

CITY OF SOMERSWORTH
CITY COUNCIL MEETING

AGENDA FOR MAY 2, 2016

7:00 P.M. – CITY COUNCIL MEETING

1. Roll Call of Members
2. Pledge of Allegiance
3. Minutes of Previous Meetings
 - A. Minutes of Non-public Session held on March 7, 2016.
 - B. Minutes of Non-public Session held on April 4, 2016.
 - C. Minutes of City Council Workshop held on April 18, 2016.
 - D. Minutes of City Council Meeting held on April 18, 2016.
4. Comments by Visitors
5. Announcements by Councilors
6. Communications
7. Presentation of Petitions and Disposal Thereof by Reference or Otherwise
8. Mayor's Report
9. Reports of Standing Committees
10. Reports of Special Committees, City Officers and City Manager
11. Nominations, Appointments and Elections
 - A. Planning Board Nominations – Requires Council Confirmation Vote
STRAFFORD REGIONAL PLANNING COMMISSION REPRESENTATIVES
Re-appointments of:
 1. William Connor
 2. Brian Tapscott
New Appointment
 1. Mark Fearis (present Planning Board alternate)
 - B. Mayoral Nominations – Requires Council Confirmation Vote
HISTORIC DISTRICT COMMISSION
Re-appointments of:
 1. Arthur Hendrickson
 2. Beth Poulin

New Appointment

1. Richard Brooks
2. Jenna Higgins – Alternate Member

12. Lay on Table

- A. Resolution No. 29 - 16 To Amend Existing Pole Licenses and to Adopt a Pole License Form for All Future Pole Licenses.

13. Unfinished Business

Resolutions:

- A. Resolution No. 31-16 Authorizing the City Manager to Sell City Tax Deeded Property Located at 16 Winter Street.
- B. Resolution No. 33-16 Proclaiming “Proud Past, Bright Future” as the Official Motto of the City of Somersworth.
- C. Resolution No. 34-16 To Authorize the Somersworth Housing Authority to Enter Into a Lease Agreement with the Somersworth Early Learning Center.
- D. Resolution No. 35-16 Amending the City of Somersworth Sustainability Committee.

14. New Business

Ordinances:

- A. Ordinance No. 17-16 Supplemental Appropriation To Increase Funds Available In The City’s Municipal And Transportation Improvement Fund

Other:

- A. Vote to Reconsider Budget Ordinance No. 16-16

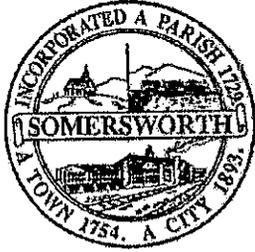
15. Comments by Visitors

16. Closing Comments by Council Members

17. Future Agenda Items

18. Nonpublic Session (as necessary, pending roll call vote by Council)

19. Adjournment



City of Somersworth
Boards, Commissions & Committee Application

Instructions: Please complete all information.

Name: Arthur Heardrickson III

Telephone: 692-5543 Email: arthurheardrickson3@gmail.com

Residence Address: 105 High St.

Mailing Address (if different): _____

Resident of Somersworth for 25 Years Ward 5+1

Registered Voter: Yes No

Education Level: Some college

Please list any organizations, groups, or other committees you are involved in:
HDR

I am interested in serving on the following Board, Commission or Committee (s):

Vision 2020

My Background or Interests are: History, Festival
organizations

over



I have served on the following Committee (s) in the past: LDC

Would you be able to commit to attending all meetings? Yes No

pending adequate notice

By submitting this Application you understand that:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application will be forwarded to the City Council for consideration.
4. Application will be kept on file for one (1) year from date of receipt.

Signature: [Handwritten Signature]

Date: 14 FEB 14

**Please submit application to:
City Clerk's Office
City Hall, One Government Way
Somersworth, NH 03878**



City of Somersworth
Boards, Commissions & Committee Application

Instructions: Please complete all information.

Name: Richard Brooks
Telephone: 603-765-6034 Email: Rich@OnlyJeepParts.com
Residence Address: 18 Linden St Somersworth NH 03878
Mailing Address (if different): Same
Resident of Somersworth for: 12 Years Ward: 1
Registered Voter: Yes No
Education Level: GED

Please list any organizations, groups, or other committees you are involved in:

I am interested in serving on the following Board, Commission or Committee (s):

HDC

My Background or Interests are: See attached sheet

over



I have served on the following Committee (s) in the past: none

Would you be able to commit to attending all meetings? Yes No

By submitting this Application you understand that:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application will be forwarded to the City Council for consideration;
4. Application will be kept on file for one (1) year from date of receipt.

Signature: 

Date: 9-17-14

Please submit application to:
City Clerk's Office
City Hall, One Government Way
Somersworth, NH 03876

My background or interests are:

During high school my senior year included multiple shop classes. I had focused on woodworking and building trades, with the intent of pursuing a career in carpentry. After high school I found it easier to and more appealing to work in the automotive field. I have always had a hands on do it yourself attitude. I would rather fix something myself than pay someone to do it. I find it hard to find anyone that cares for the job at hand more than the actual owner. This is probably due to my attention to detail. I tend to be very picky about how work is done during any repair/construction.

In 2002 I purchased my home on Linden St here in Somersworth. The fact it is in the Historic District was not a contributing factor. I had mixed feelings about this. I do not like the idea that I can be told what I can or can't do with my hard earned property. I did like the idea that my neighborhood would not be developed with out of place buildings or businesses. I have since built a shed on my property. Having gone through the application process with the HDC, I found it to be reasonable in the two instances that I have dealt with them.

When planning both my shed and a garage I have not yet built due to financial reasons. I read and studied the HDC guidelines. In effect. My understanding is that the intent of the HDC is to have any buildings built or added on to should reflect the appearance of buildings immediately surrounding it. Both of my applications were approved in the first meeting attended. I believe this was accomplished due to my attention to detail when designing both buildings. It is all about the details. Not what it is made of, but how the completed project appears.

As a quick example, if someone proposes to use wide corner boards. That sounds great, but in reality the board measures 6" wide. That may be wide compared to the standard 4" used nowadays, but is very narrow and out of place when compared to the 12" corner boards found commonly all over the Historic District. This is just one example of how recently built houses don't end up fitting in.

Over the years I have developed more of an appreciation for the Historic District. Just like current day cars, they don't build them like they used to. I find that both older cars and houses have character that is not found in modern versions. I would like to help preserve that appearance. The property next to me is in danger of having a very out of place house built. This situation has made me want to get more involved. This application will hopefully allow me the opportunity to do more to help preserve the Historic District.



City of Somersworth
Boards, Commissions & Committee Application

Instructions: Please complete all information.

Name: Jenna Higgins
Telephone: 774.277.1149 Email: jenna.higgins@gmail.com
Residence Address: 36 Canal St. Apt 307 Somersworth, NH
Mailing Address (if different): _____
Resident of Somersworth for 2 Years Ward: 1
Registered Voter: Yes No
Education Level: M.S.

Please list any organizations, groups, or other committees you are involved in:
National Trust for Historic Preservation

I am interested in serving on the following Board, Commission or Committee (s):

Historic District Commission

My Background or Interests are: historic preservation, architectural
historical

over



I have served on the following Committee (s) in the past: ✓

Would you be able to commit to attending all meetings? Yes: No:

By submitting this Application you understand that:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application will be forwarded to the City Council for consideration.
4. Application will be kept on file for one (1) year from date of receipt.

Signature: Jenna E. Ariz

Date: 4-20-16

Please submit application to:
City Clerk's Office
City Hall, One Government Way
Somersworth, NH 03978

Jenna E. Higgins

ARCHITECTURAL HISTORIAN

Demonstrated Success Record:

- **Authored** National Register Nominations for Historic Districts and Individual Historic Properties, NEPA Reports, and SHPO Correspondence
- **Identifying and recommending** properties eligible for listing in the State or National Register of Historic Places
- **Research** utilizing various archival resources, including primary and secondary sources, databases, and interviews
- **Coordinate** with state and local officials, clients, property owners, and the general public
- **Participate** in public meetings

Research Specializations

- Cultural Resource Management
- Archival Research
- National Register Nominations
- Historic Structure Inventory and Survey
- Historic Architecture of the Northeastern United States
- Preservation of Historic Cemeteries

EDUCATION

University of Pennsylvania, School of Design **2007**
Masters of Science, Historic Preservation

Salve Regina University **2003**
Bachelor of Arts – Summa Cum Laude

- Major: Cultural and Historic Preservation
- Minor: American History
- Awards:
 - Four Year Presidential Scholarship Recipient
 - 2004: Newport Historical Society's Collegiate Essay Contest winner
 - 2004: Salve Regina University Edwin Wilmot Connelly Award
 - 2000: American Institute of Architects/Rhode Island Scholarship recipient

PROFESSIONAL EXPERIENCE

SEARCH, Inc. – Portsmouth, NH **2014-Present**
Architectural Historian

- Responsible for various client deliverables for above ground cultural resources, including Section 106 review, National Register of Historic Places eligibility, historic building survey, and historic district/area surveys
- Select project experience:
 - Conducted historic resource survey and documentation of historic properties along proposed and alternative Northern Pass Transmission Line Corridor, and made recommendations for further intensive survey and evaluation. Attended public meetings, and coordinated with consulting parties, the Department of Energy, and the New Hampshire Division of Historical Resources.
 - State Register Nomination for the Rye Public Library

- Completed Individual Inventory Forms and National Register eligibility evaluation for Echo Farm in Epping, NH and Hathaway House in Laconia, NH
- Coordinate with clients, state and federal agencies on specific projects regarding potential effects on historic properties
- Complete marketing tasks and submit proposals for incoming projects

RMS Media/Ocean Home Magazine – Andover, MA

2013-2014

Strategic Media Manager

- Close new business using traditional cold calling, and custom designed email campaign strategies
- Meet and exceed individual sales goals for both print and digital campaigns
- Maintain existing client relationships, prospect new accounts, and introduce new customers to the premiere luxury lifestyle magazine, *Ocean Home*
- Represent the publication at various local and national industry associations & events
- Meet production deadlines for each issue, including having all contracts, documents, and materials available for marketing, production, and bookkeeping departments

Federal Emergency Management Agency (FEMA) – Concord, NH

2011-2012

Historic Preservation Specialist, Local Hire

- Complete Environmental and Historic Preservation Review for public assistance projects
- Conduct research regarding historical properties damaged during federally declared disasters
- Evaluate potential impacts of emergency work and mitigation efforts on identified historic properties
- Provide technical assistance to Project Specialists regarding historic preservation and environmental concerns
- Coordinate with State Historic Preservation Officer (SHPO), federal, state, and local officials
- Conduct National Register of Historic Properties eligibility assessment for historic properties

EBI Consulting – Burlington, MA

2009-2011

Architectural Historian

- Responsible for various deliverables of Telecommunication Projects including:
 - Conducting archival research
 - Site visits and photo documentation of above ground cultural resources
 - NEPA Reports, SHPO Documentation, Public Notices, and Coordination with local governments and agencies
- Coordinate with clients, state and federal agencies on specific telecommunications projects regarding potential effects on historic properties
- Complete tribal notification processes for projects as needed
- Assess properties for National Register of Historic Places eligibility

Vanasse, Hangen, Brustlin, Inc. – Watertown, MA

2008 – 2009

Architectural Historian / Preservation Planner

- Responsible for conducting archival research for engineering and development projects.
- Complete state tax credit applications and National Register nominations.
- Conduct architectural surveys of historic structures.
- Complete due diligence memos, cultural resource sections of environmental assessment reports and other client deliverables.

Wellington Management Company, LLP – Boston, MA

2006 – 2008

Administrative Assistant

- Provide administrative support to the Trust Services Department.
- Coordinate internal meetings and group calendars.
- Update and maintain department documents, presentations, and marketing materials.
- Assist with other group initiatives and ad hoc projects.

UPenn Historic Preservation Office – Philadelphia, PA **2004 - 2006**

Internship Coordinator

- Coordinated information sessions for students and potential employers.
- Distributed internship information to the department.
- Supervised preservation lecture series and receptions for invited guests, alumni, faculty, and students.

Newport Historical Society – Newport, RI **2003 - 2004**

Historic Sites Supervisor

- Supervised five historic properties, ensuring the safety and integrity of the historical sites.
- Conducted public and private tours
- Communicated with clients regarding rental procedures and restrictions
- Scheduled police, fire detail, and staff for public and private events.

Architectural Conservation Services – Bristol, RI **2002 - 2003**

Assistant Conservator

- Conducted microscopic examination, mortar and paint stratigraphy analysis
- Created analytical reports based upon findings and research.

Mount Auburn Cemetery – Cambridge, MA **Summer 2002**

Preservation Intern

- Analyzed, interpreted, and compared historic monuments with present day conditions.
- Entered surveyed information into database, scanned historic documents
- Conducted historic and monument specific research.

Museum of Newport History – Newport, RI **2001 – 2004**

Museum Staff

- Charged with daily operation of museum including ticket transactions and gift shop sales
- Provided historical interpretation for visitors
- Conducted tours

PROFESSIONAL REGISTRATIONS AND ASSOCIATIONS

National Trust for Historic Preservation, member

New Hampshire Division of Historical Resources, approved architectural historian consultant

- NH State Survey Program
- National Register of Historic Places
- Compliance Services
- Base Line Documentation

Maine Historic Preservation Commission, approved historic preservation consultant

Vermont Division for Historic Preservation, approved historic preservation consultant

- Environmental/Project Review
- National and State Registers of Historic Places

References References will be furnished upon request.

RESOLUTION NO. 29 - 16 TO AMEND EXISTING POLE LICENSES AND TO ADOPT A POLE LICENSE FORM FOR ALL FUTURE POLE LICENSES.

Somersworth, NH
April 4, 2016

Whereas there is a need to amend all existing pole licenses within the City of Somersworth to include taxing language pursuant to RSA 72:23,I; and

Whereas there is also a need to adopt a form for all future pole licenses for the purpose of adding a taxation provision as required by the public good; and

Whereas pursuant to RSA 231:163, the City Council may amend all existing pole licenses whenever the public good requires and furthermore by adopting a revised Pole license form for the purposes of adding a taxation provision is consistent and required by the public good;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT, the City Council has found it to be in the best interests of the public good to amend all existing Somersworth pole licenses and to adopt a revised Pole License form to be used by the City of Somersworth effective April 19, 2016, that includes the following language for all future pole licenses to be issued in the City of Somersworth.

In accordance with the requirement of RSA 72:23, I (b), this license is granted to the licensee(s) subject to the condition that the licensee(s) and any other entity using or occupying property of the municipality pursuant to this license shall be responsible for the payment of, and shall pay, all properly assessed real and personal property taxes no later than the due date. Failure of the licensee(s) to pay duly assessed personal and real property taxes when due shall be cause to terminate this license.

In accordance with the requirements of RSA 72:23, I (b), the licensee(s) hereunder and any other entity using or occupying the property of the municipality pursuant to this license shall be responsible for the payment of, and shall pay, both current and potential real and personal property taxes when due. Furthermore, in accordance with the requirements of RSA 72:23, I (b), the licensee(s) and any other entity using and/or occupying property of the municipality pursuant to this license shall be obligated to pay real and personal property taxes on structures or improvements added by the licensee(s) or any other entity using or occupying the property of the licensor pursuant to this license.

The Licensee is required to provide the town in writing the names and contact information for any additional provider(s) authorized now or in the future to place equipment at these location(s).

Sponsored by Councilors

Dale R. Sprague
David A. Witham
Denis Messier
Jennifer G. Soldati

Approved:

City Attorney

Effective Date: _____

RESOLUTION NO. 31-16 AUTHORIZING THE CITY MANAGER TO SELL CITY
TAX DEEDED PROPERTY LOCATED AT 16 WINTER STREET.

Somersworth, NH
April 18, 2016

WHEREAS, the City of Somersworth has acquired the following parcel of property through tax deed,

- 16 Winter Street, Map 11 Lot 178

And,

WHEREAS, after a review of the aforementioned there has been no determined municipal need for the property and it may be considered surplus,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to sell this surplus City property by any means determined to be in the best interest of the City.

Sponsored by:

David A. Witham
Dale R. Sprague
Martin Pepin
Jennifer G. Soldati

Approved:

City Attorney

RESOLUTION NO. 33-16 PROCLAIMING "PROUD PAST, BRIGHT FUTURE" AS THE OFFICIAL MOTTO OF THE CITY OF SOMERSWORTH.

Somersworth, NH
April 18, 2016

WHEREAS: "Summersworth" was incorporated as a parish in 1729, a town in 1754 and a city in 1893 and;

WHEREAS: Somersworth has a rich and vibrant history and a culturally diverse community, and;

WHEREAS: Somersworth continues to dedicate itself to celebrating and honoring its "Proud Past" while planning and progressing towards its "Bright Future", and;

WHEREAS: Hilltoppers throughout the community embrace and reflect the values of Somersworth's "Proud Past" and "Bright Future", and;

WHEREAS: The phrase "Proud Past, Bright Future" continues to be used as the unofficial motto of the Hilltop community and reflects the Hilltopper spirit,

NOW, THEREFORE, be it resolved by the Somersworth City Council, that "Proud Past, Bright Future" be adopted as the official motto of the City of Somersworth.

Sponsored by
Mayor Dana S. Hilliard

Approved
City Attorney

RESOLUTION NO. 34-16 TO AUTHORIZE THE SOMERSWORTH HOUSING AUTHORITY TO ENTER INTO A LEASE AGREEMENT WITH THE SOMERSWORTH EARLY LEARNING CENTER.

Somersworth, NH

April 18, 2016

WHEREAS, The City of Somersworth, as “Grantee”, and the Somersworth Housing Authority (SHA), as “Sub-recipient”, entered into an agreement with the Community Development Finance Authority for a grant to expand the facility at 35 Bartlett Ave. used by the Somersworth Early Learning Center (SELC), and

WHEREAS, on January 1, 2014 the SELC separated from the SHA and established their own non-profit status and then entered into a lease agreement which included monthly rent paid to the SHA for use of the facility, and

WHEREAS, pursuant to the CDFA grant agreement, the SHA as a sub-recipient must seek approval from the City of Somersworth to enter into this lease agreement,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Somersworth Housing Authority is authorized to enter into a lease agreement with the Somersworth Early Learning Center.

Sponsored by Councilors

Councilor David A. Witham

Councilor Dale R. Sprague

Councilor Martin Pepin

Councilor Jennifer G. Soldati

Approved:

City Attorney

RESOLUTION NO. 35-16 AMENDING THE CITY OF SOMERSWORTH SUSTAINABILITY COMMITTEE.

Somersworth, NH
April 18, 2016

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH that the "Sustainability Committee", formed by Resolution No. 17-11 and adopted on February 2, 2011 **be amended as to membership, function and goals.**

Be it further resolved that the Committee shall hereby be comprised of the following members:

- The Mayor or his/her designee.
- One member of the City Council appointed by the Mayor.
- The City Manager or his/her designee.
- The Director of Planning & Community Development or his/her designee.
- Four members of the community at large, and/or Somersworth business community, appointed by the Mayor.
- One student approved by the Mayor.
- One member of the Conservation Commission appointed by the Chair of the Conservation Commission.

Members of the Committee must be residents or employees of the City and shall be appointed for a two-year term.

Be it further resolved that the Committee shall hereby:

- Serve as a resource and clearinghouse for the City Council and City Departments concerning issues of sustainability.
- Develop recommendations for the implementation of the goals in the Master Plan related to sustainability.
- Identify existing sustainable practices and identify areas needing improvement.
- Assist in coordinating efforts of various departments in implementing sustainability projects.
- Adopt an open meeting concept to encourage involvement of the community at large in the activities of the Committee.
- Promote public awareness of sustainability issues.
- Report regularly to the City Council on the meetings and activities of the Committee.
- Develop recommendations to prepare the city for, and reduce the city's contribution to, climate change.

Amendments Introduced by

Mayor Dana S. Hilliard
Councilor Jennifer G. Soldati

Approved:
City Attorney

ORDINANCE NO. 17-16 SUPPLEMENTAL APPROPRIATION TO INCREASE FUNDS AVAILABLE IN THE CITY'S MUNICIPAL AND TRANSPORTATION IMPROVEMENT FUND

Somersworth, NH
May 2, 2016

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter that the annual budget for the City of Somersworth for Fiscal Year 15-16 is amended as follows:

Appropriate \$500,000 from Unassigned Fund balance (surplus) to the Municipal and Transportation Improvement Fund for the purpose of funding in whole or in part improvements to the local or regional transportation system including roads, bridges, bicycle and pedestrian facilities.

Approved as to funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Trish Harris
City Clerk

Sponsored by

Councilor
David A. Witham

Approved:

City Attorney

Background:

This ordinance appropriates Unassigned Fund Balance for the purpose of increasing the City's ability to fund road improvement projects without negatively impacting the City's year-to-year operating budget practices. It is anticipated that this would replace use of at least \$500,000 of the unassigned fund balance in the Fiscal Year 16-17 budget as proposed and/or approved.

This Supplemental Appropriation requires a public hearing and a two-thirds majority vote of the City Council to adopt.