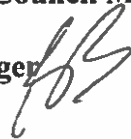


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members

FROM: Robert M. Belmore, City Manager 

DATE: Thursday, June 15, 2017

SUBJECT: City Manager's Report for Monday, June 19, 2017
City Council Agenda

*6:30 p.m. Non-meeting
Re: Labor Union Negotiations.*

*6:45 p.m. Public Hearing
Re: Ordinance No. 22-17 Supplemental Appropriation for Water Main Improvements Associated
with the Fiscal Year 2016-2017 Road Improvement Projects.*

Unfinished Business (under section 13 of Agenda)

Ordinances

- A. Ordinance No. 20-17 To Adopt New Section in Chapter 6 City Officials, Titled – Section 6.11 Joint Commission: City Council & School Board.** Again, this Amendment will codify this recently established Commission.
- B. Ordinance No. 21-17 Transfer Between Departments.** Again, the Finance Committee voted to support the Transfers. General Fund projections indicate a need to transfer funds to the Public Works Department primarily to cover winter storm maintenance costs. The other transfer is to cover a possible need in legal expenses. Finally, this is basically an annual housekeeping action item: that is, the City Charter allows the City Manager to transfer funds within a Department, however, it takes Council action to transfer funds between Departments. Please note – the General Fund will end the year in black at approximately \$400,000.
- C. Ordinance No. 22-17 Supplemental Appropriation for Water Main Improvements Associated with the Fiscal Year 2016-2017 Road Improvement Projects.** Again, the Finance Committee and Public Works & Environment Committee both voted to support this appropriation and associated work.

- D. Ordinance No. 23-17 Amending Chapter 4, Personnel Rules & Regulations Compensation Schedule.** Again, the Government Operations Committee and Finance Committee both voted to support a 3% COLA across the board wage adjustment for non-union employees covered under the City's Personnel Rules & Regulations. This action, if approved, would carry over to provide members of the Water/Wastewater Union the same COLA increase to their pay scale. This CBA/Union Contract has language that provides for wage adjustments in accordance with the City's Personnel Rules & Regulations as may be approved by the City Council.

Resolutions

- A. Resolution No. 45-17 To Authorize The City Manager to Contract With Corcoran Consulting Associates Inc., of Wolfeboro, NH for Assessing And Data Collection Services.** Again, the Contract was the result of a joint RFP process with the Cities of Dover and Rochester. The initial Contract bid amount has been negotiated down, however, the fees still come in at an amount greater than the FY 2018 budgeted amount (contract = \$86,000; budgeted \$78,500).

New Business (under section 14 of Agenda)

Other

- A. Vote to ratify a Tentative Agreement for a Wage Modification to the Wage and Working Agreement between the City of Somersworth and the New England Police Benevolent Associations (NEPBA) Local #19.** This Agreement is still current through June 30, 2019. The wage modification will adjust the wages for years two and three of this three (3) year contract, the first year now being completed. I have attached a "*confidential*" memorandum regarding this Agreement.
- B. Vote to ratify a Tentative Agreement for a one (1) Year Wage and Working Agreement between the City of Somersworth and the Somersworth Public Administrators Association (SPAA) affiliated with International Union of Public Employees, Inc. (IUPE).** This Agreement, if approved, will be for one (1) year, from July 1, 2017 through June 30, 2018. The present contract expired June 30, 2016. I have attached a "*confidential*" memorandum regarding this recommended Agreement.
- C. Vote to reconsider Resolution No. 48-17 To Authorize the City Manager to Order One 6-Wheel Dump Truck for the Department of Public Works Which Will Be Funded by a Lease Purchase Arrangement. (Requested by Councilor Martin P. Dumont Sr.)**

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

A. Informational Items.

1. **Stein Park.** The City extended an invitation to several local businesses inviting them to attend an evening meeting on Thursday, June 22nd at 6:00 p.m. to join together in a partnership to complete the City's vision for improvements to Stein Park. It has been posted as a City Council special meeting per Mayor Hilliard.
2. **CMAQ Grant Application.** The City received notification that CMAQ (Congestion Mitigation Air Quality) Program funding is available. The deadline to submit a Letter of Interest (LOI) is Friday, July 7th. After discussions with Staff, I am authorizing a LOI be submitted on a project to provide signal system optimization along our High Street corridor. This would include the replacement of several of our signal cabinets that are old and prone to failures. I want to also point out this Grant requires a 20% local funding match.

Staff will contact the City of Dover to explore a regional approach to expand the project scope to include Dover's signals through Weeks Crossing and out to the Spaulding Turnpike Interchange. Finally, attached is a copy of the CMAQ notification email and some explanation about eligible Grant projects.

B. Attachments.

1. Department Head Reports

ORDINANCE NO. 20-17 TO ADOPT NEW SECTION IN CHAPTER 6 CITY
OFFICIALS, TITLED - SECTION 6.11 JOINT COMMISSION: CITY COUNCIL &
SCHOOL BOARD

Somersworth NH
June 5, 2017

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH
THAT the Ordinances of the City of Somersworth be amended by adopting Section 6.11:

Section - 6.11 Joint Commission: City Council & School Board.

The Commission shall be comprised of two (2) City Councilors and two (2) School Board Members. Council Members of the Joint Commission shall be appointed by the Mayor, and School Board Members shall be appointed by the School Board Chair.

The Commission shall take meeting minutes and make them available in accordance with NH RSA 91-A, the so-called Public Right-to-Know Law.

The purpose of the Commission will be to continue the communication and collaboration between the two elected City bodies for the betterment of our Community. The Commission will provide a platform for discussion of issues which may be addressed by both the City Council and School Board.

Sponsored by:

Mayor Dana S. Hilliard
Councilor Martin P. Dumont, Sr.
Councilor Denis Messier

Approved:

City Attorney

ORDINANCE NO. 21 – 17 TRANSFER BETWEEN DEPARTMENTS

Somersworth, N.H.
June 5, 2017

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7 (D) of the City Charter, that the following General Fund unencumbered balance transfer be made:

<u>DEPARTMENTS</u>	<u>FROM</u>	<u>TO</u>
ELECTED LEADERSHIP		
CITY MANAGEMENT.....		10,000
FINANCE AND ADMINISTRATION		
DEVELOPMENT SERVICES.....	70,000	
POLICE		
FIRE		
PUBLIC WORKS.....		70,000
CAPITAL EXPENSES (<i>DEBT SERVICE</i>)		
OTHER EXPENSES (<i>CONTINGENCY</i>).....	10,000	
INTERGOVT ASSESSMENTS-COUNTY TAX		
SCHOOL DEPARTMENT		
	<hr/>	<hr/>
TOTAL GENERAL FUND	80,000	80,000

This ordinance shall take effect upon its passage.

Sponsored by Councilors:

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

Approved:

City Attorney

ORDINANCE NO. 22-17 SUPPLEMENTAL APPROPRIATION FOR WATER MAIN IMPROVEMENTS ASSOCIATED WITH THE FISCAL YEAR 2016-2017 ROAD IMPROVEMENT PROJECTS.

Somersworth, NH
June 5, 2017

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter:

The annual budget for the City of Somersworth for Fiscal Year 16-17 is amended as follows:

Appropriate \$72,180 from Water Utility Fund budget as follows:

Original Budget	Amendment	Revised Budget
\$ 2,834,385	\$ 72,180	\$ 2,906,565

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Trish Harris
City Clerk

This Ordinance requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing subject to Section 7.4.1 and .Section 7.7 (A) of the City Charter.

Sponsored by Councilors:

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

Approved:

City Attorney

Background:

This ordinance appropriates the use of the Water Utility Funds for the purpose of providing funding for water main improvements associated with the Fiscal Year 2016-2017 road improvement projects.

ORDINANCE NO. 23-17 AMENDING CHAPTER 4, PERSONNEL RULES AND REGULATIONS,
COMPENSATION SCHEDULE.

Somersworth, NH

June 5, 2017

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

Amend Chapter 4 by deleting the Compensation Schedule in its entirety and replacing it with the following:

Personnel Rules and Regulations
FY2017-2018 Compensation Schedule
(3% Increase effective July 1, 2017)

GRADE		HIRE	1	2	3	4	5
6	A	22,359.23	23,313.43	24,190.26	25,170.25	26,176.03	27,181.81
	H	10.7496	11.2084	11.6299	12.1011	12.5846	13.0682
7	A	23,442.37	24,319.21	25,402.35	26,408.13	27,362.33	27,697.59
	H	11.2704	11.6919	12.2127	12.6962	13.1550	13.3161
8	A	24,628.68	25,582.88	26,588.66	27,697.59	28,832.32	29,992.83
	H	11.8407	12.2995	12.7830	13.3161	13.8617	14.4196
9	A	25,866.56	26,898.13	27,981.27	29,116.00	30,250.72	31,514.39
	H	12.4358	12.9318	13.4525	13.9981	14.5436	15.1511
10	A	27,130.23	28,213.38	29,296.52	30,534.40	31,694.92	33,061.74
	H	13.0434	13.5641	14.0849	14.6800	15.2379	15.8951
11	A	28,522.85	29,683.36	30,792.29	32,030.18	33,345.42	34,686.46
	H	13.7129	14.2708	14.8040	15.3991	16.0315	16.6762
12	A	29,967.04	31,153.34	32,339.65	33,654.89	34,918.56	36,311.18
	H	14.4072	14.9776	15.5479	16.1802	16.7878	17.4573
13	A	31,462.81	32,700.69	34,041.73	35,434.35	36,801.18	38,348.53
	H	15.1264	15.7215	16.3662	17.0357	17.6929	18.4368
14	A	32,958.59	34,273.83	35,640.66	37,136.44	38,606.42	40,127.98
	H	15.8455	16.4778	17.1349	17.8541	18.5608	19.2923

GRADE		HIRE	1	2	3	4	5
15	A	34,686.46	36,104.87	37,523.27	38,993.26	40,463.24	42,062.17
	H	16.6762	17.3581	18.0400	18.7468	19.4535	20.2222
16	A	36,336.97	37,781.16	39,302.73	41,030.60	42,552.17	44,331.62
	H	17.4697	18.1640	18.8955	19.7263	20.4578	21.3133
17	A	38,219.58	39,766.93	42,449.01	42,990.58	44,692.67	46,472.12
	H	18.3748	19.1187	20.4082	20.6685	21.4869	22.3424
18	A	40,127.98	41,726.91	43,325.84	45,131.08	46,936.33	48,896.31
	H	19.2923	20.0610	20.8297	21.6976	22.5655	23.5078
19	A	42,062.17	43,790.05	45,595.29	47,477.90	49,308.93	51,320.49
	H	20.2222	21.0529	21.9208	22.8259	23.7062	24.6733
20	A	44,305.83	46,111.07	47,838.95	49,773.14	51,758.91	53,770.46
	H	21.3009	22.1688	22.9995	23.9294	24.8841	25.8512
21	A	46,472.12	48,303.15	50,314.71	52,274.69	54,363.61	56,478.33
	H	22.3424	23.2227	24.1898	25.1321	26.1364	27.1530
22	A	48,870.52	50,753.13	52,790.47	54,802.03	57,123.06	59,392.51
	H	23.4954	24.4005	25.3800	26.3471	27.4630	28.5541
23	A	51,268.91	53,332.05	55,343.60	57,638.84	59,934.08	62,358.26
	H	24.6485	25.6404	26.6075	27.7110	28.8145	29.9799
24	A	53,770.46	55,936.76	58,154.63	60,527.23	62,874.05	65,427.18
	H	25.8512	26.8927	27.9590	29.0996	30.2279	31.4554
25	A	56,478.33	58,825.14	61,094.59	63,621.93	66,226.64	68,831.35
	H	27.1530	28.2813	29.3724	30.5875	31.8397	33.0920
26	A	59,366.72	62,151.95	64,060.35	66,665.06	69,450.29	72,055.00
	H	28.5417	29.8807	30.7982	32.0505	33.3896	34.6418
27	A	62,203.53	64,834.03	67,361.37	70,146.60	72,957.62	75,768.64
	H	29.9055	31.1702	32.3853	33.7243	35.0758	36.4272
28	A	65,349.81	68,006.10	70,585.02	73,447.62	76,464.95	79,482.29
	H	31.4182	32.6952	33.9351	35.3114	36.7620	38.2126
29	A	68,599.25	71,384.48	74,169.71	77,109.68	80,359.12	83,505.40
	H	32.9804	34.3195	35.6585	37.0720	38.6342	40.1468

(3% increase of minimum and maximum effective July 1, 2017)

Grade		MINIMUM	MAXIMUM
25	A	57,818.91	73,696.02
	H	27.7976	35.4308
30	A	73,408.41	89,500.87
	H	35.2925	43.0293
31	A	80,194.06	97,571.78
	H	38.5548	46.9095
32	A	80,945.05	98,619.92
	H	38.9159	47.4134
33	A	85,048.62	103,420.84
	H	40.8888	49.7216
34	A	89,339.94	108,677.71
	H	42.9519	52.2489
35	A	93,819.02	114,068.69
	H	45.1053	54.8407
36	A	98,539.47	119,781.51
	H	47.3747	57.5873
37	A	103,367.21	125,682.07
	H	49.6958	60.4241

This Ordinance will take effect upon adoption.

Sponsored by Councilors:

Jennifer G. Soldati

David A. Witham

Jessica Paradis

Dale R. Sprague

Nancy Cameron

Martin Pepin

Martin P. Dumont, Sr.

Approved:

City Attorney

RESOLUTION NO. 45-17 TO AUTHORIZE THE CITY MANAGER TO CONTRACT
WITH CORCORAN CONSULTING ASSOCIATES INC., OF WOLFEBORO, NH FOR
ASSESSING AND DATA COLLECTION SERVICES.

Somersworth, NH
June 5, 2017

WHEREAS, the City of Somersworth, in conjunction with the Cities of Dover and Rochester, solicited proposals to provide assessing and data collection services for each community, and

WHEREAS, Corcoran Consulting Associates Inc., of Wolfeboro, NH submitted a proposal to provide these services, and

WHEREAS, City Staff has reviewed the proposal and recommends awarding a contract to Corcoran Consulting Associates, Inc. for a contract amount of \$86,000 (Eighty Six Thousand Dollars), and

WHEREAS, the Finance Committee of the City Council has reviewed the proposal with staff and supports the recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Corcoran Consulting Associates Inc. of Wolfeboro, NH to provide assessing and data collection services for a contract amount of \$86,000 (Eighty Six Thousand Dollars) and to take any other action relative to this contract that is deemed to be in the best interest of the City.

Sponsored by Councilors:

David A. Witham
Jennifer G. Soldati
Martin Pepin

Approved:

City Attorney

Other "C"

Listed under NEW BUSINESS, OTHER. Motion to reconsider Resolution No. 48-17.
Motion to approve, failed, 4-3, on June 5, 2017.

RESOLUTION NO. 48-17 TO AUTHORIZE THE CITY MANAGER TO ORDER ONE
6-WHEEL DUMP TRUCK FOR THE DEPARTMENT OF PUBLIC WORKS WHICH
WILL BE FUNDED BY A LEASE PURCHASE ARRANGEMENT.

Somersworth, NH
June 5, 2017

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

WHEREAS, the City of Somersworth's approved FY2017-2018 Budget provides funding for a new 6-Wheel Dump Truck through a lease purchase arrangement, and

WHEREAS, City staff recommends contracting with Peterbilt of Bow, New Hampshire for the truck and chassis, and to contract with Howard P. Fairfield Equipment of Pembroke New Hampshire for the winter plow related equipment including sander and plow gear; and

WHEREAS, the Finance Committee supports the ordering of this equipment earlier than the start of the next fiscal year, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a contract with New Hampshire Peterbilt of Bow, New Hampshire for the 6-wheel dump truck, and Howard Fairfield of Pembroke New Hampshire for related equipment attachments and take any and all other such actions relative to this purchase determined to be in the best interest of the City.

Sponsored by Councilors:

David A. Witham
Martin Pepin
Jennifer G. Soldati

Approved:

City Attorney

Note: It is intended this equipment will be acquired through the use of a lease-purchase arrangement with other additions to the City's fleet.

CMAQ grant

Bob Belmore

From: Colin Lentz <clentz@strafford.org>
Sent: Monday, June 12, 2017 4:37 PM
To: Jamie Lesniak; Jim Jalbert; 'Brian Beeler II'; 'April Talon'; 'Beverly Cray'; Bob Belmore; 'Brian Tapscott'; 'Caren Rossi'; 'Carol Macuch'; 'Chris Parker'; 'Chris Sterndale'; 'Cliff Sinnot'; Cynthia Copeland; 'Diane Hardy'; Dianne Smith; 'Don Vachon'; dst@unh.edu; 'Ed Comeau'; 'Gauthier, Garrett'; 'Glenn Davison'; 'Gretchen Young'; James Campbell; John Storer; 'Jon Hotchkiss'; 'Julie Glover'; 'Leigh Levine'; 'Linda Dusenberry'; 'Marcia Gasses'; 'Michael Behrendt'; Michael Bobinsky; 'Michael Rollo'; Michael Williams; Mike Hoffman; 'Patrick Carroll'; 'Rad Nichols'; 'Rick Surette'; 'Seth Creighton'; Shanna Saunders; 'Skoglund, Chris'; 'Stephen Pesci'; 'Steve Fournier'; Strachan, Elizabeth; 'Susann Brown'; 'Terri Laughy'; Tim White; Timmons, Dirk; Tom Reinauer; 'Victoria Parmele'; 'Wallace C. Dunham'; 'William Watson'; 'Anthony Gaudiello'; 'Dirk Grotenhuis'; 'Donald Coker'; 'Eric Botterman'; 'Gary Anderson'; 'Janice Rosa'; 'Joshua Cote'; 'Judith Nelson'; Kaen, Fred; 'Kenn Ortmann'; 'Marcia Gasses'; Mark Fearis; Merritt, Wes; 'Peter Nelson'; Piekut, Elena; 'Rick Healey'; 'Robert Jaffin'; Sam Reid; 'Sandy Keans'; 'Scott Kemp'; 'Scott Martin'; 'Steve Brown'; 'Suzanne Huard'; 'Terry Chabot'; Tom Burbank; Tom Clark; 'Tom Crosby'; 'Tony McManus'; 'Wayne Burton'
Subject: NOTICE - 2017 CMAQ round open
Attachments: CMAQ Letter Of Interest Final.pdf; CMAQLOImodel.doc; CMAQ-Preview.pdf

Greetings regional transportation stakeholders,

We just received notification from NHDOT that the 2017 funding round for the Federal Congestion Mitigation/Air Quality (CMAQ) Program is open, and that Letters of Interest and project area maps will be due to NHDOT by **close of business on Friday, July 7**.

The Department does not yet have an updated application form available, but expects to have one by early July. A sample Letter of Interest is attached along with the funding announcement which gives some important details on the letter, and a brief program overview. [The CMAQ Program page on the NHDOT website](#) also has useful background. \$13.5 million in Federal funding is available for this CMAQ round for the statewide pool.

Letters of Interest are non-binding but need to describe the project and a first-order budget estimate. They can be signed at the staff level rather than needing Selectmen or Council approval at this stage in the process.

Letters can be sent or in hard-copy to Tom Jameson at the address below:

Tom Jameson, CMAQ Program Manager
NHDOT Bureau of Planning & Community Assistance
John O. Morton Building
7 Hazen Drive, P.O. Box 483
Concord, NH 03302-0483

They can also be scanned or attached to an email (tom.jameson@dot.nh.gov). Please put "CMAQ letter of interest" in the subject line

Please copy me on any letters or emails you send so we can tack applications and prepare to help with project proposals.

Please reach out to me or with any questions.

Thank you

Congestion Mitigation Air Quality (CMAQ) **2017 - Call for Projects**

Dear Potential Applicant:

The New Hampshire Department of Transportation (NHDOT) is starting a new competitive selection round for projects under the federally funded Congestion Mitigation Air Quality (CMAQ) program.

CMAQ is currently authorized under the new FAST-ACT (Fixing America's Surface Transportation System Act). The amount of funding available for this round of CMAQ is \$13,500,000 (Fed) with the project sponsor contributing a minimum of 20% match. The overall purpose of CMAQ is to improve air quality by reducing the amount of vehicular emissions. The following guidelines have been created by the Department for this round of CMAQ selection.

Funding Limitations:

- Maximum project limit is \$1,500,000 (total dollars) – (\$1,200,000 federal)
- Project will require at least a 20% match provided by the applicant

Note: Projects can exceed the \$1,500,000 cap if other funding sources are added to the project.

Eligible Activities:

- Alternative fuel projects including participation in vehicle acquisitions, engine conversions, and refueling or charging facilities.
- Projects that improve traffic flow, including efforts to provide signal system optimization, construct HOV lanes, streamline intersections, add turning lanes, improve transportation systems management and operations, implementing ITS and other CMAQ-eligible projects, including efforts to improve incident and emergency response or improve mobility, such as through real time traffic, transit and multimodal traveler information
- Transit investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity, as well as operating assistance for new services or the incremental cost of expanded services.
- Transportation-focused (non-recreational) bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel

Application Guidelines:

The application process is broken into three distinct and mandatory steps.

1. Submission of a Letter of Interest (LOI)
2. Attendance at a mandatory pre-application informational meeting hosted by the Department
3. Submission of the CMAQ application

Step 1: Submission of LOI and Map

Submit a Letter of Interest (LOI) and map if applicable to the NHDOT, Bureau of Planning & Community Assistance. This letter is mandatory if you want to submit an application for CMAQ funding under step 3. The letter must:

- Identify the municipality or organization applying for funding;
- Identify the project contact person, mailing address, phone & email;
- Provide a brief description of the potential project for which you'll be applying.
 - For Infrastructure projects - Give detailed information like State Route number or local street name to identify the location of your project, approximate project limits and give an approximate length.
(Maps are required to help locate and define your project.)
 - For Capital Purchases give type of vehicle, basic capacity and approx. cost.
 - For operating assistance give proposed route information, ridership estimates, and a draft outline of how you demonstrate a sustainable plan for continuing service when CMAQ funds run out.
- Provide information regarding which of the eligible CMAQ activities you believe applies to your project;
- Estimate the total amount of funding necessary for the project, as well as your intended match percentage. All project applications require a minimum 20% match, but larger matches are allowed.

These letters are completely non-binding. Providing NHDOT with this information enables the department to perform a check for program eligibility. The Department will send copies of the LOI to your governing Regional Planning Commission. This will ensure that all potentially interested parties are placed in the communications loop with NHDOT & your RPC to move forward to Step 2.

Mail letters of interest (LOI) to: Tom Jameson, CMAQ Program Manager
NHDOT Bureau of Planning & Community Assistance
John O. Morton Building
7 Hazen Drive, P.O. Box 483
Concord, NH 03302-0483

OR

Electronic Submission: Scan and e-mail a .pdf copy of the LOI to: tom.jameson@dot.nh.gov
Please put (CMAQ letter of interest) in the subject line.

Deadline for letters of interest is Friday July 7, 2017 at 4:00pm.

Failure to meet the LOI submission deadline will result in the application not being accepted.

Step 2: Mandatory Pre-Application Workshop (Target is July – August 2017)

Within 3-6 weeks of the reception deadline for letters of interest, notification of the mandatory CMAQ informational meeting will be sent to project contacts. **Please Note: Someone who will be directly involved in the management of their project must attend one of a series of informational meeting that will be held in locations around the state. Previous LPA certification will not satisfy this eligibility requirement.** NHDOT staff will select locations in areas most convenient to the largest number of applicants.

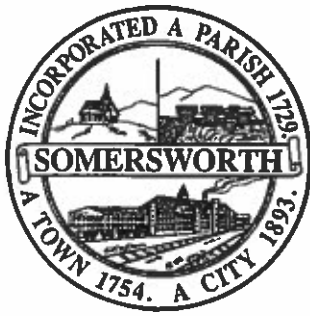
Step 3 Submission of CMAQ Application (Target is September 2017)

Any municipality or organization that has fulfilled both Step 1 and Step 2 will be eligible to submit an application. Applications will be submitted to NHDOT, Bureau of Planning & Community Assistance. Failure to submit an application by the deadline will result in the application not being accepted and considered.

If your project is selected, you must designate a full-time employee of your organization as the person in responsible charge. This person must have the authority to make financial decisions for your organization. This individual must also be LPA certified by the Department. Our next LPA Certification Training is October 19, 2017. It is one full day, from 8:00 a.m. to 4:30 p.m., and there is no cost.

If you have any questions on the CMAQ application process please feel free to call or e-mail.

Thomas Jameson, P.E.
CMAQ Program Manager
Bureau of Planning and Community Assistance
NH Department of Transportation
Phone: 271-3462
tom.jameson@dot.nh.gov



DEPARTMENT OF DEVELOPMENT SERVICES

Date: June 13, 2017

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

Re: May 2017 Monthly Report

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

- Zoning Board – May 3
- Conservation Commission – May 10
- Planning Board – May 17
- Board of Assessors – May 19
- SRTC - May 3, May 10

And attended the following Special Meetings:

- Great Falls Development Corporation – May 4
- Economic Dev Committee Meeting – May 5
- Rec Committee Meeting - May 5
- Primex Facilitator Training – May 9
- Seacoast Stormwater Coalition - May 17
- NH Planners Association - May 26

Office of Assessing- May:

- The Board of Assessors conducted a meeting on May 19th in regards to commercial property abatements.
- Assessing staff met with tax payers to discuss property appraisals and abatements
- Tax exemptions for elderly as well as charitable and religious organizations have been received and are continuing to be processed
- The Assessing Office worked in conjuncture with the Tax Collectors Office to finalize the Spring tax bills.

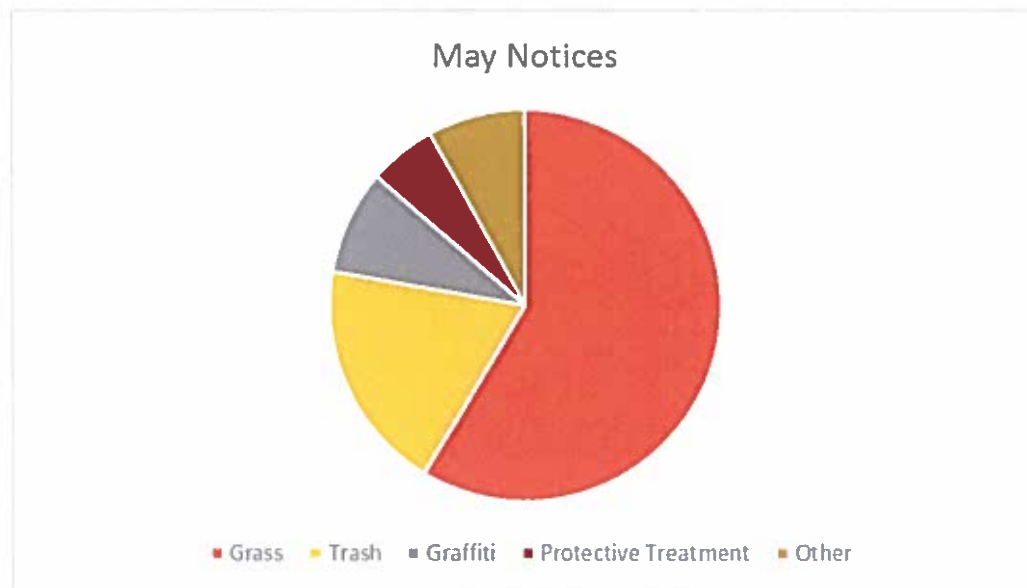
Property Maintenance and Code Enforcement Activity Report for May 2017						
Incident Location		Origin of complaint	Nature of Concern	Date of Complaint	Responsible person notified*	Compliance
201-203	Main	DDS	Graffiti	5/2/17	NOV	COMPLETED
62	Green	DDS	Protective Treatment	5/5/17	NOV	PENDING
85	Washington	DDS	Parking Lot/Retaining Wall	5/1/17	CN & NOV	PENDING
3	Market	DDS	Sign(s)	5/2/17	CN	COMPLETED
4	Constitutional Way	DDS	Graffiti	5/2/17	CN	COMPLETED
56-58	High	DDS	Graffiti	5/2/17	CN	COMPLETED
117	Green	DDS	Dumpster	5/2/17	NOV	PENDING
50	West High	DDS	Trash	5/3/17	CN	COMPLETED
53-55	Franklin	DDS	Trash	5/3/17	CN	COMPLETED
205	W. High	DDS	Trash	5/3/17	NOV	COMPLETED
118	Blackwater Rd	DDS	Trash	5/3/17	CN	COMPLETED
95	Blackwater Rd	DDS	Falling Carport	5/3/17	CN	COMPLETED
7	Patricia	DDS	Trash	5/3/17	CN	COMPLETED
203	Green	DDS	Trash	5/3/17	CN	COMPLETED
175	Blackwater Rd	DDS	Trash	5/3/17	CN	COMPLETED
140	Sherwood Glen	DDS	Protective Treatment	5/4/17	NOV	PENDING
65	Green	DDS	Protective Treatment	5/4/17	CN & NOV	PENDING
67	Green	DDS	Trash	5/4/17	NOV	COMPLETED
41	Tate's Brook Rd	DDS	Trash	5/4/17	CN	COMPLETED
130	Maple	DDS	Trash	5/4/17	CN	PENDING
40	Grove	DDS	Trash	5/4/17	CN	COMPLETED
9	Curran	DDS	Protective Treatment	5/5/17	CITATION	PENDING
81	Green	DDS	Trash	5/5/17	CN	COMPLETED
125	West High	DDS	Trash	5/5/17	CN	COMPLETED
85	Elm	DDS	Graffiti	5/5/17	NOV	COMPLETED
85	Main	DDS	Graffiti	5/5/17	NOV	COMPLETED
90	High	DDS	Graffiti	5/5/17	CN	PENDING
40	South	DDS	Multiple housing violations	5/9/17	NOV	PENDING
12	Commercial Dr	DDS	Site Plan Violation	5/9/17	CN	PENDING
59	Waltons Way	DDS	Site Plan Violation	5/9/17	CN	PENDING
1	Beacon	DDS	Trash	5/11/17	CN	COMPLETED
33	Coles Pond	DDS	Trash	5/11/17	NOV	PENDING
28-30	Linden	DDS	Shed Foundation	5/11/17	NOV	PENDING

25	Willand	DDS	Dumpster	5/11/17	NOV	COMPLETED
44	Mt. Auburn	DDS	Falling Shed	5/11/17	CN	PENDING
338	High	DDS	Site Plan Violation	5/12/17	NOV	COMPLETED
22	Fayette	DDS	Trash	5/12/17	CN	COMPLETED
18	Noble	DDS	Trash	5/12/17	CN	COMPLETED
320	Main	DDS	Trash	5/15/17	CN & NOV	COMPLETED
33-35	Lincoln	DDS	Protective Treatment	5/15/17	NOV	PENDING
15	Waltons Way	DDS	Protective Treatment	5/15/17	NOV	COMPLETED
77-79	High	DDS	Trash	5/15/17	CN	COMPLETED
9	Commercial	DDS	Trash	5/15/17	NOV	COMPLETED
108-110	Franklin	DDS	Trash/Recyclables Early	5/15/17	CN	COMPLETED
112	Franklin	DDS	Trash/Recyclables Early	5/15/17	CN	COMPLETED
401	High	DDS	Trash/Recyclables Early	5/15/17	CN	COMPLETED
1	Drew Rd	DDS	Trash	5/15/17	CN & NOV	COMPLETED
1	Somersworth Plaza	DDS	Graffiti	5/15/17	CN	PENDING
2	Somersworth Plaza	DDS	Graffiti	5/15/17	CN	COMPLETED
3	Somersworth Plaza	DDS	Graffiti	5/15/17	CN	COMPLETED
4	Somersworth Plaza	DDS	Graffiti	5/15/17	CN	COMPLETED
5	Somersworth Plaza	DDS	Graffiti	5/15/17	CN	COMPLETED
6	Somersworth Plaza	DDS	Graffiti	5/15/17	CN	COMPLETED
7	Somersworth Plaza	DDS	Graffiti	5/15/17	CN	COMPLETED
8	Somersworth Plaza	DDS	Graffiti	5/15/17	CN	PENDING
17-31	Market	DDS	Protective Treatment	5/16/17	CITATION	PENDING
12-16	Highland	DDS	Trash	5/19/17	CN	PENDING
9	Linden	DDS	Trash	5/19/17	CN	COMPLETED
28	Franklin	DDS	Trash	5/19/17	CN	COMPLETED
62	South	DDS	Grass	5/19/17	Spoke to PO	COMPLETED
4	Clement Rd	DDS	Illegal Home Occupation	5/19/17	CN	PENDING
290	Main	DDS	Protective treatments	5/19/17	Spoke to PO	PENDING
219	Green	DDS	Grass	5/23/17	CN	COMPLETED
289	High	DDS	Grass	5/23/17	CN	COMPLETED
357	Main	DDS	Grass	5/23/17	CN	PENDING
364	High	DDS	Grass	5/23/17	CN	COMPLETED
407	Old Rochester Rd	DDS	Grass	5/23/17	CN	COMPLETED
446-448'	High	DDS	Grass	5/23/17	CN	COMPLETED
103	Franklin	DDS	Grass	5/23/17	CN	COMPLETED
57	West High	DDS	Grass	5/23/17	CN	COMPLETED
8	Laurier	DDS	Grass	5/23/17	CN	COMPLETED
9	South	DDS	Grass	5/23/17	CN	COMPLETED

	Tri-City Rd	DDS	Grass	5/23/17	CN	COMPLETED
31	Waltons Way	DDS	Grass	5/23/17	CN	PENDING
316	High	DDS	Trash	5/23/17	CN	COMPLETED
42-44	Franklin	DDS	Trash	5/23/17	CN	COMPLETED
259	Main	DDS	Grass	5/23/17	CN & NOV	PENDING
283-285	Main	DDS	Grass	5/23/17	CN & NOV	COMPLETED
276	Main	DDS	Grass	5/23/17	CN & NOV	PENDING
301	Main	DDS	Grass	5/23/17	CN & NOV	PENDING
20-30	Market	DDS	Protective Treatment	5/24/17	CITATION	PENDING
303	Main	DDS	Grass	5/24/17	CN	COMPLETED
315-317	Main	DDS	Grass	5/24/17	CN	COMPLETED
338	Main	DDS	Grass	5/24/17	CN	PENDING
347-349	Main	DDS	Grass	5/24/17	CN	COMPLETED
149	High	DDS	Grass	5/24/17	CN	COMPLETED
177-179	High	DDS	Grass	5/24/17	CN	PENDING
19-21	Union	DDS	Grass	5/25/17	CN	COMPLETED
11-15	Union	DDS	Grass	5/25/17	CN	COMPLETED
3	Morning	DDS	Grass	5/25/17	CN	COMPLETED
2	Morning	DDS	Grass	5/25/17	CN	PENDING
6	Myrtle	DDS	Grass	5/25/17	CN	COMPLETED
13	Myrtle	DDS	Grass	5/25/17	CN	COMPLETED
4	Primrose Ln	DDS	Grass	5/25/17	CN	COMPLETED
8	Edmund Rd	DDS	Grass	5/25/17	CN	COMPLETED
6	Edmund Rd	DDS	Grass	5/25/17	CN	COMPLETED
363	Rt. 108	DDS	Grass	5/25/17	CN	COMPLETED
1	John Parsons Dr	DDS	Grass	5/25/17	CN	COMPLETED
10	West High	DDS	Grass	5/25/17	CN	PENDING
46	Main	DDS	Grass	5/25/17	CN	PENDING
4	Constitutional Way	DDS	Grass	5/25/17	CN	PENDING
90	High	DDS	Grass	5/25/17	CN	COMPLETED
459	High	DDS	Grass	5/25/17	CN	COMPLETED
47	Washington	DDS	Grass	5/25/17	CN	COMPLETED
1	Green	DDS	Grass	5/26/17	CN	COMPLETED
90	Washington	DDS	Grass	5/26/17	CN	COMPLETED
9	Linden	DDS	Grass	5/26/17	CN	COMPLETED
11	Linden	DDS	Grass	5/26/17	CN	COMPLETED
26	Linden	DDS	Grass	5/26/17	CN	COMPLETED
28-30	Linden	DDS	Grass	5/26/17	CN	COMPLETED
10	Beacon	DDS	Grass	5/26/17	CN	COMPLETED
8	Beacon	DDS	Grass	5/26/17	CN	COMPLETED
30	Blackwater Rd	DDS	Grass	5/26/17	CN	PENDING
13	Kilda St.	DDS	Grass	5/26/17	CN	PENDING
227	Rt. 108	DDS	Grass	5/26/17	CN	COMPLETED

134	Rocky Hill Rd	DDS	Grass	5/26/17	CN	COMPLETED
44	Rocky Hill Rd	DDS	Grass	5/26/17	CN	PENDING
34	Rocky Hill Rd	DDS	Grass	5/26/17	CN	COMPLETED
3	Wells St.	DDS	Grass	5/26/17	CN	COMPLETED
395	High	DDS	Grass	5/26/17	CN	COMPLETED
500	High	DDS	Grass	5/26/17	CN	COMPLETED
57	Bartlett Ave	DDS	Grass	5/26/17	CN	COMPLETED
46	Pleasant	DDS	Grass	5/26/17	CN	COMPLETED
69	Bartlett Ave	DDS	Grass	5/26/17	CN	COMPLETED
3	Chadwick Ln	DDS	Grass	5/26/17	CN	PENDING
11	Chadwick Ln	DDS	Grass	5/26/17	CN	PENDING
29	Chadwick Ln	DDS	Grass	5/26/17	CN	COMPLETED
33	Chadwick Ln	DDS	Grass	5/26/17	CN	COMPLETED
23	Cass St	DDS	Grass	5/26/17	CN	PENDING
10	Davis	DDS	Grass	5/26/17	CN	COMPLETED
11	Davis	DDS	Grass	5/26/17	CN	COMPLETED
33	Davis	DDS	Grass	5/26/17	CN	COMPLETED
11	William	DDS	Grass	5/26/17	CN	COMPLETED
49	Cornfield Dr	DDS	Grass	5/26/17	CN	COMPLETED
188	High	DDS	Grass	5/26/17	CN	COMPLETED
1	Beacon	DDS	Trash	5/26/17	CN	COMPLETED
1	Beacon	DDS	Multiple Housing Violations	5/26/17	NOV	PENDING
7	River	DDS	Grass	5/30/17	CN	PENDING
324	Main	DDS	Grass	5/30/17	CN	PENDING
360	Main	DDS	Grass	5/30/17	CN	PENDING
363	Main	DDS	Grass	5/30/17	CN	PENDING
331	Main	DDS	Grass	5/30/17	CN	PENDING
278	Main	DDS	Trash	5/30/17	CN	PENDING
278	Main	DDS	Grass	5/30/17	CN	PENDING
214	Main	DDS	Grass	5/30/17	CN	PENDING
121	Green	DDS	Grass	5/30/17	CN	COMPLETED
182	Green	DDS	Grass	5/30/17	CN	PENDING
195	Green	DDS	Grass	5/30/17	CN	PENDING
463	High	DDS	Grass	5/31/17	CN	PENDING
444	High	DDS	Grass	5/31/17	CN	PENDING
436	High	DDS	Grass	5/31/17	CN	PENDING
34	South	DDS	Grass	5/31/17	CN	PENDING
17	Green	DDS	Grass	5/31/17	CN	PENDING
17	Silver	DDS	Grass	5/31/17	CN	PENDING
61	Salmon Falls Rd	DDS	Grass	5/31/17	CN	PENDING
132	Rt. 108	DDS	Grass	5/31/17	CN	PENDING
6	Squire Dr	DDS	Grass	5/31/17	CN	PENDING
49	Hawthorne Circle	DDS	Grass	5/31/17	CN	PENDING

64	West High	DDS	Grass	5/31/17	CN	PENDING
336	Main	DDS	Grass	5/31/17	CN	PENDING
247	Main	DDS	Grass	5/31/17	CN	PENDING
11	Maloney	DDS	Grass	5/31/17	CN	PENDING
In addition to new complaints received, work continues on the Work in Progress (WIP) files from past months. Of the 34 pending complaints from April, 16 have been completed and 18 are still pending. All pending are related to protective treatment and those are not due until later in June, July and August.						
*CN=Courtesy Notice; NOV=Notice of Violation						



Building and Health Departments:

Major Building Permits Applied for in May 2017 Construction Costs and Fee

Twelve Month LLC	\$165,000.00	\$1,330.00
Twelve Month LLC	\$165,000.00	\$1,330.00
Two Bits Properties LLC	\$37,000.00	\$280.00
River Valley Dev Corp	\$125,000.00	\$1,010.00
Regan Estates MHP LLC	\$4,700.00	\$57.00
Regan Estates MHP LLC	\$8,200.00	\$92.00
Brixmore Tri City Plaza LLC	\$80,000.00	\$640.00

Minor Building Permits Applied for in May 2017:

2	Blackshire Ct	\$3,500.00	\$38.00
8	Milo Ln	\$5,000.00	\$60.00
7	Cornfield Dr	\$7,685.00	\$71.48
80	Stackpole Rd	\$4,937.40	\$50.00
57	Bartlett Ave	\$3,500.00	\$45.00
73	Buffumsville Rd	\$1,500.00	\$25.00

73	Buffumsville Rd	\$10,129.00	\$91.32
32	Pinewood Dr	\$14,000.00	\$122.00
20	Market	\$16,000.00	\$138.00
127	Sherwood Glen MHP	\$2,000.00	\$42.00
2A	Pinewood Dr	\$2,200.00	\$32.00
26	Blackwater Rd	\$18,000.00	\$154.00
6	Deer Creek Run	\$5,000.00	\$50.00
85	Buffumsville Rd	\$12,000.00	\$106.00
32	Victoria Dr	\$4,000.00	\$42.00
40	Mt. Auburn	\$6,000.00	\$58.00
239	High	\$3,500.00	\$38.00
82	Indigo Hill Rd	\$8,000.00	\$90.00
88	Lilly Pond Rd	\$18,700.00	\$162.00
53	Cinnamon Ridge Rd	\$17,469.00	\$149.75
8	Blackshire Ct	\$1,000.00	\$25.00
7	Cornfield Dr	\$13,958.00	\$122.00
82	Lilly Pond Rd	\$16,700.00	\$143.60
72	Rocky Hill Rd	\$2,600.00	\$30.80
22	Rouleau Dr	\$8,994.00	\$82.00
203	Blackwater Rd	\$9,000.00	\$82.00
15	Garden	\$13,000.00	\$114.00
34	Coles Pond Rd	\$500.00	\$25.00
11	Morning	\$1,300.00	\$25.00
144	Blackwater Rd	\$5,100.00	\$61.00
48	Crystal Springs Way	\$5,000.00	\$60.00
20	Lincoln	\$24,000.00	\$202.00
65	Maple	\$3,623.00	\$38.98
201	Sherwood Glen MHP	\$200.00	\$25.00
2	Brian	\$3,400.00	\$44.00
15	Chesley Ave	\$720.00	\$25.00
138	Blackwater Rd	\$188.00	\$25.00
451	High	\$30,000.00	\$250.00
23	Works Way	\$500.00	\$25.00
6	Fall Ct	\$2,000.00	\$26.00
16	Lincoln	\$1,000.00	\$25.00
263	Rt. 108	\$10,000.00	\$90.00
76	Salmon Falls Rd	\$40,000.00	\$330.00
44	River	\$500.00	\$25.00
4	Down	\$6,500.00	\$75.00
207	Blackwater Rd	\$129,740.00	\$1,047.92

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		N/A	
July	\$3,646.20	\$4,914.41	\$14,315.00		N/A	
August	\$6,156.50	\$6,829.37	\$5,197.60		N/A	
September	\$6,224.10	\$4,438.20	\$5,247.60		N/A	
October	\$6,880.63	\$4,652.40	\$10,448.80		N/A	
November	\$2,377.78	\$18,322.40	\$27,353.16		N/A	
December	\$2,338.80	\$7,886.00	\$6,633.66		N/A	
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$129,723.00	\$9,113.55	
Difference of change this year to last (completed months only)						

Total Permits

ROW		2011	2012	2013	2014	2015	2016	2017	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	42	34	31	26	30	33	51	18	54.5%
5	February	20	30	39	29	24	49	34	-15	-30.6%
6	March	27	29	44	29	48	71	78	7	9.9%
7	April	42	42	60	48	58	57	56	-1	-1.8%
8	May	77	43	65	66	55	60	92	32	53.3%
9	June	55	29	77	66	73	77	0	N/A	
10	July	54	51	54	47	51	89	0	N/A	
11	August	66	53	62	55	67	79	0	N/A	
12	September	53	51	72	67	69	69	0	N/A	
13	October	56	61	60	63	58	57	0	N/A	
14	November	61	36	50	47	64	49	0	N/A	
15	December	36	48	42	38	52	54	0	N/A	
16										
17	YTD Totals	589	507	656	581	649	744	85	-3	-88.6%
	Difference of changed this year to last (completed months only)									
18		589	507	656	581	649	82	85		3.7%

Land Use Boards:

Conservation Commission May 2017:

At the regular meeting the Commission discussed the following:

- Discussion with a representative of UNH Cooperative Extension regarding potentially using some Somersworth-owned land as a release site for New England cottontails.
- Riparian and Wetlands Buffer Ordinance rewrite.

Historic District Commission May 2017:

The Historic District Commission Ordinance Subcommittee held a workshop meeting to examine the ordinance applicable to the HDC>

The entire Commission held a workshop meeting to discuss what the subcommittees have reviewed.

At the regular meeting the Commission discussed the following:

- Breitling Holdings, LLC, 67 Elm Street, Assessor's Map 10, Lot 174, HDC # 03-2017.
Application for a building renovation for apartments and commercial space was **approved with conditions.**

Planning Board May 2017:

The Board held a workshop meeting to review and amend the Site Plan Review Regulations and the Board will hold a public hearing on the proposed changes at the June meeting. The Board also discussed a new Accessory Dwelling Unit ordinance and will continue the discussion at a June workshop meeting.

At the regular meeting the Board reviewed the following:

- Goodwin Community Health, 311 Route 108, Assessor's Map 48, Lot 24E, SITE # 01-2017. Application for a building addition was **tabled** until the June meeting at the applicant's request.
- Velcro USA, Inc., 300 Route 108, Assessor's Map 47, Lot 01, SITE # 02-2017. Application for a solar array was **approved with conditions**.
- Prime Storage Somersworth, LLC, 115 Whitehouse Road, Assessor's Map 57, Lot 04, SITE # 14-2016. Amendment to site plan for outside storage of U-Haul trucks was **approved**.

Zoning Board May 2017:

At the regular meeting the Board reviewed the following:

- The DesMarais Family Revocable Trust, 230 High Street, Assessor's Map 14, Lot 18, ZBA # 03-2017. Request for a variance for an office space was **tabled** until the June meeting at the applicant's request.
- Kenneth Faucher, 206 Green Street, Assessor's Map 08, Lot 78 & 79, ZBA # 04-2017. Request for variances to allow more than 2.5 dwelling units per acre and for multi-unit dwellings was **tabled** until the June meeting for the Board more time to research the request.
- Breitling Holdings, LLC, 67 Elm Street, Assessor's Map 10, Lot 174, ZBA # 05-2017. Request for a variance to allow residential use on the first floor was **approved**.

Parks and Recreation

- Granite State Track and Field started on Monday, May 8th and will run every Monday & Wednesday until June 23rd. Recreation Supervisor, Kristen Ducharme coaches this program with the help of parent volunteers. This year we have 20 kids participating in the program between the ages of 9-14.
- Seasonal Recreation Clerk, Mona Potter, returned for the season on May 8th. Mona will work 20 hours per week through the first week in November. Welcome back Mona!
- Our early bird fee for summer camp registrations ended on May 1st. We currently have 70 enrolled in the program. The deadline to register is June 2nd this year.
- The Public Works Department prepped the new playground area at Millennium Park. We anticipate the new playground to be installed the first week in June.
- The Department is currently prepping the Summer Camp building at Noble Pines Park to get ready for our June 26th start.
- The Department has scheduled the Splash Pad installation date for June 7th with a water turn on for June 8th. We anticipate the Splash Pad operating June- Labor day this year, weather permitting.
- The Department hired a Park Maintenance employee that will start on June 12th. This position is responsible for keeping our parks tidy and safe.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: June 13, 2017

SUBJECT: Public Works Department Monthly Report for May/June, 2017

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Affinity LED Lights have converted approximately 450 City street lights to LED technology. The City has 749 Street Lights and the installers are now at 60% complete at this time. We anticipate completion by the third week in June.
- Making preparations for street barricades, signs, and cones to support the multiple festivals and special events in the City planned for June 16-19 weekend. Events include the Friday Night Fire Works, Hilltop 5K Hustle, Children's Festival and the Food Truck Festival.
- Severino Trucking was hired to replace a failed culvert at Ronwyn Drive at W. High Street. This situation was deemed an emergency and staff hired Severino Trucking to remove and replace the old culvert with a new ADS plastic pipe, new head walls on and new pavement.
- Progress continues to be made on Indigo Hill Road to include water line replacement, asphalt base pavement, and preparations for the new curbing and sidewalk material. Council will consider extending the water line replacement from Williams St to Davis St and will hold a public hearing to expend additional water funds to accommodate this extension at the June 19 City Council Public Hearing.
- Participated in Food Truck/Craft Beer Festival Planning meetings. Highway personnel are working closely with the Police Department on the placement of key barricades and detour signage for road closures in support of the anticipated event.
- Attended Seacoast Stormwater Coalition Meeting. Working on the development of the required Notice of Intent (NOI) for the new Stormwater Discharge Permit and the City's new Stormwater Management Plan. The NOI must be filed to the State DES by October 1, 2017. The new Stormwater Management Plan is then implemented by July 1, 2018.
- Highway personnel spent considerable time cleaning and preparing the downtown and Forest Glade Cemetery for the annual Memorial Day celebrations at key City locations.
- Departmental staff worked on preparing Noble Pines Park for summer activities, including replacing a stolen basketball standard, mowing and trimming, correcting erosion at key locations and installing water features at the Splash Pad.
- Participated in the Skyhaven Airport Revitalization Committee; working on an updated RFP for Fixed Based Operator (FBO) services.

HIGHWAY DIVISION -

Operations/Maintenance:

- Conducted daily litter control city wide: parks and curb-side barrel trash removal
- Continued Street & sidewalk sweeping throughout the City, areas of focus:
 - Winter Street
 - Maple Street to West High –Blackwater Road
 - Downtown Streets-Festival Areas
 - Rocky Hill Road area
- Balance of June will be sweeping the following areas:
 - Indigo Hill Road to Washington
 - Green Street to Main (Washington, Indigo Hill Road)
 - Brick Yard Area
 - Lower Main Street
- July will focus on remaining City streets not swept
- City Fleet-Conducted preventative maintenance and repairs to trucks, and sidewalk tractor
- Responded to heavy rain events by clearing catch basins and removing tree debris.
- Replaced failed drainage culvert on Ronwyn at W. High Street
- Pothole Repair (Hot Asphalt Application), City wide
- Delivered and spread bark mulch throughout the downtown traffic islands

Recreation:

- Millennium Park
 - Prepared site for new replacement playground
 - Installed border structure at playground site in anticipation of developer installation of new playground structure

Cemetery:

- Forest Glade
 - Continued spring clean-up
- Supported one adult burial service

WASTEWATER DIVISION

Operations/Maintenance:

- Now operating under the (MUCT) process which is used for our summer seasonal limits. This process is used to specifically treat phosphorus and ammonia nitrogen. The nutrient removal season runs from May 1st thru September 30th.
- Replaced VFD (Variable Frequency Drive) on the sludge dewatering unit due to failure. Stultz Electric assisted facility staff with the installation.
- Experienced (1) significant rain event which required us to implement the high flow plan. During this period no effluent quality violations were recorded. A peak flow of 4.0 MGD was recorded as well as a 24-hr total flow of 2.3 MGD. Under dry conditions our 24-hr total flow is 1.2 MGD.
- Attended the Joint Loss Management Committee meeting on 5/11/17.
- Treated a total of 15,350 gallons of septage from residents not on city sewer. At this time, approximately 25% of the city is operating with septic systems.

Compliance:

- Treated a total of 54-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- Conducted annual inspection of Bad Lab brewery on 5/5/17. No significant findings to report. We are addressing an administration issue concerning the quarterly report requirement within their permit. Staff has asked that Bad Lab representatives improve on meeting report deadlines.
- Conducted annual inspection of Contitech Thermopol on 5/3/17. They are in full compliance.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Apex Construction has been selected as the contractor to complete the upgrade. A contract has been awarded and now executed. A pre-construction meeting is now scheduled for June 20 with our project engineer, Apex and Department staff

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

- Bacteria's and TOC's water quality testing conducted
- Completed annual well sampling @ Rocky Hill well
- Drained and vacuumed intake vault/ raw pump vault with assistance from the City of Dover
- Under Water Solutions completed a dive cleaning and inspection of Hamilton St tank
- Pumped 42,602,688 gallons of raw water
- Filtered and pumped to the city 39,270,000 of finished water
- Replaced main chlorine feed line
- Met with RMI contractor regarding lagoon #1 clean-out schedule
- Met with Hach to update quote for new biotector quote
- Started feeding carbon for the summer season.

Action items:

- Lagoon #1 cleaning is now being scheduled for later June.

WATER DISTRIBUTION

- Several valves were replaced on Brick Street.
- Seven new services were installed in the May, including a six inch fire suppression line which was directionally bored beneath Route 108 near Second Street and an 8" water main that will serve a future development on Green Street.
- Over 450' of aging water line and a yard hydrant at Millennium Park was replaced.
- The City's water distribution system was flushed in the month of May.
- Hydrant painting will resume the week of June 12, 2017. Requests to have a specific hydrant painted are welcomed. This request can be made by calling us at 692-6718.



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: June 6, 2017
Subject: Monthly Report – Month of May 2017

Bob:

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

COMMUNITY POLICING:

- Chief Kretschmar and officers worked with children from the John Powers School to create a mural that will be displayed at the playground on 5/11/17.
- Members of the Department attended a raising of the National Law Enforcement Memorial Flag by Mayor Hilliard on 5/15/17. Somersworth Officer Donald Kowalski was remembered for his service. He was killed in the line of duty on 9/4/79 at the age of 24.
- Officer DeFrancesco, Captain McLin and Chief Kretschmar gave a Senior Crime Prevention presentation at Queensbury Mill Apartments on Market Street on 5/17/11.
- We were represented at a job fair at Tri-City Christian Academy where students learned about the aspects of law enforcement on 5/23/17.

PERSONNEL/TRAINING:

- Officers attended training in the following areas: Homeland Security Active Shooter Incident Management, Traffic Safety Conference by the NH Department of Safety, Search and Seizure of mobile device enforcement, Criminal Investigations of Cellular Technology and two officers received SWAT certification.



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle
Fire Chief & Emergency Management Director
khoyle@somersworth.com

Business: (603) 692-3457
Fax: (603) 692-5147
www.somersworth.com

MAY 2017 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	5
Vehicle Fires:	1
Outside Fires:	4
Emergency Medical:	62
Motor Vehicle Crash:	11
Malfunction/false alarm:	4
Accidental/public service:	30
Hazardous Condition:	10
Hazardous Materials:	6

NON-EMERGENCY ACTIVITIES

Burning Permits:	109
Fireworks Permits:	4
Oil Burner Permits:	0
Place of Assembly Permits:	3
Fire Safety Inspections:	6
Fire Drills:	7

CALLS FOR SERVICE

- We responded to 16 more emergency calls this May (133) than in May 2016 – an increase of 14%.
- We responded to mutual aid fires in Farmington, Newington and Rochester (2) and Berwick ME.
- 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 member deployed overseas on National Guard assignment – will be gone until early in 2018.
- Work Release inmates from Strafford House of Correction were at fire station to beautify the grounds.
- Met with representatives of the railroad at Centre Street crossing to discuss their plans to replace the crossing this summer.

- Attended Governor's "State of the State" breakfast meeting in Dover at Tri City Chamber of Commerce meeting.
- Awaiting word on "Continuity of Operations" grant submitted on behalf of the city for a written plan to re-locate vital city services after a disaster (\$5,500). NH Homeland Security is underwriting the funding.
- Assisting Human Resources with preparations to conduct a hiring process for career firefighter.

TRAINING/MEETINGS

- Chaired quarterly JLMC meeting.
- American Ambulance conducted EMS training on shift.
- Primex conducted "Chain Saw Safety" class.
- Attended "Active Shooter Committee" meeting.
- Attended SRTC and Seacoast Fire Chiefs meetings.

COMMUNITY SERVICE

- Attended the Food Sampling event at the CTC
- Conducted fire station tours for students from Maplewood School.
- Special Education students tour of fire station.
- Participated in Memorial Day Parade.

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

CITY OF SOMERSWORTH
OFFICE OF THE MAYOR



ONE GOVERNMENT WAY
SOMERSWORTH, NH 03878
WWW.SOMERSWORTH.COM

June 9, 2017

The Honorable Governor Sununu
Office of the Governor
State House
107 North Main Street
Concord, NH 03301

Re: Somersworth National Guard Armory

Dear Governor Sununu:

The City of Somersworth seeks your assistance regarding the Eversource Enhanced Tree Trimming that took place on the National Guard Armory property in our City. It is our understanding that permission was given to remove a number of mature trees all around this State property. The property now appears very barren and unappealing as to the "before" and "after" site aesthetics. In an effort to restore some natural buffering on the site, the City would like to plant a few appropriate species of trees on the property.

City officials have been told that there is a formal process to follow involving Governor and Executive Council approval. This is somewhat disconcerting as it doesn't appear that any "formal State process" was needed to remove the trees.

The National Guard Armory is located in a very prominent location of our City. The City Council has been very proactive in taking steps to improve infrastructure, the appearance of our neighborhoods and the general image of our Community. We would appreciate your assistance to partner with the City in improving this site's appearance. The replacement tree planting would be an excellent first step.

Thank you for your consideration and I look forward to your assistance.

Sincerely,

Mayor Dana S. Hilliard

Cc: Major General William N. Reddel, Adjutant General
Somersworth City Council
Robert M. Belmore, Somersworth City Manger

Bob Belmore

From: Bob Belmore
Sent: Thursday, June 15, 2017 11:14 AM
To: Councilor Dale Sprague (dsprague@somersworth.com); Councilor David Witham (dwitham@somersworth.com); Councilor Denis Messier (messier3@comcast.net); Councilor Jennifer Soldati; Councilor Jon McCallion; Councilor Martin Dumont (madumont@somersworth.com); Councilor Martin Pepin (mpepin@comcast.net); Jessica Paradis (jparadis@somersworth.com); Mayor Dana Hilliard; Nancie Cameron (ncameron@somersworth.com)
Cc: Brenda Breda
Subject: FW: National Guard Armory Facility in Somersworth and replacement Tree Planting (UNCLASSIFIED)

FYI - latest response

Bob

Robert M. Belmore, ICMA-CM
City Manager
City of Somersworth, NH
office 603-692-9503
direct 603-692-9502

-----Original Message-----

From: Michael Bobinsky
Sent: Thursday, June 15, 2017 11:11 AM
To: Bob Belmore <bbelmore@somersworth.com>
Subject: FW: National Guard Armory Facility in Somersworth and replacement Tree Planting (UNCLASSIFIED)

Latest response from the National Guard folks.

-----Original Message-----

From: Milender, Stephanie L NFG NG NHARNG (US) [mailto:stephanie.l.milender2.nfg@mail.mil]
Sent: Thursday, June 15, 2017 10:26 AM
To: Michael Bobinsky <mbobinsky@somersworth.com>
Cc: Annis, Paul NFG (US) <paul.annis.nfg@mail.mil>
Subject: RE: National Guard Armory Facility in Somersworth and replacement Tree Planting (UNCLASSIFIED)

CLASSIFICATION: UNCLASSIFIED

Hello Mr. Bobinsky,

Thank you so much for providing the value of the trees that will be planted in Somersworth. I am now able to complete the letter for submission on the Governor & Council ("G&C") meeting agenda.

I noticed in this email chain that there were questions regarding a "process" to remove the trees. I would like to hopefully answer some of the questions that you had, and hopefully clear up the confusion that was created over this.

We did not actually give permission for the trees to be cut. Eversource essentially called us and told us they were cutting the trees.

The removal of the trees is not a State process that the Adjutant General's Department or the G&C controls. Tree removal by a utility company falls under the state law (RSA 231:172) and the Administrative Rules of the Public Utilities Commission (Adm PUC 307.10).

I also believe that every utility company is supposed to submit a Vegetation Management Plan to the Public Utilities Commission each year.

The utility companies do have a lot of "lee-way" when it comes to trimming around utility easements.

In many cases, their contractors cut too many trees/branches, drastically changing the appearance of the property.

Something similar actually happened to us on the State Military Reservation here in Concord some years back when Unitil decided cut some giant pines (nice shade trees) on Airport Road that bordered our property, without telling us. Our neighbors on the other side of Airport Road were outraged and very angry at us for not telling them.

We had to explain to them that we did not even know this was going to happen and we were just as shocked as they were.

Regarding the Governor & Council approval for the tree planting, every State agency that receives a donation of any type (from trees to equipment to land and monetary donations) is required by RSA 4:8 to get approval from the G&C. Along with a description of the donated items(s) there must be a value included.

This is particularly important if for example land or equipment is donated to an agency, as those particular items would need to be reported on the Agency's real property report (in the case of land) or their Agency Fixed Assets report (in the case of equipment). Trees are actually an item that I have seen more than once as a donated item on the often see on the meeting agenda.

An interesting example is that the Department of Administrative Services has to request the G&C each year to approve the donation of the large Christmas tree that is given to the State and assembled on the State House plaza.

I know this is wordy, but I wanted to hopefully explain the rules our Agency has to abide by.

Please don't hesitate to contact me if you have any more questions.

Regards,
Stephanie

Stephanie L. Milender
Administrator
State of New Hampshire
The Adjutant General's Department
603-225-1361