

CITY OF SOMERSWORTH

CITY COUNCIL MEETING

AGENDA

NOVEMBER 14, 2011 – 7:00 P.M.

6:30 – CITY COUNCIL WORKSHOP – PRESENTATION BY
YANKEE THERMAL IMAGING REGARDING SPECIFIC ENERGY
REDUCTION PROGRAMS

1. Roll Call of Members
2. Pledge of Allegiance
3. Minutes of the Previous Meeting
 - A. Minutes of 10/03/11 City Council Meeting.
 - B. Minutes of 10/17/11 Public Hearing.
 - C. Minutes of 10/17/11 City Council Meeting.
4. Comments by Visitors
5. Communications
 - A. Letter from Thomas G. Tetreault.
6. Presentation of Petitions and Disposal Thereof by Reference or Otherwise
8. Mayor's Report
9. Reports of Standing Committees
10. Reports of Special Committees, City Officers and City Manager

11. Nominations, Appointments and Elections

- A. Board of Assessors – James Butterfield, Term to Expire 04/2014.

12. Lay on Table

13. Unfinished Business

Resolutions:

- A. Resolution No. 15-12 Authorizing the City Manager to Sign a Lease/Purchase Agreement for the Purchase of Two Sidewalk Plows and Associated Equipment.

14. New Business

Resolutions:

- A. Resolution No. 16-12 Authorizing the City Manager to Enter Into a Grant Agreement with the New Hampshire Department of Transportation for a Transportation Enhancement (TE) Grant for a Downtown Sidewalk and Streetscape Improvement Project.
- B. 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.
- C. Discussion of Monthly Water and Sewer Billing (Councilor Beaudet).
- D. Request from Attorney Robert Fisher to Meet with the City Council.

15. Comments by Visitors

16. Closing Comments by Council Members
17. Future Agenda Items
18. Nonpublic Session (as necessary, pending roll call vote by Council)
19. Adjournment

COMMUNICATIONS

RECV'D

NOV - 2 2011

Nov 1, 2011

Somersworth City Council
1 Government Way
Somersworth, NH 03878

CITY CLERK

The Mayor of Somersworth
City Council Members.

I recently sold my home in Somersworth and I have moved to an adjoining community. Therefore, it is my duty to inform you that I am resigning my position as a board member of the Somersworth Public Library Trustees, effective this date.

I have enjoyed the years during which I was a Trustee and being involved with the many changes and improvements in the library. It has been a great pleasure to work with Ms Longo as well as with the other board members in modernizing the library's operations. Debora Longo is truly an asset to the Somersworth Public Library, and also, to the City of Somersworth.

Thank you very much for the opportunity to have served in this capacity.

Sincerely,



Thomas G. Tetreault

NOMINATIONS

James K. Butterfield

85 Indigo Hill Road
Somersworth, NH 03878-2404

603-692-5617
jtbutterfield@myfairpoint.net

Experience:

Strafford County Community Action Committee, Inc., Dover, NH, Staff Accountant/Fiscal Officer 2002-2011

- Prepares technical fiscal reports, staff reports for the Board of Directors, time studies, and audits; performs cost accounting and cash management; analyzes revenue sources to maximize revenue recovery; sets consumer rates for services provided by department; analyzes departmental fiscal operations, identifies opportunities for increased fiscal effectiveness and efficiency, and develops and implements solutions.
- Selects and supervises professional, paraprofessional, and accounting staff; identifies training needs of staff and colleagues and provides or arranges for training; establishes standards and evaluates performance; provides technical guidance on difficult accounting problems; reviews and approves personnel actions taken by subordinate supervisors, including selection, performance appraisals, and discipline.
- Participates in contract negotiations by providing executive staff with detailed fiscal analysis of potential negotiating positions and recommending strategies; represents the department directly in negotiations with external agencies and organizations; acts as departmental fiscal liaison with state and federal agencies, elected officials, and others, providing information, advocating the department's position, and explaining accounting methods.
- Prepared budgets and billings for federal grants including Community Services Block Grant, Fuel Assistance (Liheap) Grant, Senior Transportation Grant and numerous other state grants.

Community Partners, Dover, NH, Staff Accountant, 2001-2002

- Assisted with merger of Strafford Guidance Center with Developmental Services, Representative Payee for 40 clients, prepared GL journal entries and grant billings.

Rockingham Community Action, Portsmouth, NH, Staff Accountant, 2001

- Prepared GL journal entries, backed up for payroll, prepared bank deposits and general ledger account reconciliations.

Strafford Guidance Center, Inc., Dover, NH, Senior Accountant, 1997-2001

- Assisted with the end of month closing, reconciliations of general ledger accounts and grants, purchasing, back up for payroll and accounts payable.

Rivers Camera Shop, Dover, NH, Office Manager/Bookkeeper, 1990-1997

- Supervised daily operations of business office, accounts payable and receivable, general ledger, payroll processing and month end closings.

Merchants Bank, Dover, NH Branch Manager/Loan Officer, 1986-1990

- Served as Loan review, Student Loan Officer and process mortgage applications

UNFINISHED

BUSINESS

RESOLUTION NO. 15-12 AUTHORIZING THE CITY MANAGER TO SIGN A LEASE/PURCHASE AGREEMENT FOR THE PURCHASE OF TWO SIDEWALK PLOWS AND ASSOCIATED EQUIPMENT.

Somersworth, NH
October 17, 2011

WHEREAS, the City Council of the City of Somersworth adopted Resolution 13-12 authorizing the City Manager to contract for the purchase of two sidewalk plows and associated equipment, and

WHEREAS, it is the intent of the City to acquire this equipment utilizing a lease/purchase agreement,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to sign a lease/purchase agreement for the purchase of two sidewalk plows and associated equipment.

Introduced by

Acting Mayor Brian Tapscott
By Request

Approved:

City Attorney

NEW

BUSINESS

RESOLUTION NO. 16-12 AUTHORIZING THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION FOR A TRANSPORTATION ENHANCEMENT (TE) GRANT FOR A DOWNTOWN SIDEWALK AND STREETScape IMPROVEMENT PROJECT.

Somersworth, NH
November 14, 2011

WHEREAS, the City of Somersworth had applied for a Transportation Enhancement (TE) Grant to the State of New Hampshire by and through the Federal Highway Administration to make pedestrian and bicycle improvements to the City's urban core; and

WHEREAS, the City of Somersworth has received notification of a \$379,477.35 TE Grant Award to design and construct these improvements; and

WHEREAS, the City of Somersworth is matching this Award with the required 20% funding match of \$94,869.34; and

WHEREAS the City Council adopted Resolution No. 7-12 that established a Downtown and Transportation Enhancement Improvements fund that will provide this match for a total project cost of \$474,346.69; and

WHEREAS, this project is supported by the City's Master Plan, particularly Goal 1 that states "Make the downtown a livable, walkable, vibrant focal point for the City and region that is physically attractive, socially and culturally energized, and offers the opportunity for a diversity of business activity";

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a grant agreement with the NH Department of Transportation for a Transportation Enhancement Grant and execute any documents, agreements and take any necessary actions in the best interest of the City to complete this downtown improvement project.

Introduced by Councilors

Robin S. Jarvis
Michael X. Watman
Dale R. Sprague

Approved:

City Attorney

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.



CITY OF SOMERSWORTH Office of the City Manager

TO: Acting Mayor Brian Tapscott and City Council Members

FROM: Robert M. Belmore, City Manager

DATE: Thursday, November 10, 2011

SUBJECT: City Manager's Report for Monday, November 14, 2011
City Council Agenda

**6:30 p.m. City Council Workshop -PRESENTATION BY YANKEE THERMAL
IMAGING REGARDING SPECIFIC ENERGY REDUCTION PROGRAMS**

Unfinished Business (under Section 13 of the Agenda):

Resolutions:

- A. Resolution No. 15-12 Authorizing the City Manager to Sign a Lease/Purchase Agreement for the Purchase of Two Sidewalk Plows and Associated Equipment.** Again, the proposed plan would be to use the \$59,000 in insurance reimbursement received and the \$13,500 in this fiscal year's approved budget as a total down payment of \$72,500 for the two sidewalk plows. The estimated annual payments for a five (5) year lease purchase is anticipated to be in the area of \$31,000 for the two purchases.

New Business (under Section 13 of the Agenda):

Resolutions:

- A. Resolution No. 16-12 Authorizing the City Manager to Enter Into a Grant Agreement with the New Hampshire Department of Transportation for a Transportation Enhancement (TE) Grant for a Downtown Sidewalk and Streetscape Improvement Project.** Attached in a Memorandum from the City Planner outlining significant steps the City has taken to reach this point. Further City Council action will be required to award contracts and expend funds when we get to the bricks and mortar construction stages of the project. There is also a map depicting various aspects of the project.
- B. 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.** This Resolution was a work project stemming from the Economic Development Committee's meeting of November 1, 2011. Attached is a copy of the Friends of Somersworth Business Plan Proposal.

C. Discussion of Monthly Water and Sewer Billing (Councilor Beaudet).

Other

A. Request from Attorney Robert Fisher to Meet with City Council. Attached are copies of letters received from City Attorney Mitchell in regards to Attorney Fisher's request to meet with City Council.

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

A. Informational Items:

1. **Hilltop School Demolition Estimate (Resolution No. 14-12).** As directed by City Council, I have attached a preliminary estimate in regards to the demolition of the Hilltop School building. The estimate is \$278,875. However, it would cost approximately \$20,000 to complete a hazardous material survey of the building in order to capture the true cost of safe demolition and removal of materials. There are also some other exclusions noted on the estimate.
2. **Acceptance of Certain City Roads.** City Administration has received requests for City Council to accept Gator Rock Road and Hawthorne Circle (Gerrish Commons). I have discussed the Gator Rock request with Council's Public Works Committee and will be following up to provide the Committee with an update based on a recent meeting with the property owner. I have a meeting scheduled with the Gerrish Commons owner for later this month. Attached are copies of both property owner requests.
3. **GRANTS**
 - Fire Chief/EMD Don Bliss has recently submitted a grant application to the State of New Hampshire Department of Safety for a \$5,000 grant to update the City's Emergency Operations Plan: \$2,500 from State to hire a consultant for plan development with a City in-kind match of \$2,500.
 - I have also signed off on a request for FEMA reimbursement of \$67,500 in City costs in responding to Hurricane/Tropical Storm Irene (75% of \$90,500 round figure).

**REMINDER – Veterans' Day Ceremonies
At the American Legion on
Friday, Nov. 11th at 7 p.m.**