



## **CITY OF SOMERSWORTH**

### **Office of the City Manager**

**TO:** Mayor Matthew Spencer and City Council Members

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

**DATE:** Friday, March 15, 2013

**SUBJECT:** City Manager's Report for Monday, March 18, 2013  
City Council Agenda

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**6:30 p.m. Public Hearing**  
**Ordinance No. 10-13 Amend Chapter 19, Zoning Ordinance, by Adding**  
**New Section 30 Hilltop School Property Overlay District.**

**6:45 p.m. Public Hearing**  
**COMCAST Cable TV Franchise Proposed Renewal Agreement.**

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#### ***Communications (under Section 6 of Agenda)***

- A. Presentation by Vachon, Clukay & Company PC, Certified Public Accountants, Fiscal Year ending June 30, 2012.** Enclosed is a copy of the Audit and Management Letter. Bob Vachon, CPA and Tammy Webb, CPA will attend.

#### ***Unfinished Business (under Section 12 of Agenda)***

##### **Ordinances**

- A. Ordinance No. 10-13 Amend Chapter 19, Zoning Ordinance, by Adding New Section 30 Hilltop School Property Overlay District.** Director of Planning & Community Development Dave Sharples will give a brief explanation of the proposal prior to the Public Hearing.

## ***New Business (under Section 13 of the Agenda):***

### **Ordinances**

- A. Ordinance No. 11-13 Supplemental Appropriation for Road Repairs to a Portion of High Street.** Bids to repair the delaminating section of High St. are due on Thursday, March 21<sup>st</sup>. Attached is a proposed funding sheet based on City Engineer Ducharme's estimates; City Council can amend the Appropriation amount once the bids are analyzed. A Public Hearing is recommended for Monday, April 1 at 6:45 p.m.

### **Resolutions**

- A. Resolution No. 26-13. City Council to Adopt Post-Issuance Tax Compliance Policies and Procedures.** The Finance Committee recommends approval.
- B. Resolution No. 27-13. Authorizing the City Manager to Contract with Toyne Fire Apparatus of Brada, IA for the Purchase of a Fire/Rescue Pumper Truck.** The Public Safety Committee has moved this purchase forward for your consideration. Fire Chief Hoyle recommends approval and has provided a memorandum explaining his recommendation; also, please note that Toyne was the low bid. The Resolution, if approved, would authorize the City Manager to select the Lease that is most advantageous to the City. Finance Director Scott Smith will solicit Lease Agreement proposals.
- C. Resolution No. 28-13. Authorizing the City Manager to Contract with STS Construction, Inc. of Lebanon, ME to Replace and Upgrade the Rocky Hill Road Culvert.** City Staff recommends STS as the lowest qualified bidder. Please review the attached funding sheet as well as City Engineer Joe Ducharme's recommendation. Approximately \$16,000 +/- will need to be appropriated/earmarked in the next fiscal year's budget to complete this project. I do want to underscore that \$48,562 of the project is being funded by a FEMA Hazardous Mitigation Grant.

### **Other**

**A. Comcast Cable TV Franchise Agreement.**

- **Vote to Authorize the City Manager to Sign a 5-Year Renewal to the Cable Television Franchise Agreement with COMCAST of Maine/NH Inc.** Special Legal Counsel will be present to answer any questions. Attached is a memorandum outlining the proposed Renewal Agreement. The City's Cable Committee recommends approval. Committee members included: Chairman Dennis Tsakiris, Mayor Spencer, School Board Rep. Bob Gibson, CTC Dr. Better Chamberlain, Bob Goldberg, Finance Director Scott Smith and Manager Belmore.
- **Vote to Grant a 4-Month Extension to the COMCAST Cable Franchise Agreement.** Authorizing the City Manager to sign the attached Draft Extension Agreement. Obviously, this vote is not needed should the Council Authorize a 5-Year Renewal.

- B. Vote to Authorize the Annual Permit for permissible Fireworks Issued to Hilltop Fireworks, LLC to Allow Outside Storage Units from April 1<sup>st</sup> until August 1<sup>st</sup>, 2013.** The Public Safety Committee has moved this item forward for your consideration. I have attached a copy of a Memorandum from Chief Hoyle, a copy of last year's issued Permit and a copy of last year's Council meeting minutes on the Permit issuance discussion.
- C. Waiver Request to City Ordinance 12 to Excavate (Trench Permit) into City's Right-of-Way between November 15<sup>th</sup> and April 15<sup>th</sup>.** Attached is a memorandum from Public Works Director Tom Willis explaining the Permit requests as well as his recommendation.

### ***City Manager's Items (under section 9 of the Agenda)***

#### **A. Informational Items:**

- 1. City Manager's Proposed Fiscal Year 2014 Budget.** The City Manager's Proposed FY 14 Budget and School Department Budget has been submitted in accordance with the City Charter.
- 2. Ambulance Services RFP Process.** Proposals to provide the City with Emergency EMS Ambulance Services were received on Thursday, March 14<sup>th</sup>. We opened the three Proposals received from AMR/American Ambulance Response (our present provider); American Ambulance; and CarePlus Ambulance Service. I have established a review and interview panel comprised of Fire Chief Keith Hoyle, Finance Director Scott Smith, Councilor/Public Safety Comm. Member Marty Pepin and I. We will review the proposals and then interview the companies. The intent would be to provide a recommendation for a Contract Award to the City Council after further review with the Public Safety Committee.
- 3. Downtown Infrastructure Project.** I recommend the Mayor and Council schedule a special workshop meeting to review alternative project designs with the project engineers from HTA-Bond Project and VHB-TE Grant Project on Monday, March 25<sup>th</sup> at 6:00 p.m.
- 4. Somersworth Landfill Solar Feasibility Study.** Director Sharples and I completed a conference call with EPA this past Thursday, March 14<sup>th</sup>. SKEO is the consultant that EPA has under contract that will conduct a site visit here and then complete the study. There is no cost to us for the study and it will be completed by the end of this summer. If the study provides a positive recommendation we would then consider moving forward with an RFP to find a developer to fund, finalize the design and build the solar array of panels. As part of this project discussion, the City Council would need to consider a lease of the land which might include rent payments to the City and/or electricity for City facilities.

#### **A. Attachments:**

1. City Attorney Certification (1).
2. Department Head Monthly Reports.
3. Audit and Management Letter.

