



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, December 1, 2017

SUBJECT: City Manager's Report for Monday, December 4, 2017
City Council Agenda

6:00 p.m. Workshop

Re: Presentation by Wright Pierce Engineers regarding Wastewater Treatment Facility Upgrades
Attached is a copy of the PowerPoint presentation to be given by Wright Pierce Engineers.

Unfinished Business (under section 13 of Agenda)

Resolutions

- A. Resolution No. 17-18 To Authorize the City Manager to Sell City Tax Deeded Property Located at 20 Green Street.** We received a check from Dr. Bennett through his attorney, Brian Barrington, for \$53,625.99 to exercise his re-purchasing rights last week. This is for past taxes, interest & penalties and other City costs such as legal. I executed the deed on Thursday which renders this action moot. In light of this development, the Council will need to reject this action item.

New Business (under section 14 of Agenda)

Ordinances

- A. Ordinance No. 2-18 City Council Meeting Schedule for 2018.** Mayor Dana Hilliard has proposed the following 2018 Council regular meeting calendar. City Council should consider waiving Council Rules to act on the meeting calendar this evening.

Resolutions

- A. Resolution No. 18-18 Authorize the City Manager to Contract with Wright Pierce Engineers of Portsmouth, NH to provide Engineering and Design Services for Various Complete Streets Projects.** After a series of review by City Staff and the Council's Public Works & Environment Committee, Wright Pierce Engineering is being recommended to prepare design and bid documents for three (3) City "Complete Streets" road projects.

B. Resolution No. 19-18 Proclamation Declaring January Diversity Month in the City of Somersworth.

Other

A. City Council Certification of Return of Votes for the November 7, 2017 Municipal Election.

B. Re: Resolution No. 25-17 – Purchase & Sales Agreement with Chinburg Properties for the Re-use of the Former Hilltop Elementary School Property. Eric Chinburg plans to attend the meeting. His attached email to Director Shanna Saunders sets some of the frame work as to why he wants to close on the property this month (HTC tax credits). I have also included copies of the Resolution passed by Council and an excerpt from the signed Purchase & Sales that indicates 30 apartments being proposed and some civic space. Mr. Chinburg has pointed out that although he may still be able to financially keep his original plan for apartments, there may be a need to do a more “mixed use development”, or an all business type of re-use for this facility to make it financially feasible.

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

A. Informational Items.

- 1. CIP Fiscal Year 2019-2024.** 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 2019-2020 Budget Preparation.** Next week I will be directing City Department Heads to begin their preliminary Budget requests for FY 2019-2020. 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.
- 3. Former Breton’s Cleaners (1 Winter Street).** We have submitted our Grant application to the US EPA for an additional \$200,000 in Brownfield’s Grant Funds to complete the clean-up of this site. Presently, the building has been demolished and the site buttoned-up. We will also be requesting an extension of the Grant deadline to allow Credere to examine soil test results and complete their final report as required by NH DES.
- 4. Grants.**
 - a)** Unless directed otherwise by City Council I will be authorizing a Grant application by the Fire Department for a Homeland Security Grant to purchase equipment in the amount of approximately \$6,000 for Best Practice equipment in responding to active threat situations. This is a companion Grant similar to the one awarded to the Police Department. Attached is a memorandum from Chief Hoyle that further explains this Grant program.
 - b)** Attached are copies of memorandums from our various Department Heads that summarize our efforts over the last twelve (12) months or so to pursue Grant funds for our Community. I am pleased to inform you that we have secured over \$1M and are awaiting word on an

additional \$1M in Grant Funds. My thanks are extended to all of our Department Heads and their Staff for these tremendous efforts.

B. Attachments.

1. City Attorney Certifications
2. Department Head Reports
3. Letter from School Board Chairman, Don Austin to Mayor and City Council Regarding Land Acquisition - Mayor has referred the topic to the Joint Commission of City Council and School Board

Upcoming Meeting & Events

- a) **Somersworth/Berwick Christmas Parade.** Saturday, December 2nd at 2:30 p.m.
- b) **Greater Somersworth Chamber of Commerce Business Breakfast.** Friday, Dec. 8th from 7:30 a.m. – 9:30 a.m. at Kelley's Row. Speakers will be Director Shanna Saunders and Somersworth Now, Jenne Holmes.
- c) **Flashlight Candy Cane Hunt.** Friday, December 8th at 6:30 p.m. at the Somersworth High School football field.
- d) **Senior Holiday Tea.** Thursday, December 14th from 4:00 p.m. - 5:00 p.m. at the Flanagan Center.
- e) **Municipal Election Inauguration.** January 11th at 6:30 p.m. in the Council Chambers.