




Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members
FROM: Robert M. Belmore, City Manager 
DATE: Friday, December 13, 2019
SUBJECT: City Manager's Report for Monday, December 16, 2019
City Council Agenda

6:00 pm: Council Workshop
Re: Form Based Codes – Downtown Zoning
Presented by Steve Whitman from Resilience Planning & Design

Unfinished Business (Under Section 14 of Agenda)

Ordinances

- A. Ordinance No. 13-20: To Amend Chapter 13, Police Offenses, Section 13.3.1-D, No Parking Anytime.** Again, this Ordinance request was from Councilor David Witham.

New Business (Under Section 15 of Agenda)

Ordinances

- A. Ordinance No 14-20: City Council Meeting Schedule for 2020.** Mayor Dana Hilliard has proposed the following 2020 City Council regular meeting calendar. City Council will need to consider waiving Council Rules to act on the meeting calendar this evening.
- B. Ordinance No. 15-20: To Amend Chapter 12, Street and Sidewalks.** The Public Works & Environment Committee voted at their November 14th meeting to support this Ordinance change. Attached is a *red-line* version that depicts the proposed changes as well as a memorandum from Director Mike Bobinsky further detailing the changes.

Resolutions

- A. Resolution No. 19-20: Proclamation Declaring January Diversity Month in the City of Somersworth.** Mayor Hilliard and City Council have introduced this Resolution in accordance with City Ordinance, Ch.6.7.3.

- B. Resolution No. 20-20: To Notify the City Tax Collector that the City Council Shall Not Accept a Tax Deed on Certain Properties Subject to an Unredeemed Tax Lien.** The Finance Committee took up this matter at their November 26th meeting and voted to support Resolution No. 20-20 & Resolution No. 21-20 to the full Council. This recommendation is based on the past practice to deed the most delinquent properties and allow more time for others to come into tax payment compliance.
- C. Resolution No. 21-20: To Notify the City Tax Collector that the City Council Shall Not Accept a Tax Deed on Properties Located on Wexford Lane Subject to an Unredeemed Tax Lien.** Attached is a copy of a map that shows this location. The recommendation of 'not to accept' is based on the land containing buried debris; i.e., potential contamination.
- D. Resolution No. 22-20: To Authorize the City Manager to Sign an Application for a Community Development Block Grant (CDBG) to Upgrade the Windows at the Albert J. Nadeau Homes and Filion Terrace, and Replace Apartment Doors at Filion Terrace and Charpentier Apartments, and to Sign the Adopted 2020 City Housing and Community Development Plan and 2020 Residential Anti-displacement and Relocation Assistance Plan.** The Finance Committee met on November 26th and voted to support this Resolution. Somersworth Housing Authority (SHA) is looking for approval from the City Council to apply for CDBG funds as the City would act as a sub-recipient of the grant request totaling \$500,000. The City Council will need to adopt the Housing Relocation and Community Development Plan as this is an application requirement. This grant will be used to replace windows at Albert J. Nadeau Homes, the windows in the buildings on Bartlett Ave/Verona St, and the windows at Filion Terrace on Washington St. The last building improvement would be to replace the apartment doors at Filion Terrace and Charpentier Apartment. This will require a Public Hearing at the next regular Council meeting on Wednesday, January 8, 2020. Attached is a copy of the SHA Executive Director Debbie Evan's letter of request.
- E. Resolution No. 23-20: Proclaiming Somersworth a Welcoming City.** As noted, this Resolution's sponsor is Councilor Ed LeVasseur.

Other

- A. Vote on Community Revitalization Tax Relief Incentive Program Application, City Ordinance Chapter 31 – Cylon LLC., Johns Parsons Drive.** The Finance Committee met on November 26th and voted to recommend acceptance of this application for 1 Johns Parsons Drive owned by Patrick Wilson, Cylon LLC. A copy of the application as well as Director Shanna Saunders memorandum determining the application is complete is provided.
- B. Set Polling Times for the February 11, 2020 Presidential Primary**

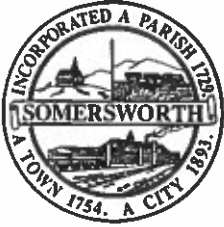
City Manager's Items (under section 11 of Agenda)

A. Informational Items.

- 1. CIP Fiscal Year 2021-2026.** In accordance with the City Charter, I have submitted a proposed Capital Improvement Program for City Council consideration. I look forward to Council direction for future review and discussion opportunities.
- 2. Fiscal Year 2020-2021 Budget Preparation.** Attached is a memorandum directing City Department Heads to begin their preliminary Budget requests for FY 2020-2021. I welcome any specific Council direction as I prepare the City Manager's Proposed Budget for submittal to the Mayor & Council by the Charter deadline of March 15.
- 3. Land and Community Heritage Investment Program (LCHIP) Grant.** The City has been awarded a \$30,000 Land and Community Heritage Investment Program (LCHIP) Grant award which will provide funding for preservation improvements to the Furber Chapel at Forest Glade Cemetery. The project will involve the replacement of the slate roof on the chapel. City Staff worked with the Cemetery Trustee Board in submitting this grant application. Attached is a copy of the announcement that you may have already seen. Congratulations to All involved and thank you, Land and Community Heritage Investment Program.
- 4. Upcoming City Council 2020 Workshops.** The following Workshops are being scheduled:
 - **Tuesday, January 21st @ 6:00p.m. - New Fire Station Design, Port One Architects**
 - **Monday, Feb. 3rd @ 6:00p.m. - Cemetery Rd. Complete Streets Design, Wright Pierce Engineers**

Attachments

- 1. City Attorney Certifications Seven (7)**
- 2. Department Head Reports**
- 3. Debt Service Memorandum submitted to Finance Committee regarding Proposed Projects**
- 4. City Staff meeting with Commissioner Caswell**



City of Somersworth – Ordinance

Ordinance No: 13-20

TO AMEND CHAPTER 13, POLICE OFFENSES, SECTION 13.3.1-D, NO PARKING ANYTIME

November 18, 2019

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Amend Police Offenses, Section 13. 3.1-D, No Parking Anytime, by adding:

Blackwater Road, 250 feet westerly from Route 108, on the north side of the street

Blackwater Road, 250 feet westerly from Route 108, on the south side of the street

This Ordinance shall take effect upon its passage.

Authorization	
<i>Sponsored by Councilor:</i> David A. Witham	<i>Approved:</i> City Attorney



City of Somersworth – Ordinance

Ordinance No: 14-20

CITY COUNCIL MEETING SCHEDULE FOR 2020

December 16, 2019

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT, in accordance with Chapter 3.7 of the City Charter which provides that the City Council's "regular meetings shall be held on the first and third Monday of the month at 7:00 p.m. unless otherwise designated by ordinance..." and Chapter 6, City Officials, Section 6.8.2 of the City Ordinances which also provides that the "City Council shall meet in regular session on the first and third Mondays of each month at 7:00 p.m., unless otherwise agreed on by a majority of the members of the Council" that the City Council Meeting schedule for 2020 shall be as follows:

- Wednesday, January 8th and Tuesday, January 21st
- Monday, February 3rd and Tuesday, February 18th
- Monday, March 2nd and Monday March 16th
- Monday, April 6th and Monday, April 20th
- Monday, May 4th and Monday, May 18th
- Monday, June 1st and Monday, June 15th
- Monday, July 13th
- Monday, August 10th
- Tuesday, September 8th and Monday September 21st
- Monday, October 5th and Monday, October 19th
- Monday, November 16th
- Monday, December 14th

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by:

Mayor Dana S. Hilliard

Approved:

City Attorney



City of Somersworth – Ordinance

Ordinance No: 15-20

TO AMEND CHAPTER 12, STREETS AND SIDEWALKS

December 16, 2019

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the Ordinances of the City of Somersworth, as amended, be further amended as follows:

Delete Chapter 12, Streets and Sidewalks in its entirety, and replace with the following:

CHAPTER 12 STREETS AND SIDEWALKS

SECTION 12.1 - Excavate, Obstruct or Encumber

PERMIT REQUIRED: No person, firm or corporation, or any agent or servant thereof, shall excavate, obstruct, or in any way encumber any street, sidewalk or other City-owned property or right-of-way in the City of Somersworth without first having obtained a written permit to do so from the Director of Public Works, or designee, except where such licensing power is particularly vested in the City Council (see RSA 231:184). Any person, persons, firm or corporation violating any of the provisions of this section shall be fined not less than \$500.00 nor more than \$1,000.00 for each violation, pay for any repairs necessary to bring the trench into compliance, and may subject the Permittee/contractor to revoked digging privileges.

EXCEPTION, PER RSA 236:9: The exception to the above shall be in cases of emergency where the public health or safety is endangered. Such immediate action as may be necessary may be taken without such permission, but in such cases the person directing or taking such action shall at once notify the Director of Public Works, or designee.

REGULATIONS: Permittees shall obtain a copy of and adhere to all provisions of the Somersworth Construction Standards by the Department of Public Works and Utilities.

WORK SCHEDULE: Except for emergencies as may be deemed essential by the Department of Public Works and Utilities, no person, firm or corporation or any agent or servant thereof, shall excavate, obstruct, or in any way encumber any street, sidewalk, or other City-owned property or right-of-way in the City of Somersworth between the 15th of November and the 15th of April. The Director of Public Works, or designee, must approve the schedule of work. Scheduling will be such as to not unreasonably interfere with traffic.

FEES: Every permit will require the Permittee to pay a fee to the City to cover the City's cost of reviewing, processing, inspecting, and executing the permit. The amount of the fee will be established by the Department of Public Works and Utilities.

BONDS AND LETTERS OF CREDIT: Every Permittee will be required to furnish one of the following:

- **Bonds** - Permittees who regularly work in the City can opt to provide an annual bond to the City, with the approval of the City Engineer. The amount of the bond will be established by the Department of Public Works and Utilities.
- **Letters of Credit** - Permittees who regularly work in the City can opt to provide a Letter of Credit from a New Hampshire bank to the City, with the approval of the City Engineer. The amount of the Letter of Credit will be established by the Department of Public Works and Utilities.

BACKFILLING, PAVING, DUST CONTROL, AND TRAFFIC CONTROL: These items will be done in accordance with the Somersworth Construction Standards.

INSPECTIONS: The Director of Public Works and Utilities or his/her designee may inspect the site prior to the commencement of backfill, during the backfill operation, prior to the commencement of paving and during the paving operation. It shall be the responsibility of the licensee to arrange for these inspections during normal working hours, and he/she shall provide a 24-hour notice.

MORATORIUM PERIOD: In an effort to protect the City's investment in its infrastructure, excavations in newly constructed, reconstructed, rehabilitated, or overlaid pavements anywhere within the public right-of-way or on City property, to include streets and sidewalks, are prohibited as follows:

- For pavements that have been overlayed, the excavation moratorium shall be three (3) years after the effective date of completion or acceptance.
- For pavements that have been reclaimed, reconstructed, rehabilitated, or are newly constructed, the moratorium period shall be five (5) years after the effective date of completion or acceptance.

INSURANCE: As a condition of this permit, the Permittee shall agree to provide insurance to indemnify the City of Somersworth and the Department of Public Works and Utilities, including all officials and employees thereof. Required policies shall include, but not be limited to. Comprehensive General Liability and Workman's Compensation. The requirements of the policies will be according to the Somersworth Construction Standards.

REVOCATION OF PERMIT: The City of Somersworth, Department of Public Works and Utilities, or the City Engineer may revoke any permit issued under this regulation at any time.

Section 12.2 - Use of Sidewalks

No person shall drive any vehicle or equipment on any sidewalk in the City, except for strollers, wagons, carriages, or other methods of transporting small children.

Section 12.3 – Signs and Awnings

No person shall place, establish or maintain any sign, awning or shade before his/her place of business, dwelling house or tenement, over any part of any street or sidewalk, unless the same be safely fixed and supported so as in no way to incommode or endanger persons passing upon such street or sidewalk and so that the lowest part of such sign, awning or shade shall be at least seven and one-half feet above the sidewalk; nor shall any person hang, affix, fasten, place or allow to remain upon the outer edge of any sidewalk, any sign or showcase except in conformance with the requirements of the Zoning Ordinance. (Amended 7/18/1994.)

Section 12.4 - Rubbish, Refuse and Garbage

(See Chapter 7 - STREETS, SIDEWALKS, SEWERS).

Section 12.5 - Snow and Ice

- 1) No person shall deposit, or cause to be deposited, any ice or snow that has been removed from private property in or upon any street, sidewalk or public place in the City, nor shall such snow or ice be put or placed in a public road so as to block access to hydrants or sidewalks maintained by the City during snow events.
- 2) No person shall deposit, or cause to be deposited, including, but not limited to deposits from roof and/or foundation drains/pumps, any liquid from private property in or upon any public road, sidewalk, or City property, in such a manner so as to cause a condition hazardous to pedestrian movements and/or to the normal and reasonable flow of vehicle traffic.

Section 12.6 - Transporting Buildings

No person shall move, or assist in moving, any house, shop, or other building through any street, lane or alley, without first obtaining a written license therefore in the manner prescribed in Section 1 of this chapter.

When the City Engineer shall, as aforesaid, grant permission to any person, firm or corporation, to encumber any street sidewalk or public square, for the purpose of erecting, altering or moving buildings, or to dig up or encumber the same in any other manner, he may, as a condition to granting such permission, require the party obtaining the same to furnish a bond of indemnity to the City of Somersworth in such sum and with such sureties as he may deem proper.

Section 12.7 - Driveways

PERMIT REQUIRED: It shall be unlawful to construct, or alter in any way that substantially affects the side or grade of, any driveway, entrance, exit, or approach within the limits of any street, sidewalk or other City-owned property or right-of-way in the City of Somersworth without first having obtained a written permit to do so from the Director of Public Works and Utilities, or designee, except where such licensing power is particularly vested in the City Council (see RSA 236:13). Any person, persons, firm or corporation violating any of the provisions of this section shall be fined not less than \$500.00 or more than \$1,000.00 for each violation, pay any late fees as part of an after-the-fact the permit application, and pay for any repairs the City deems necessary.

REGULATIONS: Permittees shall obtain a copy of and adhere to all provisions of the Somersworth Construction Standards by the Department of Public Works and Utilities.

FEES: Every permit will require the Permittee to pay a fee to the City to cover the City's cost of reviewing, processing, inspecting, and executing the permit. The amount of the fee will be established by the Department of Public Works and Utilities.

Section 12.10

The Director of Public Works and Utilities, or designee, shall issue permits in accordance with rules and regulations promulgated by the Planning Board. June 6, 1972.

Amended 06/18/2001

Amended XX/XX/2019

This Ordinance will take effect upon passage.

Authorization	
<i>Sponsored by Councilors:</i> Dale R. Sprague David A. Witham Kenneth S. Vincent Martin P. Dumont, Sr.	<i>Approved:</i> City Attorney



MEMORANDUM from Director Public Works & Utilities

Date: December 6, 2019

To: Bob Belmore, City Manager

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

Cc: Scott Smith, Director of Finance
Gary Lemay, City Engineer

Re: Chapter 12 Ordinance Revisions – Trench Permit and Other Updates

The Department of Public Works has been working with the City Manager regarding revisions to Chapter 12 - Streets and Sidewalks of the City ordinance. Staff presented these revisions to the Public Works and Environment Committee at their November 14, 2019 Committee meeting. The revisions involve two segments of changes including clarifying language to the Ordinance and a comprehensive change to the trench permitting and fee assessment process that assesses a per-square-foot fee for trenches; and 2) establishes a licensing process for contractors wishing to excavate within the City right-of-way. Following review and discussion, the Committee agreed with moving forward on the clarifying language updates but deferred action on the proposed changes to the application fee process for additional discussion and consideration at a future Committee meeting.

Therefore, the proposed changes proposed for consideration at this time are reflected in the attached red line version of City Ordinance Chapter 12 –Streets and Sidewalks and include: 1) separating out the obstruction permit language from trench permits to reduce confusion; 2) clarifying the snow and ice removal responsibilities; 3) revising the Chapter to generally refer to the Director of Public Works instead of the City Engineer; and 4) adding page numbers to the document.

I am pleased to advance these proposed amendments to Chapter 12 for consideration.

CHAPTER 12 STREETS AND SIDEWALKS

SECTION 12.1 - Excavate, Obstruct or Encumber

PERMIT REQUIRED: No person, firm or corporation, or any agent or servant thereof, shall excavate, obstruct, or in any way encumber any street, sidewalk or other City-owned property or right-of-way in the City of Somersworth without first having obtained a written permit to do so from the ~~City Engineer~~Director of Public Works, or designee, except where such licensing power is particularly vested in the City Council (see RSA 231:184). Any person, persons, firm or corporation violating any of the provisions of this section shall be fined not less than \$500.00 nor more than \$1,000.00 for each violation, pay for any repairs necessary to bring the trench into compliance, and may subject the Permittee/contractor to revoked digging privileges.

EXCEPTION, PER RSA 236:9:— The exception to the above shall be in cases of emergency where the public health or safety is endangered. Such immediate action as may be necessary may be taken without such permission, but in such cases the person directing or taking such action shall at once notify the ~~City Engineer~~Director of Public Works, or designee.

REGULATIONS:— Permittees shall obtain a copy of and adhere to all provisions of the Somersworth Construction Standards by the Department of Public Works and Utilities.

WORK SCHEDULE:— Except for emergencies as may be deemed essential by the Department of Public Works and Utilities, no person, firm or corporation or any agent or servant thereof, shall excavate, obstruct, or in any way encumber any street, sidewalk, or other City-owned property or right-of-way in the City of Somersworth between the 15th of November and the 15th of April. The ~~City Engineer~~Director of Public Works, or designee, must approve the schedule of work. Scheduling will be such as to not unreasonably interfere with traffic.

FEES:— Every permit will require the Permittee to pay a fee to the City to cover the City's cost of reviewing, processing, inspecting, and executing the permit. The amount of the fee will be established by the Department of Public Works and Utilities.

BONDS AND LETTERS OF CREDIT: Every Permittee will be required to furnish one of the following:

- Bonds - Permittees who regularly work in the City can opt to provide an annual bond to the City, with the approval of the City Engineer. The amount of the bond will be established by the Department of Public Works and Utilities.
- Letters of Credit - Permittees who regularly work in the City can opt to provide a Letter of Credit from a New Hampshire bank to the City, with the approval of the City Engineer. The amount of the Letter of Credit will be established by the Department of Public Works and Utilities.

Formatted: Header

Formatted: Left

Formatted: Indent: Left: 0"

Formatted: Left, Indent: Left: 0"

Formatted: Indent: Left: 0"

Formatted: Left, Indent: Left: 0"

Formatted: Font: Not Bold

12:2

BACKFILLING, PAVING, DUST CONTROL, AND TRAFFIC CONTROL: These items will be done in accordance with the Somersworth Construction Standards.

INSPECTIONS: The ~~City Engineer~~ Director of Public Works and Utilities or his/~~her~~ designee may inspect the site prior to the commencement of backfill, during the backfill operation, prior to the commencement of paving and during the paving operation. It shall be the responsibility of the licensee to arrange for these inspections during normal working hours, and he/~~she~~ shall provide a 24-hour notice.

MORATORIUM PERIOD: In an effort to protect the City's investment in its infrastructure, excavations in newly constructed, reconstructed, rehabilitated, or overlaid pavements anywhere within the public right-of-way or on City property, to include streets and sidewalks, are prohibited as follows: The moratorium period limiting excavations is as follows:

- For ~~roads~~ pavements that have been overlaid, the excavation moratorium shall be three (3) years after the effective date of completion or acceptance.
- For ~~roads~~ pavements that have been reclaimed, reconstructed, rehabilitated, or are newly constructed, the moratorium period shall be five (5) years after the effective date of completion or acceptance.

INSURANCE: As a condition of this permit, the Permittee shall agree to provide insurance to indemnify the City of Somersworth and the Department of Public Works and Utilities, including all officials and employees thereof. Required policies shall include, but not be limited to. Comprehensive General Liability and Workman's Compensation. The requirements of the policies will be according to the Somersworth Construction Standards.

REVOCATION OF PERMIT: The City of Somersworth, Department of Public Works and Utilities, or the City Engineer may revoke any permit issued under this regulation at any time.

Section 12.2 - Use of Sidewalks

No person shall drive any vehicle or equipment on any sidewalk in the City, except for strollers, wagons, carriages, or other methods of transporting small children.

Section 12.3 – Signs and Awnings

No person shall place, establish or maintain any sign, awning or shade before his-~~or~~-her place of business, dwelling house or tenement, over any part of any street or sidewalk, unless the same be safely fixed and supported so as in no way to incommode or endanger persons passing upon such street or sidewalk and so that the lowest part of such sign, awning or shade shall be at least seven and one-half feet above the sidewalk; nor shall any person hang, affix, fasten, place or allow to remain upon the outer edge of any sidewalk, any sign or showcase except in conformance with the requirements of the Zoning Ordinance. (Amended 7/18/1994.)

(Amended 7/18/1994.)

Section 12.4 - Rubbish, Refuse and Garbage

(See Chapter 7 - STREETS, SIDEWALKS, SEWERS).

Section 12.5 - Snow and Ice

- 1) No person shall deposit, or cause to be deposited, any ice or snow that has been removed from private property in or upon any street, sidewalk or public place in the City, nor shall such snow or ice be put or placed in a public road so as to block access to hydrants or sidewalks maintained by the City during snow events.
- 2) No person shall deposit, or cause to be deposited, including, but not limited to deposits from roof and/or foundation drains/pumps, any liquid from private property in or upon any public road, sidewalk, or City property, in such a manner so as to cause a condition hazardous to pedestrian movements and/or to the normal and reasonable flow of vehicle traffic.

Section 12.6 - Transporting Buildings

No person shall move, or assist in moving, any house, shop, or other building through any street, lane or alley, without first obtaining a written license therefore in the manner prescribed in Section 1 of this chapter.

When the City Engineer shall, as aforesaid, grant permission to any person, firm or corporation, to encumber any street sidewalk or public square, for the purpose of erecting, altering or moving buildings, or to dig up or encumber the same in any other manner, he may, as a condition to granting such permission, require the party obtaining the same to furnish a bond of indemnity to the City of Somersworth in such sum and with such sureties as he may deem proper.

Section 12.7 - Driveways

PERMIT REQUIRED: It shall be unlawful to construct, or alter in any way that substantially affects the side or grade of, any driveway, entrance, exit, or approach within the limits of any street, sidewalk or other City-owned property or right-of-way in the City of Somersworth without first having obtained a written permit to do so from the City Engineer/Director of Public Works and Utilities, or designee, except where such licensing power is particularly vested in the City Council (see RSA 236:13). Any person, persons, firm or corporation violating any of the provisions of this section shall be fined not less than \$500.00 or more than \$1,000.00 for each violation, pay any late fees as part of an after-the-fact the permit application, and pay for any repairs the City deems necessary.

REGULATIONS: Permittees shall obtain a copy of and adhere to all provisions of the Somersworth Construction Standards by the Department of Public Works and Utilities.

Formatted: Header

Formatted: Left, Right: 0", Line spacing: single

Formatted: Bottom: 1"

Formatted: Body Text Indent 2, Indent: Left: 0", Right: 0", Line spacing: single

Formatted: Indent: Left: 0", Right: 0", Space Before: 10 pt, Line spacing: Multiple 1.08 li

Formatted: List Paragraph, Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

Formatted: Indent: Left: 0"

Formatted: Left, Indent: Left: 0"

Formatted: Indent: Left: 0"

Formatted: Left, Indent: Left: 0"

Formatted: Indent: Left: 0", Line spacing: Multiple 1.08 li

FEES: Every permit will require the Permittee to pay a fee to the City to cover the City's cost of reviewing, processing, inspecting, and executing the permit. The amount of the fee will be established by the Department of Public Works and Utilities.

Section 12.10

~~The City Engineer~~The Director of Public Works and Utilities, or designee, shall issue permits in accordance with rules and regulations promulgated by the Planning Board. June 6, 1972.

Chapter 12 amended 6/18/2001.

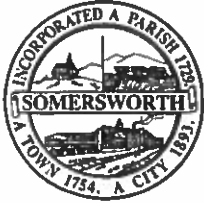
Amended XX/YY/2019

Formatted: Header

Formatted: Left, Indent: Left: 0"

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0", Space Before: 6 pt



City of Somersworth – Resolution

Resolution No: 19-20

PROCLAMATION DECLARING JANUARY DIVERSITY MONTH IN THE CITY OF SOMERSWORTH

December 16, 2019

WHEREAS, January 15, 2020 will mark the 91st birthday of the Rev. Martin Luther King, Jr.; and

WHEREAS, the “dream” of equal treatment, is the foundation of human rights and democratic values; and

WHEREAS, our nation has worked towards the goal of fulfillment of this commitment for over 243 years; and

WHEREAS, the City of Somersworth has become a model of a community which embraces and promotes its diversity; and

WHEREAS, the City of Somersworth is committed to the values of equality and liberty stated in the Declaration of Independence, United States Constitution, New Hampshire State Constitution and City Charter; and

WHEREAS, the Rev. Martin Luther King, Jr. reminded us that freedom, liberty and equality must be protected for all citizens and that “from the prodigious hilltops of New Hampshire, let freedom ring.”

NOW, THEREFORE, BE IT RESOLVED THAT the City of Somersworth encourages all residents, including community groups, schools and institutions to continue to work toward fulfilling Dr. King’s dream of the elimination of all barriers to the fulfillment of equal opportunities and human rights; and

The City of Somersworth calls upon all citizens to reflect during this month on the message of Rev. Martin Luther King, Jr. and commit themselves throughout the year to join the fight for the elimination of all forms of discrimination and disadvantage and to ensure that everyone has the right to live in conditions of dignity, respect and peace; and

The Somersworth Mayor and City Council hereby declare that January, 2020 be Diversity and Equality Month in the City of Somersworth and that the City of Somersworth along with all of its citizens hereby recommits itself to the fulfillment of Rev. Martin Luther King, Jr.’s “Dream.”

Authorization

Sponsored by:

Mayor Dana S. Hilliard

Councillors:

David A. Witham

Dale R Sprague

Nancie Cameron

Edward LeVasseur

Martin Pepin

Kenneth S. Vincent

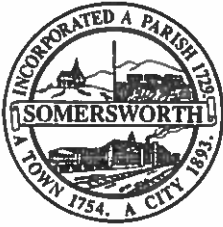
Martin P. Dumont, Sr.

Donald Austin

Richard R. Michaud

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 20-20

TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON CERTAIN PROPERTIES SUBJECT TO AN UNREDEEMED TAX LIEN

December 16, 2019

WHEREAS, RSA 80:76 directs the Tax Collector, after 2 years, to execute to the City a deed of the land subject to the real estate tax lien and not redeemed, and

WHEREAS, the Governing Body of a municipality may refuse to accept a tax deed on behalf of the municipality because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, or for any reason that would be contrary to the public interest,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Tax Collector be notified that for those reasons the City shall refuse to accept the tax deeds on property located at the following locations:

<u>Location</u>	<u>Tax Map/Lot</u>
47 Colonial Village	81-47M
90 Colonial Village	81-90M
37 Crystal Springs Way	82-12M
48 Crystal Springs Way	82-19M
47 Crystal Springs Way	82-22M
65 Crystal Springs Way	82-57M
16 Dudley Court	83-29M
114 Sherwood Glen	87-114M
208 Sherwood Glen	87-208M
312 Sherwood Glen	87-312M
338 Sherwood Glen	87-338M
629 Sherwood Glen	87-629M
687 Sherwood Glen	87-687M
703 Sherwood Glen	87-703M
5 Ringer Drive	88-10M

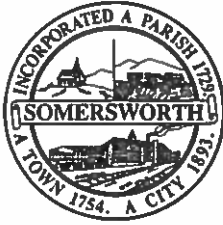
Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.
Richard R. Michaud

Approved:

City Attorney



City of Somersworth – Resolution

Resolution No: 21-20

TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON PROPERTIES LOCATED ON WEXFORD LANE SUBJECT TO AN UNREDEEMED TAX LIEN

December 16, 2019

WHEREAS, RSA 80:76 directs the Tax Collector, after 2 years, to execute to the City a deed of the land subject to the real estate tax lien and not redeemed, and

WHEREAS, the Governing Body of a municipality may refuse to accept a tax deed on behalf of the municipality because in its judgment, acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, or for any reason that would be contrary to the public interest,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Tax Collector be notified that for those reasons the City shall refuse to accept the tax deeds on property located at the following locations:

Location

Tax Map/Lot

5 Wexford Lane
7 Wexford Lane

35-12A
35-12B

Authorization

Sponsored by Councilors:

David A. Witham
Martin Pepin
Martin P. Dumont, Sr.
Richard R. Michaud

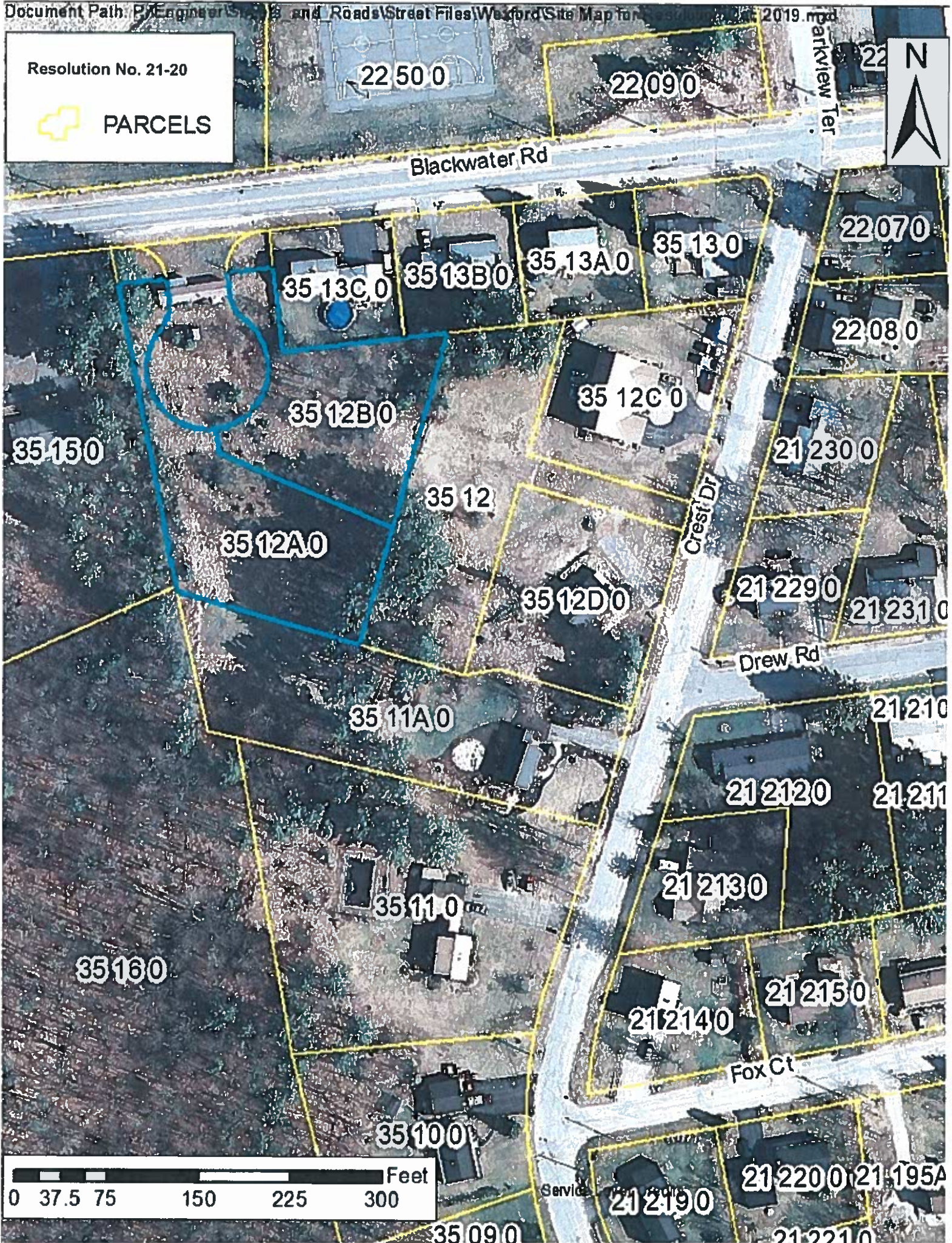
Approved:

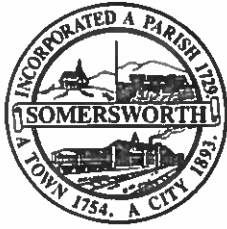
City Attorney

Resolution No. 21-20



PARCELS





City of Somersworth – Resolution

Resolution No: 22-20

TO AUTHORIZE THE CITY MANAGER TO SIGN AN APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) TO UPGRADE THE WINDOWS AT THE ALBERT J. NADEAU HOMES AND FILION TERRACE, AND REPLACE APARTMENT DOORS AT FILION TERRACE AND CHARPENTIER APARTMENTS, AND TO SIGN THE ADOPTED 2020 CITY HOUSING AND COMMUNITY DEVELOPMENT PLAN AND 2020 RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

December 16, 2019

WHEREAS, a public hearing will be held on January 8, 2020,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Council authorizes the City Manager to sign an application for a CDBG grant to upgrade the windows at the Albert J. Nadeau Homes on Bartlett Avenue and Filion Terrace on Washington Street, and to replace the apartment doors at Filion Terrace on Washington Street and Charpentier Apartments on Franklin Street. The estimated cost of the improvements is up to \$500,000 (Five Hundred Thousand dollars) and the City Council authorizes the following:

1. Authorizes the Somersworth Housing Authority to continue as the Authorized Agent of the City of Somersworth in all matters relating to Community Development for this project until it is completed.
2. Authorizes the City Manager to enter into a contract with the Somersworth Housing Authority for the administration and supervision of this project until it is completed.
3. Authorizes the City Manager to execute any and all other documents with the State of New Hampshire, Office of Community Development Finance Authority (CDFS), which will be necessary to effectuate the purposes of this Resolution, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Council hereby adopts the 2020 Housing and Community Development Plan and the 2020 Residential Anti-displacement and Relocation Assistance Plan.

Authorization	
<i>Sponsored by Councilors:</i> David A. Witham Martin P. Dumont, Sr. Martin Pepin Richard R. Michaud	<i>Approved:</i> City Attorney



ESTABLISHED 1961

Deborah I. Evans
Executive Director

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



EQUAL HOUSING
OPPORTUNITY

November 19, 2019

Robert Belmore, City Manager
City of Somersworth
Government Way
Somersworth, NH 03878

Dear Mr. Belmore:

The Somersworth Housing Authority requests approval from the City of Somersworth to apply for CDBG funds as a subrecipient of such grant totaling \$500,000.

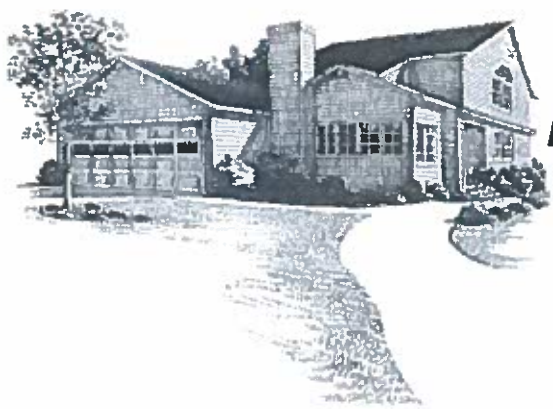
Objective of the application would be to make building improvements, such as replace windows at Albert J Nadeau Homes on Bartlett Ave/Verona St (window balances are failing therefore not allowing the window to remain open) and Filion Terrace -Washington Street (windows have lost the seal allowing moisture to enter). Another building improvement objective would be to replace apartment doors at Filion Terrace and Charpentier Apartment, doors are original and peeling apart.

I would be happy to answer more detailed questions at your convenience.
Thank you for your time and assistance.

Sincerely,

Deborah I. Evans
Executive Director

EQUAL OPPORTUNITY TO HOUSING IS THE LAW IN NEW HAMPSHIRE



***IT IS ILLEGAL TO DISCRIMINATE
IN THE SALE, RENTAL, OR
FINANCING OF HOUSING
ON THE BASIS OF:***

- ◆ RACE, COLOR, OR NATIONAL ORIGIN
- ◆ SEX (*including sexual harassment*)
- ◆ FAMILIAL STATUS (*having children or pregnancy*)
- ◆ PHYSICAL DISABILITY (*including AIDS infection*)
- ◆ SEXUAL ORIENTATION
- ◆ MENTAL DISABILITY
- ◆ AGE
- ◆ MARITAL STATUS
- ◆ RELIGION



IF YOU HAVE QUESTIONS OR WOULD LIKE TO FILE A COMPLAINT

CALL 271-2767

**NEW HAMPSHIRE COMMISSION FOR HUMAN RIGHTS
CONCORD, NH 03301**



www.state.nh.us/hrc/index.html
humanrights@nhsa.state.nh.us



IF YOU HAVE CHILDREN OR YOU ARE PREGNANT, IT IS ILLEGAL FOR A HOUSING PROVIDER TO:

- deny you housing because you have (or will have) children.
- only allow you to live on a certain floor of a building.
- only allow you to live in a certain section of a neighborhood, development, or park.
- require a higher security deposit from you.

The only exception is housing provided specifically for older persons. **HOWEVER**, the criteria which must be met in order to qualify for this exemption are very strict.

MOST MOBILE HOME PARKS, APARTMENT COMPLEXES, ETC. CAN NOT EXCLUDE FAMILIES WITH CHILDREN OR PREGNANT WOMEN.

A housing provider may try to tell you the housing is "adults only" even though they don't qualify for the exemption.

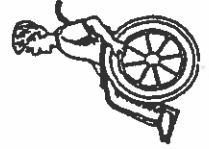
If you're not sure whether they do in fact qualify, or you think you have been discriminated against, call the Commission at 271-2767.



IF YOU HAVE A PHYSICAL OR MENTAL HANDICAP/DISABILITY OR YOU ARE CONSIDERED TO HAVE A HANDICAP BY OTHERS, IT IS ILLEGAL FOR A HOUSING PROVIDER TO:

- deny you housing because of your handicap/disability.
- ask questions about your handicap unless the housing is provided for handicapped people on a priority basis.
- require a higher security deposit from you.
- prevent you from making reasonable modifications to your housing so that you may fully use and enjoy your housing. Example: You must be allowed to widen doorways, install ramps, etc. at your own expense.
- prevent reasonable modifications in rules, policies, or services so you may more fully use the housing. Example: Seeing eye dogs must be allowed in buildings with a "no pets" policy.
- ask more questions, require more references, or make more extensive inquiry about you because you have a handicap.

If you have questions about your housing rights, call 271-2767.



IT IS ILLEGAL TO TREAT YOU DIFFERENTLY IN HOUSING BECAUSE OF YOUR:

- **RACE** (Black, Hispanic, Asian, etc.)
- **COLOR** (light or dark skinned)
- **NATIONAL ORIGIN** (French, Iranian, Irish, etc.)
- **RELIGION** (Jewish, Catholic, etc.)
- **SEX** (female or male)
- **AGE** (young or old)
- **MARITAL STATUS** (divorced, single, etc.)

It is illegal for a real estate or rental agent to try to "steer" you towards or away from certain neighborhoods.

It is illegal for a financing institution to only allow you financing in a certain area but not in another, or to offer you different financing terms.

It is illegal to require a rental application fee from you but not from others.

It is illegal to limit you to a certain floor or section of a building or development, or to give you fewer choices.

SEXUAL HARASSMENT IN HOUSING IS ILLEGAL. This includes threatening increased rent, eviction, etc. if you refuse to grant sexual favors.

DISCRIMINATION CAN BE SUBTLE. Someone may be polite to you, and still be discriminating against you. Call the Commission at 271-2767.



IT IS ILLEGAL FOR ANYONE DIRECTLY OR INDIRECTLY INVOLVED IN THE SALE OR RENTAL OF HOUSING OR HOUSING LOTS TO DISCRIMINATE IN:

- the sale, rental, negotiation, or inspection of it
- the terms, rates privileges, or conditions of financing.
- advertising.
- provision of real estate brokerage services.

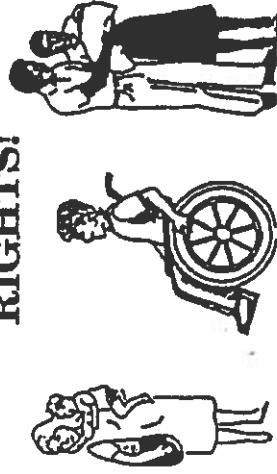
THINGS YOU SHOULD KNOW ABOUT FILING A COMPLAINT OF DISCRIMINATION:

- All it takes is a phone call to the Commission. Call Monday, Wednesday, or Friday, or call any weekday if it's an emergency.
- You do not need a lawyer, however you may choose to have one.
- The Commission's role is to investigate whether the law has been broken, and if so, to right the wrong.
- You may withdraw your charge at any time.
- The process is free of charge.

IT IS ILLEGAL FOR ANYONE TO RETALIATE AGAINST YOU FOR FILING A COMPLAINT OF HOUSING DISCRIMINATION.



**HOUSING
DISCRIMINATION
IS ILLEGAL
In New Hampshire
KNOW YOUR
RIGHTS!**



DO YOU THINK YOU HAVE BEEN DISCRIMINATED AGAINST IN HOUSING OR FINANCING OF HOUSING BECAUSE OF:

- pregnancy
- having children under 18
- physical handicap
- mental handicap
- race or color
- national origin
- marital status
- religion
- age
- sex

Have you been sexually harassed in housing?

If so, the NH Commission for Human Rights may be able to help you:

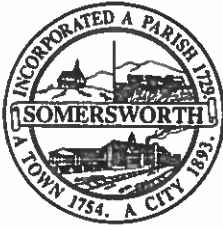
- get the apartment or house you were denied, or comparable housing.
- obtain monetary damages for you.
- prevent discrimination from happening again.

THERE IS NO FEE FOR THIS SERVICE.
If you think you may have been discriminated against, call 271-2767.

Prepared by:

NH COMMISSION FOR HUMAN RIGHTS
163 Loudon Road
Concord NH 03301

with funds from a grant from the U.S. Department of Housing and Urban Development.



City of Somersworth – Resolution

Resolution No: 23-20

PROCLAIMING SOMERSWORTH A WELCOMING CITY

December 16, 2019

WHEREAS, the City of Somersworth has long been recognized as a hospitable and welcoming place where people, families and institutions thrive and the contributions of all are celebrated and valued; and

WHEREAS, the City of Somersworth is committed to building a welcoming and neighborly community, where all individuals, regardless of race, color, creed, place of origin, ethnicity, religion, gender, sexual orientation, gender identity, age, disability, political affiliation, marital / parental status or military service are welcome, accepted and integrated; and

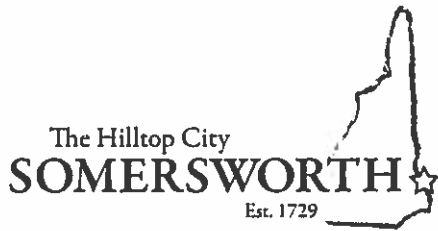
WHEREAS, the City of Somersworth is committed to enhancing its cultural fabric, economic growth, global competitiveness and overall prosperity for all individuals in the current and future generations who choose to make their home in the City; and

WHEREAS, the City of Somersworth desires to create an environment that strategically positions our City as a globally competitive 21st century leader; and

WHEREAS, the City of Somersworth is pleased to join the Welcoming Cities and Counties initiative to help unite our community and ensure that all are welcome here;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City of Somersworth hereby proclaims Somersworth a Welcoming City.

Authorization	
<i>Sponsored by request:</i> Councilor Edward LeVasseur	<i>Approved:</i> City Attorney



**Shanna B. Saunders, Director
Development Services**

To: Bob Belmore, City Manager
Date: November 18, 2019
Re: CRTRI request for 1 John Parson's, Cylon LLC (dentist)

Please find attached the Community Revitalization Tax Relief Incentive (CRTRI) Application for 1 John Parsons, owned by Cylon, LLC, Patrick Wilson.

The application is complete and includes the following items and requests:

- Application for tax relief for 5 years (5 years for a qualifying structure)
- Public benefits include a) improvements to a Somersworth landmark that was highlighted in the 1969 State Architecture Magazine b) increasing the economic vitality of downtown by creating a destination to increase traffic c) promoting a compact, vibrant downtown center that provides for a greater sense of community health consciousness.

As per Chapter 31 of the City Ordinances the Planning and Community Development Office recommends the City Council hold a duly noticed public hearing to determine 1) whether the structure at issue is a qualifying structure; 2) whether the proposed rehabilitation qualifies as substantial rehabilitation; 3) whether there is a public benefit to granting the requested tax relief, and 4) whether the proposed use is consistent with the municipality's master plan and development regulations and, if so, for what duration and with what terms.

No later than 45 days after the public hearing, the City Council shall render a decision by majority vote granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

A covenant shall be drafted by the applicant and reviewed by the City's Legal Counsel at the applicant's expense.



City of Somersworth
Department of Development Services
One Government Way, Somersworth, NH 03878
603/692-9519
FAX 603/692-9575
www.somersworth.com

Community Revitalization Tax Relief Incentive Application

(per City Ordinance Chapter 31)

Date: 10/28/2019 [Office use only. Fee submitted: 11-4-19]

Property information

Property address/location: 1 John Parsons Dr.

Name of building (if applicable): N/A

Tax Map: #11 Block Lot #: 0
#206

Property owner

Name (include name of individual): Patrick T. Wilson, Cylon LLC

Mailing address: 6 Old Rochester Rd #301 Dover NH 03820

Telephone #: 303-913-9951 Email: patricktwilson76@gmail.com

Proposed project

Explain project and include number of years of relief being requested (attach additional sheets if necessary): Remodel interior of existing bank build into

make it a pediatric dental office. ~~THAT IS~~
~~See attached. See attached.~~

Building uses Existing: Variant ; Proposed: Dental office

Nonresidential square footage. Existing: 3500sf ; Proposed: 3500sf

of residential dwelling units. Existing: 0 ; Proposed: 0

Expected construction dates. Start: 11/20 ; Finish: 3/25

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: See attached Cost: \$ _____
Electrical: Construction bucket Cost: \$ _____
Plumbing: _____ Cost: \$ _____
Mechanical: _____ Cost: \$ _____
Other: _____ Cost: \$ _____

Other Information

Name of contractor (if known): Oracle

Will the project include any residential housing units? No; If so, how many? _____

Will any state or federal grants or funds be used in this project? SBA loan

What are the proposed public benefits associated with this project (in accordance with

Chapter 31 Section 7)? Access to dental care for pediatric population. See attached.

Submission of application

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 non-refundable application fee (made out to "City of Somersworth") must be submitted with this application. This application must be signed by the property owner.

I (we) hereby submit this application under Chapter 31 Community Revitalization Tax Relief Incentive of the City of Somersworth and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the Ordinance and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant.

Signature of property owner (1): [Signature]

Date: 10/31/19

Signature of property owner (2): _____

Date: _____

11/13/2019

Tax Relief Incentive Application Addendum

I am applying for five years of tax relief as outlined in the city documents. I have an existing dental practice that utilizes two dental chairs for all of my patients. I am revitalizing a vacant building in downtown Somersworth as a large investment in the property and community. The renovated building will provide six dental chairs and more opportunity to provide patient treatment. Tax relief will give me a chance to adequately fund the construction project and slowly build up my patient pool to fill those additional chairs. I anticipate a slow expansion to utilize this new space while covering the overhead of the new facility. Tax relief would give me an opportunity to focus on patient care and developing my practice in the community while devoting all my funds to the project, which will in return benefit Somersworth.

I also wanted to address the idea of public benefit provided by my investment in Somersworth. The immediate effect of the new practice location will increase traffic to this part of the city. I typically see upwards of 30 patients a day. Those 30 patients all travel with their parents for their appointments. Having a pediatric practice next to the city public library is ideal. Patients will come to my practice and may have time to visit the library. The library is a great spot for kids and parents to learn about local activities and spend some summer downtime. Parents will also see the development and new businesses in the city, which can only inspire future visits.

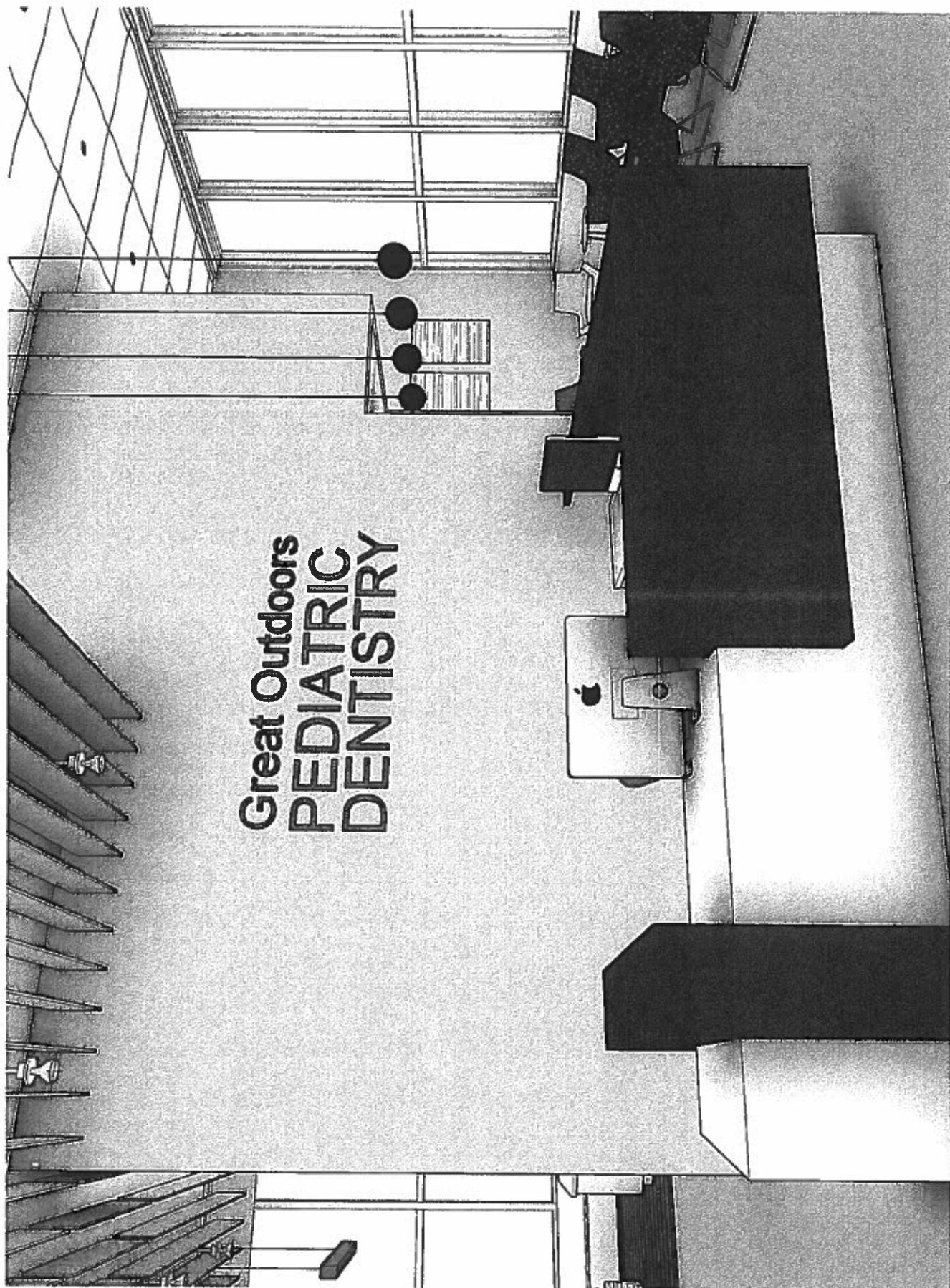
The building itself is a landmark in Somersworth. The large floor space and huge windows attracted me to invest in this building, but it was recognized long before I bought it. The bank building was recognized in a state architecture publication in 1969, shortly after its completion. I have told many parents where I am relocating my practice, and all have said "Oh yeah, the old bank building". The tall ceilings and natural light will create an awesome new dental office and breathe new life into a classic Somersworth landmark. The vitality and rejuvenation of the building interior and exterior will act as a cornerstone for redevelopment in this beautiful section of downtown by the river.

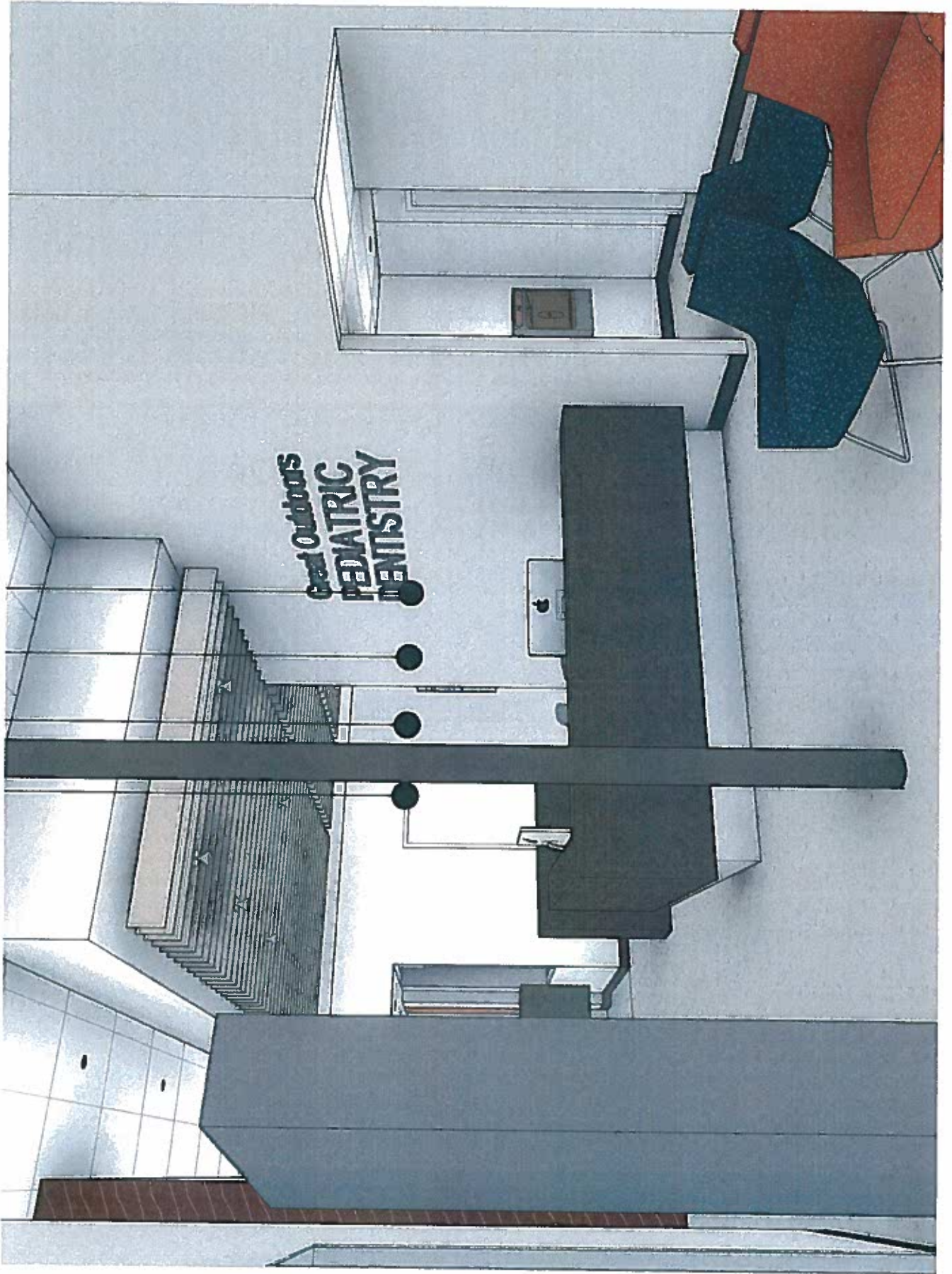
The redevelopment project will provide the community with a new place to visit in the downtown area, revitalizing the area. The renewed use of a vacant building will increase the community access to dental care, as many in Somersworth will be within walking distance. The increased access to care and availability of specialized dental care increases the sense of community wellbeing and safety. Having a professional practice in the heart of the city also projects the idea of great community health consciousness.

Thank you for your consideration,

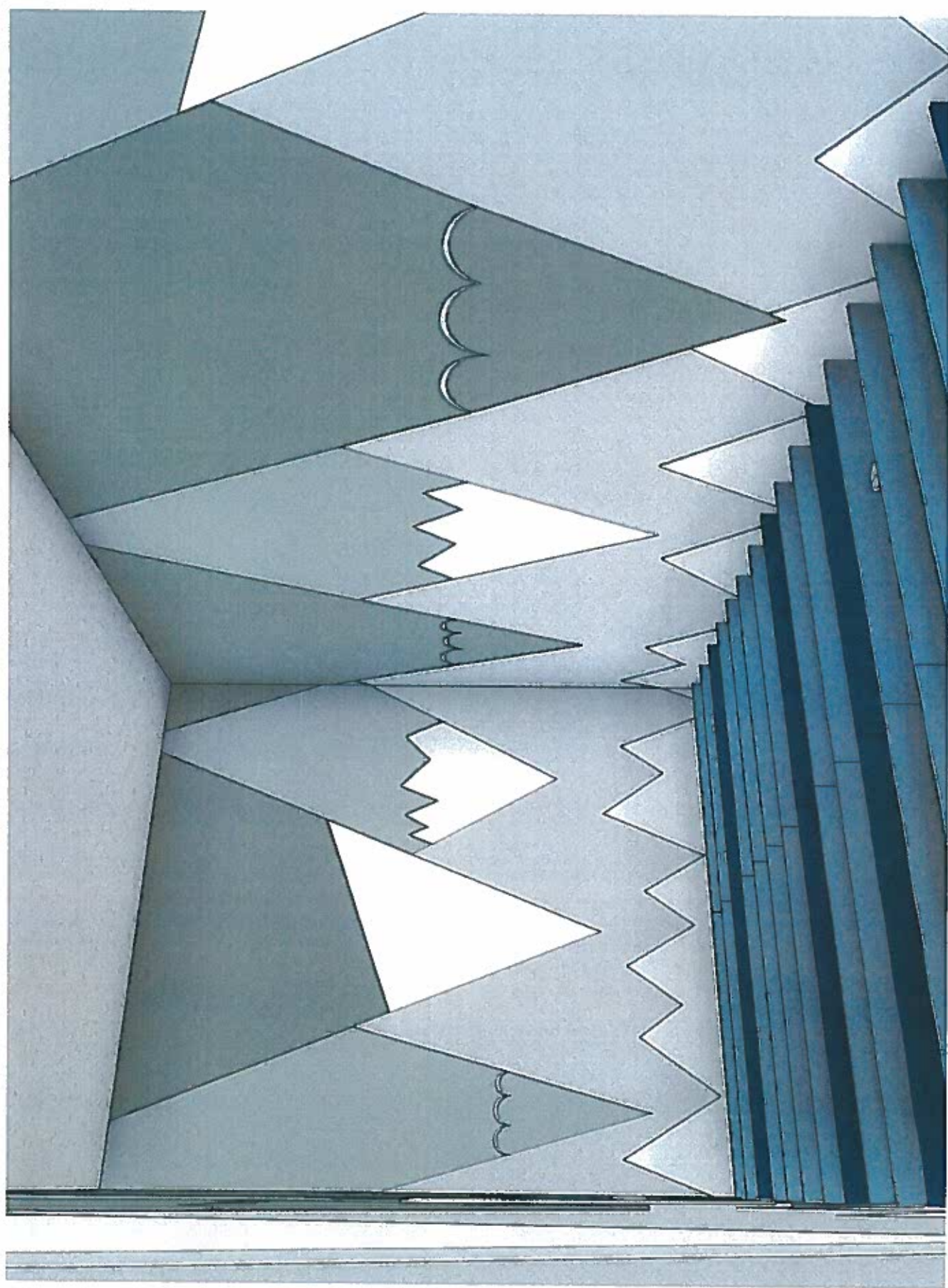
Patrick T. Wilson, D.M.D

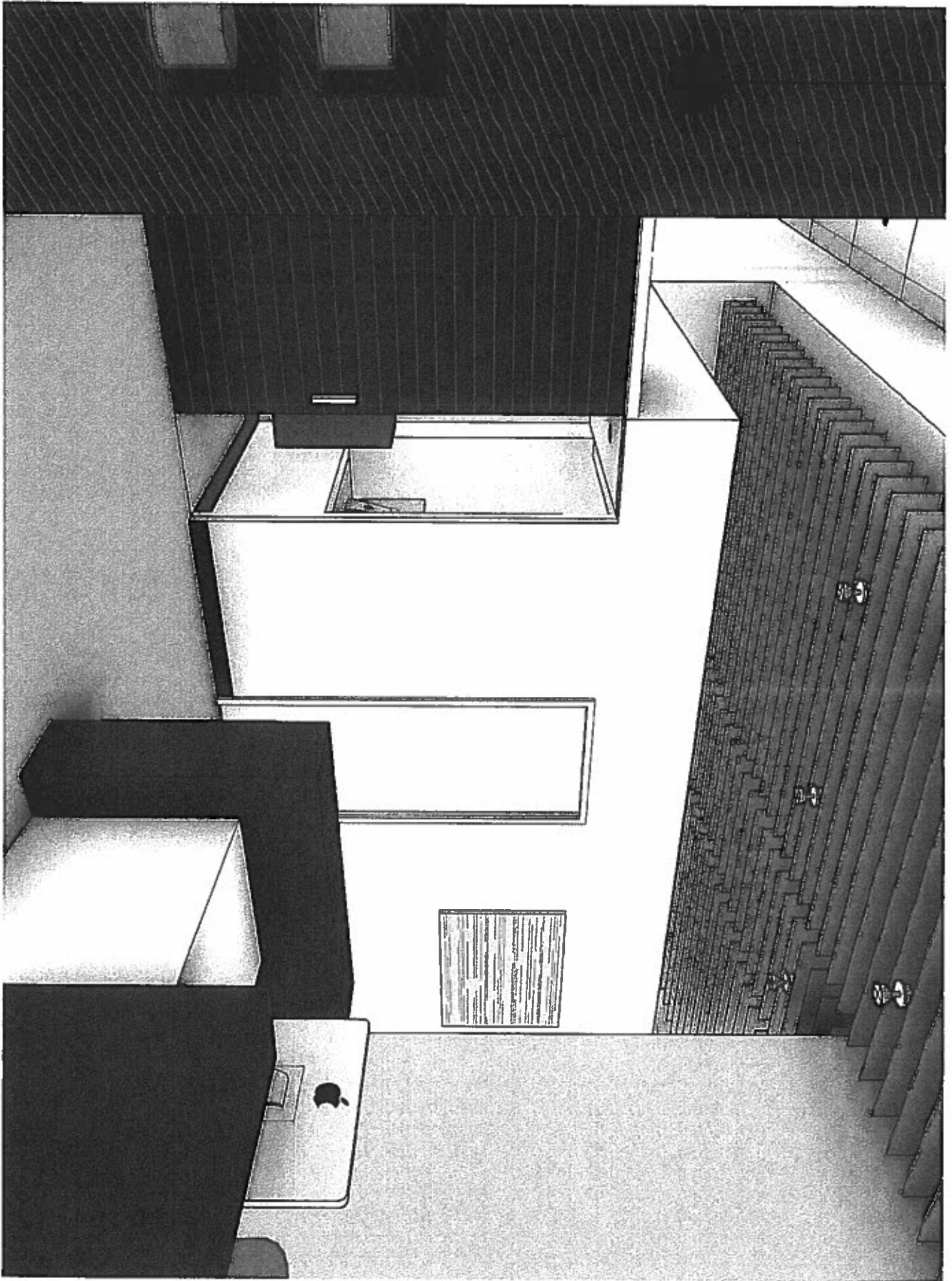
Great Outdoors
PEDIATRIC
DENTISTRY

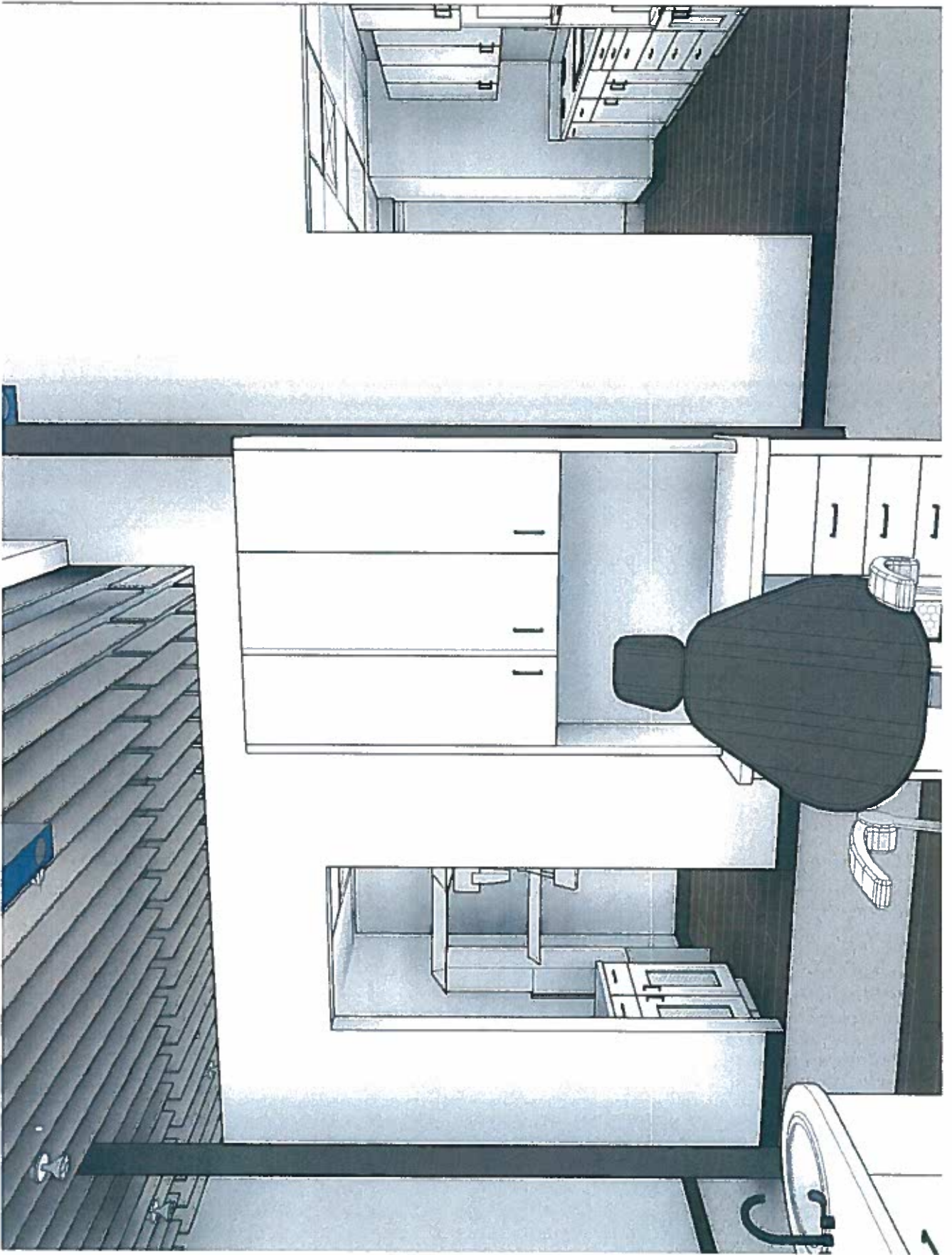






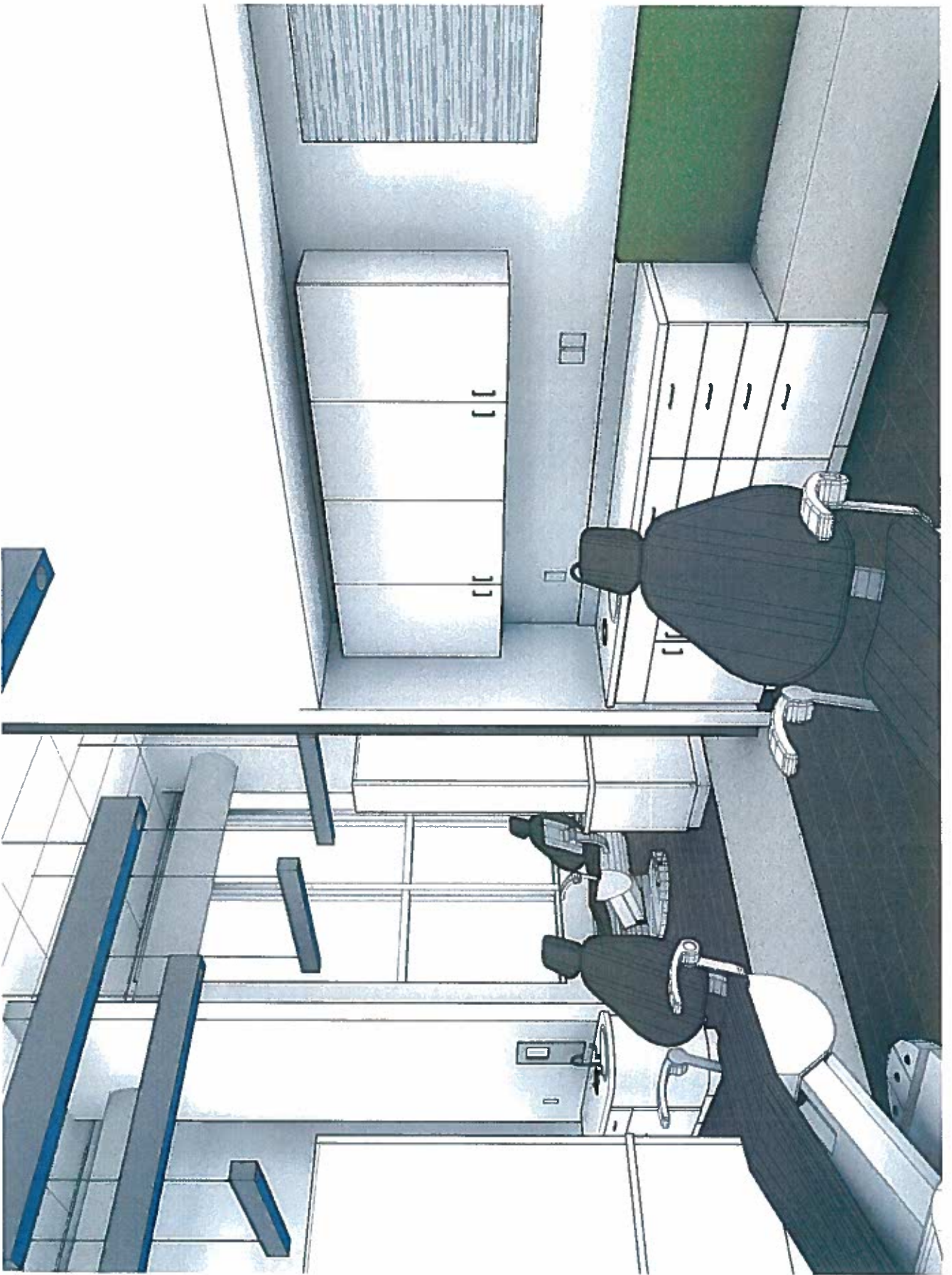


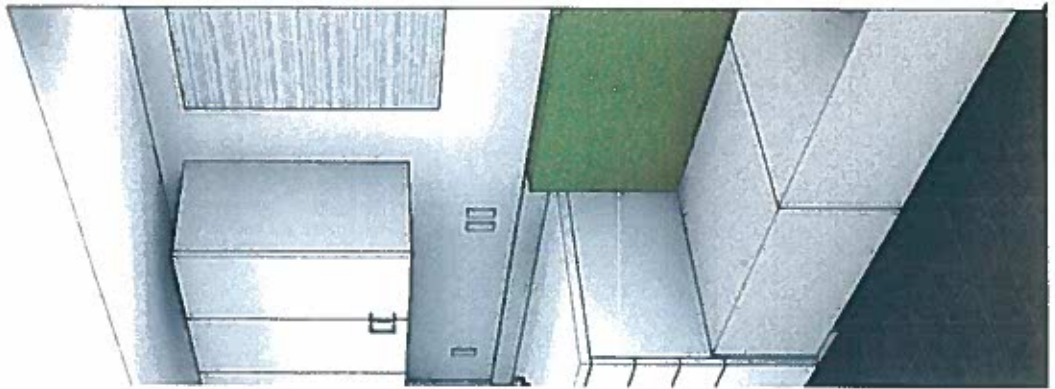




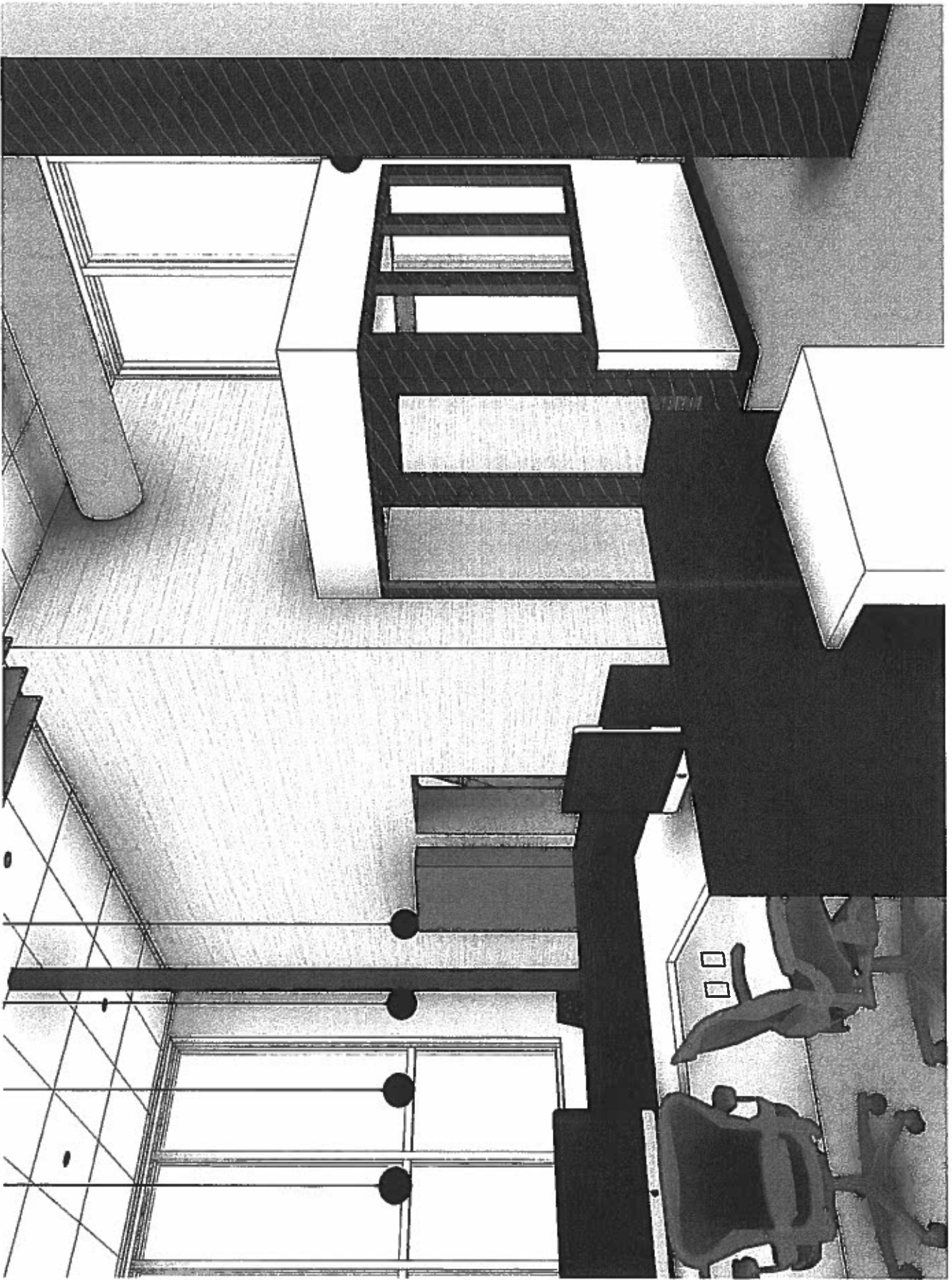




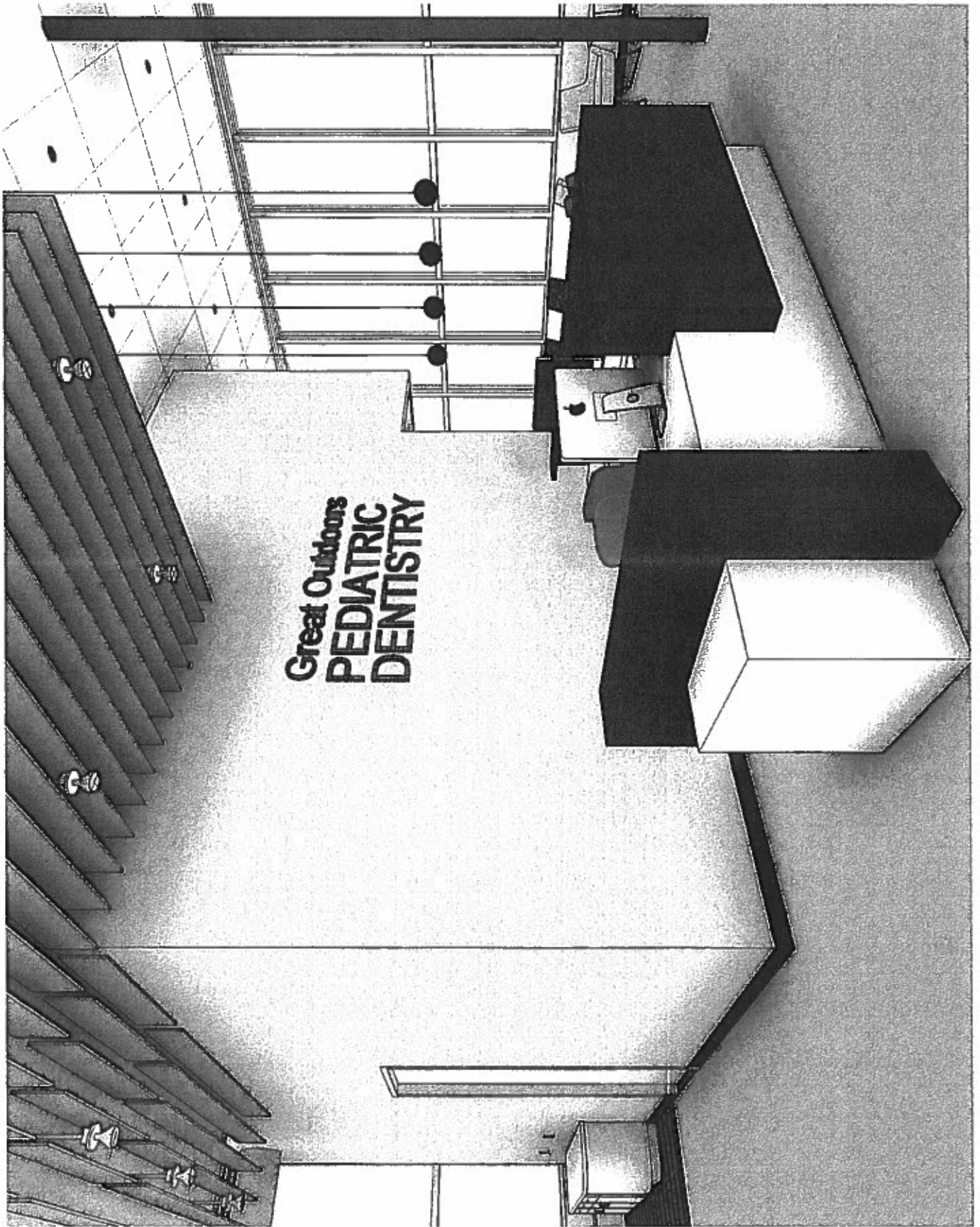








Great Outdoors
**PEDIATRIC
DENTISTRY**





ORACLE

Construction \ Development

GOPD

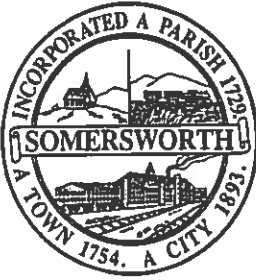
Somersworth, NH

GREAT OUTDOORS BUDGET

Date: 5/31/2019

<u>CATEGORY</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>COST</u>	<u>TOTAL</u>	<u>SUBTOTAL</u>
00070 GENERAL CONDITIONS					
Permit Fee	BY	OWNER	\$0.00	\$0.00	
Supplemental Structural Design Allowance	1	LS	\$3,000.00	\$3,000.00	
Temp Labor: Daily Cleans, deliveries, misc work	4	wks	\$800.00	\$3,200.00	
Dumpsters	6	ea	\$750.00	\$4,500.00	
Temp Toilet	4	months	\$150.00	\$600.00	
Man Lift for Project	1	ls	\$3,000.00	\$3,000.00	
Plan Copies and Permit Sets	1	ls	\$400.00	\$400.00	
Final Clean	3890	sf	\$1.00	\$3,890.00	\$18,590.00
01043 CONSTRUCTION ADMINISTRATION/SITE SUPERVISION					
Project Management, Site Supervision and Coordination	16	wks	\$2,500.00	\$40,000.00	\$40,000.00
02000 DEMOLITION					
Demo per Plans and Specs	1	ls	\$23,800.00	\$23,800.00	
Basement Demolition for MEP Work	1	ls	\$3,000.00	\$3,000.00	\$26,800.00
02200 SITEWORK					
Exterior Sitework: ALLOWANCE: Infill drive through with gravel, compact and prep for slab. Infill pedestal island with gravel, compact and prep.	1	allowance	\$3,500.00	\$3,500.00	
Asphalt Patching @ Island Allowance	1	allowance	\$1,000.00	\$1,000.00	
Concrete Ramp/Landing at New Entry at Old Drive Through Allowance	1	allowance	\$2,500.00	\$2,500.00	\$7,000.00
04000 MASONRY					
Re-bar, form and Pour new Foundation at Existing Drive Through	1	ls	\$3,250.00	\$3,250.00	
Infill AC Unit Openings with Brick to Match Existing	1	ls	\$1,500.00	\$1,500.00	\$4,750.00
06200 MILLWORK AND CARPENTRY					
Millwork Package: Per Drawings and Specs: Including base and uppers, reception, Counters, bench seats, etc	1	ls	\$110,500.00	\$110,500.00	
Custom Cushions for Millwork Benches	1	ls	\$8,000.00	\$8,000.00	
Poplar Paint Grade Sills Throughout: S&I	1	ls	\$2,450.00	\$2,450.00	\$120,950.00
07500 ROOFING & FLASHING					
Flash all Roof Penetrations	6	ea	\$200.00	\$1,200.00	\$1,200.00
08100 DOORS/FRAMES:					
Interior Single Doors: 3/0 x 7/0 Doors w/ Glass per Schedule w/ Welded Frame	3	ea	\$950.00	\$2,850.00	

<u>CATEGORY</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>COST</u>	<u>TOTAL</u>	<u>SUBTOTAL</u>
Interior Single Doors: 3/0 x 7/0 Doors Flush per Schedule w/ Welded Frame	5	ea	\$750.00	\$3,750.00	
Interior Pocket Doors w/ Kits per Plans	3	ea	\$1,250.00	\$3,750.00	
Type E Frameless Door w/ Kit and Sidelight	1	ls	\$2,250.00	\$2,250.00	
Wood Bifold Type G	1	ls	\$1,500.00	\$1,500.00	
Hardware: Hinges, handles, electric strikes, closers, crash bars, etc	13	ea	\$300.00	\$3,900.00	
Door and Hardware Install	13	ea	\$250.00	\$3,250.00	\$21,250.00
08200 STOREFRONT AND GLASS					
New Glass Doors #1 and #2	1	ls	\$5,850.00	\$5,850.00	
New Vestibule System	1	ls	\$7,000.00	\$7,000.00	
New Glass Infills	1	ls	\$3,200.00	\$3,200.00	
Clean/Scrape Existing Glass painted over	1	ls	\$2,850.00	\$2,850.00	\$18,900.00
09250 DRYWALL AND PLASTER					
Frame, Insulate, Hang and Plaster: Per Plans and Specs	1	ls	\$55,300.00	\$55,300.00	
Block as Required	1	ls	\$4,250.00	\$4,250.00	\$59,550.00
09300 FLOORING SYSTEMS					
CPT-1	1	ls	\$12,500.00	\$12,500.00	
LVT-1	1	ls	\$10,950.00	\$10,950.00	
Floor Tile w/ Install	140	sf	\$18.00	\$2,520.00	
Wall Tile w/ Install	180	sf	\$18.00	\$3,240.00	
Floor Prep	1	ls	\$1,500.00	\$1,500.00	
4" Vinyl Cove Base	1	ls	\$3,000.00	\$3,000.00	\$33,710.00
09510 ACCOUSTICAL CEILING					
CLNG2	1	ls	\$17,950.00	\$17,950.00	
CLNG3 AND 4	1	ls	\$32,800.00	\$32,800.00	\$50,750.00
09900 PAINTING AND WALLCOVERINGS					
Interior Painting Contract: walls, frames, ceilings and doors	1	ls	\$16,500.00	\$16,500.00	
Wall Coverings: S&I: WC1 AND WC2	1	ls	\$6,500.00	\$6,500.00	\$23,000.00
10000 SPECIALTIES AND ACCESSORIES					
Specialty Package: Lockers, trash, paper towel, hooks, mirrors, etc	1	ls	\$8,200.00	\$8,200.00	
Window Film per Plans	1	ls	\$2,500.00	\$2,500.00	
Window Coverings	1	allowance	\$5,000.00	\$5,000.00	\$15,700.00
220000 PLUMBING					
Plumbing System: Per Plans and Specs	1	ls	\$73,500.00	\$73,500.00	
Med Gas Plumbing System	1	ls	\$19,000.00	\$19,000.00	\$92,500.00
15700 HVAC					
HVAC System: Per Plans and Specs w/ Controls, All Baseboard systems Included	1	ls	\$83,500.00	\$83,500.00	\$83,500.00
16050 ELECTRICAL					
Electrical System: Per plans and specs	1	ls	\$111,000.00	\$111,000.00	
Fire Alarm System	1	ls	\$10,500.00	\$10,500.00	
IT Work and Cabling	BY	OWNER	\$0.00	\$0.00	\$121,500.00
SUB TOTAL					\$739,650.00
GC Overhead: 3%					\$22,187.00
GC Profit: 5%					\$36,983.00
GRAND TOTAL					<u>\$798,820.00</u>



MEMORANDUM

TO: Department Heads
David Kretschmar, Chief of Police; Keith Hoyle, Fire Chief; Mike Bobinsky, Director of Public Works & Utilities; Scott Smith, Director of Finance & Administration; Shanna Saunders, Director of Planning & Community Development

CC: Dr. Bob Gadomski, School Superintendent

FROM: Bob Belmore, City Manager

DATE: November 7, 2019

SUBJECT: FY20-21 Budget Preparation

Worksheet Coordination with Finance

As we did last year, budget requests will be processed through the City's financial system (MUNIS). The budget projection number to be used is 20211, and you will enter your budget request in level 3. Unlike prior years, Finance has moved last year's detail into the budget projection. This year you will be able to simply edit and update the detail information in the budget projection. Please contact Finance if you need any assistance on how the program functions. Note that the Finance Department will complete the salaries, wages, and benefit section for each budget. As soon as the salary, wage, and benefit sections are completed, they will be provided to you.

Limitation on Budget Increase – City Charter Tax Cap Provision

In accordance with the amendment to the City Charter for a tax and spending cap, we are required to conform and implement its provisions during each budget cycle. Under the tax-cap, the City Manager is required to submit a proposed budget that complies with the National Consumer Price Index-Urban as published by the United States Department of Labor for the calendar year immediately preceding budget adoption with an adjustment for "net increase in new construction". Although that information is not currently available, the National CPI-U for September 2019 is 1.71% (percent). All departments should examine cost saving measures in order to comply with this portion of the Charter. Such measures should weigh efficiency, cost savings realized and the level of municipal service change, if any, i.e. a cost-benefit examination and performance based level analysis.

City Manager Memorandum
November 7, 2019
FY 20-21 Budget Preparation

Clearly defined requests with specific backup detail is of the utmost importance. As customary, we will need to be able to justify all requests for appropriations. Please provide backup to your requests in a manner similar to last year. Be sure to include quantities, per unit cost, vendor quotes, and any other information that will assist in justifying your requests.

Budget Documentation & Detail

Include all CIP items as well as minor capital outlay/capital improvements with your submittals with any adjusted estimates and supporting documentation. These requests should include any capital item being requested for the FY21 budget *that wasn't included as part of the Capital Improvements Plan*. That is, any item less than \$10,000 that would otherwise have been included in the CIP. Please attach a quote for each request submitted.

Please include the following supporting documentation with this year's budget request:

- An organization chart of your entire department by position title

Revenues & Appropriations:

- Please address your projected **Revenues** in detail and offer recommendations for possible increases in department charges or proposals for new Revenues.
- A brief narrative to support the budget **Appropriations** that should include the following sections:
 - Budget Comments: to describe any significant changes in the budget request, new personnel requested, or new programs and services under consideration.
 - Programs and Services: a description of each department within your budget request, a description of services provided, and any statistical information that may be of use during budget deliberations.
 - Grants: Identify potential grant or other revenue sources.

All budgets should be loaded into the financial system by December 11, 2019. After you have input your completed budget with the supporting documentation, I will be meeting with you individually to review your budget request.

Should you have any questions, please let Scott or I know.

As is customary, the SAU/School Department will be submitting the Budget in another format.

Brenda Breda

From: City of Somersworth Department of Public Works and Utilities
<jgosselin@somersworth.com>
Sent: Thursday, December 12, 2019 9:00 AM
To: Brenda Breda
Subject: City of Somersworth Awarded LCHIP Grant for Furber Chapel Preservation Efforts

Having trouble viewing this email? [Click here](#)

WELCOME
Somersworth New Hampshire
One Government Way Somersworth, NH 03878 603-692-4282

City of Somersworth Announcement

"City of Somersworth recipient of a Land and Community Heritage Investment Program (LCHIP) Grant for Furber Chapel Preservation efforts"



L-R: Michael Bobinsky, Public Works Director; Woodard Openo, Forest Glade Cemetery Trustee; Governor Chris Sununu; Mary Shaw, Chair, Forest Glade Cemetery; Amanda Merrill, LCHIP Board Chair; Dijit Taylor, LCHIP Executive Director; Robert M. Belmore, City Manager; Rep. Gerri Cannon, Somersworth

Somersworth City Manager Bob Belmore announced that the City has been awarded a \$30,000 Land and Community Heritage Investment Program (LCHIP) Grant award to provide funding for preservation improvements for the Furber Chapel at Forest Glade Cemetery. The project will involve the replacement of the slate roof on the chapel. City officials and Cemetery Trustees representatives were invited to a special ceremony organized by LCHIP officials at the State House in Concord on December 4; Governor Sununu attended and recognized the grant recipients. Mary Shaw, Chair of the Cemetery Trustees, expressed her appreciation to the LCHIP officials and the Governor on selecting the City's LCHIP grant application which will advance the historic preservation goals of the Trustees and the City Council.

Governor Chris Sununu spoke to an excited crowd of over a hundred people at the public announcement of the 2019 grant awards for the Land and Community Heritage Investment Program (LCHIP) in the Executive Council Chamber of the State House during the ceremony. "LCHIP defines 603," said Governor Chris Sununu. "These grants not only help preserve some of our state's most important natural, cultural, and historic sites, but provide an immeasurable benefit to Granite Staters." Governor Sununu congratulated the grant award recipients, highlighting the variety of projects and sources of matching funding: lands and buildings of many different types spread throughout the state plus matching funds from local conservation commissions, the community development finance authority and many other sources. The Governor further noted the importance of the personal connections in these projects. "It's not just about submitting a written application and getting a check - important relationships are forged between applicants, LCHIP and elected officials." Governor Sununu followed up by expressing a desire to visit grant recipient sites.

The event publicized the thirty-three projects receiving a total of \$3.5 million in matching grants through LCHIP. The grant round was highly competitive, with over \$7 million in funding requests compared to \$3.5 million available for grants. LCHIP Board Chair Amanda Merrill of Durham observed "The LCHIP Board of Directors was particularly impressed with the variety and quality of projects seeking support this year."

The Furber Memorial Chapel stands among mature trees and elaborate Victorian gravestones in the city-owned Forest Glade Cemetery in Somersworth. Benefactor Lizzie Furber Poor, the daughter of a manager of the Boston and Maine Railroad, dedicated the chapel in 1898 in memory of her parents. Noted Boston architect Henry Vaughan created a distinguished Gothic-revival design, featuring pointed arches, buttressed stone walls, and a steeply pitched slate roof. The \$30,000 LCHIP grant will help the City of Somersworth to remove and replace the original slate roof and to install new copper flashing and a protective moisture barrier.

About New Hampshire's Land and Community Heritage Investment Program (LCHIP).

The New Hampshire Land and Community Heritage Investment Program is an independent state authority created by the legislature in 2000 with a legislative mandate is to ensure the perpetual contribution of natural, cultural and historic resources to the economy, environment, and quality of life in New Hampshire. LCHIP provides matching grants to New Hampshire communities and non-profits to conserve and preserve the state's most important natural, cultural and historic resources. Prior to the grant awards described herein, the program has provided 466 grants which have helped to conserve more than 290,000 acres of land for food production, water quality, ecological values, timber management and recreation and supported 280 projects to rehabilitate historic

structures and sites. Grants have been awarded in all parts of the state and in 167 of New Hampshire's 234 communities. Forty-six million dollars of state money has led to a total project value of more than \$317 million. The money for LCHIP grants comes from fees on four documents recorded at the Registry of Deeds in every county of the state.

For more information about LCHIP, visit LCHIP.org or call (603) 224-4113

City of Somersworth
Jennifer Gosselin, Executive Assistant
to Michael J. Bobinsky, Director
of Public Works and Utilities

City of Somersworth, One Government Way, Somersworth, NH 03878

[SafeUnsubscribe™](#) bbreda@somersworth.com

[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

Sent by jgosselin@somersworth.com in collaboration with

Constant Contact 

Try email marketing for free today!

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
NAOMI N. BUTTERFIELD
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

December 11, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 14-20

Title: CITY COUNCIL MEETING SCHEDULE FOR 2020

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 12/12/19

By: 

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
NAOMI N. BUTTERFIELD
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

December 11, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 15-20

Title: **TO AMEND CHAPTER 12, STREETS AND SIDEWALKS**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 12/12/19

By: 

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
NAOMI N. BUTTERFIELD
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

December 11, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 19-20

Title: **PROCLAMATION DECLARING JANUARY DIVERSITY
MONTH IN THE CITY OF SOMERSWORTH**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 12/12/19

By: 

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
NAOMI N. BUTTERFIELD
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

December 11, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 20-20

Title: **TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL
SHALL NOT ACCEPT A TAX DEED ON CERTAIN PROPERTIES
SUBJECT TO AN UNREDEEMED TAX LIEN**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 12/12/19

By: 

MITCHELL MUNICIPAL GROUP, P.A.
ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
NAOMI N. BUTTERFIELD
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

December 11, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 21-20

Title: **TO NOTIFY THE CITY TAX COLLECTOR THAT THE CITY COUNCIL
SHALL NOT ACCEPT A TAX DEED ON PROPERTIES LOCATED ON
WEXFORD LANE AND BLACKWATER ROAD SUBJECT TO AN
UNREDEEMED TAX LIEN**

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 12/12/19

By: 

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
NAOMI N. BUTTERFIELD
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

December 11, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 22-20

Title: TO AUTHORIZE THE CITY MANAGER TO SIGN AN APPLICATION FOR
A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) TO UPGRADE
THE WINDOWS AT THE ALBERT J. NADEAU HOMES AND FILION TERRACE,
AND REPLACE APARTMENT DOORS AT FILION TERRACE AND CHARPENTIER
APARTMENTS, AND TO SIGN THE ADOPTED 2020 CITY HOUSING AND
COMMUNITY DEVELOPMENT PLAN AND 2020 RESIDENTIAL
ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 12/12/19

By: 

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

WALTER L. MITCHELL
LAURA A. SPECTOR-MORGAN
STEVEN M. WHITLEY
NAOMI N. BUTTERFIELD
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

December 12, 2019

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 23-20

Title: **PROCLAIMING SOMERSWORTH A WELCOMING CITY**

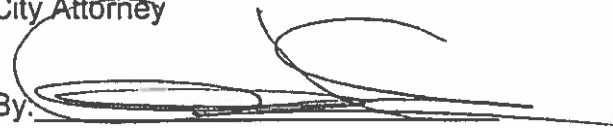
This is to confirm that in accordance with Somersworth City Council Rules and Regulations #17 (D)1, we have reviewed the above referenced resolution. To our examination it is in correct technical form, and to our understanding is not repugnant to the laws and constitution of the State of New Hampshire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

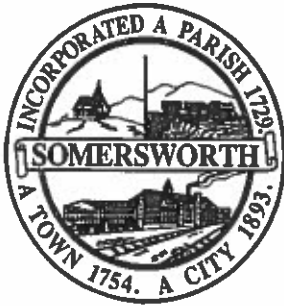
MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: _____

12/12/19

By: _____





MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: December 13, 2019

Re: **Monthly Report**

Finance Department:

- Started FY 2020-2021 budget preparation.
- Assisted in presentation of FY2021-2026 CIP to Planning Board.
- Sold 3 City Vehicles on Govdeals.com. Received \$4,933.
- Bids:
 - Catch Basin Cleaning – Received Nov. 21, 2019
 - Water Storage Assessment – Due Dec. 12, 2019
 - Wellfield Assessment – Due Dec. 12, 2019
 - Plaza Acquisition – Jan. 16, 2020
 - DPW Back-up Generator – Jan. 9, 2020

City Clerk:

- Prepared for and took minutes at one scheduled City Council meeting and standing committee meetings during the month.
- Total receipts for the month were \$6,425.
- Permits:
 - Somersworth Festival Assoc. – 11/6/2019
 - Somersworth Festival Assoc. – 11/21/2019
 - Our Lady of Angels Catholic Church – 11/4/2019
 - Somersworth Festival Assoc. – 11/6/2019
 - Somersworth Festival Assoc. – 11/21/2019

Tax Collector

- Motor vehicle registrations were a total of \$158,900 during the month.
- Collected \$4,645 for Municipal Transportation Fund during month.
- 5 customers used the drive up window.
- Total receipts for the month were \$11,466,003.
- Tax bills were prepared and mailed out.

Human Services:

- Total assistance for the month was \$5,640. That compares to \$7,186 for the month of October 2019 and \$13,106 for November 2018.
- 7 new cases were opened compared to 8 in 2018.
- 17 cases were approved for varying levels of assistance. 22 cases were referred to other agencies for support.

Library:

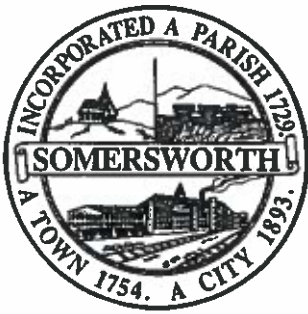
- The Library Director attended the NH Library Association Fall conference.
- The library had 2,293 visits during the month.
- 55 people attend the four story times, and 12 people attended the book club.

Assessing:

- The Assessing Department is conducting year 1 of cyclical inspections.
- Started accepting abatement requests. Taxpayers can file until March 2020.

Information Technology

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



Department of Development Services

Date: November 30, 2019

From: Shanna B. Saunders

Director of Planning & Community Development

Re: November 2019 - 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 – November 6
- Conservation Commission – November 13
- Planning Board – November 20
- SRTC – No Meeting
- Historic District Commission meeting – November 7 & 26

And attended the following Special Meetings:

- SRPC Transportation Advisory Committee – November 1
- NH Planner's Association - November 9
- Traffic Safety Committee Meeting - November 20
- CIP Workshop - November 20
- Finance Committee – November 26

Building and Health Departments:

Major Building Permits Applied for in November 2019 Construction Costs and Fee

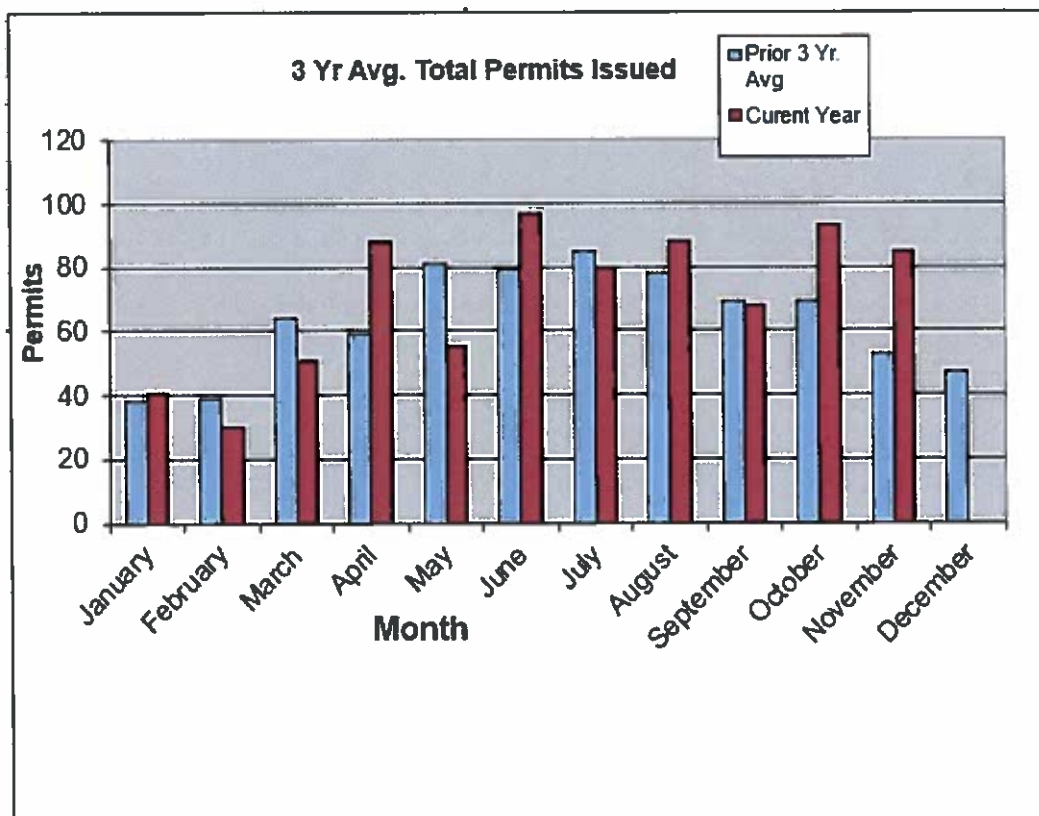
	Address	Construction cost	Fee
26	Linden	\$100,000.00	\$810.00
97	High	\$25,000.00	\$210.00
15	Dudley Ct	\$50,000.00	\$410.00
14	Dudley Ct	\$45,000.00	\$370.00
85	Sunningdale Dr	\$179,000.00	\$1,636.00
85	Sunningdale Dr	\$210,000.00	\$1,915.00

Minor Building Permits Applied for in November 2019

	Address	Construction cost	Fee
45	Grand	\$25,000.00	\$210.00
245	Old Rochester Rd	\$500.00	\$25.00
3	Bennett	\$8,743.00	\$79.94
11	Kilda	\$4,700.00	\$57.00
17	Green	\$80.00	\$25.00
87	Franklin	\$2,500.00	\$30.00
4	Jessica Ct	\$2,001.00	\$26.00
26	Rocky Hill Rd	\$2,500.00	\$35.00
19	Crest Dr	\$6,479.17	\$61.83
311	Rt. 108	\$10,000.00	\$90.00
311	Rt. 108	\$35,000.00	\$290.00
59	Kelwyn Dr	\$3,598.00	\$38.78
28	Green	\$10,000.00	\$110.00
8	Glenview	\$6,890.00	\$65.12
22	Rouleau Dr	\$1,913.00	\$25.30
8	Union	\$5,600.00	\$54.80
26	South	\$1,500.00	\$25.00
347	High	\$11,424.00	\$106.00
34	Lil-Nor Ave	\$350.00	\$25.00
399	High	\$1,545.00	\$62.00
81	Blackwater Rd	\$19,809.00	\$203.28
21	Ruel	\$18,948.00	\$195.53
16	Winter	\$2,500.00	\$47.50
18C	Grove	\$2,227.00	\$29.00
16	Hamilton	\$2,000.00	\$26.00

Permit Receipts

	2017	2018	2019	DIFFERENCE this year to last	% OF CHANGE
January	\$15,262.40	\$12,784.00	\$2,892.72	-\$9,891.28	-16.2%
February	\$9,264.40	\$4,087.20	\$14,333.00	\$10,245.80	-55.9%
March	\$23,362.82	\$5,307.00	\$11,377.66	\$6,070.66	-77.3%
April	\$6,935.89	\$7,899.24	\$12,091.95	\$4,192.71	13.9%
May	\$11,780.49	\$8,966.00	\$4,185.76	-\$4,780.24	-23.9%
June	\$10,058.40	\$7,652.50	\$91,825.41	\$84,172.91	-23.9%
July	\$5,776.84	\$7,641.00	\$17,611.12	\$9,970.12	32.3%
August	\$9,724.60	\$4,329.00	\$21,606.17	\$17,277.17	-55.5%
September	\$7,400.00	\$3,039.60	\$12,015.79	\$8,976.19	-58.9%
October	\$6,460.00	\$7,291.00	\$25,228.33	\$17,937.33	12.9%
November	\$8,584.44	\$19,126.00	\$25,526.43	\$6,400.43	122.8%
December	\$2,621.00	\$14,154.00	\$0.00	N/A	
Year total	\$117,231.28	\$102,276.54	\$238,694.34	\$150,571.80	
Difference of change this year to last (completed months only)		\$88,122.54	\$238,694.34	\$150,571.80	170.9%



Total Permits

ROW		2017	2018	2019	DIFFERENCE this month to last year's month	% OF CHANGE
4	January	51	29	41	41	29.3%
5	February	36	31	30	30	-3.3%
6	March	79	43	51	51	15.7%
7	April	58	62	88	88	29.5%
8	May	99	84	55	55	-52.7%
9	June	94	65	97	97	33.0%
10	July	75	91	80	80	-13.8%
11	August	88	67	88	88	23.9%
12	September	83	56	68	68	17.6%
13	October	77	73	93	93	21.5%
14	November	61	50	85	85	41.2%
15	December	49	38	0	N/A	
16						
17	YTD Totals	850	689	776	125	12.6%
18	Difference of changes this year to last year (Completed months only)		651	776	125	19.2%

Property Maintenance

CN – Courtesy Notice
NOV – Violation Notice
COMPLAINT – Summons filed with Court

Location		Complaint Type	Date of Complaint	Notifications Issued	Status
8	Beacon	Trash	11/1/19	CN	COMPLETED
85	Elm	Trash	8/16/19	CN, NOV, COMPLAINT	COMPLETED
20	Green	Zoning Violation	11/15/19	CN, NOV	COMPLETED
198	Main	Zoning violation	10/16/19	CN	COMPLETED
94	Maple	Trash	11/1/19	CN	COMPLETED
7-9	Prospect	Trash	11/1/19	CN	COMPLETED
375	Rt. 108	Unregistered Cars	3/11/19	NOV, COMPLAINT	COMPLETED
216	Rt. 108	Site Plan Violation	10/31/19	CN	COMPLETED
41	Salmon Falls Rd	Zoning Violation	11/19/19	CN	COMPLETED
22	Bourque	Trash	11/15/19	CN, NOV	PENDING
48	Green	Housing Violation	10/10/19	CN, NOV, COMPLAINT	PENDING
28	Green	Contract/IPMC Violation	9/25/19	NOV, COMPLAINT	PENDING
254	High	Protective treatments	5/16/19	CN, NOV	PENDING
50	Main	Housing Violation	11/21/19	CN	PENDING

PLEASE NOTE – All matters shown as “Completed” were active matters which were closed in the month of November 2019 due to violations being brought into compliance. All matters shown as “Pending” are current, active matters, all of which were initiated in the month of November 2019.

- In the month of November, 2019, nine (9) open matters became compliant and were closed.
- In November 2019, the Code Compliance Office issued:
 - Sixteen (16) Courtesy Notices;
 - Six (6) Violation Notices; and
 - One District Court Complaint.

COURT MATTERS

- **375 Rt. 108.** – As of November 26, 2019, all vehicles have been removed from the old Kia Dealership. The case has been dismissed without prejudice,

and the property owner has made assurances that the remaining debris on the property will be cleaned up shortly.

- **15-17 Grove St.** - A Case Status Hearing was conducted on 10/28/19. As of that date, the HDC approved work was still incomplete. Per a court-filed Agreement executed in the summer of 2019, all work was to have been completed by September of 2019. As a result of breaching the Agreement and the absence of mitigation factors explaining the incompleteness, the City moved to impose the remainder of the suspended civil penalty. The court has yet to rule on this motion.
 - Following the hearing, work was completed on 15-17 Grove, however, the work, specifically the hand-railings, are not to code, and the property owner will thus have to make appropriate repairs.
 - The City is still waiting for the Court to make a ruling on the City's motion.
- **28 Green (Chabot's Creamery)** – Suit was filed on 10/11/19. On 11/6/19, the property owner submitted a permit application for work to bring the property into compliance, per the City's Private Agreement with the owner, as well as satisfying all IPMC codes.
 - An executed Agreement was filed with the Court stating that all work shall be completed by April 1, 2019.
- **48 Green Street** – Suit was filed against KAB Realty on November 6, 2019, for electrical, plumbing, and shower conditions. Arraignment is set for December 9, 2019.
- **15 Grove** – In the beginning of the month, I was contacted by a tenant of 15 Grove for complaints of rodent infestation. Upon inspection, several more violations were found. The City's Notice of Violation expires on December 2, 2019. Suit will be filed sometime during the first week of December, as it is unlikely that the property owner will bring the violations into compliance.

Land Use Boards:

Conservation Commission November 2019:

During the meeting the Commission reviewed the following:

- Steven E. Brown, is seeking an After the Fact Conditional Use Permit to allow earthwork activities within the 100' wetland buffer on properties located at Commercial and Willand Drive, in the Commercial Industrial (C/I) District, Assessor's Map 43 Lots 1-G, 1-I & 1-K, CUP# 05-2019.
 - Tabled for more a completed restoration plan.
- Wentworth Douglass Hospital, is seeking conditional use permit for a 1 mile long nature trail in the wetland buffer on a property located at 23 Works Way, in the Commercial Industrial (CI) District, Assessor's Map 61 Lot 14B, CUP# 08-2019
 - Site walk of the site and tabled for a full wetland delineation plan.

Historic District Commission November 2019:

During the meeting the HDC reviewed the following:

November 7 HDC Meeting:

- Frederick & Susan Love, at 47 Maple Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 173, HDC# 41-2019. Application to repair sections of gutters and cornice and repair siding shingles was **approved.**

November 26 HDC Meeting:

- Darren Desjarlais, 18 Grove Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11 Lot 29, HDC# 42-2019. Application to replace 4 windows was **approved.**
- Maggie Larsen, 16 Hamilton Street, in the Residential Multi-Family with Historic Overlay (R3H) District, Assessor's Map 10 Lot 123, HDC# 43-2019. Application to replace 3 windows was **approved.**
- Matt & Amanda Hamilton, 22 Page Street, in the Residential Single Family/A with Historic Overlay (R1AH) District, Assessor's Map 11 Lot 148, HDC# 45-2019. Application to replace 2 doors and 1 window was **approved.**

Planning Board November 2019:

The Planning Board reviewed the following:

- SNTG, LLC (Green Collar Laundry), 472 High Street, in the Residential Commercial (RC) District, Assessor's Map 40 Lots 4-A & 4-B, SITE# 8-2019. Application for site plan approval to add a 4,500 sq. ft. commercial building and associated parking and infrastructure to the existing commercial site **remained on the table to allow for response to the third party review report.**
- Trio Investments, LLC, 49 Market Street, in the Business with Historic Overlay (BH) District, Assessor's Map 11 Lot 78, SITE# 09-2016. Application for site plan amendment on event operations was **approved.**

- Discussion regarding site plan compliance including access management and landscaping for Cumberland Farms Inc., 216 Route 108, Map 62 Lot 11, SITE# 10-2016
 - **Planning Board is requesting Cumberland Farms to attend a compliance hearing.**
- City of Somersworth, is seeking a voluntary merger of Map 20 Lots 05-87 through 05-177 with the open space parcel of the Sunningdale Subdivision. Was **approved**.
- River Valley Development 206 Green Street, in the Residential Single Family (R1) District, Assessor's Map 08 Lot 78, SITE# 01-2018. Request per RSA 676:4-b.I, to have DuBois & King, Inc. be the third party consultant for the remainder of the construction of Townhomes at Green Ridge project was **denied**.
- Goodwin Community Health 311 Route 108, in the Commercial/Industrial (CI) District, Assessor's Map 48 Lot 24E SITE # 005-2019. Request for an extension of the Planning Board approval to construct an addition on a property was **approved**.

Site Review Technical Committee November 2019: No meetings

Zoning Board November 2019:

The Zoning Board reviewed the following:

- Joaquin R. German 247 Main Street, in the Business (B) District, Assessor's Map 09 Lot 228, ZBA# 17-2019. Application for a variance from Table 4.A.1, footnote 2 to allow 100% residential on the first floor with on-site parking was **approved**.
- Home Made by Rivka, Rivka Rowe 95 W. High Street, in the Residential/Single Family (R1) District, Assessor's map 25 Lot 72, ZBA# 18-2019. Application for a variance from Section 8.C.6 to allow retail space for a home occupation was **denied**.
 - Application for a variance from Section 8.F.5 to allow additional signage for a home occupation was **tabled**.
- Mike Fischer, 253 Main Street, in the Business (B) District, Assessor's Map 09 Lot 227, ZBA# 19-2019. Application for a variance from Table 4.A.1, footnote 2 to allow residential on the first floor was **approved**.

Economic Development – November 2019

- **Upcoming Roundtables:**
 - Regional Economic Development Roundtable: 12-5-19
 - Downtown: 11-13-19 @ 8:30
 - BIBED (Bankers-Investors- Brokers & E.D.): 1-16-20 @ 8:30
- **Vacant Space Sold or Leased: New Tenants Secured and /or in Process**
 - ✓ Station 319 is leased! "Gravy" will open in January to feature Poutine
 - ✓ Cross Insurance is leased! "New Place Nails" will open in December
- **Tenant Prospects: Business – Exploring [considering] Somersworth**
 - ✓ Cards and Gifts Store
 - ✓ Plastic Company
 - ✓ Theater Company
 - ✓ High-end Jeweler
 - ✓ Stereo Equipment Store
- **Miscellaneous Business-Related Activity**
 - ✓ Planning BEA Commissioner Taylor Caswell visit to Somersworth
 - ✓ Hosting Strafford Learning Center business start-up and entrepreneur class to overview considerations for creating and opening a business
 - ✓ Exploring new ERZ expansion to selected specific sites
 - ✓ Meeting with new Chamber of Commerce Executive Director
 - ✓ Auditorium/Stadium seating approved for Hall at Great Falls!
 - ✓ VFW front façade garden Improvement project
 - ✓ Plaza RFP/Bid – Deadline January 16
 - ✓ Outside Features Ordinance Proposal prepared
 - ✓ Downtown Roundtable Projects:
 - Plaid Friday: November 29
 - Shop Small Saturday: November 30
 - Downtown Parade: December 7
 - Downtown Story Boards Project: December 2019
 - Downtown Kids Art Project: January & February 2020
 - Outside Features Ordinance
- **Marketing and Brand Identity**
 - ✓ Working with new Marketing Firm: Open the Door- Christina Pappas
- **Community Advocacy**
 - ✓ Monthly: Seacoast Region - Economic Development Roundtable
 - ✓ Quarterly: Great Falls Economic Development Corporation - BOD
 - ✓ Quarterly: Skyhaven Airport – BOD & Marketing Committee

Parks and Recreation – November 2019

- Rec Basketball started on Saturday, November 16th. This 8-week program focuses on teaching the fundamentals of basketball through fun games and friendly scrimmages. Our goal is to provide a fun, instructional, and safe program that is inclusive to all physical abilities. We utilize Idlehurst Elementary School gym and the Middle School gym on Saturday mornings from 8:00-12:00 p.m. This year we have 93 children in grades 1-6 participating.
- The early bird fee for Biddy Basketball is running until December 5th. We're encouraging families to register early as it helps Rec staff plan better for the upcoming season. The deadline to register is Jan. 6th. We offer 2 sessions of Biddy Ball- the first group is ages 3-4 and the second group is ages 5-6. This is a great introductory program designed to teach the basic fundamentals of basketball through fun games. The program is instructed by the Recreation Supervisor and a handful of parent volunteers.
- Sips and Sentiments, a holiday ornament and card making workshop for seniors was held on Thursday, Nov. 21st 1:00-3:00 p.m. at the Gathering Place Studio and Shop in Somersworth. Seniors were able to create homemade holiday cards, a pinecone Santa ornament, and a sand dollar snowman ornament to take home.
- Our Flashlight Candy Cane Hunt is scheduled for Friday, December 6th at the Somersworth High School Football field. The hunt begins at 6:00 p.m. sharp. Participants will help find all of the candy canes scattered throughout the field with their flashlights. Afterwards there will be an opportunity to visit with Santa while enjoying cookies, cocoa, and holiday cheer.
- We will be co-hosting the Senior Holiday Tea event with SYC again on Monday, December 9th. This is a free event for seniors and is held at the Flanagan Center Gym from 4:00-5:00 p.m. Students from SYC are the stars of the event as they assist SYC and Rec staff with serving seniors tea, cocoa, and lots of special treats. Students sing festive songs along with the seniors and help call bingo numbers. There will be plenty raffle prizes for Bingo winners and the guess jar contest. Many of the SYC students invite their grandparents to attend and the event is truly a special way to celebrate the holiday season.
- Recreation staff will be partnering with SYC again in March to bring a new event for Seniors. The Senior Luau Party will be held in March and will be a free event for all Somersworth seniors. We'll have active games fit for all physical abilities, table games, raffle prizes, luau treats, and so much more. We're excited to offer this new intergenerational event in 2020.

MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: December 10, 2019

SUBJECT: Public Works Department Monthly Report for November-December, 2019

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Substantially completed road repairs and paving work to 23 separate streets in the City. Weather is a factor in not completing details such as long line marking on 2-3 streets and shoulder work on Stackpole Road.
- Provided comments on the TAP grant Preliminary Engineering sidewalk plans
- Reviewed and offered comments to the project architect on the Veterans Memorial Park project
- Attended the NHMA annual conference in Manchester in late November.
- Participated in the City Council Public Works and Environment Committee, began a discussion with the Council Committee members about FY21 road repair projects.
- Attended a Seacoast Stormwater Coalition Meeting.
- Held a pre-proposal conference with interested firms on the RFP for evaluation and offering recommendations to the Hamilton Storage Tank and an assessment of the Rocky Hill Road well field.
- Attending the November Sustainability Committee meeting.
- Highway Division responded to the December 1-6 Snow Storm event, with round the clock plowing operations and snow removal in the downtown before the Saturday Christmas Parade and block party in the Downtown. The City received approximately 10-14" of snow during the multiple day event.
- Highway personnel assisted with road closure support during the December 7 Christmas Parade.
- Participated in the December Cemetery Trustees Meeting.
- Received notice that the City's LCHIP grant application for \$30,000 to rebuild the slate roof at the Furber Chapel at Forest Glade Cemetery was approved; attended a special ceremony with representatives of the Trustees at the State House in Concord, and representatives of the LCHIP program.

HIGHWAY DIVISION

Operations/Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed pothole patching city wide
- Repaired dirt roads around the city
- Performed city trash collection at receptacles, and city buildings
- Performed trimming of overhanging brush on sidewalks and signs
- Burned the Farm in preparation for fall Brush collection

- Performed seasonal Brush Collection
- Performed seasonal Leaf Collection
- Prepared equipment for winter operations
- Placed and filled salt barrels in preparation for winter
- Installed the Christmas tree in preparation for the parade
- Installed light pole decorations downtown
- Assisted PD with removal of unusable bikes from impound
- Removed "No Parking" signs from paving area
- Removed old steel from paving area that was replaced with new
- Set up for voting at various locations around the city
- Investigated a sink hole on High St
- Performed street sweeping in key areas

Recreation:

- Performed fall clean ups on USS Somersworth and Stein Park in preparation for Veterans Day

Cemetery:

- Cleared the Veterans area of leaves before Veterans Day Ceremony

Sewer Collections Maintenance:

- Received 34 Digsafe requests

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (A2O) process which is used during our winter seasonal limits. This process focuses solely on Biochemical Oxygen Demand & Total Suspended Solids. The winter season runs from Oct 1st thru April 30th.
- Water Distribution inspected the backflow preventers at the wastewater treatment facility and the Blackwater Rd pump station. In all, five units were inspected and passed.
- I was notified by the New England Water Environment Association (NEWEA) that the Somersworth Wastewater Treatment Facility has been selected as recipient of the 2019 "Energy Management Achievement Award". This is a great honor and recognizes the effort of both the facility and City Hall staff.
- Treated a total of 29,950 gallons of septage from residents not on city sewer.

Compliance:

- Preparing monthly reports to US-EPA and NH-DES. Reports are due to the agencies by the 15th of each month.
- Reported no permit exceedances for the month of November.
- Treated a total of 45-million gallons of wastewater during the month.

Industrial Pretreatment Program (IPP):

- Revised and reissued a significant Industrial User (SIU) permit to Tri-State Seafoods located on Interstate Drive. This permit renewal term is for three years.
- Addressed two separate (SIU's) with incorrect data reporting and poor sampling techniques. This was an informal reminder and a complimentary training event for each industry.

Capital Improvements Plan Items:

- WWTF upgrade – The final bid documents have been sent to NH-DES for approval. Public Notice (30-days) has been posted on the city website and in the Manchester Union. Due to a scheduling conflict with NH-DES the bid schedule has been changed. The new dates are as follows; Conduct a pre-bid meeting at City Hall on January 21st 2020 at 10am. Complete the bid opening at City Hall on February 7th 2020 at 2pm.

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

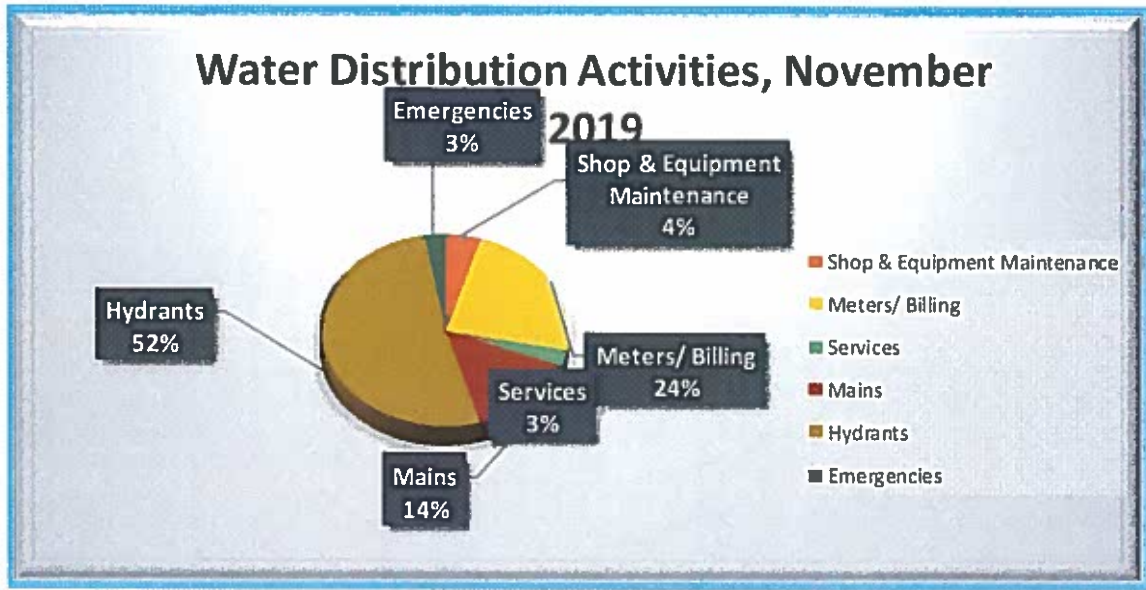
- Bacteria's and TOC's completed
- Pumped 31,523,688 gallons of raw water
- Filtered and pumped to the city 28,270,500 of finished water
- Responded to water quality complaint in Sunningdale development
- Hach continued work on Mn analyzer calibration
- Began PFOA testing for the well and treatment plant
- Began working on FY21 budget
- Staff completed Primex online training
- Generator block heater failure, operator manually until repair completes
- Ordered new air dryer for pneumatic system
- Attended non-mandatory RFP pre-bid meeting

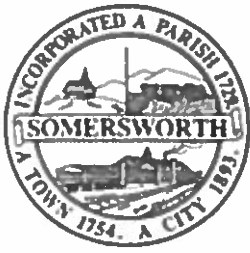
ENGINEERING DIVISION

- Continued oversight of final paving activities for Pike Industries, with outstanding tasks to be addressed in December.
- Oversaw completion of crack sealing on a segment of High Street between Tri-City Road and Penny Lane.
- Developing a draft stormwater pollution prevention plan for City facilities as required in the City's EPA stormwater permit.
- Participated in a pre-bid meeting for the two water-related RFPs that were released by the City in November.
- Participated in an update of the fire station.
- Worked with the City Manager on addressing ongoing City Hall maintenance items, including the HVAC system.
- Continued work on revisions to Chapter 12 of the City Ordinance regarding trench permit updates and administrative changes.
- Conducted technical review of the Veteran's Park preliminary drawings in conjunction with the DPW director.
- Developing annual budget estimates for ongoing and new projects.

WATER DISTRIBUTION

- Water Distribution operators completed over 85 work orders and service requests in the month of November.
- Operators focused mostly on hydrant maintenance in the month of November. Minor repairs were made to hydrants on Washington at Main Street and 382 High Street. A hydrant on High Street at Tri City Road was replaced. Reflective markers were installed on hydrants thru out the City to help prevent plow / vehicle damage in the upcoming winter months.
- Operators responded to several emergencies including digsafes and two broken service lines, one on Ford Street and another on Indian Brook Drive.





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: December 11, 2019
Subject: Monthly Report – Month of November 2019

Bob:

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

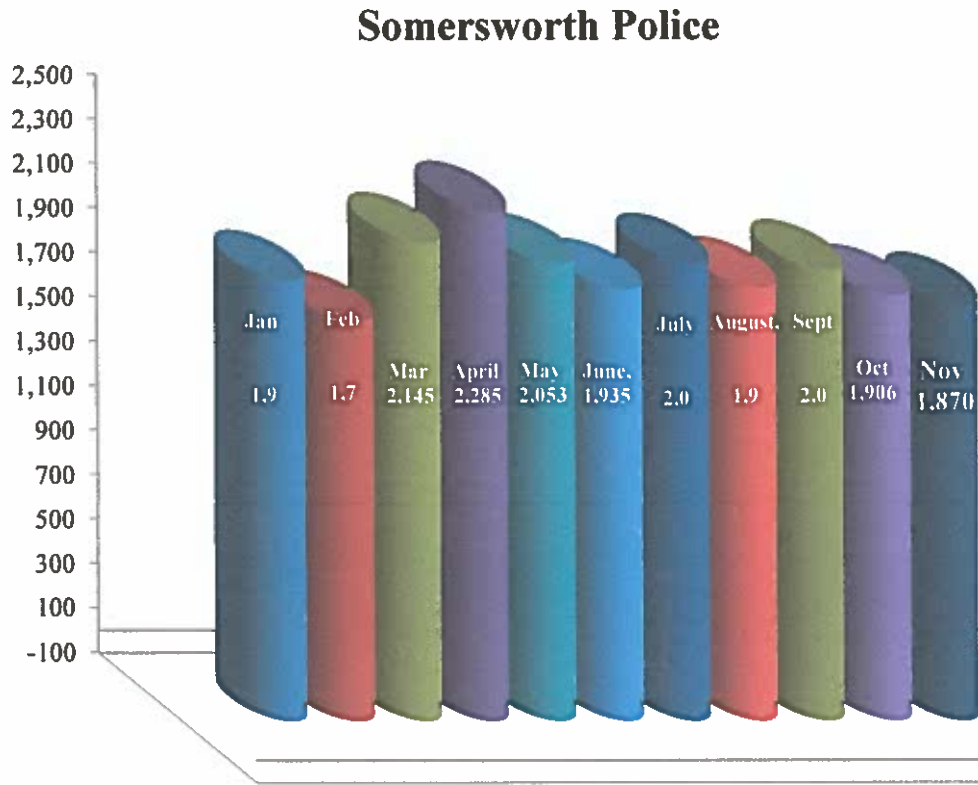
COMMUNITY POLICING:

- Officer James McCoy spent some quality time reading to the students at Idlehurst School on November 1.
- We have been reminding motorists about removing all snow and ice from any vehicle they are operating on a public way per Jessica's Law.

PERSONNEL/TRAINING:

- Updated Lethality Assessment Program (LAP) Training for victims of domestic violence.
- Officers attended the 2019 Strafford County Addiction Summit for Building Trauma Informed Communities.
- K9 Bravo and K9 Officer Colton Deschenes attended a course on Advanced Decoy and Stress Inoculation.
- Officers were recertified in Firearms and Use of Force in Taser.
- Officers have been recertified in their PT Training.

STATISTICS:



Month	2019	2018
January	1,976	2,085
Feb	1,796	1,878
March	2,145	2,215
April	2,285	2,452
May	2,053	2,409
June	1,935	2,406
July	2,048	2,174
August	1,943	2,238
Sept	2,020	2,263
Oct	1,906	2,123
Nov	1,870	2,055
Dec		1,936
TOTAL	21,977	26,234



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



Keith E. Hoyle
Fire Chief & Emergency Management Director
khoyle@sommersworth.com

Business: (603) 692-3457
Fax: (603) 692-5147
www.sommersworth.com

NOVEMBER 2019 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	8
Vehicle Fires:	0
Outside Fires:	3
Emergency Medical:	51
Motor Vehicle Crash:	13
Malfunction/false alarm:	8
Accidental/public service:	36
Hazardous Condition:	9
Hazardous Materials:	4

NON-EMERGENCY ACTIVITIES

Burning Permits:	8
Fireworks Permits:	0
Oil Burner Permits:	1
Place of Assembly Permits:	0
Fire Safety Inspections:	4
Fire Drills:	4

CALLS FOR SERVICE

- We responded to 27 more emergency calls this November (132) than in November 2018 – an increase of 21%.
- We responded to mutual aid fires in Barrington, Dover, Milton, Rochester and in Maine to Berwick and South Berwick.
- Stewarts Ambulance continues to provide excellent EMS services with an average response time of 4 minutes 28 seconds.

PLANNING/PROJECTS/GRANTS

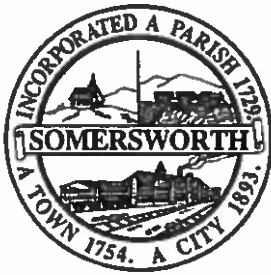
- Port One Architects from Portsmouth continued with the fire station assessment project with one visit where they showed infrastructure they were working on.

- Attended Planning Board meeting where the FY21-26 CIP was presented.
- Received “active shooter” equipment from NH Department of Safety grant. Members are training on donning the equipment.
- Attended winter storm preparation meeting.
- New call firefighters Bill Kincaid and Robert Pechstein were approved by the NH State Police and Redi Care and have begun orientation.
- The DPW mechanic and our vendor mechanic are sorting through the brush truck specifications to see where adjustments can be made as the bids came in higher than anticipated.

TRAINING/MEETINGS

- We continue to train 4 new career firefighters on shift.
- Four new call FFs begin FF I/II training in North Berwick on December 2.
- Attended Traffic Safety Committee and Seacoast Fire Chiefs meetings.
- Attended Strafford County Public Health meeting

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



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Finance Director

Date: November 20, 2019

Re: **Debt Service – Proposed Projects**

I have reviewed our current debt schedule in an effort to plan projected new debt based on current expiring debt. The projects under consideration are the Cemetery Road improvements and the New Fire Station project.

The City does have some expiring debt over the next couple years that will help minimize the impact on the property tax rate for any debt issued for these two projects. Debt expiring over the next two Fiscal Years is as follows:

- \$1,400,000 Bond Issue for a new City Hall – Final Payment January 2021.
- \$3,500,000 Bond Issue for a new Police Station – Final Payment August 2021.

In order to project the impact of new debt issues I have made the following assumptions:

- Bonding for the Cemetery Road project – *a \$1,750,000 issue at 3% amortized over 15 years issued in the fall of 2020*, for the General Fund portion of the project. Although the total project will be in the area of \$3.5 million, much of the work will be associated with Water and Sewer improvements that will be supported by user fees.
- Bonding for the new Fire Station project – *a \$6,000,000 issue at 3% amortized over 20 years issued in the fall of 2021*.

Based on these assumptions and expiring debt, the net impact on the tax rate due to increased debt service would be as follows:

- The Fiscal Year 2022 budget net property tax rate increase for the additional debt service would be \$.07 cents.
- The Fiscal Year 2023 budget net property tax rate increase for the additional debt service would be \$.21 cents.

There isn't a window of expiring debt in the enterprise funds until Fiscal Year 2026 and beyond. However, the rate structure we currently have in place will support the improvements anticipated for Cemetery Road. Any future utility improvements should be reviewed on a case by case basis.

I have attached copies of the City's debt service schedules for the General Fund and Utility Funds. I have also attached a graph hoping to depict visually the impact of the proposed debt and the impact it would have on that property tax rate.

Please let me know if you have any questions or need any additional information.

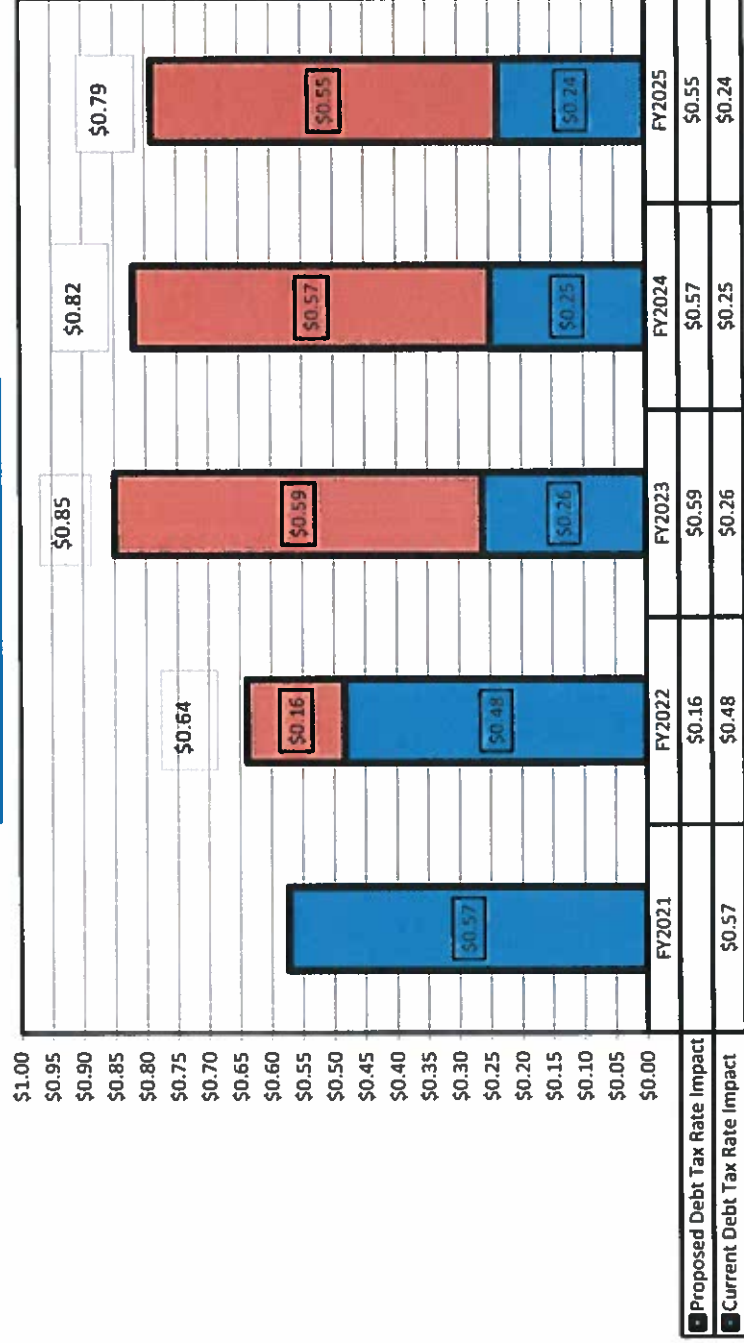
City Debt Schedule

BOND	DATE	Original Issue Amount	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
PRINCIPAL												
HIGH ST CORRIDOR	Aug 15, 1999	\$1,300,000	65,000									
NEW CITY HALL	Dec 14, 2000	\$1,400,000	70,000	70,000								
POLICE STATION	Aug 15, 2006	\$3,426,127	225,000	225,000	225,000							
DOWNTOWN IMP BOND	Jul 18, 2013	\$1,748,450 (50%)	116,875	116,875	116,875	116,875	116,875	116,875	116,875	114,750	114,750	114,750
DOWNTOWN IMP/Bridge	Jul 17, 2014	\$490,000	29,400	29,400	29,400	29,400	29,400	29,400	29,400	29,400	29,400	29,400
HIGH STREET	Jul 17, 2014	\$1,100,000	85,500	85,500	85,500	85,500	85,500	85,500				
TOTAL PRINCIPAL			691,775	526,775	456,775	231,775	231,775	231,775	146,275	144,150	144,150	144,150
INTEREST												
HIGH ST CORRIDOR	Aug 15, 1999		1,706									
NEW CITY HALL	Dec 14, 2000		7,350	3,675								
POLICE STATION	Aug 15, 2006		14,297	5,401	44							
DOWNTOWN IMP BOND	Jul 18, 2013		55,132	49,025	42,772	36,520	30,267	24,744	19,952	14,630	8,778	2,926
DOWNTOWN IMP/Bridge	Jul 17, 2014		13,686	12,186	10,687	9,188	7,688	6,189	4,983	4,072	3,014	1,808
HIGH STREET	Jul 17, 2014		23,983	19,622	15,262	10,901	6,541	2,180				
TOTAL INTEREST			116,153	89,909	68,764	56,609	44,496	33,113	24,935	18,702	11,792	4,734
TOTAL PAYMENT - Principal and Interest			707,928	616,684	525,539	288,384	276,271	264,888	171,210	162,852	155,942	148,884

Other Funds Debt Schedule

BOND	DATE	Original Issue Amount	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
WATER FUND													
WATER UPGRADE-Dec 2007		\$1,843,500	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000		
WATER UPGRADE- April 2009 (NHMBB Ref)		\$5,000,000	230,000	240,000	250,000	270,000	280,000	295,000	305,000	305,000	430,000		
DOWNTOWN IMP - July 2013		\$1,150,153 (32.5%)	79,475	79,475	79,475	79,475	79,475	79,475	79,475	78,030	78,030		
HIGH STREET	Jul 17, 2014	\$1,100,000	9,500	9,500	9,500	9,500	9,500	9,500					
TOTAL WATER FUND			408,975	419,975	428,975	438,975	448,975	458,975	464,475	473,030	598,030	78,030	0
WASTE WATER FUND													
WASTEWATER UPGRADE Nov 1, 2010		\$524,944	25,904	25,669	27,455	28,266	29,101	29,959	30,844	31,755	32,692	33,657	30,436
WASTEWATER UPGRADE Dec 31, 2005		\$10,324,627	505,000	500,000	495,000	495,000	490,000	490,000	490,000				
DOWNTOWN IMP - July 2013		\$544,996 (15.4%)	37,400	37,400	37,400	37,400	37,400	37,400	37,400	36,720	36,720		
TOTAL WASTE WATER			568,304	564,069	559,855	560,666	556,501	557,359	558,244	58,475	69,412	70,377	30,436
TOTAL PRINCIPAL DUE			977,279	983,044	988,830	999,641	1,005,476	1,016,334	1,022,719	541,505	667,442	148,407	30,436
INTEREST DUE													
WATER													
WATER UPGRADE-Dec 2007			30,538	26,713	22,888	19,063	15,738	11,913	10,788	4,263	2,995		
WATER UPGRADE- April 2008			87,700	78,500	68,900	58,900	48,500	37,700	26,500	14,700	8,600		
DOWNTOWN IMP - July 2013			37,490	33,337	29,085	24,833	20,581	16,826	13,568	9,949	5,969	1,990	
HIGH STREET	Jul 17, 2014		2,665	2,180	1,696	1,211	727	243					
TOTAL WATER FUND			158,392	140,730	122,569	104,007	85,546	66,682	50,855	28,911	17,564	1,990	0
WASTER WATER FUND													
WASTEWATER UPGRADE Nov 1, 2010			9,645	8,881	8,093	7,283	6,449	5,589	4,705	3,795	2,857	1,892	898
WASTEWATER UPGRADE Dec 31, 2005			111,225	98,600	83,600	68,749	53,900	39,200	19,600				
DOWNTOWN IMP - July 2013			17,612	15,688	13,687	11,686	9,685	7,918	6,385	4,682	2,809	936	
TOTAL WASTE WATER FUND			138,483	123,169	105,381	87,718	70,034	52,708	30,690	8,476	5,666	2,828	898
TOTAL INTEREST DUE			296,875	263,899	227,949	191,725	155,580	119,390	81,545	37,388	23,238	4,818	898
Total Enterprise Fund Debt			1,274,154	1,246,943	1,216,779	1,191,366	1,161,056	1,135,724	1,104,264	578,893	690,672	153,225	31,334

**Somersworth Debt Service
Estimated Tax Rate Impact.**





Welcome Commissioner Taylor Caswell !

Somersworth City Hall
1 Government Way, Somersworth

Tuesday, December 17, 2019
2:30-4PM

“Bonjour”

- 2:30 – 3:15: Introductions & Economic Overview of Somersworth “On the Move”
Bob Belmore – City Manager
Shanna B. Saunders – Director of Planning & Community Development
Robin Comstock – Economic Development Manager
- 3:15 - 3:30:
Walking Downtown tour to 22 Canal Street – Chinburg Mill mixed use development
- 3:30-4:00:
Tour of 22 Canal Street, Mixed Use Mill Development,
 - visit Blue Dolphin Screen-print & Embroidery w/ Jay Meyers
 - visit Live/Work synergy w/ Eric Chinburg & Brinton Shone
- 4:00 Departure –

“Au Revoir”

News Release

For Immediate Release

June 30, 2017

Contact:

Governor Sununu Press Office

(603) 271-2121

Sununu.Press@nh.gov

Governor Chris Sununu to Nominate Taylor Caswell as Commissioner of the Department of Business and Economic Affairs

Concord, NH – Governor Chris Sununu today announced that he will nominate Taylor Caswell of Hollis to serve as the new Commissioner of the Department of Business and Economic Affairs. The nomination will be made at the Wednesday, July 5th, Executive Council meeting.

Governor Sununu said of the announcement, "I am thrilled to nominate Taylor Caswell to serve as the first Commissioner of the Department of Business and Economic Affairs (BEA). Taylor will revamp, refocus, and reinvigorate New Hampshire's commitment to economic development. With Taylor's leadership, the BEA will become a one-stop-shop for all New Hampshire's business needs, which will help drive our economy and make businesses and workforce development a top priority again."

Governor Sununu is refocusing the divisions of economic development, and travel and tourism by splitting them off into a new agency, which will form the Department of Business and Economic Affairs (BEA). The BEA will include a Council of Partner Agencies, consisting of representatives of various state economic development entities, such as the Community Development Finance Authority, Business Finance Authority, New Hampshire Housing Finance Authority, and the Community College System, in order to foster better coordination of the state's economic development efforts. The divisions of Parks and Recreation and Forestry are being combined with the Department of Cultural Resources to form the Department of Natural and Cultural Resources.

"I am honored and grateful to be nominated by Governor Sununu as the state's first Commissioner of Business and Economic Affairs," said Taylor Caswell. "This new department will provide a dynamic, energetic approach to economic development in the Granite State, helping create an environment where businesses thrive and create good jobs."

A Littleton native, Taylor Caswell is currently the Executive Director of the New Hampshire Community Development Finance Authority, where he serves as the Chief Executive Officer of the statewide public authority that provides technical and financial resources to community and economic development programs in New Hampshire. Previously a regional administrator at the U.S. Department of Housing and Urban Development, Taylor has also worked in the private sector, with extensive experience in consulting and government relations.

Office of Governor Christopher Sununu
State House | 107 North Main Street | Concord, NH 03301
(603) 271-2121 | fax: (603) 271-7680

2020

City Council Calendar

Blue - Council Meetings

Red - Holidays
(City Hall Closed)

Green - Council Paychecks



January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MEMORANDUM

DATE: December 13, 2019
TO: CITY EMPLOYEES
FROM: Bob Belmore, City Manager
RE: HOLIDAY OBSERVANCE – 2020

City Hall will be closed on the following days in observance of these 2020 Holidays:

	January 1, 2020	Wednesday	New Year Holiday
	January 20, 2020	Monday	Martin Luther King Day
	February 17, 2020	Monday	President's Day
	May 25, 2020	Monday	Memorial Day
	July 3, 2020	Friday	Independence Day Observed
	September 7, 2020	Monday	Labor Day
	November 11, 2020	Wednesday	Veteran's Day
	November 26, 2020	Thursday	Thanksgiving Day
	November 27, 2020	Friday	Thanksgiving Holiday
	December 24, 2020	Thursday	Christmas Eve
	December 25, 2020	Friday	Christmas Day