

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

**TO:** Mayor Dana Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager *RB*  
**DATE:** Friday, December 5, 2014  
**SUBJECT:** City Manager's Report for Monday, December 8, 2014  
City Council Agenda

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

**Ordinances:**

- A. Ordinance No. 6-15 Amend Chapter 13, Police Offenses, Section 3.3 One Way Streets, Relative to Constitutional Way. (Referred to Public Works & Environment Committee)**

**Other:**

- A. Authorize City Manager to Sign Until Agreement to Extend Natural Gas Service to Former Police Department Building.**

*New Business (under Section 14 of Agenda)*

**Ordinances:**

- A. Ordinance No. 9-15 Amend Chapter 13, Police Offenses, Section 3.F.4 Time Parking, 20 Minutes, by Adding New Section Relative to Green Street. This Ordinance is recommended by the Traffic Safety Committee. It relates to a request by the owner of Jimmy Jones Restaurant.**
- B. Ordinance No. 10-15 City Council Meeting Schedule for 2015. The proposed schedule has been reviewed and approved by Mayor Dana Hilliard. Note: The City Council should consider waiving Council Rules and act on the schedule this evening.**

## **Resolutions:**

- A. Resolution No. 21-15 Authorize the City Manager to Sign an Application for a Community Development Block Grant (CDBG) to Upgrade the Heating System and Improve the Energy Efficiency of the Albert J. Nadeau Homes on Bartlett Avenue and to Sign the Adopted 2014 City Housing and Community Development Plan and the 2014 Residential Antidisplacement and Relocation Assistance Plan.** Somersworth Housing Authority Executive Director Debbie Evans discussed this Project with the Council's Finance Committee at their November 24<sup>th</sup> meeting. Her memorandum explaining the project is attached. The City Council will need to schedule a Public Hearing prior to acting on this Resolution, I suggest 6:45 p.m. prior to the January 5<sup>th</sup> meeting.
- B. Resolution No. 22-15 Authorize the City Manager to Contract with Martini Northern, LLC of Portsmouth, NH to Install an Emergency Backup Generator at the Somersworth Wastewater Treatment Facility.** The Finance Committee reviewed this Project at their November 24<sup>th</sup> meeting and the recommendation by staff, regarding their bid analysis – a copy is attached. This is a Budgeted Project, the bid plus contingency falls under the \$275,000 appropriated in this Fiscal Year's Wastewater Utility Budget.

## **Other:**

- A. Community Revitalization Tax Relief Incentive Application from David H. M. Baker for Round Robin Building Property Located at 67-73 High Street.** Attached is a copy of the application. Director Sharples has examined the application and he has deemed it complete. This was discussed at the Finance Committee meeting on November 24<sup>th</sup>. A Public Hearing should be scheduled prior to acting on this application, I suggest 6:40 p.m. prior to the January 5<sup>th</sup> meeting.

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

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

- 1. CIP FY 2016-2021.** 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. FY 15-16 Budget Preparation.** Please see enclosed memorandum outlining the FY 15-16 Budget Preparation Process. I have also included Finance Director Smith's preliminary analysis in regards to the limitations on any Budget increase – Tax Cap provisions of the City Charter.
- 3. Department Monthly Reports.** I wanted to point out a few items you will be provided as part of my Management Team reporting process.
  - Fire Department: The Chief as will other Department Heads, provide special reports from time to time such as his snowstorm report this month.
  - Development Services: Under Economic Development there is a listing of newly opened businesses. By the way Olympia Sports has moved from Dover to Tri-City Plaza.

**Information Items (continued)**

- 4. Emergency Notifications.** I facilitated a meeting on December 2<sup>nd</sup> with Staff to discuss how we might improve our Community Outreach during significant storm events or other emergencies requiring the dissemination of important information such as the opening of shelters, updates on electric outages and road closures. Attached is a memorandum from our Fire Chief/EMD Hoyle that outlines steps we will be implementing to further enhance our present protocol.
- 5. Upcoming Proposed Workshops – Approved by Mayor Hilliard.**
  - January 5, 2015 Code Enforcement with City Attorney, 6:00 p.m.
  - January 20, 2015 (Tuesday) Road Plan with City Engineer and CIP, 5:30 p.m.
  - February 2, 2015 Landfill Solar Project, 6:00 p.m.
  - April 4, 2015 (Saturday) City Council 2015 Budget Workshop, 8:30 a.m.

**B. Attachments:**

1. City Attorney Certifications Two (2).
2. Department Head November Monthly Reports.
3. Code Enforcement Information for the January 5<sup>th</sup> Workshop.
4. Recreation Department Newsletter.

**NonPublic Session:**

Reminder – At the November 15<sup>th</sup> Follow-up Goal Session the City Council expressed an interest in meeting in the near future.

ORDINANCE NO. 9-15 AMEND CHAPTER 13, POLICE OFFENSES, SECTION 3.F.4 TIME LIMITED PARKING, 20 MINUTES, BY ADDING NEW SECTION RELATIVE TO GREEN STREET.

Somersworth, NH  
December 8, 2014

THE CITY COUNCIL OF THE CITY OF SOMERSWORTH ORDAINS THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Chapter 13, Police Offenses, Section 3.F.4 Time Limited Parking, 20 Minutes by adding a new Section B as follows:

**4B. 20 Minute**

When signs are erected giving notice thereof, it shall be unlawful for any person having custody or control of any vehicle to park or cause the same to be parked for more than 20 minutes, between the hours of 11:00 a.m. and 8:00 p.m., on Sunday, Tuesday through Saturday, in the listed areas:

Green Street, on the easterly side, two (2) parallel spaces adjacent to 102 Green Street.

This Ordinance shall take effect upon its passage.

Introduced by Councilor  
Jennifer G. Soldati

Approved:

City Attorney

ORDINANCE NO. 10-15 CITY COUNCIL MEETING SCHEDULE FOR 2015.

Somersworth, NH  
December 8, 2014

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT, in accordance with Chapter 3.7 of the City Charter which provides that the City Council's "regular meetings shall be held on the first and third Monday of the month at 7:00 p.m. unless otherwise designated by ordinance..." and Chapter 6, City Officials, Section 6.8.2 of the City Ordinances which also provides that the "City Council shall meet in regular session on the first and third Mondays of each month at 7:00 p.m., unless otherwise agreed on by a majority of the members of the Council" that the City Council Meeting schedule for 2015 shall be as follows:

- January - 01/05/2015 and 01/20/2015 (Tuesday)
- February - 02/02/2015 and 02/17/2015 (Tuesday)
- March - 03/02/2015 and 03/16/2015
- April - 04/06/2015 and 04/20/2015
- May - 05/04/2015 and 05/18/2015
- June - 06/01/2015 and 06/15/2015
- July - 07/20/2015
- August - 08/17/2015
- September - 09/08/2015 (Tuesday) and 09/21/2015
- October - 10/05/2015 and 10/19/2015
- November - 11/09/2015
- December - 12/07/2015

This ordinance shall take effect upon its passage.

Introduced by

Mayor Dana S. Hilliard

Approved:

City Attorney

RESOLUTION NO. 21-15 TO AUTHORIZE THE CITY MANAGER TO SIGN AN APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) TO UPGRADE THE HEATING SYSTEM AND IMPROVE THE ENERGY EFFICIENCY OF THE ALBERT J. NADEAU HOMES ON BARTLETT AVENUE AND TO SIGN THE ADOPTED 2014 CITY HOUSING AND COMMUNITY DEVELOPMENT PLAN AND 2014 RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN.

Somersworth, NH  
December 8, 2014

WHEREAS, a public hearing will be held on January 5, 2015,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Council authorizes the City Manager to sign an application for a CDBG grant to upgrade the heating system and make improvements to the energy efficiency of the Albert J. Nadeau Homes on Bartlett Avenue. The estimated cost of the improvements is up to \$500,000 (Five Hundred Thousand dollars) and the City Council authorizes the following:

1. Authorizes the Somersworth Housing Authority to continue as the Authorized Agent of the City of Somersworth in all matters relating to Community Development for this project until it is completed.
2. Authorizes the City Manager to enter into a contract with the Somersworth Housing Authority for the administration and supervision of this project until it is completed.
3. Authorizes the City Manager to execute any and all other documents with the State of New Hampshire, Office of Community Development Finance Authority (CDFA), which will be necessary to effectuate the purposes of this Resolution, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Council hereby adopts the 2014 Housing and Community Development Plan and the 2014 Residential Antidplacement and Relocation Assistance Plan.

Introduced by Councilors

David Witham  
Dale Sprague  
Jennifer Soldati  
Martin Pepin

Approved:

City Attorney

# **CITY OF SOMERSWORTH, NEW HAMPSHIRE HOUSING AND COMMUNITY DEVELOPMENT PLAN 2014**

The City of Somersworth commits to the following goals to meet its Housing and Community Development needs:

**Goal:** Encourage a varied stock of safe, sanitary, energy efficient , decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

**Goal:** Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

**Goal:** Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

**Goal:** Preserve and promote the town's historically and culturally significant structures. (Short-term and Long-term goal).

**Goal:** Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

As a matter of policy, Somersworth will minimize the involuntary displacement of households from their neighborhoods.

These goals are consistent with the Somersworth's Master Plan and local Ordinances.

Any federal CDBG grant funds awarded to address any of these goals shall be expended consistent with national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, be used for public facility projects, employment opportunities, or feasibility studies. All CDBG funded projects, shall primarily benefit low and moderate income persons or households, and shall not benefit moderate income persons to the exclusion of low income persons.

Adopted by the Somersworth City Council on \_\_\_\_\_(date)

Signed: \_\_\_\_\_

**DISPLACEMENT AND RELOCATION CERTIFICATION  
CITY OF SOMERSWORTH  
RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION  
ASSISTANCE PLAN**

Every effort will be made to minimize temporary or permanent displacement of persons due to a CDBG project undertaken by the municipality. However, in the event of displacement as a result of a federally funded award, the City of Somersworth will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If any temporary displacement or relocation of persons shall be required during this project, a unit on the premises will be made available until the original unit can be moved back into. The project will follow the antidisplacement plan if any displacement occurs.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion the municipality will make public and submit to CDFA the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;

- h. Relocation benefits for all low or moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
  - 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:
  - 2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;
- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and
- k. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The executive director's decision shall be final unless a court determines the decision was arbitrary and capricious.
- l. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

#### CERTIFICATION OF COMPLIANCE

The City of Somersworth anticipates no displacement or relocation activities will be necessitated by this project. Should some unforeseen need arise, the town certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature:   X   \_\_\_\_\_

Date of Adoption: \_\_\_\_\_



ESTABLISHED 1961

Deborah I. Evans  
Executive Director

Resolution No. 21-15

Public Housing - Community Development - Social Services  
**Somersworth Housing Authority**  
25 Bartlett Avenue, Suite A • PO Box 31 • Somersworth, NH 03878



Date: November 20, 2014

To: Somersworth City Manager, Robert Belmore

From: Deborah Evans, Executive Director *DE*

Re: CDBG Application

The Somersworth Housing Authority conducted an energy audit of Albert J. Nadeau Homes, Bartlett Ave. contracting with Resilient Building Group and Right Trak Design. This audit was performed to seek solutions to reduce energy costs and improve the livability of the buildings. Primarily the report looked at the possible energy upgrade to the building envelope and replacement of the 1968 vintage, central boiler system.

The measures suggested are as follows:

- The existing system does not allow for individual apt control of heat but a continuous underground heat loop supply, therefore some units are hot, now causing residents to open windows, while others are not receiving a comfort level heat supply, therefore;
- The mechanical improvements proposed would be to replace the existing central boiler system with either a high efficient NG boiler with individual building manifolds' or the installation of individual boilers at each building location (17 bldgs total).
- The building envelope upgrades would be strategic air sealing; re-insulate the cantilevers; insulate behind the brick facades; insulate interior of crawlspace with spray foam.

These recommendations will improve both comfort and energy efficiency of the buildings.

If the SHA implements all of the recommended improvements, the potential energy costs could be reduced by approximately 25% and energy use by 72%.

In summary, we are requesting the Somersworth City Council to review the above request and authorize the City Manager to sign an application for CDBG funds ranging from \$400,000 to \$600,000.

RESOLUTION NO. 22-15 AUTHORIZE THE CITY MANAGER TO CONTRACT WITH MARTINI NORTHERN, LLC OF PORTSMOUTH, NH TO INSTALL AN EMERGENCY BACKUP GENERATOR AT THE SOMERSWORTH WASTEWATER TREATMENT FACILITY.

Somersworth, NH  
December 8, 2014

WHEREAS, funding from the fiscal year 2013-2014 Wastewater Utility budget has been encumbered to replace the emergency backup generator at the Somersworth Wastewater Treatment Facility; and

WHEREAS, the City requested sealed bids from qualified contractors for this project; and

WHEREAS, City staff reviewed the results of the bids received and recommends contracting with Martini Northern, LLC of Portsmouth, NH at a cost of \$200,000 (Two Hundred Thousand dollars) which includes an amount of \$15,000 (Fifteen Thousand dollars) for contingency; and

WHEREAS, the Finance Committee for the City of Somersworth has reviewed the recommendation by staff to award the contract to Martini Northern, LLC, 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 Martini Northern, LLC of Portsmouth, NH to install an emergency backup generator at the Somersworth Wastewater Treatment Facility at a cost not to exceed \$200,000 (Two Hundred Thousand dollars) and take any and all other such actions relative to this project determined to be in the best interest of the City.

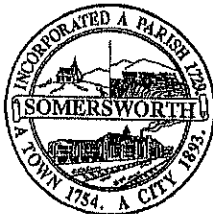
Introduced by Councilors

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

Approved

City Attorney

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**MEMORANDUM, from Director DPW**

**TO:** Bob Belmore, City Manager

**CC:** Scott Smith, Finance Director  
Jamie Wood, WWTF Chief Operator

**DATE:** November 17, 2014

**RE:** WWTF Backup Generator, Executive Summary and Recommendation

Bob,

Jamie Wood and I reviewed the submittals for the back up generator replacement at the Waste Water Treatment Facility. Based on our analysis we have come to the following recommendation.

Budgeted amount: \$275,000

**Recommended Selection: Martini Northern LLC, \$185,000.**

Make contingent on the Caterpillar option. In addition to research provided by Underwood Engineers, we sought and received further input from Martini. Attached is a listing of their sub-contractors (Gemini and Power-Up Generator Service Co.) with references. Our WWTF has a long and successful relationship with both sub-contractors.

**Electrical Installation (EI) Inc., \$209,900.**

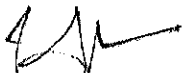
EI also has a long relationship with the WWTF having worked hand and hand with Underwood Engineers and installed the existing transfer switch that will be tied into the new generator. In addition, they installed the SCADA system and PLC units throughout the facility which will be beneficial when we connect the new generator to the SCADA.

**Piquette and Howard, \$149,000.**

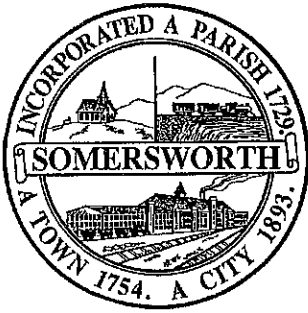
Does not meet RFP specifications.

**Sherborn Consolidated, Inc., \$213,580**

Highest bid.



Todd F. Smith



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**Dave Sharples**  
**Director of Planning and Community Development**

November 17, 2014

To: Robert M. Belmore, City Manager

Re: RSA 79-E Application for 67-73 High Street

I have enclosed a Community Revitalization Tax Relief Incentive application received on November 4, 2014. According to the ordinance, the Department of Development Services receives the application and reviews it for "any compliance issues". The structure is located on Tax Map 11 Lot 63 and is in the Revitalization District. The application appears complete as it details the cost of rehabilitation which totals \$217,250 which meets the 15% of the assessed valuation requirement set forth in Section 2 as the current building is valued at \$65,100. The application also includes the years of relief being requested and outlines the public benefits the applicant feels are being met.

The applicant is requesting a total of seven (7) years of tax relief. The applicant is seeking five years in accordance with Section 5.A. The applicant is also seeking an additional two (2) years of tax relief in accordance with Section 5.B by creating one new non-subsidized residential unit on the second floor of the building.

The procedure for action by the City Council is as follows:

- The City Council holds a public hearing on the application;
- After the hearing, the Council determines if one or more of the Public Benefits listed in Section 7 have been met;
- If the Council determines that one or more of the Public Benefits have been met then they must decide the period of tax relief to be granted. In this case it could be anywhere from one (1) to seven (7) years that begins when the substantial rehabilitation is complete.
- A two-thirds vote of the City Council is necessary to grant relief.

I have enclosed the application and the Tax Card for the property.

Thank you.

enc (2)



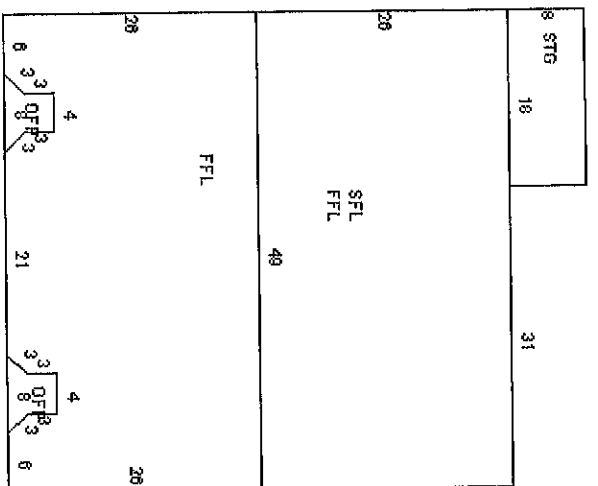
**City of Somersworth - N**

2015

## COMMENTS

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**SKETCH**



## RES BREAKDOWN

[illegible]

## COMPARABLE SALES

BrinNet	3	- TYPICAL	Base \$/SQ	47.00	Rate	Parcel ID	Type	Date	Sale Price
Electric	3	- TYPICAL	Size/Ad	1.18057764					
Insulation	2	- TYPICAL	Cost/Ad	0.87576890					
InfoText	1	-	Ad \$/SQ	48,594					
Heat Fuel	1	- OIL	Other Features	4000					
Heat type	7	- UNIT HTS	Grade Factor	0.90					
Heat Sys	1		Neighborhood	1.00000000					
Heat Sys	1		Ad \$ Factor	1.00	Value \$/SQ	Area	Ind Val	263200.0	
%Heated	100	%AC	Ad Total	148680	Units Factor		Value \$ Fin	26.04	
Solar Inv	NO	Central AC	Depreciation	83558	Special Features	0	Value \$ Sub	17.25	
%Com Val		%Spunked							

## PARCEL ID 11030

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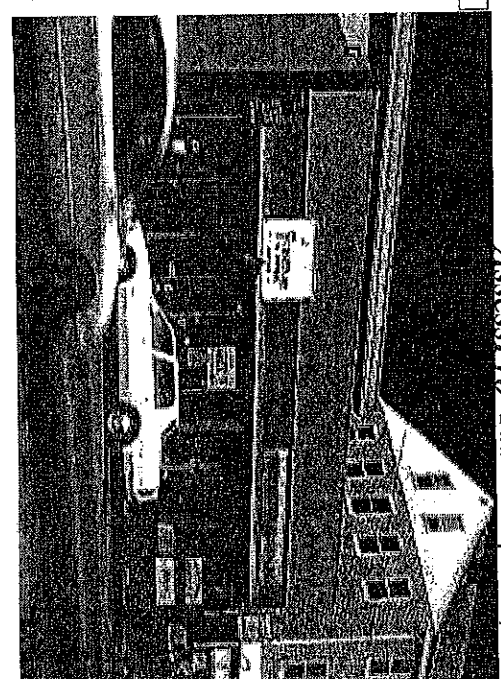
## SUB AREA

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### SUB AREA DETAIL

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## AccessPro Patriot Properties, Inc.



#7

November 2, 2014

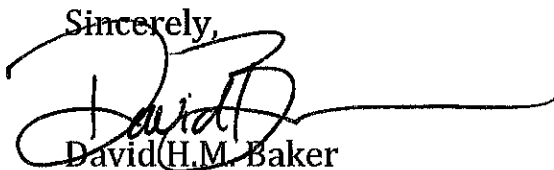
Mr. Dave Sharples  
Director of Planning & Community Development  
City of Somersworth  
One Government Way  
Somersworth, NH 03801

Dear Dave:

See enclosed the Community Revitalization Tax Relief Incentive Application as we have discussed. I think everything should be in order and I would ask for the maximum term if you see this project meriting such relief.

I truly appreciate all the help you and your staff have given me in navigating this entire process. Please advise if there are any issues with this application, if so, I will address immediately.

Sincerely,



David H.M. Baker

## Community Revitalization Tax Relief Incentive Application

Scope of Redevelopment Project  
Round Robin Building  
67-73 High Street  
Somersworth, NH  
November 2, 2014

The project will result in the complete renovation of the existing property that was formerly home to a single business, The Round Robin. Our goal is to reconfigure the property into three units, with a residential apartment on the top floor and two commercial properties on first floor at street level.

We strongly believe this project will provide a public benefit as required in Section 7. Our thoughts on each section are highlighted below.

- A. This project will bring two businesses into the downtown area. One of the commercial units will be leased by Teatoller, which will be moving from its current Main St location to our building. We have strong indication (hand shake) of interest from Blue Bin, a firm based in Burlington VT that provides digital printing services.
- B. This structure dates back to 1945, where for many years it was a department store. It changed hands many times over the years and we seek to create a downtown destination while keeping its historic look and feel. This site had fallen into decay and we feel our work here will help revitalize downtown, without destroying historic significance. We have met several times with City HDC and have their blessing.
- C. We do believe this meets standard of compact vibrant community center. The project will be utilizing the newest heating/cooling technologies, energy efficient windows and insulation. The Teatoller should also provide a great footprint for gathering and community activity.
- D. The housing will also meet the non-subsidized standard. In fact, this will be a luxury apartment with a walkout roof deck, granite countertops, the latest appliances and amenities. We may seek to rent it furnished as a corporate apartment to one of the larger local businesses or to an individual seeking luxury space in what will be a robust downtown area over time. As far as we know this is a first in Somersworth and hopefully our success will demonstrate the viability of similar projects in the future.

To some who have lived in Somersworth, this project may seem misplaced. We completely disagree. In fact, we believe that Somersworth has tremendous unrecognized value and we are hopeful this will be the first of similar projects we expect to undertake in the future.

Sincerely,

David H.M. Baker



#17

**City of Somersworth**  
**Department of Development Services**  
One Government Way, Somersworth, NH 03878  
603/692-9519  
FAX 603/692-9575  
[www.somersworth.com](http://www.somersworth.com)

## Community Revitalization Tax Relief Incentive Application

(per City Ordinance Chapter 31)

Date: 2/28/14 [Office use only. Fee submitted: \_\_\_\_\_]

### Property information

Property address/location: 67-73 High Street

Name of building (if applicable): Round Robin

Tax Map: 11 Lot #: 63

### Property owner

Name (include name of individual): 335-337 Main St Somersworth - David Baker

Mailing address: 98 Fairview Ave Portsmouth NH 03801

Telephone #: 603-504-3070 (c) Email: dbaker62@me.com

### Proposed project

Explain project and include number of years of relief being requested (attach additional sheets if necessary): Please see attached. We are requesting seven

years of relief.

Building uses Existing: \_\_\_\_\_ ; Proposed: \_\_\_\_\_

Nonresidential square footage. Existing: \_\_\_\_\_ ; Proposed: \_\_\_\_\_

# of residential dwelling units. Existing: 0 ; Proposed: 1

Expected construction dates. Start: \_\_\_\_\_ ; Finish: \_\_\_\_\_

### Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs.  
Please attach written estimates, if available.

Structural: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Electrical: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Plumbing: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Mechanical: \_\_\_\_\_ Cost: \$ \_\_\_\_\_  
Other: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

*See attached*

### Other Information

Name of contractor (if known): \_\_\_\_\_

Will the project include any residential housing units? Yes; If so, how many? 1

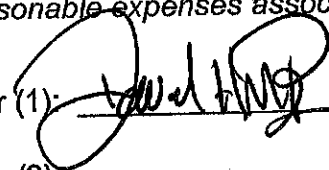
Will any state or federal grants or funds be used in this project? No

What are the proposed public benefits associated with this project (in accordance with Chapter 31 Section 7)? See attachment

### Submission of application

**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 non-refundable application fee (made out to "City of Somersworth") must be submitted with this application. This application must be signed by the property owner.

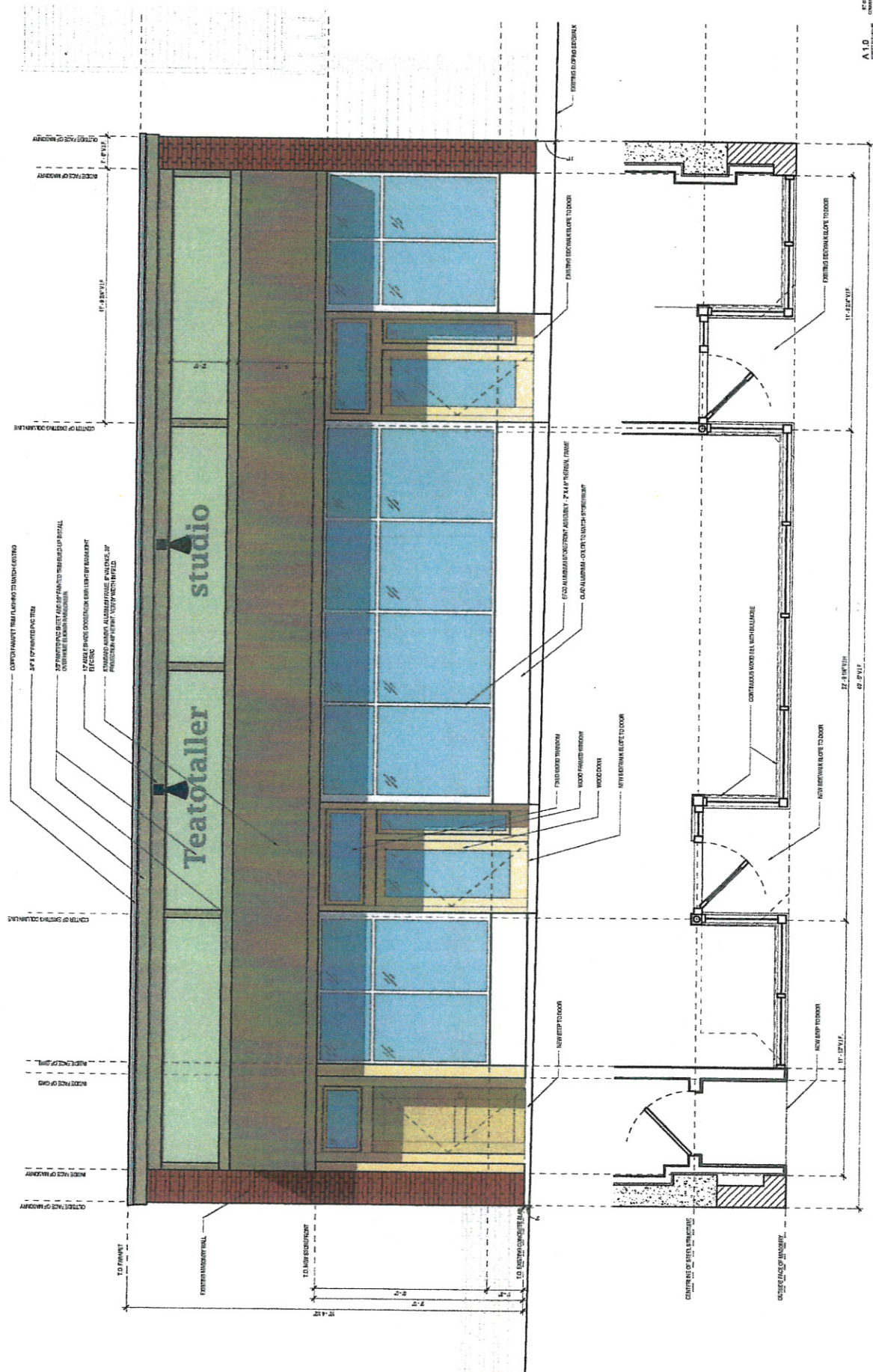
*I (we) hereby submit this application under Chapter 31 Community Revitalization Tax Relief Incentive of the City of Somersworth and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the Ordinance and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant.*

Signature of property owner (1): 

Date: 11/2/14

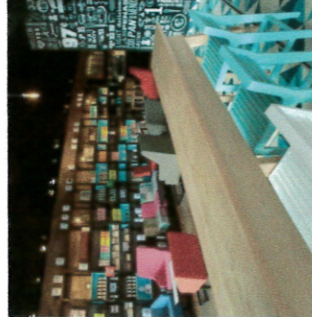
Signature of property owner (2): \_\_\_\_\_

Date: \_\_\_\_\_



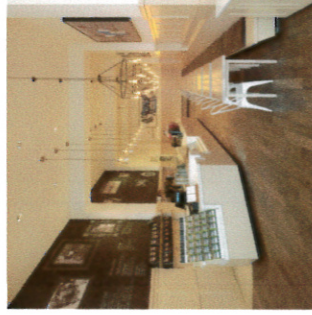
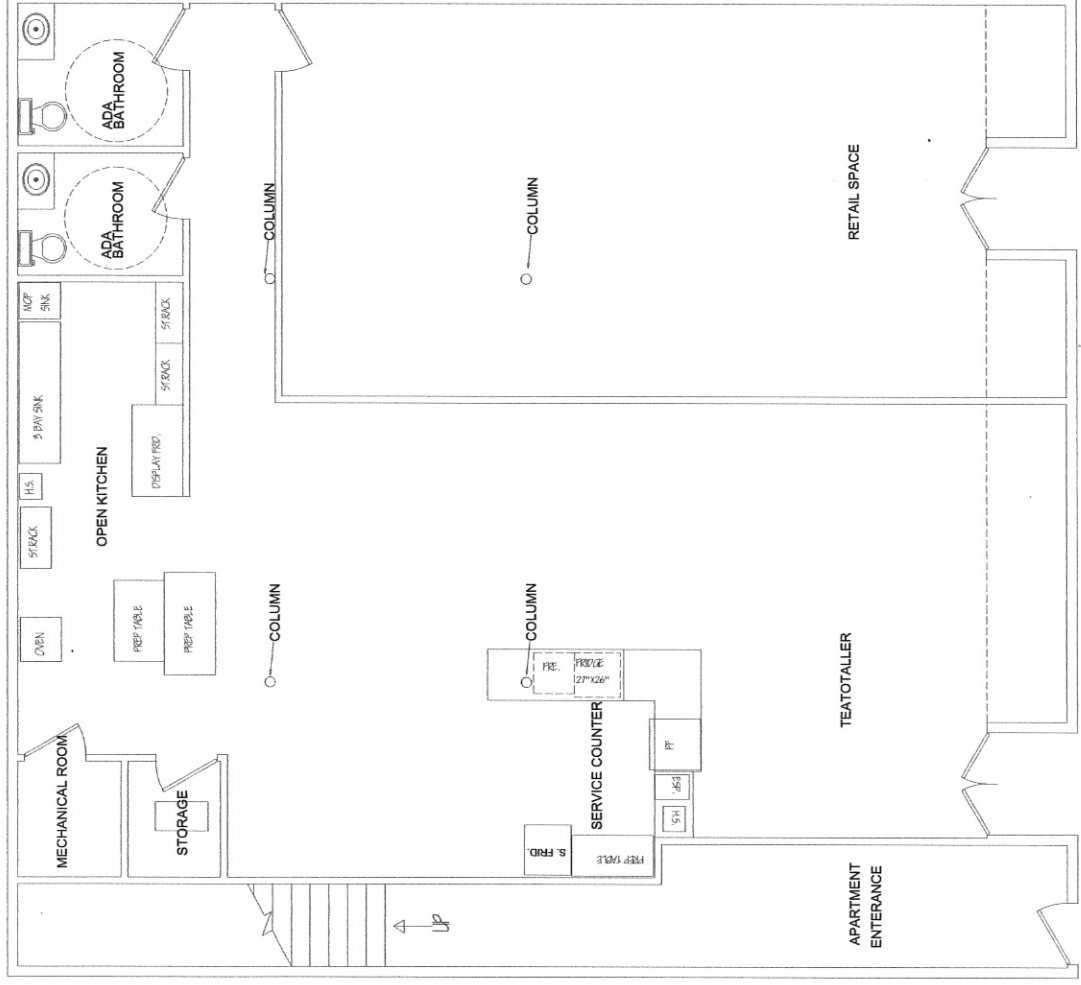
## CONCEPTUAL IMAGES

TEATOTALLER



PLAN 3/8" = 1'

**COMMERCIAL SPACE**  
67-69 HIGH STREET  
SOMERSWORTH, NH



LF

#7

# RESIDENTIAL APARTMENT

67-69 HIGH STREET  
SOMERSWORTH, NH

## CONCEPTUAL IMAGES

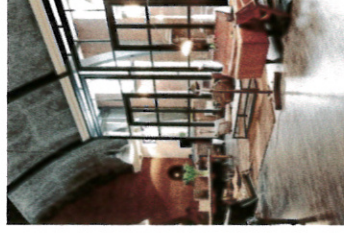
### ROOF DECK



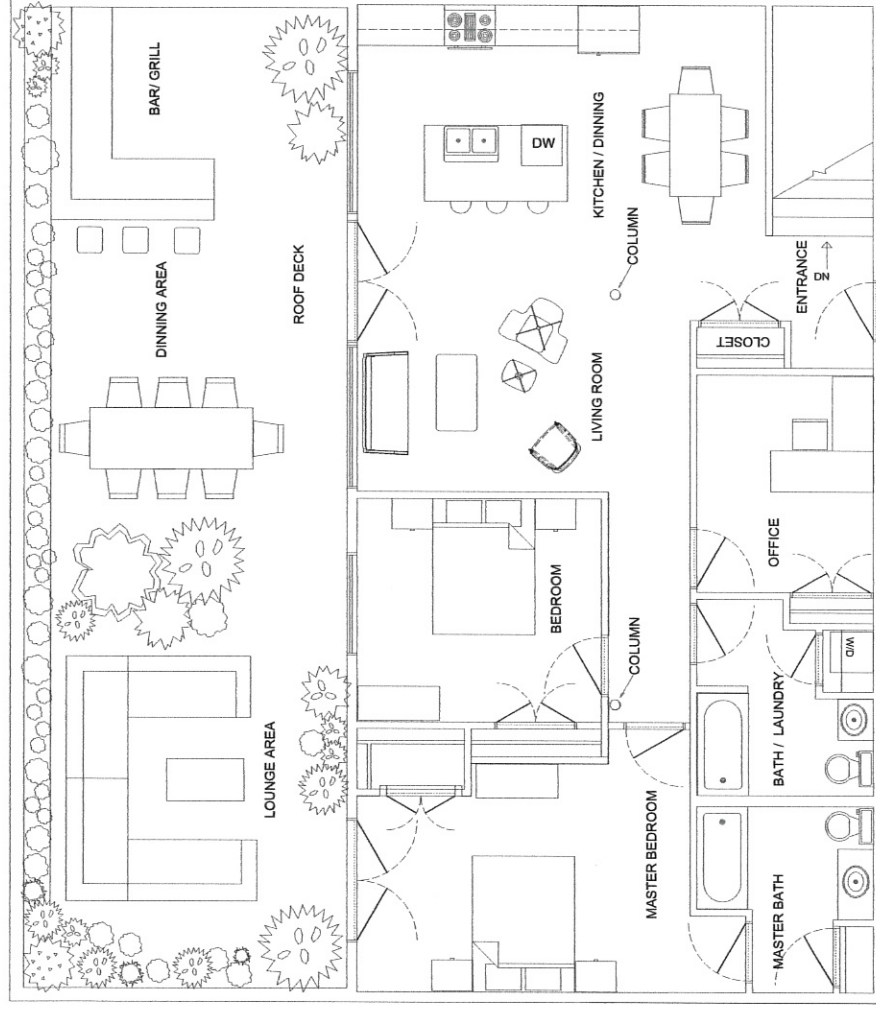
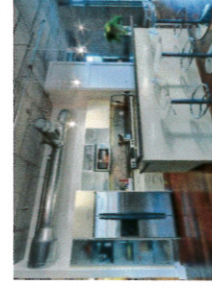
### BED & BATH



### LIVING SPACE

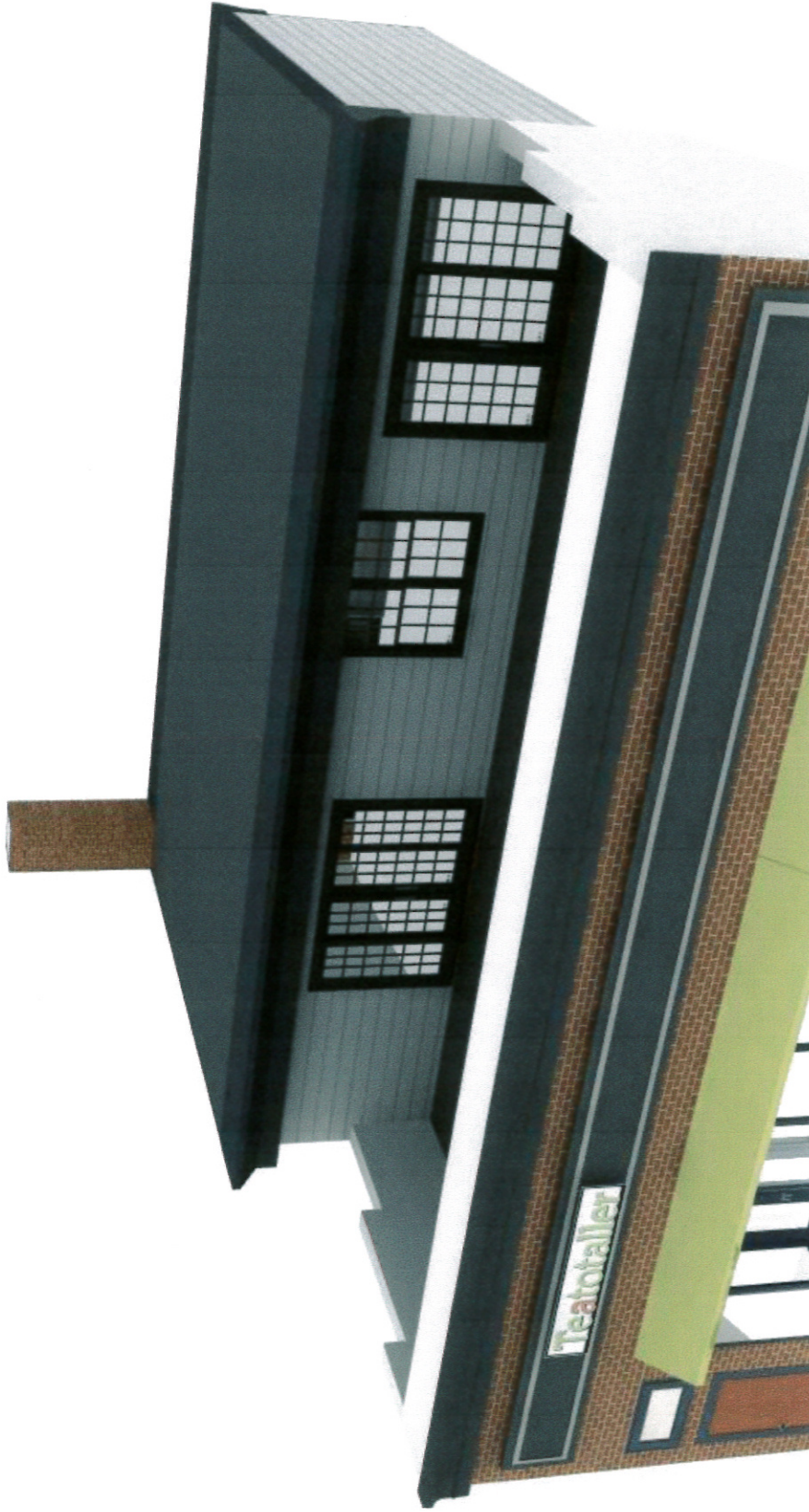


### KITCHEN

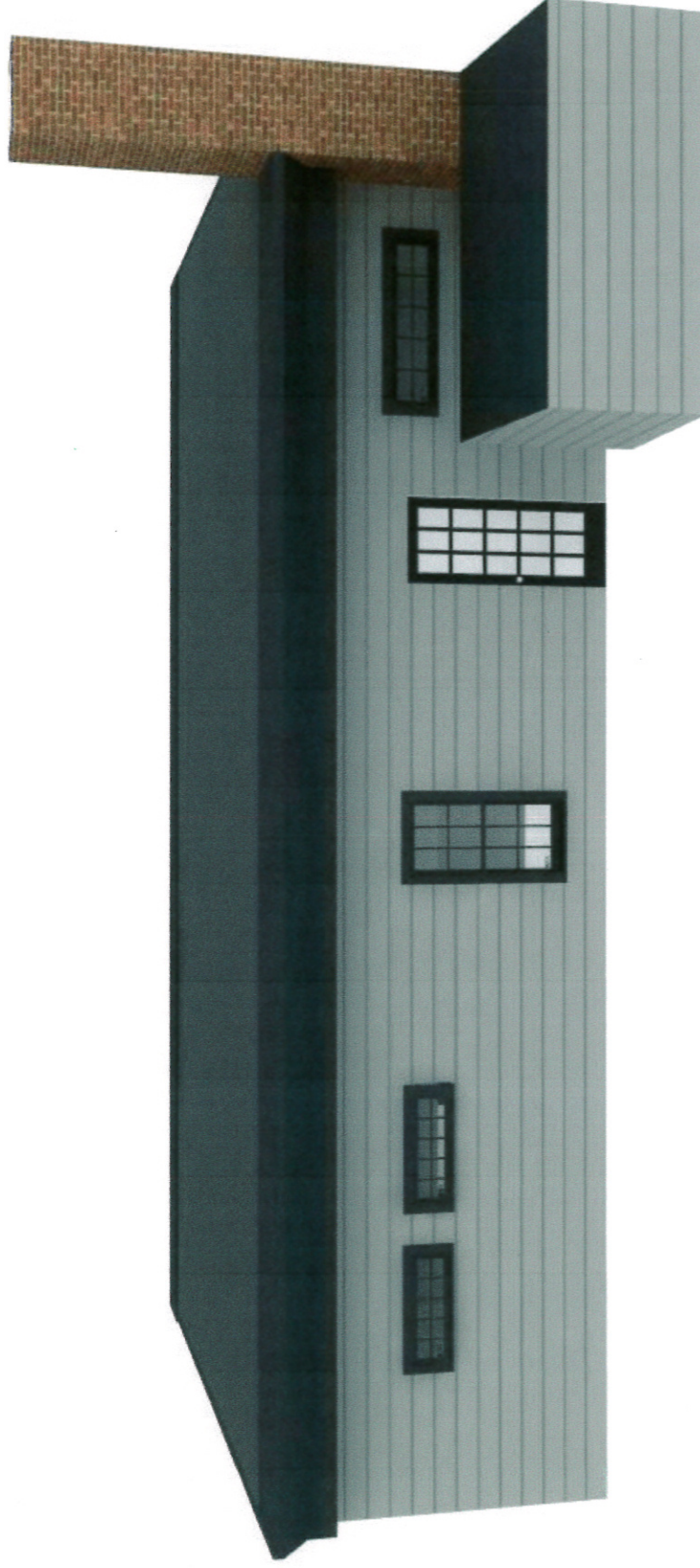


PLAN 3/8" = 1'

67 & 69 HIGH STREET



67 & 69 HIGH STREET



BACK OF BUILDING ON LORDS CT.



L#

#7

## Renovation Cost Analysis

### RENOVATION OVERVIEW

#### 67-73 High Street

Plumbing/HVAC	\$	58,500
Fixtures	\$	3,500
Total Plumbing HVAC	\$	62,000
Architectural Work	\$	2,500
Electrical Work	\$	22,750
Fixtures	\$	5,000
Total Electrical	\$	27,750
Construction (Labor & Materials)	\$	100,000
Removal skylights - Roof Replacement		
Replacement/upgrade external facade		
Replacement external tiles with clapboards		
Demolition & Construction		
Buildout of commercial properties		
Buildout of apartment		
Total Construction	\$	100,000
Apartment Appliances & Fixtures	\$	15,000
Miscellaneous	\$	10,000
Total Renovation Expense	\$	217,250



### **Exhibit A**

#### **SCOPE OF WORK:**

##### **TEA TOTALLERS**

##### **HVAC:**

PROVIDE AND INSTALL QTY. (1) YORK TG9S 95%+ AFUE RATED, 80MBH CONDENSING FURNACE WITH 13 SEER CONDENSING UNIT, 60MBH AND EVAPORATOR COIL, EXPOSED SPIRAL DUCT WORK , DUCTED RETURN AIR DUCT TO MECHANICAL ROOM WITH AIR BEAR MEDIA SIDE MOUNTED RETURN AIR,CONCENTRIC WALL MOUNTED TERMINATION AND COMBUSTION AND EXHAUST PIPING CONDENSATE NEUTRALIZER AND PUMP, HONEYWELL PROGRAMMABLE THERMOSTAT,INSULATED REFRIGERANT PIPING, CONDENSATE PIPING, GAS PIPING, VENTILATION DUCTS, AND LOW VOLTAGE CONTROL WIRING.

##### **PLUMBING:**

PROVIDE AND INSTALL QTY. (1) BRADFORD WHITE TTW1-40 GALLON ULTRA LOW NOX WATER HEATER, WITH POWER VENTING, SIDE WIDE DISCHARGE TERMINATION, GAS PIPING, AND DW PIPING

PROVIDE AND INSTALL DWV DRAIN PIPING AND DOMESTIC WATER PIPING, HOT AND COLD TO SERVICE COUNTER HANDWASH SINK, KITCHEN MOP SINK, KITCHEN HAND WASH SINK, AND 3 BAY DISHWASHING SINK. FIXTURES BY CUSTOMER.

#### **SPACE 2**

##### **HVAC:**

PROVIDE AND INSTALL QTY. (1) YORK TG9S 95%+ AFUE RATED, 40MBH CONDENSING FURNACE WITH 13 SEER CONDENSING UNIT, 24MBH AND EVAPORATOR COIL, EXPOSED SPIRAL DUCT WORK , DUCTED RETURN AIR DUCT TO MECHANICAL ROOM WITH AIR BEAR MEDIA SIDE MOUNTED RETURN AIR,CONCENTRIC WALL MOUNTED TERMINATION AND COMBUSTION AND EXHAUST PIPING CONDENSATE NEUTRALIZER AND PUMP, HONEYWELL PROGRAMMABLE THERMOSTAT,INSULATED REFRIGERANT PIPING, CONDENSATE PIPING, GAS PIPING, VENTILATION DUCTS, AND LOW VOLTAGE CONTROL WIRING.

#### **1ST FLOOR COMMON AREA**

PROVIDE AND INSTALL QTY. (2) BRADFORD WHITE ES3000 QUICK SHOT POINT OF USE WATER HEATERS FOR COMMON AREA BATHROOM DHW

PROVIDE AND INSTALL DWV PIPING AND DOMESTIC WATER FOR QTY. (4) FIXTURES

QTY. (1) EXTERIOR FROST PROOF HOSE BIB FOR EXTERIOR SERVICE AT REAR OF BUILDING  
FIXTURES AND ADA COMPLIANT ACCESSORIES BY CUSTOMER

PROVIDE AND INSTALL BATHROOM EXHAUST FANS AND S/S SIDEWALL TERMINATIONS

**APARTMENT****HVAC:**

PROVIDE AND INSTALL QTY. (1) YORK TG9S 95%+ AFUE RATED, 60MBH CONDENSING FURNACE WITH 13 SEER CONDENSING UNIT, 36MBH AND EVAPORATOR COIL, EXPOSED SPIRAL DUCT WORK, DUCTED RETURN AIR DUCT TO MECHANICAL ROOM WITH AIR BEAR MEDIA SIDE MOUNTED RETURN AIR, CONCENTRIC WALL MOUNTED TERMINATION AND COMBUSTION AND EXHAUST PIPING CONDENSATE NEUTRALIZER AND PUMP, HONEYWELL PROGRAMMABLE THERMOSTAT, HONEYWELL TRU-STEAM HUMIDIFIER AND CONTROL, 6 GALLONS PER DAY INSULATED REFRIGERANT PIPING, CONDENSATE PIPING, GAS PIPING, AND LOW VOLTAGE CONTROL WIRING.

**PLUMBING:**

PROVIDE AND INSTALL QTY. (1) BRADFORD WHITE TTW1-40 GALLON ULTRA LOW NOX WATER HEATER, WITH POWER VENTING, SIDE WIDE DISCHARGE TERMINATION, GAS PIPING, AND DW PIPING

PROVIDE AND INSTALL DWV DRAIN PIPING AND DOMESTIC WATER PIPING, HOT AND COLD TO KITCHEN ISLAND 2 BAY SINK AND DISHWASHER, MASTER BATHROOM SINKS (2), LAVATORY AND TUB, 2ND BATHROOM SINK, LAVATORY, AND TUB, AND WASHER DRIER HOOKUPS FIXTURES BY CUSTOMER

**OTHER ITEMS:**

PROVIDE LOAD ESTIMATE FOR PERMITTING

PROVIDE IN HOUSE DESIGN DRAWINGS FOR PLUMBING AND HVAC FOR PERMITTING

**EXCEPTIONS:**

ALL HIGH VOLTAGE WIRING, CONDUITS, DISCONNECTS, BREAKERS AND SWITCHES BY OTHERS.

GREASE TRAP ON 3 BAY SINK IN RESTAURANT NOT INCLUDED

STAMPED ENGINEERED DRAWINGS NOT INCLUDED.

CUTTING, CORING, FLASHING, TRENCHING, OR PATCHING OF WALLS, CEILINGS, FLOORS, ROOFS OR PARTITIONS BY OTHERS.



Date: 10/27/2014

PROPOSAL SUBMITTED TO:	PROJECT SITE INFORMATION:
Name: David Baker	Name: 67-73 High St. Mechanicals
Street: 98 Fairview Avenue	Street: 67-73 High St.
City: Portsmouth	City: Somersworth
State: New Hampshire	State: New Hampshire
Zip: 03801	Zip: 03878
Contact: David Baker	Contact: Dave Baker
Phone: 617-695-2123	Phone: 617-695-2123
E-Mail: dbaker62@me.com	Cell:

We hereby submit an estimate for the above referenced project:

Please see Exhibit A

Based on Drawings:

by:

Dated:

**Exclusions:**

Line wiring by licensed electrical contractor

Any police, fire, security or official details or fees as may be required by local authorities.

Any work which may be added by local building or fire department officials in addition to above scope of work.

Work to be performed during normal hours of Operation unless otherwise noted.

We hereby propose to complete the project in accordance with the above specifications

for the sum of \$

58,650.00 Dollars

The Above Noted Price Includes All Applicable Taxes. East Coast Heating &amp; Air Conditioning, Inc. TERMS: Progress payment (s)

Net due 30 days on completion.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or changes from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate agreements contingent upon strikes, accidents or delays beyond our control. This proposal subject to acceptance within 30 days and is void there after at the option of the undersigned.

East Coast Heating &amp; Air Conditioning, Inc. Authorized Signature:

**ACCEPTANCE OF PROPOSAL**

The above prices and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date: 10/31/14

Signature:

#7

## Estimate

Jeff Bower Electric, LLC  
 53 Summit Ave  
 Portsmouth, NH 03801

Name/Address
Dave Baker 67/69 High St. Somersworth, NH 03878

Date	Estimate No.	Project
06/17/14	495	

Item	Description	Quantity	Cost	Total
Service	Install new 400amp over head service, delivered to each space in the following manner 1) (4) gang meter pack rated at 400a on exterior 2) Service to be terminated over head on exterior 3) 100amp panel in second floor apartment 4) 100amp panel in back left corner for "house" panel 5) 100amp panel to each retail space (2)		9,000.00	9,000.00
Second Floor	Apartment - 1500 sq. ft. finished with the following rooms 1) kitchen - appliances, and counter outlets to code 2) (2) bed rooms - outlet spacing, circuit to code 3) (2) bath rooms - outlet power to code 4) living room/dining area - outlet spacing, circuit's to code 5) front deck - (2) exterior outlets, (2) exterior lights 6) All rooms to have switch/over head light (lights owner supplied) 7) Interconnected hardwired smokes to code 8) Allowance of (2) exhasut fans, with venting by other 9) (1) light/switch for back entrance, (2) lights/(2) switches for new stairway from front		13,500.00	13,500.00
Information	This estimate does not include wiring to any retail space, except for new panels			
Thank you for the opportunity, Jeff.			Total	

#7

Jeff Bower Electric, LLC  
 53 Summit Ave  
 Portsmouth, NH 03801

# Estimate

Name/Address
Dave Baker
67/69 High St.
Somersworth, NH 03878

Date	Estimate No.	Project
06/17/14	495	

Item	Description	Quantity	Cost	Total
Permit	<p>We have based this service size on minimum requirements, we recommend that commercial space be engineered to determine what actual electrical loads will be, thus determining if service is sized correctly</p> <p>Research needs to be completed with town/state to determine fire protection requirements</p> <p>Light fixtures, working toilet, dumpster on site need to be supplied by owner</p> <p>Estimate does not include phone, cable, alarm wiring</p> <p>Allowance</p>		250.00	250.00
Thank you for the opportunity, Jeff.			Total	\$22,750.00

#7



## ESTIMATE

Dana Scott  
92 Bauneg Beg Hill Road  
North Berwick, ME 03906  
(207) 206-6067

Date

05/01/14

Customer David and Wendy Baker  
98 Fairview Rd.  
Portsmouth, NH 03801

## Description of Services

67/69 High St. Somersworth, NH

Demolition

Framing

Rubber Roofing

Rough Plumbing

Rough Electrical

Remove and Replace Exterior Siding

New Store Front with Glass

Sheetrock

Flooring

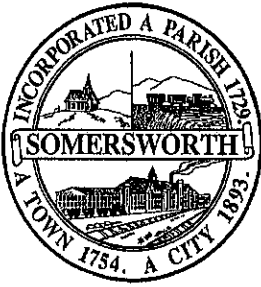
Cabinetry and Finish Carpentry Trim

Electrical and Plumbing Finish Trim

Outdoor Deck Work

ESTIMATE TOTAL

\$100,000.00



## MEMORANDUM

**TO:** Department Heads – Dean Crombie, Todd Smith, Keith Hoyle,  
Scott Smith, Dave Sharples

**CC:** Human Resources Manager Linda Corriveau  
School Superintendent Jeni Mosca

**FROM:** Bob Belmore, City Manager *BB*

**DATE:** December 3, 2014

**SUBJECT:** FY 15-16 Budget Preparation

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### Worksheet Coordination with Finance

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 and an electronic copy will be provided to you via email. Note that 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.

### Limitation on Budget Increase – City Charter Tax Cap Provision

In accordance with the amendment to the City Charter for a tax and spending cap, we are required to conform and implement its provisions during each 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 2014 is 1.7% (one and seven-tenths percent). As such, all departments should examine cost saving measures in order to comply with this portion of the charter. Such measures should weigh efficiency, cost savings realized and the level of municipal service change, if any, i.e. a cost-benefit examination and performance based level analysis.

Clearly defined requests with specific backup detail is of the utmost importance. As customary, 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.

*over*

### **Budget Documentation & Detail**

Include all CIP items as well as minor capital improvements with your submittals with any adjusted estimates and supporting documentation. These requests should include any capital item being requested for the FY16 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

### **Revenues & Appropriations:**

- Please address your projected **Revenues** in detail and offer recommendations for possible increases in department charges or proposals for new Revenues.
- A brief narrative to support the budget **Appropriations** 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.

### **Sustainability Initiatives**

- Energy Efficiency/Sustainability Efforts: Consider proposing new methods for energy efficiency in fuel and other operational areas that encourage the implementation of sustainable green initiatives..

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 7, 2015.

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

Thank you.

**Analysis of Tax Cap**  
City of Somersworth, NH

	City Portion	School Portion	State Portion	County Portion	Total
A. Prior Fiscal Year Net Amount Raised By Taxes (FY2015 Actual Levy)	8,625,122	12,956,772	1,963,378	2,373,324	25,918,596
B. Multiplied by the National CPI-U (CPI Urban all cities index)	1.7%	1.7%	1.7%	1.7%	1.7%
C. Subtotal (A x B)	146,627	220,265	33,377	40,347	440,616
D. Prior April 1 to March 31 Estimated Net Construction Value	7,500,000	7,500,000	7,500,000	7,500,000	7,500,000
E. Multiplied by Prior Fiscal Year Tax Rate/1,000 of Value (Actual)	10.35	15.54	2.4	2.85	31.14
F. Subtotal (D x E)	77,625	116,550	18,000	21,375	233,550
G. Increase Allowed for FY2016 Tax Levy (C + F)	224,252	336,815	51,377	61,722	674,166
H. FY2016 Amount allowed to be Raised by Taxes (Capped Tax Levy) (A + G)	8,849,374	13,293,587	2,014,755	2,435,046	26,592,762
I. FY2016 Estimated Amount Adopted to be Raised by Taxes	8,849,374	13,293,587	2,014,755	2,435,046	26,592,762
J. Variance between estimated and capped tax levy (H - I)	0	0	0	(0)	0
K. Amount required to be absorbed by City and School	(0)	0	(0)	0	0
L. Amount of Budget Adjustment Required for FY2016 (J + K)	(0)	1	0	0	\$0

**M. Total amount Under the Tax Cap**

11/14/14

**SOMERSWORTH FIRE DEPARTMENT**

December 2, 2014

TO: Robert Belmore, City Manager  
FROM: Chief Hoyle  
RE: Protocols for Emergency Notification

At a meeting this morning with Superintendent Mosca, DPW Director Smith, Finance Director Smith, Chief Crombie, Captain Timmons, you and I, we decided upon the following emergency notification protocol for decision makers and the public:

- The City Manager and the Fire Chief (Emergency Manager) will consult if weather conditions cause significant issues in the city.
- If Channel 22 and the city website are operational -- messages will be placed there.
- Nixle will be activated by the Police [notifications to citizens about registering for Nixle are going out in the next water bills].
- "Reverse 9-1-1" notification to the state will be made by the Fire Chief (dispatchers in his absence). Notices are going out in the next water bill and on Channel 22 and the city website about citizens contacting the state to include their cell phones and emails on the "Reverse 9-1-1" system [currently only 4496 hard line telephones in the city are sent messages].
- "Blackboard Connect" currently used by SAU 56 to make school notifications to parents will be used by the City to distribute emergency messages to parents as well.
- Fax distribution to WOKQ, WBYY, WTSN, WMUR and Foster's will be made.
- DPW also will adjust the snow message on 692-9131 as well to reflect emergency notification information in addition to parking ban information.
- The DPW Director will decide when parking bans need to be implemented and notify the Police Department.

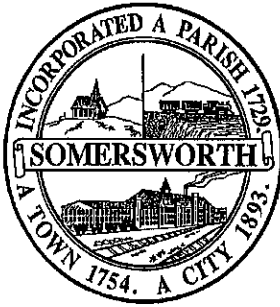
### **A MESSAGE TO SOMERSWORTH RESIDENTS**

Two important systems are available to residents to speed information to you about emergencies in the city: the status of electrical power; shelters open in the area; road closures; etc. Residents should sign up for these **free services** to receive vital information that can assist you and your families in times of emergencies.

The first is Nixle. It provides communities with information that is both proximate and relevant. Follow these easy steps to sign up:

- Visit [www.Nixle.com](http://www.Nixle.com)
- Click the "Sign up tab
- Complete the application
- Accept the "Terms of Service

The other is "Reverse 9-1-1" operated by the state of New Hampshire. Already they can access your hard line telephone – if you have one. But, they cannot send emergency messages to your cell phone or e-mail **UNLESS YOU SIGN UP WITH THEM.** Information is included on the opposite side of this mailing that has instructions for signing up for "Reverse 9-1-1".



## MEMORANDUM

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To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: December 4, 2014

**Re: Monthly Report**

Finance Department:

- Participated in completion of FY16-21 Capital Improvement Plan. Participated in preparation of presentation to Planning Board.
- Meeting with companies that responded to RFP for Financial Software, reviewing demonstrations of the software.
- Finalized Tax Rate with State Department of Revenue Administration.
- Prepared information for New Hampshire Retirement System audit.

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting during the month as well as various Council standing committees.
- The municipal election was held on November 4.
- Total Receipts for the month were \$4,905.
- The City Licensing board issued the following permits:
  - Somersworth Lions Club – sign permit for Christmas Tree Sale
  - Our Lady of the Angels – sign permit for Penny Sale
  - St. Ignatius Parish – Raffle permit
  - Somersworth Christmas Parade Committee – sign permit promoting Parade and Winter Gala
  - Somersworth Lions Club – permit to sell Christmas Trees.

- Paul Vrusha – permit to sell Christmas Trees and Wreaths at 418 High Street.
- Judy Kay – permit to sell Christmas Trees and Wreaths at 216 Route 108

#### Tax Collector:

- Tax bills went out in early November with a due date of December 12. The total annual tax warrant is \$25,667,422.
- A total of 847 vehicles were registered for a total of \$118,088 during the month.
- Collected \$4,220 for Municipal Transportation Fund during month of November.
- 22 customers used the drive up window during the month.
- 60 Motor Vehicles were registered in November using the E-Reg online process.
- Total receipts for the month were \$3,669,429.

#### Human Services:

- Total assistance for the month was \$7,496. That compares to \$ 9,156 for the month of October 2014 and \$ 7,277 for November 2013.
- 4 new cases were opened compared to 7 in 2013 and 10 in 2012.
- 19 cases were approved for varying levels of assistance in November, with 4 cases still pending and 1 case denied. 10 cases were referred to other agencies for support.

#### Library

- The Friends of the Library cookbook and bake sale was held, and was very successful.
- The Library, with the help of Trustee Donna Donovan set up the Library's Christmas "wish tree". Patrons can choose items off the tree to purchase and donate to the Library.
- The Library held 9 programs this month including a visit to the Youth Safe Haven.

#### Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Made repairs to the overhead projector in the Council Chambers.

**Department of Development Services (DDS)**  
**Monthly Report**  
**November 2014**

**Office of Assessing:**

- Tax bills were mailed to all property owners in the City, these bills reflected all changes resulting from the Revaluation.
- Preparations were made to gather information for the Equalization Ratio.
- This office is preparing for a Recertification visit from the DRA.
- Sales Verification inspections have taken place in the month of November.
- Permit inspections/checks have taken place in the month of November.
- Data entry has begun for all changes resulting from sales and permit inspections. All changes will be effective for the 2015 first bill.
- The City received one abatement appeal to the BTLA, which will be going through mediation in the upcoming months.

**Office of Code Enforcement / Property Maintenance:**

Property Maintenance and Code Enforcement Activity Report for November 2014					
Incident Location	Origin of Complaint	Nature of Concern	Responsible person notified	Compliance	Comments
233 High Street	CC	property maintenance	yes	yes	
62 Green Street	DDS	ordinance violation	yes	yes	garbage
198 Main Street	CC	property maintenance	yes	yes	
296 Main Street	CC	property maintenance	yes	yes	rubbish
11 Pearl Street	DDS	ordinance violation	yes	yes	no permit
59 Winter Street	DDS	property maintenance	yes	yes	
27 Prospect Street	DDS	ordinance violation	yes	yes	no permit
25 High Street	CC	property maintenance	yes	pending	
20 Main Street	DDS	property maintenance	yes	pending	
40 Main Street	DDS	property maintenance	yes	pending	
475 High Street	DDS	ordinance violation	yes	pending	dumpster
481 High Street	DDS	property maintenance	yes	pending	
261 High Street	DDS	property maintenance	yes	pending	
In addition to new complaints received work continues on the Work in Progress (WIP) files from past months					

**Building and Health Departments:****Major Building Permits issued in November 2014:****Construction cost****Fee**

There were no Major Building Permits issued in November.

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**Minor Building Permits issued in November 2014:**

216	Rt 108	Shed	\$2,700.00	\$31.50
41	Pleasant	Window replacement	\$7,000.00	\$66.00
85	Main	Remodel (Remove + upgrade)	\$20,000.00	\$170.00
32	Mt. Vernon	Roof	\$1,500.00	\$25.00
58	West High	Roof	\$5,760.00	\$56.08
138	Indigo Hill Rd	Porch	\$7,000.00	\$66.00
41	Pleasant	Deck/Deck Stairs	\$2,400.00	\$29.00
388	Main	Tenant fit up	\$4,000.00	\$42.00
7	Woodchuck Ln	Siding	\$8,929.21	\$81.50
8	Ruel	Fence	\$4,700.00	\$47.60
32	River	Deck/Deck Stairs	\$5,000.00	\$50.00
8	Rouleau Dr	Finish Basement/Attic	\$28,908.00	\$241.00
19	Chesley	Roof	\$6,450.00	\$61.00
99	High	Roof	\$2,840.00	\$32.00
53	Lilly Pond Rd	Other/See notes	\$12,450.00	\$109.60
60	Cemetery Rd	Shed	\$500.00	\$25.00
23	Works Way	Other/See notes	\$2,000.00	\$26.00

PERMIT RECEIPTS						
	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	\$1,643.82	\$1,789.50	\$1,387.72	\$1,820.00	\$432.28	31.2%
February	\$807.00	\$658.60	\$1,922.02	\$3,864.00	\$1,941.98	101.0%
March	\$1,299.75	\$2,141.00	\$2,974.00	\$2,191.64	-\$782.36	-26.3%
April	\$4,288.05	\$1,811.00	\$2,470.38	\$4,768.15	\$2,297.78	93.0%
May	\$2,738.50	\$5,532.00	\$6,979.20	\$26,049.95	\$19,070.75	273.3%
June	\$1,844.30	\$1,701.00	\$3,609.52	\$24,212.88	\$20,603.36	570.8%
July	\$2,570.96	\$3,750.70	\$3,968.83	\$3,646.20	-\$322.63	-8.1%
August	\$2,437.74	\$3,059.03	\$13,916.92	\$6,156.50	-\$7,760.42	-55.8%
September	\$4,306.25	\$3,422.70	\$8,522.70	\$6,224.10	-\$2,298.60	-27.0%
October	\$1,473.41	\$2,217.25	\$4,336.68	\$6,880.63	\$2,543.95	58.7%
November	\$1,969.50	\$4,126.12	\$2,930.29	\$2,377.78	-\$552.51	-18.9%
December	\$877.00	\$1,726.75	\$2,990.12			
Year total	\$26,256.28	\$31,935.65	\$56,008.37	\$88,191.83	\$35,173.58	39.9%
Difference of change this year to last (completed months only)						

Total Permits 2011 to Present						
	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	42	34	31	28	-3	-9.7%
February	20	27	39	31	-8	-20.5%
March	27	27	44	32	-12	-27.3%
April	42	40	60	50	-10	-16.7%
May	77	41	65	68	3	4.6%
June	55	16	77	67	-10	-13.0%
July	54	48	54	49	-5	-9.3%
August	66	50	62	58	-4	-6.5%
September	53	51	72	68	-4	-5.6%
October	56	61	60	70	10	16.7%
November	61	36	50	52	2	4.0%
December	35	45	42			
YTD Totals	781	589	656	573	-41	-6.7%

### **Land Use Boards:**

#### **Conservation Commission November 2014:**

- John J. Flatley, Tri City Road, in the Business (B) District, Assessor's Map 39, Lot 03, CUP #03-2014. The Commission discussed the request for a Conditional Use Permit at their regular meeting and held a site walk of the property the following weekend. This item will be on the December Conservation Commission meeting agenda.

#### **Historic District Commission November 2014:**

- House of Hope, on behalf of Shawn Richardson, 47 Maple Street, Assessor's Map 11, Lot 173, HDC #22-2014. Application to repair the rear porch was **approved**.
- David Burgess, 5 Prospect Street, Assessor's Map 11, Lot 89, HDC #27-2014. Application for window replacement was **tabled** until the December meeting.

#### **Planning Board November 2014:**

- The Board held their annual CIP review workshop meeting where City Manager Belmore presented the proposed document and had an open discussion with the Board and several City Department Heads. The Board unanimously voted to forward the document to the City Council with a recommendation for adoption.
- Roger Therrien, Roger's Auto Body, 371 Route 108, Assessor's Map 48 Lots 20 & 20B, SITE #09-2014. Application for a building addition and voluntary lot merger was **approved with conditions**.

#### **Zoning Board November 2014:**

- Elm Grove East. LLC, 65 Green Street, Assessor's Map 10, Lot 24, ZBA #10-2014. Application for a variance regarding minimum parking spaces was **tabled** until the December ZBA meeting.
- Tina Marshall, 8 Myrtle Street, Assessor's Map 09, Lot 48, ZBA #12-2014. Application for a variance to build a deck within side setbacks was **approved**.

### **Economic Development**

Below is a list of the Commercial/Business Certificate of Occupancies that were issued during the month of November:

- 115 Whitehouse Road, Assessor's Map 57, Lot 04. Opened additional mini warehouses at Atlantic Mini Storage.
- 66-70 High Street, Assessor's Map 11, Lot 215. New thrift boutique/café named the Gathering Place, Studio and Shop.
- 6 Main Street, Assessor's Map 11, Lot 202. New pizza restaurant named Old Rail Pizza.
- 450 High Street, Assessor's Map 38, Lot 37. New Goodwill Retail Center.
- 224 Route 108, Assessor's Map 61, Lot 11. New hair salon named Sheer Harmony.

### **Parks and Recreation**

- The Saturday morning Youth Basketball Program started on November 15<sup>th</sup>. This program is broken into age groups- 1<sup>st</sup> graders, 2<sup>nd</sup> graders, 3<sup>rd</sup> & 4<sup>th</sup> graders, and 5<sup>th</sup> & 6<sup>th</sup>

graders. This program operates at two separate facilities on Saturday morning, Idlehurst and SMS gymnasiums. This year we have a total of 132 participants across all grade levels which is consistent with the 2013-2014 season where we had 130 participants.

- Travel basketball for boys and girls in grades 3-6 is slated to begin in December with a week of tryouts and practices/games to follow through March 2015.
- Registration is open for Biddy Basketball and is for ages 3-6. The program will run on Saturday mornings at Idlehurst January 24- February 28.
- The Dept. welcomed intern Aundrea Steensma from UNH to help assist with the Mast Point Dam Project on November 5.
- The Dept. is actively marketing our annual Flashlight Candy Cane Hunt which is set to take place at Millennium Park on Friday, December 12 at 6:30 p.m. This event is generally very popular and is free to the public. Santa is set to arrive via Fire Truck at the start of our event.
- Tennis court nets at Memorial Drive have been removed for the winter.
- All swings have been removed from Noble Pines and Jules Bisson for the winter.

Submitted by Dave Sharples



## **MEMORANDUM, from Director DPW**

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**TO: Bob Belmore, City Manager**

**DATE: December 3, 2014**

**SUBJECT: Public Works Monthly Report for November, 2014**

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### **DIRECTOR'S COMMENTS**

- Completed Waste Water Generator Bids.
- Continued oversight of Pike Paving project with Contract City Engineer. Due this before winter delay is minimum painting of temporary stop short lines on High Street (final lines in spring 2015). Whitehouse and Blackwater are paved with binder and temporary center lines (overlay and final lines spring 2015).
  - High Street circuit board for traffic light timing being repaired out of state via contract with Electric Light. Estimated to be complete by mid-December.
- Continued oversight and formulation of punch-list for Severino with HTA resident engineer in prep for winter.
  - Preemption emitter quotes requested for High/W. Highland/Washington intersection. All quotes due the first week of December.
- Continued oversight and formulation of punch-list for Northeast Earth Mechanics with Director Sharples and VHB resident engineer in prep for winter.
- Conducted Winter Storm Operations Workshop with City management.
- Winter Training for all DPW staff by Primex.
- Hosted 3<sup>rd</sup> Grade field trip for Maplewood Elementary.
- Water Treatment slate roof repairs to begin first week of December.

### **WASTEWATER DIVISION, Jamie Wood, Chief Operator**

#### ***Operations/Maintenance:***

- Maintaining Mean Cell Residence Time (MCRT) at 6-days. Now operating under winter target limits. Nutrient Removal season runs annually from May 1st through September 30th.
- Performed corrective maintenance on the centrifuge (sludge dewatering equipment) which included assistance from the manufacturer. Work included new bearings and seals due to failure.
- Rockwell roofing returned for a corrective maintenance work order concerning an issue with the membrane surrounding the roof drains.
- Treated a total of 32,000 gallons of septage from throughout the city.
- Experienced (4) pager call-backs due to electrical and computer issues.

#### ***Safety:***

- Attended a class put on by the Local Government Center concerning snow plowing rules and safety requirements on 11/7.
- Reported a puncture injury which required medical attention and antibiotics.

***Compliance:***

- Preparing Monthly Reports to US-EPA and NH-DES. Reports are due to the agencies by the 15<sup>th</sup> of each month.
- Treated a total of 36-million gallons of wastewater during the reporting month.
- Reported 0 permit exceedances for the month.
- NH-DES conducted an annual inspection of the facility on 11/6 which included a review of our operations/maintenance records as well as a facility tour.
- NH-ELAP conducted an annual inspection of laboratory operations which took place on 11/12 & 13.

***Industrial Pretreatment Program:***

- No issues or incidences to report for the month.

**WATER DIVISION, Greg Kirchofer, Chief Water Plant Operator*****Items completed this month:***

- Bact's and TOC's completed.
- Attended Hazard Spill Workshop for Salmon Falls River conducted by DES.
- Received Annual carbon and sand delivery.
- Presented a tour to Maplewood school third graders.
- Had electrical breaker repaired on heat at well control house.
- Calibration of well flow meter.
- Operated plant on standby generator power during 11/26 snow storm for approximately 12 hours.
- TTHM and HAA5 quarterly sampling.

***Action items:***

- Slate Roof repair
- Back wash waste pump
- SCADA upgrade

## **HIGHWAY and WATER DISTRIBUTION, Shawn McLean, General Foreman**

### ***Highway:***

#### **Roads**

- Catch basin cleaning completed
- Winter sand bid in and awarded
- Cemetery closed for the winter
- Snow storm 11/26
- Sanding event on 11/28

#### **Up Coming**

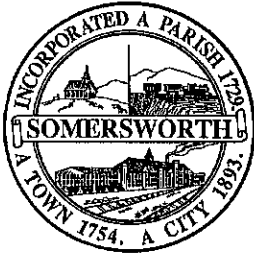
- 2015 – 2016 Budget preparation
- Identifying next year's projects

### ***Water Distribution:***

- Replaced hydrant on Interstate Drive
- Water break on John Parsons's Drive
- Hydrant flagging of all city hydrants
- Replace Hydrant on West High Street

#### **Up Coming**

- 2015 – 2016 Budget preparation
- Identifying next year's projects
- Gate box cleaning
- Valve exercising



## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

Dean W. Crombie

Chief of Police

## MEMORANDUM

Memo To: Bob Belmore, City Manager

From: Dean Crombie, Chief of Police

Date: December 1, 2014

Subject: Monthly Report – Month of November 2014

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### COMMUNITY POLICING:

- The Department conducted tours and classes for members of local Girl Scout Troops and Cub Scout Troops.
- Chief Crombie hosted a meeting for all the Chiefs in Strafford County along with the State Police Troop Commander, Sheriff, County Attorney, and Director of Police Standards & Training. The discussion focused on issues facing law enforcement in our county and possible remedies.



- Lt. McLin conducted a tour and class for students from Idlehurst Elementary and Maplewood Elementary Schools.

### PERSONNEL (TRAINING & STAFFING):

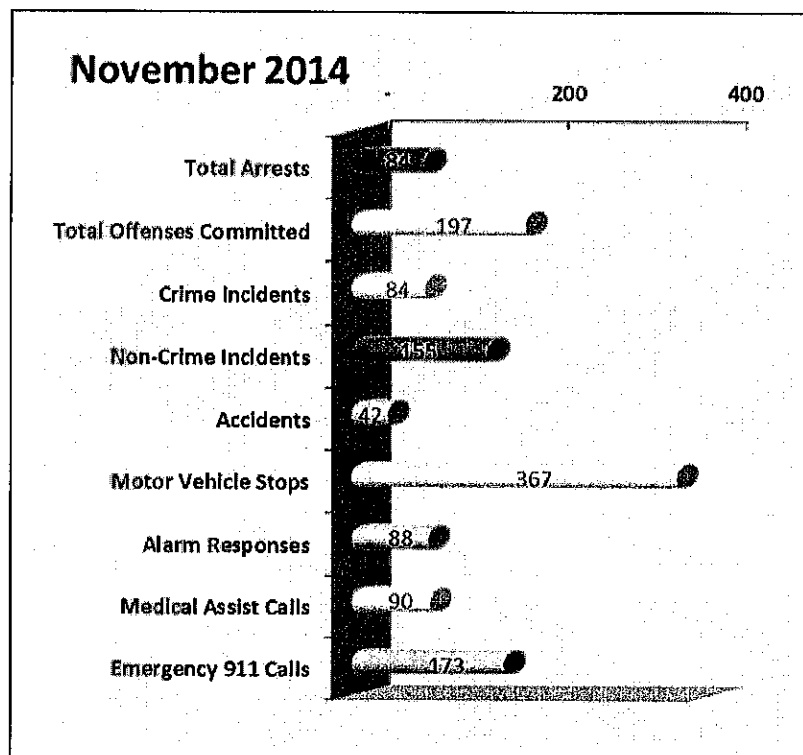
- Chief Crombie will celebrate his 40<sup>th</sup> anniversary with the Somersworth Police on December 8<sup>th</sup>. There are very few other City employees in the City's history who have attained this level of commitment to the City. Congratulations Chief Crombie.
- Captain Kretschmar, Sergeant Duval, Sergeant Correia, Officer Campbell, and Officer Payne attended an Active Shooter in the Schools training in Kittery, Maine.

### OTHER ITEMS TO REPORT:

We received an \$11,654.00 Justice Assistance Grant from the Department of Justice. We will be using these funds to purchase specialized patrol and investigation equipment. This is a grant that is given based upon crime statistics to Departments throughout the U.S.

### SPD STATISTICS:

	Month of Nov-14	Year to Date Totals
Total Arrests	84	994
Calls for Service (Including Items Below)	2,141	23,221
Total Offenses Committed	197	2,523
Crime Incidents	84	1,166
Non-Crime Incidents	155	1,992
Accidents	42	452
Motor Vehicle Stops	367	4,083
Alarm Responses	88	690
Medical Assist Calls	90	1,253
Emergency 911 Calls	173	2,021
Revenues Deposited FY 2014-2015	\$42,231.45	\$87,766.54





# City of Somersworth

## Fire Department

195 Maple Street – Somersworth, NH 03878-1594

**Keith E. Hoyle**

Fire Chief & Emergency Management Director

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

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

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

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

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### NOVEMBER 2014 MONTHLY REPORT

#### EMERGENCY ACTIVITIES

Building Fires:	7
Vehicle Fires:	0
Outside Fires:	2
Emergency Medical:	41
Motor Vehicle Crash:	11
Malfunction/false alarm:	12
Accidental/public service:	18
Hazardous Condition:	72
Hazardous Materials:	4

#### NON-EMERGENCY ACTIVITIES

Burning Permits:	5
Fireworks Permits:	0
Oil Burner Permits:	1
Place of Assembly Permits:	9
Fire Safety Inspections:	9
Fire Drills:	5

#### CALLS FOR SERVICE

- We responded to 66 more emergency calls this November (169) than in November 2013 – an increase of 64%.
- An elderly woman on Main Street was severely burned in a respiratory oxygen generator fire while smoking.
- Responded to three mutual aid fires in Berwick and four in Rochester.
- November 26/27 snowstorm knocked out power to 50% of the city. Power was restored by 11:30pm on November 28. We responded to 70 emergency calls for service during this time period.
- Housing Authority opened Flanagan Center for their residents who were without power.
- American Ambulance continues with excellent service to the City, with their average response time still around 4 minutes.

over

### **PLANNING/PROJECTS/GRANTS**

- The three new call firefighters added through the SAFER Act grant continue to attend the firefighter basic training academy in Greenland sponsored by the NH Department of Safety.
- The Fire Station Study Committee continues its monthly meetings.
- Applying for a 2014 FEMA FIRE Act grant for \$92,470 for the remainder of SCBA in our CIP for the final two years.
- Witnessed acceptance testing and approved new fire protection systems at 368 Route 108; Goodwill building on High Street; Verizon installation at the VFW; Olympia Sports in the Tri-City Plaza.
- Received all the new Scott SCBA equipment in our FY2015 CIP purchase. It will be placed on the ladder truck.
- New TNT Rescue Tool is in service.
- All county fire chiefs/EMDs continued meeting with the state's Strafford County emergency management and public health vendor (Ready Strafford) relative to public health and emergency management initiatives in the county.
- Attended "Winter Storm Operations" meeting sponsored by the DPW.
- Attended Planning Board meeting for the annual CIP presentation.
- NH Department of Safety has revamped its application process for EMPG grants and we are assessing the new process for possible grants.
- Attended FY2015 Goals review with the City Council.

### **TRAINING/MEETINGS**

- Attended Primex training on "Conflict Resolution in the Workplace" and "Fire Service Laws and Regulations" at the Fire Academy.
- Attended Red Cross training on "Shelter Operations".
- Attended "Active Shooter" seminar in Kittery with other members of the Committee.
- Attended meetings of the SRTC; Traffic Safety Committee; and Community Mutual Aid Association.

### **COMMUNITY SERVICE**

- Firefighters began their annual "Toys for Tots" program.
- Continued providing coverage for Somersworth Youth Football.
- Ordering display case for High School for call firefighter recruiting (paid for by FEMA SAFER Act grant).

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

## **SOMERSWORTH FIRE DEPARTMENT**

December 1, 2014

TO: Robert Belmore, City Manager  
FROM: Chief Hoyle  
RE: November 26-27 Snowstorm

The 6" event caused significant power outages with 50% of the city (3001 households) without power by 1pm on Thanksgiving Day.

We were in constant touch with PSNH liaisons Mark Toussaint and Catalina Celentano from Thanksgiving morning until 10am on Saturday November 29<sup>th</sup>.

PSNH restored all power to Somersworth by 11:30pm on Friday November 28<sup>th</sup>. Most residents had power back by 5pm. Only the Noble Pines area, Cherryville, lower Blackwater Rd. and Pinewood Drive remained and they were restored in short order.

All calls relative to assistance to the Police and Fire Departments on Thanksgiving Day came from Queensbury Mill and Preservation Plantation. Deb Evans was contacted and she opened the Flanagan Center by 6pm on Thanksgiving and kept it open until 5pm on Friday the 28<sup>th</sup> when all Housing Authority buildings had power restored. We assisted her with water and cots. American Ambulance visited the affected Housing Authority buildings to advise residents of the shelter and check on those who remained in housing.

The city network was down due to loss of power. The Police could not issue Nixle advisories either. WOKQ was faxed information. On Friday November 28<sup>th</sup> Fosters and WTSN were faxed information as well.

I faxed information to the NH state Telecommunications Board around 10am on Thanksgiving Day relative to the power situation and sheltering. They sent out a "Reverse 9-1-1" message to 4496 Somersworth households with this information at 10:32am.

Police dispatch and the Fire Department were continually advised of updates relative to sheltering and power restoration efforts of PSNH.

The Flanagan Center and The Works opened their doors to those who needed showers.

Rochester opened their shelter as a warming center at 9pm on Thanksgiving and Dover opened theirs as a warming center at 7am on Friday. Rochester closed at 7pm on Friday and Dover at 9pm.

Only one person called the Police after Flanagan closed and they were advised of the Rochester and Dover shelters.

The Fire Department responded to 70 calls for service from the start of the storm until Friday evening when power was restored.

We re-called personnel at 6:56pm on Wednesday Nov. 26<sup>th</sup> for a structure fire in Berwick. There was a second Berwick fire at 10:38 pm but we had two other vehicles in service answering calls along with the on-duty pumper – Engine 4. A factory fire in Rochester occurred at 11:37pm which Engine 4 responded to but we still had coverage.

Berwick responded to two calls on Main Street around 2am on Thanksgiving Day when our vehicles were tied up on other Somersworth calls and before Engine 4 returned to the city from Rochester.

The off-duty personnel were dismissed at 6am on Thanksgiving Day after answering 22 calls for service that evening.

At 7:48am personnel were re-called as Engine 4 was tied up on multiple calls and another wire down call with possible fire came in. This crew was dismissed at 9:22 after answering several calls.

On Thanksgiving morning DPW Director Smith opened the DPW yard for us as we needed to place barricades in roadways around downed wires and tree limbs at several sites throughout the city.

The duty crew responded on 17 calls Thanksgiving Day and the night crew 8 more, including another structure fire in Berwick.

The day crew on Friday November 28 did another 12 calls.



## City of Somersworth Report

November 2014

**Number of Responses:** 115

**Response Time Average:** 4 min 11 seconds

**Training:**

Management Team attended Active Shooter Training

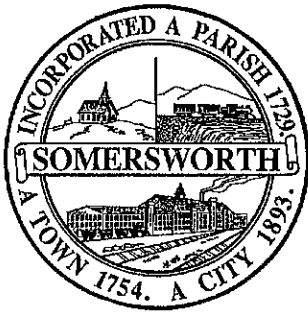
**Community Events:**

CPR Taught for Rec department and SFD Administrative Assistant

**Other:** We continue to see a number of increased Heroin Overdoses. In discussing with our regional counterparts, Somersworth is clearly not alone. We commend the City for placing a Task Force to address the problem and we look forward to participating.

Our Leadership is undergoing title changes to align better with the Public Safety Director. Supervisors will be Lt. Commanders will be Captains, Ops Manager will be Deputy Chief, and General Manager will be Chief. This will enhance a common language in the field for rank understanding along with command and control authority.

The Deputy Chief is one of the Primary architects of Mobile Integrated Healthcare in the state – there is discussion of a future Treat and Refer protocol which could enhance services to the citizens in many different ways. This is pointed out as just one example of the many ways American Ambulance works to guide the State of NH in a fashion that advocates for the future care in the City of Somersworth.



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

November 26, 2014

To: Robert M. Belmore, City Manager

Re: Adoption of fines for land use citations

SB 347, the bill recently signed into law that provides a more efficient code enforcement process, has an effective date of January 1, 2015. The City Attorney reviewed the law and concluded that the City Council did not need to adopt the law as it is part of the statutory powers of the City. However, the City Attorney did recommend that the City Council approve the fine amounts listed on the Citation. I am recommending a fine of \$100 for the first offense and \$275 for the second offense. I have attached a Resolution for City Council action if this method is preferred over a simple vote.

The goal here is for compliance with our codes and a \$100 fine for the first offense seems reasonable. It seems high enough to compel compliance but low enough to avoid court on the 1<sup>st</sup> offense. I did review the City of Manchester's fine structure as they were the only community I could find with a similar procedure. They allow fines from \$50 to \$600 and leave it up to the Code Enforcement Officer to dictate the penalty amount between \$50 and \$600. I would prefer a different approach and adopt a known amount for 1<sup>st</sup> and 2<sup>nd</sup> offenses. Please note that the City could issue multiple citations for the same offense if the violation remains so these penalties could add up quickly.

Thank you.

enc (1)

*City Council Mtg*  
*for Jan 5 2015*  
*discussing*  
*[Signature]*  
*over -*

RESOLUTION NO. -15 TO ESTABLISH THE PENALTIES FOR FIRST AND  
SECOND OFFENSES FOR LOCAL ORDINANCE CITATIONS ISSUED IN  
ACCORDANCE WITH NH RSA SECTION 31:39-d.

Somersworth, NH  
December 5, 2014

WHEREAS, NH RSA Section 31:39-d allows the City to issue local ordinance citations,  
~~please~~ by mail;

WHEREAS, NH RSA Section 31:39-d allows the City to establish a penalty for  
violations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF SOMERSWORTH THAT a penalty of \$100 for the first offense and a penalty of  
\$275 for the second offense shall be imposed on any local ordinance violation enforced  
by the City under the provisions of NH RSA Section 31:39-d.

Introduced by Councilor

Approved:

City Attorney

DRAFT



## MEMORANDUM

**TO:** Mayor Dana Hilliard and Members of the City Council

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

**DATE:** December 5, 2014

**SUBJECT:** Finance Committee Documents

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FYI: Attached are documents provided to the Finance Committee relating to their November 24<sup>th</sup> meeting agenda.

*over* ~

## PUBLIC NOTICE

The City of Somersworth, NH, through the Office of the City Clerk, hereby announces that a meeting of the **Finance Committee** will be held on **Monday, November 24<sup>th</sup>, 2014 at 8:00 a.m.** in the Executive Conference Room, City Hall, One Government Way.

### AGENDA

- ✓ 1. Approve meeting minutes.
- ✓ 2. Downtown Infrastructure Project Budget Update.
- ✓ 3. Somersworth Housing Authority CDBG Grant Application.
- ✓ 4. Police Department Recorder bids.
- ✓ 5. WWTP Emergency Generator bids.
- ✓ 6. Mast Point Dam Revitalization Spending Plan.
- ✓ 7. RSA 79-E Application.
- ✓ 8. Landfill Solar Project.
- ✓ 9. FY 2014 Budget Update.
- ✓ 10. Financial Software bids.
- ✓ 11. Preliminary FY 2016 Tax Cap Information.
12. Tax Deeded Property – eviction delay agreements. *NO DOCUMENTS*
13. Reporting.
14. Miscellaneous.

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

Called by

Councilor David Witham, Chair  
Finance Committee

Date Posted: 11/19/2014

Posted by:

City Clerk

Posted at:

City Hall

Library

City Website

Channel 22

Public who are hearing impaired or require other special arrangements, please contact the City Clerk's Office at City Hall (692-9511) one week prior to the meeting for assistance. TDD Access: Call Relay NH at 711.



Dean W. Crombie  
Chief of Police

# *Somersworth Police Department*

#4

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

To: Chief Crombie

From: Lt. McLin

Date: 11/3/14

Re: Recorder Bids

Sgt. Duval and I have recently reviewed bids received for the purchase of a new recorder system for the police department. In the course of our review, we narrowed our companies to Two-Way Communications, Ossipee Mountain, and Acorn Recording Solutions.

We decided against Ossipee Mountain due to the fact that they are offering the same system (Eventide) which did not fare us well to begin with.

Two-Way Communications is offering a system called Hindsight G2-Exacom at a cost of \$18,650 with one year parts and labor.

Acorn Recording is offering the DSS Equature at a cost of \$16,250 with two years parts and labor.

Both companies received positive reviews from their references. I spoke with Strafford County Sheriff's Department, South Berwick Police Department and Plaistow Police Department for Acorn. I spoke with Rochester Police Department and Bedford Police Department for Two-Way. All said the products were user friendly and were happy with the company support.

It was interesting to note that most companies that used Acorn for their recorders, used Two-Way for radios. We also use Two-Way for this, and we are used to quick service for any radio problems. Sgt. Duval expressed frustration with recent radio/cruiser sub-par service performance from Two-Way. It is apparent to us that both companies could respond well if needed for service, and both systems appear to meet our needs.

We have decided on recommending Acorn for our Recording System. We felt the extra year of parts and service, along with the \$2,400 in savings would be beneficial to us.

Respectfully,

  
Lt. Tim McLin

# RECORDER SYSTEM BIDS

#4

<u>Company</u>	<u>Bid Amount</u>
Revcord 10190 Katy Freeway, Suite 501 Houston, TX 77043	\$11,978
Stancil Solutions 1335 Gateway Drive Melbourne, FL 32901	\$15,412
Acorn Recording Solutions PO Box 987 Plaistow, NH 03865	\$16,250
Ossipee Mountain Electronics PO Box 950 832 Whittier Highway Moultonborough, NH 03254	\$18,200
Two-Way Communications 23 River Road Newington, NH 03801	\$18,650



#6

David E. Sharples  
Director of Planning and Community Development

November 21, 2014

To: Robert M. Belmore, City Manager

Re: Mast Point Dam Spending Plan

I'm writing this memorandum to outline the known and anticipated costs of the Mast Point Dam Revitalization grant. As you know, we have finally received the Notice to Proceed with the Mast Point Dam grant. We received an award of \$28,500 to allocate to the project. In addition to the Federal funds, the Conservation Commission has conceptually agreed to add up to \$10,000 from their funds to the project.

The anticipated spending items are:

- Engineering design contract (\$10,000 – proposal received);
- The archeological study (\$5,000 – proposal received);
- Materials and labor for the hand carry boat launch (cost unknown until designed);
- Sign package (estimated ~ \$4,000);
- Picnic areas (estimated ~ \$2,000);
- Pedestrian Bridge (estimated ~ \$2,500);
- Brush clearing for access visibility (\$5,000 – proposal received);
- Trail development (no cost); and,
- Gravel and pipe for access road and culvert (estimated ~ \$1,500).

**Total of all spending items: \$30,000 plus hand carry boat launch labor/materials**

At this time, it appears that we will be able to complete the project with the allotted Federal funds and the additional Conservation Commission funds. We will match the cash spent with in-kind services. I am seeking direction on the process needed to move ahead with these items. I have enclosed some supplemental information that provides a detailed breakdown of each item above. I have also enclosed the Resolution approved by the City Council.

Thank you.

enc (2)

## Supplemental Information on Mast Point Dam spending items

### Engineering design contract (\$10,000):

The proposed project scope includes repairing a culvert and designing and permitting a hand carry boat launch. This work would also involve onsite survey and wetlands delineation. We would need professional engineering services to perform this work so I asked CMA, our City engineering consultant, to prepare a proposal for this work. They have provided us with the attached proposal. CMA has proposed a Not to Exceed Limit of \$10,000 to complete the scope of work. I did not seek any other proposals as CMA is our contract City Engineer and will perform some of the work during their regular hours for the City according to the proposed contract. However, I can certainly get additional proposals if needed.

### Archeological study (\$5,000):

The National Park Service did require that "project construction shall not commence until this office has received formal assurances that concerns of the State Historical Preservation Office (SHPO), dated April 17, 2014, regarding the project site have been addressed". The concern raised by SHPO was that the site was "archeologically sensitive". I spoke with Edna Feighner at SHPO and she suggested that the City hire an archeologist to conduct an inspection of the site. I have received three proposals from archeologist to perform the inspection but they vary on what they propose since SHPO did not provide a scope of work to be performed. After receipt of the proposals I spoke with Edna again and she narrowed the scope to a Phase 1A study, a limited Phase 1B (~ six shovel tests) at the boat launch area, and preparation of an NHDHR culvert form. This is the exact scope listed in one of the proposals with a budget of \$5,000. I have gone back to the other two respondents and asked for an updated proposal on the now defined scope and should receive this within a week. It is important to note that there could be additional work required depending upon the findings of the initial report.

### Hand carry boat launch:

Since the launch has not been designed, the price of labor and materials to complete the work is unknown at this time.

### Sign package (estimated ~ \$4,000):

The sign package will include a main park identification sign at the entrance on Salmon Falls Road, trail signage, and possibly an informational kiosk based upon the archeological Phase 1A study.

Picnic areas (estimated ~ \$2,000):

There are two picnic areas where the area will be cleared and a picnic table installed. The costs involved would be the purchase of two picnic tables and anchors.

Pedestrian Bridge (estimated ~ \$2,500):

The bridge will consist of two 6" steel I Beams with hemlock decking. The I beams will cost \$600, decking ~ \$1,500, and \$400 for fasteners and miscellaneous. The Bridge will be constructed onsite by volunteers and City staff and will lay across the small stream so no wetlands permitting will be required.

Brush clearing for access visibility (\$5,000 – proposal received):

I received two proposals both for \$5,000 to clear brush from the access road to approximately 200 feet to the south and from Salmon Falls Road to approximately 100 feet from the river. This clearing is intended to provide good visibility of the parking area from Salmon Falls Road.

Trail development (no cost):

The City will utilize volunteers to clear the proposed trails and their time will be used as match for the project.

Gravel and pipe for access road and culvert (estimated ~ \$1,500):

The existing culvert at the beginning of the access road has failed and needs replacement. The cost includes the pipe and gravel. The DPW will reuse the existing granite to rebuild the headwalls and utilize additional granite from the City stockpile if needed. The Public Works Department will perform the work which will be used as match.

#6

**City of Somersworth, New Hampshire  
General Engineering Services Agreement**

**Task Assignment No. 8**

**Hand-Carry Boat Launch Design with Preparation and Submission  
of Wetlands and Shoreland Permit Applications for the  
Mast Point Dam Revitalization Project  
City of Somersworth, New Hampshire  
CMA #806.7**

**October 29, 2014**

**Background**

This Task Assignment No. 8 is entered into under the Master General Engineering Services Agreement between the City of Somersworth, NH and CMA Engineers (dated September 16, 2011). CMA Engineers' technical staff will coordinate wetlands delineation and an existing conditions survey (by others) for use in preparing environmental permit applications and design of a basic hand-carry boat launch for the Mast Point Dam Revitalization Project.

**Scope of Services**

1. CMA Engineers will enlist the services of a certified wetlands scientist to delineate wetlands in the project area as well as the services of a licensed land surveyor to perform a limited physical features survey to include the centerline of the gravel access road and culvert, the designated parking area, the footpath to the proposed boat launch, the boat launch area, the edge of the river, and the delineated wetlands. The survey base plan will form the existing conditions plan for the project.
2. CMA Engineers will investigate, prepare, and submit a Shoreland permit and a Standard Dredge and Fill permit (if needed) to the NH Department of Environmental Services for the proposed boat launch project. All permit and environmental review fees are to be paid directly by the City of Somersworth.
3. CMA Engineers will design a simple rock/gravel hand-carry boat launch ramp at a moderate slope from the existing footpath to the edge of the river with input from the City Planner and Public Works Director.
4. Deliverables include two copies (one electronic; one printed) of the existing conditions survey plan, six (6) copies of environmental permit applications for the City to send to the NH DES after internal City review and comments by appropriate City agents, two (2) copies (one electronic; one printed) of construction plans for minor improvements to the existing gravel access drive, existing parking area, and existing footpath with more detailed hand-carry boat launch plans. The construction plans will include technical/specification notes on the plans, construction details and erosion control/sedimentation notes and details all on the project plans.

HP

*NOTE: The Contract City Engineer will coordinate City Planner and Public Works Director review of the permit applications and preliminary project plans during designated weekly hours at City Hall.*

### **Estimated Fee**

The Contract City Engineer's time to assist with Scope Items 2, 3, and 4 will be accounted for during the engineer's designated schedule on-site at City Hall.

CMA Engineers' technical staff will complete Scope Items 1, 2, 3, and 4 on a time-and-materials budget estimated at \$115 per hour for CMA Engineers staff time on site with round-trip mileage charge at the prevailing IRS rate for mileage from CMA Engineers office at 35 Bow Street in Portsmouth to the City Hall, One Government Way, Somersworth, NH.

The target budget for the wetlands delineation, site survey, environmental notifications/permit applications, and design plans is recommended as a **Not-to-Exceed Limit of \$10,000.**

### **Project Schedule**

CMA Engineers, Inc. technical staff will complete Scope Items 1 within 14 days and complete scope items 2, 3, and 4 within an additional 12 weeks of authorization to proceed (environmental agency approvals are not guaranteed within the above project design period).

### **Agreement**

This Task Assignment No. 8 shall be subject to the General Engineering Services Agreement between the City of Somersworth and CMA Engineers, Inc. dated September 16, 2011. It may be authorized by signing both copies in the space provided below, and returning one copy to CMA Engineers.

### **Authorization for Task Assignment No. 8**

\_\_\_\_\_  
CMA Engineers, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Somersworth, NH

\_\_\_\_\_  
Date

H6

## Dave Sharples

---

**From:** Stefan Claesson <stefan@searchinc.com>  
**Sent:** Thursday, October 30, 2014 9:01 AM  
**To:** Dave Sharples  
**Subject:** RE: Mast Point Dam

Dave,

Nice meeting you yesterday. The site visit was very useful in getting a better sense of potential resources and ultimately effort and cost for a cultural resources survey.

Based on your NHDHR application and the site visit I recommend that the following scope of work:

1. Phase IA Archaeological Survey of conservation area
2. Phase IB Archaeological Survey of Boat Launch area (no more than 6 shovel tests 50 x 50 cm)
3. NHDHR Culvert Form

The Phase IA Archaeological Survey would comprise a pedestrian survey or walkover of the entire conservation area. The walkover will identify all cultural features on the property, roads, cut granite stones, dam related features, artifact scatters, foundations, etc. The Phase IA survey would include background research of the land use and history of the property. Special attention would be given to the Mast Point Dam. Background research will include archaeological site file research of the surrounding area, and an assessment of environmental factors, in order to predict archaeological sensitivity for pre-contact archaeological sites on the property.

The Phase IB survey would be restricted to the Boat Launch area. This would include sub-surface testing, or shovel test pits of the approximate boat launch location. As the precise location of the launch is currently unknown, we could test a broader area that would allow for clearance of a wide corridor, or if you know exactly where ground disturbance will occur, then we could conduct sub-surface testing as soon as you have positively confirmed launch location. In either event, I do not foresee more than 6 shovel test pits to support boat launch preparation. As discussed, ground disturbance in all other areas of the proposed trail network, access road, and picnic areas, and stream crossing is negligible and I do not believe that it warrants any sub-surface testing.

The culvert under the road leading to the dam may be more than 50 years old. I recommend that an NHDHR Culvert Form is prepared, which is simply baseline data collection (photography, measured drawings, description) of the culvert you indicated would be replaced according to NHDHR documentation standards.

In each work task, as part of the report deliverables, recommendations will be provided that indicate any necessary follow-up work based on the findings of the surveys (but at this stage I do not expect any additional work). In addition, a map of the entire conservation area will be developed to indicate archaeological sensitivity for pre-contact and historic archaeological resources. This map can be a useful tool in guiding future planning and development of the park area (e.g., areas to avoid, etc.). Moreover, recommendations may include reuse of features identified during Phase IA survey, such as split and cut granite stones. Re-use of stones following culvert improvement would also likely be recommended. My hope is that the historical background and land use history of the property would also be useful for public interpretation purposes (e.g., placement of placards or displays at places along the trail network that highlight history or pre-history of the area such as the Mast Point Dam, Native American trail use, etc.). The information could hopefully be used to secure additional grants for these purposes and support community appreciation and stewardship of the area.

SEARCH can provide these services for a fixed-fee of \$5,000.00. Please let me know if you would like to proceed with this scope of work and I will develop a contract based on your desired timeline. SEARCH is fully insured, meets federal and

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state qualification requirements, and has a leading reputation in the cultural resources industry. You may also discuss this proposal with Edna Feigner (or forward this email to her) in order to get some preliminary approval or response to the scope of work. I know you are awaiting other proposals, but whichever company or proposal you choose, I recommend consultation with NHDHR prior to beginning work. In the meantime, if you have any questions at all about this proposal, please do not hesitate to contact me.

Kind Regards,

Stefan

Stefan Claesson, Ph.D.  
Project Manager

SEARCH - SEARCH<sub>2</sub>O  
P.O. Box 1080, Portsmouth, NH 03802  
774-328-2421 cell 603-319-6939 phone 603-319-8258 fax  
[stefan@searchinc.com](mailto:stefan@searchinc.com) [www.searchinc.com](http://www.searchinc.com)

Archaeology—Maritime Archaeology—Architectural History—History & Archives—Heritage Design

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**From:** Dave Sharples [mailto:[dsharples@somersworth.com](mailto:dsharples@somersworth.com)]  
**Sent:** Wednesday, October 29, 2014 1:53 PM  
**To:** Stefan Claesson  
**Subject:** Re: Mast Point Dam

That's ok  
I'll see you at the site when you get there.  
Do you know how to get there?  
If not then call me on my cell at 841-0943

Sent from my iPhone

On Oct 29, 2014, at 1:51 PM, Stefan Claesson <[stefan@searchinc.com](mailto:stefan@searchinc.com)> wrote:

Dave, I apologize running late by 10-15 min today.

Kind Regards,

Stefan

Stefan Claesson, Ph.D.  
Project Manager

SEARCH - SEARCH<sub>2</sub>O  
[P.O. Box 1080, Portsmouth, NH 03802](mailto:stefan@searchinc.com)  
[774-328-2421](tel:774-328-2421) cell  
[603-319-6939](tel:603-319-6939) phone  
[stefan@searchinc.com](mailto:stefan@searchinc.com)  
[www.searchinc.com](http://www.searchinc.com)

Archaeology—Maritime Archaeology—Architectural History—History & Archives—Heritage Design

RESOLUTION NO. 9-14 AUTHORIZING THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF RESOURCES AND ECONOMIC DEVELOPMENT FOR A LAND AND WATER CONSERVATION FUND (LWCF) GRANT TO CONDUCT THE MAST POINT DAM REVITALIZATION PROJECT.

Somersworth, NH

September 16, 2013

WHEREAS, the City of Somersworth has applied for LWCF Grant Funding to the State of New Hampshire by and through the Department of Resources and Economic Development; and

WHEREAS, the City of Somersworth has received notification of a \$28,500.00 Grant Award; and

WHEREAS, the total cost of the project is estimated to be \$57,000.00; and

WHEREAS, the City intends to provide in-kind professional services and funding from the Conservation Commission for the required 50% match for the project; and

WHEREAS, the Grant will allow the City of Somersworth to redevelop the recreation area along the Salmon Falls River. This includes re-grading of the gravel access drive, establishing gravel parking area with railings and barriers, establishing a launch for hand carry boats, establishing and improving a trail network with hard packed stone dust, constructing a footbridge within the trail network over a small tributary stream, establishing two open picnic areas with tables, and installing park signage.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to execute any documents, agreements and take any and all such actions on behalf of the City which may be deemed necessary for this grant's execution, and furthermore, the City Manager is authorized to take any necessary action deemed to be in the best interests of the City in order to complete this Project.

Introduced by

City Councilors (6) Pepin, Donohue,  
Witham, Jarvis, Sprague and Soldati

Approved:

City Attorney



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

November 4, 2014

To: Robert M. Belmore, City Manager

Re: Solar Array RFP

As requested, I've provided a list below of each company that submitted a proposal with pros and cons of each firm.

**NhSolarGarden.com**

*Pros:*

- Local firm owned and operated in New Hampshire
- Offered a fixed lease payment not subject to market risk (also a con - see below)
- Up to \$560,000 estimated savings over 20 years (highest proposed at 20 years)
- Not dependent on grant funding

*Cons:*

- No landfill project built (only permitted)
- Fixed lease payment could affect savings if market favorable to City over lifespan of project
- \$260,000 of the \$560,000 dependent on solar rebates

**Oak Leaf Energy Partners**

*Pros:*

- Considerable experience completing solar projects with some landfills completed
- Estimating \$400,000 in savings over twenty years (second highest proposed)
- Not dependent on grant funding

*Cons:*

- Savings dependent on market so higher risk than fixed lease payment
- Based out of Denver Colorado

**GE Power & Water**

*Pros:*

- Local company with business in Somersworth (GE Power & Wind located in NY)
- Potential significant savings (\$1.5M) between years 22-30
- Not grant dependent

*Cons:*

- Estimated \$133,000 loss at twenty years
- Savings dependent on market so higher risk than fixed lease payment
- Not as much landfill experience as other firms

**American Capital Energy***Pros:*

- Willing to write grants on behalf of the City to secure additional funding that would be split with the City
- Significant experience with solar installations at landfills

*Cons:*

- Dependent upon grant funding which is at least a year out if even available next year
- Federal tax incentive set to expire in 2017 which could affect project
- Did not provide estimated savings for the City as it is grant and market dependent

Thank you.

	American Capital Energy	OakLeaf Energy Partners	GE Power and Wind	NhSolarGarden.com
Municipal Landfill experience	12	3	unknown but mentioned a couple out west	several ongoing in NH but none built
Size of Array(s) proposed	2MW (1MW each site)	2MW (1MW each site)	1MW (1 site)	1MW (.5MW each site)
Estimated financial benefit to City. Dependent upon size of array permitted and future market conditions	TBD	\$400,000 at 20 yrs. Assumes 3% increase in yearly electricity costs. Market dependent	loss of \$133,029 at 20 yrs \$1,501,673 at 30 yrs. Market dependent	\$560,000 over 20 yrs Lease of \$15,000/yr Solar Rebates \$13,000/yr
Will construct, own, operate, and maintain facility at no cost to City	Yes	Yes	Yes	Yes
Dependent on competitive grant funding	Yes	No	No	No
Dependent upon property tax exemption	TBD	Yes but can revisit pricing if not exempt	Yes but can revisit pricing if not exempt	Yes but can revisit pricing if not exempt
Public outreach/support	Real time display website accessed via City website	Real time display website accessed via City website	Powerdash interactive platform. Three flat screens for real time display. Site tours/field trips and in classroom talks. Teacher training and curricula development	None proposed but could work out an agreement

System mounting	Concrete ballasts	Concrete ballasts	Protruded Rail system with automated installation	Not provided but picture given. Elevated aluminum frame on concrete ballasts
Year system is online	2016 at the earliest due to reliance on grant funding	2015	2015	2015

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City of Somersworth  
Expenditures  
10/31/2014

<u>Account</u>	<u>Budget</u>	<u>MTD Exp</u>	<u>YTD Exp</u>	<u>Balance</u>	<u>% Exp</u>
<b>General Fund</b>					
<b>Elected Leadership</b>					
Mayor-Council	\$24,925	\$1,801	\$7,209	\$17,716	28.92%
Civic Promotions	\$8,900	\$0	\$71	\$8,829	0.80%
Community Support	\$89,186	\$0	\$38,697	\$50,490	43.39%
<b>Total Elected Leadership</b>	<b>\$123,011</b>	<b>\$1,801</b>	<b>\$45,977</b>	<b>\$77,034</b>	<b>37.38%</b>
<b>City Management</b>					
City Manager	\$325,342	\$31,431	\$106,099	\$219,243	32.61%
Administration	\$124,957	\$27,532	\$39,610	\$85,347	31.70%
<b>Total City Management</b>	<b>\$450,299</b>	<b>\$58,963</b>	<b>\$145,710</b>	<b>\$304,589</b>	<b>32.36%</b>
<b>Finance and Administration</b>					
Finance Department	\$307,417	\$30,010	\$101,935	\$205,482	33.16%
City Clerk	\$157,256	\$14,529	\$50,228	\$107,028	31.94%
Elections	\$19,275	\$171	\$5,963	\$13,312	30.93%
Tax Collector	\$193,010	\$17,731	\$62,551	\$130,460	32.41%
Human Services	\$211,176	\$17,469	\$61,640	\$149,536	29.19%
Library	\$249,458	\$22,355	\$70,603	\$178,855	28.30%
<b>Total Finance and Administrative</b>	<b>\$1,137,592</b>	<b>\$102,264</b>	<b>\$352,919</b>	<b>\$784,673</b>	<b>31.02%</b>
<b>Development Services</b>					
Planning	\$310,568	\$27,894	\$103,165	\$207,403	33.22%
Economic Development	\$7,705	\$227	\$3,172	\$4,533	41.17%
Code Enforcement	\$151,544	\$15,744	\$49,525	\$102,019	32.68%
Assessing	\$115,537	\$7,618	\$29,921	\$85,616	25.90%
Recreation	\$198,321	\$10,921	\$76,895	\$121,426	40.75%
City Hall	\$125,834	\$8,493	\$33,490	\$92,344	26.61%
<b>Total Developmental Services</b>	<b>\$909,509</b>	<b>\$70,897</b>	<b>\$296,168</b>	<b>\$613,341</b>	<b>32.56%</b>

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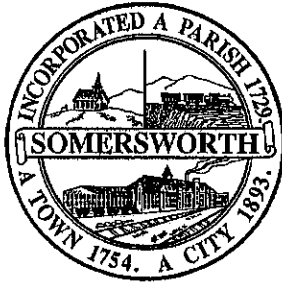
City of Somersworth  
Expenditures  
10/31/2014

<u>Account</u>	<u>Budget</u>	<u>MTD Exp</u>	<u>YTD Exp</u>	<u>Balance</u>	<u>% Exp</u>
<b>Police</b>					
Police Administration	\$414,773	\$81,906	\$167,505	\$247,268	42.63%
Patrol	\$1,965,032	\$155,798	\$537,368	\$1,427,664	27.35%
Investigations	\$449,034	\$40,127	\$134,029	\$315,005	29.85%
Police Support	\$414,375	\$31,862	\$118,554	\$295,821	30.13%
Traffic	\$48,084	\$4,290	\$13,035	\$35,049	27.11%
Prosecution	\$118,675	\$11,727	\$36,455	\$82,220	30.72%
<b>Total Police</b>	<b>\$3,409,973</b>	<b>\$325,709</b>	<b>\$1,006,945</b>	<b>\$2,403,028</b>	<b>29.53%</b>
<b>Fire</b>					
Fire Administration	\$188,608	\$22,574	\$63,435	\$125,173	33.63%
Fire Fighting	\$1,877,740	\$186,884	\$613,737	\$1,264,003	32.68%
<b>Total Fire</b>	<b>\$2,066,348</b>	<b>\$209,459</b>	<b>\$677,172</b>	<b>\$1,389,176</b>	<b>32.77%</b>
<b>Public Works and Utilities</b>					
Public Works Admin	\$1,169,251	\$112,976	\$333,850	\$835,401	28.55%
Street Maintenance	\$771,374	\$3,188	\$20,845	\$750,529	4.48%
Snow Removal	\$145,400	\$87	\$117	\$145,283	0.00%
Street Lighting	\$140,100	\$12,710	\$34,089	\$106,011	24.33%
Equipment Maintenance	\$69,632	\$8,835	\$18,785	\$50,847	26.98%
City Engineering	\$53,110	\$7,989	\$15,417	\$37,693	29.03%
Buildings and Grounds	\$38,700	\$5,039	\$15,401	\$23,299	39.80%
Cemetery	\$12,318	\$0	\$3,662	\$8,656	41.53%
Solid Waste Collection	\$155,606	\$10,649	\$48,764	\$106,842	31.34%
<b>Total Public Works</b>	<b>\$2,555,491</b>	<b>\$161,473</b>	<b>\$490,929</b>	<b>\$2,064,562</b>	<b>19.21%</b>

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*City of Somersworth  
Expenditures  
10/31/2014*

<u>Account</u>	<u>Budget</u>	<u>MTD Exp</u>	<u>YTD Exp</u>	<u>Balance</u>	<u>% Exp</u>
<b>Capital Expenses</b>					
Transfer to Debt Service	\$998,774	\$0	\$752,867	\$245,907	75.38%
Capital Leases	\$235,252	\$0	\$65,181	\$103,681	27.71%
Transfer to Other Capital Funds	\$141,205	\$0	\$141,205	\$0	100.00%
<b>Total Capital Assets</b>	<b>\$1,375,231</b>	<b>\$0</b>	<b>\$959,253</b>	<b>\$349,588</b>	<b>69.75%</b>
<b>Other Expenses</b>					
Contingency	\$80,000	\$3,098	\$10,018	\$69,982	12.52%
Intergovt Transfers	\$2,332,459	\$0	\$0	\$2,332,459	0.00%
<b>Total Other Expenses</b>	<b>\$2,412,459</b>	<b>\$3,098</b>	<b>\$10,018</b>	<b>\$2,402,441</b>	<b>0.42%</b>
<b>Capital Outlay</b>					
<b>Total Capital Outlay</b>	<b>\$295,748</b>	<b>\$89,604</b>	<b>\$172,720</b>	<b>\$123,028</b>	<b>67.53%</b>
<b>TOTAL CITY GENERAL FUND</b>	<b>\$14,735,661</b>	<b>\$1,023,268</b>	<b>\$4,157,810</b>	<b>\$10,511,462</b>	<b>28.22%</b>



## MEMORANDUM

To: Bob Belmore, City Manager  
From: Scott Smith, Finance Director  
Date: November 20, 2104  
Re: **Financial Software RFP Update**

---

The City accepted proposals for the purchase of a new financial management system on October 16, 2014. We received three proposals from the following vendors:

- Springbrook Corporation
- BlumShapiro – Accufund
- Tyler Technologies

We have conducted interviews and received demonstrations from two of the vendors and have the final scheduled for December 18<sup>th</sup>. The cost for conversion and installation range from \$72,000 for BlumShapiro to \$268,000 for Tyler Technologies. The annual software maintenance and support contracts all are between \$30,000 and \$40,000 per year.

We are not prepared to make any recommendations at this time. First we will conclude our interviews and demonstrations in December. Following that, we will break down each offer and look at the modules and services needed for our operations. The pricing for conversion and annual maintenance and support is driven by the number of modules you purchase (i.e. General Ledger, Payroll, etc.). The proposals are complete packages; therefore the costs as listed above should be reduced. Additionally, we will review various funding options such as lease agreements which may make any purchase more favorable.

We plan to have a recommendation to you by the end of January.

In an effort to provide information, our current software vendor is VADAR Systems of Acton, Mass. They have provided the City's financial software system since approximately 2002. Although they have provided updated versions of their software to their clients in Massachusetts, they are not offering these upgrades to their clients in NH. The City currently pays approximately \$16,000 per year for maintenance and support to VADAR Systems.



## MEMORANDUM

**TO:** Mayor Dana Hilliard and Members of the City Council

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

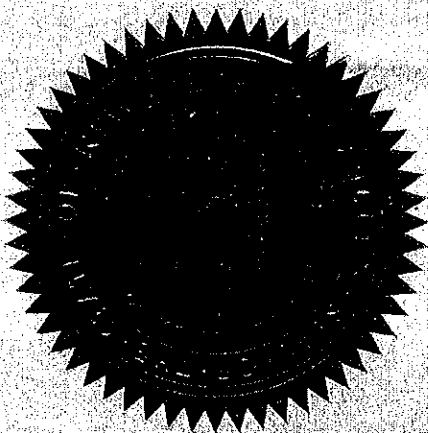
**DATE:** December 5, 2014

**SUBJECT:** Chief Water Plant Operator

---

I am pleased to inform you that I recently promoted Greg Kirchofer to the position of Chief Water Plant Operator. Greg has completed his certification for a Water Works Operator, Treatment Grade III. Greg has been with the City of Somersworth since July of 2008, he is a quality employee, and I have every confidence in his ability to succeed in his new leadership role.

# The State of New Hampshire



## Department of Environmental Services' Water Division

BE IT KNOWN THAT

*Gregory A Kirchofer*

having demonstrated satisfactory knowledge, ability, and judgment, in accordance with the provisions of RSA 332-E:5, has been awarded this certificate of competency as a

*Water Works Operator, Treatment Grade III*

Certificate Number: 3034

Date of issue: November 20, 2014

*Sarah Pillsbury*

Sarah Pillsbury  
Administrator

Drinking Water & Groundwater Bureau

**From:** Somersworth Recreation Department <kducharme@somersworth.com>  
**Sent:** Tuesday, December 02, 2014 2:03 PM  
**To:** Brenda Breda  
**Subject:** December 2015

## Somersworth Recreation Department

December 2015

# Happy Holidays

### Flashlight Candy Cane Hunt



**Friday, December 12th at Millennium Park**  
**Children ages 3+**  
**Hunt begins at 6:30 p.m.**  
**Cost is Free!!**

Bring your flashlight and a bag to help collect the candy canes nestled throughout Millennium Park. Afterwards we'll enjoy cookies, cocoa, and holiday cheer while awaiting Santa Claus to arrive upon a fire truck. Please note children must be accompanied by an adult for this event. Millennium Park is located on 99 Stackpole Road.

For more information contact the Rec. Dept- 692-9508

Like us on Facebook 

"Like" Somersworth Recreation on Facebook to receive the latest program updates and Rec. news!

### 2014 Somersworth Christmas Parade

**"Believe"**

Saturday, December 6th at 2:00

Bring the kids and the whole family. Join with your friends and neighbors. This is going to be a great community event and fun for everyone!

Gala Events 1:00-4:00

- Children Activities
- Music
- Stage Performances

[Christmas Parade website](#)

## Somersworth Professional Firefighters 2014 Toy Drive

The Somersworth Professional Firefighters are once again asking for your help to make this toy drive successful! You and your organization can help by donating. Together with local merchants and community members, they have made the holiday season brighter for many families.



New, unwrapped toys, clothes, and gift cards for children ages newborn to 14 years old. Monetary contributions for the purchase of gift cards are accepted. Please make checks payable to Somersworth Firefighters Toy Bank. Donations can be mailed or delivered to the Somersworth Fire Station on 195 Maple Street. Or contact them at 603-692-3456 to arrange for them to pick up your donations.

**Contact Matthew or Jessica at 603-692-3456 for more information.**

Questions- Contact:  
Beth Poulin 692-6310 or  
Elizabeth Miller 692-3029

**Visit our website!**

[Somersworth Recreation Website](#)

Find the latest Rec. program news and updates as well as registration forms and contact information.

**-Contact-**

**Recreation Supervisor**

Kristen Ducharme  
603-692-9508

**Address:**

1 Government Way  
Somersworth, NH 03878

**Office Hours:**

Monday-Friday  
8:00-4:30 p.m.

## Biddy Basketball



**Saturdays, January 24-February 28  
at Idlehurst Gymnasium  
Girls and Boys ages 3-4 and 5-6**

### Early Bird Fee

Register by Monday, January 5 to receive the early fee  
**\$45 residents/ \$55 non residents**

### Fee

Registration Deadline is Thursday, January 22  
**\$60 residents/ \$70 non residents**

**Biddy Ball Ages 3-4**  
**6**

**9:00-9:50 a.m.**

**Bigger Biddy Ball Ages 5-**

**6**  
**10:00-10:50 a.m.**

*\*Please note times are subject to change\**

This program is designed for boys and girls ages 3-4 and 5-6 and will be broken into 2 different age groups. This instructional program focuses on introducing the basic fundamentals of basketball through fun beginner drills and games. Please note there is limited space for this program.



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**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 3, 2014

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Ordinance No. 10-15

Title: CITY COUNCIL MEETING SCHEDULE FOR 2015

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

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

Date: 12/3/14

by: 

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

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

WALTER L. MITCHELL  
JUDITH B. 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. 22-15

Title: **AUTHORIZE THE CITY MANAGER TO CONTRACT WITH  
MARTINI NORTHERN, LLC OF PORTSMOUTH, NH TO INSTALL AN  
EMERGENCY BACKUP GENERATOR AT THE SOMERSWORTH  
WASTEWATER TREATMENT FACILITY.**

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: 12/4/14

By: 