

CITY OF SOMERSWORTH

CITY COUNCIL MEETING

AGENDA

SEPTEMBER 26, 2011 – 7:00 P.M.

1. Roll Call of Members
2. Pledge of Allegiance
3. Minutes of the Previous Meeting
 - A. Minutes of 9/06/11 City Council Workshop.
 - B. Minutes of 9/06/11 Public Hearing.
 - C. Minutes of 9/06/11 City Council Meeting.
4. Comments by Visitors
5. Communications
 - A. Letter from Amy Michaels.
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
11. Lay on Table
12. Unfinished Business

13. New Business

Ordinances:

- A. Ordinance No. 7-12 Supplemental Appropriation to Address Increase in New Hampshire State Retirement Rates.

Resolutions:

- A. Resolution No. 12-12 Authorize the City Manager to Enter into a Contract with Resource Management Inc. of Holderness, NH for Water Treatment Facility Lagoon Cleaning.
- B. Resolution No. 13-12 Authorizing the City Manager to Contract with Northland Holder of Turner, Maine for the Purchase of Two Sidewalk Plows with Associated Equipment.

Other:

- A. Set Hours for November 8, 2011 Municipal Election – 8:00 a.m. to 7:00 p.m.
- C. Vote to Re-adopt the City “Investment Policy”.
- D. Vote to Adopt a City “Fund Balance Policy”.
- E. Discussion of City Manager Evaluation Process – Councilor Witham.
- F. Discuss Hilltop Elementary School Building Care Plans – Councilor Pepin.

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

September 13, 2011

To: Diane DuBois
From: Amy Michaels

Hello Diane,

Now that I no longer live in Ward Four, I am resigning my position as Ward 4 Supervisor of the Checklist.

Amy Michaels

NEW

BUSINESS

ORDINANCE NO. 7-12 SUPPLEMENTAL APPROPRIATION TO ADDRESS
INCREASE IN NEW HAMPSHIRE STATE RETIREMENT RATES.

Somersworth, NH
September 26, 2011

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(a) of the City Charter:

The annual budget for the City of Somersworth for Fiscal Year 11-12 is amended as follows:

Appropriate \$169,252 from Unassigned Fund Balance (surplus) to the Police, Fire, and School Department Sections of the FY 11-12 budget as follows:

Original Budget	Amendment	Revised Budget
Police \$ 2,980,376	\$ 33,975	\$ 3,014,351
Fire \$ 1,835,591	\$ 26,696	\$ 1,862,287
School \$24,091,075	\$108,581	\$24,200,556

Approved as to Funding:

Recorded by:

Scott A. Smith
Director of Finance and Administration

Diane M. DuBois
City Clerk

Background:

This ordinance appropriates Unassigned Fund Balance for the purpose of addressing the increases in employer rates for Group II Police and Firefighters and Group I Teachers in the New Hampshire State Retirement System.

Introduced by Councilors

Robin Jarvis
Michael X. Watman
Dale Sprague

Approved:

City Attorney

RESOLUTION NO. 12-12 AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH RESOURCE MANAGEMENT INC. OF HOLDERNESS, NH FOR WATER TREATMENT FACILITY LAGOON CLEANING.

Somersworth, NH
September 26, 2011

WHEREAS, the Fiscal Year 2011-2012 adopted budget contains an appropriation for lagoon cleaning at the Water Treatment Facility; and

WHEREAS, City staff solicited bids from qualified companies to clean and remove sludge from lagoons 2 and 3 at the Somersworth Water Treatment Facility and recommends contracting with Resource Management Inc. of Holderness, NH; and

WHEREAS, the City Council's Finance Committee has reviewed the recommendation received from City staff and supports this recommendation,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a contract with Resource Management Inc. of Holderness, NH for Water Treatment Facility lagoon cleaning.

Introduced by Councilors

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

Approved:

City Attorney

RESOLUTION NO. 13-12 AUTHORIZING THE CITY MANAGER TO CONTRACT WITH NORTHLAND HOLDER OF TURNER, MAINE FOR THE PURCHASE OF TWO SIDEWALK PLOWS WITH ASSOCIATED EQUIPMENT.

Somersworth, NH
September 26, 2011

WHEREAS, the fiscal year 2011-2012 adopted general fund budget contains an appropriation for a down payment toward the purchase of a sidewalk plow with associated equipment; and

WHEREAS, a sidewalk plow currently owned and operated by the City of Somersworth was damaged in a fire and covered by the City's insurance; and

WHEREAS, City staff prepared and accepted bids for the purchase of two sidewalk plows to replace the damaged sidewalk plow and acquire an additional sidewalk plow as planned; and

WHEREAS, City staff recommends contract with Northland Holder of Turner, Maine for the purchase of the sidewalk plows including associated equipment,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Northland Holder of Turner, Maine, at a cost not to exceed \$212,758 (Two Hundred Twelve Thousand Seven Hundred Fifty Eight dollars), for the purchase of a two sidewalk plows and associated equipment.

Introduced by Councilors

Robin S. Jarvis
Michael X. Watman
Dale Sprague

By Request

Approved:

City Attorney



CITY OF SOMERSWORTH

Office of the City Manager

TO: Acting Mayor Brian Tapscott and City Council Members

FROM: Robert M. Belmore, City Manager

DATE: Friday, September 23, 2011

SUBJECT: City Manager's Report for Monday, September 26, 2011
City Council Agenda

New Business (under Section 13 of the Agenda):

Ordinances:

- A. Ordinance No. 7-12 Supplemental Appropriation to Address Increase in New Hampshire State Retirement Rates.** This Ordinance appropriates Unassigned Fund Balance for the purpose of addressing the increases in employer rates for Group II Police and Firefighters and Group I Teachers in the New Hampshire State Retirement System. Attached is a Memorandum from the School Superintendent and Business Administrator that outlines the shortfall in their budget. This Supplemental Appropriation is supported by the Finance Committee. Council will need to schedule a Public Hearing prior to the next regular meeting at 6:45 p.m.

Resolutions:

- A. Resolution No. 12-12 Authorize the City Manager to Enter into a Contract with Resource Management Inc. of Holderness, NH for Water Treatment Plant Lagoon Cleaning.** Attached is a memorandum from Public Works Director Tom Willis that was discussed with the Finance Committee. Resource Management is the lowest responsible bidder and the company has successfully completed similar work for the City.
- B. Resolution No. 13-12 Authorizing the City Manager to Contract with Northland Holder of Turner, Maine for the Purchase of two Sidewalk Plows with Associated Equipment.** Attached is a Memorandum from Public Works Director Willis regarding his recommendation for this bid award. Finance Director Scott Smith is working on securing lease purchase quotes which should be introduced by Resolution at the next meeting. 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.

Other

- A. **Set Hours for November 8, 2011 Municipal Election – 8:00 a.m. to 7:00 p.m.**
- B. **Vote to Re-adopt the City “Investment Policy”.** A copy of the present Policy is attached. City Administration has no recommendation for amendment and recommends re-adoption. This is an annual review and adoption practice required by the Policy.
- C. **Vote to Adopt a City “Fund Balance Policy”.** This draft was presented to the Finance Committee who supports its adoption. City Administration recommends this Policy to meet a new GASB 54 requirement. The recommended 5-17% unassigned fund balance range for the General Fund recognizes the State of NH DRA recommended range as well as the GFOA recommended range. While the City Council has already been engaged in reviewing the City’s Fund Balance during the last few years; this Policy formalizes the requirement for an annual review during the budget adoption process.
- D. **Discussion of City Manager Evaluation Process – Councilor Witham.**
- E. **Discuss Hilltop Elementary School Building Care Plans – Councilor Pepin.** Attached is a Memorandum from City Planner/Interim Director of Development Services Dave Sharples regarding projected costs to heat the building this winter. The estimated heating fuel cost is \$3,900. +/- . However, the system would require approximately \$15,000 of initial repair work.

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

A. Informational Items:

1. **Real Estate Property Cycled Inspection.** Attached is a packet of information provided to the Finance Committee regarding the start of the Council-approved Cycled Inspection Program. Initial field work will begin in October. Call back letters will be sent out in January 2012 with revisits running through March. Data changes will be reflected in the 2012 fall tax bill. Citizen informational outreach will include channel 22, website, e-newsletters, and press releases.

The plan is to complete a cycled inspection program over the next 5-years with the program then continuing annually thereafter. This program was selected as a more cost efficient approach that would preclude the need for a major city-wide re-valuation every 10 years. There is an attached color-coded map that depicts the areas by inspection year. Please note that these inspections are intended to verify and correct all property data on file. The value of a inspected property could decrease, increase, or remain the same depending upon the need for any corrections.

2. **Sunningdale Golf Club Inc.** The City Council was provided a recent letter from Attorney Fisher. In his correspondence, he has requested a meeting with City Council to discuss his property tax situation. Please advise.

3. **Malley Farm Compost Removal.** Attached is a Memorandum from Public Works Director Willis that compares the three bids received. The Finance Committee did vote to authorize a contract with North Hampton Trucking which should yield the City approximately \$10,000 in unanticipated revenue and free up needed space at our facility for this “Green Sustainable” compost practice.

4. **Wastewater Treatment Plant Bond Refunding.** Attached is a Memorandum outlining the results of the City’s refinancing of the State Revolving Loan for the Wastewater Treatment Facility. In a nutshell, the City reduced its 15 years of remaining debt financing from 3.488% to 2.5%. This will result in approximately \$370,000 in savings; the reduced principal & interest reduction ranging from \$19,000 to \$27,000 each year. I want to thank Council for your support and patience as City Administration closely monitored the market to take action at an opportune time. (Resolution No. 8-11, October/2010)