


CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana S. Hilliard and City Council Members

FROM: Robert M. Belmore, City Manager 

DATE: Friday, November 30, 2018

SUBJECT: City Manager's Report for Monday, December 3, 2018
City Council Agenda

Lay on the Table (Under Section 13 of Agenda)

Ordinances

- A. Ordinance No. 4-19: To Amend Chapter 19, Zoning Ordinance, Section 14, Historic District.** The Historic District Commission completed this re-write after several months of meetings and research. Additionally, changes have been incorporated based on our City Attorney's review.

Unfinished Business (Under Section 14 of Agenda)

Resolutions

- A. Resolution No. 21-19: To Support an Initiative to Voluntarily Reduce the Distribution and Use of Single-Use Plastics and Expanded Polyesterstyrene (EPS) Products in an Effort Towards Sustaining a Cleaner and Safer Ocean, Salmon Falls River and Healthier Environment.**
- B. Resolution No. 22-19: To Authorize the City Manager to Take the Necessary Actions to Discontinue Fair Court as a Class V Highway.** This discontinuance of this short connector road between Main Street and Elm Street is a recommendation from the Public Works & Environment Committee. Efforts were made to negotiate a mutually agreeable resolution with the abutter without success. Attorney Brian Barrington represents the abutter Them Tran. Notices of tonight's Public Hearing were sent to the abutter and to Attorney Barrington. Attached is a copy of a map depicting this road.

New Business (Under Section 15 of Agenda)

Ordinances

- A. Ordinance No. 6-19: City Council Meeting Schedule for 2019.** Mayor Dana Hilliard has proposed the following 2019 Council regular meeting calendar. City Council should consider waiving Council Rules to act on the meeting calendar this evening.
- B. Ordinance No. 7-19: To Amend Chapter 13 Police Offenses, Section F.1, Time Limited Parking – Washington Street Parking.** Attached is a memorandum from Captain Timmons, Chairman of the Traffic Safety Committee. The Traffic Safety Committee met on November 14th and voted to move forward with their recommendation for this Ordinance change. I recommend a Public Hearing at the next regular Council meeting in January.
- C. Ordinance No. 8-19: To Amend Chapter 13 Police Offenses, Section G, Permit and Reserved Parking – Former Nard's Appliance Parking Lot.** This is a housekeeping proposal to eliminate this section as it no longer is City property.
- D. Ordinance No. 9-19: To Amend Chapter 13 Police Offenses, Section G, Permit and Reserved Parking – Snow Emergency Parking on Noble Street and River Street.** The Public Safety Committee discussed this proposal with Chief David Kretschmar at their November 19th meeting. I recommend a Public Hearing be scheduled for the first January 2019 Council meeting. Attached is a Memorandum from Captain Timmons regarding this Ordinance change.

Resolutions

- A. Resolution No. 23-19: Proclamation Declaring January Diversity Month in the City of Somersworth.** City Council should consider waiving Council Rules to act on this Resolution this evening.
- B. Resolution No. 24-19: Authorize the City Manager to Contract with Ironwood Design Group of Newmarket, N.H. to Provide a Preliminary Conceptual Re-Design for the Veteran's Memorial at Stein Park.** The Finance Committee met on November 19th and voted to move forward in recommending contracting with Ironwood for this conceptual re-design for the Veteran's Park Memorial at Stein Park. Attached is Ironwood's proposal for this Re-design.
- C. Resolution No. 25-19: To Notify the City Tax Collector that the City Council shall not Accept a Tax Deed on Properties Located at Wexford Lane and Blackwater Road Subject to an Unredeemed Tax Lien.** The Finance Committee met on November 19th and voted to recommend deeding all non-mobile home properties with the exception of 5 and 7 Wexford Lane and 30 Blackwater Road.

- D. Resolution No. 26-19: To Notify the City Tax Collector that the City Council shall not Accept a Tax Deed on Certain Manufactured Housing Unit Properties Subject to an Unredeemed Tax Lien.** The Finance Committee also took up this matter at their recent meeting and voted to support this action to the full Council. This recommendation is based on the past practice to deed the most of the delinquent properties and allow more time for others to come into tax payment compliance. Attached is a breakdown of taxes owed by each.
- E. Resolution No. 27-19: Naming Certain Private Roads: Meadow Way, Stillwater Circle and Assigning Addresses if Required.** The E911 Committee met on November 20th and voted to support these new Street names. This development was approved with the explicit condition that the Homeowners' Association will eventually be owners of these private roads and therefore be required to maintain them. Attached is a map depicting these roads.

Other

- A. Vote on the Somersworth School District School Administrative Unit (SAU) Withdrawal, "Shall the Somersworth School District Create a Planning Committee to Study the Feasibility of Withdrawal from SAU 56?"**
- B. City Council Certification of Return of Votes for the November 6, 2018 General Election.**
- C. City Council Certification of Return of Votes for the November 6, 2018 Special Municipal Election.**

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

A. Informational Items.

- 1. CIP Fiscal Year 2020-2025.** In accordance with the City Charter, I hereby submit a proposed Capital Improvement Program for City Council consideration. I look forward to Council direction for future review and discussion opportunities.
- 2. Fiscal Year 2020-2025 Budget Preparation.** Attached is a memorandum directing City Department Heads to begin their preliminary Budget requests for FY 2020-2025. I certainly 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.

B. Attachments.

- 1. City Attorney Certifications Nine (9)**
- 2. Department Head Reports**



City of Somersworth – Ordinance

Ordinance No: 4-19

TO AMEND CHAPTER 19, ZONING ORDINANCE, SECTION 14, HISTORIC DISTRICT

October 15, 2018

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 Section 19:14 in its entirety and replace with the following:

19:14.A Section A INTRODUCTION AND BACKGROUND

The downtown area of Somersworth was primarily built by following a master plan designed by the Great Falls Manufacturing Company starting in 1823. The design attempted to relate the brick mills, brick or wood worker-housing and small-scale commercial buildings. Also, this overall plan included large-scale landscape features like the tree-lined canal. The land use pattern created was similar to pedestrian-oriented mill cities across New England. As the mill prospered and the city grew, other commercial buildings and areas were established; these included other areas (such as High Street), and replacement of earlier, smaller businesses. By the end of the 19th Century, the downtown boasted many fine brick hotels and commercial blocks.

The topography of the city played a central role in its development; i.e. the mills were located on the river, their source of power; worker housing and early commercial development were built on the flat land on the other side of the canal, within easy walking distance to the mills; and the mill owners and managers built their houses a carriage ride away, high on the hill to take advantage of the spacious views and cool breezes. An architectural hierarchy was established that closely followed the topological and social dictates. (The higher up you were the higher up you were!)

The history of Somersworth can still be read in her streets and building, but unfortunately, some pages of her history are missing. Fire and urban renewal erased large chunks of the streetscape; especially in the downtown. The master plan as envisioned by the city founders can never be finished nor re-created and it is not even desirable that it should be. However, recognizing the value of planning and good design, the Historic District Commission hopes to guide future changes in a manner that will be complimentary to those original intentions.

19:14.B Section B AUTHORITY

19:14.B.1 **HISTORIC DISTRICT COMMISSION.** There is herein established a seven member Historic District Commission (HDC) with the membership and power and duties as set forth in New Hampshire Revised Statutes Annotated Chapter 673:4 and 674:46, as the same may be subsequently amended, and as may be needed to carry out the purposes of this section.

19:14.B.2 **POWERS AND DUTIES OF THE COMMISSION** The HDC shall have the following powers and duties:

19:14.B.2.a Maintain a system for the survey and inventory of historic properties. This survey will be the system for comprehensive historic planning within the City.

It will be consistent with the technical standards issued by the United States Department of the Interior to produce reliable, understandable, and up-to-date information for decision making, related to the identification, evaluation, and protection/treatment of historical resources;

19:14.B.2.b Establish rules and regulations for the conduct of business which are consistent with the purposes of the Historic District and in conformance with applicable NH State statutes. Members shall be governed by a code of conduct, in conformance with NH State statutes, and in accordance with the City Charter, to prevent real and apparent conflicts of interest in the performance of the HDC's responsibilities;

19:14.B.2.c Establish, adopt, and make available to applicants and the public, guidelines and standards for review to be used by the HDC in reviewing and deciding on applications for Certificate of Appropriateness(COA) to construct, alter, modify, repair, move, or demolish any building and/or structure within an Historic District;

19:14.B.2.d Approve, disapprove, in whole or in part, applications for which a COA is required per the Zoning Ordinance;

19:14.B.2.e Request reports and recommendations from City departments and agencies and from other organizations and sources which may have information or can provide advice pertinent to the application or its impact to the district;

19:14.B.2.f Retain professional consultants as may be necessary to carry out the purpose of this section;

- i. Applicants may be asked to retain professional consultants in regards to supplying information on the applicant's project. This would be at the applicant's expense.
- ii. The HDC may retain professional consultants subject to the availability of funds to help provide support and information to help carry out the HDC's authority and purview.

19:14.B.2.g Investigate and recommend to the City Council new areas for designation as Historic Districts.

19:14.B.2.h Act in an advisory role to other officials agencies, departments, boards, commissions, and committees of the local government, regarding the identification, protection, and preservation of local resources;

19:14.B.2.i Act as liaison on behalf of the local government to individuals and organizations concerned with historic preservation;

19:14.B.2.j Work toward continuing education of citizens within the HDC's jurisdiction, regarding historic preservation issues and concerns;

19:14.B.2.k Recommend and propose amendments and/or revisions to the boundaries and limits of any Historic District to the City Council; and

19:14.B.2.l Keep or cause to be kept accurate and complete records and minutes of meetings, findings of the HDC, and records of each application, all of which shall be

part of the public record.

19:14.C Section C DESIGNATION OF HISTORIC DISTRICT

19:14.C.1 **DESCRIPTION** The Historic District is an overlay zoning district, meaning that it is a zoning district which is superimposed over other zoning districts. In all cases where the Historic District is superimposed over another zoning district, that district whose regulations are more restrictive shall apply.

19:14.C.2 **PURPOSE** It is hereby declared as a matter of public policy that the recognition, preservation, enhancement, and continued use of structures, sites, areas, and districts within the City of Somersworth having historic, architectural, cultural or design significance is required in the interest of the health, economic prosperity, cultural enrichment, and general welfare of the community. The purposes of this ordinance are to:

19:14.C.2.a Safeguard the heritage of Somersworth by providing for the protection of the structures and areas representing significant elements of its history;

19:14.C.2.b Enhance the visual character of the City by encouraging and regulating the compatibility of architectural styles within Historic Districts reflecting unique and established architectural traditions typical of houses in excess of 50 years old;

19:14.C.2.c Foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past;

19:14.C.2.d Strengthen the economy of the City by protecting and enhancing the City's attractions to residents, tourists and visitors;

19:14.C.2.e Stabilize and improve property values within the City; and

19:14.C.2.f Promote the private and public use of structures and areas within Historic Districts for the education, prosperity and general welfare of the community.

19:14.C.3 **DISTRICT BOUNDARIES** The location and boundaries of both the "Hilltop Historic District" and the "Industrial and Commercial Historic District" are hereby established as shown on a map entitled "Historic Districts, City of Somersworth, New Hampshire, January 1992", and as amended, which is hereby declared to be part of this ordinance.

19:14.D Section D PURVIEW OF THE COMMISSION

19:14.D.1 **ACTIVITIES REQUIRING REVIEW**. It shall be unlawful for any person to construct, alter, modify, repair, move, or demolish any building, structure, or improvement which lies within a Historic District without first obtaining a Certificate of Appropriateness (COA) from the Historic District Commission (HDC), or in the case of a project of minimal impact, the Planner, Code Officer (CO), and the HDC Chair, in the manner prescribed in this section.

19:14.D.2. **EXEMPT ACTIVITIES**. Exempt activities described in this section do not require review of the applicant's proposed projects or HDC approval. This section does not exempt any property owner from being required to obtain any other permit prescribed by the State of NH or the City of Somersworth.

19:14.D.2.a Any interior construction, alteration, or repair that does not change in any way the outward appearance or any exterior details of the building.

19:14.D.2.b Ordinary maintenance, repair, or painting of any exterior architectural feature which does not involve a change in design, materials, or outer appearance. If any element of a structure must be temporarily removed for painting or repair, it shall be reinstalled within 30 days. Painting must be of standard workmanship quality.

19:14.D.2.c Landscaping that does not affect the current grade of the site, provided there is no change to any vertical structure, such as construction or alteration of walkways and patios.

19:14.D.2.d Planting or removal of vegetation, except in the case of removing a healthy or undamaged tree with a diameter larger than 12"(circumference in excess of 36") when measured 4 feet above grade.

19:14.D.2.e Cleaning of any structure provided the cleaning is performed with proper care and will not harm any element of the structure. (Discouraged paint removal processes; sandblasting, chemical paint removers, high pressure water wash, heat tools, and rotary tools). The gentlest process is always preferred.

19:14.D.3 **PROJECTS OF MINIMAL IMPACT**. For the purpose of this section, the following activities shall be considered to be projects of minimal impact and shall be reviewed and approved, conditionally approved or disapproved by the Planner, CO, and HDC Chair, or their designee, (all three required for approval). A monthly report shall be provided to the HDC informing them of any approved projects of minimal impact.

19:14.D.3.a Erection, construction, or repair of any fence or fence like structure. A fence that is less than 30 percent open such as a stockade fence should not be located in front of the house. Chain Link fence is not allowed unless necessary in cases such as, but not limited to, industrial applications or ball fields.

19:14.D.3.b Erection, construction, or repair of any signs provided the proposed signage adheres to both the HDC Sign Standards for Review, Chapter 19.20 of the Somersworth Ordinances, and other City Sign Ordinances.

19:14.D.3.c Simple roof replacements that involve no alterations to the roof, roof trim, or any roof features. Any changes to the pitch, size, angle, addition, roof

feature, or any other change to any feature of the roof shall require HDC approval.

19:14.D.3.d Sheds less than 120 square feet provided they match the style and texture of the other structures on the property.

19:14.D.3.e Installation or removal of storm doors or windows provided the size and shape match the existing window/door and it adheres to the HDC Storm window and door in the Standards for Review, Section 3, Fenestration.

19:14.D.3.f Essential outdoor mechanical equipment (ducts, fans, solar panels, etc.) provided they are installed in locations which create the least disturbance to the historical integrity of the building and which involve the minimum alteration to its structure.

19:14.D.4 **APPROVAL OF MINIMAL IMPACT** The Planner, CO, and HDC Chair shall have final authority to approve, conditionally approve, or disapprove applications for projects of minimal impact. However, if the Planner, CO, and HDC Chair or the HDC Chair's designee does not unanimously agree that the application is minimal impact, the application shall be forwarded to the HDC for full review and action. Furthermore, the decision of the Planner, CO, and HDC Chair or the HDC Chair's designee may be appealed to the HDC provided that notice of the appeal is filed within ten (10) workdays of the staff's decision.

19:14.D.5 **PROJECTS OF MAJOR IMPACT** Any development activity not specifically listed as an exempt activity or as a project of minimal impact shall be considered a project of major impact and shall go through the review process of the HDC as outlined in the sections below.

19:14.E Section E PROCEDURES FOR REVIEW FOR CERTIFICATE OF APPROPRIATENESS

19:14.E.1 **APPLICATION**. All application packages shall include the items listed below, as outlined.

19:14.E.1.a **APPLICATION FORM**. A completed application form available from and provided by the Somersworth Development Services.

19:14.E.1.b **PHOTOGRAPHS**. Current photographs of each side of any building proposed for alterations, additions, or demolition. Current photographs of the streetscape in both directions of the street, or both streets if a corner lot.

19:14.E.1.c **ELEMENTS SUBJECT TO REVIEW**. It is the responsibility of the applicant and/or the contractor to describe in a clear manner every element of the proposed project that is subject to the HDC review.

19:14.E.1.d **PLANS**. Detail drawings of all project specific elements. This may be limited to a detailed drawing of one window in the case of an application proposing

replacement of only windows involving no change to the window sizes, but will need additional drawings if more than one window size or style is involved.

19:14.E.1.e **MEASUREMENTS**. Measurements shall be displayed on all plans including building heights. Measurements shall be provided in a clear manner and include dimensions building details such as but not limited to doors, windows, trim, overhangs, and siding exposure.

19:14.E.1.f **REVISIONS**. When subsequent revised plans are submitted the revised plans shall clearly indicate every change from the prior set of plans. This should not be written on or over the older set of plans.

19:14.E.1.g **SAMPLES**. Manufacturer pamphlets, cut sheets, or samples will be needed if the material proposed is not referred to in the Standards for Review document approved by the Historic District Commission.

19:14.E.2 ADDITIONAL REQUIREMENTS. The following are additional requirements if an Application proposes significant changes.

19:14.E.2.a **ELEVATION DRAWINGS**. An Application for projects involving changes to the buildings details, openings, height, roofline, mechanical units, or projections shall also provide elevation drawings. Elevation drawing shall show each affected façade of the building, structure, or sign clearly depicting existing conditions and proposed changes. If the overall height change is proposed, adjacent buildings shall be included in a streetscape drawing to act as a fixed benchmark.

19:14.E.2.b **SITE PLANS**. Any site work, new construction, demolition, or change to an existing building's footprint shall provide a Site Plan drawn to scale clearly depicting existing conditions and proposed work. This shall include topographic details in the vicinity of the building due to the steep nature of the land within the Historic District. Plans shall depict any land within 15' of any retaining walls, foundation, or new construction. A streetscape drawing depicting adjacent buildings shall be included to act as a fixed benchmark.

19:14.E.2.c **ENGINEER REPORT**. Any proposed demolition shall require a detailed report from an engineer licensed in the State of New Hampshire as to the soundness of the structure. Any dangerous conditions should be identified. Include the engineer's resume highlighting professional experience in historic property assessment/rehabilitation. Exception: Structures deemed not contributing by the HDC

19:14.E.3 **APPLICATION DEADLINE**. Complete applications must be filed with the Planning Dept, 14 days prior to the next scheduled HDC meeting to be placed on that meeting's agenda.

19:14.E.4 **REVIEW OF THE APPLICATION**

19:14.E.4.a **DETERMINATION OF APPROPRIATENESS**. In determining whether to approve or deny an application the HDC shall consider whether or not

the proposed work described in the application conforms to the Somersworth HDC Standards for Review.

19:14.E.4.b **SCHEDULING AND COMPLETENESS**. The HDC will consider applications only at its scheduled meetings. At that time the HDC may consider denying the application if it is for any reason incomplete as outlined in the Application section. This will be decided by a majority vote of present HDC members. If denied for this reason a specific list of what was missing will be provided to the applicant within 10 days.

19:14.E.4.c **PRESENTATION OF THE APPLICATION**. The applicant or their designee should attend the meeting to present the application and be prepared to answer any questions. If the HDC is unable to obtain answers during the review of the application, this constitutes grounds for denial of the application.

19:14.E.4.d **PUBLIC MEETING**. Each application reviewed by the HDC shall allow comment by any abutters, citizens, or other interested people.

19:14.E.4.e **COMPLIANCE PARAMETERS**. When the Commission deems it appropriate in dealing with violations of this ordinance and other matters, it may work with property owners in a flexible manner in setting timeframes and other benchmarks to guide how and when specific work must be completed.

19:14.E.5 **ACTION ON AN APPLICATION**

19:14.E.5.a To the extent practical and appropriate, an applicant may file applications for permits simultaneously with any other board or commission. These plans should be consistent with one another in regard to all details.

19:14.E.5.b If any changes are made by other boards or commissions on elements under the HDC purview, the applicant shall reappear before the HDC for approval.

19:14.E.5.c On more complex projects involving other boards or commissions applicants may present a preliminary proposal at any HDC meeting (consisting of simple hand sketches or other lesser requirements) prior to submitting an official formal application. During the preliminary proposal the HDC shall;

- i. allow informal discussion about the project.
- ii. offer comments, concerns, and or suggestions to aid the applicant.
- iii. make no official decision or ruling during the discussion.

19:14.E.5.d The Commission shall file a Certificate of Appropriateness or a Certificate of Denial with the Planning Department.

19:14.E.5.e The HDC shall render a decision within thirty-five (35) days after the HDC accepts the application as complete.

19:14.E.5.f Failure to act on an application within the period of time specified

above shall be deemed to constitute approval of the application as submitted.

19:14.E.5.g The Certificate of Appropriateness by approval or by default of the Commission per 19.14.E.5.f shall be effective for 1 year after the date of approval, but will not expire during an active building permit.

19:14.E.5.h If the applicant has neither obtained a building permit (or the extension for one) nor commenced work within 1 year after the date of approval, then the approval shall automatically be deemed null and void.

19:14.E.5.i When an application is rejected as being incomplete or denied, the reason(s) for the decision shall be conveyed to the applicant in writing and in the Certificate of Denial and clearly stated in the minutes of the meeting.

19:14.E.5.j At the HDC's discretion on larger or more sensitive projects, the HDC may recommend that the Code Officer oversee construction of the elements and details of the building that are part of the HDC's approval to ensure the building is constructed correctly in accordance with the proposal. The HDC may request that progress reports be submitted to the City and it may identify the requested parameters for those progress reports.

19:14.E.5.k Once a Certificate of Appropriateness has been issued, any changes in construction, due to any reason, shall be brought back to the HDC for review and approval. The Code Officer (CO) may issue a Stop Work Order if any project is not in conformance with the application approved by the HDC. However, if a proposed change is very minor, then Code Enforcement and HDC Chair may approve the proposed change if:

- i. The change is deemed to be insignificant
- ii. The change would be barely noticeable, if at all, from a public right of way and
- iii. The change would be consistent with the intent of the earlier approval.

19:14.E.6 **DECISIONS / FINDINGS.** For a project of minor or major impact, a building or demolition permit shall not be issued until and unless a COA is issued by the HDC in accordance with the provisions of this section.

19:14.E.6.a At the conclusion of its review, the HDC shall issue in writing one of the following:

- i. If in the opinion of a majority of HDC members present and voting the applicant's proposal meets the purpose of this section, then the Historic District Commission shall issue a COA signed by the Chair together with any changes, conditions and/or stipulations. After the issuance of the COA, the Building Inspector may issue any building, demolition or other permit for the approved project; or
- ii. If in the opinion of the majority of the HDC members present and voting the

applicant's proposal does not meet the purposes of this section, then the HDC shall issue a Notice of Disapproval in writing together with the reasons for such decision signed by the Chair and all voting HDC members. The issuance of a Notice of Disapproval shall prohibit the Building Inspector from issuing a building, demolition or other permit; or

- iii. In the opinion of the majority of the HDC members present and voting the application may be tabled.

19:14.F Section F STANDARDS FOR REVIEW

19:14.F.1 The Standards for Review shall articulate how and why a building should be similar to surrounding buildings. They will articulate the buildings form, scale, setback, materials, and other pertinent information, to properly blend a new, altered, or remodeled building into the existing historic streetscape or context.

19:14.G Section G APPEALS AND ENFORCEMENT.

19:14.G.1 **RESUBMITTAL.** If the applicant's proposal is denied, the applicant may, and is encouraged to, make modifications to the proposed plans and shall have the right to resubmit the application at any time after so doing.

19:14.G.2 **APPEAL PROCESS.** Any person aggrieved by a decision of the Historic District Commission shall have the right to appeal in accordance with RSA 677:17

19:14.G.3 REQUIRED MAINTENANCE.

19:14.G.3.a **RESPONSIBILITY.** A property owner in the Historic District is prohibited from allowing his or her property to deteriorate in the manners specified in Chapter 19:24 of the Somersworth Ordinances and failing to correct those conditions shall be subject to enforcement under Chapter 24, The Property Maintenance Code. Any corrective action as directed by such enforcement action must also adhere to this chapter section, 19:14, in its entirety.

19:14.G.4 ENFORCEMENT AND VIOLATIONS.

19:14.G.4.a **ENFORCEMENT.** These regulations, in accordance with RSA 674:49 may be enforced under the authority of either NH State RSA 676, as the same may be subsequently amended, and such other authorities as may be available, or Chapter 24 of the Somersworth Ordinance, the Property Maintenance Code or any other remedy afforded by law.

19:14.G.4.b **VIOLATIONS.** If during the regular inspections by the CO a property is found to not be in compliance with the provisions of this section, or if the property is found in violation of Chapter 24 of the Somersworth Code shall be subject to the established violation method used for violations of Chapter 24 of the Somersworth Code

19:14.H Section H DEFINITIONS.

19:14.H.1 **CITY**; City of Somersworth
 19:14.H.2 **CITY COUNCIL**; Somersworth City Council
 19:14.H.3 **CO**; Code Officer (Code Enforcement Officer, Code Compliance Officer)
 19:14.H.4 **COA**; Certificate of Appropriateness
 19:14.H.5 **COMMISSION**; Historic District Commission
 19:14.H.6 Contributing structure; any building, object, or structure which adds to the historical integrity or architectural qualities that make the historic district, listed locally or federally, significant
 19:14.H.7 **DISTRICT**; Somersworth Historic District
 19:14.H.8 **HD**; Historic District
 19:14.H.9 **HDC**; Historic District Commission
 19:14.H.10 **NRHP**; National Register of Historic Places
 19:14.H.11 **SHPO**; State Historic Preservation Office

Authorization	
<i>Sponsored by Request by:</i> Mayor Dana S. Hilliard	<i>Approved:</i> City Attorney

City of Somersworth – Ordinance 4-19

History

First Read Date:	10/15/2018	Tabled:	NA
Public Hearing:	NA	Removed From Table:	NA
Second Read:	11/05/2018		

Discussion

Councilor Witham, made a motion to waive Council rules to allow for Ordinance 4-19 to be read by title only. Motion passed, 8-0.

Ordinance 4-19 will remain in first read until the November 5, 2018 City Council Meeting.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Ordinance 4-19		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 21-19

TO SUPPORT AN INITIATIVE TO VOLUNTARILY REDUCE THE DISTRIBUTION AND USE OF SINGLE-USE PLASTICS AND EXPANDED POLYESTERSTYRENE (EPS) PRODUCTS IN AN EFFORT TOWARDS SUSTAINING A CLEANER AND SAFER OCEAN, SALMON FALLS RIVER AND HEALTHIER ENVIRONMENT

November 5, 2018

WHEREAS, the City of Somersworth is diligent in its efforts to take a leadership role to preserve the beautiful environment which supports an environmentally sound, clean and healthy community for current and future generations; and

WHEREAS, maintaining and enhancing an environmentally sound, clean and healthy community, the quality of the waters of our ponds, the Salmon Falls River and Atlantic Ocean is important to the quality of life enjoyed by Somersworth residents, businesses, and visitors; and

WHEREAS, single-use plastics include water and soda bottles, plastic straws, plastic lids, plastic bags, and plastic utensils; and

WHEREAS, EPS products include "to-go" containers, leftover food containers ("clamshells"), and drink cups; and

WHEREAS, plastic drinking straws are provided by most establishments that offer cold drinks; and

WHEREAS, an estimated 500 million straws are used daily in the United States, and, plastic drinking straws found in the Salmon Falls River, on the beach, or washed up onto the beach pose a great threat to marine and other wildlife; and

WHEREAS, single use plastics and EPS products, being non-biodegradable, litter our landscape and beaches, pollute our ponds, rivers and oceans, killing or injuring an estimated one million or more animals annually; and

WHEREAS, once plastics and EPS products enter landfills, it takes 500-1,000 years for these products to decompose and, if ignored, create permanent damage to the environment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Somersworth, THAT the City of Somersworth hereby recognizes the efforts of Sustainable Seacoast, the Post Landfill Action Network, and local merchants and residents to reduce the distribution and use of single-use plastics and EPS products;

THAT the City of Somersworth urges all citizens to embrace and commit to use the following in their daily lives -

- Reduce
- Reuse
- Recycle

THAT the City of Somersworth urges all citizens and business owners to voluntarily participate in this initiative to reduce the use of plastic straws, single-use plastics and EPS products and packaging through the use of reusable, compostable and/or recyclable materials;

THAT the City of Somersworth urges businesses that provide a product for which a straw would be desired are encouraged to offer a non-plastic straw or provide a plastic straw only upon individual request;

THAT the City of Somersworth, through recommendations from the Sustainability Committee, will officially recognize those businesses within the City who support, initiate and commit to a single-use plastics and EPS reduction program. This recognition will consist of a Proclamation of Appreciation and Recognition for placement at their business and will be in place so long as the business demonstrates its involvement and continuous support.

Authorization	
<i>Sponsored by Councilor:</i> Edward Levasseur Nancie Cameron	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 21-19

History			
First Read Date:	11-05-2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur *		
TOTAL VOTES:			
On / / . Resolution 21-19		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 22-19

TO AUTHORIZE THE CITY MANAGER TO TAKE THE NECESSARY ACTIONS TO DISCONTINUE FAIR COURT AS A CLASS V HIGHWAY

November 5, 2018

WHEREAS, the City of Somersworth has determined there is no longer a need to maintain Fair Court; and

WHEREAS, the Public Works & the Environment Committee of the City of Somersworth has reviewed this proposed action with staff and supports this discontinuance,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH, in accordance with RSA 231:43, that Fair Court, is hereby discontinued as a Class V highway, described as follows:

Starting at the northwest corner of map 10, lot 179 along Elm Street, going northerly approximately 36 feet to the southwest corner of map 10 lot 180, continuing easterly approximately 148 feet until reaching Main Street at the southeast corner of map 10, lot 180, then following southerly approximately 32 feet to the northeast corner of map 10, lot 179, and back 126 feet to the original location of the northwest corner of map 10, lot 179.

Authorization	
<i>Sponsored by Councilors:</i> Dale R. Sprague David A. Witham	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 22-19

History

First Read Date:	11/05/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin *		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 22-19		PASSED	FAILED



Resolution No. 22-19

Proposed abandonment

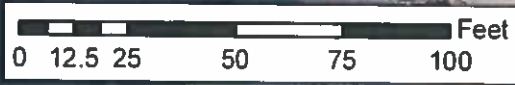
101800

Main Street

Fair Court

Elm Street

101790







City of Somersworth – Ordinance

Ordinance No: 6-19

CITY COUNCIL MEETING SCHEDULE FOR 2019

December 3, 2018

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 2019 shall be as follows:

- Monday, January 7th and Tuesday, January 22nd
- Monday, February 4th and Tuesday, February 19th
- Monday, March 4th and Monday March 18th
- Monday, April 1st and Monday, April 15th
- Monday, May 6th and Monday, May 20th
- Monday, June 3rd and Monday, June 17th
- Monday, July 1st
- Monday, August 5th
- Tuesday, September 3rd and Monday September 16th
- Monday, October 7th and Monday, October 28th
- Monday, November 18th
- Monday, December 16th

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by:

Mayor Dana S. Hilliard

Approved:

City Attorney

City of Somersworth – Ordinance 6-19

History

First Read Date:	12/3/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin *		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Ordinance 6-19		PASSED	FAILED



City of Somersworth – Ordinance

Ordinance No: 7-19

TO AMEND CHAPTER 13 POLICE OFFENSES, SECTION F.1, TIME LIMITED PARKING – WASHINGTON STREET

December 3, 2018

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 Chapter 13, Police Offenses, Section F.1, Time Limited Parking, Three Hour, by deleting:

- Washington St. on the southerly side between High St. and Green St. except the westerly 100 feet

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by:

Mayor Dana S. Hilliard
Councilor Edward Levasseur

Approved:

City Attorney

City of Somersworth – Ordinance 7-19

History

First Read Date:	12/3/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

The Traffic Safety Committee conducted a test period of parking on Washington Street. This was specific to suspending the 3 hour stalls on Washington Street. The change was to allow open parking. The test period was conducted during the month of October. As a result of this test the Traffic Safety Committee would recommend rescinding the current 3 hour parking area and replacing it with open parking.

The original request was through The Somersworth Housing Authority. Director Debbie Evans had indicated the 3 hour parking was a hindrance to the use of their Pavilion. The issue was simply that most events at the pavilion ran longer than the 3 hour parking allowed by ordinance. Some similar concerns were echoed by visiting service providers to the seniors residing on Washington Street.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur *		
TOTAL VOTES:			
On / / Ordinance 7-19			

November 15, 2018

Somersworth City Council
1 Government Way
Somersworth NH 03878

Re: Ordinance Change

Dear Council Members:

The Somersworth Traffic Safety Committee recommended a test period of parking on Washington Street. This was specific to suspending the 3 hour stalls on Washington Street. The change was to allow open parking. The test period was conducted during the month of October. As a result of this test we would recommend rescinding the current 3 hour parking area and replacing it with open parking.

Current Ordinance:

POLICE OFFENSES CHAPTER 13

F. Time Limited Parking

1. Three Hour

Washington St. on the Southerly side between High St. and Green St.

The original request was through The Somersworth Housing Authority. Director Debbie Evans had indicated the 3 hour parking was a hindrance to the use of their Pavilion. The issue was simply that most events at the pavilion ran longer than the 3 hour parking allowed by ordinance. Some similar concerns were echoed by visiting service providers to the seniors residing on Washington Street.

The test period validates the 3 hour parking is not required. During the test period the Police Department did not receive any calls related to this parking change. It is our opinion that removing this ordinance would improve the availability of parking in the Washington Street area.

Respectfully,

Captain Russell Timmons
Chairman Traffic Safety Committee



City of Somersworth – Ordinance

Ordinance No: 8-19

**TO AMEND CHAPTER 13 POLICE OFFENSES, SECTION G,
PERMIT AND RESERVED PARKING – FORMER NARD’S
APPLIANCE PARKING LOT**

December 3, 2018

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 Chapter 13, Police Offenses, Section G, Permit and Reserved Parking, by deleting:

- When signs are erected giving notice thereof, it shall be unlawful for anyone having custody or control of a vehicle to park without a permit issued by the Chief of Police or his designee to the owners of businesses located in the downtown area of High Street for a parking area (rear City Parking lot of the former Nard’s Appliance, 74 High Street,) known as Constitutional Way Parking Lot, 16 parking stalls for permit parking only at a rate of \$20.00 per month.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Request:
Mayor Dana S. Hilliard

Approved:
City Attorney

City of Somersworth – Ordinance 8-19

History

First Read Date:	12/3/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

The former City parking lot off Constitution Way (rear of former Nard's Appliance) is no longer City owned.

Voting Record		YES	NO
Ward 1 Councilor	Pepin *		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 8-19			



City of Somersworth – Ordinance

Ordinance No: 9-19

**TO AMEND CHAPTER 13 POLICE OFFENSES, SECTION G,
PERMIT AND RESERVED PARKING – SNOW EMERGENCY
PARKING ON NOBLE STREET AND RIVER STREET**

December 3, 2018

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 Chapter 13, Police Offenses, Section G, Permit and Reserved Parking, by adding:

When signs are erected giving notice thereof, it shall be unlawful for anyone having custody or control of a vehicle to park or cause to be parked in a designated area:

- 17 parking stalls along Noble Street (south side) adjacent to Noble Pines Park, and
- 5 parking stalls along River Street, adjacent to Jules Bisson Park,

without a valid permit issued by the Chief of Police. These parking stalls will be available November 1st thru March 31st each year for permit parking only at a rate of \$20.00 per month. Permitted vehicles displaying a valid permit are authorized to park a vehicle in this area during the designated dates and during a declared “Snow Emergency”. However at the completion of the “Snow Emergency” vehicles in these permitted areas will be moved no later than 8:00am of the following day.

This Ordinance shall take effect upon its passage.

Authorization

Sponsored by Councilors:

Martin Pepin
Kenneth S. Vincent
David A. Witham

Approved:

City Attorney

City of Somersworth – Ordinance 9-19

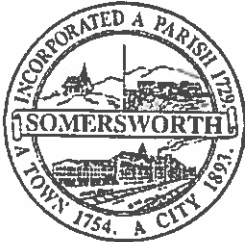
History

First Read Date:	12/3/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Discussion

The permits may be obtained through the Police Department and will be offered on a first come basis.

Voting Record		YES	NO
Ward 1 Councilor	Pepin *		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / Ordinance 8-19			



Somersworth Police Department

12 Lilac Lane
Somersworth, New Hampshire 03878
Business (603) 692-3131 Fax (603) 692-2111

David B. Kretschmar
Chief of Police

To: Mr. Belmore and Somersworth City Council
From: Captain Russell Timmons
Date: November 28, 2018
Re: Ordinance change

I was researching the matter of available off-street parking during our winter months. While conducting this research, I located an ordinance specific to permitted parking in the former Nard's Appliance parking lot. This property is no longer city property. I would suggest the following ordinance be rescinded:

POLICE OFFENSES

CHAPTER 13 12

G. Permit and Reserved Parking

Recommendation to Rescind:

Current Language:

When signs are erected giving notice thereof, it shall be unlawful for anyone having custody or control of a vehicle to park without a permit issued by the Chief of Police or his designee to the owners of businesses located in the downtown area of High Street for a parking area (rear City Parking lot of the former Nard's Appliance, 74 High Street,) known as Constitutional Way Parking Lot, 16 parking stalls for permit parking only at a rate of \$20.00 per month.
(Passed 09/03/2013.)

Explanation: The following suggested ordinance is designed to provide off-street parking to residents. These stalls would be permitted parking in two areas, available only during the dates of November 1st thru March 31st. The cost of a permit will be \$20.00 per month. The permits may be obtained through the Police Department and will be offered on a first come basis. Permitted vehicles displaying a valid permit are authorized to park a vehicle in this area during the designated dates and are not subject to any "Snow Emergency" prohibiting on-street parking. However at the completion of the "Snow Emergency" vehicles in these permitted areas will be moved no later than 8:00AM of the following day. The areas of consideration are the parking stalls adjacent to Noble Pines Park (17 stalls) and Jules Bisson Park (5 stalls).

Ordinance Language:

New Section in G. Permit and Reserved Parking.

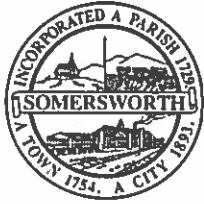
When signs are erected giving notice thereof, it shall be unlawful for a person having custody or control of any vehicle to park or cause the same to be parked in a designated area

- 17 parking stalls along Noble Street (south side) adjacent to Noble Pines Park, and
- 5 parking stalls at Jules Bisson Park off River Street,

Without a valid permit issued by the Chief of Police. These parking stalls will be available November 1st thru March 31st each year for permit parking only at a rate of \$20.00 per month. Permitted vehicles displaying a valid permit are authorized to park a vehicle in this area during the designated dates and are not subject to any "Snow Emergency" prohibiting on-street parking. However at the completion of the "Snow Emergency" vehicles in these permitted areas will be moved no later than 8:00AM of the following day.

The permits may be obtained through the Police Department and will be offered on a first come basis.

The consideration of both matters is greatly appreciated.



City of Somersworth – Resolution

Resolution No: 23-19

PROCLAMATION DECLARING JANUARY DIVERSITY MONTH IN THE CITY OF SOMERSWORTH

December 3, 2018

WHEREAS, January 15, 2019 will mark the 90th 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 242
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, 2019 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
Councilor Dave A. Witham
Councilor Dale R. Sprague
Councilor Martin P. Dumont, Sr.
Councilor Richard Michaud
Councilor Edward Levasseur
Councilor Nancie Cameron
Councilor Jonathan McCallion
Councilor Kenneth S. Vincent
Councilor Martin Pepin

Approved:

City Attorney

City of Somersworth – Resolution 23-19

History

First Read Date:	12/03/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin *		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 23-19		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 24-19

**TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
IRONWOOD DESIGN GROUP OF NEWMARKET, NH TO PROVIDE
A PRELIMINARY CONCEPTUAL REDESIGN FOR THE
VETERAN'S MEMORIAL AT STEIN PARK**

December 3, 2018

WHEREAS, on June 4, 2018, Mayor Dana S. Hilliard announced the formation of the Veteran's Park Commission to redesign Stein Park so that it may become a living tribute to all the brave men and women who answered the call of defending this great nation, and

WHEREAS, the Veteran's Park Commission would like to proceed toward the goal of the Commission by preparing a definitive plan including a preliminary redesign with estimated costs, and

WHEREAS, City staff solicited a proposal from Ironwood Design Group to redesign the Veteran's Memorial at Stein Park, and

WHEREAS, the Veteran's Park Commission reviewed this proposal with City staff and supports contracting with Ironwood Design Group to provide a preliminary conceptual redesign for the Veteran's Memorial at an amount not to exceed \$7,500 (Seven Thousand Five Hundred dollars), and

WHEREAS, The Finance Committee reviewed this proposal with City staff and supports the recommendation and further supports this contract being funded out of the Cable Fund,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH THAT the City Manager is authorized to contract with Ironwood Design Group, in an amount not to exceed \$7,000, to be funded out of the Cable Fund, and to take any other actions relative to this project determined to be in the best interest of the City.

Authorization

Sponsored by:

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

Approved:

City Attorney

City of Somersworth – Resolution 24-19

History

First Read Date:	12/3/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 24-19		PASSED	FAILED



October 4, 2018

Robert M. Belmore
City Manager
One Government Way
Somersworth, NH 03878
bbelmore@somersworth.com

RE: Somersworth Veteran's Park

Dear Mr. Belmore and Commission Members,

On behalf of Ironwood Design Group, I am pleased to provide you with a Work Plan and Fee to provide the City of Somersworth with landscape architectural design services.

Based on feedback received I have proposed a three step design process comprised of Information Gathering - Conceptual Design - Design Development. This approach speaks to a few key conditions discussed; schedule, municipal funding limitations, and the need for a well vetted thoughtful design. Within this process there will be opportunities to collect citizen input and a variety of illustrative graphics will be prepared to showcase the project enabling the Commission to maximizing fundraising opportunities. While this process stops short of preparing construction drawings the level of effort to advance the design development drawing for bidding will be straightforward.

Every effort has been made to understand the goals and objectives of the Commission and tailor our services to meet the needs of the project in a cost effective manner. If however, you feel that this document could be improved upon I am happy to revise it.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey R. Hyland".

Jeffrey R. Hyland, ASLA, PLA, CLARB
Landscape Architect, Founding Principal Ironwood Design Group

Ironwood Design Group
55 Main Street, Suite 129
Newmarket, NH 03857

JHyland@FeWood.com
603.772.0590 | voice

www.FeWood.com | web

Work Plan

Somersworth Veteran's Park

October 4, 2018

The following work plan has been developed to plot an appropriate course in the development of a well vetted and widely supported Veteran's Park Design. The identified project tasks have been developed with feedback from City staff and the Veteran's Park Commission. Consideration has also given to our experience with successful projects of a similar nature and our desire for this project to be well positioned to receive widespread community support to ensure it moves forward on schedule. This Work Plan also forms the basis for calculating the fee for design services.

The anticipated project tasks are as follows:

1. **Pre-design**
 - a. Research and site reconnaissance, explore park and memorial history, past design efforts, and adjacent complimentary activities. Document observations on site, collect supplemental data and measurements
 - b. Committee kick-off / collaboration meeting, review findings of Task a., discuss park vision, and identify desired programming
2. **Preliminary Conceptual Design**
 - a. Opportunities and constraints analysis
 - b. Park and memorial design (alternatives design explorations will be prepared when needed)
 - c. Prepare sketches, sections, and enlargements (as required to convey design intent)
 - d. Order of magnitude cost estimate
3. **Commission Meeting**
 - a. Collect visual precedent examples and exhibits as needed to convey design intent
 - b. Present analysis findings, conceptual design, precedent examples, etc. in a clear concise draft format. Solicit feedback from Commission members and document
4. **Final Conceptual Design**
 - a. Refine/advance design based on feedback received
 - b. Update cost estimate
 - c. Prepare a phasing plan with consideration given to budget, logical construction sequencing, and City preference

5. **Commission/Community presentation**
 - a. **Edit presentation materials as needed**
 - b. **Present analysis findings, final conceptual design, precedent examples, phasing scenarios, etc. in a clear concise format that builds energy and excitement for the project. Solicit feedback from presentation attendees and obtain approval to advance to design development deliverables**
6. **Design Development**
 - a. **Refine/advance design to a design development level based on feedback received**
 - b. **Prepare a color rendered plan graphic, 3d illustrative model, and fly-thru video to maximize fundraising and promotion capability. All graphics will be provided in hi resolution digital format**
 - c. **Refine phasing plan with consideration given to budget, construction sequencing, and City preference**
 - d. **Provide a design development cost estimate**

Assumptions:

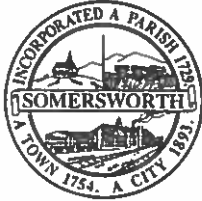
- **At this time the need for engineering support is not anticipated.**
- **Basic site base information in a usable format will be supplied by the City. This information will be supplemented by Ironwood staff including the addition of lidar topographic data, the availability of which has been verified.**
- **The design prepared will meet all applicable federal and state public safety and accessibility requirements.**

Fee Schedule / Staff Allocation

Somersworth Veteran's Park

Thursday October 4 2018

Task		Staff Category					Total Hours	Task Total	
		Landscape Architect / PM	Project Landscape Architect	CAD/GIS Graphics	Landscape Designer	Clerical / Intern			
Task 1 - Pre-Design									
a.	Research and reconnaissance	1	3	2	2	0	8	\$1,190.00	
b.	Kick-off meeting and programing	3	3	0	0	0	6	\$620.00	
								\$570.00	
Task 2 - Preliminary Conceptual Design									
a.	Examine opportunities and constraints	1	4	0	0	0	5	\$6,080.00	
b.	Develop a conceptual design	10	24	0	4	0	38	\$430.00	
c.	Prepare sketches, sections and enlargements (as needed)	1	12	8	8	0	29	\$3,280.00	
d.	Prepare an order of magnitude cost estimate	2	0	0	0	0	2	\$2,150.00	
								\$220.00	
Task 3 - Commission Meeting/Community Presentation									
a.	Collect precedent examples and exhibits	1	6	0	8	0	15	\$1,440.00	
b.	Present analysis and design. Solicit feedback	3	0	0	0	0	3	\$1,110.00	
								\$330.00	
Task 4 - Final Conceptual Design									
a.	Refine/advance design	2	8	4	8	0	22	\$2,150.00	
b.	Update the cost estimate	2	0	0	0	0	2	\$1,660.00	
c.	Prepare a phasing plan	1	2	0	0	0	3	\$220.00	
								\$270.00	
Task 5 - Commission/Community Presentation									
a.	Edit presentation materials	2	10	6	0	0	18	\$1,770.00	
b.	Present analysis, final concept design, etc. Solicit feedback	3	0	0	0	0	3	\$1,440.00	
								\$330.00	
Task 6 - Design Development									
a.	Refine/advance design	2	8	18	0	0	28	\$5,340.00	
b.	Prepare a color rendered plan, 3d model, and promotional materials	0	6	24	10	0	40	\$2,120.00	
c.	Refine the phasing plan	0	1	0	0	0	1	\$2,810.00	
d.	Prepare a design development cost estimate	3	0	0	0	0	3	\$80.00	
								\$330.00	
	HOURS BY IRONWOOD STAFF	37.0	87.0	62.0	40.0	0.0	114.0		
	STAFF ALLOCATION	32.5%	76.3%	54.4%	35.1%	0.0%			
	HOURLY RATE	\$110.00	\$80.00	\$70.00	\$65.00	\$50.00			
	STAFF COST	\$4,070.00	\$6,960.00	\$4,340.00	\$2,600.00	\$0.00			
	SUB-TOTAL								
	DIRECT COSTS								17,970.00
	Travel and Per Diem								\$125.00
	Plotting and Reprographics								\$150.00
	TOTAL PROJECT FEE								\$18,245.00



City of Somersworth – Resolution

Resolution No: 25-19

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

December 3, 2018

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>
5 Wexford Lane	35-12A
7 Wexford Lane	35-12B
30 Blackwater Road	35-14

Authorization

Sponsored by:

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

Approved:

City Attorney

City of Somersworth – Resolution 25-19

History

First Read Date:	12/3/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Note – It is believed that these properties contain contaminated soils and /or buried debris.

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 25-19		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 26-19

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

December 3, 2018

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 manufactured housing unit properties located at the following locations:

<u>Location</u>	<u>Tax Map/Lot</u>
47 Colonial Village	81-47M
90 Colonial Village	81-90M
48 Crystal Springs Way	82-19M
47 Crystal Springs Way	82-22M
69 Crystal Springs Way	82-53M
65 Crystal Springs Way	82-57M
63 Crystal Springs Way	82-59M
7 Bears Way	83-26M
16 Dudley Court	83-29M
101 Sherwood Glen	87-101M
113 Sherwood Glen	87-113M
208 Sherwood Glen	87-208M
409 Sherwood Glen	87-409M
520 Sherwood Glen	87-520M
629 Sherwood Glen	87-629M
687 Sherwood Glen	87-687M

Authorization

Sponsored by:

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

Approved:

City Attorney

City of Somersworth – Resolution 26-19

History

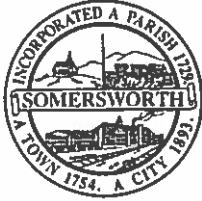
First Read Date:	12/3/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham *		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 26-19		PASSED	FAILED



City of Somersworth – Resolution

Resolution No: 27-19

NAMING CERTAIN PRIVATE ROADS: MEADOW WAY, STILLWATER CIRCLE AND ASSIGNING ADDRESSES IF REQUIRED

December 3, 2018

WHEREAS, the River Valley Development Corporation has requested certain streets within their Planning Board approved subdivision off Green Street just south of Indigo Hill Road to be named Meadow Way and Stillwater Circle and

WHEREAS, this recommendation was approved by the City's E-911 Street Name and Address Committee on November 20, 2018, and

WHEREAS, the main road to this new development would be named Meadow Way intersecting with an interior road which would be named Stillwater Circle, and

WHEREAS, this action is in accordance with RSA 231:133; RSA 231:133-a; RSA 106-H; State of NH, Department of Safety, Division of Emergency Communications Addressing Standards, and Chapter 19, Section 23, of the City of Somersworth Ordinances; and furthermore, that this action does not constitute acceptance of the above-named roadways by the Somersworth City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOMERSWORTH that these private roads shall be named Meadow Way and Stillwater Circle and addresses shall be assigned as necessary.

Authorization	
<i>Sponsored by Councilor:</i> Martin Pepin	<i>Approved:</i> City Attorney

City of Somersworth – Resolution 27-19

History

First Read Date:	12/3/2018	Tabled:	
Public Hearing:		Removed From Table:	
Second Read:			

Action

Councilor _____ moved for adoption, seconded by Councilor _____.

Discussion

Voting Record		YES	NO
Ward 1 Councilor	Pepin *		
Ward 2 Councilor	Vincent		
Ward 3 Councilor	Dumont		
Ward 4 Councilor	McCallion		
Ward 5 Councilor	Michaud		
At Large Councilor	Witham		
At Large Councilor	Sprague		
At Large Councilor	Cameron		
At Large Councilor	Levasseur		
TOTAL VOTES:			
On / / . Resolution 27-19		PASSED	FAILED

ION PLAN PREPARED FOR RIVER VALLEY
ENT CORP. TAX MAP 8, LOT NO. 79, GREEN
ITY OF SOMERSWORTH, COUNTY OF
D, STATE OF NEW HAMPSHIRE
EANEY SURVEY ASSOCIATES, INC.
ANUARY 14, 2013
*LAN # 107-77

REVISION & SUBDIVISION PLAN LAND OF
J. FAUCHER FOR RIVER VALLEY DEVELOPMENT
TION, GREEN STREET SOMERSWORTH, N.H.
B. LOT 78 & 79
TY SURVEY & ENGINEERING
NOVEMBER 28, 2018
PLAN #113-028

N/F MACDOUGALL, RYAN R. &
SARAH E.
20 TURGEON LANE
SOMERSWORTH, NH 03878-2117
TAX MAP 8, LOT 39
S.C.R.D. BOOK 3381, PAGE 083

N/F CUELLETTE, EDWARD R. & JEANNIE
7 DANIEL STREET
SCMERSWORTH, NH 03878-2105
TAX MAP 8, LOT 30
S.C.R.D. BOOK 427, PAGE 427

N/F FUTTERER, ROBERT A. &
LAURA J.
218 CRANBERRY MEADOW ROAD
BERWICK, ME 03901-2414
TAX MAP 8, LOT 34
S.C.R.D. BOOK 141B, PAGE 156

DRY
 IS ROAD
 6015
 69
 4GE 966

ANSEN.
GAIL
LL ROAD
TH, NH
404
T 71 & 72
297 PAGE

IAN, TERRANCE F. & GINA B.
3 INDICO HILL ROAD
WORTH, NH 03878-2404
IX MAP 8, LOT 74
BOOK 4183, PAGE 463

LEGEND:

●	IRON BOUND (S
○	DRILL HOLE (FN
□	IRON PIPE (FND
□	IRON BOUND (F
□	ANGLE IRON (F
□	NHND GRANITE
□	UTILITY POLE/C
—	STONE WALL
—	WETLAND LINE
—	50'/100' WETLA
—	BUILDING SETB
—	OVERHEAD UTIL
—	STRAFFORD CO
—	TYPICAL
R.2.	FOUND
TYP.	FOUND
FL	PROPERTY LINE

STONEY RIDGE ENVIROMENTAL, LLC.
CINDY BALCIUS, CWS #61


Indigo Hill
500 ft



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, 2018

SUBJECT: FY19-20 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 20201, and you will enter your budget request in level 3. 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. Although that information is not currently available, the National CPI-U for September 2018 is 2.28% (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, 2018
FY 19-20 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 FY20 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 7, 2018. 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.

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
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

November 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 6-19

Title: CITY COUNCIL MEETING SCHEDULE FOR 2019

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 11/29/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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

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STEVEN M. WHITLEY
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TELEPHONE (603) 524-3885

November 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 7-19

Title: TO AMEND CHAPTER 13 POLICE OFFENSE, SECTION F.1,
TIME LIMITED PARKING - WASHINGTON STREET

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 11/29/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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www.mitchellmunicipalgroup.com

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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

November 30, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 8-19

Title: TO AMEND CHAPTER 13 POLICE OFFENSES, SECTION G,
PERMIT AND RESERVED PARKING -
FORMER NARD'S APPLIANCE PARKING LOT

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 11/30/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

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STEVEN M. WHITLEY
JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

November 30, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 9-19

Title: TO AMEND CHAPTER 13 POLICE OFFENSES, SECTION G,
PERMIT AND RESERVED PARKING -
SNOW EMERGENCY PARKING ON NOBLE STREET AND RIVER STREET

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

MITCHELL MUNICIPAL GROUP, P.A.
City Attorney

Date: 11/30/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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LACONIA, NEW HAMPSHIRE 03246
www.mitchellmunicipalgroup.com

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LAURA A. SPECTOR-MORGAN
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JUDITH E. WHITELAW (OF COUNSEL)

TELEPHONE (603) 524-3885

November 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 23-19

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: 11/29/18

By: 

MITCHELL MUNICIPAL GROUP, P.A.

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

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

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November 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 24-19

Title: **TO AUTHORIZE THE CITY MANAGER TO CONTRACT WITH
IRONWOOD DESIGN GROUP OF NEWMARKET, NH TO
PROVIDE A PRELIMINARY CONCEPTUAL REDESIGN FOR
THE VETERAN'S MEMORIAL AT STEIN PARK**

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: _____

11/29/18

By: _____



MITCHELL MUNICIPAL GROUP, P.A.

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TELEPHONE (603) 524-3885

November 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 25-19

Title: TO NOTIFY THE CITY TAX COLLECTOR THAT THE
CITY COUNCIL SHALL NOT ACCEPT A TAX DEED ON
PROPERTIES LOCATED ON WEXFORD LAND 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: 11/29/18

By: 

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November 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 26-19

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: _____

11/29/18

By: _____



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November 29, 2018

CERTIFICATION

Re: City of Somersworth, New Hampshire

Resolution No. 27-19

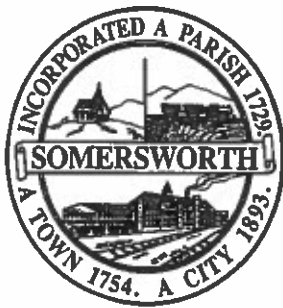
Title: **NAMING THESE PRIVATE ROADS:
MEADOW WAY, STILLWATER CIRCLE AND ASSIGNING
ADDRESSES IF REQUIRED**

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: 11/29/18

By: 



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: November 28, 2018

Re: **Monthly Report**

Finance Department:

- Attended joint goal setting of City Council and School Board.
- Assisted in union negotiations.
- Prepared for MUNIS upgrade.
- Updated the version of Assess-pro we use, and migrated the database to a current version of MS Exchange.
- Bids:
 - Land Use/Plan Review Engineer – due December 13, 2018

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 \$4,219.
- Permits:
 - Sole City Dance – 11/15/2018

Tax Collector

- Motor vehicle registrations were a total of \$96,825 during the month.
- Collected \$2,995 for Municipal Transportation Fund during month.

- Tax bills were mailed out on November 2, and are due December 5, 2018.
- Total collections for the month were \$3,189,146.

Human Services:

- Total assistance for the month was \$12,208. That compares to \$14,275 for the month of October 2018 and \$11,442 for November 2017.
- 8 new cases were opened compared to 9 in 2017.
- 24 cases were approved for varying levels of assistance, with 7 cases still pending and 1 case denied. 48 cases were referred to other agencies for support.
- As of the end of the month, the wait list for homeless shelters through coordinated entry is 13 families and 23 singles. This is county wide, and while they are on the wait list Cities and Towns must find alternative means for these people in need, which most often is motels.

Library:

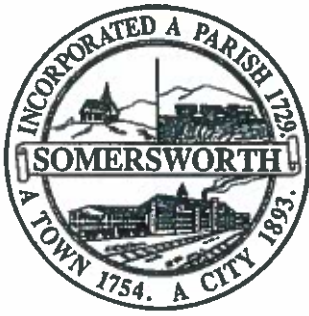
- The Library has a Cookbook sale going on now. There were a number of cookbooks donated that are available for sale by donation to the library.
- The Library will be putting up the Library Wish List Tree. People can help support the Library by choosing one and making a gift of Early Reader Books or Kids Creative Maker Toys.
- The Library will be closed Tuesday December 25, and *Wednesday December 26* for the Christmas holiday. The Library is closed on Mondays.

Assessing:

- Sent a second letter to recipients of the Veteran's Tax Credit to those who did not respond to the first request as part of the NHDRA re-certification process
- We have met with and spoke to taxpayers to answer questions about their assessments.
- We have updated photos of properties as changes have occurred.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Migrated our e-mail server to a new server and an updated version of MS Exchange. It created a number of complications for the City, but seems to have been stabilized. Will be looking at alternatives and redundancy in the system to avoid such a situation in the future.
- Assisted in updates to MUNIS (City's financial software) and Assess-pro (used by the assessing department)



DEPARTMENT OF DEVELOPMENT SERVICES

Date: November 30, 2018

From: Shanna B. Saunders

Director of Planning & Community Development

Re: November 2018 Monthly Report

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

- Zoning Board – November 7
- Conservation Commission – November 14
- Planning Board – November 20
- SRTC – November 7 & November 14
- Historic District Commission meeting – November 28

And attended the following Special Meetings:

- SRPC Transportation Advisory Committee – November 2
- NH Planner's Association - November 9
- Economic Development Committee - November 13
- Vision 2020 – November 13
- Traffic Safety Committee Meeting - November 14
- Recreation Committee Meeting - November 14

Building and Health Departments:

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

22		Whippoorwill Way	\$190,000.00	\$1,530.00
5		<u>Terrascape Pkwy</u>	\$42,000.00	\$346.00
1	3-5	Stillwater Circle	\$390,000.00	\$3,130.00
1	3-5	Stillwater Circle	\$390,000.00	\$3,130.00
1	3-5	Stillwater Circle	\$390,000.00	\$3,130.00

Minor Building Permits Applied for in November 2018

3	Indigo Hill Rd	\$2,656.00	\$31.00
8	Flynn	\$7,450.00	\$70.00
2	Rocky Hill Rd	\$9,064.00	\$90.00
4	Sunset Dr	\$20,000.00	\$170.00
70	Sunningdale Dr	\$20,000.00	\$170.00
41	Mt. Auburn	\$1,398.00	\$32.00
75	Rocky Hill Rd	\$13,000.00	\$114.00
447	Old Rochester Rd	\$10,500.00	\$94.00

PERMIT RECEIPTS

	2016	2017	2018	DIFFERENCE this year to last	% OF CHANGE
January	\$6,148.85	\$15,262.40	\$12,784.00	-\$2,478.40	-16.2%
February	\$4,440.00	\$9,264.40	\$4,087.20	-\$5,177.20	-55.9%
March	\$27,399.40	\$23,362.82	\$5,307.00	-\$18,055.82	-77.3%
April	\$6,608.52	\$6,935.89	\$7,843.24	\$907.35	13.1%
May	\$12,039.70	\$11,780.49	\$8,966.00	-\$2,814.49	-23.9%
June	\$5,107.95	\$10,058.40	\$7,652.50	-\$2,405.90	-23.9%
July	\$14,315.00	\$5,776.84	\$7,621.00	\$1,844.16	31.9%
August	\$5,197.60	\$9,724.60	\$4,329.00	-\$5,395.60	-55.5%
September	\$5,247.60	\$7,400.00	\$3,039.60	-\$4,360.40	-58.9%
October	\$10,448.80	\$6,460.00	\$7,291.00	\$831.00	12.9%
November	\$27,353.16	\$8,584.44	\$12,877.00	\$4,292.56	50.0%
December	\$6,633.66	\$2,621.00	\$0.00	N/A	
Year total	\$130,990.23	\$117,231.28	\$81,797.54	-\$32,812.74	38.1%

Total Permits

	2012	2013	2014	2015	2016	2017	2018	DIFFERENCE this month to last year's month	% OF CHANGE
January	34	31	26	30	33	51	29	-22	-43.1%
February	30	39	29	24	49	36	31	-5	-13.9%
March	30	44	29	48	71	79	43	-36	-45.6%
April	42	60	48	58	57	58	61	3	5.2%
May	43	65	66	55	60	99	84	-15	-15.2%
June	29	77	66	73	77	94	65	-29	-30.9%
July	51	54	47	51	89	75	91	16	21.3%
August	53	62	55	67	79	88	67	-21	-23.9%
September	51	72	67	69	69	83	56	-27	-32.5%
October	61	60	63	58	57	77	73	-4	-5.2%
November	36	50	47	64	49	61	34	-27	-44.3%
December	48	42	38	52	54	49	0	N/A	
YTD Totals	508	656	581	649	744	850	634	-136	-25.4%
		656	581		744	850	634	136	-20.5%

Property Maintenance

Map	Lot	Number	Street	Property Owner	Complaint Origin	Complaint	Courtesy Notice Sent	Date to Comply
10	18	48	Green Street	Andrew and Karen Goldstein	DDS	Trash	11/21/18	11/28/18
09	131	12	School	Gary Sama	DDS	Trash	11/21/18	11/28/18

Land Use Boards:

Conservation Commission November 2018:

During the meeting the Commission reviewed the following:

- Michael Turgeon is seeking conditional use permits to build within the wetland buffer on properties located on Cemetery Road, in the Residential Duplex (R2) District, Assessor's Map 23, Lots 01 and 1A, CUP #03-2018 and #04-2018. The Commission recommended approval to the Planning Board.

The Commission also discussed items such as member handbooks, conservation strategies and trails at Malley Farm.

Historic District Commission November 2018:

The HDC will review the following at their November meeting:

- Gregory Morrison is seeking a certificate of appropriateness to replace the awning on property located at 30 Prospect Street, in the Historic Moderate Density (HMD) District, Assessor's Map 11, Lot 73, HDC #45-2018.

- The VFW Post 4485 is seeking a certificate of appropriateness to install a fence on property located at 43 High Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 64, HDC #46-2018.
- Fairchild James, LLC is seeking a certificate of appropriateness to install new skylights on property located at 24 Cliff Street, in the Residential Single Family-A, with a Historic Overlay (R1AH) District, Assessor's Map 11, Lot 123, HDC #47-2018.

Planning Board November 2018:

The November Planning Board meeting was cancelled due to weather.

Zoning Board November 2018:

The Board reviewed the following at their November meeting:

- Douglas Ladd, 55½ West High Street, in the Residential Duplex (R2) District, Assessor's Map 13, Lot 39, ZBA #12-2018. Application for a variance to have a duplex without required frontage was **approved**.
- Somedowntown, LLC, 59-65 High Street, in the Business Historic (BH) District, Assessor's Map 11, Lot 63A, ZBA #13-2018. Application for a variance to add residential units without adequate parking was **tabled** at the applicant's request.

Economic Development – November 2018

- Upcoming Roundtables:
 - ✓ Downtown: 12-10-18 @ 8:30
 - ✓ BIBED (Bankers-Investors- Brokers & E.D.): 1-17-19 @ 8:30
 - ✓ Malley Farm Business: 3-21-19 @ 9:00
- Vacant space filled with new tenants and new tenants in process
 - ✓ Stripe Nine Brewery – 8 Somersworth Plaza

✓ Eco-Touch – Canal Street

- Potential tenant/ business - exploring/considering Somersworth
 - ✓ 2 restaurants
 - ✓ 1 first responder
 - ✓ 1 energy supplier
 - ✓ GAR building prospect
 - ✓ Main Street concept
- New Vacancy: Site for sale and/or lease (meetings and conversations)
 - ✓ Advanced Auto Parts: 10 Andrews Drive
 - ✓ Tri City Flooring (foreclosure): 62 Market Street
 - ✓ Orthopedic Dr. Office: 388 High Street
 - ✓ The Big Dipper: 222 -Route 108
- Skyhaven Airport
 - ✓ Represent Somersworth on Skyhaven Advisory Board
- Marketing and Brand Identity
 - ✓ Working with new Marketing Firm: Open the Door- Christina Pappas regarding survey development and stakeholder interviews
- Miscellaneous
 - ✓ CTC Internship development process discussion groups
 - ✓ Downtown beautification project (Flower Pots)

Parks and Recreation – November 2018

- The Rec Youth Basketball program started on Saturday, November 10th. This year we have 112 players in grades 1-6 participating. Idlehurst gym is used for grades 1,2, and all girls in grades 3-6. The middle school gym is used for boys in grades 3-6. The program runs for 8 sessions until January 12th.
- Planning is underway for our Travel Basketball program for children in grades 3-6. To be eligible to play in our Travel program participants must also be enrolled and playing in the Saturday morning Rec Basketball program. We are currently working to secure volunteer coaches to run each age group. We recently held a Recreation Committee meeting and it was decided that the City will not offer this program starting next season due to our limited staff and resources. This will allow staff to diversify our programs and

focus on the Recreational aspect of basketball rather than the competitive aspect. We have started to notify parents in the program so they can look for other programs/leagues for next season.

- We held our first Sips & Sentiments holiday card making workshop for seniors on Monday, Nov. 5th. This new event was held at the Fillion Terrace Senior Center and was free for all seniors. Somersworth Housing Authority provided transportation for their residents and the Gathering Place Studio and Shop provided the materials needed for the card making. Light refreshments were served and we had a total of 10 seniors come. Participants enjoyed the event and staff had a chance to speak with the seniors about future activities they'd be interested in. Somersworth Recreation is actively collaborating with local organizations to host more senior activities and events throughout the year.
- Winter special events are right around the corner so staff are busy securing volunteers and donations for our annual Flashlight Candy Cane Hunt and the Senior Holiday tea co-hosted by the SYC program. The Candy Cane Hunt is scheduled for Friday, Dec. 7th at 6:30 p.m. at the high school football field. This event is free for children and light refreshments will be available along with music, decorations, and a visit from Santa Claus who will arrive on a Somersworth Fire Truck. The Senior Holiday Tea event is scheduled for Wednesday, Dec. 19th from 4:00-5:00 p.m. at the Flanagan Center gym. Somersworth Recreation staff will work alongside staff and children from the Somersworth Youth Connection program to deliver this free holiday event for seniors. Tea, cocoa, light refreshments, raffles, and games will be provided.



MEMORANDUM from Director Public Works & Utilities

TO: Robert M. Belmore, City Manager

DATE: November 27, 2018

SUBJECT: Public Works Department Monthly Report for November, 2018

FROM: Michael Bobinsky, Director of Public Works & Utilities

DIRECTOR'S COMMENTS

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

- Department personnel responded to multiple snow, sleet and rain storm events during November; removed snow in the downtown area using both City personnel and contracted assistance.
- Brox Industries completed the reclaim and base pavement work for Horne Street on November 15, just before another snow storm reached Somersworth later that night!
- Participated in a meeting on the Tri City Route 108 Complete Streets Project. The project includes a substantial public process involving City officials, business, abutters and other interested parties as the design unfolds over the next 18 months; a listening session with property owners and businesses will be held sometime in January.
- Spoke with project management officials from Maine DOT about the Eddy Bridge project
- Participated in a meeting with the State DES on updated strategies to protect Drinking Water Supplies
- Conducted interviews for a vacant Equipment Operator I position, candidate has been recommended for selection; background investigation is underway at this time.
- Met with the City Manager and the Director of Finance on a report from FERC that Aclara is planning to surrender its license to operate the Hydro Dam at the Plant.
- Developed recommendations with the City Engineer on specific traffic calming measures proposed for Memorial Drive for the Traffic Safety Committee consideration
- Working with Unitol on completing the trench restoration on Whitehouse Road per City Council approval; The Department will not issue any new permits (with exception to emergency excavations) until this trench restoration has been completed.
- Weather conditions have been a challenge during this late Fall/Early winter; significant rainfall and melting snow has contributed to a substantial increase in flow to the WWTF during the month of November. The WWTF has experienced 87% increase in flow as compared to November 2017. All related to the heavy rain events
- Worked with officials from the State Division of Emergency Services on implementing recent name change approvals from the City's E-911 Committee and the City Council.

CITY ENGINEER

- Oversaw completion of road repairs on Main Street, Washington Street, Constitutional Way, Horne Street, and the High Street shoulder
- Issued three (3) trench permits and two (2) driveway permits prior to the winter moratorium
- Investigated several drainage matters throughout the City
- Conducted background research on the Aclara Hydro license surrender

HIGHWAY DIVISION

Operations/Maintenance:

- Performed monthly metal collections
- Performed maintenance and repairs to city equipment
- Performed street sweeping on city streets
- Replaced broken siding on Used Oil Shed
- Assisted with Voting, set up and removed polling stations
- Had Three (3) Operators attend Snow Plow Operator training at Primex facility
- Replaced a Basin on the corner of Myrtle St and Horne St to assist with drainage from Horne St in conjunction with the reclaim work on Horne Street
- Had exterior access door replaced on Public Works due to old door rusted and not functioning.
- Performed bagged leave collection where accessible
- Responded 7 times for plowing and treating
- Performed snow removal downtown
- Replaced banners and installed Christmas decorations on downtown street lights
- Set up the City Christmas Tree in USS Somersworth Park
- Decorated the Library for the Christmas Parade
- Assisted with set up of the annual Christmas Parade, Deliver stage, tables, barricades and cones

Recreation:

- Performed fall clean up at USS Somersworth, and Stein Park in preparation for Veterans Day
- Plowed out Millennium Park field parking area for a rental on Thanksgiving Day
- Began removing nets at parks

Cemetery:

- Performed fall clean up in the veteran's area in preparation for Veterans Day
- Closed the gates for the season due to Snow.

Sewer Collections Maintenance:

- Re set 3-man holes that were loose or above grade, 283 High St, 107 Green St, Indigo Hill Rd at 2nd St.
- Responded to 18 Dig safe requests

WASTEWATER DIVISION

Operations/Maintenance:

- Operating under the (A2O) process mode which is used during our winter season limits. This process primarily focuses on removing ammonia nitrogen.
- Hackworth Fire & Security has started installing the security system for the main facility. This includes several cameras as well as a log-in panel at the main entrance.
- Reviewing Preliminary Design Report (PDR) for the upcoming improvements and construction project at the Plant

- Laviolette Controls has provided an update regarding the Blackwater Rd pump station SCADA system installation schedule. Once installed this feature will allow for remote access to alarms and improved monitoring operations. All other improvements to the Pump Station are completed.
- Replaced an explosion proof heater within the headworks (screening) building
- Hach serviced and calibrated the chlorine analyzers in accordance with our service contract.
- Experienced several weeks of high flow due to the weather. Flows at times have been more than triple our normal daily peaks. Due to these conditions, we have been operating in high flow mode which includes manual operation of several key components. We experienced one exceedance while operating under high flow conditions.
- Treated a total of 20,250 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 one permit exceedance for high chlorine residual during the month of November. This is a minor incident which occurred during a rain event.
- Treated a total of 68-million gallons of wastewater during the month which is 30 million more than last November 2017.

Industrial Pretreatment Program:

- No issues or concerns to report at this time.

Capital Improvements Plan Items:

- Blackwater Rd pump station upgrade – Completed the closeout walkthrough with Underwood Engineers on 11/6 and reviewed our spare parts and O&M manuals. We still have a minor issue concerning a valve leak with one pump. The manufacturer is working to resolve this issue.

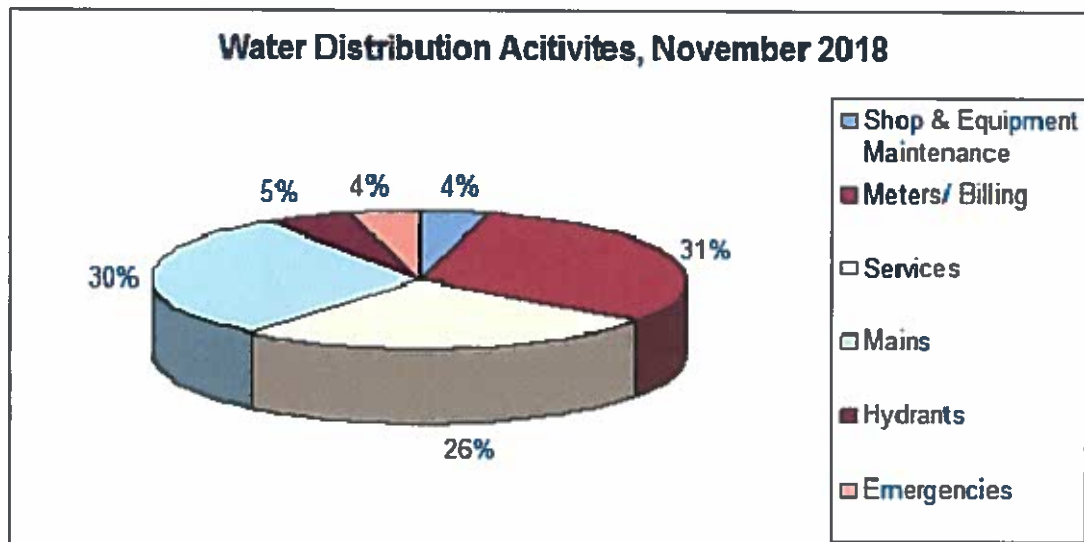
WATER DIVISION

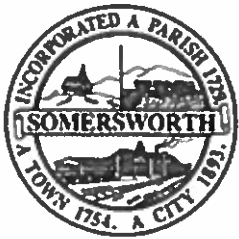
Items completed this month:

- Bacteria's and TOC's water test completed
- Pumped 32,146,969 est. gallons of raw water
- Filtered and pumped to the city 29,426,957 est. of finished water
- Presented a plant tour to Bad Lab brewing company
- Staff attended annual and technical meetings in Concord
- Responded to dirty water complaint at 19 Drew Rd
- Worked on Plant repairs
- Completed annual calibration of mag meters and finish meters
- Attended meeting regarding the Rocky Hill Road well study
- Responded to weather issues on site

WATER DISTRIBUTION

- Water Distribution operators responded to 44 non-emergency service requests and worked with paving crews along Main Street, Washington Street, High Street and Horne Street to repair and adjust valve boxes as needed.
- Operators responded to several emergencies including a hydrant that was struck by a motor vehicle at the intersection of Old Rochester Road and Blackwater Road. Operators also responded to 2 structure fires
- A new 8" water service was added at 200 Main Street to enhance fire protection at the property
- Water to all cemeteries including Holy Trinity, the Greek Cemetery and Mt Cavalier has been turned off for the winter season. Water service at the Ward 5 polling center was also turned off and the building has been winterized.
- Operators have continued winterizing and installing markers on all city owned hydrants for greater visibility





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: November 29, 2018
Subject: Monthly Report – Month of November 2018

Bob:

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

COMMUNITY POLICING:

We have been reminding motorists about cleaning the snow and ice from their cars prior to travel on New Hampshire Roads per Jessica's Law.

GRANTS:

We received New Hampshire Highway Safety Grants through the end of September, 2019 for DUI Patrols, Operation Safe Commute, Click it or Ticket and Hands Free Driving Patrols.

TRAINING:

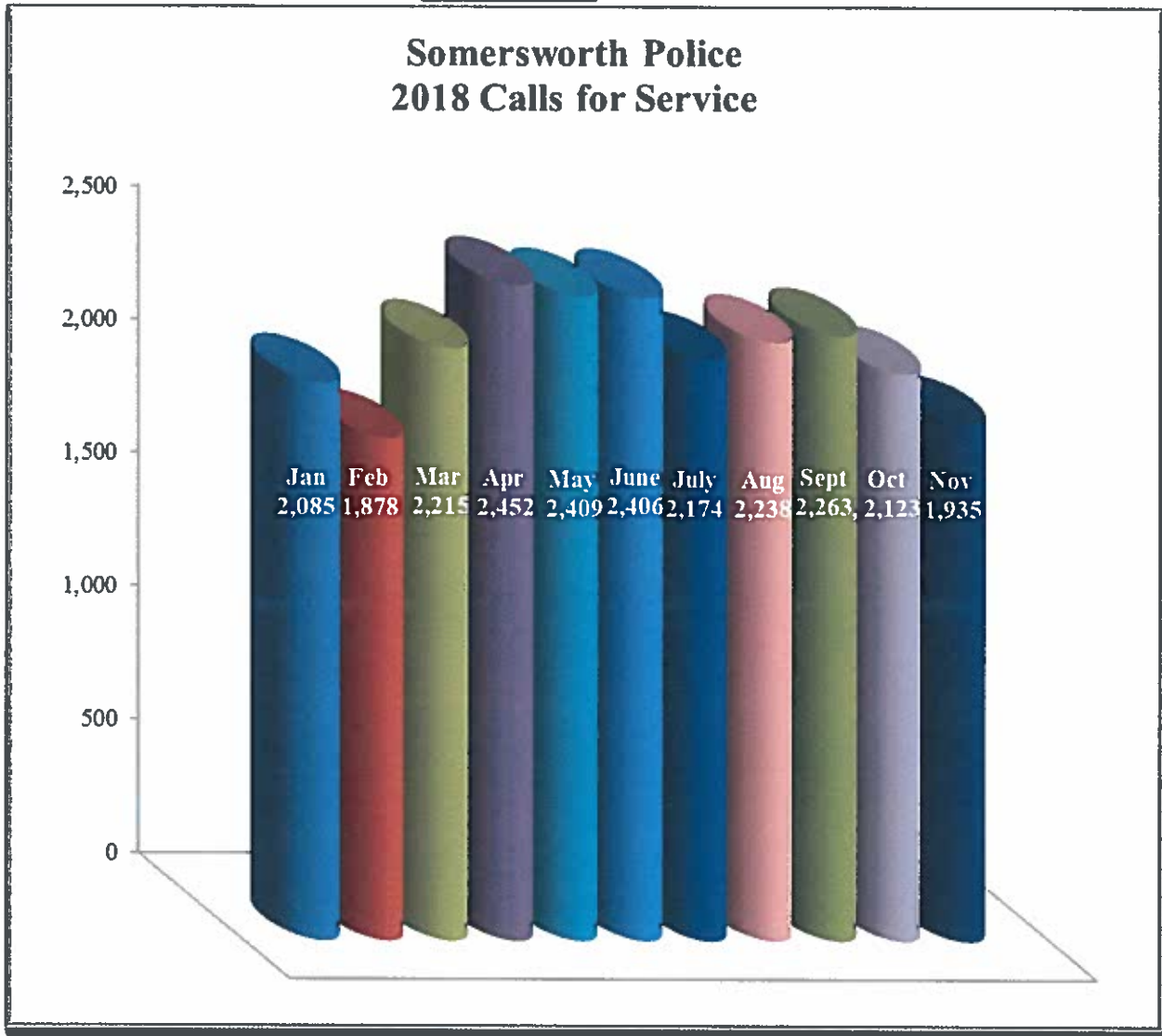
Officers received training in: Response to Adult Sexual Assault Cases, Mexican Drug Cartel Investigations, and Street Crimes Seminar in Vermont.

OTHER:

We are now collecting fingerprints electronically with our new LiveScan machine that was purchased with drug forfeiture funds. LiveScan submits fingerprints to the FBI using automated fingerprint indexing (also called AFIS).

Detective Sergeant John Sunderland was recognized by Child Advocacy Centers of New Hampshire and the Granite State Children's Alliance along with 11 others, as Strafford County's "Every Day Hero".

STATISTICS:



Month	#	To Date
January	2,085	2,085
Feb	1,878	3,963
March	2,215	6,178
April	2,452	8,630
May	2,409	11,039
June	2,406	13,445
July	2,174	15,619
August	2,238	17,857
Sept	2,263	20,120
Oct	2,123	22,243
Nov	1,935	24,178



City of Somersworth

Fire Department

195 Maple Street – Somersworth, NH 03878-1594



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

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

NOVEMBER 2018 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	10
Vehicle Fires:	0
Outside Fires:	0
Emergency Medical:	42
Motor Vehicle Crash:	7
Malfunction/false alarm:	9
Accidental/public service:	33
Hazardous Condition:	4
Hazardous Materials:	0

NON-EMERGENCY ACTIVITIES

Burning Permits:	8
Fireworks Permits:	2
Oil Burner Permits:	1
Place of Assembly Permits:	1
Fire Safety Inspections:	9
Fire Drills:	6

CALLS FOR SERVICE

- We responded to 32 fewer emergency calls this November (105) than in November 2017 – a decrease of 23%.
- House fires occurred at 300 High St; 67 Green St.; 28 West High St; and the High School exterior handicapped bathroom.
- We responded to mutual aid fires in Milton and Berwick and Lebanon ME.
- American Ambulance continues to provide excellent EMS services to the city with an average response time of 5 minutes 19 seconds.

PLANNING/PROJECTS/GRANTS

- Fire station workshop presented by MRI Inc. Public Safety Committee now discussing options to present back to City Council.
- Housing Authority quickly amended their capital plan to upgrade facilities with smoke detection and CO detection devices.

- Met with Christine Pappas – consultant for Development Services – about Somersworth image discussion points.
- Community Mutual Aid Association Air Van Committee met to finalize equipment purchases outside the FEMA FIRE Act grant process for the new air van to be delivered to us on Feb. 28th.
- Still petitioning NH HSEM for “active shooter” equipment grant.
- Salmon Falls River hazardous materials drill team met one final time to discuss lessons learned from the June 21st drill and map out improvements to Fire and Water Department strategies for Berwick and Somersworth.

TRAINING/MEETINGS

- The hiring process for new career firefighters produced 7 finalists with one offered a position. He is undergoing a background investigation now by the State Police. The 6 remaining candidates remain on a hiring list for future vacancies.
- Two new call firefighters were hired: Jeff Crean and Joe Perrelli. They begin Firefighter I/II classes on November 29th which should result in them being certified on June 4, 2019 [a 3rd newer call firefighter also is in this class].
- Now training three new career FFs on shift.
- Career crews received severe bleeding control classes.
- Attended Unitil annual training in Portsmouth.
- Attended meetings of the Public Safety Committee: Traffic Safety Committee: “9-1-1” Committee: SRTC: and the Seacoast Fire Chiefs.

COMMUNITY SERVICE

- Conducted fire safety training for Maplewood School.
- Assisted DPW crews with Christmas tree lights in the downtown.
- Firefighters began sign-ups for families under the “Toy Bank” program.

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