



CITY OF SOMERSWORTH

Office of the City Manager

TO: Mayor Matthew Spencer and City Council Members

FROM: Robert M. Belmore, City Manager

DATE: Friday, January 4, 2013

SUBJECT: City Manager's Report for Monday, January 7, 2013
City Council Agenda

New Business (under Section 13 of the Agenda):

Ordinances:

- A. Ordinance No. 8-13 Amend Chapter 24 Housing Code.** Please see attached Memorandum from Director of Planning & Community Development Dave Sharples. This action will bring our Code current with today's building environment; it is sponsored by the Economic Development Committee. I recommend a Public Hearing be scheduled prior to the next regular Council meeting on Tuesday, January 22nd at 6:45 p.m.

Resolutions:

- A. Resolution No. 22-13 Authorizing the City Manager to Sell Surplus City Property.** City Attorney Mitchell has approved this Resolution's language. Any Purchase & Sale Agreement would be brought back to the City Council for review and approval. The Process would follow the format presented to the Council by Attorney Mitchell. This would include an independent appraisal and a sales listing. I have included copies of recent legal correspondence from City Attorney.

Other:

- A. Superintendent Mosca "Security" Committee Formation - City Council Representative.** Attached is a copy of an email from Superintendent Mosca regarding this Committee's composition and purpose. At her request I have agreed to sit on the Committee. I also anticipate other appropriate City staff joining the Committee.

B. Discussion of Monthly Utility Billing at the Request of Mayor Spencer:

I have included a memorandum from Finance Director Scott Smith regarding our E-Z Pay Program's success as well as additional information that was discussed at past meetings by Council Committees and by the full Council. As far as I know staff and I have not received any complaints for the better part of the prior year.

C. High Street Delamination Repairs: Attached is a copy of the bid repair proposal issued, due January 10, 2013. The Public Works Committee discussed this repair issue at their last meeting on December 21, 2012. I have attached some preliminary estimate information provided to the Committee from Public Works Director Tom Willis. Staff and I have reviewed the damage with contractors and also with HTA Engineer Bill Davidson to explore different repair options. If Council endorses a winter repair, the Public Works Committee and Finance Committee could approve the repair if a satisfactory bid is received under \$25,000, or it could be placed on the next Council meeting agenda or on a special Council meeting agenda. I have also attached an informational email with corresponding photos from the City Engineer, Joe Ducharme. He points out various items such as similar damage in other communities and the possibility of re-occurring delamination in this area after any winter repairs until a more appropriate and complete repair is done.

City Manager's Items (under section 9 of the Agenda)

A. Informational Items:

1. **City Website and Economic Development E-Newsletter.** Attached is a copy of a draft electronic newsletter that Economic Development Manager Christine Davis has developed. She has also been working with our consultant in finalizing a launch date for the newly redesigned City website. I am told the new website will be launched this month barring any logistical delays in migrating data from the present website host, Govoffice.
2. **New Hampshire Department of Environment Services Public Hearing Re: a City of Dover Groundwater Permit Application.** A Public Hearing is scheduled for this Wednesday, January 9th, in the Council Chambers regarding Dover's groundwater withdrawal permit for a well site adjacent to Willand Pond.
3. **Labor Union Negotiations.** I ask the Council to consider a private (non-meeting) session prior to the next regular meeting at 6:00 p.m. on January 22nd to discuss Labor Union Negotiations.

B. Attachments:

1. Copy of a DRAFT Electronic Newsletter from Economic Development Manager
2. Waste Management's report on Recycling and Solid Waste results for 2012
3. City Manager correspondence regarding NHLGC Return of Surplus to the City
4. School Department FY 2014 Budget information from Councilor Pepin
5. Memorandum form Director Sharples regarding the Somersworth-Berwick Bridge Project – lighting component