


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members

FROM: Robert M. Belmore, City Manager 

DATE: Friday, March 30, 2018

SUBJECT: City Manager's Report for Monday April 2, 2018
City Council Agenda

*5:30 p.m. City Manager Presentation
FY 2018/2019 Proposed Budget*

*6:00 p.m. Public Hearing
FY 2018/2019 Proposed Budget*

New Business (under section 14 of Agenda)

Ordinances

- A. Ordinance 5-18: FY2018-2019 Budget.**
- B. Ordinance 6-18: Amending Chapter 4, Personnel Rules & Regulations, Appendix 1, Assignment of Class to Grade (Covering Classes Classified as Exempt Under the Fair Labor Standards Act) Police Lieutenant Labor Grade and Police Captain Labor Grade.** The Government Operations Committee met on March 14th and voted to recommend this language change to Chapter 4. Please see attached Memorandum. I recommend a Public Hearing be scheduled for these two (2) City Ordinance changes as well as the Supplemental Appropriation prior to the next City Council meeting on April 16th at 6:45 p.m. We also need to include a Public Hearing for Resolution No. 28-18.
- C. Ordinance 7-18: Amending Chapter 4, Personnel Rules & Regulations, Section 11, Wages and Benefits, by Adding Section 11.4.6, Meal Allowance.** The Government Operations Committee met on March 14th and voted to recommend this language change to Chapter 4. Please see attached Memorandum.
- D. Ordinance 8-18: Supplemental Appropriation for Technology Improvements at Various Somersworth Schools.** Attached is a copy of a Memorandum from Interim School Superintendent Lori Lane. The Finance Committee voted at their March 13th meeting to support this expenditure.

Resolutions

- A. Resolution 26-18: To Authorize the City Manager To Use Funding From The Building Maintenance Fund To Repair The Exterior Steps At The Somersworth Public Library.** The Finance Committee met on March 13 and voted to support expending funds from this Capital Reserve to complete the needed repairs to the exterior front steps. Attached is a copy of a quote from New England Roofing; in addition we have requested some contingency allowance.
- B. Resolution 27-18: To Authorize The City Manager To Use Funding From The Building Maintenance Fund For Roof Repair At The Former Somersworth City Municipal Office Building Currently Leased By The Somersworth Historical Society.** The Finance Committee met on March 13 and voted to support this needed roof repair with funding from this Capital Reserve account. Attached is a quote from Moody's Masonry; in addition we have requested some contingency allowance.
- C. Resolution 28-18: Change The Purpose Of The Hilltop Rehabilitation Capital Reserve Fund In Accordance With RSA 34:11 And Establish A Capital Reserve Fund For The Purpose Of Improvements, Reconstruction Or Rehabilitation Of City Parks And City Park Facilities.** The Finance Committee and Recreation Committee recommended the establishment of a Capital Reserve Fund. At the last City Council meeting Councilors supported renaming this Capital Reserve Fund to one focused on supporting City Parks & Facilities.
- D. Resolution 29-18: To Authorize the School Department to Utilize the Cable Franchise Fee Fund to Complete Technology Improvements in Somersworth Schools.** Again, please review the attached Memorandum from School Superintendent Lori Lane.

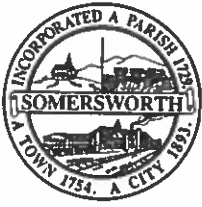
City Manager's Items (under section 10 of Agenda)

A. Informational Items.

- 1. Prime3.** I am pleased to inform you that the City has once again completed all Prime Program requirements for renewal. Our Primex insurance Prime3 designation provides the City with a 2.5% discount on both Worker's Compensation and Property/Liability premiums. The Program recognizes the City's achievement in maintaining the ten (10) best risk management practices.
- 2. Land & Water Conservation Fund (LWCF) NH Grant.** I am also pleased to inform you that the City has received initial approval of its Grant application for the Jules Bisson Park improvement project (provided Federal funding continues). This is a \$90,000 (50/50 City/Grant share) project for a small pavilion, basketball court, play structure and improved access (cars and handicap accessibility).

B. Attachments.

- 1. City Attorney Certifications Eight (8).**



City of Somersworth – Ordinance

Ordinance No: 5-18

FY2018-2019 BUDGET

April 2, 2018

DEPARTMENT

GENERAL FUND

Elected Leadership	\$135,392
City Management	489,501
Finance and Administration	1,211,398
Development Services	1,074,062
Police	3,991,148
Fire	2,157,161
Public Works	2,860,945
Other Expenses	1,332,916
Capital Outlay	75,732
Intergovt Assessments - County	2,449,659
School Department	25,726,590

TOTAL GENERAL FUND

41,504,504

ENTERPRISE FUNDS

Wastewater Department	2,265,608
Water Department	2,098,088
Solid Waste	411,400

TOTAL ENTERPRISE FUNDS

4,775,096

SPECIAL REVENUE FUND

Cable Fund	56,012
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TOTAL FY 2018-2019 APPROPRIATION

\$46,335,612

This ordinance shall take effect upon its passage.

Authorization

Sponsored by:

Mayor Dana S. Hilliard, by request

Approved:

City Attorney



City of Somersworth – Ordinance

Ordinance No: 6-18

AMENDING CHAPTER 4, PERSONNEL RULES & REGULATIONS, APPENDIX 1, ASSIGNMENT OF CLASS TO GRADE (COVERING CLASSES CLASSIFIED AS EXEMPT UNDER THE FAIR LABOR STANDARDS ACT) POLICE LIEUTENANT LABOR GRADE AND POLICE CAPTAIN LABOR GRADE

April 2, 2018

THE CITY COUNCIL OF THE CITY OF SOMERSWORTH ORDAINS THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

1. Amend Chapter 4, Personnel Rules & Regulations, Appendix 1, Assignment of Class to Grade (Covering Classes Classified as Exempt Under the Fair Labor Standards Act), as follows:

Change Police Lieutenant to Grade 28.

Change Police Captain to Grade 29.

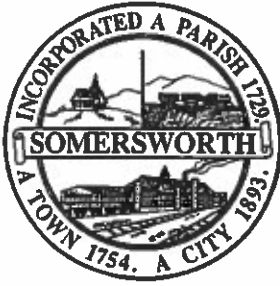
This ordinance change shall take effect upon passage.

Sponsored by Councilors:

Martin P. Dumont, Sr.
David A. Witham
Nancie Cameron
Edward Levasseur

Approved:

City Attorney



MEMORANDUM

TO: Mayor Dana Hilliard and Members of the City Council
FROM: Robert M. Belmore, City Manager
DATE: Friday, March 30, 2018
RE: Chapter 4 – Personnel Rules & Regulations
Change – Police Captain and Police Lieutenant Pay Scales

The Government Operations Committee voted to support my recommendation to make the following upgrades Appendix 1 in Chapter 4 – Personnel Rules & Regulations:

Upgrade Police Captain from Grade 28 to Grade 29

Current Grade 28 65,349.81-79,482.29

Recommended Grade 29 68,599.25 – 83,505.40

Upgrade Police Lieutenant from Grade 26 to Grade 28

Current Grade 26 59,366.72-72,055

Recommended Grade 28 65,349.81 – 79,482.29

This compensation upgrade will assist in bringing the City's pay scale for these salaried positions into alignment with other like sized and local communities. It will also help lessen the compression between exempt captains/lieutenants and non-exempt sergeants, who are paid an hourly rate with additional overtime pay.

Finally, I would add that this recommended change originated from Police Chief David Kretschmar.



City of Somersworth – Ordinance

Ordinance No: 7-18

AMENDING CHAPTER 4, PERSONNEL RULES & REGULATIONS, SECTION 11. WAGES AND BENEFITS, BY ADDING SECTION 11.4.6, MEAL ALLOWANCE

April 2, 2018

THE CITY COUNCIL OF THE CITY OF SOMERSWORTH ORDAINS THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

1. Amend Chapter 4, Personnel Rules & Regulations, Section 11. Wages and Benefits, as follows:

Add 11.4.6 Meal Allowance.

During each twelve (12) consecutive hours of work in an emergency, employees shall be eligible for a meal allowance of up to ten dollars (\$10.00). Employees must submit a meal purchase receipt(s) to receive the meal allowance reimbursement.

This ordinance change shall take effect upon passage.

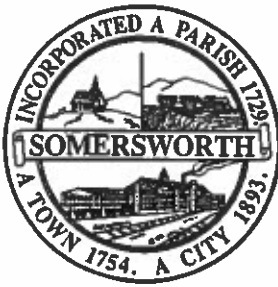
Authorization

Sponsored by Councilors:

Martin P. Dumont Sr.
Nancie Cameron
Edward Levasseur

Approved:

City Attorney



MEMORANDUM

TO: Mayor Dana Hilliard and Members of the City Council

FROM: Robert M. Belmore, City Manager

DATE: Friday, March 30, 2018

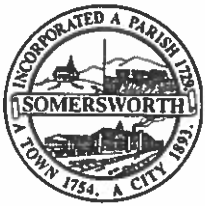
RE: Chapter 4 – Personnel Rules & Regulations Ordinance
Addition – Meals Allowance

The Government Operations Committee voted to support my recommendation to add the following language to Chapter 4 – Personnel Rules & Regulations:

11.4.6 Meal Allowance: During each twelve (12) consecutive hours of work in an emergency, employees shall be eligible for a meal allowance of up to ten dollars (\$10.00). Employees must submit a meal purchase receipt(s) to receive the meal allowance reimbursement.

This will allow the Highway General Foreman the same meals allowance as the crew he supervises. The language is exactly the same as the AFSCME bargaining agreement Article X Fringe Benefits and Vacation, section 10.11.

Although this benefit would apply to other non-union staff, I anticipate that the highway foreman would generally be the only one utilizing it (during winter storm events).



City of Somersworth – Ordinance

Ordinance No: 8-18

SUPPLEMENTAL APPROPRIATION FOR TECHNOLOGY IMPROVEMENTS AT VARIOUS SOMERSWORTH SCHOOLS

April 2, 2018

THE CITY OF SOMERSWORTH ORDAINS THAT pursuant to Section 7.7(A) of the City Charter, the annual budget for the City of Somersworth for Fiscal Year 17-18 is amended as follows:

Appropriate \$177,644 from the Cable Fund budget as follows:

Original Budget
\$ 60,107

Amendment
\$ 177,644

Revised Budget
\$ 237,751

Approved as to Funding:

Scott A. Smith
Director of Finance and Administration

Recorded by:

Trish Harris
City Clerk

Background:

This ordinance appropriates funding for technology improvements at Idlehurst Elementary, Maplewood Elementary, and the Somersworth Middle School.

This Ordinance requires a public hearing and requires a 2/3 majority vote of the City Council after the public hearing subject to Section 7.4.1 and .Section 7.7 (A) of the City Charter.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: **26-18**

TO AUTHORIZE THE CITY MANAGER TO USE FUNDING FROM THE BUILDING MAINTENANCE FUND TO REPAIR THE EXTERIOR STEPS AT THE SOMERSWORTH PUBLIC LIBRARY

April 2, 2018

WHEREAS, the City Council adopted Resolution No. 23-12 to create a non-capital reserve fund known as the Building Maintenance Fund for the purpose of unanticipated and/or unplanned maintenance for city and school facilities, and

WHEREAS, the exterior steps at the Somersworth Public Library have shifted causing significant cracking and buckling leaving them unusable until repairs can be made, and

WHEREAS, the total cost for repair, including contingency, is estimated at \$9,840 (Nine Thousand Eight Hundred Forty dollars), and

WHEREAS, the City Council intends to utilize funds from the Building Maintenance Fund for the cost of the repair, and

WHEREAS, the City Council is designated as agents to expend these funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to utilize an amount not to exceed \$9,840 (Nine Thousand Eight Hundred Forty dollars) from the Building Maintenance Fund to repair the exterior steps at the Somersworth Public Library, and to take any and all other such actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney

Moody's Masonry

118 Little River Rd
Lebanon, ME 04027**Estimate**

Date	Estimate #
3-4-2018	2024

Name / Address
Tim Melivier One Government Way Somersworth NH 03078

			Project
Description	Qty	Rate	Total
After my inspection of the stairs leading to the building I will have to take the granite steps up and store them off to the side I will to cut the concrete landing before the concrete steps and dispose of the concrete I will the dig down and install a drain system to keep the water away from the granite steps i will then repour the concrete landing with the right drain system I will then set new block for the steps. I will set the existing granite steps back When finished the steps i will install handrails on each side and in the center		\$200.00	\$200.00
please e-mail me with any questions at moodysmasonry@gmail.com			
Total			\$8,200.00

**RESOLUTION NO. 23-12 AUTHORIZING THE CITY COUNCIL TO CREATE A
NON-CAPITAL RESERVE FUND TO BE KNOWN AS THE BUILDING
MAINTENANCE FUND FOR THE PURPOSE OF UNANTICIPATED AND/OR
UNPLANNED MAINTENANCE FOR CITY AND SCHOOL FACILITIES.**

Somersworth, NH
April 2, 2012

WHEREAS, the City of Somersworth, including the School Department, operate various buildings for public purposes; and

WHEREAS, the City Council and School Board recognize the need to maintain these facilities for essential City and School services; and

WHEREAS, issues arise from time to time that require unanticipated and/or unplanned maintenance and repairs on these facilities within a given fiscal year,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Somersworth City Council hereby establishes a non-capital reserve fund under the provisions of RSA 34:1-a to be known as the Building Maintenance Fund for the purpose of unanticipated and/or unplanned maintenance and repairs for City and School facilities; and

BE IT FURTHER RESOLVED THAT the Somersworth City Councilors are named as agents to expend this fund, that it shall be the policy of the City Council to make appropriations into this fund in future annual budgets in amounts that are equivalent to 50% of the previous year's School Department and City budget surplus, but not to exceed \$75,000 per year, and that it shall be the policy of the City Council not to exceed a total value in this non-capital reserve fund of \$400,000 excluding interest that may accrue on annual contributions.

Introduced by Councilors

Robin S. Jarvis
Dale R. Sprague
Jennifer Soldati

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 27-18

TO AUTHORIZE THE CITY MANAGER TO USE FUNDING FROM THE BUILDING MAINTENANCE FUND FOR ROOF REPAIR AT THE FORMER SOMERSWORTH CITY MUNICIPAL OFFICE BUILDING CURRENTLY LEASED BY THE SOMERSWORTH HISTORICAL SOCIETY

April 2, 2018

WHEREAS, the City Council adopted Resolution No. 23-12 to create a non-capital reserve fund known as the Building Maintenance Fund for the purpose of unanticipated and/or unplanned maintenance for city and school facilities, and

WHEREAS, the City has been notified that portions of the roof at the former Somersworth City Building is failing and in need of immediate repair, and

WHEREAS, the total cost for repair, including contingency, is estimated at \$7,980 (Seven Thousand Nine Hundred Eighty dollars), and

WHEREAS, the facility is currently in use by the Somersworth Historical Society and they have contributed \$2,000 (Two Thousand dollars) toward the cost of the repair, and

WHEREAS, the City Council intends to utilize an amount not to exceed \$5,980 (Five Thousand Nine Hundred Eighty dollars) from the Building Maintenance Fund toward the cost of the repair, and

WHEREAS, the City Council is designated as agents to expend these funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to utilize an amount not to exceed of \$5,980 (Five Thousand Nine Hundred Eighty dollars) from the Building Maintenance Fund toward the cost of roof repair at the former Somersworth City Building, and to take any and all other such actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

David A. Witham

Martin Pepin

Martin P. Dumont, Sr.

Approved:

City Attorney

New England Roofing

20 Crown Point Rd. Rochester, NH 03867

Phone: Fax: 603-330-1970
neroofting@metrocast.net
newenglandroofingandremodeling.com

PROPOSAL

PROPOSAL SUBMITTED TO:

Somersworth Historical Society & Museum
Attn: George Poulin- director
12 Grove Street
Somersworth, NH 03878

JOB SITE LOCATION:

157 Main Street
Somersworth, NH 03878

PHONE: 765-4287 C only #

DATE: 11/2/17- revised 3/2/18

FAX:

EMAIL: greatfalls@comcast.net

Scope of work:

Shingle: Two side wing roofs on north side and attic vent

Remove and dispose 1 layer of existing shingles.

Re-nail loosened boards/plywood.

Replace thermostat- controlled attic vent, remove shingles around unit.

Engulf both roofs, around attic vent and all protrusions with IKO Gold Shield Ice and Water Shield.

Install 8" aluminum drip edge to all roof eaves and rakes.

Install IKO Cambridge 3-Tab Shingles to prepared surfaces including the valley covering the copper.

Install high wind nailing system, 6 nails per shingle.

Remove ridge vent and replace with a new high- profile ridge vent.

20-year transferable labor warranty.

Removal of all waste and magnetic clean-up of entire work area.

Rubber: 2 upper dormers

Install 5" plywood strip around perimeter of roof.

Install 1/2" recovery board using proper pan washers & screws, per manufactures specs.

Install fully adhered EPDM .060 rubber roofing system per manufactures specs.

Install 3" commercial grade drip edge to perimeter of roof.

Repair seam near vent stack.

15-year transferable labor warranty.

Removal of all waste and magnetic clean-up of entire work area.

☐ We hereby propose to furnish labor and materials, for the sum of: \$ 6,650.00

New England Roofing

20 Crown Point Rd, Rochester, NH 03867

Phone: Fax: 603-330-1970
neroofing@metrocast.net
newenglandroofingandremodeling.com

PROPOSAL

PROPOSAL SUBMITTED TO:

Somersworth Historical Society & Museum
Attn: George Poulin- director
12 Grove Street
Somersworth, NH 03878

JOB SITE LOCATION:

157 Main Street
Somersworth, NH 03878

PHONE: 765-4287 C only #

DATE: 11/2/17- revised 3/2/18

FAX:

EMAIL: greatfalls@comcast.net

- Recommended shingle color: Dual Black
- Price reflects cost if paying by cash or check.
- Owner to obtain building permit if required. Somersworth requires residents to obtain a building permit.
- Labor rate is \$55 per hour if needed.
- Material & labor rate for 1/2" CDX is \$55 per sheet and \$65 per sheet for 5/8" AdvanTech if needed.
- Please cover anything in the attic, shingle particles may fall through.
- New England Roofing is not responsible for unseen mold or mold returning.
- Skylight installation does not include any interior finish work.
- Proposal is valid for 2 weeks, as shingle material costs are very volatile at this time.
- Owner is responsible for any charges incurred if antenna dish needs to be reprogrammed.
- Any change from the above contract, due to unforeseen problems, that involves extra costs, will be performed only with permission of the owner.

Please choose your options, including color, if available, then sign and date the contract.
Please mail the contract back to our office with a 50% deposit to be placed on our schedule.
All invoices to be paid within five days of being received.

☐ We hereby propose to furnish labor and materials, for the sum of: \$ 6,650.00

- Price reflects cost if paying by cash or check.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practice. New England Roofing is fully insured with Workman's Comp and Liability Insurance. Proposal is valid for 2 weeks, unless otherwise arranged.

Authorized Signature: Scott Brochu

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do what work as specified. Payment will be made as outlined above.

ACCEPTED: (please check one) ☐ Yes ☐ No

Shingle Color: _____

Rubber Color: Black unless otherwise noted above

Signature: _____

Date: _____

Print name & Position: _____



City of Somersworth – Resolution

Resolution No: 28-18

CHANGE THE PURPOSE OF THE HILLTOP REHABILITATION CAPITAL RESERVE FUND IN ACCORDANCE WITH RSA 34:11 AND ESTABLISH A CAPITAL RESERVE FUND FOR THE PURPOSE OF IMPROVEMENTS, RECONSTRUCTION OR REHABILITATION OF CITY PARKS AND CITY PARK FACILITIES

April 2, 2018

WHEREAS, the City Council adopted Resolution 12-13 to establish a capital reserve fund for the purpose of reconstruction or rehabilitation of the Hilltop School property, and

WHEREAS, RSA 34:11 permits the purpose for which a capital reserve fund is established be changed by a favorable vote of $\frac{3}{4}$ of all members of the City Council,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the purpose of the Hilltop Rehabilitation Capital Reserve Fund shall be changed in accordance with RSA 34:11 for the purpose of Improvements, Reconstruction or Rehabilitation of City Parks and City Park Facilities, and

BE IT FURTHER RESOLVED THAT future contributions to that fund shall come from the operating budget or other appropriate funding sources and further that the agents designated to expend these funds are established as follows:

- The Finance Committee of the City Council in an amount not to exceed \$25,000. in accordance with the spending limit established by City Ordinance; and
- The City Council for any amount over \$25,000.

Note: RSA 34:11 requires a public hearing and also requires a $\frac{3}{4}$ majority vote of all members of the City Council to change the purpose of a capital reserve fund.

Authorization	
<i>Sponsored by Councilors:</i> Martin Pepin Kenneth S. Vincent Martin P Dumont, Sr. Jonathan McCallion Denis Messier David A. Witham Dale R. Sprague Nancie Cameron Edward Levasseur	<i>Approved:</i> City Attorney



City of Somersworth – Resolution

Resolution No: 29-18

TO AUTHORIZE THE SCHOOL DEPARTMENT TO UTILIZE THE CABLE FRANCHISE FUND TO COMPLETE TECHNOLOGY IMPROVEMENTS IN SOMERSWORTH SCHOOLS

April 2, 2018

WHEREAS, the Somersworth School Department would like to make a number of technology improvements consisting of switch replacements at Idlehurst Elementary School, wireless access point upgrades at Maplewood Elementary, Idlehurst Elementary, and the Somersworth Middle School, and LED projector replacements at the Idlehurst Elementary School, and

WHEREAS, the total cost for all projects is \$177,644 (One Hundred Seventy Seven Thousand Six Hundred Forty Four dollars), and

WHEREAS, the switch replacement project and the wireless access point upgrade projects are eligible for a 60% E-Rate reimbursement grant in the amount of \$77,956 (Seventy Seven Thousand Nine Hundred Fifty Six dollars), and

WHEREAS, the City receives a 3% franchise fee assessed through the Comcast franchise fee agreement and that fund currently has approximately \$320,000 (Three Hundred Twenty Thousand dollars) in the fund, and

WHEREAS, the Finance Committee has reviewed the request by the School Department and supports funding these projects with the cable franchise fee funds available,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the School Department is authorized to utilize the cable franchise fee fund to complete technology improvements in Somersworth Schools at an amount not to exceed \$177,644 (One Hundred Seventy Seven Thousand Six Hundred Forty Four dollars), and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH, THAT any reimbursements received for these projects from the E-Rate reimbursement grant and/or any other source shall be returned to the cable franchise fee fund.

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney



SCHOOL ADMINISTRATIVE UNIT FIFTY SIX

Rollinsford School District – Somersworth School District

51 West High Street
Somersworth, NH 03878
(603) 692-4450 • Fax (603) 692-9100



SUPERINTENDENT
Interim

Lori Lane

**BUSINESS
ADMINISTRATOR**
Interim

Katie Krauss

**SPECIAL
EDUCATION
DIRECTOR**

Pam MacDonald

**SPECIAL
EDUCATION
LIAISON**

Tom Hayward

To: Bob Belmore, City Manager
From: Lori Lane, Interim Superintendent of Schools *Lori Lane*
Date: February 23, 2018
RE: Technology Projects for the Somersworth School District

Below is a brief description of three technology projects that we would like to ask be considered for funding support. Thank you for considering this proposal.

Project #1: Switch Replacement Project at Idlehurst Elementary School

Summary of Project: The current switches are original to the school and have been malfunctioning periodically over the last few years. The malfunction causes entire wings of classrooms to be without phone service, creating a safety concern for staff/students.

Cost: \$66,435.37. This project is eligible for a 60% reimbursement through the Federal E-Rate program. Once the reimbursement is received after project completion, the final cost of the project will be \$25,812.37. Please note: This project went out to bid in May 2017. The project amount has been approved as an E-Rate eligible project. The total approved rate of E-Rate reimbursement is \$40,623.

Project #2: Wireless Access Point Upgrade at Maple Wood Elementary School, Idlehurst Elementary School and Somersworth Middle School

Summary of Project: Installation of additional Wireless Access Points in three schools in order to increase the functionality of the wireless network in each building.

Cost Estimate: \$62,222. This project is eligible for a 60% reimbursement through the Federal E-Rate program. This project is currently out to bid so the cost will likely be less than the cost estimate. Once the reimbursement is received after project completion, the final cost is anticipated to be approximately \$24,889.

Project #3: LED Projector Replacement at Idlehurst Elementary School

Summary of Project: Each classroom, conference room and the media center at Idlehurst Elementary School has an LED projector and an interactive smartboard that are used daily for instructional purposes. After seven years since the initial installation, the projectors are starting to fail (i.e, motors, fans). It is time to replace the projectors.

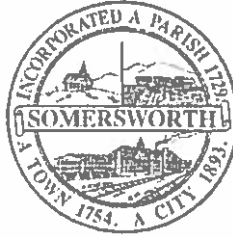
Cost: \$48,987.05. This project is not eligible for E-Rate. The final cost of this project is \$48,987.05.

Project Summary	Initial Cost	E-Rate Reimbursement	Final Cost
#1: Switch Replacement Project	\$66,435.37	\$40,623	\$25,812.37
#2: Wireless Access Point Project	\$62,222.00	\$37,333	\$24,889.00
#3: LED Projector Replacement <i>35 units</i>	\$48,987.05	N/A	\$48,987.05
TOTAL	\$177,644.42	\$77,956	\$99,688.42

EXPECT EXCELLENCE

Equal Opportunity Employer • Equal Education Opportunities

Memo from Human Resources



Date: February 21, 2018

To: Robert M. Belmore, City Manager

From: Linda Corriveau, HR Manager

Re: Primex PRIME³ Designation

PRIME³ is a program where the City receives a 2.5% discount on both the Workers' Compensation and Property & Liability premiums. The program requires annual recertification by achieving and maintaining the 10 best risk management practices.

The City once again has received this designation for FY 2019 which was first obtained March 1, 2017.

Bob Belmore

From: Philip St. Cyr <pstcyr@nhprimex.org>
Sent: Tuesday, February 20, 2018 5:21 PM
To: Linda Corriveau
Cc: Bob Belmore; Scott A. Smith
Subject: RE: Prime 3 Renewal

Hi Linda:

Congratulations are in order!!

The City of Somersworth has once again completed all Prime Program requirements for renewal. Therefore, all monetary benefits associated with the program, will continue without interruption!

Once again, Congratulations for all your hard work!

Best regards
Phil

Phil St. Cyr, Risk Management Consultant
pstcyr@nhprimex.org
www.nhprimex.org
603-225-2841 ext. 105 (Office direct)
603-496-0415 (Cell direct)

From: Linda Corriveau [mailto:Lcorriveau@somersworth.com]
Sent: Friday, February 09, 2018 11:02 AM
To: Philip St. Cyr
Subject: Prime 3 Renewal

Attached are the benchmarks and renewal form for FY 2019.

Thanks-

Linda Corriveau

Linda Corriveau
City of Somersworth
Human Resources Manager
603-692-9529



STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
OFFICE OF THE COMMISSIONER

172 Pembroke Road Concord, New Hampshire 03301
Phone: 271-2411 Fax: 271-2629

March 22, 2018

Shanna Saunders, Director of Planning and Community Development
City of Somersworth
One Government Way
Somersworth, NH 03878

RE: Land and Water Conservation Fund-NH Grant Round 29: PROJECT SELECTIONS

Dear Ms. Saunders;

The initial phase of the application and selection process for Grant Round 29 of the Land and Water Conservation Fund is now complete. I am pleased to inform you that your Jules Bisson Park Rejuvenation project proposal has scored high enough to be considered for possible funding. Based on the uncertainty of our impending 2018 federal fiscal year program apportionment, your project may or may not be funded.

We will hold onto your proposal until the 2018 federal fiscal year apportionment is made available by the National Park Service (NPS). We anticipate receiving the notice of apportionment from the NPS before the end of the federal fiscal year (September 30, 2018). At that time our program staff will reach out to you following an assessment of available funds.

We look forward to working with you to achieve our goal of securing funding for your outstanding public outdoor recreation project. If you have any questions please feel free to contact Eric Feldbaum, Community Recreation Specialist/Alternate State Liaison Office, or Bill Gegas, LWCF Program Specialist, at (603) 271-3556 or lwcf@dnr.nh.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey J. Rose".

Jeffrey J. Rose
Commissioner/LWCF State Liaison Officer

JJR/vng

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TELEPHONE (603) 524-3885

March 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 5-18

Title: **FY2018-2019 BUDGET**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance, after it passed a first reading. 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.

Date: 3/29/18

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

By: 

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March 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 6-18

Title: **AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS,**
APPENDIX 1, ASSIGNMENT OF CLASS TO GRADE
(Covering Classes Classified as Exempt Under the Fair Labor
Standards Act)

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance, after it passed a first reading. 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: 3/29/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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March 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 7-18

Title: **AMEND CHAPTER 4, PERSONNEL RULES & REGULATIONS,**
SECTION 11. WAGES AND BENEFITS

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance, after it passed a first reading. 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: _____

3/29/18

By: _____



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March 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 8-18

Title: **SUPPLEMENTAL APPROPRIATION FOR TECHNOLOGY IMPROVEMENTS AT
VARIOUS SOMERSWORTH SCHOOLS**

This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced ordinance, after it passed a first reading. 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: _____

3/29/18

By: _____



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March 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 26-18

Title: **TO AUTHORIZE THE CITY MANAGER TO USE FUNDING FROM
THE BUILDING MAINTENANCE FUND TO REPAIR THE EXTERIOR
STEPS AT THE SOMERSWORTH PUBLIC LIBRARY**

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.

Date: 3/29/18

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

By: 

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March 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 27-18

**Title: TO AUTHORIZE THE CITY MANAGER TO USE FUNDING FROM
THE BUILDING MAINTENANCE FUND FOR ROOF REPAIR AT THE
FORMER SOMERSWORTH CITY MUNICIPAL OFFICE BUILDING
CURRENTLY LEASED BY THE SOMERSWORTH HISTORICAL SOCIETY**

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: _____

3/29/18

By: _____



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March 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 28-18

Title: **CHANGE THE PURPOSE OF THE HILLTOP REHABILITATION
CAPITAL RESERVE FUND IN ACCORDANCE WITH RSA 34:11 AND
ESTABLISH A CAPITAL RESERVE FUND FOR THE PURPOSE OF
RECONSTRUCTION OR REHABILITATION OF CITY PARKS
AND CITY PARK FACILITIES**

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: 3/29/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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March 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 29-18

Title: TO AUTHORIZE THE SCHOOL DEPARTMENT TO UTILIZE THE
CABLE FRANCHISE FEE FUND TO COMPLETE TECHNOLOGY
IMPROVEMENTS IN SOMERSWORTH SCHOOLS

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: _____

3/29/18

By. _____

