

CITY OF SOMERSWORTH  
CITY COUNCIL MEETING  
AGENDA  
MARCH 5, 2012 – 7:00 P.M.

5:30 P.M. – STATE OF CITY ADDRESS

1. Roll Call of Members
2. Pledge of Allegiance
3. Minutes of the Previous Meeting
  - A. Minutes of 2/25/12 City Council Goal Setting Session.
4. Comments by Visitors
5. Communications
  - A. Letter from Meghan Durkee.
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. Somersworth Housing Authority Board of Commissioners – Robert Crichton, Term to Expire 2/28/2016.
11. Lay on Table

12. Unfinished Business

Nominations:

A. Planning Board - Ernest Gallant, Term to Expire 04/2015.

Resolutions:

A. Resolution No. 20-12 To Authorize the City Manager to Order One Police Cruiser which will be Funded in the Fiscal Year 2012-2013 Budget.

B. Resolution No. 21-12 Authorizing the City Manager to Utilize the Funds Available in the Fiscal Year 2012 Road Resurfacing Appropriation as a Portion of the City's Share of the Somersworth-Berwick Bridge Reconstruction Project.

13. New Business

Other:

A. Proposed City Charter Amendments

B. Vote to Authorize the City Manager to Sign a Six Month Extension of the Cable Television Franchise Agreement between the City of Somersworth, NH and Comcast of Maine/New Hampshire, Inc.

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



City Council Meeting Minutes  
February 25, 2012  
City Council 2012 Goal Setting Workshop

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Present: Mayor Matthew Spencer, Councilors Brian Tapscott, Jonathan McCallion, Dale Sprague, David Witham, Robin Jarvis, Martin Pepin, Jennifer Soldati, Marcel Hebert and Matthew Durkee.

Staff present: City Manager Robert Belmore, Police Chief Dean Crombie, Fire Chief Don Bliss, Director of Dev. Services/Planner David Sharples, Director of Finance & Administration Scott Smith, and Director of Public Works & Utilities Tom Willis.

Folks arrived starting at 8:30 for coffee. The meeting was called to order at 8:55am in Council Chambers at City Hall. Manager Belmore facilitated the session.

Belmore read the following excerpts from the 2/19/2011 Council Goal Workshop: from the Vision2020 Committee: *Somersworth will be a vibrant and highly sought after community in which to live, work and play that celebrates its history, culture, diversity and industrial roots*; and the Mission statement/core values developed by the Council: *Trust* - with each other and with the Community, being reciprocal in nature, *Respect* - fostering differing views, *Serve* - serving the Public needs.

The City Council discussed last year's goals and placed goals into three different categories: Preserve, Achieve and Avoid. Consensus was to look at goals in the context of completing benchmarks or actually accomplishing the goal within the next 12-24 months. Here is a summary of the Council's consensus for 2012 Goals (not numbered by priority).

#### **PRESERVE**

- 1. Reuse of Hilltop Elementary School Property**
  - a. Work in collaboration with the Friends of Somersworth.
  
- 2. Fund Balance & Stabilizing the Tax Rate**
  - a. Continue the strategies for a strong Fund Balance to assist in efforts to stabilize the tax rate; continue examination of the use of CRF (Capital Reserve Funds); and discuss issuance of a Bond/s to address needed CIP/infrastructure needs.
  
- 3. Sustainability**
  - a. Support on-going initiatives of Sustainability Committee and other possible environmentally friendly efforts.
  
- 4. Regionalization**
  - a. Continue on going work to examine opportunities to partner with other communities, the County and the School Department.

## **ACHIEVE**

### **1. Image of City & Marketing City**

- a. Recruit businesses; take steps to attract good companies and retain both businesses and talented residents by offering quality services; be business friendly in our approaches to code inspections and business start-ups.
- b. More positive Press; celebrate City successes.
- c. Foster partnerships with Chamber, Festival Association, Skyhaven Airport, etc.; support efforts like Pumpkin Festival & Children's Festival.
- d. The new Economic Development Manager would be charged to focus on these ideas and implement steps to accomplish them.
- e. Mayor to explore re-establishing a Christmas / Holiday Parade.
- f. Look to bring Culture and Arts into the City; more destination stops.

### **2. Code and Property Maintenance – Neighborhood Appearance**

- a. Consider quarterly neighborhood clean-ups and more educational outreach on property care; public works to place more trash receptacles in key areas.
- b. City staff will examine and report back to Council on possibility of placing Building and Code Office/Property Maintenance under the direction of the fire chief/fire department operations, examples of this model include the City of Dover and Town of Bedford, NH.
- c. Council's Economic Development Committee to examine possible City Ordinance amendments to better assist with property maintenance and code compliance.

### **3. High Street Infrastructure / Sidewalks / Streetscape**

- a. Examine options to improve pedestrian friendly environment in the City.
- b. Examine Traffic signalization/timing – staff to seek NH DOT assistance.
- c. Better overall planning on sidewalk improvements & sidewalk locations.
- d. Look at Horne Street (NH DES prior involvement); and Garden Street.

### **4. City Information Outreach to Community**

- a. Continue improvements to the Website.
- b. Complete new Cable Franchise Agreement and institute educational channel and eventual Public Access channel.
- c. Explore / implement WiFi Access in downtown area (check Pittsfield model), this was referred to staff and the Council's Economic Development Committee.

### **5. Review City Procedures for more Electronic Efforts**

- a. Implement m/v E-Reg; consider more paperless City transaction efforts for direct payments and banking lockbox process.
- b. Consider I-Pads for use by Council for meeting packets and other reports to be distributed electronically.

**6. Support of Local Business**

- a. Continue “buy local” options and initiatives to include banking efforts (perhaps vendors like Warrens office supplies in nearby Maine as well NH and locally based financial institutions).

**7. Downtown Traffic & Parking Patterns**

- a. Consider other alternatives to enhance a safe, positive traffic and parking flow in downtown area, ex: new diagonal parking in Bristol, NH.
- b. Support Master Plan funding in FY 2013 Budget to complete an update to Transportation section.

**8. Recycling – Transfer Station**

- a. Consider expanding recycling efforts with a partnership program with Dover, Rollinsford, or others, or a Public-Private effort; this was charged to staff and the Council’s Public Works and Environment Committee.
- b. Provide more recycling education to Community.

**9. Promote Environmentally & Health friendly efforts**

- a. Economic Development Manager to pursue possible efforts to promote a bike/walk to work event/s, perhaps with “Somersworth Dollars” for City business purchases as prize incentives. Explore partnerships with hospitals and insurance wellness programs.
- b. Council to make an enhanced commitment to sustainability efforts.

**10. Bonding CIP**

- a. Council consensus to continue the CIP funding discussion in order to examine the possible issuance of a Bond for needed capital improvement work, particularly School CIP items, at \$1million +/- amount.
- b. City Manager and Finance Director are to meet with SAU staff/School Superintendent to formulate a possible funding plan that outlines projects and funding; to include possible use of excess Idlehurst School Bond funds and perhaps use of a Bond Anticipation Note.

**AVOID**

- **Riverfront Development**

- Consensus was this issue would be better discussed at a later time.

Mayor Spencer recommended the Council consider a follow-up goal session later in the year, perhaps in September. Goal Setting Workshop was adjourned at 11:50am by consensus.

Respectfully submitted,

*Robert M. Belmore*  
City Manager  
February 29, 2012

# COMMUNICATIONS

February 24, 2012

Mayor Matthew Spencer  
One Government Way  
Somersworth, NH 03878

Dear Mayor Spencer,

Please accept this letter outlining my resignation as a Commissioner for Somersworth Housing Authority effective immediately. I recently accepted a new job with hours that will not allow me to regularly attend meetings. It has been a privilege to serve as a Commissioner for the past year and I wish SHA the best in years to come.

Sincerely,

Meghan Durkee

Cc: Elizabeth Salinger, Executive Director  
Rich Whitten, Chair

**UNFINISHED**

**BUSINESS**

RESOLUTION NO. 20-12 TO AUTHORIZE THE CITY MANAGER TO ORDER ONE POLICE CRUISER WHICH WILL BE FUNDED IN THE FISCAL YEAR 2012-2013 BUDGET.

Somersworth, NH  
February 21, 2012

WHEREAS, the City of Somersworth's Capital Improvement Plan proposes a replacement schedule for police cruisers to maintain fleet integrity and reduce maintenance costs; and

WHEREAS, the Somersworth City Council established a goal by consensus at their February 19, 2011 goal setting session whereby they may review and approve a priority list of CIP (capital improvement plan) items earlier than the actual FY budget approval process is complete in order to allow for timely ordering,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to order one new police cruiser which will be funded through an appropriation in the Fiscal Year 2012-2013 budget, said purchase with necessary patrol set-up not to exceed \$32,000.

Introduced by Councilors

David A. Witham  
Martin Pepin

Approved:

City Attorney

RESOLUTION NO. 21-12 AUTHORIZING THE CITY MANAGER TO UTILIZE THE FUNDS AVAILABLE IN THE FISCAL YEAR 2012 ROAD RESURFACING APPROPRIATION AS A PORTION OF THE CITY'S SHARE OF THE SOMERSWORTH-BERWICK BRIDGE RECONSTRUCTION PROJECT.

Somersworth, NH  
February 21, 2012

WHEREAS, the Fiscal Year 2011-2012 adopted budget contains an appropriation for the purpose of road resurfacing; and

WHEREAS, there is an unencumbered balance in this appropriation of \$87,120; and

WHEREAS, the Somersworth-Berwick Bridge is being reconstructed under a joint funding agreement including the State of Maine, State of New Hampshire, and the City of Somersworth; and

WHEREAS, it is anticipated that the City of Somersworth will use the balance of this appropriation in addition to Federal and State funds, capital reserve funds, and future appropriations to fund the City's share of the project,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to utilize the funds available in the Fiscal Year 2012 road resurfacing appropriation as a portion of the City's share of the Somersworth-Berwick Bridge reconstruction project.

Introduced by Councilors

Robin S. Jarvis  
Dale R. Sprague  
Jennifer Soldati  
Brian Tapscott  
Marcel Hebert  
Jonathan McCallion

Approved:

City Attorney

**NEW**

**BUSINESS**

## PROPOSED AMENDMENTS TO CITY CHARTER

- Delete in Article I, §1.3, in first line of last paragraph,:

The two words “vote or”.

- Insert in Article III, §3.2 (B), as last sentence:

The appointed Councilor shall fulfill the duties of Councilor until two (2) weeks after the date of said election. At this election, the voters shall elect a qualified person to serve as Councilor, who shall immediately assume the duties as Councilor.



# CITY OF SOMERSWORTH

## Office of the City Manager

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

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

**DATE:** Friday, March 2<sup>nd</sup>, 2012

**SUBJECT:** City Manager's Report for Monday, March 5<sup>th</sup>, 2012  
City Council Agenda

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5:30 p.m. State of the City Address

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

#### **Resolutions:**

- A. Resolution No. 20-12 To Authorize the City Manager to Order One Police Cruiser which will be Funded in the Fiscal Year 2012-2013 Budget.** As previously stated, the Public Safety Committee met on February 8<sup>th</sup> and voted to recommend Council act favorably on this purchase. This action would allow the City to purchase a new police cruiser in a more timely manner through the State of NH bid process. Most communities order their new cruisers right after March Town Meeting, which places us behind the "8-ball" in securing an available cruiser after the budget is passed in late June.
- B. Resolution No. 21-12 Authorizing the City Manager to Utilize the Funds Available in the Fiscal Year 2012 Road Resurfacing Appropriation as a Portion of the City's Share of the Somersworth-Berwick Bridge Reconstruction Project.** As previously stated, both the Finance Committee and Public Works & Environment Committee discussed this funding scenario with Finance Director Smith and I. Both Committees recommend passage. Remember, the early estimate for the City's required match is approximately \$150,000. This allocation of \$87,120 plus \$15,000 available in our Capital Reserve Fund as well as my plan to propose \$50,000 in next fiscal year's budget will bring us to the amount presently estimated. Please note that this estimate may change based on the final project design.

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

**Other:**

- A. Proposed Charter Amendments.** These are recommendations from the Government Operations Committee.
- B. Vote to Authorize the City Manager to Sign a Six Month Extension of the Cable Television Franchise Agreement between the City of Somersworth, NH and Comcast of Maine/New Hampshire, Inc.** Attached is a cover letter from the City's Special Legal Counsel in this matter and a copy of a similar extension that was approved by City Council some 6-months ago. Please vote to grant the extension, authorizing the City Manager to execute it.

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

**A. Informational Items:**

1. **Culture Forum.** Attached is a notice in regards to a program being offered tomorrow at City Hall that explores Indonesian culture awareness for first responders and others. This is the third program being held here by the Southern New Hampshire Area Health Education Center in partnership with the Health and Safety Council of Strafford County – to which we belong.
2. **Development Services Department.** I am pleased to announce the appointment of Dave Sharples to the position of Director of Planning & Community Development. I have also attached a copy of the recruitment ad for the position of Economic Development Manager.
3. **School Department Paraprofessional Bargaining Unit – Tentative Agreement.** Superintendent Jeni Mosca has requested a non-meeting prior to the March 19<sup>th</sup> meeting to present a tentative agreement with the School Department Paraprofessional Bargaining Unit. Please consider a 6:00 p.m. or 6:30 p.m. time.