

**CITY OF SOMERSWORTH**  
*Office of the City Manager*

**TO:** Mayor Dana Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager *RB*  
**DATE:** Friday, September 18, 2015  
**SUBJECT:** City Manager's Report for Monday, September 21, 2015  
City Council Agenda

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*6:45pm Public Hearing*  
*Re: Ordinance No. 5-16 Amend Chapter 7, Streets, Highways, Sewers, Section 7.4 Fees.*  
*City Pay-per bag program for MSW (Municipal Solid Waste) curbside collection*

*6:50pm Public Hearing*  
*Re: Ordinance No. 6-16 Supplemental Appropriation for Road Resurfacing Projects*

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*Lay on the Table (under Section 12 of Agenda)*

**Ordinances**

- A. Ordinance No. 24-15 Amend Chapter 13, Police Offenses, Section 3.G, Permits and Reserved Parking (Re-referred to the Public Safety Committee).

*Old Business (under Section 13 of Agenda)*

**Ordinances**

- A. Ordinance No. 5-16 Amend Chapter 7, Streets, Highways, Sewers, Section 7.4 Fees. As previously reported, presently we charge \$1.75 for a 30 gallon bag and \$1.20 for a 15 gallon bag. The new costs would rise to \$1.80/1.85 over the next 2 years and \$1.25/1.30 respectively. These funds are maintained in a dedicated enterprise fund for this program.
- B. Ordinance No. 6-16 Supplemental Appropriation for Road Resurfacing Projects. These funds, if approved, would be added to other available funds for road projects. That is, \$168,908 encumbered from the Blackwater/Whitehouse Road projects and \$150,000 in this year's road resurfacing budget. This would provide a new total of \$615,931 in available funding for road improvements.

**C. Ordinance No. 7-16 Adopt New Chapter 13F, Juvenile City Curfew.** If approved, this Chapter would be added to our Police Offenses Ordinance section (Referred to Public Safety Committee).

### **Resolutions**

**A. Resolution No. 5-16 Elderly Tax Exemption.** The projected tax rate impact if adopted (0.03 cents). This Resolution is written to be effective next year. Therefore, the tax impact would not be realized this fiscal year (Referred to Finance Committee).

### ***New Business (under Section 14 of Agenda)***

### **Resolutions**

**A. Resolution No. 6-16 To notify the City Tax Collector that the City Council shall not accept a Tax Deed on Property Located at 1 Winter Street, Tax Map/Lot Number 11-181A.** This is the former Breton Cleaners property site that has been listed in the State of NH contaminated property inventory. The environmental cost for the clean-up is the concern at this time.

**B. Resolution No. 7-16 To notify the City Tax Collector that the City Council shall not accept a Tax Deed on Properties Located on Wexford Lane Subject to Unredeemed Tax Lien.** The City has information that confirmed there is some level of buried trash and/or debris on these properties. There would be a significant expense to clean these properties. Both parcels are vacant land without buildings.

**C. Resolution No. 8-16 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.** Finance Committee reviewed these properties and supports passage of these 3-Resolutions; No. 6-16, 7-16 and 8-16. These properties are all Manufactured Housing Units in four different parks. If approved, the City Council can reverse this action at any future meeting on any of these properties.

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

#### **A. Information Items:**

- 1. Fire Department Open House.** The Fire Department will sponsor an "*Open House*" on Saturday October 3<sup>rd</sup> from 10:00 a.m. to 2:00 p.m. to kick off Fire Prevention Week, October 4-10.
- 2. Timberland Serv-a-palooza.** See attached memorandum from Director Dave Sharples regarding the Timberland Serv-a-palooza day on Thursday, September 17<sup>th</sup>. Thank you to Timberland, City of Somersworth Staff and School Staff for their support in this partnership. It was truly a "**WOW**" day of service!

#### **B. Attachments:**

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

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

Somersworth, NH  
June 1, 2015

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

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

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

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

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

This Ordinance shall take effect upon its passage.

Introduced by Councilor

Martin Pepin  
Brian Tapscott  
Denis Messier  
Jennifer G. Soldati

Approved:

City Attorney

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

ORDINANCE NO. 5 - 16 AMEND CHAPTER 7, STREETS, HIGHWAYS, SEWERS,  
SECTION 7.4 - FEES.

Somersworth, NH  
September 8, 2015

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

Amend Chapter 7, Streets, Highways, Sewers, Section 7.4 – Fees, by deleting it in its entirety  
and replacing it with the following:

Section 7.4 – Fees : Effective January 1, 2016, the retail cost of the bags shall be  
\$1.80 for a 30-gallon bag and \$1.25 for a 15-gallon bag. Effective January 1, 2017,  
the retail cost of the bags shall be \$1.85 for a 30-gallon bag and \$1.30 for a 15-gallon  
bag. The cost to vendors shall be \$.02 cents less to provide financial incentive for  
selling the bags.

This Ordinance shall take effect upon its passage.

Introduced by Councilors

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

Approved:

City Attorney

ORDINANCE NO. 6 -16 SUPPLEMENTAL APPROPRIATION FOR ROAD  
RESURFACING PROJECTS.

Somersworth, NH  
September 8, 2015

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the  
City Charter:

The annual budget for the City of Somersworth for Fiscal Year 15-16 is amended as  
follows:

Appropriate \$297,000 from General Fund Unassigned Fund Balance to the Public Works  
section of the FY 15-16 General Fund budget as follows:

Original Budget	Amendment	Revised Budget
\$ 2,067,565	\$ 297,000	\$ 2,364,565

Approved as to Funding:

Recorded by:

Scott A. Smith  
Director of Finance and Administration

Trish Harris  
City Clerk

**Background:**

This ordinance appropriates the use of General Fund Unassigned Fund Balance for the  
purpose of increasing the funding available for road resurfacing projects. The amount  
appropriate represents the balance of funds available at the completion of the High Street  
improvements project.

***This Ordinance requires a public hearing and requires a 2/3 majority vote of the City  
Council after the public hearing subject to Section 7.4.1 and .Section 7.7 (A) of the City  
Charter.***

Introduced by Councilors

David Witham  
Dale Sprague  
Martin Pepin  
Jennifer Soldati

Approved

City Attorney

ORDINANCE NO. 7 -16 ADOPT NEW CHAPTER 13F, JUVENILE CITY CURFEW

Somersworth, NH  
September 8, 2015

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH  
THAT the Ordinances of the City of Somersworth be amended by adopting Chapter 13F:

CHAPTER 13F

Juvenile City Curfew

Purpose:

The purpose of this ordinance is to protect the youth and community, reduce juvenile crime and support parental authority.

Guidelines:

- A. It shall be unlawful for any juvenile under the age of 16 years to be or remain in or upon any public street, highway, City Park, vacant lot or any other public place between the hours of 9:00 PM and 5:00 AM.
- B. Curfew Signal: There shall be a bell or whistle that can be heard in every part of the City and rung or blown at the appropriate time, and shall be called the curfew signal, in which all children under the age of 16 shall be required to leave the street.

Exception:

- A. This curfew shall not apply when:
  - The minor is accompanied by his/her parent, legal guardian or other responsible adult.
  - The minor is engaged in an errand requested by his parent(s) or legal guardian or other person having the legal care and custody of the Juvenile.
  - The minor is legally employed, for the period from 30 minutes before to 30 minutes after work, while going directly between the home and place of employment of the minor.
  - The minor is returning directly home from a public meeting or a place of public entertainment, such as a movie, play or a sporting event. The exception applies for 30 minutes after the completion of the event, but in no event later than midnight.
  - The minor is responding to or acting specifically to an emergency.
  - The minor is on the sidewalk abutting his/her residence or the residence which is immediately adjacent to the residence.

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- The minor is emancipated.

Procedure for Detention and Release:

A Police Officer who has reasonable cause to detain a minor for the curfew violation may release the minor as follows. The Officer may release the minor to his/her parent or legal guardian, or responsible adult 21 years of age or older either at the scene, at the minor's address or the Police Station, or at a location within Somersworth indicated by the parent or legal guardian.

Violations and Penalties:

- A. Minors for the first violation shall be counseled by the officer and released to a suitable person as stated above. If not the parent or guardian, said parent or guardian shall be notified no later than the following day. The parent or guardian shall be informed that any further violation could result in a fine.
- B. Second Offense: The child shall be taken to the police station and the parents will be called to pick the child up. If they refuse, the child will be taken home and a 50 dollar fine imposed on the parent and/or guardian.
- C. Third Offense: A third and all future offenses will be subject to a 100 dollar fine imposed on the parent and/or guardian.
- D. Failure to pay the fine to the City of Somersworth City Clerk within 72 hours of issuance of the summons will cause the police department to summons the offender to the court for prosecution.

This Ordinance shall be effective upon its passage.

Introduced by

Councilor David Witham  
Mayor Dana Hilliard

Approved:

City Attorney

RESOLUTION NO. 5-16 ELDERLY TAX EXEMPTION.

Somersworth, NH  
September 8, 2015

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

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

To qualify for the elderly exemption:

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

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

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

List of assets, value of each asset, net encumbrance and net value of each asset (Provide year end statements for each of the assets);

Statement of applicant and spouse's income;

W-2 and 1099 forms;

Federal Income Tax Forms;

State Interest and Dividends Tax Form;

Property Tax Bill for any other property owned;

November and December bank statements for all accounts;

Copy of license or birth certificate;

Copy of Vehicle registrations.

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

Introduced by

Councilor Martin P. Dumont Sr.

Approved:

City Attorney

RESOLUTION NO. 6 -- 16 TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON PROPERTY LOCATED AT 1 WINTER STREET, TAX MAP/LOT NUMBER 11-181A.

Somersworth, NH  
September 21, 2015

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Tax Collector be notified that for those reasons the City shall refuse to accept the tax deed on property located at 1 Winter Street, Tax Map/Lot number 11-181A.

Introduced by Councilors

David Witham  
Dale Sprague  
Jennifer Soldati  
Martin Pepin

Approved by:

City Attorney

RESOLUTION NO. 7 – 16 TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON PROPERTIES LOCATED ON WEXFORD LANE SUBJECT TO AN UNREDEEMED TAX LIEN.

Somersworth, NH  
September 21, 2015

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

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

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

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

Introduced by Councilors

David Witham  
Dale Sprague  
Jennifer Soldati  
Martin Pepin

Approved by:

City Attorney

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

RESOLUTION NO. 8 – 16 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.

Somersworth, NH  
September 21, 2015

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

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

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

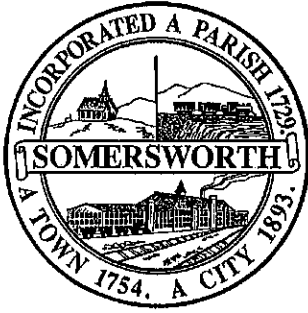
<u>Location</u>	<u>Tax Map/Lot</u>
141 Colonial Village	81-141M
41 Crystal Springs Way	82-16M
92 Crystal Springs Way	82-36M
79 Crystal Springs Way	82-43M
67 Crystal Springs Way	82-55M
33 Jack & Jill	83-33M
3 Jack & Jill	83-3M
4 Jack & Jill	83-4M
208 Sherwood Glen	87-208M
223 Sherwood Glen	87-223M
303 Sherwood Glen	87-303M
331 Sherwood Glen	87-331M
510 Sherwood Glen	87-510M
520 Sherwood Glen	87-520M
629 Sherwood Glen	87-629M
631 Sherwood Glen	87-631M
693 Sherwood Glen	87-693M

Introduced by Councilors

Dave Witham  
Dale Sprague  
Jennifer Soldati  
Martin Pepin

Approved by:

City Attorney



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**David E. Sharples**  
**Director of Planning and Community Development**

September 18, 2015

To: Robert M. Belmore, City Manager

Re: Timberland – Serv-a-palooza

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Timberland did a great job at all three parks yesterday.

Here is an update on what they accomplished and some remaining work that they couldn't quite get to:

Mast Point Dam

- Completed eight picnic tables.
- Completed four benches.
- Substantially completed the stone dust path from the parking area to the boat launch area.
- Completed a significant amount of trail clearing. All trails are cleared now.
- There is a small amount of stone dust left and we will need to utilize that to fill in dips in the path that will be done when we do the culvert and access project.
- I would like to sit down with Nate and Ed soon to go over the design of the access road and parking area and hopefully schedule the work for October. I have sent CMA a copy of the wetland application and they will send it to the Army Corps in hopes of expediting their review. I have contacted numerous contractors to get quotes on the boat launch so hopefully we can complete the entire project except maybe the signage this fall.

Noble Pines

- Completed construction of seven benches inside the Recreation Building.
- Completed painting of the walls inside Recreation building.
- Installed hooks for backpacks/coats inside Recreation building.
- Moved existing shelving to our new storage building we acquired when a mobile carrier vacated it.
- Completed construction of four benches for outside seating around the ballfield.
- Completed rehabilitation of the stairway leading from the SAU up to the park.
- Completed staining of the concession stand deck.
- Completed touch up painting of the concession stand.

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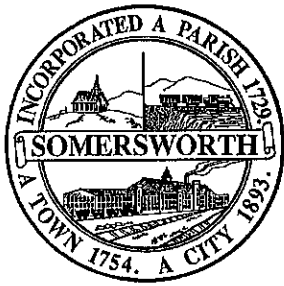
- Planted flowers underneath Splash Pad sign and planted some flowers in existing planting beds.
- Weeded both tot lots.
- One inside bench needs to be completed.
- Some of the inside benches still need to be painted.
- Some leftover wood was left outside needs to be stored.

#### Willand Pond

- Completed three of the six low element features
- Completed four out of the six fitness stations
- Installed a majority of the signage

They did a great job at this site given the time constraints of one day but there was too much work to get it all done. I spoke with Leila from Timberland and she informed me that she would touch base with her team and put together a plan to complete the project. She informed me that she would get back to me on Monday. There will be some cleanup work that we will have to do that includes repairing a section of the trail where they removed a stump that used to be in the trail.

Thank you



## MEMORANDUM

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To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: September 15, 2015

Re: **Monthly Report**

Finance Department:

- Spent much of the month with the software conversion. Tyler Tech was on-site a couple times, installed software on server, began setup of G/L, PO, A/P, Payroll, and General Billing functions.
- Completed State Form MS-4, Estimated Revenue for FY16.
- Participated in union negotiations.
- Started FY17-22 Capital Improvement Program preparation.

Requests for Bids/Proposals:

- Bids Opened:
  - Grave Excavation – August 6, 2015
  - Construction Equipment Rental – August 13, 2015
- Bids in Progress
  - Snow Plowing/Hauling – October 8, 2015
  - Natural Resource Inventory – October 2, 2015

City Clerk:

- Prepared for and took minutes at one scheduled meeting during the month.
- The City Licensing board issued the following permits:
  - VFW Post 4485, Game of Chance 8/13/15

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- Cub Scout Pack 173, Popcorn Sales 8/21/15
  - Dover Cub Scout pack 168, Popcorn Sales 8/26/15
  - First Parish, sign permit 8/28/15
  - Friends of Somersworth, Jakarta Fair 8/29/15
- Cash receipts for the month were \$6,400.

#### Tax Collector:

- Motor Vehicle registrations for the month totaled \$160,861.
- 18 people used the drive-up.
- Collected \$5,670 for the Municipal and Transportation Fund.
- Total receipts for the month were \$1,120,119.

#### Human Services:

- Total assistance for the month was \$8,840. That compares to \$7,832 for the month of July 2015 and \$11,703 for August 2014.
- 10 new cases were opened compared to 17 in 2014 and 7 in 2013.
- 25 cases were approved for varying levels of assistance in August, with 9 cases still pending and 6 cases denied. 26 cases were referred to other agencies for support.

#### Library

- The Library is participating in the National and State initiative of 1000 Books Before Kindergarten. This is a program to encourage parents reading to their children.
- Local author Susan Richardson did a program on sea glass on Saturday, August 15<sup>th</sup>.
- The Library provided 6 programs during the month with 4 story programs.

#### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- The City Hall server project is on-going. Anticipated completion is the end of September.



**Department of Development Services (DDS)**  
**Monthly Report**  
**August 2015**

**Office of Assessing:**

- Sales Verification inspections have taken place in the month of August.
- In order for AssessPro to reflect what is currently on each property, over 2,500 pictures will need to be taken and uploaded into the program. Approximately, 2,350 photos have been taken to date, with all 2,350 of those uploaded into AssessPro.
- This office began the Cycled Inspections process for the 2015 year. Approximately 639 parcels will be reviewed/inspected.
- As September progresses we will be finishing the cycle inspections. We will then be preparing to send letters out to schedule appointments for inspections on properties that were not inspected during the first round.
- The MS-1 was completed and submitted to the NHDRA on August 14<sup>th</sup>.

## Property Maintenance and Code Enforcement:

Property Maintenance and Code Enforcement Activity Report for August 2015						
Incident Location		Origin of Complaint	Responsible person notified	Compliance	Nature of Concern	Date of Complaint
15	River St.	CC	yes	pending	grass	8/3/2015
47	Green St.	DDS	yes	yes	trash	8/3/2015
149	High St.	CC	yes	yes	raccoon infestation	8/3/2015
289	Main St.	DDS	yes	yes	chair	8/3/2015
317	Main St.	DDS	yes	yes	dead tree	8/3/2015
124	Maple St.	DDS	yes	yes	dead tree	8/3/2015
14	Linden St.	DDS	yes	yes	trash	8/4/2015
6-8	School St.	DDS	yes	yes	mattresses/box springs	8/5/2015
12	Beacon St.	DDS	yes	yes	recliner w/no sticker	8/6/2015
70	Winter St.	DDS	yes	yes	couch	8/6/2015
1	Beacon St.	DDS	yes	yes	couch	8/6/2015
142-144	High St.	DDS	yes	yes	computer/trash	8/7/2015
12	Myrtle St.	DDS	yes	yes	couch	8/11/2015
18	Myrtle St.	DDS	yes	yes	TV stand/TV	8/11/2015
67	Myrtle St.	DDS	yes	yes	side table/propane tank	8/11/2015
14	Indigo Hill Rd.	DDS	yes	pending	rubbish/trash/MV unreg./screens/roof/gar/deck	8/12/2015
27	Green St.	DDS	yes	yes	love seat	8/12/2015
1	Jessica Ct.	DDS	yes	yes	banner sign/possible home occ.	8/12/2015
9	Silver St.	DDS	yes	yes	TV stand	8/12/2015
340	Main St.	DDS	yes	yes	dresser/lg. stuffed animal	8/13/2015
36	Laurel Ln.	DDS	yes	yes	couch/love seat	8/13/2015
21	Silver St.	DDS	yes	yes	wine rack	8/13/2015
12-14	Mt. Auburn St.	DDS	yes	yes	trash/TV/boxes	8/14/2015
62	Green St.	DDS	yes	yes	trash/TV	8/14/2015
51-53	Green St.	DDS	yes	yes	trash	8/14/2015
14	Silver St.	DDS	yes	yes	mattress/TV/chair	8/14/2015
72-76	High St.	DDS	yes	yes	mattress/trash	8/17/2015
142-144	High St.	DDS	yes	yes	grass/gutters not attached	8/18/2015
296	Main St.	DDS	yes	yes	couch	8/18/2015
14-16	Franklin St.	DDS	yes	yes	trash	8/18/2015
51	Maple St.	DDS	yes	yes	TV	8/18/2015
31	Cote St.	DDS	yes	pending	TV/Hutch/Dumpster	8/19/2015
8	Emery St.	DDS	yes	pending	gutters not attached	8/20/2015
283-285	Main St.	DDS	yes	yes	tires/mattress/furniture/trash in rear	8/20/2015
13	Lincoln St.	DDS	yes	yes	trash	8/20/2015
13-15	Summer St.	DDS	yes	pending	retaining wall	8/26/2015
63	Franklin St.	DDS	yes	pending	tree/paint/walls cracking/roof	8/26/2015
19	Lee St.	DDS	yes	pending	trash/grass/garage/roof/gutters/window screens	8/26/2015

46	Pleasant St.	CC	pending	pending	bedbugs and cockroaches	8/27/2015
In addition to new complaints received work continues on the Work in Progress (WIP) files from past months						
*Of the 11 pending complainants from July, 9 properties have complied and a NOV was sent to 1 property for non-compliance* *The issues on the 3 remaining properties are still being dealt with*						

**Building and Health Departments:****Major Building Permits issued in August 2015:****Construction cost****Fee**

44	Rt. 108	mobile home set and/or rehab	\$3,000.00	\$34.00
79	Crystal Springs Way	mobile home set and/or rehab	\$4,000.00	\$42.00
131	Colonial Vilg MHP	mobile home set and/or rehab	\$50,000.00	\$410.00
450	High	Tenant fit up	\$90,000.00	\$730.00
52	Indigo Hill Rd	New Construction	\$160,000.00	\$1,290.00

**Minor Building Permits issued in August 2015:**

12	Rocky Hill Rd	Bathroom addition/Remodel	\$1,500.00	\$25.00
21	Rowland	Fence	\$6,787.00	\$64.30
709	Sherwood Glen	Roof	\$3,500.00	\$38.00
45	Prospect	Roof	\$18,825.00	\$160.60
397	Old Rochester Rd	repair	\$1,000.00	\$25.00
59	Waltons Way	Tenant fit up	\$23,500.00	\$198.00
187	Old Rochester Rd	shed	\$3,716.00	\$39.60
3	Emmons	Roof	\$29,900.00	\$249.00
31	Lil-Nor Ave	Fence	\$3,510.00	\$38.00
368	High	repair	\$1,500.00	\$25.00
23	Buffumsville Rd	Rehab (Gut and rebuild)	\$15,000.00	\$130.00
157	Blackwater Rd	Fence	\$3,200.00	\$42.00
35	Bartlett Ave	Roof	\$33,520.00	\$0.00
14	Rowland	shed	\$2,000.00	\$26.00
215	Main	Roof	\$5,110.00	\$50.00
10	Fox ct	Fence	\$3,883.00	\$40.00
10	Norcross	Roof	\$5,200.00	\$51.60
28	River	Window replacement	\$2,400.00	\$29.00
10	Prospect	Fence	\$3,000.00	\$40.00
18	Coombs Rd	Siding	\$8,000.00	\$90.00
11	Buffumsville Rd	Fire Restoration	\$123,000.00	\$984.00
15	Stackpole Rd	Siding	\$8,381.00	\$77.05
28	Midway Park	Rehab (Gut and rebuild)	\$15,924.00	\$137.00
165	Rt. 108	Addition	\$7,030.00	\$66.00
357	High	Siding	\$15,000.00	\$130.00
6	Clement Rd	Rehab (Gut and rebuild)	\$0.00	\$25.00
7	Maple	Deck/Deck Stairs	\$3,000.00	\$34.00

PERMIT RECEIPTS						
	2012	2013	2014	2015	DIFFERENCE this year to last	% OF CHANGE
January	\$1,789.50	\$1,387.72	\$1,820.00	\$2,157.00	\$337.00	18.5%
February	\$658.60	\$1,922.02	\$3,864.00	\$2,408.00	-\$1,456.00	-37.7%
March	\$2,141.00	\$2,974.00	\$2,191.64	\$5,287.28	\$3,095.64	141.2%
April	\$1,811.00	\$2,470.38	\$4,768.15	\$8,257.80	\$3,489.65	73.2%
May	\$5,532.00	\$6,979.20	\$26,049.95	\$7,194.16	-\$18,855.79	-72.4%
June	\$1,701.00	\$3,609.52	\$24,286.88	\$4,234.80	-\$20,052.08	-82.6%
July	\$3,750.70	\$3,968.83	\$3,646.20	\$4,889.41	\$1,243.21	34.1%
August	\$3,059.03	\$13,916.92	\$6,156.50	\$6,828.94	\$672.44	10.9%
September	\$3,422.70	\$8,522.70	\$6,224.10			
October	\$2,217.25	\$4,336.68	\$6,880.63			
November	\$4,126.12	\$2,930.29	\$2,377.78			
December	\$1,726.75	\$2,990.12	\$2,338.80			
Year total	\$31,935.65	\$56,008.37	\$90,604.63	\$41,257.39	-\$31,525.93	-43.3%
Difference of change this year to last (completed months only)						

Total Permits 2012 to Present						
	2012	2013	2014	2015	DIFFERENCE this year to last	% OF CHANGE
January	34	31	26	30	4	15.4%
February	27	39	29	24	-5	-17.2%
March	27	44	29	48	19	65.5%
April	40	60	48	58	10	20.8%
May	41	65	66	55	-11	-16.7%
June	16	77	66	73	7	10.6%
July	48	54	47	50	3	6.4%
August	50	62	55	67	12	21.8%
September	51	72	67			
October	61	60	63			
November	36	50	47			
December	45	42	38			
YTD Totals	589	656	581	405	39	10.7%

## **Land Use Boards:**

### **Conservation Commission August 2015:**

- The Commission reviewed the City of Somersworth NHDES Wetlands Permit Application for a hand carry boat launch for Mast Point Dam on property at 105 Salmon Falls Road, Assessor's Map 53, Lot 01. The Commission recommended approval to the NHDES.

### **Historic District Commission August 2015:**

The Commission held a workshop meeting to discuss the HDC application submission process including how the applications are reviewed before and after being presented to the Commission. They also discussed the development of an application checklist.

At the regular meeting, the Commission reviewed the following:

- Dan Brown & Karleen Shibbal, 18 Emery Street, Assessor's Map 11, Lot 165, HDC #10-2015. The applicant requested an amendment to approved plans to build a new home and the request was **approved**.
- Norman & Claire Menard, 7 Maple Street, Assessor's Map 11, Lot 116, HDC #16-2015. Application for deck repair was **approved**.

### **Planning Board August 2015:**

- John J. Flatley, Tri City Road, Assessor's Map 39, Lot 03, SITE #12-2014. Application for a site plan and conditional use permit to construct three apartment buildings with associated site improvements was **approved with conditions**.
- Jeff Catalano, on behalf of Fred Schneider, 208 Route 108, Assessor's Map 62, Lot 09, SITE #02-2015. Application for a site plan for the sale and display of sheds was **tabled** until the September 16, 2015 Planning Board meeting.

### **Zoning Board August 2015:**

- The Tri City Covenant Church, 23 Tate's Brook Road, Assessor's Map 32, Lot 6F, ZBA #05-2015. Application for a special exception to allow a private educational institution was **approved**.
- Kenneth Robinson, 58 Milo Lane, Assessor's Map 69, Lot 2D31, ZBA #06-2015. Application for a variance to rebuild a deck within rear setbacks was **approved**.
- Reagan Estates, 44 Route 108, Assessor's Map 63, Lot 01, ZBA #07-2015. Application for a variance to expand a nonconforming use was **approved**.

## **Parks and Recreation**

- Our 8 week Summer Camp programs concluded on August 14<sup>th</sup>. The Recreation building was cleaned out and organized by staff.
- Early Bird registration has closed for our Pee Wee soccer program on August 7<sup>th</sup>. The Early Bird Fee is \$45 for residents/ \$55 non-residents. After August 7<sup>th</sup> the Fee to sign up is \$60/ \$70 with a deadline of August 28<sup>th</sup>. This program will run 6 weeks from September 12-October 17 at Noble Pines Park.

- Planning is underway for the 2015 Senior Picnic which is slated for Thursday, October 15<sup>th</sup> at the Flanagan Center. The Senior Picnic is made possible through a collaboration between the Fire Dept., Police Dept., Somersworth Housing Authority, The Recreation Dept., the Senior Center, and more.
- The Recreation Dept. participated in this year's National Night Out (NNO) at Jules Bisson Park. This was a free community event put on by the NNO coalition. Recreation supplied all the sports equipment, grill, trash barrels, and recycling bins.
- Our Park Maintenance employee had his last day on Sept. 6<sup>th</sup>. We were able to accomplish many park projects this season and thank Brian Bussiere for his hard work and dedication to our Department.
- Ash Street Park improvements are complete with the exception of the sundial feature that will be added by DPW in the near future.
- "No Dogs Allowed in the athletic areas" sign was installed at the Noble Pines ballfield near the West High Street entrance from the stairs and near the batting cage.
- No smoking signs have been ordered and will be placed in various parks where smoking has been an ongoing concern.
- The Jules Bisson Basketball court was repaved in July and DPW painted the lines on the court the week of August 13<sup>th</sup>.

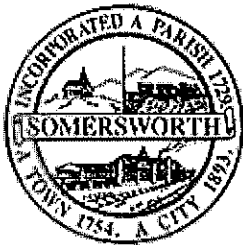
Submitted by Dave Sharples

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**Monthly Update**

- Somersworth was one of 20 communities and or individuals solicited to write a case study for the NH Division of Historical Resources, "NH 5 Year Preservation Plan, 2016-2020." The department submitted a case study for RSA 79-E highlighting the recent investment downtown through use of RSA 79-E. The plan will be published at the end of 2015.
- The former Police Department building continues to be promoted at seacoast CIBOR mtgs. and Christine attended the Statewide CIBOR mtg. in August to promote the redevelopment opportunity. We currently have one individual who is interested and we are actively meeting with this individual to assist.
- Christine is currently working with 2 new businesses. One is working with the Great Falls Development Corporation and has been connected with the SBDC for additional support services. The second business is working with Christine on her business plan and securing a location.
- The "Business Spotlight" profiles have been well received by the community as they promote both the business and the City. All stories are included in both the City and Business e-newsletters, posted on website and submitted to Fosters for potential publication.
- The department has been working with a local business that decided to expand their services in Somersworth after having looked at a variety of options in the tri-City area. Construction at the plaza next to Goodwill is getting underway. A second local business has decided to downsize and moving into the former movie theatre at the Market Basket plaza. They are actively working with the dept. as well.
- The EDM attended the Governor's Advisory Committee on Intermodal Transit (GACIT) in Dover to lend support for the projects located in Somersworth that are on the State's 10 Year Plan. She will also be attending the D.O.T.'s Public Hearing on the 10 Year Plan in Rochester on September 17<sup>th</sup>.
- The department continues to investigate potential incentives and resources for downtown revitalization efforts.





## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

Dean W. Crombie  
Chief of Police

### MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: Dean Crombie, Chief of Police  
Date: September 2, 2015  
Subject: Monthly Report – Month of August 2015

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#### **COMMUNITY POLICING:**

- The Department celebrated National Night Out, a community building event, organized by Officer Campbell, at the Jules Bisson Park.

#### **PERSONNEL (TRAINING & STAFFING):**

- Patrolman Conal Loughlin graduated from the New Hampshire Police Academy and is finishing his field training for the Patrol Division.
- Ellen Forbes was hired as our new Animal Control Officer/Parking Enforcement Officer/Dispatcher. She will begin training on 9/7/15.
- Joanne Demers was hired as our new part-time school crossing guard.
- We will be swearing in (2) officers the week of 9/7/15. This will bring us to a full complement of officers.
- Officer Griffin Farley completed training in Active Shooter.

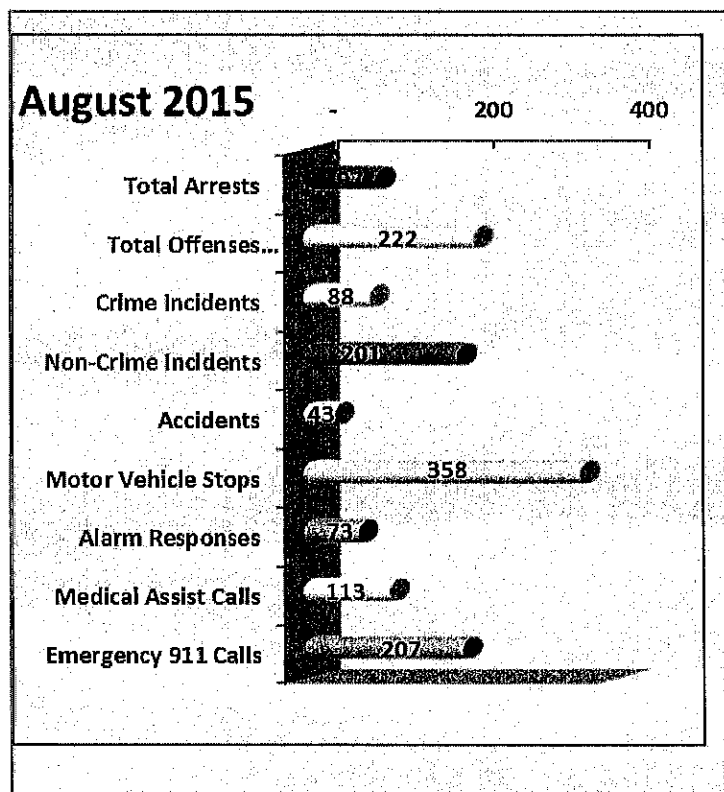
#### **OTHER ITEMS:**

- The new 2015 Dodge Charger has been outfitted and Cruiser 115 is now in service.

*Over*

**SPD STATISTICS:**

	Month of August-15	Year to Date Totals
Total Arrests	97	702
Calls for Service (Including Items Below)	2,039	16,464
Total Offenses Committed	222	1,687
Crime Incidents	88	690
Non-Crime Incidents	201	1,371
Accidents	43	329
Motor Vehicle Stops	358	2,888
Alarm Responses	73	529
Medical Assist Calls	113	806
Emergency 911 Calls	207	1,467
Revenues Deposited FY 2015-2016	\$ 4,826.07	\$ 15,060.22





# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594



**Keith E. Hoyle**

Fire Chief & Emergency Management Director

[khoyle@somersworth.com](mailto:khoyle@somersworth.com)

**Business: (603) 692-3457**

**Fax: (603) 692-5147**

**[www.somersworth.com](http://www.somersworth.com)**

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### AUGUST 2015 MONTHLY REPORT

#### EMERGENCY ACTIVITIES

Building Fires:	4
Vehicle Fires:	1
Outside Fires:	6
Emergency Medical:	63
Motor Vehicle Crash:	5
Malfunction/false alarm:	13
Accidental/public service:	24
Hazardous Condition:	8
Hazardous Materials:	4

#### NON-EMERGENCY ACTIVITIES

Burning Permits:	18
Fireworks Permits:	2
Oil Burner Permits:	2
Place of Assembly Permits:	2
Fire Safety Inspections:	19
Fire Drills:	4

#### CALLS FOR SERVICE

- We responded to 24 more emergency calls this August (128) than in August 2014 – an increase of 23%.
- We responded to mutual aid fires in Rochester: Rollinsford (2); and North Berwick.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

#### PLANNING/PROJECTS/GRANTS

- Working with NH Department of Safety and FEMA for reimbursement of funds the city spent on the January 27-28 blizzard.

*Over*

- The “Ready Strafford” organization under state contract to assist municipal Emergency Managers with disaster and public health services in Strafford County again lost their coordinator so we are without immediate assistance for the 3<sup>rd</sup> time since this organization took over the state contract in 2014.
- The 5 candidates selected for new firefighter positions under the FEMA SAFER Act grant in Year 2 are having background checks conducted by the State Police. We hope to have them on board in late September.
- Work Release personnel from the Strafford County jail performed painting work in the fire station.
- The ladder truck returned from repairs and is in service.
- We continue to evaluate the Malley Farm for other group home uses.
- Due to the DOT replacing fuel tanks at the Dover facility, we have been using the Rochester DPW to fuel vehicles and save \$ over commercial sites while we wait for the new fuel depot to re-open.
- The Housing Authority opened a “cooling center” at the Flanagan Center during the recent heat waves.
- Met with representatives of Empire Beauty School about their proposed facility in the Goodwill Plaza.
- Tested the Ansul fire protection system at 448 High Street.
- Met with owners of apartments on Main Street about sprinklering them.
- DPW painted faded parking and apparatus lines inside and outside of the fire station.
- We now are sharing a Fire Department chaplain with Berwick, North Berwick and South Berwick Fire Departments.

### **TRAINING/MEETINGS**

- One new call firefighter continued to attend the state Firefighter I course. Another is preparing to enter the state Firefighter II curriculum and another the NH State EMT basic course – all paid for by the federal FEMA SAFER Act grant.
- Two call firefighters attended the annual NH Fire Academy class at the National Fire Academy in Emmitsburg MD.
- Attended meeting of the Community Mutual Aid Association.

### **COMMUNITY SERVICE**

- Attended Drug Task Force meeting.
- Participated in the “National Night Out” event.
- Spoke to children at Noble Pines about fire safety awareness.

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

BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS

**MITCHELL MUNICIPAL GROUP, P.A.**

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

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

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

September 15, 2015

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 5-16

Title: **AMEND CHAPTER 7. STREETS, HIGHWAYS,  
SEWERS, SECTION 7.4 - FEES**

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

**MITCHELL MUNICIPAL GROUP, P.A.**  
City Attorney

Date: 9/15/15

by: 

over ~

**MITCHELL MUNICIPAL GROUP, P.A.**

ATTORNEYS AT LAW  
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TELEPHONE (603) 524-3885  
FACSIMILE (603) 524-0745

September 15, 2015

**CERTIFICATION**

Re: City of Somersworth, New Hampshire


Ordinance No. 6-16

Title: **SUPPLEMENTAL APPROPRIATION FOR ROAD  
RESURFACING PROJECTS**

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

**MITCHELL MUNICIPAL GROUP, P.A.**  
City Attorney

Date: 9/15/15

by: 

**MITCHELL MUNICIPAL GROUP, P.A.**

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FACSIMILE (603) 524-0745

September 15, 2015

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 5-16

Title: **ELDERLY TAX EXEMPTION**

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

**MITCHELL MUNICIPAL GROUP, P.A.**  
City Attorney.

Date: 9/15/15

By: 