

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

**TO:** Mayor Dana S. Hilliard and City Council Members

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

**DATE:** Friday, January 12, 2018

**SUBJECT:** City Manager's Report for Tuesday, January 16, 2018  
City Council Agenda

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*New Business (under section 14 of Agenda)*

**Resolutions**

- A. Resolution No. 20-18 to Authorize the City Manager to Enter into a Land and Water Conservation Grant Application Agreement for Improvements to the Jules Bisson Park.** I had reported back at the July 24<sup>th</sup> Council meeting that I was moving forward with staff to submit a grant application through this program for some substantial improvements to the Jules Bisson Park in Ward 5. A plan to improve the playground equipment and basketball court as well as other improvements was endorsed by the Council's Recreation Committee. The City submitted a letter of intent and conducted a site visit with a representative from the State Division of Parks & Recreation to discuss our improvement plan. We have since been contacted and been given a "green light" as to our eligibility to move forward with our Grant Application. As part of the process, the City Council (governing body) needs to vote to endorse the application and authorize the City Manager to sign the application and associated documents. This is a 50% matching grant therefore City funds will either need to be budgeted in the next fiscal year or a supplemental appropriation made should the Grant be awarded. I would note that the City has been successful with securing funds through this program for both the Noble Pines Park and Mast Point Dam improvement projects.
- B. Resolution No. 21-18 to Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Preservation Alliance to Complete a Condition Assessment of the Furber Memorial Chapel at the Forest Glade Cemetery.** I had reported to the City Council back at the November 6<sup>th</sup> meeting that I was authorizing staff to submit an application for State Historic Preservation Alliance funds to assist in completing a study of the Furber Memorial Chapel's condition. Staff worked with the Cemetery Trustees in the submittal. I am pleased to report that the City was awarded Grant funds for 50% of the project cost of \$5,800; I am proposing to use available funding from this fiscal year's Cemetery budget for the match. Attached is a Memorandum from Director Bobinsky regarding the project as well as the award letter and agreement that I would sign on behalf of the City.

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

**A. Informational Items.**

1. **CMAQ Grant Award.** Attached is a copy of the Grant award letter from the NH DOT. In part it states: *The New Hampshire Department of Transportation (NHDOT) is pleased to inform you that based on your application score of 91.20; the Governor's Advisory Commission on Intermodal Transportation (GACIT) has approved your application for Congestion Mitigation Air Quality funds. Total cost of this project is \$698,750. The federal funding awarded is \$559,000 which is 80% of the total cost, and a matching amount of \$139,750 will be required. Congratulations to our City team and particularly to the Grant coordination work of Directors' Shanna' Saunders and Mike Bobinsky.*

**B. Attachments.**

1. City Attorney Certifications
2. Department Head Reports  
to include Estimated Expenditures – General Fund 1/12/18
3. Mayor Hilliard's Council Appointments



## City of Somersworth - Resolution

Resolution No: 20-18

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A LAND AND WATER CONSERVATION GRANT APPLICATION AGREEMENT FOR IMPROVEMENTS TO THE JULES BISSON PARK.**

**January 16, 2018**

WHEREAS, Jules Bisson Park is a City recreational park located within walking distance of many residential neighborhoods, and

WHEREAS, based on the City's Intent-to-Apply letter, the City of Somersworth has been invited to apply for Land and Water Conservation Fund Grant assistance under the State of NH Department of Natural and Cultural Resources Grant Round 29, and

WHEREAS, the City of Somersworth is applying for a Grant that will fund 50% of the total project cost of \$90,000 (Ninety thousand dollars) which is \$45,000 (Forty-five thousand dollars) with the other required 50% being local matching funds of \$45,000 (Forty-Five thousand dollars), and

WHEREAS, the Grant project includes certain improvements to the Jules Bisson Park such as replacement of the playground structure including ADA elements and updating the basketball court,

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

### Authorization

*Sponsored by:*

Mayor Dana S. Hilliard, by request

*Approved:*

City Attorney



**Resolution No: 20-18**

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A LAND AND WATER CONSERVATION GRANT APPLICATION AGREEMENT FOR IMPROVEMENTS TO THE JULES BISSON PARK.**

## History

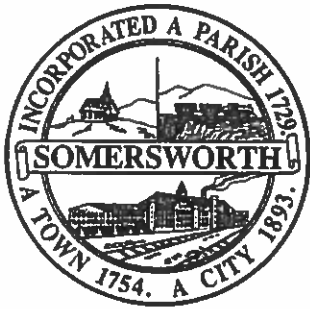
<b>First Read Date:</b>	01/16/2018	<b>Tabled:</b>	
<b>Public Hearing:</b>		<b>Removed From Table:</b>	
<b>Second Read:</b>			

## Action

Councilor \_\_\_\_\_ moved for adoption, seconded by Councilor \_\_\_\_\_.

Voting Record 12/01/2018			YES	NO
Ward 1 Councilor	Pepin	*		
Ward 2 Councilor	Vincent			
Ward 3 Councilor	Dumont			
Ward 4 Councilor	McCallion			
Ward 5 Councilor	Messier			
At Large Councilor	Witham			
At Large Councilor	Sprague			
At Large Councilor	Cameron			
At Large Councilor	Levasseur			
TOTAL VOTES:				

PASSED	FAILED
ON / /	.



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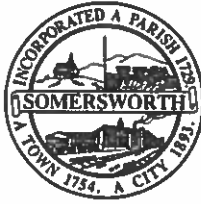
Shanna B. Saunders, Director  
Development Services

To: Bob Belmore, City Manager  
Date: January 9, 2018  
Re: LWCF Grant

The Land and Water Conservation Fund (LWCF) Grant is due January 25<sup>th</sup>. The City is submitting a grant request for \$45,000 with a 50/50 match (so total of \$90,000 project cost) for upgrades to Jules Bisson Park. Upgrades will include a new playground, ADA upgrades and play features (strongly encouraged by the grantor), a new gazebo and expanded parking.

Part of the application process is to pre-submit applications to the Division of Historic Resources and the Natural Heritage Bureau to make sure the site has no issue with historic or archaeological resources or endangered species. These two applications were submitted to the respective agencies today.

City staff will be finalizing the formal grant package and will plan to submit it to the Department of Natural and Cultural Resources (formerly DRED) of the week of January 22<sup>nd</sup>.



## City of Somersworth - Resolution

Resolution No: 21-18

**TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE NEW HAMPSHIRE PRESERVATION ALLIANCE TO COMPLETE A CONDITION ASSESSMENT OF THE FURBER MEMORIAL CHAPEL AT THE FOREST GLADE CEMETERY.**

**January 16, 2018**

WHEREAS, the Forest Glade Cemetery has been designated as a Historic Place on the National Register, and

WHEREAS, City staff, working with the Cemetery Trustees, prepared and submitted a grant application to the New Hampshire Preservation Alliance to complete a condition assessment on the Furber Memorial Chapel and received an approval offer of the grant funds, and

WHEREAS, the Condition Assessment report will serve as the basis for pursuing a New Hampshire Land and Community Heritage Investment Program (LCHIP) Grant to make any needed improvements to the Chapel as outlined in the Condition Assessment report, and

WHEREAS, the total project cost is \$5,800 with a Grant requirement of a local cost share of \$2,900 in matching funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter an Agreement with the New Hampshire Preservation Alliance to accept the Grant funds and the Grant conditions and to take any other actions relative to this project determined to be in the best interest of the City.

Authorization	
<i>Sponsored by:</i> Mayor Dana S. Hilliard, by request	<i>Approved:</i> City Attorney



## City of Somersworth - Resolution

Resolution No: 21-18

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Public Hearing:		Removed From Table:	
Second Read:			

### Action

Councilor \_\_\_\_\_ moved for adoption, seconded by Councilor \_\_\_\_\_.

Voting Record 12/01/2018		YES	NO
Ward 1 Councilor	Pepin *		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Messier		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			

PASSED

FAILED

ON / / .



## MEMORANDUM from Director Public Works & Utilities

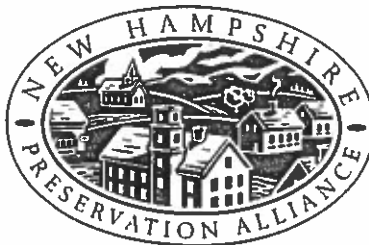
Date: January 9, 2018  
To: Bob Belmore, City Manager  
From: Michael J. Bobinsky, Director of Public Works and Utilities  
Cc: Scott Smith, Director of Finance and Administration  
Re: New Hampshire Preservation Alliance Grant Award

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City staff, working with the Cemetery Trustees, applied for a \$2,900 New Hampshire Preservation Alliance grant to help fund a condition assessment for the Furber Memorial Chapel at Forest Glade Cemetery on October 31, 2017. The Furber Memorial Chapel has certain structural elements that appear to be in disrepair and a comprehensive report on the overall condition and recommendation for improvements is needed. The assessment work is projected to cost \$5,800 following obtaining a proposal from a qualified consultant. Staff received notice from the Alliance that the grant application was approved on December 1, 2017. The grant requires a 50% local match or \$2,900 and outlines the requirements for the condition assessment of the Chapel using preservation guidelines. The condition assessment will result in a report on the findings, recommendations for repairs and provides a cost estimate for implementing the restoration work. The report and its findings, will serve as the basis for seeking future LCHIP grant funds to implement the recommended improvements.

Source for the local match funds of \$2,900 could come from the General Fund and specifically the FY18 Cemetery Budget.





BOARD OF DIRECTORS

CHAIR  
JEFFREY D. GILBERT  
RYE

VICE CHAIR  
FRANK LEMAY  
CHICHESTER

TREASURER  
LORI WAMSER, C.P.A.  
DUNBARTON

SECRETARY  
SUSAN BOOTH  
CANTERBURY

IAN BLACKMAN  
CHICHESTER

DAVID CHOATE  
RYE

MICHAEL DUFFY  
MANCHESTER

JEFF INGRAM  
WESTMORELAND

TRACY KOZAK, AIA  
PORTSMOUTH

NICHOLAS MITCHELL  
WARNER

REBECCA MITCHELL  
STRATHAM

LISA F. THOMPSON  
CONCORD

BENJAMIN WILSON  
HOPKINTON

December 1, 2017

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

Dear Mr. Belmore,

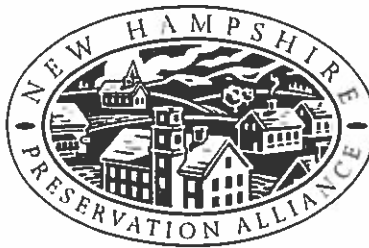
Congratulations on the approval of the City of Somersworth's application for a \$2,900 grant to help fund a Condition Assessment with Preservation Guidelines for the Furber Memorial Chapel at Forest Glade Cemetery. Please sign the enclosed Letter of Agreement between the City of Somersworth and the New Hampshire Preservation Alliance and return an original copy to me in the enclosed envelope. The other copy is for your file.

If you have any questions, feel free to contact Beverly Thomas at (603) 224-2281.

Sincerely,

Jennifer Goodman  
Executive Director

EXECUTIVE DIRECTOR  
JENNIFER GOODMAN



Assessment Grant  
Letter of Agreement

December 1, 2017

Congratulations on the approval of the City of Somersworth's application for an assessment grant for the Furber Memorial Chapel at Forest Glade Cemetery. We have allocated \$2,900 to assist in funding the condition assessment and structural review. *Work supported by this grant may not be undertaken before this letter of agreement is signed and returned to the New Hampshire Preservation Alliance.*

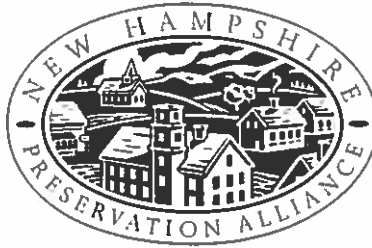
Acceptance of this grant is indication of your willingness to conduct your project in conformance with the following conditions:

- The Scope of Work: To provide a Condition Assessment Report as outlined in Groundroot Preservation Group's proposal dated October 11, 2017, resulting in a written report to include but not limited to:
  - A building condition assessment (align with the Alliance's "Suggested Format for Condition Assessment Reports") of both the interior and exterior of the chapel.
  - Identification of character defining features with prioritization from high to low significance.
  - Recommended preservation strategies and treatments.
  - Rough cost estimates for recommended structural repairs, building improvements and preservation treatments with phasing suggestions where appropriate.
  - All recommendations for work to be performed must comply with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties. (Copy attached)

If there is a material change in the scope of work, new approval must be sought from the Preservation Alliance.

We encourage the City of Somersworth and/or the Cemetery Trustees to have representatives present during the consultant's site visit(s), and at that time, to share the suggested report format furnished with this agreement, and describe the two-stage report review process outlined below.

- The consultant's report and grant award: The Preservation Alliance must receive a copy of the consultant's draft report, which it will review within 2 weeks. Comments will be shared with the grantee, who will pass these along to the consultant. The consultant will then revise the report and submit two copies of the final report to the grantee, who will then send one copy of the final report, a copy of the consultant's invoice, and proof of matching funds to the NH Preservation Alliance. Once the grant review committee is satisfied with the contents of the final report, the Alliance will remit funds to the grantee, and the grantee will pay the consultant.



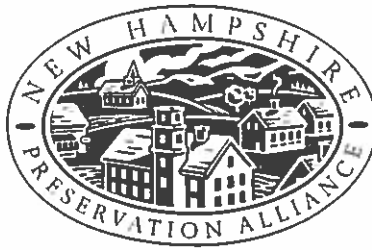
- **Publicity and Acknowledgment of Grant Assistance:** Please acknowledge this grant in any printed material and publicity releases in the following manner: *This project was funded in part by a grant from the NH Preservation Alliance, which receives support for its grants program from the New Hampshire Land and Community Heritage Investment Program (LCHIP).*
- **Reporting:** Within one month of acceptance of the consultant's final report, the City of Somersworth and/or Cemetery Trustees will furnish the New Hampshire Preservation Alliance with an evaluation outlining the effectiveness of the grant and plans for implementation of the recommendations.

Please return a signed, original copy of this agreement letter. The other copy is for your file. *Please contact Beverly Thomas, 224-2281 or [bt@nhpreservation.org](mailto:bt@nhpreservation.org) if you have any questions.* We are pleased to assist you in your preservation project and hope that this grant is valuable in your efforts.

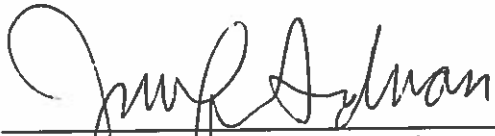
NEW HAMPSHIRE PRESERVATION ALLIANCE

P.O. BOX 268 • CONCORD, N.H. 03302-0268

TELEPHONE 603 224 2281 • FAX 603 226 9368 • [www.nhpreservation.org](http://www.nhpreservation.org)



Assessment Grant Agreement cont.

  
\_\_\_\_\_  
Jennifer Goodman, Executive Director  
New Hampshire Preservation Alliance

Date: 12/1/17

\_\_\_\_\_  
City of Somersworth Representative

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

\_\_\_\_\_  
Print Name



*Victoria F. Sheehan*  
*Commissioner*

**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*William Cass, P.E.*  
*Assistant Commissioner*

January 5, 2018

Shanna B. Saunders  
Director of Development Services  
One Government Way  
Somersworth NH 03878

Re: State Project: Somersworth 41741  
CMAQ Application: 17-04CMAQ

Dear Ms. Saunders:

**Project Description:**

Purpose: The City of Somersworth is proposing a signal system optimization of the High Street/Rte. 108 Corridor in order to improve traffic flow and streamline intersections, as well as provide for pedestrian improvements that provide a reduction in single-occupant vehicle travel.

The New Hampshire Department of Transportation (NHDOT) is pleased to inform you that based on your application score of 91.20; the Governor's Advisory Commission on Intermodal Transportation (GACIT) has approved your application for Congestion Mitigation Air Quality funds.

Total cost of this project is \$698,750.00. The federal funding awarded is \$559,000.00 which is 80% of the total cost, and a matching amount of \$139,750.00 will be required.

The Department will be contacting you shortly to develop a schedule of when funding will be available for this project by federal fiscal years. Federal fiscal years span from October 1 to September 30.

A NHDOT project manager will contact you relative to project scope and the necessary financial arrangements before any work is initiated. Over the next few weeks NHDOT will submit your project to Governor and Council to execute a municipal agreement between the sponsor and Department. Your project will need to be included in the State Transportation Improvement Program (STIP). Approval of this project in the STIP should occur around May 2018. This agreement will identify the terms and agreements between NHDOT and the municipality or sponsor for municipal management of CMAQ Funds.

No reimbursable work can be done in advance of written notice to proceed by NHDOT until all of these steps are completed. It is our goal to allow the project sponsor to begin the project development process this fiscal year if all preliminary necessary administrative steps have been

RECEIVED  
JAN 10 2018

completed. When a municipal agreement is signed and funding is authorized a written notice to proceed will be mailed to the project contact. If you have any questions, please call me at 271-3462 or email me at [tom.jameson@dot.nh.gov](mailto:tom.jameson@dot.nh.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Tom E. Jameson", with a long horizontal flourish extending to the right.

Thomas E. Jameson, P.E.  
Program Manager

**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

January 12, 2018

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 20-18

Title: TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A  
LAND AND WATER CONSERVATION GRANT APPLICATION  
AGREEMENT FOR IMPROVEMENTS TO THE  
JULES BISSON PARK.

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: \_\_\_\_\_

1/12/18

By: \_\_\_\_\_



**MITCHELL MUNICIPAL GROUP, P.A.**  
ATTORNEYS AT LAW  
25 BEACON STREET EAST  
LACONIA, NEW HAMPSHIRE 03246

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

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

January 12, 2018

**CERTIFICATION**

Re: City of Somersworth, New Hampshire

Resolution No. 21-18

Title: TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A  
GRANT AGREEMENT WITH THE NEW HAMPSHIRE  
PRESERVATION ALLIANCE TO COMPLETE A CONDITION  
ASSESSMENT OF THE FURBER MEMORIAL CHAPEL AT THE  
FOREST GLADE CEMETERY.

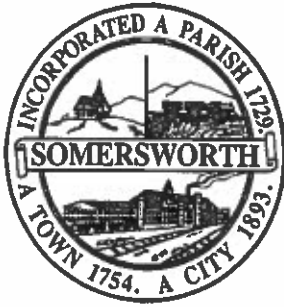
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**MITCHELL MUNICIPAL GROUP, P.A.**  
City Attorney

Date: 1/12/18

By: 





## MEMORANDUM

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**To:** Bob Belmore, City Manager

**From:** Scott Smith, Director of Finance and Administration

**Date:** January 11, 2018

**Re:** **Monthly Report**

**Finance Department:**

- Assisted in Completion of Capital Improvement Plan for City Council.
- Started FY19 budget process.
- Assisted in interviews of Engineers for the TAP Grant project.
- Continued work on Property Tax conversion to MUNIS.

**Treasurer's Report:**

• General Fund cash on hand as of December 31, 2017 are attached to this report. Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, TD Bank, and a Citizen's Bank investment account.

**City Clerk:**

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Total Receipts for the month were \$7,850.

### Tax Collector

- Motor vehicle registrations were a total of \$134,622 during the month.
- Collected \$4,225 for Municipal Transportation Fund during month.
- Total receipts for the month were \$11,742,418.
- 11 people used the drive-up window this month.

### Human Services:

- Total assistance for the month was \$8,593. That compares to \$11,442 for the month of November 2017 and \$6,703 for December 2016.
- 7 new cases were opened compared to 3 in 2016.
- 18 cases were approved for varying levels of assistance, with 1 case still pending and 4 cases denied. 20 cases were referred to other agencies for support.

### Library

- The Winter Gala was a great success, the Library read the Polar Express to large groups.
- Approximately 12 people turned out for author night with Steve MacKenzie.
- In addition to the Winter Gala, staff provided 8 programs, 3 weekly story times, and the regular book discussion group.

### Information Technology

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

**Treasurer's Report.**  
**General Fund**

**Period Ending Dec. 31, 2017**

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$1,567,899	0.00%	N/A	Money available upon demand
Citizens Investment	\$6,095,302	0.45%	N/A	Money available upon demand
NHPDIP	\$2,516,678	1.19%	N/A	Money available upon demand
Profile Bank	\$249,810	0.45%	N/A	Money available upon demand
TD Bank	\$5,028,405	1.35%	N/A	Money available upon demand
Century Bank	\$1,016,697	0.50%	N/A	Money available upon demand
Century Bank	\$2,038,680	0.70%	4/20/2018	6 month CD

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period Ending Dec. 31, 2017	\$25,379	\$46,511	\$15,000	\$31,511



## **MEMORANDUM from Director Public Works & Utilities**

**TO:** Robert M. Belmore, City Manager

**DATE:** January 11, 2018

**SUBJECT:** Public Works Department Monthly Report for December/January, 2018

**FROM:** Michael Bobinsky, Director of Public Works & Utilities

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### **DIRECTOR'S COMMENTS**

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

- The months of December and early January have been dominated by emergency winter storm responses. We have used approximately 600 tons of salt since the beginning of winter, which is about 30% of the projected salt use for this season. We have also used approximately 500 yards of sand/salt mix as well.
- Key storm events requiring Highway personnel to respond include storms on, December, 9, 12, 18, 22, 25, and January 4, all during mostly arctic/subzero temperature conditions. This early heavy winter is unusual compared with previous winters. Extensive use of social media has been used to update the public on parking bans, snow removal efforts and residential trash and recycling schedule changes. Crews have been removing snow in the downtown district and adjacent streets as well.
- Water crews have been responding to several reports of water line leaks or frozen residential water lines. Department crews have addressed a few water main breaks and refer residents to private plumbers on residential pipe needs.
- Conducted interviews for engineering services in support of the City's awarded NHDOT TAP Grant. Following the interview process, recommended selection of CMA Engineers. Following NHDOT approval, will be initiating pricing negotiations for a contract and ultimately submitting a recommendation to the City Council for approval.
- Participated in the annual Chamber Breakfast event.
- Met with Underwood Engineers on an update to the Blackwater Road Pump Stations. The contractor was dealing with an issue with Eversource on relocating the service meter and electrical conduits to support the improvements.
- Substantially completed the LED street light conversion work with Affinity LED; received approval of project completion by Eversource along their incentive grant payments to offset the City's cost of the conversion. The City is now on a new LED light tariff which will result in substantial energy costs savings.
- Reviewed the High Street traffic signal pre-emption equipment with Fire Chief Hoyle, determine which signal pre-emption equipment is in working order for future repairs and planning efforts.
- Received a report from NHDOT that the City's CMAQ Grant application for federal highways funds to upgrade all traffic signal equipment on the High St corridor from W. High St to the Dover line has been approved. New traffic signal equipment will be installed and will connect to the Dover traffic signal system to improve synchronization along the corridor.
- Participated in meetings and presentations with our WWTF design engineer Wright Pierce on improvements to the WWTF.

## **HIGHWAY DIVISION**

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

- Responded to six winter storm events.
- Performed 3 snow removal operations.
- Cleaned 218 storm drains with contracted service.
- Performed seasonal brush and leaf collection.
- Installed the City Christmas tree and Decorations around city hall in preparation for the Christmas parade.
- Finished preparing downtown flower beds for winter.
- Removed all American flags from poles and stored for the season.
- Performed seasonal Christmas Tree pick up.
- Performed monthly metal pickups

### ***Recreation:***

- Removed swings, tennis nets, and volleyball nets at all parks.

### ***Cemetery:***

- Performed fall leaf and brush removal in preparation for winter.

### ***Water Distribution Support***

- Assisted with a water break on Daniel Street.

### ***Sewer Collections Maintenance:***

- Repaired three (3) man holes that were damaged during snow removal operations.
- Responded to 25 dig safe request.

## **WASTEWATER DIVISION**

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

- Now operating under the (A2O) process which is used for winter permit limits. This process is used to specifically treat Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS). The winter season runs from October 1<sup>st</sup> thru April 30th.
- A Council workshop was held on 12/4/17 which provided some insight into the upcoming \$10 million wastewater upgrade. The presentation was put on by Wright-Pierce Engineering.
- Hach performed annual preventative maintenance on both chlorine analyzers. Each unit required corrective maintenance which included a new eye sensor and control board. These items were replaced at no cost due to our maintenance agreement.
- We replaced a Programmable Logic Controller (PLC) within the aeration building which controls the biological portion of the treatment process. Installation was successful and we're back in normal operation.
- Lakes Region Environmental conducted the annual Underground Storage Tank (UST) on 12/27/17. They discovered a fault within the monitoring system which is linked to the control board. We ordered a replacement at a cost of \$118. Upon delivery, Lakes Region will return and install/test unit for proper operation.
- Addressed several issues relating to freezing conditions from recent cold spell.
- Experienced two snow events which required overtime due to plowing.
- Treated a total of 9,500 gallons of septage from residents not on city sewer.

### ***Compliance:***

- Preparing monthly reports to US-EPA and NH-DES.
- Reported zero permit exceedances for the month of December.
- Treated a total of 35-million gallons of wastewater during the month.

***Industrial Pretreatment Program:***

- Reviewing existing permits and preparing for renewals and inspections.

***Capital Improvements Plan Items:***

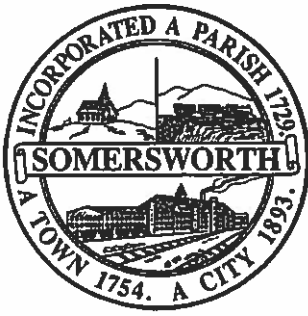
- Blackwater Rd pump station upgrade – Installed upgraded phone service and relocated the electrical meter. Due to the high ground water, Eversource is requiring the conduit be encased in concrete which is a minor change to the original plans. A progress meeting with the contractor, engineer and city is currently being scheduled. Gorman Rupp pumps and standby generator have been ordered with a delivery date of 1/15/18.

**WATER DIVISION*****Items completed this month:***

- Bacteria's and TOC's tests completed
- Conducted annual maintenance on Process Train #2
- Pumped 34,940,188 gallons of raw water
- Pumped 31,581,813 gallons of finish water to the distribution system
- Responded to dirty water complaint 5 East St (hot water heater issue)
- Completed FY 2019 Budget
- Met with Director on the budget
- Completed well waiver mailing and certified to NHDES
- Attended conservation commission meeting regarding development near Well
- Conducted maintenance activities on backwash pumps

**WATER DISTRIBUTION**

- Water Distribution personnel responded to multiple service calls and provided contractor support at multiple construction sites.
- There were two water services breaks in December. One at 130 Rocky Hill Road and one at 4 Daniel Street.
- A hydrant was replaced near 80 Buffumsville Road.
- Due to the extreme cold, emergency service calls are on the rise. We have been promoting tips on how to protect residential water service on the City's website.
- Hydrant painting has been discontinued for the season. Requests to have a specific hydrant painted will be fulfilled as weather allows. This request can be made by calling us at 692-6718.



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## Department of Development Services

Date: January 11, 2018  
From: Shanna B. Saunders  
Director of Planning & Community Development

Re: December 2017 Monthly Report

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

- Zoning Board – December 6
- Conservation Commission – December 13
- Planning Board – December 20 (cancelled)
- SRTC – December 13
- Historic District Commission meeting – December 28 (Did not attend)

And attended the following Special Meetings:

- Chamber Breakfast – December 8
- NH Planner's Association – December 1
- SRPC Policy Meeting – December 15

**Office of Assessing- December:**

- Cycled inspections are continuing. There are approximately 1100 properties to review this year.
- The Assessing Department completed by appointment inspections of taxpayer properties.
- The Assessing Department has begun inspections of properties who have received a building permit this year.
- The Assessing Department met with taxpayers who had questions about their assessment.
- The Assessing Department has received 2 abatement applications to date.

**Building and Health Departments:**

**Major Building Permits Applied for in December 2017 Construction Costs and Fee**

None

**Minor Building Permits Applied for in December 2017:**

643	Sherwood Glen MHP	\$100.00	\$25.00
362	high	\$300.00	\$25.00
5	Adams Ct	\$13,000.00	\$114.00
5	Bears Way	\$500.00	\$36.00
23	Second	\$10,365.00	\$93.00
34	West High	\$500.00	\$25.00
16	Winter	\$1,000.00	\$25.00
138	High	\$10,643.00	\$116.00
64	West High	\$10,000.00	\$110.00
8	Sinclair Ave	\$7,680.00	\$73.00
75	Washington	\$75,000.00	\$0.00
361	Rt. 108	\$4,500.00	\$46.00
8	Prospect	\$20,000.00	\$210.00
8	Adams Ct	\$30,000.00	\$250.00
45	Grand	\$20,000.00	\$170.00



PERMIT RECEIPTS						
	2014	2015	2016	2017	DIFFERENCE this year to last	% OF CHANGE
January	\$1,820.00	\$2,157.00	\$6,148.85	\$15,262.40	\$9,113.55	148.2%
February	\$3,864.00	\$2,408.00	\$4,440.00	\$9,170.40	\$4,730.40	106.5%
March	\$2,191.64	\$5,287.28	\$27,399.40	\$23,232.82	-\$4,166.58	-15.2%
April	\$4,768.15	\$8,277.80	\$6,608.52	\$6,269.89	-\$338.63	-5.1%
May	\$26,049.95	\$7,194.16	\$12,089.70	\$11,919.72	-\$169.98	-1.4%
June	\$24,286.88	\$4,234.80	\$5,107.95	\$9,902.40	\$4,794.45	93.9%
July	\$3,646.20	\$4,914.41	\$14,315.00	\$5,352.84	-\$8,962.16	-62.6%
August	\$6,156.50	\$6,829.37	\$5,197.60	\$9,538.60	\$4,341.00	83.5%
September	\$6,224.10	\$4,438.20	\$5,247.60	\$7,310.00	\$2,062.40	39.3%
October	\$6,880.63	\$4,652.40	\$10,448.80	\$6,386.00	-\$4,062.80	-38.9%
November	\$2,377.78	\$18,322.40	\$27,353.16	\$8,209.44	-\$19,143.72	-70.0%
December	\$2,338.80	\$7,886.00	\$6,633.66	\$2,546.00	-\$4,087.66	-61.6%
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$117,064.28	-\$13,925.95	-10.6%
Difference of change this year to last (completed months only)						

### Total Permits

ROW		2011	2012	2013	2014	2015	2016	2017	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	42	34	31	26	30	33	51	18	54.5%
5	February	20	30	39	29	24	49	36	-13	-26.5%
6	March	27	29	44	29	48	71	79	8	11.3%
7	April	42	42	60	48	58	57	58	1	1.8%
8	May	77	43	65	66	55	60	99	39	65.0%
9	June	55	29	77	66	73	77	94	17	22.1%
10	July	54	51	54	47	51	89	73	-16	-18.0%
11	August	66	53	62	55	67	79	86	7	8.9%
12	September	53	51	72	67	69	69	82	13	18.8%
13	October	56	61	60	63	58	57	76	19	33.3%
14	November	61	36	50	47	64	49	61	12	24.5%
15	December	36	48	42	38	52	54	48	-6	-11.1%
16										
17	YTD Totals	589	507	656	581	649	744	848	104	14.0%

## **Land Use Boards:**

### **Conservation Commission December 2017:**

The Commission reviewed the following at the December meeting:

- Upland, LLC is requesting a review of their conservation subdivision proposal for property located at 138 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 54, Lot 01.

### **Historic District Commission December 2017:**

At the regular meeting the Commission discussed the following:

- Regal Properties, LLC, 8 Prospect Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11, Lot 79, HDC #37-2017. Application for exterior renovations was approved.

### **Planning Board December 2017:**

There were no applications to review so the December Planning Board meeting was cancelled.

### **Zoning Board December 2017:**

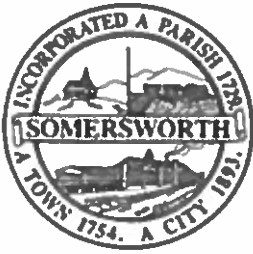
At the regular meeting the Board discussed the following:

- Tricia Lallemand, 5 Nash Parkway, in the Residential Single Family (R1) District, Assessor's Map 15, Lot 83, ZBA #15-2017 Application was withdrawn by the property owner.
- The Patricia Anne Sherwood Trust, 370 Old Rochester Road, in the Residential Single Family (R1) District, Assessor's Map 68, Lot 01, ZBA #16-2017 Application for a variance to keep livestock was tabled until the January 2018 meeting.
- Upland, LLC, 138 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 54, Lot 01, ZBA #17-2017. Application for a variance to install septic systems in the Groundwater Protection District was tabled until the January 2018 meeting.
- The Roman Catholic Bishop of Manchester, 120 Maple Street, in the Residential Duplex (R2) District, Assessor's Map 24, Lot 06, ZBA #18-2017. Application for a variance to increase the size of the freestanding sign was denied.

### **Economic Development December 2017**

- Met with most commercial realtors and bankers serving Somersworth
- Met numerous Business owners and toured space
- Toured several vacant property's
- Began matching vacancies to prospective interested businesses
- Developed a Somersworth presentation packet
- Arranged a Malley Farm Tenant roundtable
- Developed a concept for a commercial banker/realtor roundtable
- Nominated Teatotaler for business of the Year
- Developed a draft strategic plan
- Developed a pro-forma for Business Roundtables
- Developed a concept and plan for a Business Visitation Program
- Made a commitment for a March Chamber of Commerce Business Before Hours event

- Our annual Flashlight Candy Cane Hunt was a huge success again this year with over 100 children attending.
- Somersworth Recreation co-hosted the Holiday Senior Tea event with the SYC Program on Thursday, December 14<sup>th</sup>. We had over 50 attendees this year. We decorated the Flanagan Center gym with holiday décor and served up tea with light refreshments, provided games to play with students, we had raffle prizes, and much more. We're looking forward to continuing the success of this event next year.
- Biddy Basketball sign-ups are underway. Registration for this program will remain open until both age groups are full. This program will run on Saturday mornings for 6 sessions. The program is instructed by the Rec Supervisor with the help of high school students and parent volunteers.
- The department is in the process of writing a grant for the LWCF grant round number 29 for the redevelopment of Jules Bisson Park. The grant is due back to the Department of Natural and Cultural Resources on Friday, January 26<sup>th</sup> by 4:00 p.m.
- Our annual Father/Daughter Valentine's Dance is scheduled for Thursday, February 8<sup>th</sup> from 6:30-8:30 p.m. at Idlehurst Elementary School café. Tickets are now on sale through the Rec Dept. for \$25 per couple until February 6<sup>th</sup>. After that the cost will be \$30 per couple at the door. We will provide a DJ for music, light refreshments, raffle prizes, a goody bag for each student participant, and more.



## *Somersworth Police Department*

*12 Lilac Lane*

*Somersworth, NH 03878*

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

David B. Kretschmar  
Chief of Police

## MEMORANDUM

Memo To: Bob Belmore, City Manager  
From: David Kretschmar, Chief of Police  
Date: January 5, 2018  
Subject: Monthly Report – Month of December 2017

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Bob:

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

### **PERSONNEL/TRAINING:**

- Officer Mulcahey graduated from the NH Police Academy and has received his police certification. He is currently completing field training. Officer Mele will begin the next police academy in January, 2018.
- All officers received annual use of force training.
- Training received by personnel this month: Intoxilizer Operator Recertification.

### **OTHER ITEMS:**

Enforcement Patrols were conducted for grants through the Highway Safety Agency for DWI Enforcement, Hands Free Enforcement and Safe Commute Grants. They will continue to be conducted throughout the upcoming year.



# 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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### DECEMBER 2017 MONTHLY REPORT

#### EMERGENCY ACTIVITIES

Building Fires:	8
Vehicle Fires:	0
Outside Fires:	0
Emergency Medical:	52
Motor Vehicle Crash:	8
Malfunction/false alarm:	9
Accidental/public service:	35
Hazardous Condition:	6
Hazardous Materials:	2

#### NON-EMERGENCY ACTIVITIES

Burning Permits:	3
Fireworks Permits:	0
Oil Burner Permits:	1
Place of Assembly Permits:	0
Fire Safety Inspections:	8
Fire Drills:	3

#### CALLS FOR SERVICE

- We responded to 5 more emergency calls this December (120) than in December 2016 – an increase of 4%.
- We responded to mutual aid fires in Dover (3), Rochester and Berwick and Lebanon in Maine.
- 198 Main St. (owned by a bank with 5 tenants illegally living there) had no heat for 4 days and pipes broke on Dec. 30<sup>th</sup> - rendering the building untenable. Three of the tenants went to the Rochester Shelter for 3 days.
- Late December snowstorms created two apparatus breakdowns and crews also had to shovel hydrants along with some help from a DPW loader.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

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

- One career firefighter on “light duty” is increasing his duties per physician instructions and hopefully will return to full duty in January.
- Only one contractor (of 4 sought) bid on the state COOP grant to develop a continuity of operations plan for city facilities and programs in the event a natural or man-made disaster.
- Applied for a \$6000 NH Homeland Security grant for “active shooter” equipment to allow us to accompany police into the “warm zone”.
- Training from the State Fire Marshal’s Office for the federal grant program they obtained to install smoke and CO detectors in homes for the elderly and underprivileged children will occur on January 8 and 12 for our staff. We were one of 21 communities in the state eligible and we will begin advertising this service during the week of January 15.
- Temporary water connection with Dover adjacent to Hickory Ln. was tested.
- Attended meeting of the Community Mutual Aid Air/Rehab Vehicle Committee to replace our 1988 air van (\$250,000 FEMA FIRE Act grant).

### **TRAINING/MEETINGS**

- We continue to train 4 new career firefighters on shift.
- New call firefighter began basic training in North Berwick.
- Two call firefighters resigned (one to become a career FF in Rochester).
- Attended “SRTC” and Seacoast Fire Chiefs meetings.
- Chaired JLMC meeting.
- Attended monthly Seacoast Fire Chiefs meeting.

### **COMMUNITY SERVICE**

- Participated in the December 2 Holiday Parade.
- Hosted the annual Toy Wrapping Party where toys for nearly 400 children were wrapped by the public and firefighters. Toys were picked up by parents on December 16.
- Attended Chamber of Commerce Annual Breakfast.

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

City of Somersworth  
Estimated Expenditures - General Fund  
1/12/2018 *AD + CM*

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	ESTIMATED	BALANCE
Total 01400100 Mayor and Council	24,925	11,986	0	12,939	12,240	699
Total 01400110 Civic Promotions	14,850	5,607	1,450	7,793	7,550	243
<i>Total Administration</i>	<i>39,775</i>	<i>17,593</i>	<i>1,450</i>	<i>20,732</i>	<i>19,790</i>	<i>942</i>
Total 01400111 Community Support	90,186	39,491	0	50,696	50,696	(0)
Total 01401120 City Manager	363,916	198,400	0	165,516	176,333	(10,817)
Total 01401121 Administration	113,805	54,391	4,700	54,714	25,600	29,114
<i>Total City Management</i>	<i>567,907</i>	<i>292,282</i>	<i>4,700</i>	<i>270,925</i>	<i>252,629</i>	<i>18,297</i>
Total 01403300 Finance	331,195	157,535	0	173,660	157,477	16,183
Total 01403310 City Clerk	164,604	68,421	0	96,183	67,988	28,194
Total 01403311 Elections	12,650	8,672	0	3,978	0	3,978
Total 01403320 Tax Collector	204,971	103,785	500	100,686	106,287	(5,601)
Total 01403330 Human Services	210,867	88,599	0	122,268	91,794	30,474
Total 01403350 Library	259,134	124,234	3,563	131,337	126,416	4,921
<i>Total Finance and Admin</i>	<i>1,183,421</i>	<i>551,245</i>	<i>4,063</i>	<i>628,113</i>	<i>549,963</i>	<i>78,150</i>
Total 01404400 Planning	293,119	126,409	0	166,710	152,313	14,396
Total 01404401 Economic Development	27,105	11,739	0	15,366	8,926	6,440
Total 01404410 Code Enforcement	198,171	94,420	0	103,751	84,434	19,317
Total 01404420 Assessing	144,816	78,142	1,007	65,667	66,182	(515)
Total 01404426 Parks and Recreation	197,175	104,328	977	91,870	93,533	(1,663)
Total 01404427 City Hall	143,016	51,335	0	91,681	77,130	14,551
<i>Total Development Services</i>	<i>1,003,402</i>	<i>466,373</i>	<i>1,984</i>	<i>535,045</i>	<i>482,518</i>	<i>52,527</i>
Total 01405500 Police Administration ✓	423,498	256,098	1,110	166,290	162,848	3,442
Total 01405510 Patrol	2,064,085	1,101,505	0	962,580	1,020,992	(58,412)
Total 01405520 Investigations	724,256	356,252	0	368,004	365,606	2,398
Total 01405530 Police Support	447,132	202,596	0	244,536	215,867	28,669
Total 01405540 Traffic	26,840	5,871	0	20,969	11,693	9,276
Total 01405550 Prosecutor	130,681	67,533	0	63,148	64,588	(1,440)
<i>Total Police</i>	<i>3,816,492</i>	<i>1,989,855</i>	<i>1,110</i>	<i>1,825,527</i>	<i>1,841,593</i>	<i>(16,066)</i>

City of Somersworth  
Estimated Expenditures - General Fund  
1/12/2018

Total 01405570 Fire Administration	207,793	108,377	0	99,416	101,605	(2,189)
Total 01405580 Fire Fighting	1,971,601	944,520	0	1,027,081	994,649	32,432
<b>Total Fire</b>	<b>2,179,394</b>	<b>1,052,897</b>	<b>0</b>	<b>1,126,497</b>	<b>1,096,254</b>	<b>30,243</b>
Total 01406600 Public Works Adminis	1,225,830	578,797	0	647,033	617,714	29,319
Total 01406610 Street Maintenance	1,400,350	313,334	3,477	1,083,538	1,078,165	5,373
Total 01406611 Snow Removal	152,500	17,426	35,265	99,809	132,300	(32,491)
Total 01406613 Street Lighting	107,100	60,252	0	46,848	48,664	(1,816)
Total 01406620 Equipment Maintenance	71,500	50,629	309	20,562	26,700	(6,138)
Total 01406630 City Engineer	102,149	24,178	3,500	74,471	41,500	32,971
Total 01406650 Building and Grounds	38,175	24,426	0	13,749	14,044	(295)
Total 01406660 Cemetery	8,770	1,022	0	7,748	6,350	1,398
Total 01406670 Solid Waste Collecti	156,106	74,525	0	81,581	89,000	(7,419)
<b>Total DPW</b>	<b>3,262,480</b>	<b>1,144,589</b>	<b>42,551</b>	<b>2,075,340</b>	<b>2,054,437</b>	<b>20,903</b>
Total 01407700 Debt Service	771,362	771,362	0	0	0	0
Total 01407705 Capital Leases	322,277	132,435	0	189,842	189,842	0
Total 01407710 Transfers to Other F	100,598	100,598	0	0	0	0
Total 01408800 Contingency	80,000	3,582	0	76,418	18,000	58,418
Total 01408900 Capital Outlay	276,396	51,728	47,224	177,444	175,051	2,393
<b>Total Other</b>	<b>1,550,633</b>	<b>1,059,704</b>	<b>47,224</b>	<b>443,705</b>	<b>382,893</b>	<b>60,812</b>
<b>Total General Fund</b>	<b>13,603,505</b>	<b>6,574,540</b>	<b>103,082</b>	<b>6,925,883</b>	<b>6,680,076</b>	<b>245,808</b>



## **2018-2019 COUNCIL APPOINTMENTS**

**Deputy Mayor David Witham**

### **FINANCE COMMITTEE**

David Witham, Chair  
Dale R. Sprague, Vice Chair  
Martin Pepin  
Martin Dumont

### **GOVERNMENT OPERATIONS COMMITTEE**

Martin P. Dumont, Sr., Chair  
David Witham, Vice Chair  
Nancie Cameron  
Ed Levasseur

### **RECREATION COMMITTEE**

Jonathan McCallion, Chair  
Ken Vincent, Vice Chair  
Nancie Cameron  
Martin Dumont

### **PUBLIC WORKS & ENVIRONMENT COMMITTEE**

Dale R. Sprague, Chair  
David A. Witham, Vice Chair  
Denis Messier  
Martin Pepin

### **ECONOMIC DEVELOPMENT COMMITTEE**

Martin Dumont, Chair  
Denis Messier, Vice Chair  
Jonathan McCallion  
Dale R. Sprague

### **PUBLIC SAFETY COMMITTEE**

Martin Pepin, Chair  
Ken Vincent Vice Chair  
Ed Levasseur  
Nancie Cameron

### **SUSTAINABILITY COMMITTEE**

Ed Levasseur

### **PLANNING BOARD REPRESENTATIVE**

David Witham  
Ken Vincent - alternate

### **HISTORIC DISTRICT COMMISSION Rep.**

Ed Levasseur

### **LAMPREY BOARD OF DIRECTORS**

Denis Messier

### **SCHOOL BOARD REPRESENTATIVE**

Martin Pepin

### **VISION 2020**

Ed Levasseur Chair  
Jonathan McCallion  
Nancie Cameron Vice-Chair

### **BUILDING TRADES & TRUST REP.**

Martin Pepin

### **COAST BOARD OF DIRECTORS**

Martin Pepin

### **TRAFFIC SAFETY COMMITTEE**

Ken Vincent

### **E-911 STREET NAME/ADDRESS COMMITTEE**

Martin Pepin

### **CHRISTMAS PARADE COMMITTEE**

Martin P. Dumont, Sr.  
Nancie Cameron

### **Plaza Commission**

Martin P. Dumont, Sr.  
Denis Messier

### **CULTURAL COMMISSION**

Martin P. Dumont, Sr., Chair  
Nancie Cameron Vice-Chair

### **SEWER APPEALS**

Martin Pepin  
Denis Messier  
Ed Levasseur

### **TRI-CITY COALITION**

Dale R. Sprague

### **RAIL COMMISSION**

Dale R. Sprague, Chair

### **Joint Council - School Board Commission**

Martin Dumont, Sr. Chair  
Jonathan McCallion  
Denis Messier Alternate