and report on the matter to the full council.

over 

One final Note: We are in time- sensitive negotiations with the owner and lessor of the new location and any expedition which could be extended by your addressing this Petition, would be greatly appreciated under the circumstances.

Please let me know if anyone has any questions or if we can provide any further documentation or information. We have sent copies to the interested parties set forth below and look forward to working with you and the City of Somersworth to address this issue.

Very truly yours,

/s/ A.S. Hartnett

Anthony S. Hartnett

Enclosure: Petition for Sewer Connection Abatement

cc Robert M. Belmore, City Manager w/ enclosure *via* email & hard copy

Scott Smith, Finance Director, " *via* email

Kayla Moulton, Water Dept. " *via* email

Shanna B. Saunders, Dir. of " *via* email

Planning & Community Development



MEMORANDUM from Director Public Works & Utilities

Date: October 11, 2016

To: Bob Belmore, City Manager

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

Cc: Scott Smith, Director of Finance and Administration

Jamie Woods, Chief WWTF Operator

Re: Wright- Pierce Engineering Funding –WWTP Improvements

The City retained Wright-Pierce Engineering in the spring of 2015 to evaluate the impact of future property developments on the City's Wastewater Treatment Facility and to assess the Facility's ability to treat influent flows and loads. The work was summarized in a report with recommended plant improvements and was presented to the City Council. Staff requested a proposal from Wright-Pierce to outline the project scopes and associated engineering and design costs for recommended improvements at the WWTF. Engineering costs for the Plant Facility Assessment, and Engineering and Design specifications for these improvements are at \$258,800 and \$85,000 for the facility planning effort. The assessment will be influenced by the City's growth agenda, and future permit limits and requirements imposed by EPA. In order to make decisions that are consistent with these factors, the project scope includes the following:

-Facility Planning Assessment. This work will serve as a foundation for addressing treatment plant short and long term needs, addressing future flows, loads and permit limits and Plant condition assessment. This will be summarized in a Comprehensive Plant Evaluation Report.

-Aeration System Improvements: The WWTF Capacity Evaluation recommends that the City activate the second train of aeration tanks. In order to activate the second train, plant modification is required to remove limitations of the original design and use existing equipment plus site work. This requires design and engineering services, which consists of developing plans and specifications, and contract documents.

-Dewatering System Upgrade: Activation of the second aeration train will result in a thinner sludge and the increased loadings will result in a greater sludge generation. The evaluation report recommends specific upgrades to the Dewatering System to include a new system that will address the higher sludge loads.

-Headworks' Influent Screening Systems Upgrade: These screens were originally installed in 2003 and have lost their useful life and need to be replaced.

Staff recommends approving the proposal and entering into an Agreement with Wright-Pierce Engineering for the outlined improvements.

October 4, 2016
W-P Project No. MWWNH

Mr. Michael Bobinsky
Director of Public Works & Utilities
City of Somersworth
One Government Way
Somersworth, NH 03878

Subject: City of Somersworth, NH – Facility Planning and Aeration, Dewatering, and Influent Screening Systems Upgrade

Dear Michael:

In May 2015, Wright-Pierce was retained by the City to evaluate the impact of future property developments on the City's Wastewater Treatment Facility and to assess the Facility's ability to treat influent flows and loads. The results of this evaluation were presented in a report completed in February of 2016 (*Wastewater Treatment Facility Capacity Evaluation*). This report concluded that the Wastewater Treatment Facility is at approximately 96% of its capacity and laid out a series of steps to increase capacity. Subsequent to the report, property development has continued to be proposed within the City and the ability of the wastewater treatment facility to accommodate growth continues to be an immediate concern.

As requested by the City, this letter outlines the project scopes and associated engineering costs for recommended improvements at the Wastewater Treatment Facility to increase treatment capacity. Based on the *Capacity Evaluation* and subsequent meetings and discussions with City staff, these improvements can be grouped into the following two categories:

- Improvements needed to bring the second set of aeration tanks online.
- Sludge dewatering improvements necessary to accommodate additional growth.

During subsequent discussions with City staff, Wright-Pierce was requested to provide a project scope and associated engineering cost for designing improvements to the influent screens. The influent screens are in the City's Capital Improvements Plan for 2018/2019 but the City desires to capitalize on the economies of scale of performing these improvements concurrently with the other planned improvements.

The design specifics of these improvements will be heavily influenced by two factors, the City's growth agenda and future permit limits and requirements imposed by EPA. In order to develop a strong foundation and to make decisions that are consistent with these factors and City's long-term needs, we recommend the City conduct a facility planning effort concurrently with the design of the aeration,



dewatering, and screening improvements. These planning efforts would be aimed at further defining current and future loads, further assessing equipment upgrade and replacement needs, developing strategies to meet a range of future effluent permit limits, and developing a detailed longer-term capital improvements plan for major equipment and building systems at the WWTF.

For each of these project components, estimated engineering design fees and implementation strategies are described in greater detail below.

Facility Planning

Prior to commencing with the design of the aeration and dewatering system upgrades, we strongly recommend initiating a Facilities Planning effort. This type of study is, in fact, a requirement by NHDES when a treatment facility reaches 80% capacity or above. The primary goal of the Facilities Planning effort is to address future flows, loads, and permit limits, and determine the usefulness and remaining life of all components within the facility. These assessments will ultimately impact the secondary system treatment strategy and subsequently the dewatering upgrade. Therefore, there are some aspects of Facilities Planning that we strongly recommend completing prior to undertaking the aeration system and dewatering system upgrades. Specific goals of the Facilities Planning effort are as follows:

- Further refine plant capacity (and work with NHDES to assess the potential to re-rate the plant);
- Project future flow and loads and develop treatment strategies;
- Establish the “big picture” approach to comply with more stringent effluent Total Nitrogen permit limits (and lower metals limits) in the future; and to
- Develop strategies for managing the high influent BOD loads to the plant through an Industrial Pre-treatment Program (IPP), increased secondary treatment capacity, etc.

The following further details our proposed scope of service for the Facilities Planning effort:

A. Preliminary Planning

- a. Meet with City staff to review and confirm overall scope and approach of project.
- b. Review all available data needed for the project, including: WWTF Monthly Operating Reports, quarterly toxicity reports, other operational data, collection system mapping, and latest budget and Capital Improvements Planning (CIP) related data.
- c. Review past studies and reports, including: I/I-related efforts, past and ongoing upgrade design reports/plans, the latest City master planning documents, and GIS mapping files.

B. Define Current and Projected Future Influent Wastewater Flows and Loads

- a. Using the capacity analysis submitted in February 2016, expand our assessment by analyzing influent wastewater flows and loads and individual pump station flows/runtime data for a five (5) year period, 2012 through 2016.
 - i. Trend average, minimum and peak flow and loading data.
 - ii. Estimate baseline infiltration/inflow flows based on WWTF flow records.
 - iii. Compare estimated sanitary wastewater flows with reported potable water consumption within sewer areas.
 - iv. Document septage flows and loadings and other commercial flows, including industrial flows from Significant Industrial Users (General Linen, Tri-City Seafood, Velcro).



- b. With assistance from the City, and based on information provided, estimate future population growth projections within areas currently sewered and identify future areas of development, including future commercial, industrial, and institutional growth.
- c. Project future wastewater flows and loads for a 20-year planning period.
- d. Prepare summary technical memorandum, meet with the City to review and finalize.

C. Comprehensive Plant Evaluation

- a. Plant Hydraulics: develop hydraulic model of treatment facility to identify bottlenecks and assess peak hydraulic capacities. As part of subtask, identify and evaluate high-flow management alternatives to maximize treatment capacity.
- b. Treatment Plant Unit Process Analysis: this subtask includes documentation of existing conditions, treatment capacities, present needs, and anticipated future needs based on appropriate design standards and anticipated future requirements. Future considerations will include potential effluent standards based on general EPA permitting trends in the watershed and discussions with EPA. The following major systems will be included in the comprehensive plant evaluation:
 - i. Headworks (including Screenings and Grit Removal)
 - ii. Activated Sludge System
 - iii. Secondary Clarification System
 - iv. Tertiary Filtration
 - v. Disinfection
 - vi. Sludge Storage, Pumping, Dewatering and Polymer Feed Systems
 - vii. Instrumentation and Control, SCADA System
 - viii. Sludge disposal
- c. Building Systems and Site Evaluation
 - i. Evaluate WWTF buildings and structures for current condition, compliance with applicable codes and necessary improvements, including structural integrity, heating and ventilation systems, roofing systems, architectural items (windows, doors, etc).
 - ii. Evaluate all existing power distribution and electrical systems, including transformer, MCC's and standby power generation for current condition, compliance with applicable codes and identify necessary improvements for present and future load needs.
 - iii. Review current FEMA flood maps for floodplain and required finished floor elevations. Assess site conditions for present and recommended future scenarios.

D. Wastewater Facilities Plan/Wastewater Equipment Replacement Fund (WERF)

- a. Create a spreadsheet-based WERF list of assets within the WWTF. Spreadsheet will contain age, condition, estimated replacement timeline, and estimated replacement costs for all major equipment for facility planning and Capital Improvements Planning purposes.
- b. Provide the City with both hardcopy and electronic versions of the completed list.

E. Report

- a. Generate Draft Report summarizing the results of facility planning efforts.
- b. Review with City staff and incorporate comments.
- c. Finalize report.

Our estimated fee for the facility planning effort is \$85,000 including all expenses based on an estimated 780 hours of effort.



Aeration System Improvements

The *Wastewater Treatment Facility Capacity Evaluation* recommended that the City activate the second train of aeration tanks as soon as possible. In order to activate the second train plant modifications are required to remove limitations of the original design and replace non-performing equipment. Specific modifications include the following:

- Installation of new modulating aeration control valves, aeration flow meters, and associated air piping modifications to balance airflow to the two trains;
- Installation of modulating flow control valves and flow meters to the RAS lines to balance combined RAS flows to the two trains;
- Installation of two new dissolved oxygen probes in the second train;
- Installation of existing mixers, nitrified and denitrified recycle pumps (currently in storage);
- Modification of PLC programming and SCADA to add additional monitoring and controls;
- Installation of a second sodium aluminate feed pump and injection quill; and
- Replacement of aeration diffuser membranes in both trains.

The preliminary and final design phases of this project will consist of developing Plans, Specifications and Contract Documents suitable for public bidding to implement the upgrades. Our estimated design fee for this work would be \$73,200 including all expenses based on an estimated 670 hours of effort.

Dewatering System Upgrade

Activation of the second aeration train will result in a thinner waste sludge, and the increased loadings resulting from additional development will result in greater sludge generation. Consequently, the *Wastewater Treatment Facility Capacity Evaluation* recommended that the City conduct a Dewatering System Upgrade concurrent with the aeration system upgrade. This project is described in greater detail in the *Evaluation*, but the major scope items include installation of a new dewatering centrifuge and controls, multi-point discharging conveyor and interface with the plant SCADA system.

The preliminary and final design phases of this project will consist of developing Plans, Specifications and Contract Documents suitable for public bidding to implement the upgrades. Our estimated fee for this work would be \$135,600 including all expenses based on an estimated 1,260 hours of effort.

Headworks' Influent Screening Systems Upgrade

The existing Jones & Attwood center-flow band screens were installed in 2003 as part of the WWTP Improvements project. These screens have reached the end of their useful life and should be replaced. As discussed above, these screens are scheduled for replacement through the City's CIP in the near future, and City staff have indicated the need for replacement as part of the Aeration System and Dewatering Systems upgrade project.

The preliminary and final design phases of this project will consist of developing Plans, Specifications and Contract Documents suitable for public bidding to implement the upgrades. Our estimated fee for this work would be \$50,000 including all expenses based on an estimated 460 hours of effort.

To: Michael Bobinsky
Date: October 4, 2016
Page 5 of 5



The above costs for the aeration system, dewatering systems, and influent screens upgrade assume that we would develop one set of contract documents (one project) for public bid. **Thus, the total design cost for the Aeration System, Dewatering System, and Headworks' Influent Screens upgrade project would be \$258,800.**

Schedule

We would propose to complete this work according to the following schedule, with the goal of having contract documents ready for bidding in the summer of 2017.

- Notice to Proceed from City: October 2016
- Kickoff Meeting with City Staff: October 2016
- Draft Technical Memorandums: January 2017
- Preliminary Design: February 2017 - April 2017
- Final Design: May 2017 - August 2017
- Bidding: August 2017

We appreciate this potential opportunity to provide wastewater engineering services to the City. Once you have had an opportunity to review this proposal, please do not hesitate to call us to discuss any aspect further.

Sincerely,
WRIGHT-PIERCE

Timothy R. Vadney, P.E.
Senior Project Manager

October 4, 2016
W-P Project No. MWWNH

Mr. Michael Bobinsky
Director of Public Works & Utilities
City of Somersworth
One Government Way
Somersworth, NH 03878

Subject: City of Somersworth, NH – Aeration, Dewatering, and Influent Screening Systems Upgrade, and Facility Planning Project Costs and Schedules

Dear Michael:

As requested by the City, this letter outlines the estimated project costs and schedules for each of the subject projects detailed in the Engineering Services Scope and Fee letter. Please note that we have assumed that the preliminary design of the Aeration, Dewatering, and Influent Screening Systems Upgrade project will begin concurrently with Task E of the Facility Planning efforts.

TECHNICAL SERVICES – ENGINEERING DESIGN PHASE	
Facility Planning	\$85,000
Aeration, Dewatering, and Influent Screening Systems Upgrade	\$258,800
Total, Technical Services – Engineering Design Phase	\$343,800

SUMMARY OF TOTAL PROJECT COSTS	
Technical Services – Engineering Design Phase	\$343,800
Technical Services – Engineering Bidding & Construction Phase	\$290,000
Construction Cost	
Aeration System	\$473,000
Dewatering System	\$1,500,000
Influent Screening System	\$494,000
Construction Contingencies & Allowances	\$226,200
Total Project Cost*	\$3,327,000



PROJECT SCHEDULE	
Notice to Proceed from City (assumed)	October 2016
Kickoff Meeting with City Staff	October 2016
Facility Planning <ul style="list-style-type: none">Task A: Preliminary PlanningTask B: Define Current and Projected Future Influent Wastewater Flows and LoadsTask C: Comprehensive Plant EvaluationTask D: Wastewater Facilities Plan/Wastewater Equipment Replacement Fund (WERF)Task E: Report<ul style="list-style-type: none">Draft ReportFinal Report	October 2016 November 2016 November - December 2016 December 2016 December 2016 January 2017
Aeration, Dewatering, and Influent Screening Systems Upgrade <ul style="list-style-type: none">Draft Technical MemorandumsPreliminary DesignFinal DesignBiddingConstruction	January 2017 February - April 2017 May - August 2017 August 2017 October 2017 - January 2019

We appreciate this potential opportunity to provide wastewater engineering services to the City. Once you have had an opportunity to review this proposal, please do not hesitate to call us to discuss any aspect further.

Sincerely,
WRIGHT-PIERCE

Timothy R. Vadney, P.E.
Senior Project Manager



Working together is success.

— Henry Ford



City of Somersworth
New Hampshire

Goal Setting Facilitated Meeting

March 12, 2016

Primex³
NH Public Risk Management Exchange

Center for
Public Sector
Advancement

Promoting Excellence in the Public Sector



City of Somersworth Goal Setting Report

Attendees

Mayor and Council

Dana S. Hilliard, Mayor

Jennifer Soldati, City Councilor – Ward 2

Martin P. Dumont Sr., City Councilor – Ward 3

Jonathan McCallion, City Councilor – Ward 4

Denis Messier, City Councilor – Ward 5

Nancie Cameron, At-Large Councilor

Jessica Paradis, At-Large Councilor

David Witham, At-Large Councilor

Dale Sprague, At-Large Councilor

City Manager and Department Heads

Robert M. Belmore, City Manager

Scott Smith, Director of Finance & Administration

Michael Bobinsky, Director of Public Works & Utilities

Shanna Saunders, Incoming Director of Planning & Community Development

Dean Crombie, Police Chief

Keith Hoyle, Fire Chief

Russell Timmons, Police Captain

The session was facilitated by:

Carl Weber, Director of Member Services, Primex³

Purpose and Intended Results

The purpose of this goal setting session was to assist the Somersworth City Council, the City Manager and City department heads in establishing short- and long-term goals that will move the City's vision forward. The goals identified will become part of the Council and management staff's ongoing action plan moving forward.

Ground Rules

At the outset of the session, participants identified a list of ground rules that set the stage for how to proceed. Participants chose the following ground rules for themselves:

- Be Respectful / Cooperative
- Organized Order of Speaking
- Pay attention
- Have an Open Mind
- Be Engaged
- This is an important process, Department Heads should participate
- Be Productive
- Be Flexible
- All ideas are welcome/ No bad ideas

Vision 2020

Somersworth will be a vibrant and highly sought after community in which to live, work, and play that celebrates its history, culture, diversity, and industrial roots.

Core Values

Trust - With each other and with the community, being reciprocal in nature

Respect - Fostering different views

Serve - Serving the public needs



City of Somersworth Goal Setting Report

Brief Review of Somersworth's Vision 2020 and Core

The participants briefly reviewed the City's Vision 2020 and Core Values. These factors make up a lens through which goals and objectives can be evaluated and developed.

Vision 2020

Somersworth will be a vibrant and highly sought after community in which to live, work, and play that celebrates its history, culture, diversity, and industrial roots.

The following suggestions were developed to add to, or clarify the Vision 2020

Vision

Somersworth will be known for, or have the following attributes:

- Sustainable
- Quality Services / Education
- 21st Century Government
- Regionalization
- Partnership with schools

Participants also reviewed the Core Values and determined that they should remain as stated below:

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Identification and Prioritization of Goals

Goals were defined as qualitative statements of what the City intends to accomplish over a period of years. These are "big picture" items vital to organizational success.

Participants were asked to share and discuss the various goals each person had for the City. (Most participants had already completed a pre-session assignment that asked them to identify three goals they felt were essential to move the City forward, so they had already identified numerous goals.) The participants each shared their goals (one at a time around the room).

As each goal was discussed, and described, the individual that shared the goal decided whether it was similar to, or different from, a previously stated goal. Similar goals were placed in the same "bucket," and at the end of the process, the group had created a total of five buckets, each with its own sub-goals or descriptions. After a short break, the groupings were examined and a few goals were moved to more applicable categories.



City of Somersworth Goal Setting Report

The categories were as follows:

1. Overall Service Delivery

- a. Regionalization of Services
- b. Forward (Moving Forward)
 - i. Government both city, school
 - ii. Citizens
- c. Greater Use of Technology
- d. Enhance Community Trust: Interaction, Accountability, All Lives Matter
- e. Community Center: A true community center
- f. Quality Schools: Funding Challenges, Improved & Maintained Facilities
- g. Expand departmental vision
- h. Enhance response to drug-related matters
- i. Well-developed recreational activities for all residents, not just kids
- j. Communication: Continued Improvement, Website, other venues

2. Roads and Infrastructure

- a. Implement Pavement Management Plan
(Everything under the road approach)
- b. Fund our road resurfacing program to be in an improving/sustainable direction. *(Tied to Image Category)*
- c. Pavement Plan adopted and implemented
- d. All sidewalks walkable
- e. Infrastructure and road improvements: Plans, Funding, Budget, Grants
- f. Infrastructure ongoing

3. Downtown Tax Increment Finance (TIF) District, Codes and Development

- a. A Place for all
- b. TIF District
- c. Help to complete Main Street, Phase 1, Phase 2
- d. Downtown Draw: We need a city center for our festivals; include green space and our waterway
- e. Major business development
- f. Main Street Redevelopment
- g. Progressive development plan implemented
- h. Start to develop a plan for development of the Somersworth Plaza
- i. Start to develop or investigate implementation of form-based codes
- j. Brentons Cleaners, proceeding with w/Cleanup/Brownfields site

4. Improve Overall City Image

- a. Internal / External Image
- b. Past / Present Image

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City of Somersworth Goal Setting Report

- c. Team both Internal and External
- d. Support for the Police Department and all emergency services (e.g. heroin epidemic)
- e. Community Image including: Hot spots, Urban decay, Increased Enforcement, Lower Crime
- f. Increasing value placed upon quality education to counteract any bad reputation our schools may have/had
- g. Continued quality education
- h. Main Street Blight
- i. Career development plans
- j. Tax rate management and control
- k. Providing quality community services, despite the tax cap

5. Sustainability both Environmental and Economic

- a. Herbicide / pesticide-free city
- b. Financial sustainability

Development of Strategic Objectives for Top Goals

Strategic Objectives were defined as short- and long-term quantitative results that directly support the goals. Objectives should be measurable, achievable, and consistent with the goals, and should also align with the City's overall vision, mission and core values. These objectives create the basis for an ongoing action plan going forward.

Participants were broken into groups, and each group was tasked with developing at least two strategic objectives to help the City achieve its goals. Each group was assigned to address one of the four broad goals listed above, the fifth goal (Sustainability) was not addressed since it needed additional consideration and elaboration before moving forward. Participants then returned to report their identified strategic objectives to the full group, and the full group had the opportunity to provide additional feedback and direction on the objectives. The strategic objectives for each goal were as follows:

GOAL: Overall Service Delivery

Strategic Objective 1: Adoption of regional administration of Fire by Tri City coalition

- a. Study of proposed regionalization by Tri City Fire Chiefs and City Managers, from **May to Sept. 2016**
- b. Proposal presented to Tri City Coalition by **Sept. 2016**
- c. Tri City Coalition debates; adopts proposal; forwards to three City Councils by **Oct. 2016**
- d. Tri City Councils debate and ratify proposal for FY 2018 during **Nov. 2016 to Jan. 2017**

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City of Somersworth

Goal Setting Report

Strategic Objective 2: Community Center — The group realized that there are five existing community centers located in the schools: **Time frame immediate.**

- a. Including utilization of schools as part of the Mayor report
- b. Meetings with the Superintendent, City Manager, Mayor
- c. Develop Co-operative Services, 21st Century Vision

GOAL: Roads and Infrastructure

Strategic Objective 1: Complete Streets Approach, Holistic and includes the underlying infrastructure

- a. Adopt the 2016 Pavement Plan by **April 30, 2016**
- b. Develop a bond replacement strategy by **September 2016**
- c. Increase resurfacing budget beyond the current (\$150,000) for **FY 2017**

GOAL: Downtown Tax Increment Finance (TIF) District, Codes and Development

Strategic Objective 1: Create TIF District for Main Street area

- a. Funding proposed for **FY 2017**
- b. Determine scope to possibly include Somersworth Plaza
- c. Main Street redevelopment timeline
 - i. Creation **6-12 months**
 - ii. Implementation **3-5 years**

Strategic Objective 2: Create central gathering place

- a. Building or green space
- b. Development of plan **5 years**
- c. Implementation **10 years**

Strategic Objective 3: Downtown Draw, High Street to Market Street

- a. Ongoing timeframe

Strategic Objective 4: Brownfields: Brentons Cleaners

- a. Organization workshop scheduled **April 2016**
- b. Complete redevelopment and back on tax roll **1 to 5 years**

Strategic Objective 5: Progressive Development Plan

- a. Form based codes: how and who? **1 to 5 year time-frame**

GOAL: Improve Overall City Image: Improve our image with respect to our past, while moving forward improving the image by providing high quality education and community services, also taking into account the budgets of our residents.

Strategic Objective 1: Improving our external appearance

- a. Continued high code compliance issues (Immed Reports) taken care of to help stop blight.

Vision 2020

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City of Somersworth Goal Setting Report

- b. Fund road program to a sustainable level that will repair crumbling infrastructure. (This year's budget / road program)
- c. Work more collaboratively with School Board and system. (New / Increased goal setting sessions with school)

Wrap-Up, Recap and Action Plan

The next step following this session will be for the City Manager, department heads, and City staff to work together to develop specific tactics for accomplishing the identified goals and objectives. Tactics describe specifically HOW the goals and objectives will be met.

Concluding Thoughts

Thank you again for the opportunity to participate in this important process. Primex³ appreciates the opportunity to provide assistance to members with goal setting, and to help governing bodies develop paths to achieve their visions. A forward-looking community that is deliberate, disciplined, and strategic in developing and accomplishing its goals illustrates how *"good management is good risk management."*

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Center for
Public Sector
A d v a n c e m e n t

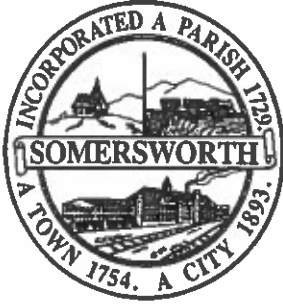


Bow Brook PLace
46 Donovan Street
Concord, NH 03301

603-225-2841
800-698-2364

www.nhprimex.org

Trust. Excellence. Service.



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: October 13, 2016

Re: **Monthly Report**

Finance Department:

- Completed State paperwork for Tax Rate setting. Anticipate receiving tax rate by end of October.
- Participated in union negotiations.
- Worked with Departments on FY2018-2023 Capital Improvement Program.
- Bids:
 - City Hall Telephone System – October 13, 2016
 - City Hall Energy Recovery Ventilation System – October 20, 2016
 - City Surplus Property (Vehicles) - October 20, 2016
 - Hilltop School Re-use – November 10, 2016

Treasurer's Report:

- General Fund cash on hand as of September 30, 2016.
- Investments used for the period were short term certificates of deposit, money market account, Century Bank CD, Bank of NH C-dars program and a Citizen's Bank investment account.
- Short term interest rates continue to be very low with no upward trend over the past quarter

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, various workshops, public hearings, and standing committee meetings during the month.
- Conducted primary election held on September 13, 2016.
- Total Receipts for the month were \$7,070.

Tax Collector:

- Motor vehicle registrations were a total of \$149,485 during the month.
- Collected \$5,455 for Municipal Transportation Fund during month.
- 15 customers used the drive up window.
- Total receipts for the month were \$1,805,033.

Library

- Master photographer Don Chick, a portrait photographer has been on display for the months of September and October.
- The Library provided 9 programs this month.

Human Services:

- Total assistance for the month was \$16,085. That compares to \$7,762 for the month of August 2016 and \$9,569 for September 2015.
- 11 new cases were opened compared to 5 in 2015.
- 34 cases were approved for varying levels of assistance, with 8 cases still pending, and 3 denials. 28 cases were referred to other agencies for support.

Information Technology

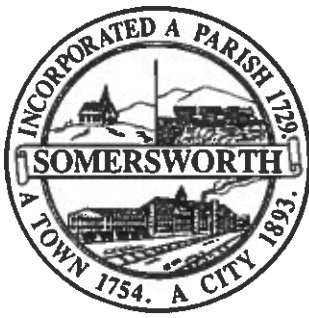
- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisted with City Hall phone bid specs.

**Treasurer's Report.
General Fund**

Period Ending September 30, 2016

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$801,127	0.00%	N/A	Money available upon demand
Citizens Investment	\$6,570,324	0.25%	N/A	Money available upon demand
Bank of NH - CDARS Programs	\$1,258,216	0.20%	N/A	Money available upon demand
Profile Bank	\$248,723	0.35%	N/A	Money available upon demand
TD Bank	\$3,012,011	0.25%	N/A	Money available upon demand
Century Bank	\$1,009,830	0.50%	N/A	Money available upon demand
Century Bank	\$2,018,444	0.60%	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, 2016	\$5,658	\$5,658	\$5,000	\$658



DEPARTMENT OF DEVELOPMENT SERVICES

Date: October 14, 2016

From: Shanna B. Saunders
Director of Planning & Community Development

Re: September 2016 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 7
- Conservation Commission – September 14
- Planning Board – September 21
- Historic District Commission – September 28

And attended the following Special Meetings:

- SRTC- September 7
- Northern New England Chapter of the Planners Association Conference- September 8 and 9
- TAC Policy- September 16
- New Hampshire Park and Rec Association Annual Meeting- September 20

Office of Assessing- September:

- Sales Verification inspections have taken place in the month of September.
- Permit inspections have begun in conjunction with the Cycled Inspections. Any changes that result will be for the 2017 tax year
- This office began the 2017 Cycled Inspections in September; these are set to include approximately 1,400 parcels.
- 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.
- In response to abatement denials, this office has received one BTLA case.

Property Maintenance and Code Enforcement- September:

Property Maintenance and Code Enforcement Activity Report for September 2016						
Incident Location	Origin of Complaint	Responsible person notified	Compliance	Nature of Concern	Date of Complaint	
15	Lincoln St.	DDS	yes	pending	grass	9/16/16
17	Lincoln St.	DDS	yes	pending	grass/HDC decision	9/16/16
31	Prospect St	DDS	yes	pending	porch/roof/trim/paint	9/23/16
41-43	Franklin St	DDS	yes	pending	paint/grass/trash/stairs/railings	9/28/16
9-11	Mt. Auburn St.	DDS	yes	pending	trash/trim/stairs/paint/grass/home occ	9/28/16
14	Indigo Hill Rd.	DDS	yes	yes	trash/unkept yard	9/15/16
12-16	Highland St.	DDS	yes	yes	trash	9/19/16
70	Winter St.	DDS	yes	yes	trash	9/19/16
104	Green St.	DDS	yes	yes	trash	9/19/16
62	Green St.	DDS	yes	yes	trash	9/19/16
9	Linden St.	DDS	yes	pending	deck/paint	10/3/16
203	Green St.	DDS	yes	pending	grass/trash	9/28/16
20	Indigo Hill Rd.	DDS	yes	yes	order to vacate garage	9/21/16
21-23	Highland St.	DDS	yes	yes	retaining wall	10/10/16
127-129	High St.	DDS	yes	pending	grass	9/30/16
231	High St.	DDS	yes	yes	trash	9/30/16
62	South St.	DDS	yes	pending	unreg. MV	10/3/16
15-17	Grove St.	DDS	yes	pending	driveway/paint/fence/stairs/steps	10/12/16
9	Grove St.	DDS	yes	pending	ret. Wall	10/13/16
In addition to new complaints received work continues on the Work in Progress (WIP) files from past months						
Of the 16 pending complainants from August, 8 have complied, 5 are in progress of complying and 3 are still pending						

Building and Health Departments:**Major Building Permits Applied for in September 2016:****Construction cost Fee**

1A	Francoeur Dr.	New Construction	\$176,00.00	\$1,418.00
----	---------------	------------------	-------------	------------

Minor Building Permits Applied for in September 2016:

9	Drew Rd	siding	\$8,000.00	\$85.00
6	Laurel Ln	Fence	\$1,500.00	\$25.00
31	Green	Roof	\$10,000.00	\$90.00
160	Maple	Fence	\$5,200.00	\$52.00
18	High	Roof	\$14,000.00	\$122.00
5	Sunset Dr	siding	\$8,800.00	\$80.00
380	High	Roof	\$5,300.00	\$52.40
407	Main	Deck/Deck Stairs	\$10,000.00	\$90.00
5	Clark Way	Other/See notes	\$0.00	\$25.00
15	Turgeon Ln	siding	\$7,000.00	\$66.00
56B	Salmon Falls Rd	Shed	\$1,000.00	\$25.00
6	First	Solar Photovoltaic system	\$10,000.00	\$90.00
94	Rocky Hill Rd	Roof	\$6,600.00	\$63.00
37	Page	Shed	\$6,000.00	\$58.00
14	Cameron Way	Fence	\$5,000.00	\$50.00
17	Cliff	Fence	\$2,041.50	\$26.00
77	Crystal Springs Way	siding	\$3,000.00	\$34.00
77	Crystal Springs Way	Roof	\$2,000.00	\$26.00
157	Main	Door	\$450.00	\$0.00
75	Salmon Falls Rd	Shed	\$4,754.00	\$48.00
36	Fremont	Roof	\$6,400.00	\$61.00
3	Union	Deck/Deck Stairs	\$4,960.00	\$50.00
11	Canney Ct	Window replacement	\$2,000.00	\$25.00

PERMIT RECEIPTS						
	2013	2014	2015	2016	DIFFERENCE this year to last	% OF CHANGE
January	\$1,387.72	\$1,820.00	\$2,157.00	\$6,148.85		
February	\$1,922.02	\$3,864.00	\$2,408.00	\$4,440.00	\$2,032.00	84.4%
March	\$2,974.00	\$2,191.64	\$5,287.28	\$27,399.40	\$22,112.12	118.2%
April	\$2,470.38	\$4,768.15	\$8,277.80	\$6,583.52	-\$1,694.28	-20.5%
May	\$6,979.20	\$26,049.95	\$7,194.16	\$12,089.70	\$4,895.54	68.0%
June	\$3,609.52	\$24,286.88	\$4,234.80	\$5,107.95	\$873.15	20.6%
July	\$3,968.83	\$3,646.20	\$4,914.41	\$14,315.00	\$9,400.59	191.5%
August	\$13,916.92	\$6,156.50	\$6,829.37	\$4,998.00	-\$1,831.37	-26.8%
September	\$8,522.70	\$6,224.10	\$4,438.20	\$5,032.00	\$593.80	13.4%
October	\$4,336.68	\$6,880.63	\$4,652.40			
November	\$2,930.29	\$2,377.78	\$18,322.40			
December	\$2,990.12	\$2,338.80	\$7,886.00			
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$86,114.41	\$40,373.40	88.3%
Difference of change this year to last (completed months only)						

Total Permits 2013 to Present						
	2013	2014	2015	2016	DIFFERENCE this year to last	% OF CHANGE
January	31	26	30	33	3	10.0%
February	39	29	24	49	25	104.2%
March	44	29	48	71	23	47.9%
April	60	48	58	56	-2	-3.4%
May	65	66	55	60	5	9.1%
June	77	66	73	77	4	5.5%
July	54	47	51	89	38	74.5%
August	62	55	67	77	10	14.7%
September	72	67	69	67	-2	-2.9%
October	60	63	58			
November	50	47	64			
December	42	38	52			
YTD Totals	656	581	649	579	104	21.9%

Land Use Boards:

Conservation Commission September 2016:

The Commission held a workshop meeting for an update from the Strafford Regional Planning Commission on the Natural Resource Inventory.

Historic District Commission September 2016:

At the regular meeting the Commission discussed the following:

- 2nd Green Property Management, LLC, 19 High Street, Assessor's Map 11, Lot 68, HDC #17-2016. Application for exterior repair and replacement was partially **approved** and partially **denied**.

Planning Board September 2016:

At the regular meeting the Board reviewed the following:

- Cumberland Farms, Inc., 208 & 216 Route 108, Assessor's Map 62, Lots 09 & 13, SUB #03-2016 and SITE #10-2016. Application for a lot line adjustment and site plan for a retail motor fuel outlet with associated site improvements was **tabled** until the October meeting.

Zoning Board September 2016:

At the regular meeting the Board reviewed the following:

- John & Linda Chaston, 37 Page Street, Assessor's Map 11, Lot 168, ZBA #20-2016. Application for a variance to build a shed within setbacks was **denied**.
- Todd & Jennie Berry for 29 Lil Nor Avenue, Assessor's Map 24, Lot 36, ZBA #21-2016. Application for an appeal from an administrative decision regarding the use was **tabled** until the October meeting.
- Cumberland Farms, Inc., 208 & 216 Route 108, Assessor's Map 62, Lot 09 & 13, ZBA #22-2016. Application for variances from Section 20 of the Zoning Ordinance regarding signage partially **approved** and partially **denied**.

Parks and Recreation

- Planning is underway for the 2016 Senior Luncheon to be held in collaboration with the Somersworth Police Dept., Fire Dept., Somersworth Housing Authority, Senior Center, & more. This year the Senior Picnic will be held on Thursday, October 13th from 11:00-1:00 p.m. at the Flanagan Center gym.
- Registration opened for Saturday morning Rec basketball. This program runs for 8 weeks and is for children in grades 1-6. We utilize Idlehurst, the Middle School, & High School gymnasiums for this program. All coaches are volunteers and we also have the high school varsity coaches running skills & drills clinics the first 2 weeks of practices.
- The boat launch construction at Mast Point Dam will commence on October 24th. Contractor Wayne McKay will perform the work while DPW finishes the culvert and parking area.
- The Dept. is working with Joe Falzone and Severino to finalize plans for the park improvements at Millennium Park. Work will begin in October.
- The Dept. has ordered a 5th surveillance camera for Noble Pines Park. This camera will face the stairs coming up from West High Street & the basketball court. We are hoping this additional coverage will eliminate the graffiti problems behind our Rec buildings.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: October 14, 2016

SUBJECT: Public Works Department Monthly Report for September/October 2016

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

The Department has been involved with several projects and operational programs over the past month. The following are highlights:

- Highway crews continue street and park maintenance, clean-up work, street sweeping and brush/tree trimming to address sight line issues.
- Responded to key drainage and sewer maintenance needs; substantially completed drainage work along Myrtle Street, addressed an erosion problem on Crest Drive.
- Participated in region and state wide conference calls about the current drought. Staff attended a regional DES meeting on current water supply concerns and recommended water conservation measures to consider.
- Provided recommended water conservation measures in the City's Sept. newsletter.
- Joined City and Department staff at the Active Shooter Training.
- Participated in planning meetings with regional water officials on a future training exercise involving a disaster affecting Salmon Falls River and the City's water supply.
- Construction progress on-going at Indigo Hill Road from Main Street to Green Street. Down Street, Wiggins Court and Alicia Street will be repaved as well. Target date for completing this segment of Indigo Hill Road improvements is early November. Balance of project (Green Street to Davis Road) to be completed in spring/summer of 2017.
- Met with NH Solar Farm on their proposal to construct a solar array at the City's Superfund Landfill site.
- Completed the Maple Street culvert project; in a one year moratorium period.
- Attended Public Works and Environment Committee, Finance Committee, Sustainability Committee, Cemetery Trustees and the South East Watershed Alliance meeting.
- Participated as a member of the Site Review Technical Committee.
- Jointly presented with the Director of Planning and Development the City's TAP Grant to the SRPC TAC Committee. Our TAP Grant application scored the highest at the TAC meeting; on to the State DOT for final scoring and determination of grant award.
- Volunteered-at the Vision2020 Booth during the Indonesian Fest.& the Pumpkin Festival.
- Met with the newly appointed NHDOT District 6 Engineer Brian Schutt to establish working relationships and to discuss the Cumberland Farms and a transit stop in front of the Goodwin Medical Center.

HIGHWAY DIVISION

Operations/Maintenance:

- Initiated equipment preparations for winter operations
- Conducted required state inspections & fleet maintenance
- Mowed/trimmed city wide green spaces; routine litter control Downtown other areas.
- Downtown Trees & Planting watering
- American Flags; maintenance as needed
- Conducted Street & Sidewalk Sweeping
- Swale, road shoulder and culvert repairs
 - Rocky Hill Rd. Rouleau Drive
 - West High St. Maple St.
 - Blackwater Rd. Crest Drive
 - Washburn Ct. Cemetery Rd.

Completed Work:

- Reconstructed sidewalk adjacent #62 Myrtle Street
 - Excavated & removed failed asphalt and Paved 2" base course
- Prepared sidewalk reconstruction in front of #68 Myrtle Street
 - Excavated & removed existing damaged asphalt sidewalk
 - Prepared gravel base
- Jetted and vacuumed 390' of pipe and 6 manholes of storm water collections
 - Verified positive flow and function prior to completing paving repairs
- Forest Glade Cemetery
 - Performed (1) cremains burial Performed (1) full casket burial

Contracted Services:

- Indigo Hill Road
 - Monitored repairs to sewer and storm water collections
 - Forced liquid smoke into our infrastructure to pin point where lines in question were connected.
 - Marked out sewer service connections
 - Marked out sewer & drain infrastructure
- Contracted with Electric Light Co
 - Failed Controller/& Relay device at High St. / Blackwater & Indigo Hill Rd.
 - Replacement of (2) Green LED Bulbs @ intersection of High St./ Stackpole Rd & Washburn Ct.

Emergency Responses:

- Sewer Blockages
 - #80 Indigo Hill Rd
 - Severino damaged service lateral during excavation of water main
 - Excavated and repaired lateral service
 - #62 Edmund St.
 - Jetted main line and vacuumed manhole
 - Determined blockage is responsibility of property owner
 - #33 Davis St.
 - Determined no blockage existing in city's mainline
 - Determined blockage is responsibility of property owner
- Traffic Signals
 - Responded to power failure at High St / Blackwater Rd. & Indigo Hill Rd.
 - Determined that the control module failed; arranged to replace.

WASTEWATER DIVISION

- Operating within the summer seasonal operation mode (MUCT). This is the process used to treat both phosphorus and ammonia nitrogen nutrients. We are required by the EPA & DES to meet nutrient limits during the period: May 1st - September 30th.
- Experienced an emergency repair to the centrifuge (sludge dewatering) which included a rebuild to the secondary drive unit. Needed manufacturer technicians' onsite for three days to complete the repairs.
- Treated a total of 25,850 gallons of septage from residents not on city sewer.

Safety:

- Staff participated in the "Active Shooter" training put on by the Somersworth police dept.

Compliance:

- Reported no permit exceedances for the month of September.
- Submitted semi-annual sludge analysis report.
- Treated a total of 31-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- Bad Lab Beer has officially opened.

Capital Improvements Plan Items:

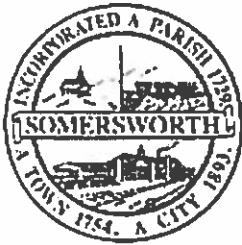
- Blackwater Rd pump station upgrade – Reviewed the final design and met with the City Manager, Director of Public Works & Utilities along with the Finance Director and discussed the overall design. Plans and Specification will be submitted to NH-DES for review; we plan to bid in November and initiate construction in spring of 2017.
- Replacement vehicle purchase – Ordered the replacement Ford F350. Delivery is expected within the next 45-days.

WATER DIVISION – Plant & Distribution

- Conducted water quality tests
- Pumped 46,691,563 gallons of raw water
- Filtered and pumped to the city 42,434,656 of finished water
- Received new raw water pumps; waiting for vendor to install.
- Began Cryptosporidium sampling mandated by EPA
- Monitored water quality changes due to rain events
- Milton Dam began releasing water for fall
- Installed new filter flush line

Water Distribution

- Water Distribution personnel completed over 65 customer service requests and work orders in the month of September.
- Personnel are assisting in the replacement of the water main on Indigo Hill Road.
- We expect to have all city parks and cemeteries winterized before October 31, 2016.
- Hydrant painting continues on Tuesday of each week as weather allows. Requests to have a specific hydrant painted are welcomed. 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 4, 2016
Subject: Monthly Report – Month of September 2016

Bob:

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

COMMUNITY POLICING:

- The Department began the Community Access to Recovery (CAR) Program on September 12th. In this Seacoast wide initiative, we have partnered with Wentworth Douglass Hospital, Avis Goodwin and SOS Recovery so that members of the community can get access to drug treatment for substance misuse disorders.
- We provided active shooter training to City employees. We have offered free active shooter training to all businesses in Somersworth.
- Our officers attended the 9/11 ceremony at the Middle School.
- A safety class was given to the Tri-City Christian Academy Summer Program.
- We took delivery of the new Ford F150 Pickup Truck that will replace the Parking Enforcement vehicle. It will be outfitted with graphics and radio and will be on the road soon.
- New Ballistic Vests for all sworn officers were received this month and replaces outdated models that many of our officers have been wearing. The Public Safety Committee approved purchase of these vests with funds from drug seizures.



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 2016 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	8
Vehicle Fires:	0
Outside Fires:	10
Emergency Medical:	55
Motor Vehicle Crash:	8
Malfunction/false alarm:	10
Accidental/public service:	32
Hazardous Condition:	7
Hazardous Materials:	3

NON-EMERGENCY ACTIVITIES

Burning Permits:	22
Fireworks Permits:	2
Oil Burner Permits:	1
Place of Assembly Permits:	1
Fire Safety Inspections:	12
Fire Drills:	9

CALLS FOR SERVICE

- We responded to 37 more emergency calls this September (133) than in September 2015 – an increase of 39%.
- We responded to mutual aid fires in Durham (2), Rochester (2) and Berwick ME [2].
- A severe storm passed through the city on September 11 causing power outages to 798 households and a tree through a structure in Colonial Village.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

PLANNING/PROJECTS/GRANTS

- The four candidates for Lieutenant presented themselves before the Oral Board Committee on September 13 and A/Lt. Mike Spinney topped the process. He was promoted effective October 11.

over

- Awaiting the appointment of a Strafford County representative by NH Homeland Security so we can pursue a state COOP grant. This will enable us to put a plan in place for contingent government services if we are struck by a man-made or natural disaster.
- Met with municipal Emergency Management Directors in conjunction with “Ready Strafford” organization.
- Presented FY18-23 CIP items for consideration.
- Received all FY17 CIP items (SCBA, radios, and hose) and placed them in service.
- Along with the Fire Chiefs from Dover and Rochester, met with the Tri-City Coalition to discuss the initiative of exploring combining fire services.
- Witnessed final test and approved fire protection systems at Hilltop Chevrolet.
- Approved new Occupancy Permit for Diagnostics One on Route 108.
- Attended “9-1-1” memorial event at Middle School.
- Attended ribbon cutting ceremony for the CTC.
- Distributed fire inspection information and landlord reporting to city clerk requirements to all 3 family and above building owners in the city.

TRAINING/MEETINGS

- Continued training 4 new career firefighters on shift.
- F/Fs Drakopoulos and Tibbetts attending the “Fire Instructor” curriculum at the NH Fire Academy.
- Lt. Spinney completed “Fire Officer” course at NH Fire Academy.
- 2 new call firefighters attending “Firefighter I” course in Dover (paid for by federal grant).
- 2 call firefighters attending EMT-basic course (paid for by federal grant).
- Chaired the quarterly JLMC meeting.
- Attended “SRTC” meeting.
- Attended meeting of the “Traffic Safety Committee”.

COMMUNITY SERVICE

- Attended Drug Task Force meeting.
- Call firefighters cleaned Noble Pines Park over the holiday weekend.
- Working on the annual “Open House” venue.

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

Ask your questions *BEFORE* City Election Day: Tuesday, November 8th

Televised LIVE on
Somersworth's
Channel 22

Ask the Candidates!

Thursday, October 27, 2016

6:30 p.m. City Council Chambers, Somersworth City Hall

Sponsored by the Greater Somersworth Chamber of Commerce



Somersworth residents and Somersworth business owners/managers are invited to City Hall to participate in a Candidate's Forum for candidates running in contested Executive Council, NH State Senate and NH House of Representative races.

INVITED CANDIDATES

EXECUTIVE COUNCILOR - District 2

Sam Cataldo (R)
Andru Volinsky (D)

STATE SENATE - District 4

Bill O'Connor (R)
David Watters (D)

STATE REPRESENTATIVE District 17

Somersworth Ward 2 - Elects 3

Simon Allie (R) Peter Bixby (D)

Michael Castaldo (R)

Susan Treleaven (D) Kenneth S. Vincent (D)

STATE REPRESENTATIVE District 18

Somersworth Wards 1, 3, 4,5 - Elects 3

Roger R. Berube (D) Jodi Lavoie-Carnes (R)

William Katan (R) Ilyssa Sherman (D)

Matthew L. Spencer (R) Dale R. Sprague (D)

STATE REPRESENTATIVE District 21 - ALL Somersworth Wards - Elect 1
Catt Sandler (D)

QUESTION FORM CAN BE FOUND:

www.somersworthchamber.com/candidates-forum



Somersworth City Clerk's Office



Somersworth Public Library

Deliver/mail form to: Greater Somersworth Chamber of Commerce
58 High Street, Somersworth, NH 03878

MUST BE RECEIVED BY 1:00 p.m. October 21st

Or- Submit this form no later than 6:00 p.m. at the Candidates' Forum in City Hall on October 27th.