



# CITY OF SOMERSWORTH

## *Office of the City Manager*

**TO:** Mayor Dana Hilliard and City Council Members

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

**DATE:** Friday, July 18, 2014

**SUBJECT:** City Manager's Report for Monday, July 21, 2014  
City Council Agenda

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*6:30 p.m. – City Council Workshop*  
*Re: Design Elements of the Downtown/TE Project*

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### *Old Business (under Section 13 of Agenda)*

#### **Ordinances:**

- A. Ordinance No. 1– 15 Supplemental Appropriations for Building Improvements for the Reuse of the Former Hilltop School.** I recommend the City Charter required Public Hearing be held prior to Monday's August 11<sup>th</sup> meeting starting at 6:30 pm.
- B. Ordinance No. 2-15 Amend Chapter 4, Personnel Rules & Regulations, Appendix 1, Assignment of Class to Grade for Human Resource Manager, Recreation Supervisor and Cable Access Coordinator.** This recommendation is being forwarded from the Government Operations Committee. The attached memorandum provides actual pay scales and the job descriptions for Recreation Supervisor and Cable Access Coordinator. City Council approved up to \$44,179 in this year's budget for the establishment of a new pay grade for the Recreation Supervisor. The Cable Position if approved will be funded with Cable Franchise Fee revenue. Presently, we have approximately \$75,000 in the Fund. Please note that the Coordinator Position will assist in both the City and School Channel operations.

## ***New Business (under Section 14 of Agenda)***

### **Resolutions:**

- A. Resolution No. 1-15 To Establish a Trust Fund for the Purpose of Holding Post-Withdrawal Capital Payments Made by the Rollinsford School District to the Somersworth School District Pending Payment on Outstanding Bonded School Debt, 1996 – Series C Bonds, Dated August 15, 1996.** The Finance Committee is recommending passage. Both the School Department Attorney and City Attorney Mitchell have approved this action item to meet both our Area Agreement and NH State Law. Attached is a memorandum from Superintendent Jeni Mosca providing a further explanation for the establishment of this Trust Fund. A Public Hearing is suggested for 6:30 pm on August 11<sup>th</sup> prior to the next regular Council meeting (The Hilltop Hearing would immediately follow).
- B. Resolution No. 2-15 To Authorize the City of Somersworth Trustees of Trust Funds to Pay Fees for Banks, Brokerage Firms, Portfolio Management Firms, and/or Investment Advisors from Capital Reserve Income.** The Finance Committee is recommending passage as requested by the Trustees of Trust Fund. Attached is an article that provides some detail as to the recent change in State Law that allows this type of expenditure from Capital Reserve Funds.
- C. Resolution No. 3-15 To Notify the City Tax Collector that the City Council shall not Accept a Tax Deed on Property Located at 1 Winter Street, Tax Map/Lot Number 11-181A.** This is the former Breton Cleaners property site that has been listed in the State of NH contaminated property inventory.
- D. Resolution No. 4-15 To Notify the City Tax Collector that the City Council shall not Accept a Tax Deed on Properties Located on Wexford Lane Subject to an Unredeemed Tax Lien.** The City has information that confirmed there is some level of buried trash and/or debris on these properties.
- E. Resolution No. 5-15 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.** Attached is a list of Manufactured Housing Units/Mobile Homes that the Finance Committee reviewed, approved and has provided for full City Council consideration.
- F. Resolution No. 6-15 Authorize the City Manager to Contract with 2 Way Communications Inc., of Newington, NH for the Purchase of Portable Radios for the Fire Department.** The Finance Committee discussed this purchase with City staff. This is a budgeted CIP item. The Finance Committee is planning to ask Council Rules be waived in order to make the purchase by August 10<sup>th</sup>. Fire Chief Hoyle's memorandum explains an available \$500 per radio discount. CIP note: \$36,000 was appropriated; this is the first year of a 4-year Budget Plan to replace radios for the Fire Department.
- G. Resolution No. 7-15 To Direct the City Manager to Draft a Resolution to Bond \$3,000,000 (Three Million Dollars) To Bring Hilltop School in Compliance with Current Building and Life Safety Codes.** The Architect's revised plans dated June 17, 2014 is located on our website

under “News & Announcements”. If you would like a hard copy of these plans please let me know and I will have a copy for you at Monday’s meeting.

**Other:**

- A. Vote to Close Down a Portion of Main Street between Washington and Fayette Streets on Saturday, August 9, 2014 between the Hours of 8:00 A.M. and 6:00 P.M. for the Friends of Somersworth Jakarta Fair.**
- B. Installation of Poles for “Banner” Signs for City Events and Non-Profit Partner Events.** I will have some information to provide on Monday. The poles would be located in the Downtown area and perhaps another set elsewhere outside Downtown.
- C. Vote to Temporarily Waive Section 29.3.5 of Chapter 29, Administrative Code, Requiring the Director of Public Works & Utilities to Reside within the City and to Authorize the City Manager to Impose a 30 Mile/30 Minute Residency Requirement for this Position.** The Government Operations Committee has endorsed items C, D and E, and now brings them forward for full City Council consideration. I have attached pertinent pages of the Administrative Code and Personnel Rules & Regulation regarding these discussion issues.
- D. Vote to Waive Section 7.6.2 of Chapter 4, Personnel Rules & Regulations, for the Purposes of Recruiting a New Director of Public Works & Utilities and to Authorize the City Manager to Negotiate an Appropriate Annual Leave/Vacation Hire Credit.**
- E. Vote to Approve the Removal of an Engineering Degree (P.E.) as a Requirement for the Position of Director of Public Works & Utilities.** Attached is a copy of the revised job description.

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

**A. Information Items:**

- 1. High Street Bonded Project 2014 Paving Bid Recommendation.** Attached is a copy of an email from our City Engineer. The new estimate for the High Street repaving project has changed from approximately \$1.1 million to \$2.5 million. There is utility work that will be funded from Enterprise Funds included in these estimates. Please note that the General Fund estimate has more than doubled. I also wanted to remind the Council that we have \$620,000 in appropriated road resurfacing funds (\$306K encumbered \$314K in current Budget).
- 2. TE Grant Funding.** The Mayor and several Councilors have expressed concerns about the TE Grant Project funding being held up due to the Federal funding legislation. In light of these concerns, I was asked to “Draft” a letter to our Congressional Delegation. Attached is a “Draft” for your review and consideration.

I was contacted last week by Mr. Bill Watson from NH DOT. He said DOT Commissioner Clements and Senator Watters had asked him to call me about the TE funding delay. Mr. Watson stated if the City cash flow could handle the Grant Project until funding was available,

there would be no disqualifications so long as we continued adhering to the Grant process. I asked Mr. Watson to send me a letter that outlined these assurances. I have not yet received it.

3. **Georgetown University Energy Prize (Grant) Application.** The Georgetown University Energy Prize is a national competition open to all cities and towns in the US with a population between 5,000 – 200,000 for a \$5 million dollar grand prize. It is a multi year program. In the event the City is selected, Director Sharples will work with the Sustainability Committee and the community (residents, businesses, utility providers, etc.) with the goal of reducing our overall energy use. In addition to the grand prize, there will be second and third place awards.
4. **Recreation Kudo's.** The Somersworth Hershey track program had a great year with three athletes making it to the State Finals where we took home four championships. One athlete, Shelby Anderson qualified for the North American Finals and will be headed to Hershey PA to represent Somersworth. I extend my congratulations to all participants as well as Coach Dave Sharples. Good luck Shelby!

**B. Attachments:**

1. Department Head Reports.
2. Somersworth Senior Picnic Flyer.