



CITY OF SOMERSWORTH

Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members

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

DATE: Friday, May 16, 2014

SUBJECT: City Manager's Report for Monday, May 19, 2014
City Council Agenda

6:45 p.m. – Public Hearing
Re: Ordinance No. 20-14 Amend Chapter 13, Police Offenses, Section 3.1.D
No parking Anytime, Pleasant Street.

Old Business (under Section 13 of Agenda)

Ordinances:

- A. Ordinance No. 20-14 Amend Chapter 13, Police Offenses, Section 3.1.D No parking Anytime, Pleasant Street.** This Ordinance amendment is a recommendation from the Traffic Safety Committee.

Resolutions:

- A. Resolution No. 43-14 To Grant Permission to Twelve Month LLC to Install a Sewer Line on City Owned Property.** City Attorney Walter Mitchell has assisted in preparing this resolution for Council action. This pertains to the residential subdivision of the former Sunningdale property recently approved by the Planning Board.

New Business (under Section 14 of Agenda)

Ordinances:

- A. Ordinance No. 21-14 Amend Chapter 30, Conduct in Public Parks, Section 13, Dog Waste in Parks.** This was drafted by Councilor Witham. The Recreation Committee did vote to add their names as sponsors at their May 14th meeting.
- B. Ordinance No. 22-14 Amend Chapter 30, Conduct in Public Parks, Section 2.2 Definitions.** This is being sponsored by the Council's Recreation Committee.

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

A. Information Items:

1. **Annual Licensing of Hilltop Fireworks.** The State Fire Marshal's Office was contacted by Chief Hoyle on May 9 relative to the issue of whether or not the City Council needed to approve Hilltop Firework's license annually. According to them, RAS 160 C:3.1 only requires annual legislative body approval if there is no local Licensing Board. As we have a Licensing Board, the City Council need not approve the license annually.

The local Police and Fire Chiefs and the Building Inspector must advise the Licensing Board annually of whether or not they approve of the facility and its operation before the Local Licensing Board makes a decision on the license. Our City's Licensing Board is comprised of the Mayor, Chief of Police and City Clerk from City Ordinance, Chapter 14.

B. Attachments:

1. City Attorney Certifications One (1).
2. Department Head Reports.



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: April 23, 2014

Re: **Financial Software – Capital Improvement Plan**

*To Finance
Committee
5-16-14*

*Mayor/Council
FHS*

For a number of years, the City has included in the annual Capital Improvements Plan a project to upgrade the financial software, including utility billing. We currently use VADAR systems, which is an access based system supported by VADAR, Inc. of Massachusetts. This system has been in use since 2002, and although functional is somewhat outdated.

Given the time it takes to research systems available to municipalities, it seems prudent to begin the discussion now and provide some basic information before we move forward with such a project.

The FY2015-2020 CIP includes an estimated cost for a financial software upgrade of \$200,000. We have had some preliminary demonstrations from a few select companies, and although that total value may be on the high side, it isn't an unreasonable estimate.

This estimate includes conversion, training, and the following modules:

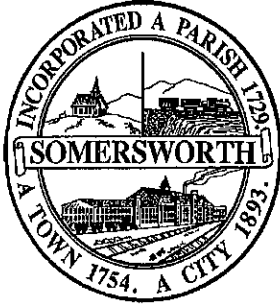
- General Ledger
- Accounts Payable
- Purchase Orders
- Payroll/Human Resource Management
- Cash Receipts
- Utility (Water/Sewer) Billing/Collection
- Tax Billing/Collection
- Motor Vehicle Permit
- Miscellaneous Collections
- EFT Processing

over

- A variety of Reporting

The process to select and recommend a vendor would be an RFP process, with a committee of staff that use the system. In addition to system capability we would consider other factors such as initial cost, funding strategies, annual support fees, benefit(s) to residents, references of other clients, and any other information necessary.

Please let me know if you have any questions or need any additional information.



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: May 12, 2014

Re: **Monthly Report**

Finance Department:

- Completed application to participate in the NH Municipal Bond Bank spring sale.
- Attended City Council budget workshop.
- Attended City Council training on iPads.
- Completed State budget forms (MS-2 and MS-6c).

City Clerk:

- Prepared for and took minutes at two scheduled meetings, one special meeting, and City Council standing committees.
- Total cash receipts for the month were \$7,530.
- The City Licensing board issue the following permits:
 - 4/17/14 – First Parish United Church of Christ – signs advertising concert
 - 4/21/14 – 45 Market St. Bakery – 3 month license to sell coffee and pastries in the Somersworth Plaza Parking Lot.
 - 4/30/14 – Viel's Farm – license to sell fruits and vegetables at 345 Route 108
- Backyard Chicken Permits issued
 - 4/24/14 – Garry Gerossie – 27 Hanson St
 - 4/25/14 – Denise Duval – 17 Bourque St
 - 4/28/14 – Leland Smith – 7 Horne St

Tax Collector:

- Tax lien placed on April 14, 2014 – a total of 388 liens placed, 195 tax, 133 utility, 60 both tax and utility.
- A total of 1170 vehicles were registered for a total of \$131,280 during the month.
- Collected \$5,810 for Municipal Transportation Fund during month of April.
- 21 customers used the drive up window during the month.
- Total receipts for the month were \$1,245,130.

Human Services:

- Total assistance for the month was \$ 5,697. That compares to \$6,991 for the month of March 2014 and \$7,005 for April 2013.
- 7 new cases were opened compared to 10 in 2013 and 8 in 2012.
- 15 cases were approved for varying levels of assistance, with 4 cases still pending and 3 cases denied. 6 cases were referred to other agencies for support.

Library

- Have enrolled 790 customers in new on-line system to date.
- Library Assistant was nominated and accepted for PRIMEX's emerging leaders program.
- The Library Director met with a children's service consultant from the NH State Library to evaluate the children's collection and make recommendations for improvements.
- The Library conducted 10 programs this month, 9 story hours and one book discussion.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisted in configuring the overhead projector in the Council chambers to connect to the switcher for Channel 22.
- Provided set up and training for the Mayor and Council on the use of iPads.

Department of Development Services (DDS)
Monthly Report
April 2014

Office of Assessing:

- Inspections have taken place for the properties on the 2013 Cycled Inspections. Total properties visited included approximately 916 parcels. All changes resulting from these inspections was data entered in preparation for the Spring Tax Bill.
- Preparations are being made for the 2014 Revaluation – Pending City Council approval.
- Third and Final letters were mailed to recertify all Veterans Credits for the Revaluation. Veterans' Credits are being removed from properties who have not responded to these letters by April 15th, 2014. The Credit will be unable to be reinstated until Tax Year 2015.
- A third field check, for a small portion of properties where the permits were found to be not yet complete, that have received permits since April 1, 2013 were rechecked in April. These rechecks were data entered in preparation for the Spring Tax Bills.
- We are currently processing Elderly Exemptions and Veteran's Credit applications. These applications were turned in by April 15th to be reviewed for the 2014 tax year.
- All abatement applications for the 2013 Tax Year have been taken in. There were 22 applications involving 27 parcels, turned in.
- The Board of Assessors met on April 1, 2014 to discuss various Assessing updates and to review the proposed contracts for the Revaluation and Assessing Contract Services.
- Marybeth Walker and Wil Corcoran met with the City Council on April 21st to discuss revisions to the Cycled Inspection program.

Office of Code Enforcement / Property Maintenance

Property Maintenance and Code Enforcement Activity Report for April 2014

Incident Location	Origin of Complaint	Nature of Concern	Responsible person notified	Compliance	Comments
370 Main Street	DDS	health ordinance violation	no	pending	dumpster
44 Route 108	DDS	sign ordinance violation	yes	yes	snipe signs
260 Main Street	DDS	rubbish	yes	yes	
2 BenRich Drive	CC	property maintenance	yes	pending	foreclosure
359 Main Street	CC	rubbish	yes	yes	
357 Main Street	CC	rubbish	yes	yes	
355 Main Street	DDS	health ordinance violation	yes	pending	dumpster
436 Route 108	DDS	health ordinance violation	yes	pending	dumpster
426 Route 108	DDS	health ordinance violation	yes	pending	dumpster
162 Route 108	DDS	health ordinance violation	yes	pending	dumpster
445 High Street	DDS	health ordinance violation	yes	pending	dumpster
9 Cora Drive	CC	health ordinance violation	yes	pending	dumpster
55 Green Street	DDS	garbage	yes	yes	
62 Green Street	DDS	rubbish	yes	yes	on sidewalk
518 High Street	CC	sign ordinance violation	yes	no	
70 Winter Street	DDS	rubbish	yes	yes	
73 Coles Pond Road	CC	rubbish	no	no	nothing found

West High Street	CC	brush pile	no	no	invalid complaint
3 Westman Street	DDS	ordinance violation	yes	yes	no building permit
355 Main Street	DDS	health ordinance violation	yes	pending	dumpster environmental concern
20 Main Street	CC	health ordinance violation	no	pending	environmental concern
18 High Street	CC	health ordinance violation	no	pending	environmental concern
196 Tri City Plaza	DDS	sign ordinance violation	yes	pending	
158 Blackwater Road	DDS	rubbish	yes	pending	PM concern
108 Green Street	DDS	rubbish	yes	yes	
445 Main Street	DDS	rubbish	yes	yes	
26 Mt Vernon Street	CC	rubbish	no	no	nothing found
6 Pinewood Drive	DDS	ordinance violation	yes	yes	no building permit
2 Hawthorne Circle	CC	PM concern	yes	pending	
13 Nash Parkway	DDS	rubbish	yes	yes	
247 Main Street	CC	rubbish	yes	yes	
45 Pleasant Street	CC	PM concern	yes	yes	DPW

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

Major Building Permits issued in April 2014:

Construction cost Fee

6	Joyce	Rehab (Gut and rebuild)	\$20,000.00	\$330.00*
31	Curran Way	New Construction	\$122,000.00	\$986.00

*Fee was doubled, due to After the Fact Permit

Minor Building Permits issued in April 2014:

138	Blackwater Rd	Bathroom addition/Remodel	\$25,000.00	\$260.00
13	Long Leaf Ln	Siding	\$15,000.00	\$130.00
430	Sherwood Glen	Roof	\$3,700.00	\$39.60
231	High	Ramp	\$3,540.00	\$38.00
15	Lil-Nor Ave	Porch	\$15,000.00	\$130.00
133	Maple	Window replacement	\$800.00	\$25.00
6	Pinewood Dr	Siding	\$27,700.00	\$453.00
6	Pinewood Dr	Fence	\$10,800.00	\$97.00
41	Buffimsville Rd	Fence	\$8,310.00	\$76.50
96	West High	Siding	\$26,200.00	\$219.50
32	Cote	Deck/Deck Stairs	\$15,000.00	\$130.00
3	Chabot	Roof	\$6,500.00	\$62.00
363	Rocky Hill Rd	shed	\$1,500.00	\$25.00
346	Main	Fence	\$8,784.25	\$80.25
26	Highland	Door	\$16,180.00	\$138.80
68	Elm	Deck/Deck Stairs	\$350.00	\$25.00

76	Elm	Deck/Deck Stairs	\$425.00	\$25.00
92	Blackwater Rd	Window replacement	\$5,640.12	\$58.00

PERMIT RECEIPTS						
	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	\$1,643.82	\$1,789.50	\$1,387.72	\$1,796.00	\$407.28	29.3%
February	\$807.00	\$658.60	\$1,922.02	\$8,939.00	\$1,916.98	99.7%
March	\$1,299.75	\$2,141.00	\$2,974.00	\$2,191.64	-\$782.36	-26.3%
April	\$4,288.05	\$1,811.00	\$2,470.38	\$4,768.15	\$2,297.78	93.0%
May	\$2,738.50	\$5,532.00	\$6,979.20			
June	\$1,844.30	\$1,701.00	\$3,609.52			
July	\$2,570.96	\$3,750.70	\$3,968.83			
August	\$2,437.74	\$3,059.03	\$13,916.92			
September	\$4,806.25	\$3,422.70	\$8,522.70			
October	\$1,478.41	\$2,217.25	\$4,336.68			
November	\$1,969.50	\$4,126.12	\$2,930.29			
December	\$877.00	\$1,726.75	\$2,990.12			
Year total	\$26,256.28	\$31,935.65	\$56,008.37	\$12,593.79	\$3,839.68	30.5%
Difference of change this year to last (completed months only)						

Total Permits 2011 to Present						
	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	42	34	31	27	-4	-12.9%
February	20	27	39	30	-9	-23.1%
March	27	27	44	32	-12	-27.3
April	42	40	60	50	-10	-16.7%
May	77	41	65			
June	55	16	77			
July	54	48	54			
August	66	50	61			

September	53	51	72			
October	56	61	56			
November	61	36	48			
December	35	45	42			
YTD Totals	781	589	503	139	-35	-20.1%

Land Use Boards:

Conservation Commission April 2014:

- At the regular meeting, the Commission saw a presentation by Jeff Barnum of the Conservation Law Foundation titled "The Challenges Facing Great Bay".
- The Commission, coupled with the Planning Board, conducted a site walk of the property at 301 Green Street and Stackpole Road to review a proposal for a conditional use permit and a subdivision for 177 single family residential lots.
- The Commission held an extra meeting where they recommended approval of the following application to the Planning Board:
Twelve Month, LLC, 301 Green Street and Stackpole Road, Assessor's Map 20, Lot 05 and Map 19, Lot 01, CUP #04-2013. Application for a conditional use permit for a single family residential subdivision with wetland impacts.

Historic District Commission April 2014:

- Them Tran, 76-78 Elm Street, Assessor's Map 10, Lot 193, HDC #29-2013. The Commission **approved** the request to replace stairs.
- Them Tran, 68-70 Elm Street, Assessor's Map 10, Lot 191, HDC #30-2013. The Commission **approved** the request to replace stairs.
- Verizon Wireless, on behalf of the VFW Post 4485, 43 High Street, Assessor's Map 11, Lot 64, HDC #03-2014. The Commission **approved** the request for louvers and fencing.
- Joseph Fortier, Jr., 24-26 Highland Street, Assessor's Map 11, Lot 43, HDC #04-2014. The Commission **denied** the request to block off a window and **approved** the request to install a new sliding door.
- 335-337 Main Somersworth, LLC, 67-73 High Street, Assessor's Map 11, Lot 63, HDC #05-2014. The Commission **approved** the request to renovate the façade.

Planning Board April 2014:

- The Board, coupled with the Conservation Commission, conducted a site walk of the property at 301 Green Street and Stackpole Road to review a proposal for a conditional use permit and a subdivision for 177 single family residential lots.
- Twelve Month, LLC, 31 Stackpole Road and 301 Green Street, Assessor's Map 20, Lot 05 and Map 19, Lot 01, CUP #04-2013 and SUB #05-2013. This proposal is for a conditional use permit and major subdivision for 177 single family residential lots. The application was **approved with conditions**.
- Next Level Church, Whitehouse Road and 436 & 438 Route 108, Assessor's Map 56, Lots 01, 1A & 02, SUB #01-2014 and SITE #01-2014. This application was for a minor subdivision and for a site plan to extend the parking lot. The application was **tabled** until the May 21, 2014 meeting at the applicant's request.

- JTF Corp., 115 Whitehouse Road, Assessor's Map 57, Lot 04, SITE #10-2007. The proposal was for an amendment to an existing site plan for additional pavement and buildings. The application was **approved with conditions**.
- Brandt Development Company, 18 Myrtle Street, Assessor's Map 09, Lot 45, SITE #02-2013. This application was for a site plan to convert an existing two unit building into a four unit building. The application was **tabled** until the May 21, 2014 meeting at the applicant's request.

Zoning Board April 2014:

- Matthew DiNola, 16-18 Green Street, Assessor's Map 10, Lot 175, ZBA #24-2013. The Board **tabled** the request from Section 21.A.3 regarding the location of parking so that vehicles will not need to back out into the right of way at the applicant's request.
- Brandon & Wendy Karcher, 2 Guy Street, Assessor's Map 22, Lot 28, ZBA #02-2014. The Board **denied** the request for a variance from Table 4.A.3 to allow the keeping of livestock, poultry or swine.
- 335-337 Main Somersworth, LLC, 67-73 High Street, Assessor's Map 11, Lot 63, ZBA #03-2014. The Board **approved** the request for a variance from Section 21.A.1 regarding the number of parking spaces per dwelling unit on the lot which they are required to serve.
- Garry Gerossie, Jr., 27 Hanson Street, Assessor's Map 15, Lot 43, ZBA #04-2014. The Board **denied** the request for a variance from Table 4.A.3 to allow the keeping of livestock, poultry or swine.

Economic Development

- See separate report attached

Parks and Recreation

- The Senior Walking Club will start May 12th and will be held at the Forest Glade Cemetery on Mondays and Wednesdays from 8:30am – 9am
- Flyers have been sent to the Schools for the Hershey Track program which will begin on May 21st
- Registration for the summer camps is open

Submitted by Dave Sharples

Monthly Update

- Business visits and Chamber Ambassador visits continue on a regular basis.
- The department continues to participate on Vision 2020, Great Falls Development Corporation, The Somersworth Chamber, Granite State Future and the seacoast area CIBOR.
- Christine attended the Commute SMART Launch in Portsmouth. Commute SMART promotes multi-modal forms of transportation for businesses and residents.
- The Seacoast Manufacturers Exchange took place and was well attended.
- Christine attended a number of mtgs. in regards to the downtown construction project, submitted press releases to the local media and created a second PSA that is now being shown on Channel 22. Updates are also on the website and in the monthly e-newsletters. Regular email notifications are sent to residents and businesses located in the construction zone who have signed up with Christine. She is also assisting with other construction related communications as needed.
- Christine is working with the CTC media teacher, Sam Tukey, to film the construction PSA's and are now working with businesses to film short interviews that will be played on Channel 22 as well. A mtg. was held with the downtown businesses to go over the project timeline, answer questions and respond to concerns.
- Sole City Dance on Route 108 had their Chamber Ribbon cutting and has completed their move to Somersworth.
- Big Dog Power Sports has opened up in Barclay Square on Route 108.
- Commissioner Jeff Rose from the NH Division of Resources and Economic Development attended the quarterly regional CTC mtg. that was held at the High School.

Monthly Report



To: Bob Belmore, City Manager
From: Carol Murray, Interim Director
Date: May 16, 2014
Re: Public Works Monthly Report for April, 2014

INTERIM DIRECTOR'S COMMENTS

Spring arrived and the street sweeping started in full swing with double shifts. The severe winter left behind piles of sand that Public Works tried to sweep up before the April showers pushed them into the catch basins and drainage pipes. Potholes still kept appearing, but they did stop multiplying as rapidly as they had in the previous few months. Malley Farm opened and brush and bagged leaves were picked up throughout the City. With the retreat of the snow banks, trash areas became visible. Spirit Up Day helped tremendously to restore clean roadsides around the City. Some drainage and sewer structures that needed repair were addressed with the warmer weather. The plantings around City Hall and the Library received spring compost as did the adopt-a-spots.

WASTEWATER DIVISION, Jamie Wood, Chief Operator

Operations/Maintenance:

- Decreased Mean Cell Residence Time (MCRT) to 6-days for optimal nutrient removal. Nutrient Removal season runs from May 1st through September 30th each year.
- Experienced a wet weather overflow at the West High St pump station. Heavy rain caused excessive inflow resulting in pump failure due to plugging. Upon notification, staff quickly addressed the problem and restored the station back to normal operations. A 5-day letter was written and issued to EPA and DES in accordance with permit guidelines.
- Holland Chemical conducted annual bench testing on nutrient removal chemicals. Results continue to show sodium aluminate as the best course of action in removing phosphorus.
- Conducted semi-annual oil analysis on aeration blowers. Results show normal wear and tear on internal mechanical parts. Certified oil continues to exceed OEM specs.
- Reviewed with both water and Wastewater City's "social media" policy. Acknowledgement forms were sent to Linda in Human Resources.
- Experienced (3) high flow events which required us to implement the high flow plan. During one of these events we experienced an overflow at the West High Street pump-station caused by excessive Inflow/Infiltration.
- Experienced (0) pager call-backs for the month of April.

Safety:

- Jamie attended a safety training class on "Reasonable Suspicion" for drugs and alcohol. The class reviewed 49 CFR 40 & 382.
- Reviewed with both water and wastewater staff City's "drug and alcohol" policy. Acknowledgement forms were sent to Linda in Human Resources.

Compliance:

- Preparing Monthly Reports to US-EPA and NH-DES. Reports are due to the agencies by the 15th of each month.
- Reported no exceedances for the month of April.
- Treated a total of 60-million gallons of wastewater during the reporting month.
- Submitted semi-annual sludge report in accordance with permit requirements.

Industrial Pretreatment Program:

- Conducted an annual inspection of General Linen and noted foaming issues. All other parameters of their permit were in compliance. I will recommend they explore the use of a defoamer within the report to address the foaming discharge.
- Renewed General Electric permit.
- Renewed Target commercial permit.

WATER DIVISION, Allen Breton, Chief Water Plant Operator

- Bact's completed
- Toc's completed.
- Visit from Linda the new HR representative.
- Met with Derek from DES to go over the new water use reports.
- Cleaning, and starting to repaint the water treatment facility, weather permitting.
- Heavy rains intake plugging up. Cleaning and air scouring raw intake through out the day.
- Monitoring river quality and color on an hourly basis.
- Hach service rep. TOC repair as part of our service contract.
- Compressor for the raw water intake screen failed, replaced and air scour back in service.
- Hach service rep. could not repair and calibrate the TOC unit. Greg looked at it and found an internal cracked block. All items replaced by Hach as of the service agreement. Go Greg !
- Called DES in regards to picking up bottles for the Well Q2 sampling coming up.
- Starting MN testing to stay ahead of the curve after all of the rain,so far so good.
- Budget workshop meeting,

Action items:Call Dover to clean Raw Water pits.

Upcoming items:

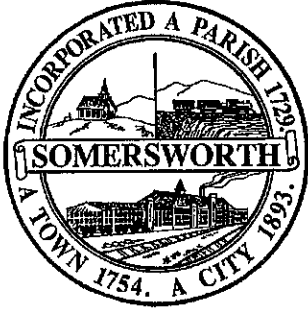
WATER DISTRIBUTION, Shawn McLean, General Foreman

General Info:

- : Core samples on for road projects completed
- : Street sweeping nearly completed
- : Long line and crosswalk painting scheduled
- : Drainage problem on Freemont Identified and scheduled for repair May 21
- : Patching of pot holes and water ditches continues
- : Back flow contracted out
- : Working with Severino on Downtown project
- : 2 sewer permits issued
- : 2 Trench permits issued
- : 3 Driveway permits issued

Up Coming:

- : Dig Franklin Street Drain to repair
- : Water valve maintenance continues
- : Skateboard Park
- : Catch Basin repairs through out the City
- : Continue to patch roads from brutal winter



Joe Ducharme, PE
Engineering
Tel: 692-9524
Fax: 692-9576

DATE: May 7, 2014

TO: Bob Belmore, City Manager

COPY: Scott Smith, FD; Carol Murray, Interim PWD

SUBJECT: General Engineering Services – April 2014

General Engineering Services for the month of April 2014 included periodic meetings with the City Manager, Public Works Director, and Finance Director to review and prioritize engineering tasks and to discuss FY2104 paving and drainage projects.

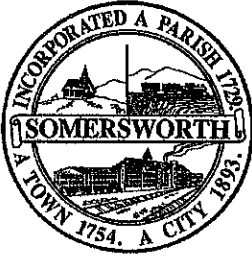
Tasks Completed:

- *2014 Paving Projects* – One paving bid received from Brox Industries on 1-April-2014. Bid is valid with required supplemental documents submitted as required. Reviewing QA/QC of 2013 paving by Brox prior to making a recommendation to CM for further action.
- *Future Bonded Pavement Projects* – Prepared construction estimate and engineering estimate for three major road improvement projects – Main Street; Indigo Hill Road, and Blackwater Road. Memo to CM, FD, & PWD on estimates.
- *Field Observation of Multiple City Utility Issues for future action*
 - Fremont to Franklin St storm drain issue
 - Planned water main repair at Green St near Stackpole Road intersection
 - Corroded 24" diameter CMP culvert under Stackpole Rd / Green St intersection
 - Buffumsville Rd shoulder/pavement sloughing at steep embankment near WWTF
 - High St cold joint separation and transverse cracking

Ongoing Efforts:

- *Trench Permit* – Will incorporate PWD/staff comments into final trench permit requirements for presentation to CM in June.
- *Drainage Projects Schedule* –
 - Plans for Buffumsville and Maple St – complete May 21st:
 - Wetlands permit application – Buffumsville – complete May 21st
 - Wetlands permit application – Maple St – complete June 4th
 - City Bid Packages - complete – June 18th
- *Pavement Management Plan* – field pavement assessment completed by Enterprise Solutions. Date reduction in progress. Expect to receive data and program by early June to begin development of pavement management plan.

END OF MEMORANDUM



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

Dean W. Crombie
Chief of Police

MEMORANDUM

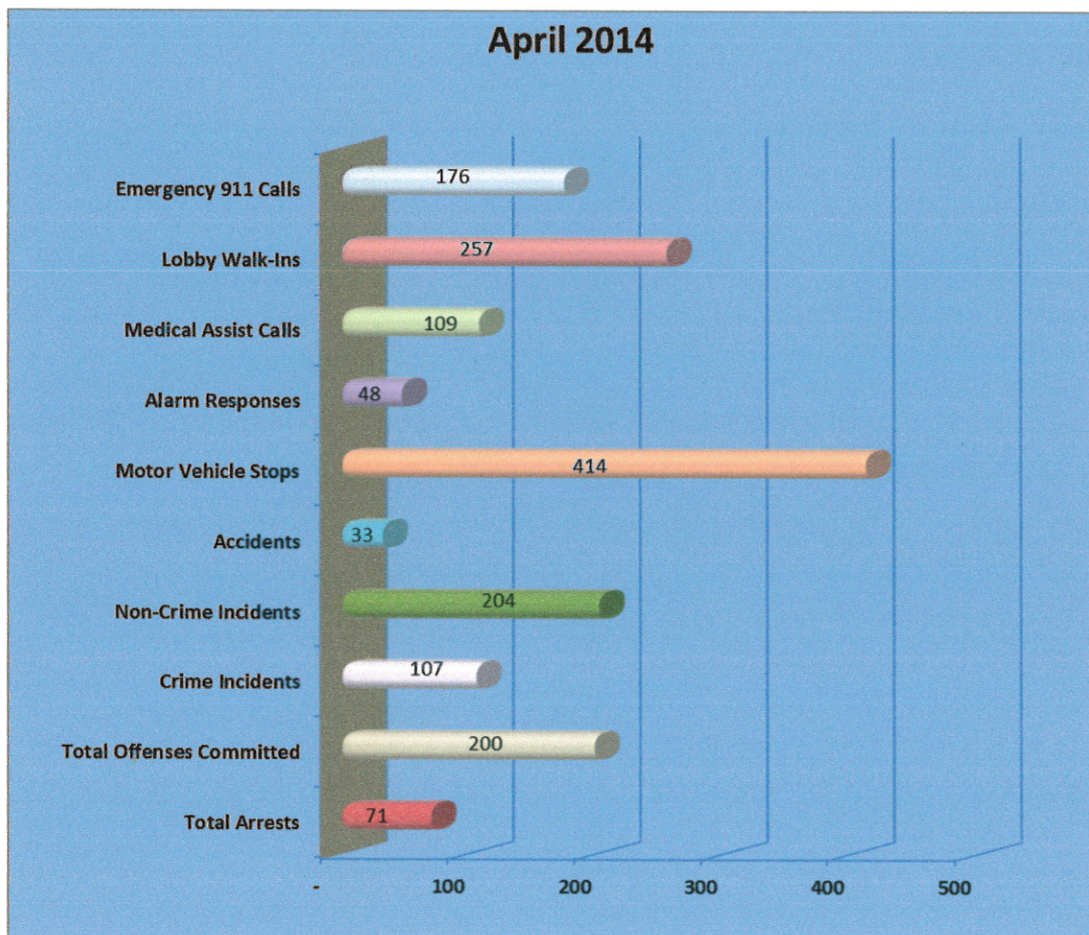
Memo To: Bob Belmore, City Manager
From: Dean Crombie, Chief of Police
Date: May 1, 2014
Subject: Monthly Report – Month of April 2014

COMMUNITY POLICING:

- We participated in the DEA Drug Take Back Day where residents were able to turn in unwanted prescription drugs for proper disposal.
- The Law Enforcement United Bike Tour came to the department to honor deceased Somersworth Police Officer Donald Kowalski. Officer Kowalski was killed in the line of duty on September 4, 1979. The group is travelling from Maine to Washington DC to honor officers who were killed in the line of duty.
- All officers completed tours of the Somersworth schools to assist in emergency planning for any incidents that may take place.

PERSONNEL (TRAINING & STAFFING):

- Officer Griffin Farley graduated from the NH Police Academy and is now assigned full time to our patrol division.
- Officer Stanborough and Officer Nadeau completed training in Advanced Report Writing at the NH Police Academy.
- Sgt. Geary completed training in drug investigations.





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

APRIL 2014 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	4
Vehicle Fires:	0
Outside Fires:	9
Emergency Medical:	53
Motor Vehicle Crash:	3
Malfunction/false alarm:	3
Accidental/public service:	20
Hazardous Condition:	7
Hazardous Materials:	1

NON-EMERGENCY ACTIVITIES

Burning Permits:	118
Fireworks Permits:	2
Oil Burner Permits:	0
Place of Assembly Permits:	1
Fire Safety Inspections:	6
Fire Drills:	4

CALLS FOR SERVICE

- We responded to 8 more emergency calls this April (100) than in April 2013 – an increase of 9%.
- We responded to mutual aid fires in Dover (3); Rochester (2) and North Berwick ME.
- American Ambulance responses to calls in the city averaged 4 minutes 5 seconds last month and the service level continues as very good.

PLANNING/PROJECTS/GRANTS

- We collected 12 applications for 7 new call firefighter positions based upon the award of the FEMA SAFER Act grant. We reduced this number to 10 viable candidates after review and will interview all ten on May 14.

- The new Toyne Fire Apparatus pumper (Engine 4) still requires some loose equipment acquisitions (all budgeted for). We will be pursuing these through state bids and the normal city bidding process where indicated. We hope to have the apparatus in service in May and then Engine 3 will have some warranty work done which will cost the city no funds.
- The state's Strafford County emergency management and public health vendor (Ready Strafford) has continued their meetings with county municipalities to address our concerns about poor delivery of services over the first 6 months of their contract.
- The "Players Club" facility on Rt. 108 has been sold and the new owners wish to change the occupancy somewhat which triggers new code provisions. We have asked for a fire protection engineer to evaluate the structure based upon the new occupancies due to code issues that exist there already.
- Worked with Code Enforcement staff on the new Dance Studio business on Route 108 to effect their grand opening.

TRAINING/MEETINGS

- All career staff has completed training on the new Toyne pumper. We are awaiting new equipment to place it in service.
- Three personnel are continuing to attend the EMT-Advanced course sponsored by American Ambulance.
- Career staff has completed training on the new SCBA. We will place the 6 units in service on the new Toyne pumper.
- Attended Primex training session on "Effective Employee Evaluations".
- Continued to plan for the May 15 "Employee Wellness Day" at City Hall.
- Attended meetings of the SRTC; the City Safety Committee; "911" Committee; Traffic Safety Committee; and Community Mutual Aid Association.
- Attended the City Council Budget Workshop.
- Hosted the monthly meeting of the Seacoast Fire Chiefs at City Hall.

COMMUNITY SERVICE

- The Department is participating in the High School's "Fatal Reality" staged auto accident education session in conjunction with Prom Night.
- We are participating in the "active shooter" planning with the schools, police and American Ambulance.
- We participated in "Opening Day" ceremonies for baseball.

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



City of Somersworth Report

April 2014

Number of Responses: 124

Response Time Average: 4min 5sec

Training:

Advanced EMT course is in progress. Multiple SFD personnel attending

EMTB course is in progress.

Community Events: Planning for the Somersworth Fatal Reality continues until the May event.

Meetings for response to an active shooter in the schools continue.

Emergency Health Preparedness planning is ongoing.

Other: Operations Manager continues to attend monthly meetings providing guidance on Stroke Care best practices for the future in NH.

Operations Manager participated in the nation's largest live exercise for a 500 year flood.

Clinical initiatives have been decided for emphasis on training and quality management, including trauma care, stroke, sepsis, and cardiac arrest in coordination with our Staff Medical Director. This will guide future monthly trainings.

SOMERSWORTH FIRE DEPARTMENT

May 14, 2014

TO: Robert Belmore, City Manager
FROM: Keith Hoyle
RE: Annual Licensing of Hilltop Fireworks

Per your request, I contacted the State Fire Marshal's Office on May 9 relative to the issue of whether or not the City Council needed to approve Hilltop Firework's license annually.

According to them, RAS 160 C:3.1 only requires annual local legislative body approval if there is no local Licensing Board. As we have a Licensing Board, the City Council need not approve the license annually. The local Police and Fire Chiefs and the Building Inspector must advise the Licensing Board annually of whether or not they approve of the facility and its operation before the local Board makes a decision on the license.

MITCHELL MUNICIPAL GROUP, P.A.

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

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

May 13, 2014

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 20-14

Title: AMEND CHAPTER 13, POLICE OFFENSES,
SECTION 3.1.D NO PARKING ANYTIME, PLEASANT STREET

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

5/14/14

by: _____

