

CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager *RB*
DATE: Friday, April 15, 2016
SUBJECT: City Manager's Report for Monday, April 18, 2016
City Council Agenda

*5:30 p.m. – Non-meeting with Attorney Mark Beliveau/Special Legal Counsel
Superfund Monitoring Process*

*6:00 p.m. – Workshop re: EPA Brownfield's Grant
Mr. Michael G. McCluskey, P.E., NH DES*

Presentation of Petitions and Disposal Thereof by Reference or Otherwise (under Section 7 of Agenda)

- A. Robert Vachon and Matthew Murray from Vachon Clukay to present FY2015 Audit.** The Auditors will provide a PowerPoint summary presentation of the results found in the financial statements submitted to the Honorable Mayor, City Council and Manager.

Lay on Table (under Section 12 of Agenda)

Ordinance

- A. Ordinance No. 16-16 "FY 2016-2017 Budget".** I asked our Finance Director to run some budget line five-year spending averages and year-to-date spending for your consideration. The report is attached. The revised projected tax rate increase is also provided, showing a total of .26 cents. More detail on City revenues is also provided as well as a Memorandum regarding the EDM position's work.

Unfinished Business (under Section 13 of Agenda)

Resolutions

- A. Resolution No. 29-16 To Amend Existing Pole Licenses and to Adopt a Pole License Form for all Future Pole Licenses.** The City's Legal Counsel (Attorney Jae Whitelaw from the Mitchell firm) recommended the City change its Pole License Form due to recent Court rulings. Written notices were sent to each licensee that the Council will be holding a Public Hearing. The notice must be given pursuant to RSA 43:2, which requires that it be served in hand or left at their abode/place of business at least 14 days before the hearing. The Mayor will be moving the Hearing to the Council's scheduled meeting on May 16th at 6:45 p.m.

Unfinished Business (under Section 13 of Agenda)

- B. Resolution No. 30-16 Authorizing the City Manager to Accept a Fee Interest to a Conservation Parcel of Approximately 97 Acres Identified as Assessor's Map 20 Lot 5 and Located in the Sunningdale Subdivision Development.** City Attorney Walter Mitchell has reviewed the Conservation Easement language. I have attached his opinion regarding the proposed easement.

New Business (under Section 14 of Agenda)

- A. Resolution No. 31-16 Authorizing the City Manager to Sell City Tax Deeded Property Located at 16 Winter Street.** The Finance Committee met on April 4th and voted to sponsor this Resolution and forward to the full Council. The Committee did discuss any potential benefits to keeping the property, but none were identified. I have attached a copy of the City's property record card and tax map.
- B. Resolution No. 32-16 To Authorize the City Manager to Contract with Xylem Water Solutions USA, Inc. Flygt Products of Woburn, Massachusetts for the Purchase of Two (2) Raw Water Pumps for the Water Treatment Plant.** The Finance Committee met on April 4th and voted to accept Staff's recommendation for this purchase. I have attached a copy of Staff's recommendation as well as the purchase quote.
- C. Resolution No. 33-16 Proclaiming "Proud Past, Bright Future" as the Official Motto of the City of Somersworth.**
- D. Resolution No. 34-16 To Authorize the Somersworth Housing Authority to Enter into a Lease Agreement with the Somersworth Early Learning Center.** The Finance Committee discussed this issue with Somersworth Housing Authority (SHA) Executive Director Debbie Evans. I have attached a copy of her letter to me that explains the Grant situation. I have also discussed the issue with Community Development Finance Authority (CDFA) Director George Hunton. Attached is a copy of an email from him. Respectfully I would offer that this is somewhat of a housekeeping issue in order to comply with certain Grant conditions regarding the City's approval of any lease arrangement. The Council will also need to approve any eventual sale of the property. There is a meeting scheduled with Mr. Hunton, Early Learning Center Board Members, SHA and I for early next week to discuss the possibility of a sale in the near future.
- E. Resolution No. 35-16 Amending the City of Somersworth Sustainability Committee.**

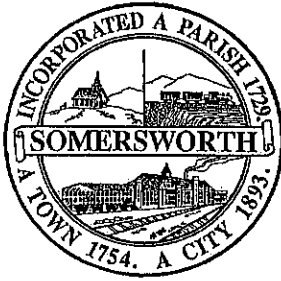
City Manager's Items (under section 10 of Agenda)

A. Informational Items:

1. **Household Hazardous Waste Collection Day.** Once again this year we will be partnering with the City of Rochester to provide residents with the opportunity to drop off household hazardous waste products. Informational brochures are available at City Hall and will be placed on our website later this week. The collection will be held at the WMI Turnkey Landfill in Rochester.
2. **PRIMEX Insurance.** Attached is a copy of the letter from Primex notifying the City of our successful attainment of the *Primex 3* designation, this designation carries with a 2.5 % discount off of our contributions to Primex's Workers Compensation and Property and Liability premiums.

B. Attachments:

1. City Attorney Certifications (2).
2. Department Head Reports.
3. Miscellaneous.



MEMORANDUM

TO: Mayor Dana Hilliard and City Council Members

FROM: Robert M. Belmore, City Manager *RB*

DATE: Friday, April 15, 2016

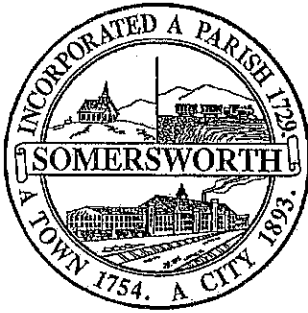
**SUBJECT: City Council Brownfields Workshop –
Breton Cleaners (former), 1 Winter Street**

Attached is a copy of a January, 2016 Memorandum provided to the Mayor and City Council. It outlines a preliminary timeline on the City moving forward to accept the tax deed on this property and move forward in a clean-up process through the EPA Brownfields Grant Program.

Mr. Michael G. McCluskey, P.E., from the NH DES Brownfields Program, Hazardous Waste Remediation Bureau will give a PowerPoint presentation outlining the Brownfields process at Monday's Council workshop.

The City's Special Environmental Counsel, Mark Beliveau, Esq., will be staying for the workshop and will also offer comment and be available for questions.

I have also provided a copy of the property record card and tax map for this property. I wanted to point out that presently the property owners are in arrears to the City for a total of \$101,582 dating back to 2001.



Dave Sharples
Director of Planning and Community Development

January 29, 2016

To: Robert M. Belmore, City Manager

Re: Breton Cleaner's anticipated timeline

I am writing this memorandum in response to your request for a proposed timeline regarding the potential cleanup of the Breton Cleaner's site. I offer the following potential timeline:

- Submit an EPA Targeted Assessment Application by January 31, 2016 for up to \$100,000 in federal funds to perform additional Phase II work and conduct cleanup planning with cost estimates (the application will be submitted today and I have provided you a separate memorandum describing the program). There is no match requirement for the funds and the project will be administered by the EPA using their own chosen consultant. I have attached a fact sheet regarding this program.
- Hold a workshop with the City Council at some point in March/April prior to their regular meeting. Michael McCluskey, from NHDES, and Jim Byrne from EPA offered to speak with the City Council and provide information regarding the Brownfields program with a specific focus on the Breton Cleaner's site.
- If successful with the EPA Assessment application, additional Phase II work and cleanup planning will be conducted by the EPA in spring/summer 2016.
- Start preparing a Brownfields application in anticipation of a fall 2016 submittal.
- City Council votes on acquiring the property by tax deed in the fall of 2016.
- If the City Council acquires the property through a tax deed, submit a Brownfields Cleanup grant application in late 2016/early 2017 (dependent upon Federal funding availability and grant announcement). Please note that the City would have to own the property when submitting the application for a cleanup grant.
- Notice of Brownfields grant award in May/June 2017.
- If successful with Brownfields application, secure any match requirement through the City Council.
- Federal funds to complete clean up become available October 2017.
- Finalize design and choose project manager.
- Spring/summer 2018 complete clean up.
- If unsuccessful on either the Targeted Assessment or Cleanup grant, evaluate the application and revise accordingly for submittal during the next round of funding.

Please note that Joe Devine is up to speed on this project and has all the key contact information at NHDES and EPA.

Thank you.



EPA Targeted Brownfields Assessments

The Basics

The U.S. Environmental Protection Agency's (EPA) Brownfields Program is designed to empower states, communities and other stakeholders to work together in a timely manner to prevent, assess, safely clean up and sustainably reuse brownfields. EPA provides technical and financial assistance for brownfields activities through an approach based on four main goals: protecting human health and the environment, sustaining reuse, promoting partnerships and strengthening the marketplace. Brownfields grants and technical assistance, through Targeted Brownfields Assessments (TBAs), serve as the foundation of the Brownfields Program and support revitalization efforts by funding environmental assessment, cleanup and job training activities. Thousands of properties have been assessed and cleaned up through the Brownfields Program, clearing the way for their reuse.

What Is a Targeted Brownfields Assessment?

EPA's TBA program is designed to help minimize the uncertainties of contamination often associated with brownfields—especially for those entities without EPA Brownfields Assessment grants. The TBA program is not a grant program, but a service provided through an EPA contract in which EPA directs a contractor to conduct environmental assessment activities to address the requester's needs. Unlike grants, EPA does not provide funding directly to the entity requesting the services. TBA assistance is available through EPA's Regional Brownfields offices.

A TBA may encompass one or more of the following activities:

- An "all appropriate inquiries" assessment (Phase I), including a historical investigation and a preliminary site inspection;
- A more in-depth environmental site assessment (Phase II), including sampling activities to identify the types and concentrations of contaminants and the areas to be cleaned; and
- Evaluation of cleanup options and/or cost estimates based on future uses and redevelopment plans.

A BROWNFIELD is defined as real property, the expansion, redevelopment or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant or contaminant. The 2002 Brownfields Law further defines the term to include a site that is "contaminated by a controlled substance; contaminated by petroleum or a petroleum product excluded from the definition of hazardous substance; or mine-scarred land."

Who Is Eligible to Apply for a Targeted Brownfields Assessment?

Eligible entities include state, local and tribal governments; general purpose units of local government, land clearance authorities or other quasi-governmental entities; regional council or redevelopment agencies; states or legislatures; or nonprofit organizations.

TBA assistance may only be used at properties that meet the statutory definition of a brownfield. The TBA program does not provide resources to conduct cleanup or building demolition activities. Cleanup assistance is available under EPA's Cleanup or Revolving Loan Fund (RLF) grants. Information on EPA's Brownfields Cleanup and RLF grants can be found on the EPA Brownfields website at www.epa.gov/Brownfields.



Environmental assessments through the TBA Program help to revitalize communities and assist in redevelopment.

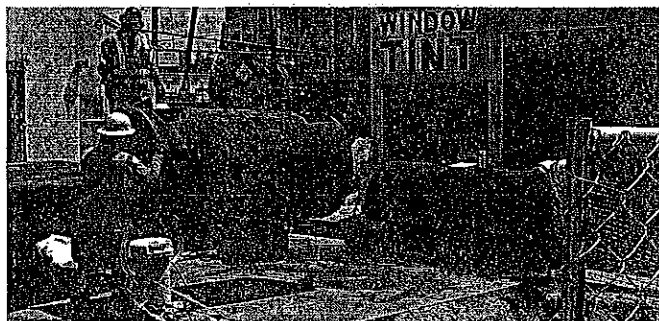
What Properties Are Typically Targeted for TBA Assistance?

The TBA selection process varies slightly in each EPA Region. The Regions have discretion in selecting areas to target for environmental site assessment assistance and typically prefer to target properties that are abandoned or publicly owned, have low to moderate contamination, include environmental justice issues, suffer from the stigma of liability or have a prospective purchaser willing to buy and pay for the cleanup of the property, if needed. The selection process is guided by regional criteria. **Please visit www.epa.gov/Brownfields for more information on your region's criteria and application process.**

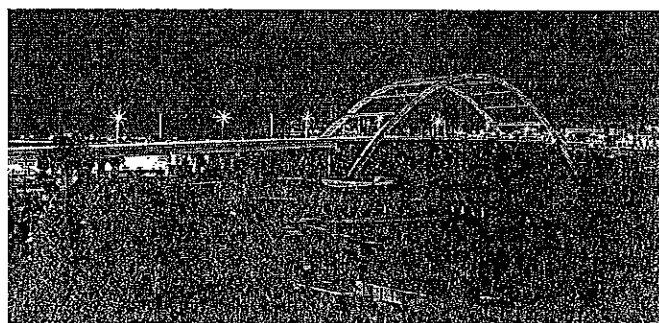
Examples of TBA Successes

Bellflower, CA – EPA provided \$65,000 in contractor-led TBA assistance to assess the Café Camillia/Fronk's Restaurant site in downtown Bellflower. From the 1940s to 1970s, the property was the site of a fueling and service station. EPA's Underground Storage Tank (UST) Program provided support for the identification and initial assessment of the site in 2011. In 2012, EPA TBA funds were used for a field investigation to determine if petroleum contamination from three USTs had caused groundwater or soil contamination. Results found contamination levels to be of no impact to the health of future site occupants and next-door residents. The property has been redeveloped, as part of Downtown Bellflower's Revitalization Vision Strategy, and now is home to the new Fronk's Restaurant and mixed-use affordable housing.

Nashville, TN – Cumberland Park is an innovative play space for children and families, incorporating unique play structures and water features that create an exciting new attraction along Nashville's riverfront. EPA contractor-led TBA assistance, along with the Army Corps of Engineers and the Tennessee Department of Environment and Conservation (TDEC), assessed the property, which was formerly a saw mill and a bridge/barge manufacturing facility. The assessments identified several areas impacted by polynuclear aromatic, lead and arsenic that required cleanup. TDEC and the Metro Parks and Recreation Department worked cooperatively to develop and implement plans that incorporated a combination of soil removals, engineered caps and institutional controls to address environmental concerns and provide for safe reuse of the property. The Play Park opened in April 2012 and is approximately 6.5 acres, encompassing 900 feet of riverfront. It includes an outdoor amphitheater that can hold approximately 1,200 people for an event.



A fueling and service station, closed in the 1970s, is assessed before being redeveloped into a new restaurant and affordable housing complex in downtown Bellflower.



Nashville's Cumberland Park has become a community hub after redevelopment in 2012.

Weirton, WV – EPA provided contractor-led TBA assistance to assess the former RG Steel Plant in Beech Bottom. The 200-acre property has an ideal location, situated between State Route 2 and the Ohio River. As a historic steel manufacturer, site operations raised environmental concerns affecting long-term development options. The site owner, The Business Development Corporation of the Northern Panhandle, requested EPA assistance and EPA performed Phase I and Phase II environmental site assessment activities. The Phase II investigation revealed that groundwater contamination may be present. The site owner is coordinating with its Land Revitalization Specialist and the WV Department of Environmental Protection to determine the best redevelopment options for the site.

How Can I Apply for TBA Assistance?

If you are interested in receiving TBA assistance, please contact the EPA Brownfields staff in your Region. **You can find current contact information on the EPA Brownfields website at www.epa.gov/Brownfields.**



5-10,000 /-yr
 monitor
 property
 for

TABLE 8
HAZARDOUS MATERIALS COST AND GROUNDWATER MONITORING ESTIMATE - 2011 UPDATE

Bratton Cleaners
 1 Winter Street
 Somersworth, New Hampshire
 NHDES No. 200411112 / Project No. 14261

Item No.	Quantity	Unit	Description	Unit Bid Price in Figures	Total Amount (Low Range) ⁴	Total Amount (High Range) ⁴
1	1	Lump Sum	Mobilization/Demobilization, including Pre-Abatement Submittals, Notifications, etc.	\$ 14,080.00	\$ 14,080.00	\$ 14,080.00
2	1,100	Square Feet	Abatement and Disposal of VAT	\$ 5.50	\$ 6,050.00	\$ 6,050.00
3	2,545	Square Feet	Abatement and Disposal of Main Building Roofing	\$ 5.50	\$ 13,997.50	\$ 13,997.50
4	400	Linear Feet	Abatement and Disposal of Main Building Roof Flashing	\$ 7.70	\$ 3,080.00	\$ 3,080.00
5	1	Lump Sum	Interior Lead Abatement and Disposal (if material fails TCLP analysis)	\$ 52,800.00		\$ 52,800.00
5A (Option)	1	Lump Sum	Demolition of Building and Disposal as Construction Debris (if material passes TCLP analysis)	\$ 6,600.00	\$ 6,600.00	
6	16	Each	Disposal of Fluorescent Light Ballasts	\$ 97.90	\$ 1,566.40	\$ 1,566.40
7	160 to 300	Tons	Excavation, Transportation and Disposal of PCE contaminated soils	\$ 357.50	\$ 53,625.00	\$ 107,250.00
8	1	Lump Sum	Disposal of landscaping supplies (if needed)	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
Contract Price					\$ 101,188.90	to \$ 201,023.90
+ 20% Contingency					\$ 121,438.68	to \$ 241,228.68
Groundwater Monitoring⁶						
			Groundwater Management Permit Application Preparation ⁷ (one time cost, Year 1; permit renewal after 5 years not included)		\$	2,310.00
			Groundwater Management Permit Title Recordation and Landowner Notification (one time cost, Year 1)		\$	1,155.00
			Five Years <u>Biannual</u> Monitoring (includes laboratory costs and all required reporting) ⁸		\$	49,350.00
			Five Years <u>Annual</u> Monitoring (includes laboratory costs and all required reporting) ⁸		\$	30,450.00

Notes:

- 1) Materials are summarized in the "Hazardous Building Materials Survey and Limited Subsurface Investigation Report" prepared by Nobis Engineering, Inc., dated October 2005.
- 2) These estimates are based on current site conditions and the actual costs may vary.
- 3) These cost estimates are based on costs provided by TMC Services, Inc. based on a site walk September 27, 2005. The actual bids from abatement contractors may be significantly different depending on specification requirements, contractor availability, disposal facility fees, and a number of other factors.
- 4) Ranges are provided only for tasks with multiple alternatives or estimated quantities.
- 5) Engineering fees to prepare specifications, oversee the work, or provide other engineering services is not included in the cost estimates as these costs would be a function of the nature of any renovations, demolition, or remediation.
- 6) The schedule assumes 7 samples per round analyzed for VOCs for the 5-year term of the permit. The sampling frequency is yet to be determined; costs are provided for annual and biannual monitoring. Rates may rise over the term of the permit.
- 7) NHDES has informed Nobis that the \$2,000 GMP application fee will be waived for the city.
- 8) NHDES could request two sampling rounds per year or just 1 round per year, therefore costs for both options have been included.

11 181A 0
Map Block Lot

1 of 1 COMMERCIAL
CARD

City of Somersworth - N

TOTAL ASSESSED: 42,400
12931

PROPERTY LOCATION

No	At No	Direction/Street/City
1	1	WINTER ST, SOMERSWORTH

OWNERSHIP

Owner 1	BRETTON MICHAEL + KATHLEEN A
Owner 2	
Owner 3	
Street 1	PO BOX 1062
Street 2	
Town/City	MILTON
State/Prov	NH
County	
Postal	03861
Own Occ	N
Type	

PREVIOUS OWNER

Owner 1	BRETTON MICHAEL D.
Owner 2	
Street 1	5 MARKET ST
Town/City	SOMERSWORTH
State/Prov	NH
County	
Postal	03878-2703

NARRATIVE DESCRIPTION

This Parcel contains .547 ACRES of land mainly classified as STORE with a(n) STORE Building Built about 1850. Having Primarily WOOD SHING Exterior and ASPHALT SH Roof Cover, with 2 Units, 0 Baths, 1 HalfBaths, 0 3/4 Baths, 0 Rooms, and 0 Bottoms.

OTHER ASSESSMENTS

Code	Description	Amount	Com. Int.

PROPERTY FACTORS

Item	Code	Descp	%	Item	Code	Descp
Z	BH	BH	100	U	1	TYPCL
C						
R						
Census						
Flood Haz						
D	1	1	100	Topo		
S				Street		
T				Traffic		

LAND SECTION (First 7 lines only)

Use Code	Description	UIC Fact	No of Units	Depth Price/units	Unit Type	Land
325	STORE		23842		SQUARE FESITE	

IN PROCESS APPRAISAL SUMMARY

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value	Legal Description
325	15,200	1,300	0.547	25,900	42,400.75	
Total Card	15,200	1,300	0.547	25,900	42,400	
Total Parcel	15,200	1,300	0.547	25,900	42,400	
Source: Market Adj Cost			Total Value per SQ. unit: Card: 22.19	Parcel: 22.19		

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Assessed Value	Notes
2015	325	FV	15,200	1,300	.547	25,900	42,400	42,400 Year end	10/26/2015
2014	325	FV	15,200	1,300	.547	25,900	42,400	42,400 YEAR END ROLL	11/4/2014
2013	325	FV	15,400	1,300	.547	23,500	40,200	40,200 Year End Roll	11/8/2013
2012	325	FV	15,500	1,600	.547	23,500	40,600	40,600	11/2/2012
2011	325	FV	15,500	1,600	.547	23,500	40,600	40,600 Year end roll	1/27/2012
2010	325	FV	15,500	1,600	.547	23,500	40,600	40,600 Year End Roll	1/17/2011
2009	325	FV	15,500	1,600	.547	23,500	40,600	40,600	2/9/2010
2008	325	FV	15,500	1,600	.547	23,500	40,600	40,600 Year End Roll	2/18/2009

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verit	Assoc	PCI	Value	Notes
BRETTON RACHIEL D	2169-350		1/7/2000	FAMILY	0 No	No						
	1094-341		8/13/1992		55000 No	No						

TAX DISTRICT

PAT ACCT.

BUILDING PERMITS

Date	Number	Descp	Amount	C/O	Last Vist	Fed Code	F Descp	Comment
11/30/2004	4029	DEMOLITI		C	3/29/2005			DEMO B1 DG - NO FEE

ACTIVITY INFORMATION

Date	Result	By	Name
8/16/2012	MEASURED	742	TIM COUDNOYE
10/23/2009	FIELD REVC CHG	737	JAN CARLUTH
6/19/2009	ABATE	737	JAN CARLUTH
2/29/2008	PERMIT VISIT	742	TIM COUDNOYE
3/15/2007	PERMIT VISIT	742	TIM COUDNOYE
3/31/2006	UNOCCUPIED	742	TIM COUDNOYE
3/29/2006	UNOCCUPIED	741	MATT SMITH

Sign VERIFICATION OF VISIT NOT DATA

Alt	%	Spec	Fact	Use Value	Notes
Class		Code			
25,881				25,900	

Total AC/Ha: 0.54734	Total SFS/M: 23842.13	Parcel UIC: 325	STORE	Prime NB Desc: C/ FR	Total: 25,881	Spl Credit	Total: 25,900
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Disclaimer: This Information is believed to be correct but is subject to change and is not warranted.

Database: AssessPro

darcy

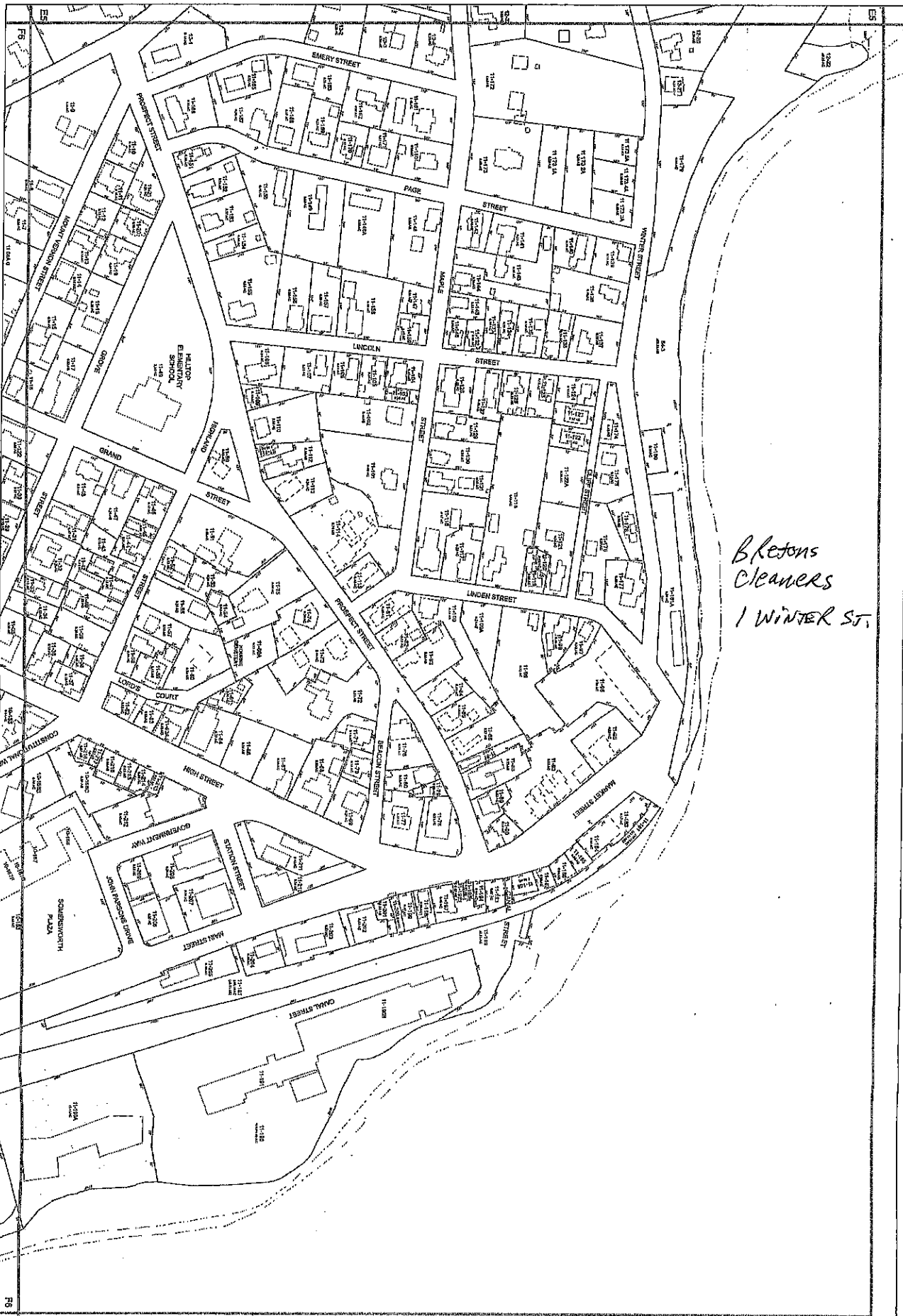
2016



Patriot Properties Inc.

USER DEFINED

Print	Date	Time
Prior id #2		
Prior id #3		
Prior id #1		
Prior id #2	04/15/16	08:19:22
Prior id #3		
Prior id #1		
Prior id #2		
Prior id #3		
Prior id #1		
Prior id #2		
Prior id #3		
ASR Map		
Fact Dist		
Reval Dist		
Year		
Land Reason		
Bld Reason		



Bletons
cleaners
/ WINTER ST.

THIS MAP IS FOR
ASSESSMENT PURPOSES.
IT IS NOT VALID FOR LEGAL
DESCRIPTION OR
CONVEYANCE.

GRID NORTH
NAD 83 STATE PLANE
COORDINATES
NAD 1983 FT

Completed: October, 2009

Legend

- Building
- Map Sheet
- Property Line
- Wetlands
- Water
- AC (Area Calculated)
- AS (Area Surveyed)

Property Maps
City of
Somersworth
New Hampshire

1 inch = 200 feet
0 50 100 200
Feet



E4		
E5	F5	
E6	F6	G6

SHEET NO.

F5

ORDINANCE NO. 16 -16 FY2016-2017 BUDGET

SOMERSWORTH, NH

April 4, 2016

The City of Somersworth Ordains that Budgets for the City of Somersworth for the 2016-2017 Fiscal Year shall be:

DEPARTMENT

PROPOSED BUDGET

GENERAL FUND

Elected Leadership	\$121,311
City Management	487,879
Finance and Administration	1,190,239
Development Services	1,011,589
Police	3,631,125
Fire	2,209,592
Public Works	2,092,673
Other Expenses	1,300,279
Capital Outlay	205,909
Intergovt Assessments - County	2,409,243
School Department	25,973,820

TOTAL GENERAL FUND

40,633,659

ENTERPRISE FUNDS

Wastewater Department	2,143,498
Water Department	2,040,717
Solid Waste	401,700

TOTAL ENTERPRISE FUNDS

4,585,915

SPECIAL REVENUE FUND

Cable Fund	85,107
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TOTAL FY 2016-2017 APPROPRIATION

\$45,304,681

This ordinance shall take effect upon its passage.

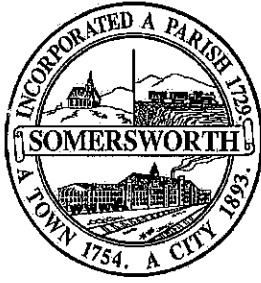
Introduced by:

Mayor Dana S. Hilliard

by request

Approved:

City Attorney



MEMORANDUM

TO: Bob Belmore, City Manager
FROM: Scott A. Smith, Director of Finance
DATE: April 14, 2016
SUBJECT: Budget Questions

In response to questions asked at the City Council's budget workshop, please accept the following:

Q. What is the total amount budgeted for Office Supplies and can this be reduced?

A. Total office supplies proposed in the FY17 General Fund budget is \$23,450. The City has spent a total of \$16,073 year to date. The average expenditures for the 5 years preceding are \$22,823.

Q. What is the average spending in the Legal line items in the budget?

A. The proposed FY17 General Fund budget and spending amounts are as follows:

	<u>FY17 Proposed</u>	<u>Year to Date Exp.</u>	<u>5 year average</u>
City Attorney/Legal Services	\$40,000	\$29,775	\$34,218
Litigation	\$30,000	\$ 6,687	\$14,205

Q. What is the average spending for Miscellaneous Services and Consultants in the Administration Budget?

A. The proposed FY17 General Fund budget and spending amounts are as follows:

	<u>FY17 Proposed</u>	<u>Year to Date Exp.</u>	<u>5 year average</u>
Miscellaneous Services	\$3,500	\$1,883	\$1,660
Consultants	\$5,000	\$5,200	\$2,234

Q. In the Library Budget, how many periodicals, books, and children's books do we purchase each year, and where do we keep them all?

A. The FY17 proposed budget is as follows:

- Periodicals is \$3,200. This will keep current our 35-title magazine collection, 2 newspaper subscriptions, serial reference books, and microfilm copy of Fosters Daily Democrat. Newspapers are read daily by patrons, and 534 magazines are loaned out on average each year.
- Books is \$13,500. This will purchase approximately 675 books for the general collection. Old books are removed due to condition, lack of activity, or simply go missing because they are unreturned. As the collection is culled, new books are shelved in their place.
- Children's Books is \$4,000. This will purchase approximately 182 books for the children's collection. The children's section of the library is downstairs, and books are shelved and replaced in the same manner as the general collection.

Q. What is the total water and sewer budget in the General Fund and are we required to charge for it?

A. The total amount proposed in the FY17 general fund budget is \$9,270. I would also point out for informational purposes; the School department has included \$27,300 in the School budget and \$780 in the SAU budget for Water and Sewer charges.

Chapter 32 of the City's Ordinances - Water Ordinance, On page 2, under Section 1: Definitions, the ordinance defines a customer as any individual, partnership, firm, association, corporation, city government, or governmental division owning or having an interest in property to which the utility supplies service.

Section 2 states that this ordinance applies to all customers served by the utility.

Chapter 8(a) – Sewer Ordinance does not seem to clearly define “customer”, however the volume charges under Section 7(b) apply to “all sewer users”.

It seems that our Ordinances as they currently exist may require the utilities to charge the City for these services. It seems reasonable they would need to be amended to reflect a change in that practice.

Q. Could you review the Administration Holiday Pay in the Police Administration budget and see if that can be adjusted?

A. Yes, after review of that line item, only one employee will be eligible for this pay type, and that amount can be adjusted downward to \$2,100.

Q. What is the average fuel expense for the Police Department Patrol division?

A. The proposed FY17 General Fund budget for this line item is \$35,000. Year to date the City has spent \$19,649. The average for the preceding 5 years is \$42,219.

Q. What is the average overtime for the Investigations Division?

A. The proposed FY17 General Fund budget for this line item is \$12,750. Year to date the City has spent \$7,751. The average for the preceding 5 years is \$12,457.

Q. What is the average for EMS supplies in the Fire budget?

A. The proposed FY17 General Fund budget for this line item is \$1,200. Year to date the City has spent \$605. The average for the preceding 5 years is \$1,086.

Q. What is the average for Vehicle Fuel in the Firefighting budget?

A. The proposed FY17 General Fund budget for this line item is \$9,000. Year to date the City has spent \$4,286. The average for the preceding 5 years is \$10,591.

Q. What is the average for telephone in the Department of Public Works?

A. The proposed FY17 General Fund budget for this line item is \$2,200. Year to date the City has spent \$1,195. The average for the preceding 5 years is \$1,950.

Q. Is there enough funding proposed in Street Maintenance in the line item 4177, Paint for Roads?

A. Based on the current proposals received for line striping and painting for crosswalks, this line item should be increased by \$11,000. This additional funding would cover the expense of contracting out the painting of crosswalks and other markings outside of road line painting. Historically, the City simply purchased the paint for this service, and staff from DPW would do the work.

Q. What is the average for Vehicle Fuel in the Water utility budget?

A. The proposed FY17 Water Fund budget for this line item is \$6,900. Year to date the City has spent \$2,052. The average for the preceding 5 years is \$6,477.

Q. There was some discussion and questioning on non-tax revenue the City receives through departmental charges?

A. I have attached a breakdown by type of the estimated revenue for the proposed Fiscal Year 2017 budget. The attached spreadsheet is formatted in a manner that corresponds to the State of NH forms used for the purpose of tax rate setting.

		FY 16/17	Total
PILOT			
	01-370-700-0010	Housing Authority	27,000
	01-370-700-0020	Marshebrook Rehab	65,110
	01-370-700-0050	Avis Goodwin	1,472
	01-370-700-0040	Frisbee Foundation	18,774
		Total	112,356
Interest and Penalties			
	01-310-140-0001	Tax Lien Costs	10,000
	01-310-140-0002	Int Property	270,000
		Total	280,000
Licenses, Permits and Fees			
Business Licenses and Fees			
	01-350-520-0001	AMUSEMENT	1,600
	01-350-520-0002	MARRIAGE LICENCES	725
	01-350-520-0003	DOG LICENCES	9,000
	01-350-520-0008	VITAL STATISTICS	6,000
	01-350-520-0014	OTHER LIC/PERMITS	1,000
	01-350-530-0002	ZONING FEES	3,500
	01-350-530-0003	SITE REVIEW	15,000
	01-350-530-0004	SIGN REVIEW FEE	1,000
	01-350-530-0005	WETLANDS PERMIT	300
	01-350-530-0006	HISTORIC DISTRICT F	500
	01-350-530-0007	HOME OCCUPATION-REN	1,200
	01-350-530-0008	PLUMB INSP FEES	5,000
	01-350-530-0009	SEPTIC PERMITS	1,000
	01-350-530-0010	ELEC PERMITS	5,000
	01-350-530-0012	MECHANICAL FEES	7,000
	01-350-530-0013	DEMOLITION PERMIT	200
	01-350-530-0016	SUB-DIV FEE	500
	01-350-540-0002	MISC POLICE	500
	01-350-540-0003	POLICE-PARKING	6,000
	01-350-540-0004	MARKET ST PARKING	3,100
	01-350-540-0006	ALARM USER PERMIT FEE	5,000
	01-350-550-0002	TRENCH PERMITS	2,000
	01-350-550-0006	CEMETERY FEES	500
		Totals	75,625
MV Permits			
	01-320-200-0001	MV Permits	1,430,000
	01-320-200-0002	Agency Fees	30,000
		Totals	1,460,000
Bldg Permits	01-350-530-0001	BUILDING PERMITS	50,000
		Total Bldg Permits	50,000
BPT			
	01-330-300-0005	BPT	563,506
		Total BPT	563,506
HW Block Grant			
	01-330-300-0006	HW Block Grant	220,750
		Total Block Grant	220,750
Landfill Grant			
	01-330-300-0002	Railroad	1,494
		Total Other	1,494
Other Revenue			

Income from Departments

01-350-510-0001	COPY FEES	2,000	
01-350-510-0002	COURT	18,000	
01-350-510-0003	MISC CITY REV	1,500	
01-350-510-0004	C MANG SER	35,000	
01-350-510-0005	DPW SER	57,000	
01-350-510-0006	RENT-WAT REIMB	4,000	
01-350-510-0011	FIN DEPT Reimb	20,000	
01-350-520-0004	SALE OF MAPS/ZONE	50	
01-350-520-0005	SALE OF CHECKLIST	1,500	
01-350-520-0006	NOTARY PUBLIC FEES	1,500	
01-350-520-0009	DOG FINES	3,000	
01-350-540-0001	PRIVATE DUTY	20,000	
01-350-540-0007	ALARM FINES	5,000	
01-350-540-0008	POLICE COPIES	6,000	
01-350-545-0001	OIL BURNER/KERO HEATERS	200	
01-350-545-0003	RPT COPY FEE	55	
01-350-550-0003	SALT & SAND SALE	500	
01-350-550-0005	PARKS REVENUE	85,000	
01-350-550-0007	PERPETUAL CARE	1,000	
01-350-550-0010	SCRAP METAL	2,500	
01-350-540-0011	SRO Grant	75,000	
01-350-540-0012	Police COPS Grant	40,000	
01-350-540-0013	Court OT Reimbursement	4,400	
01-350-540-0018	Finger Printing	500	
01-350-540-0019	Pistol Permits	1,500	
01-350-510.0009	General Assistance Relief	7,500	
01-380-300-0050	Insurance Reimbursements	20,000	
Totals			412,705

Sale of City Property

01-360-600-0003	Sale of City Property	25,000	
			25,000

Interest

01-380-800-0001	Int on Investments	20,000	
Total			20,000

Lease Payments

01-360-600-0004	Went Douglas Lease	27,000	
01-360-600-0005	Hydro Lease	90,000	
01-360-600-0007	Tower Leases	72,000	
01-360-600-0008	Oaks	25,750	
Total Other			214,750

Fund Balance

01-390-900-0001	Use of Fund Balance		535,000
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Total Revenue MS-4

3,971,186

2016/17 Tax Rate Estimate

CITY PORTION

Gross Appropriations	16,795,794		
Less: Revenues	8,624,383		
Less: Shared Revenues	-		
Add: Overlay	51,636		
Add: War Service Credits	259,800		
Net Town Appropriation	8,482,847	10.12	0.00

SCHOOL PORTION

Net Local School Budget	23,876,066		
Less: Equitable Education Grant	7,555,464		
Less: State Education Taxes	1,950,396		
Net School Tax Total	14,370,206	17.15	16.83 0.32

STATE EDUCATION TAXES

Equalized Valuation (no utilities)			
Net State Education Total	1,950,396	2.37	2.45 (0.08)

COUNTY PORTION

Due to County	2,409,243		
Less: Shared Revenue	-		
Net County Total	2,409,243	2.87	2.85 0.02
Total Tax Rate		32.51	32.25 0.26

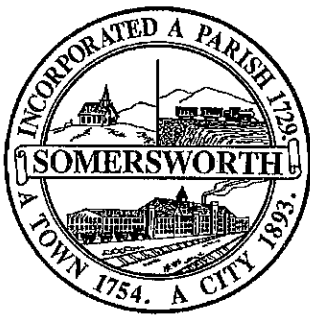
Total Property Taxes Assessed	27,212,692		
Less: War Service Credits	(259,800)		

Total Property Tax Commitment 26,952,892

Net Assessed Valuation (Estimate)

State Education Taxes (No utilities)	823,000,000	2.37	1,950,396.00
All Other Taxes	838,000,000	30.15	25,262,296.00
			27,212,692.00

April 15
2016



Shanna B. Saunders
Planning Director

To: Robert Belmore

Date: April 15, 2016

Re: Economic Development Manager position

The EDM is an integral part of the future growth of Somersworth. This position encourages and implements economic development in Somersworth by assisting existing and future developers, business and industry in the location, relocation and development process.

The current EDM position participates in the following way to improve Somersworth development and business community:

- a. Legislative activity – keeps Somersworth business community apprised of legislation that may affect them
- b. Business recruitment - actively seeks new businesses, discusses development process with interested businesses and helps existing businesses expand and relocate
- c. Airport – Stays apprised of airport capabilities and expansion for use by local business and industry
- d. Local business groups – involved in Chamber, Great Falls Development Corp, Commercial Investment Board of REALTORS and others
- e. Career Technical Center – helps to integrate the CTC with the labor needs of Somersworth's business and industry community
- f. Brownfields – assists in Brownfields property ID, assessment, clean up and reuse
- g. Marketing – Markets Somersworth's business community in a number of venues including the City Website, Linked-In, and an E-Newsletter
- h. State and Federal Resources – makes the connection between Somersworth businesses of future businesses with State and Federal resources such as Department of Resources and Econ Development and NH Economic Development Association, tax credits, job training and business loans
- i. Downtown Revitalization – interacts with existing and future downtown businesses about vacancies, tax credits, expansion signage and other business development issues



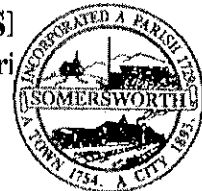
SCHOOL ADMINISTRATIVE UNIT FIFTY S]

Rollinsford School District – Somersworth School District

51 West High Street

Somersworth, NH 03878

(603) 692-4450 • Fax (603) 692-9100



Date: April 5, 2016

To: Dana Hilliard, Honorable Mayor
Bob Belmore, City Manager
Scott Smith, Finance Director

From: Jeni Mosca, Superintendent of Schools
Marie D'Agostino

RE: Somersworth School Department FY 2017 Proposed Budget Staff List

We have provided the attached updated Somersworth School Department FY 2017 proposed budget staff list to reflect the proposed staff reductions, which did not print on the original report in the City of Somersworth Proposed Budget book that was distributed to the City Council. The locations of the staff reductions will be determined based on the needs of the school district.

If you have any questions please contact Jeni Mosca at the SAU office.

Thank you.

over ~~~~~

SCHOOL DEPARTMENT FY 2016-2017 PROPOSED BUDGET

PERSONNEL	15-16 STAFFING	16-17 STAFFING	CHANGE	16-17 PROPOSED STAFF REDUCTIONS - LOCATION TBD
IDLEHURST ELEMENTARY SCHOOL				Teachers (1.0)
Principal	1.0	1.0	0.0	Parprofessionals (2.0)
Assistant Principal	1.0	1.0	0.0	Custodians (1.0)
Guidance	2.0	2.0	0.0	TOTAL STAFF REDUCTIONS (4.0)
Teachers	36.1	36.1	0.0	
Clerical	2.0	2.0	0.0	
Parprofessionals	25.5	25.5	0.0	
Other (ESOL Assistant, & Speech Assistant)	2.0	2.0	0.0	
Custodians	5.0	5.0	0.0	
MAPLE WOOD ELEMENTARY SCHOOL				
Principal	1.0	1.0	0.0	
Assistant Principal	Stipend	Stipend	0.0	
Guidance	1.0	1.0	0.0	
Teachers	19.5	19.5	0.0	
Clerical	1.0	1.0	0.0	
Parprofessionals	18.0	18.0	0.0	
Other	0.0	0.0	0.0	
Custodians	3.0	3.0	0.0	
SOMERSWORTH MIDDLE SCHOOL				
Principal	1.0	1.0	0.0	
Assistant Principal	1.0	1.0	0.0	
Guidance	2.0	2.0	0.0	
Teachers	35.5	35.5	0.0	
Clerical	2.0	2.0	0.0	
Parprofessionals	26.0	26.0	0.0	
Other (Inclusion Program Assistant, Speech Assistant)	1.0	1.0	0.0	
Custodians	3.5	3.5	0.0	
SOMERSWORTH HIGH SCHOOL				
Principal	1.0	1.0	0.0	
Assistant Principal	1.0	1.0	0.0	
Guidance	2.0	2.0	0.0	
Teachers	37.5	37.5	0.0	
Clerical	3.0	3.0	0.0	
Parprofessionals	17.0	17.0	0.0	
Other	2.0	2.0	0.0	
Custodians	3.0	3.0	0.0	
CAREER TECHNICAL CENTER				
Director	1.0	1.0	0.0	
Guidance	1.0	1.0	0.0	
Teachers	8.0	8.0	0.0	
Clerical	1.0	1.0	0.0	
Parprofessionals	1.0	1.0	0.0	
Other	0.0	0.0	0.0	
Custodians	2.0	2.0	0.0	
OTHER				
Facilities Director	1.0	1.0	0.0	
Maintenance	1.0	1.0	0.0	
Special Education Liaison	0.5	0.5	0.0	

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. 30-16 AUTHORIZING THE CITY MANAGER, TO ACCEPT A FEE INTEREST TO A CONSERVATION PARCEL OF APPROXIMATELY 97 ACRES IDENTIFIED AS ASSESSOR'S MAP 20 LOT 5 AND LOCATED IN THE SUNNINGDALE SUBDIVISION DEVELOPMENT.

Somersworth, NH
April 4, 2016

Whereas, the City of Somersworth has determined that this parcel has significant natural resource value and is a benefit to the City to forever remain in an undeveloped and natural state; and

Whereas, the landowner has offered a fee interest to the city of a parcel consisting of approximately 97 acres identified as Assessor's Map 20 Lot 5 and located in Sunningdale Subdivision Development, which is to be conveyed to the city only after a conservation easement is placed on the property; and

Whereas, The Conservation Commission voted to support the acquisition of this PARCEL; and

Whereas, the United States Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) would be the easement holder, and furthermore the NH NHRCs would be responsible for monitoring the conservation easement;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH that the City Manager is authorized to accept the fee interest to the 97 acre conservation property, and to take, any and all necessary action determined to be in the best interest of the City for this purpose.

Sponsored by:

Mayor Dana S. Hilliard

Approved:

City Attorney

Bob Belmore

From: Walter Mitchell <walter@mitchellmunigroup.com>
Sent: Monday, April 04, 2016 1:15 PM
To: Bob Belmore
Subject: Conservation easement on part of the Sunningdale development

CONFIDENTIAL

Bob – I write to summarize our recent conversations concerning the proposed conveyance of a portion of the Sunningdale development land to the City.

Sunningdale intends to deed to an agency of the US government (the Natural Resources Conservation Service (NRCS), a division of the US Department of Agriculture), an easement placing detailed protective restrictions on the future use of a portion of its property. Then, Sunningdale proposes to deed the fee interest to that portion to the City, subject to the obligations of that easement.

You asked this office to review the proposed easement provisions so that the City would be aware of the obligations, and possible inherent risks, that the City may be assuming in this transaction, when the Council votes on whether to accept the conveyance of this property.

I did have two areas of concern arising from the language found in Part V, A and D of the easement deed and the language found in Part V, D of that deed.

The first involves the circumstances under which the federal government may possibly come back against the City if violations of the deed restrictions occur on the property. The second involves the circumstances under which the federal government may seek indemnity against the City.

I have spoken with in-house counsel at the NH office of NRCS. With respect to each provision, I have received assurance that the agency does not pursue the landowner (which will be the City) under either provision unless it is the landowner that has created the problem that the agency is seeking to correct. That is rational and equitable.

The problem, however, is that in each case the deed provision has been drafted in a way that can be read far more broadly than it has been applied to date. The language would allow the agency to go after the landowner even if the problem or violation has been created solely by a third party.

And the practical problem is that, unlike a transaction with a private party, a federal agency will not agree to change the language of the form document that they are using.

Therefore, that leaves the City in the predicament of deciding to accept this risk if it wants this transaction to move forward. While there is risk, since I do not believe this is a significant risk I recommend that the Council vote to move forward with this transaction if it is found to be otherwise beneficial to the City.

Please let me know if there are any further questions.

Walter

Walter L. Mitchell
Mitchell Municipal Group, P.A.
25 Beacon Street East
Laconia, NH 03246
(603) 524-3885

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

PROPERTY LOCATION

No	Alt No	Direction/Street/City
16		WINTER ST. SOMERSWORTH

OWNERSHIP

Owner 1:	CITY OF SOMERSWORTH
Owner 2:	
Owner 3:	
Street 1:	1 GOVERNMENT WAY
Street 2:	
Twn/City:	SOMERSWORTH
SU/Prov:	NH
Postal:	03878-3192

PREVIOUS OWNER

Owner 1:	LUCAS JOAN P.
Owner 2:	
Street 1:	16 WINTER ST
Twn/City:	SOMERSWORTH
SU/Prov:	NH
Postal:	03878-2726

NARRATIVE DESCRIPTION

This Parcel contains .124 ACRES of land mainly classified as MUNCPL with a(n) OLD STYLE Building Built about 1880, Having Primarily VINYL Exterior and ASPHALT SH Roof Cover, with 1 Units, 1 Baths, 0 HalfBaths, 0 3/4 Baths, 6 Rooms, and 3 Bdrms.

OTHER ASSESSMENTS

Code	Descrp/No	Amount	Com. Int
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IN PROCESS APPRAISAL SUMMARY

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value	Legal Description	User Acct
903	61,200	500	0.124	48,400	110,100FS		0
Total Card	61,200	500	0.124	48,400	110,100	Entered Lot Size	GIS Ref
Total Parcel	61,200	500	0.124	48,400	110,100	Total Land:	GIS Ref
Source: Market Adj Cost			Total Value per SQ unit /Card: 107.52	/Parcel: 107.52		Land Unit Type:	Insp Date

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Assesd Value	Notes	Date
2015	101	FV	61,200	500	.124	48,400	110,100	110,100	Year end	10/26/2015
2014	101	FV	61,200	500	.124	48,400	110,100	110,100	YEAR END ROLL	11/4/2014
2013	101	FV	68,500	400	.124	48,400	117,300	117,300	Year End Roll	11/8/2013
2012	101	FV	66,200	400	.124	48,400	115,000	115,000		11/2/2012
2011	101	FV	66,200	400	.124	48,400	115,000	115,000	Year end roll	12/2/2012
2010	101	FV	66,200	400	.124	48,400	115,000	115,000	Year End Roll	11/7/2011
2009	101	FV	66,200	400	.124	48,400	115,000	115,000		29/2010
2008	101	FV	73,200	400	.124	53,800	127,400	127,400	Year End Roll	2/18/2009

SALES INFORMATION

TAX DISTRICT

PAT ACCT.

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
LUCAS JOAN P.	4327-0745		9/28/2015	GOVT AGENCY		0	No	No		
NH HOUSING FINA	1647-231		12/1/1992	INVOLVED GOV		49000	No	No		
MOHOLLAND DAVID	1584/222		11/29/1991	FORCL OSURE		50000	No	No		
	1426		12/15/1988			67000	No	No		

BUILDING PERMITS

ACTIVITY INFORMATION

Date	Number	Descrp	Amount	C/O	Last Visit	Fed Code	F. Descrp	Comment	Date	Result	By	Name
2/1/1992	31	MANUAL	6,000					REPAIR	9/10/2012	MEASURED		B HATHORN
									10/22/2009	FIELD REVIEW		RON DOYON
									1/29/1992	UNOCCUPIED		SUE MACALUSO

Sign:

VERIFICATION OF VISIT NOT DATA

1/1/

Use Code	Description	LUC Fact	No of Units	Depth/ PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh Infl	Neigh Infl	Mod	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
903	MUNCPL		5403		SQUARE FE SITE			0	1.8	4.975	EA	1.00		TOPO	-5					48,388						48,400	

LAND SECTION (First 7 lines only)																											
Use Code	Description	LUC Fact	No of Units	Depth/ PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh Infl	Neigh Infl	Mod	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
903	MUNCPL		5403		SQUARE FE SITE			0	1.8	4.975	EA	1.00		TOPO	-5					48,388						48,400	

Total AC/Ha:	0.12404	Total SF/SqM:	5403.18	Parcel LUC:	903	MUNCPL	Prime NB Desc	EARLY AV	Total:	48,388	Spl Credit	Total:	48,400
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EXTERIOR INFORMATION

Type: 15 - OLD STYLE	Full Bath: 1	Rating: 1	AVERAGE
Sy Ht: 2 - 2	A Bath: 1	Rating: 1	
(Liv) Units: 1	3/4 Bath: 1	Rating: 1	
Foundation: 3 - BRICK/STN	A 3Q Bath: 1	Rating: 1	
Frame: 1 - WOOD	1/2 Bath: 1	Rating: 1	
Prime Wall: 4 - VINYL	A Hbth: 1	Rating: 1	
Sec Wall: 1	Ohfric: 1	Rating: 1	
Roof Struct: 1 - GABLE	OTHER FEATURES		
Roof Cover: 1 - ASPHALT SH	Kits: 1	Rating: 1	AVERAGE
Color: BLUE	A Kits: 1	Rating: 1	
Flow / Desic: 1	Frip: 1	Rating: 1	
GENERAL INFORMATION			
Grader: C - AVG. (-)	WSFlue: 1	Rating: 1	
CONDO INFORMATION			
Year Bld: 1880	Location: 1	Rating: 1	
Alt LUC: 1	Total Units: 1	Rating: 1	
Jurisdic: 1	Floor: 1	Rating: 1	
Const Mod: 1	% Own: 1	Rating: 1	
Lump Sum Adj: 1	Name: 1	Rating: 1	

INTERIOR INFORMATION

Avg HVEL: STD	Phys Cond: FA - Fair-Avg	36.8%
2nd Int Wall: 2 - PLASTER	Functional: 1	
3rd Int Wall: 1	Economic: 1	
Partition: 1 - TYPICAL	Special: 1	
2nd Floor: 4 - CARPET	Override: 1	
Sec Floors: 1	Total: 1	36.8%

DEPRECIATION

Bsmnt Flr: 1	Basic \$ / SQ: 67.00
Bsmnt Gar: 1	Size Adj: 1.20546865
Electric: 3 - TYPICAL	Const Adj: 0.99500000
Insulation: 2 - TYPICAL	Adj \$ / SQ: 80.363
Int vs Ext S: 1	Other Features: 17500
Heat Fuel: 1 - OIL	Grade Factor: 0.90
Heat Type: 1 - FORCED H/A	Neighborhood Inf: 1.00000000
# Heat Sys: 1	LUC Factor: 1.00
% Heated: 100	Adj Total: 96704
Solar H/W: NO	Depreciation: 35609
% Com Wall: 1	Depreciated Total: 61155

CALC SUMMARY

Code	Description	A	V/S	Qty	Size/Dim	Qual	Con	Year	Unit Price	D/S	Dep	LUC	Fact	NB	Eq	Appl	Value
------	-------------	---	-----	-----	----------	------	-----	------	------------	-----	-----	-----	------	----	----	------	-------

2	BARN/LFT	M	Y	1	20X13	F	PR	1880	18.48	T	90	903					500
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Total Yard Items:	500	Total Special Features:	
-------------------	-----	-------------------------	--

COMMENTS

SOME NEWER WINDOWS 2012- MIXED WINDOWS, OLDER ROOF, EXT FAIR, BARN ATT TO LEFT OF HOME, HEAVY OVERGROWTH REAR & SIDE- MEAS EST.

RESIDENTIAL GRID

1st Res Grid	Desc	Line 1	# Units
Level	FV	LR DR D K FR RR BR FB HB L O	1
Other			
Upper			
Lower			
Totals	RMS: 16	BRS: 3	Baths: 1 HB

REMODELING

RES BREAKDOWN	No Unit	RMS	BRS	FL
Exterior	1	6	3	M
Interior				
Additions:				
Kitchen:				
Baths:				
Plumbing:				
Electric:				
Heating:				
General:	1	6	3	

COMPARABLE SALES

Rate	Parcel ID	Typ	Date	Sale Price
W/LV/SQ:	AVRate:	Ind Val	144300.0000	
Jurisdiction:		Val/Su	Fin: 59.77	
Special Features:	0	Val/Su	Net:	
Final Total:	61200	Val/Su	SzAdj: 59.77	

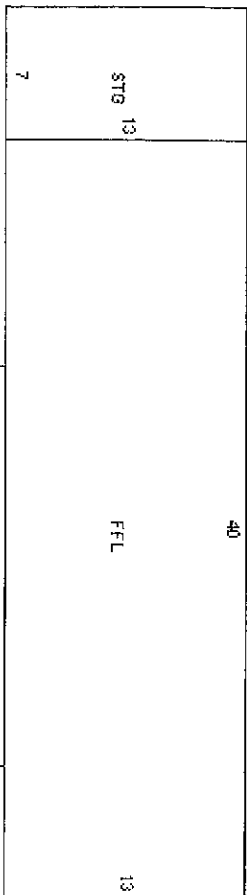
PARCEL ID

Code	Description	A	V/S	Qty	Size/Dim	Qual	Con	Year	Unit Price	D/S	Dep	LUC	Fact	NB	Eq	Appl	Value
------	-------------	---	-----	-----	----------	------	-----	------	------------	-----	-----	-----	------	----	----	------	-------

2	BARN/LFT	M	Y	1	20X13	F	PR	1880	18.48	T	90	903					500
---	----------	---	---	---	-------	---	----	------	-------	---	----	-----	--	--	--	--	-----

Total Yard Items:	500	Total Special Features:	
-------------------	-----	-------------------------	--

SKETCH



SUB AREA

Code	Description	Area - SQ	Rate - AV	Undepr Value	Sub %	%	Qu	#
FLL	1ST FLOOR	772	80.360	62,040				
BMT	BASEMENT	252	17.880	4,455				
SFL	2ND FLOOR	252	80.360	20,251				
STG	STORAGE	91	9.220	839				
UAT	ATTIC-UNFN	76	32.150	2,430				
Net Sketched Area: 1,443		Total:		90,015				
Size Adj: 1024		Gross Area:	1619	Fin Area:	1024			

SUB AREA DETAIL

UAT	12
SFL	
FLL	
BMT	

IMAGE

AssessPro Patriot Properties, Inc



THIS MAP IS FOR
ASSESSMENT PURPOSES
ONLY. IT IS NOT VALID FOR LEGAL
DESCRIPTION OR
CONVEYANCE.
GROSS MEASURE
1941 ESTATE PLANS
COORDINATES
AND 1993 IT

Legend

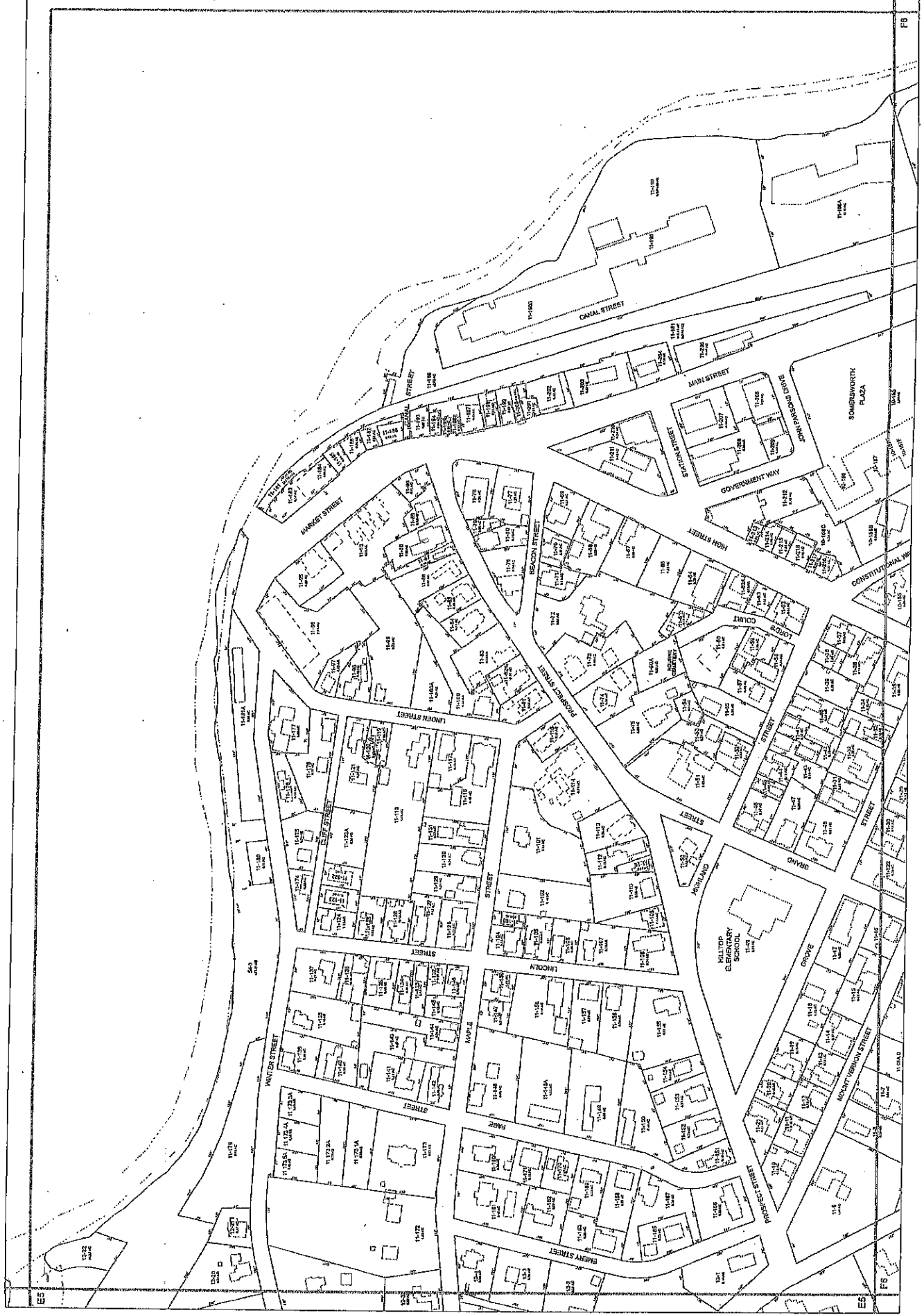
- Building
- Map Sheet
- Wetlands
- Water
- AG (Area Calculated)

City of
Somerworth
New Hampshire

1 inch = 200 feet
0 50 100 200 Feet

E6	F6	G6
E5	F5	G5
E4	F4	G4

SHEET NO. F5



RESOLUTION NO. 32 -16 TO AUTHORIZE THE CITY MANAGER TO TO CONTRACT WITH XYLEM WATER SOLUTIONS USA, INC. FLYGT PRODUCTS OF WOBURN, MASSACHUSETTS FOR THE PURCHASE OF TWO (2) RAW WATER PUMPS FOR THE WATER TREATMENT PLANT.

Somersworth, NH

April 18, 2016

WHEREAS, the Somersworth Capital Improvement Program for Fiscal Years 2016 through 2021 contains a recommendation to replace two (2) raw water pumps for Water Treatment Plant; and,

WHEREAS, the fiscal year 2015-2016 adopted Water Enterprise Fund budget contains an appropriation for the purchase of two (2) raw water pumps to ensure efficient and effective water treatment operations continue at the City's Water Treatment Plant; and

WHEREAS city staff recommends the purchase of two (2) raw water pumps form Xylem Water Solutions USA, Inc. Flygt Products of Woburn Massachusetts at a cost not to exceed \$65,750 (Sixty-five Thousand Seven Hundred and Fifty dollars); and,

WHEREAS, the Finance Committee for the City of Somersworth has reviewed this purchase and supports this recommended purchase,

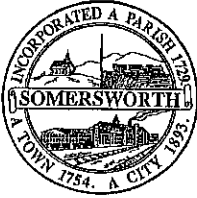
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into a contract with Flygt Pumps for the purchase of two (2) replacement raw water pumps at an amount not to exceed \$65,750 (Sixty-five Thousand Seven Hundred and Fifty dollars) and to take any and all other such actions relative to this purchase determined to be in the best interest of the City.

Sponsored by Councilors

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

Approved:

City Attorney



Finance Committee - Misc
WATER PLANT PUMPS

MEMORANDUM from Director Public Works & Utilities

Date: April 1, 2016

To: Bob Belmore, City Manager

Scott Smith, Director of Finance and Administration

From: Michael J. Bobinsky, Director of Public Works and Utilities

Cc: Greg Kirchofer, Chief Water Treatment Plant Operator-Foreman

Re: Purchase Order for Flygt Raw Water Replacement Pumps

The FY16 Water Fund budget included \$66,000 for the purchase of two (2) Flygt replacement raw water pumps to serve water treatment operations. Replacement pumps are needed to address age, efficiency and function. Sole source quotes were received from the Flygt vendor to fit existing support rails that are installed, compatibility with other pumps within the Treatment Plant and operator training. Staff received a quote from the Flygt manufacture for \$65,750 and is within our approved budget for these pumps. A purchase order approval request has been submitted by the Department and I approved it in the Munis system for your final approval.

The new pumps will increase the Plants' pumping capacity while still using existing equipment in place. The Department has experienced superior performance with this manufacture and I concur with the recommendation to select the sole source vendor for the replacement pumps.

Please let me know if you have any questions or need additional information about this purchase request.



**Xylem Water Solutions USA, Inc.
Flygt Products**

Ronald R. Orsini
Sales Engineer
78 K Olympia Avenue
Woburn, MA 01801
T 781-935-6516
F 781-938-0364
C 781-996-1196

ron.orsini@xyleminc.com

#2015-BOS-0697

March 27, 2016

Re: Replacement Pumps

Somersworth Water Treatment Plant
Greg Kirchofer
9 Wells Street
Somersworth, NH 03878

Mr. Kirchofer,

Per your request, Xylem Water Solutions, USA is pleased to offer you the following quotation.

Xylem will provide the following Flygt equipment:

Submersible Pumps

Two (2) Flygt Electric Submersible Wastewater Pumps Model # NP3202.185-640 MT
equipped with 50' Cable. Units are 60 HP, 460 Volt Three Phase.

Total \$ 65,750.00

Above price does not include controls, anchor bolts, lifting chain, guide rails, piping, valves, intermediate brackets, junction boxes, conduit seals, cable holders, gauges, miscellaneous fabrication and any item not listed above.

One (1) Day Start-Up / Testing Assistance by Authorized Flygt Field Service Representative is included.

The above price (s) quoted do not include any state, federal, or local state sales tax or use taxes. Any such taxes as applicable must be added to the quoted price (s).

Quotation is valid for thirty days, FOB Shipping Point.

Terms Net 30 days after Invoice Date.

This quote is subject to Xylem Water Solutions USA, Inc. General Terms and Conditions of Sale. Different terms are hereby rejected unless expressly agreed to in writing. Terms are accessible at <http://www.xylemwatersolutions.com/scs/usa/en-us/Pages/General-Terms-and-Conditions-of-Sale.aspx>

If you have any questions or require additional information, please contact this office.

Sincerely,



Ronald R. Orsini

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



ESTABLISHED 1961

Deborah I. Evans
Executive Director

Public Housing - Community Development - Social Services
Somersworth Housing Authority
25 Bartlett Avenue, Suite A • PO Box 31 • Somersworth, NH 03878



March 28, 2016

City of Somersworth
One Government Way
Somersworth, NH 03878

Attn: Mr. Robert M. Belmore, City Manager

Dear Mr. Belmore:

We are writing in regard to Somersworth Early Learning Center (SELC) located at 35 Bartlett Ave. Somersworth, NH. In 1997 Somersworth Housing Authority (SHA) purchased the land at this location and with the assistance of a Community Development Block Grant built the Center to focus on childcare for low and moderate income households. In 2009 Community Development Finance Authority (CDFA) provided a Grant to expand the building to help SELC accommodate an increase in the number of children served.

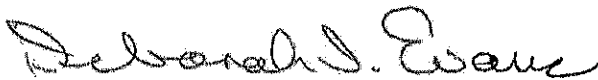
On January 1, 2014, SELC separated from Somersworth Housing Authority and established its own Board of Directors, tax ID, non-profit status, operating budget etc. SHA and SELC then entered into a Lease Agreement which included monthly rent to be paid to SHA. This agreement would allow for much needed capital improvement upgrades. Monthly rent was derived by surveying fair market rents. Taking into consideration that SELC is a non-profit entity, the rental amount was established at one half of FMR, or \$6.50/sf with janitorial services included. In 2015, janitorial services was removed and rent decreased to $\$5.50/\text{sf} \times 12,487/\text{sf} = \$5723.21/\text{month}$. In 2016 an increase was proposed to \$5.75/sf. Monies collected have been put back into the building by replacement of new roof shingles, new boiler, added roof insulation, landscaping, etc. as well as the routine maintenance of work orders, snow removal, insurance, water/sewer and 10% addition to the PILOT.

SELC's Board approached SHA's Board in January 2016 to present their possible intention to purchase the building. SHA is certainly receptive to their proposal and would consider any plan for their future ownership. This would ensure continued childcare services to the targeted population.

Per CDFA Grant agreement #07-218-CDPF, Attachment II; Subrecipient (SHA) is seeking approval from the City of Somersworth (Grantee) to continue leasing with a possible future ownership transfer to SELC. SELC provides an important service in terms of affordable daycare for children from low and moderate and we look forward to seeing it continue and flourish under SELC's ownership.

If you have any questions, please feel free to contact me at 692-2864 x318. Thank you for your time and consideration.

Sincerely,

A handwritten signature in cursive script that reads "Deborah I. Evans". The signature is written in dark ink and is positioned above the printed name and title.

Deborah I. Evans
Executive Director

DE/de
Cc: file

Bob Belmore

From: George Hunton <ghunton@NHCDFA.org>
Sent: Friday, April 08, 2016 9:41 AM
To: Bob Belmore
Subject: SELC summary
Attachments: SOMERSWORTHEARLYLEARNNGCONTRACT.pdf

SHA

Hi Bob

Sorry this took longer than expected. Please let me know if you have any questions.

I am writing you to provide a summary as I understand it of the situation as it relates to the leasing of the Somersworth Housing Authority Daycare building to the Somersworth Early Learning Center (SELC) and the potential sale to the same party.

In 2007 The Community Development Finance Authority awarded a \$500,000 Community Development Block Grant to the City of Somersworth which was sub granted to the Somersworth Housing Authority (SHA) to construct an addition to the Early Learning Center (ELC), which at the time was owned and operated by the SHA. This enabled the ELC to provide needed additional space for the morning and afternoon childcare programs and allowing ELC to add 15 children to the program.

The project was completed successfully and was closed in 2009. At this point the project became subject to the Covenant of Long Term Benefit in paragraph 2 of the Subrecipient Agreement. (See attached).

In short, the subrecipient agrees to serve predominantly low and moderate income persons for 20 years. While the agreement does not require that SHA must be the one to provide that benefit, it does say that the subrecipient shall not sell, lease, encumber any part of its title or other interests in the property without approval of the Grantee (City of Somersworth). As I understand it, SHA began an annual lease to the non-profit SELC in December of 2013 and those formerly employed by SHA became employees of SELC. The current rate of the lease is approximately \$6,000 per month. To the best of my knowledge, this was done without the approval of the City of Somersworth. It would also need to be approved by CDFA. I also understand that SHA has offered to sell the property to the SELC who would continue to operate the daycare under the conditions of the original agreement.

The issues of concern are as follows. \$6,000 per month seems like a large amount of money to charge a non-profit daycare. It may be what the market will bear but CDFA gave the City a grant with the knowledge that children from low and moderate income households would be served for 20 years. An annual lease at \$6,000 per month with the potential to increase annually could affect the ability of the SELC to carry out this function. Since SHA owns the building, it is SHA's responsibility to insure that there are adequate resources to continue to serve children from low and moderate income households whether SHA or another party operates the daycare.

It is also my understanding that SHA is willing to sell the building to SELC for a price in the \$450,000 to \$475,000 range which would apparently provide a savings on monthly cost to SELC. I don't think there was a formal appraisal to determine this price or what the financial burden to SELC would be in this scenario.

I am concerned that under the current lease scenario that SELC may not be able to maintain positive cash flow and that a one year renewable lease will not insure long term benefit. Provided SELC is qualified to continue to operate the day care and it appears that they are, CDFA would not object to the sale of the building to SELC but we would expect the cost to be nominal and not hinder SELC's ability to continue to operate a quality daycare serving children from predominantly low and moderate income households. Perhaps the rent that has been paid thus could be applied to the purchase price.

I would be willing to sit with the City, SELC and SHA so all parties can be on the same page and a satisfactory outcome can worked out. I think everyone wants to do what is best for the children being served by this daycare. Thank you for taking the time to review this summary. Please let me know if you have any questions and how you would like to proceed.



George Hunton | Director of Housing and Community Development
14 Dixon Ave | Concord, New Hampshire | 03301
main: 603.226.2170 | direct: 603.717.9116 | fax: 603.226.2816

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

RESOLUTION NO. 17-11 CITY OF SOMERSWORTH SUSTAINABILITY COMMITTEE.

Somersworth, NH

February 7, 2011

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF SOMERSWORTH that the "Sustainability Committee" ~~shall be formed no later than March 1, 2011.~~

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

- The Mayor or his designee.
- One member of the City Council appointed by the Mayor.
- The City Manager or his designee.
- The Director of Planning & Community Development ~~Development Services~~ or his designee.
- ~~Two~~ Four members of the community at large, and/or Somersworth business community, appointed by the Mayor.
- ~~One member of the Somersworth business community appointed by the Greater Somersworth Chamber of Commerce.~~
- One Somersworth High School student recommended by the Somersworth High School principal and approved by the Mayor.
- One member of the Conservation Commission appointed by the Chair of the Conservation Commission.
- ~~One member of the Planning Board appointed by the Chair of the Planning Board.~~

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:

- 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.

Ammendments introduced by

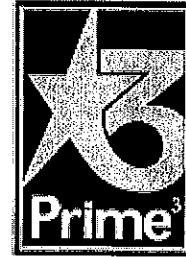
~~Mayor Lincoln Soldati~~ The Somersworth Sustainability Committee--Scott Orzechowski, Chair

Approved:

City Attorney

April 4, 2016

Mr. Robert Belmore
City Manager
City of Somersworth
One Government Way – City Hall
Somersworth, NH 03878



Re: Successful Attainment of the PRIME³ Designation

Dear Bob,

I am pleased to notify you that the City of Somersworth has successfully met the requirements for the Primex³ Recognition of Risk Management Effort (PRIME³) effective March 1, 2016. This achievement denotes a commitment to improved and sustained risk management performance.

Attainment of the designation results in both direct and indirect savings to you, the member. Long term the savings will be recognized in fewer serious claims. Simply put, performance equals costs. More immediate, the designation carries with it a 2.5% discount off of contributions to Primex³ Workers' Compensation and Property & Liability coverage contributions.

This 2.5% discount per line of coverage will be applied for the remainder of the current agreement year which is 4 months (March 1, 2016 –June 30, 2016). The coverage contribution categories and their respective prorated discounts are:

➤ Workers Compensation Pro-Rated 4 Months	\$1,297.00
➤ Property-Liability Pro-Rated 4 Months	\$1,650.00

In addition to the savings afforded by the designation, Primex³ would like to publically recognize the achievement by making a formal presentation of a certificate to your governing board (City Council). Please contact me at your earliest convenience to schedule this.

Again, congratulations on your efforts and for your commitment to managing risks.

Sincerely,

Philip E. St. Cyr

Phil St. Cyr
Risk Management Consultant

cc: Linda Corriveau, Human Resource Manager

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246

WALTER L. MITCHELL
JUDITH E. WHITELAW
LAURA SPECTOR-MORGAN
STEVEN M. WHITLEY

TELEPHONE (603) 524-3885
FACSIMILE (603) 524-0745

April 6, 2016

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 29-16

Title: **TO AMEND EXISTING POLE LICENSES AND TO ADOPT A
POLE LICENSE FORM FOR ALL FUTURE POLE LICENSES**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 4/6/16

By: 

over 

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246

WALTER L. MITCHELL
JUDITH E. WHITELAW
LAURA SPECTOR-MORGAN
STEVEN M. WHITLEY

TELEPHONE (603) 524-3885
FACSIMILE (603) 524-0745

April 6, 2016

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 30-16

Title: **AUTHORIZING THE CITY MANAGER TO ACCEPT A FEE INTEREST
TO A CONSERVATION PARCEL OF APPROXIMATELY 97 ACRES IDENTIFIED
AS ASSESSOR'S MAP 20 LOT 5 AND LOCATED IN THE SUNNINGDALE
SUBDIVISION DEVELOPMENT**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire nor the Charter and Ordinances of the City of Somersworth.

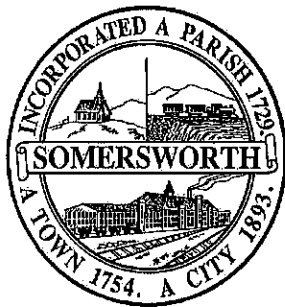
MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

4/6/16

By: _____





MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: April 13, 2016

Re: **Monthly Report**

Finance Department:

- Assisted in preparation and presentation of the State of the City Address.
- Attended City Council's goal setting meeting.
- Assisted in completion of the City Manager's FY17 budget submittal.
- Attended a Hilltop Commission meeting.
- Participated in Union Negotiations.

Treasurer's Report:

- General Fund cash on hand as of March 31, 2016 are attached to this report.
- Investments used for the period were short term certificates of deposit, money market account, NH Deposit Investment Pool, Bank of NH C-dars program, and a Citizen's Bank investment account.

City Clerk:

- Prepared for and took minutes at two scheduled City Council meetings, various workshops, public hearings, and standing committee meetings during the month.
- Total Receipts for the month were \$8,114.
- Permits:

- 03/03/ 2016 GSGWM # 10904 Cookie Sales permit – 75.00 pd.
- 03/07/2016 GS Troop #10446 – Cookie Sales. \$15 pd.
- 03/09/2016 2 Doors Down-Music permit \$15 pd.
- 03/14/2016 Somersworth PTA – Hilltop Hustle Road Race - \$15 pd.
- 03/17/2016 VFW – Queen of Hearts Game of Chance - \$15pd.
- 03/17/2016 VFW – Yahtzee Dice - Game of Chance - \$15 pd.
- 03/22/2016 American Legion Queen of Hearts- Game of Chance - \$15 pd.
- 03/22/2016 American Legion Dice-Game of Chance - \$15 pd.
- 03/25/2016 Carignan Motor Sports Race Team Fundraiser. \$15 pd.

Tax Collector:

- Mailed 466 Impending Lien Notices. The lien date is scheduled for April 25, 2016.
- A total of 1146 vehicles were registered for a total of \$148,749 during the month.
- Collected \$5,690 for Municipal Transportation Fund during month.
- 21 customers used the drive up window during the month.
- Total receipts for the month were \$1,753,190.

Human Services:

- Total assistance for the month was \$4,770. That compares to \$7,389 for the month of February 2016 and \$4,657 for March 2015.
- 2 new cases were opened compared to 3 in 2015.
- 17 cases were approved for varying levels of assistance, with 7 cases still pending and 1 case denied. 30 cases were referred to other agencies for support.

Library

- The Library provided 10 programs this month including a book discussion group.

Information Technology

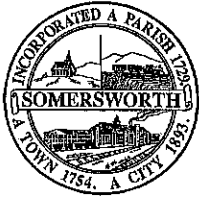
- Spent time in general server maintenance, checked systems, checked and cleared logs.

Treasurer's Report.
General Fund

Period Ending March 31, 2016

General Fund Account	Balance	Rate	Maturity Date	Notes
G/F Checking	\$1,820,368	0.00%	N/A	Money available upon demand
Citizens Investment	\$5,565,751	0.25%	N/A	Money available upon demand
Bank of NH - CDARS Programs	\$1,257,271	0.20%	N/A	Money available upon demand
Profile Bank	\$248,288	0.35%	N/A	Money available upon demand
TD Bank	\$3,009,000	0.25%	N/A	Money available upon demand
Century Bank	\$1,007,282	0.50%	N/A	Money available upon demand
Century Bank	\$2,005,925	0.60%	4/20/2016	6 month CD

General Fund Interest Earnings	Period	Year to Date	Year to Date Anticipated	Variance Positive/(Negative)
Period Ending March 31, 2016	\$6,456	\$21,537	\$15,000	\$6,537



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: April 13, 2016

SUBJECT: Public Works Department Monthly Report for February/March, 2016

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

Highlights of the Department's activities for the reporting period are as follows:

-Responded to storm events in late March and early April. The Department will conduct a winter debriefing with employees and outside Departments for feedback.

-Mild weather conditions allowed Staff to open the Malley Farm for leaf and brush drop off before the standard mid-April date.

-Initiated early spring clean up: conducted street and sidewalk cleaning and began clean-up of debris in Forest Glade Cemetery. We anticipate going into full operations in late April.

-Presentation given to City Council on the WWTP Capacity Study for treating BOD levels. Developing next steps planning to implement recommendations.

-Participated in the FY17 Budget Workshop with the City Manager and City Council.

-Received bids for two significant Water Treatment Plant capital projects including cleaning of two (2) lagoons at the Plant and replacement of two (2) raw water intake pumps.

-Participated in region-wide meetings on stormwater regulations with other communities in the seacoast area. EPA will issue new stormwater permits in July. The new permit will have more requirements to ensure storm water runoff meets clean water standards. Compliance will begin in July, 2017.

-Received joint bids for traffic marking work with the City of Dover; PW and Environment Committee approved the awarding of the contract to HiWay Safety, work to start in mid-May.

-Participated in planning meetings with the Cities of Dover and Rochester, NH DOT, Coast, and SRPC, on future improvements with the Route 108 corridor. NHDOT will engage in design work in 2017.

Saturday May 7 is Spirit Up Community Clean up Day and staff has been in planning sessions with Maureen Jackman who heads up the event for the City.

On Saturday May 7th, Somersworth residents can participate in a Household Hazardous Waste Drop off event held at the WMI Turnkey Landfill in the City of Rochester from 8:30 AM to 12:30 PM.

HIGHWAY DIVISION

Operations/Maintenance:

- All Highway personnel received and endorsed the City's updated safety handbook.
- Mobilized for debris removal from raised islands and utility structures along High St. from Intersection of Blackwater to Dover line both directions
- Mobilized Holder with sweeping attachment; initiated sweeping of High St. sidewalks
- Mobilized the Departments Johnston Street Sweeper and initiated sweeping operations along High St.
- Hartigan Co. cleaned 104 catch basins on March 23rd thru 25th and completed their service contract for the Department during this period.

Completed Work:

- Installed swings & athletic nets for recreation department @ city parks
- Removed Beaver debris from Memorial Dr., Blackwater & Memorial Dr. Culverts
- Re-graded several non-paved gravel road sections
- Pruned back road side brush
- Chamfer Cut & Cold Patched Potholes, responded to citizens and staff requests to fill potholes, began focusing attention on primary streets.

Emergency Work:

- Responded to a late winter early spring snow storm on April 4.

WASTEWATER DIVISION

Operations/Maintenance:

- Alarm system and improvements have been completed at Hawthorne Circle (Gerrish Commons) pump station. We now have remote access to the station through the facility SCADA system. Plans are in place to connect the Blackwater Rd pump station to SCADA with the upgrade planned in the future.
- Reviewed Tara Fields pump station shop drawings.
- Treated a total of 13,000 gallons of septage from residents not on city sewer.

Safety:

- Staff reviewed Bloodborne Pathogens policy and received the new updated City safety handbook. Staff also reviewed the Hepatitis A & B policy.

Compliance:

- Prepared monthly reports to US-EPA and NH-DES.
- Submitted semi-annual sludge results to NH-DES in accordance with permit requirements.
- Treated a total of 67-million gallons of wastewater during the month.

Industrial Pretreatment Program:

- ContiTech Thermopol (a rubber manufacturing company located on Interstate Drive) has conditional approval to discharge 18,000 gals/day. We are still waiting for NH-DES approval before issuing their revised permit.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Underwood Engineers is near 100% completion of design upgrade work. Construction of the recommended improvements to be discussed further with the City Manager.
- Replacement Pay loader – Bid specifications are being revised and a Request for Proposal (RFP) will be written and submitted within the month.

WATER DIVISION***Items completed this month:***

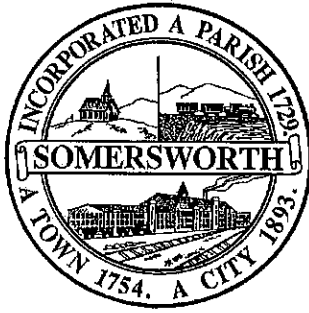
- Conducted standard water quality testing procedures.
- Completed Lagoon bid documents for solicitation of proposals.
- Held a pre-bid meeting regarding the cleaning of the two (2) Lagoons.
- Updated General State Permit for the emergency backup generator
- Removed faulty polymer pump and ordered replacement parts
- Pumped 39,436,039 gallons of raw water
- Filtered and pumped to the city 34,713,008 of finished water
- Ran water quality test for customer on Maple Street
- Responded to dirty water complaint 21A Grove St, found issue with hot water heater.

Action items:

- Evaluated price proposals for the replacement of two (2) raw water intake pumps
- Prepared to receive proposals for the cleaning of Lagoon #2 & #3.

WATER DISTRIBUTION

- Water Distribution personnel responded to 5 emergency calls and completed 38 other customer service requests and work orders in the month of February.
- On March 3, 2016 there was one main break on Old Mill Road which resulted in the loss of service for just over 6 hours to 25 residents.
- On March 5, 2106 the hydrant at the intersection of Old Rochester Road and Blackwater was struck by a motor vehicle and taken out of service. This hydrant was replaced.
- The 2015 annual backflow report was completed in March and was submitted to NHDES.



Department of Development Services

Date: April 1, 2016

From: Robert M. Belmore, City Manager
Interim Director of Planning & Community Development

Re: March 2016 Monthly Report

In addition to the Department's various activities listed in the attached staff reports, I attended the following Land Use Board meetings as Interim Director:

- Zoning Board of Adjustment
- Site Review Technical Committee
- Conservation Commission

I also continue to interact on a regular basis with various Development Services Staff.

Office of Assessing:

- Sales Verification inspections have taken place in the month of March.
- Permit inspections/checks have taken place in the month of March.
- Data entry from permit inspections took place in March. All changes will be shown on the spring 2016 bill.
- Resulting from the letters sent in January, appointments for inspections on properties that were not inspected during the first round of the Cycled Inspections were scheduled in March.
- Data entry continued for these inspections. All changes will be shown on the spring 2016 bill.
- We are currently receiving and processing Elderly Exemptions and Veteran's Credit applications. These applications must be turned in no later than April 15th to be reviewed for the 2016 tax year.
- 26 Abatement applications were turned in by the March 1st deadline and are being reviewed, scheduled for inspections as needed and processed.
- Letters were sent for Religious and Charitable Exemption applications, these are due no later than April 15th.

Property Maintenance and Code Enforcement:

Property Maintenance and Code Enforcement Activity Report for March 2016						
Incident Location		Origin of Complaint	Responsible person notified	Compliance	Nature of Concern	Date of Complaint
62	Green St.	DDS	yes	yes	Trash/Recyclables	3/2/16
35	Green St.	DDS	yes	yes	Trash/Recyclables	3/2/16
37	Green St.	DDS	yes	yes	Trash/Recyclables	3/2/16
20-24	Franklin St	DDS	yes	yes	Trash/Recyclables	3/2/16
60-62	Union St.	DDS	yes	yes	Trash/Recyclables	3/2/16
81	Union St.	DDS	yes	yes	Chair	3/2/16
19-21	Union St.	DDS	yes	yes	Trash	3/2/16
9	Mt. Auburn St.	DDS	yes	yes	2 TV's	3/2/16
41-43	Franklin St	DDS	yes	yes	Couch, TV armoire, trash	3/2/16
28-30	Fayette St	DDS	yes	yes	TV stand	3/2/16
76-78	Elm St.	DDS	yes	yes	Trash	3/2/16
37	Green St.	DDS	yes	yes	Trash/Recyclables	3/8/16
67	Green St.	DDS	yes	yes	Trash/Recyclables	3/8/16
53-55	Franklin St	DDS	yes	yes	Trash/Recyclables	3/8/16
1	Marion Ln.	DDS	yes	yes	Trash/Recyclables	3/8/16
14-16	Fayette St	DDS	yes	yes	Trash/Recyclables	3/8/16
71	Franklin St	DDS	yes	yes	TV	3/8/16
1	Middle St.	DDS	yes	yes	Trash/Recyclables	3/10/16
75-77	Union St.	DDS	yes	yes	Trash/Recyclables	3/11/16
3	Union St.	DDS	yes	yes	Trash/Recyclables	3/11/16
4	Genest St.	DDS	yes	pending	WM dumpster bag/Trash/Wood pile	3/11/16
14-16	Fayette St	DDS	yes	yes	Trash/Recyclables	3/11/16
15	Lincoln St.	DDS	yes	pending	WM dumpster bag/Trash/Rubbish	3/11/16
11-15	Union St.	DDS	yes	yes	Trash/Recyclables	3/11/16
9	Linden St.	DDS	yes	yes	Couch/Trash/Rubbish	3/15/16
12	Linden St.	DDS	yes	yes	Couch/Mattress	3/15/16
117	Green St.	DDS	yes	yes	Trash/Recyclables	3/18/16
67	Green St.	DDS	yes	yes	Trash/Rubbish	3/18/16
19-21	Union St.	DDS	yes	yes	TV	3/18/16
22	Union St.	DDS	yes	yes	TV	3/18/16
30-30B	W High St.	DDS	yes	yes	TV	3/18/16
6-8	School St.	DDS	yes	yes	Chair	3/18/16
140	Green St	DDS	yes	pending	Trash, unreg. MV, garage is in disrepair	3/24/16
77-79	High St.	DDS	yes	yes	Trash/Recyclables	3/24/16
55	Green St.	DDS	yes	yes	Trash/non-Somers. Bags	3/25/16
7-9	Highland St.	DDS	yes	yes	trash/chair/tv	3/25/16
11-15	Union St.	DDS	yes	yes	trash	3/25/16
19-21	Union St.	DDS	yes	yes	TV	3/25/16
90	Noble St.	DDS	yes	yes	chair	3/25/16
52	Hickory Ln.	DDS	yes	pending	Trash/Recyclables	3/30/16
31	Green St.	CC	yes	pending	Broken Glass	3/30/16
389	Main St.	DDS	yes	pending	Dumpster	3/30/16
81	Union St.	DDS	yes	yes	Trash/Recyclables	3/31/16
14	Indigo Hill Rd.	DDS	yes	pending	rubbish/trash/MV unreg/graffiti/roof/garage/deck	3/31/16
18	Union St.	DDS	yes	yes	Trash/non-Somers. Bags	3/31/16
In addition to new complaints received work continues on the Work in Progress (WIP) files from past months						
Of the 8 pending complainants from February, 5 properties have complied and the remaining 3 properties are progressing on compliance						

Building and Health Departments:**Major Building Permits Applied for in March 2016:****Construction cost****Fee**

44	Rt. 108	Manufactured home set	\$3,580.00	\$38.80
	Rt. 108	Manufactured home set	\$3,580.00	\$38.80
44	Rt. 108	Manufactured home set	\$3,580.00	\$38.80
22	Canal	Other/See notes	\$1,018,000.00	\$8,154.00
20	Tri-City Plaza	Rehab (Gut and rebuild)	\$1,100,000.00	\$8,800.00
102	Green	Rehab (Gut and rebuild)	\$20,000.00	\$210.00
3	Firefly Circle	New Construction	\$195,000.00	\$1,570.00
8	Firefly Circle	New Construction	\$165,000.00	\$1,330.00

Minor Building Permits Applied for in March 2016:

23	Third	Roof	\$1,500.00	\$25.00
51	Victoria Dr	Fence	\$6,390.00	\$61.00
105	Union	Bathroom addition/Remodel	\$6,000.00	\$58.00
136	Old Rochester Rd	Window replacement	\$4,486.00	\$46.00
131	Indigo Hill Rd	Fence	\$3,976.00	\$41.00
14	Rowland	Roof	\$9,000.00	\$82.00
10	Nash Pkw	Fence	\$2,935.00	\$34.00
83	Old Rochester Rd	Fence	\$3,964.00	\$42.00
41	Cinnamon Ridge Rd	Finish Basement/Attic	\$600.00	\$25.00
30	Davis	Fence	\$3,000.00	\$34.00
12	Blackwater Rd	Window replacement	\$1,000.00	\$25.00
30	Centre Rd	Wall / wall re-construction	\$8,500.00	\$78.00

PERMIT RECEIPTS						
	2013	2014	2015	2016	DIFFERENCE this year to last	% OF CHANGE
January	\$1,387.72	\$1,820.00	\$2,157.00	\$6,143.85	\$3,986.85	184.8%
February	\$1,922.02	\$3,864.00	\$2,408.00	\$4,199.00	\$1,791.00	74.4%
March	\$2,974.00	\$2,191.64	\$5,287.28	\$27,361.40	\$22,074.12	417.5%
April	\$2,470.38	\$4,768.15	\$8,277.80			
May	\$6,979.20	\$26,049.95	\$7,194.16			
June	\$3,609.52	\$24,286.88	\$4,234.80			
July	\$3,968.83	\$3,646.20	\$4,914.41			
August	\$13,916.92	\$6,156.50	\$6,829.37			
September	\$8,522.70	\$6,224.10	\$4,438.20			
October	\$4,336.68	\$6,880.63	\$4,652.40			
November	\$2,930.29	\$2,377.78	\$18,322.40			
December	\$2,990.12	\$2,338.80	\$7,886.00			
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$37,704.25	\$27,851.97	282.7%
Difference of change this year to last (completed months only)						

Total Permits 2012 to Present						
	2013	2014	2015	2016	DIFFERENCE this year to last	% OF CHANGE
January	31	26	30	34	4	13.3%
February	39	29	24	47	23	95.8%
March	44	29	48	71	23	47.9%
April	60	48	58			
May	65	66	55			
June	77	66	73			
July	54	47	51			
August	62	55	67			
September	72	67	69			
October	60	63	58			
November	50	47	64			
December	42	38	52			
YTD Totals	656	581	649	152	50	49.0%

Land Use Boards:

Conservation Commission March 2016:

The Commission held a workshop meeting for an update from the Strafford Regional Planning Commission on the Natural Resource Inventory.

At the regular meeting the Commission reviewed the following:

- A presentation and discussion with GZA GeoEnvironmental, Inc. regarding a portion of the land that will be in a conservation easement off Stackpole Road known as the Sunningdale Subdivision.
- Michael Davis, 433 Route 108, Assessor's Map 56, Lot 3B, CUP #01-2016. The Commission reviewed a proposal to build an addition to Sumner Printing and recommended approval to the Planning Board.

Historic District Commission March 2016:

There were no new or pending applications for review so the HDC did not meet in March.

Planning Board March 2016:

- Twelve Month, LLC, Green Street and Stackpole Road, Assessor's Map 19, Lot 01 and Map 20, Lot 05, SUB #05-2013. Request for an amendment for a guardrail material change was **approved**.
- Brixmor Tri City Plaza, LLC, 184 Tri City Plaza, Assessor's Map 40, Lots 5 & 5E, SITE #02-2016. Application for a site plan to re-develop the outparcel building for a Dairy Queen was **tabled**.

Zoning Board March 2016:

- GEM Farms Revocable Trust, 21 Grand Street, Assessor's Map 11, Lot 17, ZBA #10-2015. Application for a special exception for a group care facility was **withdrawn**.

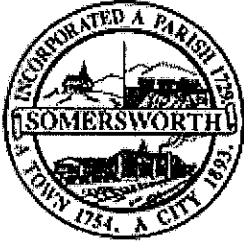
- 450 High Street, LLC, 450 High Street, Assessor's Map 38, Lot 37, ZBA #03-2016. Application for a special exception for a lounge, bar, nightclub or similar establishment for a tasting room was **approved**.

Parks and Recreation

- Travel basketball concluded with our end of the season banquet on Wednesday, March 23rd at Idlehurst. This banquet is for all players, coaches, and their immediate families. We use the revenue generated from the Frosty Tournament to purchase gifts for players and coaches. We also use the money to purchase pizza and drinks.
- Our annual Easter Egg-Stravaganza Egg Hunt at Millennium Park was held on Friday, March 25th. This event is for children ages 9 and under and is free. We provide approximately 4,000 candy-filled plastic eggs and hide them around the park. This year our event was well attended with hundreds of children from the community.
- Planning is underway for the 2016 Granite State Track and Field Program. This is a replacement of the Hershey Track and Field Games and is for children ages 9-14. Our Early Bird Fee ends April 1st and the deadline to register for the program is April 29th.
- Summer Camp Registration opened on Monday, March 21st. We are hoping families will take advantage of our Early Bird Fee for this program.
- The Dept. has registered for the annual Serve with Liberty event that Liberty Mutual hosts each year. We will have 50 volunteers to help us do trail work at the Mast Point Dam Recreation Area.

Monthly Update

- The EDM met with several potential new business ventures to discuss opportunities and space availability in the City. Inquiries were both local and out of State.
- The Mast Point Dam project continues to move forward and will be ready for enjoyment by the early summer season.
- Christine attended the UNH EXIM Bank seminar on March 24th where leadership from the Export Import Bank came to discuss the opportunities for small businesses.
- Improvements to the City's website, e-newsletter and other communication tools are underway. Please send your favorite photos depicting places and events in Somersworth to Brenda Breda.
- The department remains active with the Chamber, Skyhaven Airport, CIBOR, Vision 2020, the Career Technical Center, Seacoast Regional Recruitment Alliance and the Great Falls Development Corporation. She attended the CTC Financial Responsibility Day which was well represented by our local business community volunteers.
- Christine is working with the Strafford Regional Planning Commission on their Brownfield's Advisory Committee as well as the Route 108 Tri-City Complete Streets initiative.
- Business assistance and outreach continues.
- The City welcomed Blush Bridal to 394 High Street.



Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

Business: (603) 692-3131 Fax: (603) 692-2111

Dean W. Crombie
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: Dean Crombie, Chief of Police
Date: April 4, 2016
Subject: Monthly Report – Month of March 2016

COMMUNITY POLICING:

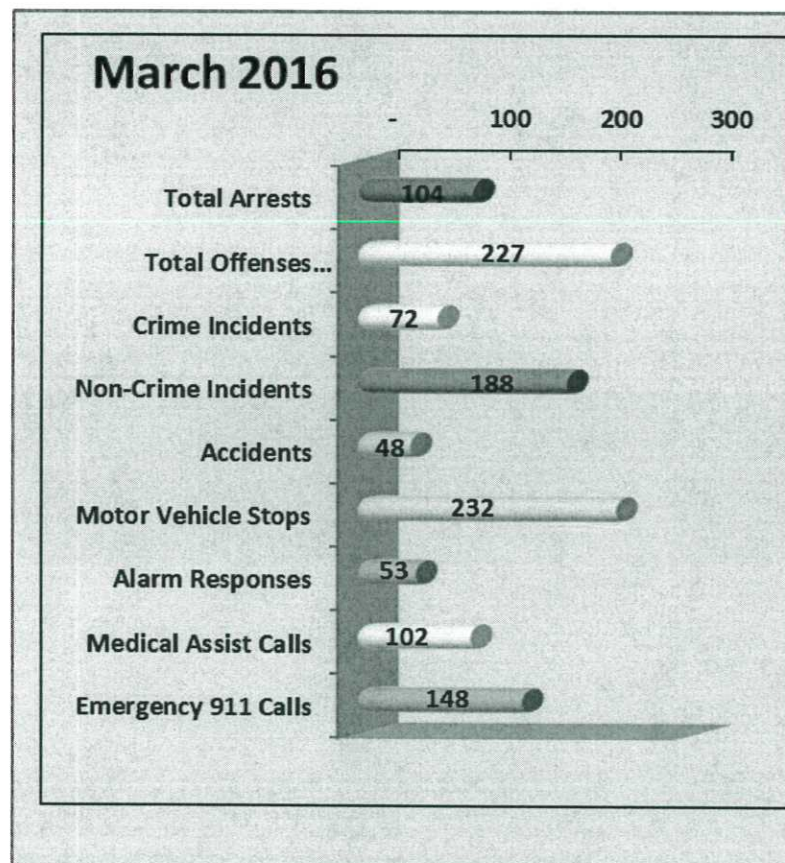
- Captain Kretschmar, Detective Lieutenant John Kelly and Detective Sergeant John Sunderland presented a class to the Brentwood Learning Collaborative on opiates and dangerous drugs.
- School Resource Officer Rick Campbell presented training to staff and teachers at Somersworth Middle and Somersworth High Schools on Active Shooter Incidents.
- We hosted training for the Strafford County Regional Accident Reconstruction Team (TAR Team).

PERSONNEL (TRAINING & STAFFING):

- Lieutenant McLin attended a summit at the McConnell Center in Dover for the Tri-City Mayors and US Senator Shaheen for an Opiate Addiction Solution Summit.
- Detective Sergeant John Sunderland, Detective Eric Chandler, Officer Nate Howard, Officer Stephen Keller, Officer Conall Loughlin and Officer Anthony McKnight attended active shooter training at Farmington PD sponsored by Primex.

SPD STATISTICS:

	Month of Mar-16	Year to Date Totals
Total Arrests	104	269
Calls for Service (Including Items Below)	1,666	5,041
Total Offenses Committed	227	596
Crime Incidents	72	204
Non-Crime Incidents	188	481
Accidents	48	134
Motor Vehicle Stops	232	838
Alarm Responses	53	231
Medical Assist Calls	102	364
Emergency 911 Calls	148	500
Revenues Deposited FY 2015-2016	5,744	\$ 121,222.85





City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle

Fire Chief & Emergency Management Director
khoyle@somersworth.com

Business: (603) 692-3457

Fax: (603) 692-5147

www.somersworth.com

MARCH 2016 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	4
Vehicle Fires:	1
Outside Fires:	5
Emergency Medical:	45
Motor Vehicle Crash:	16
Malfunction/false alarm:	8
Accidental/public service:	31
Hazardous Condition:	3
Hazardous Materials:	2

NON-EMERGENCY ACTIVITIES

Burning Permits:	66
Fireworks Permits:	1
Oil Burner Permits:	1
Place of Assembly Permits:	2
Fire Safety Inspections:	12
Fire Drills:	2

CALLS FOR SERVICE

- We responded to 12 more emergency calls this March (115) than in March 2015 – an increase of 11%.
- We responded to mutual aid fires in Milton and Rochester.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes.

PLANNING/PROJECTS/GRANTS

- Lieutenant Ken Vincent announced his retirement after 33 years with the Fire Department. It is effective April 1st.
- JLMC inspected all city buildings.
- Attended CTC ground-breaking.

- Awaiting FEMA approval of the City Hazard Mitigation Plan after assistance in the re-write by the Strafford County Regional Planning Commission.
- Met with municipal EMDs in conjunction with “Ready Strafford” organization as American Ambulance has taken over coordination of the agency’s activities in Strafford County.
- FEMA approved an amendment for the remaining \$29,252 of the SAFER Act grant to add 4 more call firefighters.
- Inmates from Strafford County performed clean-up of fire station grounds in preparation for spring plantings which they return in May to do.
- Met with American Ambulance about their proposal to give two cardiac defibrillators to the city.
- Forestry truck pump and pump motor failed. As we still had the old set that came out of the truck when it was in the Harrisville NH Fire Department, that set was used to put the truck back in service.
- Crews assisted vendor with traffic pre-emption device problems at High and West High Streets intersection.
- Prepared amendment for FEMA SAFER Act to spend the remainder of the grant consistent with their rules and our original grant request.
- Assisted many businesses and homes with broken water pipes over the February 12-15 cold snap.

TRAINING/MEETINGS

- The 3 newest call firefighters continue to attend the state Firefighter I course; a 1 year F/F is enrolled in the state Firefighter II curriculum; one call firefighter is enrolled in the NH State EMT basic course while another is in an EMT-Advanced course - all paid for by the federal FEMA SAFER Act grant.
- Lt. Clough attended Plan Review for Code Compliance course.
- Attended Goal-Setting session with City Council.
- Attended State of the City address.
- Chaired SRTC meeting.
- Attended meeting of the Traffic Safety Committee.
- Attended meeting of the Fire Station Study Committee.
- Attended meeting of the Seacoast Fire Chiefs Association.

COMMUNITY SERVICE

- Attended Drug Task Force meeting.
- Attended Governor’s “State of the State” address in Rochester.

Respectfully Submitted:
Keith E. Hoyle, Fire Chief/EMD

Memorandum

John Jackman P.E.
(603) 692-6333

Cell: (603) 289-8285

john.jackman@comcast.net

April 2, 2016

TO: Mayor & City Council

CC: Bob Belmore

RE: Southeast Watershed Alliance

The Southeast Watershed Alliance (SWA) had a meeting March 30, 2016 in Raymond. There has been many activity and training sessions over the years. But this meeting seemed important, because it deals with our new stormwater permit. During this meeting the discussion was the new Municipal Separate Storm Sewer System (MS4) permits. The new permits are schedule to be sent out in MA. from the EPA this month and NH will receive there permit in May-June time period. The permit will not go into effect until a year later allow communities to prepare budgets for the new requirements. There will be many new requirements then the 2002 Somersworth MS4 permit.

One of the functions that the SWA talked about was providing assistants to the communities in meeting permit requirements where the functions would be similar. These function would be the Public Awareness requirements and the development of Standard Operating Procedures. There are many details that would need to be worked out, but it could save each community money working together.

We also had a presentation on the SWA Model Stormwater Standards that has been adopted by many of the communities around us like Durham, Rochester, Dover and Rollinsford. I have attached a sample from Kensington.

John Jackman

I have attached
SWA Model Stormwater Standards from Kensington

E. Erosion and Sedimentation Control Standards (Adopted 1/19/16)

The purpose of these standards is to safeguard persons, protect property, prevent damage to the environment and promote the public welfare by controlling the design, construction, use, and maintenance of land during construction. These standards apply to projects approved by the Planning Board under Site Plan Review Regulations including any development or other activity which disturbs or breaks the topsoil or results in the disturbance of earth, excluding agriculture and forestry. An Erosion and Sediment Control Report and plans shall be submitted with the Site Plan Review Application, if applicable, and shall be prepared and certified by a licensed NH Professional Engineer. All erosion and sediment control plans shall comply with the following standards.

1. Apply best management practices that accommodate the increased runoff caused by changed soil and surface conditions during construction, including strong perimeter controls and soil stabilization methods. Sediment in stormwater runoff shall be contained by the use of sediment basins or other acceptable methods until the disturbed area is stabilized. Techniques that divert upland runoff away from disturbed slopes shall be used.
2. Identify, locate, and show elevation, grades and/or contours at intervals of not more than two (2) feet for the existing and proposed drainage ways, drainage easements, drainage structures, and any surface water bodies.
3. Identify and relatively locate and include drawings and specifications for each erosion and sediment control measure and structure proposed during construction, and noting those measures that will become permanent structures retained after construction. Erosion and sediment control measures and structures shall be designed in accordance with the New Hampshire Stormwater Manual Volume 3: Erosion and Sediment Controls During Construction (NH Department of Environmental Services, December 2008, as amended) or new standards and guidance as released or adopted by the NH Department of Environmental Services.
4. Include drawings, details and specifications for proposed flood hazard prevention measures and structures and for proposed temporary stormwater management facilities.
5. Ensure that disturbance to or removal of vegetation, grading or other construction will be done in such a way that will minimize soil erosion. Whenever practical, natural vegetation shall be retained, protected and supplemented to function as buffers.
6. Construction sites must be stabilized within five days of clearing or inactivity in construction. Temporary application of seed and/or mulch may

be required by the Planning Board to protect exposed critical areas during development. Techniques shall be employed to prevent the blowing of dust or sediment from the site. In areas where final grading has not occurred, temporary stabilization measures should be in place within 7 days for exposed soil areas within 100 feet of a surface water body or wetland and no more than fourteen (14) days for all other areas. Permanent stabilization should be in place no more than 3 days following the completion of final grading of exposed soil areas. At the close of the construction season, the entire site must be stabilized, using a heavy mulch layer, or another method that does not require germination to control erosion.

7. The agent designated by the Planning Board shall make inspections as described below and shall either approve that portion of the work completed or shall notify the applicant/property owner and the Planning Board when and how the construction activity(s) fails to comply with the approved erosion and sediment control plan. All plans bearing the stamp of approval of the designated agent shall be maintained at the site during construction. In order to obtain inspections, the applicant/property owner shall notify the designated agent at least one week before the following required site inspections:
 - a. Proposed erosion and sediment control measures are located and staked on the site before the start of construction.
 - b. Erosion and sediment control measures are in place and stabilized.
 - c. Site clearing and preparation has been completed.
 - d. Rough grading has been completed.
 - e. Final grading has been completed.
 - f. Close of the construction season.
 - g. Final landscaping has been completed.

F. Post Construction Stormwater Management Standards (Adopted 1/19/16)

1. Purpose and Goals. The purpose of post construction stormwater management standards is to provide reasonable guidance for the regulation of stormwater runoff to protect local natural resources from degradation and prevent adverse impacts to adjacent and downstream land, property, facilities and infrastructure. These standards regulate discharges from stormwater and runoff from land development projects and other construction activities in order to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff.

The goal of these standards is to establish minimum stormwater management requirements and controls to protect and safeguard the general health, safety, and welfare of the public in the Town of

Kensington. This ordinance seeks to meet that goal through the following objectives:

- a. Minimize increases in stormwater runoff from any development in order to reduce flooding, siltation and streambank erosion and maintain the integrity of stream channels.
- b. Minimize increases in nonpoint source pollution caused by stormwater runoff from development which would otherwise degrade local water quality.
- c. Minimize the total volume of surface water runoff which flows from any specific site during and following development to not exceed the pre-development hydrologic condition to the maximum extent practicable.
- d. Reduce stormwater runoff rates and volumes, soil erosion and nonpoint source pollution, wherever possible, through stormwater management controls and to ensure that these management controls are properly maintained and pose no threat to public safety or cause excessive municipal expenditures.
- e. Protect the quality of the Town's groundwater resources, surface water bodies and wetlands.

2. Applicability.

- a. A Stormwater Management Report and plans shall be submitted with the Site Plan Review Application, if applicable, and shall be prepared and certified by a licensed NH Professional Engineer.
- b. The post-construction stormwater management standards apply to any development or redevelopment project which disturbs more than 5,000 square feet or disturbs more than 2,500 square feet within 100 feet of a surface water body.
- c. For sites that disturb less than 5,000 square feet, the Planning Board may grant an exemption if the amount of the total site impervious cover created does not exceed 1,000 square feet. When an exemption is granted by the Planning Board, the following standards will be applied to these projects as conditions of approval.
 - i. All runoff from new impervious surfaces and structures shall be directed to a subsurface infiltration device or properly discharged to a naturally occurring or fully replanted and vegetated area with slopes of 15 percent or less and with adequate controls to prevent soil erosion and concentrated flow.
 - ii. Impervious surfaces for parking areas and roads shall be minimized to the extent possible (including minimum parking requirements for proposed uses).

- iii. All runoff generated from new impervious surfaces shall be retained on the development site and property.
- iv. Determination of compliance with standards i.-iii. above will be made by the Planning Board on a case by case basis as site conditions and constraints will differ greatly between various development proposals.
- d. The following activities are considered exempt from preparing and submitting a stormwater management plan:
 - i. Agricultural and forestry practices located outside wetlands and surface water setbacks and/or buffers.
 - ii. Resurfacing and routine maintenance of roads and parking lots.
 - iii. Exterior and interior alterations and maintenance to existing buildings and structures.
- 3. Stormwater Management for New Development: All proposed stormwater management practices and treatment systems shall meet the following performance standards.
 - a. Stormwater and erosion and sediment control practices shall be located outside any specified buffer zones unless otherwise approved by the Planning Board. Alternatives to stream and wetland crossings that eliminate or minimize environmental impacts shall be considered whenever possible. Stream and wetland crossings shall comply with state recommended design standards to minimize impacts to flow and enhance animal passage (see the University of New Hampshire Stream Crossing Guidelines (May 2009, as amended) available from the UNH Environmental Research Group website at http://www.unh.edu/erg/stream_restoration/nh_stream_crossing_guidelines_unh_web_rev_2.pdf)
 - b. Low Impact Development (LID) site planning and design strategies must be used to the maximum extent practicable (MEP) in order to reduce stormwater runoff volume, protect water quality, and maintaining predevelopment site hydrology. An applicant must document in writing why LID strategies are not appropriate when not used to manage stormwater.
 - c. All stormwater treatment areas shall be planted with native plantings appropriate for the site conditions: trees, grasses, shrubs and/or other native plants in sufficient numbers and density to prevent soil erosion and to achieve the water quality treatment requirements of this section.
 - d. All stormwater installations and areas that receive rainfall runoff must be designed to drain within a maximum of 72 hours for vector control.
 - e. Snow storage and salt storage areas shall be covered and

loading/offloading areas shall be designed and maintained in accordance with NH DES published guidance such that no untreated discharge to receiving waters results. Runoff from snow and salt storage areas shall enter treatment areas as specified above before being discharged to receiving waters or allowed to infiltrate into the groundwater. See NHDES published guidance fact sheets on road salt and water quality, and snow disposal at <http://des.nh.gov/organization/commissioner/pip/factsheets/wmb/index.htm>.

- f. Surface runoff shall be directed into recessed vegetated and landscaped areas designed for treatment and/or filtration to the maximum extent practicable to reduce the need for irrigation systems.
- g. All newly generated stormwater, whether from new development or expansion of existing development (redevelopment), shall be treated on the development site. Runoff shall not be discharged from the development site to municipal drainage systems or privately owned drainage systems (whether enclosed or open drainage). Runoff shall not be discharged to surface water bodies or wetlands in excess of volumes discharged under existing conditions (developed condition or undeveloped condition). A development plan shall include provisions to retain stormwater on the site by using the natural flow patterns of the site.
- h. Runoff from impervious surfaces shall be treated to achieve 80% removal of Total Suspended Solids and at least 50% removal of both total nitrogen and total phosphorus using appropriate treatment measures, as specified in the NH Stormwater Manual, Volumes 1 and 2, December 2008, as amended (refer to Volume 2, page 6, Table 2.1 Summary of Design Criteria, Water Quality Volume for treatment criteria) or other equivalent means. Where practical, the use of natural, vegetated filtration and/or infiltration practices or subsurface gravel wetlands for water quality treatment is preferred given its relatively high nitrogen removal efficiency. Note: The Anti-Degradation provisions of the State Water Quality Standards require that runoff from new development shall not lower water quality or contribute to existing water body impairments.
- i. Measures shall be taken to control the post-development peak rate runoff so that it does not exceed pre-development runoff for the 2-year, 10-year, 25-year, and 50-year 24-hour storm events. Similar measures shall be taken to control the post-development runoff volume to infiltrate the groundwater recharge volume GRV according to the following ratios of Hydrologic Soil Group (HSG) type versus infiltration rate multiplier: HSG-A: 1.0; HSG-B: 0.75; HSG-C: 0.4; HSG-D: 0.15. For sites where infiltration is limited or not practicable, the applicant must demonstrate that the project will

not create or contribute to water quality impairment. Infiltration structures shall be in locations with the highest permeability on the site.

- j. The design of the stormwater drainage systems shall provide for the disposal of stormwater without flooding or functional impairment to streets, adjacent properties, downstream properties, soils, or vegetation.
- k. The design of the stormwater management systems shall take into account upstream and upgradient runoff that flows onto, over, or through the site to be developed or re-developed, and provide for this contribution of runoff.
- l. All temporary control measures shall be removed after final site stabilization. Trapped sediment and other disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized prior to removal of temporary control measures.
- n. Whenever practicable, native site vegetation shall be retained, protected, or supplemented. Any stripping of vegetation shall be done in a manner that minimizes soil erosion.

4. Redevelopment Criteria:

- a. In order to determine the stormwater requirements for redevelopment projects, the percentage of the site covered by existing impervious areas must be calculated. Stormwater requirements for redevelopment will vary based upon the amount of site surface area that is covered by existing impervious surfaces.
- b. For sites meeting the definition of a redevelopment project and having less than 40% existing impervious surface coverage, the stormwater management requirements will be the same as other new development projects with the important distinction that the applicant can meet those requirements either on-site or at an approved off-site location. The applicant must satisfactorily demonstrate that impervious area reduction, LID strategies and practices have been implemented on-site to the maximum extent practicable.
- c. For sites meeting the definition of a redevelopment project and having more than 40% existing impervious surface coverage, stormwater shall be managed for water quality in accordance with one or more of the following techniques, listed in order of preference:
 - i. Implement measures onsite that result in disconnection or treatment of at least 30% of the existing impervious cover as well as 50% of the additional proposed impervious surfaces and pavement areas through the application of filtration media; or

- ii. Implement other LID techniques onsite to the maximum extent practicable to provide treatment for at least 50% of the entire site area
 - d. Low Impact Development (LID) site planning and design strategies must be used to the maximum extent practicable (MEP) in order to reduce stormwater runoff volume, protect water quality, and maintaining predevelopment site hydrology. An applicant must document in writing why LID strategies are not appropriate when not used to manage stormwater.
5. Submission Requirements for Stormwater Management Report and Plans.
 - a. Stormwater management plans shall include an Existing Conditions Site Plan showing all pre-development impervious surfaces, buildings and structures; surface water bodies and wetlands; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers, and topographic contours with minimum 2-foot intervals.
 - b. Stormwater management plans shall include a Proposed Conditions Site Plan showing all post-development proposed impervious surfaces, buildings and structures; temporary and permanent stormwater management elements and best management practices; important hydrologic features created or preserved the site; drainage patterns, sub-catchment and watershed boundaries; building setbacks and buffers; and topographic contours with minimum 2-foot intervals. The plans shall provide calculations and identification of the total area of disturbance proposed on the site (and off site if applicable) and total area of new impervious surface created. A summary of the drainage analysis showing a comparison of the estimated peak flow and volumes for various design storms (see below Stormwater System Design Performance Standards, section 4(c)) at each of the outlet locations shall be included with the report or plans.
 - c. The report or plans shall include a brief narrative description of the general approach and strategies implemented, and the facts relied upon, to meet the goals in Section B.
6. General Performance Criteria for Stormwater Management Plans.
 - a. All applications shall apply site design practices to reduce the generation of stormwater in the post-developed condition, reduce overall impervious surface coverage, and disconnect stormwater from the stormwater management system.
 - b. Water Quality Protection.
 - i. All stormwater runoff generated from new development or redevelopment shall not be discharged directly into a

jurisdictional wetland or surface water body without adequate treatment.

- ii. All developments shall provide adequate management of stormwater runoff and prevent discharge of stormwater runoff from creating or contributing to water quality impairment. Where applicable, a stormwater management plan must comply with the EPA Phase II Stormwater Rules (as amended).

c. Onsite groundwater recharge rates shall be maintained, by promoting infiltration through the use of structural and non-structural methods. The annual recharge from the post development site shall maintain or exceed the annual recharge from pre-development site conditions. All stormwater management practices shall be designed to convey stormwater to allow for maximum groundwater recharge. This shall include, but not be limited to:

- i. Maximizing flowpaths from collection points to outflow points.
- ii. Use of multiple best management practices.
- iii. Retention of and discharge to fully vegetated areas.
- iv. Maximizing use of infiltration practices.

d. Stormwater System Design Performance Standards.

- i. Stormwater system design, performance standards and protection criteria shall be provided as prescribed in Table 1 below. Calculations shall include sizing of all structures and best management practices, including sizing of emergency overflow structures based on assessment of the 100-year 24-hour frequency storm discharge rate.

- ii. The sizing and design of stormwater management practices shall utilize new precipitation data from the Northeast Region Climate Center (NRCC) or the most recent precipitation atlas published by the National Oceanic and Atmospheric Administration (NOAA) for the sizing and design of all stormwater management practices. See the NRCC website at <http://precip.eas.cornell.edu/>.

- iii. All stormwater management practices involving bioretention and vegetative cover as a key functional component must have a landscaping plan detailing both the vegetation to be in the practice and how and who will manage and maintain this vegetation. The use of native plantings appropriate for site conditions is strongly encouraged for these types of stormwater treatment areas. The landscaping plan must be prepared by a registered landscape architect, soil conservation district office, or other qualified professional.

Table 1. Summary of Stormwater Infrastructure Design Criteria

Design Criteria	Description
Water Quality Volume (WQV)	$WQV = (P)(Rv)(A)$ $P = 1$ inch of rainfall $Rv =$ unitless runoff coefficient, $Rv = 0.05 + 0.9(I)$ $I =$ percent impervious cover draining to the structure converted to decimal form $A =$ total site area draining to the structure
Water Quality Flow (WQF)	$WQF = (q_u)(WQV)$ $WQV =$ water quality volume calculated as noted above $q_u =$ unit peak discharge from TR-55 exhibits 4-II and 4-III Variables needed for exhibits 4-II and 4-III: $I_a =$ the initial abstraction = 0.2S $S =$ potential maximum retention in inches = $(1000/CN) - 10$ $CN =$ water quality depth curve number $= 1000 / (10 + 5P + 10Q - 10[Q^2 + 1.25(Q)(P)]^{0.5})$ $P = 1$ inch of rainfall $Q =$ the water quality depth in inches = WQV/A $A =$ total area draining to the design structure
Groundwater Recharge Volume (GRV)	$GRV = (A_i)(R_d)$ $A_i =$ the total area of effective impervious surfaces that will exist on the site after development $R_d =$ the groundwater recharge depth based on the USDA/NRCS hydrologic soil group, as follows: <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Hydrologic Group</div> <div style="border: 1px solid black; padding: 2px;"> R_d (inches) A 0.40 B 0.25 C 0.10 D 0.00 </div> </div>
Channel Protection Volume (CPV)	If the 2-year, 24-hour post-development storm volume <u>does not increase</u> due to development then: control the 2-year, 24-hour post-development peak flow rate to the 2-year, 24-hour predevelopment level. If the 2-year, 24-hour post-development storm volume <u>does increase</u> due to development then: control the 2-year, 24-hour post-development peak flow rate to $\frac{1}{2}$ of the 2-year, 24-hour pre-development level or to the 1-year, 24-hour pre-development level.
Peak Control	Post-development peak discharge rates shall not exceed pre-development peak discharge rates for the 10-year and 50-year, 24-hour storms
Volume Control	Post-development total discharge volume from a site shall not exceed pre-development total discharge volume from a site for the 2-year, 10-year, 25-year and 50-year, 24-hour storms
EIC and UDC	$\%EIC =$ area of effective impervious cover/total drainage areas within a project area x 100 $\%UDC =$ area of undisturbed cover/total drainage area within a project area x 100

[After: NH DES Stormwater Manual: Volume2 Post-Construction Best Management Practices Selection & Design (December 2008)]

7. Spill Prevention, Control and Countermeasure (SPCC) Plan.
Any existing or otherwise permitted use or activity having regulated substances in amounts greater than five gallons, shall submit to the local official such as Fire Chief, Emergency Response Official a SPCC plan for review and approval. The Plan will include the following elements:
 - a. Disclosure statements describing the types, quantities, and storage locations of all regulated substances that will be part of the proposed use or activity.
 - b. Owner and spill response manager's contact information.
 - c. Location of all surface waters and drainage patterns.
 - d. A narrative describing the spill prevention practices to be employed when normally using regulated substances.
 - e. Containment controls, both structural and non-structural.
 - f. Spill reporting procedures, including a list of municipal personnel or agencies that will be contacted to assist in containing the spill, and the amount of a spill requiring outside assistance and response.
 - g. Name of a contractor available to assist in spill response, contaminant, and cleanup.
 - h. The list of available clean-up equipment with instructions available for use on-site and the names of employees with adequate training to implement containment and clean up response.
8. The applicant shall provide that all stormwater management and treatment practices have an enforceable operations and maintenance plan and agreement to ensure the system functions as designed. This agreement will include any and all maintenance easements required to access and inspect the stormwater treatment practices, and to perform routine maintenance as necessary to ensure proper functioning of the stormwater system. The operations and maintenance plan shall specify the parties responsible for the proper maintenance of all stormwater treatment practices. The operations and maintenance shall be provided to the Planning Board as part of the application prior to issuance of any local permits for land disturbance and construction activities.
9. The applicant shall provide legally binding documents for filing with the registry of deeds which demonstrate that the obligation for maintenance of stormwater best management practices and infrastructure runs with the land and that the Town has legal access to inspect the property to ensure their proper function or maintain onsite stormwater infrastructure when necessary to address emergency situations or conditions.
10. The property owner shall bear responsibility for the installation, construction, inspection, and maintenance of all stormwater management

and erosion control measures required by the provisions of these regulations and as approved by the Planning Board.

G. Illumination

1. Outdoor lighting shall not glare on abutting properties or on public highways or streets.
2. Indirect lighting should be used on signs advertising goods or services offered on the premises. Moving, fluttering, blinking or flashing lights or signs are not permitted.
3. Outdoor lighting is restricted to that which is necessary for advertising and security of the development.

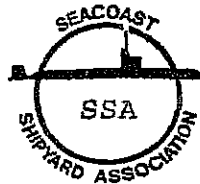
H. Access to Public Streets

Access to public streets will meet the requirements of the New Hampshire Department of Public Works and Highways and/or the Town, as adopted and amended.

- I. Water supply and sewage disposal systems must be sized to adequately meet the needs of the proposed use under the regulations of the New Hampshire Water Supply and Pollution Control Commission and/or the Town of Kensington Subdivision Regulations. In areas not currently served by public sewers, it shall be the responsibility of the developer or his agent to provide adequate information to prove that the area of the lot is adequate to permit the installation and operation of an individual sewage disposal system (septic tank and tile field). The developer shall be required to provide the necessary percolation tests and submit such tests together with the proposed plan to the State of New Hampshire Water Pollution and Control Commission for its consideration and approval. Such approval must be obtained before site plan approval can be given.

J. Flood Hazard Areas

1. Site plans for both non-residential development and multi-family units other than one and two family dwellings will be reviewed to determine whether such proposals will be reasonably safe from flooding. If such a proposal is determined to be in a flood prone area, such proposals will be reviewed to assure that:
 - a. All such proposals are consistent with the need to minimize flood damage within the flood prone area;
 - b. All public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;



FEBRUARY 2016

PORTSMOUTH NAVAL SHIPYARD - ECONOMIC IMPACT – CY 2015
TOTAL \$732,730,681

CIVILIAN PAYROLL: \$482,000,441

<u>STATE</u>	<u>PAYROLL</u>	<u>*ACTUAL NUMBER OF EMPLOYEES</u>	<u>NUMBER OF EMPLOYEES PAID</u>
Maine	\$274,237,991	3,471	3,654
New Hampshire	173,034,480	2,189	2,432
Massachusetts	16,230,401	205	271
Other States	18,497,569	234	265
Totals	\$482,000,441	** 6,099	6,622

*The employment level for 2015 was 6,099. The number of employees paid (6,622) is greater since in many cases more than one person occupied the same job during 2015

**6,099 includes: Shipyard – 5,231; SUBMEPP – 213; Naval Medical Clinic – 57; NSLC – 41; SERE School – 21; and Army Recruiting Battalion – 16; NAVFAC – 206; Defense Logistics Agency – 124; Base Support – 120; HRO – 28; Commissary – 18

MILITARY PAYROLL: \$42,625,950

Navy: \$26,678,287

Coast Guard: \$15,947,663

PURCHASED GOODS & SERVICES – (SUPPLY DEPARTMENT): \$70,222,464

CONTRACTED FACILITY SERVICES – (PUBLIC WORKS DEPT): \$137,881,826

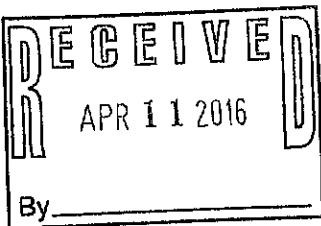
Includes:

Maintenance/Alterations/Support: \$ 124,000,000

Utilities (natural gas/fuel oil/water/sewer/electricity/communications): \$ 13,881,826

PAST YEARS' COMPARISON:

	<u>Employment Level</u>	<u>Civilian Payroll</u>	<u>Military Payroll</u>	<u>Purchases (Supply)</u>	<u>Contracts (Public Works)</u>
CY 2015	6,099	482,000,441	42,625,950	70,222,464	137,881,826
CY 2014	5,585	432,262,410	42,203,911	53,134,900	156,963,912
CY 2013	5,474	414,320,690	41,786,051	38,164,938	129,137,108
CY 1998	3,648	192,008,527	12,705,138	39,620,496	25,618,115
CY 1989	8,700	268,409,364	28,600,000	60,000,000	—





MAINE - 3,654 Civilian Employees were paid \$274,237,991

<u>CITY/TOWN</u>	<u>ANNUAL PAYROLL</u>	<u>EMPLOYEES</u>
Sanford/Springvale	32,154,849	453
Kittery/Kittery Point	31,687,763	415
South Berwick	27,315,634	342
Berwick	25,298,615	331
Eliot	22,811,852	284
Lebanon	17,238,055	226
Yorks/Cape Neddick	14,990,210	190
Wells	14,205,944	184
Biddeford	13,005,334	173
North Berwick	12,985,763	167
Saco	7,733,465	104
Kennebunk	6,402,402	77
Lyman	4,846,384	63
Alfred	3,453,942	49
Acton	3,053,137	41
Arundel	2,972,386	37
Shapleigh	2,364,860	35
Old Orchard Beach	2,072,828	28
North Waterboro	1,931,051	23
Scarborough	1,881,380	22
Portland	1,791,513	28
South Portland	1,704,430	20
Waterboro	1,527,443	22
East Waterboro	1,508,097	21
Limerick	1,062,835	13
Gorham	922,051	14
Buxton	914,270	12
Brunswick	898,166	15
Kennebunkport	875,665	11
Hollis Center	852,261	14
Westbrook	712,053	12
West Newfield	669,916	12
Topsham	613,660	10
Bangor	609,996	18
Dayton	599,596	8
Limington	381,704	7
Moody	314,584	5
Cape Elizabeth	291,805	3
Gouldsboro	288,381	2
Gray	287,886	4
Lewiston	263,080	3
Windham	262,920	4
Falmouth	262,307	3
Bowdoinham	255,814	3
Standish	232,894	3
Auburn	232,193	4
Lisbon Falls	232,193	5
Gardiner	225,925	2
Oxford	210,700	2
Ogunquit	210,623	3
Raymond	209,223	2
Parsonsfield	207,727	4
New Gloucester	195,288	3
Woolwich	192,047	4
Old Town	168,314	4
Wiscasset	153,863	2
Cumberland Center	153,553	1
Porter	150,419	2
All Others	5,186,743	105



NEW HAMPSHIRE - 2,432 Civilian Employees were paid \$173,034,480

<u>CITY/TOWN</u>	<u>ANNUAL PAYROLL</u>	<u>EMPLOYEES</u>
Rochester	27,714,116	405
Dover	23,147,038	352
Portsmouth	18,369,900	256
Somersworth	12,020,650	171
Barrington	9,863,765	125
Farmington	7,040,379	100
Milton/Milton Mills	6,558,856	90
Newmarket	6,115,551	81
Rollinsford	4,736,492	62
Greenland	4,177,630	51
Hampton Falls	4,466,537	58
Exeter	3,588,219	46
Strafford	3,336,946	44
Stratham	3,254,545	39
Northwood	2,690,082	34
Epping	2,619,552	35
Raymond	2,142,991	28
New Durham	2,099,865	30
Sanbornville	1,991,910	24
Nottingham	1,722,157	23
Rye	1,693,414	23
North Hampton	1,504,926	16
Durham	1,270,835	16
Seabrook	1,247,731	18
Manchester	1,193,634	21
Kingston/East Kingston	1,095,155	12
Lee	1,046,798	18
Brentwood	1,024,668	15
Madbury	961,019	12
Middleton	909,599	12
Alton/Alton Bay	648,403	9
Fremont	635,220	10
East Wakefield	581,120	11
Newington	578,570	7
Kensington	543,644	6
Derry	540,774	8
Wolfeboro	533,335	6
Nashua	505,331	11
Newton	495,945	9
Newfields	477,233	7
Pittsfield	447,406	8
Deerfield	446,987	7
Barnstead/Center Barnstead	438,584	6
Chester	421,841	6
Atkinson	371,729	4
Londonerry	365,830	5
Plaistow	316,044	4
Hampstead	311,459	4
West Nottingham	261,104	5
Brookfield	259,284	4
Epsom	254,092	4
Hopkinton	241,468	2
Hudson	219,451	4
Candia	183,749	3
Hooksett	165,021	2
Salem	161,833	3
Union	161,754	3
Merrimack	159,434	3
All Others	2,702,877	54



MASSACHUSETTS - 271 Civilian Employees were paid \$16,230,401

<u>CITY/TOWN</u>	<u>ANNUAL PAYROLL</u>	<u>EMPLOYEES</u>
Amesbury	1,824,650	25
Newburyport	1,358,037	14
Haverhill	1,014,194	16
Methuen	831,715	9
Salisbury	729,882	11
Peabody	718,751	12
Merrimac	653,951	8
Rowley	451,836	5
Lynn	412,388	6
Bradford	393,810	5
West Newbury	392,694	6
Georgetown	368,193	5
Danvers	336,060	4
North Andover	305,078	4
Lowell	293,717	10
Andover	251,907	3
Tewksbury	240,194	4
Middleton	232,298	2
Ayer	229,478	3
North Billerica	204,947	4
Ipswich	198,283	3
Brookline	197,294	2
Leominster	194,976	4
Billerica	163,307	3
All Others	4,232,762	103

ALL OTHER STATES - 265 Civilian Employees were paid \$18,497,569

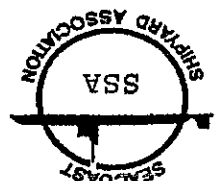
DEDICATED TO THE WELFARE AND DEVELOPMENT OF PORTSMOUTH NAVAL SHIPYARD

T4 P2
143

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SOMERSWORTH CITY MANAGER
1 GOVERNMENT WAY
SOMERSWORTH NH 03878-3248

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New city planner settling in



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Shanna Saunders began work Wednesday as the new director of planning and community development for the City of Somersworth. Photo by Judi Currie/Fosters.com

By Judi Currie jcurrie@fosters.com

Posted Apr. 14, 2016 at 3:36 PM

SOMERSWORTH -- The city has a new director of planning and community development.

Shanna Saunders started on Wednesday and said she is a fan of mill towns with potential.

She served as the director of planning, zoning and code for the City of Laconia since 2004. Saunders said she is also glad to be closer to her home in Madbury, but will miss Laconia.

"It was tough to leave it is a fantastic community we have bike week coming up and we just got the Pumpkin Festival," Saunders said. "But it was a decision I needed to make based on the family."

According to Saunders said Somersworth has been focused on the Main Street corridor and she expects that to continue.

"I am a huge fan of the working class towns that have really good bones, and with the mill infrastructure and the Main Street infrastructure this is definitely a community that drew me in."

Saunders said one of her strengths is making sure that the community is involved in the decision making process.

"In Laconia we started a program we called re-imagine Laconia. It was about getting people involved in the master plan, re-visioning and updating the community," Saunders said. "This is something I will focus on here as well."

According to Saunders, the office of planning and community development deals with anyone who wants to change a business, whether the change involves bricks and mortar or just the type of business, anything from putting on an addition to a brand new building.

"Suppose you change from a retail store to a gym or from a daycare center to a grocery store, we would deal with any of those changes that go through land use boards and help them get their permits," Saunders said. "We help with building permits, electrical permits, certificate of occupancy, sign permits, anything like that."

Her prior experience also includes serving as the Conservation Administrator for the Town of Rowley MA, Water Quality Program work with the UNH Sea Grant/Great Bay- Coast Watch, and Project Work with the Strafford Regional Planning Commission.



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Saunders holds a B.S. Degree in Environmental Conservation - Science and M.S. Degree, Resource Administration and Management, both from the University of New Hampshire. She presently serves as the President of the NH Planners Association.

Saunders replaces Dave Sharples who left the city post in February to become the town planner for Exeter.

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