


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, August 11, 2017
SUBJECT: City Manager's Report for Monday, August 14, 2017
City Council Agenda

6:30 p.m. – Non-meeting
Re: Labor Union Collective Bargaining Agreement Negotiations

6:45 p.m. - Public Hearing
Re: Ordinance No. 01-18 Add New Chapter 33, Tree Ordinance

Unfinished Business (under section 13 of Agenda)

Ordinances

- A. Ordinance No. 01-18 Add New Chapter 33, Tree Ordinance.** Again, Public Works & Environment Committee met and voted to move this new Ordinance to full Council for final review and action. Respectfully, I draw your attention to the stated purpose in the Ordinance, that is, to provide best management guideline practices in regards to the care of trees.

Resolutions

- A. Resolution No. 01-18 To Authorize the City Manager to enter into a Grant Agreement with the New Hampshire Department of Safety to Establish a City Continuity of Operations Plan in the Event of an Emergency.** Again, this State of NH Emergency Management Performance (EMPG) Grant, would allow us to hire a consultant to assist with the development of a Continuity of Operations Plan (COOP) that would identify how City operations would be deployed and managed should a catastrophic disaster occur at a City facility. City's match is "in-kind", which is primarily Staff prep and meeting time.

New Business (under section 14 of Agenda)

Resolutions

- A. Resolution No. 03-18 To Authorize The City Manager To Sign A Lease/Purchase Agreement With TD Equipment Finance Of Portland, Maine For The Purchase Of City Vehicles.** The Finance Committee voted at their meeting on August 10th to support this action item's adoption. Attached is a copy of the four (4) leasing proposals solicited by Finance Director Scott Smith. The Finance Committee recommended a 5-year lease/purchase. These vehicles are identified in the City's CIP and the down payment of \$20,000 was approved in this Fiscal Year's Budget. At the end of the lease period, the City will own the vehicles.
- B. Resolution No. 04-18 To Authorize The City Manager To Order A One-Ton Dump Truck & Associated Winter Plow Equipment For The Department Of Public Works Which Will Be Funded By A Lease/Purchase Arrangement.** The Finance Committee voted at their meeting on August 10th to support this action item's adoption. I have attached Public Works Director Mike Bobinsky's memorandum that provides further details on the truck. This is a replacement truck and we will be trading in the present vehicle towards the purchase.
- C. Resolution No. 05- 18 To Authorize The City Manager To Contract With Pike Industries Of Belmont, NH For Road Improvements On Maple Street, A Portion Of Blackwater Road, A Portion Of Green Street, A Portion Of Rocky Hill Road & Winter Street, And Certain Spot Repairs Throughout The City.** The Finance Committee voted at their meeting on August 10th to support this action item's adoption. Attached is a breakdown of the three (3) paving contractors' bids as well as information provided by Public Works Director Mike Bobinsky and our Contracted City Engineer, as well as Maps for these road projects. The Finance Committee did agree that waiving Council rules for a second reading would be prudent so that these projects could be completed by mid-November.
- D. Resolution No. 06-18 To Authorize The City Manager To Contract With Hach Company Of Chicago, Illinois For The Purchase Of A Hach B3500 Biotector Toc Analyzer For Use At The Water Treatment Plant.** The Finance Committee voted at their meeting on August 10th to support this action item's adoption. Public Works Director Mike Bobinsky's memorandum provides further information about this particular piece of equipment's use at the plant. This is a CIP replacement unit that was approved in the Budget at \$51,353, so you can see we came well under at \$41,897. Hach Supplies is our sole provider for this Total Organic Carbon (TOC) water quality analyzer.

New Business (under section 14 of Agenda)....continued

- E. Resolution No. 07-18 To Authorize The City Manager To Accept And Enter Into A Grant Agreement For The 2017 Justice Assistance Grant (Jag) Program.** The Finance Committee voted at their meeting on August 10th to support this action item's adoption. Chief David Kretschmar has provided background information on this Grant received jointly by the Cities of Somersworth and Rochester. There is a Public Hearing on Monday at 6:00 p.m. The notice is attached (note: this is not a City Council Hearing). The City received the Grant notice recently and a very short window was given to receive a Council vote to accept. Therefore, the Finance Committee did agree to request waiving Council rules for a second reading at this meeting. Please note that I did include language that would authorize the City Manager/Staff to move forward with spending the funds without any further action required by Council.

Other

- A. Vote to waive the Bidding Requirements of the Purchasing Policy Procedure under City Ordinance, Chapter 29, Administrative Code, as it relates to soliciting contractors for the demolition of the former Breton's Cleaners funded through a NH DES Brownfield's Grant.** The Finance Committee did vote to support this request. Credere Associates, our Consultant Engineer will solicit multiple proposals for this specialized work. This is similar to our approach in hiring our Project's Consultant Engineer. Again, this will facilitate our goal to finish this project this calendar year.
- B. Vote to waive City Ordinance, Chapter 20, Building Codes, as it relates to Building Permits fees and other associated Building fees for the Chinburg Properties Hilltop School Rehabilitation Project, not to include direct third party Contracted charges incurred by the City.** The Finance Committee voted to recommend to the full City Council a waiver of these fees. Attached is a letter from Eric Chinburg, President of Chinburg Properties requesting these waivers. The Finance Committee did vote to waive Sewer and Water Connection fees and to recommend that Planning Board waive any review fees. The building permit fee would be approximately \$24,000 based on a \$3 million project. There may also be some mechanical permit fees that will be waived should this waiver request be approved.
- C. Set Polling Times for November 7, Municipal Election**
Suggested time: 7:00 a.m. to 7:00 p.m.

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

A. Informational Items.

- 1. FEMA Fire Act Grant Award.** The Town of Barrington was notified on behalf of the Community Fire Mutual Aid Association (CFMAA) that FEMA has awarded a \$250,000 Fire Act Grant to replace the older Air Van (1988) that Somersworth houses and operates for the CFMAA. See attached memorandum from Chief Hoyle that gives more detail about this Grant.
- 2. FEMA Pre-Disaster Mitigation Program (PDM).** Attached are two (2) letters submitted to NH State Hazard Mitigation Officer requesting Grant funds for an Emergency Back-up Generator and Preliminary Design Assessment work for the Salmon Falls Road. These are Letters of Intent to apply for the Grant funds that Public Works Director Mike Bobinsky and I prepared.
- 3. State Unanticipated Infrastructure Grant Funds.** The City has received \$195,014 in Grant funding that will be placed into a non-lapsing Special Revenue Fund until City Council acts to appropriate and utilize the funds.
- 4. Plan NH - Somersworth Plaza & Main Street.** Please see attached poster/flyer related to the Plan NH Community Charrette scheduled for Friday, September 22 and Saturday, September 23 at the Career Technical Center. There will be additional announcements inviting City Officials to an earlier meeting that will be scheduled Friday of the 22nd.

B. Attachments.

- 1. City Attorney Certifications**
- 2. Department Head Reports**

ORDINANCE NO. 01-18 ADD NEW CHAPTER 33, TREE ORDINANCE.

Somersworth, NH
July 24, 2017

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:

ADD new Chapter 33, Tree Ordinance:

Chapter 33

CITY OF SOMERSWORTH
TREE ORDINANCE

Purpose.

The purpose of this ordinance is to enact guidelines to protect and enhance the administrative procedures in regard to the planting, maintenance, and removal of trees and other vegetation in the City of Somersworth, New Hampshire. It is the intent that the City will make every effort to engage in best management practices in regards to these guidelines.

Section 1. Definitions

Street trees: "Street trees" are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the City's public Right of Way.

Park Trees: "Park trees" are herein defined as trees, shrubs, bushes and all other woody vegetation in City owned public parks having individual names, and all areas owned by the City, or to which the public has free access as a park.

Public Places: Includes all streets, highways, parks, pocket parks, cemeteries, easements or other grounds owned by the City.

Section 2. Creation and Establishment of a City Tree Board

There is hereby created and established a City Tree Board for the City of Somersworth which shall consist of the members of the Conservation Commission who convene meetings on an as needed basis, and to carry out the duties and responsibilities as described in Section 4 of this Ordinance.

Section 3. Term of Office

Board members terms shall follow their terms as approved in their appointment on the Conservation Commission. In the event that a vacancy shall occur during the term of any member, his/her successor shall be appointed for the unexpired portion of the term.

Section 4. Duties and Responsibilities

It shall be the responsibility of the Board to serve in an advisory capacity and to study, investigate, counsel and develop and/or update a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public areas. Any such plan will be presented to the City Council for their review and consideration. The Board, when requested by the City Council, shall consider, investigate, report and recommend upon any special matter of question coming within the scope of its work.

Section 5. Rules and Procedures

The Chair, Vice Chair and Secretary of the Board shall be the officers that have been elected to the same seat on the Conservation Commission. The Conservation Commission shall annually vote on officers. The Board shall comply with all the requirements pertaining to public bodies under the so-called NH Right to Know Law (RSA 91-A).

Section 6. Permitted Native Street Tree and Shrubs

See Exhibit B-Notes on Native Trees and Shrubs; Recommended Native Trees
See Exhibit C-Notes on Native Trees and Shrubs; Plants to be avoided.

Section 7. Spacing

The spacing of Street Trees will be in accordance with the species size listed in Section 7 of this ordinance. Every effort will be made to allow trees to be planted between each other as follows: : Small Trees, 30 feet; Medium Trees, 40 feet; and Large Trees, 50 feet; except in special plantings designed or approved by a landscape architect, Urban Forester, or licensed arborist or approved by other authorized City Board, Committee or Official.

Section 8. Distance from Curb and Sidewalk

The distance trees may be planted from curbs or curb lines and sidewalks will be in accordance with the species of the tree as listed in Section 7 of this ordinance, and every effort will be made to have trees planted no closer to any curb or sidewalk than the following: Small Trees, 2 feet; Medium Trees, 3 feet; and Large Trees, 4 feet.

Section 9. Distance from Street Corners and Fire Hydrants

To order to ensure vehicle and pedestrian safety, it is recommended that no new Street Tree shall be

planted closer than 35 feet of any street corner, measured from the point of nearest intersecting curbs or curb lines. No Street Tree shall be planted closer than 10 feet of any fire hydrant to ensure public safety access.

Section 10. Utilities

No Street Trees other than those species listed as Small Trees in Section 7 of this ordinance should be planted under or within 10 lateral feet of any overhead utility wire, or over or within 5 lateral feet of any underground water line, sewer line, transmission line or other utility.

Section 11. Public Tree Care

As allowed by law, the City shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the right of way (ROW) of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds. The Department of Public Works or other City authorized agent, may remove, or cause to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect or other pest. This Section does not prohibit the planting of Street Trees by adjacent property owners providing that the selection and location of said trees is in accordance with Sections 7 through 11 of this Ordinance and provided written permission is granted by the Director of Public Works, City Manager or other authorized City Official.

Special permission may be required from the State of NH Department of Environmental Services, Wetland Bureau if removing any tree in a designated wetlands and /or from the Somersworth Historic District Commission if removing a tree within the City of Somersworth Historic District Boundaries.

The Department of Public Works and Utilities will generally be the City Department to oversee related tree and vegetation issues as authorized by the City Manager or by City Ordinance.

Section 12. Tree Pruning and Care

The Department of Public Works will make every attempt to contact the property owner and seek their assistance with pruning shrubs or tree limbs if causing a sight distance barrier in advance of any removal of vegetation due to the hazard or overhanging any street or right-of-way or cause any other potential hazard to the public.

It is not normal practice for any person, firm, or City department to top any Street Tree, Park Tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than such a degree so as to remove the normal canopy and disfigure the tree. Trees severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this best management practice.

Section 13. Removal of Stumps

Subject to funding and hazard conditions, stumps of street and park trees shall be removed below the surface of the ground so that the top of the stump shall not project above the surface of the ground.

Section 14. Tree Replacement

Subject to funding, the Department of Public Works or other City authorized agent, shall replant City trees in City streets, Parks, Public Spaces, in accordance with the tree listing as identified in Section 7.

**EXHIBIT B-NOTES ON NATIVE TREES AND SHRUBS AND THEIR USE IN
LANDSCAPING
RECOMMENDED NATIVE TREES
KEY: SMALL¹ MEDIUM² LARGE³**

Common Name	Latin Name	Low Maint	Salt Tolerance	Screen	Interest	Notes
Arborvitae ²	<i>Thuja occidentalis</i>		Intermediate	Yes		
Ash, Black ²	<i>Fraxinus nigra</i>					Wet Areas
Ash, White ³	<i>Fraxinus americana</i>		Intermed./Tolerant		Fall Color	
Basswood, Am. Or Linden ³	<i>Tilia americana</i>		Sensitive			
Beech, American ²	<i>Fagus grandifolia</i>		Sensitive			Large/Long lived
Birch, Paper ²	<i>Betula papyrifera</i>		Intermed./Tolerant		Fall Color/White Bark	
Black Gum ²	<i>Nyssa sylvatica</i>	Yes			Fall Color/Winter Shape	DRED suggests to try more
Cedar, Eastern Red ²	<i>Juniperis virginianus</i>		Intermediate	Yes		Disturbed areas
Cottonwood, Eastern ³	<i>Populus deltoides</i>		Tolerant			Disturbed, wet sites
Dogwood, Pagoda ¹	<i>Cornus alterniflora</i>				Flowers/nice shape/Fruits	Wet areas/Mod. Sun
Fir, Balsam ²	<i>Abies balsmifera</i>		Sensitive	Yes		
Hawthorne, Fleshy ¹	<i>Crataegus succulenta</i>		Intermediate		Fruits/Fall Color	One of the best Hawthornes
Hopthornbeam, American ²	<i>Ostrya virginiana</i>		Sensitive		Winter Interest	Winter Tolerant, DRED suggests to try more
Hornbeam, American ¹	<i>Carpinus caroliniana</i>	Yes	Sensitive		Fall Color	Wet areas, DRED suggests to try more
Juniper, common ¹	<i>Juniperis communis</i>					Ground cover
Larch, American ²	<i>Larix laricina</i>		Tolerant			Good in masses
Maple, Red ²	<i>Acer rubrum</i>	Yes	Sensitive		Fall Color	
Maple, Sugar ³	<i>Acer saccharum</i>		Sensitive			Needs large areas
Oak, Scarlet ²	<i>Quercus coccinea</i>				Fall Color	
Oak, Red ²	<i>Quercus rubra</i>		Tolerant			High Maintenance tree
Oak, Swamp White ³	<i>Quercus bicolor</i>		Sensitive			Wet areas
Pine, Jack ²	<i>Pinus banksiana</i>					Sandy, disturbed areas

Pine, Pitch ²	<i>Pinus resinosa</i>		Sensitive			Harsh, sandy soils
Pine, White ³	<i>Pinus strobus</i>		Sensitive	Yes		Handsome native
Plum, Canadian ²	<i>Prunus nigra</i>				Flowers/Fruit	
Shadbush ¹	<i>Amelanchier arborea</i>		Sensitive		Flowers/Fruit	Wet areas
Shadbush ¹	<i>Amelanchier canadensis</i>		Sensitive		Flowers/Fruit	Natural settings
Spruce, White ³	<i>Picea glauca</i>		Intermed./Tolerant	Yes		Winter Tolerant

RECOMMENDED NATIVE SHRUBS

Common Name	Latin Name	Low Maint	Salt Tolerance	Screen	Interest	Notes
Arrowwood	<i>Viburnum dentatum</i>		Tolerant		Flowers/Fruit/Fall Color	Withstands adverse city conditions.
Bayberry	<i>Myrica cerifera</i>	Yes	Tolerant		Semi-Evergreen	No serious insect or disease problems
Blueberry, Highbush	<i>Vaccinium corymbosum</i>		Tolerant		Flowers/Fruit/Fall Color, colorful winter twigs	Withstands adverse city conditions/attractive to birds.
Cranberry, Highbush or American Cranberrybush	<i>Viburnum trilobum</i>	Yes	Unknown		Showy white flowers, glossy red berries	generally free of insect and disease problems; attractive to birds.
Dogwood, Panicked	<i>Cornus racemosa</i>		Sensitive		Flowers/Fruit/Colored Stalks/fall color	Will tolerate adverse city conditions.
Dogwood, Red Osier	<i>Cornus sericea</i>		Sensitive		Red stems, white berries	Tolerant of most adverse city conditions
Elderberry	<i>Sambucus canadensis</i>		Unknown		White flowers, purple berries	Tolerates adverse city conditions; attractive to birds.
Spicebush	<i>Lindera benzoin</i>	Yes			Yellow flowers/red fruits	no serious insect or disease problems
Mountain Laurel	<i>Kalmia latifolia</i>		No	Yes	Evergreen/Flowers	
Rhododendron, Rosebay	<i>Rhododendron maximum</i>			Yes	Flowers/Evergreen	some pollution tolerance
Viburnum, Sweet	<i>Viburnum lentago</i>		Sensitive		Flowers/Fruit/Fall Color	tolerates adverse city conditions
Viburnum, Mapleleaf	<i>Viburnum acerifolium</i>		Sensitive		Fall Color	withstands adverse city conditions
Winterberry, Black Alder	<i>Ilex verticillata</i>	Yes	Intermediate		Gorgeous red berries in fall	cool, moist, acid soils; shade OK; relatively free of insect and disease; need male and female plants.
Witch Hazel	<i>Hamamelis virginiana</i>	Yes				

EXHIBIT C-PLANTS TO BE AVOIDED

INVASIVE NON-NATIVE TREES AND SHRUBS TO BE COMPLETELY AVOIDED

Common Name	Latin Name	Reason
Autumn Olive	<i>Eleagnus umbellata</i>	Crowds out native vegetation.
Bayberry, Common	<i>Berberis vulgaris</i>	Forms thorny thickets preventing native herbaceous and shrub growth.
Bayberry, Japanese	<i>Berberis thunbergii</i>	Forms thorny thickets preventing native herbaceous and shrub growth.
Buckthorn, Common	<i>Rhamnus cathartica</i>	Buckthorn invading drier areas.
Buckthorn, Glossy	<i>Rhamnus frangula</i>	Tolerant of dense shade and invades wet areas.
Euonymus, Winged**	<i>Euonymus alatus</i>	Dense shade and dense root system crowd out everything but own seedlings.
Honeysuckle	<i>Lonicera morrowii and tatarica</i>	Form impenetrable thickets and displace vegetation in young forests and floodplains.
Honeysuckle, Japanese	<i>Lonicera japonica</i>	Vine that chokes supporting trees and shrubs.
Locust, Black	<i>Robinia pseudoacacia</i>	Crowds out native vegetation.
Maple, Norway**	<i>Acer platanoides</i>	Crowds out native vegetation.
Rose, Multiflora	<i>Rosa multiflora</i>	Crowds out native vegetation.

NATIVE TREES NOT RECOMMENDED BY DRED OR EXT LITERATURE

Common Name	Latin Name	Reason
Box Elder	<i>Acer negundo</i>	Brittle wood, subject to snow and wind breakage.
Dogwood, Flowering	<i>Cornus florida</i>	Disease problem.
Elm, American	<i>Ulmus americanus</i>	Disease problem.
Hemlock, Eastern	<i>Tsuga canadensis</i>	Wooly adelgid heading north; recommend not to plant as there is no solution to the adelgid problem at this time.
Maple, Silver	<i>Acer saccharinum</i>	Disease problem, structurally weak wood.
Mulberry	<i>Morus sp.</i>	Abundant fruit is a litter problem.
Sycamore	<i>Plantanus occidentalis</i>	Disease problems make it very unattractive.
Willow, Weeping	<i>Salix sp.</i>	Root problems, tree litter, attracts beetles.
Aicantus	<i>Salix sp. altissima</i>	Crowds out native vegetation, toxin in bark, leaves and bark in soil endanger other plants.

NON-NATIVE TREES NOT RECOMMENDED BY DRED OR COOPERATIVE EXTENSION LITERATURE

Common Name	Latin Name	Reason
Birch, European White	<i>Betula pendula</i>	Disease problems make it very unattractive, spring, summer and fall.
Elm, Siberian	<i>Ulmus pumila</i>	Weak wooded, susceptible to wind breakage. Invasive in some locations.
Pear, Bradford Callery**	<i>Pyrus calleryana 'Bradford'</i>	Serious structural splitting at branch junctions.
Plane Tree, London	<i>Plantanus X acerfolia</i>	Disease problems.
Poplar, Lombardy	<i>Populus nigra</i>	Insect and disease problems make it short lived.

**** These plants occur regularly on plans and should be replaced with alternative plants.**

This Ordinance shall take effect upon its passage.

Sponsored by Councilors:

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

Approved: City Attorney

RESOLUTION NO. 01-18 TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE NEW HAMPSHIRE DEPARTMENT OF SAFETY TO ESTABLISH A CITY CONTINUITY OF OPERATIONS PLAN IN THE EVENT OF AN EMERGENCY.

Somersworth, NH
July 24, 2017

WHEREAS, the City of Somersworth has been notified of the availability of the 2017 New Hampshire EMPG grant through the New Hampshire Department of Safety, and

WHEREAS, the City of Somersworth is eligible to receive \$5,500 (five thousand five hundred dollars), and

WHEREAS, the City of Somersworth is required to provide a 50/50 match, but in-kind services is allowed as a match (equivalent salary for time each Somersworth staff provides to the Grant process), and

EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN

EMPG GRANT	=	\$11,000
<u>CITY MATCH</u>	=	<u>\$ 5,500 (In-kind)</u>
TOTAL PROJECT AWARD	=	\$ 5,500

WHEREAS, the Grant will allow the City of Somersworth to improve its Emergency Management Plan and provide alternative sites for government operations,

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the terms of the Grant are hereby accepted and the City Manager is authorized to sign all documents, agreements and take any and all such actions necessary for the grant's execution, and take any and all other such actions relative to this grant determined to be in the best interest of the City.

Sponsored by Councilors:

Martin Pepin
Denis Messier
Jennifer G. Soldati

Approved:

City Attorney

RESOLUTION NO. 03-18 TO AUTHORIZE THE CITY MANAGER TO SIGN A
LEASE/PURCHASE AGREEMENT WITH TD EQUIPMENT FINANCE OF
PORTLAND, MAINE FOR THE PURCHASE OF CITY VEHICLES.

Somersworth, NH
August 14, 2017

WHEREAS, the fiscal year 2017-2018 adopted budget contains an appropriation for a down payment toward the purchase of the following City vehicles:

- One SUV style Police Cruiser
- Code Office – New Vehicle Pick-up
- DPW Plow Truck – 306 Replacement
- DPW 1-Ton Truck – 201 Replacement
- DPW – Compact Tracked Loader (or similar equipment), and

WHEREAS, city staff solicited quotes for financing this purchase through a lease/purchase arrangement, and

WHEREAS, the Finance Committee for the City of Somersworth reviewed these four (4) quotes with city staff and recommends the lease/purchase arrangement,

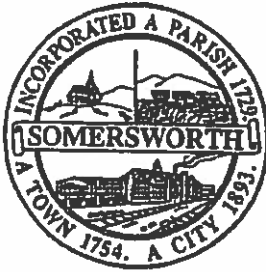
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a five-year lease/purchase agreement with TD Equipment Finance of Portland, Maine for the acquisition of City vehicles.

Sponsored by Councilors

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

Approved:

City Attorney



MEMORANDUM

TO: Bob Belmore, City Manager

FROM: Scott Smith, Finance Director

DATE: August 8, 2017

SUBJECT: Lease Quotes for Vehicle Replacement

I requested quotes on a three (3) and five (5) year lease/purchase arrangement with a \$20,000 down payment resulting in a principal balance of \$380,000 financed. The results were as follows:

	<u>3 Year</u>	<u>5 Year</u>
• TD Equipment Finance	\$132,383	\$81,606
• The BancCorp	\$135,660	\$85,880
• Baystone Government Finance	\$133,412	\$82,927
• Tax exempt Leasing Corp	\$133,799	\$82,478

The lowest quote received under both terms is TD Equipment Financing.

If you require any additional information please let me know.

*Finance Committee
voted to
recommend on
8-10-17
BS*

RESOLUTION NO. 04-18 TO AUTHORIZE THE CITY MANAGER TO ORDER A ONE-TON DUMP TRUCK & ASSOCIATED WINTER PLOW EQUIPMENT FOR THE DEPARTMENT OF PUBLIC WORKS WHICH WILL BE FUNDED BY A LEASE/PURCHASE ARRANGEMENT.

Somersworth, NH
August 14, 2017

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order one (1) new one-ton Dump Truck with winter plow equipment which is funded in the approved FY2018 City budget through a lease/purchase arrangement and to take any actions relative to these purchases determined to be in the best interest of the City.

Sponsored by Councilors

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

Approved:

City Attorney



MEMORANDUM from Director Public Works & Utilities

Date: August 4, 2017

To: Bob Belmore, City Manager

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

Cc: Scott Smith, Director of Finance and Administration
Roy Remick, Mechanic

Re: Recommendation for purchase of one (1) one-ton pick-up truck via State Bid purchasing

The Department's FY18 approved Capital Outlay budget provides funding for a replacement one-ton pick-up truck in the Highway Division. The Department seeks a waiver of competitive bids in order to purchase this truck under the State bid for Ford trucks. The Department has implemented a standardized fleet program to assist with operator training, reduced maintenance and operating costs. By using Ford equipment, the long term maintenance costs are less due to part consistency, common operator training and a strong warranty program. This unit will replace Truck # 201, 2006 Chevy 1 ton truck with approximately 118,000 miles. Truck #201 has a replacement trade in value of approximately \$2,500, therefore the net costs for this truck is \$76,766. Truck #201 is experiencing engine break downs, has required the need to replace motor mounts due to rust and age, fuel tank, and ball joints. Likely there will be expensive repairs required to the body by the next inspection.

The State's bid list has one-tons with specifications that meet our needs for replacing the older model vehicles, as follows:

2018 Ford F350 with the 6.7 diesel with back racks, 9ft plows and four corner strobe light.

This new unit will serve as a front line winter plow vehicle and will be used for year round general purposes for the Departments operations.

I am requesting approval to waive competitive bids and allow the Department to purchase from the State bid listing. In the case of a 1 ton truck, the State bid dealer is Grappone Ford of Concord. Our original plan is to have this new truck available to the Department for this upcoming 2017-2018 winter season.

Should you have any questions or need additional information, please let me know.

RESOLUTION NO. 05- 18 TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH PIKE INDUSTRIES OF BELMONT, NH FOR ROAD IMPROVEMENTS ON MAPLE STREET, A PORTION OF BLACKWATER ROAD, A PORTION OF GREEN STREET, A PORTION OF ROCKY HILL ROAD & WINTER STREET, AND CERTAIN SPOT REPAIRS THROUGHOUT THE CITY.

Somersworth, NH
August 14, 2017

WHEREAS, the City prepared and requested sealed bids from qualified contractors for road improvements to Maple Street, a portion of Blackwater Road from High Street to Route 108, a portion of Green Street from Franklin Street to Washington Street, a portion of Rocky Hill Road from Tate's Brook to Winter Street to include a portion of Winter Street to Page Street, and certain spot repairs throughout the City, and

WHEREAS, City staff reviewed the results of the bids received and recommends contracting with Pike Industries of Belmont, NH to make these improvements at a cost not to exceed \$679,340 (Six Hundred Seventy Nine Thousand Three Hundred Forty dollars), and

WHEREAS, the Finance Committee for the City of Somersworth has reviewed the recommendation by staff to award the contract to Pike Industries, and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Pike Industries of Belmont, NH for road improvements to Maple Street, a portion of Blackwater Road from High Street to Route 108, a portion of Green Street from Franklin Street to Washington Street, a portion of Rocky Hill Road from Tate's Brook to Winter Street to include a portion of Winter Street to Page Street, and certain spot repairs throughout the City at a cost not to exceed \$679,340 (Six Hundred Seventy Nine Thousand Three Hundred Forty dollars) and to take any other actions on behalf of this project determined to be in the best interest of the City, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to process change orders to extend the road improvements to include Winter Street from Page Street to Market Street and Rocky Hill Road from Tate's Brook to Otis Road provided that the additional work does not exceed the City Engineer's estimate and does not exceed available funding.

Sponsored by Councilors

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

Approved

City Attorney



MEMORANDUM from Director Public Works & Utilities

Date: August 6, 2017

To: Bob Belmore, City Manager

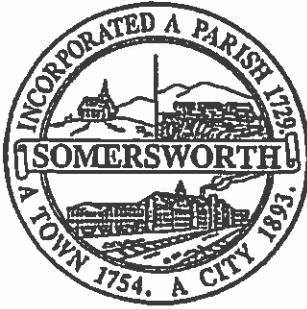
From: Michael J. Bobinsky, Director of Public Works and Utilities

Cc: Scott Smith, Director of Finance and Administration
Scott Bourcier, PE. Contract City Engineer-Dubois and King

Re: Recommended Paving Bid Award

Attached is the bid tabulation and recommendation prepared by Scott Bourcier. Based on confirming bid results, it is our recommendation that we issue a Notice of Award to Pike Industries in the amount of \$679,339.40 for repaving the FY18 base bid streets along with all bid alternates #1-#5.

Should you have any questions or need additional information, please let me know.



Scott M. Bourcier, P.E.
Contract City Engineer
Tel: 692-9524
Fax: 692-9576

DATE: August 9, 2017

TO: Scott Smith, Finance Director
Michael Boblinsky, Director of Department of Public Works & Utilities

COPY:

SUBJECT: Request for Bid No. 07102017 – FY2018 Road Paving
Bid Tabulation

The City of Somersworth publicly opened and read aloud submitted bids for the Request for Bid No. 07102017 – FY2018 Road Paving project on August 3, 2017. A total of three (3) bids were received. One of the three Bidders did not acknowledge receiving all addendums, but all Bidders submitted the required bid bond or certified check with their bids. Although not required as part of the bid, all Bidders were listed on the New Hampshire Department of Transportation's Prequalified Contractor's List for "Road". Below is a breakdown list results of the bid tabulation; starting with the Engineer's Estimate of Probable Construction Cost (EOPCC) and then in descending bid order. Attached is the bid tabulation performed for this project.

	<u>Engineer</u>	<u>Pike</u>	<u>Brox</u>	<u>Advanced</u>
Base Bid	\$ 792,970.50	\$ 634,026.20	\$ 928,066.20	\$ 871,498.20
Add Alt. No. 1	\$ 14,343.00	\$ 17,473.20	\$ 22,337.50	\$ 24,058.00
Add Alt. No. 2	\$ 7,500.00	\$ 3,600.00	\$ 5,625.00	\$ 5,625.00
Add Alt. No. 3	\$ 12,500.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00
Add Alt. No. 4	\$ 8,000.00	\$ 3,840.00	\$ 4,800.00	\$ 6,400.00
Add Alt. No. 5	\$ 30,000	\$ 14,400.00	\$ 15,000.00	\$ 18,000.00
	\$ 865,313.50	\$ 679,339.40	\$ 983,328.70	\$ 933,081.20

Alt. No. 1 – Hillside Street Cold Plan/Overlay
Alt. No. 2 – Spot Repair: Salmon Falls Rd at Maloney St
Alt. No. 3 – Spot Repair: Salmon Falls Road at Eddie Bridge
Alt. No. 4 – Spot Repair: 17 Tate's Brook Road
Alt. No. 5 – Spot Repair: High Street (Verona to Bartlett)

This Office performed a bid tabulation analysis and did discover one error with Pike's submitted bid. This Office calculated Add No. 4 to be \$3,840 while the Bid listed this item to be \$2,880. This increased cost did not alter the end results of the bid tabulation.

Based on our analysis, this Office recommends executing a Notice of Award to Pike Industries for the construction of the Base Bid and subsequent add alternatives that meets the City's budget. In the meantime, this Office recommends returning all Bid Bonds within 60-days of the Bid Opening.

END OF MEMORANDUM

Map by NH GRANIT



Legend

- State
- County
- City/Town
- NH 2015 1-foot RGB

Map Scale

1: 9,809

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Map Generated: 8/11/2017



Notes

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Map by NH GRANIT

Legend

- State
- County
- City/Town
- NH 2015 1-foot RGB



Map Scale
1: 4,905

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Notes



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Notes



Map by NH GRANIT



Legend

- State
- County
- City/Town
- NH 2015 1-foot RGB

WINTER ST.
Rocky Hill Rd to
Market St

Map Scale
1: 4,905

© NH GRANIT, www.granit.unh.edu
Map Generated: 8/11/2017

Notes

RESOLUTION NO. 06-18 TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH HACH COMPANY OF CHICAGO, ILLINOIS FOR THE PURCHASE OF A HACH B3500 BIOTECTOR TOC ANALYZER FOR USE AT THE WATER TREATMENT PLANT.

Somersworth, NH
August 14, 2017

WHEREAS, the Somersworth Capital Improvement Program for Fiscal Years 2018 through 2023 contains a recommendation to replace a water TOC analyzer used at the Water Treatment Plant, and

WHEREAS, the fiscal year 2017-2018 adopted budget contains an appropriation for the replacement of this equipment, and

WHEREAS, city staff recommends purchasing this equipment from Hach Company as a sole source provider of this equipment, and

WHEREAS, the Finance Committee has reviewed the recommendation and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Hach Company of Chicago, Illinois for the purchase of a Hach B3500 biotector TOC analyzer for an amount not to exceed \$41,897 (Forty One Thousand Eight Hundred Ninety Seven dollars) and to take any actions relative to this purchase determined to be in the best interest of the City.

Sponsored by Councilors

David A. Witham
Martin Pepin
Jennifer G. Soldati

Approved

City Attorney

**MEMORANDUM from Director Public Works & Utilities**

Date: August 10, 2017

To: Bob Belmore, City Manager

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

Cc:

Re: **Hach B3500 Biotector Total Organic Carbon (TOC)**

The Water Treatment Plant FY 18 budget provides for the replacement of the Hach Total Organic Carbon (TOC) water quality analyzer. The budget for the replacement analyzer is \$51,353. Due to pricing, past experience and product standards, this is a sole source purchase item from Hach Supplies.

The Hach Biotector TOC is used to measure the Total Organic Carbon in the raw and the treated water. TOC measurement is regulated by the US EPA and NHDES. The water treatment plant must at all times have no less than 45% removal of Total Organic Carbon between that raw and treated water. This analyzer gives us the ability to achieve this measurement. The reason for a sole source purchase is that Hach is the distributor of this device therefore giving us the best pricing. This unit replaces the prior version TOC that Hach used to distribute. Also this unit is EPA certified so it can be used for reporting purposes of the treatment facility. We have a service contract with Hach to maintain the Treatment Plants' lab equipment and the new replacement unit will be covered under it as well.

Note • FY18 Approved Budget was \$51,353.
for this CIP item. JBB

RESOLUTION NO. 07-18 TO AUTHORIZE THE CITY MANAGER TO ACCEPT AND ENTER INTO A GRANT AGREEMENT FOR THE 2017 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM.

Somersworth, NH
August 14, 2017

WHEREAS, the City of Somersworth has been notified of the award of the 2017 Justice Assistance Grant (JAG) program, and

WHEREAS, the City of Somersworth is eligible to receive \$12,330.00 (Twelve Thousand Three Hundred Thirty dollars) requiring no local matching funds, and

WHEREAS, the Grant will allow the City of Somersworth to upgrade servers housing critical data,

EXPLANATION OF TOTAL PROJECT GRANT BREAKDOWN

Justice Assistance Grant	=	\$12,330.00
City Match	=	\$ 00.00
Total Project Award	=	\$12,330.00

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents and agreements necessary for the grant's execution, and furthermore to expend the grant proceeds in accordance with the grant documents, and take any and all other such actions relative to this grant determined to be in the best interest of the City.

Sponsored by Councilors

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

Approved:

City Attorney



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, Police Chief
Date: August 8, 2017
Subject: 2017 Edward Byrne Memorial Justice Assistance Grant

As you know we were recently notified that we have been awarded a grant through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The Somersworth Police Department will once again act as the fiscal agent for the Rochester Police Department, the Strafford County Sheriff's Department and the Somersworth Police Department. No matching funds are needed to qualify for this grant. The financial breakdown is as follows:

Rochester Police Department	\$24,728.00
Somersworth Police Department	\$12,330.00
Strafford County Sheriff's Department	\$ 0.00
Total JAG Grant	\$37,058.00

Our proposed use of these funds is:

2 Exacq Video Servers, 2 Terra Bytes each \$13,168.00

These servers would replace 2 500 GB servers that have been in place since 2008 when the current police department was built. They store and maintain all video and audio from all 20 video cameras we have in place. Four of those cameras are audio/video capable and are used for all booking processes and interviews. These servers have periodically begun to freeze up, which is indicative of possible hard drive failures. Given that these store data that is critical to our case management as it pertains to investigations and subsequent prosecutions it is imperative that we have and maintain properly operating dedicated storage systems.

As you can see, the quote for the 2 servers exceeds the grant award by \$838.00. I propose that the difference be made up with funds from the DEA Seizure account.



David B. Kretschmar
Chief of Police

Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

PUBLIC NOTICE

The Somersworth Police Department (as fiscal agent) will be holding a **public hearing** to discuss the 2017 Byrne Memorial Justice Assistant Grant (JAG). Comments from the public are welcome at a public hearing to be held at the Somersworth City Hall, **Council Chambers**, located at One Government Way, Somersworth, NH, **on Monday, August 14th at 6 pm**. The total award is as follows:

City of Rochester, New Hampshire	\$26,029.00
Strafford County Sheriff's Department	\$ 0.00*
City of Somersworth, New Hampshire	<u>\$11,029.00</u>
Total Award	\$37,058.00

*Denotes disparate jurisdiction

The City of Somersworth, NH shall be the fiscal agent for the above jurisdictions. The City of Somersworth shall receive 5% or an additional \$1,301.00 for acting as fiscal agent. As agreed, the grant funding shall be used by:

Rochester Police Department	\$24,728.00
Strafford County Sheriff's Department	\$ 0.00
Somersworth Police Department	<u>\$12,330.00</u>
Total Award	\$37,058.00

The Rochester Police Department plans to spend their funding as follows:

Crime Scene Training/Evidence Equipment	\$24,728.00
---	-------------

The Somersworth Police Department plans to spend the funding as follows:

2 Video Servers/Recorders	\$12,330.00
---------------------------	-------------

This notice is in accordance with RSA 91-a:2, Revised Statutes Annotated of the State of New Hampshire.

Called by: David B Kretschmar
Chief of Police

Date Posted: August 8th, 2017

Posted at: City of Somersworth, New Hampshire website: www.Somersworth.com

Somersworth City Hall

Somersworth Public Library

Rochester Police Department



June 13, 2017

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

**RE: Hilltop School Rehabilitation
RSA 79:E Community Revitalization Tax Relief Incentive**

Dear Mr. Belmore,

Chinburg Properties is pleased to present this request to partner with the City to preserve and rehabilitate the Hilltop School using New Hampshire's RSA 79:E Tax Relief Incentive. Preserving the legacy of historic buildings is what Chinburg Properties does best. Chinburg Properties proposes to transform the historic Hilltop School to market rate, residential rental apartments with modern amenities that highlight its unique architecture. Chinburg's development plan calls for:

- Up to 30 market-rate apartments that highlight the unique charm of the school
- Land allocated for a public park
- Preservation of the building's historic features per National Park Service standards

As is often the case with historic building rehabilitation, the costs required to rehabilitate and re-purpose the Hilltop School will greatly exceed its economic value. To make the project economically feasible, the maximum tax relief made available by RSA 79:E is necessary. For this reason, Chinburg is requesting the following relief by City Council vote:

- A total of 11 years of tax relief as allowed under RSA 79:E.
- Waiver from all city fees associated with the project, including but not limited to application fees, permit fees, water/sewer connection fees, and impact fees.
- Support in obtaining a Community Development Block Grant or other grants.

We know from experience the transformative power of building restorations and the contributions such projects make to the fabric and vitality of local communities. We have a track record of successful projects in Somersworth with the Great Falls School and the Canal Street Mill; we look forward to another opportunity to contribute to the vitality of Somersworth with the Hilltop School project.

Chinburg respectfully requests the Council's consideration of our application. Thank you for your time and consideration.

Sincerely,

Eric J. Chinburg
President, Chinburg Properties

SOMERSWORTH FIRE DEPARTMENT

July 31, 2017

Informational Items # 1

TO: Robert M. Belmore, City Manager
FROM: Chief Hoyle
RE: FEMA FIRE Act Grant Award

On Friday Barrington Fire & Rescue was notified on behalf of "Community Fire Mutual Aid Association (CFMAA)" that FEMA has awarded a \$250,000 FIRE Act Grant to replace the 1988 Air Van that Somersworth operates for the CFMAA (Barrington Fire & Rescue sponsored the grant and we wrote it). The CFMAA is a group of municipal Fire Departments comprised of Barrington, Berwick, Dover, Eliot, Lebanon, North Berwick, Rochester, Rollinsford, South Berwick and Somersworth. This group has been together since 1948 and Somersworth has been operating the Air Van unit since the original vehicle was fabricated in 1972. Currently call firefighters operate the Air Van. CFMAA pays for upkeep of the vehicle.

The current vehicle has:

- An air cascade system that will fill up to 50 SCBA bottles
- A tent and 4 chairs for minor firefighter rehab on scene
- Snacks and refrigerated water for the firefighter rehab effort
- 2 SCBA in the event the Air Van crew is pressed into firefighting efforts on scene

The new vehicle will have a "Firefighter Rehab" area inside as well as the air cascade function in a separate compartment in the rear of the vehicle. Currently in inclement weather (cold, snow or heat) we try to summon a Coast bus for sheltering firefighters who are in "rehabilitation" after firefighting efforts. However, Coast cannot always accommodate our needs.

The new vehicle will have:

- An air cascade system capable of filling 140 bottles
- An exterior awning, chairs and a misting fan to accommodate overflow from inside the unit during hot weather
- An exterior closet with heat pumped in to dry bunker coats while firefighters are inside the vehicle in Rehab
- An area to sit 10 firefighters inside the vehicle for medical monitoring and rest (minimum of 15 minutes)
- Refrigerated beverages: coffee and hot water capability (tea and hot chocolate): microwave and snacks
- 2 SCBA in the event the Air Van crew is pressed into firefighting on scene

The "Rehab" portion of the vehicle will be overseen by the paramedics who respond to fire scenes in each community and whose responsibility it is for medical monitoring of the firefighters on scene.

FEMA advised us that this is the first "Regional Vehicle" awarded in the New England/New York/New Jersey area since the awards began in 2001.

Bob Belmore

From: Keith Hoyle
Sent: Friday, July 14, 2017 1:49 PM
To: Michael Bobinsky
Cc: Bob Belmore
Subject: FW: ***Notice of Funding Opportunity - FY 2017 Pre-Disaster Mitigation Program***
Attachments: FY 2017 PDM NOFO FINAL.pdf; FEMA_HMA_tri_2015_508.pdf
Importance: High

*FYI
PDM Haz MIT
GRANT*

[Signature]

From: NH HSEM Field Services [mailto:NHHSEMFieldServices@dos.nh.gov]
Sent: Friday, July 14, 2017 1:23 PM
Subject: ***Notice of Funding Opportunity - FY 2017 Pre-Disaster Mitigation Program***
Importance: High

Good afternoon,

On July 10, 2017, New Hampshire Homeland Security and Emergency Management (HSEM) received notification from the Federal Emergency Management Agency (FEMA) that Congress has appropriated funding for the **Pre-Disaster Mitigation (PDM) Program**. The PDM Program makes available Federal funds to State, Local and Tribal Governments to implement and sustain cost-effective measures designed to reduce the risk to individuals and property from natural hazards, while reducing reliance on Federal funding from future disasters. The PDM Program strengthens national preparedness and resilience and supports the mitigation mission area in the National Preparedness System and National Preparedness Goal. **Please reference the attached Notice of Funding Opportunity to identify this year's priority projects.**

HSEM is requesting Letters of Intent (LOI) from **local governments and State Agencies** that intend on applying for PDM funds. Please reference the attached Hazard Mitigation Assistance (HMA) brochure for guidance. Once received, HSEM will be in touch to review project eligibility and potential for application submission for the nationally competitive review process.

If your organization plans on participating in this program, please complete the Letter of Intent on the HSEM Resource Center at https://apps.nh.gov/blogs/hsem/?page_id=1199.

Letters of Intent must be received by **August 14, 2017**.

If you have any questions, please do not hesitate to contact your HSEM Field Representative at (603) 223-3663.

Best,

Local Liaisons

Field Services (KJH)
State of New Hampshire
Division of Homeland Security & Emergency Management
Office: 603-223-3663 Fax: 603-223-3609

*Generator
Salmon
Falls
Pd*

SOMERSWORTH, NEW HAMPSHIRE

City of Somersworth
One Government Way
Somersworth, NH 03878



City Hall
603.692.4262
www.somersworth.com

August 10, 2017

Ms. Whitney Welch
New Hampshire State Hazard Mitigation Officer
State of New Hampshire
Homeland Security & Emergency Management
33 Hazen Drive
Concord, New Hampshire, 03301

Re: FY 2017 Flood Mitigation Assistance Program-City of Somersworth Salmon Falls Road
Design – Road Elevation Assessment

Dear Ms. Welch:

The City of Somersworth is hereby submitting a Letter of Intent for the purpose of applying for FY17 grant funds with the Flood Mitigation Assistance Program. It is understood that the Flood Mitigation Assistance program makes available Federal funds to local municipalities and State agencies to eliminate the risk of repetitive flood damage to public buildings and public infrastructures such as roads, culverts and bridges. In addition, the City of Somersworth completed a Multi-Hazard Mitigation Plan Update in 2016 and one of the key projects included with the Update is an assessment of the Salmon Falls Road evaluation to address prior years flooding in this area of the City. This project is referenced on page 76 of the document.

The flooding that occurred during 2007-time frame and recent high rain events effecting our area highlight the fact that this road is susceptible to flooding and contributing to property damage due to minimal flood control measures available; and I would point out it led to emergency evacuation of residents living along this area of the Salmon Falls River. This assessment will provide the basis for a final design and a reconstruction of the Road. City staff have estimated the cost to construct improvements to correct the elevation of the road is approximately \$1,000,000. However what the City is seeking at this point is assessment and preliminary engineering to better determine what design criteria is needed to project the road while protecting abutting properties as well. We are estimating the cost of this preliminary design and assessment work to be approximately \$75,000.

The overall goal with this effort is to mitigate flooding and evacuation issues by raising parts of Salmon Falls Road at the Rochester (NH) and Berwick (ME) border. Significant upgrades to existing culverts would also be necessary to handle increased precipitation during storm events. A copy of the complete report is included as an attachment in the on line version of the Letter of Intent form.

Thank you in advance for your assistance with processing the City of Somersworth Letter of Intent. Should you have any questions or need additional information, please call me at (603) 692-9503 or Michael Bobinsky, Director of Public Works and Utilities at (603) 692-4266 or Fire Chief Keith Hoyle at (603) 692-3457.

Sincerely,

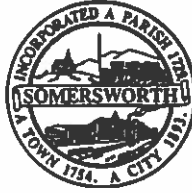
A handwritten signature in black ink, reading "Robert M. Belmore". The signature is fluid and cursive, with the first name "Robert" being more prominent and the last name "Belmore" following in a similar style.

Robert Belmore, ICMA-CM
City Manager

Cc: Michael J. Bobinsky, Director of Public Works and Utilities
Keith Hoyle, Fire Chief & Emergency Management Director

SOMERSWORTH, NEW HAMPSHIRE

City of Somersworth
One Government Way
Somersworth, NH 03878



City Hall
603.692.4262
www.somersworth.com

August 10, 2017

Ms. Whitney Welch
New Hampshire State Hazard Mitigation Officer
State of New Hampshire
Homeland Security & Emergency Management
33 Hazen Drive
Concord, New Hampshire, 03301

Re: FY 2017 Flood Mitigation Assistance Program-City of Somersworth Emergency Backup Generator
for the Department of Public Works Facility

Dear Ms. Welch:

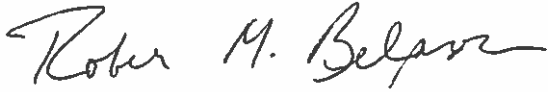
The City of Somersworth is hereby submitting a Letter of Intent for the purpose of applying for available grant funds with the Flood Mitigation Assistance Program. It is understood that the Flood Mitigation Assistance program makes available Federal funds to local municipalities and State agencies to eliminate the risk of the inability of emergency personnel to respond to events requiring the response of municipal department to protect life and property. The City of Somersworth completed Multi-Hazard Mitigation Plan Update in 2016. One of the key projects included with the Update is the purchase and installation of a generator at the City's Public Works Facility in order to sustain the continuity of operations within the City to allow for highway personnel to respond with vehicles and equipment during significant events such as blizzards, hurricanes and other events threatening the community and general public at large. A copy of the complete report is included as an attachment in the on line version of the Letter of Intent form.

This project is referenced on page 76 of the Plan Update. Communications is essential to allow crews to interface with other public safety personnel including police and fire departments during an emergencies. Power is also needed to have access to equipment and materials during large response events. The backup generator will enable key portions of the Facility to be operational when power is down due to weather emergencies. We anticipate the cost to purchase and install a backup generator is estimated to be approximately \$75,000. I would also point out that the City has been unable to fund this project due to competing needs.

Proud past, bright future

Thank you in advance for your assistance with processing the City of Somersworth Letter of Intent. (LOI). Should you have any questions or need additional information, please call me at (603) 692-9503 or Michael Bobinsky, Director of Public Works and Utilities at (603) 692-4266 or Fire Chief Keith Hoyle at (603) 692-3457.

Sincerely,

A handwritten signature in black ink, reading "Robert M. Belmore". The signature is fluid and cursive, with the first name "Robert" being more prominent than the last name "Belmore".

Robert Belmore, ICMA-CM
City Manager

Cc: Michael J. Bobinsky, Director of Public Works and Utilities
Keith Hoyle, Fire Chief & Emergency Management Director



Please join us...

SOMERSWORTH PLAZA & MAIN STREET COMMUNITY CHARRETTE

What should a redevelopment plan look like for the Plaza? How about the former police station? What businesses would you like to see on Main Street? Where would you like the Riverwalk to go? We want to hear from you!

Please join us!

Friday September 22nd, 2017, two public forums!!

3:30 - 5 p.m.

or

6:30 - 8 p.m.

Hear and see the results of the Planning effort

Saturday September 23rd - 3p.m.

**Somersworth Career Tech Center
18 Cemetery Road, Somersworth, NH 03878**

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

August 10, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 03-18

Title: TO AUTHORIZE THE CITY MANAGER TO SIGN A
LEASE/PURCHASE AGREEMENT WITH TD EQUIPMENT FINANCE
OF PORTLAND, MAINE FOR THE PURCHASE OF CITY VEHICLES

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: 8/10/17

By:  _____

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

August 10, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 04-18

Title: TO AUTHORIZE THE CITY MANAGER TO ORDER A ONE-TON
DUMP TRUCK & ASSOCIATED WINTER PLOW EQUIPMENT FOR
THE DEPARTMENT OF PUBLIC WORKS WHICH WILL BE FUNDED
BY A LEASE/PURCHASE ARRANGEMENT

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 8/10/17

By: [Signature]

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

August 10, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 05-18

Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
PIKE INDUSTRIES OF BELMONT, NH FOR ROAD IMPROVEMENTS
ON MAPLE STREET, A PORTION OF BLACKWATER ROAD, A
PORTION OF GREEN STREET, A PORTION OF ROCKY HILL ROAD
& WINTER STREET, AND CERTAIN SPOT REPAIRS THROUGHOUT
THE CITY

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: _____

8/10/17

By: _____



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

August 10, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 06-18

Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
HACH COMPANY OF CHICAGO, ILLINOIS FOR THE PURCHASE
OF A HACH B3500 BIOTECTOR TOC ANALYZER FOR USE AT
THE WATER TREATMENT PLANT

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: 8/10/17

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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

WALTER L. MITCHELL
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LAURA SPECTOR-MORGAN
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August 11, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 07-18

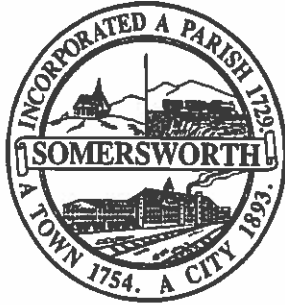
Title: **TO AUTHORIZE THE CITY MANAGER TO ACCEPT AND ENTER
INTO A GRANT AGREEMENT FOR THE 2017 JUSTICE ASSISTANCE
GRANT (JAG) PROGRAM**

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: 8/11/17

By: 



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: August 9, 2017

Re: **Monthly Report**

Finance Department:

- Hired a new Water Utility Clerk – starting date August 15.
- Conducted interviews for Assistant Finance Director position.
- Participated in Union Negotiations.
- Started FY17 year-end closing. Audit field work scheduled for last week in August.
- Bids:
 - Road Resurfacing – August 3, 2017
 - Engineering for Road Improvements – August 17, 2017

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Started preparations for the November Municipal Elections.
- Total Receipts for the month were \$6,674.
- Permits:
 - 7/11 Boy Scout Troop 173 – Selling Candy Bars
 - 7/21 Prime Storage – Yard Sale
 - 7/24 American Legion Post 69 – Queen of Hearts
 - 7/24 American Legion Post 69 – Dice Game
 - 7/26 Somersworth Indonesian Fair

Tax Collector

- Impending deed notices were mailed the end of June with a deed date of August 4.
- Motor vehicle registrations were a total of \$147,130 during the month.
- Collected \$5,540 for Municipal Transportation Fund during month.
- Total receipts for the month were \$2,582,231.
- 13 people used the drive-up window this month.

Human Services:

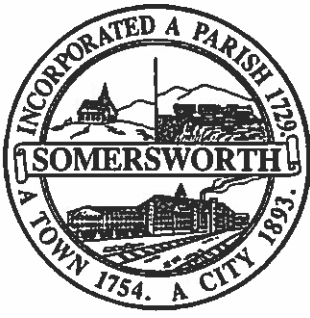
- Total assistance for the month was \$8,916. That compares to \$13,817 for the month of July 2016 and \$8,105 for June 2017.
- 9 new cases were opened compared to 10 in 2016.
- 18 cases were approved for varying levels of assistance, with 1 case still pending and 3 cases denied. 31 cases were referred to other agencies for support.

Library

- Linda Wheeler has announced her retirement after 16 years with the library.
- 50 children are participating in the summer reading program.
- The Friends donated two rocking chairs to library for the lower level reading area.
- The Library provided 15 programs and 3 weekly story time programs this month.

Information Technology

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



DEPARTMENT OF DEVELOPMENT SERVICES

Date: July 1, 2017, 2017

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

Re: June 2017 Monthly Report

In addition to the Department's various activities listed in the attached staff reports, I attended the following Land Use Board meetings:

- Zoning Board – July 5
- Conservation Commission – July 12
- Planning Board – July 19
- SRTC – July 5, July 12

And attended the following Special Meetings:

- Seacoast Stormwater Coalition – July 12
- SRTC – Transportation Advisory Committee - July 7
- TAP Scoping Meeting – July 17

- Sales Verification inspections have taken place in the month of July.
- Cycled inspections have started. There are approximately 1100 properties to visit this summer. An article was put in the Foster's to make the public aware of which properties we will be visiting.
- We have verified that all of the people receiving the elderly exemption still qualify.

Property Maintenance and Code Enforcement Activity Report for July 2017

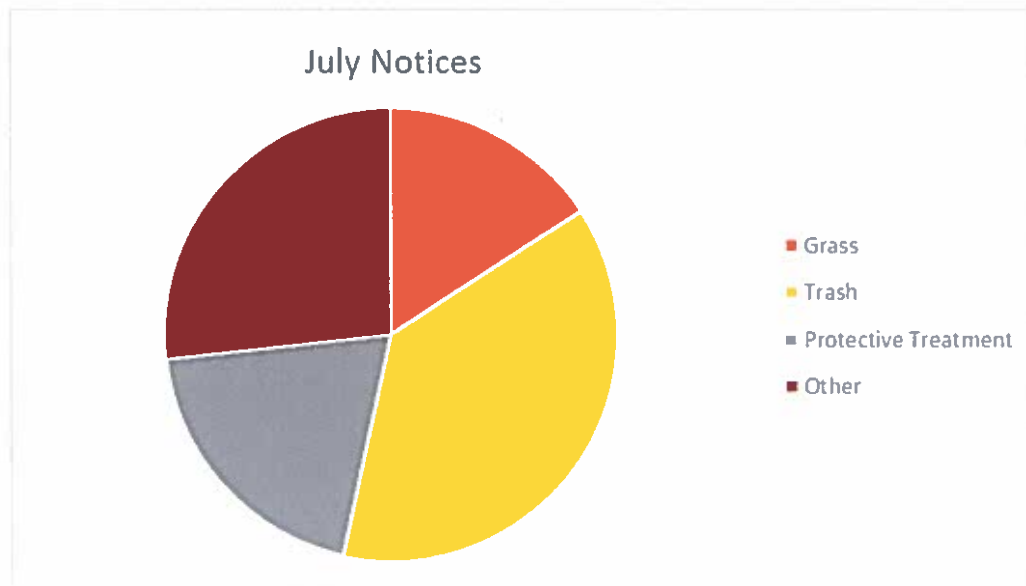
Incident Location		Origin of complaint	Nature of Concern	Date of Complaint	Responsible person notified*	Compliance
69	West High	DDS	Protective treatment	1/10/17	NOV	PENDING
271	Main	DDS	Protective treatment	1/10/17	NOV	PENDING
278	Main	DDS	Protective treatment	1/10/17	NOV	PENDING
357	Main	DDS	Protective treatment	1/10/17	NOV	PENDING
26	Mt. Vernon	DDS	Protective treatment	1/10/17	NOV	PENDING
71	Prospect	DDS	Protective treatment	1/11/17	NOV	PENDING
40	Grove	DDS	Protective treatment	1/11/17	NOV	PENDING
47	Prospect	DDS	Protective treatment	1/24/17	NOV	PENDING
14	Myrtle	DDS	Protective Treatment	2/24/17	NOV	PENDING
64	Bartlett	DDS	Protective Treatment	3/20/17	NOV	PENDING
65	South	DDS	Protective Treatment	3/22/17	NOV	PENDING
347-349	Main	DDS	Protective Treatment	3/28/17	NOV	PENDING
7	Ash	DDS	Protective Treatment	4/7/17	NOV	PENDING
14	Sunset	DDS	Protective Treatment	4/10/17	NOV	PENDING
77-79	Franklin	DDS	Protective Treatment	4/12/17	NOV	PENDING
41-43	Franklin	DDS	Protective Treatment	4/18/17	NOV	PENDING
78	South	DDS	Protective Treatment	4/26/17	NOV	PENDING
9	Mt. Auburn	DDS	Protective Treatment	4/26/17	NOV	PENDING
19	Fremont	DDS	Protective Treatment	6/22/17	NOV	PENDING
315	High	DDS	Trash	6/22/17	NOV	COMPLIED
29	Franklin	DDS	Grass	6/27/17	NOV	COMPLIED
228	Main	DDS	Trash	6/27/17	NOV	COMPLIED
18	High	DDS	Grass		NOV	COMPLIED
19	Oakridge Dr	DDS	MOTOR VEHICLES	7/6/17	CN & NOV	PENDING
64	Lily Pond Rd	DDS	Trash	7/6/17	CN	COMPLETED
198	Main	DDS	Trash	7/7/17	CN & NOV	COMPLETED
24	Lil-Nor Ave	DDS	Trash	7/7/17	CN & NOV	COMPLETED
4	Primrose Ln	DDS	Grass	7/7/17	CN & NOV	COMPLETED
71	Buffumsville Rd	DDS	Grass	7/7/17	CN & NOV	COMPLETED
463	High	DDS	Sign(s)	7/11/17	CN & NOV	PENDING
12	Hillside	DDS	Trash	7/11/17	CN	COMPLETED
76	South	DDS	Trash	7/11/17	CN	COMPLETED
32-34	Union	DDS	Trash	7/11/17	CN	COMPLETED
48	Green	DDS	Trash	7/11/17	CN & NOV	COMPLETED
436	High	DDS	Grass	7/12/17	CN & NOV	COMPLETED
8	Tate's Brook Rd	DDS	Trash	7/12/17	CN	COMPLETED
41	Tate's Brook Rd	DDS	Trash	7/12/17	CN & NOV	COMPLETED
7	Varney Rd	DDS	Trash	7/12/17	CN	COMPLETED
32	Mt. Vernon	DDS	Trash	7/12/17	CN	COMPLETED

36	Market	DDS	Trash/Recyclables Early	7/12/17	CN	COMPLETED
36	Midway Park	DDS	Dumpster	7/12/17	CN	PENDING
133	Indigo Hill Rd	DDS	Trash	7/17/17	CN	COMPLETED
212	Maple	DDS	Grass	7/17/17	CN	COMPLETED
259	Main	DDS	Grass	7/17/17	CN & NOV	PENDING
24	Washington	DDS	Grass	7/17/17	CN & NOV	COMPLETED
67	Elm	DDS	Grass	7/17/17	CN	COMPLETED
10	Green	DDS	Trash	7/13/17	CN	COMPLETED
203	Green	DDS	Grass	7/13/17	CN	COMPLETED
73	Indigo Hill Rd	DDS	Trash	7/13/17	CN	COMPLETED
260	Main	DDS	Fence	7/13/17	CN & NOV	PENDING
70	South	DDS	Grass	7/13/17	CN & NOV	COMPLETED
5	Turgeon Ln	DDS	Trash	7/13/17	CN	COMPLETED
2	Main	DDS	Sign(s)	7/18/17	Other	COMPLETED
12	Third	DDS	Fence	7/18/17	CN	PENDING
388	Main	DDS	Sign(s)	7/18/17	CN	COMPLETED
17	Silver	DDS	Grass	7/19/17	CN	COMPLETED
39	Rocky Hill Rd	DDS	Dumpster	7/21/17	CN	COMPLETED
177	West High	DDS	MOTOR VEHICLES	7/21/17	CN & NOV	COMPLETED
22	Union	DDS	Trash	7/21/17	CN	PENDING
362	Rt. 108	DDS	Grass	7/21/17	CN	PENDING
378	High	DDS	Grass	7/21/17	CN	PENDING
219	West High	DDS	Grass	7/21/17	CN	COMPLETED
348	High	DDS	Protective treatments	7/21/17	CN	PENDING
369	Rt. 108	DDS	Sign(s)	7/21/17	CN	PENDING
17-31	Market	DDS	Trash	7/24/17	CN	PENDING
24	Cemetery Rd	DDS	Trash	7/24/17	CN	COMPLETED
8	Genest	DDS	Trash	7/24/17	CN	PENDING
240	Main	DDS	Trash	7/25/17	CN	COMPLETED
21	Silver	DDS	Trash	7/25/17	CN	COMPLETED
82	High	DDS	Trash/Recyclables Early		NOV	COMPLETED
66-70	High	DDS	Trash/Recyclables Early		NOV	COMPLETED
72-76	High	DDS	Trash/Recyclables Early	7/25/17	Spoke to PO	COMPLETED
117	Green	DDS	Trash	7/27/17	CN	PENDING
159	West High	DDS	Trash	7/27/17	CN	PENDING
151	Indigo Hill Rd	DDS	Trash	7/27/17	CN	PENDING
7	Chadwick Ln	DDS	Other	7/27/17	Spoke to PO	PENDING
149	High	DDS	Trash	7/27/17	CN	PENDING
283-285	Main	DDS	Trash	7/27/17	CN	PENDING
247	Main	DDS	Grass	7/27/17	CN	PENDING
78-80	Union	DDS	Trash	7/27/17	CN	PENDING
22	Fayette	DDS	Trash	7/27/17	CN	PENDING
10-12	School	DDS	Trash	7/27/17	CN	PENDING

6	Myrtle	DDS	Trash	7/27/17	CN	PENDING
2	Hanson	DDS	Trash	7/27/17	CN	PENDING
372	West High	DDS	Trash	7/31/17	CN	PENDING
85	Elm	DDS	MOTOR VEHICLES	7/20/17	CN	PENDING

In addition to new complaints received, work continues on the Work in Progress (WIP) files from past months. Of the 30 pending complaints from June, 24 have been completed and 6 are still pending.

*CN=Courtesy Notice; NOV=Notice of Violation



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

Penta K Reatly Trust	\$39,000.00	\$322.00
Penta K Reatly Trust	\$53,000.00	\$434.00
Penta K Reatly Trust	\$61,000.00	\$498.00

Minor Building Permits Applied for in July 2017:

62	Indigo Hill Rd	\$16,152.00	\$139.21
118	High	\$1,000.00	\$25.00
266	Green	\$1,800.00	\$26.00
8	Rouleau Dr	\$8,728.00	\$80.00
43	Myrtle	\$5,300.00	\$52.40
25	Hickory Ln	\$5,000.00	\$60.00
15	Squire Dr	\$5,279.00	\$52.23
290	High	\$6,028.00	\$58.00
40	South	\$3,800.00	\$41.00
7	Morning	\$14,919.00	\$130.00
94	Union	\$6,000.00	\$70.00
42	Cemetery Rd	\$2,500.00	\$30.00
25	Myrtle	\$1,500.00	\$25.00
73	Salmon Falls Rd	\$1,518.00	\$25.00
1	Sunset Dr	\$2,349.00	\$34.00
427	Rt. 108	\$10,000.00	\$90.00
607	Sherwood Glen MHP	\$4,205.00	\$42.00
117	Indigo Hill Rd	\$2,096.00	\$26.00
18	Lilac Ln	\$503,400.00	\$0.00
16	Guy	\$8,087.12	\$138.00
1	Beacon	\$200.00	\$25.00
270	Main	\$2,400.00	\$50.00
30	Prospect	\$15,500.00	\$134.00
7	Works Way	\$25,000.00	\$210.00
8	Laurier	\$1,500.00	\$25.00
57	Bartlett Ave	\$600.00	\$25.00

PERMIT RECEIPTS						
	2014	2015	2016	2017	DIFFERENCE this year to last	% OF CHANGE
January	\$1,820.00	\$2,157.00	\$6,148.85	\$15,262.40	\$9,113.55	148.2%
February	\$3,864.00	\$2,408.00	\$4,440.00	\$9,170.40	\$4,730.40	106.5%
March	\$2,191.64	\$5,287.28	\$27,399.40	\$23,232.82	-\$4,166.58	-15.2%
April	\$4,768.15	\$8,277.80	\$6,608.52	\$6,269.89	-\$338.63	-5.1%
May	\$26,049.95	\$7,194.16	\$12,089.70	\$11,919.72	-\$169.98	-1.4%
June	\$24,286.88	\$4,234.80	\$5,107.95	\$9,902.40	\$4,794.45	93.9%
July	\$3,646.20	\$4,914.41	\$14,315.00	\$5,352.84	-\$8,962.16	-62.6%
August	\$6,156.50	\$6,829.37	\$5,197.60		N/A	
September	\$6,224.10	\$4,438.20	\$5,247.60		N/A	
October	\$6,880.63	\$4,652.40	\$10,448.80		N/A	
November	\$2,377.78	\$18,322.40	\$27,353.16		N/A	
December	\$2,338.80	\$7,886.00	\$6,633.66		N/A	
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$129,723.00	\$9,113.55	
Difference of change this year to last (completed months only)						

Total Permits

ROW		2011	2012	2013	2014	2015	2016	2017	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	42	34	31	26	30	33	51	18	54.5%
5	February	20	30	39	29	24	49	36	-13	-26.5%
6	March	27	29	44	29	48	71	79	8	11.3%
7	April	42	42	60	48	58	57	58	1	1.8%
8	May	77	43	65	66	55	60	99	39	65.0%
9	June	55	29	77	66	73	77	94	17	22.1%
10	July	54	51	54	47	51	89	73	-16	-18.0%
11	August	66	53	62	55	67	79	0	N/A	
12	September	53	51	72	67	69	69	0	N/A	
13	October	56	61	60	63	58	57	0	N/A	
14	November	61	36	50	47	64	49	0	N/A	
15	December	36	48	42	38	52	54	0	N/A	
16										
17	YTD Totals	589	507	656	581	649	744	496	54	-33.3%
18	Difference of changed this year to last (completed months only)							85		3.7%

Land Use Boards:

Conservation Commission July 2017:

There was no workshop or regular meeting held for the month of July.

Historic District Commission July 2017:

The Historic District Commission Ordinance Subcommittee and Boundary Subcommittee held workshop meetings to examine the ordinance and boundaries applicable to the HDC

At the regular meeting the Commission discussed the following:

- Trio Investments, 49 Market Street, Assessor's Map 11, Lot 78, HDC # 11-2017. Application for exterior demolition and renovations was **approved**.
- One Beacon Street, LLC, 1 Beacon Street, Assessor's Map 11, 177, HDC # 12-2017. Application to demolish a deck and do roof repairs was **approved**.
- Conrad & Claudette Fredette, 118 High Street, Assessor's Map 10, Lot 158, HDC # 14-2017. Application for window replacement was **approved**.
- City of Somersworth Historic District Commission proposal to delete the current Section 14 Historic District in its entirety and replace it with a new Section 14 Historic District.
- City of Somersworth Historic District Commission proposal to amend the Zoning Ordinance to re-establish the boundary lines of the Historic District.

Planning Board July 2017:

At the regular meeting the Board reviewed the following:

- Breitling Holdings, LLC, 67 Elm Street, Assessor's Map 10, Lot 174, SITE # 04-2017. Request for a waiver from Section 13.8.b of the Site Plan Review Regulations regarding third party stormwater review was **denied** and the waiver request to send a camera through lines on Elm Street was **approved**.
- Branco, LLC, 10 Willand Drive, Assessor's Map 63, Lot 17, SITE # 03-2017. Request for a site plan with waivers for a building addition was **approved with conditions**.
- Riverside Garage & Leasing, Inc., 481 High Street, Assessor's Map 40, Lot 56, SITE # 06-2017. Request for a site plan with waivers for a building addition was **approved with conditions**.
- City of Somersworth proposed various amendments to the Site Plan Review Regulations. The Board continued to review amendments to the regulations and will discuss further at the August Planning Board meeting.

Zoning Board July 2017:

At the regular meeting the Board reviewed the following:

- Kenneth Faucher, 206 Green Street, Assessor's Map 08, Lot 78 & 79, ZBA # 04-2017. Request for variance for multi-unit dwellings was **approved**.
- William Slater, 253 High Street, in the Residential Duplex (R2) District, Assessor's Map 14, Lot 37, ZBA # 09-2017. Request for a variance to keep geese on his property was **approved**.
- Francoeur Realty Trust, 31 Cole's Pond Road, in the Residential Single Family (R1) District, Assessor's Map 49, Lot 16, ZBA # 10-2017 and ZBA # 11-2017. Request for variances to install a septic system in the Groundwater Protection District and to build a house within side setbacks was **approved**.

- Bradley Fredette, 118 High Street, in the Residential/Business Historic District, Assessor's Map 10, Lot 158, ZBA # 12-2017. Request for a variance from the Historic District Ordinance was tabled until the August ZBA meeting at the applicant's request.

Parks and Recreation

- We are now in session 2 of our Summer Camp programs held at Noble Pines Park. This year our staff is dedicated to bringing new ideas to camp. We're currently planning an exciting Camp Carnival during the last week of camp. Both Kids Camp and Trends Camp attend State Park field trips on Tuesdays and Thursdays. Trends Camp attends special Friday field trips each week. Some of the field trips they have been on so far are Hilltop Fun Center, Aquaboggan Water Park, Indoor Ascent, and more. All field trips are included in the cost of camp. We're looking forward to a busy session 2!
- The new playground opened up at Millennium Park on Friday, July 28th. The new playground is comprised of a new colorful structure with slides and a brand new swing set. The park house upgrades to the restrooms are still ongoing. We're looking forward to the completion of this portion of the project so that we can open up the building for our current rentals.
- Pee Wee Soccer registrations continue to come in. This program is run on Saturday mornings for 6 weeks starting September 9th at Noble Pines Park. This introductory program is designed to teach children ages 3 & 4 the basic skills of soccer through a series of fun games and drills. This program is run by volunteers and we're currently seeking more coaches to help.
- Planning for basketball season has just begun. We anticipate opening early bird registration in the next few weeks. This program is 8 weeks on Saturday mornings. We utilize 2 gyms and the program is run by volunteers. We are exploring new ways to increase participation and are looking to implement new ideas into the program.
- Planning for senior picnic is ongoing. The Senior Picnic will be held at the Flanagan Center Gym on Thursday, October 5th from 11:00-1:00 p.m. This event is designed to celebrate our Somersworth Seniors by providing a nice BBQ lunch, entertainment, raffles, and more. This is a free event and we anticipate over 125 attendees.



CORCORAN CONSULTING ASSOCIATES, INC.

Mayor/
Council
FYI/BB

August 4, 2017

To: Robert M. Belmore, City Manager
CC: Shanna Saunders

From: Marybeth Walker, Assessor's Agent
RE: Emerging 2017 Assessment to Sales Ratio

The purpose of this memo is to update you on the sales prices and how they affect the City of Somersworth's equalization ratio. As a result of rising sale prices we are seeing our City wide ratio falling. We are within acceptable ranges of the New Hampshire Department of revenue at this time.

In 2014 the City performed a full revaluation and updated all of the assessed values. The revaluation brought the assessed values in line with the 2014 real estate market. The revaluation was completed as a requirement to recertify all of our assessments and assessing practices once every five years.

The next full revaluation is scheduled to be performed in 2019. If the market continues to increase the City may want to consider doing an update to the assessed values in 2018.

As you are aware, the New Hampshire Department of Revenue performs a ratio study each year. By comparing the assessed values to the sales prices of arms-length transactions, (valid sales), each year they can determine if our assessed values are fair and equitable.

The sale information used is like taking a snap shot in time; the time period used is October 1 to September 30th each year.

Statistical Study:

We have performed a preliminary analysis to determine what the emerging ratio is for 2017. As part of the study we have used valid sales that took place from October 1, 2016 to July 30, 2017. During this time period 172 arms-length transactions have occurred in City. (There are still 2 months of sales that have not yet occurred and will be considered as part of the ratio study for 2017.)

In the table below you will see the ratios for 2014 - 2016 and the emerging ratios for 2017. We have had a pretty steady market in Somersworth until 2016. In 2016 and 2017 we have seen an increase in market value throughout all types of properties.

Ratio comparison:

	2014 Median Ratio & # of sales	2015 Median Ratio & # of sales	2016 Median Ratio & # of sales	2017 Emerging Ratio	Acceptable Standards
All sales	100.5% 111 sales	100.6% 132 sales	93.9% 174 sales	91% 172 sales	110% to 90%
Single-Family	101.5% 72 sales	99.04% 91 sales	94.5% 121 sales	91% 129 sales	
2 to 4 Family	99% 16 sales	102.3% 18 sales	86.5% 9 sales	91% 20 sales	
Residential Condominiums	100.7% 4 sales	N/A 3 sales	94.6% 5 sales	91% 4 sales	
Mobile homes	100.5% 15 sales	103.9% 17 sales	93.4% 26 sales	97% 14 sales	

The 2016 overall ratio was 93.9 %. The emerging median sales ratio for 2017 is 91%. This shows that the overall market has increased by 3% over the last year and 9.5% since the revaluation in 2014.

Conclusion/Recommendation:

The acceptable range for the median sales ratio as established by the New Hampshire Department of Revenue is 90% to 110%. The City of Somersworth's ratio is currently at 91% with 2 months of sales left in the ratio time period.

Our next revaluation is scheduled in 2019. We can wait until 2019 to adjust the assessed values or we can continue to watch the market and if we go below the recommended ratio we may want to consider an update to the assessed values.

Median Ratio: Measures the confidence level of the sales data and must be between 90% and 110%. Being at 100% of assessed value to sale price is the optimum. We are at 91% with months left of sales in this ratio period. This is on the low side but within the acceptable ratios set forth by the NHDRA.

Coefficient of dispersion (COD): Measures the equity and represents the average deviation from the median ratio. This can be no more than 20. The 2017 emerging COD is 14. This low number represents that we have good equity within the overall assessed values in Somersworth.

Weighted Mean: This is the ratio used to equalize the community to determine what portion of the school and county taxes that your community pays. The emerging weighted mean is 89%.

Price related differential (PRD): This is used to measure the equity within the community. Acceptable standards are between .98 and 1.03; with 1.00 being the optimum number. Our emerging PRD is 1.04 which shows that we are valuing the higher priced properties at a lower ratio than the lower priced properties.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: August 7, 2017

SUBJECT: Public Works Department Monthly Report for July/August, 2017

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

Highlights of the Department's activities during this reporting period are as follows:

- Participated in a joint meeting with the Cemetery Trustees and the Historic District Commission on Horne Cemetery vandalism and site conditions.
- Attended a Skyhaven Airport Revitalization Committee meeting; presented current airport marketing and infrastructure information to officials of the City of Rochester.
- Worked with contractors of Cumberland Farms development on specific water and sewer utility tie in issues
- Received paving bids on streets designated for mill and overlay work; currently reviewing bid results before final recommendations advance to the City Manager
- Held a pre proposal meeting on the RFP for engineering design services
- Indigo Hill Road improvements project is near complete. Final paving set for mid-August.
- Participated in the SRTC meeting
- Attended the Cemetery Trustees Meeting.
- Attended an open house at the Sober Sisters facility at the Malley Farm property.
- Began resolving punch list issues with Affinity LED lighting on the street light conversion, 96% complete at this point and waiting on delivery of remaining 30-40 light fixtures.
- Met with officials of the City of Dover on a future temporary and permanent water interconnection to allow both communities to rely on each other's water system in the event of an emergency.
- Met with NHDOT officials on the City's recently awarded TAP grant for sidewalk improvements along upper High Street, Memorial Drive at High Street, walking trail connecting Middle School with Maplewood Elementary School; and a new sidewalk on Cemetery Road from Memorial Drive to Maple Street. Staff will be soliciting for Request for Qualifications from interested engineering teams as the method used to select the design team.
- Worked with NHDOT on preparations for their contractors to pave a portion of Main Street from Nadeau Street to Rollinsford Town Line and on Green Street from Dover town line to Urban Compact zone at Indigo Hill Road.
- Participated in the National Night Out event at Jules Bisson Park. Opportunity for the Department to participate with the Police Department and other emergency responders to meet with community members in an informal fun setting.

HIGHWAY DIVISION -

Operations/Maintenance:

- Responded to potholes and catch basin cover issues

- Cleaned basins on Myrtle Street to address report of street flooding
- Assisted Water personnel with repairing damaged fire hydrant on John Parsons Drive
- Conducted excavation work for the water crew for repairing a water shut off valve
- Repaired damaged flag poles.
- Initiated annual vehicle inspections and conducted vehicle repairs.
- Completed street sweeping all City streets; starting specialized sweeping based on complaints
- Initiated specific stop bars, crosswalks and arrow repainting not completed earlier
- Updated landscaping around the Flag Pole at the Citizens Park traffic island located at the intersection of High Street and Government Way.

Recreation:

- Spread wood chips at Millennium and Jules Bisson Park
- Assisted contractor with metal door installation at the Millennium Park Bathroom facility
- Repaired picnic tables damaged by vandalism
- Assisted with daily trash removal at Noble Pines Park

Cemetery:

- Arranged for three (3) burials during this reporting period
- Resolved a family grave assignment issue as we finalized the burial deed
- Conducted site tour of Forest Glade Cemetery mowing condition with Mary Shaw
- Removed overgrown vegetation in the garden in front of the Chapel at Forest Glade Cemetery. Trustees and a future Friends Group will be raising funds via donations to provide for a new garden design and planting installation

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (MUCT) process which is used for our summer seasonal limits. This process is used to specifically treat phosphorus and ammonia nitrogen.
- Wright-Pierce Engineering was onsite on 7/11 and reviewed the sludge dewatering process as part of the capacity evaluation study. A draft report is expected to be submitted to the city in mid-August followed by the final report in mid-September.
- Two rooftop air-conditioners in the wastewater treatment facility failed to operate. Control Technologies was called in to troubleshoot the issues and found the units in disrepair. Quotes to replace the units were provided at a cost of \$10,000 each. I forwarded both quotes to Wright-Pierce for reference within the capacity evaluation study. We likely will recommend replacement in next years budget or linked to the capacity improvements.
- Treated a total of 8,000 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of July.
- Completed semi-annual WET (Whole Effluent Toxicity) testing as required by the permit. This is an extensive analysis on the effluent we discharge and its impacts on the aquatic life within the Salmon Falls River.
- Treated a total of 32-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- Completed and submitted the 2016/17 annual Industrial Pretreatment Program report to both the EPA and NH-DES.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Building permits for the project have been signed and submitted. I Met with Apex on 7/26 and provided them a key to allow full access for the duration of the upgrade.

WATER DIVISION

Items completed this month:

- Bacteria's and TOC's completed
- Completed CCR certification to NHDES
- Completed D/DBP quarter #2 report to NHDES
- Mailed lead testing request letters to 16 residences
- Pumped 50,447,313 gallons of raw water
- Filtered and pumped to the city 45,549,813 of finished water
- Switched from lagoon #3 to lagoon #1
- Repaired outfall valve on lagoon #1
- Assisted waste water with effluent pump repair
- Conducted training with Fire on the new boat launching site adjacent to the water intake but in a safer zone.

Action items:

- Arranging for the Purchase of new Hach TOC, this is a basic water quality analyzer that tests the raw water and finished water several times per day to ensure water quality, meets state and federal safe drinking water standards. Cost is included in the FY18 Budget.

WATER DISTRIBUTION

- Water Distribution personnel responded to multiple service calls and provided contractor support at multiple construction sites.
- Two new services were added to the distribution system in the month of July 2017.
- Distribution personnel worked with the Highway division to repair a water service at 154 Indigo Hill Road.
- Gate valves along Green Street, Main Street and Winter Street were inspected and repaired as needed ahead of upcoming road resurfacing work on these streets.
- Hydrant painting resumed the week of June 12, 2017. Operators will focus on West High Street in the month of August. Requests to have a specific hydrant painted are welcomed. This request can be made by calling us at 692-6718.

**DOVER – SOMERSWORTH COORDINATION MEETING
WATER FACILITIES IMPROVEMENTS – PHASE 2**

July 27, 2017

9:00 AM

REVISED 7/31/17

Coordination Meeting #3

-Notes-

ATTENDEES

Dave White
Bill Boulanger
Michael Bobinsky
Robert Belmore
Scott McGlynn
Keith Pratt, P.E.
Lucas Sundean

REPRESENTING

City of Dover
City of Dover
City of Somersworth
City of Somersworth
City of Somersworth
UE
UE

Meeting Notes

UE issued a technical memo on May 26th regarding the Dover-Somersworth water system interconnection. This meeting was to discuss steps to move forward with both the temporary and permanent interconnection plans.

Temporary Connection

- All parties agreed that the best location for the temporary hydrant to hydrant interconnection would be along Old Rochester Road, near Hickory Lane.
- Somersworth will install a hydrant on Hickory Lane, on the same side as the existing Dover hydrant on Old Rochester. Scott said he has spoken with the homeowner on Hickory Lane where the hydrant will be installed and he seemed cooperative at the time.
- Bill B. noted that the Weeks Lane area would be too dangerous of an area for the temporary connection.
- Dover agreed to assist with the installation of the hydrant.
- Somersworth will present interconnect concept to City Council and Public Works then if it is approved they will coordinate the installation of the hydrant with Dover.
- Scott noted that our schematic of the Somersworth water system should be updated to include an 8" connection down Aspen Lane back to the 16" main on Route 108.
- Due to the difference in tank levels between the two systems pumping will likely be needed to convey water from Dover to Somersworth.
- For the temporary connection, a fire truck would be placed on Hickory Lane to facilitate the connection and pump water from Dover to Somersworth.
- Somersworth noted that they do not want the fire truck parked on Old Rochester Road due to safety issues.
- Scott noted that if their WTP went down they have about 3 hours of storage until services are effected.

07/27/17

- Somersworth noted they may want to send a notification to their customers that if Somersworth is receiving water from Dover it will contain Fluoride in it from the Dover system.
- Somersworth does not anticipate the need to put out a boil order solely for the purposes of the interconnection. Interconnection components will need to be disinfected.

Permanent Connection

- Alternate 3A, recommended in the UE tech memo will be pursued for the permanent connection.
- Dover recently purchased Lot 43-1 in Somersworth, so all proposed interconnection piping will be located on Dover property.
- UE currently has an amendment into Dover to include design of the permanent interconnection infrastructure in the Dover Water Facilities - Phase 2 Contract.
- Dover intends to fund construction of the interconnection as long as there is an intermunicipal agreement in place so Dover is refunded payment by Somersworth. Requires council concurrence.
- Cost sharing details are still to be determined.
- It is anticipated that the SRF loan for Dover Water Facilities Improvements – Phase 2 project will fund the interconnection work.
- Bob Belmore requested that UE and Dover present the Interconnection to the Somersworth Council. This will likely be in late August or September.
- UE noted that there has been no modeling done to see how the interconnection will affect Somersworth system. UE suggested that Somersworth do hydraulic modeling.
- Somersworth concerned that the interconnection may not be able to provide enough flow to meet their system demand. It was noted that in the event of an interconnection there would likely be a conservation plan in effect.
- UE noted that billing for water during the interconnection will be based on separate flow meters installed in the interconnection building.
- Scott noted he recently marked out their 16" cross country main. UE noted that this area will be surveyed in the next few months.

Action Items

- **UE** to send Willand Pond Progress Design Drawings to Mike Bobinsky.
- **Somersworth** to address Interconnection with their City Council and Public Works.
- **Somersworth** to coordinate with **Dover** the installation of a hydrant on Hickory Lane for the temporary connection.
- **Somersworth** to check R.O.W. on Hickory Lane to see if they need an easement.



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: July 18, 2017
Subject: Monthly Report – Month of June 2017

Bob:

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

COMMUNITY POLICING:

- The community had several major events this month: The Children's Festival, Topper 5K Run and the Food Truck Festival. The events were well attended and shone a positive light on the City.
- Somersworth hosted the Strafford County Chiefs Association meeting with agencies attending from the US Attorney's Office, the New Hampshire Attorney General's Office, Strafford County Attorney's Office, the FBI and law enforcement representatives from Strafford County.

PERSONNEL/TRAINING:

- Alex Mulcahey was sworn in as a police officer on June 12th. He is currently in field training and has been enrolled in the 174th Police Academy that begins on 8/28/17.
- Anthony McKnight was promoted to the rank of Sergeant in the Patrol Division effective 5/28/17.
- Officers attended training in the following areas: Active Shooter Incident Management (ASIM), Tactical Patrol Supervisor at the Sig Sauer Academy and Terrorism Related Officer Safety Strategies.



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

JULY 2017 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	4
Vehicle Fires:	0
Outside Fires:	4
Emergency Medical:	52
Motor Vehicle Crash:	8
Malfunction/false alarm:	5
Accidental/public service:	33
Hazardous Condition:	7
Hazardous Materials:	5

NON-EMERGENCY ACTIVITIES

Burning Permits:	44
Fireworks Permits:	16
Oil Burner Permits:	0
Place of Assembly Permits:	2
Fire Safety Inspections:	11
Fire Drills:	0

CALLS FOR SERVICE

- We responded to 7 fewer emergency calls this July (123) than in July 2016 – a decrease of 6%.
- There was a small fire in a dryer at the laundromat at 302 Main St. that caused smoke damage throughout the facility.
- Assisted NH Fish & Game personnel in removing a hawk entangled in the baseball nets at Hilltop Fun Center.
- Dump truck overturned and started a fire on Centre Rd. and polluted wetland area. State DES personnel responded and took over mitigation efforts.
- We responded to one mutual aid fire in Durham.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

PLANNING/PROJECTS/GRANTS

- Had 53 applicants for the firefighter hiring list process: 19 received initial interviews/skills assessment: and 8 made the final interview process and are on the hiring list for a 2 year period.
- There were 3 candidates for call firefighter positions. Two were recommended for hire and are moving through the hiring process. Both will need to be trained.
- The “Community Mutual Aid Association”, of which we are one of ten member municipalities, was notified by FEMA that they are recipients of a \$250,000 FIRE Act grant to replace the 1988 Air Van which we operate for the group. It will take approximately a year to complete the bid documents: award the bid: and build the vehicle.
- Had 4 call firefighters trained in state fireworks regulations and they patrolled the city from 11pm to 2:30am on July3/4 to “educate” persons who violated the law. Fortunately there were no incidents to report.
- Fire protection systems at B Well Fitness were tested and approved.
- Awaiting action by NH HSEM Department on a \$5,500 FEMA grant to establish “Continuity of Operations” for city services in the event of a man-made or natural disaster that cripples city services.
- Awaiting information from Cornerstone VNA on a plan to refer elderly to an agency when we encounter issues on EMS or fire calls.
- Met on upcoming Granite State Water Association grant to protect water supplies on the Salmon Falls River from hazardous materials spills.

TRAINING/MEETINGS

- One call firefighter still attending FF II training in Greenland.
- We continue to train 4 new career firefighters on shift.
- Primex conducted chain saw safety training on shift.
- Met with NH Fire Academy staff about upcoming trainings
- Attended “Active Shooter Committee” meeting.
- Attended SRTC and Public Safety Committee meetings.
- Met with Strafford County EMDs in conjunction with the “Ready Strafford” organization.

COMMUNITY SERVICE

- Attended Open House at Sober Sisters.

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

BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS