

CITY OF SOMERSWORTH

CITY COUNCIL MEETING

AGENDA

FEBRUARY 6, 2012 – 7:00 P.M.

1. Roll Call of Members
2. Pledge of Allegiance
3. Minutes of the Previous Meeting
 - A. Minutes of January 17, 2012 City Council Meeting.
 - B. Minutes of 1/23/12 City Council/School Board Workshop.
4. Comments by Visitors
5. Communications
 - A. Letter from Charles Kinney.
6. Presentation of Petitions and Disposal Thereof by Reference or Otherwise
7. Mayor's Report
8. Reports of Standing Committees
9. Reports of Special Committees, City Officers and City Manager
10. Nominations, Appointments and Elections
 - A. Board of Cemetery Trustees – Jennie Flayhan, Term to Expire 01/2017.
 - C. Somersworth Housing Authority Board of Commissioners – Denis Messier, Term to Expire 02/2017.

11. Lay on Table

Resolution:

- A. Resolution No. 19-12 To Authorize the City Manager to Coordinate with Yankee Thermal Imaging of Dover, NH to Conduct Energy Audits on City of Somersworth Buildings and Facilities, at no Cost to the City. (Referred to Sustainability Committee by City Council vote on 1/17/12.)

12. Unfinished Business

Resolution:

- A. Resolution No. 17-12 Authorizing a Public-Private Collaboration between the City of Somersworth and the Friends of Somersworth to Pursue the Preservation of the Hilltop School as a Community Resource. (Postponed until this Meeting by City Council vote on 12/12/11.)

13. New Business

Ordinance:

- A. Ordinance No. 9-12 Amend Chapter 4, Personnel Rules and Regulations, Appendix 1, Assignment of Class to Grade.

Other:

- A. Possible Date Change for Goal Setting Session.

14. Comments by Visitors

15. Closing Comments by Council Members

16. Future Agenda Items

17. Nonpublic Session (as necessary, pending roll call vote by Council)

18. Adjournment

COMMUNICATIONS

From: Charles Kinney
To: Matthew Spencer
Subject: Skyhaven Airport Commission

January 28, 2012

Dear Mayor Spencer:

Appointed by Lincoln Soldati, I have served on the Skyhaven Airport Commission (SCCA) the last couple of years representing city interest in General Aviation.

Due to schedule constraints as an airline pilot and family matters, effective today, I hereby resign my position on the commission.

I have notified Chairman Peter Bruckner of same.

Respectfully,

Charles Kinney
23 Mount Vernon St.
603-973-9045

LAY ON

TABLE

RESOLUTION NO. 19-12 TO AUTHORIZE THE CITY MANAGER TO
COORDINATE WITH YANKEE THERMAL IMAGING OF DOVER, NH TO
CONDUCT ENERGY AUDITS ON CITY OF SOMERSWORTH BUILDINGS AND
FACILITIES, AT NO COST TO THE CITY.

Somersworth, NH
January 3, 2012

WHEREAS, the Somersworth City Council held a workshop on November 14, 2011 for the purpose of a presentation by Yankee Thermal Imaging regarding specific energy reduction and management programs for City buildings, and

WHEREAS, Yankee Thermal Imaging will conduct energy audits on City owned buildings and facilities and make recommendations to implement improvements that will lead to energy efficiencies and energy use reductions, and

WHEREAS, the Somersworth City Council supports the concept of reducing the energy demands of the City and by way of this Resolution encourages the Somersworth School Board to partner with the City in this program,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to coordinate with Yankee Thermal Imaging of Dover, NH to conduct energy audits on City of Somersworth Buildings and Facilities, at no cost to the City.

Introduced by Councilor

Dale R. Sprague

Approved

City Attorney

UNFINISHED

BUSINESS

RESOLUTION NO. 17-12 AUTHORIZING A PUBLIC-PRIVATE COLLABORATION BETWEEN THE CITY OF SOMERSWORTH AND THE FRIENDS OF SOMERSWORTH TO PURSUE THE PRESERVATION OF THE HILLTOP SCHOOL AS A COMMUNITY RESOURCE.

Somersworth, NH
November 14, 2011

WHEREAS the City of Somersworth has assumed care and control of the former Hilltop Elementary School Building and associated property designated as Assessor's Map 11 Lot 49; and

WHEREAS the City of Somersworth recognizes that preservation of the former Hilltop School building and property is a reasonable goal given its iconic value and its presence in an established historic neighborhood; and

WHEREAS the re-use of the property will help to keep the building and property from becoming a hazardous or blighted condition through prolonged abandonment; and

WHEREAS such a public-private partnership will provide City guidance and assistance in seeking out and applying for grants open to the City as well as grants open to the Friends of Somersworth that will support the necessary steps to ensure the legal, safe and effective re-use of the building and property; and

WHEREAS the Friends of Somersworth do not wish for the adaptive re-use of the property to be a financial burden on City taxpayers and such a partnership does not obligate the City of Somersworth to any funding; and

WHEREAS the establishment of a partnership does not prohibit other action by the City Council of the City of Somersworth relative to other public or private re-use alternatives,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT a public-private collaborative partnership between the City of Somersworth and a duly incorporated non-profit community based group known as the Friends of Somersworth be established and that the City Manager is authorized to execute any documents and agreements necessary for any grant application on the City's behalf, and to take any other action deemed to be in the best interest of the City to facilitate the vision and goals of the City Council and the Friends of Somersworth in furtherance of the adaptive re-use of the former Hilltop Elementary School Building and associated property into a community building to promote arts, cultural growth and community engagement.

Introduced by Councilors

Jonathan McCallion
Robin Jarvis
Dale Sprague
Martin Pepin
David Witham

Approved:

City Attorney

NEW

BUSINESS

ORDINANCE NO. 9-12 AMEND CHAPTER 4, PERSONNEL RULES AND REGULATIONS, APPENDIX 1, ASSIGNMENT OF CLASS TO GRADE.

Somersworth, NH
February 6, 2012

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 4, Personnel Rules and Regulations, Appendix 1, Assignment of Class to Grade, as follows:

- DELETE the CODE column;
- DELETE the asterisk mark (*) next to Welfare Officer, and delete "Based on 25/35ths hrs." at the bottom of the page.
- ADD Director of Planning and Community Development, Grade 31 and Economic Development Manager, Grade 25.

This Ordinance shall take effect upon its passage.

Introduced by

Mayor Matthew L. Spencer
By Request

Approved:

City Attorney

ASSIGNMENT OF CLASS TO GRADE
(Covering Classes Classified as Exempt Under the Fair Labor Standards Act)

| <u>CODE</u> | <u>CLASS TITLE</u> | <u>GRADE</u> |
|-------------|--|--------------|
| 60 | Tax Collector | 23 |
| 65 | City Clerk | 23 |
| 70 | Welfare Officer* | 20 |
| 75 | Chief Assessor | 25 |
| 50 | Director of Finance and Administration | 31 |
| 85 | Public Works Director | 29 |
| 90 | City Engineer | 31 |
| 90 | Director of Public Works and Utilities | 31 |
| 95 | City Manager | Exempt |
| 125 | Library Director | 25 |
| 210 | Recreation Director | 19 |
| 315 | Code Enforcement Officer | 20 |
| 325 | Director of Development Services | 31 |
| 625 | Fire Chief | 29 |
| 647 | Police Lieutenant | 24 |
| 650 | Police Captain | 27 |
| 655 | Police Chief | 30 |

*Based on 25/35ths hrs.

(Amended 02/28/1994.)

(Amended 05/20/1996.)



CITY OF SOMERSWORTH

Office of the City Manager

TO: Mayor Matthew Spencer and City Council Members

FROM: Robert M. Belmore, City Manager

DATE: Friday, February 3, 2012

SUBJECT: City Manager's Report for Monday, February 6th, 2012
City Council Agenda

Lay on Table (under Section 11 of the Agenda):

- A. Resolution No. 19-12 To Authorize the City Manager to Coordinate with Yankee Thermal Imaging of Dover, NH to Conduct Energy Audits on City of Somersworth Buildings and Facilities, at no Cost to the City. (Referred to Sustainability Committee by City Council vote on 1/17/12.)

Unfinished Business (under Section 12 of the Agenda):

Resolutions:

- A. Resolution No. 17-12 Authorizing a Public-Private Collaboration between the City of Somersworth and the Friends of Somersworth to Pursue the Preservation of the Hilltop School as a Community Resource. (Postponed until this Meeting by City Council vote on 12/12/11.) Attached is a memorandum outlining the concept and implementation of a Zoning Overlay District.

New Business (under Section 13 of the Agenda):

Ordinances:

- A. Ordinance No. 9-12 Amend Chapter 4, Personnel Rules and Regulations, Appendix 1, Assignment of Class to Grade. Please see attached memorandum and proposed job descriptions.

Other:

- A. Possible Date Change for Goal Setting Session. I have included an agenda meeting notice in the packet, however, I realize that date might need to be changed.

City Manager's Items (under Section 9 of the Agenda):

A. Informational Items:

1. **City Charter Amendment Process.** I have included specific City Attorney provided guidance for Council's review as you consider the possibility of presenting City Charter amendment/s to the voters.
2. **Somersworth/Berwick Bridge.** Please see attached memorandum regarding the February 1st Public Meeting and proposed funding plan.
3. **Regionalization Efforts and City-School Co-Operation Opportunities.** Exploring regionalization opportunities and a more robust City-School internal relationship were two City Council goals this year. Therefore, I wanted to provide the Council with an update on some recent efforts and benchmark some on-going City department efforts. Attached are the various reports and a cover memorandum from me.
4. **FEMA-Hurricane Irene.** I am pleased to report the receipt of \$24,672 from the State for FEMA's reimbursement of City emergency response costs during Tropical Storm Irene. I want to thank all our Departments again for their efforts in the response as well as tracking costs in detail.