


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members

FROM: Robert M. Belmore, City Manager 

DATE: Friday, October 3, 2014

SUBJECT: City Manager's Report for Monday, October 6, 2014
City Council Agenda

6:00 p.m. – Workshop
Presentation by Dr. Lucas Kolm, EMS Medical Director for American Ambulance
Re: EMS Quality of Care Services Being Provided, as Well as New Initiatives.

6:45 p.m. – Public Hearing
Re: Ordinance No. 7-15 Amending Chapter 13, Police Offenses, Section 3.4.B, Motor Vehicle Operations, Speeds, Rocky Hill Road.

Lay on the Table (under Section 12 of Agenda)

Ordinances:

- A. Ordinance No. 6-15 Amend Chapter 13, Police Offenses, Section 3.3 One Way Streets, Relative to Constitutional Way.

Other:

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

Unfinished Business (under Section 13 of Agenda)

Ordinances:

- A. Ordinance No. 7-15 Amend Chapter 13, Police Offenses, Section 3.4.B Motor Vehicle Operation, Speeds, Rocky Hill Road.** This Ordinance is recommended by the Traffic Safety Committee. Attached is a 5-day traffic report from Captain Timmons done by the Strafford Regional Planning Commission. This survey was done in 2013, however Captain Timmons feels these numbers would be similar if the survey was done this year.

Resolutions:

- A. Resolution No. 17-15 Authorize the City Manager to Contract with Industrial Protection Services LLC of Wilmington, MA for the Purchase of Self Contained Breathing Apparatus for the Fire Department.** The Finance Committee reviewed and accepted Fire Chief Hoyle's recommendation. This year's budget appropriation of \$55,764 covers the purchase.

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

A. Information Items:

- 1. FY 2014 NH Department of Safety Grant (Schools Safety Enhancement Equipment).** I am pleased to inform you that I have signed off, authorizing the following Grant application. The City, Somersworth Police Department, Fire Department, SAU56 and American Ambulance have partnered to submit a Grant in the amount of \$177,290 for Schools Safety Enhancement Equipment and Special Team/Special Response Enhancements to include a training component. The attached copy provides some detail as to the cost elements of the Grant.
- 2. CVS Pharmacy Drug Turn in Box.** CVS has graciously awarded the City of Somersworth a "drug turn in box". It has been installed in the lobby of the Police Department. It will allow citizens to turn in unwanted prescriptions and over the counter medicines year round without having to wait for a drug take back day.

B. Attachments:

1. City Attorney Certifications: Two (2).
2. Recreation Committee September 29th Meeting Information.

ORDINANCE NO. 6-15 AMEND CHAPTER 13, POLICE OFFENSES, SECTION 3.3 ONE WAY STREETS, RELATIVE TO CONSTITUTIONAL WAY.

Somersworth, NH
September 2, 2014

The City Council of the City of Somersworth ordains that the ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Chapter 13, Police Offenses, Section 3.3 One Way Streets, by rescinding the following:

- Constitutional Way for southerly traffic only between High Street and Washington Street.

When signs are removed prohibiting north bound traffic flow on Constitutional Way, travel lanes will be for both north and south bound traffic. Parallel parking will be allowed as indicated by painted parking stalls.

Introduced by

Mayor Dana S. Hilliard
Councilor Denis Messier

Approved:

City Attorney

ORDINANCE NO. 7-15 AMEND CHAPTER 13, POLICE OFFENSES, SECTION 3.4.B
MOTOR VEHICLE OPERATION, SPEEDS, ROCKY HILL ROAD.

Somersworth, NH
September 22, 2014

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

- Amend Chapter 13, Police Offenses, Section 3.4.B Motor Vehicle Operation, Speeds, by adding the following:
 - When signs are posted, it shall be unlawful for any person to drive a motor vehicle on Rocky Hill Road at a speed in excess of thirty (30) miles per hour.

This Ordinance shall take effect upon its passage.

Introduced by Councilor

Martin Pepin
David Witham

Approved:

City Attorney

Strafford Regional Planning Commission

150 Wakefield Street
Rochester, NH 03867
(603) 994-3500

Site Code: 5
Station ID:
Rocky Hill Road South of Routeau Dr

Latitude: 0° 0.000 Undefined

[illegible]

150 Wakefield Street
Rochester, NH 03867
(603)994-3500

File Code: 5

Station ID:

Rocky Hill Road South of Rouleau Dr

Latitude: 0' 0.000 Undefined

Saultbound		1	36	41	45	46	51	55	56	61	65	66	70	75	76	80	85	86	90	91	95	96	Total	Pace	Number
Start	Time	35	40	45	45	50	55	55	60	65	65	70	75	75	80	85	85	90	95	95	99	Total	Speed	in Pace	
05:07:13	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	10-19	1	
01:00	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	34-43	1	
02:00	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	27-36	1	
03:00	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	33-42	3	
04:00	5	5	5	3	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	31-40	4	
05:00	7	7	6	12	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28	39-48	8	
06:00	9	30	27	6	5	3	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	73	34-43	29	
07:00	8	15	24	7	3	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	50	36-45	19	
08:00	4	11	7	7	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	25	33-42	9	
09:00	3	2	7	7	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	36-45	5	
10:00	2	7	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	29-38	5	
11:00	12	6	2	4	3	4	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	25	17-26	8	
12 PM	3	5	4	4	3	3	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	16	29-38	5	
13:00	13	12	9	9	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37	26-35	10	
14:00	5	20	8	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35	32-41	15	
15:00	7	11	8	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28	28-37	9	
16:00	10	7	18	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37	38-47	11	
17:00	5	5	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17	32-41	5	
18:00	4	7	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	28-37	6	
19:00	6	10	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	33-42	2	
20:00	0	3	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	10-19	1	
21:00	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	36-45	1	
22:00	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total	106	171	147	35	5	35	1.1%	1.1%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	465			
Percent	22.8%	36.8%	31.5%	7.5%	1.1%	7.5%			0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
AM Peak	11:00	06:00	06:00	06:00	06:00	06:00		06:00																06:00	
Vol	12	30	27	6	1	6		1																73	
PM Peak	13:00	14:00	16:00	12:00	13:00	12:00		13:00	12:00															13:00	
Vol	18	20	18	3	2	3		2	1															37	

150 Wakefield Street
Rochester, NH 03867
(603) 994-3500

Site Code: 5

DEPOSITS

Rocky Hill Road South of Rouleau Dr

Latitude: 0° 0.000 Undefined

[illegible]

Latitude: 0° 0' 0.000 Undefined

[illegible]

Site Code: 5
Station ID:

Latitude: 0° 0' 0.000 Undefined

Southbound																	
Start Time	1	36	41	46	51	56	61	66	71	76	81	86	91	96	Total	Pace	Number
	35	40	45	50	55	60	65	70	75	80	85	90	95	999			In Pace
05/10/13	2	1	0	0	0	0	0	0	0	0	0	0	0	0	3	18-28	1
01:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	27-36	1
02:00	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	27-36	1
03:00	0	3	1	0	0	0	0	0	0	0	0	0	0	0	4	34-43	2
04:00	3	5	3	1	1	0	0	0	0	0	0	0	0	0	13	33-42	4
05:00	9	17	8	0	0	0	0	0	0	0	0	0	0	0	34	32-41	12
06:00	8	24	23	8	0	0	0	0	0	0	0	0	0	0	53	34-43	24
07:00	12	25	11	5	0	0	0	0	0	0	0	0	0	0	35	16-25	19
08:00	15	12	7	1	0	0	0	0	0	0	0	0	0	0	16	20-38	6
09:00	5	8	3	0	0	0	0	0	0	0	0	0	0	0	29	24-33	9
10:00	10	12	5	2	0	0	0	0	0	0	0	0	0	0	27	38-48	9
11:00	6	5	14	2	0	0	0	0	0	0	0	0	0	0	31	31-40	11
12 PM	8	15	7	1	0	0	0	0	0	0	0	0	0	0	37	29-38	10
13:00	12	12	10	3	0	0	0	0	0	0	0	0	0	0	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	50	141	92	23	1	0	0	0	0	0	0	0	0	0	347		
Percent	25.9%	40.6%	25.5%	6.6%	0.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
AM Peak	08:00	07:00	06:00	06:00	04:00										06:00		
Ycl.	15	25	23	8	1										63		
PM Peak	13:00	12:00	13:00	13:00											13:00		
Vol.	12	15	10	3											37		
Total	438	729	526	141	14	1	0	0	0	0	0	0	0	0	1849		
Percent	23.7%	39.4%	28.4%	7.6%	0.8%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			

Stats

10 MPH Pace Speed :	31-40 MPH
Number in Pace :	600
Percent in Pace :	32.4%
Number of Vehicles > 55 MPH :	1
Percent of Vehicles > 55 MPH :	0.1%
Mean Speed(Average) :	29 MPH

RESOLUTION NO. 17-15 AUTHORIZE THE CITY MANAGER TO CONTRACT WITH INDUSTRIAL PROTECTION SERVICES LLC OF WILMINGTON, MA FOR THE PURCHASE OF SELF-CONTAINED BREATHING APPARATUS FOR THE FIRE DEPARTMENT.

Somersworth, NH
September 22, 2014

WHEREAS, the Somersworth Capital Improvement Program for Fiscal Years 2015 through 2020 contains a recommendation to replace all self-contained breathing apparatus used by the Fire Department over 4 years; and

WHEREAS, the fiscal year 2014-2015 adopted budget contains an appropriation for the purchase of self-contained breathing apparatus representing the second year of this program; and

WHEREAS, Industrial Protection Services LLC. is a certified vendor for self-contained breathing apparatus on the Massachusetts State Bid List; and

WHEREAS, City staff recommends purchase of self-contained breathing apparatus from Industrial Protection Services LLC utilizing the Massachusetts State Bid list at a cost not to exceed \$55,764 (Fifty Five Thousand Seven Hundred Sixty Four dollars),

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Industrial Protection Services LLC of Wilmington, MA for the purchase of seven self-contained breathing apparatus for the Fire Department at an amount not to exceed \$55,764 (Fifty Five Thousand Seven Hundred Sixty Four dollars) and take any and all other such actions relative to this purchase determined to be in the best interest of the City.

Introduced by Councilors

David Witham
Martin Pepin

Approved

City Attorney

Name of Equipment or Planning Activity	Qty.	Cost Estimate	Core Capability Supported – Page 26	AEL Number	RKB Standard Compliance (Check and Attach)	Primary Authorized Discipline	Mission Area	Strategy Alignment – Page 27
<i>Example: Range Finder</i>	2	\$600.00	Screening, Search & Detection	03OE-02-LASR	✓	LE	Prevention	Goal 1
Access Control System	1	54,267.00	Access Control & Identification, Threats & Hazards Identification, On Scene Security & Protection	14SW-01-PACS	✓	LE	Protection Mitigation Response	Goal #1 Goal #3 Goal #5
Video System	1	123,023.00	Screening, Search & Detection, Interdiction & Disruption Threats & Hazard Identification, Risk & Disaster Resilience Assessment, On-Scene Security & Protection	14SW-01-VIDA	✓	All First Responders	Prevention Protection Mitigation Response	Goal #1 Goal #2 Goal #3 Goal #4 Goal #5
TOTAL		177,290.00						

Over

SECTION V: MANAGEMENT

Identify up to ten milestones, with start and end dates, which will be achieved within the 15 month period of performance (approximate). For planning purposes all projects MUST BE completed by 6/31/15 with all reimbursements completed within 45 days of this date.

Milestone Number	Milestone Name	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
1	Installation of Security Cameras and monitoring system at the Somersworth High School and CTC	01/01/15	01/31/15
2	Installation of Keycard Access System at the Somersworth High School and CTC	01/01/15	01/31/15
3	Purchase and Installation of equipment necessary to monitor security system for Police, EMS and Fire Realtime	2/01/15	3/31/15
4	Training of first responders in technology use	4/01/15	4/30/15
5	Comprehensive Emergency Management Planning for Schools (CEMPs)	04/01/15	06/01/15
6	Mock Active Shooter Scenario at Somersworth High School and CTC	6/01/15	6/15/15
7	Evaluation of Mock Active Shooter Scenario and Recommendations	6/15/15	6/30/15

SECTION VI: ATTACHMENTS

(Use as many pages as necessary for this section)

Section VI.A. – Attachments – Required

- Signed Grant Terms and Conditions. See attached
- City or Town resolution if required
- AEL Information Sheet(s)
- Partnering agency letters of commitment
- Documented assessments to support request as noted on pages 1 and 2 of this application
- NIMS certification letter of compliance. See attached NIMS requirements.

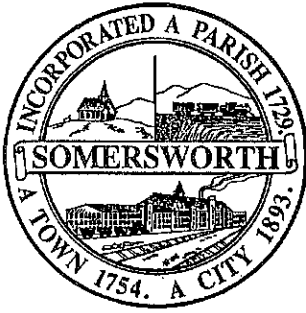
Section VI.B. – Attachments – Additional Supporting Documents

If the uniqueness of your project has not been captured from the questions above and you would like to provide any additional relevant information, please insert additional narrative or labeled graphic attachments.

Section VI.C. – Attachments – Environmental Documents (TO BE SUPPLIED AFTER THE PROJECT IS APPROVED BY GRANT COMMITTEE and by the DOS-GMU and REQUIRES DHS/FEMA APPROVAL BEFORE BEGINNING PROJECT). This will THEN become an addendum to your official application.

FYI: Projects involving communication towers (including the placement of equipment on an existing building or tower), physical security enhancements, new construction, renovation, and modifications to buildings and structures that are 50 years old or older require an environmental review. The following documents must be provided upon approval of your application by DOS:

1. A formal written request for construction with all the essential elements and information mentioned in the FEMA Information Bulletin #329 and subject requirements.
 - Description of the asset or facility, asset location including latitude/longitude, whether the infrastructure is publicly or privately owned, and the construction or renovation project.



Kristen Ducharme
Recreation Supervisor

Memorandum

To: Dave Sharples, Director of Developmental Services
Date: September 10, 2014
Subject: Early Bird Fees for Recreation Programs

Upon researching local Recreation Department's program fees I would like to point out that we are competitively priced. I would recommend that we keep the prices the same. However, with the recent talks about the Recreation Department's program registration fees I recommend that we start using an "early bird" price to encourage program participants to register before deadlines. This will allow the department sufficient time to plan for these activities while saving money. The "early bird" fee would remain the same price of our current program fees but after a certain date (to be determined) the fees would increase by \$15.

The benefits of having an "early bird" fee are highlighted below:

- Having an "early bird" fee rather than a late fee deadline will encourage parents to register their child for programs in advance rather than waiting until the day of a deadline.
- Ensure that all volunteer coaches are in place and have completed the background check prior to the start of programs.
- Allow sufficient time for ordering t-shirts and eliminate the costs for rushed t-shirt orders.
- Easier program coordination and additional planning time will help warrant the success of our programs.
- Coaches will receive team rosters in advance rather than the morning of a program start.
- Aid with scheduling of games and organizing the use of our limited gym time.
- Maximize participant numbers by marketing the program in advance and allowing a longer registration period.

Included with this memo is an analysis of what Somersworth Recreation currently has for program fees along with an analysis of what surrounding communities use for fee structures. I would appreciate your consideration on this matter as I feel it will help boost the success of our future Recreation programs. I am available to discuss this further at your convenience.

Enclosure (1)

Recreation Committee Meeting 9/29/14

Program Updates:

Pee Wee Soccer:

- Started on Saturday, Sept. 6th and will conclude on Oct. 18th.
- This year we have a total of 52 participants which remained the same as 2013 participant numbers.
- The program costs \$45 for residents and \$55 for non-residents and runs for 6 sessions.



Community Walking Club:

- This program started on Monday, Sept. 8th and will conclude on Oct. 15th.
- This program has historically had low participant numbers so we will be researching various program ideas to incorporate for this age group. (Generally seniors participate)
- The program is free and held on a drop-in basis on Monday and Wednesday mornings from 8:30-9:30 at the Mount Calvary Cemetery.

Project updates:

Willand Pond:

- 3 'No Hunting' signs have been installed at Willand Pond. One sign is in the parking area on the Somersworth side, one is in the middle of the trail at an intersection, and the last is located at the trailhead near the Dover side.
- We didn't place one at the boat launch area in Dover since that is not in Somersworth. Dover Recreation has been notified of the sign postings.



Noble Pines Park:

- The old backstop has been removed and replaced by GC/AAA Fencing.
- A section of fence along the 3rd base side of the baseball field that was in a state of disrepair has been removed.
- The Splash Pad was set to close on Monday, Sept. 2nd but remained open until Sept. 8th due to above normal temperatures. The Splash pad has since been closed and all features have been removed and stored.



New Backstop- Summer 2014



Fence that has been removed



Splash Pad- winterized

Ash Street Park:

- A site visit was held with the Rec. Dept. staff and Nate Mears from the DPW to go over the park plan. It has been noted that there are minor grade challenges along the Ash Street sidewalk that is in very poor condition. Nate Mears pointed out it may be prudent to reconstruct the 100' portion of sidewalk along Ash Street to allow grading issues to be resolved.
- Shawn McLean from the DPW informed Dave Sharples verbally that the materials for reconstructing the sidewalk would be \$1,000-\$2,000.



Park CIP:

- The Rec. Dept. is in the process of developing a CIP to include various projects and park upgrades in all of our parks. The CIP will help organize the priority of projects and will serve as an ongoing maintenance list for the Dept.

Local Program Fee Analysis					
	<u>Somersworth</u>	<u>Dover**</u>	<u>Exeter**</u>	<u>Rochester**</u>	<u>Portsmouth</u>
<u>Youth Basketball</u>	\$45/\$55 (8 weeks)	\$70/\$80 (10 weeks?)	\$55 (7 weeks)	\$50/\$60 (Grades 1-2) \$60/\$70 (Grades 3-12) (10 weeks?)	\$40 (10 weeks)
<u>Pee Wee Soccer</u>	\$45/\$55 (6 weeks)	Not run by Rec.	\$47 (4 weeks)	\$35 (5 weeks)	\$10 (4 weeks)

**** = Communities that offer an Early Bird Discount. Early Bird discounts are \$10-\$15 cheaper than the fee shown above if registered by the deadline.
(Only applies to basketball & Exeter Pee Wee Soccer)**

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

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

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

October 2, 2014

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 7-15

Title: AMEND CHAPTER 13, POLICE OFFENSES,
SECTION 3.4B MOTOR VEHICLE OPERATION,
SPEEDS, ROCKY HILL ROAD

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: 10/2/14

by: 

MITCHELL MUNICIPAL GROUP, P.A.

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

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

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

October 10, 2013

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 17-15

Title: AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
INDUSTRIAL PROTECTION SERVICES LLC OF WILMINGTON, MA
FOR THE PURCHASE OF SELF-CONTAINED BREATHING
APPARATUS FOR THE FIRE DEPARTMENT

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

10/2/14

By: _____

