



CITY OF SOMERSWORTH
Office of the City Manager

TO: Mayor Dana Hilliard and City Council Members

FROM: Robert M. Belmore, City Manager *RB*

DATE: Friday, September 19, 2014

SUBJECT: City Manager's Report for Monday, September 22, 2014
City Council Agenda

6:30 p.m. – Public Hearing

*Re: Ordinance No. 5-15 Amend Chapter 13, Police Offenses, Section 3.4.E Motor Vehicle Operation;
Ordinance No. 6-15 Amend Chapter 13, Police Offenses, Section 3.3 One Way Streets.*

Unfinished Business (under Section 13 of Agenda)

Ordinances:

- A. Ordinance No. 5-15 Amend Chapter 13, Police Offenses, Section 3.4.E Motor Vehicle Operation, Right on Red (Prohibited), for High Street (North Bound) at Indigo Hill Road Intersection.**
- B. Ordinance No. 6-15 Amend Chapter 13, Police Offenses, Section 3.3 One Way Streets, Relative to Constitutional Way.**
Both of these Ordinances are recommended by the Traffic Safety Committee.

New Business (under Section 14 of Agenda)

Ordinances:

- A. Ordinance No. 7-15 Amend Chapter 13, Police Offenses, Section 3.4.B Motor Vehicle Operation, Speeds, Rocky Hill Road.** Attached is a memorandum from the Chairman of the Traffic Safety Committee Captain Timmons regarding the Committee's recommendation.

Resolutions:

- A. Resolution No. 16-15 Authorize the City Manager to Enter into a Contract with Resource Management Inc. of Holderness, NH for Water Treatment Facility Lagoon Cleaning.** This project was reviewed by Public Works & Environment and Finance Committee. Attached is a copy of the bid results and a recommendation. Please consider waiving Council Rules to consider awarding the project this evening. This is a budgeted project and it would be in the City's best interest to begin this project as soon as possible.
- B. Resolution No. 17-15 Authorize the City Manager to Contract with Industrial Protection Services LLC of Wilmington, MA for the Purchase of Self Contained Breathing Apparatus for the Fire Department.** The Finance Committee did review and accept Fire Chief Hoyle's recommendation which is attached. This year's budget appropriation of \$55,764 covers the purchase.
- C. Resolution No. 18-15 To Authorize the City Manager to Waive Ordinance Chapter 13D (Noise/Nuisance Control) for Pike Industries, Inc. and/or its Subcontractors to Permit Night Work as Needed as Part of the Road and Utility Improvements on a Portion of High Street from the Sinclair Avenue Intersection Location to the Dover City Line and Road and Utility Improvements to Tri City Road.** Pike Industries is requesting the ability to work from 7:00 p.m. to 7:00 a.m. to mitigate potential traffic issues during this project. It is important to consider waiver of Council Rules to act on the Resolution this evening in order to meet the projected project timelines.
- D. Resolution No. 19-15 Authorizing the City Manager to Contract with Masonry Unlimited of Wakefield, NH for Repairs to the Somersworth City Hall Exterior.** Attached is a memorandum from Director Sharples that explains the project need. We budgeted \$30,000, however, low bid came in at \$36,250. I believe our overall general fund budget can absorb the needed extra \$6,259, however the additional funding may need to be addressed at the fiscal year's end via a Budget Transfer Ordinance.
- E. Resolution No. 20-15 Authorizing the City Manager to Contract with Northeast Earth Mechanics, Inc. of Pittsfield, NH to Construct the Downtown Sidewalk and Streetscape Improvement Project.** Please see attached information from the State of NH DOT in regards to the Construction award going to the low bidder. It is important to consider waiver of Council Rules to act on the Resolution this evening, again, in order to position the TE project being completed on schedule and in conjunction with the downtown infrastructure bond project.

Other:

- A. Downtown Infrastructure Project – Move Final Paving Overlay to Spring 2015.** City Engineer Joe Ducharme recommends moving the final paving overlay until the spring. This will allow for any possible settling due the extent of the underground utility work completed.
- B. Authorize City Manager to Sign Unitil Agreement to Extend Natural Gas Service to Former PD Building Site.** Attached is a copy of the Contract. Please note that the City may be subject to a charge if a tenant is not found and fuel is not used.
- C. Approval to Seek Adding Hilltop School to the National Historic Registry.** Attached is a letter Mayor Hilliard received from Peter Michaud from the NH Division of Historical Resources.

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

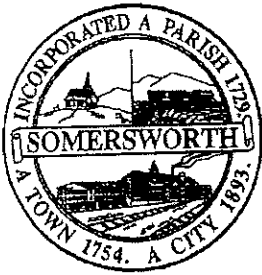
A. Information Items:

- 1. Transportation Alternative Program (TAP).** I have authorized Director Sharples to prepare a TAP grant to reconstruct the sidewalks and other streetscape improvements on Washington Street, Main Street from John Parsons Drive to GE and Government Way. The application is due September 26th. Attached is a memorandum from Director Sharples explaining the process. I would appreciate any Council input and as stated by Dave, we respectfully request a letter of support regarding the application.
- 2. COAST.** Attached is a copy of an email I received from COAST Executive Director Rad Nichols on September 15. Rad clarifies an issue regarding a possible voting by-law change discussed by Council at your last meeting. Summary – The City of Somersworth is not presently in jeopardy of losing it's board member vote based on our finding support.
- 3. Fire Department Open House.** Saturday, October 4th from 10:00 a.m. – 2:00 p.m. Attached is the Flyer with information on the Open House.

B. Attachments:

- 1. City Attorney Certifications: Five (5).
- 2. Department Head Reports.
- 3. Hoyle Tanner's July/August Monthly Project Report.

Ord. no. 6-15



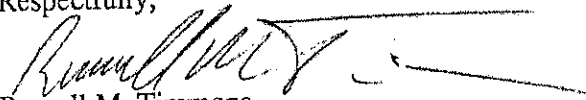
Dear Mr. Mayor and members of City Council:

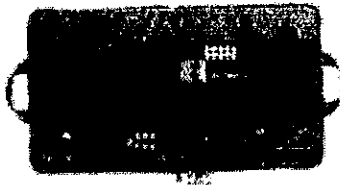
At our June Traffic Safety meeting we discussed the concerns of the current parking and traffic patterns specific to Constitutional Way. The members of the Traffic Safety Committee appreciate the efforts of those that suggested the change to configure Constitutional Way to a one-way. When this matter was first discussed the one-way pattern was a viable option, deserving of a test period. This traffic pattern has been in effect for a reasonable amount of time. During this time we have become aware of more negative aspects of the one-way than we have had positive reviews. These negative comments having been offered by citizens and business owners. It is the suggestion of The Traffic Safety Committee that the traffic pattern on Constitutional Way revert to the previous two-way traffic flow. The following is a list of our justifications for this request.

- Seemingly ineffectiveness of the one-way pattern
- The lining of designated parking resulted in only 6 additional parking stalls.
- Presently the availability of parking on Constitutional Way is under utilized
- Safety of vehicle and pedestrian traffic utilizing the way is concerning
- With the current construction underway and the changing "downtown" traffic pattern allowing two-way traffic on Constitutional Way would be a benefit, perhaps relaxing some traffic congestion

The members of The Traffic Safety Committee appreciate your consideration of this recommendation.

Respectfully,


Russell M. Timmons
Chairman, Traffic Safety Committee

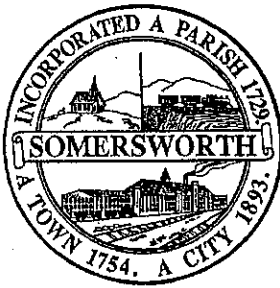


Date: September 17, 2014

To: Mayor Hilliard
Members of City Council
City Manager, Bob Belmore

The Traffic Safety Committee has recommended the speed limit along Rocky Hill Road be set at 30 MPH. The area from Otis Road to the Rochester City Line currently sits at 35 MPH. Several citizens expressed some concerns with this speed limit. There has been an increase of pedestrians walking in the area. Traffic has seemingly increased perhaps as a result of the Market Street project. A traffic survey was conducted in May 2013, by the Strafford Regional Commission. The data collected indicated that 32% of the vehicles counted were operated between 37 and 47 MPH. The rate of accidents during the past few years is minimal. We considered the contour of the road as a factor in recommending this action. There are no sidewalks or wide shoulders, along the way. The lighting is adequate for the road after dark. Increasing the illumination will not resolve any of the issues presented by the citizens that contacted this committee. The conclusion by the committee is that the 35 MPH may be functional for that area. However 30 MPH would increase the safety factor immensely. Therefore considering all concerns it is our recommendation to lower the speed limit to 30 MPH.

Russ Timmons, Chairman
Traffic Safety Committee



MEMORANDUM

To: Bob Belmore, City Manager
From: Scott Smith, Director of Finance
Date: August 7, 2014

Re: Result of Bids – WTP Lagoon Cleaning

Attached please find a spreadsheet detailing the results of bids received for cleaning the lagoons at the Water Treatment Plant. The intent is to clean lagoons 2 and 3 this summer, and clean lagoon 1 next spring.

Funding available is \$35,000 encumbered from the FY2014 budget and \$35,000 in the adopted FY2015 budget.

The recommendation is to contract with RMI of Holderness, NH. Although the rate per ton is slightly higher, there is no additional daily rate for equipment, labor, and mobilization.

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

City of Somersworth
 Bid Lagoon Cleaning
 24-Jul-14

Spring 2015

Summer 2014

Bidder	Labor/Equip Daily Rate - Est 5 Days	Material Cost/Ton Est 320 tons	Total est	Sand Unit price	Labor/Equip Daily Rate - Est 5 Days	Material Cost/Ton Est 320 tons	Total est	Sand Unit price
Daniel Ladd Sitework 592 Loudon Ridge road Loudon, NH 03307	\$6,081/day Est = \$30,405	\$86/ton Est = \$27,520	\$57,925	\$34	\$4,672/day Est = \$23,360	\$86/ton Est = \$27,520	\$50,880	\$34
RMI 1171 NH Rt 175 Holderness, NH 03245	\$0/day Est = \$0	\$89.10/ton \$28,512	\$28,512	\$25	\$0/day Est = \$0	\$89.10/ton \$28,512	\$28,512	\$25

SOMERSWORTH FIRE DEPARTMENT

September 5, 2014

TO: Robert Belmore, City Manager
 FROM: Chief Hoyle
 RE: Recommendation for Self-contained Breathing Apparatus

There is \$55,764 in the fiscal 2014-2015 budget under the CIP for purchase of 7 SCBA (self-contained breathing apparatus) for the ladder truck and all call firefighters' facepieces.

This is Year 2 of a 4 year replacement plan. Last year we replaced the SCBA on our front line pumper (Engine 4) and all career firefighters' facepieces.

We were hopeful that we would win a \$242,000 FIRE Act grant from FEMA to secure all the SCBA equipment we need but we were not successful this year. We will try again next year for the last 2 installments of this equipment.

We have used the Massachusetts State Bid (FIR 03 2100) in the past as it is the least expensive method to purchase this equipment. There is no vendor in NH for this equipment.

Industrial Protection Services LLC of Wilmington MA is the local Scott Aviation SCBA vendor who is listed on the Massachusetts State Bid and the vendor we have used since 2011 for our Scott SCBA equipment and parts. We are pleased with the service that they provide to us.

The cost breakdown is as follows:

7	Scott AP75 SCBA	33,166
14	4.5 30 min carbon cylinders	10,864
25	HT Sureseal facepieces	5,700
8	Voiceamps	2,712
1	Pak Tracker and charger	1,599
4	Hardened cases	<u>1,723</u>
TOTAL:		55,764

Bob Belmore

From: Joe Ducharme
Sent: Wednesday, September 03, 2014 5:19 PM
To: Bob Belmore; Todd Smith; Shawn McLean; aphelps@pikeindustries.com; cmatheson@pikeindustries.com; tim@electriclightcoinc.com
Cc: Dave Sharples; Scott A. Smith; Joe Ducharme Forward
Subject: High St / Tri-City Rd Paving Project
Attachments: Paving Project Pre-Con Mtng Minutes 3-Sep-2014.doc

All,

Attached are the minutes of the pre-construction meeting held this afternoon for the High Street / Tri-City Road / Blackwater Rd / Whitehouse Road paving projects.

Please note that Pike plans to mobilize message boards and begin their field evaluation work by mid-late next week. They anticipate pavement removal to begin the week of September 22nd.

Those of you who attended the meeting please review the content of the attached minutes for accuracy. Please advise me immediately of any changes or additions to the minutes (a list of meeting attendees appears on the last page of the attachment).

Thank you,

Joe Ducharme, Jr., P.E.
Contract City Engineer

9/3/2014

Paving Project Pre-Construction Meeting Minutes

High Street / Tri-City Road / Blackwater Road / Whitehouse Road
Somersworth, New Hampshire **3 September 2014**

A. Introductions / Sign-In Sheet

Sign-in sheet circulated. See last page for list of attendees and contact information.

B. City of Somersworth Contact Information

Life Threatening Emergency: 911

Police: Captain Russ Timmons, 603-692-3131

Fire: Chief Keith Hoyle, 603-692-3457

Ambulance: 911

Public Works Department: Todd Smith, Director, 603-692-4266

Engineering: Joe Ducharme, PE, 603-692-9524

Finance: Scott Smith, Director, 603-692-9504

Planning: Dave Sharples, Director, 603-692-9517

Economic Development: Christine Souter, Manager, 603-692-9516

City Manager: Robert M. Belmore, 603-692-9503

C. Schedule / Sequence of Work

Pike to have Bonds & Insurance Certificates by Monday.

High Street / Tri-City Road:

- Proposed construction start date (tentative) is September 22nd.
- Tom Cooley will be Pike's Project Manager.
- Dig-Safe, GPS survey, video record of pavement markings, message boards, utility coordination, and other pre-construction efforts will begin as soon as contract is signed.
- Mobilization and storage of equipment to be determined (Pike will reach out to local businesses and to NHDOT District office for places to store equipment during off-hours).
- Plan is to reclaim, fine grade, and repave High Street full-width in two or three discrete segments to minimize disruption to traffic and local businesses.
- Pike will provide continual access to businesses and private properties throughout the project and will post signs that businesses are open.
- Provided night work is allowed Pike will work two shifts: 7a-5p for fine grading and paving and 7p-7a for milling and rough grading.
- Targeted completion for High Street is the last week of October.

Blackwater Road (Route 108 to Dover City Line) and Whitehouse Road

- Anticipate reclaim to begin in late-October after structures on High Street are set for final paving (some overlap anticipated with High St paving).
- Fine grading and asphalt injection to follow with binder pavement in place by mid-November.
- NOTE: The onset of prolonged cold/early winter weather may cause some or all work on Blackwater Rd and/or Whitehouse Rd to be postponed until Spring 2015.

D. Signage / Traffic Control

- Pike to prepare a traffic plan and will meet with City staff to review next week
- Portable message signs to be installed late next week on High Street
- Electric Light Company will contact signal consultant for City of Dover regarding signal timing at Dover City line which may need to be adjusted when Pike is working at the south end of the project.
- Pike intends to use uniformed officers with cruisers as well as staging multiple flaggers as needed to maintain reasonable traffic flow through the construction zone.

E. Pavement QA/QC

- Pike crews will do all milling, fine grading, reclaiming, and paving.
- Pike will provide their own in-house QA/QC testing and will share test results with the City.
- City will contract with a third party to perform compaction testing and pavement QA/QC testing services.
- City specified paving with no more than 10% RAP in the mix for all layers – base, binder, and wearing course.

F. Pike's Subcontractors

- Pike intends to use subs for striping, structure resetting, and asphalt injection.

G. Access to Properties During Construction/Temporary Signals

- Pike will provide signs indicating businesses are open
- Signal loops may be out of service for up to one week in some areas. Signals will automatically switch to pre-programmed cycle.

H. Night Work / Noise Ordinance

- Pike proposes to work two shifts: 7a-5p for fine grading and paving and 7p-7a for milling and rough grading.
- City Manager will seek Council approval of a resolution on Sep 22nd to allow Pike to extend work hours after 9pm.

I. Adjusting / Re-Setting Structures

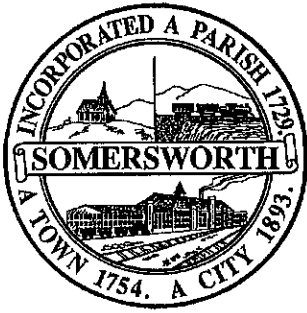
- City structures are visible with the exception of one manhole.
- City Public Works will mark their structures for Pike.
- City prefers that water gates are set flush with paving. Pike to review with City prior to paving.

J. Other Items of Interest

- Dust control will be needed. City to provide access to hydrant with meter for water.
- City is aware of some properties planning utility extensions to individual properties. Property owners will be notified again by the City that time is of the essence.

END OF MEETING MINUTES

	% Comp	Task Name	Duration	Start	Finish
1	0%	City of Somersworth	35 days	Mon 9/15/14	Fri 10/31/14
2	0%	-High Street	35 days	Mon 9/15/14	Fri 10/31/14
3	0%	Digsaie	0 days	Mon 9/15/14	Mon 9/15/14
4	0%	Mobilize Job	5 days	Mon 9/15/14	Fri 9/19/14
5	0%	Lower Structures	2 days	Thu 9/18/14	Fri 9/19/14
6	0%	Milling to Gravel	12 days	Tue 9/23/14	Wed 10/8/14
7	0%	FG Existing	14 days	Tue 9/23/14	Fri 10/10/14
8	0%	Base Section 1 (North End)	2 days	Thu 9/25/14	Fri 9/25/14
9	0%	Base Section 2 (Central)	2 days	Thu 10/2/14	Fri 10/3/14
10	0%	Binder 1+2	3 days	Mon 10/6/14	Wed 10/8/14
11	0%	Base Section 3 (South End)	2 days	Thu 10/9/14	Fri 10/10/14
12	0%	Binder Section 3	2 days	Mon 10/13/14	Tue 10/14/14
13	0%	Raise Structures	5 days	Wed 10/15/14	Tue 10/21/14
14	0%	Loop	5 days	Wed 10/15/14	Tue 10/21/14
15	0%	Top	3 days	Mon 10/27/14	Fri 10/24/14
16	0%	Thermo	5 days	Mon 10/27/14	Fri 10/31/14



David E. Sharples
Director of Planning and Community Development

September 18, 2014

To: Robert M. Belmore, City Manager

Re: City Hall Facade

I have attached a Resolution regarding the City Hall façade project listed in the Capital Improvement Program (CIP). The City Council funded this project for this fiscal year. The City went out to bid and received two bids with the low bid of \$36,250.

The project will remove and replace all the caulking around the granite façade. The caulking was originally installed in the early seventies and is now cracking and dried. This is causing water to enter the building in several locations and damaging insulation, ceiling tiles and wall finishes. Water is also getting behind the granite panels and is jeopardizing their integrity.

Thank you.

Enc (1)

City Hall Exterior Repairs
Bids - September 11, 2014 - 2:00PM

Contractor	Bid
Associated Concrete Coatings 476 Valley Street Manchester, NH	\$52,300
Masonry Unlimited PO Box 1145 Wakefield, NH 03872	\$36,250

Bob Belmore

From: Dave Sharples
Sent: Tuesday, September 09, 2014 11:08 AM
To: Bob Belmore (bbelmore@somersworth.com); Scott A. Smith (ssmith@somersworth.com)
Subject: FW: Somersworth #16049 - TE Bid and CE Award Approval
Attachments: BidAward_Aprvl.pdf

Great news! They approved the bid award and are giving us the extra funds. Need to secure the match on our end asap I would imagine.

Thanks,
Dave

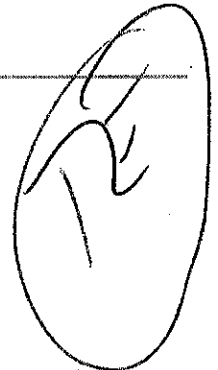
From: Charles Willeke [mailto:CWilleke@dot.state.nh.us]
Sent: Tuesday, September 09, 2014 9:51 AM
To: Dave Sharples
Cc: Bakos, Greg; Susan Dearborn; Tom Jameson; Nancy Mayville; Tracy Gora
Subject: Somersworth #16049 - TE Bid and CE Award Approval

Hi Dave,

Please see attached letter (hard copy to follow) approving the low bidder Northeast Earth Mechanics, as well as approving VHB for Construction Engineering services.

Thanks,
C.R.

C.R. Willeke, P.E.
Project Manager
The Bureau of Planning & Community Assistance
John O. Morton Building
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483
Direct Tel (603) 271-6472
Office Tel (603) 271-2107
Fax (603) 271-8093





THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



September 9, 2014

CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

David Sharples, Director
Planning and Community Development
City of Somersworth
One Government Way
Somersworth, NH 03878

RE: SOMERSWORTH, X-A001(109), #16049
Downtown Pedestrian and Bicycle Improvements
Transportation Enhancement Program
BID AWARD APPROVAL AND CE APPROVAL

Dear Dave:

The New Hampshire Department of Transportation (NHDOT) has reviewed the Bid Tabulation and Bid Analysis documents submitted by Vanasse Hangen Brustlin, Inc. (VHB) dated August 27, 2014, and find them to be satisfactory. The NHDOT hereby approves award of the construction contract by the City to the low bidder, **Northeast Earth Mechanics**, in the amount of **\$445,310.00**.

In addition, we have reviewed the Construction Engineering (CE) Scope and Fee as prepared by VHB dated August 11, 2014, as well as the City's Independent Government Estimate dated August 26, 2014, and find them both to be satisfactory. The NHDOT hereby approves award of the CE contract to **VHB** in the amount of **\$55,677.00**.

IMPORTANT: Please inform this office when the both the Construction contract and the CE contract is executed by submitting a copy of the **signed Contract Agreements** for our files, **along with copies of the Construction contract Notice of Award and Notice to Proceed**. Also, please notify me of the anticipated pre-construction conference prior to starting construction. NHDOT will send a representative from this office and the Labor Compliance Office.

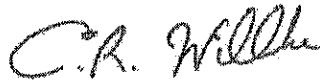
If changes to the project are needed as the project proceeds, a change order will be required in advance of any purchase or work. Only pre-approved change orders will allow for reimbursement from federal funds.

Department inspection for conformity with the approved plans and specifications, as well as submittal of "as-built" reproducible plans will be required upon final completion of work.

We have enclosed a copy of the checklist entitled "Project Closeout, Part 1, Final Reimbursement Submission". Near the end of the project, you will need to complete the portion of the form indicated "by Project Sponsor" and return it to me with all supporting documentation with your final reimbursement request. The final reimbursement request cannot be processed for payment until all required documentation has been reviewed and approved by NHDOT.

I look forward to helping you begin construction of this project. If you have any questions, do not hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "C.R. Willeke". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

C.R. Willeke, PE
Project Manager
Bureau of Planning and Community Assistance
Tel. (603) 271-6472

CRW/dmp
Enclosure

cc: Jay Ankenbrock, Office of Federal Compliance
Greg Bakos, Vanasse Hangen Brustlin, Inc.

City of Somersworth
 Bid - Downtown Streetscape Project
 22-Aug-14

Bidder	Downtown Streetscape Project Bid	Total
NE Earth Mechanics, Inc. 159 Barnstead Road Pittsfield, NH 03263	\$445,310	
Severino Trucking Co., Inc. PO Box 202 Candia, NH 03034	\$485,960	

Bob Belmore

From: Dave Sharples
Sent: Thursday, August 28, 2014 11:39 AM
To: Scott A. Smith
Cc: Bob Belmore
Subject: Fwd: Bid analysis

Sent from my iPhone

Begin forwarded message:

From: Charles Willeke <CWilleke@dot.state.nh.us>
Date: August 28, 2014 at 10:50:07 AM EDT
To: 'Dave Sharples' <dsharples@somersworth.com>
Cc: Tracy Gora <TGora@somersworth.com>
Subject: RE: Bid analysis

Thanks Dave and Tracy for sending me the information,

I have sent an estimate requesting and additional approx. \$100K to cover the low bid amount and the CE contract amount. I will keep you in the loop on how that request process is going. If / when this does get approved, the next step is for me to send a letter to the City concurring with awarding the Construction contract and CE contract.

See table below for current figures:

SOMERSWORTH #16049	80% GRANT	20% CITY	100% FUNDS
PRELIM ENG	\$ 60,000.00	\$ 15,000.00	\$ 75,000.00
CONST ENG	\$ 44,541.60	\$ 11,135.40	\$ 55,677.00
CONSTRUCTION	\$ 356,248.00	\$ 89,062.00	\$ 445,310.00
TOTAL	\$ 460,789.60	\$ 115,197.40	\$ 575,987.00

Thanks,
C.R.

From: Dave Sharples [<mailto:dsharples@somersworth.com>]
Sent: Wednesday, August 27, 2014 3:46 PM
To: Charles Willeke
Subject: FW: Bid analysis

Hi C.R.
I've attached the bid analysis memo and spreadsheet for your review.

Bob Belmore

From: Bob Belmore
Sent: Friday, September 12, 2014 2:23 PM
To: briantapscott@comcast.net; Councilor Dale Sprague (dsprague@somersworth.com); Councilor David Witham (dwitham@somersworth.com); Councilor Marcel Hebert; councilorsoldati@me.com; Denis Messier (messier3@comcast.net); Jonathan McCallion (somersworthward4@aol.com); Martin Pepin (mpepin@comcast.net); Mayor Dana Hilliard; Sean Collins
Cc: Brenda Breda; Christien Dubois; William Travascio; Scott A. Smith
Subject: FW: TE Project
Attachments: Downtown Streetscape Bid Results 8.22.14.xlsx

Good Afternoon Mayor and Councilors,
 Attached are the 2-bids received on the TE Grant downtown project. The State has approved the award of the project to the low bidder, Northeast Earth Mechanics for \$445,310 and VHB Engineering for construction oversight at \$55,677.

Finance Director Scott Smith and I discussed options that the City could consider to make up the additional \$19,331 for our matching obligation as the bids came in higher than expected. By the way, the State has increased it's award by some \$80,000. Scott's email trails these introductory comments.

The Finance Committee plans to meet on Monday, September 22 at 6:00pm (Public Works will plan to meet at 5:30pm). This is prior to the next meeting of the full Council.
 Should Finance accept the option to approve the additional needed funding out of the budgeted contingency appropriation, no further action would be needed at this time I believe.

If the preferred method to make up this match is the Transportation Fund or Sidewalk Reserve Fund then a Resolution would be needed and preferably both a first and second reading on Sept 22.
 As I believe it has been the Council's preferred direction to get the TE project done ASAP concurrently with the present downtown project, hence the need for a swift decision.

Please call me if you have any question/s.
 Sincerely,

Bob

Robert M. Belmore, ICMA-CM
 City Manager
 City of Somersworth, NH
 office 603-692-9503
 direct 603-692-9502

From: Scott A. Smith
Sent: Friday, September 12, 2014 9:40 AM
To: bbelmore@somersworth.com; Dave Sharples (dsharples@somersworth.com)
Subject: TE Project

Bob,

I have reviewed the cost estimates provided by the City's consultant engineer from the Bid analysis for the TE project. The City's portion of the total project cost is \$115,197. The City will need some additional funding for this project as follows:

- There is currently \$95,866 in the Capital Reserve Fund for this project.

9/12/2014

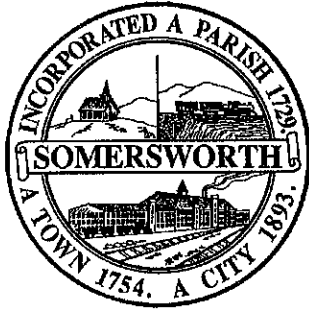
- The City will need an ***additional \$19,331*** to meet the City's obligation.

There are a couple funding sources available that may be utilized to meet this obligation:

- The Municipal and Transportation Fund, which current has \$55,000 available, could be utilized. The City Council are named as agents to expend and would need a Resolution to authorize use of these fund for this purpose.
- The Sidewalk Capital Reserve Fund, which currently has \$251,000 available, could be utilized, but I think that the Municipal and Transportation Fund may be a better fit sine the Sidewalk CRF is specific to sidewalks. Again, this would require Council action as they are named as agents to expend.
- Contingency in the FY15 budget could be used, and my understanding is that this could be authorized by the Finance Committee if they are inclined since it is with in their spending authority.

Let me know if you would like to discuss further.

Scott A. Smith
Director of Finance
City of Somersworth



Joe Ducharme, PE
Engineering
Tel: 692-9524
Fax: 692-9576

DATE: September 17, 2014

TO: Bob Belmore, City Manager

COPY: Scott Smith, FD; Todd Smith, PWD

SUBJECT: Downtown Infrastructure Project Finish (wearing course) Paving

As the downtown utilities project nears completion discussion has ensued about whether to install the finish (wearing course) paving on Market Street, High Street, and Main Street at the conclusion of the utilities installation. This memorandum presents factors for consideration that support delaying the wearing course paving until 2015.

The downtown utilities project is currently on schedule to complete utilities construction and install base course paving throughout the project this fall. Reasons to consider delaying placement of the wearing course pavement until 2015 include:

1. Project utilities installation on Market Street, High Street, and Main Street has disturbed much of the original sub-grade soils and road base, which was replaced with common fill and select fill materials (compacted). Additional consolidation of these soil materials may occur during freeze-thaw cycles over winter and early spring. Delaying placement of wearing course pavement until 2015 would allow for corrections to any irregularities in the sub grade soils and base paving that might occur over winter prior to placing the final wearing course.
2. The Transportation Enhancement (TE) project (primarily sidewalk improvements) is scheduled to begin this fall on the heels of the downtown utilities project. The TE project will require construction equipment to operate on the new paving on Market Street, High Street, and Main Street this fall and next spring (when the TE project is completed). Delaying final paving on Market Street, High Street, and Main Street until the TE project is complete will minimize the effects of the TE project construction on the new pavement.

Engineering recommends the City discuss with the project engineer (HTA) and the contractor (Severino) what, if any, impacts delaying placement of the final wearing course pavement might have on project performance, the project budget, and the contractors bonds and insurance. Provided the project engineer (HTA) and contractor (Severino) are in agreement that the base course paving will perform adequately over winter and they foresee no cost increases to the project then it will be in the City's best interest to delay placement of the final wearing course pavement on Market Street, High Street, and Main Street.

END OF MEMORANDUM



**Contract for Installation of
Gas Service or Main or Relocation of Meter**

Agreement Date: 09/08/2014
Amount Due: \$0.00
Est. Annual Usage (MCF): 160
Package-ID: 43399
Page: 1 of 2

1. Parties.

This Agreement is made and entered into between **City of Somersworth ("Customer") 5 Main St, Somersworth, NH** and Northern Utilities Inc. d/b/a/ Unitil (herein after called "Unitil or "Company") pursuant to the following terms and conditions.

Customer hereby stipulates and represents that (s)he is the owner of the subject property located at **5 Main St, Somersworth, NH** for the benefit of which the work described below is requested to be performed, or is the Agent of the owner of said property with authority to request such work on behalf of the owner.

2. Description of Work (check applicable provisions).

- A. ☒ Customer requests the installation of **1** gas service(s) from the outside of the foundation wall to the nearest point on the Company's gas main at **5 Main St, Somersworth, NH**
- B. ☐ Customer requests the extension of the Company's gas main to a point where a gas service(s) can be connected to deliver gas to the Customer at **5 Main St, Somersworth, NH**
- C. ☐ Customer requests the relocation of Company's gas meter.

3. Performance – Company.

- A.T he Company will be responsible for the performance of all necessary work incidents to the installation of any services or mains in compliance with the applicable laws, standards and codes up to the outlet of the gas meter fit.
- B.T he Company will refill any excavation with the earth that is removed by the Company in performance under this Contract, and will rake it smooth to the surface level, however, the Company will not be responsible for grass reseeding nor for any settling of refilled earth.

4. Performance – Customer.

- A.Custom er is responsible for all piping beyond the gas company meter fit necessary to use gas and will insure that such piping is in compliance with all applicable laws, standards and codes.
- B.T he Customer is responsible for backfilling the foundation to rough final grade prior to service installation.
- C.T he customer will identify underground infrastructure within their property; e.g.: sprinkler system, septic system, underground electric, etc.

5. Time for Performance.**Company –**

The Company will begin work as soon as reasonably practicable after this Agreement has been signed by both parties and Customer has completed any work needed to allow completion of the installation by the Company, but the Company shall not be responsible for any losses to Customer as a result of a delay in performance. This installation may be delayed or canceled, or the terms renegotiated, due to adverse weather, digging or soil (e.g. ledge, hazardous materials) conditions, or delay or denial of necessary permits.

Customer –

If Customer is unprepared to receive the necessary installation within two months of the date of the contract, all the terms and conditions are subject to renegotiation by the Company.

6. Customer Covenants with Respect to Use of Gas.

Customer agrees that he will use the Company's gas service line within **180** days from the completion of the work required in Paragraph 2. For work performed under part A or B of Paragraph 2, the following Customer covenants with Respect to Use of Gas apply:

- A.Custom er further agrees that it will use gas as its primary fuel in the estimated annual volume of **160** thousand cubic feet (MCF). At the end of twelve months from the date of initial use of gas, the Company shall compare the total actual usage for that period to the above estimated annual volume. If the actual usage is less than **160** thousand cubic feet, the Company reserves the right to recalculate Customer's contribution as shown in Paragraph 9, and bill Customer an additional contribution amount as if the actual usage were the same as the estimate shown above. Such additional contributions will be applied towards the cost as determined in Paragraph 9, and is not a payment for gas service.
- B.If any equipment is capable of being powered by any other fuel than gas (dual fuel), Customer warrants that gas will be the primary fuel for such equipment on a firm basis. Customers using such dual fuel equipment further agree to use a minimum volume of gas to be delivered by the Company of **160** thousand cubic feet in the aggregate during each consecutive twelve month period commencing with the date of initial use of gas for a period of **5** year(s), and agrees to pay the Company for any deficiency in the minimum volume at the end of each annual period if the volume of gas used was less than the minimum volume, at the gas rate in effect at the end of such annual period. Any change in the minimum volume must be

mutually agreed to in writing and signed by both parties. Such additional payment under this paragraph will be applied towards the cost as determined in Paragraph 9, and is not a payment for gas.

**Contract for Installation of
Gas Service or Main or Relocation of Meter**



Agreement Date: 09/08/2014

Amount Due: \$0.00

Est. Annual Usage (MCF): 160

Package-ID: 43399

Page: 2 of 2

7. Ownership of Pipes, Meters, Fittings, etc.

The Company shall at all times have title to and keep ownership and control over any services, mains, meters or fittings on the Company's side of the meter described or included in the performance of this Contract and shall have the right to use any gas mains installed for the purpose of serving other customers.

8. Access to Company Property.

Any properly identified employee of the Company shall have access to the premises of Customer for the purpose of reading meters, testing Customer's load, inspecting Customer's premises and equipment, or repairing, removing or exchanging any or all equipment belonging to the Company, including underground gas main and service lines.

9. Payment.

The estimated cost to the Company to perform the work described in paragraph 2 is **\$7,486.00**. The amount to be contributed by the Customer to the Company towards this cost shall be **\$0.00**. The estimated cost to the Company to perform the work described in paragraph 2 was calculated based upon project information provided by the customer or parties representing the customer. Any additional expense, due to changes in project scope, revised or new information provided by the customer or unforeseeable excavation requirements (such as, but not limited to, encountering ledge where not anticipated), will be in addition to the above amount and will be added to the total project cost. Should the revised project cost fail to meet the Company's rate-of-return criterion, the amount to be contributed by the Customer to the Company toward the project cost as stated above will be revised to make up the capital deficiency to meet the Company's rate-of-return criterion. Payment of the revised customer contribution will be required prior to installation of a gas meter. For services provided under subpart C of Paragraph 2, Customer will contribute the entire amount of the estimate. Any contribution by Customer must be made before construction will commence. The Customer will be billed monthly for the gas used in accordance with the Company's approved rates on file with the New Hampshire Department of Public Utilities.

10. Assignment.

This contract may be assigned by Customer if Customer is a building contractor and the assignee is to be the first owner or occupant of the premises. In such an assignment, the assignee assumes responsibility for all the promises, terms and conditions agreed to by the assignor. Customer shall provide a copy of the assignment to the undersigned Company representative within _____ days of the assignment.

- 11.** The provision of services under this Agreement is also governed by applicable approved Terms and Conditions on file with the New Hampshire Department of Public Utilities. If such Terms and Conditions conflict with the provisions of this agreement, this Agreement shall control.

Unitil:

City of Somersworth:

by: David Beaulieu, Senior Business Dev. Rep.

by: _____

Date

Title

Date

Company

ASSIGNMENT

For valuable consideration, the undersigned hereby accepts responsibility for any terms and conditions of the above contract that have not been fully complied with by the building contractor referred to above as the first customer.

Assignee Signature:

by: _____ Date: _____

It was a pleasure to see you and your family at the Dover Greek Festival this past weekend. As promised, I am sending you information to share with the City Council on the National Register program and what listing a building to the National Register program does and does not do. A full explanation of the program can be found on our website by going to http://www.nh.gov/nhdhr/programs/national_register.html.

National Register listings identify historically significant buildings, districts, structures, sites, and objects and document their significance. Listings can help build community pride in the history of that community and its built environment. Historic districts can be centers of heritage tourism that help spur economic vitality. Such listings and the related documentation can serve as educational tools to help the community understand why these properties are important and as planning tools to help guide future work in their rehabilitation and stewardship. Listed properties are also identified early in the planning process for Federally funded and permitted projects as well as some state involved projects. Finally, listing to the National Register make applicable property owners eligible for grants like the Land and Community Heritage Investment Program or LCHIP (www.lchip.org) and the Conservation License Plate Program. Commercial rehabilitations that meet the "Secretary of the Interior's Standards for the Rehabilitation of Historic Buildings" of properties listed on the National Register are potentially eligible for a 20% tax credit. More information on the benefits of listing a property to the National Register can be found at www.nps.gov/nr/national_register_fundamentals.htm.

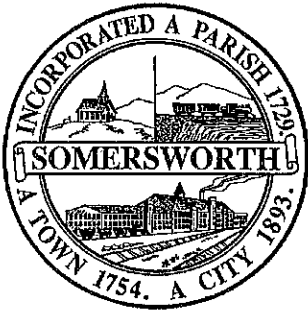
Listing on the National Register is an honorific and listing alone does not place restrictions on the property owner, nor does it necessarily preserve a property in the future. Contrary to popular belief, listing a property on the National Register will not stop any private, local or federally funded projects or require review for any privately funded projects with no federal or state involvement. Listing does not require the owner to provide public access to the property. Listing will not restrict the rights of private property owners in the use, development, or sale of their property, nor will it lead automatically to the creation of a regulated historic district.

As we discussed, Mae Williams (copied to this e-mail) is finishing her MA in Preservation at Plymouth State College and is looking to complete a National Register nomination. Mae has already completed several survey initiatives for this program and the Hilltop School would be in very good and capable hands. I hope the information provided above is useful and I hope we are able to work with the city on this project in the near future.

Sincerely,

Peter

*Peter Michaud
National Register, Preservation Tax Incentives, & Easements Coordinator
The New Hampshire Division of Historical Resources
19 Pillsbury Street, Concord, New Hampshire 03301
(603) 271 3583 fax (603) 271 3433
www.nh.gov/nhdhr*



David E. Sharples
Director of Planning and Community Development

September 19, 2014

To: Robert M. Belmore, City Manager

Re: Transportation Alternative Program Grant

As you know, I submitted a Letter of Interest last month to NHDOT notifying them of our intent to submit for a Transportation Alternative Program (TAP) grant. The TAP replaces the former Transportation Enhancement (TE) program which we were successful in securing a grant for our downtown.

The new application will be requesting to build upon the TE and Downtown Improvement projects by replacing sidewalks, construct ADA complaint crosswalks, and other pedestrian related improvements. The project will include new ADA accessible sidewalks on Washington Street, a portion of Main Street, John Parsons Drive, and Government Way. I have enclosed a map that illustrates where the new sidewalks are proposed. I'm still working on finalizing the map for the grant submission next Friday but at least the enclosed map identifies the project area.

I have been actively seeking letters of support and have received them from the Planning Board and the Somersworth Housing Authority. Christine Soutter is seeking letters from our business community and I am coordinating other letters of support from the HDC, Chamber of Commerce, and other organizations. I will need a letter of support from you and/or the Mayor indicating the City's support for the application so I'm seeking your advice on how to move forward with this requirement. The letter does not need to commit to funding, it only needs to state support for the application and project.

This grant is highly competitive as there were 75 letters of intent submitted requesting over 30 million dollars with only 5.5 Million dollars available statewide. If awarded, the grant would cover 80% of the total project cost so the City would need to provide a 20% cash match. I am still finalizing the budget but at this point it appears to be about an \$800,000 project. Since the limit of the request is \$800,000, I may need to pare down the scope to make the grant as competitive as possible. I will continue to provide you updates as the process progresses.

Thank you.

Enc (1)

Transportation Alternatives Program Map



Project area

Bob Belmore

From: coastdirector@gmail.com on behalf of Rad Nichols [rnichols@coastbus.org]

Sent: Monday, September 15, 2014 9:22 PM

To: Bob Belmore

Cc: Marty

Subject: COAST

Bob,

At our budget workshop last week Marty mentioned that he had passed information along to the Council about work our By-laws Committee has been doing to revise and update this guiding document for the organization.

He mentioned that he passed along a concept that had been floated by at least one member of the committee relative to whether a community not paying fully into COAST would potentially become a non-voting member of the board. While there had been discussion on this concept, and Marty very clearly explained his opinion that such a direction would not be well received in Somersworth, he had to leave the meeting early and did not get a chance to hear the whole discussion play out. In fact, it was decided by the committee that ultimately this was not the direction to proceed in.

From what I understand when Marty brought this subject up with the Council, there was quite a negative reaction. Please know that this concept is no longer a discussion point for inclusion in COAST's revised by-laws and should not be of any further concern as it ran its natural course.

All this said, we are taking the following actions in two communities that have established a pattern of choosing not to fund or fully fund COAST:

- 1). Greenland - we will soon implement a policy that we will no longer stop in Greenland with our Rte. 7 bus, as a result of their failing to fund any part of COAST's operations within their community.
- 2). Stratham - we will soon implement a policy that we will only stop on request in Stratham with our Rte. 7 bus, as a result of their partially funding COAST's operations within their community.

I hope this information can be passed along to the Councilors as well so they can remain well informed. If you have any questions, please do not hesitate to get in touch with me.

Thank you.

Rad Nichols
Executive Director
Cooperative Alliance for Seacoast Transportation
42 Sumner Drive
Dover, NH 03820
(603) 743-5777

www.coastbus.org

"Living a life that matters doesn't happen by accident. It's not a matter of circumstance but of choice."

Michael Josephson

9/17/2014



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

FIRE DEPARTMENT OPEN HOUSE

SATURDAY OCTOBER 4

10AM – 2PM

Open to the public.

Will have demonstration tables sponsored by:

- Somersworth Fire Department
- Somersworth Police Department
- American Ambulance Inc.
- Wentworth Douglas Hospital
- Americorps
- “Smokey the Bear”

Will have tours of:

- Fire Department apparatus
- Ambulance
- Police motorcycle

Will have demonstrations of:

- Fire extinguisher usage
- Fire Safety House
- Blood pressure clinic

Will have refreshments



MEMORANDUM

To: Bob Belmore, City Manager

From: Scott Smith, Director of Finance and Administration

Date: September 17, 2014

Re: Monthly Report

Finance Department:

- Participated in Union Negotiations.
- Participated in employee interviews for a number of openings.
- Participated in broadcasting Channel 95, the new School Access Channel. Currently broadcasting a school bulletin board. Anticipate broadcasting the next school board meeting on 95.

Requests for Bids/Proposals:

- Bids Opened:
 - High Street Improvements – Opening August 19, 2:00PM
 - Fire Rescue Tool – Opening August 21, 2:30PM
 - City Drainage Projects – Opening August 28, 2:00PM
 - TE Project – Opening August 22, 2:00PM
- Bids in Progress
 - Winter Salt (Joint bid with the City of Rochester) – Opening September 4 at 2:15PM.
 - Solar Array – Opening September 19, 2014
 - Financial Management System – Opening October 16, 2014

City Clerk:

- Prepared for and took minutes at one scheduled meeting during the month.

- Prepared for and took minutes for various Council standing committees.
- Continued preparations for the September Primary elections.
- The City Licensing board issued the following permits:
 - The Shamrock Foundation – Fundraising 8/17/14
 - The Shamrock Foundation – Fundraising 9/21/14
 - DAT's Pizzeria – Entertainment 8/17/14
 - OSTS 5K Road Race – 10/11/14
 - Cub Scout Pack 168 – Popcorn Sales 9/27-9/28/14
 - Branden Patterson Fund Raiser at American Legion – 8/22/14
 - Somersworth Festival Association – Sign Permit for Pumpkin Festival
 - A CO 3643rd 5K Road Race
 - Barrington Cub Scout Pack 173 – Popcorn Sales 10/4-10/5/14
 - Dover Cub Scout Pack 173 – Popcorn Sales 9/6-9/7/14
- Cash receipts for the month were \$7,732.

Tax Collector:

- Motor Vehicle registrations for the month totaled \$142,217.
- Recorded 5 tax collector's deeds (mobile homes)
- 21 customers used the drive up window during the month.
- Total receipts for the month were \$1,141,665

Human Services:

- Total assistance for the month was \$11,703. That compares to \$ 13,608 for the month of July 2014 and \$ 6,939 for August 2013.
- 17 new cases were opened compared to 7 in 2013 and 13 in 2012.
- 33 cases were approved for varying levels of assistance in August, with 7 cases still pending and 6 cases denied. 18 cases were referred to other agencies for support.

Library

- The Friends purchased four new chairs for the two oak tables donated last month.
- The Friends are planning the fall book sale.
- The Library held 3 programs and 2 story times this month.

Information Technology

- Spent time in general server maintenance, checked systems, checked and cleared logs.
- Assisted, and will be assisting, the City and School Departments with replacement of CCTV equipment for use on Channel 22 and the new School channel 95. Have started installation of broadcast equipment in the school.

Department of Development Services (DDS)
Monthly Report
August 2014

Office of Assessing:

- Preparations are being made for the 2014 Revaluation/Recertification.
- Preliminary Value letters were mailed out to 4,027 parcels within the City on August 28.
- Preparations were made to hold hearings about the value changes resulting from the Revaluation.
- Extensive data entry has been completed for all changes resulting from the field reviews of all the properties.
- Current Use recertification letters were mailed for the Revaluation and are awaiting responses. All Current Use folders have been reviewed.
- Pictures within the AssessPro program are being updated for various parcels within the City. Approximately 240 parcels have been updated so far.
- Sales Verification inspections have taken place, in order to better assist with the Revaluation.

Office of Code Enforcement / Property Maintenance:

Property Maintenance and Code Enforcement Activity Report for August 2014					
Incident Location	Origin of Complaint	Nature of Concern	Responsible person notified	Compliance	Comments
4 Green Street	CC	ordinance violation	yes	pending	outside storage
103 Franklin Street	CC	property maintenance	yes	yes	grass/weeds
62 Green Street	CC	property maintenance	yes	yes	water damage
55 Green Street	DDS	ordinance violation	yes	yes	rubbish on sidewalk
62 Green Street	DDS	ordinance violation	yes	yes	garbage on sidewalk
73 Union Street	DDS	ordinance violation	yes	yes	rubbish on sidewalk
1 Green Street	CC	property maintenance	yes	yes	grass/weeds
34 South Strsst	DDS	ordinance violation	yes	yes	rubbish on sidewalk
77 Franklin Street	DDS	ordinance violation	yes	yes	rubbish on sidewalk
7 Green Street	CC	property maintenance	yes	yes	grass/weeds
87 Old Rochester Road	DDS	ordinance violation	yes	yes	building without permit
48 Green Street	DDS	property maintenance	yes	yes	rubbish
55 Green Street	DDS	property maintenance	yes	yes	2nd offense (rubbish)
20 Silver Street	DDS	property maintenance	yes	yes	grass/weeds
18 Union Street	DDS	property maintenance	yes	yes	rubbish
99 Green Street	DDS	ordinance violation	yes	yes	rubbish on sidewalk
3 Union Street	CC	property maintenance	yes	yes	grass/weeds
82 Elm Street	DDS	property maintenance	yes	yes	grass/weeds
7 Central Street	CC	property maintenance	yes	pending	foreclosure
201 Main Street	CC	property maintenance	yes	pending	grass/weeds
11 Green Street	DDS	property maintenance	yes	yes	grass/weeds
115 Main Street	DDS	property maintenance	yes	pending	grass/weeds
129 Main Street	DDS	property maintenance	yes	pending	grass/weeds
62 Green Street	DDS	ordinance violation	yes	yes	garbage on sidewalk

370 Old Rochester Rd	CC	ordinance violation	yes	pending	health concern
11 Silver Street	DDS	property maintenance	yes	yes	grass/weeds
41 Franklin Street	CC	property maintenance	yes	pending	grass/weeds
35 Mt. Vernon Street	CC	ordinance violation	yes	pending	dumpster
126 Indigo Hill Road	CC	ordinance violation	yes	yes	motor vehicles
369 Route 108	DDS	ordinance violation	yes	yes	signs
11 Broad Street	CC	property maintenance	yes	yes	wires on tree
5 Broad Street	CC	property maintenance	yes	yes	wires on tree
55 Green Street	DDS	ordinance violation	yes	yes	3rd offense (rubbish)
500 High Street	CC	property maintenance	yes	yes	grass/weeds
12 Pleasant Street	CC	ordinance violation	yes	yes	rubbish on sidewalk
14 Pleasant Street	CC	ordinance violation	yes	yes	rubbish
11 Garden Street	CC	property maintenance	yes	yes	grass/weeds
317 Main Street	DDS	property maintenance	yes	pending	retaining wall
1 John Parson Drive	CC	property maintenance	yes	yes	grass/weeds
296 Main Street	CC	property maintenance	yes	yes	rubbish
31 Prospect Street	CC	property maintenance	yes	pending	building in disrepair
76 Franklin Street	CC	ordinance violation	no	yes	illegal dumping
445 Main Street	DDS	ordinance violation	no	yes	illegal dumping
260 Main Street	DDS	property maintenance	yes	pending	fence
Willand Drive	DDS	ordinance violation	yes	pending	illegal dumping
395 Main Street	DDS	ordinance violation	yes	yes	rubbish
62 Green Street	CC	ordinance violation	yes	yes	rubbish on sidewalk
Broad Street	DDS	property maintenance	yes	pending	fence posts in disrepair
369 Route 108	DDS	ordinance violation	yes	pending	signs

In addition to new complaints received work continues on the Work in Progress (WIP) files from past months

Building and Health Departments:

Major Building Permits issued in August 2014:

Construction cost

Fee

34	Coles Pond Rd	New Construction	\$160,000.00	\$1,290.00
130	Sherwood Glen	New Construction	\$51,000.00	\$418.00
200	Tri-City Plaza	Tenant fit up	\$125,000.00	\$1,010.00

Minor Building Permits issued in August 2014:

182	Rt 108	Bathroom addition/Remodel	\$3,000.00	\$34.00
1-36	Cherryfield Dr	Siding	\$30,000.00	\$250.00
111	Indigo Hill Rd	Fence	\$400.00	\$25.00
17-31	Market	Siding	\$20,000.00	\$170.00
98	High	Wall / wall re-construction	\$8,500.00	\$78.00
20	Shore Rd	Window replacement	\$5,239.00	\$58.00
15	Victoria Dr	Deck/Deck Stairs	\$3,000.00	\$40.00
34	Pinewood Dr	Deck/Deck Stairs	\$2,750.00	\$31.00
104	Colonial Village	Deck/Deck Stairs	\$1,104.43	\$25.00
436	Rt 108	Fence	\$2,000.00	\$26.00

61	Franklin	Roof	\$2,000.00	\$26.00
107	Rocky Hill Rd	Deck/Deck Stairs	\$7,000.00	\$66.00
5	Pinkham Ave	Window replacement	\$4,257.78	\$44.00
91	Indigo Hill Rd	Roof	\$700.00	\$20.00
110	Indigo Hill Rd	Rehab (Gut and rebuild)	\$35,000.00	\$360.00
5	Adams Ct	Roof	\$3,000.00	\$40.00
63	Crest Dr	Fence	\$4,249.00	\$43.50
211	Green	Roof	\$4,200.00	\$43.50
11	Bourque	Roof	\$5,671.00	\$58.00
372	High	Roof	\$4,260.00	\$43.50
8	Rouleau Dr	Shed	\$2,360.00	\$28.00
48	Grove	Siding	\$1,500.00	\$25.00
48	Grove	door	\$4,600.00	\$46.80
34	Pinewood Dr	Deck/Deck Stairs	\$0.00	\$0.00

PERMIT RECEIPTS						
	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	\$1,646.82	\$1,789.50	\$1,387.72	\$1,320.00	\$432.28	31.2%
February	\$807.00	\$658.60	\$1,922.02	\$8,364.00	\$1,941.98	101.0%
March	\$1,299.75	\$2,141.00	\$2,974.00	\$2,091.64	-\$782.36	-26.3%
April	\$4,288.05	\$1,811.00	\$2,470.38	\$4,763.15	\$2,297.78	93.0%
May	\$2,738.50	\$5,532.00	\$6,979.20	\$26,049.95	\$19,070.75	273.3%
June	\$1,844.30	\$1,701.00	\$3,609.52	\$24,212.88	\$20,603.36	570.8%
July	\$2,570.96	\$3,750.70	\$3,968.83	\$3,846.20	-\$322.63	-8.1%
August	\$2,437.74	\$3,059.03	\$13,916.92	\$5,863.50	-\$8,080.42	-58.1%
September	\$4,606.26	\$3,422.70	\$8,522.70			
October	\$1,473.41	\$2,217.25	\$4,336.68			
November	\$1,969.50	\$4,126.12	\$2,930.29			
December	\$877.00	\$1,726.75	\$2,990.12			
Year total	\$26,256.28	\$31,935.65	\$56,008.37	\$72,389.32	\$35,180.60	48.6%
Difference of change this year to last (completed months only)						

Total Permits 2011 to Present						
	2011	2012	2013	2014	DIFFERENCE this year to last	% OF CHANGE
January	42	34	31	28	-3	-9.7%
February	20	27	39	31	-8	-20.5%
March	27	27	44	32	-12	-27.3%
April	42	40	60	50	-10	-16.7%
May	77	41	65	33	3	4.6%
June	55	16	77	67	-10	-13.0%
July	54	48	54	43	-5	-9.3%
August	66	50	61	58	-4	-6.5%
September	53	51	72			
October	56	61	56			
November	61	36	48			
December	35	45	42			
YTD Totals	781	589	503	383	49	11.3%

Land Use Boards:

Conservation Commission August 2014:

- Review of NHDES Minimum Impact Expedited Permit Application filed by The City of Somersworth for drainage improvements on property located at Buffumsville Road, Assessor's Map 3, Lots 21 & 22.
- Review of NHDES Minimum Impact Expedited Permit Application filed by The City of Somersworth for culvert replacement on property located at West High Street.

Historic District Commission August 2014:

- Michael Clough, 26 Linden Street, Assessor's Map 11, Lot 100A, HDC #13-2014. Application to build a new single family dwelling was **denied**.
- Doug & Deirdre Watson, 48 Grove Street, Assessor's Map 11, Lot 19, HDC #14-2014. Application for exterior renovation was **approved**.
- Go Team, LLC, 66-70 High Street, Assessor's Map 11, Lot 215, HDC #15-2014. Application to replace a window was **approved**.
- High Hopes Realty Limited Partnership, 98 High Street, Assessor's Map 10, Lot 155, HDC #17-2014. Application to repair a granite wall and replace concrete steps was **approved**.
- ABK Realty Management, LLC, 17-31 Market Street, Assessor's Map 11, Lot 93, HDC #18-2014. Application to re-side three buildings was **denied**.

Planning Board August 2014:

- Nemen Inc., 9 Interstate Drive, Assessor's Map 58, Lot 06, SITE #08-2014. Application for a site plan for a building addition was **approved with conditions.**
- John J. Flatley, 1-9 Tri City Road, Assessor's Map 39, Lot 02, SUB #03-2014. Application for a two lot subdivision was **approved with conditions.**

Zoning Board August 2014:

- The Desmarais Family Revocable Trust, 230 High Street, Assessor's Map 14, Lot 18, ZBA #09-2014. The Board **approved** the variance from Table 4.A.5(1) to allow a cell phone and electronics sale and repair business in a district that prohibits the use.

Economic Development

- See separate report attached

Parks and Recreation

- The Splash Pad was kept open for the week after Labor Day due to the hot weather. It was closed for the season on September 8th.
- The Department installed 'No Hunting' signs on the Somersworth side of Willand Pond. 'No Dogs Allowed in the Athletic Areas' signs were also installed at the ball fields at Noble Pines, Millennium Park, and Jules Bisson.
- The backstop at the Noble Pines ball field was removed and replaced with a new one on top of the rock wall.
- The City is still awaiting a Notice to Proceed from the State to start the Mast Point Dam revitalization project. Due to the time of year, the City expects to start the project next spring assuming all approvals to move forward are received.
- The Community Walking Club will resume on Sept. 8th for six weeks. This program will be held Monday's and Wednesday's at the Mount Calvary Cemetery from 8:30- 9:30 a.m.

Other

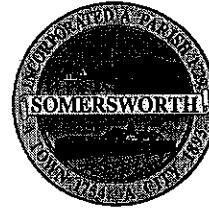
- The City received two bids for the TE project and received notice from NHDOT to award the bid. A resolution is being forwarded to City Council on September 22nd for approval to award the contract to NE Earth Mechanics.
- Director Sharples is preparing a Transportation Alternatives Program (TAP) grant to reconstruct the sidewalks and other streetscape improvements on Washington Street, Main Street from John Parsons Drive to GE, Government Way, and John Parsons Drive. The application is due September 26th.

Submitted by Dave Sharples

Monthly Update

- Christine attended the first two days of the Economic Development Academy, a new training program for professionals in the field, and a memo summarizing some of the highlights are included in the City Manager's report.
- Christine continues to provide communication and outreach assistance for the downtown construction project.
- Christine met with the new Guidance Counselor of the Somersworth Career Technical Center and they will be working together on the BizEd Connect regional internship program and NH Manufacturing Week.
- Several new businesses opened in Somersworth over the summer including Subway, The Corner Porch and Milestone Home Loans.
- Christine attended the City Council mtg., the Planning Board mtg. and the Chamber Business After Hours that was held at Sole City Dance on 8/21.
- A mtg. took place with Debra Mattson, the Program Director at the new Advanced Technology & Academic Center in Rochester. The ATAC is looking to develop customized training for area manufacturers.
- Regular attendance at the Seacoast CIBOR mtgs. continues and serves as an opportunity to promote 79-E, the downtown revitalization project and the City-owned commercial properties.
- Christine has been working with the CTC, the NH Manufacturing Extension Partnership and our local manufacturers to arrange tours of some of our local businesses during NH Manufacturing Week.
- Christine and Dave Sharples met with a commercial realtor to discuss development strategies for the City-owned parcel in Malley Farm. They also met with some of the commercial property owners on Willand Drive to discuss potential development to that area.
- Business outreach and assistance continues.
- Research, meetings and outreach to find a developer for the former police station continue.

Monthly Report



To: Bob Belmore, City Manager
From: Todd Smith, Director
Date: September 17, 2014
Re: Public Works Monthly Report for August, 2014

DIRECTOR'S COMMENTS

1. Spent the month analyzing and inventorying personnel and procedures within Highway, Water and Waste Water.
2. Worked closely with City Engineer on High Street Paving Project to ensure this project has the least impact on our residents, businesses and our municipal neighbors.
3. CIP preparation and coordination with Highway, Waste and Water begun.
4. Preparing for winter:
 - a. Salt bid received and being analyzed.
 - b. Maintenance inventory and cataloguing being conducted for equipment preparation.

WASTEWATER DIVISION, Jamie Wood, Chief Operator

Operations/Maintenance:

- Increased Mean Cell Residence Time (MCRT) from 6-days to 7-days due to seasonal temperature change. Target nutrients include phosphorus and ammonia nitrogen. Nutrient Removal season runs annually from May 1st through September 30th.
- Water distribution conducted the semi-annual backflow preventer inspections at the wastewater facility. In total four (4) were inspected and passed.
- Completed the flow meter upgrade at the Blackwater Rd pump station which was outlined within the Capital Improvements Plan. Additionally staff received onsite training.
- Bids were submitted and reviewed concerning the roof repairs at the water and wastewater treatment facilities. LGR 1 was awarded the water repair and Rockwell Roofing was awarded the wastewater repairs. Staff are in the process of scheduling for the repairs.
- Experienced one rain event which required the implementation of the high flow plan. Incoming flow (influent) registered in excess of 5.0 MGD.

- Continuing to work with Underwood Engineers concerning the onsite generator upgrade. I expect to have the design specifications in mid-September. This is a Capital Improvements Plan line item and is expected to be completed before winter.
- Treated a total of 16,000 gallons of septage from throughout the city.
- Experienced (4) pager call-backs for the month due to computer failure, electrical bump and a high flow alarm.

Safety:

- Conducted onsite safety training with topic "Preventing back injuries".
- No injuries or concerns to report.

Compliance:

- Preparing Monthly Reports to US-EPA and NH-DES. Reports are due to the agencies by the 15th of each month.
- Treated a total of 41-million gallons of wastewater during the reporting month.

Industrial Pretreatment Program:

- Preparing for the annual Industrial Pretreatment Program (IPP) inspection. This is scheduled for September 16 & 17 and is conducted by the EPA.

WATER DIVISION, Greg Kirchofer

Items completed this month:

- Bact's completed
- Toc's completed
- Meeting regarding roof bids and lagoon bids
- Shut plant down and cleaned train #1 lamella
- Well waiver review with Chris Silke
- UCMR 3 sampled and ship to Eaton analytical
- Signed BMP waiver for well
- Repaired NaOH raw line
- Cleaned containment area behind KMN04
- Ordered 1 bulk delivery of Alum and Caustic
- Washed down clarifier room floor
- Cleaned filter room floors
- Added air vent on backwash pump drain line
- Moved combined turb drain line to filter turb manifold
- Changed carbon bag
- Cleared blocked floor drain in filter room
- Called Fairpoint regarding down lines on Rocky Hill standpipe
- Cleaned 1-4 turbidimeters
- Sampled final round stage 2 DBP
- Shipped out and received back solitax unit.

- Training with Greg Thibault on plant operation
- Re-calibrated TOC to meet eastern sampled results
- Found well communication lines out of service
- Started well pump for Oaks irrigation
- Aluminum residual correlation in lab
- Manganese testing weekly
- Sampled plant IOC, VOC, and SOC

Action Items:

- Lagoon Cleaning
- CIP added and updated items
- Continuing training Greg Thibault
- Flushing Schedule for all mains

HIGHWAY and WATER DISTRIBUTION, Shawn McLean, General Foreman

Highway:

Roads

- Completed repairs and sealing of the salt shed
- Purchased two new snowplows for 1-ton trucks and installed
- Pave water trenches (5) this month
- Purchased new leaf vac
- Gate replacement on Highland and Grove Street (Highway crew did)
- Sewer back up at 31 Prospect Street
- Identified sewer service connection for High School
- Working with Severino on downtown project with Utility placement and water shut downs
- City hall and Library gardens were cared for
- Dirt Roads graded and continued pot hole repair
- Opened bids for High Street Paving project
- Met with Pike on paving project
- Marking catch basins with yellow arrows in preparation of winter

Personnel

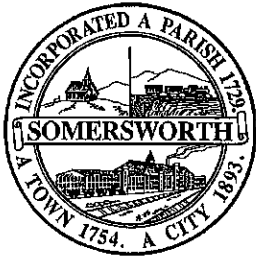
- One new hire Roy Remmick

Water Distribution

- Meter Reading August 11-12th
- Mowed lawn around Plant
- Repaired Hydrant Box @ Blackshire Ct
- Repaired Hydrant @ Downs St
- 30 Indigo Hill Rd – Cannot locate Shutoff
- Flushed Hydrants @ Clement St (Janco)
- Flushed Line at 450 High St (Goodwill)

- Curb Box and Cellar Valve at 317 Main St
- Replaced meter @ 62 Market St (Severino)
- Service repair 317 Main St
- Service repair 120 union St
- Met with Wright Pierce on Distribution mapping
- Water Break at the Malley Farm
- Loaded and tested water line for 450 High St
- Curb box repairs on High St
- New Service Line @ 60 High St (Severino)
- New Service Line @ 67 High St (Severino)
- Replaced Gates and Boxes @
 - Highland St
 - Grove St
- Replaced valves (Severino) @
 - 22 Market St
 - 32 Market St
 - 56 High St
 - 60 High St

Work orders:	17
Final Reads:	10
DigSafes:	31
Backflow Devices Tested:	12 – City Buildings



Somersworth Police Department
12 Lilac Lane
Somersworth, NH 03878
Business: (603) 692-3131 Fax: (603) 692-2111

Dean W. Crombie
Chief of Police

MEMORANDUM

Memo To: Bob Belmore, City Manager
From: Dean Crombie, Chief of Police
Date: September 2, 2014
Subject: Monthly Report – Month of August 2014

COMMUNITY POLICING:

- The Department in conjunction with the School Department, observed National Night Out on August 6th at the High School. It was a great event with many officers who were off-duty participating. The PD participation was coordinated by Officer Jennifer Payne.
- A tour of the station was completed for the students of Dr. Charles Ott's Academy summer program.
- An emergency test was conducted with the Somersworth Hydroelectric Dam Project.

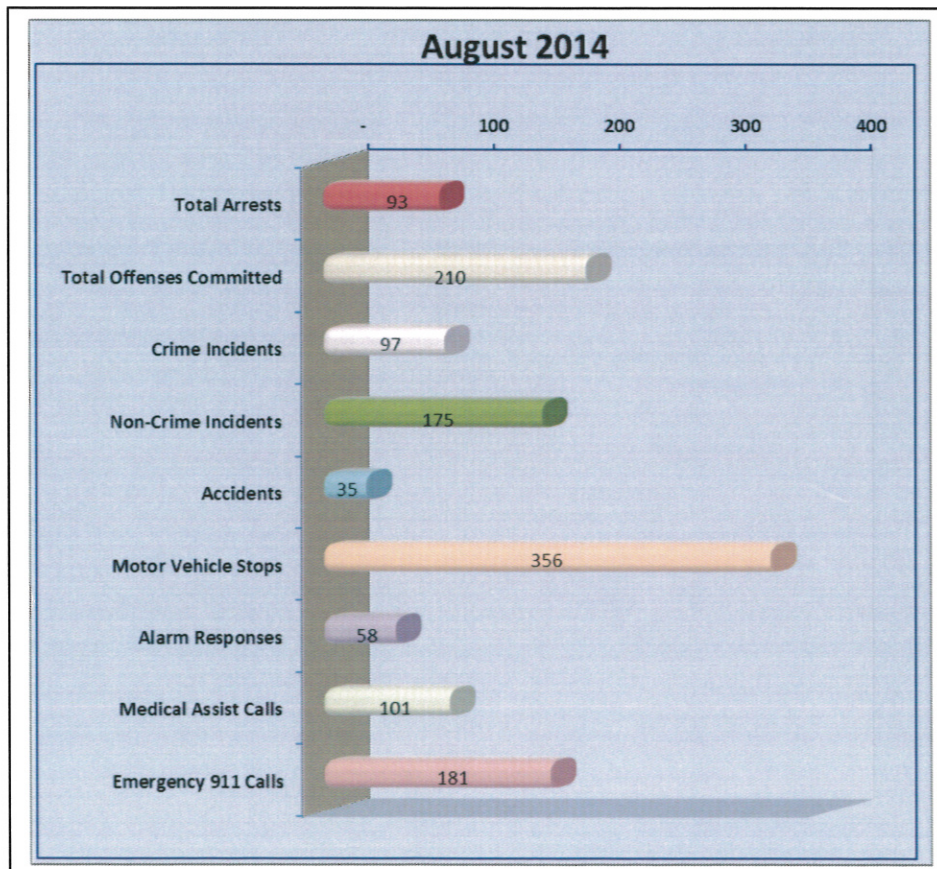
PERSONNEL (TRAINING & STAFFING):

- Officer Anthony McKnight, an experienced and certified officer from Nottingham Police, has joined our Department as a full time patrolman.
- Officers Stephen Keller and Joe Rached graduated from the New Hampshire Police Academy and have completed their police certification for the State. They will be on their own soon in the Patrol Division.
- Sergeant Denis Messier completed training in Problem Oriented Policing at New Hampshire Police Standards & Training in Concord.

OTHER ITEMS TO REPORT:

- We were awarded grant funding from the Bullet Proof Vest Program of the Department of Justice. The grant will pay for half of the cost of (3) bullet proof vests.
- A number of police personnel participated in the Stephen Demo Cops with Cancer golf tournament fund raiser that was held in Somersworth at the Oaks. A special fundraiser was held for our Chaplin, Pastor Tom Clark.

<u>SPD Statistics</u>	Month of August-14	Year to Date Totals
Total Arrests	93	726
Calls for Service (Including Items Below)	2,161	16,887
Total Offenses Committed	210	1,868
Crime Incidents	97	863
Non-Crime Incidents	175	1,459
Accidents	35	320
Motor Vehicle Stops	356	3,090
Alarm Responses	58	496
Medical Assist Calls	101	934
Emergency 911 Calls	181	1,493
Revenues Deposited FY 2014-2015	\$ 13,644.19	\$ 31,694.04





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

AUGUST 2014 MONTHLY REPORT

EMERGENCY ACTIVITIES

Building Fires:	3
Vehicle Fires:	0
Outside Fires:	2
Emergency Medical:	56
Motor Vehicle Crash:	6
Malfunction/false alarm:	8
Accidental/public service:	20
Hazardous Condition:	8
Hazardous Materials:	1

NON-EMERGENCY ACTIVITIES

Burning Permits:	21
Fireworks Permits:	4
Oil Burner Permits:	1
Place of Assembly Permits:	2
Fire Safety Inspections:	5
Fire Drills:	5

CALLS FOR SERVICE

- We responded to 12 fewer emergency calls this August (104) than in August 2013 – a decrease of 12%.
- Simultaneous lightning strikes on Walnut, School and Union streets kept the Department busy on August 7. One home on Walnut Street suffered minor fire damage.
- Responded to only one mutual fire – in Durham.
- American Ambulance continues with excellent service to the City.

PLANNING/PROJECTS/GRANTS

- The 5 new call firefighters added as a result of receipt of the federal SAFER Act grant are outfitted with protective gear and have begun orientation. Two already are certified by the NH Fire Academy and the other three begin their basic training course in Greenland next month.

- The initial meeting of the Fire Station Study Committee was held on August 1.
- Attended graduation for our intern Tyler Trask from the Ott School Alternative Program.
- Met with a structural engineer and Development Services personnel relative to possible code issues at 17, 23 and 31 Market Street.
- Approved fire protection systems for new “Subway” on Rt. 108.
- Recommended purchase of a new “TNT” rescue tool for \$25,872 from Marshfield Rescue Supply of VT.
- All county fire chiefs/EMDs continued meeting with the state’s Strafford County emergency management and public health vendor (Ready Strafford) relative to public health and emergency management initiatives in the county.
- Engine 4 transmission issue corrected by Allison Transmission under warranty. Other apparatus annual servicing has begun.
- Acquired a snowblower free of charge from Garrison City in Dover.
- Awaiting NH Department of Safety to revamp its application process so we can apply for an EMPG grant for IT equipment.
- Awaiting decision from USDA about Rural Development Agency about the % of a grant for a thermal imager.

TRAINING/MEETINGS

- Three personnel completed the EMT-Advanced course sponsored by American Ambulance. State testing is next.
- Participated in a drill with Berwick, Eliot, North Berwick and South Berwick Fire Departments.
- Attended meetings of the SRTC: Active Shooter Committee; Finance Committee: and Public Safety Committee.

COMMUNITY SERVICE

- Participated in the “National Night Out” at the High School.
- Participated in the “Somersworth House of Pizza” fundraiser.
- Assisted in training Continental Contitech employees with portable fire extinguishers.

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

MEMORANDUM

To: **Robert M. Belmore, ICMA-CM**
From: **Bill Davidson, PE**
Date: **September 11, 2014**
Re: **Somersworth Downtown Utilities & Infrastructure Project**
July/August Monthly Project Report

Roadway

Progress continued through the summer months with approximately three crews from Severino Trucking Co., Inc. working simultaneously on the project. After paving the west half of Market Street, Severino reclaimed the east half and began utility work in this area. New roadway grades and sidewalk slopes were established to improve geometry and drainage. The east half of Market Street was paved from Canal Street south to Main Street. The full width of High Street was paved from Station Street through the intersection with Constitutional Way.

More vertical granite curbing was set throughout the project and sidewalks were poured along the newly paved segments of roadway.

Utility Work

New 12" ductile iron water main was installed on High Street from the five-way intersection to Noble Street. Affected residents were connected to temporary water to reduce water shutdowns. The new main was tested and services to all of the properties in this area were tied in. The crews finished installation of water services to properties on Market Street. The new 10" PVC deep sewer main was installed on Market Street at a shallower elevation to reduce ledge removal. New sewer services on Market Street were installed and tied in to associated residences.

Drainage

Severino continued installing new drainage line, catch basins and drain manholes at the West High Street five-way intersection as well as Market and High Streets. Severino successfully installed drainage pipe and structures in areas with extensive utility conflicts and high bottom ledge.

Utility Poles

FairPoint completed pole installations in the project area. PSNH finished transferring power lines over from the old to new poles, and Comcast began moving their lines to new poles as well. Once all lines have been transferred, old utility poles in the project area can be removed.

Project Communication

Severino will be running approximately three crews for the duration of the project. The City will be notified about detours, water shutdowns and other items as soon as information becomes available to keep the public informed. Coordination with the adjacent bridge project and TE Project will continue.

MITCHELL MUNICIPAL GROUP, P.A.

ATTORNEYS AT LAW
25 BEACON STREET EAST
LACONIA, NEW HAMPSHIRE 03246

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JUDITH E. WHITE LAW
LAURA SPECTOR-MORGAN
STEVEN M. WHITLEY

TELEPHONE (603) 524-3885
FACSIMILE (603) 524-0745

September 12, 2014

CERTIFICATION

Re: City of Somersworth, New Hampshire

Ordinance No. 5-15

Title: AMEND CHAPTER 13, POLICE OFFENSES,
SECTION 3.4.E MOTOR VEHICLE OPERATION,
RIGHT ON RED (PROHIBITED) FOR HIGH STREET
(NORTH BOUND) AT INDIGO HILL ROAD INTERSECTION

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: 9/12/14

by: 

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