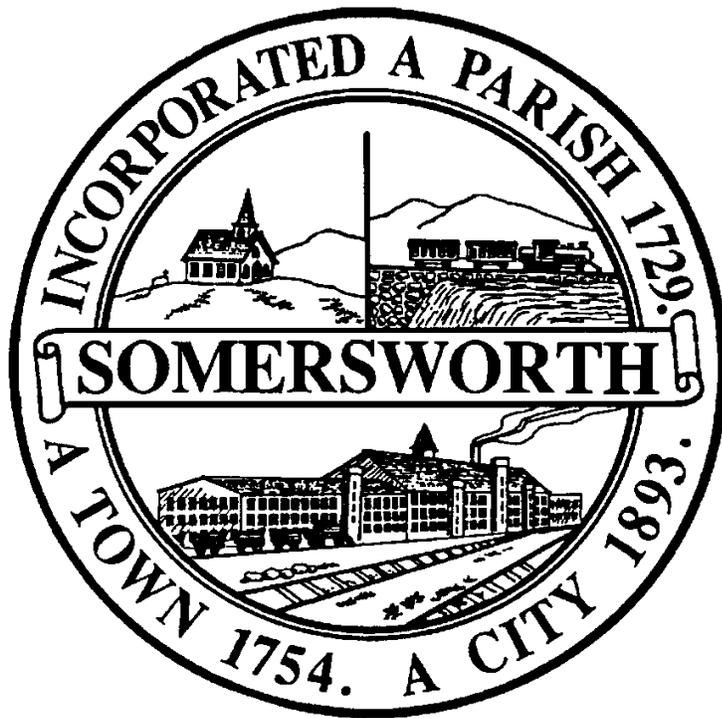


# City of Somersworth, New Hampshire



## *A Guide to Frequently Asked Questions*

*February 2015*

# CITY HALL TELEPHONE DIRECTORY

## LISTING OF EMPLOYEE OFFICES & DIRECT LINES

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### CITY HALL HOURS

Monday thru Friday  
8:00 am – 4:30 pm

Wednesday 8 am to 6pm for  
Tax Office (Auto

Registration /Renewal and Sewer  
bill), City Clerk, Code Enforcement  
Office, Assessing and Development  
Services thru entrance across from  
Post Office on Government Way  
after 4:30 p.m.

[www.somersworth.com](http://www.somersworth.com)

603-692-4262 – phone tree

### Mayor

Dana Hilliard  
692-9501

### City Manager's Office

Bob Belmore, City Manager  
692-9502

Brenda Ann Breda, Ex. Assistant  
692-9503

Linda Corriveau, HR Manager  
692-9529

### PUBLIC SAFETY

#### **Fire Department**

Non-emergency  
692-3457

#### **Police Department**

Non-emergency  
692-3131

### FINANCE & ADMINISTRATION

#### **Finance Office**

Finance Director  
692-9504

Asst. Finance Director  
692-9505

Accounting  
692-9506

#### **City Clerk's Office**

City Clerk  
692-9511  
Deputy Clerk  
692-9512

#### **Human Services/Welfare**

692-9509

#### **Public Library**

692-4587

#### **Tax Office**

692-9515 or 692-9514

### PUBLIC WORKS & UTILITIES

Public Works Director  
692-4266 ext. 2

Executive Assistant to PWD  
692-4266 ext. 4

#### **Engineering**

692-9526

#### **Water/Wastewater Office**

692-9523

#### **Water Treatment Plant**

692-2268

#### **Wastewater Treatment Plant**

692-2418

### DEVELOPMENT SERVICES

Planning Office  
692-9517

Economic Development  
Manager  
692-9516

Planning  
692-9519

Building/Code Secretary  
692-9520

Assessors Office  
692-9518

#### **Building Inspector/ Code Enforcement**

Code Officer  
692-9522  
Part Time Code Officer  
692-9521

#### **Planning**

City Planner Director  
692-9517

#### **Recreation Office**

692-9508

# **PUBLIC WORKS & UTILITIES**

## **RECYCLING**

### **Q: Where can I get a recycling bin?**

A: Recycling bins are available at the City Clerk/Tax office at City Hall during their regular hours at a cost of \$8.00 each. You need to use at least one City bin.

### **Q: Where do I get the blue Somersworth trash bags?**

A: The large and small bags come in sets of 10. The small sell for \$12.00 and the large for \$17.50. They can be purchased at the following locations: Borderline Beverage, Circle K/Irving, City Clerk's Office – City Hall, Cumberland Farms, Hannaford (Dover Central Ave. store), Hardee's market & Deli, Lucky's Supermarket, Market Basket, Middleton Building Supply, Rite Aid, Route 108 Beverage, Shaw's (Dover), Shell (1 Longhill Road in Dover), Somersworth Gulf, Somersworth Village Market, Shiva Market (f/k/a Somersworth Village Market), Stateline Store & Deli.

### **Q: How do I dispose of large non-metal items like televisions, sofas, tables, mattresses, box springs, chairs, etc?**

A: You must buy a \$4.00 Bulky Waste Sticker at the City Clerk/Tax office at City Hall or the Public Library. Put the item out on your regular trash collection day by 7:00 a.m. The following lists are examples of various items and the *estimated* cost to dispose of them.

Box Springs (twin)	\$4.00	Stereos-VCRs	\$4.00
Box Springs (larger than twin)	\$8.00	Chairs	\$4.00
Mattresses	\$8.00	Couch	\$8.00
Loveseat	\$8.00	Misc. Bulky Waste	\$4.00
Sectional	\$4.00/piece	per 50 lbs.**	
Toilets - Porcelain	\$8.00	Tub -Fiberglass	\$4.00

\*\* Place several small items in a box, not totaling more than 50 lbs. For multiple bulky, lightweight items, bundle together no more than 50 lbs. of waste.

Residents must bring these items to the Public Works facility at Lilac Lane (off Blackwater Road):

Computers (CPU)	\$4.00	Televisions	\$12.00 (27" & greater)
Tires (cars or sm. Truck)	\$4.00	Televisions	\$8.00 (27" & smaller)
Tires (large truck /tractor)	\$8.00	Waste Oil	Free- empty containers & take with you.
		Propane Tanks	\$4.00

### **Q: How do I dispose of large metal items such as a refrigerator, air conditioner, washer, and dryer?**

A: The following items can be scheduled for a **FREE** pickup on the **second Tuesday** of every month by calling Public Works at 692-4266. You must be added to the pickup list. These items do require one or more \$4 Bulky Waste stickers. Items containing Freon also require a \$10.00 Freon sticker.

Air Conditioners	\$14.00	Lawn Mower	\$4.00 – metal day
Dishwashers	\$8.00	Grills w/o Propane Tank	\$4.00
Dryers	\$4.00	Treadmill	\$8.00
Refrigerators	\$18.00	Misc. Metal	\$4.00 – per 50lb. **
Microwaves	\$4.00	Stoves	\$4.00
Washers	\$8.00	Freezers	\$18.00

\*\*Place several small items in a box, not totaling more than 50 lbs. For multiple bulky, lightweight items, bundle together no more than 50 lbs. of waste.

**Q: How can I get rid of grass clippings, leaves or brush?**

A: Malley Farm is open weekdays 7:30 a.m. to 2:30 p.m. and weekends 8 a.m. to 6 p.m., during the Spring, Summer and Fall months for disposal of brush and bagged leaves/grass clippings. To get to the Malley Farm, take Centre Road off of Main Street. Malley Farm Road will be on your right immediately after the railroad tracks. Seasonal opening and closing is dependent upon the weather, so please check Channel 22, [www.somersworth.com](http://www.somersworth.com), or contact Public Works office at 692-4266 to verify opening in the Spring, and closing in the Fall.

There is a “bagged” leaf collection that is scheduled four times a year at the end of April, May, October and November. Please check Somersworth City Newsletter, Channel 22 or our website, [www.somersworth.com](http://www.somersworth.com), for pickup days. All brown paper bags should be curbside by 7:00 a.m. on the day of pickup. Residents need to use brown paper leaf bags that can be purchased at one of our local stores.

Brush pickup will be on the day after your rubbish pickup during a scheduled week in April, May, October and November. Please check Somersworth City Newsletter, Channel 22 or our website, [www.somersworth.com](http://www.somersworth.com), for pickup times. You must call at least 24 hours ahead to get on the list for pickup.

**PLEASE NOTE:** Brush pickup is limited to 20 minutes per stop and any brush not collected in that time needs to be called in for the next pickup. Cleanup of any debris left over is the responsibility of the homeowner. If you have any questions, please call Public Works at 692-4266.

**Q: Do you recycle tires?**

A: Yes, we do recycle tires. You can purchase a \$4.00 sticker per tire (large truck/tractor tires require two stickers) at the Tax office/City Clerk’s office at City Hall or the Public Library. The tires must be brought to the Public Works facility.

**Q: When is hazardous waste collection?**

A: The City of Somersworth partners with the City of Rochester once every year for hazardous waste collection. This year, the date for household hazardous collection is May 2, 2015 from 8:30 a.m. to 12:30 p.m. at the Turnkey Facility, 90 Rochester Neck Road, Rochester.

**Q: What items are Hazardous Waste Collection?**

- |                    |                          |                    |
|--------------------|--------------------------|--------------------|
| Acids              | Gasoline                 | Radiator Flush     |
| Bathroom Cleaners  | Insect Sprays            | Roofing Tar        |
| Car Waxes/Polishes | Lighter Fluid            | Rug Cleaner        |
| Brush Cleaners     | Metal Polish             | Rust Preventative  |
| Corrosives         | Mothballs                | Solvents           |
| Driveway Sealer    | Paint (Lead & Oil Based) | Thinner            |
| Fertilizers        | Pest Strips/Traps        | Turpentine         |
| Fungicides         | Pesticides               | Wood Preservatives |
| Furniture Polish   | Photo Chemicals          | Wood Strippers     |
|                    | Mercury                  |                    |

**Q: Where can I get leaf bags?**

A: Brown paper leaf bags can be found at most of our local stores. You may want to call the store of your choice before going there to see if they sell them and have them in stock.

**Q: Who will pick up my Christmas Tree?**

A: The City collects Christmas Trees once in January after the holiday season. Also, people can drop their trees off at the Public Works Facility in their designated area. Please check Channel 22 and our website, [www.somersworth.com](http://www.somersworth.com), for information during the holiday season.

**Q: How do I dispose of paint?**

A: For latex paint ONLY (water-based), leave the cover off and put it in a dry area until the paint is solid. To expedite drying, you can add kitty litter to the paint until it absorbs all the moisture and solidifies. The can and its contents may then be put into your Somersworth Trash bag and picked up with your regular trash. *If the paint is alkyd (oil or lead-based), bring it to the Hazardous Waste Collection Day.*

**Q: How can I find out when my trash/recycling day is?**

A: The City of Somersworth contracts out their trash pickup. The contract is currently with Waste Management. Trash pickup is once a week, recycling is every other week on the same day. Trash is picked up on a Monday, Tuesday or Wednesday depending on which street you live on. Refer to the recycling schedule, sorted by street name, to find out your trash is picked up day and recycling weeks. The dates at the top of the schedule reflect when the recycling is picked up.

On the Recycling Schedule is a current list of city streets and their scheduled recycling collection day. This guide is also available on the City's website [www.somersworth.com](http://www.somersworth.com). For questions, contact Public Works at 692-4266.

**Sewer**

**Q: While digging, we broke a sewer service – can someone help?**

A: Please call 692-4266 immediately between the hours of 7 a.m. and 4 p.m. After business hours (4 p.m. – 7 a.m.), please call the Police Department at 692-3131. Have the Contractor's name and phone number available and a representative from the Public Works Department will work with them at the location to help repair.

**Q: There is sewage backing up in my cellar. What do I do?**

A: Call Public Works at 692-4266 between the hours of 7 a.m. and 4 p.m. A representative will go out and investigate the problem. After business hours (4p.m – 7 a.m.), call the Police Department at 692-3131.

**Q: I have a sewer blockage – can the department determine what it is and where it is?**

A: Yes, we can, contact Public Works at 692-4266. They can determine if the City line is blocked. If they find a blockage in the City line, they will clear it. If the line from the road to the house is blocked, you will need to contact a plumbing/sewer business.

**Q: What is a grease trap – do I need one?**

A: The Wastewater Treatment Plant can advise you at 692-2418. There is no real residential use for a grease trap. It is used commercially for any operation that generates a lot of grease. As we don't want it in our waste stream, it is collected into a containment area that can be disposed of separately from the other wastewater.

**Water**

**Q: When will I get my water bill?**

A: Beginning July 1, 2011, water bills will be mailed out monthly. They are due thirty (30) days from the billing date.

**Q: Why is my water bill so high?**

A: There could be several reasons-the most common one is a leaky toilet or faucet. If you think your bill is too high, please call our Water Clerk at (603) 692-9523. We can try to help you figure out what is going on, and if necessary, will send a water technician to check your meter.

**Q: I just found out I need a final water reading done in order to sell my house. What do I do?**

A: Your realtor (if you are using one) should call the Water Clerk at (603) 692-9523 to schedule an appointment. The water technician must get inside the house to read the meter. They cannot do a final water reading from the outside remote reader. Arrangements should be made so that there is someone there to meet the water technician. After the final reading is done, the bill can be picked up and paid at the Tax Office. There is a \$25.00 fee (in addition to the actual amount due) for this final reading.

**Q: How do I receive a pool credit?**

A: Residents that incur large water use due to filling a new pool or filling a pool due to repairs may be eligible for a sewer abatement. There are sewer abatements residents can apply for. Please contact the Water Clerk at 692-9523 for more information.

**Q: The water coming out of my faucet is dirty or discolored. What caused this and what can I do about it?**

A: If it is due to a break, construction or hydrant flushing, this is only a temporary problem and can be solved by opening a faucet and letting it run for a while. If it continues after this effort, call the Water Treatment Plant at 692-2268.

**Q: Why does my water smell?**

A: There are several possible explanations. The best thing to do is call the Water Treatment Plant at 692-2268.

**Q: My water pressure is lower than normal or I am not getting much water out of my faucet. What is going on?**

A: It could be related to some construction work in the area or perhaps a water main break. This should be a temporary problem. Also, check your water filter and filters on faucets as you may have a clogged filter in your home. If it continues, you can call our Water Clerk at 692-9523.

**Q: Why is my water off?**

A: There are several reasons. There could be an emergency break or a planned repair. It could be that there is a plumber working in your building if you live in a multi-tenanted building. Or it could be that you or the building owner hasn't paid the bill.

**Q: Why is the hydrant running?**

A: Flushing the water main helps clear the lines of buildup and is done twice a year as well as during/after a break to help clean the main.

**Q: Hydrant flushing has washed out my driveway/lawn. Who is responsible?**

A: The city will repair the problem. Notify the Water Clerk at 692-9523 to have a work order card filled out.

**Q: I need a meter installed/changed – how do I do this?**

A: You may schedule an appointment with the Water Clerk at 692-9523.

**Q: What is a backflow preventer?**

A: The Water Clerk at 692-9523 can help you with this question. Essentially, a backflow preventer is a check valve on any water line that is designed to keep water in the lines in the building in case of loss of pressure in the distribution system. It will keep hazardous or harmful materials from entering lines in the event of water disruption (for example from a water hose that has a pesticide bottle attached to it).

## **Streets**

**Q: How can I get my missing or damaged street sign repaired or replaced?**

A: Report it to Public Works at 692-4266 to place a work order for the sign.

**Q: The street light outside my house/on my street is flickering or off. Who do I report it to?**

A: You can report it to Public Service of New Hampshire (PSNH) directly at 1-800-662-7764 or call Public Works at 692-4266 and we will notify PSNH.

**Q: Whom do I call about a red/green light that is out or not working properly?**

A: These can be reported to either Public Works at 692-4266 or to the Somersworth Police Department at 692-3131. We will make the determination of whether the city, state, or private entity is responsible for this light and take care of placing the work order.

**Q: There is a catch basin on my street that backs up and is flooding the street, my yard, my driveway, etc. What can I do?**

A: Contact Public Works at 692-4266 to report the problem.

**Q: I have water puddling in my street/driveway – what do I do?**

A: If it is something that occurs after a rainstorm, contact Public Works at 692-4266 to have a representative evaluate the situation and determine what, if any, repairs can be done. If it is not related to a weather event, call the Water Clerk at 692-9523 to find out if there is a water main break nearby.

**Q: There is a pothole that I would like fixed. How do I do this?**

A: Please call 692-4266 to have a work order placed. If the pothole is not in the City right of way, we cannot fix it.

**Q: The black stuff in the cracks – what is it?**

A: It is called “crack sealant” and is a tar used to repair a street not in need of total reclamation. It helps extend the life of the road.

**Q: When will or can you stripe the street/crosswalk I live on?**

A: The city has a schedule for this item. Please call Public Works at 692-4266 to see about this schedule.

**Q: There are colored markings on my street/driveway. What do they mean?**

A: The various colors identify the type of work being planned for the street.

**Q: Who will know what type of work is being done on my street? And how long will it take? I received a notice that my street will be closed – why?**

A: You can contact the Public Works at 692-4266 and tell him the location. He should be able to explain the nature of the work and length of time the project is expected to take.

**Q: There is debris in the road – can someone pick this up?**

A: The Highway Department will clean it up. They can be contacted at 692-4266.

**Q: There is a dead animal in the street. Who can pick this up?**

A: The Highway Division will take care of this. They can be contacted at 692-4266.

**Q: My sidewalk/curb is broken or cracked. Who do I contact?**

A: The Highway Department should be notified of this problem. They can be contacted at 692-4266.

**Q: When will my street be swept?**

A: The Highway Department is responsible for street maintenance. They can be contacted at 692-4266.

**Q: There is a bad pot hole on my street. Who can fix this?**

A: Please call 692-4266. Tell them the location of the problem and they will place a work order to check out the problem.

**Q: I damaged my car on a pot hole. Who should I contact about this?**

A: Please call 692-4266. Tell them where the incident happened and they will place a work order to fix the problem.

**Q: I had an accident because of the ice on the street/sidewalk. Who do I report this to?**

A: Please call 692-4266. Tell them where the incident happened and they will place a work order to fix the problem.

**Grounds**

**Q: Who mows/trims the parks and cemetery in the City?**

A: Public Works handles the oversight of mowing/trimming in City parks and Forrest glade Cemetery. They can be reached at 692-4266.

**Q: I can't see while I am driving because of overgrown bushes along the side of the road. Who can I contact about this problem?**

A: The Highway Department at 692-4266 will schedule trimming. If the problem is on private property but is determined to be a safety issue, the City can require the owner to take care of the issue.

**Engineering**

**Q: How can I get a copy of my septic design?**

A: If it is on file with the City, you can call Development Services at 692-9520 and a member of the staff can help you and they may be able to provide a photocopy of the plan. There will be a charge of 50¢ per page for the copies. If it is not on file, you will have to contact New Hampshire Department of Environmental Services Subsurface Systems Bureau at (603) 271-3501 or contact the original designer of the system.

**Q: Can I get a copy of a tax map or my plot plan?**

A: Planning and Assessing can all provide a photocopy of this information. There will be a small fee for copies. For further inquiries, you can contact the Planning Department at 692-9520 or 692-9519.

**Q: Can I get a full set of tax maps?**

A: Assessing can provide a set of plans for a fee of \$60 or \$1.00 per map.

**Q: Can the City tell me where my property lines are?**

A. The City cannot provide a survey and the City's tax maps are used for general planning and assessing purposes only and do not necessarily reflect the exact location of property lines. A private licensed land surveyor must be contacted for an accurate determination of property lines.

**Q: I have a lot of construction debris I need to remove. How do I do this?**

A: You can rent a dumpster from Turnkey Landfill at 330-0217. There is a fee to dispose of the material. If the dumpster will be located in a City Right-of-Way (ROW), then you must obtain an obstruction permit from the Engineering Department at 692-9524. There is no charge for the obstruction permit.

**Q: Do you know the location of private wells?**

A: This information may be on your septic design. You can call Development Services at 692-9520 and a member of the staff can help you. If it is not on file you can contact New Hampshire Department of Environmental Services Subsurface Systems Bureau at (603) 271-3501.

**Q: I have a question about underground tanks.**

A: Please call the New Hampshire Department of Environmental Services at 603-271-3503 or go to [www.des.state.nh.us](http://www.des.state.nh.us).

**Parks & Recreation**

**Q: Who paints the lines on the fields (soccer, football, baseball, etc.)?**

A: The Recreation Department sometimes handles this task, however, the school department at 692-4450 sometimes does this as well or teams playing are responsible.

**Q: How do I reserve Millennium Park for an event?**

A: Please contact the Recreation Department at or 692-9508 for further information.

**FINANCE & ADMINISTRATION**

**City Clerk**

**Q: Does the City license businesses?**

A: No. A business can get a certificate of good standing through the Secretary of State's Office in Concord at (603)271-3244. Certificate of Occupancy or Home Occupation Permits may be required. Please contact the Development Services office at 692-9520 for more information.

**Q: Will my birth certificate be notarized?**

A: When the general public purchases birth certificates they are CERTIFIED by the Town/City Clerk, they are NOT notarized.

**Q: How can I get a copy of my marriage license?**

A: The City Clerk's office provides certified copies of New Hampshire marriage records, to immediate family members who provide identification along with a written request, in situations where the license was obtained in Somersworth prior to 1989, or state-wide from 1989 to the present. The first copy of the record is \$15 while each additional copy printed at the time is \$10. You may apply in person or through the mail. Please make your check payable to the City of Somersworth.

To request a copy by mail, please provide the following information with payment by check or money order, as well as a self-addressed stamped envelope. Staff strives to process all requests within two business days. Please make your check out to the City of Somersworth.

We need the following information: groom's name, bride's maiden name, date of marriage, place of marriage, purpose for request, signature, relationship (to the bride/groom). Mail your request, with a copy of your license or photo ID to the Office of the City Clerk, City of Somersworth, One Government Way, Somersworth, New Hampshire 03878. Please include your daytime contact information if we should need to contact you. For further questions, contact the City Clerk's office at 692-9512 or 692-9511.

**Q: Where do I apply to get married?**

A: If you are getting married in New Hampshire, marriage licenses may be applied for at any town or City Clerk's office in New Hampshire. As it does take approximately 1/2 hour to process the marriage license, we ask that you come in no later than 4:00 p.m. whenever possible.

You need to bring a document that proves your identity and age (must be over 18) such as a driver's license, non-driver's I.D. or passport. Both parties must be present for the application process. The license is valid for use for 90 days from the date of application. There is no waiting period nor is a blood test required. The license is valid in any New Hampshire City or Town. If any New Hampshire resident contracts a marriage in another jurisdiction that they were legally unable to contract in New Hampshire, (for example due to age, relation etc.) the marriage would not be recognized by the State of New Hampshire. See RSA 457:43.

If one of the applicants has been married before, each party would bring the certified document that ended his or her last marriage, such as a divorce decree, annulment paper or death certificate. For questions, please contact the City Clerk's office at 692-9512 or 692-9511.

**Q: How do I change my name after marriage? Is it taken care of for me when I complete the license application?**

A: Name changes are done by the couple and usually require presenting a certified copy of the marriage certificate, which is available after the officiant [person performing the ceremony] files the marriage license with the City Clerk. The certificate is presented to the agency where the name change would be recorded; social security, driver's licenses, creditors, etc.

**Q: I don't want my name to change, what do I do?**

A: Nothing. Name changes take place only upon your request.

**Q: Where can I obtain a copy of a birth record?**

A: The City Clerk's Office provides certified copies of birth records to immediate family members for births that occurred in Somersworth as well as for births that occurred in any city or town in the State of New Hampshire after 1988. The fee is \$15.00 for one copy and \$10.00 for each additional copy issued at the same time on the same record. Positive identification is required. Please make your check payable to the City of Somersworth. For further questions, contact the City Clerk's office at 692-9512 or 692-9511.

**Q: Can I request a copy of a birth record by mail?**

A: Yes. Upon receiving the following information with the fee of \$15 for one copy and \$10 for each additional copy, and a self-addressed stamped envelope, your request for a certified copy of a birth record will be processed. Please make your check payable to the City of Somersworth. Staff strives to process all requests within two business days.

We need the following information: name on birth certificate, date of birth, place of birth, father's name, mother's maiden name, purpose for request, a copy of your identification, relationship and signature. This information should be mailed to City Clerk, City of Somersworth, One Government Way, Somersworth, New Hampshire 03878. Please include your daytime contact information if we should need to contact you. For questions, please contact the City Clerk's office at 692-9512 or 692-9511.

**Q: Where can I obtain a copy of my divorce certificate?**

A: The City Clerk's office provides certified copies of final divorce decrees as issued by New Hampshire Courts to immediate family members for divorces that have taken place 1990 to present. The fee is \$15 for one copy and \$10 for each additional copy issued at the same time on the same record. Please make your check payable to the City of Somersworth.

To request a copy by mail, the following information is requested with the fee and a self-addressed stamped envelope. Staff strives to process all requests within two business days.

We need the following information: groom's name, bride's name (please include maiden name), date of divorce, purpose for which certificate is requested, a copy of your identification, signature, relationship. This information should be mailed to City Clerk, City of Somersworth, One Government Way, Somersworth, New Hampshire 03878. Please include your daytime contact information if we should need to contact you. For questions, please contact the City Clerk's office at 692-9512 or 692-9511.

**Q: Where can I obtain a copy of a death record?**

A: The City Clerk's office provides certified copies of death records to immediate family members for deaths that occurred in Somersworth, New Hampshire as well as for deaths that occurred in any city or town in the State of New Hampshire after 1988. The fee is \$15 for one copy and \$10 for each additional copy issued at the same time on the same record. Please make your check payable to the City of Somersworth.

To request a copy by mail, the following information is requested with the fee and a self-addressed stamped envelope. Staff strives to process all request within two business days.

We need the following information: name on death certificate, date of death, place of death, purpose for request, copy of your identification, signature, and relationship. This information should be mailed to City Clerk, City of Somersworth, One Government Way, Somersworth, New Hampshire 03878. Please include your daytime contact information if we should need to contact you. For questions, please contact the City Clerk's office at 692-9512 or 692-9511.

**Q: Who is my City Councilor?**

A: Knowing what ward you live in will tell you who your councilor is. Besides having a Councilor for each of the 5 wards, the City of Somersworth also has 4 Councilors-at-Large and an elected Mayor representing you. Their information is available in this book and also available on the City's website at [www.somersworth.com](http://www.somersworth.com).

**Q: Can I speak to the Mayor?**

A: The Mayor can be contacted at 692-9501. You can also find his contact information on our website at [www.somersworth.com](http://www.somersworth.com), or by calling the City Manager's office at 692-9503.

**Q: How do I know what holidays City Hall will be closed on?**

A: Check our website or Channel 22 for announcements of closing for holidays. City Hall is currently closed on the following holidays: New Year's, Martin Luther King's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving and the Friday after, Christmas and the day before or the day after.

**Q: When is Trick or Treat?**

A: The Police Department makes that decision by late September each year. The City will post this information on our website, [www.somersworth.com](http://www.somersworth.com), if you have a computer. Trick or Treat date is also available on Channel 22 and through the local newspapers.

**Q: When are the Somersworth local elections held?**

A: Somersworth holds its local elections in November on odd-numbered years.

**Q: Where is the Courthouse?**

A: The City of Somersworth does not have a courthouse. The governing court for the cities of Somersworth, Dover and Rollinsford is NH Circuit Court, 25 St. Thomas, Dover, ph. (603)742-7202.

**Q: Where can I obtain a passport?**

A: A passport is an internationally recognized travel document that verifies the identity and nationality of the bearer. A valid U.S. passport is required to enter and leave most foreign countries. Only the U.S. Department of State has the authority to grant, issue and verify United States passports.

To obtain a passport for the first time, you need to go in person to one of the passport acceptance facilities. The closest one to Somersworth is the Dover United States Post Office at 133 Washington Street in Dover New Hampshire. You will need to bring two photographs of yourself (specifically taken for passports), proof of U.S. Citizenship (original or certified copy of your birth certificate) and a valid form of photo identification such as a driver's license. They will take your picture for a fee.

For any questions, you can review the information at the State Department's website at <http://travel.state.gov/passport> or contact the Dover USPS at (603) 742-4040.

**Q: How do I register to vote?**

A: In order to register to vote in the City of Somersworth, a person must be 18 years of age and a citizen of the United States and resident of Somersworth. The applicant must present proof of citizenship (if not born in the US), age and domicile. Residents may register to vote in the Office of the City Clerk during regular business hours. Residents may also register to vote at their polling place on election day and at any session of the Supervisors of the Checklist. For any questions, contact the City Clerk's Office at 692-9511 or 692-9512.

**Q: How do I know what ward I am in to vote?**

A: The City Clerk has a master ward list. Because many streets are divided into two or more wards, it is important to check with the City Clerk's office at 692-9511. This information is available in this book and online on our City's website at [www.somersworth.com](http://www.somersworth.com).

**Q: Who are the Supervisors of the Checklist?**

A: The Supervisors of the Checklist are the people who perform the functions of registering voters and correcting the voter checklist. There is one Supervisor of the Checklist for each of the five wards in Somersworth. Supervisor of the Checklist sessions are held several times per year, and the Supervisors are also present at the polling places on any election day.

**Q: Where do I vote?**

A: To find your voting location, look for your street in the wards in the back of the book on pages 28-32. Once found, the location of your polling place is at the bottom of that page. If you should have any questions, please contact the City Clerk's office at 692-9512 or 692-9511.

**Q: Where do I get working papers for a child under the age of 16?**

A: The Vocational Center has them available. Their phone number is 692-2242.

**Q: How often do I need to license my dog?**

A: All dogs 4 months or older must be licensed. Dog licenses expire on April 30 of each year. You will need proof of rabies vaccination. The fee is based on whether the dog is neutered. For further information you can call the City Clerk's office at 692-9512 or 692-9511 or check out the City's website at [www.somersworth.com](http://www.somersworth.com).

**Q: Do I have to register my dog?**

A: Yes. A dog must be licensed if you are a resident of Somersworth. Owners or keepers of dogs 4 months old or over must annually license their dog/s on or before April 30<sup>th</sup>. A current rabies vaccination must be presented. If the dog has been neutered or spayed, a certificate must be furnished (if licensing for the first time). The fees for licensing are:

- 4 months old but less than 7 months (not spayed or neutered) \$7.50

- 7 months old or older (spayed or neutered) \$7.50
- 7 months old or older ( not spayed or neutered) \$10.00

Persons 65 years of age or over may license one dog for a fee of \$2.00, and any additional license/s shall be at the regular fees. In addition to the fees noted above, a charge of \$1.00 per month will be assessed if the fees are not paid before June 1. Any questions or concerns may be addressed to the Office of the City Clerk at 692-9511 or 692-9512.

## **Tax Office**

### **Q: What period of time does my tax bill cover?**

A: RSA 76:2 defines the property tax year as April 1 to March 31.

### **Q: When will I receive my tax bill?**

A: The tax bills are mailed twice per year as per RSA 76:15a. The first bill is mailed in May and due July 1<sup>st</sup> and the second is mailed at the end of October and due December 1<sup>st</sup>. Please verify with the Assessing Office at 692-9520 to be certain your bill is sent to the correct address.

### **Q: What amount of interest will I be charged if I am unable to pay by the due date?**

A: Interest at 12 percent per annum will be charged on all unpaid taxes beginning the day after the due date as stated in RSA 76:13.

### **Q: Does the City send paid receipts?**

A: The Tax office will send a paid receipt if you include the whole tax bill with a self addressed stamped envelope at the time of payment.

### **Q: I am going to be selling my property. Can I get a refund back on my taxes I have already paid?**

A: The City does not pro-rate taxes. Proration should take place at the closing as agreed upon by the buyer and seller.

### **Q: I think my property assessment is too high or incorrect. Where to do I get an abatement?**

A: The Tax Assessor's office at 692-9520 has all the documents necessary to file abatement. Abatements are filed after the 2<sup>nd</sup> billing and are due by March 1<sup>st</sup>.

### **Q: Do you send statements if there is a balance on my tax account?**

A: Yes, in January each year we mail the Notice of Arrearage, as required by RSA 76:11b, within 90 days of the final tax bill due date to every tax payer with a balance.

### **Q: Is it true Somersworth has a Resident Tax?**

A: As of April 2012, Somersworth no longer has a resident tax.

### **Q: How can I pay for my registration?**

A: We currently accept cash, checks and credit cards. Online you may use Visa, Mastercard, American Express and Discover. In office you cannot use Visa but all other cards. You will be paying the 2.75% transaction fee that goes directly to the credit card company. If you should have any questions, please contact the Tax Office at 692-9555. You can also register via mail and EReg online at [www.somersworth.com](http://www.somersworth.com).

**Q: Do I have to have my registrations to renew my vehicles?**

A: No you do not but if you have your registration or the renewal notice we mailed you the process will be much quicker for you. If you send someone else to register your vehicle(s), they must have the registration or the renewal notice only. Please have your driver's license on hand. If you should have any questions, please contact the Tax Office at 692-9555.

**Q: Title Law: What is the current Title Law?**

A: On January 1, 2015, State Title Law changed from 15 years to Forever for model 2000 and newer. If you buy or sell a 2000 or newer automobile, you must have a title change hands. You must have your driver's license with you to complete a title transaction. If two people are on the title both must be present to sign to complete the transaction in one visit.

**Q: I just purchased my first car and I need to register it. What do I do?**

A: To register a 1999 or older vehicle, you must bring to the Tax Office in addition to the bill of sale, one of the following three: 1) a previously issued, current or expired NH Certificate of Registration, or a copy of same; 2) a valid NH or out-of-state Certificate of Title, or a copy of same; 3) a NH VIN verification form TDMV 19A completed (this form can be obtained in the Tax Office or any Motor Vehicle office).

If your vehicle is a 2000 or newer vehicle, you must bring to the Tax Office either the title that has been signed over to you or the blue Title Application which says 'Town Clerks Copy' at the bottom in red print. If you should have any questions, please contact the Tax Office at 692-9555.

**Q: I just purchased a new car and want to put the plates from my old car on my new car. How do I do this?**

A: The State requires that you turn in the original certified registration from your old car when you transfer the plates to a new car. Please bring the current registration and the paperwork that meets the above title requirements for the new car. If you should have any questions, please contact the Tax Office at 692-9555.

**Q: I just moved to New Hampshire. How do I register my car here?**

A: You must come to the Tax Office and bring the following with you: 1) proof of address such as a utility bill or a current piece of mail with your name, address and a current postmark; 2) your current out-of-state registration; and 3) your current out-of-state title or complete name and address of your lien holder. If you should have any questions, please contact the Tax Office at 692-9555.

**Q: I just moved from a different city in New Hampshire. How do I register my car in Somersworth?**

A: Please bring your current New Hampshire registration and driver's license. You will need to complete the Record Change Request (NH Form DSMV30) – go to <http://www.nh.gov/safety/divisions/dmv/forms/> then down to Driver Licensing and print and complete form and bring in with you. If you should have any questions, please contact the Tax Office at 692-9555.

**Q: Can I register my car online?**

A: Yes. Registration renewals with no changes can be done online at [www.somersworth.com](http://www.somersworth.com). If you should have any questions, please contact the Tax Office at 692-9555.

**Q: Can I get plates and stickers at Somersworth Tax Office?**

A: Yes, we do have plates and stickers available. We are online with the State of New Hampshire Department of Motor Vehicles and can now process requests for Initial plates as well.

Our Gross Weight limit has gone from 8,000 lbs to 26,000 lbs which allows us to now complete the heaviest of the pickups and many motor homes too. If you should have any questions, please contact the Tax Office at 692-9555.

**Q: Can I register my motorcycle or my trailer at the Tax Office?**

A: We currently carry regular passenger, motorcycle, tractor, trailer, agriculture and farm plates. We also have on hand the Conservation-Heritage "Moose" plate.

**Human Services**

**Q: Who can apply for welfare services?**

A: Anyone can submit an application, who is resident of Somersworth.

**Q: Can I get a loan for help with my bills?**

A: No, the Welfare Office functions on a vendor system only. No cash is provided.

**Q: What kind of assistance does the City provide?**

A: Emergency assistance with rent, utilities, food, medication, fuel, etc. provided the applicant meets the necessary criteria.

**Q: Does the City assist with Security Deposits?**

A: No, the City does not assist with Security Deposits. Help with security deposits may be available through Strafford County Community Action at 516-8139.

**Q: Where can I apply for food stamps?**

A: If you live in Strafford County, you would go to the Health and Human Services in Rochester at 150 Wakefield Street, Suite 22, Phone (603) 332-9120 or go online [www.nheasy.nh.gov](http://www.nheasy.nh.gov)

**Q: Where can I get a birth certificate for my application for Health and Human Services?**

A: A birth certificate must be obtained from the town that you were born in. These are available for a fee.

**Q: Where can I apply for electric assistance, Neighbor Helping Neighbor fuel assistance?**

A: Strafford County Community Action Program (CAP) on the 3<sup>rd</sup> floor of the McConnell Center (in Dover across from Dover Police Station) at 516-8126.

**Q: How can I report suspected child abuse?**

A: Call the Neglect and Abuse Referral Hotline at 1-800-562-2340.

**Q: How can I reach the Health Inspector?**

A: The Health Inspector/Code Enforcement Officer can be reached at 692-9522.

**Q: Where can I apply for disability?**

A: For Social Security Disability Income or Supplemental Security Income, you should call the Social Security Office in Portsmouth at 433-0716 or online at [www.ssa.gov](http://www.ssa.gov)

For Aid to the Permanently and Totally Disabled Cash and Medical Assistance, contact the NH Department of Human Services in Rochester at 332-9120, ext. 123 or apply at [www.nheasy.nh.gov](http://www.nheasy.nh.gov)

## **Library**

### **Q: Can I get into your online database from my home computer?**

A: Yes, EBSCOHost (<http://search.ebscohost.com>) an online magazine index and database is available in the library and at home. You just need to visit the library to get your library card and obtain the user name and password.

The Library's holdings have been entered onto the NH State Library Union Catalog ([www.nhupac.library.state.nh.us](http://www.nhupac.library.state.nh.us)) and you may search this for books, audio books and visual materials. You may request a hold on an item the library owns, or for an interlibrary loan of one it doesn't, by phone or e-mail ([library@somersworth.com](mailto:library@somersworth.com)).

### **Q: Can I use the Internet at the library?**

A: Yes, all library cardholders may access the Internet once they've signed our "Internet Access Policy Agreement" which covers procedures and rules of usage. Cardholders under 18 years of age must have their Agreement signed by a parent or guardian. The library does not use filters on its Internet workstations.

### **Q: Does it cost anything to get a library card?**

A: A library card is free for residents (renters or property owners) of Somersworth, for employees of the City of Somersworth and for business owners in the City. Out-of-town residents may purchase a Somersworth library card for \$50/year or \$25/half year.

### **Q: Do you charge fines for overdue books?**

A: Yes, fines are \$.25 per day per item up to a maximum of \$7.50 per item with the exception of VHS and DVD's, that are \$1.00 a day up to a maximum of \$5.00 per item. If library materials are not returned in a timely manner, a bill for the replacement cost of the materials is sent to the borrower. If materials are returned after a bill has been sent, a \$2.00 processing fee is assessed as well. Borrowers may not check out additional library materials if more than \$5.00 is owed.

### **Q: I am doing a genealogy. Where do I find information?**

A: The Library has a variety of resources for help with genealogy, including birth, marriage and death records from Somersworth from 1887-1938 that are printed in the city reports and marriage records from several local Catholic churches including St. Martin's Church.

Many people also use resources available through the City Clerk's office. For people buried at Forrest Glade you can contact the Cemetery Department at 692-4266.

## **Assessing**

### **Q: How do I get a copy of the deed to my house/property?**

A: Deeds can be obtained at the Strafford County Registry of Deeds. Their website is [www.nhdeeds.com](http://www.nhdeeds.com). They can also be contacted at Strafford County Registry of Deeds, 259 County Farm Road, Suite 202, Dover, NH 03820, 603-742-1741.

Most deeds are also available in the Assessing Office. Copies are \$.50 per page.

## **DEVELOPMENT SERVICES**

### **Planning**

**Q: What do I do if I want to subdivide my lot?**

A: If you have proper frontage on a City street and the proper amount of land for your zone, then go through the planning process. Planning can further explain the process by calling 692-9519.

**Q: How long does it take to get on the Planning Board Agenda?**

A: From the time you bring in your plans, if it is not a site plan or a major subdivision, it takes 2 ½ weeks. Site plans or major subdivisions take longer because they must first be reviewed by the Site Review Technical Committee (SRTC) prior to the Planning Board meeting.

**Q: What zone is my house located in?**

A: By checking the Zoning Map located in the Planning Department.

**Q: There are some surveyors down the street. What is going on?**

A: There are times when people have their lot surveyed for their own purposes. They do not have to notify the City. If plans come in for that area, the abutters will be notified prior to the Planning Board meeting so they can come in and review the plans. If they are not abutters to the property, they can periodically call the Planning Office or check the Planning Board Agendas in Foster's Daily Democrat legal ad section.

**Q: Can I have a business in my home?**

A: A "home occupation" is allowed in any residential zone as a secondary use by the occupant of such unit as long as it fits the conditions outlined in the Zoning Ordinance under Section 8 Paragraph F Criteria and Conditions.

**Q: Is this property located in a floodplain?**

A: The Planning Department has Flood Insurance Rate Maps that show floodplains in Somersworth.

### **Building Inspection**

**Q: What construction work requires a permit?**

A: You can contact the Building Inspector's office at 692-9520 and ask any member of the staff.

**Q: Can I begin work without the permit?**

A: No, for all work that requires a permit you must have that permit in hand prior to beginning the work.

**Q: How long does it take to get a permit?**

A: The average turn-around-time to process a Building Permit is five to seven working days. This is subject to the Inspector's workload provided the permit application is complete and the Code Office has no questions.

**Q: What requires an inspection?**

A: Inspections are required for all construction that requires a permit (Building, Electrical, Plumbing, and Mechanical Permits), for Health Licenses and for zoning verification.

**Q: How much do permits cost?**

A: The Building Permit Application fee for Residential uses is \$8.00 per \$1,000 of the construction value, when labor is included, plus a \$10.00 application fee, or \$10.00 per \$1,000 of the construction value, if labor is not included, plus a \$10.00 application fee. The Building Permit application fee for Commercial/Industrial uses is \$8.00 per \$1,000 of construction value. In

addition the minimum application fee is \$25.00. For Electrical Permit, Mechanical Permit and Plumbing Permit fees refer to the fee schedule available at the Development Services Office or online at [www.somersworth.com](http://www.somersworth.com), within the applications and permits section.

**Q: How can I get a permit application?**

A: Permit applications are available in the Development Services office or you can find the application online at [www.somersworth.com](http://www.somersworth.com), within the applications and permits section.

**Q: I am an owner. Can I do my own work and do I need a permit?**

A: There are some situations where an owner cannot do his own work. In those that he/she can, he/she needs to apply for the required permits. The owner can call the Code Enforcement Office at 692-9520 and a member of the staff can help with questions.

**Q: How are inspections for completed work handled?**

A: The owner or the contractors are responsible for scheduling the inspections. The contact information is attached to the permit application and has all the necessary information attached. All inspections require 24 hours notice.

**Q: Who can help me with a health complaint I have about my safety issues in apartment or rental unit?**

A: You can call the Health Officer at the Code Enforcement Office at 692-9520.

**Q: Whom do I talk about health issues at a local restaurant?**

A: You can call the Health Officer at the Code Enforcement Office at 692-9520.

**Q: Where is the septic system located on my lot?**

A: You can call Development Services at 692-9520 and a member of the staff can help you or you can contact New Hampshire Department of Environmental Services Subsurface Systems Bureau at (603) 271-3501.

## **POLICE**

**Q: How can I get a copy of a police report?**

A: Requests for police reports must be made in writing. You may mail, fax or drop off your request. It can be mailed to Somersworth Police Department, 12 Lilac Lane, Somersworth, NH, 03878. Our phone number is (603) 692-3131 or send us fax number to (603) 692-2111, Attention: Cheryl Robinson.

The minimum charge for reports is \$10.00. That is for up to ten pages. After that, it is \$1.00 per additional page. B&W photos may be purchased as part of the report for the normal fees. Color photos are \$10 per page. Please include a telephone number where we can reach you. We will contact you when the report is ready and the fee of the report. It will be available at the station any time. A report can be mailed to you if you enclose a self-addressed stamped envelope. If a report is mailed, it must be prepaid before the report can be mailed. We are unable to fax reports.

**Q: Does the Police Department do fingerprinting and when can I have my fingerprints done?**

A: Yes. You can come in Monday thru Friday between 8 a.m. and 4 p.m. The fee is \$10 for residents and \$20 for non-residents.

**Q: Can the police open my car if I have locked my keys inside?**

A: If there is a child or animal locked in the car, we will open your car for you. There is no fee for this service, but you will be required to sign a waiver for responsibility in the event that damage occurs to the locking mechanism. Our Dispatchers also maintain lists of area locksmiths in the event that we are not able to assist you.

**Q: Someone has abandoned a junk car in my parking lot or on my property. Can the police tow it away for me?**

A: A property owner wanting to remove an abandoned or junk vehicle left on the premises may contact the Police Department for assistance. The police will attempt to locate the owner or determine if the vehicle is reported as stolen. If the vehicle is abandoned, then, with the property owner's permission, the police can contact a local wrecker service to remove it from the property. The towing charges will be held as a lien against the vehicle by the wrecker service as directed by New Hampshire RSA 262:40. The property needs to be signed indicating, vehicles are towed at the owner's expense

**Q: Where do I go to pay my parking ticket or traffic citation?**

A: Parking tickets can be paid by mail or in person at the Police Department. Traffic citations are processed through Dover District Court. If you have any questions about paying a traffic citation you should first review the instructions provided on the back side of your traffic ticket. If you have any questions about paying for a traffic citation or you would like to set a hearing date, please contact the Dover District Court at 1-855-212-1234.

**Q: What if I feel a parking ticket was incorrectly issued?**

A: If you feel that you were issued a parking ticket in error, you may go through the Parking Ticket Appeals process. The first step is to come into the Station and request a parking ticket appeal form. You can state your reasons why you think you were issued a parking ticket in error. You must then come into the Parking Ticket Appeal. It is held from 1:00 pm until 3:00 pm on the 3<sup>rd</sup> Thursday of every month.

**Q: Can I make a police report at any time of day and do I need to make an appointment?**

A: The Police Department will respond 24 hours a day, seven days a week to requests for police assistance.

**Q: Can I make a police report at the police station or does a police officer have to come to my house?**

A: You can come to the police station at any time to file a report. The on-duty Dispatcher will take some initial information and a patrol officer will come in to take your report. There may be a wait depending on the activity at the time; however, the dispatcher will inform you of any time delay.

**Q: We have a problem with speeders or illegal parking in our neighborhood. What can we do about it?**

A: Call the Police Department at 692-3131 to register your concerns.

**Q: Should I report suspicious activity in my neighborhood?**

A: The Police Department depends on citizens calling to report crimes or suspicious activity. The Dispatcher who takes your call will ask questions about the activity to determine its nature and ask for descriptions of the people involved. You may be asked if an officer or detective may contact you but you may refuse. **If it seems suspicious – report it!** We would rather check out five harmless situations then miss one crime about to happen.

**Q: I'm vacationing will the Police make periodic checks of my home while I'm away?**

A: Yes, you can file a Home Check request at the Police Station.

## **FIRE & RESCUE**

### **Q: What should I do if I smell smoke or a strange smell in my house or yard?**

A: Call 911. It may be a gas (natural, LP or gasoline vapors) or some other dangerous vapor. The Fire Department will respond and check the area with an Air Monitoring Device. Do NOT call from inside the house or use light switches as their use may cause an explosion.

### **Q: What is Carbon Monoxide and what can I do to protect my home?**

A: Carbon Monoxide is an invisible killer; you cannot see, smell or taste it, but in high levels, it can kill you in minutes. Carbon Monoxide is a byproduct of improperly burned fuels such as wood, oil, natural gas, gasoline and kerosene. Symptoms of carbon monoxide poisoning include headache, fatigue, shortness of breath, nausea and dizziness. If you have any of the above symptoms, get to fresh air and call 911. ***You should have a carbon monoxide detector on each level of your home unless you only have electric heat and no attached garage.***

### **Q: What types of fire extinguishers should I have and how many fire extinguishers should I have in my house?**

A: You should have one ABC fire extinguisher located near your kitchen. Otherwise if you have a workshop or a garage – locate one there as well. A 5 pound fire extinguisher should be of sufficient size. Follow the directions for usage. Inspect the gauge on each extinguisher to be sure that it remains charged. Metal top fire extinguishers can be recharged. Plastic ones cannot and need to be replaced. If you are not sure how to use a fire extinguisher, call the Fire Department for training.

### **Q: Where should I place smoke detectors in my home and how many do I need?**

A: You should install a smoke detector inside each bedroom and outside each bedroom and one on each level. Call the Fire Department at 692-3457 if you have any questions.

### **Q: How long do smoke detectors last before they need to be replaced?**

A: Usually manufacturer's warranty smoke detectors for 10 years. If yours begins to activate needlessly or does not work during monthly tests (and you should test them monthly), replace the detector.

### **Q: What should I do if I see or smell smoke, smell a chemical release, or a fire?**

A: Call 911 and stay back from the location.

### **Q: What should I do if I witness an actual fire, a chemical release, a medical or similar emergency?**

A: Call 911. American Ambulance of New England is the City's medical provider and they are dispatched to all medical emergencies. The Police and Fire Department may also respond depending upon the severity of the emergency.

### **Q: What should I do if I witness something I believe is a fire hazard in a building where I work, shop, or reside?**

A: Contact the Fire Department at 692-3457. You will confidentially be asked for your name and telephone number should a fire inspector need to follow-up with you. Sorry, anonymous reports cannot be accepted.

### **Q: What should I do to protect my family and my residence to prevent a fire?**

A:

1. You should install smoke and carbon monoxide detectors and fire extinguishers in your home.
2. Test your smoke and Carbon Monoxide detectors monthly and change these batteries yearly.
3. Clear combustible vegetation at least 30 feet from your home.
4. Develop and practice an emergency escape plan involving all the occupants of your residence.
5. Don't use extension cords as permanent wiring.
6. You can contact the Fire Department; they will gladly conduct an inspection of your home.

**Q: I have heard that I need special size windows in my bedroom, is this true?**

A: Yes, per the National Fire Protection Association (NFPA) Life Safety 101 “In dwellings or dwelling units of two rooms or more, every sleeping room and every living area shall have not less than one primary means of escape and one secondary means of escape.” A window shall have a clear opening of not less than 5.7 feet with a width of not less than 20 inches; a height of not less than 24 inches and a sill height of not more than 44 inches above the floor. If you need further information, please contact the Fire Department at 692-3457.

**Q: How many non-family members can I have in my house?**

A: Per-NFPA Life Safety 101, you can not be “occupied by members of a single family with not more than three outsiders.” If you need more information, contact the Fire Department at 692-3457.

**Q: Do I need a permit to burn brush and what can I burn outside?**

A: Yes, you do need a permit and they can be obtained at the Fire Station during normal business hours. You can only burn clean untreated wood, brush less than 5 inches in diameter or campfire wood. You cannot burn household trash, packing materials, coated or laminated papers, painted treated or painted wood-animal-vegetable and kitchen waste, plastic or metals, rubber including tires or oily rags. Penalties for illegal burning of trash may include a warning, and fines up to \$100 for first offense and up to \$250 for subsequent offenses.

**Q: Why do I see a fire truck out and around the City?**

A: The Fire Department is out in the City conducting fire and plan inspections at any apartment building with three or more units, businesses, commercial and industrial buildings. Inspections help to reduce fires and protect the people living and working in them.

**Q: Why does the Fire Department need to take the large trucks out on inspections?**

A: While out on inspections, Firefighters need to have the large trucks so that they can respond directly to an emergency with all their needed equipment and not have to return back to the fire station to get the larger truck.

**Q: How many Firefighters do you have working at a time?**

A: Generally there 4 career Firefighters working, although daytimes we drop down to 3. We have call Firefighters who assist us and respond to the fire station (along with off-duty career Firefighters) if we have an emergency that requires more than our on-duty force to mitigate.

**Q: How can I become a Somersworth Firefighter?**

A: The City conducts Firefighter employment processes every 3 years. In order to be considered for a career Firefighter position, one must have passed the state’s Firefighter entry exam, and be a basic EMT. We continually seek candidates for call Firefighters. Simply fill out employment application at City Hall of the Fire Station and we will be in contact with you.

**Q: How can I get my chimney checked out?**

A: You can call the Fire Department at 692-3457 and a member of the staff can help you.

**Q: How can I get my smoke detectors checked out?**

A: You can call the Fire Department at 692-3457 and a member of the staff can help you.

## **GOVERNMENT**

**Q: Who is in charge of Somersworth? How do I contact them?**

A: The City of Somersworth was incorporated as a city in 1893 and is governed by a city charter as well a 9-member City Council and elected Mayor. You may contact any member of the City Council or the City Manager directly at 603-692-9503 if you have a concern, complaint, or a compliment.

Call the City Clerk's office at 692-9512 or 692-9511 for more information. Please refer to the City's website [www.somersworth.com](http://www.somersworth.com) or the index of this guide to view our current elected officials.

**Q: Where and when does the Somersworth City Council meet?**

A: The Somersworth City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7:00 p.m. at the Council Chambers located in City Hall at One Government Way. During the months of July, August, November and December, the Council has only one meeting. Meetings are televised on Channel 22. You can view the agenda and minutes at [www.somersworth.com](http://www.somersworth.com).

**Q: Who are the City Council and Mayor?**

A: You can find out by visiting City Hall. Also visit the City website at [www.somersworth.com](http://www.somersworth.com) or check on local TV station, Channel 22 to find out who your City Council representatives are.

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**SOMERSWORTH, NH**  
**STREETS BY WARDS**

**WARD 1**

ALBERT STREET

BEACON STREET  
BLUE HERON DRIVE  
BRIAN STREET  
CAMERON WAY  
CANAL STREET  
CLIFF STREET  
COLE'S POND ROAD

COOMBS ROAD  
CORA DRIVE  
CURRAN WAY  
EMERY STREET

FLYNN STREET  
FRANCOEUR DRIVE

GOVERNMENT WAY  
GRAND STREET  
GRANITE WAY  
GROVE STREET

HAMILTON STREET

HIGH STREET (9-115,117-161, 56-146)

- FROM MARKET TO WEST HIGH  
RIGHT SIDE - (ODD TO 161)  
MARKET/LEFT SIDE (EVEN TO 156)

HIGHLAND STREET  
HILLSIDE STREET  
JAMES STREET  
JESSICA COURT

LILY POND ROAD  
LINCOLN STREET  
LINDEN STREET  
LORD'S COURT

MAIN STREET (6-46)

- FROM 2-26 MAIN  
- FROM 1 MAIN TO  
SOMERSWORTH PLAZA (ODD #'s)

MALONEY STREET

MAPLE STREET (4-110,15-113)

MARKET STREET  
MT VERNON STREET

NOBLE STREET  
OAK HILL PARK  
OAKRIDGE DRIVE

OTIS ROAD

PAGE STREET  
PEMBERTON LANE

PLAZA TERRACE APTS  
POND ROAD  
PROSPECT STREET

QUARRY ROAD  
QUEENSBURY MILL APTS

RINGER DRIVE  
ROCHESTER STREET  
ROCKY HILL ROAD  
RON-WYN DRIVE  
ROULEAU DRIVE  
ROUTE 108 (387-439)  
FROM WEST HIGH  
TO ROCHESTER LINE, BOTH SIDES

SALMON FALLS ROAD  
SHAWN'S WAY  
SHORE ROAD  
SPENCE STREET  
SQUIRE DRIVE  
SUNSET DRIVE  
VETERAN'S TERRACE  
WASHINGTON STREET  
- ODD NUMBERS  
WELLS STREET  
WEST HIGH ST (ODD #'s)  
WESTMAN ROAD  
WHITEHOUSE ROAD  
WINSLOW DRIVE  
WINTER STREET  
WOODCHUCK LANE

**WARD 1 POLLING PLACE: CITY HALL, ONE GOVERNMENT WAY**

**SOMERSWORTH, NH**  
**STREETS BY WARDS**

**WARD 2**

ALEX COURT

BAKER WAY  
BEN-RICH DRIVE  
BLACKWATER ROAD (150, 81-215.)  
- ARMORY (15) TO RT 16B (ODD)  
BROOK DRIVE

CEMETERY ROAD (6,3-47.)  
- 2-6 TO MEMORIAL DR (EVEN)  
- 3 TO MAPLE ST (ODD)

COLONIAL VILLAGE MHP

COOK ROAD  
COPPERHEAD ROAD  
CRYSTAL SPRINGS WAY

DOELSON STREET  
ELM STREET  
FALL COURT

FRANKLIN STREET (37-117.)  
- FROM GREEN (#37) TO HIGH  
(ODD NUMBERS)  
FREMONT STREET

GARDEN STREET  
GREEN STREET  
- FROM 1-65 GREEN (ODD NUMBERS)  
- (2-28) (EVEN)  
GREENFIELD DRIVE  
HAWTHORNE CIRCLE

HIGH STREET (164-222,169-179, 181-223.)  
W HIGH TO MEMORIAL DR (169-223)  
162 HIGH ST TO 222, FRANKLIN ST

LANGELIER COURT  
LIL-NOR AVENUE

MAIN STREET (95-157)  
MAPLE STREET (124-164,117-191)  
MASON LANE  
MILO LANE  
OLD ROCHESTER ROAD  
PARKVIEW TERRACE  
PINWOOD DRIVE  
PINKHAM AVENUE  
PLEASANT STREET  
PRIMROSE LANE

ROUTE 108 -(220-439,227-316.)  
-FROM BLACKWATER TO W HIGH. (BEGINNING AT 220  
& 221)

ROUTE 16B – FROM BLACKWATER  
TO ROCHESTER LINE (BOTH SIDES  
(101,130-240,139-241.)

SHORT STREET  
SILVER STREET  
TATE’S BROOK ROAD

VARNEY STREET  
VICTORIA DRIVE  
VINCENT WAY

WASHINGTON STREET (EVEN)

WEST HIGH STREET  
- EVEN NUMBERS (ST MARTIN SIDE)  
WESTBROOK MHP

WOODSIDE COMMONS MHP

**WARD 2 POLLING PLACE:** **SUMMERSWORTH HISTORICAL SOCIETY &  
MUSEUM, 157 MAIN STREET**

**SOMERSWORTH, NH**  
**STREETS BY WARDS**

**WARD 3**

ADAM'S COURT  
APPLE LANE  
ASPEN DRIVE  
BARTLETT AVENUE  
BERNIER STREET  
BLACKSHIRE COURT  
BLACKWATER ROAD (1-11, 4-146,154-236.)  
- HIGH TO MAPLE ST EXT  
- HIGH TO RT 16B (EVEN NUMBERS)  
BRENDA AVENUE  
BROAD STREET

CASS STREET  
CECILE STREET  
CEMETERY ROAD  
HIGH SCHOOL (22 TO MAPLE ST (EVEN))

CHADWICK LANE  
CREST DRIVE

DREW ROAD

EDMUND ROAD

FAYETTE STREET – (EVEN NUMBERS)  
FOX COURT  
FRANKLIN STREET (17-31, 34-130.)  
-FROM GREEN TO HIGH (EVEN NUMBERS)  
- FROM MAIN TO GREEN (ODD NUMBERS)

GREEN STREET (63,67-117, 36-64.)  
- BETWEEN FRANKLIN  
& MYRTLE – ODD (67-117 GREEN)  
- BETWEEN FAYETTE & FRANKLIN  
- EVEN (36-64 GREEN)

GUY STREET

HICKORY LANE  
HIGH STREET (229-475,234,254-256.)  
MEMORIAL DRIVE (229) TO  
DOVER LINE  
230-258 HIGH ST (CUMBERLAND FARMS)  
HORNE STREET (EVEN NUMBERS)  
HORNES COURT

JACK & JILL MHP

KILDA STREET  
LAKEVIEW DRIVE  
LAUREL LANE  
LENOX STREET  
LILAC LANE  
LOCKE AVENUE  
MAIN STREET (163-195)  
-FROM 130-200 MAIN (EVEN NUMBERS)  
-FROM 163-195 MAIN (ODD NUMBERS)  
MAPLE STREET (178-216.)  
-178 TO BLACKWATER.

MARION LANE  
MEMORIAL DRIVE  
MIDWAY PARK  
MYRTLE STREET – (EVEN NUMBERS)  
NEW ROCHESTER ROAD  
NORCROSS STREET  
OLD ROCHESTER ROAD  
PORTLAND STREET

ROUTE 16B (67-99,74-124,105-127.)  
-FROM BLACKWATER RD TO DOVER  
LINE (BOTH SIDES.)

SHERWOOD GLEN MHP  
SOUTH STREET

VARNEY ROAD  
VERONA STREET

WASHBURN COURT  
WILLAND DRIVE

**WARD 3 POLLING PLACE:** **FLANAGAN COMMUNITY CENTER**  
**25 BARTLETT AVENUE**

**SOMERSWORTH, NH**  
**STREETS BY WARDS**

**WARD 4**

ACORN LANE  
ASH STRET  
CANNEY COURT  
CHABOT STREET  
CINNAMON RIDGE RD  
CORNFIELD DRIVE  
COTE STREET

DAVIS STREET  
DEER CREEK RUN

EAST STREET  
ELLSWICK STREET  
EMMONS STREET

FORD STREET  
FRANKLIN STREET  
- FROM UNION TO GREEN (EVEN 20-28)

GENEST STREET

GREEN STREET (92-194,121-311.)  
MYRTLE (121 GREEN) TO ROLLINSFORD (ODD)  
- FRANKLIN TO INDIGO HILL RD (EVEN TO 196)  
GUILMETTE LANE

HANSON STREET

HIGH STREET (246,266-518.)  
- 266 HIGH TO DOVER LINE  
HORNE STREET – RIGHT SIDE (ODD NUMBERS)

INDIGO HILL ROAD  
FROM HIGH TO UNION (EVEN 4-84)  
- HIGH TO GREEN (ODD 1-61)  
RIGHT SIDE (ODD NUMBERS)  
JOYCE STREET

KELWYN DRIVE  
KING'S LANE

LAURIER STREET  
LEMELIN COURT  
LONG LEAF LANE

MAIZE DRIVE  
MIDDLE STREET  
MOLLY LANE  
MORNING STREET  
MORRISON STREET  
MT AUBURN STREET  
- UNION TO GREEN (ODD & EVEN  
NOS. 41-53 AND 38-52)  
MYRTLE STREET  
- LEFT SIDE (ODD NUMBERS)

NASH PARKWAY

PEARL STREET

ROWLAND STREET  
RUEL STREET

SCHOOL STREET  
SHADY LANE  
SINCLAIR AVENUE  
SPRUCE STREET  
STACKPOLE ROAD

TRI CITY ROAD

UNION STREET

WILLIAM STREET  
WILSON STREET  
WOLCOTT AVENUE

**WARD 4 POLLING PLACE: CHARPENTIER APARTMENTS**  
**28 FRANKLIN STREET**

**SOMERSWORTH, NH**  
**STREETS BY WARDS**

**WARD 5**

ALICIA STREET

BENNETT STREET  
BOURQUE (BURKE) STREET  
BRICK STREET  
BUFFUMSVILLE ROAD

CHERRYFIELD VILLAGE  
CHESLEY AVENUE  
CLEMENT ROAD  
CONGRESS STREET

DANIEL STREET  
DEPOT STREET  
DOWN STREET  
FIRST STREET  
GLENVIEW STREET

GREEN STREET (200-314.) INDIGO HILL RD  
TO ROLLINSFORD LINE (EVEN))

INDIGO HILL ROAD  
FROM 90-154 (LEFT SIDE, EVEN)  
FROM 71-153 (RIGHT SIDE – ODD)

LAVOIE WAY  
LEE STREET

MAIN STREET (198-388,211-529.)  
204 MAIN TO ROLLINSFORD LINE  
199 MAIN (ROBBINS AUTO) TO  
ROLLINSFORD LINE

MEGAN DRIVE

MT AUBURN STREET  
FROM MAIN TO UNION (ODD & EVEN  
7-27 AND 8-22)

NADEAU STREET

PATRICIA STREET  
PAUL STREET

RITA ROAD  
RIVER STREET

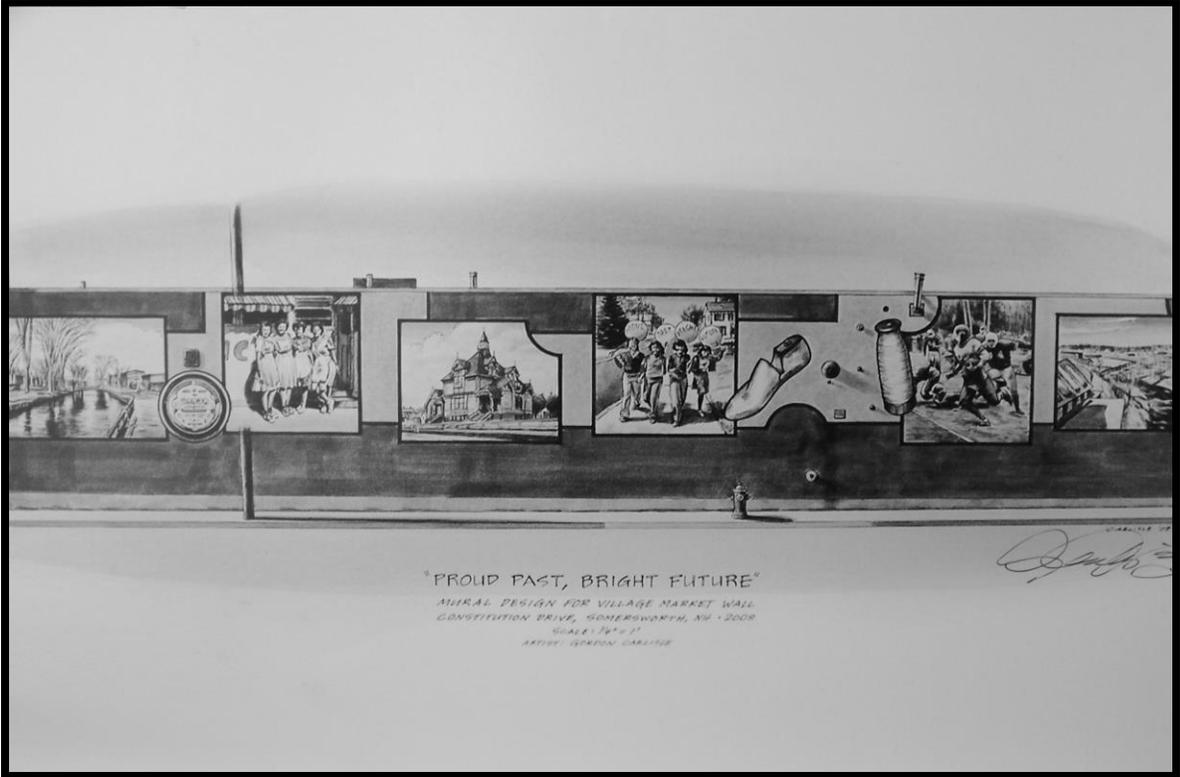
SECOND STREET  
SPRING STREET  
SUMMER STREET

THIRD STREET  
TURGEON LANE

UNION ST (LEFT SIDE – EVEN NOS.)

WALNUT STREET  
WATER STREET  
WIGGINS COURT  
WILDFLOWER CIRCLE

**WARD 5 POLLING PLACE: ROMEO J. MESSIER BLDG., 218 MAIN STREET**



"PROUD PAST, BRIGHT FUTURE"

MURAL DESIGN FOR VILLAGE MARKET WALL  
CONSTITUTION DRIVE, GONTERSDORF, NY - 2008  
SCALE: 1/4" = 1'  
ARTIST: GORDON CHARLTON

*Gordon Charlton*