



CITY OF SOMERSWORTH

Office of the City Manager

TO: Mayor Matthew Spencer and City Council Members

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

DATE: Friday, December 6, 2013

SUBJECT: City Manager's Report for Monday, December 9, 2013
City Council Agenda

6:15 p.m.

Private/Non-Meeting with City Special Environmental Counsel, Attorney Mark Beliveau.

Communications (under 6 of Agenda)

A. Somersworth Festival Association Presentation – Lindsey Gagnon, Pat Soucy, Don Houde

New Business (under Section 14 of Agenda)

Ordinances:

A. Ordinance No. 7-14 City Council Meeting Schedule for 2014. The proposed schedule has been reviewed and approved by Mayor-Elect Hilliard. City Council should waive Council Rules and act on the schedule this evening.

Resolutions:

A. Resolution No. 19-14 To Instruct the City Tax Collector to Execute a Tax Deed on Certain Property Subject to an Unredeemed Tax Lien, said Property Formerly known as Breton's Cleaners Located at 1 Winter Street. Pending legal advice received this evening, this Resolution will need to be acted upon tonight if the City wants to meet the present Brownfield's Grant application round. If approved, City Staff will work to submit the application. If Council decides there is still too much risk, I recommend the Resolution be voted down. The City can then consider to make application at a future grant round.

B. Resolution No. 20-14 To Authorize the City Manager to Contract with Enterprise Information Solutions, Inc. of Columbia, Maryland for a Road Pavement Condition Analysis and to Utilize the Municipal and Transportation Fund. The Public Works & Environment Committee and Finance Committee are sponsors of this Resolution. This Resolution also spells out the funding source. The Company is completing work in Eliot, ME and then Amherst, MA presently, therefore, it would be beneficial to the City to take action this evening to start this project this week pending weather. Attached is information about the Company and an estimate as to how the cost was determined.

C. Resolution No. 21-14 Bond for Road & Utility Improvements for a Portion of High Street from the Sinclair Ave. Intersection Location to the Dover City Line and Road and Utility Improvements to Tri-City Road. The Public Works & Environment Committee and Finance Committee are sponsors of this Resolution. Our early estimate is a 7 cent tax rate increase should Council pass this Bond. Attached is information on the project limits. This will require a Public Hearing, therefore I recommend it be scheduled for 6:30pm before the next regular Council meeting of Wednesday, January 8, 2014.

Other:

A. Discuss Downtown Improvement Project – Light Posts. Attached is information on the light pole fixture that will be approved for placement in the Downtown Project area. These poles do allow room to place brackets on them for street banners, planters, as well as being constructed to hold Christmas lights.

B. City Council Certification of Return of Votes for 11/05/13 Municipal Election for Ward 5.

C. Approve Bid Form Deed Restriction Language for Sale of Tax Deeded Property at 425 Main Street. Attached is a copy of the proposed language for the sale of 425 Main Street. You will read it limits future use to single family use only. The ability to keep horses on the property would remain as a pre-existing use. The proposed minimum bid of \$73,020 is based on the taxes, penalties and costs due to the City.

1. The Commission has received information from the Department of the Interior, Bureau of Land Management, that the National Forest System lands in the State of California are being managed in accordance with the National Forest Management Act of 1966, as amended. The Commission is concerned that the management of these lands may be inconsistent with the public interest and the principles of the National Forest Management Act. The Commission is therefore recommending that the Department of the Interior be directed to conduct a comprehensive review of the management of the National Forest System lands in California, and to report to the Commission on or before [date].

2. The Commission has also received information from the Department of the Interior, Bureau of Land Management, that the National Forest System lands in the State of California are being managed in accordance with the National Forest Management Act of 1966, as amended. The Commission is concerned that the management of these lands may be inconsistent with the public interest and the principles of the National Forest Management Act. The Commission is therefore recommending that the Department of the Interior be directed to conduct a comprehensive review of the management of the National Forest System lands in California, and to report to the Commission on or before [date].

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4. The Commission has also received information from the Department of the Interior, Bureau of Land Management, that the National Forest System lands in the State of California are being managed in accordance with the National Forest Management Act of 1966, as amended. The Commission is concerned that the management of these lands may be inconsistent with the public interest and the principles of the National Forest Management Act. The Commission is therefore recommending that the Department of the Interior be directed to conduct a comprehensive review of the management of the National Forest System lands in California, and to report to the Commission on or before [date].

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

D. Informational Items:

1. **CIP FY 2015-2020.** In accordance with the City Charter, I hereby submit a proposed Capital Improvement Program for City Council consideration. I look forward to Council direction for future review and discussion opportunities.
2. **Joint City Council School Board Workshop.** Attached is a copy of my Budget Preparation Memorandum to City Department Heads. I recommend the City Council schedule a Joint Workshop to discuss our implementation of the new Tax Cap Charter Provision into the City's annual budget process.
3. **Pandelina Construction Company.** The City has received the \$25,000 penalty assessment authorized by City Council to curtail the bid bond being called. I will now move forward with a notice to the Company releasing them of any further obligation.

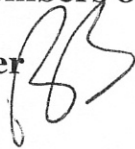
B. Attachments:

1. Certifications (4)
2. FY 2015-2020 CIP Presentation Book
3. Department Head Reports
4. 2014 City Holiday Calendar Observance



MEMORANDUM

TO: Mayor Matthew Spencer and Members of the City Council

FROM: Robert M. Belmore, City Manager 

DATE: December 6, 2013

SUBJECT: Information provided to the Public Works & Environment Committee & Finance Committee

Attached are copies of additional information provided to Council Standing Committee's at their last meetings.

Road Resurfacing Funding FY 13/14

FY 12/13 Budget Appropriation	\$	150,000
Supplmental Appropriation High St/ Interstate Drive	\$	246,000
Total Funding-Road Resurfacing	\$	396,000
Expenditures:		
Tri-City Masonry	\$	542
Bourassa Construction Paving	\$	45,560
Bourassa Construction Drainage	\$	29,623
Brox Industries Paving	\$	188,683
Brox Industries Drainage	\$	10,259
S.W Cole	\$	1,736
Total Expenditures	\$	276,402
Balance Encumbered to FY14	\$	119,598
FY 13/14 Budget Appropriation	\$	200,000
	\$	319,598
Amount Estimated for Rocky Hill Road Culvert	\$	15,000
Net Available for FY14	\$	304,598

High Street Interstate Drive

	Repairs	Totals
Contract Approval - Resolution 29-13	\$ 274,705	
Contract Approval - Resolution 30-13	\$ 113,233	
Total		\$ 387,938

Expenditures:

Bourassa Construction Invoice 1	\$ 47,385	
Bourassa Construction Invoice 2	\$ 64,136	
		\$ 111,521
Brox Industries Invoice 1	\$ 15,416	
Brox Industries Invoice 2	\$ 187,426	
		\$ 202,842

Total Expenditures

\$ 314,363

BALANCE \$ 73,575

Breakdown Road Resurfacing/Utilities	Paving	Drainage	Water	Sewer	Total
Bourassa Construction	\$45,560.42	\$29,622.50	\$200.00	\$36,137.50	\$111,520.42
Brox Industries	\$188,683.15	\$10,258.60	\$1,920.00	\$1,980.00	\$202,841.75
TOTALS	\$234,243.57	\$39,881.10	\$2,120.00	\$38,117.50	\$314,362.17

Brenda Breda

From: Bob Belmore
Sent: Tuesday, November 19, 2013 12:47 PM
To: Brenda Breda
Subject: FW: Lenox Park

Copies needed for PW&E, thanks

Bob

From: Jamie Wood
Sent: Friday, November 08, 2013 10:43 AM
To: Bob Belmore
Subject: Lenox Park

Hi Bob,

I reviewed the information on Lenox Park pump station and compared it to the NH Code of Administrative Rules (Part Env-Wq 705 Sewage Pumping Stations).

Below are bullets based on my review of the rules which may be of concern regarding Lenox Park.

- The state has no set-back requirements regarding pumping stations. It's left up to the individual communities to decide.
- Lifting equipment shall be provided for submersible pump removal.
- Alarm systems shall be provided for all sewage pumping stations and shall include high water, low water and loss of power.
- The alarm system shall include a local audible enunciator and a light independently powered by a battery in case of main power line failure.
- The alarm signal shall be transmitted through a notification system (such as a phone line/dialer) to the appropriate utility operator.
- Emergency power shall be readily available. In the case of Lenox Park, due to its size, there is a provision allowing a portable generator receptacle to be built into the control panel for manual transfer instead.

In addition, I inquired with the NH-DES on the date the Lenox Park plans were submitted and approved. They were submitted in August 2003 and approved in January 2004. I also asked the design section to look over the proposed pump replacement quote dated 8/15/13. They recommend increasing the size of the pump from 2" to 3" which is in agreement with our recommendation dating back to March 2009.

Thanks,

JUNE 2014 BOND SALE SCHEDULE - UPDATED 8/5/13

April 4, 2014	Deadline for all applications to be returned to the Bond Bank
April 10, 2014	Determine maximum loan rates
April 11, 2014	Notify Bond Counsels of identity of governmental units and amount and purposes of municipal bonds
April 18, 2014	Notify State Treasurer if interested in State of NH Bond for Reserve Fund – Deadline 5/2 for G&C Meeting 5/15
April 18, 2014	All legal information from participants due at their bond counsel
May 08, 2014	Bond Bank Board reviews applications and mail loan agreements to Bond Counsels
May 9, 2014	Bond Counsels mail loan agreements to governmental units and clear debt schedules with the Bond Bank
May 12, 2014	Bond Counsels send preliminary opinions to rating agencies and the Bond Bank
May 19-23, 2014	Calls with Rating Agencies
May 22, 2014	Deadline for Meeting of the Participant's Governing Board for the Certificate of Vote Regarding Authorization of Bonds and Approval of Loan Agreements with the NH Municipal Bond Bank
May 23, 2014	Loan Agreements returned to Bond Bank
June 2, 2014	Preliminary Official Statements mailed
June 11, 2014	Sale
June 12, 2014	Bond Counsels mail bonds to governmental units
June 27, 2014	Participants return Bonds to Bond Counsel
July 3, 2014	Bond Counsels mail Bonds to Edwards, Wildman, Palmer, LLC
July 16-17 2014	Pre-closing and Closing - Bond proceeds wired to participants 7/17/2014
July 17, 2014	Date of NHMBB Bonds and interest start date
February 15, 2015	First interest payment
August 15, 2015	First principal and second interest payment

Note: Bold indicates involvement of the city, town, or district participating in the sale.

Road Maintenance & Management Plan

Presented To: Mr. Robert M. Belmore, City Manager, Somersworth, NH

Copy To: Ms. Carol Murray, Interim Public Works Director; Scott Smith, Finance Director

Presented By: Joe Ducharme, Jr., P.E., Contract City Engineer

Date: November 20, 2013

A. Need for Pavement Management

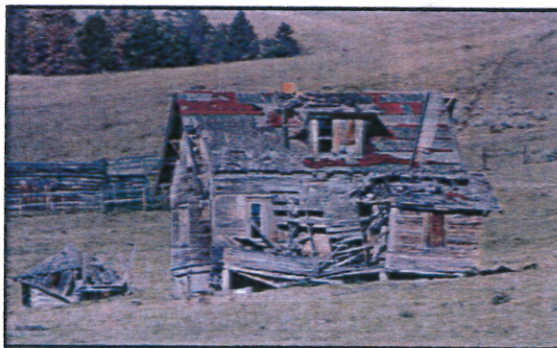
Significant investment already made in paved roads;

Strive to maintain all paved roads in good condition;

Allowing paved roads to deteriorate over time costs more to repair (like ignoring a leaky roof);

Best to assess road condition and develop a long range pavement management plan.

(images from Shutterstock online)



B. Automated Pavement Assessment using E-Road Info Solutions

Automated pavement and roadway imaging reduces human error;

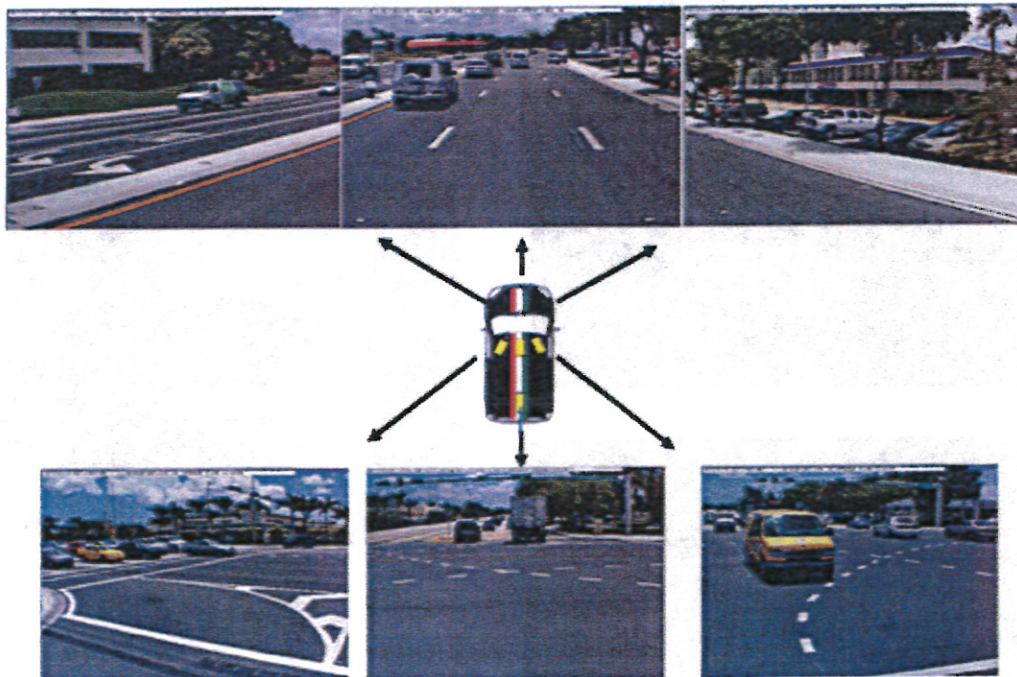
Can collect images of other City assets for inventory/repair/replacement;

Integrate imaging into GIS database and develop pavement condition index (PCI) ratings;

Use PCI ratings with GIS map to understand which roads are in poorest condition;

Base cost for automated pavement assessment by E-Road Info is approximately \$30,000;

Additional assets can be added to the database (see attached estimate from E-Road).



C. Pavement Management Plan (PMP):

From PCI ratings develop a PMP based on real data;
 Developing PMP from database requires engineering and public works staff input;
 Run scenarios on which roads to maintain based on condition, level of service, traffic counts, budget, or other City projects;
 City would maintain database and GIS mapping in house;
 City can periodically have roadway imaging updated to update database.
 Annual maintenance fee for software (~\$500 per year)

11/5/2013

ersworth, NH

1. Quote Valid for 60 Days
2. Mileage Estimate based on centerline mileage with 10% driven both ways.
3. Software pricing are one-time license fees. Optional annual maintenance is available at 15% of the one-time license fee
4. Software discount available: 10% for >5 licenses. 15% for > 10 licenses

eRoadInfo Cost Calculation Worksheet	11/19/2013
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11/19/2013

Somersworth, NH

Item	Products and Services	Unit	Count	Unit Price	Sub Total
A	System Setup	Occurrence	1	\$2,000.00	\$2,000.00
B	Image Capture	Miles Driven	100	\$140.00	\$14,000.00
B1	System Mobilization	Occurrence	1	\$3,000.00	\$3,000.00
B2	Lodging	Man-Days	10	\$150.00	\$1,500.00
C	Pavement Database Preparation	Occurrence	1	\$3,000.00	\$3,000.00
D	Pavement Rating	Miles	100	\$50.00	\$5,000.00
E	Pavement Analysis and Reporting	Occurrence	1	\$3,000.00	\$3,000.00
F	eRoadPavement	License	1	\$3,000.00	\$3,000.00
G	eRoadViewer	License	1	\$500.00	\$500.00
H	1-Day Training via Web Meeting	Occurrence	1	\$1,500.00	\$1,500.00
1	MUTCD Sign	Miles	0	\$120.00	\$0.00
2	Street Light	Miles	0	\$70.00	\$0.00
3	Utility Pole	Miles	0	\$80.00	\$0.00
4	Bus Stop	Miles	0	\$20.00	\$0.00
5	Manhole	Miles	0	\$120.00	\$0.00
6	Inlet	Miles	0	\$100.00	\$0.00
7	Pavement Marking	Miles	0	\$80.00	\$0.00
8	Bridge	Miles	0	\$15.00	\$0.00
9	Railway Crossing	Miles	0	\$15.00	\$0.00
10	Traffic Signal	Miles	0	\$15.00	\$0.00
11	Parking Meter	Miles	0	\$20.00	\$0.00
12	Hydrant	Miles	0	\$30.00	\$0.00
13	Guardrail	Miles	0	\$15.00	\$0.00
14	Median	Miles	0	\$40.00	\$0.00
15	Traffic Barrier	Miles	0	\$40.00	\$0.00
	Grand Total				\$36,500.00

- | |
|--|
| 1. Quote Valid for 60 Days |
| 2. Mileage Estimate based on centerline mileage with 100% driven both ways. |
| 3. Software pricing are one-time license fees. Optional annual maintenance is available at 15% of the one-time license fee |
| 4. Software discount available: 10% for >5 licenses, 15% for > 10 licenses |

[illegible]

New Road Project(s) - Bond

Presented To: Mr. Robert M. Belmore, City Manager

Copy To: Ms. Carol Murray, PE, Interim Public Works Director; Scott Smith, Finance Director

Presented By: Joe Ducharme, Jr., P.E., Contract City Engineer

Date: November 20, 2013

A. Major Roads in Need of Repair

Several City roads need some degree of repair and/or resurfacing;

Downtown Project will reconstruct a portion of Main St, Market Street, and a portion of High St;

Major arterials through the City with weekday traffic counts (*source: NHDOT 2-11-2013*):

- ❖ High Street – average 14,000 to 15,000 vehicles per day
- ❖ Blackwater Road – average 6,500 to 7,000 vehicles per day
- ❖ Main Street – average 5,000 to 8,500 vehicles per day
- ❖ Indigo Hill Road – average 2,500-6,000 vehicles per day
- ❖ Washington Street – average 4,000 to 6,000 vehicles per day

B. Focus on Highest Traffic Volume Roads: High Street; Blackwater Road; Main Street.

1. Main Street - condition varies from John Parson Drive to limits of urban compact (just north of Centre Rd). Roadbed condition is deteriorated for several thousand feet; underground City utilities need to be replaced; one major culvert crossing at low point near south end; sidewalks on both sides of road in various stages of decay; cross-section and profile adjustments needed. This segment of road will require survey/engineering/permitting.
2. Blackwater Road – pavement and roadbed condition vary along length from High St to Route 108; limited segments with closed drainage; some City utilities to be repaired; low sections of road prone to flooding; two major culvert crossings need to be improved; standing water in some areas during heavy rain events. This segment of road will require survey/engineering/permitting.
3. High Street – pavement condition varies from Indigo Hill Road to Dover City line. City utilities reportedly in serviceable condition; many driveways and intersecting roads dictate that pavement grade will remain as is; some sections of concrete medians need patching/repair; several signal loops to be replaced. This segment of road is a candidate for mill and overlay with no survey or permitting and little engineering input required.

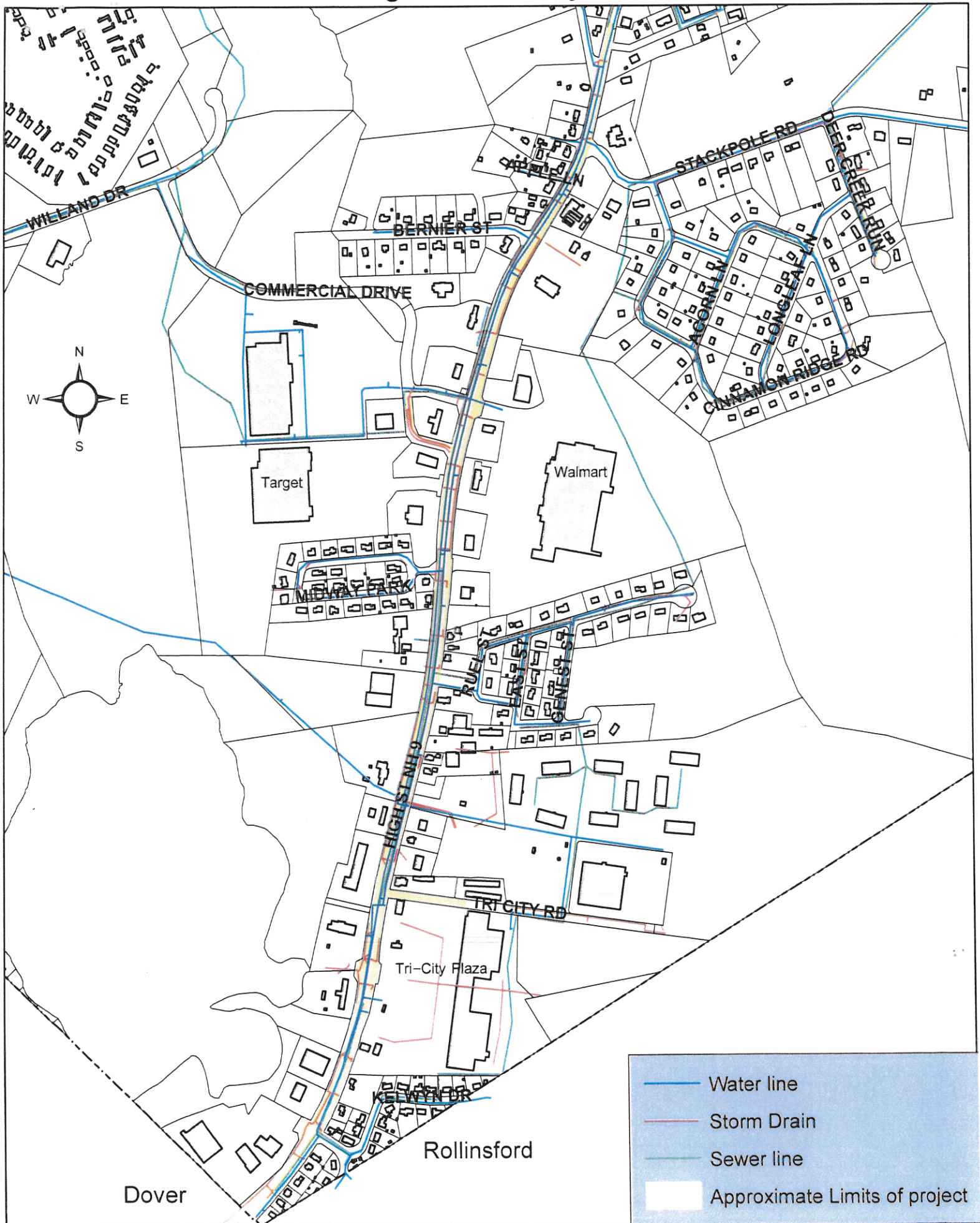
C. Recommended Project

High Street - Conceptual level opinion of cost is \$1.05M

Could be bonded for 2014 since City is retiring a current \$1M road bond

Dover will be paving Route 9 in 2014 from Somersworth City line to NH Route 16

High Street Project

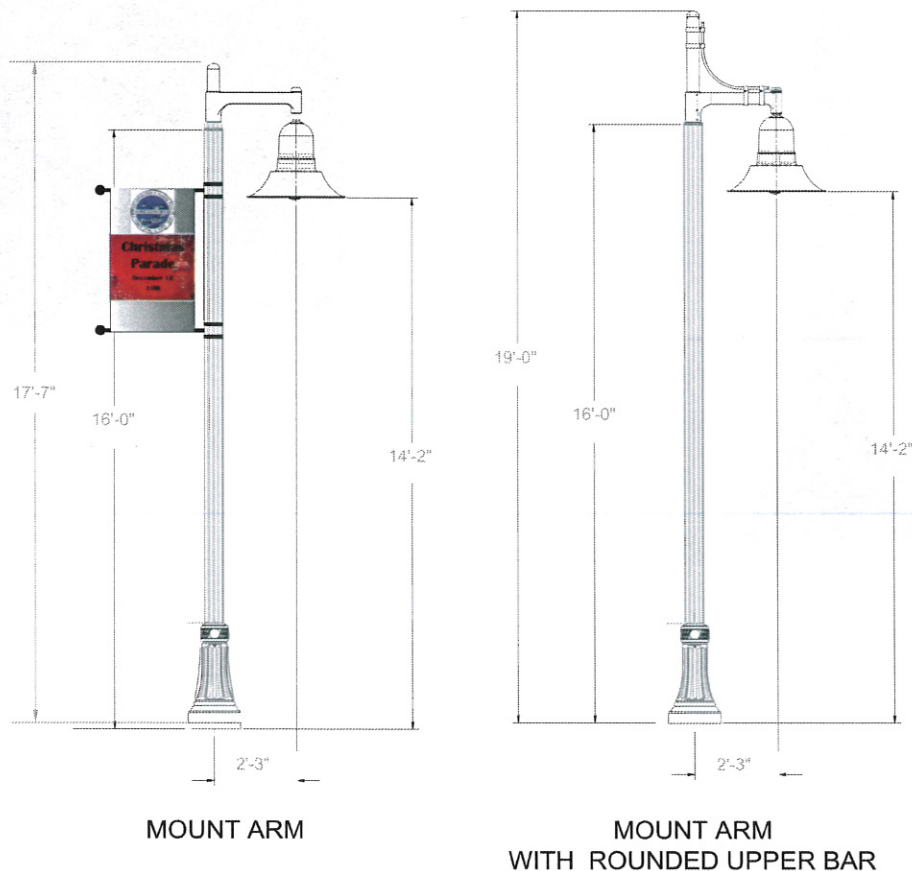


MEMORANDUM

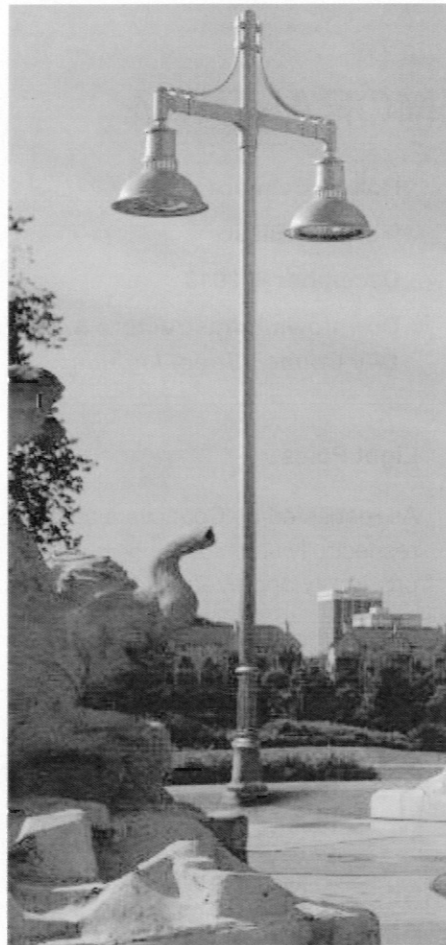
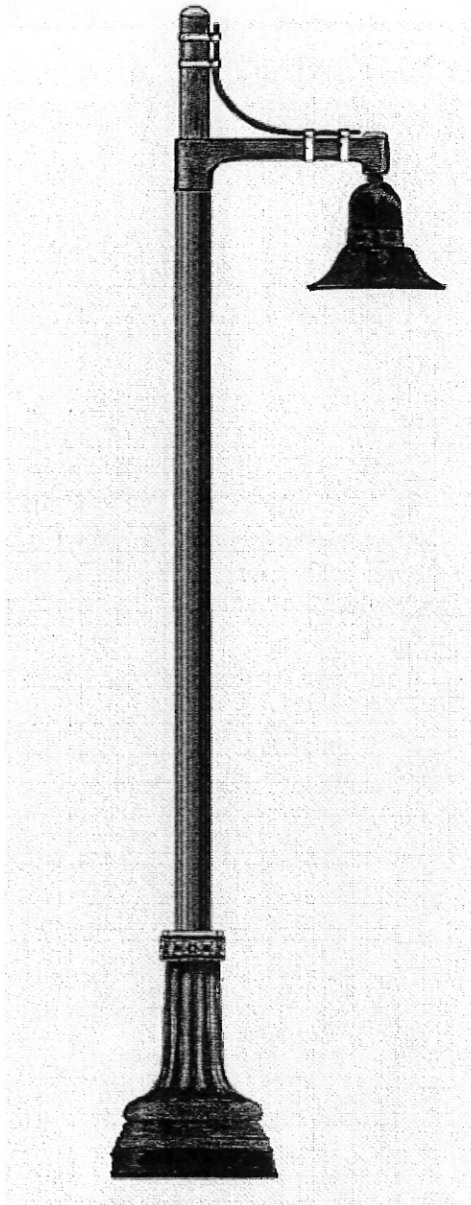
To: **Robert Belmore**
From: **Marisa DiBiasi**
Date: **December 6, 2013**
Re: **Downtown Infrastructure & Utilities Project**
City Council Street Lighting

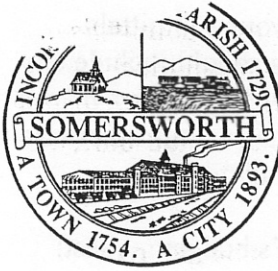
Light Poles

As requested by Councilors at the last Somersworth City Council meeting, Hoyle, Tanner respectfully submits the below scale renderings showing the two options for mount arms on the previously approved light pole assembly for decision by City Council.



Because the components of the light pole assemblies above have been custom chosen for the City of Somersworth, a photo showing the exact assembly is unavailable. We have included the below graphics to show realistic depictions of similar street lights.






MEMORANDUM

TO: Department Heads – Dean Crombie, Carol Murray, Keith Hoyle,
Scott Smith, Dave Sharples

CC: School Superintendent Jeni Mosca

FROM: Bob Belmore, City Manager 

DATE: December 4, 2013

SUBJECT: FY 14-15 Budget Preparation

Please provide your budget requests utilizing the budget worksheets with appropriate backup in the same manner as used during last budget cycle. The Finance Department has updated the budget worksheets for use and an electronic copy will be provided to you via email. As customary, the Finance Department will complete the salaries, wages, and benefit section for each budget. As soon as the salary, wage, and benefit sections are completed, they will be provided to you.

As you are all aware, an amendment to the City charter for a tax and spending cap was adopted and is required to be implemented with this budget cycle. Under the tax-cap, the City Manager is required to submit a proposed budget that complies with the National Consumer Price Index-Urban as published by the United States Department of Labor for the calendar year immediately preceding budget adoption with an adjustment for "net increase in new construction". Although that information is not currently available, the National CPI-U for October 2013 is .9% (nine-tenths of one percent). I request all departments to look for budget reductions and cost saving measures in order to comply with this portion of the charter.

Given the tax cap and current economic conditions, clearly defined requests with specific backup detail is of the utmost importance. We will need to be able to justify all requests for appropriations. Please provide backup to your requests in a manner similar to last year. Be sure to include quantities, per unit cost, vendor quotes, and any other information that will assist in justifying your requests.

City Manager Memorandum
December 4, 2013
FY 14-15 Budget Preparation

Include all CIP items as well as minor capital improvements with your submittals any adjusted estimates and supporting documentation. These requests should include any capital item being requested for the FY15 budget *that wasn't included as part of the Capital Improvements Plan*. That is, any item less than \$10,000 that would otherwise have been included in the CIP. Please attach a quote for each request submitted.

Please include the following supporting documentation with this year's budget request:

- An organization chart of your entire department by position title

Appropriations:

- A brief narrative to support the budget that should include the following sections:
 - ➔ Budget Comments: to describe any significant changes in the budget request, new personnel requested, or new programs and services under consideration. *Include in this section any new personnel, programs, or services that may have been given serious consideration, but is not recommended in order to comply with budget tax cap parameters.*
 - ➔ Programs and Services: a description of each department within your budget request, a description of services provided, and any statistical information that may be of use during budget deliberations. *Careful consideration should be given to improving efficiency in all service delivery components.*
 - ➔ Grants: Identify potential grant or other revenue sources.
 - ➔ Energy Efficiency/Sustainability Efforts: Consider proposing new methods for energy efficiency in fuel and other operational areas.

In addition, please address your projected **Revenues** in detail and offer recommendations for possible increases in department charges or proposals for new Revenues.

As is customary, the SAU/School Department will be submitting the budget in another format.

After you have returned your completed budget worksheets with the supporting documentation, I will be meeting with you individually to review each of them. The budget worksheets, including supporting documentation, are due back to Scott Smith, Finance Director, no later than Wednesday, January 8, 2014.

Should you have any questions, please let Scott or I know.

Thank you.

City Manager Memorandum
December 4, 2013
FY 14-15 Budget Preparation

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

December 5, 2013

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 7-14

Title: CITY COUNCIL MEETING SCHEDULE FOR 2014

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

12/5/13

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

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

WALTER L. MITCHELL
JUDITH E. WHITELAW
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STEVEN M. WHITLEY

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

October 10, 2013

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 19-14

Title: TO INSTRUCT THE CITY TAX COLLECTOR TO EXECUTE
A TAX DEED ON CERTAIN PROPERTY SUBJECT TO AN
UNREDEEMED TAX LIEN. SAID PROPERTY FORMERLY KNOWN
AS BRETON'S CLEANERS LOCATED AT 1 WINTER STREET


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: _____

12/5/13

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
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TELEPHONE (603) 524-3885
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October 10, 2013

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 20-14

Title: TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
ENTERPRISE INFORMATION SOLUTIONS, INC. OF
COLUMBIA, MARYLAND FOR A ROAD PAVEMENT CONDITION
ANALYSIS AND TO UTILIZE THE MUNICIPAL AND TRANSPORTATION FUND

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: _____

12/5/13

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

October 10, 2013

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 21-14

Title: BOND FOR ROAD AND UTILITY IMPROVEMENTS FOR A
PORTION OF HIGH STREET FROM THE SINCLAIR AVENUE
INTERSECTION LOCATION TO THE DOVER CITY LINE AND
ROAD AND UTILITY IMPROVEMENTS TO TRI CITY ROAD

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.

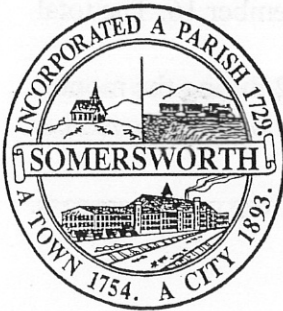
MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

12/5/13

By: _____





MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: December 4, 2013

Re: Monthly Report

Finance Department:

- Participated in completion of FY15-20 Capital Improvement Plan. Participated in preparation of presentation to Planning Board.
- Assisted with interviews with various departments.
- Participated in downtown improvements meeting.
- Prepared draft request for sealed bids for the sale of tax deeded property.
- Completed installation and training on new equipment for Channel 22. New equipment is now up and running.

City Clerk:

- Prepared for and took minutes at one scheduled meeting during the month.
- The municipal election was held on November 5. A recount was held on November 13, 2013.
- Total Receipts for the month were \$4,644.
- The City Licensing board issued the following permits:
 - A Higher Energy – Healing Arts Fair on 11/10/13
 - Our Lady of the Angels Church – signs for penny sale
 - Lions Club – signs for Christmas Tree sale

Tax Collector:

- Tax bills went out in early November with a due date of December 16. The total annual tax warrant is \$25,488,507.
- A total of 907 vehicles were registered for a total of \$114,842 during the month.
- Collected \$4,460 for Municipal Transportation Fund during month of November.
- 20 customers used the drive up window during the month.
- 79 Motor Vehicles were registered in November using the E-Reg online process.
- Total receipts for the month were \$3,771,641.

Human Services:

- Total assistance for the month was \$7,277. That compares to \$ 9,234 for the month of October 2013 and \$ 7,644 for November 2012.
- 7 new cases were opened compared to 10 in 2012 and 16 in 2011.
- 19 cases were approved for varying levels of assistance in November, with 6 cases still pending and 6 cases denied. 20 cases were referred to other agencies for support.

Library

- The Friends are sponsoring a program in January on investigating ghosts.
- The automation program is moving along and records are beginning to be loaded onto the remote server. We still anticipate the go-live date to be in March.
- The Library held 9 programs this month.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisted in the installation of new equipment for the local cable channel(s).

Department of Development Services (DDS)
Monthly Report
November 2013

Office of Assessing:

- The first round of Cycled Inspections was completed in mid-November. Letters to make appointments for inspections were sent to all parcels in which the interior was not inspected, approximately 640 parcels. Total properties visited will include approximately 916 parcels.
- Preparations are being made for the 2014 Revaluation.
- The City received two abatements appeals to the BTLA, one which was solved through mediation and one in which mediation is still on-going.
- We have field checked all permits that have been taken out since April 1, 2013. We will recheck the properties in the spring of 2014 where the permits were found to be not yet complete.

Office of Code Enforcement / Property Maintenance

Property Maintenance and Code Enforcement Activity Report for November 2013

Incident Location	Origin of Complaint	Nature of Concern	Responsible person notified	Compliance	Comments
284 Main Street	DDS	property maintenance	yes	pending	
8 William Street	DDS	change of use	yes	pending	single family to 2 unit
110 Indigo Hill Road	DDS	property maintenance	yes	pending	rubbish
68 Elm Street	DDS	ordinance violation	yes	pending	building without permit
70 Elm Street	DDS	ordinance violation	yes	pending	building without permit
76 Elm Street	DDS	ordinance violation	yes	pending	building without permit
82 Elm Street	DDS	ordinance violation	yes	pending	building without permit
41 Union Street	DDS	property maintenance	yes	yes	rubbish
182 Green Street	DDS	property maintenance	yes	yes	rubbish
26 Union Street	CC	property maintenance	yes	yes	rubbish
24 Union Street	DDS	property maintenance	yes	yes	rubbish
149 High Street	DDS	property maintenance	yes	yes	rubbish
110 Indigo Hill Road	DDS	ordinance violation	yes	pending	sign violation
354 Main Street	DDS	rubbish	yes	yes	on sidewalk
22 Union Street	CC	property maintenance	yes	yes	
14 Union Street	CC	property maintenance	yes	no	complaint not valid
13 / 15 Summer Street	CC	property maintenance	yes	pending	retaining wall
20 Plaza Terrace	CC	property maintenance	yes	yes	illegal dumping
23 Buffumsville Road	DDS	ordinance violation	yes	yes	rubbish
25 Union Street	CC	property maintenance	yes	no	complaint not valid
71 Prospect Street	CC	property maintenance	yes	pending	
165 Old Rochester Rd	DDS	ordinance violation	yes	yes	building without permit
160 Route 108	CC	property maintenance	yes	pending	fence
70 Buffumsville Road	DDS	ordinance violation	yes	pending	building without permit
30 Myrtle Street	CC	property maintenance	yes	yes	
58 West High Street	DDS	property maintenance	no	no	rubbish
296 Main Street	DDS	property maintenance	yes	yes	rubbish

13 Lincoln Street	CC	property maintenance	yes	yes	no heat
24 Union Street	CC	property maintenance	yes	yes	

DDS means Department Action CC is for citizen complaint
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Building and Health Departments:

Major Building Permits issued in November 2013:

Construction cost Fee

53	Cinnamon Ridge Rd.	Garage	\$39,411.00	\$325.29
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Minor Building Permits issued in November 2013:

5	Down	Roof	\$6,200.00	\$60.00
9	Ash	Deck/Deck Stairs	\$300.00	\$25.00
118	Indigo Hill Rd	Deck/Deck Stairs	\$569.00	\$25.00
220	Rt 108	Fence	\$60.00	\$25.00
1	Morning	3 Season deck	\$12,000.00	\$106.00
25	Morning	Window replacement	\$7,000.00	\$66.00
518	High	ramp	\$2,400.00	\$29.00
49	Franklin	Roof	\$1,937.00	\$29.00
17	Cliff	Deck/Deck Stairs	\$700.00	\$25.00
42	Buffumsville Rd	Deck/Deck Stairs	\$9,000.00	\$82.00
52	Mt. Auburn	Deck/Deck Stairs	\$7,300.00	\$68.00
290	Old Rochester Rd	Fence	\$5,000.00	\$50.00
6	Somersworth Plaza	Tenant Fit up	\$500.00	\$25.00
96	West High	Roof	\$10,000.00	\$90.00
4	Somersworth Plaza	Tenant Fit up	\$40,000.00	\$330.00

PERMIT RECEIPTS						
	2010	2011	2012	2013	DIFFERENCE this year to last	% OF CHANGE
January	\$2,646.50		\$1,789.50	\$1,387.72	-\$401.78	-22.5%
February	\$2,900.00		\$658.60	\$1,922.02	\$1,263.42	191.8%
March	\$5,771.50		\$2100.00	\$2,974.00	\$833.00	38.9%
April	\$13,118.59		\$1791.00	\$2,470.38	\$659.38	36.4%
May	\$25,920.25		\$5,347.00	\$6,979.20	\$1,477.20	26.2%
June	\$4,027.25		\$1269.50	\$3,609.52	\$1,908.52	112.2%
July	\$14,684.40		\$3,466.20	\$3,968.83	\$218.13	5.8%
August	\$3,160.80		\$2,316.53	\$13,706.92	\$10,647.90	348.1%
September	\$4,930.43		\$3,422.70	\$8,522.70	\$5,100.00	149.0%
October	\$2,597.29		\$2,217.25	\$4,208.68	\$1,991.43	89.8%
November	\$4,356.50		\$4,126.12	\$2,543.29	-\$1,582.83	-38.4%
December	\$3837.70		\$1,577.25			
Year total	\$87,951.21	\$26,256.28	\$31,786.15	\$52,293.25	\$22,084.36	
Difference of change this year to last (completed months only)						73.1%

Total Permits 10 to Present							
	2010	2011	2012	2013	DIFFERENCE this year to last	% OF CHANGE	
January	28	42	34	31	-3	-8.82%	
February	43	20	27	39	9	30.00%	
March	86	27	27	44	15	51.72%	
April	94	42	40	60	18	42.86%	
May	89	77	41	65	22	51.16%	
June	85	55	16	77	48	165.52%	
July	58	54	48	54	3	5.88%	
August	66	66	50	61	8	15.09%	
September	65	53	51	72	21	41.18%	
October	72	56	61	56	-5	-8.20%	
November	43	61	36	48	12	33.33%	
December	52	35	45				
YTD Totals	781	589	503	607	148	32.24%	

Land Use Boards:

Conservation Commission November 2013:

- Workshop meeting held to discuss the Mast Point Dam Revitalization project.

Historic District Commission November 2013:

- My Mobile, on behalf of Tony Doan, 59-65 High Street, Assessor's Map 11, Lot 63A, HDC #25-2013. The Commission **tabled** the request to erect signs because no one was present to represent the application.
- Shayne Devoe, 8 Noble Street, Assessor's Map 10, Lot 132, HDC #28-2013. The Commission approved the request for window replacement.

Planning Board November 2013:

- No regular Planning Board meeting was held.
- A workshop meeting was held to review and discuss the proposed 2015-2020 Capital Improvement Plan.

Zoning Board November 2013:

- Brian Settele, 518 High Street, Assessor's Map 40, Lot 39, ZBA #22-2013. The Board **approved** a variance from Table 5.A.1 of the Zoning Ordinance to build a wheelchair ramp within setbacks.

Economic Development

- See separate report attached

Parks and Recreation

- The Saturday morning Youth Basketball program started up on November 16th. This program is currently serving over 130 children in grades 1 – 6. The program operates at two separate gymnasium facilities on Saturday morning, Idlehurst Elementary and the Somersworth Middle School.
- Travel teams will be formed off of the Saturday morning Youth Basketball program in early December. Teams will be comprised of 3rd and 4th grade boys and girls, and 5th and 6th grade boys and girls.
- Arrangements to remove the swings and tennis court nets prior to snowfall have been made.

Other:

- The City held a conference call with the EPA and SKEO to discuss finalizing the feasibility study regarding the potential installation of a solar array at the landfill site. The City has requested that SKEO hold a presentation to the City Council after the report is finalized.
- Hilltop study update – AG Architects has completed the CAD drawings for the site and has had their consultant engineers perform site inspections. Art Guadano from AG Architects and some of his engineers will be meeting with Friends of Somersworth representatives and City staff during the week of December 16th.
- The City submitted a request to NHDOT to include sidewalks on Station Street which was not in the original scope of the Transportation Enhancement project and City staff and VHB will be meeting in Concord on December 17th to discuss the request.

Submitted by Dave Sharples

Monthly Update

- Christine did an interview with WTSN radio on November 4th and 6th in regards to the partnership being developed between the local businesses, the City of Somersworth and Dover and the Career Technical Centers.
- Discussions with developers interested in investing in the downtown continue. RSA 79-E has been helpful in keeping the discussions going.
- Christine is now the Chair of the Skyhaven Airport Marketing Committee.
- Christine participates on the Chamber board as the Secretary, The Great Falls Development Corporation, the CTC Renovation Committee, SRPC Committees, Vision 2020 and attends downtown improvement meetings as needed.
- The department is working closely with the CTC and the business community alongside the City of Dover to create meaningful partnerships. Christine attended the open house at the CTC on November 6th. A recent collaboration between Midway Buick and the CTC took place and a story has been submitted to Fosters. She also spoke at the Dover CTC teacher meeting along with representatives from the Dover Business-Ed Connect group.
- Research on potential clean up funds for the former Breton Cleaners continues with a meeting with the town of Durham which was successful in obtaining two Brownfields grants. Christine also attended a half day workshop on Brownfields grant preparation put on by the EPA. The EPA Clean Up Grant deadline has been pushed back to January 22, 2014.
- Christine attended several educational workshops including the Social Media Summit, UNH CEO Forum, and a workshop at the NH-ICC.
- Christine is working with the CTC Marketing and Art students, the Somersworth Historical Museum and the owner of the former Dumont's Hardware and the owner of 70 High St. to decorate the vacant storefronts with items from the museum in one and painting the window of the other. The Historical display is set to be put up on December 11th.
- Regular communications continue with the downtown business community in regards to the construction project. A Public Input mtg. was held on November 6th.
- Two new businesses have opened: Brewster's Drafthouse located at 2 Main St. and Hampshire Pewter located in Barclay Square on route 108.



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

NOVEMBER 2013 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	5
Vehicle Fires:	0
Outside Fires:	3
Emergency Medical:	50
Motor Vehicle Crash:	7
Malfunction/false alarm:	10
Accidental/public service:	16
Hazardous Condition:	7
Hazardous Materials:	4

NON-EMERGENCY ACTIVITIES

Burning Permits:	10
Fireworks Permits:	0
Oil Burner Permits:	2
Place of Assembly Permits:	1
Fire Safety Inspections:	13
Fire Drills:	3

- We responded to 6 more emergency calls this November (103) than in November 2012 – an increase of 6%.
- American Ambulance transition as the City's EMS "911" provider continues to be smooth.
- We responded to mutual aid fires in Dover, Durham, Rochester (3) and Berwick and Sanford ME.
- The fire union began its "Toys for Tots" campaign with an event at Wal-Mart and began sign-up sessions at the fire station for parents/guardians of underprivileged children.
- Next Level Church inspected and issued a CO.
- Final session held with our consultant (Jane Hubbard) for re-write of the City's Disaster Plan. It should be ready in December.

- The Department participated in the funeral for retired Deputy Fire Chief Twitchell.
- JLMC has set a date of May 14 for the next "Wellness Day" for employees. The event will be open to the public.
- The state's vendor for public health and emergency management in Strafford County (Ready Strafford) has encountered problems administering the contract since July 1. Municipal Emergency Mgt. Directors in the county attended a meeting to discuss this situation with Ready Strafford and demanded a solution to it. Ready Strafford now talking with the state about possible solutions.
- Brush fire near the Water Department off the railroad tracks on Nov. 15 caused us to request mutual aid from Dover, Rollinsford and Berwick Maine.
- Attended the Planning Board for purposes of answering questions about the CIP submissions.
- Attended regional meeting of the Emergency Management Directors for training purposes.
- Firefighters cut and removed downed trees on roadways during windstorms on Nov. 23/25 and again Nov. 29/30.
- Attended meetings of the Public Safety Committee: SRTC: Traffic Safety Committee: and "911" Committee.
- The process of completely revising the Department's "Standard Operating Guidelines" is continuing each month.
- FEMA finally was able to straighten out computer glitches with our 2009 FIRE Act award and is forwarding \$41,982 to cover equipment purchases made from that grant.

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



City of Somersworth Report

November 2013

Number of Responses: 117

Response Time Average: 3min 52sec

Training:

24 hours of BLS refresher training performed for staff. Fire Department was invited to attend.

Advance EMT Course was announced and invitation sent to the Fire Department for course sign up.

EMT-B course is in final stages of planning and will be announced in the Month of Dec.

Community Events: Nothing to Report

Other:

Operations Manager and Clinical Manager attended the NH State Medical Control Board and EMS Coordinating board meetings taking an active role in State protocol and EMS regulation development.

Operations Manager attended a State Bariatric Meeting, there is possible bariatric grant money to municipalities should they be interested, though it is likely going to be a regional approach. AANE already has a Bariatric stretcher in house.

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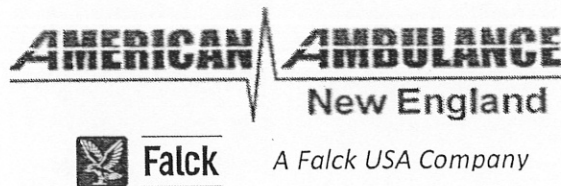
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City of Somersworth Report

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MEMORANDUM

DATE: December 6, 2013
TO: *CITY OFFICIALS & CITY EMPLOYEES*
FROM: Bob Belmore, City Manager
RE: HOLIDAY OBSERVANCE – 2014

City Hall will be closed on the following days in observance of these 2014 Holidays:



January 1, 2014 Wednesday New Year Holiday



January 20, 2014 Monday Martin Luther King Day



February 17, 2013 Monday President's Day



May 26, 2013 Monday Memorial Day



July 4, 2013 Friday Independence Day

September 1, 2013 Monday Labor Day



November 11, 2013 Tuesday Veteran's Day



November 27, 2013 Thursday Thanksgiving Day

November 28, 2013 Friday Thanksgiving Holiday



December 25, 2013 Thursday Christmas

December 26, 2013 Friday Christmas Holiday



January 1, 2015 Thursday New Year Holiday

