

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

**TO:** Mayor Dana Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager *RB*  
**DATE:** Thursday, September 1, 2016  
**SUBJECT:** City Manager's Report for Tuesday, September 6, 2016  
City Council Agenda

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*6:45 p.m. Public Hearing*  
*Re: Ordinance No. 2-17 Chapter 19 Zoning Ordinance- Hilltop Overlay District*

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*Communications (under Section 6 of Agenda)*

- A. Police Chief David B. Kretschmar-Announcement of Community Access to Recovery Initiative.**  
Please see attached memorandum from Chief Kretschmar outlining the Program.

*Unfinished Business (under Section 13 of Agenda)*

**Ordinances**

- A. Ordinance No. 2-17 Amend Chapter 19, Zoning Ordinance, Section 30.E, Hilltop School Property Overlay District.** As reported, this is a recommendation forwarded from the Hilltop Commission. There are other Committee recommendations that will be included in the Request for Proposal (RFP) and made part of the deed pending Council approval.

**Resolutions**

- A. Resolution No. 11-17 To Authorize the City Manager to Request Proposals for the Re-use of Hilltop School in Accordance with the Recommendations of the Hilltop Commission.** There was a "Draft" Request for Proposal (RFP) document for your review in the last meeting packet.
- B. Resolution No. 13-17 To Authorize the City Manager to Purchase a One-Ton Replacement Truck for Use by the Water Department Utilizing the New Hampshire State Bid List.** Again, the Public Works Committee and Finance Committee met on July 21<sup>st</sup> and support this action item.
- C. Resolution No. 14-17 To Authorize the City Manager to Purchase a One-Ton Replacement Truck for Use by the Wastewater Department Utilizing the New Hampshire State Bid List.** Again, the Public Works Committee and Finance Committee met on July 21<sup>st</sup> and support this action item.

*New Business (under Section 14 of Agenda)*

**Other**

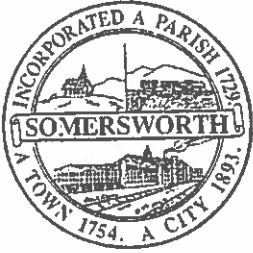
**A. Ten Commandments Monument.**

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

**A. Informational Items**

1. **Capital Improvement Program Fiscal Year 2018-2023.** Attached is a copy of the City Manager's memorandum to Department Heads regarding the development of the next City CIP. As always, I welcome any City Council suggestions as to projects to include, or any review/adoption process.
2. **Solar Array RFP.** Although we had several companies attend a pre-submittal meeting, only one (1) company submitted a proposal from the interested parties. NH Solar Garden in partnership with Nobis Engineering was the one Photovoltaic System (Solar Array) proposal received. Staff will now examine the proposal before presenting to Council Committees/City Council.
3. **Community Partnerships.** As our practice has been, I have authorized the use of City resources to support the following upcoming Community events:
  - Greater Somersworth Chamber of Commerce 3<sup>rd</sup> Annual Bluegrass Festival on Saturday, September 17<sup>th</sup> from 10:00 a.m. – 6:00 p.m. on Memorial Drive.
  - Somersworth Festival Association's 14<sup>th</sup> Annual Pumpkin Festival on Saturday, October 8<sup>th</sup> from 10:00 a.m. – 4:00 p.m. at the Somersworth Plaza.

***Have a Safe & Fun Labor Day Weekend!***



David B. Kretschmar  
Chief of Police

## *Somersworth Police Department*

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

### MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David Kretschmar, Chief of Police  
Date: August 31, 2016  
Subject: Community Access to Recovery (CAR Initiative)

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Bob:

Community Access to Recovery is a Seacoast wide initiative aimed at providing help to those suffering from substance misuse disorders. We are partnering with Avis Goodwin, Wentworth Douglass Hospital and volunteer Recovery Coaches.

The basic initiative works as follows:

- An individual walks into the Police Department, identifies himself as an addict and asks for help.
- The officer responds and completes a screening process.
- The Recovery Coordinator is contacted to have a Recovery Coach respond to Wentworth Douglass Hospital.
- The officer transports the individual to Wentworth Douglass Hospital, and upon arrival of the Recovery Coach, hands the individual off to the coach.

Once the individual is handed off to the Recovery Coach our involvement ends.

We are hoping to begin this program on Monday, September 12, 2016.

ORDINANCE NO. 2-17 AMEND CHAPTER 19, ZONING ORDINANCES, SECTION 30.E,  
HILLTOP SCHOOL PROPERTY OVERLAY DISTRICT.

Somersworth, NH

August 15, 2016

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

Amend Chapter 19, Zoning Ordinance, Section 30.E , Hilltop School Property Overlay District,  
Additional Permitted Uses by adding “Multi-dwelling unit” and “Elderly Housing Facility” with  
a maximum density allowed = 10 units per acre.

This ordinance shall be effective upon its passage.

Sponsored by

Mayor Dana Hilliard  
Councilor Martin P Dumont Sr.  
Councilor Jessica Paradis

Approved  
City Attorney

## **Section 30      Hilltop School Property Overlay District**

### **19.30.A    Title and Authority**

**Title:** This Ordinance shall be known as the “Hilltop School Property (HSP) Zoning Overlay Ordinance” of the City of Somersworth, New Hampshire.

**Authority:** Pursuant to the authority granted by RSA 483-B:8, Municipal Authority; RSA 674:17 I., Purposes of Zoning Ordinances; RSA 674:21, Innovative Land Use Controls; this ordinance is hereby adopted by the City of Somersworth, New Hampshire to protect the public health, safety, and general welfare.

### **19.30.B    District Boundaries**

The boundaries of the Hilltop School Property Overlay District are hereby established to include all the property on Tax Map 11 Lot 49 which is hereby declared to be part of this ordinance.

### **19.30.C    Purpose**

The purpose of this ordinance is to provide for productive, desirable reuse of the Hilltop School building and property (Map 11 Lot 49) located within the Residential Single Family/A (R1/A) District as outlined in the City’s Zoning Ordinance 19.3.D.11., further governed by the Historic District (HD) Overlay Zoning District outlined in ordinance 19.3.D.6.

Recognizing the former school property is located within the R1-A Zoning District, within the HD Overlay District, yet does not conform to the norm of structures and uses intended to be regulated by these ordinances, it is deemed appropriate and necessary to provide for a zoning overlay district to apply specifically and solely to this property without hindering the intent and purposes of the aforementioned ordinances.

Regulations set forth in this ordinance are designed to support the intent of the HD District Ordinance to provide for the recognition, preservation, enhancement and continued use of structures, sites and areas having historic and cultural significance in support of the community’s economic prosperity, cultural enrichment and general welfare, to stabilize and improve property values in the city and to aid in the safeguard of the heritage of Somersworth by providing for the protection of structures and areas that represent significant elements of its

history.

**19.30.D Applicability**

All land and building use activities and development conducted within the Hilltop School Property District shall be regulated by the standards established herein.

The standards established herein shall constitute the rules of an overlay zone and shall be superimposed over other zoning districts or portions thereof. The provisions herein shall apply in addition to all other applicable ordinances and regulations. In such instances where the building and property of the Hilltop School Property align with buildings and properties typical of those of the HD, and R1/A Zoning Districts, the provisions set forth in those ordinances should be adhered to.

This overlay ordinance will make provisions for such instances where the property and building in the overlay district do not physically, and logically align to types reasonably intended to be governed by the R1/A and HD ordinances. The provisions set forth for this overlay district make an effort to align with the goals and intent of the city's overall zoning codes. In the event of a conflict between any provision herein and any other ordinance or regulation, the more restrictive requirement shall prevail.

**19.30.E Additional Permitted Uses**

In addition to all uses permitted by the existing ordinances which govern this overlay district, the following uses, as defined in the existing City of Somersworth zoning ordinances, will be permitted:

<b>Principal Use</b>	
Government Facilities & Svcs.	
Private Educational Institution	
Museum	
Clubhouse, community center, non-commercial recreational facilities, such as swimming pools and tennis courts, for the citizens of Somersworth	
Communications (i.e., radio/television broadcasting, telephone communications).	
Professional & Business Offices	
Bed and Breakfast/Inn <sup>1</sup>	
Athletic/Fitness Facility	

Amusement and Recreational Services <sup>2</sup>	
Daycare Facilities	
Artisan Studio	
Artisan Production Shop	
All open land or fields used for baseball, football, track and field or other athletic games	
Photography Studio	
Multi-dwelling unit <sup>5</sup>	
Elderly Housing Facility <sup>5</sup>	
Accessory Uses	
Produce, Christmas Tree and Other Seasonal Stands	
Gift Shop <sup>4</sup>	
Café/ Retail <sup>3</sup>	

<sup>1</sup> Owner Occupied and limited to no more than 10 rentable rooms.

<sup>2</sup> Including such things as cinemas; theaters; bands; orchestras and other musical entertainment but excluding pool hall, billiards, video gaming centers operated for profit.

<sup>3</sup> Drive thru services are not permitted. Seating for no more than 12 people permitted.

<sup>4</sup> Goods limited to items that support and promote the current building occupants and/or the City of Somersworth.

<sup>5</sup> Max density allowed = 10 units per acre

Passed 03/18/2013.

Amended xx/xx/2016

RESOLUTION NO. 11 – 17 TO AUTHORIZE THE CITY MANAGER TO REQUEST PROPOSALS FOR THE REUSE OF HILLTOP SCHOOL IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE HILLTOP COMMISSION.

Somersworth, NH  
August 15, 2016

WHEREAS on January 19, 2016, in accordance with Council Rule 15, Honorable Mayor Dana Hilliard announced the formation of the Hilltop Commission, and

WHEREAS, the Hilltop Commission was empowered to explore, develop and finalize a sustainable proposal for the City Council to implement the re-use of the historic hilltop building; explore the feasibility of financing or investors for the re-use of the historic hilltop building; and to present their findings on proposed legislation to the City Council to vote upon by October 3<sup>rd</sup>, 2016, and

WHEREAS, the Hilltop Commission completed their work and presented their findings and a recommendation to the City Council on July 25, 2016, and

WHEREAS, the recommendation presented is to seek proposals for the private rehabilitation of the facility with public land ownership and reasonable restrictions,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to request proposals for the re-use of Hilltop School in accordance with the recommendations of the Hilltop Commission and take any other actions with this project determined to be in the best interest of the City.

Sponsored by

Mayor Dana Hilliard  
Councilor Martin P Dumont Sr.  
Councilor Jessica Paradis

Approved

City Attorney



RESOLUTION NO. 13-17 TO AUTHORIZE THE CITY MANAGER TO PURCHASE  
A ONE-TON REPLACEMENT TRUCK FOR USE BY THE WATER DEPARTMENT  
UTILIZING THE NEW HAMPSHIRE STATE BID LIST

Somersworth, NH  
August 15, 2016

WHEREAS, the City of Somersworth Capital Improvement Program (CIP) for Fiscal Years 2017 through 2022 contains a recommendation to purchase a one-ton replacement truck for the Water Department; and

WHEREAS, the City of Somersworth Fiscal Year 2016-2017 adopted Water Department budget provides funding for the purchase of a one-ton pick-up truck and related accessories for use by the Water Distribution Division; and

WHEREAS, City staff recommends purchasing this truck utilizing the New Hampshire State bid list; and

WHEREAS, the Finance Committee and Public Works & Environment Committee for the City of Somersworth has reviewed this and supports this recommended purchase,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to purchase a one-ton truck and related accessories for the Water Department utilizing the State of New Hampshire State bid list and to take any and all other such actions relative to this purchase determined to be in the best interest of the City.

Sponsored by Councilors

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

Approved:

City Attorney

## Brenda Breda

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**From:** Elise B. Brelis  
**Sent:** Thursday, September 01, 2016 8:29 AM  
**To:** Dana; Dana Hilliard; Dana S. Hilliard; Bob Belmore; Brenda Breda  
**Cc:** Trish Harris; Scott A. Smith  
**Subject:** Latest agenda and old business  
**Attachments:** AGENDA 2016-09-06.doc; ORD No. 2-17 Section 30 Hilltop School Property Overlay District - Revised 8-9-16 (2).docx; RES No. 11-17 Hilltop School RFP.docx; RES No. 13-17 Water Truck resolution.doc; RES No. 14-17 Wastewater truck resolution.doc

Elise B. Brelis  
Deputy City Clerk  
City of Somersworth  
One Government Way  
603-692-9512  
[ebrelis@somersworth.com](mailto:ebrelis@somersworth.com)

## MEMORANDUM

**TO:** Chief Kretschmar, Police Department; Chief Hoyle, Fire Department; Scott Smith, Finance Director; Shanna Saunders, Development Services Director; Michael Bobinsky Public Works/Utilities Director; Jeni Mosca, Superintendent

**FROM:** Robert M. Belmore, City Manager *RS*

**CC:** Mayor Hilliard and City Councilors

**DATE:** August 17, 2016

**SUBJECT:** Capital Improvement Program Fiscal Year 2018-2023

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Finance Director Smith will send you copies of your Department's CIP summary FY 2017-2022 under separate cover. The schedule for submitting projects is:

*Wednesday, September 7, 2016 - Deadline for submittals to Finance Director Smith.*

Week of Sept. 12, 2016 - City Manager to meet individually with Department Heads with follow-up meetings as necessary.

On or before October 28, 2016 - CIP submitted by City Manager to Planning Board for their consideration at their November 16th meeting.

On or before December 15, 2016 - City Manager submittal to City Council (Charter deadline is December 15<sup>th</sup>).

### **Instructions:**

The CIP data forms are electronically constructed and electronically managed. The Data Entry sheet is "linked" to the CIP summary sheet. So once data is entered onto the data sheet, it is automatically posted and totaled on the CIP summary sheet. Each Department Head is responsible for filling out the material on this sheet. There is one sheet for each capital request. As you can see, there is a section for a photo to be inserted in the document to better understand the need and nature of the CIP request item.

Each department will find a file on the Public Server so labeled. You simply enter your data at your convenience and save it to the server. In addition, Finance Director Smith will email you your file. It is also important that you obtain written estimates for requests or supply other documentation to validate the project's total cost.

Please contact me with any questions. I am also available to meet with you at any time.

Thank you.

# Memo from Human Resources

TO- Gov 013 Comm  
8/29 mtg



Mayor/  
Council  
(FYI) BS

Date: August 29, 2016

To: Bob Belmore, City Manager

From: Linda Corriveau, HR Manager

Re: Vacancy Update

*Linda*

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Here is an update of our current vacancies by department.

## Development Services

Economic Development Manager      Director recommends recruiting for full-time position

Code Compliance Officer      Recruitment/Advertising within the week

## Police

Dispatcher      Candidate identified and background is in progress

2-Officers(1grant funded)      Candidates identified and backgrounds are in progress

## Public Works

Equipment Operator      Finalists identified and meeting with you on Thursday