

CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager *[Signature]*
DATE: Friday, February 16, 2018
SUBJECT: City Manager's Report for Tuesday, February 20, 2018
City Council Agenda

6:45pm – Public Hearing

Re: Ordinance 3-18 Amending Chapter 4, Personnel Rules & Regulations, Section 6. Hiring, Promotion, Transfer and Layoff and Appendix 1, Assignment of Class to Grade.

Ordinance 4-18 Supplemental Appropriation for Engineering Services for Improvements at the Somersworth Wastewater Treatment Facility.

Old Business (under Section 13 of Agenda)

Ordinances

- A. Ordinance 3-18 Amending Chapter 4, Personnel Rules & Regulations, Section 6. Hiring, Promotion, Transfer and Layoff and Appendix 1, Assignment of Class to Grade.** Again, the Government Operations Committee recommends this amendment as presented by the City Manager. The Committee reviewed the structure and pay of comparable positions in various NH and surrounding municipalities and voted to support the establishment of this designation and associated pay.
- B. Ordinance 4-18 Supplemental Appropriation for Engineering Services for Improvements at the Somersworth Wastewater Treatment Facility.** Again, this Supplemental Appropriation as well as the following Wright Pierce Engineering Contract Amendment was discussed at recent meetings held by both the Finance Committee & Public Works Committee; both Committees voting to support both action items. These actions are also a result of a recent Council workshop where consensus was provided to expand the Wastewater Treatment Facility upgrade several millions of dollars from \$3M plus to \$10M plus. City funding for the contract Amendment is available from available funds in the Sewer (Utility) Enterprise Fund. Just a Note: Funding to complete the actual WWTF improvement is being pursued through the NH State Revolving Fund (SRF).

Resolutions

- A. Resolution 22-18 To Authorize the City Manager to Amend the Contract with Wright Pierce Engineers of Portsmouth, NH to Include Additional Engineering Services at the Somersworth Wastewater Treatment Facility.** In the last Council meeting packet, I had included a Draft copy of the Amendment (No. 1) to the Agreement as well as information provided by the Wright Pierce Engineering Project Team that explains the increase and rationale for it being related to the additional scope of the project.
- B. Resolution 23-18 To Authorize the City Manager to Enter into the Contribution Assurance Program with Primex of Concord, NH for Property and Liability Insurance.** Again, the Finance Committee voted to support this 3-year extended Agreement and CAP Program. I want to point out that the City has been very satisfied with the services provided by Primex that not only includes coverage but an extensive series of safety & risk management prevention training. The training crosses all facets of municipal services and we have taken full advantage of it over the years; it has included police, fire, highway training as well as human resources and legal support.

New Business (under section 14 of Agenda)

Other

- A. Vote to send a Letter of Opposition to State Officials on Potential Impact of SB 193-FN, so-called School Voucher Funding Program.** Attached is a copy of the letter drafted by School Board Chairman Don Austin as well as a copy of the Senate Bill.

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

A. Informational Items.

- 1. FY 2018-2019 GeoSyntec Contract-Landfill Superfund Site.** In keeping with past practice, without objection, I will be signing the attached Draft Contract Amendment for proposed monitoring work to be done by Geosyntec Consultants as required by the EPA, this would cover FY 2018-2019. This Remedial Action Services contract outlines our compliance obligations in accordance with the existing EPA Consent Decree and Record of Decision (ROD) as well as other work that may be required by the EPA from time to time. Attorney Beliveau has reviewed & approved the Contract language as proposed. The Contract costs and other associated budgeted expenses are split between the City at 50.5% and GE at 49.5%.

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

2. **Budget Update for Present FY 2018.** I have attached a copy of the projected expenditures for this Fiscal Year. This was a topic of discussion at the last Finance Committee meeting on February 12th. Overall, the General Fund Budget is projected to end in the black, perhaps as much as \$200,000. That said, we still have to “weather” a little more winter. As such, we will need to continue to monitor a few lines such as snow removal.
3. **Upcoming City Council Workshops & Meetings.**

Council Workshops

Saturday, March 24

8:30 a.m. Goal Setting Session

Saturday, March 31

8:30 a.m. Budget Workshop

Special Meetings

Monday, March 12

6:00 p.m. State of the City Address

Monday, April 2

5:30 p.m. City Manager Presents his Proposed FY 2018/2019 Budget

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

7:00 p.m. City Council Meeting

B. Attachments.

1. Department Head Reports
2. Plan NH Charrette Final Report

Upcoming Events.

- **Tri-Chamber of Commerce “Business after Hours”.** Tuesday, February 20 from 5:00 p.m. to 7:00 p.m. at Great Bay Community College, 5 Milton Rd, Suite 32, Rochester, NH.
- **Chamber of Commerce “Business before Hours”.** Thursday, March 8 from 8:00 a.m. to 9:30 a.m. The City will be hosting Business before Hours in the Council Chambers.



City of Somersworth – Ordinance

Ordinance No: 3-18

AMENDING CHAPTER 4, PERSONNEL RULES & REGULATIONS, SECTION 6. HIRING, PROMOTION, TRANSFER AND LAYOFF AND APPENDIX 1, ASSIGNMENT OF CLASS TO GRADE.

February 5, 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 6. Hiring, Promotion, Transfer and Layoff, as follows:

- Add: 6.9 *Deputy City Manager designation.*

The Deputy City Manager is appointed by the City Manager and serves at the pleasure of the City Manager or until such time that the Deputy City Manager tenders his/her resignation. Each appointment will be considered on the basis of merit and fitness to perform duties as assigned.

2. 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:

- Add: The regular rate of pay for a designated Deputy City Manager shall be three pay grades above the regular rate of pay that would otherwise be paid for performance of their department head duties.

These ordinance changes shall take effect upon passage.

Authorization	
<i>Sponsored by Councilors:</i> Martin P. Dumont, Sr. Nancie Cameron Edward Levasseur David A. Witham	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 3-18

History


First Read Date:	02/05/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont *		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Messier		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Ordinance 3-18		PASSED	FAILED

	City of Somersworth – Ordinance	
	Ordinance No: 4-18	
	SUPPLEMENTAL APPROPRIATION FOR ENGINEERING SERVICES FOR IMPROVEMENTS AT THE SOMERSWORTH WASTEWATER TREATMENT FACILITY.	

February 5, 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 \$519,200 from Sewer Utility Fund budget as follows:

Original Budget	Amendment	Revised Budget
\$ 2,159,074	\$ 519,200	\$ 2,678,274

Approved as to Funding:

Recorded by:

Scott A. Smith
Director of Finance and Administration

Trish Harris
City Clerk

Background:

This ordinance appropriates funding for an amendment to the engineering design services portion of the contract with Wright/Pierce Engineers for necessary improvements at the Somersworth Wastewater Treatment Facility.

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	
<p><i>Sponsored by Councilors:</i></p> <p>David A. Witham Dale R. Sprague Martin Pepin Martin P. Dumont, Sr. Denis Messier</p>	<p><i>Approved:</i></p> <p>City Attorney</p>

City of Somersworth – Ordinance 4-18

History

First Read Date:	02/05/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Surrounding Community Rate Comparison – Current Rates:

	<u>Water/Unit</u>	<u>Sewer/Unit</u>
Somersworth	\$4.40	\$6.05
Dover	\$4.98	\$8.52
Rochester	\$5.29	\$6.52
Portsmouth < 10 Units	\$4.15	\$12.73
Portsmouth > 10 Units	\$5.00	\$14.00

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Messier		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Ordinance 4-18		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 22-18

TO AUTHORIZE THE CITY MANAGER TO AMEND THE CONTRACT WITH WRIGHT PIERCE ENGINEERS OF PORTSMOUTH, NH TO INCLUDE ADDITIONAL ENGINEERING SERVICES AT THE SOMERSWORTH WASTEWATER TREATMENT FACILITY.

February 5, 2018

WHEREAS, The City Council adopted Resolution 19-17 to authorize the City Manager to contract with Wright Pierce Engineers for an amount not to exceed \$343,800 (Three Hundred Forty Three Thousand Eight Hundred dollars) to provide engineering services to provide a plant facility assessment and engineering and design specifications for facility improvements at the Wastewater Treatment Facility, and

WHEREAS, the plant facility assessment identified additional improvements such as a third clarifier, return sludge pumping and grinding systems, aeration tank upgrades, and building improvements that weren't included in the original scope of work, and

WHEREAS, Wright Pierce Engineers has provided the City a proposal to provide engineering and design services for the additional improvements at a cost of \$519,200 (Five Hundred Nineteen Thousand Two Hundred dollars) which would increase the total contract to an amount not to exceed \$863,000 (Eight Hundred Sixty Three Thousand dollars) ;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to amend the contract with Wright Pierce Engineers of Portsmouth, NH to include additional engineering services at the Somersworth Wastewater Treatment Facility for an amount of \$519,200 (Five Hundred Nineteen Thousand Two Hundred dollars) thereby increasing the total contract to an amount not to exceed \$863,000 (Eight Hundred Sixty Three Thousand dollars), and to take any other action related to this contract determined to be in the best interest of the City.

Authorization

Sponsored by Councilors:

Dale R. Sprague
David A. Witham
Denis Messier
Martin Pepin
Martin P. Dumont, Sr.

Approved:

City Attorney

City of Somersworth – Resolution 22-18

History

First Read Date:	02/05/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Messier		
At Large Councilor	Witham		
At Large Councilor	Sprague *		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 22-18		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 23-18

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO THE CONTRIBUTION ASSURANCE PROGRAM WITH PRIMEX OF CONCORD, NH FOR PROPERTY AND LIABILITY INSURANCE.

February 5, 2018

WHEREAS, the City of Somersworth contracts with PRIMEX of Concord, NH to provide property and liability insurance coverage, and

WHEREAS, PRIMEX offers a contribution assurance program whereby if the City agrees to extend the contract for coverage for an additional 3 (three) years, PRIMEX will agree that any annual rate increases will not exceed 7%, and

WHEREAS, city staff reviewed this proposal with the Finance Committee and they support this proposal,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to enter into the contribution assurance program with PRIMEX of Concord, NH for property and liability insurance and extend our contract for coverage for an additional three years.

Authorization	
<i>Sponsored by Councilors:</i> Dale R. Sprague Martin Pepin Martin P. Dumont, Sr.	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 23-18

History

First Read Date:	02/05/2018	Tabled:	
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Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

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At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 23-18		PASSED	FAILED

SOMERSWORTH SCHOOL BOARD
51 WEST HIGH STREET
SOMERSWORTH, NH 03878

February 16, 2018

To: New Hampshire House of Representatives
House Finance Committee, Neal Kurk, Chairman
107 North Main Street
Concord, NH 03301

Governor Christopher T. Sununu
Office of the Governor
State House
107 North Main Street
Concord, NH 03301

RE: SB193-FN

Good day.

I am writing to you in my capacity as Chairman of the Somersworth School Board in Somersworth, NH with regard to the potential impacts to our school district if SB193-FN moves forward and is ultimately enacted into law. Let me begin by stating that our School Board and City Council have publicly made clear our staunch opposition to any legislation that reduces the level of adequacy aid to public schools in favor of providing those funds to nonpublic schools. Regardless of the title of the bill and/or the process described, the ultimate result of SB193-FN will be to reduce the amount of state funding currently allocated to public education and to reallocate that funding to nonpublic schools and a third party organization for administrative purposes. The Somersworth School Board does not support this concept in any form, nor does it support SB193-FN specifically.

The City of Somersworth is not a wealthy community by any stretch of the imagination. The latest data I've been able to find shows our median household income at \$54,868, with nearly 14% of our residents living below the federal poverty level. Within our schools, approximately 47% of students qualify for free or reduced lunch, and nearly 25% are identified as special education students with Individualized Education Programs (IEPs) in place.

The bill contains a basic requirement to be eligible to apply for this program that a family have income at or below 300% of the federal poverty limit. For 2018, and for a family of 4, that income level would be \$75,300. It appears obvious that, based on the demographic data described above, a significant number of families with students in the Somersworth public school system could be eligible to apply. If accepted, the family would be entitled to receive \$3,454 from the state of NH (assuming the student does not qualify for free/reduced lunch and does not have an IEP), which would come from the adequacy aid we currently receive of \$3,636 per student (FY 18 and 19 amount). The balance of \$182 per student would be paid to the entity administering the program.

Using the estimates provided by the NH Department of Education that approximately 1% of all public school students will apply for, and be accepted into this program, Somersworth schools could see a reduction in our student population of 16 students. When spread across the K through 12 population of about 1,550 students currently attending school here, it is clear there would be no opportunity at all for the school district to reduce its costs in any meaning way. Yet, we will absolutely lose a minimum of \$3,636 per student (and as much as \$7,404 if you assume a student is both eligible for free/reduced lunch and has an IEP).

In the aggregate, there is a limitation built into the legislation that caps the amount lost in adequacy aid to any public school district at no more than one-quarter of 1% of the last appropriation approved for the district as a whole. In our case, using FY 18 results that would result in a maximum loss to the district of \$64,313. For our community, a loss of this magnitude is significant, especially when you consider that the number of students lost could be minimal. This loss of revenue will force the school district to make additional cuts to staffing or student programs at a time when budgets are already impossibly difficult.

As we have seen with other areas of the NH budget, such as retirement funding, it will be very difficult to plan for future revenue losses in an environment where the Legislature determines such costs should be borne to a higher level, or in their entirety, by the local communities and schools districts. What if the Legislature decides to make the cap on loss of adequacy aid 1%? 5%? Or have no cap at all in order to limit the cost to the state budget? This would be devastating to the local school district's ability to provide a quality education to the 99% of student who remain with us.

It is this last point that raises the largest area of concern for us, and it is our sincere desire that the House Finance Committee recognize the potential impact to the state budget to implement SB193-FN. As we have seen with so many other areas, if the original estimates prove to be inaccurate and many more students choose to participate than expected, the cost to the state of NH could be many millions of dollars more than you are even discussing at this time. If that cost were to be passed on to the local school districts, it would have a devastating impact on our ability to continue to provide the quality, 21st Century education every student so richly deserves.

Respectfully,

Donald Austin, Chair
Somersworth School Board

SB 193-FN - AS AMENDED BY THE HOUSE

02/23/2017 0500s
3Jan2018... 2530h

2017 SESSION

17-0912
04/05

SENATE BILL ***193-FN***

AN ACT establishing education freedom savings accounts for students.

SPONSORS: Sen. Reagan, Dist 17; Rep. Pitre, Straf. 2

COMMITTEE: Education

AMENDED ANALYSIS

This bill establishes education freedom savings accounts for children between 5 and 20 years of age and provides stabilization grants to certain school districts. The program is repealed effective July 1, 2023.

Explanation: Matter added to current law appears in ***bold italics***.
Matter removed from current law appears ~~[in brackets and struck through]~~
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

02/23/2017 0500s
3Jan2018... 2530h 17-0912
04/05

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Seventeen

AN ACT establishing education freedom savings accounts for students.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 New Chapter; Education Freedom Savings Accounts. Amend RSA by inserting after chapter 194-D the following new chapter:

CHAPTER 194-E

EDUCATION FREEDOM SAVINGS ACCOUNTS

194-E:1 Definitions. In this chapter:

- I. "Account" means an education freedom savings account established for an eligible student pursuant to this chapter.
- II. "Commissioner" means the commissioner of the department of education.
- III. "Department" means the department of education.
- IV. "Eligible student" means a New Hampshire resident who is at least 5 years of age and not more than 20 years of age, who has not graduated from high school, and

(a)(1) Who is currently attending a New Hampshire public school, including a chartered public school, for a minimum of one year; or

(2) Who received an account in the prior year; or

(3) Who is entering kindergarten or first grade; and

(b)(1) Whose annual household income is less than or equal to 300 percent of the federal poverty guidelines as updated annually in the Federal Register by the United States Department of Health and Human Services under the authority of 42 U.S.C. section 9902(2); or

(2) Who is assigned to a school that for 2 consecutive years has been unable to demonstrate that it provides the opportunity for an adequate education pursuant to RSA 193-E:3-b; or

(3) Who has an individualized education program (IEP) or an accommodation plan under section 504 of the Rehabilitation Act of 1973; or

(4) Who applied and was not admitted to a chartered public school or whose application for an education tax credit scholarship pursuant to RSA 77-G was not funded.

V. "Nonpublic school" shall mean any public academy pursuant to RSA 194:23, II, or private school accredited through a recognized independent accreditation agency, school approved by a state education agency having an interstate compact with New Hampshire, or other school located in New Hampshire approved for school attendance pursuant to RSA 193:1, I(a) and (d). A nonpublic school shall:

(a) Comply with statutes and regulations relating to agency approvals such as health, fire safety, and sanitation;

(b) Be incorporated under the laws of New Hampshire or the United States; and

(c) Administer an annual assessment in reading and language arts, mathematics, and science. The assessment may be any nationally recognized standardized assessment used to measure student academic achievement, shall be aligned to the school's academic standards, and shall satisfy the requirements of RSA 193-C:6. The school's annual assessment results shall be submitted to the commissioner.

VI. "Parent" means the natural or adoptive parent or legal guardian of an eligible student.

VII. "Postsecondary institution" means an institution, a college, university, or career school approved by the department.

VIII. "Program" means the education savings account program established in this chapter that will begin in the 2018-2019 school year.

IX. "Recognized independent accreditation agency" means an accrediting organization such as the New England Association of Schools and Colleges, National Association of Independent Schools, Independent Schools Association of Northern New England, Northern New England Conference of Seventh-day Adventists, Inc., or other accrediting agency recognized by the department that engages member schools in a comprehensive peer review accreditation process that provides assurance of quality academic standards and criteria, and measures academic improvement.

X. "Resident school district" means the public school district in which the eligible student resides.

XI. "Scholarship organization" means a charitable organization incorporated or qualified to do business in this state that:

(a) Is exempt from federal income taxation pursuant to section 501(c)(3) of the Internal Revenue Code;

(b) Complies with applicable state and federal anti-discrimination and privacy laws;

(c) Is registered with the department of justice, director of charitable trusts; and

(d) Has been approved by the department of revenue administration for the purpose of issuing scholarships pursuant to RSA 77-G:5.

XII. "Treasurer" means the treasurer of the state of New Hampshire.

XIII. "Tutor" means an individual whose qualifications include skills, competencies, and knowledge to be demonstrated by evidence such as, but not limited to, college course work, documented professional experience, letters of recommendation, professional development hours or CSU's and artifacts of professional practice.

194-E:2 Program Eligibility.

I. There is established an education freedom savings account program. The program shall include grades K-12.

(a) The parent of an eligible student may receive a grant from a scholarship organization if the parent signs a contract with the scholarship organization to withdraw the student from public school and in which the parent agrees to provide an education for the eligible student in science, mathematics, language, government, history, health, reading, writing, spelling, the history of the constitutions of New Hampshire and the United States, and an exposure to and appreciation of art and music. Students who have an education freedom savings account grant shall be administered an annual assessment in reading and language arts, mathematics, and science as defined in RSA 193-C:6. Annual student assessment results shall be provided to the scholarship organization by the end of each school year and the scholarship organization shall make aggregate scores available to the commissioner. The assessment may be any nationally recognized standardized assessment used to measure student academic achievement and growth and that provides a normal curve equivalent score. A student who requests permission to take the annual assessment at his or her resident school district shall be granted permission to do so and the resident school district shall pay the costs associated with taking the assessment.

(b) Participation in the program shall have the same effect as a parental placement of their child under 20 U.S.C. section 1412(a)(10) of the Individuals with Disabilities Education Act (IDEA).

II. The parent of an eligible student who signs a contract with a scholarship organization agrees to use the funds deposited in an eligible student's account for any of the following qualifying educational expenses:

(a) Tuition for course fees at any public school, nonpublic school as defined in RSA 194-E:1,V, or post-secondary institution as defined in RSA 194-E:1,VII.

(b) Textbooks, curriculum, or supplemental materials, including computer hardware and software required to support the curriculum.

(c) Payment to a tutor or a tutoring facility.

(d) Fees for transportation to and from an educational service provider paid to a fee-for service transportation provider, except for special needs individualized education program (IEP) designated student transportation, not to exceed \$750 per school year.

(e) Tuition and fees for online learning programs and professional preparatory programs.

(f) Educational services or therapies from a licensed or certified practitioner or provider, including licensed or certified paraprofessionals or educational aides.

(g) Assistive devices if an eligible school, tutor, licensed or certified educational service practitioner or provider, or licensed medical professional verifies in writing that these items are essential for the student to meet annual, measurable goals.

(h) Fees for a nationally standardized norm-referenced achievement test, advanced placement examination, or any department approved exam such as, but not limited to, the SAT or ACT related to college post-secondary institution admission.

III. The parent of an eligible student, the scholarship organization and the department shall be provided copies of all signed agreements.

IV. The parent of an eligible student shall be required to annually renew the agreement to continue participation in the program.

V. Eligible students participating in the program may participate in curricular courses and co-curricular courses and programs pursuant to RSA 193:1-c. Students in the special school district within the department of corrections established in RSA 194:60 shall not be eligible students.

VI. An agreement shall be automatically terminated if the eligible student no longer resides in this state or returns to public school. Any funds remaining in the account shall be returned to the state treasury.

VII. The failure to enter into an agreement pursuant to this chapter for any school year for which an eligible student is required to attend a public school shall not preclude the parent of such student from entering into an agreement for a subsequent school year.

VIII.(a) The parent shall maintain accountability and responsibility for the education of their eligible student. Each provider, in consultation with students' parents or legal guardians and students where age-appropriate, shall establish academic growth goals for the student at the outset of each academic year and shall regularly measure students' academic growth throughout the school year. In measuring each student's progress toward achieving those goals throughout the school year, the provider may use a variety of assessment tools and participating students shall take either the statewide assessment test or a nationally norm-referenced test that measures learning gains.

(b) Upon receiving assessment results for 2 consecutive years that identify a student as not making satisfactory academic growth, the scholarship organization shall work with the parent and service providers to develop and implement an appropriate intervention plan. The intervention plan shall include a process for monitoring student growth and progress. The scholarship organization shall also review the use of education freedom savings account funds to ensure expenses best address the student's academic growth.

IX. The parent shall provide the scholarship organization with an annual educational evaluation that includes annual assessment results from either a nationally standardized norm- referenced achievement test, the statewide student assessment test, or other valid measurement tool mutually agreed upon by the parent and the commissioner, resident school district superintendent, or nonpublic school principal that documents the student's demonstration of educational progress at a level commensurate with the student's age and ability. The student shall be deemed to have successfully completed his or her annual evaluation upon meeting the following requirements:

(a) A certified teacher or a teacher currently teaching in a nonpublic school, who is selected by the parent, shall evaluate the student's educational progress upon review of a portfolio of records and materials including, but not limited to, a log which designates by title the reading materials used; samples of writings, worksheets, workbooks, or creative materials used or developed by the student; and discussion with the parent or student; and

(b) The student shall take any nationally standardized norm-referenced achievement test designed to measure student academic achievement and growth that complies with RSA 194-E:2, I(a), administered by a person who meets the qualifications established by the provider or publisher of the test. Composite results at or above the fortieth percentile or growth in academic skills on such tests shall be deemed reasonable academic proficiency or satisfactory growth; or

(c) The student shall take a state student assessment test used by the resident school district. Composite results at or above the fortieth percentile or a normal curve equivalent score showing progress in academic skills as reflected on such state test shall be deemed reasonable academic proficiency or satisfactory academic learning growth; or

(d) The student shall be evaluated using any other valid measurement tool mutually agreed upon by the parent and the commissioner of education, resident district superintendent, or nonpublic school principal.

X. The parent shall maintain a copy of the evaluation.

194-E:3 Program Funding and Payment.

I. The scholarship organization shall notify the commissioner and the treasurer in writing of any eligible student whose parents have signed an agreement under RSA 194-E:2.

II. The commissioner shall calculate and the treasurer shall transfer to the scholarship organization an amount equivalent to 95 percent of the per pupil adequate education grant amount pursuant to RSA 198:40-a plus any differentiated aid for which the student is eligible, for deposit into the student's account. Differentiated aid for non-proficiency in third grade reading shall not be included in the amount determination.

III. The commissioner shall calculate and the treasurer shall transfer to the scholarship organization an amount equivalent to 50 percent of the per pupil adequate education grant amount pursuant to RSA 198:40-a for an eligible student entering kindergarten for deposit into the eligible student's account.

IV. The funding for an eligible student receiving home education shall be as provided in RSA 77-G:2, I(b).

V. Funds received pursuant to this program shall not constitute income taxable to the parent of the eligible student or to the eligible student.

VI. Pursuant to RSA 194-E:2, the state treasurer shall transfer funding to the eligible student's account established by the scholarship organization. The transfers shall be made in accordance with the distribution of adequate education grants under RSA 198:42.

VII. All eligible students' accounts shall be held in institutions qualified by the state treasurer.

VIII. A scholarship organization shall receive an amount equivalent to 5 percent of the adequate education grant for administrative expenses. For students eligible pursuant to RSA 198:40-a for differential aid, the scholarship organization shall receive an amount equivalent to 5 percent of the differential aid for administrative expenses.

IX. The department or scholarship organization shall conduct an audit of an eligible student's account as needed to ensure compliance with this chapter.

X. The scholarship organization shall notify the department and the treasurer in writing of any eligible students who are non-compliant with the program requirements of RSA 194-E:2. The department shall review the recommendation of the scholarship organization and notify the parents of the non-compliance.

After parental notice of non-compliance report, the department may hold a hearing at the request of the parents. The department shall remove any eligible student from the program if it determines the student is non-compliant with the programs eligibility requirements of RSA 194-E:2 or the department determines there are extenuating circumstances.

(a) The parent may appeal the decision pursuant to RSA 541 to the department.

(b) Any funds remaining in the account for a student deemed non-compliant shall be sent to the state treasury.

XI. At the time of the eligible student's graduation from high school the eligible student's account shall be closed, the parents notified, and any remaining funds shall be returned to the state treasury.

XII. The scholarship organization may prohibit a participating nonpublic school or education provider from the program and notify the department if the scholarship organization establishes that the participating school or education provider has:

(a) Routinely failed to comply with the accountability standards established in this chapter; or

(b) Failed to provide the eligible student with the educational services funded by the account.

XIII. The scholarship organization or the department shall refer cases of fraudulent misuse of funds to the attorney general for investigation and shall immediately suspend all payments from the account.

XIV. A nonpublic school or educational service provider pursuant to RSA 194-E:2 shall not share, refund, or rebate any program funds with the parent or eligible student in any manner.

XV. Parents may make payments for the costs not covered by the funds in their accounts.

XVI. A scholarship organization may receive and expend gifts, grants, and donations of any kind from any public or private entity to carry out the purposes of this chapter.

194-E:4 Scholarship Organization; Requirements. A scholarship organization shall:

I. Develop and maintain agreement forms in cooperation with the department.

II. Provide copies of agreements signed by parents of eligible students to the department and the treasurer.

III. Provide the unique pupil identifier and date of birth for each eligible student to the department if available. All entering kindergarten and first grade students who apply for the program must obtain a unique pupil identifier from the department.

IV. In cooperation with the department determine, within 30 days of the completed application for an eligible student, eligibility for differentiated aid subject to any applicable state and federal laws.

V. Comply with all federal and state laws regarding student privacy.

VI. Review all receipts for fees and services pursuant to 194-E:2, II.

VII. Provide annual reports on the number of students participating in the program, the providers of services to students, and the value of the students' eligible accounts of the program funds to the department, chairman of the house education committee, and the chairman of the senate education committee.

VIII. Provide an annual report to the speaker of the house of representatives, the president of the senate, the chairman of the house education and finance committees, the chairman of the senate education and finance committees, the governor, the joint legislative oversight commission pursuant to RSA 194-E:6 and the department including:

(a) The number of eligible students with accounts.

(b) A list of nonpublic schools and educational service providers including the number of eligible students served per school and educational service provider.

(c) The value of eligible student account funds utilized for services during the year.

IX. Conduct an annual survey of parents of eligible students with accounts. The survey shall include, but not be limited to, the number of years the parent has been in the program, the relative satisfaction of the parent with the program, and suggestions of the parent for improvement. The survey shall be included in the annual report.

X. Conduct an independent annual audit of all accounts of eligible students.

194-E:5 School and Provider of Educational Services; Requirements.

I. Nonpublic schools, postsecondary institutions, and educational service providers shall comply with all federal and state laws regarding student privacy.

II. Nonpublic schools, postsecondary institutions, and educational service providers shall furnish receipts for eligible services pursuant to RSA 194-E:2, II to the parent and the scholarship organization.

III. The school district in which the eligible student resides shall provide a participating nonpublic school, post-secondary institution or educational service provider that has admitted an eligible student under this program with a copy of the student's school records, while complying with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. section 1232g, and state policies.

194-E:6 Stabilization Grant.

I. For each school district, the commissioner shall calculate the amount of the reduction in the adequate education grant resulting from students receiving a scholarship under this chapter and who were in attendance in the school district in the year prior to receiving a scholarship. If the combined amount is greater than 1/4 of one percent of a school district's total voted appropriations for the year prior to the year in which the scholarship is received, the commissioner shall disburse a scholarship stabilization grant for the current fiscal year and the next 4 fiscal years to each such school district equal to the amount of the reduction in excess of 1/4 of one percent. This scholarship stabilization grant shall be included in the September 1 disbursement required pursuant to RSA 198:42.

II. The department shall order the scholarship organization that provided accounts to students from districts that were awarded stabilization grants pursuant to paragraph I to conduct a survey of the financial effects of students receiving scholarships under this chapter, including the amount of the reduction, if any, in the adequate education grant amount and whether or not the scholarship program has resulted in economic hardship to the school district. The organization shall forward the results of this survey to the department and the school board of each district. The department shall post the results of this survey on its public Internet website.

194-E:7 Oversight Commission; Report.

I. There is hereby established an education freedom savings account oversight commission. The commission shall jointly meet at least twice a year and shall monitor the implementation of this chapter, and make recommendations for any legislative changes to the education freedom savings account program. The commission shall include 2 senators appointed by the president of the senate, 3 members of the house of representatives, including the chairpersons of the house finance and education committees, appointed by the speaker of the house of representatives, the commissioner of the department of education or designee, the administrator or chief executive officer of the scholarship organization, and one member of the state board of education appointed by the chairperson of the state board of education.

II. The commission shall provide a report on or before November 1 of each year to the general court including findings, recommendations, and any corrective or technical improvements that the education freedom savings account program may require. The scholarship organization shall develop and implement a plan to be approved by the commission that addresses corrective and technical recommendations made by the oversight commission.

III. The commission shall provide an education freedom savings account program review report which shall be released to the public on or before November 1, 2022 and to the general court recommending that:

- (a) Legislation be submitted to the general court that the education freedom savings account program be renewed in whole, or
- (b) Legislation be submitted to the general court that the education freedom savings account program be renewed, but with changes to correct findings or any other issues identified during the review process, or
- (c) Legislation not be submitted to renew the education freedom savings account program and that the program shall be repealed effective July 1, 2023.

194-E:8 Severability. If any provision of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the chapter which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable.

2 Repeal. RSA 194-E, relative to the education freedom savings account program, is repealed.

3 Effective Date.

I. Section 2 of this act shall take effect July 1, 2023.

II. The remainder of this act shall take effect 60 days after its passage.

LBAO
17-0912
Amended 1/23/18

SB 193-FN- FISCAL NOTE
AS AMENDED BY THE HOUSE (AMENDMENT #2018-2530h)

AN ACT establishing education freedom savings accounts for students.

FISCAL IMPACT: ☒ State ☐ County ☒ Local ☐ None

STATE:	Estimated Increase / (Decrease)			
	FY 2019	FY 2020	FY 2021	FY 2022
Appropriation	\$0	\$0	\$0	\$0
Revenue	\$0	\$0	\$0	\$0
Expenditures	Indeterminable Increase	Indeterminable Increase	Indeterminable Increase	Indeterminable Increase
Funding Source:	<input checked="" type="checkbox"/> General	<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Highway	<input type="checkbox"/> Other

LOCAL:

Revenue	Indeterminable Decrease	Indeterminable Decrease	Indeterminable Decrease	Indeterminable Decrease
Expenditures	Indeterminable Decrease	Indeterminable Decrease	Indeterminable Decrease	Indeterminable Decrease

METHODOLOGY:

This bill establishes education freedom savings accounts (ESA) for qualifying students. In order to be eligible for an ESA, a student must be a New Hampshire resident, be at least five, but no more than 20 years of age, not yet graduated from high school, and

- Who is currently attending a New Hampshire public school, including chartered public schools, for a minimum of one year, or
- Who received an ESA in the prior year, or
- Who is entering kindergarten or first grade AND
 - Whose annual household income is less than or equal to 300 percent of the federal poverty guidelines, or
 - Who is assigned to a school that for two consecutive years has been unable to demonstrate it provides the opportunity for an adequate education pursuant to RSA 193-E:3-b, or
 - Has an individual education program or accommodation plan, or
 - Who applied for and was not admitted to a chartered public school or whose application for an education tax credit scholarship, pursuant to RSA 77-G, was not funded.

If eligible for the program, parents may contract with a scholarship organization for an ESA, which may be used for a variety of education expenses. Under this bill, ESAs are funded for kindergarten and grades 1-12 students at 50% and 95%, respectively, of the per pupil adequate education grant amount, plus any applicable differentiated aid (except for differentiated aid for non-proficiency in third grade reading). Funding for home education shall be as provided in the education tax credit

scholarship program. Scholarship organizations shall receive 5% of an adequate education grant for administrative expenses. This bill also provides an additional stabilization grant in recognition of adequacy grant revenue lost attributable to ESA students who were in attendance the previous year. Stabilization grants will be calculated at the amount of lost revenue in excess of one quarter of one percent of a district's prior year total voted appropriations.

While it is not possible to determine the number of students that would be eligible and receive an ESA, the Department of Education has provided the following information, as well as an illustration of this bill's potential fiscal impact, based upon the stated assumptions:

- Scholarship organization administrative expenses (5%) come out of ESA amount (i.e., typical ESA would be 95% of adequacy cost total, resulting in a net 5% savings to the State).
- One percent of *all current public school and home school students* apply for and receive an education savings account. Other states with similar programs have experienced take up rates of one percent of *eligible students*.
- There is an indeterminable cost savings to public schools, to the extent students seek alternative education options with an ESA. Other states have estimated the variable cost of educating students at about 65-70% of the average per pupil cost and estimates with statewide New Hampshire data yield similar estimates for variable costs. Statewide estimates, however, do not consider that many small schools would likely have high per pupil fixed costs, therefore a 30% variable cost estimate is assumed.
- There would be a need for one full-time equivalent position to manage this program in the startup year. Future need for this position would be determined at the time of the biennium budget and either included or excluded from the budget each biennium.

The Department also considered the following data:

- In FY 2017, the average cost per pupil ranges from \$9,584.95-42,586.41 with the average being \$15,310.67, and an indeterminable amount of these costs being either fixed or variable.
- There are currently 135 non-public schools approved for attendance, with a total enrollment of 16,266. The Department does not have data relative to the resident town or city of these students.
- There are currently 174,424 students in grades K-12 enrolled in New Hampshire public schools as of October 1, 2017.
- The average daily membership (ADM) of grades K-12 in New Hampshire public schools for school year 2016-2017, for the purpose of calculating adequacy, with kindergarten counting as no more than $\frac{1}{2}$, is 167,642.

- The total calculated cost of an adequate education for 2018 is \$750,489,331. Therefore, the average calculated cost of an adequate education per student is \$4,476.74.
- The average calculated cost of an adequate education, plus additional grant, per public chartered school student is \$7,479.38.
- The homeschool scholarship used for this calculation is \$2,762 pursuant to RSA 77-G.

<u>PLEASE NOTE DEPARTMENT OF EDUCATION ASSUMPTIONS USED ABOVE</u>	
<u>Factors Used</u>	
10/1/18 Enrollment	174,424
FY 2017 ADM (Kindergarten @ 0.5)	167,642
FY 2017 Charter ADM (K @ 0.5, Not Including VLACS*)	3,137
FY 2014 Homeschool Enrollment	5,914
FY 2018 Total Calculated Cost of an Adequate Education	\$750,489,331
FY 2017 ADM, Towns with SWEPT > Cost of Adequacy (K @ 0.5K)**	11,485
Average Calculated Cost of an Adequate Education per Student	\$4,477
Charter School Amount	\$6,922
Homeschool Amount	\$2,762
95% of Average Per Pupil Adequacy amount in 2018	\$4,253
Average Cost Per Pupil FY 2016/2017	\$15,311
<u>ESA Participation</u>	
1% of Students	1,676.42
1% of Charter Students	31.37
1% of Homeschool Students	59.14
1% of Students from Towns with SWEPT > Cost of Adequacy**	115
<u>State Impact</u>	
<u>District Students</u>	
Total Current Calculated Cost to State**	\$6,990,740
Total ESA Calculated Cost to State at 95%	\$7,129,649
Estimated Increase in State Expenditures	\$138,909
<u>Charter Students</u>	
Total Current Calculated Cost to State	\$217,147
Total ESA Calculated Cost to State at 95%	\$133,415
Estimated Decrease in State Expenditures	(\$83,732)
<u>Homeschool Students</u>	
Total Current Calculated Cost to State	\$0
Total ESA Calculated Cost to State at 95%	\$163,345
Estimated Increase in State Expenditures	\$163,345
Cost of Adequacy/ESA Net Subtotal	\$218,522
Scholarship Stabilization Grants	\$394,522
Cost of Additional DOE Position	\$92,000
Total Potential Cost to State (Net Impact)	\$705,044
<u>Local District Impact</u>	
Maximum Local Loss of Adequacy Aid	(\$6,990,740)
Scholarship Stabilization Grants	\$394,522

Maximum Local Loss in Revenue	(\$6,596,218)
Potential Decrease in Cost to School Districts	(\$7,700,134)

* Virtual Learning Academy Charter School

** Municipalities with statewide education property tax collections greater than their calculated cost of an adequate education retain the excess. Therefore, any loss of ADM to such a municipality would not result in an adequacy grant savings to the state to offset the cost of an ESA.

Any reduction in expenditures for adequate education grants to local school districts or public charter schools will be to the education trust fund. This bill does not specify the source of funds for the ESAs or scholarship stabilization grants. It is assumed any administration costs for the Department of Education would impact the general fund.

AGENCIES CONTACTED:

Department of Education

CONTRACT AMENDMENT FOR July 2018 to June 2019

Pursuant to the existing Remedial Action Services Contract for the Somersworth Landfill Superfund Site between Geosyntec Consultants, Inc. and the Somersworth Landfill Group dated, 13 January 2000, as amended, (the "Agreement"), the parties, in consideration of the reciprocal benefits conferred herein and intending to be mutually bound hereby agree to amend said contract, effective on the 1st day of July 2018, as follows:

ARTICLE 1 – BACKGROUND AND OBJECTIVES

1.1 Background

Consultant shall provide Remedial Action (RA) Services associated with monitoring of the Chemical Treatment Wall (CTW), permeable landfill cover and bedrock extraction components of the Preferred Remedial Action (PRA) at the Somersworth Sanitary Landfill Superfund Site (the "Site") in Somersworth, New Hampshire for the Work Settling Defendants (WSDs) for the Site. In addition, Geosyntec shall provide services related to the monitoring of landfill gas at the Site and assist the WSDs in addressing other environmental issues at the Site.

The Site has completed the RA implementation stage of the Superfund program consistent with the Consent Decree (CD) for the Site (USEPA, 1995). A "100% Design and Demonstration of Compliance Plan" dated April 1999 (the "100% Design") (Beak and Geosyntec, 1999) for PRA at the Site was approved by the United States Environmental Protection Agency (EPA) and New Hampshire Department of Environmental Services (NHDES). The major construction related components of the PRA were: (i) the installation of a permeable zero-valent iron CTW in the subsurface between the landfill and the wetland; (ii) the construction of a permeable cover over the landfill; and (iii) the installation of a bedrock groundwater extraction and infiltration system. Based on the results of landfill gas monitoring conducted in 2001 and 2002 the EPA and NHDES believed there was a need for a perimeter LFG venting trench. This venting trench was installed in 2003 as a component of the RA for the Site.

In 1999, Geosyntec prepared the engineering design of the 100% Design for the PRA and since that time has provided Construction Quality Assurance (CQA), Construction Management (CM), and RA services during the construction of the CTW and permeable cover components of the PRA at the Site. Geosyntec also prepared the Sampling and Analysis Plan (the "SAP") (Geosyntec, 1999b; 2001, 2010) for the PRA, and has conducted the baseline and other groundwater monitoring since that time as per the SAP.

1.2 Objectives

The objectives of this work are to monitor the performance of the PRA through continued implementation of the groundwater and soil gas monitoring program, to assist the WSDs with ongoing maintenance and to respond to other environmental issues raised by the EPA and

NHDES. Geosyntec will conduct all work in accordance with all applicable regulations and standard practices. Geosyntec will immediately advise the WSDs of any issues that arise in relation to the project.

ARTICLE 2 - SCOPE OF SERVICES

2.1 Introduction

The scope of services required at the Site includes the following tasks:

- Task 1: Groundwater Monitoring and Hydraulic Testing of the CTW for 2018 (Fall)
- Task 2: Additional Monitoring to Evaluate Extraction Well Shutdown (July/August 2017)
- Task 3: Landfill Gas Monitoring for 2018 (Fall; concurrent with groundwater sampling)
- Task 4: Communication with EPA July 2018 to June 2019
- Task 5: Annual Monitoring Report for 2018-2019 (Spring 2019)
- Task 6: Additional Communication with EPA for 2018-2019
- Task 7: Contingency for Excavation Investigation of CTW 20 Transect, July 2018
- Task 8: Contingency for Sampling PFCs in 2018-2019 (Fall)

2.2 Task 1: Groundwater Monitoring for 2018 (Fall)

Geosyntec will complete the annual groundwater monitoring of wells for the CTW as described in the SAP (Geosyntec, 2010). The groundwater monitoring event will involve a combination of the passive diffusion bag (PDB) sampling method and conventional sampling methods. For the sampling round, a total of 18 wells will be sampled using conventional purging techniques and 32 wells sampled using PDBs (total 50). In 2017, recommendations were made to modify the program and move several monitoring wells to either biennial or 5-year. If EPA accepts the recommendations before the fall sampling program, a total of 18 wells would be sampled using conventional purging techniques and 25 wells would be sampled using PDBs (total 43). The event will also include hydraulic testing of the CTW, a synoptic round of water level measurements and collection of field duplicate samples. All data will be compiled for submittal to the EPA. Proposed costs are given in Table 2 and assume that it will be necessary to sample all 50 locations. If acceptance of changes to the program occur, we would only invoice for actual costs. The difference is approximately \$1000.

2.3 Task 2: Additional Monitoring to Evaluate Extraction Well Shutdown

It was not clear if the groundwater extraction system was having a significant hydraulic influence on the bedrock groundwater in the vicinity of extraction well BRW-1, despite decreasing groundwater concentrations. To address this uncertainty, the extraction well was shut down in 2014, has remained off through 2017, and is expected to remain off for an additional period of at least one year. The current program requires obtaining water levels and groundwater VOC samples from 12 Shutdown Monitoring Wells twice a year and has been

conducted in the summer as well as part of ongoing Annual Monitoring Event in the fall. A Technical Memorandum is then prepared transmitting the results and recommended actions to the EPA and NHDES within 30 days of receiving the data from the laboratory. However, results from the sampling conducted through 2017 show decreasing trends in many of the wells, including B-12R, and no increasing trends in the rest. The 2017 summer shutdown memo sent to the EPA on 7 November 2017 therefore recommended that the system remain off in 2018 and that the set of water levels and groundwater samples collected from the 12 Shutdown Monitoring Wells in the summer be discontinued and sampling be conducted once annually as part of the regular annual sampling event. However, as the EPA has not approved changes to the program, we have retained this task as part of the 2018-2019 program.

Proposed costs are given in Table 3. If the EPA accepts the recommendation to discontinue the summer sampling event, then this task would not be included in the 2018-2019 program. The difference to the total proposed cost in Table 1 would be -\$13,236.

2.4 Task 3: Landfill Gas Monitoring for 2018-2019 (Fall)

Geosyntec will conduct monitoring of the landfill gas probes around the perimeter of the landfill and monitor the vent pipe on the landfill gas venting trench once in 2018 (Fall). During the sampling events, all soil gas will be screened in the field for carbon dioxide (CO₂), methane (CH₄), hydrogen sulfide (H₂S), VOCs (soil gas samples only), and oxygen (O₂).

Proposed costs are given in Table 4.

2.5 Task 4: Communications with EPA for July 2018 to June 2019

Geosyntec will prepare progress reports for the EPA following groundwater monitoring events and communicate with the EPA if issues arise, for conference calls or they contact Geosyntec for information about the Site. Proposed costs are given in Table 5.

2.6 Task 5: Annual Monitoring Report for 2018-2019 (Spring 2019)

Geosyntec will complete the Annual Monitoring Report with data collected in 2018 before the end of March 2019. In addition, the groundwater and soil gas monitoring data collected during 2018 will be compiled into a draft report for submittal to the EPA for review and approval. This report will include evaluation of: (1) the performance of the CTW; (2) the performance of the natural attenuation remedy; and (3) the need for additional bedrock groundwater extraction. The Annual Report will be prepared using the data evaluation methodology provided in the SAP. Proposed costs are given in Table 6.

Additional Tasks for 2018-2019

The following two tasks are not part of the regular operations and maintenance and monitoring activities at the Site. These tasks are to address ongoing discussion with the EPA on their comments on the 2014 Annual Report and the CTW-20 Transect area. Costs for these tasks have been estimated based on discussions with the WSDs and EPA in the summer of 2015.

2.7 Task 6: Additional Communication with EPA for 2018-2019

In 2015 the EPA provided significant comments on the 2014 Annual Report tied to a more detailed review of the Site as part of the 5 Year Review period that the EPA conducts on Superfund Sites. Although Geosyntec prepared a detailed response to these comments in 2015 and had a follow up conference calls and in person meetings with the WSDs, EPA and NHDES to discuss the responses there has been no resolution from the EPA to date. As such, Geosyntec is expecting that there will be additional communication with the EPA on these comments in 2018. In addition, in 2016 the EPA undertook an Optimization Review of the Site and the WSD have not yet received the draft Optimization Report which will require review and comment and may require additional remedial efforts to be implemented at the Site. We have provided an estimate of the cost for two conference calls and the preparation of an additional memo on the response to comments and the Optimization Review documents. We do not know what, if any, additional work may result from these discussions and as such have not provided any additional cost estimate. If additional work results from these discussions with the EPA, then Geosyntec will prepare a cost estimate once the scope has been defined and get WSD approval prior to doing the work. Proposed costs are given in Table 7.

2.8 Task 7: Excavation Investigation of CTW 20 Transect, July 2018

As described in the CTW-20 Transect Performance Monitoring memorandum to EPA dated December 17, 2014, data from groundwater sampling at the CTW-20 Transect in October 2013 and July 2014 showed elevated cis-1,2-dichloroethene (cDCE) and vinyl chloride (VC) concentrations downgradient of the CTW at monitoring well CTW-24U. By November 2014, concentrations had decreased to levels that are typically observed at this location. In 2015, Geosyntec proposed to investigate theses periodic elevated groundwater concentrations by observing the clay cap above the ZVI and the condition of the interface between the clay and the ZVI. Further details are given in Geosyntec's proposal dated 7 May 2015. However, as the EPA did not give approval for the work in 2015, 2016 or 2017, after further investigation of the CTW resulted in the same recommended next step, this budget has not yet been used in the 2017-18 budget period. We have included this task in the 2018-2019 budget; however, if the EPA provides approval for this next step in the investigation prior to the end of April 2018 we may still be able to conduct the work within the 2017-18 budget timeframe. Alternatively, if the WSD prefer, rather than including this task in the 2018-2019 budget, we can just carryover the funds from this year. Proposed costs are given in Table 8.

2.9 Task 8: Contingency for Sampling PFCs in 2018-2019 (Fall)

The NHDES has requested that perfluorinated chemicals (PFCs), also referred to as per- and polyfluoroalkyl substances (PFASs), be included in future groundwater sampling at certain contaminated sites. Further details are expected from the NHDES although the timeline is uncertain at this point. As it is uncertain what the requirements from the NHDES will be at this time, Geosyntec proposes that \$9,900 be allotted as a contingency in the 2018-2019 budget to cover the review of an NHDES request, provide a memo response, and sample and analyze 10 wells for PFCs concurrent with the Fall 2018 sampling event. The analytical costs for PFCs will vary depending on what NHDES requests so we have assumed the costs for the extended analytical list. A breakdown of the proposed costs is given in Table 9. As always, Geosyntec will only invoice for work conducted and if the costs for sampling and analytical are less than budget we will not invoice this full amount.

ARTICLE 3 – MISCELLANEOUS PROVISIONS

3.1 Compensation

Compensation for Consultant's services covered under this Amendment shall be in accordance with the terms and conditions of the original Agreement, subject to the estimated fee contained in Table 1 of this Amendment. Billing rates have been updated to be consistent with updated rates in Geosyntec's corporate purchase agreement with GE as shown in Table 9. Geosyntec will not surpass the authorized amount without first identifying the basis for any change and submitting an appropriate change order request to the WSDs for review and consideration prior to incurring any costs in excess of the authorized amount. Invoices will be submitted on a monthly basis reflecting services provided to date.

3.2 Entire Agreement

This amendment, together with the Agreement and other documents incorporated therein by reference, shall constitute the entire agreement and supersedes all prior negotiations, representations or agreements, between the parties. This Contract can only be amended by written document executed by the Group and Consultant.

IN WITNESS WHEREOF the Group and Consultant have made and executed this Contract as of the day and year first written above.

**THE SOMERSWORTH LANDFILL GROUP
THE CITY OF SOMERSWORTH**

GEOSYNTEC CONSULTANTS, INC.

By: _____

By: _____

Title: _____

Title: _____

THE GENERAL ELECTRIC COMPANY

By: _____

Title: _____

TABLE 1
ESTIMATED COSTS FOR PROJECT TASKS

Task #	Task Name	Cost for July 2017 to June 2018	Estimated Cost for July 2018 to June 2019
1	Groundwater Monitoring	\$47,731	\$49,371
2	Additional Monitoring to Evaluate Extraction Well Shutdown	\$12,373	\$13,236 ⁵
3	Landfill Gas Monitoring	<i>(2016 - \$5,623, not included in total below)</i>	\$6,030
4	Reports for EPA	\$6,009	\$6,165
5	Annual Monitoring Report	\$30,664	\$32,484
6 ¹	Additional Communication with EPA	\$11,848	\$12,368
7	Excavation Investigation of CTW 20 Transect	<i>\$23,730 (not included in total if carried over)</i>	<i>\$24,182 (carried over from 201-20187 with increase of \$452)²</i>
8	Contingency for Sampling PFCs	\$9,868	<i>\$10,200 (carried over from 2017-2018 with increase of \$332)³</i>
	Total Budget for Geosyntec	\$142,223 (\$118,493)²	\$154,036* (\$120,438)⁴

Notes:

Labor rates (see Table 10) and analytical costs have increased slightly in 2018 and these rates are reflected in the 2018-2019 cost estimates.

1 - includes communication on outstanding items from 2015-2016, and review and response to the EPA Optimization Review.

2 - **(\$24,182)** 2017-2018 cost \$23,730 to be carried over to 2018-19, plus additional \$452 for 2018-2019.

3 - **(\$10,200)** 2017-2018 cost \$9,868 to be carried over to 2018-19, plus additional \$332 for 2018-2019.

4 - **(\$120,438)** Amendment to contract before carrying forward the amounts allocated to Tasks 7 and 8 in 2018-2019. With carry forward, total budget for Geosyntec \$154,036.

5 - if the EPA accepts the recommended discontinuance of the summer shutdown monitoring before July 2018, total Geosyntec budget will be \$154,036 - \$13,236 - \$140,800.

* As always, Geosyntec will only invoice for work conducted and if the costs for sampling and analytical are less than budget we will not invoice the full amount.

TABLE 2
DETAILED BREAKDOWN OF ESTIMATED COSTS
Somersworth Sanitary Landfill Superfund Site, New Hampshire

TASK 01: Groundwater Monitoring for 2018-2019

Activity	Company Category Person Hourly Rate	GeoSyntec															Other		ACTIVITY TOTAL (\$)
		P or A TK 177	SPM SO 150	SPM SW 137	PM CA 108	Sr Sci SH 92	Prj Sc. RL 68	Grph 58	Steno 68	Total Prof Time (\$)	Disbursements (\$)				Company Total (\$)	Cost (\$)	Notes		
											Travel Hotel Meals	Phone Copies Freight	Other						
Planning		2	8	2	10	4		2		3,392		200			100			3,692	
CTW In-Wall Pump Test ²																			
Water Levels (1 round)			2	6	20	20				5,122	250	100			150			5,622	
Install PDBs in wells (1 round)					8	8	8			2,144	250	100			150			2,644	
Sample PDBs (1 round)			4		10	10	10			3,280	250						PDBs	4,442	
Sample wells with Waiterra (1 round)			4		8	18	18			4,344	300	750			250			5,644	
Lab Analyses - VOCs ¹					14	14	14			3,752	250				200			4,202	
Lab Analyses - Wet Chem & Metals										-							6,160	ALS	6,160
Data Compilation & Reporting										-							2,635	ALS	2,635
Chemistry/Field Data			15	10	10			10	24	6,912					550			7,462	
Project Management		4	28	8	8					6,868								6,868	
TASK TOTAL (\$)	Total	6	61	26	88	74	50	12	24	35,814	1,300	1,150		1,400			9,707	39,664	49,371

Notes:

1- Assumes that we are sampling once a year and that we will not need to sample for the additional parameters requested by NHDES

PDBs - passive diffusion bags

ALS - ALS laboratories, formerly Columbia Analytical Services

VOCs - volatile organic compounds

TASK 02: Additional Monitoring to Evaluate Extraction Well Shutdown

Notes:
 PDBs - passive diffusion bags
 ALS - ALS laboratories, formerly Columbia Analytical Services
 VOCs - volatile organic compounds
 1 - Investigation around extraction well shut-down - Sampling of ERW-1, B-12R, OB-0R, OB-2R, OB-15R, OB-22R, OB-16R, PS-1R, OB-4R, and B-1R plus QA/QC
 2 - Full sampling of these facilities is included in the Phase 1 (Annual groundwater sampling) cost table

TABLE 4
DETAILED BREAKDOWN OF ESTIMATED COSTS
REMEDIATION ACTION - SOMERSWORTH SUPERFUND SITE, NH

TASK 03: Landfill Gas for 2016-2019

Activity	Company Category	Person	Hourly Rate	P or A TK	GeoSyntec												Other		ACTIVITY TOTAL (\$)	
					SPM SO	SPM SW	PM CA	Pjt. Sci SH	Grph	Steno	Total Prof. Time (\$)	Disbursements (\$)				Company Total (\$)	Cost (\$)	Notes		
												Travel	Phone	Fax	Freight & Equip Rental					
1	Planning		2			2						693			75		768			768
	Sampling SGP's and vent stacks		1			4	16					2,054	125		75	750	3,004			3,004
	Data Compilation		1			2	2			3		754			100		854			854
1	Preparation of Data for Report		1					2	2			627					627			627
1	Project Management		4									777					777			777

TABLE 5
DETAILED BREAKDOWN OF ESTIMATED COSTS
REMEDIAL ACTION - SOMERSWORTH SUPERFUND SITE, NH

TASK 03: Communication with EPA for 2018-2019

Activity	Company Category Person Hourly Rate	GeoSyntec										Other		ACTIVITY TOTAL (\$)	
		P or A TK 177	SPM SO 150	SPM SW 137	Sleno 68	Total Prof. Time (\$)	Disbursements (\$)				Company Total (\$)	Cost (\$)	Notes		
							Travel Hotel Meals	Phone Copies Fax	Other						
Progress Reports /Response to Comments		1	10	12	2	3,457				100		3,557			3,557
Communications		4	12			2,508				100		2,608			2,608
Total Hours		5	22	12	2										
TASK TOTAL (\$)												6,165	-		6,165

TABLE 6
DETAILED BREAKDOWN OF ESTIMATED COSTS
 Somersworth Sanitary Landfill Superfund Site, New Hampshire

TASK 05: Annual Monitoring Report for 2018-2019

Activity	Company Category Person Hourly Rate	Geosyntec													Other		ACTIVITY TOTAL (\$)		
		P or A TK 177	SPM		SPM SW 150	DB JS 137	DB IS 108	Sr Sci SH 92	Pj Sci RL 68	Grph 58	Total Prof Time (\$)	Disbursements (\$)				Company Total (\$)		Cost (\$)	Notes
			SO	SW	JS	IS	SH	RL	Grph	Travel	Hotel	Phone	Copies	Other					
Data Compilation & Validation			8	16				5			3,732					3,732			3,732
Completion of Sampling Reports into Database			2			10	8	20			3,476					3,476			3,476
Evaluation of Temporal Trends - Water Levels			4	12	8						3,108					3,108			3,108
Evaluation of Temporal Trends - Gw Chem			4	12	3						2,568					2,568			2,568
Evaluation of Temporal Trends - Soil Gas			2	8							1,396					1,396			1,396
Evaluation of Need for Additional GW Extraction **																-			-
Evaluation of CTW Performance	2	8	20	3		2	2	2			4,938					4,938			4,938
Preparation of Draft Report for EPA Submittal	4	8	40	3		6			20		9,424			800		10,224			10,224
Project Management		5	16								2,942			100		3,042			3,042
Total	6	41	124	27	16	27	20	27	20	31,584	-	-	900	-	-	32,484	-		32,484
TASK TOTAL (\$)																			

Notes:

** - this topic will be included in the report, but work to complete this item is covered in another task.

TABLE 7
DETAILED BREAKDOWN OF ESTIMATED COSTS
REMEDIAL ACTION - SOMERSWORTH SUPERFUND SITE, NH
TASK 06: Additional Communication with EPA for 2018-2019

Activity	Company Category Person Hourly Rate	GenSynlec										Other		ACTIVITY TOTAL (\$)		
		P or A TK 177	SPM SO 150	Pjt Sci SW 137	Sci SH 92	Grph 58	Steno 68	Total Prof. Time (\$)	Disbursements (\$)				Company Total (\$)		Cost (\$)	Notes
									Travel	Hotel	Meals	Phone Copies Fax				
Activity Communications		4	36	40			10	12,268	-	100		12,368				12,368
Total Hours		4	36	40	0	0	10									
TASK TOTAL (\$)												12,368	-			12,368

TABLE 7
DETAILED BREAKDOWN OF ESTIMATED COSTS
Somersworth Sanitary Landfill Superfund Site, New Hampshire
TASK 06: Excavation Investigation of CTW 20 Transect

Activity	Company Category	Person	Hourly Rate	Geosyntec										Other		ACTIVITY TOTAL (\$)		
				P or A	SPM DB	SPM SO	SPM SW	SPM C/A	Grph	Steno	Total Prof. Time (\$)	Travel Hotel Meals	Disbursements (\$)	Phone Copies Freight	Other		Cost (\$)	Notes
		TK	177		162	150	137	108	58	68								
Contractor Coordination				4			8				1,744				11,666		13,410	
Health & Safety				2			4	2			1,088						1,088	
Field Work						1	6	30			4,212	266			667		5,145	
Memorandum			2	1	2.5	8	9	2			3,075						3,075	
Project Management						2	8			1	1,464						1,464	
TASK TOTAL (\$)	Total		2	7	5.5	34	41	2	1		11,583	266	-		12,333		24,182	-

Notes:

TABLE 9
DETAILED BREAKDOWN OF ESTIMATED COSTS
Somersworth Sanitary Landfill Superfund Site, New Hampshire

TASK 08: Contingency for Sampling PFCs

Activity	Company Category	Person	Hourly Rate	GeoSource										Company			Other		ACTIVITY TOTAL (\$)
				P or A	S	SPM	CA	PM	Sr	SH	RL	Phy Sc	Uph	Scans	Total Time (\$)	Travel	Phone	Other	
		177		150	6	4	108	68	3	6	6	6	58	68	1,813				1,813
Planning and Document Review															960				960
PFC Sampling - to be completed with Fall 2017															-				-
Lab Analysis - PFCs (10 samples plus QA/QC)															-				-
Data Management & Reporting Validation															1,215				1,215
Data Collection and Validation															848				848
Project Management															-				-
TASK TOTAL (\$)				0.5	10	11	0	13	6	6	6	6	0	2	4,836	-	-	-	4,836
																			10,200

Notes:
ALS - ALS Laboratories, formerly Columba Analytical Services
PFCs - perfluorinated chemicals

TABLE 10
2018-2019 RATE SCHEDULE
REMEDIAL ACTION - SOMERSWORTH SUPERFUND SITE, NH

Labor Category No.	Low End of Direct Salary (\$/hr)	High End of Direct Salary (\$/hr)	2018-2019 Firm Maximum Labor Rate (\$/hr)
1	\$67.01		\$177.00
2	\$58.51	\$67.00	\$162.00
3	\$51.51	\$58.50	\$150.00
4	\$45.01	\$51.50	\$137.00
5	\$39.01	\$45.00	\$124.00
6	\$33.01	\$39.00	\$108.00
7	\$28.01	\$33.00	\$92.00
8	\$24.01	\$28.00	\$79.00
9	\$20.51	\$24.00	\$68.00
10	\$17.51	\$20.50	\$58.00
11		\$17.50	\$50.00

Notes:

Key Project Team Members Have Changed Categories in 2018:

	<u>Category in 2017</u>	<u>Category in 2018</u>
Sharon Wadley	5	4
Shahen Huda	8	7
Admin	10	9

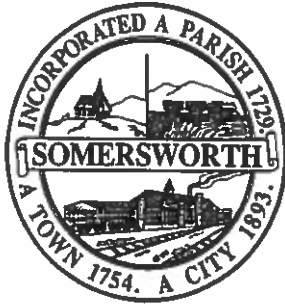
Informational Items # 2

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated Feb - Jun</u>	<u>Estimated Year End</u>
General Fund							
Elected Leadership							
Mayor-Council	\$24,925	\$14,122	\$0	\$10,803	56.66%	\$10,096	\$707
Civic Promotions	\$14,850	\$6,818	\$1,450	\$6,582	55.68%	\$6,446	\$136
Community Support	\$90,186	\$52,691	\$0	\$37,496	58.42%	\$37,496	\$0
Total Elected Leadership	\$129,961	\$73,630	\$1,450	\$54,881	57.77%	\$54,038	\$843
City Management							
City Manager	\$363,916	\$226,618	\$0	\$137,298	62.27%	\$148,469	(\$11,171)
Administration	\$113,805	\$57,429	\$4,700	\$51,676	54.59%	\$17,173	\$34,503
Total City Management	\$477,721	\$284,047	\$4,700	\$188,974	60.44%	\$165,642	\$23,331
Finance and Administration							
Finance Department	\$331,195	\$183,919	\$0	\$147,276	55.53%	\$139,941	\$7,336
City Clerk	\$164,604	\$78,450	\$0	\$86,154	47.66%	\$56,737	\$29,418
Elections	\$12,650	\$8,729	\$0	\$3,922	69.00%	\$0	\$3,922
Tax Collector	\$204,971	\$117,574	\$500	\$86,897	57.61%	\$89,683	(\$2,787)
Human Services	\$210,867	\$100,827	\$0	\$110,040	47.82%	\$75,073	\$34,967
Library	\$259,134	\$144,447	\$7,126	\$107,562	58.49%	\$128,422	(\$20,860)
Total Finance and Administration	\$1,183,421	\$633,945	\$7,626	\$541,851	54.21%	\$489,856	\$51,995
Development Services							
Planning	\$293,119	\$147,956	\$0	\$145,163	50.48%	\$129,580	\$15,584
Economic Development	\$27,105	\$11,905	\$0	\$15,200	43.92%	\$6,075	\$9,125
Code Enforcement	\$198,171	\$106,725	\$0	\$91,446	53.86%	\$74,896	\$16,550
Assessing	\$144,816	\$82,332	\$16,934	\$45,550	68.55%	\$44,549	\$1,001
Recreation	\$197,175	\$113,778	\$977	\$82,420	58.20%	\$78,582	\$3,838
City Hall	\$143,016	\$71,778	\$0	\$71,238	50.19%	\$60,115	\$11,124
Total Developmental Services	\$1,003,402	\$534,473	\$17,911	\$451,018	55.05%	\$393,797	\$57,221

Mayor - Council
FYI
Budget Expenditures
Update presented to
Finance Committee
on Feb. 12, 2018
PJS

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated Feb - Jun</u>	<u>Estimated Year End</u>
Police							
Police Administration	\$423,498	\$281,317	\$30	\$142,151	66.43%	\$138,521	\$3,630
Patrol	\$2,064,085	\$1,254,037	\$0	\$810,048	60.76%	\$828,329	(\$18,281)
Investigations	\$724,256	\$409,410	\$0	\$314,846	56.53%	\$308,397	\$6,449
Police Support	\$447,132	\$233,622	\$1,950	\$211,560	52.69%	\$190,940	\$20,620
Traffic	\$26,840	\$7,775	\$0	\$19,065	28.97%	\$12,981	\$6,084
Prosecution	\$130,681	\$77,347	\$0	\$53,334	59.19%	\$55,260	(\$1,926)
Total Police	\$3,816,492	\$2,263,508	\$1,980	\$1,551,004	59.36%	\$1,534,428	\$16,576
Fire							
Fire Administration	\$207,793	\$123,517	\$0	\$84,276	59.44%	\$87,712	(\$3,436)
FireFighting	\$1,971,601	\$1,072,764	\$2,417	\$896,421	54.53%	\$864,557	\$31,864
Total Fire	\$2,179,394	\$1,196,280	\$2,417	\$980,697	55.00%	\$952,269	\$28,428
Public Works and Utilities							
Public Works Admin	\$1,225,830	\$669,701	\$0	\$556,129	54.63%	\$532,876	\$23,253
Street Maintenance	\$1,400,350	\$645,906	\$1,071	\$753,373	46.20%	\$748,685	\$4,688
Snow Removal	\$152,500	\$61,011	\$27,408	\$64,080	57.98%	\$95,500	(\$31,420)
Street Lighting	\$107,100	\$62,112	\$0	\$44,988	57.99%	\$47,500	(\$2,512)
Equipment Maintenance	\$71,500	\$55,393	\$1,809	\$14,298	80.00%	\$24,123	(\$9,825)
City Engineering	\$102,149	\$27,770	\$0	\$74,379	27.19%	\$45,300	\$29,079
Buildings and Grounds	\$38,175	\$32,562	\$0	\$5,613	85.30%	\$7,000	(\$1,387)
Cemetery	\$8,770	\$1,022	\$0	\$7,748	11.65%	\$6,200	\$1,548
Solid Waste Collection	\$156,106	\$88,052	\$0	\$68,054	56.41%	\$81,000	(\$12,946)
Total Public Works	\$3,262,480	\$1,643,528	\$30,288	\$1,588,663	51.31%	\$1,588,184	\$480

<u>Account</u>	<u>Budget</u>	<u>YTD Exp</u>	<u>Encumbrance</u>	<u>Balance</u>	<u>% Exp</u>	<u>Estimated Feb - Jun</u>	<u>Estimated Year End</u>
Capital Expenses							
Transfer to Debt Service	\$771,362	\$771,362	\$0	\$0	100.00%	\$0	\$0
Capital Leases	\$322,277	\$132,435	\$0	\$189,842	41.09%	\$189,842	\$0
Transfer to Other Capital Funds	\$100,598	\$100,598	\$0	\$0	100.00%	\$0	\$0
Total Capital Assets	\$1,194,237	\$1,004,394	\$0	\$189,843	84.10%	\$189,843	\$0
Other Expenses							
Contingency	\$80,000	\$19,450	\$3,800	\$56,750	29.06%	\$4,930	\$51,820
Intergovt Transfers	\$2,382,236	\$2,382,236	\$0	\$0	100.00%	\$0	\$0
Total Other Expenses	\$2,462,236	\$2,401,686	\$3,800	\$56,750	97.70%	\$4,930	\$51,820
Capital Outlay							
Total Capital Outlay	\$276,396	\$51,728	\$47,224	\$177,444	35.80%	\$176,551	\$893
TOTAL CITY GENERAL FUND	\$15,985,741	\$10,087,221	\$117,396	\$5,781,125	63.84%	\$5,549,537	\$231,588



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: February 13, 2018

Re: **Monthly Report**

Finance Department:

- Working with Departments on developing FY18-19 budget proposal.
- Received/Reviewing Draft audited financial statements. Prepared the MD&A to include in the audit.
- Participated in interviews on positions in Finance and Tax.
- Received/Reviewed proposals for lockbox services.
- Bids:
 - None outstanding at this time.

City Clerk:

- Attended inauguration. Prepared for and took minutes at one scheduled City Council meeting, and standing committee meetings during the month.
- Permits:
 - Somersworth Festival – Breakfast with Frosty 1/23/18
 - Girl Scout Troop 58750 1/25/18
 - Greater Somersworth Chamber of Commerce 1/26/18
 - First Parish United Church of Christ 1/9/18
- Started the 2017 Annual Report.
- Total receipts for the month were \$5,574.

Tax Collector:

- Motor vehicle registrations were a total of \$174,141 during the month.
- Collected \$5,510 for Municipal Transportation Fund during month.
- 20 people used the drive-up this month.
- Total receipts for the month were \$1,547,121.

Library

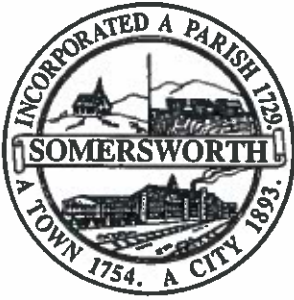
- The Library provided 9 programs this month with the 3 weekly story time programs and the book discussion group.
- The Library started work to prepare information for the 2017 Annual report.

Human Services:

- Total assistance for the month was \$6,654. That compares to \$8,593 for the month of December 2017 and \$8,595 for January 2017.
- 2 new cases were opened compared to 7 in 2017.
- 13 cases were approved for varying levels of assistance, with 1 case still pending, and 2 denials. 25 cases were referred to other agencies for support.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisted with Utility Billing conversion setup.
- Assisting with set up of other modules in the new system.



DEPARTMENT OF DEVELOPMENT SERVICES

Date: February 16, 2018
From: Shanna B. Saunders
Director of Planning & Community Development

Re: January 2018 Monthly Report

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

- Zoning Board – January 3
- Conservation Commission – January 10
- Planning Board – January 17
- SRTC – January 3, 10
- Historic District Commission meeting – January 24 (Did not attend)

And attended the following Special Meetings:

- Chamber Breakfast – December 8
- NH Planner's Association – January 26th
- Plaza Commission January 4

Office of Assessing- January:

- Inspections of properties who have sold in the last year have begun.
- The Assessing Department completed by appointment inspections of taxpayer properties.
- The Assessing Department has begun inspections of properties who have received a building permit this year.
- The Assessing Department met with taxpayers who had questions about their assessment.
- The Assessing Department has received 4 abatement applications to date.

Building and Health Departments:

Major Building Permits Applied for in January 2018 Construction Costs and Fee

None

Minor Building Permits Applied for in January 2018:

347	Main	\$5,000.00	\$60.00
11	Davis	\$5,000.00	\$60.00
208	Rt. 108	\$8,000.00	\$80.00
509	High	\$300.00	\$25.00
6	Lil-Nor Ave	\$7,500.00	\$70.00

	2014	2015	2016	2017	2018	DIFFERENCE this year to last	% OF CHANGE
January	\$1,820.00	\$2,157.00	\$6,148.85	\$15,262.40	\$12,784.00	-\$2,478.40	-16.2%
February	\$3,864.00	\$2,408.00	\$4,440.00	\$9,264.40	\$3,462.20	N/A	
March	\$2,191.64	\$5,287.28	\$27,399.40	\$23,362.82	\$0.00	N/A	
April	\$4,768.15	\$8,277.80	\$6,608.52	\$6,935.89	\$0.00	N/A	
May	\$26,049.95	\$7,194.16	\$12,089.70	\$11,780.49	\$0.00	N/A	
June	\$24,286.88	\$4,234.80	\$5,107.95	\$10,058.40	\$0.00	N/A	
July	\$3,646.20	\$4,914.41	\$14,315.00	\$5,776.84	\$0.00	N/A	
August	\$6,156.50	\$6,829.37	\$5,197.60	\$9,632.60	\$0.00	N/A	
September	\$6,224.10	\$4,438.20	\$5,247.60	\$7,400.00	\$0.00	N/A	
October	\$6,880.63	\$4,652.40	\$10,448.80	\$6,460.00	\$0.00	N/A	
November	\$2,377.78	\$18,322.40	\$27,353.16	\$8,584.44	\$0.00	N/A	
December	\$2,338.80	\$7,886.00	\$6,633.66	\$2,596.00	\$0.00	N/A	
Year total	\$56,008.37	\$90,604.63	\$76,601.82	\$130,990.23	\$117,114.28	-\$8,280.60	
Difference of change this year to last (completed months only)							-10.6%

ROW		2012	2013	2014	2015	2016	2017	2018	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	34	31	26	30	33	51	29	-22	-43.1%
5	February	30	39	29	24	49	36	17	N/A	
6	March	29	44	29	48	71	79	0	N/A	0.0%
7	April	42	60	48	58	57	58	0	N/A	0.0%
8	May	43	65	66	55	60	99	0	N/A	0.0%
9	June	29	77	66	73	77	94	0	N/A	0.0%
10	July	51	54	47	51	89	75	0	N/A	0.0%
11	August	53	62	55	67	79	87	0	N/A	0.0%
12	September	51	72	67	69	69	83	0	N/A	0.0%
13	October	61	60	63	58	57	77	0	N/A	0.0%
14	November	36	50	47	64	49	61	0	N/A	0.0%
15	December	48	42	38	52	54	49	0	N/A	0.0%
16										
17	YTD Totals	507	656	581	649	744	849	46	-22	-94.6%
18	Difference of changed this year to last (completed months only)									-43.1%

Land Use Boards:

Conservation Commission January 2018:

The Commission did not meeting in the month of January.

Historic District Commission January 2018:

At the regular meeting the Commission discussed the following:

- Regal Properties, LLC, 8 Prospect Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11, Lot 79, HDC #37-2017. Application for exterior renovations was **approved**. This application had been approved at the December meeting with the condition that the applicant returns to this meeting with updated drawings.

Planning Board January 2018:

There was no quorum so the meeting was cancelled.

Zoning Board January 2018:

At the regular meeting the Board discussed the following:

- The Patricia Anne Sherwood Trust, 370 Old Rochester Road, in the Residential Single Family (R1) District, Assessor's Map 68, Lot 01, ZBA #16-2017 Application for a variance to keep livestock was **tabled** until the February 2018 meeting.
- Upland, LLC, 138 Rocky Hill Road, in the Residential Single Family (R1) District, Assessor's Map 54, Lot 01, ZBA #17-2017. Application for a variance to install septic systems in the Groundwater Protection District was **tabled** until the February 2018 meeting.

Economic Development January 2018

- Finalized plans for:
 - ✓ Leadership Seacoast, Economic Development Day: 2/14
 - ✓ Malley Farm Roundtable: 2/15
 - ✓ Banker-Broker Roundtable: 3/1
 - ✓ Chamber of Commerce, BBH: 3/8
- Began planning for:
 - ✓ Vacant space open house
 - ✓ Student art in vacant space windows program
 - ✓ Seacoast (ED Directors) Manufactures Roundtable
 - ✓ SomeCity "pop-up " media café to feature successful business and more
- Produced a (first draft) Commercial Vacancy list
- Met the Skyhaven airport Director and toured the airport with Mike Bobinsky
- Began planning for strategies/plan to develop a brand identity and marketing plan for Somersworth
- Met with the Seacoast Economic Development Directors and BNH about the Annual (cooperative) Ad campaign
- Talked to two potential investors for Main Street Historic Block
- Talked to prospective tenants to fill vacant spaces at:
 - ✓ Barclay Square, #108
 - ✓ Main Street Barber Shop
 - ✓ Main Street Subway shop
 - ✓ Malley Farm

Parks and Recreation January 2018

- We concluded our Saturday morning Rec Basketball program on January 27th. We extended the season 2 weeks to allow for make-ups due to snow events. This year we had a total of 110 players in grades 1-6.
- Our Biddy Basketball program for children ages 3-6 began on January 27th. We have 2 sessions for this program and it is held at Idlehurst Elementary School gym. This program is run by the Recreation Supervisor, parent volunteers, and high school basketball players. This year we have a total of 47 players registered between the 2 age groups.
- The LWCF grant for the rejuvenation of Jules Bisson Park was completed and turned into the state on Friday, January 26th. The first review of grant applications will occur this spring. It is unknown at this time when the City will hear back.
- Our annual Father/Daughter Valentine's Dance is scheduled for Thursday, February 8th from 6:30-8:30 p.m. at Idlehurst. Tickets are now on sale at the Rec Office for \$25 per couple in advance until February 6th. After February 6th tickets will only be sold at the door for \$30 per couple. There is no extra charge for bringing additional children. We will provide a DJ for entertainment, light refreshments and punch, raffle prizes, and more. Families are asked to donate a dessert or finger food for the dance.
- The annual Frosty Basketball Tournament for 5/6 grade teams is scheduled for Wednesday, February 14- Sunday, February 18. Somersworth Recreation co-hosts this tournament with the High School Boys Basketball Boosters. This is a major fundraiser for our end of the season banquet where we provide all Travel basketball players with gifts and a banquet for their families.
- Planning is underway for spring activities and events. Recreation staff will begin planning for the 2018 Summer Camp as well as the Granite State Track Field program.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: February 8, 2018

SUBJECT: Public Works Department Monthly Report for January/February, 2018

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- The Department responded to winter storm events, including salt sanding operations and snow plowing; coordinating operational responses with Police, Fire and the School District. The month of January brought cold air and concerns about utilities.
- Use of press releases and social media updates to alert the public about parking bans, reminders about holiday trash collection, and precautions on avoiding frozen water lines in residences
- Received approval from the New Hampshire Preservation Alliance Grant for \$2,900 to conduct an assessment of the Chapel at Forest Glade Cemetery. The City Council approved the matching \$2,900 to conduct the assessment. Groundroot Preservation Group is the consultant on the project.
- Attended Cemetery Trustees, Sustainability Committee, City Council Public Works and Environment Committee and the Finance Committee meetings during this period.
- Gave testimony on SB 450 allowing for the delegation of NPDES permits to the State DES, rather than EPA and offered testimony on HB dealing with enhancing net metering and solar array sizing per project.
- Participated in project meetings on the proposed solar array project.
- Attended SAAC and Skyhaven Marketing Committee meetings.
- Viewed a demonstration on a new sidewalk tractor manufacturer known as a Chameleon
- Participated in the seacoast stormwater coalition meeting on updates with MS4 Permits
- Prepared the proposed FY19 Departmental budgets with Division Supervisors, met with the City Manager and Director of Finance on reviewing budget recommendations.
- Worked with the City Manager and Human Resource Manager on new recruitment ads for the City Engineer; discussed other options with consulting service support.
- Participated in technical reviews of the proposed 30 lot subdivision on Rocky Hill Road.
- Joined the Chief Water Treatment Plant operator, Fire Chief and others planning the emergency training exercise for the Salmon Falls River on locating booms for training.
- Attended the Annual Volunteer Appreciation Dinner at the Hall at Great Falls.
- Took delivery of a new skidsteer. This unit was used for snow plowing in the February 7th snow storm.

HIGHWAY DIVISION

Operations/Maintenance:

- Responded to 2 winter storm events.
- Performed snow removal on High St and Market St in immediate downtown.
- Performed repairs to vehicles and citywide snow plows for winter operations.

- Provided seasonal Christmas tree collection.
- Repaired potholes city wide with cold patch.
- Replaced and repaired signs around the city damaged by accidents and or plows.

Recreation:

- Removed playground equipment at Jules Bisson Park.

Water Distribution Support

- Assisted with a water break on Union St at Ford St.
- Assisted with a water valve box and rod replacement at 250 RT 108.

Sewer Collections Maintenance:

- Marked out all sewer and drain systems on Cemetery Rd in preparation for the survey crew.
- Responded to 11 dig safe request.

WASTEWATER DIVISION

Operations/Maintenance:

- Now operating under the (A2O) process which is used for winter permit limits. This process is used to specifically treat Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS). The winter season runs from October 1st thru April 30th.
- Power-Up Generator Service Co. completed a semi-annual PM on the WWTF standby generator.
- Staff attended the JLMC meeting held at the Fire Dept. on 1/18/18.
- Lakes Region Environmental inspected and issued a new 2018 certificate for the Underground Storage Tank (UST) on 1/31/18.
- Experienced two snow events which required overtime due to plowing.
- Treated a total of 3,500 gallons of septage from residents not on city sewer.

Compliance:

- Prepared monthly reports to US-EPA and NH-DES.
- Reported one BOD permit exceedance for the month of January.
- Treated a total of 41-million gallons of wastewater during the month.
- Submitted annual Septage report to NH-DES

Industrial Pretreatment Program:

- Attended training on revised dental requirements. Federal regulations now require all dentist offices to inform the City when they are in compliance with the amalgam separator rule. This unit is used to separate mercury (within fillings) from water prior to discharging to the sewer system and must be 95% efficient. The compliance deadline is 7/14/2020 and is endorsed by the American Dental Association

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Work has begun on replacing the pumps. The new control panel will be installed once the electrical meter relocation has been completed. A temporary standby generator has been brought onsite for the removal of the old generator. The new generator has been rescheduled to be delivered in mid-March. A progress meeting was held on 1/18 with the main topic of discussion being a change order to address the electrical conduit issue. Due to the high ground water,

Eversource is requiring the conduit to be encased in concrete which is a minor change to the original plans.

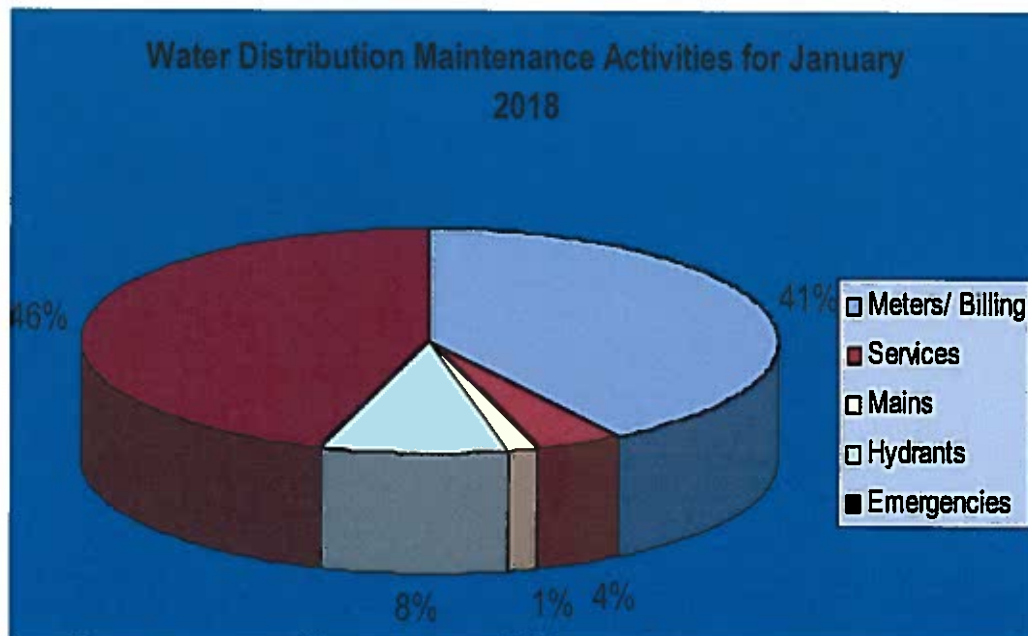
WATER DIVISION

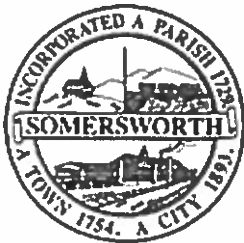
Items completed this month:

- Bacteria's and TOC's tests were conducted.
- Repaired electronic valve on polymer system.
- Pumped 38,838,742 gallons of raw water.
- Pumped 33,999,125 gallons of finish water to the distribution system.
- Completed lead result mailing to tested residences.
- Had a tour with students looking at our manganese removal process.
- Met with City Manager regarding upcoming budget.
- Replaced hour meters on raw and finish VFD's.
- Replaced raw instrument supply pump.
- Hach completed service the TOC analyzer.
- Reorganized maintenance room.

WATER DISTRIBUTION

- Water Distribution personnel responded to multiple service calls and provided contractor support at multiple construction sites.
- There were two (2) water main breaks in January. One on Ford Street at Union Street and Rocky Hill Road and one on Daniel Street at Main Street.
- There was an emergency excavation to repair the service at 250 Route 108 where the city's service valve (curb stop) was in need of repair.
- A hydrant that was hit by a motor vehicle on Route 108 near Clark Street was replaced with a refurbished hydrant that was salvaged from recent city construction activities on Indigo Hill Road. Several other hydrants in the system were repaired as well.
- Due to the extreme cold, emergency service calls are on the rise. System operators responded to 24 homes and businesses for service calls relating to frozen pipes and meters.





Somersworth Police Department

12 Lilac Lane

Somersworth, NH 03878

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

David B. Kretschmar
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: David Kretschmar, Chief of Police
Date: February 6, 2018
Subject: Monthly Report – Month of January 2018

Bob:

Below are some of the activities of our Department for the month of January:

COMMUNITY POLICING:

- Officer DeFrancesco visited the Somersworth Head Start Program on January 8th to give a safety talk to the children.
- A presentation was given Elderly Safety at the Albert J. LaBonte Homes on January 18th for residents. The Presentation was given by Captain McLin and Officer DeFrancesco. Topics included identify theft and how to avoid being a victim of a scams.
- School Resource Officer Colton Deschenes and Somersworth Youth Connection (SYC) gave a presentation to parents and guardians of Somersworth Students grades K-8 at the Somersworth Middle School on internet safety, cyber-bullying, cell phone safety and scams on January 18th.

PERSONNEL/TRAINING:

- Command staff attended a training on Strafford County's Response to High Risk Incidents and re-certification was obtained for Intoxilyzer Operation by our Prosecutor.

OTHER:

- A basketball game with the New England Patriots Alumni basketball team versus the Somersworth Police was held on January 27th to benefit the Somersworth Police Association. This is the yearly fundraiser for the Police Association, a 501c(3) organization that gives monies to organizations throughout the City.



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

JANUARY 2018 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	5
Vehicle Fires:	0
Outside Fires:	1
Emergency Medical:	50
Motor Vehicle Crash:	6
Malfunction/false alarm:	4
Accidental/public service:	25
Hazardous Condition:	14
Hazardous Materials:	3

NON-EMERGENCY ACTIVITIES

Burning Permits:	18
Fireworks Permits:	0
Oil Burner Permits:	1
Place of Assembly Permits:	0
Fire Safety Inspections:	2
Fire Drills:	2

CALLS FOR SERVICE

- We responded to 16 fewer emergency calls this January (110) than in January 2017 – a decrease of 13%.
- We responded to mutual aid fires in Dover, Rochester and Rollinsford and Lebanon in Maine.
- Small fire at 16 Cherryfield Village caused damage to the front entryway.
- Cold snap caused Rochester to open its “warming shelter”. It was the only shelter on the seacoast to open. Three homeless Somersworth residents were there for 3 days until finding other shelter.
- Many hydrants shoveled out during several accumulating snowstorms.
- American Ambulance continues to provide excellent EMS services to the city with an average response time that is approximately 4 minutes. They also received their “Certificate of Accreditation” by the Commission on Accreditation of Ambulance Services – a prestigious event only awarded to the best EMS services in the country.

over

PLANNING/PROJECTS/GRANTS

- Our career firefighter on “light duty” returned to full duty so we are at full shift complements.
- State COOP grant vendor contract going to Finance Committee for approval.
- Awaiting to hear from state Homeland Security Office about the \$6000 NH Homeland Security grant for “active shooter” equipment that we applied for to allow us to accompany police into the “warm zone” for victim retrieval.
- Training from the State Fire Marshal’s Office for the federal grant program they obtained to install smoke and CO detectors in homes for the elderly and underprivileged children occurred on January 8 and 12 for our staff. We are awaiting a supply of detectors from the state and we will be moving ahead with the program. 775 letters to families of elementary school children went out on January 31st. We will begin advertising this service in earnest once the equipment arrives.
- Attended meeting of the Community Mutual Aid Air/Rehab Vehicle Committee to replace our 1988 air van (\$250,000 FEMA FIRE Act grant).
- Met with NH Homeland Security to inquire about a grant to pay for Fire Department and DPW salaries associated with the Salmon Falls River water supply exercise in May and June sponsored by the NH and Maine Rural Water Associations (we will get special booms to protect the water infiltration area for our plant from the water associations).
- Placed new fire hydrant map books in service in Engines 3 and 4.
- Conducted acceptance test of fire suppression system at “Wicked Meats” on High St.
- Annual test of aerial ladder conducted by vendor.
- In conjunction with other city departments, met with owner of 47 Maple Street facility to see what their intentions are with regards to the property.
- FY19 budget submitted.

TRAINING/MEETINGS

- We continue to train 3 new career firefighters on shift.
- One new call firefighter is in FF I/II training.
- New call firefighter candidate is in the interview process.
- Attended Seacoast Fire Chiefs meeting.
- Chaired JLMC meeting.
- Attended Public Safety Committee meeting.

COMMUNITY SERVICE

- Members attended “Inaugural” ceremony.

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

BE SAFE – FIRE SPRINKLERS SAVE LIVES – CHECK SMOKE DETECTORS

Proud Past, Bright Future

**Somersworth, New Hampshire
Community Design Charrette
September 22nd and 23rd 2017**



Somersworth, N.H., Opera House.



Somersworth Community Design Charrette Acknowledgements

Sincere thanks go to those individuals who donated their professional and personal time to make this charrette a success. Also, many thanks to the citizens, businesses and town officials who shared their time, services, thoughts and knowledge with us.

The Plan NH Charrette

Team

Charrette Team

North Sturtevant, JSA Architects, Portsmouth, NH	Matthew Bacon, NAI Norwood Group, Concord, NH
Robin LeBlanc, Executive Director, Plan NH	Christina McMahon, JSA Architects, Portsmouth, NH
Peter Michaud, NH Division of Historical Resources, Concord, NH	Bruce Hamilton, Bruce Ronayne Hamilton Architects, New Ipswich, NH
Ivy Vann, Citizen Planner, Peterborough, NH	George Reagan, New Hampshire Housing, Bedford, NH
Susanne Smith-Meyer, Landscape Architect, Concord, NH	Paul Roberson, The Rowley Agency, Concord, NH
Miroslava Teneva, Architect, LeMesureur, Boston, MA	Bob Ward, Town of Moultonborough, NH
	Rick Lundborn, CLD Engineers, York, ME
	Kate Ruml, Architect, Durham, NH

The Somersworth Team

Without the support and participation of all of the following individuals, organizations and businesses this charrette would not have been possible:

Leader: Shanna Saunders

Also:

Robert Belmore, City Manager	Keith Hoyle, Fire Chief
Dana S. Hilliard, Mayor	Dave Kretschmar, Police Chief
And:	
Martin Pepin	David A Witham
Jennifer G. Soldati	Dale R. Sprague
Martin P. Dumont, Sr.	Nandie Cameron
Jonathan McCallion	Jessica Paradis

Plan NH is grateful for the special support of these members:



Plan NH Comes to Somersworth, NH

September 22 and 23, 2017

Who is Plan NH?

Plan New Hampshire, The Foundation for Shaping the Built Environment (Plan NH), is a 501(c)(3) non-profit organization formed in 1989.

Plan NH has a Vision of a New Hampshire that is vibrant and healthy for its people, its economies and the environment.

Plan NH's role, or Mission, in achieving that Vision is to encourage good planning and design and development because, we believe, that *what* we build, and *where* and *how* we build it has a significant impact on that vibrancy and health.

Plan NH champions principles and ideas that balance building projects - and this would include anything built in the public realm, such as buildings, roads, bridges, memorials, public sculpture - with

- The needs of people - where they live, how they get about, what services are necessary, what they value
- maintaining the "sense of place" of our towns, cities and villages that make them unique - including preserving historic assets, open spaces, agriculture and farming
- protecting our air, water, flora and fauna

Among our signature programs is the *design charrette*, an exercise that brings professionals from our membership together with our communities to explore design ideas, usually around a town center or other significant neighborhood.

Through recommendations made, Plan NH can demonstrate the role and importance of the principles and ideas noted above in concrete, real examples.



3

What is a Design Charrette?

Simply stated, a Charrette is a brief, intense, brainstorming session in which ideas are brought together for the purpose of defining potential planning recommendations and possible design solutions for an identified need. For Plan NH, this is usually related to a town center or other significant neighborhood in a community.

The charrette is typically of a short duration - for Plan NH, 8 hours on a Friday for listening and then another 8 hours the next day for brainstorming, crafting recommended solutions, and presenting thoughts to the community.



- The Charrette Process:
- Identify the need or opportunity
 - Collect information from the community itself to understand more deeply and broadly the situation
 - Analyze and evaluate what is seen and heard
 - Develop recommendations for meeting the need or addressing the challenge

The process engages planning and design professionals in direct dialog and conversation with local residents to collect information needed in order to develop good and relevant recommendations about how to address a particular challenge. Plan NH sees this part of the process as a period of *discovery*: discovering who the community is, what they value, what they really want. This community input is essential and critical to the value of the outcomes.

The results of a Plan NH charrette are general and overarching planning and design *recommendations*, rather than specific directions. Plan NH does not dictate, but suggests. Most often, the outcome of a Plan NH charrette is described as a "vision": an expression of how things *might be*, based on what the team saw and heard and learned.



Why did Plan NH come to Somersworth?

Executive Summary:

In April of 2017, the City of Somersworth submitted an application for a Plan New Hampshire Community Design Charrette. The focus of the charrette was to look at the Somersworth Plaza in downtown Somersworth.

The Plaza was built in 1965 as part of Urban Renewal. It is an automobile-centered strip mall, which is set off from Main Street by a large, mostly empty parking lot. Businesses in the center seem to be struggling as has most of Main Street from Lower Market Street to the former General Electric Plant.

The city is concerned that the design of the plaza is incompatible with a vibrant walkable city, which is currently evidenced along High Street and Lower Market Street. The city has invested heavily in other parts of downtown and is planning a complete street program on Main Street.

The Somersworth Master Plan has addressed the plaza specifically, "Action Item 1.2: Revitalization of the downtown Somersworth Plaza to encourage new buildings directly on Main Street and add a mix of retail, office and residential opportunities with building designs that are compatible with the historic character of Main Street."

Plan NH accepted the application with the understanding that the focus area would extend to Main Street in addition to the Plaza.

The Charrette Process & Overview

On Friday, September 22, the Plan NH team met toured the charrette area, met with City officials and conducted two community listening sessions with the objective of learning as much as possible about the Charrette area and as much as possible from City leaders and community members about their vision for the charrette area and for the City as a whole.

On Saturday, the Plan NH team met and discussed what we saw and heard and formulated some strategies for revitalizing the Plaza by creating a new City Center. During the course of the late morning and afternoon, the Plan NH team studied the options, reviewed connections, way finding, green spaces and the new City Center, culminating in a team presentation to the public on Saturday afternoon.

What Plan NH Saw

- As the team toured the study area, it was immediately apparent that it lacks the vibrancy seen on High Street and Lower Market Street. There are several empty storefronts, several of which appear to be neglected. Not surprisingly, there was little traffic and few, if any pedestrians.
- The Plaza parking lot was fairly empty and the Plaza storefronts don't seem particularly visible owing to the deep recess of the storefronts under the city owned facade.
- The south end of the study area is anchored by the former City Hall, now Somersworth Historic Society and the Stein Park.
- There are some empty lots on the north side of the park which are potentially available for additional park land.
- The north end of the study area is also anchored by a park fronting a one block stretch of one-way out traffic.

Charettes blend the broad experience of design professionals with local citizens' detailed knowledge of their community to produce a plan of action that addresses issues of particular concern. The charrette provides an overall framework within which more detailed solutions and plans can be developed.

- There are some significant historic assets in the study area, including

- the former rail station,
- the former Somersworth Bank,
- the City Library,
- former Police Station,
- as well as historic structures to the south of the Plaza, including the Somersworth Historic Society.

There is an auto repair business located at the north end of the study area, which seems poorly located for its purpose and creates significant disruption to pedestrian flow.

Across the railroad tracks, which parallel Main Street, are

- significant mill buildings, including a very successful residential conversion,
- Canal Street Mill
- the "S" Building
- and the former General Electric Plant, now Aciera.

Also parallel to Main Street is a canal, which was historically used to generate power to the mill site. Opposite of the mill buildings is the Salmon Falls River.

From the perspective of built and natural assets, the study area is uniquely rich.



What Somersworth Told Plan NH

What The City Leaders Told Plan NH

- Somersworth is seen as a community with a stable population, with growing diversity in its residents.
- The city is relatively small in area measuring 10 square miles in total.
- There is a significant number of festivals held annually in different locations around town, including a Pumpkin Festival, a Children's Festival and a very popular Food Truck Festival, which drew 15,000 people to downtown Somersworth.
- There is an active Chamber of Commerce which represents Somersworth, Berwick, ME and Rollinsford.
- Even when the High Street/Lower Market Street corridor is active, the Plaza parking lot does not get used, there seems to be a perceived safety issue associated with lighting, numbers in general and lack of activity.
- The City is pursuing a Complete Streets proposal for Main Street, which will in part be informed by the Charrette.
- There is a high volume of traffic daily (17,000 to 21,000 cars) on High Street, most of which is travelling through the city.
- The City Leaders would like to have Somersworth seen as more of a destination than a conduit for people.
- The City struggles with an image problem.



6

"We can begin by doing things at the local level, like planting community gardens or looking out for our neighbors. That is how change takes place in living systems, not from above but from within, from many local actions occurring simultaneously."

Grace Lee Boggs

What the Town Residents Told Us

Two public listening sessions were held during the afternoon and evening of September 22nd. The purpose of the sessions was for the public to share their ideas with the charrette team about what they see and what they would like to see in the study area. Residents were also asked to let the Plan NH team know what may not be known by the team about the study area and the community. Comments from both sessions are transcribed below, along with notes taken during the evening session.

What Somersworth Residents and Business Owners Told Plan NH

Two public listening sessions were held during the afternoon and evening of September 22. The purpose of the sessions was for the public to share their ideas with the Plan NH Charrette team and about what they would like to see in the study area. The process follows a "world cafe" model, which allows for participation and input from everyone in the room. Participants are asked three questions:

What Do You See?

What Do You Want to See?

What Else Does Plan NH Need to Know?

The information that comes out of these questions is sorted to identify common threads from the community about the study area and the community's vision overall, which is instrumental in developing recommendations.



Below comments and highlights from both sessions are summarized.

What Do You See?

- Stark contrast between Main Street and High/Lower Market Streets
- Empty storefronts - "Not open for business"
- Decayed sidewalks
- General feeling of neglect
- Not family friendly
- Hard to see natural features, such as the Salmon Falls River and the Canal
- Absence of people and traffic
- Historic mills and Main Street buildings
- Mostly empty parking lot at the Plaza
- Too much asphalt
- Not enough green space
- Place of opportunity
- Parks
- Sketchy
- Isolated
- Poor accessibility/walkability

What Do You Want To See?

- Public Market
- Green Space in Plaza
- Mixed Use
- Bring back Elm Street (Government Way)
- Community Area/Meeting Space
- Vibrancy Again

- More Pedestrian Friendly
- Knit the Holistic Community Back Together
- Multipurpose Destination
- Connections/Activity
- One Way Traffic Zone
- "Hip Zone", Unique Open Area for Arts, Music, Play
- Accessibility
- Good Wayfinding
- More Green Space
- Better connectivity between Main/High/River/Mill

What Else Does Plan NH Need to Know?

- Somersworth Has a Negative Image and doesn't promote itself well.
- We Have Working Retail on High Street
- It's Difficult to get to Somersworth (16 traffic lights from the Spaulding)
- Positive Connections with Berwick
- New Park Land Coming in Berwick
- Somersworth Has Passion
- Rich in Culture and History
- Need a Better Building Permit Process
- Reputation for Higher Taxes, With a Decline in the Base
- Number of High Profile Festivals in the Summer and Fall
- Former Riverwalk Study Was Done

Charrette Team Observations and Recommendations

Observation	Recommendation
1. Somersworth has a strong sense of community and a sense of pride. In many ways, the Main Street corridor and Somersworth Plaza have failed to recover from changes at the former GE Plant, thus suffers from a sense of PLACE.	Find ways to invest in upgrading the quality of living spaces in the area. Target certain specific areas for investment to inject positive energy in the area. Provide more green space for both passive and active outdoor activity; provide more options for downtown living; provide walk-able streets and connections to city assets and natural features.
2. Architectural Character - The study area has a number of examples of excellent buildings in various states of repair. The lack of vibrancy appears to have contributed to a lack of investment in the area, which contributes to a vicious cycle—less activity, less opportunity, less value, less of a reason to visit leading to less activity, etc.	Provide enhanced facade treatment to the existing Somersworth Plaza to bridge the gap between significant older structures in the study area. Consider developing a new mixed use downtown facility to frame a new town green and to provide revenue to support added enhancements. Activate existing vacant buildings, such as the former Bank building as an incubator space, or business cooperative center, allow for "pop-up" retail/gallery space in empty storefronts to activate the street.
3. Civic Center — As a Milltown first, Somersworth developed along a working riverfront. Because of that focus of an economic center, there was never developed a signature Town Center.	Reallocate parking in the Somersworth Plaza to maintain adequate counts of spaces. Provide a street front to the plaza and connect the new street to the downtown grid. Turn the sea of asphalt into a new Town Square as a gathering place, a ceremonial center and cultural geographic center to Somersworth.
4. Scenic Value: The Salmon Falls River was historically vital to the development and growth of Somersworth—now there is an opportunity to provide connections to the River and adjacent Town of North Berwick to leverage the natural features of the river to promote activity.	Provide connections between natural features, parkland and other areas of the city so that the study area is made a part of the whole again.
5. Town assets - The study area contains the City Hall, Post Office, Library, Parks and the Historical Society. There are a number of reasons to go to Somersworth's Main Street corridor, there needs to be more reasons to stay.	Bring more activities downtown, such as the various festivals, and have them center on the new Town Green.

Charrette Themes

A number of important themes emerged out of the tours of and discussions with the community:

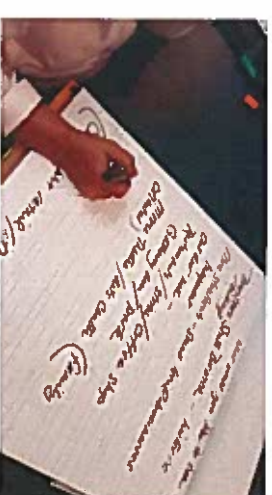
- **Growth Versus Change—Plan for Change**
- **Somersworth—Proud Past, Bright Future**
- **Sense of Place**
- **Sense of Pride in the Community**
- **Connections**

Change is inevitable. Somersworth has gone through a lot of change over the years, most significantly with the downsizing and sale of the GE Plant. Somersworth truly has a Proud Past. At one point in history, that plant was the economic heart of the City. When that changed, the City had to change. Somersworth leadership clearly understands that shift and is committing to doing what it takes to put the heart back in the City. Creating a new town center provides the important starting point for that change, hence the Bright Future. By creating a new Center and enhancing its connection to the rest of the community, physically and culturally, creates a true Sense of Place.

In addition, Somersworth needs to address: *What is the change you are seeking to make?*

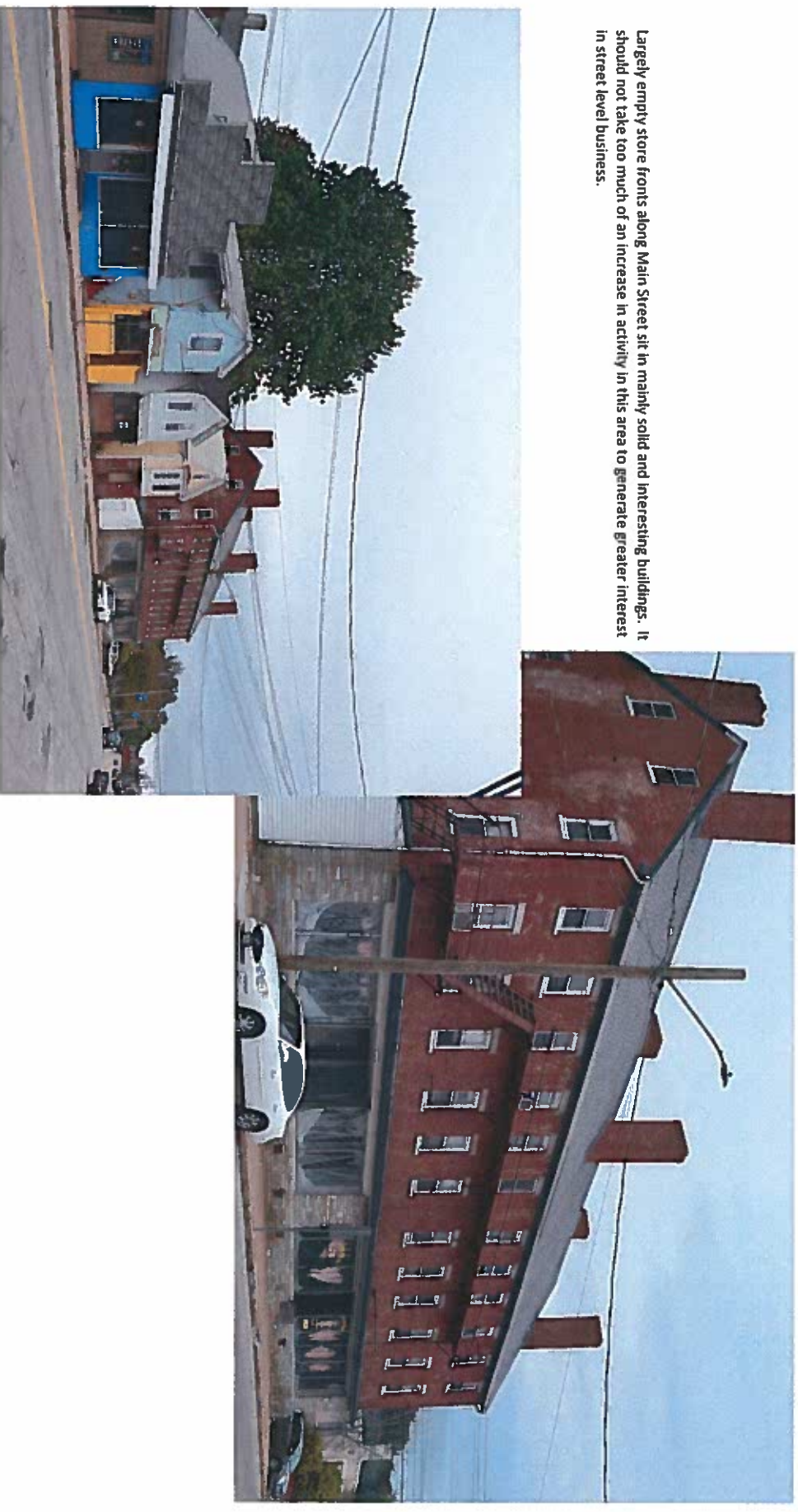
And then, who is it for? We believe:

- Downtown residents and landlords
- Other Somersworth residents
- Downtown businesses
- Visitors



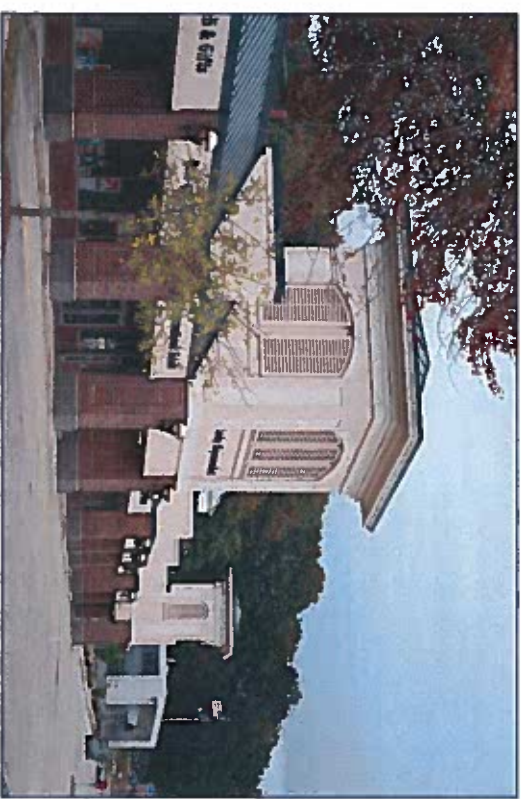
Study Area Observations

Largely empty store fronts along Main Street sit in mainly solid and interesting buildings. It should not take too much of an increase in activity in this area to generate greater interest in street level business.



Study Area Observations

The former Bank Building is a significant example of Mid-Century Modern architecture. It has stood vacant for a number of years. The interior banking lobby is significant open space, which could serve well as a central feature to a business cooperative, or a business incubator space. We understand that the building is priced to move and would recommend that the City consider buying it to rent out in that manner.

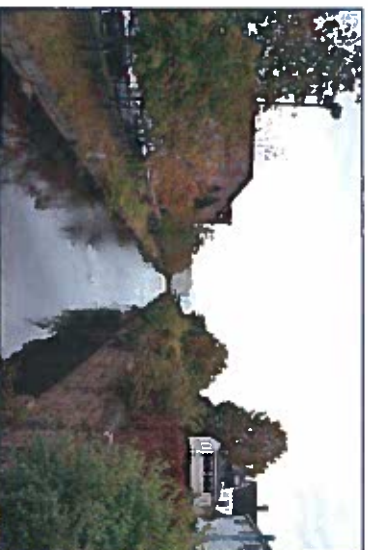


The Somersworth Plaza fronts a large parking lot, set way back from Main Street. Storefronts are set deeply behind a heavy colonnade, limiting visibility and welcome-ness. We recommend that the façade be redesigned to serve two purposes—1. To provide more distinction between businesses architecturally, and 2. To provide more visibility for the retailers. An added feature is to create a new, connected street to improve both vehicular and pedestrian traffic to the Plaza.

We also recommend that the City consider allowing upper story residential additions to the building to add to the choices for downtown living in Somersworth.

Study Area Observations

This wonderful building was the old railroad station. It has been difficult for businesses to survive in its location. There is a lack of connectivity to the more vibrant High/Market Street corridor in part due to one way traffic and to the presence of an auto repair business between the old station and those areas.



Natural and man-made water features are adjacent to the Main Street Corridor. Once these are connected to the downtown, they will serve as an added reason to come down and enjoy the downtown.

Start With What You Have

As seen in the previous pages, there is a lot to start with:

- There is significant open space available in the Somersworth Plaza.
- There are some very good, yet underutilized buildings.
- There are natural features.
- There are the Post Office, the Library and City Hall.
- There is the High Street and Market Street corridors.



People already have a reason to come here,
yet there doesn't seem to be enough to keep them here.

The question is: What can be done to reinvigorate those great assets?

A New Street, a New Town Center



In this image, the parking lot of the Somersworth Plaza has been modified to create a new street in front of the retail building and to create a new Town Green.

The street brings definition to the storefronts and creates much better separation between vehicles and pedestrians.

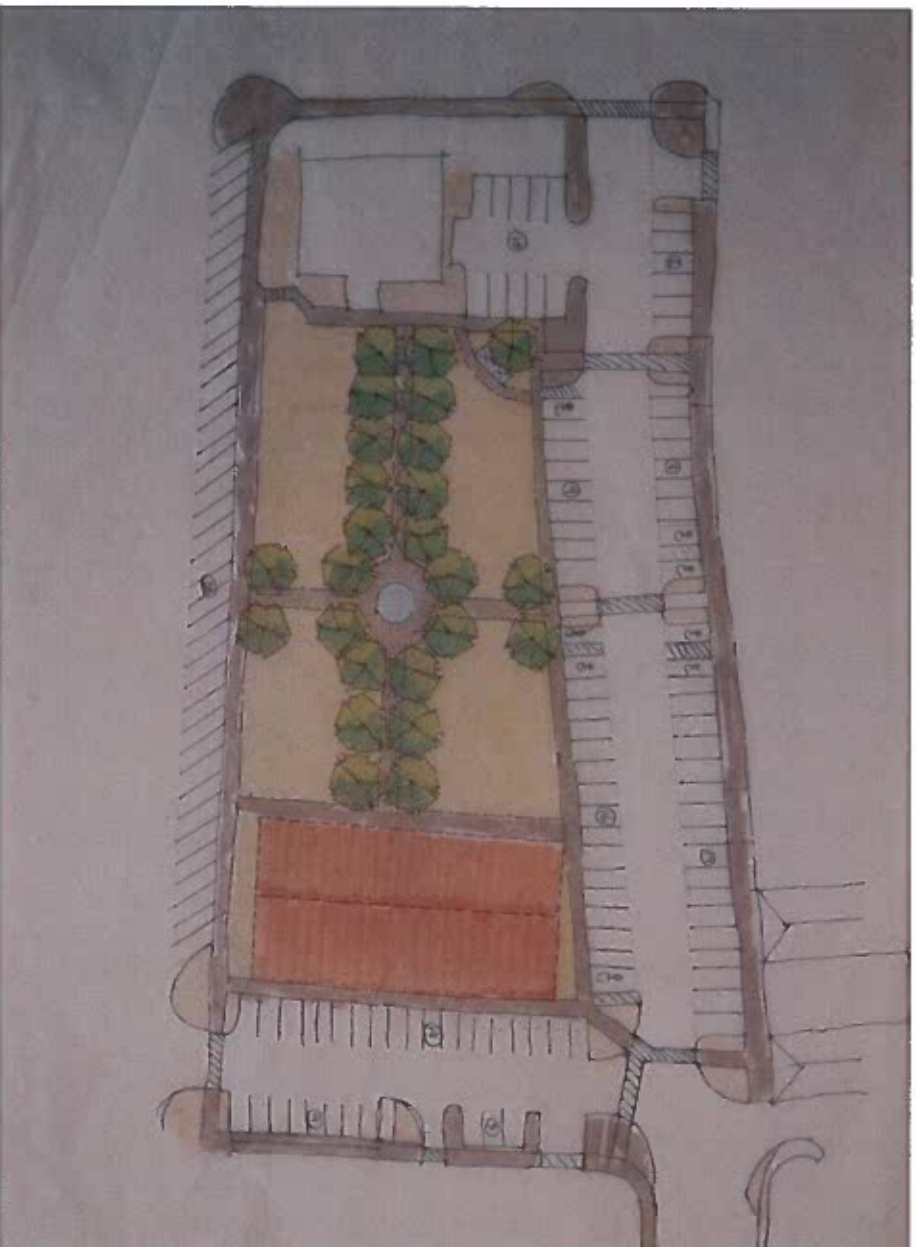
Modification to the retail structure provides greater visibility of the storefronts and increases the available space for parking immediately in front of the stores.

The Town Green becomes a new cultural and visual center to the City. It is here that the numerous and widely popular festivals can call home. In down times, it would serve as much-needed green space down town.

"Today we live in a world of many centers and still long for an axis mundi, a marked center of our known world."

Howard Mansfield

A New Street, A New Town Center Option



In this option, a new 3-story building would be developed along one side of the Green.

This building would serve as a commercial pavilion on the ground floor, which would be active on all four sides of the structure, thus connecting with the green and street equally.

The upper two floor would be residential, ensuring greater activity in the area and "informal oversight" of the Green.

The architecture of the building would be brick faced, with fully articulated windows, recalling the form of the buildings that used to stand on Main Street where the parking lot is now.

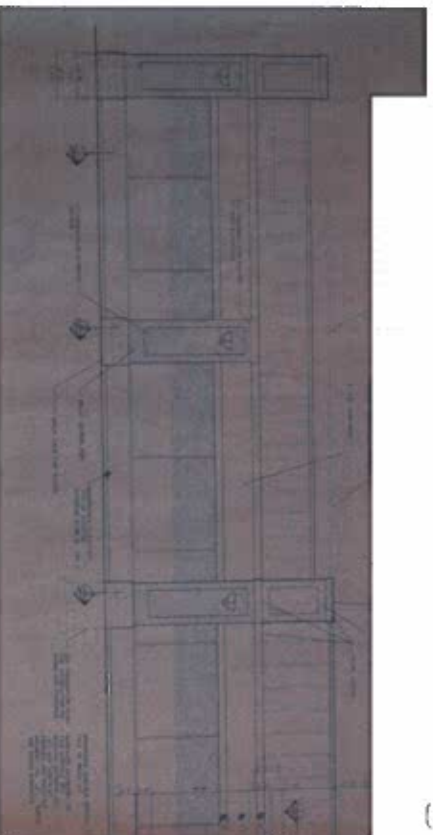
The Retail Building Re-Imagined



As discussed earlier, the heavy masonry colonnade would be removed to enhance storefront visibility and to provide added space for the new street.

As a prominent face to the new Town Green, we recommend adding a second story to the building to create more presence, which could also serve as added residential space around the Town Green.

Architecturally, the facade would use more historical treatment, (e.g. brick, stone, shingled roofing) and benefit from providing some articulation, creating the sense of at least two buildings, which would break down the scale and give the appearance less of a shopping center and more as downtown buildings.



Parks and Open Space Features in Somersworth

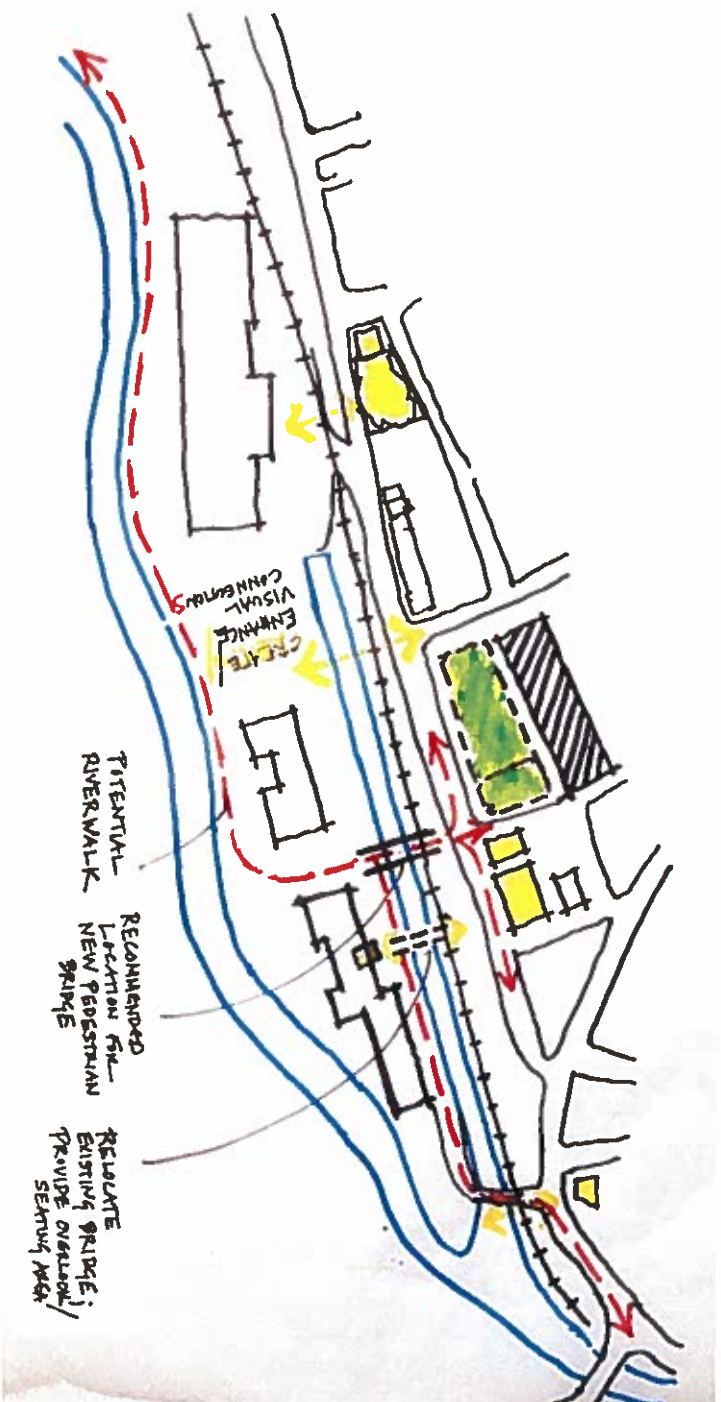
Somersworth is a city of only ten square miles. In that limited area however, there are a number of extraordinary recreational spaces and natural features.

Of visual and historic interest are the Salmon Falls River and the GE Mill Canal—both close to downtown.

Developing connections between these special places and the downtown will naturally increase visits to the downtown, either on foot or by vehicle.



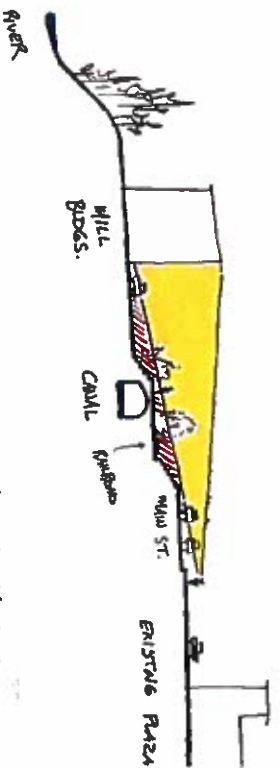
Main Street Connections and Transitions



Looking at potential connections, our team took advantage of the proximity of natural and developed features to the downtown and future Town Green.

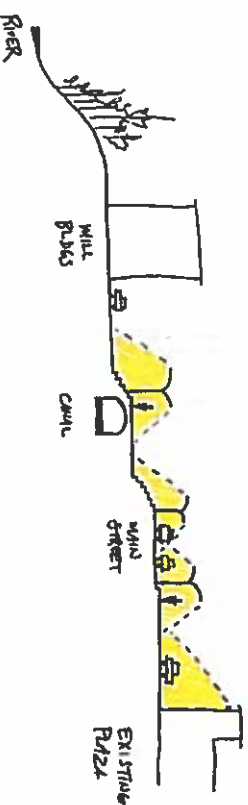
The planned Riverwalk would amble along the river between the Actera Building and the "S" Building, turning towards the Town Green between the "S" Building and the Canal Street Mill, crossing a newly placed pedestrian bridge over the Canal across the railroad tracks to emerge at the new Town Green.

Main Street's Potential



VISIBILITY

- MAINTAINING VEGETATION TO ESTABLISH SIGHTLINES & NEW DEVELOPMENT AND DOWNTOWN
- FOCUS POINT FROM STREET:
 - ACTIVITY ALONG CANAL
 - MILL BUILDINGS



IMPROVED STREET LIGHTING

One of the main concerns about Main Street is the perception that it is not a safe place to walk. Poor lighting, crumbling sidewalks and empty storefronts all contribute to that feeling.

Also contributing is the lack of interest on the mill side of the street. Heavy vegetation and fencing create a strong sense of separation from the mill buildings and conceal some of the natural features on that side of the street.

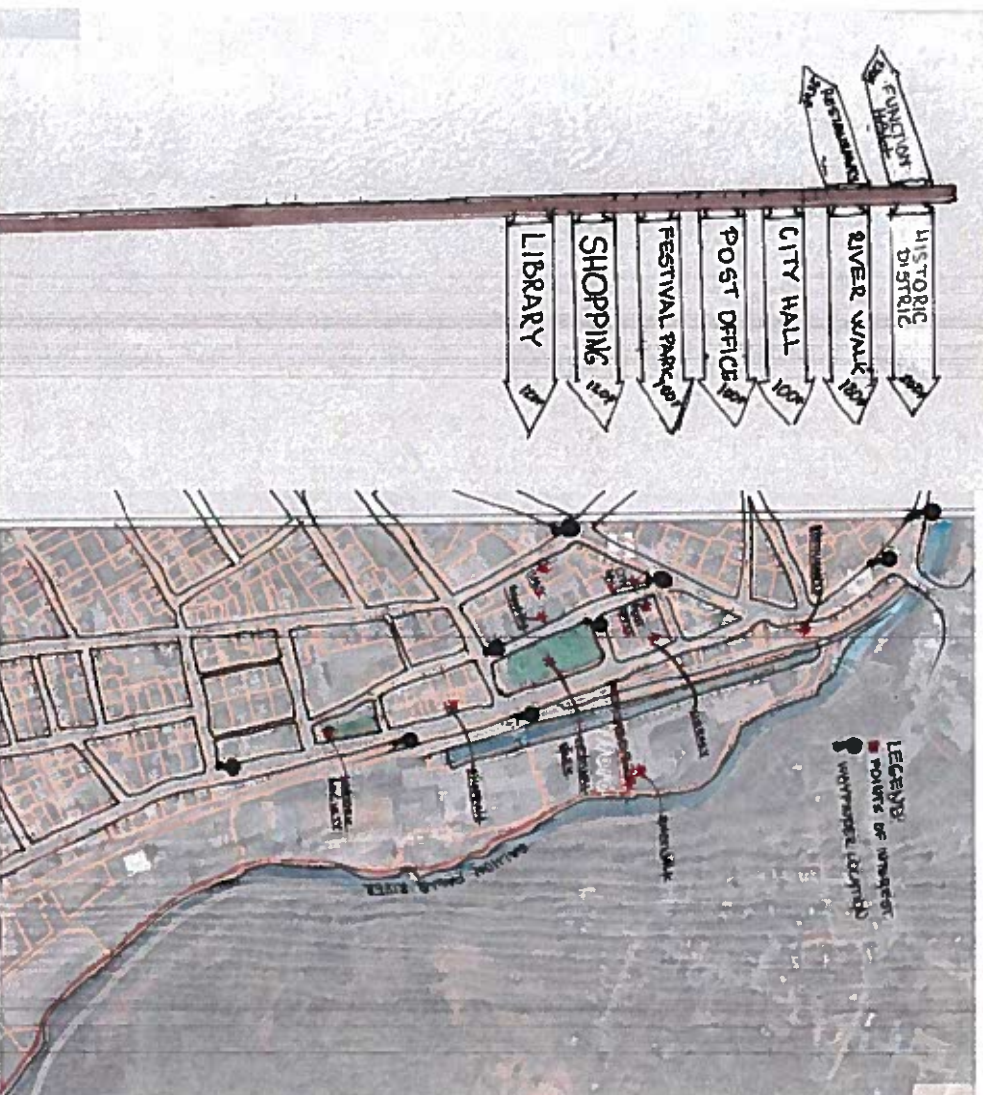
While the connections diagram showed how to provide greater access to Main Street, Main Street itself needs to be brought up to a better level.

By enhancing visibility from Main Street, improving lighting, along the street and providing lighting along the pedestrian pathways, Main Street will be seen less as something to avoid and more as a place to go to, walk on to get to other parts of town, etc.

Leveraging this connection will open a new door for residents of Canal Place, who are presently less connected to downtown that to their apartments.

We understand that Somersworth is moving ahead with a complete streets program along Main Street, which bodes very well for the future.

Wayfinding



Wayfinding is a critical part of connections.

Currently, the study area feels quite isolated from the rest of town.

In part that is due to traffic patterns, which may not be realistically changed right now; but also because it is hard to know what there is in town because of a lack of signage.

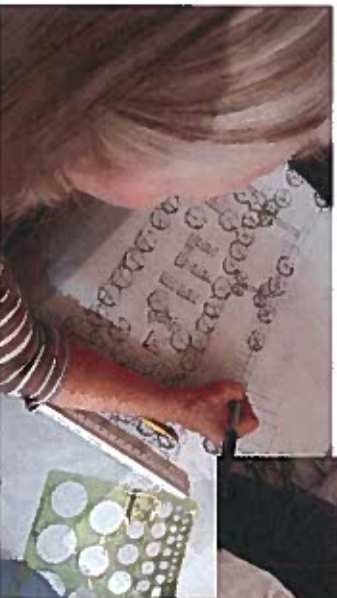
A strong graphic presence will go a long way to address this issue and open the eyes of both visitors and residents to what is available only a few blocks away.

Concluding Thoughts

In many ways, Somersworth is at a crossroads—somewhere between its Proud Past and its Bright Future. What we saw of the community through the eyes and hearts of its governmental and business leaders and its citizens; there is a lot to be hopeful about.

A new Town Green, Solid Connections and most importantly, committed citizens will come together to make Somersworth a unique Place—fun for visitors and residents and a great place to call home.

Thank you for letting Plan NH be part of your community!



A note about RESOURCES and FUNDING:

Funding sources change yearly. We recommend the City stay in contact with your Regional Planning Commission, the NH Division of Historic Resources, and NH Preservation Alliance to stay current about potential resources for your projects.



GREEN MOUNTAIN POWER CORPORATION
FERC Relicensing Study Plan Meeting Agenda
Rollinsford Hydroelectric Project (Project No. 3777)
Lower Great Falls Hydroelectric Project (Project No. 4451)

Somersworth City Hall
1 Government Way, Somersworth, NH 03878

Thursday, March 15, 2018

- | | |
|-----------------|---|
| 9:00 – 9:10 | Introductions and Review of Agenda |
| 9:10 – 9:45 | Water Quality Study Plans <ul style="list-style-type: none">• Rollinsford Project• Lower Great Falls Project |
| 9:45 to 10:00 | Benthic Macroinvertebrate Study Plan <ul style="list-style-type: none">• Rollinsford Project |
| 10:00 – 10:30 | Instream Flow/Zone of Passage Study Plans <ul style="list-style-type: none">• Rollinsford Project• Lower Great Falls Project |
| 10:30 – 11:00 | Upstream Eel Passage Assessment Study Plans <ul style="list-style-type: none">• Rollinsford Project• Lower Great Falls Project |
| 11:00 – 11:30 | Mussel Study Plans <ul style="list-style-type: none">• Rollinsford Project• Lower Great Falls Project |
| 11:30 – Noon | Fish Entrainment and Mortality Study Plans <ul style="list-style-type: none">• Rollinsford Project• Lower Great Falls Project |
| Noon – 12:30 pm | Cultural Resources Study Plans <ul style="list-style-type: none">• Rollinsford Project• Lower Great Falls Project |
| 12:30 – 1:00 pm | Next Steps |
| 1:00 pm | Adjourn |

*Mayor
& Councilors*
FYI
[Signature]

Bob Belmore

From: Michael Bobinsky
Sent: Friday, February 02, 2018 9:41 AM
To: Bob Belmore; Scott A. Smith
Subject: FW: Rollinsford and Lower Great Falls Draft Relicensing Study Plan Meeting-March 15, 9am-1pm + at City Hall Council Chambers
Attachments: Rollinsford and LGF Study Plan Meeting.docx

I am forwarding this communication from Kirk Smith, engineer consultant with the Somersworth Hydro Plant relicensing effort. A copy of their proposed Agenda for the March 15 meeting is attached. Interesting topics and I assume that the topics are driven by specific review parts of the relicensing effort, (ie. Safe eel passage assessments, cultural assessments..) the beginning of the agenda looks more relevant about the water quality, though as Kirk notes some of these "passage assessments" may result in some capital improvements at the Hydro Plant. I would suggest Bob that we attend the earlier part of this meeting and perhaps toward the end of the session for any wrap ups that we should be aware of. Not sure what that may mean to our water stream up stream...if anything. Let me know if any comments.

From: Kirk Smith [mailto:ksmith@gomezandsullivan.com]
Sent: Friday, February 02, 2018 9:07 AM
To: Michael Bobinsky <mbobinsky@somersworth.com>
Subject: RE: Rollinsford and Lower Great Falls Draft Relicensing Study Plan Meeting

Mike,

Attached is a draft agenda. I was going to distribute it to resource agencies later today, so if you have any comments, let me know. I am currently scheduling the meeting for 9:00 am to 1:00 pm. However, this is a working session, so if significant discussion occurs, the meeting may run longer, but my goal is to keep the meeting moving efficiently.

We will be focusing on a technical discussion of the proposed licensing studies, so it is difficult to isolate which areas are more important for your and the City Manger's attendance. However, with that said, it may beneficial to participate in the discussion of the 1) Instream Flow/Zone of Passage Study Plans, and the 2) Upstream Eel Passage Assessment Study Plans (10:00 am to 11:00 am). I say this because the eventual results of the Instream Flow/Zone of Passage study has ramifications on the future power production capability at the site, and the upstream eel passage assessment could result in the need for future capital expenditures at the site to provide upstream and downstream passage for American eel, as well as river herring and American shad. Thanks.

Kirk Smith
Gomez and Sullivan Engineers, DPC
41 Liberty Hill Road - Building 1
P.O. Box 2179
Henniker, NH 03242
T - 603-428-4960
C - 603-340-7667
F - 603-428-3973
ksmith@gomezandsullivan.com



From: Michael Bobinsky [<mailto:mbobinsky@somersworth.com>]
Sent: Wednesday, January 31, 2018 5:38 PM
To: Kirk Smith <ksmith@gomezandsullivan.com>
Subject: RE: Rollinsford and Lower Great Falls Draft Relicensing Study Plan Meeting

Good evening Kirk. I just confirmed with our City Manager that the City Council Chambers is available all day on March 15 and we have booked the room now. Both Bob and I would like to know the agenda and best or preferred times for both of us to be in attendance. I will try to spend much of the day but Bob will not be able to do that. Is there a better time to be present than others? Perhaps your agenda once prepared will help us with that?

Michael J. Bobinsky
Director of Public Works and Utilities
City of Somersworth
(603) 692-4266

From: Kirk Smith [<mailto:ksmith@gomezandsullivan.com>]
Sent: Wednesday, January 31, 2018 3:53 PM
To: Michael Bobinsky <mbobinsky@somersworth.com>
Subject: RE: Rollinsford and Lower Great Falls Draft Relicensing Study Plan Meeting

Mike,

It appears that the meeting will be on Thursday March 15. I wanted to confirm that the City will be able to host that day in the AM to early PM. I will follow-up more details later. Thanks.

Kirk Smith
Gomez and Sullivan Engineers, DPC
41 Liberty Hill Road - Building 1
P.O. Box 2179
Henniker, NH 03242
T - 603-428-4960
C - 603-340-7667
F - 603-428-3973
ksmith@gomezandsullivan.com



From: Michael Bobinsky [<mailto:mbobinsky@somersworth.com>]
Sent: Wednesday, January 24, 2018 10:14 AM
To: Kirk Smith <ksmith@gomezandsullivan.com>
Subject: Re: Rollinsford and Lower Great Falls Draft Relicensing Study Plan Meeting

Hi Kirk. I will respond separately to your doodle poll but know we are willing to host your meeting here at the city hall in Somersworth.

Mike

Sent from my iPhone

On Jan 24, 2018, at 9:34 AM, Kirk Smith <ksmith@gomezandsullivan.com> wrote:

Greetings,

**Somersworth School District
2018-2019 Proposed Budget**

Budget Summary	
2017-2018 Approved Budget	25,725,172.00
2018-2019 Proposed Budget Version Two	26,912,733.00
Total Proposed Increase	1,187,561.00
Total Estimated Loss of Revenue (Including changing adequacy to 95% of estimate)	(572,916.00)
Total Proposed Net Budget Increase	1,760,477.00
Estimated Tax Cap Increase	574,334.00
Amount over tax cap	1,186,143.00

Mayor & Councilors,

These materials were handed out by the School Department at last evening's Joint Council School Board meeting.

Bob

**Somersworth School District
2018-2019 Proposed Budget Reductions
As of February 12 2018**

Staff Reductions Including New Staff Requests

Reduction: \$707,266

- Elimination of teaching (3) and para-educator positions (5)
- New requests include additional supports to help meet the mental health and behavioral needs of our students.
- Changes in secretary hours and numbers of contracted work days.

Technology Increases

Reduction: \$194,772

- Equipment replacement (staff laptops, projectors, student equipment)
- Infrastructure upgrades (Wireless Access Point replacement at IH, MW, and SMS)

Facilities

Reduction: \$30,000

- Maintenance lines for various projects in our schools.

Other Maintenance/Custodial/Facilities

- | | |
|--|----------------------------|
| • Asphalt Repairs District Wide | Reduction: \$15,000 |
| • Asbestos Removal & Floor Abatement (SHS) | Reduction: \$55,000 |
| • Custodial Supplies | Reduction: \$10,000 |
| • Equipment Repairs – CTC | Reduction: \$12,000 |

Educational Program Reductions

Reduction: \$42,048

- Removal of additional program to support students.

Reductions from 2017-18

Reduction: \$100,057

- Building Cuts and Substitutes

NWEA Testing

- | | |
|---------------------------------------|----------------------------|
| • Removal of the NWEA testing program | Reduction: \$10,000 |
|---------------------------------------|----------------------------|

Administration Professional Development

Reduction: \$10,000

- Reduction in available funding for coursework, etc.

TOTAL REDUCTIONS

\$1,186,143

L. Lane, 2/12/18 for Joint City Finance/School Budget Committee meeting

Potential Capital Improvement Projects as of 2/13/2018

Boilers replacement in schools (which schools?) to create energy efficiency

Maple Wood Entrance renovation/construction – safety and security, reconfigure office complex, evaluate physical plant for other needs?

Asbestos Floor Abatement – SHS, other schools?

Middle School – any renovations needed? Bathrooms? Front entrance? Replace elevator?

High School Entrance – recreate a security lock?

Window Replacement – SMS, other schools?

Land purchase by SHS to create additional needed parking

HVAC replacement – replace units slated for replacement

Other potential needs/projects:

SHS Football building

Maple Wood emergency vehicle access – do we need a second road?

Radio repeater – is this already in the works?

Security camera tie-in at the PD

Any fields issues that need to be addressed?

Grounds

Irrigation at IH

Paving – combining efforts with City's Cemetery Road project with SHS/CTC?

SMS – Elevator replacement?

Existing issues/projects:

Idlehurst– Heat Trace issues, projectors, projector screen, toilet valve replacement

CTC – culinary and black box theater floors

SMS – entrance (doors), elevator, individual student needs (I think this is all set), replace water fountains

SHS – Kitchen HVAC is dying quickly, science wing needs abatement summer 2018

Have applied for state security funding for IH (radios), MW (radios, cameras, physical plant engineering study), and SMS (cameras - received \$16,000 reimbursement) SHS – floor abatement