

**CITY OF SOMERSWORTH**  
*Office of the City Manager*

**TO:** Mayor Dana Hilliard and City Council Members  
**FROM:** Robert M. Belmore, City Manager   
**DATE:** Friday, January 31, 2014  
**SUBJECT:** City Manager's Report for Monday, February 3, 2014  
City Council Agenda

---

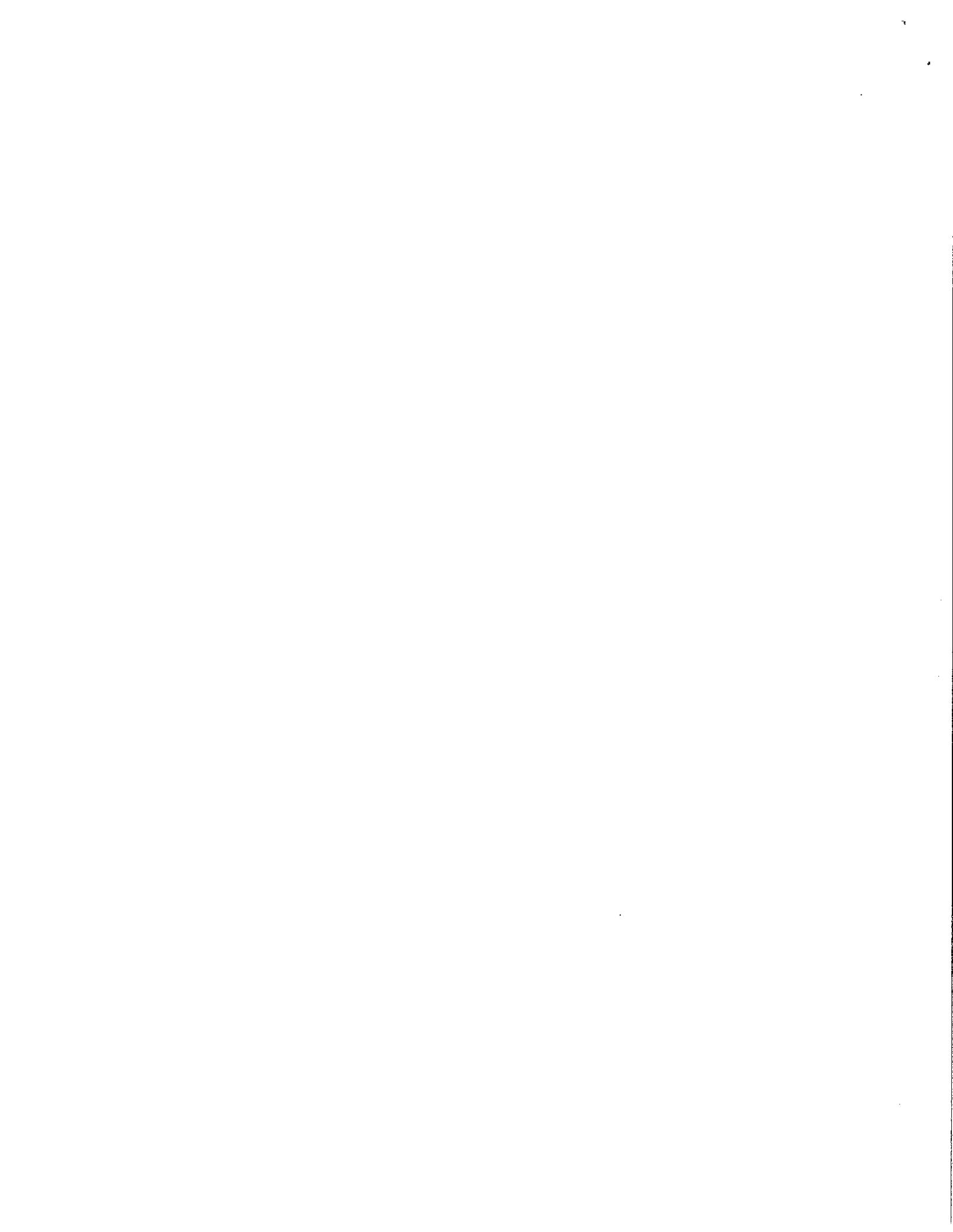
*5:30 p.m.- City Council Workshop*  
*Re: Downtown Project with HTA Project Engineers & VHB Engineer*  
*PowerPoint Presentation is Attached*

---

*New Business (under Section 14 of Agenda)*

**Ordinances:**

- A. Ordinance No. 8-14 Add New Chapter 32, Water Ordinance.** City staff has been working with the Public Works & Environment Committee for several months over the last year on this "Draft" Ordinance. Recently, the Public Works & Environment & Finance Committees discussed the "Draft" Ordinance that would replace the current water tariff and both Committees have forwarded it to the full Council for consideration. City staff surveyed other NH communities in regards to their Water Ordinance fees, charges and language. Committee Councilors offered further changes as well as City Attorney, Laura Spector-Morgan, Esq. The product before you is the result of all this work. I recommend a Public Hearing prior to the next regular Council meeting on Tuesday, February 18<sup>th</sup>, at 6:45 p.m.
- B. Ordinance No. 9-14 Amending Chapter 4, Personnel Rules & Regulations, Compensation Schedule.** My recommendations outlined in Ordinance No. 9-14 and Ordinance No. 10-14 are supported by the Finance Committee. These changes are consistent with changes ratified by City Council for three (3) of our City Unions over the last series of negotiations.
- C. Ordinance No. 10-14 Amending Chapter 4, Personnel Rules & Regulations, Section 11.3 Titled "Health Insurance."** The Finance Committee is sponsoring these Ordinance changes. The Government Operations Committee will discuss them at their upcoming meeting on Friday, February 7<sup>th</sup>. By passage of this Resolution the City Council is increasing the employee's contribution to the health insurance premiums by 1.5%, the HMO-type plan shall be adjusted from the current employee provided plan (MTB5 Rx 1/3/15) to the MTB5 Rx 10/20/45, such change is comparable to current union agreements. The language for opt out provision to health insurance coverage shall increase the amount from \$3,500 to \$5,000 annually in lieu of health insurance coverage, and includes language to protect the City in the event the Affordable Care Act creates penalties or assessment to the employer if employees accept said buy out.



There are approximately 18 non-union employees impacted by the proposed changes and 11 Water/Wastewater employees. Cost impact: the City saves approx. \$123 for non-union and realizes a budget savings of approx. \$2,870 for the union employee costs.

**Other:**

**A. Tax Cap Considerations: The Finance Committee Recommends the City Council Vote to Ratify the following City Charter Tax Cap guidelines**

- 1. National Consumer Price Index – Urban.** Vote to Use the Annual Percentage Change of CPI Urban, Subject to an Annual City Council Review.
- 2. County Tax/School Education Tax for the Purpose of Budget Submittal by City Manager.** Vote that the School Dept./School Board shall Adjust the School Budget for Increases and Decreases in the State Education Tax; and, the City will Adjust the City Budget for Increases and Decreases in the County Tax, Subject to an Annual City Council Review.
- 3. Timing.** Vote that the City Manager shall Notify the School Dept./School Board by February 1st of each Year of the Maximum Permitted School Tax Levy the City Manager Intends to Include in the City Manager's Proposed Budget. The School Dept./School Board shall Notify the City Manager by March 1st each Year of the Estimated Non-Property Tax Revenues and Final Spending Amount for the School Dept./School Board for Inclusion in the Budget.

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

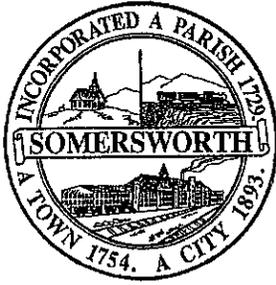
**A. Information Items:**

- 1. City Council Annual Goal Session.** Attached is a meeting outline for the Goal Session to be held next week, on Thursday, February 13<sup>th</sup>.
- 2. TE Grant.** Attached is a memorandum from Director Sharples regarding the TE Grant's notice to proceed, received from New Hampshire Department of Transportation. I recommend Council consider a workshop with VHB project engineer Greg Bakos and VHB landscape architect Jean Garbier on Wednesday, February 19<sup>th</sup> at 5:00 p.m.(the preferred date) or prior to the regular Council meeting scheduled for Monday, March 3<sup>rd</sup> at 5:30 p.m..
- 3. Somersworth/Berwick Bridge.** Attached is a memorandum with an update on the project. Maine DOT received three (3) bids and they have awarded the project to Wyman & Simpson of Richmond, Maine.
- 4. Internship Programs.** I am pleased to report that I have approved another UNH student internship at City Hall. Elizabeth Parent will be working in our Recreation Office on projects outlined in the attached memorandum.

**B. Attachments:**

- 1. City Manager letter to NH Fish & Game Re: Hunting Prohibited at Willand Pond.**
- 2. Historic District logo – Signage Design from Commission (HDC).**
- 3. HTA Downtown Project PowerPoint Presentation.**
- 4. Memorandum from Director Sharples Re: Sewer Better Assessment.**





## **MEMORANDUM**

To: Bob Belmore, City Manager  
From: Scott Smith, Finance Director  
Date: January 24, 2014  
Re: **Water Ordinance**

---

Attached please find a detail of the changes from the Water Tariff to the Water Ordinance. Due to reformatting and the number of changes, utilizing a red-line version of the original tariff became difficult to read.

Also attached are copies of the Water Tariff and a copy of the proposed Water Ordinance dated January 24, 2014.

If you have any questions or require further detail, please let me know.



## Ordinance-Tariff Comparison

### **Corresponds to Sections From Proposed Ordinance:**

Front Page General information added

Section 1 Adds 'Definitions' not previously included in Tariff.

Section 2 Clarifies the responsibility of the city to provide water; also clarifies the service area (Revise from 'Service Area' on page 3 of Tariff)

Section 3 Clarifies the process for applying for new service and the connection fees and costs associated.  
(Revise from 'Application for Service' in section 1 of Tariff)

Only owner can apply

All fees must be paid before connection

Section 4 explains in detail installation, ownership and maintenance of the service pipe, including the connection process, installation specifications and responsibility. (Revised from 'Service Pipe' in section 2 of Tariff)

Section 5 combines Private mains, plumbing, and tanks.

Private Mains is not previously mentioned in the Tariff.

Maintenance of Plumbing is taken from section 4 of the Tariff

Hot Water Tanks is updated from section 7 of the Tariff

Section 6 on backflow prevention was completely updated to conform to the regulations of the DES. (Revised from 'Connections with other Systems' in section 9 of Tariff)

Section 7 clarifies Meters. This whole section was updated to current procedures.

(revised from section 5 of Tariff)

Included sections on Radio Transmitter, Meter Specifications and Allocation of Responsibilities, not currently discussed in Tariff.

Section 8 discusses Inspections and the City's right to access and inspect service pipes, private mains, meters, plumbing and equipment with reasonable notice. (Not currently included in Tariff)

Section 9 discusses Prohibited Use.

Fraudulent Use is not currently discussed in the Tariff

Tampering is discussed in section 10 of the Tariff, but now clarifies associated penalties.

Cross Connection is not currently included in the Tariff as Prohibited Use

Electrical Ground Wires is not currently included in the Tariff

Civil Penalty is not currently included in the Tariff

Section 10 lists the Rights and Liabilities of the Utility.

Service Generally is not currently included in the Tariff

Waste and Improper Use was revised from text in section 8.a of the Tariff

Conservation was revised from text in section 8.b of the Tariff.

Maintenance of Plumbing was revised from text in section 4 of the Tariff

Refusal of Service is not currently included in the Tariff

Private and Public Fire Protection as stated in ordinance is not currently discussed in the Tariff

No Liability was revised from text in sections 11.a and 11.b of the Tariff



Section 11 lists reasons for which the Utility can Discontinue Service

Revised from text in section 14.e of the Tariff.

“Failure to maintain plumbing and fixtures...” is not currently included in the Tariff.

“Failure to install/maintain a backflow device...” is not currently included in the Tariff.

“Failure to prevent contamination...” is not currently included in the Tariff.

“Unauthorized use of private fire protection system...” is not currently included in the Tariff.

“Any other use of the water or system that could cause danger...” is not currently included in the Tariff.

“Discontinuation by the Utility with Notice...” is not currently included in the Tariff.

“Discontinuation for non-payment of Utility Bills...” is not currently included in the Tariff.

Conference and Restoration Sections are not currently included in the Tariff.

Section 12 Hydrants was revised from text in section 12 of the Tariff

Permitted Use, and Fees and Expenses are not currently included in the Tariff.

Section 13 clarifies Private Fire Protection from section 13 in the Tariff

Updated to include protection from contamination, responsibilities and fees and expenses not currently included in the Tariff.

Section 14 clarifies and updates procedures, responsibilities and fees for Main Pipe Extensions.

Revised from text in section 20 of the Tariff

Section 15 discusses Billing and Deposit procedures which briefly are mentioned in section 14 of the Tariff

Non Registering Meters is discussed in section 5.g of the Tariff

Estimating reads based on previous usage is not currently included in the Tariff.

Payments and Responsibilities are not currently included in the Tariff.

Non-payment, disconnection and liens are clarified. Revised from text in section 14 of Tariff.

Deposits are clarified and revised from text in section 14 of Tariff.

Change of Address or Ownership was revised from text in section 16 of Tariff

Service Discontinuation and Restoration was revised from text in section 17 of Tariff.

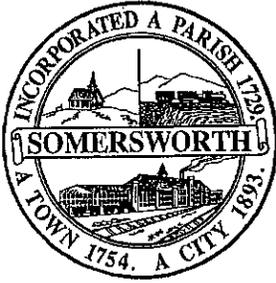
Seasonal Use is not currently included in the Tariff.

Section 16 clarifies Rates, Fees and Charges and is not currently included in the Tariff.

Specifically states income generated from water shall be applied exclusively to the water system

Section 17 clarifies Severability and is not currently included in the Tariff.





## MEMORANDUM

**TO:** Mayor Dana Hilliard and Members of the City Council  
**FROM:** Robert M. Belmore, City Manager   
**CC:** Department Heads  
**DATE:** January 31, 2014  
**SUBJECT:** City Council Goal Setting Session

---

Attached is the previous goal session summary of March 9, 2013.

- 5:00 p.m.** Settle-in with light refreshments.
- 5:30 p.m.** Round table conversation with Brian Gottlob of PolEcon Research regarding economic trends (see attached).
- 6:30 p.m.** Establish 2014-2015 Council Goals
- Review last year's goals
  - Reach consensus on new/or revised goals
  - Discuss strategy and achievable timelines

The plan is to finish no later than 8:30 p.m.



## The Locus of Economic Activity in New Hampshire is Moving to the Seacoast

*At last month's Board Breakfast and Annual Meeting, the Somersworth Chamber's guest speaker was Brian Gottlob of PolEcon Research. His presentation was recently published on Gottlob's online publication Trend Lines and is presented, in part, below. For more detail, visit his website at: [www.briangottlob.com](http://www.briangottlob.com).*



I gave a presentation last month during which I argued that the locus of economic activity in NH is shifting to

the Seacoast. That is a provocative statement destined to offend the population centers of Manchester and Nashua and quite likely the individuals elected to represent them. Provocation isn't my intent, it rarely is, but is often the result nevertheless. This shift will take years to become more apparent, but the evidence for its occurrence appears across a range of important economic and demographic metrics.

Over the past decade, private sector job growth in the seacoast area has outpaced growth in either the Manchester or Nashua areas. The Seacoast is home to only about 15% of private sector employment, but that percentage is growing. The shift is not really about the job growth numbers because the Seacoast will always have smaller employment numbers than will the population centers of Manchester and

Nashua. It is about how so much more of the innovation and transformation that is occurring among businesses and industries in the state's economy is occurring in the Seacoast region.

Manchester and Nashua are still home to more companies in key industries than is the Seacoast and that will be true for some time, maybe always. Still, there was a time when the Greater Nashua and Manchester areas were the technology and manufacturing center of NH and almost all important developments in manufacturing and technology industries occurred there. These regions remain the technology leaders by numbers, but more key developments and new companies in technology and manufacturing are occurring in the Seacoast.

The development of the Pease Tradeport into a premier location for industries of all types, along with the presence of a major research university (UNH), have played important roles in the shift. But what is really sustaining the trend is the ability of the region to attract the talent (skilled individuals with higher levels of educational attainment) that companies in emerging, growing and higher value-added industries desperately need.

Brains are the most valuable resource in the 21<sup>st</sup> century. Skilled, well-educated people have the most economic opportunities and they are the most mobile members of society. Where they choose to locate, robust economic growth is likely to follow. Examining census data indicates that skilled individuals with higher levels of educational attainment have

increasingly chosen to live in the Seacoast, and that has provided a key source of competitive advantage to the region. The population of individuals with a bachelor's degree or higher has changed in some NH cities over the past two decades. On a percentage basis, Portsmouth and Dover, by far, had the greatest increase of individuals over the age of 25 with a bachelor's degree among their populations. Somersworth, although beginning with a lower concentration of individuals with a bachelor's degree, had the next largest percentage increase in subsequent decades. Among the largest cities in the Seacoast, only Rochester has not seen a substantial increase in its population with a bachelor's degree or higher.

If the Seacoast continues to increase its concentration of "talent," then the locus of economic activity in the state will continue to shift toward the region. Communities in the region continue to attract skilled individuals with higher levels of educational attainment because, to varying degrees, most have been able to provide a mix of services and social, cultural, and civic amenities, at a price more affordable than communities in other states. But if being the "cheapest" place to live were the key, the Seacoast would not be thriving. Rather, it is the combination of services and amenities at relatively more affordable price (providing a good value) that has been attractive. Many communities and regions are looking to thrive.

Like all regions in New Hampshire the Seacoast has heard,

and for the most part heeded, the call for fiscal restraint (although you can never spend too little for some or too much for others), but most of its communities have looked for ways to continue to provide or increase the quality of their services and the amenities (natural, built, civic, social and cultural) they offer. It is more difficult for urban areas to attract and retain the skilled individuals with higher levels of educational attainment that are increasingly the key to a vibrant economy because urban cities have to find ways to provide and encourage a level of services and amenities to compensate individuals for living in cities that have the problems associated with urban environments.

Most of the focus of economic development strategies is on creating policies to ensure a "good business climate." I think that is important and I also think NH has a pretty good business climate. With so much concern over population and labor force growth and demographic changes in NH, more emphasis needs to be placed on creating a good "talent climate" as well as a good business climate. I don't know that the Seacoast of NH has sought to do that, but the demographic and economic data suggest they have done so regardless. The result has been a competitive economic advantage. On a smaller and slightly different scale, you can say the same thing about the Hanover/Lebanon area which serves as a nice control group to assure the importance of amenities don't just mean having an ocean nearby.

### Wintertime Farmer's Market February 16th Berwick Town Hall 10:00 a.m. - 2:00 p.m.

Up to 25 vendors will be on hand for a winter farmer's market that will feature products from local farms including meat, jams, baked goods, soups, honey, maple syrup, eggs, cheese, and vegetables. Meat selections will include local bison, pork, chicken, fish, beef and even goat meat. Also, local crop expert, Matthew Kochka, will be speaking about seed starting and strategic garden planning.

### Promote Your Business

Invite Chamber members to your business by hosting a Business After Hours or a Business Before Hours event.

Let the Chamber do all the marketing for you!

No fee charged to host business.

For details, contact the Chamber.

603-692-7175 or [jennifer@somersworthchamber.com](mailto:jennifer@somersworthchamber.com)





City Council Meeting Minutes  
March 9, 2013  
2013-2014 Goal Setting Workshop

---

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

Staff present: City Manager Robert Belmore, Police Chief Dean Crombie, Fire Chief Keith Hoyle, Director of Planning & Community Development 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 9:00am in Council Chambers at City Hall. Manager Belmore facilitated the workshop discussion. Councilors Jarvis and Soldati arrived at different times after the start; Councilor Sprague left prior to adjournment.

Here is a summary of the Council's 2013-14 Goals and Action Items that were discussed.

**Downtown Infrastructure Project**

The Downtown Infrastructure Bond and Transportation Enhancement Grant contracted engineers had completed a couple of City meetings that had led to several possible design scenarios for improvements to the sidewalks and streetscape layout of the project area. Council agreed the engineers should prepare design concepts for the following options.

- High Street: parallel parking on both sides from Constitutional Way to Government Way so that the sidewalk along the City Hall side could be widened. This would be coupled with changing Constitutional Way to One-Way coming in from High Street for the entire length to Washington Street. Angle parking would then replace parallel parking on the Washington Plaza side of Constitutional Way to expand the available public parking along this Street. This additional parking would in theory make up for the reduced parking spaces on the High Street section.
- At the intersection of High Street/Main Street/Market Street: there would be a significant sidewalk bump out area to create a better merging of traffic flow; this area would have some green space and a retaining wall and it would eliminate some parking spaces in front of some of the store fronts. In order to compensate for the lost parking spaces with this design, the Council would like to consider making Main Street One-Way from Station Street (at the Library) heading towards Market and reverse the traffic flow direction on Station Street. Angle parking on the former Police Station side would then increase the amount of spaces on Main Street in this section.
- Market Street: the Council would like to consider the possibility of eliminating the granite plantings next to the Housing units and perhaps widening the sidewalk along the store fronts and angle parking on the housing unit side; or some combination thereof.

Councilor McCallion suggested we look at last year's Council goals to further efforts on some of them as a road map for the next Council.

### **Riverfront Development**

- Mayor Spencer brought up the idea of trying to create public access and a park along the river. Director Sharples said the issue was on his list of to-do items re: continue to develop a proposed plan for a walking path along the riverfront. He explained his contact with property owners that the City would need to partner with.

### **Regionalization & City-School Partnerships**

- Agreement to continue examining opportunities to partner with other communities, the County and the School Department. Chief Crombie talked about the possibility of the Dispatch Center being handled by another community. Manager Belmore mentioned the good relationship with the School Department including the use of their purchasing cooperative. Councilor Soldati suggested considering a more local company for copier paper and the like.

### **Code/Property Maintenance & Safety**

- Councilors and staff discussed the difficulty with code enforcement regulations as the regulations relate to State Law and the Courts as evidenced by a recent City enforcement matter. Councilors discussed inviting State Legislators to a workshop to examine possible changes to State Law to allow for more effective local code enforcement action to take place. Council targeted September to set-up a workshop.

- Councilor Jarvis asked if there was a way to identify "trouble spots" and then leverage our present resources more efficiently to address these problem areas of the City, not just for code but for police and fire too. Discussion ensued regarding the development of more proactive strategies. Chief Crombie suggested the use of active video-taping cameras in these areas. Manager Belmore suggested a new "GOTCHA" initiative. Chief Crombie will develop a plan for the use of cameras. Councilor Witham said he would also add to a future Public Safety Committee meeting agenda a discussion of more community outreach efforts.

### **Ambulance – Emergency EMS 911 Service**

- Councilor Witham mentioned the City's recent Request for Proposals for Emergency Ambulance Services and asked others to weigh in on developing a plan for moving the service into the fire department operations. Manager Belmore suggested the discussion should take on an even greater significance when the Council discusses the CIP proposal of a new Fire Station in a couple of years. If we moved towards the City handling EMS then plans could include more space for Ambulances as well as additional staffing quarters. Councilor Witham mentioned a Lakes Region hospital partnering with Laconia for ambulance purchases. Councilor Jarvis suggested the City explore a stronger partnership with the two nearby hospitals.

### **Planning Board & Development**

- Councilor Sprague said the Planning Board should work on ensuring developers were held accountable for off-site improvements needed for or related to their projects. Councilor Witham suggested the Board did so.

### **City Parking Lots**

- Manager Belmore asked the Council for direction regarding the City owned parking spaces in the lot next to Citizens Bank off Constitutional Way (behind High Street buildings). Council consensus was to consider an Ordinance designating these parking spaces as City permitted spaces similar to the City parking spaces off Winter Street. Council also wanted to consider the same for the apartment allocated parking spaces at the City Plaza lot. Chief Crombie was charged with drafting a amendment to City Ordinances for Council consideration.

### **Support of Local Businesses / Buy Local**

- There was discussion and consensus that new Economic Development Manager was being well received by businesses and was working closely with the Chamber of Commerce. These efforts should continue. Councilor Soldati also mentioned EDM Christine Davis was a new member of the Chamber Board of Directors.

### **Downtown Zoning – Business District**

- Councilor McCallion stated we should continue our discussions about a possible Downtown TIF District.

- Councilor Soldati mentioned a concern about types of businesses being allowed in the Downtown area. The Council consensus was to consider taking action in a two step approach: the City should immediately consider the table of uses in the present Zoning Ordinance and look to amend it to better reflect our Community vision for a vibrant Downtown; then, we should consider changes to either the Historic District regulations and/or the creation of a new Central Business District. It was also mentioned that immediate steps should be taken regarding the type of store shop window signage/displays now allowed.

### **Road Infrastructure**

- Councilor Witham suggested we develop plans to address other road repair issues outside of the downtown area. Council agreed that the Manager should have staff develop a plan that prioritizes the next 3 to 5 years or so, developing a strategy with a list of priority road repairs and how the repairs might be funded with short-term funding as well as new road reconstruction bonding as older City bonds are retired.

Mayor Spencer thanked everyone for attending.

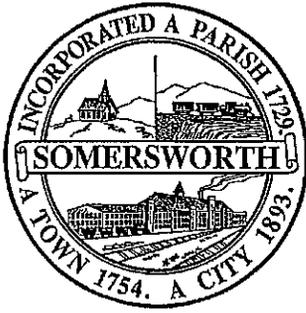
Goal Setting Workshop adjourned at 11:00am.

Respectfully submitted,

*Robert M. Belmore*  
City Manager

March 14, 2013





---

**Dave Sharples**  
**Director of Planning and Community Development**

January 24, 2014

To: Robert M. Belmore, City Manager

Re: Transportation Enhancement Grant Update

I am pleased to inform you that the City received the enclosed Notice to Proceed today. The letter gives approval of our Engineering Study and allows us to continue on to the Preliminary Design Phase. In this phase, VHB and the City will pay particular attention to the landscape focal point at the Market/Main/High Streets intersection and design concepts for the open area on Market Street where the granite planters were recently removed. It may be prudent to consider a design workshop that focuses on the Market Street area as there are numerous opportunities to make this a high quality public space.

Thank you

enc (1)

*To Mayor + Council  
workshop?  
BDS 01-31-2014*





**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



**CHRISTOPHER D. CLEMENT, SR.**  
**COMMISSIONER**

**JEFF BRILLHART, P.E.**  
**ASSISTANT COMMISSIONER**

January 24, 2014

David Sharples, Director  
Planning and Community Development  
City of Somersworth  
One Government Way  
Somersworth, NH 03878

RE: SOMERSWORTH, #16049  
Transportation Enhancement Program #X-A001(109)  
Downtown Pedestrian and Bicycle Improvements  
**ENGINEERING STUDY APPROVAL**

Dear Dave:

The Department has reviewed the Engineering Study received on January 10, 2014, as prepared by Vanasse Hangen Brustlin, Inc. (VHB) and finds it to be satisfactory. As previously discussed, NHDOT concurs with the additional work proposed along Station Street as described in the Engineering Study. It is recommended that existing street signs within the project limits be reviewed relative to the requirements for size and retro-reflectivity in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), latest edition. Replacement of street signs to meet MUTCD requirements would be an eligible project expense. **VHB can now proceed to the Preliminary Plans phase.** NHDOT review and approval of the Preliminary Plan submission, as well as National Environmental Protection Act (NEPA) approval, will be required prior to proceeding to Final Design.

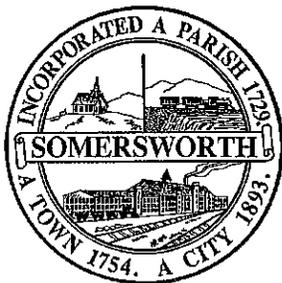
I look forward to helping you complete the design of this project. If you have any questions, do not hesitate to contact me.

Sincerely,

C.R. Willeke, P.E.  
Project Manager  
Bureau of Planning and Community Assistance  
Tel. (603) 271-6472

CRW/sdb  
Email Cc: Vanasse Hangen Brustlin, Inc.





## MEMORANDUM

To: Bob Belmore, City Manager  
CC: Dave Sharples, Director of Planning and Community Development  
From: Scott Smith, Finance Director  
Date: January 28, 2014  
Re: **Somersworth/Berwick Bridge**

---

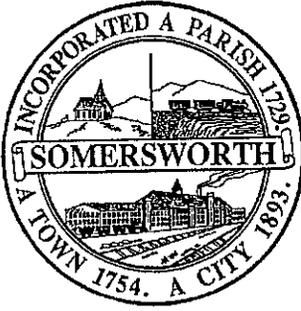
The State of Maine Department of Transportation accepted bids for the Somersworth/Berwick Bridge project on January 15, 2014. They received a total of 3 bids.

The apparent low bidder is Wyman & Simpson, Inc. of Richmond, Maine for a total of \$2,374,698.25. The estimated cost of the project was \$2,461,258.56, slightly higher than the low bid by \$86,560.31.

We are presently working with the State of Maine DOT and State of NH DOT to determine the City's share of the project costs. As soon as we have that information I will forward it to you.

If you have any additional questions or require further detail, please let me know.





---

**Dave Sharples**  
**Director of Planning and Community Development**

January 28, 2014

To: Robert M. Belmore, City Manager

Re: Recreation Intern

As we discussed, I am pleased to inform you that Elizabeth Parent will be joining our Recreation office to complete her practicum as part of her degree at UNH. Elizabeth has worked for the City the last two years as a camp counselor for our summer recreation program. She is pursuing her degree in Recreation Management at UNH and approached us to fulfill her practicum requirement. She will be working approximately 45-50 hours over the next few months at no cost to the City. At this time, we anticipate that she will work on the following tasks:

- Mast Point Dam Project public outreach/marketing campaign
- Planning camp trips to state parks, scheduling busses
- Reviewing and revising camp policies and forms
- Developing surveys to identify community recreation needs

I have enclosed information regarding the practicum for your perusal.

Thank you.

enc (1)



**RMP 563**  
**Recreation Management and Policy Practicum – RMP 563**  
**Department of Recreation Management and Policy**  
**University of New Hampshire**  
**Class Syllabus**

Professor: Dr. Ann Morgan  
Phone: 862-2391  
Office: 103 Hewitt Hall  
e-mail: ann.morgan@unh.edu

**Course Description:** This course is designed to provide first and second year RMP majors the opportunity to observe and practice leadership skills in clinical and community-based settings. Students complete 45-50 hours of practicum at an approved site. They receive academic credit for work experience connected to their professional goals in conjunction with required academic objectives and assignments. Successful completion of a practicum is prerequisite to the professional internship, RMP 664. Students are responsible for transportation and housing.

**Prerequisites:** RMP 490; RMP 501; Permission required

**Course Credits:** 2 credits; *(Students may repeat RMP 563 once, at a different site, for a total of 4 credits).*

**Course Objectives:**

- To gain first-hand experience in a recreation or related setting.
- To practice organizational and leadership skills relevant to the field.
- To observe strategies and approaches to service practiced by professionals.
- To assess personal interests and strengths which are relevant to professional practice.
- To engage in an experience that provides service to the community.

## Course Requirements and Assignments:

- Students must attend all scheduled **practicum classes**.
- **Identification of an approved practicum site.** Students must identify an approved practicum site. Students should seek assistance from their academic advisor and course instructor to identify an appropriate site/experience.
- Upon identification of a site and before beginning the practicum, students must complete the **RMP Practicum Agreement Form**. It is the student's responsibility to be sure that this form is signed by the practicum supervisor, the student, and the practicum instructor. Practicum hours do NOT count until the course instructor has a signed copy of the Practicum Agreement Form.
- Students have the option of keeping a **reflective journal** during their practicum or completing a **management paper** at the completion of their practicum. The practicum instructor will provide the requirements for these assignments.
- Students must post for each of the **two forums** on the **Blackboard Discussion Board**. The dates that you have to post for each forum are provided on your Course Calendar. **You must post during the window of time provided or you will be closed out.**
- Students must maintain a **time log** throughout their practicum that records the date and hours worked. This must be signed and dated by the practicum supervisor.
- Students must complete a minimum of **45 practicum hours**.
- At the completion of the practicum each student must complete a written **Site Evaluation Form** provided by the practicum instructor.
- Students must create a **poster** representing their practicum site and their experience at the agency/organization. Take care to know the agency's policy and procedures regarding photos. Poster Presentations will be the final class of the semester.

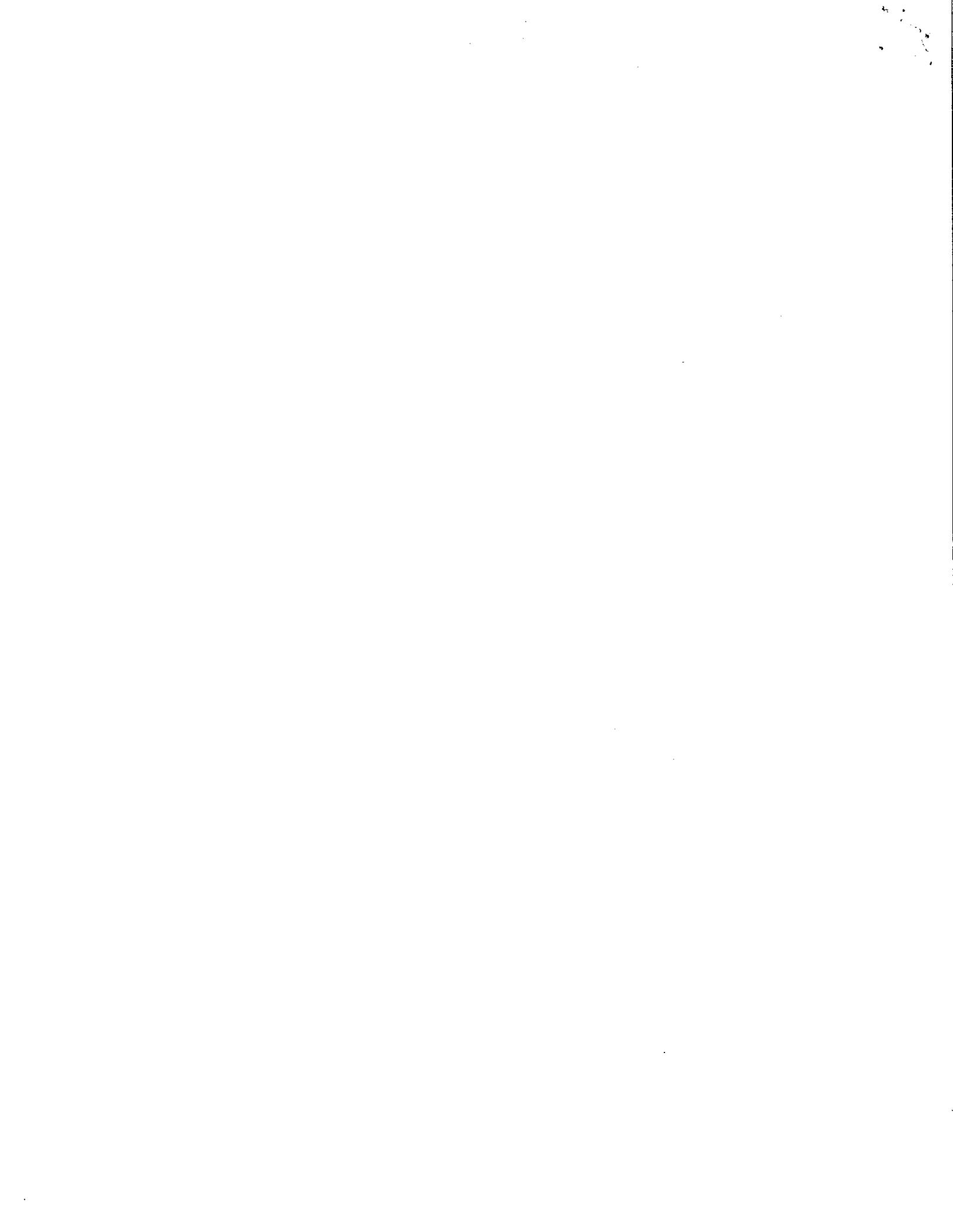
### **Academic Honesty/Student Behavior:**

This issue is taken very seriously. While it is expected that students will benefit from a collaborative learning environment, students may only take credit for the ideas and efforts which are their own. All instances of academic misconduct will be referred to the UNH policy on Academic Honesty (see UNH Student's Rights, Rules and Responsibilities, Section 0.9, p. 32). Any act violating this policy will place you in jeopardy of disciplinary action, up to and including suspension and/or dismissal from the university. Included among violations of academic honesty include cheating on in-class exams (section 0.91), unauthorized collaboration on assignments outside of class (section 0.92), plagiarism (section 0.93), misrepresentation (section 0.94), violations of academic policy (section 0.95), and violations of computer codes of ethics (0.96). Procedures for handling cases of violations will be followed as outlined in the UNH Students Rights, Rules and Responsibilities Procedures for Dealing with Academic Misconduct (section 0.97).

In addition, behavior that takes place at or connected to your field work/service learning site that reflects poorly on you, the course, the RMP Department, and/or the University of New Hampshire may result in academic penalties that may include, but are not limited to, failure of the course. If you have any questions on this policy, or what constitutes violations of academic honesty or unacceptable behavior, please feel free to ask your instructor!

### **Course Grading:**

The grading for this course is Credit/Fail. Students must complete **ALL** of the above requirements and assignments to receive a grade of Credit. No incompletes will be given. If a student does not successfully complete all practicum requirements by the last day of classes for the semester enrolled, s/he will receive an F in the course and then must repeat the course during a subsequent semester.



# Somersworth Downtown Utilities & Infrastructure Project

City of Somersworth, New Hampshire



February 3, 2014

City Council Project Update Presentation

Hoyle, Tanner  
& Associates, Inc.

## Team

- **Hoyle, Tanner & Associates, Inc.**
  - Christopher R. Mulleavey, P.E., *President*
  - William R. Davidson, P.E., *Project Manager*
  - Shawn P. Reynolds, *Resident Engineer*
- **VHB – Transportation Enhancement Project**
  - Gregory L. Bakos, P.E., *Senior Project Manger*
- **Severino Trucking Co., Inc.**
  - Mark Rainey, *Project Manager/Estimator*

Hoyle, Tanner  
& Associates, Inc.

## Presentation Summary

- Project Overview
- Project Status
- TE Project Update
- Construction Schedule
- Coordination
- Project Costs
- Summary



Hoyle, Tanner  
Associates, Inc.

## Project Overview



- Roadway reconstruction for portions of High, Market and Main Streets
- Reconfiguration of the intersection of High and Main Street
- New traffic signal at the five-way intersection

Hoyle, Tanner  
Associates, Inc.

## Project Overview

- New drainage, water and sewer
- Street lights, sidewalks & curbing
- Preparation for upcoming Transportation Enhancement (T.E.) project



Hoyle, Tanner  
Associates, Inc.

## Project Status



- Award to Severino on August 27, 2013
- Construction Completed to Date:
  - Installed 500 feet of drainage line and 13 structures
  - Installed 654 feet of water line, water services, hydrants, valves and removed old water main
  - Sewer services installed on Market St.
  - Installed 1000 ft of vertical granite curbing and paved sidewalk for winter use

Hoyle, Tanner  
Associates, Inc.

## Project Status

- Construction Completed to Date (cont'd):
  - Street light bases and conduit set on Main Street
  - Intersection of Main Street and High Street was raised
  - Approximately 650 feet of Main Street was reclaimed, graded and paved



Hoyle, Tanner  
Associates, Inc.

## Project Status



Hoyle, Tanner  
Associates, Inc.

## Project Status



Hoyle, Tanner  
Associates, Inc.

## Transportation Enhancement (T.E.) Project Update

- Tentative Project Schedule:
  - Engineering Study, Preliminary Design, Final Design
  - Bid date
  - Construction to begin
  - Construction to end

Hoyle, Tanner  
Associates, Inc.

## Transportation Enhancement (T.E.) Project Update

- Scope of Work:
  - Sidewalks along High Street, Market Street, Main Street and Station Street
  - Public gathering space with existing hardscape materials at the intersection of High and Main

Hoyle, Tanner  
Associates, Inc.

## Construction Schedule



- Construction Remaining
  - High Street and Market Street reconstruction and paving
  - New water, drainage and some sewer replacement
  - New traffic signal at 5-way intersection on High Street
  - New sidewalks, granite curbing, street lights, parking and bicycle lanes

Hoyle, Tanner  
Associates, Inc.

## Construction Schedule

- Upcoming Construction Schedule:
  - Currently in winter shutdown
  - Construction to resume in March/April
  - Maintenance of traffic
  - 2-3 crews working on High St. and Market St.
  - Project completion this fall



Hoyle, Tanner  
Associates, Inc.

## Coordination

- Coordination with City Officials
  - Weekly construction meeting minutes
  - Monthly progress reports
  - Downtown field office
  - Coordination meetings as necessary
- Public Communication
  - Notify business owners of construction activities
  - Provide traffic plan and detours
  - Project updates on City website



Hoyle, Tanner  
Associates, Inc.

## Coordination

- Unitil
  - Unitil has replaced gas mains and services within project area
- Utility Pole Relocations
  - Pole removal/relocation coordinated with PSNH and FairPoint
  - Overhead power lines will be removed on High Street from Constitutional Way to Government Way
  - Pole layout has been staked by Severino
  - Pole installation to be complete before spring startup



Hoyle, Tanner  
Associates, Inc.

## Coordination

- Underground Duct Banks
  - Drainage has been redesigned to avoid duct banks to the extent possible. The project will incur additional design and construction costs
  - The City, Hoyle, Tanner and FairPoint are meeting later this week to resolve payment of the estimated \$100K cost to be incurred with avoiding existing duct banks



Hoyle, Tanner  
Associates, Inc.

## Project Costs

Project As Awarded	Budget	Project Cost
<b>Engineering: (Hoyle, Tanner &amp; Associates, Inc.)</b>		
Engineering, Design Contract	\$317,470	
Contract Administration/Inspection	\$460,000	
<b>Total</b>		<b>\$777,470</b>
<b>Construction: (Severino)</b>		
Construction Base Bid	\$3,342,786	
Alternative 1	\$21,000	
Alternative 2	\$151,700	
Alternative 3	\$81,600	
Alternative 4	\$225,000	
Alternative 5	\$7,199	
<b>Total</b>		<b>\$3,829,285</b>

Hoyle, Tanner  
Associates, Inc.

## Project Costs

Other Costs:	Budget	Project Cost
Bond Issue/Legal		\$35,000
<b>Total Project Cost As Awarded</b>		<b>\$4,641,755</b>
<b>Project Amendments:</b>		
Alternate 4 - HDP not needed	(\$81,600)	
Alternate 5 - Night work not used	(\$225,000)	
Change Orders to date	\$98,077	
Upgrade Lights, Poles, Trash receptacles	\$45,253	
<b>Total Project Amendments</b>		<b>-\$163,270</b>
<b>Estimated Project Costs</b>		<b>\$4,478,485</b>

Hoyle, Tanner  
Associates, Inc.

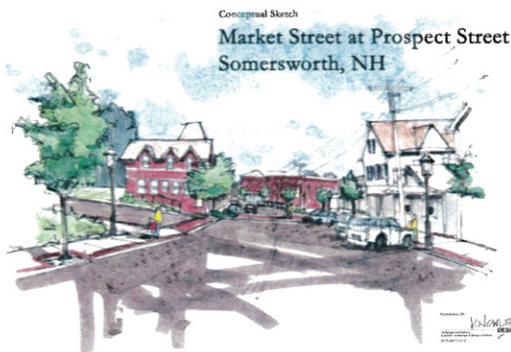
## Project Costs

Funding	Amount	Total
<b>Bonds:</b>		
Resolution 8-13	\$4,000,000	
Resolution 18-13 (estimated)	\$400,000	
Total Funding		\$4,400,000
Estimated Project Costs		\$4,478,485
Estimated Additional Funding Needed		\$78,485
<b>Addition to Project Scope:</b>		
Improvements to Station Street Est.	\$185,000	
Improvements to Prospect Street Stairs	\$20,000	
Water Services under Sidewalks - 22	\$30,000	
City Hall Stairs	\$50,000	
Estimated Additional Funding Needed if all Improvements are made		\$363,485

Hoyle, Tanner  
Associates, Inc.

## Summary

- Positive feedback from public on portion completed
- Construction is mostly on-schedule
- Project costs expected to be close to budget



Hoyle, Tanner  
Associates, Inc.

## Prior City Council Vote

- Upgrade of Light Poles, Outlets and Trash Receptacles - \$45,252.50
- Removal of Granite Islands at Market Street - \$29,895.40



Hoyle, Tanner  
Associates, Inc.

## City Council Decision Items

Location	Cost
City Hall Stairs	\$50,000
Station Street	\$185,000
Prospect Street Stairs	\$20,000
Water services under sidewalks	\$30,000

Hoyle, Tanner  
Associates, Inc.

