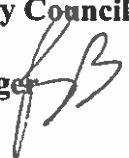


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, September 15, 2017
SUBJECT: City Manager's Report for Monday, September 18, 2017
City Council Agenda

6:45 p.m. - Public Hearing
Re: Community Revitalization Tax Relief Incentive Application from:
Chinburg Properties - 17 Grand Street (Former Hilltop School)

Lay on the Table (under section 12 of Agenda)

Other

- A. Vote to Place the Following Question on the November 7, 2017 Municipal Election Ballot: Shall we allow the Operation of Keno Games within the City of Somersworth?** I have attached a copy of City Attorney Walter Mitchell's opinion regarding questions raised by Councilors regarding Keno. Also, as you may recall, City Ordinance, Chapter 14A (Pinball and Video Game Machines) may need amendment should the question be passed as a ballot item, as the Ordinance prohibits gambling.

New Business (under section 14 of Agenda)

Resolutions

- A. Resolution No. 09-18 To Authorize the City Manager to Purchase a Caterpillar Skidsteer for the Department of Public Works which will be Funded by a Lease Purchase Arrangement.** The Finance Committee and the Public Works & Environment Committee met on September 12th and voted to recommend this Skidsteer purchase to the full City Council. Attached is a memorandum from Director Mike Bobinsky regarding the purchase of the new Skidsteer.

Other

- A. Community Revitalization Tax Relief Incentive Application from Chinburg Property, 17 Grand Street (Former Hilltop School).** Again, the Economic Development Committee met on August 1st and voted to support this application to the full Council by a vote of 3-1.
- B. Vote for Re-adoption of the City of Somersworth Investment Policy.** This is an annual housekeeping action item for the City Council. City Staff supports re-adoption without any amendments. The Finance Committee met on September 12th and recommends re-adoption. Attached is a copy of the City Investment Policy.

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

A. Informational Items.

- 1. Community Charrette – Somersworth Plaza & Main Street. – Somersworth CTC.**
See attached flyer.

Friday, September 22

- 1:30 pm: Government Officials Forum
- 3:30pm: Public Forum (1st time slot)
- 6:30pm: Public Forums (2nd time slot)

Saturday, September 23

- 3:00pm: Results Shared on this Planning Effort

- 2. Reminder - NH DOT Governor's Advisory Commission on Intermodal Transportation (GACIT) Hearings.** There are 2 Hearings that will be taking place in this area:
 - Thursday September 28th at 4:00 p.m. at Dover City Hall
 - Thursday, September 28th at 7:00 p.m. at Rochester Community Center located at 150 Wakefield St.-Room 1A.
- 3. Memorandum from Chief Keith Hoyle Regarding:**
 - A. Fire Prevention Grant.** The State Fire Marshall's office received a FEMA Fire Prevention Grant to install smoke and CO detectors in residences occupied by elderly and under-privileged children. Somersworth was named one of the communities (as is Dover, New Castle and Rochester. The Fire Marshall's office will train 21 Fire Departments and once trained we will publicize the Program and begin installation. The detectors are all wireless and communicate with each other so there will be no need to run wires or do any drilling.
 - B. Fire Department Open House.** The Fire Department is planning an Open House on Saturday, October 7th from 10:00 a.m. – 2:00 p.m.

B. Attachments.

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

RESOLUTION NO. 09-18 TO AUTHORIZE THE CITY MANAGER TO PURCHASE
A CATERPILLAR SKIDSTEER FOR THE DEPARTMENT OF PUBLIC WORKS
WHICH WILL BE FUNDED BY A LEASE PURCHASE ARRANGEMENT.

Somersworth, NH
September 18, 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 compact loader or similar type machine through a lease purchase arrangement, and

WHEREAS, City staff solicited three quotes for a compact loader and recommends purchasing a Caterpillar 242D wheeled Skidsteer for \$65,500 (Sixty Five Thousand Five Hundred dollars), and

WHEREAS, the Finance Committee has reviewed this purchase with staff and supports the recommendation, and

WHEREAS, the Public Works and Environment Committee has reviewed this purchase 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 purchase one (1) new Caterpillar 242D Skidsteer for \$65,500 (Sixty-Five Thousand Five Hundred dollars) which is funded in the approved FY2018 City budget through a lease purchase arrangement, and to take any other action in regards to this purchase deemed to be in the best interests of the City.

Sponsored by Councilors:

David A. Witham
Dale R. Sprague
Martin Pepin
Denis Messier

Approved:

City Attorney



MEMORANDUM from Director Public Works & Utilities

Date: August 29, 2017

To: Bob Belmore, City Manager

From: Michael J. Bobinsky, Director of Public Works and Utilities

Cc: Scott Smith, Director of Finance and Administration

Re: Purchase of new Skid Steer Loader-Caterpillar 242D

Funds are provided in the FY18 Budget for the purchase of a new skid steer loader for the Highway Division. The unit will be used principally in support of winter sidewalk clearing operations; it can also be used for other functions including some road repairs. Staff researched desired specification and evaluated equipment options that would be best suited for the Department's needs. Consideration included that the unit must include a plow, sander unit and snow blower, and be versatile for other projects, such as park projects and road repairs. Equipment quotes were recently obtained from available equipment dealers for compact loader units with snow plow, sander and snow blower attachments, and are listed as follows:

Milton Cat-Caterpillar	242D Skidsteer	\$65,500
MB Tractor & Equipment	ASV RT60 Track Loader	\$67,220
Bobcat of NH	T450 T4 Track Loader	\$58,353

After reviewing the background of the various skid steer units, range of options and manufacturers, along with obtaining feedback from Roy Remick and Gerry Vachon, it is my recommendation that we purchase the Caterpillar 242D for \$65,500. This proposal provides for key attachments including plow, snow blower, and a bucket. This model is properly sized for the range of work activities the Highway Division plans to use this equipment, and includes the high flow hydraulics which allows for the operation of other attachments, such as a cold planner for road repair work. The bucket feature meets our extension needs as far as reach, has the proper hydraulics, proper engine size, and extended 60 month warranty. In addition, this model provides for a swing away salt spreader unit for ease with service and maintenance during winter operations.



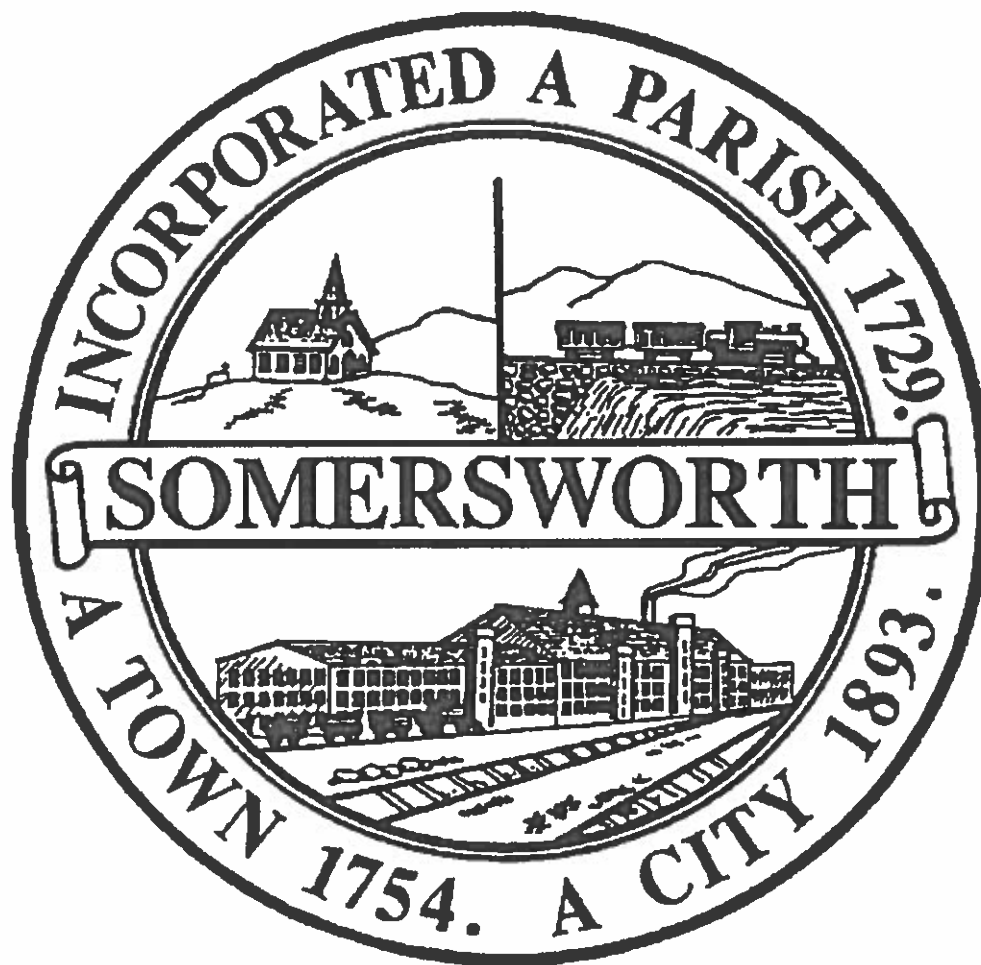
Caterpillar 242D Skidsteer



Caterpillar 242D Skidsteer loading 6-wheeler

**INVESTMENT POLICY
CITY OF SOMERSWORTH, NEW HAMPSHIRE**

I



**Adopted by City Council
March 19, 2007**

**Re-adopted by City Council March 17, 2008
Re-adopted by City Council March 16, 2009
Re-adopted by City Council March 15, 2010
Amended by City Council September 20, 2010
Re-adopted by City Council September 26, 2011
Re-adopted by City Council October 1, 2012
Re-adopted by City Council October, 21, 2013
Re-adopted by City Council, October 20, 2014
Re-adopted by City Council, October 19, 2015
Re-adopted by City Council, September 19, 2016**

INVESTMENT POLICY

CITY OF SOMERSWORTH, NEW HAMPSHIRE

PREFACE

An investment policy establishes a framework for the safe and prudent investment of public funds. While attempting to achieve the best possible results, an investment program must consider the safety and liquidity necessary to effectively meet the operational needs of the City.

The following are guidelines established to provide guidance and direction for city officials in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability, and in ensuring that laws are followed.

II SCOPE

The investment policy applies to all financial assets in the custody of the city treasurer of the City of Somersworth, New Hampshire. These funds are accounted for in the City's annual audited financial reports and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Enterprise Funds
- Agency and Escrow Funds
- Any new funds created by the City, unless specifically exempted by the governing body, in accordance with law, or by law

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not apply to the City of Somersworth Trust Funds.

III OBJECTIVES:

1. Security: Safety of principal is the foremost objective of the City. Each investment transaction shall seek to ensure that capital losses are avoided.
2. Liquidity: Investments shall not be made that may have an adverse effect on the normal operations of the City. Therefore, the length of all investments shall be dictated by cash flow needs.

INVESTMENT POLICY

CITY OF SOMERSWORTH, NEW HAMPSHIRE

3. Return on Investment: Return on investments should be maximized, but never to the extent that security of principal or liquidity of funds is jeopardized. City officials are encouraged to receive competitive proposals on prospective investments.

IV AUTHORITY:

New Hampshire Statute 48:16 is the legal authority under which the City Treasurer operates. See appendix "A" attached.

Other requirements include: The City of Somersworth Administrative Code Section 29.3.6.7 Division of Finance.

V. ADMINISTRATION

In accordance with the City of Somersworth Administrative Code Section 29.3.6.7 Division of Finance, the division of Finance shall include the functions of the City Treasurer with the head of the Division being the City Treasurer. Therefore, administration of the cash management of the City, directed by the City Treasurer, shall be coordinated with the Assistant Director of Finance.

VI. PRUDENCE

The investment policy shall be conducted in accordance with the "prudent person" standard, which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

VII. INSTRUMENTS:

In accordance with RSA 48:16 III and VI, excess funds of the City of Somersworth shall be invested in:

- a) United States Treasury securities maturing in less than one year; or
- b) Savings bank deposits of banks incorporated under the laws of the State of New Hampshire; or

INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE

- Fully insured or collateralized certificates of deposits of banks incorporated under the laws of the State of New Hampshire; or certificates of deposits that meet all the conditions as required by RSA 48:16 VI; or
- c) Fully insured or collateralized certificates of deposits of national banks located within the State of New Hampshire, or in banks recognized by the State Treasurer; or
- d) New Hampshire Public Deposit Investment Pool established pursuant to RSA 383:22; or
- e) Short-term obligations of United States Government agencies; or
- f) Repurchase agreements with banks chartered by the State of New Hampshire and fully collateralized by United States Treasury Bills and such other instruments as may be specifically authorized by the Revised Statutes of the State of New Hampshire.
- g) As an alternative to the option of collateralization for excess funds provided in paragraph V, the treasurer may also invest public funds in interest bearing deposit which meet all of the following conditions:
 - (a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.
 - (b) The selected bank arranges for the redeposit of the funds in one or more federally insured financial institutions located in the United States, for the account of the treasurer.
 - (c) The full amount of principal and any accrued interest of each such certificate of deposit is covered by federal deposit insurance.
 - (d) The selected bank acts as custodian with respect to such certificates of deposit issued for the account of the treasurer.
 - (e) At the same time that the funds are deposited and the certificates of deposit are issued, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll and accounts payable) as well as anticipated revenue inflows. At no time shall any investment be made exceeding a maturity date in excess of one year.

VIII. DIVERSIFICATION:

The City's investment portfolio shall be diversified. Over concentration in a maturity, an instrument, or institution/issuer is to be avoided.

➤ DIVERSIFICATION BY INSTRUMENT

INVESTMENT POLICY

CITY OF SOMERSWORTH, NEW HAMPSHIRE

	<u>Maximum Percent of Portfolio</u>
▪ Overnight Investments	100%
▪ U.S. Treasury Obligations	90%
▪ NH Public Deposit Investment Pool	50%
▪ Certificates of Deposit	75%

IX. DEPOSITORIES AND DEALERS:

Unless otherwise in the best interest of the City, the City shall solicit cash management and banking services every three to five years. Proposals, therefore, will be accepted through a competitive bidding process.

Short-term investment of surplus funds may be made by contacting credible institutions to establish the best available instrument at that time. All investments must be backed by full third party collateral and consider cash flow needs prior to considering the return on that investment. Also, no investment shall be made that contradicts the section titled "instruments" in this policy

X. SAFEKEEPING AND COLLATERALIZATION

Deposits shall be fully collateralized with the delivery of US government obligations, US government agency obligations, or obligations of the State of New Hampshire in market value at least equal to 102% of the cash deposit in each case. Collateral shall be wired to the municipality's joint custody account at the Federal Reserve Bank of Boston or Federal Reserve Bank of New York no later than the day cash deposits and/or investments are wired/transferred.

XI. REPORTING

The City Treasurer shall submit quarterly to the City Manager an investment report that summarizes recent market conditions and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

XII. ETHICS AND CONFLICT OF INTEREST:

INVESTMENT POLICY

CITY OF SOMERSWORTH, NEW HAMPSHIRE

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Officers and employees involved in the investment process shall disclose to the City Manager any material financial interest in financial institutions that conducts business with the city. Further, they shall report to the City Manager any large personal financial investment position that could be related to the performance of the City portfolio. Officers and employees involved in the investment process shall subordinate their personal investment transactions to those of this City, particularly with regard to the timing of purchases and sales.

XIII. PERFORMANCE EVALUATION

The City shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the City's investment program as it relates to the City's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

XIV. OTHER

The City Council, shall review this policy annually, with changes made as warranted, followed by re-adoption by the City Council.

The City Council reserves the right to implement changes to this policy without prior notice if it is deemed in the City's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Director of Finance and Administration.

INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE

Appendix A

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 48 CITY OFFICERS

City Treasurer Section 48:16

48:16 City Treasurer; Duties. –

I. The city treasurer shall have custody of all moneys belonging to the city. The treasurer shall deposit the same in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, except that funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the regional federal reserve bank collateral security for such deposits of the following types:

- (a) United States government obligations;
- (b) United States government agency obligations; or
- (c) Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.

II. The city treasurer shall keep in suitable books provided for the purpose a fair and correct account of all sums received into and paid from the city treasury, and of all notes given by the city, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the city giving a particular account of all his or her financial transactions during the year and account balances at year end. The treasurer shall furnish to the mayor and council statements from the treasurer's books, and submit the books and vouchers to them and to the city auditors for examination, whenever so requested.

III. Whenever the city treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the city treasurer shall invest the same in accordance with the investment policy adopted by the mayor and board of aldermen or city council under RSA 47:6, II. The treasurer may invest in participation units in the public deposit investment pool established pursuant to RSA 383:22, or in deposits, including money market accounts, or certificates of deposit, or repurchase agreements, and all other types of interest bearing accounts, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state, or in obligations fully guaranteed as to principal and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U.S.C. section 80a-1 et seq., if the portfolio of the investment company or

INVESTMENT POLICY CITY OF SOMERSWORTH, NEW HAMPSHIRE

investment trust is limited to such obligations and repurchase agreements fully collateralized by such obligations.

IV. The city treasurer shall pay out fees held pursuant to RSA 673:16, II upon the order of the local land use board or its designated agent or in the case of moneys held pursuant to RSA 674:44-d upon order of the heritage commission.

V. The treasurer shall insure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall make available at the time of such deposit or investment an option to have such funds secured by collateral having a value at least equal to the amount of such funds. Such collateral shall be segregated for the exclusive benefit of the city. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

VI. As an alternative to the option of collateralization for excess funds provided in paragraph V, the treasurer may also invest public funds in interest-bearing deposits which meet all of the following conditions:

(a) The funds are initially invested through a federally insured bank chartered under the laws of New Hampshire or the federal government with a branch within the state, selected by the treasurer.

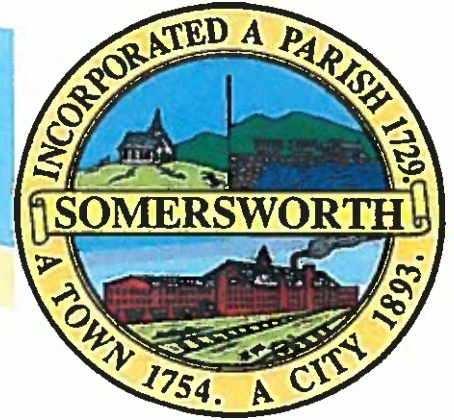
(b) The selected bank arranges for the redeposit of funds which exceed the federal deposit insurance limitation of the selected bank in deposits in one or more federally insured financial institutions located in the United States, for the account of the treasurer.

(c) The full amount of principal and any accrued interest of each such deposit is covered by federal deposit insurance.

(d) The selected bank acts as custodian with respect to each such deposit for the account of the treasurer.

(e) On the same date that the funds are redeposited by the selected bank, the selected bank receives an amount of deposits from customers of other federally insured financial institutions equal to or greater than the amount of the funds initially invested through the selected bank by the treasurer.

Source. 1939, 170:2. RL 65:15. 1949, 207:1. RSA 48:16. 1959, 197:2. 1973, 490:2. 1991, 268:9; 377:7; 383:10. 1992, 64:4. 1996, 209:11. 1997, 208:9. 1998, 40:3. 2007, 246:7. 2008, 120:26. 2010, 7:4, eff. July 3, 2010. 2013, 97:4, eff. Aug. 19, 2013.



Please join us...

SOMERSWORTH PLAZA & MAIN STREET COMMUNITY CHARRETTE

What should a redevelopment plan look like for the Plaza? How about the former police station? What businesses would you like to see on Main Street? Where would you like the Riverwalk to go? We want to hear from you!

Please join us!

Friday September 22nd, 2017

Government Officials Forum

1:30 PM

Then stay for the two public forums if you would like! 3:30PM and 6:30PM

Hear and see the results of the Planning effort

Saturday September 23rd - 3p.m.

Somersworth High School/Career Tech Center
18 Cemetery Road, Somersworth, NH 03878



SOMERSWORTH FIRE DEPARTMENT

September 15, 2017

TO: Robert M. Belmore, City Manager
FROM: Chief Keith Hoyle
RE: Update on State Grant Detector Program and "Open House"

The State Fire Marshal's Office received a FEMA "Fire Prevention Grant" to install smoke and CO detectors in residences occupied by the elderly and also under-privileged children. That office used statistical analysis to deduce that 21 communities in the state are eligible to take advantage of the grant. Somersworth was named one of the communities (as is Dover, New Castle and Rochester on the Seacoast).

The State Fire Marshal's Office will train all 21 Fire Departments in the eligible communities and then we can publicize the Program and begin detector installation. The detectors all are wireless and communicate with each other so there will be no need to run wires or drill extensive holes. There are no training dates yet determined by the State Fire Marshal's Office.

The annual Open House at the Fire Department will be Saturday October 7 from 10am to 2pm. American Ambulance, Somersworth Police and Wentworth Douglass Hospital will join us. Refreshments are provided by Papa Ginos and Starbucks along with cider and donuts we procure through Wal-Mart.

Besides the information tables staffed by the above organizations, we will have the Mayor's favorite – "Smokey the Bear" - along with the "Fire Safety House", fire extinguisher training and a blood pressure clinic by American Ambulance.

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

September 14, 2017

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 09-18

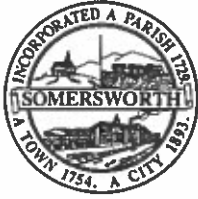
Title: TO AUTHORIZE THE CITY MANAGER TO PURCHASE A CATERPILLAR
SKIDSTEER FOR THE DEPARTMENT OF PUBLIC WORKS WHICH
WILL BE FUNDED BY A LEASE PURCHASE AGREEMENT.

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: 9/14/17

By: 



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: September 13, 2017

SUBJECT: Public Works Department Monthly Report for August/September, 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:

- The Department held a pre-proposal meeting with firms in response to the City's engineering complete streets RFP. Nine (9) proposals were received; short list established.
- The City's paving work with Pike Industries will begin in mid-October. Streets to be milled and paved: Blackwater Rd, (Rte.108-High Street), Maple Street (Blackwater Rd to Linden St); Green St (Franklin St to Washington St); Rocky Hill Road (Otis Road to Winter St), Winter St (Rocky Hill Road to Market St) and spot repairs along Salmon Falls Road.
- Staff conducted a site visit with the Strafford County Forester on downtown street trees; seeking feedback on present tree maintenance. Additional watering and selected pruning was recommended.
- Indigo Hill Road improvements are complete.
- Assisted City Hall Departments with delivering and filling totes with document for shredding and recycling. Iron Mountain is providing the shredding and transport services.
- Participated in Skyhaven Airport meetings; released an RFP for Fixed Based Operator (FBO) services. Proposals are due on October 14 to the Pease Development Authority.
- The new General Highway Foreman began his duties in mid-August.
- Participated in a planning meeting for a mock disaster on the Salmon Falls River.
- Beginning to work on CIP project requests for FY19-24
- Participated in Finance and Public Works and Environment Committee meetings.
- Worked with the Planning Director on the draft RFQ for engineering services related to the TAP Grant.
- Met with Wright Pierce Engineers on initial draft reports on the upgrade design work and the comprehensive facility plan for the WWTF.
- Proposed short and long term options for a water interconnection between the City of Dover and Somersworth. Staff will work with Dover officials on the short term connection this month, which involves installing a new fire hydrant on Hickory St at Old Rochester Road. A future inter-municipal agreement will be needed to advance the longer term solution.
- Assisted with road closure needs in support of the September 9 Indonesian Festival and provided barricades for the Chambers' use at the Bluegrass Festival.

HIGHWAY DIVISION -

Operations/Maintenance:

- Repaired 4 catch basins
- Repaired pot holes around the city.
- Cleaned, inspected, and repaired the sidewalk at 99 Green St.

- Finished painting cross walks and stop bars
- Continued road side mowing for line of sight
- Performed road side brush removal and chipping
- Performed vehicle inspections and repairs from wear and tear
- Began preparing plows for winter time operations

Recreation:

- Made repairs to storage box at Millennium Field
- Repaired foot bridge at Willand Pond
- Litter pick up and daily trash collection in all parks
- Removed picnic tables from Noble Pines Park and stored them at DPW for the winter season.

Cemetery:

- Cleaned cremation lot to include mowing, weed whacking, and raking ahead of a burial.
- Had one burial during this report
- Picked up litter along main fence line on Maple ST

Water Distribution Support:

- Excavated for a Hayes box replacement on Cemetery road
- Supplied Trucks, personnel, and back hoe for a water break on Daniel St.
- Paved Daniel St water break trench

Sewer Collections Maintenance:

- Cleared one Sewer back up on Willand Dr.
- Received and responded to 50 digsafes notices.

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under our summer seasonal limits. This process is used to specifically treat phosphorus and ammonia nitrogen for nutrient removal.
- Reviewed first draft of both, the Comprehensive Wastewater Facility Plan and the Influent Screening, Aeration and Dewatering Systems Upgrade. Wright-Pierce was onsite on 8/31 for staff presentation. We held a follow up meeting to discuss code issues.
- Experienced a complete failure of the WWTF standby generator which resulted in renting a trailer mounted unit for back-up power. The unit is under warranty however rental fees are not included. Power-Up generator along with a Kohler warranty technician diagnosed the issue and discovered a crimped wire within the wiring harness. The unit is now back in full service.
- Completed preventative maintenance on all pump station generators.
- Treated a total of 18,000 gallons of septage from residents not on city sewer. Approximately 25% of the city is operating with septic systems.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES.
- Reported no permit exceedances for the month of August.
- Treated a total of 31-million gallons of wastewater during the month

Industrial Pretreatment Program:

- Re-issued several commercial permits. All Industrial Permits are current and in full compliance at this time.

Capital Improvements Plan Items:

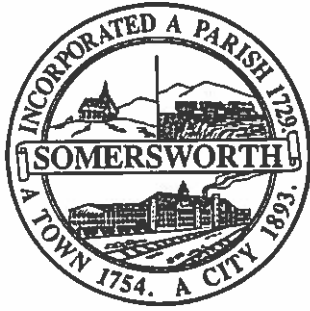
- Blackwater Rd pump station upgrade – Apex construction is now under contract to complete the upgrade. With all necessary permits in place, they are now focused on ordering equipment. Underwood Engineering will provide site inspections.

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

- Bacteria's and TOC's tests were completed
- Pumped 51,583,313 gallons of raw water
- Filtered and pumped to the city 47,045,625 of finished water
- Completed annual testing of SOC, VOC and Nitrate at plant
- Completed quarter #3 Dis-infection byproduct testing
- Repaired phone line at Rocky Hill tank due to rodents chewing lines
- Maine DEP conducted follow up testing for Diaquot application in Milton; application for weed control in Milton Three Ponds.
- Attended meeting for upcoming spill response drill planning
- Ordered new TOC analyzer

WATER DISTRIBUTION

- Water Distribution personnel responded to multiple service calls and provided contractor support at multiple construction sites.
- On August 31, there was a water main break on Daniel Street. This break resulted in loss of service to roughly 30 customers for nearly 4 hours.
- Distribution personnel worked with the Highway division to repair a water service at 34 Cemetery Road and assisted a contractor with an emergency service repair at 5 Turgeon Lane.
- Gate valves along Rocky Hill Road and Maple Street were inspected ahead of upcoming road resurfacing work.
- Hydrants on John Parsons Way and Route 108 at Haven Hill were repaired.
- Hydrant painting continued on West High Street, Brian, Jessica and Maple Street in the month of August. Requests to have a specific hydrant painted are welcomed. This request can be made by calling us at 692-6718.



DEPARTMENT OF DEVELOPMENT SERVICES

Date: August 1, 2017, 2017

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

Re: August 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 – No Meeting this month
- Conservation Commission – August 9
- Planning Board – August 16
- SRTC – August 2, August 9
- Historic District Commission meeting – August 23 (Did not attend)

And attended the following Special Meetings:

- Seacoast Stormwater Coalition – August 9
- SRTC – Transportation Advisory Committee - August 4
- DES Drinking water Land Protection Plan Meeting – August 16
- SRPC 10 – Year Plan Meeting – August 29
- PREP – Salmon Falls Safari - (presented) August 30

Office of Assessing- August:

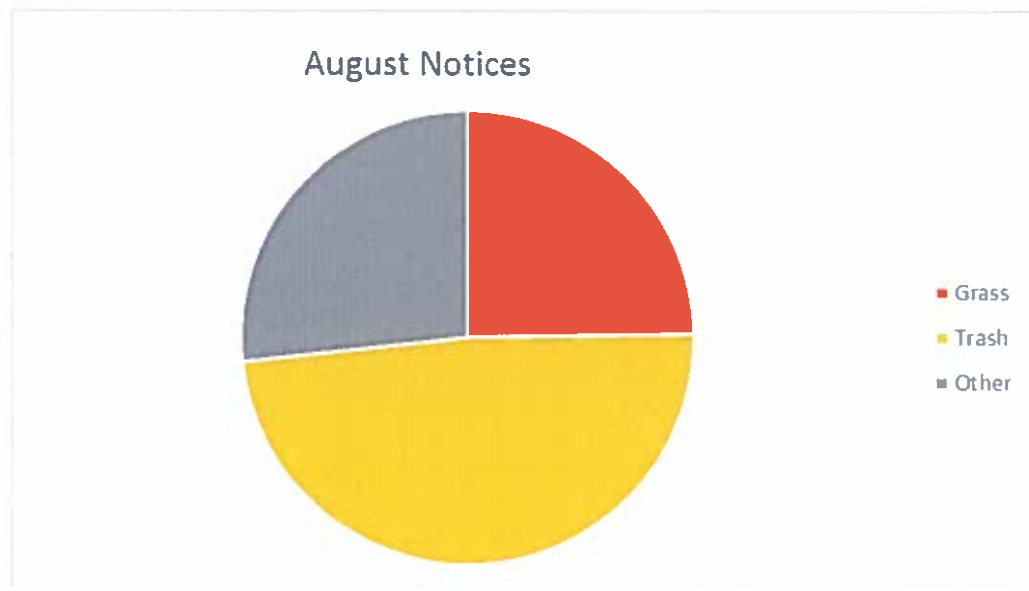
- Sales Verification inspections have taken place in the month of August.
- Cycled inspections are continuing. There are approximately 1100 properties to visit this summer. An article was put in the Foster's to make the public aware of which properties the Assessing Department are visiting.

Property Maintenance and Code Enforcement Activity Report for August 2017

Incident Location		Origin of complaint	Nature of Concern	Date of Complaint	Responsible person notified*	Compliance
22	Union	DDS	Trash	8/1/17	NOV	COMPLETED
362	Rt. 108	DDS	Grass	8/1/17	NOV	COMPLETED
17-31	Market	DDS	Trash	8/1/17	NOV	COMPLETED
85	Elm	DDS	MV	8/1/17	NOV	PENDING
17	Silver	DDS	Protective treatments	8/1/17	CN	PENDING
364	Rt. 108	DDS	Grass	8/1/17	CN	COMPLETED
369	Rt. 108	DDS	Grass	8/1/17	CN	COMPLETED
8	Ash	DDS	Trash	8/1/17	CN	COMPLETED
24	Union	DDS	Trash	8/1/17	CN	COMPLETED
55	Green	DDS	Protective treatments	8/1/17	CN	PENDING
103	Green	DDS	Protective treatments	8/3/17	CN	PENDING
310	High	DDS	Protective treatments	8/3/17	CN	PENDING
19	Prospect	DDS	Protective treatments	8/3/17	CN	PENDING
10	Central	DDS	Trash	8/7/17	CN	COMPLETED
1	Beacon	DDS	Trash	8/3/17	CN	COMPLETED
33-35	Lincoln	DDS	Trash	8/3/17	CN & NOV	COMPLETED
9	Linden	DDS	Trash	8/3/17	CN	COMPLETED
117	Green	DDS	Trash	8/4/17	NOV	COMPLETED
159	West High	DDS	Trash	8/4/17	NOV	COMPLETED
151	Indigo Hill	DDS	Trash	8/4/17	NOV	COMPLETED
283-285	Main	DDS	Trash	8/4/17	NOV & CITATION	PENDING
78-80	Union	DDS	Trash	8/4/17	NOV	COMPLETED
22	Fayette	DDS	Trash	8/4/17	NOV	COMPLETED
6	Myrtle	DDS	Trash	8/4/17	NOV	COMPLETED
149	High	DDS	Trash	8/7/17	NOV & CITATION	PENDING
142-144	High	DDS	Trash	8/7/17	CN	COMPLETED
28	West High	DDS	Trash	8/7/17	CN	COMPLETED
44	Rt. 108	DDS	Fence	8/7/17	CN	PENDING
44	Rt. 108	DDS	Trash	8/7/17	CN	COMPLETED
162	Rt. 108	DDS	Other	8/7/17	CN	PENDING
11	Noble	DDS	Fence	8/9/17	CN	COMPLETED
5	Ash	DDS	Trash	8/9/17	CN & NOV	COMPLETED
59-61	Union	DDS	Trash	8/9/17	CN	COMPLETED
48	Green	DDS	Trash	8/9/17	CN & NOV	COMPLETED
36-38	South	DDS	Trash	8/9/17	CN & NOV & CITATION	PENDING
6-8	School	DDS	trash	8/9/17	CN	PENDING
259	Main	DDS	Grass	8/10/17	CITATION	COMPLETED

260	Main	DDS	Fence	8/10/17	CITATION	COMPLETED
156 A-C	High	DDS	Grass	8/14/17	CN & NOV	COMPLETED
18	Davis	DDS	Fence	8/14/17	CN	PENDING
96	Rocky Hill Rd	DDS	Mv	8/14/17	CN	COMPLETED
8	Tate's Brook Rd	DDS	Trash	8/14/17	CN & NOV	COMPLETED
426	Rt. 108	DDS	Grass	8/14/17	CN	COMPLETED
481	High	DDS	Grass	8/14/17	CN	COMPLETED
35	Maple	DDS	Grass	8/14/17	CN	COMPLETED
15	Lenox	DDS	Trash	8/14/17	CN	COMPLETED
199	High	DDS	Trash	8/15/17	CN	COMPLETED
71	Indigo Hill Rd	DDS	Trash	8/15/17	CN & NOV	COMPLETED
28	Buffumsville Rd	DDS	Trash	8/15/17	CN	COMPLETED
378	High	DDS	Trash	8/15/17	CN	COMPLETED
12	Silver	DDS	Trash	8/15/17	CN	COMPLETED
335-337	Main	DDS	Trash	8/15/17	CN & NOV	COMPLETED
0	Cherryfield Dr	DDS	Trash	8/15/17	CN	COMPLETED
384	Main	DDS	Trash	8/15/17	CN	COMPLETED
24	Coombs Rd	DDS	Other	8/15/17	CN	PENDING
59-65	High	DDS	Protective treatments	8/22/17	CN	PENDING
141-143	High	DDS	Trash	8/22/17	CN	COMPLETED
231	High	DDS	Trash	8/22/17	CN	PENDING
23	Lil-Nor Ave	DDS	Grass	8/22/17	CN	PENDING
11-15	Union	DDS	Grass	8/22/17	CN	COMPLETED
49-51	Franklin	DDS	Grass	8/22/17	CN	COMPLETED
103	Franklin	DDS	Grass	8/22/17	CN	COMPLETED
49	Prospect	DDS	Grass	8/22/17	CN	COMPLETED
6-8	School	DDS	Grass	8/22/17	CN	COMPLETED
25	Union	DDS	Grass	8/22/17	CN	COMPLETED
11	Ford	DDS	Grass	8/22/17	CN & NOV	PENDING
132-136	High	DDS	Trash	8/22/17	CN	COMPLETED
37	Green	DDS	Trash	8/22/17	CN & NOV	PENDING
2	Pleasant	DDS	Trash	8/22/17	CN & NOV	PENDING
15	Lincoln	DDS	Trash	8/22/17	CN	PENDING
19	Oakridge	DDS	MV	8/24/17	CITATION	PENDING
500	High	DDS	Grass	8/24/17	CN	PENDING
510	High	DDS	Trash	8/24/17	CN	PENDING
3	Bennett	DDS	Grass	8/25/17	CN	PENDING
24	Union	DDS	Trash	8/25/17	CN	PENDING
10	Down	DDS	Trash	8/29/17	CN	PENDING
123	Indigo Hill Rd	DDS	Trash	8/29/17	CN	PENDING
3	River	DDS	Grass	8/29/17	CN	PENDING
147	West High	DDS	Trash	8/29/17	CN	PENDING
361	Rt. 108	DDS	Grass	8/29/17	CN	PENDING

315	High	DDS	Grass	8/29/17	CN	PENDING
315	High	DDS	Trash	8/29/17	CN	PENDING
17	Silver	DDS	Grass	8/29/17	CN	PENDING
86	Franklin	DDS	Grass	8/29/17	CN	PENDING
67	South	DDS	Grass	8/29/17	CN	PENDING
8	Myrtle	DDS	Trash	8/29/17	CN	PENDING
8	Ash	DDS	Trash	8/31/17	CN	PENDING
10-12	School	DDS	Trash	8/31/17	CN	PENDING
6	Kilda	DDS	Grass	8/31/17	CN	PENDING
315	High	DDS	Other	8/1/17	NOV	PENDING
In addition to new complaints received, work continues on the Work in Progress (WIP) files from past months. Of the 48 pending complaints from July, 24 have been completed and 24 are still pending.						
*CN=Courtesy Notice; NOV=Notice of Violation						



Building and Health Departments:**Major Building Permits Applied for in August 2017 Construction Costs and Fee**

Regan Estates MHP LLC	\$48,488.00	\$494.00
Benten	\$7,000.00	\$66.00
Drakopoulos	\$164,500.00	\$1,326.00
Colonial Village	\$35,000.00	\$360.00
Colonial Village	\$35,000.00	\$360.00
Twelve Month LLC	\$170,000.00	\$1,370.00

Minor Building Permits Applied for in August 2017:

16	Guy	\$8,987.17	\$82.00
20	Noble	\$15,000.00	\$130.00
16	Copperhead Rd	\$13,500.00	\$145.00
19	Fremont	\$7,000.00	\$66.00
55	Prospect	\$3,850.00	\$41.00
93	Blackwater Rd	\$4,200.00	\$50.00
33	Green	\$3,000.00	\$34.00
13	Summer	\$8,500.00	\$146.00
63	Prospect	\$4,000.00	\$42.00
203	High	\$13,600.00	\$120.00
36	Crest Dr	\$3,500.00	\$45.00
5	Flynn	\$4,000.00	\$42.00
49	Market	\$3,000.00	\$34.00
11	Noble	\$200.00	\$25.00
19	Mt. Vernon	\$8,000.00	\$74.00
38	Cemetery Rd	\$11,870.00	\$106.00
229	High	\$6,200.00	\$110.00
4	Adams Ct	\$3,000.00	\$34.00
316	High	\$5,000.00	\$60.00
8	Fox Ct	\$700.00	\$25.00
64	Hickory Ln	\$2,458.77	\$29.00
69	West High	\$40,000.00	\$320.00
7	Chabot	\$3,800.00	\$40.00
82	Indigo Hill Rd	\$500.00	\$25.00

PERMIT RECEIPTS						
	2014	2015	2016	2017	DIFFERENCE this year to last	% OF CHANGE
January	\$1,820.00	\$2,157.00	\$6,148.85	\$15,262.40	\$9,113.55	148.2%
February	\$3,864.00	\$2,408.00	\$4,440.00	\$9,170.40	\$4,730.40	106.5%
March	\$2,191.64	\$5,287.28	\$27,399.40	\$23,232.82	-\$4,166.58	-15.2%
April	\$4,768.15	\$8,277.80	\$6,608.52	\$6,269.89	-\$338.63	-5.1%
May	\$26,049.95	\$7,194.16	\$12,089.70	\$11,919.72	-\$169.98	-1.4%
June	\$24,286.88	\$4,234.80	\$5,107.95	\$9,902.40	\$4,794.45	93.9%
July	\$3,646.20	\$4,914.41	\$14,315.00	\$5,352.84	-\$8,962.16	-62.6%
August	\$6,156.50	\$6,829.37	\$5,197.60	\$9,538.60	\$4,341.00	83.5%
September	\$6,224.10	\$4,438.20	\$5,247.60		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	36	-13	-26.5%
6	March	27	29	44	29	48	71	79	8	11.3%
7	April	42	42	60	48	58	57	58	1	1.8%
8	May	77	43	65	66	55	60	99	39	65.0%
9	June	55	29	77	66	73	77	94	17	22.1%
10	July	54	51	54	47	51	89	73	-16	-18.0%
11	August	66	53	62	55	67	79	86	7	8.9%
12	September	53	51	72	67	69	69	0	N/A	0.0%
13	October	56	61	60	63	58	57	0	N/A	0.0%
14	November	61	36	50	47	64	49	0	N/A	0.0%
15	December	36	48	42	38	52	54	0	N/A	0.0%
16										
17	YTD Totals	589	507	656	581	649	744	496	54	-33.3%
18	Difference of changed this year to last (completed months only)									
		589	507	656	581	649		85		3.7%

Land Use Boards:

Conservation Commission August 2017:

At the regular meeting the Commission reviewed the following:

- Septic design proposed for property located at 31 Cole's Pond Road, in the Residential Single Family (R1) District, Assessor's Map 49, Lot 16, CUP # 01-2017 and located within the Groundwater Protection District. This review is a condition of the ZBA's variance approval.

Historic District Commission August 2017:

At the regular meeting the Commission discussed the following:

- Thomas & Sara Crosslin, 55 Prospect Street, Assessor's Map 11, Lot 108, HDC # 17-2017. Application for window replacement was **approved**.
- Atwood Family Revocable Trust, 19 Mt. Vernon Street, Assessor's Map 11, Lot 23, HDC # 19-2017. Application to repair/replace the existing front porch and stairs was **approved**.

Planning Board August 2017: The August Planning Board meeting was cancelled.

Zoning Board August 2017: The August ZBA meeting was cancelled.

Parks and Recreation

- Summer Camps concluded on August 18th. This year we challenged our staff to develop a more diverse program through field trips, weekly themes, and activities. The last week of camp our staff put together a wonderful camp carnival complete with carnival games, face painting, team challenges, a dance party, and more. The carnival and our annual field day with SYC camp was a huge hit. We continue to evaluate this program to increase participation while keeping the program exciting and fun for both returning campers and new campers. We also added the use of walkie-talkies for staff which has increased the safety and overall flow of our camp substantially.
- We're excited to announce new playground at Millennium Park opened in August. This playground has a small brightly colored playground structure and swing set. We have already noticed a spike in patrons visiting the park since this has opened.
- Pee Wee Soccer registrations continue to come in. This program runs for 6 weeks on Saturday mornings September 9th- October 21st. Parent volunteers help run this program under the direction of the Recreation Supervisor.
- Planning for basketball season has just begun. This program is 8 weeks on Saturday mornings. We utilize 2 gyms and the program is run by volunteers. The department is currently researching ways we can improve our Rec. basketball program, specifically for the grades 3-6 age groups. Our goal is to increase participation while providing a comprehensive program that allows players to development the core skills needed to move forward in the sport. We are also looking for a more consistent program across both the girls and boys groups.
- Planning for senior picnic is underway. This year we're excited to have a new group called "Senior Moments" who will perform skits for our seniors before lunch starts. This event is hosted by committee members from Police, Fire, Meals on Wheels, Somersworth Housing, Somersworth Recreation, Senior Center, and more! The event is being held on Thursday, October 5th from 11:00-1:00 p.m. at the Flanagan Center. Transportation for housing members is currently being arranged. We anticipate over a 100 attendees.



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: September 13, 2017
Subject: Monthly Report – Month of August 2017

Bob:

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

COMMUNITY POLICING:

- National Night Out was held on August 1st at Jules Bisson Park. This totally free family event was sponsored by the Community Prevention Coalition. The turn-out was very good with games for the children, free hot dogs, and participation by our Department, the Fire Department, American Ambulance and City Officials.

PERSONNEL/TRAINING:

- Our Department held Active Shooter Training at the Somersworth High School and the Somersworth Middle School on August 22nd for all police officers. The training instructors were Detective Rick Campbell and Officer Tony DeFrancesco.
- Officer Colton Deschenes began the school year as the School Resource Officer.
- Officer Joshua Wright completed the 173th New Hampshire Police Academy and has received his certification as a police officer. Officer Alex Mulcahey began the 174th Police Academy on August 28th. The New Hampshire Police Academy is 16 weeks.
- Other training received by personnel: Supervisor's Academy offered by Primex and Mental Health Response: Effective Interventions in the Workplace offered by Primex.



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



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

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AUGUST 2017 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	4
Vehicle Fires:	1
Outside Fires:	7
Emergency Medical:	50
Motor Vehicle Crash:	5
Malfunction/false alarm:	5
Accidental/public service:	28
Hazardous Condition:	5
Hazardous Materials:	6

NON-EMERGENCY ACTIVITIES

Burning Permits:	20
Fireworks Permits:	6
Oil Burner Permits:	2
Place of Assembly Permits:	2
Fire Safety Inspections:	12
Fire Drills:	1

CALLS FOR SERVICE

- We responded to 35 fewer emergency calls this August (111) than in August 2016 – a decrease of 25%.
- There was a small fire in a duct at General Linen that did not cause any significant damage to the facility.
- There was a kitchen fire at 8 Tri City Road with minimal damage.
- We responded to mutual aid fires in Dover and Durham.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

PLANNING/PROJECTS/GRANTS

- Selected one candidate out of the final 8 to be hired as a career firefighter to fill our vacancy. Candidate passed all background and medical evaluations and will start in early September.
- The remaining 7 names continue on a hiring list for 2 years.

- Two call firefighter candidates were selected. Mark Marashio of Somersworth has passed all background and medical evaluations and began employment on August 27. The second is going through the process. Both candidates need to be trained as firefighters and are enrolled in the North Berwick FF I/II class beginning in November.
- The “Community Mutual Aid Association” is moving forward with the \$250,000 FEMA FIRE Act grant they received last month to replace the 29 year old Air Van that we operate.
- The City Council accepted a \$5000 COOP grant from NH HSEM to develop a continuity of operations plan for city facilities and programs in the event a natural or man-made disaster renders all or some of them inoperative.
- Provided CO detector to the police to measure any CO levels in their Ford Explorer cruisers.
- We were notified that we are included (along with 20 other communities) in a State Fire Marshal’s Office federal grant to install smoke and CO detectors in homes for the elderly and underprivileged children. As Dover and Rochester also are included, we can train together for this program.
- We, along with the DPW, met with the Granite State Rural Water Association regarding the NH and Maine grant they received to protect drinking water along the Salmon Falls River. This grant will provide equipment and training for the Berwick and Somersworth Fire Departments and culminate in a June 2018 drill where both Fire and Water Departments exercise their plans to protect the water plants from an infiltrating hazardous materials spill.
- Fire protection systems at Fiddleheads on High Street and the new Wal-mart service station on High Street were tested and approved.
- Awaiting information from Cornerstone VNA on a plan to refer elderly to an agency when we encounter issues on EMS or fire calls.

TRAINING/MEETINGS

- One call firefighter still attending FF II training in Greenland.
- Three call firefighters attended NH/VT/AL state weekend training at the national Fire Academy in Maryland.
- We continue to train 4 new career firefighters on shift.
- Primex conducted chain saw safety training on shift.
- Met with NH Fire Academy staff about upcoming trainings
- Attended “Active Shooter Committee” and Traffic Safety Committee meetings.
- Met with Strafford County EMDs at Wentworth Douglass Hospital in conjunction with the “Ready Strafford” organization.

BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS

COMMUNITY SERVICE

- Department participated in “National Night Out” event.
- Department participated in the National Guard’s “Family Day” event.
- Duty crew attended the Recreation Department’s “Safety Day”.

Respectfully Submitted:

Keith E. Hoyle, Fire Chief/EMD

BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS