

# 2017 Annual Report



*Proud Past, Bright Future*

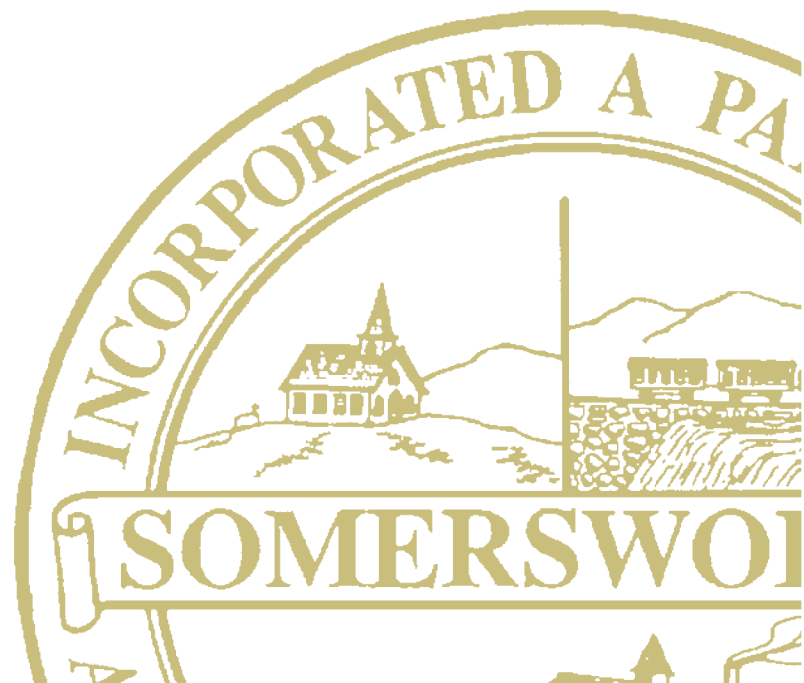
## MAYOR & CITY COUNCIL



Pictured: Left to Right Top: Councilor Dale R. Sprague, Councilor David A. Witham, Councilor Martin P. Dumont Sr., Councilor Martin Pepin, Councilor Jonathan McCallion  
Left to Right Bottom: Councilor Nancie Cameron, Councilor Jennifer G. Soldati, Mayor Dana S. Hiliard, Councilor Jessica Paradis, Councilor Denis Messier

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# CITY OFFICIALS

## **MAYOR**

Dana S. Hilliard  
Term Exp. Jan 2018

## **CITY MANAGER**

Robert M. Belmore

## **ASSESSOR**

Mary Beth Walker  
(Corcoran Associates)

## **CITY ATTORNEY**

Mitchell Municipal Group, P.A.

## **CITY CLERK**

Trish Harris

## **CITY ENGINEER**

Scott Bourcier  
(Contract, Dubois & King Engineers)

## **CODE ENFORCEMENT OFFICER**

Tim Metivier

## **DIRECTOR OF PLANNING & COMMUNITY DEVELOPEMENT**

Shanna Saunders

## **DIRECTOR OF FINANCE AND ADMINISTRATION**

Scott Smith

## **ECONOMIC DEVELOPMENT MANAGER**

Robin Comstock (Nov 2017)

## **HUMAN RESOURCES MANAGER**

Linda Corriveau

## **LIBRARIAN**

Debora Longo

## **DIRECTOR OF PUBLIC WORKS & UTILITIES**

Michael Bobinsky

## **TAX COLLECTOR**

Jessica Stephens  
Margaret Wagner (Retired April 2017)

## **WELFARE OFFICER**

Amy Valliere

## **FIRE CHIEF**

Keith Hoyle

## **POLICE CHIEF**

David Kretschmar

## **CITY COUNCIL**

(Terms Exp. Jan. 2018)

### **WARD 1**

Martin Pepin

### **WARD 2**

Jennifer G. Soldati

### **WARD 3**

Martin P. Dumont, Sr

### **WARD 4**

Jonathan McCallion

### **WARD 5**

Denis Messier

### **At Large**

(Terms Exp. Jan. 2018)

David A. Witham

Dale R. Sprague

Jessica Paradis

Nancie Cameron

## **SCHOOL BOARD**

(Terms Exp. Jan. 2018)

### **WARD 1**

Sean Collins

### **WARD 2**

Dana Rivers

### **WARD 3**

Karen Hiller

### **WARD 4**

Robert Gibson

### **WARD 5**

Kenneth Bolduc

### **At Large**

(Terms Exp. Jan. 2018)

Joanne Pepin

Matthew Hanlon

Donald Austin

Kelly Brennan

## **ELECTION OFFICIALS**

(Terms Exp. Jan. 2018)

### **WARD 1**

#### **Moderator**

George Poulin

#### **Ward Clerk**

Douglas Watson

#### **Selectmen**

Roger Eaton

#### **Supervisor of Checklist**

Pam Sawyer (Term Exp. June 2021)

## **ELECTION OFFICIALS (Cont.)**

(Terms Exp. Jan. 2018)

### **WARD 2**

#### **Moderator**

Harold Guptill

#### **Selectmen**

James Stevens

#### **Supervisor of Checklist**

Thomas Sheehan (Term Exp. June 2021)

### **WARD 3**

#### **Moderator**

Richard L. Reublinger

#### **Ward Clerk**

Carol Salava

#### **Selectmen**

Sylvia Johns

Pius Murray

#### **Supervisor of Checklist**

Carlene Dumont (Term Exp. Jan. 2018)

### **WARD 4**

#### **Moderator**

Megan Dubois (Perreault)

#### **Selectmen**

Joanne Hilliard

David Pincince

#### **Supervisor of Checklist**

Jeanette Radan (Term Exp. Jan. 2018)

### **WARD 5**

#### **Selectmen**

Marie Messier

Cheryl Gagnon

#### **Supervisor of Checklist**

Raymond LaPointe (Term Exp. Sep. 2018)



## 2017 ORDINANCES

1. Ordinance No. 1-17 Supplemental Appropriation for Water Main Improvements Associated with the Fiscal Year 2016-2017 Road Improvement Projects. 8/15/2016
2. Ordinance No. 2-17 Amend Chapter 19, Zoning Ordinances, Section 30.E, Hilltop School Property Overlay District. 9/16/2016
3. Ordinance No. 3-17 Amending Chapter 13 Police Offenses. 10/17/2016
4. Ordinance No. 4-17 Supplemental Appropriation for Engineering Services for Improvements at the Somersworth Wastewater Treatment Facility. 11/7/2016
5. Ordinance No. 5-17 City Council Meeting Schedule for 2017. 12/05/2016
6. Ordinance No. 6-17 Amending Chapter 4, Personnel Rules and Regulations, Section 2.3 Pledge Against Discrimination. 01/03/2017
7. Ordinance No. 7-17 Amending Chapter 8a Sewer Ordinances. 01/03/2017
8. Ordinance No. 8-17 Adopt New Section in Chapter 6 City Officials, Titled - Section 6.9.4 Solar Exemption. 01/03/2017
9. Ordinance No. 9-17 Amending Chapter 32, Water Ordinance, by Amending Section 16 Titled “Rates, Fees, and Charges.” 03/06/2017
10. Ordinance No. 10-17 Amending Chapter 8A, Sewer Ordinance, by Amending Section 7 (B) Titled “Sewer use Volume Charges.” 3/06/2017
11. Ordinance No. 13-17 Amending Chapter 19 Zoning Ordinance, Section 30E Hilltop School Property Overlay District. 04/03/2017
12. Ordinance No. 14-17 Amending Chapter 13 Police Offenses. 04/03/2017
13. Ordinance No. 15-17 FY17-18 Budget. 04/17/2017
14. Ordinance No. 16-17 Amending Chapter 13 Police Offenses, Section 3.4-F, Right Turn Prohibited – High Street onto Station Street. 04/17/2017
15. Ordinance No. 17-17 Amending Chapter 13 Police Offenses, Section 3.4-F, Right Turn Prohibited – West High Street onto High Street. Passed 04/17/2017
16. Ordinance No. 18-17 Supplemental Appropriation to Provide Funding for Resolution No. 34-17 Which will Upgrade Streetlights Throughout the City of Somersworth and Lights in Certain City Facility Lots to Led Lighting. 04/17/2017
17. Ordinance No. 19-17 Supplemental Appropriation for Improvements to the Somersworth Blackwater Road Pump Station. 5/01/2017
18. Ordinance No. 20-17 to Adopt New Section in Chapter 6 City Officials, Titled - Section 6.11 Joint Commission: City Council & School Board. 06/19/2017
19. Ordinance No. 21 – 17 Transfer Between Departments. 06/19/2017
20. Ordinance No. 22-17 Supplemental Appropriation for Water Main Improvements Associated with the Fiscal Year 2016-2017 Road Improvement Projects. 06/19/2017
21. Ordinance No. 23-17 Amending Chapter 4, Personnel Rules and Regulations, Compensation Schedule. 06/16/2017
22. Ordinance No. 24-17 Amending Chapter 4, Personnel Rules & Regulations, Appendix 1, Assignment of Class to Grade. 06/05/2017

## 2017 RESOLUTIONS

1. Resolution No. 1-17 to Authorize the School Department to Utilize a Portion of the Cable Franchise Fee to Purchase Equipment Necessary for the Purpose of Instruction and Broadcasting at the Career Technical Center. 07/25/2016
2. Resolution No. 2-17 to Authorize the City Manager to Sign a Lease/Purchase Agreement for The Purchase of City Vehicles. 07/25/2016
3. Resolution No. 3-17 to Authorize the City Manager to Contract with 2-Way Communications Inc., of Newington, NH for the Purchase of Portable Radios for the Fire Department. 07/25/2016
4. Resolution No. 4-17 to Authorize the City Manager to Contract with Industrial Protection Services LLC., of Wilmington Massachusetts for the Purchase of Self-Contained Breathing Apparatus for the Fire Department. 07/25/2016
5. Resolution No. 5-17 to Authorize the City Manager to Execute the 2016 Justice Assistance Grant Program. 07/25/2016
6. Resolution No. 6-17 to Authorize the City Manager to Contract with Severino Trucking Co., Inc. of Candia, NH for Road and Utility Improvements on Memorial Drive, Alicia Street, Wiggin Court, Down Street, a Portion of Indigo Hill Road from Green Street to Main Street, and a Portion of Indigo Hill Road from Williams Street to Green Street. 07/25/2016
7. Resolution No. 7-17 To Authorize The City Manager To Contract With Dubois And King Engineers Of Bedford, New Hampshire For Professional Engineering Services Associated With The Fiscal Year 2016-2017 Road Improvement Projects. 07/25/2016
8. Resolution No. 8-17 to Authorize the City to Use Funding from the Municipal and Transportation Fund for the Fiscal Year 2016-2017 Road Improvement Projects. 07/25/2016
9. Resolution No. 9-17 to Authorize the City to Use Funding from the Sidewalk Capital Reserve Fund for Sidewalk Improvements Associated with the Fiscal Year 2016-2017 Road Improvement Projects. 07/25/2016
10. Resolution No. 10-17 Authorize the City Manager to Amend the Contract with Severino Trucking Co., Inc. of Candia, NH for Required Sewer Line Improvements on Memorial Drive. 08/15/2016
11. Resolution No. 11 – 17 To Authorize The City Manager To Request Proposals For The Reuse Of Hilltop School In Accordance With The Recommendations Of The Hilltop Commission. 09/19/2016
12. Resolution No. 12-17 to Authorize the City Manager to Waive Ordinance Chapter 13D (Noise/Nuisance Control) for Severino Trucking Company, Inc. and/or its Subcontractors to Permit Night Work as Needed as Part of the FY16/17 Road Improvement Project. 08/15/2016

## 2017 RESOLUTIONS

13. Resolution No. 13-17 to Authorize the City Manager to Purchase a One-Ton Replacement Truck for Use by the Water Department Utilizing the New Hampshire State Bid List. 09/06/2016
14. Resolution No. 14-17 to Authorize the City Manager to Purchase a One-Ton Replacement Truck for Use by the Wastewater Department Utilizing the New Hampshire State Bid List. 09/06/2016
15. Resolution No. 15-17 to Notify the City Tax Collector that the City Council Shall Accept a Tax Deed on Property Located at 1 Winter Street, Tax Map/Lot Number 11-181A. 10/17/2016
16. Resolution No. 16-17 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. 10/17/2016
17. Resolution No. 17-17 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. 10/17/2016
18. Resolution No. 18-17 to Authorize the City Manager to Execute a Contract Change Order with Severino Trucking for Extending Improvements to the Indigo Hill Road Project. 10/03/2016
19. Resolution No. 19-17 to Authorize the City Manager to Contract with Wright-Pierce Engineers of Portsmouth, N.H. for Engineering Services at the Somersworth Wastewater Treatment Facility. 11/07/2016
20. Resolution No. 20-17 Authorize the Somersworth Housing Authority to Sell Property Located at 35 Bartlett Avenue to the Somersworth Early Learning Center. 12/05/2016
21. Resolution No. 21-17 to Authorize the City Manager to Execute a Letter of Intent with NH Solar Garden of Portsmouth, NH to Develop a Solar Project Pursuant to RSA 362-A on the Somersworth Sanitary Landfill on Blackwater Road. 12/05/2016
22. Resolution No. 22-17 Naming Sunningdale Drive, Firefly Circle and Assigning Addresses, if Required. 12/05/2016
23. Resolution No. 23-17 Naming Bears Way, Wolfs Lane and Dudley Court at Regan Estates, Route 108 and Assigning Addresses, if Required. 12/05/2016
24. Resolution No. 24-17 Proclamation Declaring January Diversity Month in the City of Somersworth. Passed 01/03/2017. 01/03/2017
25. Resolution No. 25-17 to Authorize the City Manager to Enter into a Purchase and Sales Agreement with Chinburg Properties of Newmarket, NH for the Sale and Re-Use of the Former Hilltop Elementary School Property at 17 Grand Street. 02/06/2017
26. Resolution No. 26-17 to Officially Name the Traffic Island at the Intersection of High Street and Government Way "Citizen's Place." 02/06/2017

## 2017 RESOLUTIONS

27. Resolution No. 27-17 Vote to Authorize the Trustees of Trust Funds to Release the Balance of the Post-Withdrawal Capital Trust Fund to the Somersworth School District and Close the Post-Withdrawal Capital Trust Fund. 02/21/2017
28. Resolution No. 28-17 to Authorize the City Manager to Order One SUV Style Police Cruiser Which will be Funded by a Lease Purchase Arrangement. 02/21/2017
29. Resolution No. 29-17 Authorize the City Manager to Contract with Pro HVAC of Somersworth, NH to Install an Energy Recovery Ventilator at the Somersworth City Hall. 02/21/2017
30. Resolution No. 30-17 Displaying a Permanent Photo of Fred H. Brown in the City Council Chambers and Mayor's Office. 02/21/2017
31. Resolution No. 31-17 to Authorize the City Manager to Amend the Renewal Cable Television Franchise Agreement Between the City of Somersworth and Comcast of Maine/New Hampshire, Inc. 03/20/2017
32. Resolution No. 32-17 to Authorize the City Manager to Sign a Payment- in- Lieu- of-Taxes (Pilot) Agreement with the Somersworth Early Learning Center. 02/21/2017
33. Resolution No. 34-17 to Authorize the City Manager to Contract with Affinity LED Lighting of Dover, NH to Upgrade the Street Lights Throughout the City of Somersworth. 03/20/2017
34. Resolution No. 35-17 to Authorize the City Manager to Execute a Group Net Metering Agreement With NH Solar Garden of Portsmouth, NH to Develop a Solar Project Pursuant to RSA 362-A on the Somersworth Sanitary Landfill on Blackwater Road. 04/03/2017
35. Resolution No. 36-17 to Authorize the City Manager to Amend the Twenty (20) Year Lease Agreement with The Sober Sisters Recovery by Amending the Lease from Approximately 1.41 Acres to Approximately 2-Acres of Surrounding Property to the Leased Building (Formerly the Site of the Malley Farm Boy's Home) Located at 45 Malley Farm Road. 03/20/2017
36. Resolution No. 37-17 to Authorize the City Manager to Enter into a Grant Agreement with the New Hampshire Department of Environmental Services to Accept a Cleanup Grant Award. 03/20/2017
37. Resolution No. 38-17 To Authorize the City Manager to Sign a Payment-in-Lieu-of-Taxes (Pilot) Agreement with NHPsolar Garden of Portsmouth, NH Pursuant to a 20-Year Land Lease for a Solar Array on the Somersworth Sanitary Landfill on Blackwater Road. 05/01/2017
38. Resolution No. 39-17 to Authorize the Trustees of Trust Funds to Release the Balance of the Somersworth-Berwick Bridge Capital Reserve Fund and Close the Somersworth-Berwick Bridge Capital Reserve Fund. 05/01/2017
39. Resolution No. 40-17 to Authorize the City Manager to Contract with Underwood Engineers of Portsmouth, New Hampshire for Professional Engineering Services Associated with the Rehabilitation of the Blackwater Road Sewer Pump Station. 05/01/2017



## 2017 RESOLUTIONS

40. Resolution No. 41-17 to Authorize the City Manager to Contract with Apex Construction of Somersworth, NH for the Rehabilitation of the Blackwater Road Sewer Pump Station. 05/01/2017
41. Resolution No. 42-17 to Authorize the City Manager to Sell City Tax Deeded Property Located at 37 Franklin Street. 05/01/2017
42. Resolution No. 43-17 to Authorize the City Manager to Enter into a Project Agreement with the New Hampshire Department of Transportation and to Accept a Transportation Alternatives Program Grant Award. 06/05/2017
43. Resolution No. 44-17 to Authorize the Use of Funding From the Municipal and Transportation Fund for the Local Match of a Transportation Alternatives Program Grant. 06/05/2017
44. Resolution No. 45-17 to Authorize the City Manager to Contract with Corcoran Consulting Associates Inc., of Wolfeboro, NH for Assessing and Data Collection Services. 06/19/2017
45. Resolution No. 46 - 17 to Authorize the City Manager to Prepare Bid Specifications for Road Resurfacing and Associated Repairs of Selected Streets. 06/05/2017
46. Resolution No. 47-17 to Authorize the City Manager to Request Proposals from Qualified Engineers to Prepare Plans, Specifications, and Estimates for Certain Complete Streets Projects. 06/05/2017
47. Resolution No. 48-17 to Authorize the City Manager to Order One 6-Wheel Dump Truck for the Department of Public Works Which will be Funded by a Lease Purchase Arrangement. 06/16/2017

# ASSESSING

**City Assessor** Marybeth Walker 692-9518  
mwalker@somersworth.com

**Assessing Clerk** Christien Dubois 692-9520  
cdubois@somersworth.com

**Board of Assessors**  
Philip Munck  
James Cowan  
Patty Roberge LeHoullier

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**T**he Assessing Office is responsible for ensuring equitable property assessments, which distribute the City's tax burden in accordance with New Hampshire State Statutes. The City Assessor functions and responsibilities are provided by Marybeth Walker, CHNA, through Corcoran Consulting Associates, Inc. The company provides data collectors and appraisers certified by the NH State Department of Revenue to perform the various functions required of them over the course of the year.

The Assessing Office provides the following functions:

1. Adequately manage and maintain exemptions and credits, current use management, timber and gravel yield taxes and other statutory assessing obligations;
2. Perform field inspections to collect data for all new construction and properties with active building permits;
3. Perform field inspections on all properties which have transferred during the contract period and verify the circumstances surrounding all sales;
4. Perform field inspections and other studies to review all abatement requests;
5. Meet with taxpayers wishing to discuss their valuations;
6. Meet with the City Administration and/or Board of Assessors.

**F**or 2017, the Assessing Department continued with the 4-year Cycled Inspection program. Each year of this process the City will be inspecting approximately 25% of all properties to verify the existing tax assessment data and make corrections if needed. During year 5 the City will perform a City-wide revaluation, as mandated by New Hampshire State Statutes. The next Revaluation is scheduled for 2019.

# ASSESSING

## 2017 Summary Inventory of Valuation

	Value
Residential (land & building)	\$598,591,241
Commercial/Industrial (land & building)	\$237,972,544
Current Use Land (per RSA 79-A)	\$ 133,340
Utilities	\$ 15,787,600
<b>Valuation Before Exemptions</b>	<b>\$852,484,725</b>
<b>Net Taxable Valuation</b> (value after exemptions- used to compute municipal, county and local tax rates)	<b>\$848,890,625</b>

## 2017 Exemptions

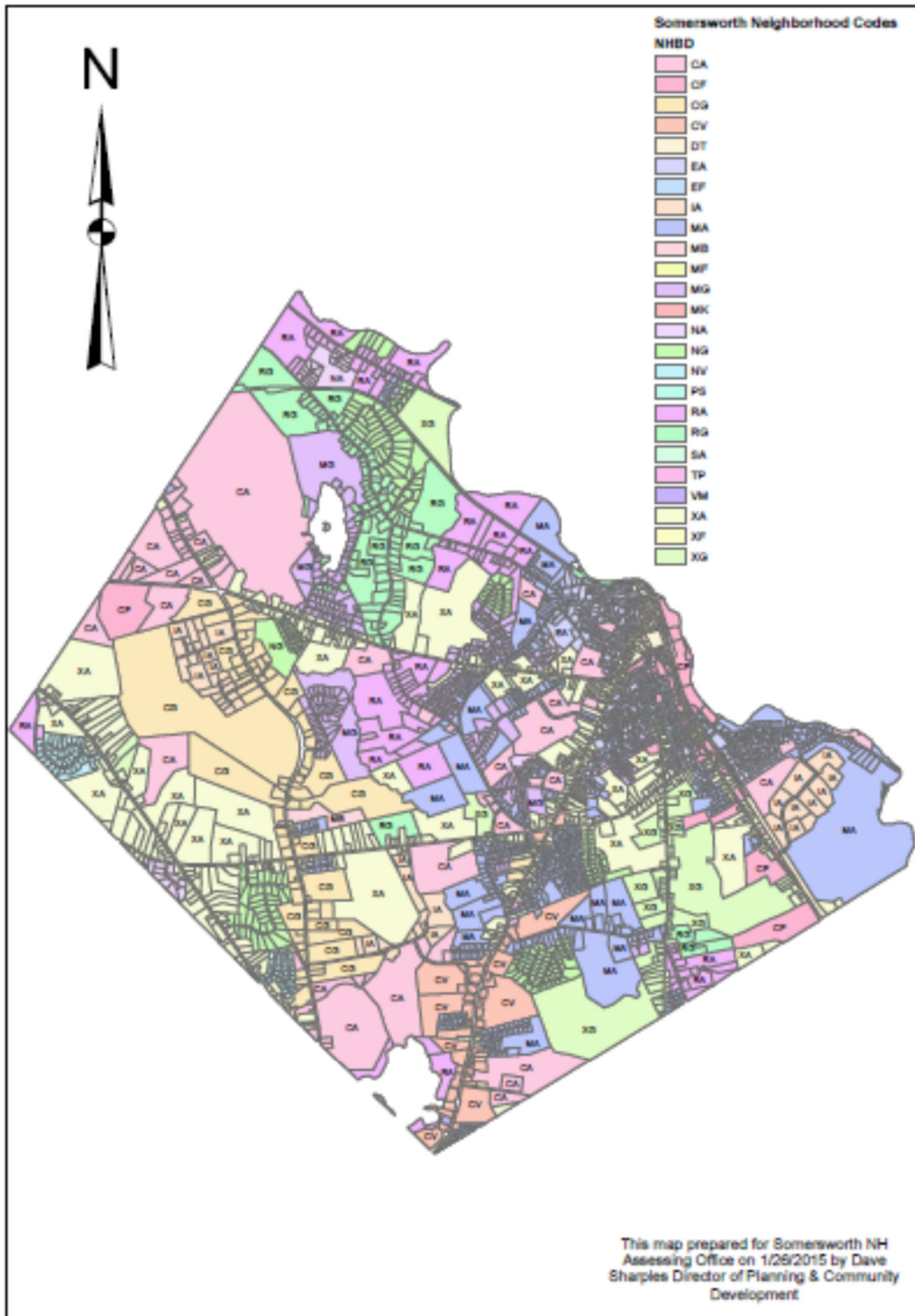
	Exemption/Credit Amount*	Total Exemptions/ Credits Granted	Assessed Valuation
<b>Exemptions</b>			
<u>Blind:</u>	\$25,000	5	\$124,500
<u>Elderly:</u>	\$50,000, 65-74 years of age \$65,000, 75-79 years of age \$75,000, 80+ years of age	64	\$3,469,600
<b>Credits</b>			
<u>Veteran:</u>			
Std. Vet. Credit	\$500	404	\$202,000
Service Connected Disability	\$1,400	29	\$40,600
*An exemption is granted in an amount off of the assessed value of the property. A credit is granted in an amount deducted from the tax billings.			

## AVAILABLE ONLINE!

Property record cards can now be found at [www.patriotproperties.com](http://www.patriotproperties.com).

Tax maps can now be found at <http://www.somersworth.com/departments-services/development/development-services/assessing/>

# SOMERSWORTH NH NEIGHBORHOOD MAP



# CITY MANAGER

**City Manager** Robert M. Belmore 692-9502  
bbelmore@somersworth.com

**Executive Assistant** Brenda Breda 692-9503  
bbreda@somersworth.com

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## **City Government**

I am pleased to present Fiscal Year 2017 Annual Report to the citizens of Somersworth. The City of Somersworth has functioned as a City Council/City Manager form of government since 1985. The City Manager is appointed by the City Council to function as the Chief Administrative Officer of the City, responsible for the proper administration of all departments of the City. Under the Council/Manager form of government, the Council establishes policies for operations within the City, and it is the Manager's responsibility to ensure these policies are carried out. There are Four (4) At-Large City Councilors and Five (5) Ward Councilors; in addition, there is an elected Mayor who is the presiding officer at meetings of the City Council and serves as an ex-officio member of the City Council.

In general, the City Manager supervises all City property and is responsible for the day-to-day business affairs of the City and oversees expenditure of all funds appropriated for City purposes. City Department Heads reporting directly to the City Manager include the Manager of Human Resources, Director of Finance & Administration, Director of Public Works & Utilities, Director of Planning & Community Development, Fire Chief and Police Chief. In addition, the City Manager is an ex-officio voting member of the City's Planning Board and is a member of the City's Emergency Management Team.

## **Annual Budget & Capital Improvement Program**

In accordance with Article VII of the City Charter, the City Manager submits to the Council on or before the 15<sup>th</sup> day of March a budget for the ensuing fiscal year. Additionally, the City Manager prepares and submits to the Council a six year capital program at least three months prior to the final date of submission of the budget. The Capital Improvement Program has continued to evolve to show infrastructure projects and programs necessary for continued City services in a sustainable strategy over a rolling 6-year time frame. The purpose of the CIP is to assist the City Council in preparing well in advance for capital expenditures to meet the future needs of the community.

## **Community**

We continue to move forward with infrastructure and program improvements that provide services that maintain a rich quality of life for residents and visitors to live, work and play. I invite you to learn more about the City's many prior year efforts by visiting the pages that follow. In addition, Please accept my invitation to stop by my office to learn more about your City government or to share your thoughts on how we might work together in maintaining the City's overall commitment to providing high quality services to our Community.

Sincerely,

Robert M. Belmore

# CODE ENFORCEMENT

**Code/Health Officer, Tim Metivier**  
tmetivier@somersworth.com; 692-9522

**Code Compliance Officer, Jeannie Wood**  
jwoodcco@somersworth.com; 692-9521

**Electrical Inspector, Hank Feenstra**  
Hfeenstra@somersworth.com; 692-9520

**Code Clerk, Christien DuBois**  
cdubois@somersworth.com; 692-9520

The Code Enforcement Department is responsible for ensuring the integrity of Somersworth's existing and future built environment through implementation and enforcement of the City's building, electrical, plumbing and life safety codes.

The Inspection Department provides services in five general areas:

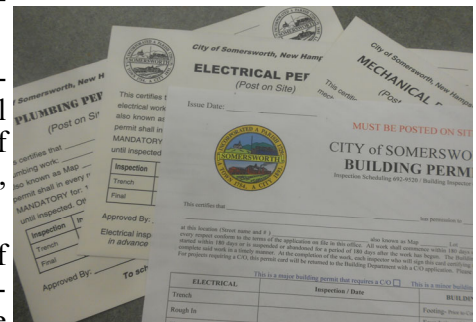
**Plan Review and Code Consulting:** The inspectors review all documentation associated with each construction project, discuss technical aspects with clients, and inform them of any design deficiencies in meeting City codes.

**Permit Issuance:** Permits are required for all new construction and general renovations, such as remodeling projects, repairs and replacements. Any expansion of electrical, plumbing, mechanical or fire protection systems also requires a permit. The Department coordinates and processes final permit documentation and issues permits to the licensed contractor or homeowner doing the work.

**Construction Inspections:** The Department performs a series of inspections as the work progresses to ensure it conforms to City codes, and notifies responsible parties of the results.

**Construction Completion:** The inspectors perform final site inspections and if the building, electrical, plumbing, mechanical and/or fire system work meets codes, they issue a Certificate of Occupancy or sign off on the final building permit inspection, where necessary.

**Code Enforcement:** The inspectors also investigate claims of building, electrical, plumbing, mechanical and zoning code violations. We also dedicate much effort into property maintenance compliance.



Applications for building permits may be submitted during City Hall hours. Forms can be downloaded from the Department's Web page.

# CODE ENFORCEMENT

## 2017 Code Enforcement Department Year in Review

### Permits issued

360 Building permits

214 Minor Building Permits

41 Major Building Permits

4 Major Commercial Permits

44 Minor Commercial Permits

37 Major Residential Permits

275 Minor Residential Permits

201 Electrical Permits

47 Commercial

154 Residential

70 Plumbing Permits

22 Commercial

48 Residential

185 Mechanical Permits

43 Commercial

142 Residential

23 Demolition Permits

6 Commercial

17 Residential

60 Certificates of Occupancies (CO)

26 Commercial

34 Residential

(CO's are not only for new construction)

Estimated total cost of building construction for 2017 is:

Total Estimated Construction Cost ..... \$14,104,363.00

Total Residential Construction.....\$7,415,391.00

Total Commercial Construction.....\$6,688,972.00

(Actual cost of construction may vary. These amounts are based on information provided by the applicants on the permit application)



# CODE ENFORCEMENT

Permit Fees Collected for 2017 are:

Total permit receipts .....	\$117,114.00
Residential receipts.....	\$72,519.00
Commercial receipts.....	\$44,595.00

(Amounts were rounded to the nearest dollar)

There were 25 newly completed residential structures built added or modified to a new unit:

- o Single Family Homes.....19
- o Manufactured Homes.....3
- o Duplex Homes..... 0
- o Multi Family Buildings .....0
- Total new living units .... 22



(There were 3 relocated manufactured homes that don't reflect as new or added living units in the city.)

6 Significant projects in the City were:

- o Bad Lab Brewery significantly re modeled to now include a sit-down restaurant
- o 57,300 sq. ft. 3 Story storage building added to the existing storage structures of Somersworth Storage on Rt.108
- o Mr. B's Taekwon Do and Be Well Fitness moved in to their newly constructed a 6,720 sq. ft. 2 story facility on Willand Dr.
- o Major renovations to 509 High St. created the new Continental Buffet & Bar, a Chinese, Polynesian and American cuisine restaurant
- o Tri-City Plaza now has a newly constructed 2612 sq. ft. Dairy Queen restaurant



And also on Rt. 108 a new 4786 sq. ft. Cumberland Farms fuel and convenience store



# CODE ENFORCEMENT

## Code Compliance Activity

The Code Enforcement Department sent many letters, visited with, or had other forms of communication with various property owners concerning property maintenance and has requested corrections based on observations or complaints.

Notifications made to Property owners.....	798
Total corrections documented.....	757
Court appearances.....	22



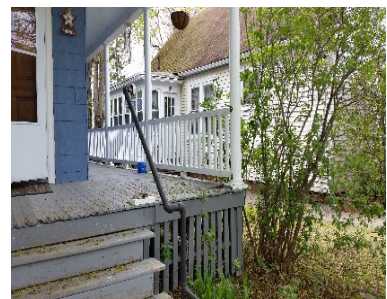
(Multiple corrections or court appearances may be associated to one property owner. Some actions may have been initiated in the previous year)

Code enforcement officers play a vital role in keeping our community safe and appealing by monitoring and enforcing a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti and other matters of public concern.

Code enforcement is driven by complaints in conjunction with more “systematic windshield surveys” in which an officer drives through the City peering through their windshield to identify apparent violations of existing codes and ordinances. Common violations include junk in the yard, tall grass, too many people living in a home, hoarding and building without a permit.



When violations have been identified, code enforcement officers will educate the property owner, tenant or responsible party by either making verbal contact, leaving a notice on their door or sending a written notice. A reasonable period of time is provided to correct the offense, and a re-inspection is conducted to verify compliance. In 2017, 798 notifications were made regarding violations.



## CODE ENFORCEMENT



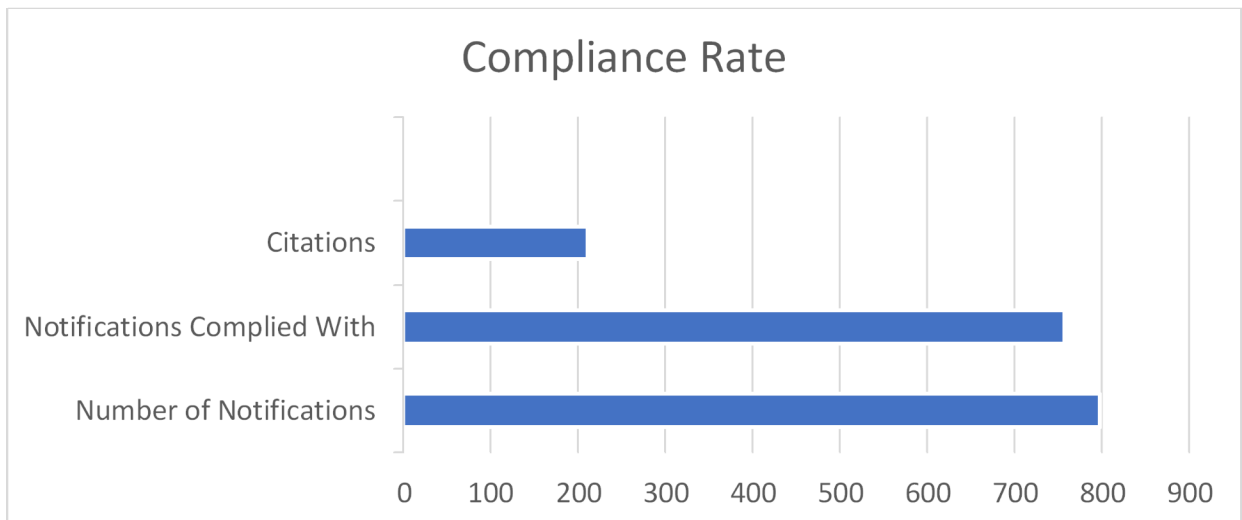
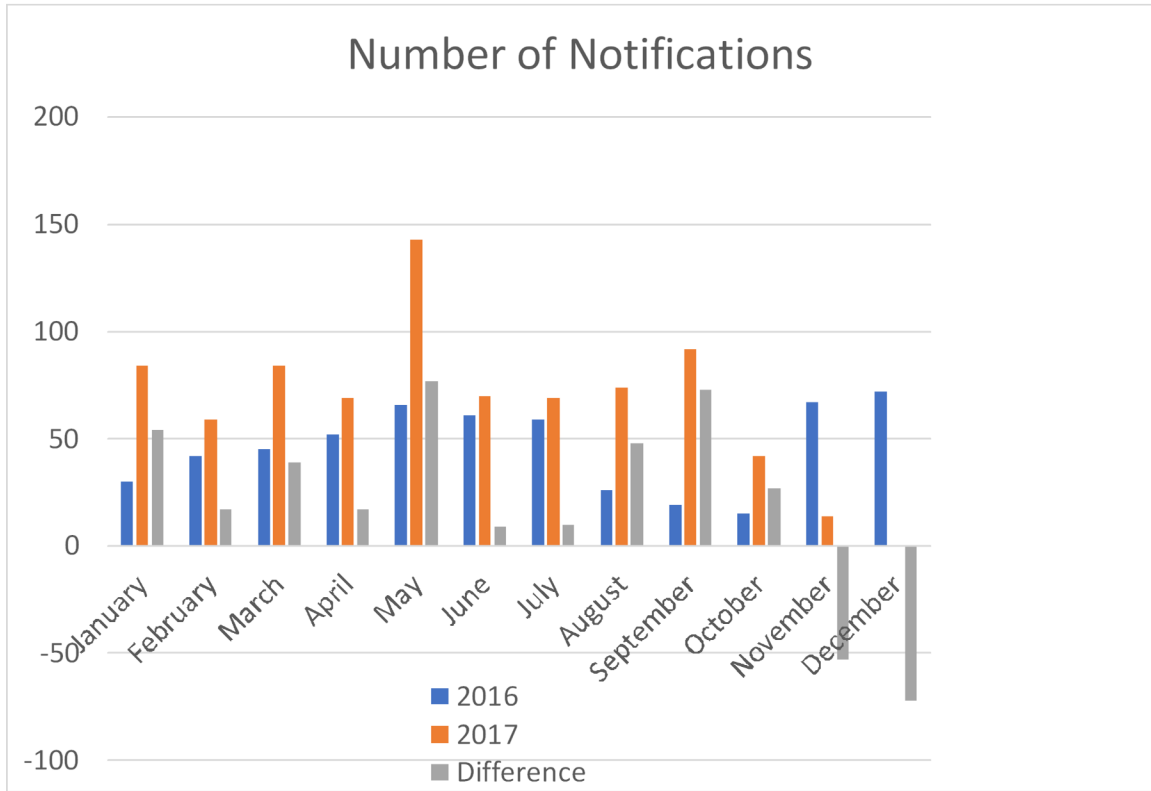
In the event of continued noncompliance, a second notice is issued to the responsible party, and a final deadline is established. Code enforcement officers reserve the right to provide deadline extensions for good cause. Most code violations are resolved quickly once the responsible party is notified. The goal of code enforcement is to obtain voluntary compliance through education. In 2017, 757 violations were brought into compliance.

A small number of code enforcement cases result in the issuance of a criminal citation due to continued, egregious or repetitive noncompliance. These matters are heard before Dover Circuit Court. Violations of the City of Somersworth Ordinances are subject to a \$100 fine for a first offence and \$250 find for second and subsequent offenses. In 2017, there were 22 court appearance for violations.



# CODE ENFORCEMENT

Below are two charts showing the total number of notices generated for 2017 and the compliance rate for those notices.



# ECONOMIC DEVELOPMENT UPDATE

**Economic Development Manager, Robin Comstock**  
692-9516; rcomstock@somersworth.com

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The city hired a new Economic Development Manager who began her tenure in November of 2017.

The Economic Development office supports new and existing businesses through outreach, research, resource development, and partnerships with local, state, and federal agencies. It also facilitates various initiatives that support economic prosperity. The office acts as a convener and connector to better leverage resources, and expand and grow existing business, while attracting new business to the City. This activity results in increased business retention and growth that helps to create jobs and insure a favorable quality of life for residents. At the same time, it brings to the city resources, amenities, and attractions that are wanted and needed by Somersworth citizens.

The ED Manager works within the Department of Development Services and serves as the point of contact for existing and potential businesses. The EDM meets with local businesses offering support and assistance with access to local, state, and federal resources. The EDM also works to address City-specific issues that affect the business community. Recruitment of new businesses is done through the Economic Development office and is often done in partnership with the State's business recruitment team and a regional recruitment partnership.

Some 2017 business activities include but are not limited to:

## **New and Expanding Business**

- The City welcomed Cumberland Farms to Route 108
- The Hall at Great Falls was renovated and opened at 49 Market Street
- Goodwin Community Health was approved for a building addition
- Velcro was approved for a large ground-mount solar panel system install
- Prime Storage was approved to expand their use to include U-Haul truck rentals

## ECONOMIC DEVELOPMENT UPDATE

- Fall Machine on Willand Drive was approved for an expansion and building addition
- Riverside Garage and Leasing was approved for full renovation and will be home to a new 20,000 sq. ft. NH State Liquor Store
- Chinburg Properties purchased the former Hilltop School
- Breton Cleaners was demolished, and the Brownfields site is being remediated

### Municipal Efforts

- Somersworth embarked on a comprehensive evaluation of the Plaza. A partnership with Plan NH was established, which resulted in a two -day charrette, a process that invited the entire community to engage in a visioning and planning process. At the conclusion of the multiple day exercise, the Mayor immediately formed a Plaza Commission, to represent the community voice, with the task of developing a strategy to move forward with the revitalization of the Plaza.
- The City continues to offer the Community Revitalization Tax Relief program (79-E) and the Economic Development Zone ( ERZ) designation for Somersworth Businesses that grow and expand.
- The City continued participation in the update of the Comprehensive Economic Development Strategy (CEDS) through the Strafford Regional Planning Commission.
- The City has participated in the Strafford Regional Planning Commission Brownfields Advisory Committee.
- The City was able to successfully obtain a grant for public lighting improvements.
- The City has accepted a bid to develop a new web -site that will have a section dedicated to business development, and perhaps allow commercial vacancies to be posted.
- The City staff is exploring marketing strategies for Somersworth, to better attract new business, and grow current business.

# ECONOMIC DEVELOPMENT AND PLANNING

**Director of Planning and Community Development**, Shanna B. Saunders

692-9517; ssaunders@somersworth.com

**Planning Secretary**, Tracy Gora

692-9519; tgora@somersworth.com

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## **Overview**

The Division of Economic Development and Planning provides research and advisory/administrative support for an array of comprehensive and land use planning functions within the City of Somersworth. The department provides staff support to a number of City Council appointed boards and commissions including the Planning Board, Zoning Board of Adjustment, Historic District Commission, and the Conservation Commission. The office is administered in a manner designed to fulfill the objectives of the Master Plan, provide applicants with efficient application processing services and provide citizens appropriate opportunities to participate in land use decisions.

## **Principle Activities**

- Development and maintenance of the City's Master Plan.
- Review private development projects for consistency and conformity with the Master Plan, Zoning Ordinance and Regulations.
- Form planning policies and standards that will ensure a high quality living and working environment for Somersworth neighborhoods and districts.
- Provide assistance to citizens in understanding and applying the policies of the Master Plan and the provisions of the City's land use regulations.
- Anticipate and act on the need for new plans, policies, and regulation changes.
- Review and research all applications and proposals submitted for approval from Land Use Boards.

## **Planning Board**

The Planning Board meets the third Wednesday of each month and consists of 9 members and up to 5 alternates. The Planning Board is responsible for reviewing: site plan applications, subdivision applications, conditional use permit applications, extension and amendment requests, conceptual/design review requests, ordinance amendment proposals and for conducting site visits. The Planning Board also has workshop meetings as needed to discuss ordinance amendment proposals, rules of procedure, application requirements, and other items as necessary.

# ECONOMIC DEVELOPMENT AND PLANNING

The Planning Board reviewed the following:

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Conditional Use Permit applications	2	3	2	2	2	1
Major Site Plan applications	4	4	9	5	12	5
Subdivision applications	3	4	3	0	5	0
Site Walks conducted	3	0	1	1	0	0
Conceptual/Design reviews	0	1	0	0	0	1
Plan amendment requests	0	2	0	2	3	0
Plan extension requests	1	0	0	0	1	2

The Board also reviewed two voluntary merger requests and the 2019-2024 Capital Improvement Plan (CIP).

## **Historic District Commission**

The Historic District Commission (HDC) meets the fourth Wednesday of each month and is responsible for reviewing projects that fall under the Historic Overlay District. The HDC has the following powers and duties: maintain a survey and inventory of all historic properties in the City, establish and adopt guidelines and standards to be used by the Commission in reviewing and passing on applications for a Certificate of Appropriateness, review applications for a Certificate of Appropriateness as required by the Zoning Ordinance, among other duties.

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Applications reviewed by the HDC	25	17	15	20	18	18

## **Conservation Commission**

The Conservation Commission meets the second Wednesday of each month and is responsible for reviewing conditional use permit applications, State Wetland Permit applications, easements, conservation land and conducting site walks.

## **Zoning Board of Adjustment**

The Zoning Board of Adjustment (ZBA) meets the first Wednesday of each month and is responsible for reviewing: variance applications, special exception applications, equitable waivers of dimensional requirements and appeals of an administrative decision.

The Site Review Technical Committee (SRTC) meets the first Wednesday of each month and reviews major site plan and subdivision applications before they are sent to the Planning Board.

The SRTC acted on the following number of minor site plans: 2017  
4

# ECONOMIC DEVELOPMENT AND PLANNING

## Strafford Regional Planning Commission Representatives

Brian Tapscott

Scott Orzechowski

## Community Development

The following is a list of development that was approved within the City in the last year:

- **Goodwin Community Health**, 311 Route 108, approved for a building addition.
- **Velcro, USA**, 300 Route 108, approved to install a solar panel system.
- **Fall Machine**, 10 Willand Drive, approved for a building addition.
- **Bad Lab Beer Co.**, 450 High Street, approved for outdoor seating.
- **NH State Liquor Store**, 481 High Street, approved to remodel the existing building and construct an addition for a new liquor store.

## Special Projects

- **Plan NH Grant** – The City received a Plan NH grant this year in order to complete a Community Design Charrette for the Plaza property. This short, intense brainstorm session for future uses of the parcel culminated in a report issued by Plan NH with redevelopment recommendations as well as the creation of the Plaza Commission who is tasked with prioritizing the recommendation and making a final report to City Council on April 2.
- **NH Transportation Alternatives Grant** – The City received a grant from NH Department of Transportation for a Transportation Alternatives Grant. These grant funds will pay for sidewalks on High Streets and cemetery Road connecting our schools as well as pedestrian upgrades at the intersection of High/Memorial/Franklin and a walking path connecting the Middle/High School to Maplewood Elementary School. Construction is slated for 2019.
- **NH Department of Environmental Services Brownfields RLF Grant** – The City received funding in 2017 to Assess and clean up the former Breton's Cleaners site. The site is home to an abandoned dry cleaners building that has been derelict for decades. The hazardous materials were abated, the building was demolished and removed from the site and the site was capped. The City is currently seeing additional funding for soil clean up.



# FIRE DEPARTMENT



195 Maple St., Somersworth NH 03878  
Business: (603) 692-3457  
Fax: (603) 692-5147  
Business Hours: 8-4 M-F

**Fire Chief, Keith Hoyle**  
khoyle@somersworth.com

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## EMERGENCY RESPONSES

The Somersworth Fire Department responded to 1554 emergency incidents in FY17 – an increase of 181 incidents or 13 over FY16. The increase in call volume was pretty much across all categories of emergencies. EMS calls now comprise 44% of our responses.

Fire damage in FY16 totaled over \$500,000 as four homes received damage and Walmart suffered a \$65,000 loss. There were no fatalities or injuries from fires during FY17. The number of times we responded on mutual aid to our neighboring communities (Dover, Durham, Farmington, Milton, Newington, Portsmouth and Rochester in NH: and in Maine – Berwick, Lebanon and Sanford) decreased slightly in FY17 to 52.

## FIRE PREVENTION & EDUCATION

The number of inspections conducted and Permits issued by the Department in FY17 increased to 794. The Department began to inspect 3 family and above residences, but most landlords are not complying with our requests to inspect properties.

The Fire Prevention Regulations and Fireworks Regulations enacted by the City Council in FY12 for the most part are working, with less adherence to the fireworks rules around the 4<sup>th</sup> of July. The city is in conformance with the state of New Hampshire as it relates to Fire Prevention rules and regulations. For the first time, firefighters toured the city during the July 4<sup>th</sup> evening to perform Permit inspections if a noise complaint was lodged by a citizen.

Firefighters conducted public fire safety education sessions in the public schools; in businesses such as Aclara, Contitech and Velcro; fire station tours during Annual Fire Prevention Week activities; Home Depot, Rite Aid, Walmart and The Works Safety Day participation; the Children's Festival; the Pumpkin Festival; National Night Out; Indonesian Fair; the Seniors picnic and the Memorial Day and Holiday parades.

## **FIRE DEPARTMENT**

We also held the annual “Open House” event at the fire station during Fire Prevention Week in October. In December, the firefighters’ union and the Department, aided by many Somersworth citizens and businesses, contributed toys to nearly 450 children through the Firefighters Toy Bank.

Ms. Maley Clark, a 3<sup>rd</sup> grader at Maplewood School, was honored as one of twelve students selected by the State Fire Marshal as a winner in their annual “Poster Contest” highlighting a fire safety behavior.

### **TRAINING**

American Ambulance, the city’s EMS provider, continued with their program to train families in Narcan use and CPR who had heroin users in the family in the event their loved ones had another overdose episode at home.

Career firefighters attended training sponsored by the NH Fire Academy, Seacoast Fire Chiefs Association, FEMA and Primex.

One career firefighter took the EMT-A course, while two call firefighters took the EMT-B course.

One call firefighter took the FF II course in Greenland while two new call firefighters took the FF I/II course in North Berwick.

Two call firefighters attended training at the National Fire Academy in Maryland.

### **GRANTS**

The NH and Maine Rural Water Associations won a grant from both states to test the protection of drinking water for Berwick and Somersworth from a hazardous materials spill into the Salmon Falls River. This drill will occur in June 2018 and will involve Somersworth Water Treatment Plant personnel, Fire and Police Departments along with state partners and those from Berwick and Maine as well.

We applied for a \$6000 grant from NH Homeland Security and Emergency Management to equip the Department with vests to be used in active shooter situations.

### **PERSONNEL**

Lieutenant Sean Houle retired and Firefighters Mike Spinney and Jim Drakopoulos were promoted to Lieutenant after an examination process to fill vacant supervisory positions. Jeffrey Roub and Spencer Barnes were hired to fill vacancies on the Career Force to maintain 16 career personnel [4 Lieutenants and 12 firefighters].

Matt Stinson was hired as a call firefighter. Call firefighter James Trueman was named a Crew Chief to join Mike Landry and Dave Levesque while Greg Guilmette continued to serve as the Senior Crew Chief for the Call Force. We continue to have 16 call firefighters on staff.

# FIRE DEPARTMENT

## OTHER

American Ambulance continued to deliver excellent EMS services to the city, with an average 4 minute response time to calls and provided education sessions to citizens and school children on CPR and first aid.

The “Fire Station Advisory Committee” appointed by the Mayor in 2015, presented its report to the Mayor and City Council. It called for a modern fire station to be constructed on or near the present station on Maple Street. The Council took the report under advisement.

The Department continued to participate in the Mayor’s “Drug Task Force”.

The Department also continued to participate in the “Active Shooter Committee” with members from the Police Department, SAU 56 and American Ambulance.

We purchased 7 new portable radios for call firefighters and also 5 UHF radios to use on mutual aid calls out of the city. We have one year left on the portable radio replacement program.

New fire protection systems were approved and inspected at 45 Market St.; House of Hope; Tri City Plaza; S.W. Coles; Staples; Continental Restaurant; Wal-Mart; 475 High St.; Rogers Auto Body; Hilltop Chevrolet; 361 High St.; and 22 Canal St.

Approved plans for the CTC renovation and conducted inspections and the final acceptance of the fire suppression systems once the building was completed in September.

## EMERGENCY MANAGEMENT

The city applied for an \$11,000 FEMA grant for “Continuity of Operations” from the NH Homeland Security and Emergency Management Agency. This grant will develop a plan so the city can quickly resume operations in the event a natural or man-made disaster cripples the city’s infrastructure.

The city received some posters and public service announcements from NH Homeland Security and Safety highlighting a new campaign to get citizens to report suspicious activity to the police. This program was created to assist with the terrorism issue.

Housing and the Library opened “Cooling Centers” for several days throughout the summer when temperatures peaked over 90 degrees and the humidity was oppressive.

We continue to participate with other Strafford County municipalities in the “Ready Strafford” organization – a state vendor providing emergency management and public health assistance to communities in the county.

# FIRE DEPARTMENT

## EMERGENCY RESPONSES

Structure Fires	75
Outside Fires	45
Automobile Fires	5
Motor Vehicle Accidents	100
Accidental/Public Assistance	421
False Alarms/Malfunctions	92
Hazardous Materials Incidents	37
Hazardous Conditions	85
Emergency Medical Calls	694

## VEHICLES

Car 1:	2013 Chevrolet Tahoe 4WD
Car 2:	2007 Chevrolet Impala
Engine 2:	1996 Central States 1500 gpm pumper
Engine 3:	2008 Toyne 1500 gpm pumper
Engine 4:	2014 Toyne 1500 gpm pumper
Truck 1:	2006 Smeal 105 ft. aerial ladder
Forestry 1:	1988 GM Hummer 4WD 200 gallon brush fire vehicle
Utility 1:	2005 Ford F-350 4WD
Air Van:	1989 Chevrolet (owned by Community Mutual Aid Association)
Trailer:	Strafford County Emergency Management/Public Health unit

We thank the citizens of Somersworth and the City Council for their support and their efforts to practice fire safety throughout the year.

# AMERICAN AMBULANCE



**Paul Robidas**, 978-880-0160  
probidas@somersworth.com

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Below is the services we provided to Somersworth in 2017.

- Responded to 1,777 911 requests.
- Provided 1,123 patient transports.

Provided CPR instruction as requested.

- 3/13/2017 Heartsaver CPR to SMW City officials and to the Department of Public Works, Water Distribution and Waste Water personnel.
  - 6/13/2017 Heartsaver CPR to SMW Recreation
  - 6/22/2017 Heartsaver CPR to the SMW school system staff.
- 
- Offered EMT refresher to SMW Fire Dept.
  - Served food and conducted Blood Pressure/ CBG checks at the SMW Senior Picnic
  - Participated in active shooter panel discussion at Idlehurst.
  - Participated in National Night Out with the police department on 8/1/2017.
  - Participated in the planning for Idlehurst Flu Vaccine Clinic
  - Provide Public Health Emergency Preparedness planning in partnership with Goodwin to the town of SMW and the surrounding region.

# POLICE DEPARTMENT



## *Somersworth Police Department*

*12 Lilac Lane  
Somersworth, NH 03878  
(603) 692-3131*

**Police Chief, David Kretschmar**  
dkretschmar@somersworth.com

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*“The mission of the Somersworth Police Department is to improve the quality of life by preserving the peace and safety of the community through the formation of community partnerships, creating positive interaction between the public and the police while continuing to fairly enforce the laws of the State of New Hampshire and the ordinances of the City of Somersworth in accordance with the Constitution of the United States of America.”*

## **DEPARTMENT ACTIVITIES**

### **CAR Initiative:**

We have continued in our efforts to help curb the opioid crisis through our participation with the C.A.R. (Community Access to Recovery) initiative. As part of this program, we continue to assist people in their recover process, partnering with area hospitals, Avis Goodwin and Recovery Coaches.

### **Operation Granite Shield:**

Our Department, in conjunction with Strafford County Sheriff’s Drug Task Force, has conducted numerous police details aimed at removing Drug Traffickers from our City.

### **Highway Safety Grants:**

We received grant funding to provide a variety of special and specific law enforcement efforts including an assortment of enforcement initiatives. The New Hampshire Highway Safety Agency allowed us to increase motor vehicle enforcement by providing grant funds. The added enforcement included DWI, speeding, Distracted Driving and Operation Safe Commute patrols.



# POLICE DEPARTMENT

**Bicycle Safety Program:** Somersworth Police partnered with Somersworth Youth Connection to promote good ridership and teach bicycle safety to children. This yearly event features prizes and obstacle course completion.



**Facebook:** We launched our Department Facebook Page at <https://www.facebook.com/SomersworthPoliceDepartment> where we report all Department activities.



Somersworth Crime tips are still received at 692-9111 or email at [crime-line@somersworth.com](mailto:crime-line@somersworth.com). Anyone wishing to provide anonymous tips should contact SPD through either source. All leads are held with the strictest of confidence.

## 2017 City Totals Case Activity Statistics

Calls for Service	24,485
Total Offenses Committed:	2,396
Total Felonies	309
Total Crime Related Incidents:	1,075
Total Non-Crime Related Incidents:	1,928
Total Arrests (On View):	463
Total Arrests (Based on Incident/Warrants)	356
Total Summons Arrests:	173
Total Arrests:	992
Total P/C's:	185
Total Juvenile Arrests:	87
Total Juveniles Handled (Arrest):	40
Total Juveniles Referred (Arrest):	47
Total Open Warrants:	23
Total Restraint Orders:	100
Stolen Property-Value	474,966
Stolen Property Recovered Value	85,895
Total Motor Vehicle Accidents	443
Total Motor Vehicle Violations-Civil	1
Total Motor Vehicle Violations-Warnings	1,919
Total Motor Vehicle Violation-Arrests	550
Total Parking Tickets	304



# HUMAN SERVICES

**Welfare Officer, Amy Valliere**  
692-9509; avalliere@somersworth.com

The Somersworth Human Services Department continues to carry out the legal tasks and responsibilities of RSA 165 which provides a “safety net” for residents facing eviction, foreclosure, homelessness, hunger, utility shut-offs, and inability to obtain prescription medications.

In 2017, rental assistance continued to be the most common request to prevent

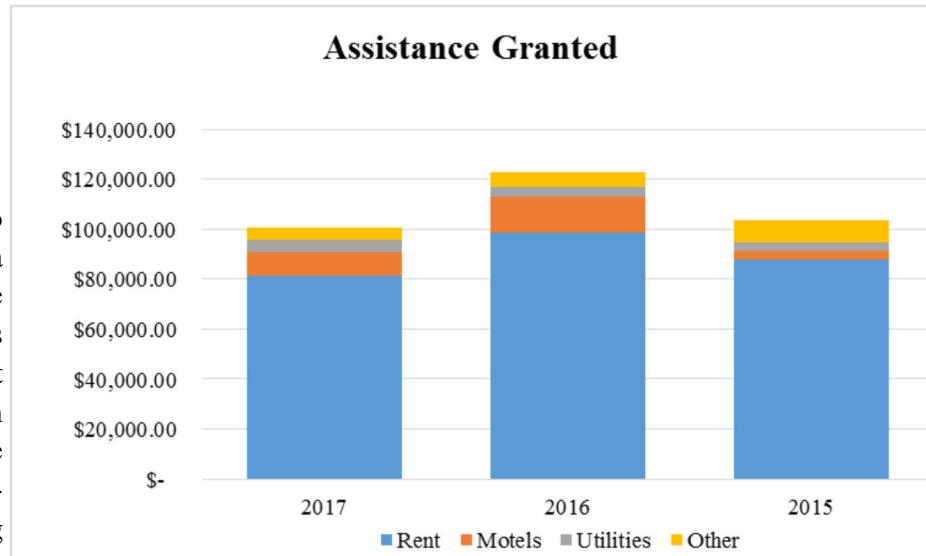
eviction and homelessness, followed by motels, burials, electric, homeless shelters and heating. The department also managed the Salvation Army fund which assisted families with food along with personal and household products (which are not covered under food stamps).

Making referrals to other agencies is a vital role of the Human Services Department, as it reduces the burden on city assistance and aids individuals in becoming self-sufficient. A

total of 370 referrals were made in 2017. There are many organizations and agencies that we refer to, but we are especially grateful for the help provided by Strafford County Community Action (CAP), The Share Fund of Somersworth, The Community Food Pantry, Somersworth Housing Authority, The Homeless Shelter for Strafford County, My Friend’s Place, Cross Roads House, Goodwin Community Health Center, and the Department of Health & Human Services. In addition, we’d like to thank COAST, Townsend Energy, Seeds of Faith, and numerous citizens who have donated resources to our department this year. Donations are always welcomed as this office can always use diapers, toiletries, household products and gently used or new backpacks.

Lastly, thank you to the taxpayers of Somersworth for your contribution towards maintaining this safety net for those who are in need in our community.

	2017	2016	2015
New Cases Opened	95	72	86
Households Assisted	149	117	150
Individuals Assisted	362	298	354
Total Assistance	\$100,733.92	\$124,708.09	\$104,158.58





# PUBLIC LIBRARY

## LIBRARY STAFF

**Library Director**, Debora Longo, M.L.S.

library@somersworth.com; ext. 223

**Library Assistant**, Michelle Baker, M.A.,  
M.L.S.

libraryassistant@somersworth.com; ext. 221

**Front Desk Assistant**, Barbara Stamm,  
M.Ed.

**Front Desk Assistant**, Shari Grieve, M.L.S.

**Library Page**, Elaine Pomroy, M.S.

**Phone Number:** 603-692-4587

## HOURS

Tues – Thu, 11am – 7:00pm

Friday, 9am – 5:00pm

Sat (Sept. – May) 9am – 5:00pm

Sat (June – Aug.) 9am – 1:00pm

## BOARD OF TRUSTEES

Judy Goodnow, Chairperson

Laurene Anderson-Ashe

Donna Donovan

Arlene Labrie

Pius Charles Murray



The projects and initiatives for 2017 included:

- This year the library added a third story time to enhance this service to the community, and allow greater access to story times for parents and child caregivers. Early exposure to reading, listening, and vocabulary all contribute to success in school. The summer 'Build a Better World' reading program was restructured to provide reading incentives throughout the program to keep the children interested and reading all summer. As always, the most popular activity is the end-of-program ice cream party.



Caption: Build a castle, and then make a reading room inside.

## PUBLIC LIBRARY

- The library staff participates in and supports all the Festivals in the city: Winter Fest, the Somersworth International Children's Festival, Pumpkin Fest and the Winter Gala. At each one, the Director and other staff provide activities for children, from storytelling and games to crafts. At Winterfest, the library partners with the Somersworth Festival Association to provide a winter-themed craft as part of the Festival's games and other activities. For the Somersworth International Children's Festival, the librarians set up an outside table and offer a craft from another country, begin sign up for and promote the summer reading program, and support the Festival staff as needed. For Pumpkin Fest, a spider-web encased tent sets the stage for scary stories, treats for listening, and has the occasional game of "Pumpkin Man" if the local musicians are boisterous. And, the perennial favorite at the Winter Gala is readings of The Polar Express by Chris Van Allsburg and giving out Santa's sleigh bells, which you will only hear ring as long as you believe.



Caption: Join Elaine Pomroy in the spider's lair for some hair raising tales!

- The library continues to be a partner of the Somersworth Early Childhood Coalition to support the Somersworth Ready Together program so all the city's children will be ready to succeed when they enter kindergarten in the fall. In August 2017, we served as a site for the city's kindergarten teachers to meet their new students and parents before the start of school in the fall. Some of the visiting parents signed up for library cards during their visit.
- Somersworth High School English teacher and author Stephen MacKenzie visited the library for an author's visit and book signing in December. He spoke about his book Adam, a Story of Life and Death...and Love. The book details the life and death one of his students who perished in a car crash just three months after graduation in 2004.

## PUBLIC LIBRARY

- The library continues to offer fine art experiences to the community and held a record three exhibits in 2017. Brian Cincotta, Berwick artist and historian displayed his oil paintings in January and February. While Brian is a perennial favorite, each exhibit features new work that Brian produces in his studio in the Rollinsford mills. In October and November, it was an honor to display the varied work of long-time Maple Wood School volunteer George LeLarge. At George's reception, Mayor Dana Hilliard declared it George LeLarge Day for the contribution Mr. LeLarge had made to this community. From landscapes to portraits, and Impressionism to Cubism, George showed a range that we had not seen here before. And, our exhibit year ended in December with a wonderful exhibit by Somersworth artist, Patricia Francoeur. Everyone was impressed and awed by the detail that they saw in both the watercolors and the oil paintings that Mrs. Francoeur shared.



Caption: Mayor Dana Hilliard read a proclamation to George LeLarge declaring October 11, 2017 his day on the opening of George's art exhibit at the library.

Caption: Somersworth artist Patricia Francoeur at the library with two of the fifty oil and watercolor paintings and prints she exhibited.



- The online catalog and circulation system at the library have allowed the staff to initiate the first change in borrowing times at the library in decades. New movies are now loaned for only one week so borrowers have the opportunity to see the new films sooner. In the future, the loan for best sellers may also be shortened to help get the new best-selling books in people's hands faster, too!

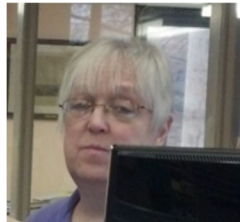
## PUBLIC LIBRARY

- The Friends of the Somersworth Public Library are still active in supporting the mission of the library. This year they purchased 2 rocking chairs for the reading area on the lower level; and they voted to replace the worn out upholstered chairs on the upper level with more rocking chairs, as the rockers have been so popular. They continue to purchase four museum passes for free or reduced admission to Strawberry Banke Museum, Seacoast Science Center, Children's Museum of NH and the Museum of Fine Arts Boston. The passes are available for any Somersworth resident to use, even if you do not have a library card. The Friends regular meetings are the second Wednesday at 7:00pm in January, April, June, and October, and they welcome all who would like to assist them in their goal of supporting the library's mission.



Caption: One of the new comfortable chairs at the library provided by the Friends of the Somersworth Public Library.

- Front Desk Assistant Linda Wheeler retired after 16 years of service to the library. She began work as a page, returning borrowed items to their proper places on the shelves. After several years, she was hired to fill an opening at the Front Desk. Her work as a cashier at Wal-Mart gave her great skills to assist our customers; and her work as a page meant she knew where everything was located. She has been missed by both her co-workers and the library's regular borrowers.



Caption: Linda Wheeler, 16 year veteran at the library, retired in August 2017.

- The library has five very dedicated volunteers who assist the librarians with tasks and projects almost daily. One helps sort and move the many donations the library receives; one adds information to the bibliographic records which will assist the determining the retention of materials in the future; one adds series information to the records for the novels, and maintains a spreadsheet so the series can be kept current; one posts Somersworth newspaper articles to the current event display; and one 'reads' the shelves to be sure each book is in its proper place and ready to be found by the next borrower. The hours they contribute to the library are invaluable, and their work is not only appreciated by the librarians, but also enhances the service the library gives to the community.

## PUBLIC LIBRARY

- With the dedication of the experienced and professional librarians, the library was able to loan the following items to its patrons last year.

12,185	Novels
8,231	Picture Books, Readers, and Chapter Books for Children
7,602	Motion Pictures, Documentaries, etc.
4,187	Non-Fiction Books
2,837	Downloadable audiobooks
2,619	e-Books
2,608	Interlibrary Loan Books
1,360	Audiobooks

The value of these items, along with the other services provided such as computer use, database searching, magazines and newspapers, and museum passes, equals approximately \$894,000.00.

# PUBLIC WORKS AND UTILITIES DEPARTMENT

**Director of Public Works and Utilities,**  
Michael Bobinsky,  
692-4266; mbobinsky@somersworth.com

**Executive Assistant,** Jennifer Gosselin,  
692-4266; jgosselin@somersworth.com

**General Foreman,** Gerald Vachon,  
692-4266; gvachon@somersworth.com

**Chief Water Treatment Operator,** Greg Kirchofer,  
692-2268; gkirchofer@somersworth.com

**Chief Water Distribution Operator,**  
Scott McGlynn,  
692-6718; smcglynn@somersworth.com

**Chief Wastewater Treatment Plant Operator,**  
Jamie Wood, 692-2418; jwood@somersworth.com

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## Forest Glade Cemetery

There were five (5) full casket burials and three (3) cremains burials in Forest Glade throughout the year. Over the past year the Department has been using a private contractor to assist with burial service needs. A new section of the Cemetery has been completed, though the Department will continue selling lots in the old section before moving into the new section. Highway staff continues to provide general landscape clean up at the Cemetery (including spring and fall clean up) while supervising a private landscape contractor that provides mowing and other landscape maintenance services during the growing season. Department staff provide support to the Cemetery Trustees who meet monthly and provide policy guidance to City staff on the operations, maintenance and budgeting of Forest Glade Cemetery. Forest Glade Cemetery has recently been designated a Historic Place on the National Register; the designation has allowed the City to be eligible for historic preservation grants. Two (2) grants were awarded over the past year including a \$2,900 New Hampshire Preservation Alliance Grant to conduct a condition assessment of the Chapel at Forest Glade Cemetery and a \$10,000 Conservation License Plate Grant for restoring the historic gates and granite pillars at the former entrance to the Cemetery. Both projects will be completed during 2018.

## Solid Waste & Recycling

The City experienced a 3.6% increase in solid waste and recycling tonnage in 2017 when compared with 2016. The total waste picked up curbside including trash and recycling was 2,985.08 tons. 2017 recycling tonnage was 773.05 tons and solid waste weighed in at 2,212.03 tons. The chart to the right shows monthly totals in tons for solid waste. These totals only include residential solid waste picked up at the curbside.



# PUBLIC WORKS AND UTILITIES DEPARTMENT

Metal waste, such as air conditioners and refrigerators, picked up curbside as well as dropped off at the Public Works Facility totaled 11.06 tons. Residents also recycled 1,075 gallons of waste oil and 9.45 tons of electronics, such as computers and televisions.

## Service Calls

Throughout the year, the Public Works and Utilities Department receives calls from residents regarding questions or concerns with the City's infrastructure, facilities, and services. Items of interest include trash pickup, bulky waste disposal, brush and bagged leaves disposal, street and sidewalk conditions, drainage concerns, traffic issues, water meter upgrades, final meter readings, and much more. During 2017, approximately 50% of our calls requesting service relates to some aspect of our residential solid waste program, and 50% related to road, sidewalk and winter operation questions or concerns. As with past years, the Department continues to use social media updates (website updates, e-mail blasts and police-based Nixle notices) to send information about such emergent issues as winter parking bans, reminders on holiday trash and recycling services, and road paving work. Residents found this to be very helpful and we will continue to use this method to update the public on service topics. During the past year, staff worked on updating its work order tracking system with Viewworks Asset Management Software program and Geographic Information System (GIS) mapping capabilities.

## Highway

The winter of 2016-17 involved several snow and ice events and the Department spent approximately 60% of its snow removal budget during this period. In addition, the Department responded to 21 snow and ice events that required highway crews to treat the road for snow or ice. Most notable is that the Department responded to five (5) major snow events in December as 2017 was ending. Approximately 102 inches of snow fell during the winter (30" in December alone) and storm conditions necessitating the use of approximately 2,200 tons of sand and salt to maintain the city's roads.

Significant projects performed by the highway crews during the year included coordinating the repaving of several City streets with Pike Industries as part of the 2017 road pavement management program, including:

- Blackwater Road (From High Street to Rte. 108).
- Maple Street (Linden St to W. High St)
- Maple Street (W. High St to Blackwater Rd)
- Blackwater Road (High St to NH Rt. 108)
- Green Street (Franklin St to Washington St)
- Rocky Hill Road (Tates Brook Culvert east to Winter St)
- Winter Street (Rocky Hill Rd to Page St)

# PUBLIC WORKS AND UTILITIES DEPARTMENT

We also did spot repairs on the following streets:

- 17 Tate's Brook Road
- High Street between Verona Street and Bartlett Avenue
- Salmon Falls Road at Eddy Bridge
- Salmon Falls Road at Maloney Street

## **Other Key Street and Highway Projects:**

- Replacement of a drainage culvert at W. High Street at Ronwyn Drive.
- Repaired several sidewalk segments where trip hazards needed to be corrected
- Coordinated the repainting of all City street, stop bars and crosswalks in a contract that was bid with the City of Dover.
- Cleaned 218 of the City's 1,000 catch basins.
- Managed the conversion of 750 City street lights to LED technology with Affinity LED Lighting and Eversource assistance.

## **Complete Streets Design Work**

Following a competitive selection process, Wright Pierce Engineering was hired to provide engineering and design services for three (3) streets including Cemetery Road, Constitutional Way and Main Street from John Parsons Road to Indigo Hill Road. The design work will incorporate complete street design including planning for replacement utilities, street lighting, landscaping, pedestrian and bike accommodations and road surface upgrades.

## **Transportation Alternative Program (TAP) Grant Award**

The City was awarded a TAP grant for \$789,200 to rebuild sidewalks on High Street (from W. High Street to Franklin Street), upgrade the pedestrian crosswalk across High Street at Memorial Drive, improve sidewalks on Memorial Drive and Cemetery Road, and construct a multi-use path between the Somersworth Middle School and Maple Wood Elementary School. Total project cost is \$986,500 and the City will have a local match of \$197,300. Following a competitive solicitation for engineering qualification statements, and completion of negotiations with CMA Engineers, design and engineer work will commence in 2018, with construction anticipated to start in 2019. The project will continue the sidewalk treatments from the recent Downtown improvements work, and enhance access and safety for pedestrians in heavily traveled school zone.

## **Water Treatment**

The water treatment plant processed 490,610,941 gallons of water for consumption in 2017, creating an average daily production of 1,344,140 gallons per day. The water plant processed the highest volume of water at 2,202,188 gallons of water on May 15, 2017.



# PUBLIC WORKS AND UTILITIES DEPARTMENT

## Water Distribution

Daily responsibilities include operation of the City's arterial loop drinking water distribution system consisting of 71 miles of main, 310 hydrants and over 3,500 metered services including non-emergency (routine) and emergency maintenance, customer service requests, contractor assistance and inspections. Operators also provided 24-hour emergency coverage throughout the year.

In 2017, system operators responded to nine water breaks that resulted in loss of service to system customers. Over 425 customer service requests were fulfilled. Nineteen (19) new services were added to the system and an aging service at Millennium Park was replaced. A new hydrant was installed on the corner of Hickory Lane and Old Rochester Road to increase area fire protection and serve as a potential emergency interconnection point with the City of Dover. Hydrant reconditioning continued along Rocky Hill Road, Otis Street, West High Street, Maple Street and others. These hydrants were refinished with a new coat of safety red paint.

## Wastewater Treatment Facility

The City treated a total of 494 million gallons of wastewater in 2017 resulting in an average daily flow of 1.4 million gallons per day. The highest 24-hr daily flow was recorded on April 6th and resulted in 3.5 million gallons being treated. The lowest 24-hr daily flow was recorded on October 7th and resulted in 600,000 gallons being treated. Additionally, the City treated a total of 193,400 gallons of septage.

Additional projects at the WWTF included:

- Outfitted Hawthorne Street pump station with remote access to enhance the Department's operation and response time. The goal is to add one (1) pump station each year over the next three years and have all city-maintained pump stations with remote capabilities.
- Initiated the upgrade of the Blackwater Rd pump station with completion expected early spring of 2018. Improvements include replacement pumps, new generator, HVAC upgrades, new roof, driveway and odor control improvements.
- Hired Wright Pierce Engineering to design facility upgrades to meet current and projected growth needs. Improvements include new influent screens, new dewatering equipment, numerous aeration tank upgrades, all new zone mixers and a new secondary settling tank outline the major key elements of this upgrade. Over \$10 million in Plant upgrades will be designed and built over the next two (2) years.

# RECREATION DEPARTMENT

**Recreation Supervisor, Kristen Davenport**  
692-9508; kdavenport@somersworth.com

## **Hours of Operation**

Monday – Friday, 8:00 a.m. – 4:30 p.m.

**Recreation Clerk, Mona Potter**  
692-9507; mpotter@somersworth.com

## **Vision**

The Recreation Department strives to offer a diversity of programs, activities, trips and events for all members of the community. We extend our offerings from toddlers to seniors, and do our best to encourage and include anyone with an interest to participate. We seek to cultivate an atmosphere at our recreation areas for all community members and visitors to enjoy. We strive to provide recreational use that is compatible within our park's cultural and natural resources.

## **Mission**

The mission for the Recreation Department is to enhance the quality of life by providing superior, safe, and enjoyable programs and recreation areas for all members of the community.

## **2017 Overview**

Somersworth Recreation continues to see growth and development in our parks and recreation programming. 2017 was a very exciting year as we saw major improvements and upgrades to park facilities. The Mast Point Dam Revitalization project was completed, a new playground opened at Millennium Park, and we participated in new events to reach more of our community members. Our goal is to continue to provide recreational opportunities for all our residents and explore new programs and events that will fit the need of our growing Community.

## **Parks & Park Projects:**



## RECREATION DEPARTMENT

The City completed the revitalization project at the Mast Point Dam Recreation Area in January 2017. The redevelopment of this park has increased recreational opportunities for our community by providing a new trail network that winds along the beautiful Salmon Falls River, a brand new hand-carry boat launch allowing easier access to the river for canoes and kayaks, 2 new picnic areas that allow visitors to rest and enjoy this peaceful area, and an abundance of natural surroundings tucked away from the busy streets and shopping areas. We encourage our residents to visit this newly revitalized park as it's truly one of Somersworth's hidden gems



There were many upgrades to Millennium Park in 2017, including the addition of the brand new playground structure and swing set. The old wooden play structure was removed and replaced by a beautiful and vibrant new playground with slides and climbing features. Other improvements include newly painted bleachers and light posts, the removal of 6 of the horse-shoe pits that had become overgrown, and the beginning phase of the improvements to the park house. The park house will include an ADA ramp to the newly renovated ADA accessible restrooms. The City will be looking to finish the ramp and restrooms in early 2018.



2017 was the first year the City provided Porto-johns at Noble Pines Park, Willand Pond Recreation Area, and Mast Point Dam Recreation Area during the months of May through October. By providing this amenity we're striving to get more of our residents into our parks. We're very fortunate to have diverse outdoor spaces in Somersworth allowing our residents to enjoy trails, playgrounds, basketball courts, and more without having to travel very far. This addition has also made it so that our schools are able to hold field trips at our parks.

Somersworth Recreation continues to seek opportunities to improve our public parks in order to increase the experience at each park as well as provide more recreational opportunities for our diverse demographic. In November 2017, the City was formally invited to apply for the Land and Water Conservation Fund grant round 29 for the redevelopment of Jules Bisson Park. This project will enhance Jules Bisson Park through a series of upgrades that will incorporate ADA accessible features, a covered pavilion with an ADA picnic table and ramp, a brand new "river" theme playground, improvements to the parking area, and much more. Grant applications are due in early 2018 and we're hoping to hear back from the state in the spring of 2018.

# RECREATION DEPARTMENT

Somersworth Recreation has teamed up with the Public Works Department in order to tackle park projects and develop a maintenance plan. We meet with staff from Public Works once a month to go over forecasted maintenance projects for all of our public parks. Recreation staff are also working to update our Park Inventory books which are updated every 3 years and showcases all of the public parks in Somersworth. This document is also used when discussing park projects, upgrades, and budgeting for parks. Somersworth Recreation is committed to providing our Community with safe, exciting, and diverse outdoor spaces to promote healthy lifestyles.

## Recreation Programs & Events

Somersworth Recreation provides Kids Camp and Trends Teen Camp which are both 8-week Summer Camp Programs designed to keep our children “active, outside, and having a blast”. Our Summer Camp staff and Recreation office staff have worked closely over the past few years to develop new and innovative ideas that will keep our children engaged, active, safe, and most of all having fun with friends. We are constantly evaluating our program and making changes that we feel will increase the Summer Camp experience for all our campers. We are also coming up with creative ways to stretch our budget such as utilizing our beautiful nearby parks for local field trips. We sent both camps to Willand Pond Recreation Area to explore the trails and try out the low elements rope course. Many of our campers that attended this field trip were excited to explore the low elements rope course as they didn’t even know it existed. We’re planning to send our camps back next season and other Somersworth locations as well.



In 2017, Summer Camp staff created a Camp Carnival day for Kids Camp participants and our Trends Teen Camp helped run all the games and activities. Camp Carnival Day was a huge hit with campers as Noble Pines Park was transformed with balloons, games, prizes, dancing, popcorn, and so much more. In 2017 we also added a new field trip location to Bear Brook State Park in New Hampshire. We received a lot of great feedback from staff and campers and we are planning to add more trips to this location next year. Other Summer Camp favorites include our weekly themes and activities, field trips to State parks, the Splash Pad at the Pines, and so much more. We’re looking forward to next season!



# RECREATION DEPARTMENT

In 2017 our Granite State Track and Field program was very successful. This program is for children ages 9-14 and the season ends with a Regional Meet where the top athletes qualify for the State Meet in Pelham. This year we had our first 4x100 relay team in several years. We had 4 athletes in the boys 11/12 division that not only competed in the State Meet but they took first place and set a State record. Congratulations to Stephen Gitau, Giovanni Green, Caleb Marasca, and Carter Morgan for breaking the State record, we're so proud of you!

Somersworth Recreation hosts and co-hosts several special events throughout the year. 2017 was a wonderful year for all of our special events as participation increased and we are also receiving a lot more volunteers to help run our events. With the help of more volunteers we're able to create a better experience for our families who attend. A lot of our volunteers are High School students who are in the Interact Club or students who are interested in receiving community service hours. We have also had many local business donate items for our Flashlight Candy Cane Hunt, Father/Daughter Valentine's Dance, Easter Egg Hunt, and Senior Picnic, including 1,000 Candy Canes, a Santa Claus inflatable decoration, & gift cards to be used as raffle prizes from Laney's, Teatotaler, Strafford Farms, and Las Palmas. Donations are always welcome and appreciated as they help offset the cost to run our special events and add to the overall experience.



Granite State Track & Field		
Boys 11-12 4x100 Meter Relay		
1	Somersworth	SOME A 59.56
2	Lebanon	LEBA A 1:01.4
3	Rochester	ROCH A 1:02.0
4	Wolfeboro	WOLF A 1:02.2
5	Exeter	EXET A 1:02.3
6	Plymouth	PLYM A 1:03.0

LYNX Live Results at [www.sstresults.com/gstf](http://www.sstresults.com/gstf)

## Community Partnerships & Events

Somersworth Recreation is committed to providing our community with diverse recreational opportunities to fit the needs of our growing population. Recreation staff has worked closely with Community Organizations throughout the year in order to get more involved with demographics we were not reaching previously. One of our most notable partnerships has been with the Somersworth Youth Connection (SYC) program at the Middle School and Elementary School. In 2017, SYC and Somersworth Recreation Co-hosted the Holiday Senior Tea Event at the Flanagan Center gym in December. This event was a big success drawing in nearly 50 seniors. SYC students helped decorate place mats and ornaments for the seniors to take home. We also provided raffle prizes, a mini concert performed by students, and we passed around tea and desserts. We're excited to continue this partnership next year and grow this event



## RECREATION DEPARTMENT



Our annual Senior Picnic in October was also very well attended. Somersworth Recreation hosts this event with Somersworth Police Dept, Somersworth Fire Dept, Somersworth Housing Authority, Meals on Wheels, and the Senior Center. In 2017 the Committee decided to bring in a group called “Senior Moments” who performed skits for our seniors after lunch. We received a lot of great feedback from seniors as they really enjoyed the addition of the entertainment. The Committee also provided a lot of great raffle prizes that were donated from local businesses. This event is a lot of fun and a great way to celebrate all of our seniors in Somersworth.

Somersworth Recreation once again participated in the annual National Night Out event held at Jules Bisson Park in August. National Night Out is a Community event sponsored by the Somersworth Prevention Coalition, City of Somersworth, and many local businesses and organizations. The event strives to bridge the gap between law enforcement and neighborhoods by creating positive interactions. In 2017 the event drew nearly 300 people from our Community, the largest crowd we’ve seen at this event. We’re excited to continue participating at this event and building relationships with other Community organizations, businesses, and residents.

# SAU 56 SUPERINTENDENT OF SCHOOLS

## Somersworth School District Report

### *2017-2018 School Year*

Schools are part of the life blood of any community. It is through engaging students in a rich and rigorous educational experience that they will grow to become successful adults that will give back in many ways to their community. To this end, the Somersworth School District continues to evolve and grow in its pursuit of achieving the educational mission it has set for its educators: “to inspire all students to excel, to develop a thirst for knowledge, and to teach the essential skills necessary to be caring, contributing and responsible individuals in an ever-changing world.”

Our schools recognize that we cannot do our work in isolation. We must collaborate with families, community members, City government as well as other community organizations in order to do our best work on behalf of Somersworth’s children. The Somersworth School District is so fortunate to have many partners that support our students and their families. Somersworth is truly a community of caring and we appreciate all of the time, effort, energy and financial support we receive each year.

This school year has seen many successes. We are seeing very positive academic gains for our youngest students with the implementation of full-day Kindergarten. Only in its second year, we have already seen tremendous growth in reading and math as our Kindergarteners enter first grade. Having a strong base of academic and social skills as young children is critically important as they start their educational careers. Our schools have engaged in professional development to increase the level of student engagement in school and those efforts, too are showing results. Our teachers and para-educator staff continue to pursue rigorous professional development to continue to grow their instructional practice and update curriculum, but also increase their understanding of how children learn and the effect of trauma on children’s ability on school success. Our building administrators continue to provide strong visionary leadership for our educators, cultivate positive relationships with students and their families, and work collaboratively with each other as we look to strengthen our school district Pre-Kindergarten through grade 12. It is truly a very exciting time to be a part of the Somersworth School District!

However, this school year has also seen challenges. The School Board has worked diligently to work through a number of operating budget challenges as it has taken many active steps to improve its budget creation and oversight process. We are appreciative of the support and guidance we have received from the full City Council, the Finance Committee, the Joint Commission of the City Council and School Board as well as from the Mayor, City Manager and Finance Director who worked with us to resolve these issues.

As I end my fourth year in the School District, I continue to be impressed and humbled by the level of dedication of the Somersworth community to its schools. Somersworth has outstanding schools that the entire community should be very proud of.

Yours in education,

Lori L. Lane

Interim Superintendent of Schools

# MANAGEMENT'S DISCUSSION AND ANALYSIS

Office of Finance Director, Scott Smith

692-9504 sasmith@somersworth.com

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Somersworth, we offer readers this narrative overview and analysis of the financial activities of the City of Somersworth for the fiscal year ended June 30, 2017. We encourage readers to consider the information here in conjunction with additional information that we have furnished in our letter of transmittal.

### A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-Wide Financial Statements.** The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The statement of net position presents information on all assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the balance reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, highways and streets, health and welfare, culture and recreation, and education. The business-type activities include water, sewer, and solid waste activities.

**Fund Financial Statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.



## MANAGEMENT'S DISCUSSION AND ANALYSIS

**Governmental Funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Proprietary Funds.** Proprietary funds are maintained as follows:

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Specifically, enterprise funds are used to account for water, sewer, and solid waste operations.

Proprietary funds provide the same type of information as the business-type activities reported in the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the water, sewer, and solid waste operations, only the water and sewer are major funds.

**Fiduciary Funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by the *Governmental Accounting Standards Board*.

# MANAGEMENT'S DISCUSSION AND ANALYSIS

## **B. FINANCIAL HIGHLIGHTS**

As of the close of the current fiscal year, the total assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$17,679,434, presented as “net position” shown on the Statement of Net Position for the Total Primary Government. The City’s Net Position increased by \$1,955,791 compared to the prior year.

As of the close of the current fiscal year, governmental funds reported com-bined ending fund balances of \$6,402,364, a change of \$3,510 in comparison with the prior year.

At the end of the current fiscal year, unassigned fund balance for the general fund was \$4,319,051, a change of \$123,308 in comparison with the prior year. Due to City Council action, \$1,385,000 of the General Fund balance has been designated for future years’ expenditures.

Total bonds payable at the close of the current fiscal year was \$29,277,701, a change of (\$1,845,311) in comparison to the prior year.

## **C. GOVERNMENT-WIDE FINANCIAL ANALYSIS**

The following is a summary of condensed government-wide financial data for the current and prior fiscal years. All amounts are presented in thousands.

<b>Total deferred outflow of resources</b>	<b>8,987</b>	<b>2,556</b>	<b>261</b>	<b>60</b>	<b>9,248</b>	<b>2,616</b>
<b>Long-term Liabilities outstanding</b>	<b>61,772</b>	<b>52,784</b>	<b>11,148</b>	<b>11,921</b>	<b>72,920</b>	<b>64,705</b>
<b>Other Liabilities</b>	<b>3,750</b>	<b>6,822</b>	<b>1,552</b>	<b>1,232</b>	<b>5,302</b>	<b>8,054</b>
<b>Total Liabilities</b>	<b>65,522</b>	<b>59,606</b>	<b>12,700</b>	<b>13,153</b>	<b>78,222</b>	<b>72,759</b>
<b>Total deferred inflow of resources</b>	<b>11,385</b>	<b>12,926</b>	<b>24</b>	<b>49</b>	<b>11,409</b>	<b>12,975</b>
<b>Net Position:</b>						
<b>Invested in capital assets, net</b>	<b>30,162</b>	<b>26,609</b>	<b>9,392</b>	<b>8,302</b>	<b>39,554</b>	<b>34,911</b>
<b>Restricted</b>	<b>834</b>	<b>588</b>	<b>-</b>	<b>-</b>	<b>834</b>	<b>588</b>
<b>Unrestricted (Deficit)</b>	<b>(27,638)</b>	<b>(24,864)</b>	<b>4,930</b>	<b>5,089</b>	<b>(22,708)</b>	<b>(19,775)</b>
<b>Total Net Position</b>	<b>\$3,358</b>	<b>\$2,333</b>	<b>\$14,322</b>	<b>\$13,391</b>	<b>\$17,680</b>	<b>\$15,724</b>
	<b>3,358</b>	<b>2,333</b>				<b>15,724</b>

# MANAGEMENT'S DISCUSSION AND ANALYSIS

## CHANGES IN NET POSITION

	Governmental		Business-Type		Total	
	<u>Activities</u>		<u>Activities</u>			
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>
Revenues:						
Program revenues:						
Charges for services	\$ 1,125	\$ 1,351	\$ 5,432	\$ 5,489	\$ 6,557	\$ 6,840
Operating grants and						
contributions	11,956	11,649	-	-	11,956	11,649
Capital grants and						
contributions	1,948	3,637	43	47	1,991	3,684
General revenues:						
Taxes	24,626	24,574	-	-	24,626	24,574
Licenses and Permits	2,109	1,943	-	-	2,109	1,943
Intergovernmental	605	563	-	-	605	563
Interest	74	72	-	-	74	72
Miscellaneous	<u>400</u>	<u>1,029</u>	<u>24</u>	<u>37</u>	<u>424</u>	<u>1,066</u>
Total revenues	42,843	44,818	5,499	5,573	48,342	50,391
Expenses:						
General government	1,801	1,892	-	-	1,801	1,892
Public safety	6,831	6,110	-	-	6,831	6,110
Highways and streets	2,930	2,386	-	-	2,930	2,386
Health and welfare	276	254	-	-	276	254
Culture and recreation	874	462	-	-	874	462
School department	28,539	27,492	-	-	28,539	27,492
Interest	567	557	-	-	567	557
Other	-	-	-	-	-	-
Water operations	-	-	1,992	1,797	1,992	1,797
Sewer operations	-	-	2,180	2,135	2,180	2,135
Solid waste operations	-	-	<u>396</u>	<u>400</u>	<u>396</u>	<u>400</u>
Total expenses	<u>41,818</u>	<u>39,153</u>	<u>4,568</u>	<u>4,332</u>	<u>46,386</u>	<u>43,485</u>
Change in net position before transfers	1,025	5,665	931	1,241	1,956	6,906
Transfers in (out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Change in net position	1,025	5,665	931	1,241	1,956	6,906
Net position – beginning, as re-stated	<u>2,333</u>	<u>(3,332)</u>	<u>13,991</u>	<u>12,150</u>	<u>15,724</u>	<u>8,818</u>
Net position - end of the year	<u>\$3,358</u>	<u>\$2,333</u>	<u>\$14,322</u>	<u>\$13,391</u>	<u>\$17,680</u>	<u>\$15,724</u>

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net position was \$17,679,434, a change of \$1,955,791 from the prior year as restated.

The largest portion of the City's net position, \$39,553,666 reflects our investment in capital assets (e.g., land, buildings, machinery and equipment), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of accumulated depreciation, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position, \$833,777 represents resources that are subject to external restrictions on how they may be used. The remaining balance of (\$22,708,009) represents a deficit in unrestricted net position. This deficit is due to the implementation of GASB 68 whereby the City must report our proportionate share of the net pension liability for the New Hampshire Retirement System.

**Governmental activities.** Governmental activities for the year resulted in a change in net position of \$1,024,811. Key elements of this change are as follows:

	<u>Governmental Activities</u>
General fund operating results, as disclosed in Exhibit D	(\$ 913,646)
Non-major funds – operating results	917,156
Other GAAP accruals – see Exhibit D in the financial statements	<u>1,021,301</u>
Total	<u>\$1,024,811</u>

**Business-Type Activities.** Business-type activities for the year resulted in a change in net position of \$1,240,343. Key elements of this change are as follows:

Water Fund	\$ 442,934
Sewer Fund	460,793
Solid Waste Fund	<u>27,253</u>
Total	<u>\$ 930,980</u>

# MANAGEMENT'S DISCUSSION AND ANALYSIS

## D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

***Governmental funds.*** The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net re-sources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$6,402,364, a change of \$3,510 in comparison with the prior year. Key elements of this change are as follows:

	Governmental <u>Funds</u>
General fund operating results, as disclosed below	(\$ 913,646)
Non-major fund operating results	<u>917,156</u>
Total	<u>\$ 3,510</u>

The general fund is the main operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$4,319,051 while total fund balance was \$4,792,809. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures.

The fund balance of the general fund decreased by (\$913,649) during the current fiscal year. Key factors in this change are as follows:

	General <u>Fund</u>
Actual revenues in excess of budgeted amounts	\$ 425,882
Actual expenditures less than appropriated amounts	548,673
Property tax collections exceeding (less than) net tax levy	216,462
Use of fund balance as funding source	( 1,085,000)
Excess of prior year encumbrances over current year	( 733,248)
Non-budgetary Revenues and Expenses:	
Capital Reserve Funds	(312,246)
Landfill Trust Fund	<u>25,831</u>
Total	(\$ 913,646)

# MANAGEMENT'S DISCUSSION AND ANALYSIS

For the purposes of the Governmental Accounting Standards Board statement 54, the activity of the capital reserve funds and the landfill trust fund are included with the General Fund. However, for budgetary purposes, the capital reserve funds and the landfill trust fund are not budgeted items.

***Proprietary funds.*** Proprietary funds provide the same type of information found in the business-type activities reported in the government-wide financial statements, but in more detail.

Unrestricted net position of the enterprise funds at the end of the year are \$4,929,757, a change of (\$159,288) in comparison with the prior year.

Other factors concerning the finances of proprietary funds have already been addressed in the entity-wide discussion of business-type activities.

## **E. GENERAL FUND BUDGETARY HIGHLIGHTS**

The original budget adopted by the City Council increased by \$2,017,646. On July 25, 2016, the City Council adopted Ordinance 1-17 providing a supplemental appropriation in the amount of \$801,666 for water main repairs associated with the FY16-17 road improvement projects. On October 17, 2016, the City Council adopted Ordinance 4-17 providing a supplemental appropriation in the amount of \$343,800 for engineering services at the wastewater treatment facility. On April 3, 2017, the City Council adopted Ordinance 18-17 providing a supplemental appropriation in the amount of \$200,000 to upgrade city street lights to LED lighting. On April 17, 2017, the City Council adopted Ordinance 19-17 providing a supplemental appropriation in the amount of \$600,000 for improvements at the Blackwater Road pump station. On June 5, 2017, the City Council adopted Ordinance 22-17 providing a supplemental appropriation in the amount of \$72,180 for water main repairs associated with the FY16-17 road improvement projects.

## **F. CAPITAL ASSET AND DEBT ADMINISTRATION**

### **Capital assets.**

Total investment in capital assets for governmental and business-type activities at year-end amounted to \$69,775,669 (net of accumulated depreciation), a change of \$2,691,150 from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

### **Long-term debt.**

At the end of the current fiscal year, total bonded debt outstanding was \$29,277,701, all of which was backed by the full faith and credit of the government.

Additional information on capital assets and long-term debt can be found in the footnotes to the financial statements.

# MANAGEMENT'S DISCUSSION AND ANALYSIS

## **G. ECONOMIC FACTORS**

Fiscal year 2017 was a year of continued improvement for the City of Somersworth. The Somersworth Mayor and City Council formed a Plaza Commission to recommend scenarios for redevelopment of city owned property on Main Street utilizing citizen input that resulted from a planning charrette held earlier in the year. The City's reputation as a desirable place to live and locate a business is spreading. As a result, investments are being made into commercial historic revitalization and upscale residential housing for the growing professional community.

Somersworth is able to leverage its geography of being centrally located between three prominent seacoast communities that are undergoing important revitalization, to its benefit.

Somersworth's manufacturing community continues to be healthy and growing, several are in hiring modes, in addition the medical industry also continues to grow and significantly contributes to both the social and economic fabric of the City.

## **REQUESTS FOR INFORMATION**

This financial report is designed to provide a general overview of the City of Somersworth's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

City of Somersworth  
Office of Finance  
One Government Way  
Somersworth, NH 03878

## SERVICE DIRECTORY

Adopt-A-Spot Program.....	692-4266
Auto Registration .....	692-9555
Birth/Marriage/Death Certificates .....	692-9555
Blocked Storm Drains .....	692-4266
Building Permits and Inspections .....	692-9522
Compost Facility .....	692-4266
Council Agenda Information .....	692-9511
Dog Licenses .....	692-9555
Elections/Voter Registration .....	692-9511
Emergency Welfare Assistance .....	692-9509
Historical Reference Questions .....	692-4587
Library Information .....	692-4587
Marriage Licenses .....	692-9511
Museum Pass Reservations .....	692-4587
Pay-Per-Bags/Bulky Waste Stickers .....	692-9555
Police (Non Emergency) .....	692-3131
Road Repairs .....	692-4266
Property Maintenance Inspections .....	692-9521
Property Taxes .....	692-9555
Recycling Information .....	692-4266
Service Agency Referrals .....	692-9509
Sewer Backups .....	692-4266
Snow Ban Information .....	692-3131
Street Light Problems .....	692-4266
Traffic Light Problems .....	692-4266
Trash Information .....	692-4266
Water Main Breaks .....	692-9523
Water/Sewer Bills .....	692-9523
Water/Sewer Payments .....	692-9555
Water/Sewer Bills .....	692-9523