

# CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH  
DATE: TUESDAY, JANUARY 20, 2015 TIME: 7:00PM

## AGENDA

I. CALL TO ORDER (7:00PM)

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

### PRESENTATION

1. Wastewater Treatment Facility Update – Brian Goetz, Deputy Public Works Director; Terry Desmarais, City Engineer; and Suzanne Woodland, Deputy City Attorney

V. ACCEPTANCE OF MINUTES – JANUARY 5, 2015

VI. PUBLIC COMMENT SESSION

VII. APPROVAL OF GRANTS/DONATIONS

*(There are no items on this section of the Agenda)*

VIII. CONSIDERATION OF RESOLUTIONS AND ORDINANCES

*(There are no items on this section of the Agenda)*

IX. CONSENT AGENDA

### **A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA**

- A. Letter from Jeanine Sylvester, Runner's Alley, LLC, requesting permission to hold the 18<sup>th</sup> Annual Runner's Alley/Redhook Brewery Memorial 5k on Sunday, May 24, 2015 at 11:00 a.m. ***(Anticipated action – move to refer to the City Manager with power)***
- B. Letter from Richard Wagner, Seacoast AIDS Walk, requesting permission to hold the 19<sup>th</sup> Annual Seacoast AIDS Walk and Dog Walk on Sunday, May 3, 2015 from 10:00 a.m. to 5:00 p.m. ***(Anticipated action – move to refer to the City Manager with power)***

**X. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS**

- A. Letter from Adam Diorio, Public Service of New Hampshire, regarding Proposed Borthwick Avenue Switchgear Yard with Associated Improvements (***Sample motion – move to refer to the Planning Board and Public Works Department for report back***)
- B. Letter from The Citywide Neighborhood Steering Committee requesting the City add a mechanism to the Capital Improvement Plan to regularly measure the geographic distribution of projects and expenditures throughout the City (***Sample motion – move to refer to the Planning Board for report back***)

**XI. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS**

**A. CITY MANAGER**

**Items Which Require Action Under Other Sections of the Agenda**

*(There are no items under this section of the Agenda)*

**City Manager's Items Which Require Action:**

- 1. Request for First Reading Re: Elderly and Disabled Exemptions
- 2. License Request Re: 61 Washington Street
- 3. Request to Establish Work Session Re: Proposed Parking Garage at 165 Deer Street, Thursday, February 5, 2015 at 6:30 p.m.
- 4. Citywide Sidewalk Policy Review
- 5. Proposed Early Retirement Re: Police Department
- 6. Budget Schedule Revision

**Informational items**

- 1. Events Listing
- 2. Withdrawal of Heavy Rescue Fire Truck Bonding Request
- 3. 2013 Partial Valuation Update – Condominiums
- 4. Reminder of Work Session Re: CIP on January 26, 2015 at 6:30 p.m.
- 5. Conflict of Interest Mandatory Disclosure

**B. MAYOR LISTER**

- 1. Appointment to be Considered:
  - Phyllis Eldridge – Reappointment to the Trustees of the Trust Funds

2. Appointments to be Voted:

- Jay Leduc – Appointment to the Planning Board as a regular member (current alternate)
- Reagan Ruedig – Appointment to the Historic District Commission as a regular member (current alternate)
- Richard Shea – Appointment to the Historic District Commission as an alternate member

**C. ASSISTANT MAYOR SPLAINE & COUNCILOR LOWN**

1. The Portsmouth Resolution In Support Of The New Hampshire Clean Government Convention to be held during the 2015-2016 Presidential Primary (***Sample motion – move that the Portsmouth City Council adopt The Portsmouth Resolution In Support Of The New Hampshire Clean Government Convention to be held during the 2015-2016 Presidential Primary***)

**D. COUNCILOR KENNEDY**

1. Commercial Properties and the potential Assessors letter being sent out by the City (***Sample motion – move to have the City Manager not send the Income and Expense Survey letter to Portsmouth commercial property owners***)

**E. COUNCILOR LOWN**

1. Parking and Traffic Safety Committee Action Sheet and Minutes of the December 11, 2014 meeting (***Sample motion – move to approve and accept the action sheet and minutes of the Parking and Traffic Safety Committee meeting of December 11, 2014***)
2. Parking and Traffic Safety Committee Action Sheet of the January 8, 2015 meeting (***Sample motion – move to approve and accept the action sheet of the Parking and Traffic Safety Committee meeting of January 8, 2015***)

**XII. MISCELLANEOUS/UNFINISHED BUSINESS**

**XIII. ADJOURNMENT [AT 10:00PM OR EARLIER]**

**KELLI L. BARNABY, CMC/CNHMC  
CITY CLERK**

*\*Indicates Verbal Report*

**INFORMATIONAL ITEMS**

1. \*Notification that the minutes of the October 21, 2014; October 28, 2014 and November 18, 2014 Zoning Board of Adjustment meetings are now available on the City's website

**NOTICE TO THE PUBLIC WHO ARE HEARING IMPAIRED: Please contact Dianna Fogarty at 603-610-7270 one-week prior to the meeting for assistance.**

## CITY COUNCIL MEETING

MUNICIPAL COMPLEX  
DATE: MONDAY, JANUARY 5, 2015

PORTSMOUTH, NH  
TIME: 6:00PM

### **I. CALL TO ORDER (6:30PM)**

At 7:15 p.m., Mayor Lister called the regular City Council meeting to order.

### **II. ROLL CALL**

Present: Mayor Lister, Assistant Mayor Splaine, Councilors Shaheen (via conference call at 9:10 p.m.), Kennedy, Lown, Dwyer (via conference call at 7:15 p.m.), Morgan, Spear and Thorsen

### **III. ANTICIPATED “NON-MEETING” WITH COUNSEL RE: PROPOSED EARLY RETIREMENT PROGRAM IN ACCORDANCE WITH RSA 91- A: 2, I (b)**

**Councilor Spear moved to enter into a “Non-Meeting” with Counsel regarding Proposed Early Retirement Program in accordance with RSA 91-A:2, I (b) at 6:30 p.m. Seconded by Councilor Lown.**

**Assistant Mayor Splaine moved to amend the motion to include Proposed Early Retirement Program “for the Police Department”. Seconded by Councilor Morgan.**

**On roll call 7-0, voted to pass the amendment to include “for the Police Department” to the title of the “Non-Meeting”. Councilors Shaheen and Dwyer were not present for vote.**

**On a roll call 5-2, voted to enter into “Non-Meeting” with Counsel regarding Proposed Early Retirement Program for the Police Department in accordance with RSA 91-A:2, I (b). Councilors Lown, Morgan, Spear, Thorsen and Mayor Lister voted in favor. Assistant Mayor Splaine and Councilor Kennedy voted opposed. Councilors Shaheen and Dwyer were not present for vote.**

Assistant Mayor Splaine stated he would not attend this “Non-Meeting” with Counsel.

### **IV. INVOCATION**

Mayor Lister asked everyone to join in a moment of silent prayer.

### **V. PLEDGE OF ALLEGIANCE**

George Dempsey led in the Pledge of Allegiance to the flag.

### **PRESENTATION**

1. Pedestrian and Bicycle Plan – Juliet Walker, Transportation Planner

Transportation Planner Walker provided an updated on the Pedestrian and Bicycle Plan and addressed the related policy initiatives and plans.

She discussed the public outreach that was done with an online WikiMap, 2 public meetings and targeted outreach with a Bicycle and Pedestrian Advisory group, seniors' luncheon and the Portsmouth Housing Authority. She also addressed the 5 E's for Non-Infrastructure Recommendations which are Engineering, Education, Encouragement, Enforcement and Evaluation. In addition, Transportation Planner Walker reviewed the implementation process with the City Council.

Councilor Kennedy asked if skateboards and segways were included in this or would this have a second report. Transportation Planner Walker said most improvements could apply to those modes of transportation.

Councilor Lown thanked Transportation Planner Walker for all of her work on this over the last 3 years. He said we were planning to apply for the gold status of Bicycle Friendly Community and now we are talking about platinum status.

Transportation Planner Walker stated she will continue to provide updates to the City Council as we move forward with the process.

#### **VI. ACCEPTANCE OF MINUTES – NOVEMBER 17, 2014, DECEMBER 8, 2014 AND DECEMBER 22, 2014**

**Councilor Lown moved to approve and accept the minutes of the November 17, 2014, December 8, 2014 and December 22, 2014 City Council meetings. Seconded by Councilor Morgan.**

**On a unanimous roll call vote 8-0, motion passed.**

#### **VII. PUBLIC COMMENT SESSION**

Beth Margerson spoke regarding AIRBNB and said that she believes there is one operating in her neighborhood but is unable to confirm it so she has not reported it. She said we have a Master Plan and it should be followed.

Mark Brighton spoke regarding the rate of inflation being .9% which is less than 1%. He said the Joint Budget Committee is recommending a guideline of 3.9% which he feels is outrageous and unsustainable.

Declan McEachern, Rye, NH spoke in support of AIRBNB and stated he had one when he lived in New York. He said this puts money in the resident's pockets and the people that stay at the AIRBNB are the type of people you want to visit the City.

Erik Anderson spoke to derelict buildings in the City and said he is pleased that there will be a work session on this matter. He spoke to various properties in the City that need attention.

Jeffrey Cooper said that AIRBNB are really tourist rentals. He said when this became an issue he was a case study and received a cease and desist order last fall. He was told at that time to apply for a special exemption, which he did and was denied because his property did not meet the criteria of a BNB. Mr. Cooper said that the City needs to create a policy.

Abby Cooper said that the City has a current ordinance which addresses AIRBNB and it is home occupation. She said the City does not need to create a new policy it is more about defining the client in the current ordinance.

Howard Mangold spoke regarding the need for the City to create a Swap Shop. He said other communities have them and he would be willing to assist the City in anyway to get one started here in Portsmouth.

George Dempsey spoke in opposition to the AIRBNB and said they should not be allowed in neighborhoods. He said this negatively impacts residents in the neighborhoods where these are taking place.

## **VIII. PUBLIC HEARING**

- A. RESOLUTION IN THE AMOUNT OF FIVE HUNDRED FIFTY-FIVE THOUSAND FIVE HUNDRED DOLLARS (\$555,500.00) FOR A SUPPLEMENTAL APPROPRIATION RE: COLLECTIVE BARGAINING AGREEMENTS

Mayor Lister read the legal notice, declared the public hearing open and called for speakers. With no speakers, Mayor Lister closed the public hearing.

## **IX. APPROVAL OF GRANTS/DONATIONS**

- A. Acceptance of Donation from Mark Wentworth Home in the amount of \$15,000.00 in support of the monthly Senior Luncheons

**Councilor Morgan moved to approve and accept the donation from The Mark Wentworth Home, as listed. Seconded by Councilor Spear.**

**On a unanimous roll call vote 8-0, motion passed.**

## **X. CONSIDERATION OF RESOLUTIONS AND ORDINANCES**

- A. Adoption of Resolution in the amount of Five Hundred Fifty-Five Thousand Five Hundred Dollars (\$555,500.00) for a Supplemental Appropriation Re: Collective Bargaining Agreements.

**Councilor Spear moved to adopt a Resolution in the amount of Five Hundred Fifty-Five Thousand Five Hundred Dollars (\$555,500.00) for a Supplemental Appropriation from Unassigned Fund Balance regarding Collective Bargaining Agreements in accordance with Section 7.14 of the City Charter. Seconded by Councilor Lown.**

Councilor Thorsen said the decision to spend the money has been made, so the decision this evening is where the funding will come from.

**On a unanimous roll call vote 8-0, motion passed.**

- B. Third and Final Reading of Proposed Ordinance amending Chapter 10 – Zoning Ordinance, Section 10.440 Table of Uses, use #15.20 and Section 10.1530 Terms of General Applicability, regarding Helipad and Heliport

**Councilor Spear moved to accept the recommendation of the Planning Board that the Zoning Ordinance be amended as proposed and, further, move to pass third and final reading. Seconded by Councilor Morgan.**

**On a unanimous roll call vote 8-0, motion passed.**

- C. Third and Final Reading of Proposed Ordinance amending Chapter 10 – Zoning Ordinance, Section 10.1110 – Off-Street Parking by Inserting a new paragraph 10.1115.24 – The Provisions of Section 10.1112.50 – Maximum Number of Parking Spaces, shall not apply to Buildings and Uses within the Downtown Overlay District

**Councilor Lown moved to pass third and final reading of the proposed Ordinance as recommended by the Planning Board, as presented. Seconded by Councilor Spear.**

**On a unanimous roll call vote 8-0, motion passed.**

## **XI. CONSENT AGENDA**

### ***A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA***

#### **A. Acceptance of Police Department Grant and Donations:**

- A Grant in the amount of \$7,391.00 from Susteen Advanced Mobile Forensics. The total cost of the equipment is \$12,390.00, the grant pays for \$7,391.00 of the cost and the matching funds of \$4,999.00 will come from the main ICAC funding Grant already in place
- Donation of a Gateway laptop computer by Homeland Security to the Portsmouth Police Department. This is forfeited equipment resulting from a New Hampshire Internet Crimes Against Children Task Force Case
- A Donation in the amount of \$25.00 from retired Police Commissioner William Mortimer in support of the Portsmouth Explorer Post
- A Donation in the amount of \$151.40 from retired Chief Dr. David “Lou” Ferland, in support of the Portsmouth Police Explorers
- A Donation to the Police Department from Newburyport Five Cents Savings Bank in the amount of \$500.00

***(Anticipated action - move to approve and accept the grant and donations to the Portsmouth Police Department)***

- B. Acceptance of Donation to the Fire Department from Newburyport Five Cents Savings Bank in the amount of \$500.00 ***(Anticipated action - move to approve and accept the donation to the Portsmouth Fire Department)***

- C. Acceptance of Donation to the Coalition Legal Fund:
- Town of Carroll - \$1,000.00  
***(Anticipated action - move to approve and accept the donation, as listed, to be placed in the Coalition Legal Fund)***
- D. Letter from Emily Christian, National Multiple Sclerosis Society, Greater New England Chapter, requesting permission to hold the 2015 Bike MS NH Seacoast Escape on Saturday, August 22, 2015 ***(Anticipated action – move to refer to the City Manager with power)***

**Councilor Spear moved to adopt the Consent Agenda. Seconded by Councilor Morgan.**

**On a unanimous roll call vote 8-0, motion passed.**

## **XII. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS**

*(There are no written communications or petitions on for acceptance)*

## **XIII. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS**

### **A. CITY MANAGER**

1. Ratification of Purchase of Property Re: 113 Cottage Street

City Manager Bohenko said he is looking for ratification by the City Council for purchasing the property which abuts the Doble Center. He indicated he is offering \$270,000.00 for the property and the funds will come from the Mariner Park Associates Property fund.

Community Development Director Moore provided a brief presentation of the property. He showed where the property is located in relation to the Doble Center and that it would add measurably to the Doble Center.

**Councilor Spear moved that the City Council ratify the purchase of 113 Cottage Street in the amount of \$270,000.00 from the Mariner Park Associates Property fund, and further, refer this matter to the Recreation Board, Senior Subcommittee of Recreation Board and the Planning Board for their advisory review. Seconded by Assistant Mayor Splaine.**

City Manager Bohenko stated we do not intend to do anything with the property immediately. He stated he would come back to the City Council to rent the property and gain income.

Councilor Lown stated he needs to recuse himself from the vote.

Assistant Mayor Splaine asked if we should refer this to the Recreation Board and Senior Center Subcommittee of the Recreation Board. Councilor Spear agreed to have this as part of the motion.

Assistant Mayor Splaine said he wants residents to look at this and offer input on the matter.



Councilor Kennedy said that this continues to be a hard decision for her because she does not want it to become the Recreation Center or the Police Department. She said the property should become the Senior Center which is much needed.

Councilor Thorsen expressed concerns with the City becoming a landlord.

**On a unanimous roll call vote 7-0, motion passed. Councilor Lown abstained from voting on this matter.**

**Informational items**

2. Report Back Re: Abandoned or Derelict Buildings

City Manager Bohenko would like to have this as a topic for the February 9<sup>th</sup> Work Session. He said we will try to have several topics as part of our Work Sessions. He stated that City Attorney Sullivan would prepare a presentation for the Work Session.

Councilor Morgan asked if we have other items for the February 9<sup>th</sup> Work Session because she is concerned that there may not be enough time.

City Manager Bohenko said we would also have AIRBNB and the Work Session would start at 6:30 p.m.

Mayor Lister said Assistant Mayor Splaine and Councilor Dwyer both have items on the agenda and he would like them moved to the February 9<sup>th</sup> Work Session but they could speak briefly to the matter this evening.

Councilor Kennedy said she is against eminent domain for derelict buildings and would like to see the Council go in another direction.

Councilor Lown thanked City Attorney Sullivan for his detailed memorandum on derelict buildings and listing the options available to the City with these types of properties.

**B. MAYOR LISTER**

1. Joint Budget Committee Recommendation for FY16 Operating Budget

**Councilor Spear moved to accept budget guidelines recommended from the Joint Budget Committee for the FY16 Operating Budget, as presented. Seconded by Councilor Lown.**

Councilor Kennedy said she would not support the motion. She does not feel it is fair to our young families and senior citizens. She said it is a slimy way of doing this and there should have been discussion by the City Council.

Mayor Lister said we have had meetings on this where people could come and express their views.

Councilor Spear said the Joint Budget Committee is an information gathering committee. He said the increase is because what people are experiencing in their own homes with increases in health, electricity and oil prices. He said we need to give direction to our departments in order for them to create their budget. Councilor Spear said the 3-4% increase would be a minor tax increase and that this is a reasonable approach.

Councilor Thorsen said he feels the 3.95% increase is too high.

**Councilor Thorsen moved to amend the motion and strike the 3.95% as the set percentage increase for the operating budget to 1.9%. Seconded by Councilor Kennedy.**

Assistant Mayor Splaine said he opposes both figures. He said he objected to reinstating the Joint Budget Committee. He wants to hear the visions of the departments and commissions and the Council needs to decide what we should be doing for investments to the future.

Councilor Lown stated we are only voting on a ceiling for the budget. He said most of the City Council was in favor of the establishment of the Joint Budget Committee during our retreat last year. He feels much of this talk that is premature this evening and we need to remember the City Council always brings the budget down before adoption.

Councilor Morgan said departments need to look at efficiencies. She said we need to consider our wastewater treatment plant and the amount of that expense to the budget and taxpayers.

**On a roll call vote 3-5, motion to amend and strike the 3.95% as the sent percentage increase for the operating budget to 1.9% failed to pass. Councilors Kennedy, Morgan and Thorsen voted in favor. Assistant Mayor Splaine, Councilors Lown, Dwyer, Spear and Mayor Lister voted opposed.**

City Manager Bohenko said that this is the beginning of our process. He said the Charter requires that the City Manager start to put in place the budget and on Wednesday he would be meeting with department heads on budget guidelines, whatever happens this evening. He suggested adding to the motion the total number increase not to exceed \$3,000,000.00 for the operating budget.

**On a roll call 5-3, voted to accept budget guidelines recommended from the Joint Budget Committee for the FY16 Operating Budget, as presented and that the operating budget increase shall not exceed more than \$3,000,000.00. Assistant Mayor Splaine, Councilors Lown, Dwyer, Spear and Mayor Lister voted in favor. Councilors Kennedy, Morgan and Thorsen voted opposed.**

At 9:00 p.m., Mayor Lister declared a brief recess. At 9:10 p.m., Mayor Lister called the meeting back to order.

Councilor Shaheen joined the meeting via conference call at 9:10 p.m.

2. Report Back Re: Members to the Blue Ribbon Committee on the Sagamore Creek Land

At the City Council meeting on December 8, 2014, the Blue Ribbon Committee on Sagamore Creek Land was established. The charge of the Committee is to develop a plan for public usage of the 66-acre city-owned parcel. A report back to the City Council shall be completed on or prior to September 21, 2015:

The following Committee members have been appointed:

1. Councilor Eric Spear, Chairman, Council Representative
2. Councilor Christine Dwyer, Council Representative
3. Allison Tanner, Representative from the Conservation Commission
4. Lennie Mullaney, Representative from the School Board
5. Kory Sirmaian, Representative from the Recreation Board
6. John Mikolajczyk, Resident
7. Alison Pyott, Resident
8. Ex-officio City Manager, or his designee Non-Voting

Mayor Lister reported on the establishment of the Blue Ribbon Committee on the Sagamore Creek Land which he created at the December 8, 2014 City Council meeting. He reviewed the charge of the Committee with the City Council and stated that a report back to the City Council shall be completed on or prior to September 21, 2015. He also stated this land is for public usage and for the City to enjoy.

3. Appointment to be Considered:

- Jay Leduc – Appointment to the Planning Board as a regular member (current alternate)
- Reagan Ruedig – Appointment to the Historic District Commission as a regular member (current alternate)
- Richard Shea – Appointment to the Historic District Commission as an alternate member

The City Council considered the appointments listed above and action will be taken at the January 20, 2015 City Council meeting.

4. Resignations:

- Shelley Saunders from the Conservation Commission
- Tracy Kozak from the Historic District Commission

**Councilor Lown moved to accept with regret the resignations of Shelley Saunders from the Conservation Commission and Tracey Kozak from the Historic District Commission and a letter of thanks and appreciation being sent to Ms. Saunders and Ms. Kozak for their years of service to the City. Seconded by Councilor Kennedy.**

**On a unanimous roll call vote 9-0, motion passed.**

**C. ASSISTANT MAYOR SPLAINE**

1. AIRBNB – How we can make it work in Portsmouth (*See attached*)

Assistant Mayor Splaine said he placed this item on the agenda based on the discussion held by the Planning Board and feels we need to have a more in-depth discussion on this matter and stated he looks forward to the February 9, 2015 Work Session. He said this gives the City Council an opportunity to be proactive.

Councilor Morgan asked City Manager Bohenko to incorporate the memorandums from Assistant Mayor Splaine and Councilor Dwyer as part of the documents for the February 9, 2015 Work Session.

Councilor Kennedy stated that there are locations on the internet that have not received cease and desist orders from the City and everyone should receive the order and not just a select few.

**D. COUNCILOR KENNEDY**

1. Commercial Properties and the potential Assessors letter being sent out by the City

Councilor Kennedy said the letter that was potentially going to be sent to commercial property owners did not indicate the information the Assessor was seeking was voluntary. She also said the letter is not required by law.

**Councilor Kennedy moved not to send the letter to our commercial entities. Seconded by Councilor Morgan.**

Councilor Spear stated that this motion is out of order based on Council Rule #9 and the motion should be written. He said Councilor Kennedy should bring the motion forward at the next meeting with a written motion. Councilor Kennedy stated that she does not mind moving the motion to the next meeting of the City Council scheduled for January 20, 2015.

City Manager Bohenko said this is equivalent to him not interfering with the City Clerk on Elections. He stated that our Assessor has been commended by the State for her process on valuing properties. He said the Assessor uses the information as a tool and it is voluntary. City Manager Bohenko said it is bad precedent to interfere with how the Assessor collects data. He said there is a Charter provision that does not allow for the City Council to interfere with departments.

City Attorney Sullivan said that this is a City Manager form of government and under the Charter there is a non-interference clause.

*Mayor Lister declared Councilor Kennedy's motion out of order.*

Councilor Kennedy stated she will bring a motion forward at the January 20, 2015 City Council meeting requesting the City Manager not send out a letter to commercial property owners unless it states the form enclosed for completion with the letter is voluntary.

**E. COUNCILOR LOWN**

1. Parking & Traffic Safety Committee Action Sheet and Minutes of the November 13, 2014 meeting

**Councilor Spear moved to approve and accept the action sheet and minutes of the November 13, 2014 Parking & Traffic Safety Committee meeting. Seconded by Councilor Lown.**

**On a roll call vote 8-1, motion passed. Councilor Kennedy voted opposed.**

**F. COUNCILOR DWYER**

1. Request for Work Session Re: Home-owner short-term rentals

Councilor Dwyer stated property owners renting out their homes as AIRBNB may require mortgage companies to pull owners mortgages and insurance companies to void insurance policies on these homes. She said our zoning laws are restrictive and maybe overly restrictive on in-law accessory use. Councilor Dwyer said we should not only look at it as AIRBNB but as an option for home owners to rent out for longer period of times. She said that this is a multilayer issue.

**G. COUNCILOR THORSEN**

1. Reconsideration of Adoption of Bonding Resolution of up to Six Hundred Thousand Dollars (\$600,000.00) for the Purchase of a Heavy Rescue Fire Truck

Councilor Thorsen said at the last Council meeting we looked at this Resolution and the motion failed to pass. He said he spoke with Chief Achilles and the Chief feels he could get a truck for \$500,000.00.

**Councilor Thorsen moved to reconsider Adoption of Bonding Resolution of up to Six Hundred Thousand Dollars (\$600,000.00) for the Purchase of a Heavy Rescue Fire Truck. Seconded by Councilor Lown.**

Councilor Lown asked what if we had the department go out to bid on this. City Manager Bohenko said you could have the department go out to bid but it would need to be disclosed that it is subject to the City Council approving the funds.

Councilor Lown said he met with Chief Achilles and looked at the truck, which has 75,000 miles and no matter what the City Council does, the vehicle will be sold. He said the equipment would then need to be brought to the scene of an incident at the direction of the Fire Department.

Mayor Lister passed the gavel to Assistant Mayor Splaine.

Mayor Lister said he would vote against the Resolution for the truck and that he would like to see the big picture. He would like the Chief to come before the City Council to speak to the long range plan for the Fire Department and then work with Chief Achilles and the Fire Commission on purchasing what is needed.

Assistant Mayor Splaine returned the gavel to Mayor Lister.

Councilor Lown asked if Councilor Thorsen would reconsider tabling this and having the Fire Chief come back with the market value on this and discuss what the big picture is with the City Council.

Councilor Dwyer said that the City Council does not have the knowledge for looking at fire trucks like the Fire Chief does.

Councilor Thorsen said he would not table the matter at this point.

**On a roll call 7-2, voted to reconsider Adoption of Bonding Resolution of up to Six Hundred Thousand Dollars (\$600,000.00) for the Purchase of a Heavy Rescue Fire Truck. Assistant Mayor Splaine, Councilors Shaheen, Lown, Dwyer, Morgan, Spear and Thorsen voted in favor. Councilor Kennedy and Mayor Lister voted opposed.**

City Attorney Sullivan said now the adoption of the Resolution is back before the City Council.

**Councilor Thorsen moved to Adopt a Bonding Resolution of up to Five Hundred Thousand Dollars (\$500,000.00) for the Purchase of a Heavy Rescue Fire Truck. Seconded by Councilor Morgan.**

**Councilor Kennedy moved to amend the motion to have the Fire Department go out to bid and that it is contingent upon the City Council approval for funding. Seconded by Councilor Lown.**

Councilor Thorsen said that Councilor Kennedy's motion is not a proper motion to amend.

City Attorney Sullivan said that these are decision for the City Council to make. He said the City Council needs to decide if the change is a substantial enough that changes the intent of the Resolution and would require a new Resolution.

Councilor Lown said we would need 6 votes to pass the Resolution. He said he would vote against the motion and he does not see what we are losing by having the Fire Department go out to bid.

Councilor Morgan said asking for bids is simple but Fire Chief Achilles has been here several times now and we need to let the him know what information we want so that he can move forward.

*Councilor Kennedy withdrew her motion to amend and Councilor Lown withdrew the second to the motion.*

Councilor Shaheen said she is concerned with reducing the number of the Resolution. She stated that Chief Achilles stated the public safety could be compromised with getting safety equipment to the scene of an accident.

Councilor Dwyer said the motion means we are not going to pay \$500,000.00 but up to \$500,000.00 for the vehicle. She said this is equipment that we need whether we have 2 or 3 stations.

**On a roll call vote 5-4, motion to Adopt a Bonding Resolution of up to Five Hundred Thousand Dollars (\$500,000.00) for the Purchase of a Heavy Rescue Fire Truck failed to pass. Assistant Mayor Splaine, Councilors Shaheen, Dwyer, Morgan and Thorsen voted in favor. Councilors Kennedy, Lown, Spear and Mayor Lister voted opposed. Six votes are required for Adoption of the Resolution.**

**Councilor Lown moved that the Fire Commission go out to bid for a truck that is new or slightly used with no equipment included. Seconded by Councilor Kennedy.**

Councilor Lown said the equipment would be upgraded later with the Capital Improvement Program funding. He said the equipment already exist in the truck.

**Councilor Shaheen moved to amend the motion to request the Fire Commission go out to bid for a truck that includes the equipment needed. Seconded by Councilor Thorsen.**

Councilor Lown said he has no problem with the amendment proposed by Councilor Shaheen.

Councilor Thorsen said he would be voting against the main motion.

City Attorney Sullivan advised the City Council they cannot direct the Fire Chief to do anything.

Councilor Lown said he agrees the motion should state the Fire Commission and not the Fire Chief.

City Attorney Sullivan said when the Fire Commission comes back with bids the City Council would need to make a motion for a vote. City Manager Bohenko said another public hearing on the Resolution and vote to adopt the Resolution will need to take place by the Council.

**On a roll call 7-2, voted to amend the motion to request the Fire Commission go out to bid for a truck that is new or slightly used and includes the equipment needed. Assistant Mayor Splaine, Councilors Shaheen, Lown, Dwyer, Morgan, Spear and Thorsen voted in favor. Councilor Kennedy and Mayor Lister voted opposed.**

**On a unanimous roll call 9-0, voted to pass main motion as amended.**

**XIV. MISCELLANEOUS/UNFINISHED BUSINESS**

**XV. ADJOURNMENT**

**At 10:15 p.m., Councilor Spear moved to adjourn. Seconded by Councilor Lown and voted.**

A handwritten signature in black ink that reads "Kelli L. Barnaby". The signature is written in a cursive, flowing style.

Kelli L. Barnaby, CMC/CNHMC  
City Clerk



received  
1/8/15



January 6, 2015

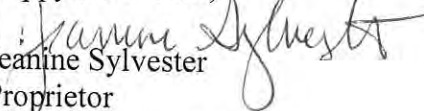
Dear Mayor Lister/City Council,

Plans for the 18th Annual Runner's Alley/Redhook Brewery Memorial 5k are beginning to take shape and once again we look for your approval to hold the race. This year's race is scheduled for May 24, 2015 at 11:00AM. All the logistics remain the same with the start and finish continuing to be at the Redhook Brewery. One hundred percent of the proceeds from the race will be donated to The Krempels Center, based out of the Community Campus here in Portsmouth. If you are not familiar with The Krempels Center, I urge you to visit their website for a truly moving picture of what they are all about ([www.krempelscenter.org](http://www.krempelscenter.org)).

We look forward to your support once more, with over 2000 runners last year as well as thousands of supporters and volunteers, we're very excited for an even better year! Voted as one of New England's top 100 races by New England Runner Magazine this race attracts runners and visitors from all over New England making it a wonderful asset to the entire Portsmouth community. Please consider granting us your permission to conduct another successful event, while raising seriously needed funds for an incredibly inspiring nonprofit organization, The Krempels Center. The Runner's Alley/Redhook Race has always given 100% of its proceeds to charity and will continue to do so. As always we will work closely with the police department and the PDA to ensure we are abiding by all necessary rules and regulations.

Thank you for your time and consideration, wishing you and the City of Portsmouth all the very best in 2015!

Happy New Year,

  
Jeanine Sylvester  
Proprietor  
Runner's Alley, LLC

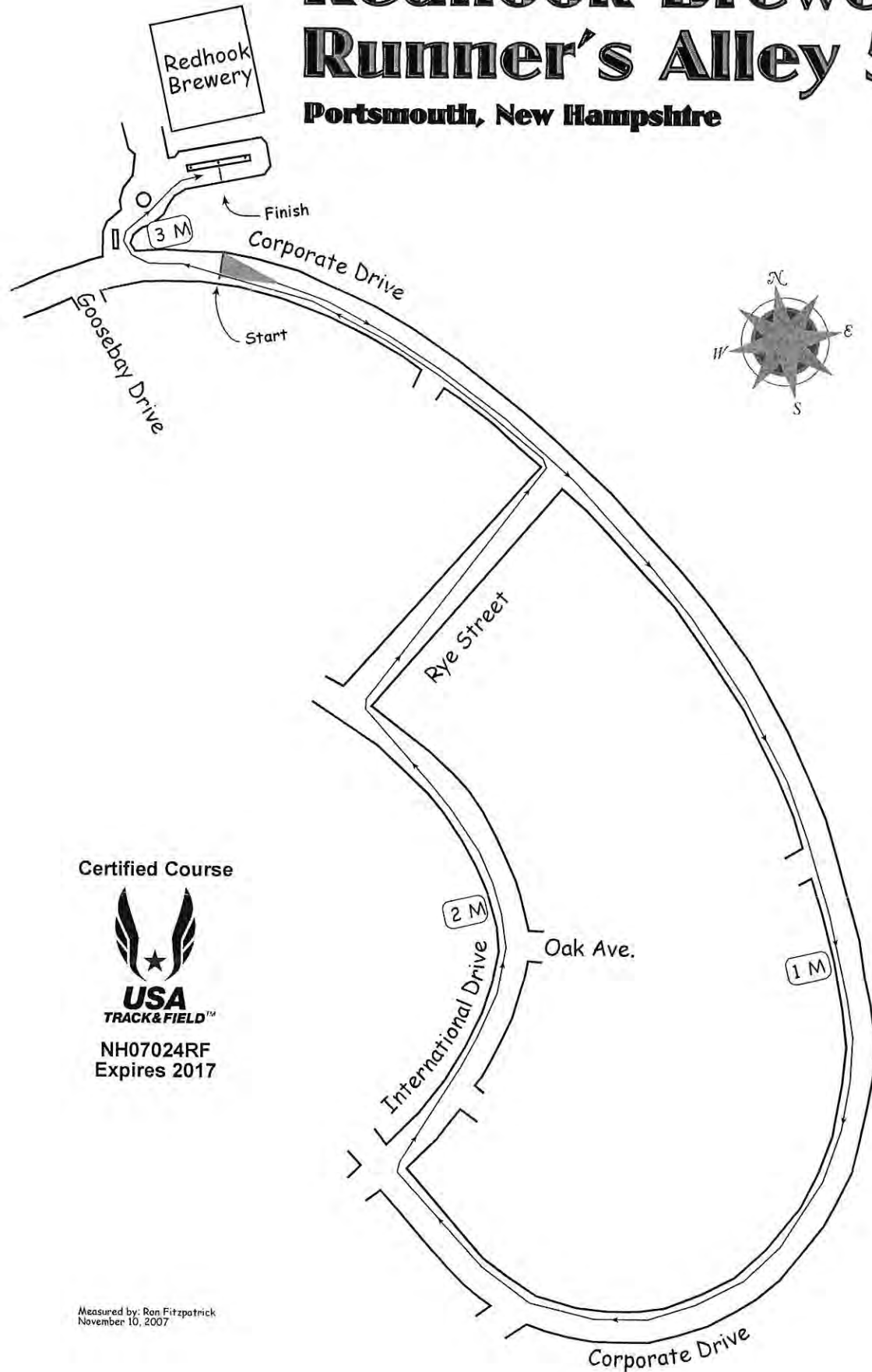
Runner's Alley  
104 Congress Street  
Portsmouth, NH 03801  
603.430.1212

Redhook Brewery  
1 Redhook Way  
Portsmouth, NH 03801  
603.430.8600

Krempels Center  
100 Campus Drive  
Portsmouth, NH 03801  
603.570-2026

# Redhook Brewery Runner's Alley 5K

Portsmouth, New Hampshire



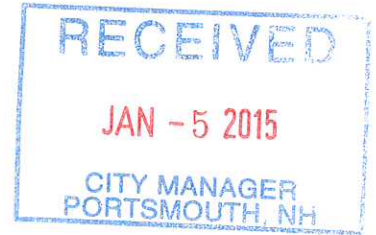
Certified Course



NH07024RF  
Expires 2017

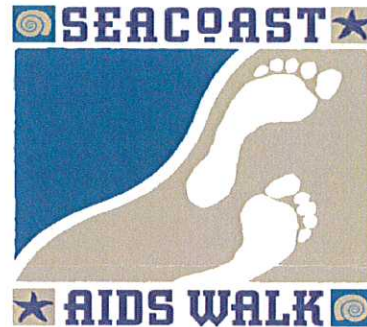
Measured by: Ron Fitzpatrick  
November 10, 2007

AIDS RESPONSE  
Seacoast  
Care and Prevention



December 30, 2014

John Bohenko, Portsmouth City Manager  
Portsmouth City Council  
1 Junkins Ave.  
Portsmouth, NH 03801




Dear Mr. Bohenko and Portsmouth City Council:

The purpose of this letter is to seek permission from the Portsmouth City Council to conduct our 19th Annual Seacoast AIDS Walk and Dog Walk on Sunday, May 3, 2015 from 10:00 AM to 5:00 PM. The walk will begin at 2PM and end around 5PM in the lower parking lot at the Portsmouth Municipal Complex. Approximately 200 persons will be in attendance. In addition, we would like permission to place 5 temporary 2' by 4' a-frame signs to mark the route. The route will be the same as last year – a map has been attached for your review.

AIDS Response Seacoast greatly appreciates the City of Portsmouth's support in past years. The Annual Seacoast AIDS Walk has become an increasingly popular and successful event for ARS and we rely upon it to increase awareness about HIV/AIDS and our mission in the Seacoast communities we serve.

If you have any questions please do not hesitate to contact me. Thank you for your consideration.

Sincerely,

  
Richard B. Wagner  
Executive Director



**Public Service  
of New Hampshire**

A Northeast Utilities Company

PSNH Energy Park  
780 North Commercial Street, Manchester, NH 03101

Public Service Company of New Hampshire  
P.O. Box 330  
Manchester, NH 03105-0330  
(603) 669-4000  
www.psnh.com

January 13, 2015

The Honorable Robert Lister  
Mayor of the City of Portsmouth  
Municipal Complex  
1 Junkins Avenue  
Portsmouth, NH 03801

**RE: Proposed Borthwick Avenue Switchgear Yard with Associated Improvements**

Dear Mayor Lister,

On October 22, 2014, representatives of Public Service Company of New Hampshire ("PSNH") met with several public officials to discuss a reliability project to benefit the City of Portsmouth. Along with this project, there is a switchgear yard with associated improvements on the easement area which PSNH holds over City Property, identified as City of Portsmouth Tax Map 0234, Block 0007, Lot 0003, and located on Borthwick Avenue.

At that time, PSNH requested whether the existing easement rights would allow the proposed construction.

A follow-up letter by City Attorney Robert Sullivan on November 13, 2014 clarified that the proposed construction would be in excess of the existing rights afforded by PSNH to construct the aforementioned switchgear site.

Therefore, PSNH is requesting that the additional rights of the switchgear yard: 10,000 square foot site, associated fencing, retaining wall be considered for approval by the City. Further, PSNH is requesting a driveway access of a 12 foot width to the switchgear site over the same land owned by the City in order to access and to maintain the site.

The "EASEMENT CLARIFICATION PLAN FOR PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE and THE CITY OF PORTSMOUTH", dated December 17, 2014, is included with this letter. I have also included a copy of the "Agreement Clarifying and Supplementing Existing Easement and Granting Additional Easement" document for your review.

Additionally, PSNH is requesting the City to review, to approve and to authorize transmission line project commencement along with beginning construction of the switchgear site. Commencement of the project is proposed to commence on February 01, 2015. The project has undergone Planning Board approval in December, Technical Advisory Committee, and Site Plan review has been approved. The Easement rights for the switchgear site and driveway access are the items which remain up for approval by the City. It is our understanding that the approval of the switchgear site is the remaining item for approval by the City in order to commence the project.

PSNH is prepared to present at the City Council meeting on January 20 with appropriate documentation in hand. It is our understanding from the letter from Attorney Sullivan and subsequent conversation that upon receipt of this letter our request for switchgear site improvements and driveway easement on City Parcel # 0234-0007-0003 will be placed on a City Council Agenda for review, approval and execution by the City Manager.

Please do not hesitate to contact me should you need further clarification or submission of supporting documentation.

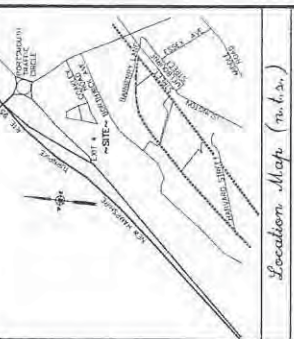
Sincerely,



Adam Diorio  
Project Manager, PSNH

Cc: Mr. Robert P. Sullivan, City Attorney, City of Portsmouth  
Mr. Rick Taintor, City of Portsmouth, Planning Director  
Mr. Peter H. Rice, City of Portsmouth, Public Works Director  
Mr. Chris Allwarden, Senior Counsel, NUSCO Legal

---



**NOTES:**

1. REFERENCE MAP NO. 1000, 1970.
2. FIELD SURVEY PERFORMED BY E. E. & J. P. SMITH (S) USING A TRIMBLE 4703, TRIMBLE 4700, TRIMBLE 4701, TRIMBLE 4702, TRIMBLE 4703, TRIMBLE 4704, TRIMBLE 4705, TRIMBLE 4706, TRIMBLE 4707, TRIMBLE 4708, TRIMBLE 4709, TRIMBLE 4710, TRIMBLE 4711, TRIMBLE 4712, TRIMBLE 4713, TRIMBLE 4714, TRIMBLE 4715, TRIMBLE 4716, TRIMBLE 4717, TRIMBLE 4718, TRIMBLE 4719, TRIMBLE 4720, TRIMBLE 4721, TRIMBLE 4722, TRIMBLE 4723, TRIMBLE 4724, TRIMBLE 4725, TRIMBLE 4726, TRIMBLE 4727, TRIMBLE 4728, TRIMBLE 4729, TRIMBLE 4730, TRIMBLE 4731, TRIMBLE 4732, TRIMBLE 4733, TRIMBLE 4734, TRIMBLE 4735, TRIMBLE 4736, TRIMBLE 4737, TRIMBLE 4738, TRIMBLE 4739, TRIMBLE 4740, TRIMBLE 4741, TRIMBLE 4742, TRIMBLE 4743, TRIMBLE 4744, TRIMBLE 4745, TRIMBLE 4746, TRIMBLE 4747, TRIMBLE 4748, TRIMBLE 4749, TRIMBLE 4750, TRIMBLE 4751, TRIMBLE 4752, TRIMBLE 4753, TRIMBLE 4754, TRIMBLE 4755, TRIMBLE 4756, TRIMBLE 4757, TRIMBLE 4758, TRIMBLE 4759, TRIMBLE 4760, TRIMBLE 4761, TRIMBLE 4762, TRIMBLE 4763, TRIMBLE 4764, TRIMBLE 4765, TRIMBLE 4766, TRIMBLE 4767, TRIMBLE 4768, TRIMBLE 4769, TRIMBLE 4770, TRIMBLE 4771, TRIMBLE 4772, TRIMBLE 4773, TRIMBLE 4774, TRIMBLE 4775, TRIMBLE 4776, TRIMBLE 4777, TRIMBLE 4778, TRIMBLE 4779, TRIMBLE 4780, TRIMBLE 4781, TRIMBLE 4782, TRIMBLE 4783, TRIMBLE 4784, TRIMBLE 4785, TRIMBLE 4786, TRIMBLE 4787, TRIMBLE 4788, TRIMBLE 4789, TRIMBLE 4790, TRIMBLE 4791, TRIMBLE 4792, TRIMBLE 4793, TRIMBLE 4794, TRIMBLE 4795, TRIMBLE 4796, TRIMBLE 4797, TRIMBLE 4798, TRIMBLE 4799, TRIMBLE 4800.
3. HORIZONTAL DATUM BASED ON NH STATE PLANE 83/79.
4. VERTICAL DATUM BASED ON HANOVERSLEDGE BENCHMARK PERMANENTLY MARKED BY THE NATIONAL GEODESIC SURVEY (NGS).

**REFERENCE PLANS:**

1. "AS-BUILT" EASEMENT AND CONCRETE CURB PLAN BY UMARL DAME COMPANY, DATED 10/20/10, FILED, PLAN D-1485.
2. LOT LINE RECORDATION PLAN FOR PORTSMOUTH PARK TRUST AND HOSPITAL CORPORATION OF AMERICA, BY UMARL DAME COMPANY, DATED 10/20/10, FILED, PLAN D-1485.

## EASEMENT CLARIFICATION PLAN FOR PUBLIC SERVICE COMPANY OF NH AND THE CITY OF PORTSMOUTH BORTWICK AVENUE (TAX MAP 234 LOT 7-3) PORTSMOUTH, NEW HAMPSHIRE

DATE OF SURVEY	DATE	SCALE
NOV 17, 2014	DEC 17, 2014	1" = 40'
PROJECT NO.	PROJECT NO.	PROJECT NO.
4227	4227	4227
DATE	DATE	DATE
NOV 17, 2014	DEC 17, 2014	NOV 17, 2014

**DOUCET SURVEY**  
1000 State Street  
Portsmouth, NH 03801  
Tel: 603.431.1111  
Fax: 603.431.1112  
www.doucetsurvey.com



GRAPHIC SCALE  
1" = 40'

DATE: \_\_\_\_\_  
SCALE: \_\_\_\_\_

THE CITY OF PORTSMOUTH HAS REVIEWED THIS PLAN AND HAS NO OBJECTION TO THE CITY'S SUPPLY OF WATER TO THE PROPERTY SHOWN HEREON. THE CITY'S SUPPLY OF WATER TO THE PROPERTY SHOWN HEREON IS SUBJECT TO THE CITY'S WATER MAINS AND SERVICE LINES.

I certify that this survey was taken in accordance with the provisions of the Revised Statutes of New Hampshire, Chapter 281-B, and that the same is a true and correct representation of the facts as shown to me by the parties to this survey.

*[Signature]*  
Surveyor

Return to:  
Jenny Snyder, Real Estate  
PSNH  
P.O. Box 330  
Manchester, NH 03105-0330

**AGREEMENT CLARIFYING AND SUPPLEMENTING  
EXISTING EASEMENT AND GRANTING ADDITIONAL EASEMENT**

This AGREEMENT CLARIFYING AND SUPPLEMENTING EXISTING EASEMENT AND GRANTING ADDITIONAL EASEMENT (this "Agreement") made as of the \_\_\_\_ day of January, 2015, by and between **The City of Portsmouth**, a municipal corporation having a place of business at 1 Junkins Avenue, Portsmouth, New Hampshire (hereinafter the "City"), and **Public Service Company City of New Hampshire**, a New Hampshire corporation, of 780 North Commercial Street, Manchester, New Hampshire (mailing address: P.O. Box 330, Manchester, NH 03105-0330) (hereinafter "PSNH").

WHEREAS, the City is the owner of a certain parcel of land on the westerly side of Borthwick Avenue, in the City of Portsmouth, County of Rockingham and State of New Hampshire, identified as City of Portsmouth Tax Map 0234, Block 0007, Lot 0003, conveyed to the City by deed of Ronald M. Druker and David C. Bell, as Trustees of Portsmouth Park Trust, dated December 12, 2003, recorded at the Rockingham County Registry of Deeds in Book 4211, Page 1155, and shown as Lot #3 on a plan entitled "Lot Line Relocation Plan for Portsmouth Park Trust and Hospital Corporation of America, Borthwick Ave. Extension, County of Rockingham, Portsmouth, N.H." dated June 14, 1985, last revised July 15, 1986, prepared by Richard P. Millette and Associates, recorded at said Rockingham Registry as Plan D-15924 (the "City Property");

WHEREAS, PSNH owns a permanent easement of a total width of 400 feet encumbering a portion of the City Property, conveyed to PSNH by deed of the United States of America, dated March 15, 1955, recorded at said Rockingham Registry in Book 1350, Page 186, and by Emendation to Commissioners' Return of Highway Layout dated September 20, 1968, recorded at said Rockingham Registry in Book 1931, Page 251 (the "PSNH Easement"), in which PSNH has installed and constructed, and currently operates and maintains, one or more overhead high-voltage electric power transmission and distribution lines;

WHEREAS, the PSNH Easement expressly grants to PSNH and includes the rights "for the location, construction, operation, maintenance, and patrol of electric power transmission lines

with all fittings and appliances thereto in, on, over and across” the parcels of land described in said PSNH Easement, inclusive of the City Property (underline emphasis added);

WHEREAS, PSNH plans to construct and maintain with the PSNH Easement on the City Property, and on a certain portion of the City Property adjacent to the PSNH Easement, a substation for a switchyard with switchgear and associated equipment and improvements to be connected to its overhead lines, together with an access driveway for ingress and egress to and from said substation and Borthwick Avenue (the “Switchyard Site”); and,

WHEREAS, the City and PSNH desire hereby to (a) confirm their mutual agreement and understanding that the Switchyard Site is a permissible use of the PSNH Easement under the express provisions thereof regarding the rights for “fittings and appliances”, and for purposes of clarification and the elimination of any doubt, to supplement the PSNH Easement to include such use, and (b) provide for the grant by the City to PSNH of an additional easement on, over and across the City Property for the access driveway associated with the Switchyard Site to be constructed and maintained by PSNH outside of the PSNH Easement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the City and PSNH agree as follows:

1. Subject to PSNH’s separate obligations to obtain, at PSNH’s sole cost and expense, any and all necessary or required governmental permits, license and approvals for the construction, maintenance and operation of the Switchyard Site, it is agreed that the Switchyard Site is a permissible use under and within the PSNH Easement on the City Property.

2. The PSNH Easement is hereby deemed supplemented and is confirmed to include the permanent grant of the rights to construct, install, inspect, operate, maintain, repair, rebuild and remove the Switchyard Site within the PSNH Easement on the City Property, which may consist of and include a 100 foot by 100 foot (10,000 square feet) gravel switchyard pad area with a retaining wall, enclosed by a chain link fence and fence gate, equipment and structure foundations, switchgear facilities and equipment, all wires, conduit, conductors and other related or associated structures and equipment, a 12 foot wide gravel driveway and access gate, together with the necessary excavation, grading and slope and drainage facilities in connection with the construction and installation thereof, all as shown on certain site plans entitled “Public Service of New Hampshire Mill Pond Switch Yard and L117 Transmission Line Portsmouth, New Hampshire Site Plans”, dated September 26, 2014, last revised November 11, 2014, prepared by Tighe & Bond Consulting Engineers, and approved by the City Planning Board on November 20, 2014 (the “Site Plans”), which Site Plans are incorporated by reference herein but not recorded herewith.

3. The City hereby additionally grants to PSNH, and its successors and assigns, the permanent right and easement, on, over and across the City Property, to install, construct, operate, inspect, maintain, repair, rebuild, and remove or relocate, as necessary, a 12 foot wide gravel driveway, together with the necessary excavation, grading and slope and drainage facilities in connection with the construction and installation thereof, for use by personnel, vehicles and equipment for travel and ingress and egress to and from the Switchyard Site and



Borthwick Avenue, all as shown on the Site Plans, in the location off of the westerly sideline of Borthwick Avenue designated as the "Additional Easement Area 184 Sq. Ft." shown on an easement plan entitled "Easement Clarification Plan for Public Service Company of NH and The City of Portsmouth, Borthwick Avenue (Tax Map 234 Lot 7-3) Portsmouth, New Hampshire" dated December 17, 2014, last revised January 13, 2015, prepared by Doucet Survey, Inc., and recorded or to be recorded herewith in the Rockingham County Registry of Deeds.

4. The execution and delivery of this Agreement by the City, by its undersigned City Manager, has been duly authorized by vote of the City Council at a meeting of said Council duly noticed and held on January 20, 2015.

EXECUTED by the undersigned parties the day and year first above written.

**The City of Portsmouth**

\_\_\_\_\_  
Name: John P. Bohenko  
Title: City Manager

**Public Service Company of New Hampshire**

By: \_\_\_\_\_  
Name:  
Title:

State of New Hampshire  
County of Rockingham

The foregoing instrument was acknowledged before me this \_\_\_\_ day of January, 2015, by John P. Bohenko, City Manager of The City of Portsmouth, a New Hampshire municipal corporation, on behalf of the City.

Commission expires:

\_\_\_\_\_  
Notary Public/Justice of the Peace  
Printed Name:

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of January, 2015,  
by \_\_\_\_\_, \_\_\_\_\_ of Public Service  
Company of New Hampshire, a New Hampshire corporation, on behalf of the corporation.

Commission expires:

\_\_\_\_\_  
Notary Public/Justice of the Peace  
Printed Name:



## CITY OF PORTSMOUTH

LEGAL DEPARTMENT

Robert P. Sullivan, City Attorney – 603-610-7204 (Direct Dial)  
Suzanne M. Woodland, Deputy City Attorney – 603-610-7240 (Direct Dial)  
Kathleen M. Dwyer, Assistant City Attorney – 603-427-1338 (Phone/Fax)

November 13, 2014

Jenny Snyder, Real Estate  
PSNH  
P.O. Box 330  
Manchester, NH 03105-0330

**RE: Proposed Borthwick Avenue Switchgear Yard with Associated Improvements**

Dear Ms. Schneider,

This follows our meeting of October 22, 2014 concerning the captioned. After staff analysis of the PSNH proposal to construct a Switchgear Yard with Associated improvements on the easement area which PSNH holds over City property near Borthwick Avenue it has been determined that the proposed construction would be in excess of the existing rights afforded to PSNH to construct and maintain electric power transmission lines. Therefore, it will be necessary for authority to be provided by the Portsmouth City Council to allow the specific construction and operation sought by PSNH.

My suggestion is that a letter be written addressed to Mayor Robert Lister and the Portsmouth City Council which contains a description of the construction and operation proposed by PSNH, including whatever plans, diagrams and photographs PSNH feels would best explain the request to the City Council.

Upon receipt of a such a letter it will be placed on a City Council agenda and if approved, the City Manager will execute whatever documentation is needed to satisfy the PSNH request.

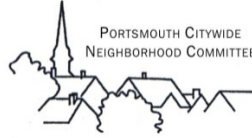
Sincerely,

Robert P. Sullivan  
City Attorney

RPS/rao

cc: John P. Bohenko, City Manager  
Rick Taintor, Planning Director  
Peter H. Rice, Public Works Director

h:\rps\public works\ltr to psnh re - Proposed Borthwick Avenue Switchgear Yard with Associated Improvements



John P. Bohenko  
Portsmouth City Manager  
1 Junkins Avenue  
Portsmouth, NH 03801

For distribution to Portsmouth's City Council Members,

We, the Citywide Neighborhood Steering Committee, are writing to appeal to the city to add a mechanism to the Capital Improvement Plan (CIP) to regularly measure the geographic distribution of projects and expenditures throughout the city.

Capital Improvement projects address important needs for our city and its citizens, and the investments in these projects provide financial and property-value benefits to those who live where the investment dollars are spent. A distribution metric would help ensure balance in how all taxpayers can share in the return on the capital investments of their tax dollars.

We recognize that the CIP process is complicated and must consider many factors. There are many capital expenditures that can be driven by infrastructural need or that may provide benefit for all citizens regardless of neighborhood; and there are myriad funding sources that impact what can be accomplished. But with limited funds and a large list of worthy projects that are specific to certain neighborhoods or geographic areas, it is important to include a view as to equity across all taxpayers when deciding CIP priorities.

Specifically, we would like to see a historical review of expenditures and projects geographically, and then to have this measurement tool updated on a rolling basis with each CIP. We encourage the Planning Board, City Manager and City Council to use geographic metrics as a part of the process that informs decisions on CIP priorities to help maintain fairness, both short- and long-term.


We hope that you can make it a priority to put a metric in place as soon as possible and provide yourselves with valuable added perspective in deciding the priorities for the FY2016 – FY2021 Capital Improvement Plan. Providing such a tool would help give greater clarity to citizens and neighborhoods into what can be a confusing and ambiguous process.

Respectfully yours,

The Citywide Neighborhood Steering Committee  
Cristy Cardoso, Kathy Bergeron, Cliff Lazenby and Paul Mannle

**CITY OF PORTSMOUTH  
PORTSMOUTH, NH 03801**

**Office of the City Manager**

**Date:** January 15, 2015  
**To:** Honorable Mayor Robert J. Lister and City Council Members  
**From:** John P. Bohenko, City Manager   
**Re:** City Manager's Comments on January 20, 2015 City Council Agenda

---

***Presentation:***

1. **Wastewater Treatment Facility Update.** On Tuesday evening, City Staff will present to the City Council a report back regarding Phase 1 of the Pease Wastewater Treatment Option as authorized by Council during their October 20, 2014 meeting. In particular, the presentation will also include a progress update on the Peirce Island Wastewater Treatment Facility's current status of design, an updated site plan, review of the cost estimates and next steps. Topics for the Pease Wastewater Treatment Options Evaluation update will include a review of the proposed site plans for City wide and regional (with Exeter and Stratham) wastewater treatment at the existing Pease Wastewater Treatment Facility site and the status of discussions with the Pease Development Authority staff related to these site plans. The Council will be asked for input on whether to continue the evaluation to develop a life cycle cost for the proposed layouts.

In addition, the Deputy City Attorney will provide an update on the legal action to challenge the EPA's interpretation of the bypass rule and recommended continued participation.

*I recommend the City Council move to authorize the City Manager to proceed with next phase of the Pease Wastewater Treatment Alternative Assessment and continue participation in the legal challenge to the EPA's interpretation of the bypass rule.*

***City Manager's Items Which Require Action:***

1. **Request for First Reading Re: Elderly and Disabled Exemptions.** Annually, the City of Portsmouth reviews income and asset levels for both the Elderly and Disabled Exemptions pursuant to RSA 72:39-b and RSA 72:37-b and makes recommendations as to these levels.

Last year, the City Council adopted Resolutions #1-2014 and #2-2014 which increased the income and asset levels for both the elderly and disabled exemptions by the Social Security

cost of living adjusting for 2014 of 1.5% from the previous year. The current elderly and disabled exemption income levels are \$35,704 for a single taxpayer, \$44,044 for married taxpayers, and an asset limit of \$119,016.

If qualified, for elderly taxpayers, the exemption off the assessed value of the property is as follows:

- Age 65 to 74           \$125,000
- Age 75-79             \$175,000
- Age 80 +               \$225,000

If qualified, for disabled taxpayers, the exemption off the assessed value of the property is \$100,000.

This year the November to November CPI of the Boston-Brockton-Nashua November consumer price index (CPI) and Social Security SSI benefit payments payable in January 2015, are both the same with a 1.7% increase.

Option A:

If the City Council wishes to adjust the income and asset levels for both the elderly and disabled taxpayers by the November to November CPI or by the Social Security increase of 1.7 %, this would increase the limits (rounded up) as follows:

- Single                 \$ 36,311 increase of \$607
- Married               \$ 44,793 increase of \$749
- Asset Limit of       \$121,039 increase of \$2,023

Option B:

If no increase, the income and asset limits would remain at their levels current as follows:

- Single                 \$ 35,704
- Married               \$ 44,044
- Asset Limit of       \$119,016

Any adjustment if approved would be for assessments as of April 1, 2015 for the 2015 tax year or FY16.

The Assessor's Office mails a notification annually to all elderly and disabled persons who currently receive this exemption to update their applications. All new applicants must submit an application and required documentation by April 15<sup>th</sup> of each year.

If the City Council wishes to make any adjustments in these exemptions, it would require an amendment to these Resolutions as well as first reading, a public hearing and a majority vote of the City Council. If no adjustment, income and asset limits would remain at their

current levels. I have [attached for your information the tax impact of the elderly and disabled exemptions for FY15.](#)

The City Council may choose from Option A or B and authorize the City Manager to bring it back for first reading.

*I would recommend the City Council move to authorize the City Manager to proceed with Options A or B. If Option A is chosen, then I would recommend the City Council move to authorize the City Manager to bring it back for first reading at the February 2nd City Council meeting, as presented. (This requires two readings and a public hearing with a majority vote.)*

2. **License Request Re: 61 Washington Street.** Bedard Preservation and Restoration LLC is currently working on a project for Strawberry Banke at 61 Washington Street. Bedard applied for and was granted a sidewalk encumbrance to erect staging at that location. [See attached picture of the location.](#) Bedard would like to extend the encumbrance until Feb 27, 2015 and that requires a license.

Mr. Bedard reports that the project is very complicated and detailed due to the nature of the museum quality work. His work has to follow the Secretary of the Interior Guidelines for Preservation and Restoration and is taking additional time to complete. The work includes sill replacement/repair, sheathing replacement as needed, replacing the existing window sills and trim with exact replications of the original trim, new window caps, new front door surround based upon the historic fragments found, new window sash with old glass, new feathered clapboards and lots more.

Staff has no objection to the granting of a license provided that it includes terms and conditions similar to those already contained in the encumbrance permit which includes protection of pedestrians, cleanup of debris, and related conditions.

*I recommend the City Council move to authorize the City Manager to negotiate and enter into a license with Bedard Preservation and Restoration LLC to facilitate construction activities at 61 Washington Street.*

3. **Request to Establish Work Session Re: Proposed Parking Garage at 165 Deer Street. February 5, 2015 at 6:30 p.m.** I am requesting that the City Council establish a Work Session on Thursday, February 5, 2015 at 6:30 p.m., in the Eileen Dondero Foley Council Chambers, to receive a presentation and discuss a proposed second parking garage at 165 Deer Street. I am also requesting that the Economic Development Commission be in attendance at this work session.

*I recommend the City Council move to establish a Work Session on Thursday, February 5, 2015 at 6:30 p.m., in the Eileen Dondero Council Chambers, as presented.*

4. **Citywide Sidewalk Policy Review.** On Tuesday evening, City staff will present to the City Council revisions to the City Council Policy 2010-02 (adopted May 2010) regarding brick sidewalks. The policy stipulates the limits of sidewalk materials types (brick and concrete) within the Historic District. The policy also states that sidewalks outside the Historic District shall be constructed of concrete.

Since implementation of the policy, there have been requests for alternative sidewalk materials besides brick and concrete, continuous concrete sidewalks through driveway aprons, and other requests for variances to the policy. In addition, there has arisen a need to identify a standard driveway apron material in the right-of-way.

At the request of the City Manager, City staff has modified the original policy to clarify these topics. [Attached is a redline copy of the revised language.](#) The Council will be asked to review and adopt the proposed policy.

*I recommend the City Council move to adopt the revisions as shown to the City Council Policy 2010-02 Regarding Sidewalks and Driveway Aprons.*

5. **Proposed Early Retirement Re: Police Department.** [Attached is a memorandum from Police Chief Stephen DuBois](#) regarding a request for an early retirement incentive for the Police Department for FY 2015.

*I recommend the City Council move to approve a proposed early retirement incentive for the Police Department for FY 2015, as presented.*

6. **Budget Schedule Revision.** At the request of Mayor Lister, we are asking to reschedule the May 2, 2015 Saturday City Council Budget Work Session to Saturday, May 9, 2015. If approved, [see attached revised Budget Schedule.](#)

*I recommend the City Council move to reschedule the City Council Budget Work Session to Saturday, May 9, 2015, as presented.*

### ***Informational Items:***

1. **Events Listing.** For your information, [attached is a copy of the Events Listing](#) updated after the last City Council meeting on January 5, 2015. In addition, this can be found on the City's website.
2. **Withdrawal of Heavy Rescue Fire Truck Bonding Request.** [Attached is a memorandum from Richard Gamester, Chairman of the Fire Commission](#) withdrawing the heavy rescue fire truck bonding request for this fiscal year.
3. **2013 Partial Valuation Update – Condominiums.** For your information, [attached is a letter from State of New Hampshire Department of Revenue Administration](#), regarding a 2013 partial valuation update regarding condominiums.



4. **Reminder of Work Session Re: CIP on January 26, 2015 at 6:30 p.m.** Just a reminder that the Work Session regarding the Capital Improvement Plan is on Monday, January 26, 2015 at 6:30 p.m., in the Eileen Dondero Foley Council Chambers.
  
5. **Conflict of Interest Mandatory Disclosure.** As you are aware, the City Council adopted the Conflict of Interest Mandatory Disclosure Ordinance at the December 22, 2014 City Council meeting. The adoption of this Ordinance calls for the creation of a Financial Disclosure Statement to be produced by the City Clerk's Office for approval by the City Council. For your information, [attached is a copy of the Conflict of Interest/Mandatory Financial Disclosure Ordinance and a copy of a Financial Disclosure Statement.](#) I recommend that the City Council act on the Financial Disclosure Statement at the February 2, 2015 City Council meeting.

## Elderly & Disabled Exemption Impact

<b>Exemption Type</b>	<b>Exemption Amount</b>	<b>Number Currently Receiving Exemption</b>	<b>Value Loss</b>	<b>Revenue Loss</b>
65 through 74	\$ 125,000.00	35	\$ 4,375,000.00	\$ 74,287.50
75 through 79	\$ 175,000.00	38	\$ 6,650,000.00	\$112,917.00
80 and over	\$ 225,000.00	63	\$ 14,175,000.00	\$240,691.50
Disabled	\$ 100,000.00	10	\$ 1,000,000.00	\$ 16,980.00
Totals		146	\$ 26,200,000.00	\$444,876.00

Note: The current tax rate of \$18.10 would be decreased to \$17.99 a difference of 11 cents on the current tax rate if the elderly and disabled exemptions were not granted.

61 Washington Street





## CITY OF PORTSMOUTH

### CITY COUNCIL POLICY No. 2010 - 02

#### POLICY REGARDING **BRICK SIDEWALKS AND DRIVEWAY APRONS**

**WHEREAS**, there are aesthetic and cost concerns regarding any municipal decision to construct, repair or replace sidewalks using either brick or concrete; and

**WHEREAS**, the determination of the materials to be used in sidewalk construction repair and replacement must be made early in the design and engineering process in order to accommodate the City's bidding and contractual policies; and-

**WHEREAS**, a request for a variance from this sidewalk policy regarding standard materials and typical sidewalk and driveway details (Exhibit B) will be made to the Director of Public Works; and

**WHEREAS**, there may be additional costs for variances from this policy that will be paid by the benefiting parties.

**NOW THEREFORE**, the City Council adopts the following policy:

- A. Whenever sidewalks are constructed, repaired or replaced in the City the following shall apply:
1. Sidewalks within the Historic District will be brick, with the exception of the following streets which will be concrete:
    - a. Islington Street,
    - b. New Castle Avenue east of Marcy Street,
    - c. Middle Street and Lafayette Road south of Aldrich Road; and
    - d. All streets west of the easterly shore of the North Mill Pond, with the exception of Nobles Island.

(All as shown on Exhibit A attached hereto.)
  2. Sidewalk material for sidewalks located outside the Historic District which have historically been brick will be determined by vote of the City Council.
  3. Where a sidewalk is located both within the Historic District and outside of the Historic District, the relative portion of the sidewalk that is greater in length shall determine whether the sidewalk shall be brick or concrete.
  4. All other sidewalks will be concrete.
  5. Driveway aprons in the City shall be continuous bituminous asphalt from the edge of road to property line. Sidewalks, if any, shall terminate on

Formatted: List Paragraph, No bullets or numbering

Formatted: Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1.25"

either side of driveway apron. Driveway material deviating from asphalt will be determined by vote of the City Council.

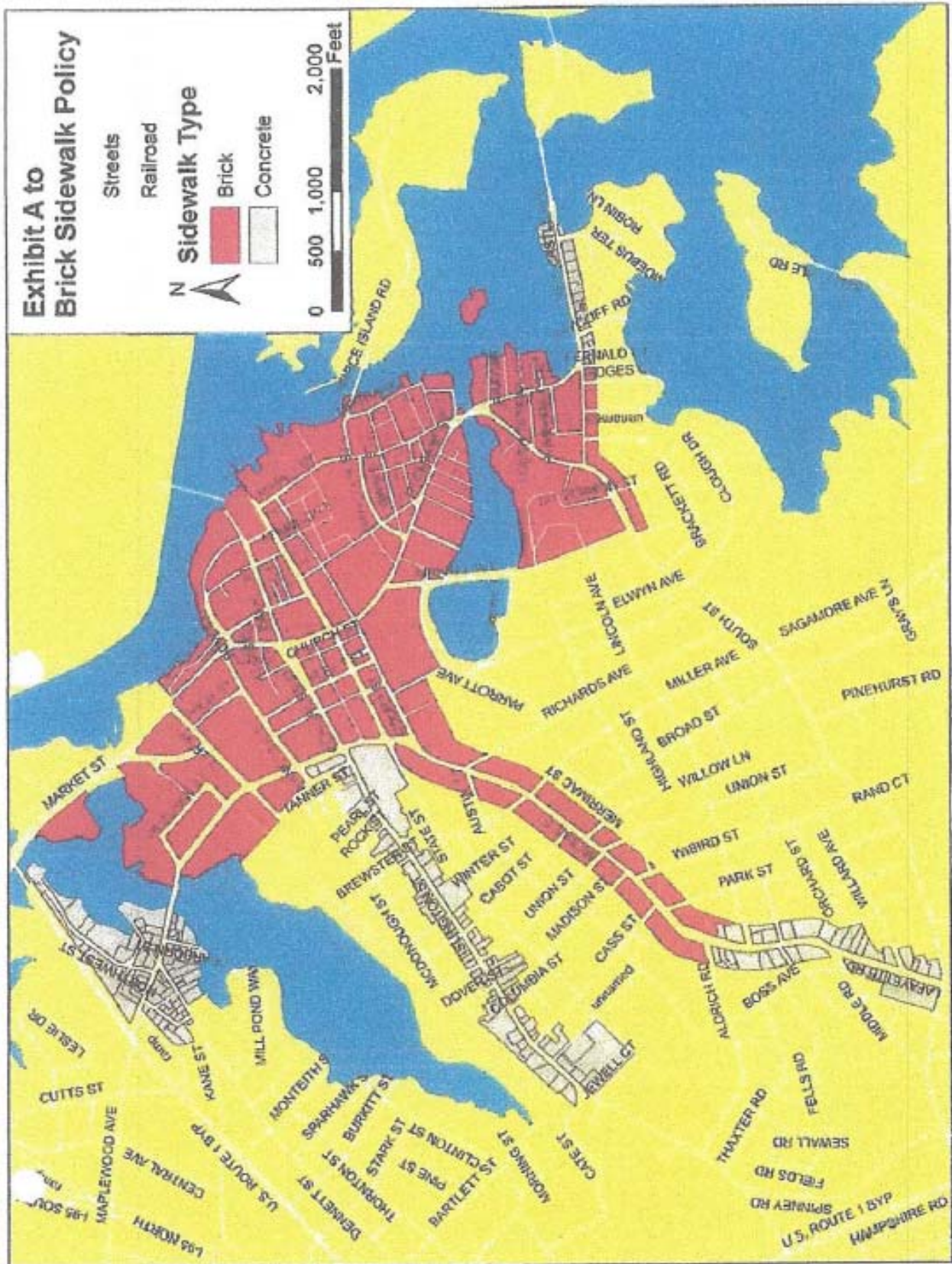
This policy shall take effect upon the passage by the City Council.

Adopted by the Portsmouth City Council on \_\_\_\_\_.  
Ratified by the Portsmouth City Council on \_\_\_\_\_.

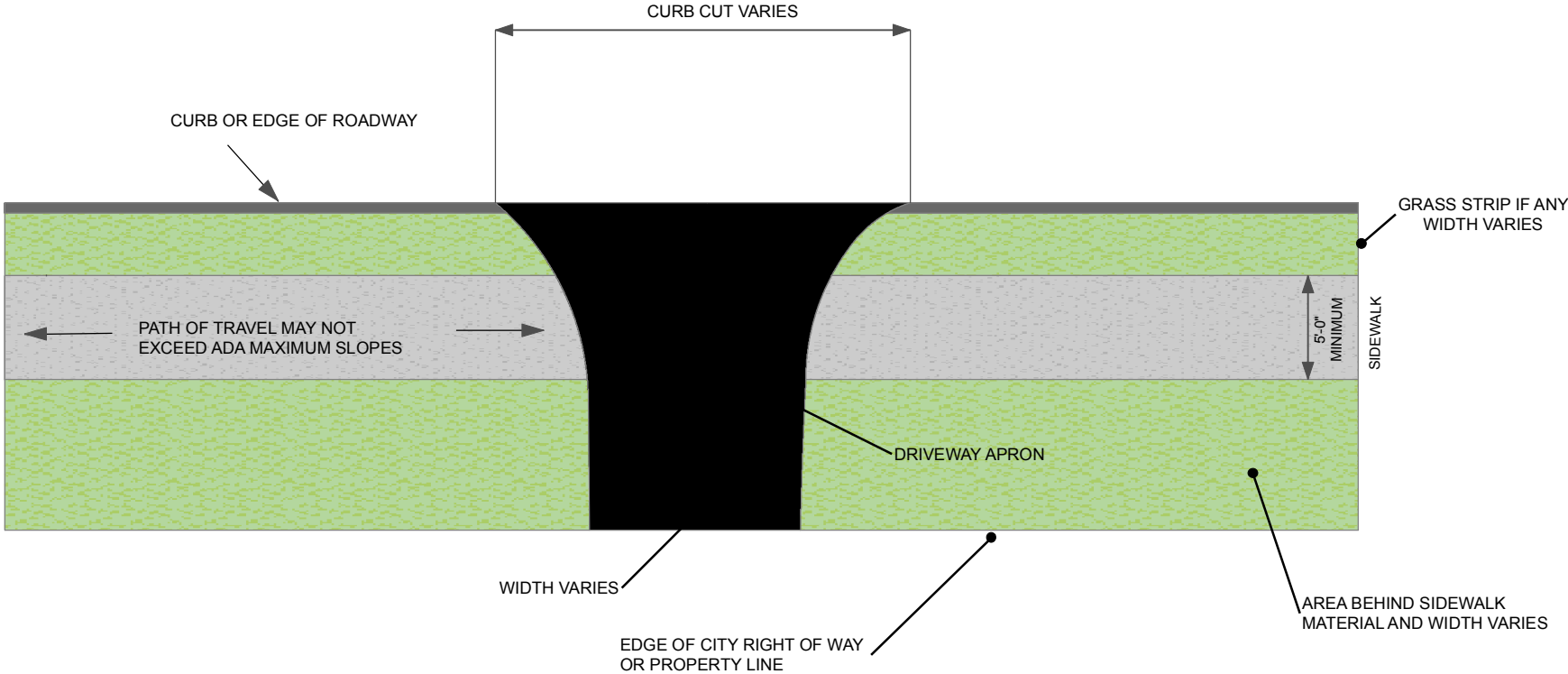
\_\_\_\_\_  
Kelli L. Barnaby, CMC/CNHMC  
City Clerk

← - - - Formatted: List Paragraph, No bullets or numbering

Exhibit A



**EXHIBIT B  
TYPICAL SIDEWALK AND DRIVEWAY APRON**



**PORTSMOUTH POLICE DEPARTMENT**

**MEMORANDUM**

DATE: JANUARY 13, 2015  
TO: CITY MANAGER JOHN P. BOHENKO  
FROM: CHIEF STEPHEN J. DUBOIS  
RE: REQUEST TEMPORARY RETIREMENT INCENTIVE FOR FY '15

---

Along the lines of what the school department has done in years past, the Portsmouth Police Commission is recommending a temporary retirement incentive benefit for Fiscal Year 2015, for sworn officers who are New Hampshire Retirement System members currently eligible to retire. This benefit would be as follows:

“Sworn officers who have/will have twenty (20) or more years of service with the Portsmouth Police Department by June 30<sup>th</sup>, 2015, and who file an irrevocable commitment to retire, and who actually retire under the NHRS at the end of Fiscal Year 2015 (June 30<sup>th</sup>, 2015), will receive a one-time payment of \$15,000 under the terms of this offer. This offer must be accepted or declined and submitted to management on or before February 11<sup>th</sup>, 2015.”

Currently 6 employees meet these criteria.

It is requested that the incentive come from leave at term and it will be applied to the base salary of any employee choosing to partake. On average, the savings for FY16 would be ~\$23,000, FY17 ~\$20,000 and FY18 ~\$16,000 per employee.

These savings are the result of the retirement of an employee who is situated at a higher step in their position due to their tenure and the subsequent replacement of that employee at a lower step to include associated overtime expenses.



# FY 2016 BUDGET SCHEDULE

## December 2014

18 Thursday 6:30 PM **Planning Board Meeting-Adoption of the CIP**

## January 2015

5 Monday 7:00 PM **City Council - Establish Budget Guidelines**

26 Monday 6:30 PM **City Council Work Session on CIP -No presentation**  
*-see presentation recorded from the Dec. 18th, Planning Board Meeting*

## February 2015

2 Monday 7:00 PM **City Council Public Hearing on CIP**

4 Wednesday 7:00 PM \*Fire Department Public Hearing on the proposed FY16 budget

10 Tuesday 7:00 PM School Board Public Hearing #1 on the proposed FY16 budget

17 Tuesday 7:00 PM **City Council Meeting-Adoption of CIP**

18 Wednesday 6:00 PM Police Commission Public Hearing on the proposed FY16 budget  
 TBA General Government, Police, Fire budget reviews with City Manager

## March 2015

3 Tuesday 7:00 PM **School Board Public Hearing #2 on the proposed FY16 budget**  
 TBA School budget review with City Manager

## April 2015

27 Monday Proposed Budget document to be submitted to the City Council

## May 2015

6 Wednesday 6:30 PM **City Council Work Session- Water and Sewer work session**

9 Saturday 8:00 AM-2:30 PM **\*\*City Council Work Session (All Day)**  
 General Government, Police, Fire and School Presentations

11 Monday 7:00 PM **City Council Meeting-Public Hearing on FY16 Budget**

20 Wednesday 6:30 PM **City Council Work Session-Budget Review FY16**

26 Tuesday 6:30 PM **City Council Budget Review if necessary**

## June 2015

8 Monday **6:30 PM City Council Meeting-Adoption of FY16 Budget**

### Meeting Location Information:

All Work Sessions and Public Hearings will be held in the Eileen Dondero Foley Council Chambers and will be televised with the exception of the following:

\*Fire Commission Public Hearing will be held at Fire Station 2.

\*\*City Council Work Session on Saturday May 9, 2015 will be held in the Levenson Room/Public Lib.



## Event Listing by Date

Starting Date: 1/ 5/2015  
Ending Date: 12/31/2015

Start End	Type Description	Location	Requestor	Vote Date
2/15/2015 2/15/2015	FESTIVAL Caitlyn Hassett, Chair, Events Committee Portsmouth Gas Light 969-8657	Hanover Street/Market Street Parking Lot	Chamber of Commerce - Fire & I	9/22/2014
3/15/2015 3/15/2015	RACE	Pease	New Heights	12/ 8/2014
3/29/2015 3/29/2015	ROAD RACE Donald Allison is the contact for this event. Telephone No. (617) 835-2378	Portsmouth High School	Eastern States 20 Mile	11/17/2014
4/18/2015 4/18/2015	WALK Emily Christian is the contact for this event. Telephone: 781-693-5154 This event begins at 10:00 a.m. to 2:00 p.m., start and finish at Little Harbour School.	Little Harbour School - start and finish	National Multiple Sclerosis So	10/20/2014
5/ 3/2015 5/ 3/2015	FESTIVAL Barbara Massar is the contact for this event. This event begins at Noon to 4:00 p.m. Street closure - Pleasant Street - State Street to Market Square; no parking on Market Street - Bow Stree to ISSCo. entrance.	Downtown	Pro Portsmouth, Inc. - Childre	9/22/2014
5/ 9/2015 5/ 9/2015	ROAD RACE Carolyn Ostrom, Community Relations Specialist (603) 610-5530 Cell: (617) 501-2728 costrom@vtnhkomen.org This race begins on the Peirce Island Bridge and finishes at Strawberry Banke - Hancock Lot	Strawbery Banke	Susan G. Komen New Hampshire R	9/22/2014
5/17/2015 5/17/2015	RACE Renee T. Bouchard is the contact for this event.(603) 431-5454. Date changed from May 3, 2015 by PDA.	Pease Tradeport	Madeline's Daughter Bridal Sho	12/ 8/2014
6/13/2015 6/13/2015	FAIR Barbara Massar is the contact for this event. This event begins at 9:00 a.m. to 4:00 p.m. throughout downtown	Downtown	38th Market Square Day - Pro P	9/22/2014
6/13/2015 6/13/2015	ROAD RACE Barbara Massar is the contact for this event. This event begins at 9:00 a.m. with roving closures for race course	Market Square	38th 10K Road Race - Pro Ports	9/22/2014
6/20/2015 6/20/2015	FUND Alyssa Salmon is the contact of this event. Contact No. 430-1140 x14.	Pleasant Street	Big Brothers Big Sisters of th	8/ 4/2014
6/27/2015 6/27/2015	MUSIC Barbara Massar is the contact for this event. This event begins at 5:00 p.m. to 9:30 p.m.	Market Square - Pleasant Street	Summer in the Street Music Ser	9/22/2014

Run: 1/14/15  
2:12PM

## Event Listing by Date

Page: 2

Starting Date: 1/ 5/2015

Ending Date: 12/31/2015

Start End	Type Description	Location	Requestor	Vote Date
7/ 4/2015 7/ 4/2015	MUSIC Barbara Massar is the contact for this event. This event begins at 5:00 p.m. to 9:30 p.m.	Market Square - Pleasant Street	Summer in the Streets Music Se	9/22/2014
7/ 4/2015 7/ 4/2015	RACE This race is part of the Run Portsmouth Road Race Series 5K Races for 2015. David Hampson is the contact for this event. david.hampson@willis.com; Telephone No. 334-3032	Strawbery Banke	Easter Seals Veteran's Count	12/22/2014
7/11/2015 7/11/2015	MUSIC Barbara Massar is the contact for this event. This event begins at 5:00 p.m. to 9:30 p.m.	Market Square - Pleasant Street	Summer in the Street Music Ser	9/22/2014
7/18/2015 7/19/2015	BIKE TOUR Chris Vlangas, Development Director and Thomas MacLennan, Logistics Specialists are the contacts for this event.	Coastline and Mainland from Kittery, ME	Cystic Fibrosis Foundation	12/22/2014
7/18/2015 7/18/2015	MUSIC Barbara Massar is the contact for this event. This event begins at 5:00 p.m. to 9:30 p.m.	Market Square - Pleasant Street	Summer in the Street Music Ser	9/22/2014
7/25/2015 7/25/2015	MUSIC Barbara Massar is the contact for this event. The event begins at 5:00 p.,m. to 9:30 p.m.	Market Square - Pleasant Street	Summer in the Street Music Ser	9/22/2014
8/ 1/2015 8/ 1/2015	MUSIC Barbara Massar is the contact for this event. This event begins at 5:00 p.m. to 9:30 p.m.	Market Square - Pleasant Street	Summer in the Streets Music Se	9/22/2014
8/ 1/2015 8/ 1/2015	RACE This is part of the Run Portsmouth Road Race Series 5K Races for 2015 Justin Finn is the contact for this event. justinf@secureplanninginc.com; Telephone No. 433-5515	Strawbery Banke Museum	Portsmouth Rotary Club - Thund	12/22/2014
8/22/2015 8/22/2015	BIKE TOUR Emily Christian is the Logistics Associate This event begins in Stratham Hill, over to Kittery, back through Portsmouth by way of Marcy Street to 1B.	Through the City to and from Stratham Hill Park	National Multiple Sclerosis So	1/ 5/2015
9/13/2015 9/13/2015	ROAD RACE This is part of the Run Portsmouth Road Race Series 5K Races for 2015 Wendy McCooole is the contact for this event. wendy@mybreakfastcancersupport.org Telephone No. 759-5640	Portsmouth Middle School	Celebrate Pink 5K Road Race &	12/22/2014
9/26/2015 9/27/2015	BIKE TOUR Donna Hepp is the contact for this event. dhepp3@gmail.com or 414-258-3287	Rte. 1B over Memorial Bridge	Granite State Wheelmen	11/17/2014
9/26/2015 9/27/2015	FESTIVAL David Hollowell is the contact for this event.	Pleasant Street	Portsmouth Maritime Folk Festi	12/ 8/2014

Run: 1/14/15  
2:12PM

## Event Listing by Date

Page: 3

Starting Date: 1/ 5/2015

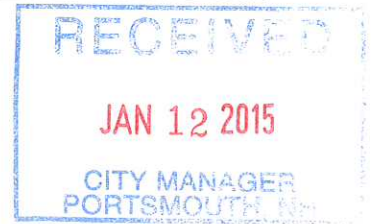
Ending Date: 12/31/2015

Start End	Type Description	Location	Requestor	Vote Date
9/26/2015 9/27/2015	TOUR This event is for two days. Caroline Amport Piper is the contact. Telephone (603) 686-4338	South End	Friends of the South End	11/17/2014
10/10/2015 10/10/2015	RACE This is part of the Run Portsmouth Road Race Series 5K Races for 2015 Catherine Edison of Community Child Care Center of Portsmouth is one of the contacts. CEdison@communitycampus.org and Ben Anderson or Meghan Toner of Prescott Park Arts Festival Tel. 436-2848	Start Memorial Bridge Portsmouth - Finish Prescott	Memorial Bridge Road Race	12/22/2014
11/26/2015 11/27/2015	RACE Matt Junkin of Seacoast Rotary Club is the contact for this event. mrjunkin@gmail.com; Tel. 591-0083	Strawbery Banke Museum	Seacoast Rotary Club - Turkey	12/22/2014
11/26/2015 11/26/2015	ROAD RACE Matt Junkin is the contact for this event.	Peirce Island - begins and ends	Seacoast Rotary Club	12/ 8/2014



# Portsmouth Fire Department

## *Administration*



**To:** City Manager John Bohenko

**From:** Richard Gamester, Chairman Fire Commission

**Date:** 1/12/2015

**Re:** **Withdrawal of Heavy Rescue Fire Truck Bonding Request**

---

After careful review, the Fire Commission is withdrawing the current request for the bonding of the FY15 CIP Heavy Rescue Fire Truck project. We still believe the replacement of the department's 1986 Chevrolet C-70 Rescue Fire Truck needs to be accomplished as soon as possible. However, without City Council support and the fact that a number of non-related issues appeared to be involved, we have determined it is in the best interest of the department and city to delay our request to a later date.

It is unfortunate that the bonding request process for this project has resulted in this decision. We cannot remember any time in the past 15 years that an identified CIP vehicle project recognized and approved by the City Council failed to be supported or funded not once, but twice.

We hope that at a future date and presented with more information, the City Council will see the true value of this project as related to the department's service delivery model.

*Department Memorandum*



State of New Hampshire  
 Department of Revenue Administration

109 Pleasant Street  
 PO Box 487, Concord, NH 03302-0487  
 Telephone (603) 230-5000  
 www.revenue.nh.gov



MUNICIPAL AND PROPERTY  
 DIVISION  
 Stephan W. Hamilton  
 Director

David M. Cornell  
 Assistant Director

John T. Beardmore  
 Commissioner  
  
 Kathryn E. Skouteris  
 Assistant Commissioner



January 5, 2015

City of Portsmouth  
 Attn: Portsmouth City Council  
 1 Junkins Avenue  
 Portsmouth, NH 03801

RE: 2013 Partial Update – Condominiums

Dear Members of the City Council,

The Department of Revenue Administration, pursuant to RSA 21-J:11, is charged with the responsibility of monitoring statistical updates and supporting municipalities with revaluation and general assessing contract negotiations and compliance. We have reviewed the following list of tasks that the Portsmouth Assessing Department undertook in conducting the 2013 statistical update of the single family condominiums within the city. The results of the statistical update were compared with standards set forth by the International Association of Assessing Officers (IAAO) for real property revaluations. Also, the Department has checked all the items below for compliance with applicable State Statutes, Revenue 600 Rules and Assessment Standards Board’s (ASB) standards. The following is my final report as it relates to the 2013 partial valuation update.

This final report is not intended to render an opinion on any individual assessment. Rather, it is meant to give an overall review of the general assessment procedures utilized by the Portsmouth Assessing Department and compare the end result with the typical measures of central tendency, dispersion and uniformity recommended by the IAAO to test the result of the revaluation. Those properties having individual assessment issues are best remedied by the abatement process at the local level and with the Board of Tax and Land Appeal or the New Hampshire Superior Court at the state and county level.

**PHASE 1 includes the following: Request for Proposal (RFP) compared to contract, initial meeting with the City, and the DRA, public relations plan, tax maps, list of DRA certified employees, adequate insurance, and adequate bonding.**

Rosann Maurice-Lentz, Joseph White and Aaron Doe have worked in the Portsmouth's assessing department for a number of years. All are qualified by the Department of Revenue to perform their specific assessing functions in a competent and professional manor As such, no RFP, bonding or assessing contract was deemed necessary in conducting the 2013 partial valuation update of Portsmouth's Condominiums. Public notifications and tax maps are available on the internet via the City of Portsmouth's web site.

**PHASE 2 includes: data-collection, quality control procedures and call back compliance.**

Data collection and call back arrangements are ongoing as Portsmouth's assessing department updates property records on a cyclical basis. This statistical update was conducted by employing statistical measures intended to bring the condominium strata in line with the Portsmouth's current level of assessment. The Department monitored 12 sales utilized in the analysis and found the listing information to be reasonably accurate. The results of the review were reported to the city on October 30, 2013.

**PHASE 3 includes: valuation analysis, neighborhood delineation, valuation notice, informal hearings, and final valuation adjustments.**

The 2013 valuation analysis can be found in the Uniform Standards of Professional Appraisal Practices (USPAP) supplemental report submitted to the Portsmouth City Council as well as the DRA on January 29, 2014. The addendum report was reviewed by the Department and found to be compliant.

All of the base tables for land valuation, cost and depreciation can be found in the original USPAP report submitted by Ms. Maurice-Lentz to the Department on January 3, 2011.

Taxpayer hearings are conducted on an ongoing basis and can be arranged by calling the Portsmouth assessing department. Taxpayers may review their property record cards and discuss their property value whenever it is deemed necessary.

**PHASE 4 includes: USPAP report, sales book, sales ratio studies and timeline adherence.**

As a means of testing the statistics surrounding the 2013 partial revaluation, the DRA developed a sales ratio study for the 2013 tax year. This study is a tool used to gauge the results of a revaluation. Typically and in accordance with the International Association of Assessing Officials (IAAO) the median ratio, coefficient of dispersion (COD) and price related differential (PRD) are developed. In arriving at a full and true comparison, the DRA ratio study is utilized in order to test the results of the recent update of Portsmouth's assessed values. The DRA ratio study is the preferred method of comparison because it typically utilizes the same time period from year to year. The DRA time period extends from October 1, through September 30 of every year.

The IAAO recommends the use of the median ratio, which is the midpoint or middle ratio when the sale ratios are arrayed in order of magnitude. The overall level of assessment for all parcels in the City should be within 10 percent of market value (100%) that is, between 90% and 110%. Portsmouth's 2012 median "Any & All" ratio calculated by the DRA prior to the revaluation was 97.38 and the final "Any & All" ratio after the revaluation is 94.47%. The median residential condominium strata ratio in 2012 was 97.24. In 2013 the median residential condominium ratio was calculated to be 94.42%..



ORDINANCE #  
THE CITY OF PORTSMOUTH ORDAINS

That Chapter 1, Article IX, Section 1.901: - CONFLICT OF INTEREST of the ADMINISTRATIVE CODE of the Ordinances of the City of Portsmouth be amended to read as follows:

ARTICLE IX CONFLICT OF INTEREST/ MANDATORY FINANCIAL DISCLOSURE

Section 1.901: MUNICIPAL OFFICIAL DISCLOSURES

- A. Preliminary: This ordinance is adopted by the City of Portsmouth in compliance with the mandate contained in the Charter Amendment entitled "CONFLICT OF INTEREST" which was adopted by referendum vote of the City of Portsmouth on November 3, 1987. This ordinance may be referred to as the Mandatory Disclosure Ordinance.
- B. Definition: For purposes of this Article only, the following terms shall be defined in the following manner:

Municipal Official: For the purpose of mandatory financial disclosure, the term "Municipal Official" shall be defined to include members of the City Council, School Board, Police Commission, and Fire Commission.

Income: The term "income" shall be defined as a gain of recurrent benefit usually measured in money that derives from capital, labor, or investment.

Capital Assets: The term "capital assets" shall be defined to include all corporate stocks or bonds or any other business interest directly attributable to any business entity which maintains a business location in the City of Portsmouth, owns property in the City of Portsmouth, transacts substantial business in the City of Portsmouth, or transacts business with the City of Portsmouth. The term "capital assets" shall also be defined to include all real estate holdings and interest in real estate located in the City of Portsmouth.

Financial Disclosure Statement: The term "financial disclosure statement" shall mean a written statement, given under oath:

- A. Listing an individual's primary source of annual income and capital assets. However, in no instance shall disclosure be mandated of any capital asset whose value at the time of disclosure is below Ten Thousand (\$10,000) dollars nor shall the value of any source of income or the value of any capital asset be required for disclosure.

- B. Listing any sources of income, whether or not connected with the City of Portsmouth which produce income in an amount greater than \$10,000 calculated annually on a per calendar year basis.
- C. Obligation of All Municipal Officials: All municipal officials will maintain an updated financial disclosure statement in the Office of the City Clerk. The Financial Disclosure Statement shall be updated annually as of June 30th. Forms shall be based on the form used by the State to implement RSA 15-A (attached) prepared by the City Clerk for approval by the City Council and made available to all municipal officials for this purpose.
- D. Determining Violations: For violation and enforcement purposes, complaints alleging violation of the mandatory disclosure ordinances shall be administered in accordance with the process under the Municipal code of Ethics, Reference Chapter I, Article VIII.
- E. Public Records: Financial Disclosure Statements shall be public records. (Amended 6/4/2007)
- F. Return of Records: Financial Disclosure Statements shall be returned to the public official six (6) months after leaving office. (Adopted In Its Entirety 3/21/88, Amended 3/28/88)
- G. Penalties: Any violation of this article shall be subject to the penalties prescribed for violation of the City Code of Ethics, Sec. 1.801 et seq.

Section 1.902: ELECTION CANDIDATE FINANCIAL DISCLOSURE

- A. Required Disclosure: Any candidate running for City Council, School Board, Police or Fire Commissions receiving a monetary contribution from any one person or entity in the amount of a cumulative total of \$100.00 or more in any calendar year must report the name of the individual, address, amount, and date of contribution. The report must be filed, or updated as appropriate, with the Office of the City Clerk seven (7) days prior to any election at which that person is a candidate for any of the foregoing offices. Any contributions which would otherwise require reporting under this ordinance received within the seven days prior to the election must be submitted in a final report to the Office of the City Clerk no later than two weeks following the election.
- B. Violations: For violation and enforcement purposes, complaints alleging violation of the mandatory disclosure ordinance shall be administered in accordance with the process and penalties available under the Municipal Code of Ethics, Reference Chapter 1, Article VIII.
- C. Public Records: All election candidate financial disclosures shall be public records.

(Adopted Section 1.902 In Its Entirety 6/4/2007)

The City Clerk shall properly alphabetize and/or re-number the ordinance as necessary in accordance with this amendment.

All ordinances or parts of ordinances inconsistent herewith are hereby deleted.

This ordinance shall take effect upon passage with respect to the City Council and the School Board. It will take effect with respect to Police and Fire Commission as of January 1, 2016.

APPROVED:

---

Robert J. Lister, Mayor

ADOPTED BY COUNCIL:

---

Kelli L. Barnaby, City Clerk

**2013 NEW HAMPSHIRE STATEMENT OF FINANCIAL INTERESTS - RSA 15-A**

Type or Print Clearly

Full Name \_\_\_\_\_ Work Address \_\_\_\_\_

Primary Occupation \_\_\_\_\_ e-mail \*optional \_\_\_\_\_ Work Phone \_\_\_\_\_

The office, position, appointment, or \_\_\_\_\_  
 employment with state government held by  
 you. NO ACRONYMS \_\_\_\_\_

A. List below the name, address, and type of any profession, business, or other organization in which you or a family member was an officer, director, associate, partner, proprietor, or employee, or served in any other professional or advisory capacity, and from which any income in excess of \$10,000 was derived during the preceding calendar year. Sources of retirement benefits other than federal retirement and/or disability benefits shall be included. (Use additional sheets as necessary.)

1. \_\_\_\_\_
2. \_\_\_\_\_

If you have no qualifying income indicate by writing your initials next to the following statement. My income does not qualify \_\_\_\_\_

B. Indicate below whether you or a family member has a special interest in any of the following businesses, professions, occupations, groups, or matters. A person has a reportable special interest in an item on this list if a change in law, a change in administrative rule, a decision whether or not to award a contract, grant a license or permit, discipline a licensee or permittee, or other decision by government affecting the listed business, profession, occupation, group, or matter would potentially have a greater financial effect on you or a family member than it would on the general public:

1. Any profession, occupation, or business licensed or certified by the State of New Hampshire. List each such profession, occupation, or category of business: \_\_\_\_\_

<input type="checkbox"/> 2. Health Care	<input type="checkbox"/> 3. Insurance	<input type="checkbox"/> 4. Real Estate, including brokers, agent, developers, and landlords	<input type="checkbox"/> 5. Banking or financial services	<input type="checkbox"/> 6. State of New Hampshire, county, or municipal employment
<input type="checkbox"/> 7. N.H. Retirement System	<input type="checkbox"/> 8. Current use land assessment program	<input type="checkbox"/> 9. Restaurants/ lodging	<input type="checkbox"/> 10. Sale and distribution of alcoholic beverages	<input type="checkbox"/> 11. Practice of law
<input type="checkbox"/> 12. Any business regulated by the Public Utilities Commission		<input type="checkbox"/> 13. Horse or dog racing, or other legal forms of gambling	<input type="checkbox"/> 14. Education	<input type="checkbox"/> 15. Water Resources
<input type="checkbox"/> 16. Agriculture	<input type="checkbox"/> 17. N.H. taxes: <input type="checkbox"/> Business Profits Tax <input type="checkbox"/> Business Enterprise Tax <input type="checkbox"/> Interest and Dividends Tax	<input type="checkbox"/> 18. Optional: Specify any other area in which you have a special interest ---		

I have read RSA 15-A and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief. **RSA 15-A:9 Penalty.** Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false statement shall be guilty of a misdemeanor.

Date \_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Reporting Individual

**FINANCIAL DISCLOSURE STATEMENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Position with the City of Portsmouth: \_\_\_\_\_

A. **PRIMARY SOURCE OF ANNUAL INCOME:** My primary source of annual income is as follows<sup>1</sup>:

\_\_\_\_\_

B. **CAPITAL ASSETS:** Defined by ordinance as follows:

The term "capital assets" shall be defined to include all corporate stocks or bonds or any other business interest directly attributable to any business entity which maintains a business location in the City of Portsmouth, owns property in the City of Portsmouth, transacts substantial business in the City of Portsmouth, or transacts business with the City of Portsmouth. The term "capital assets" shall also be defined to include all real estate holdings and interest in real estate located in the City of Portsmouth, 1.901B.

I hereby disclosure the following Capital Assets (use additional page(s) if necessary):

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

C. **OTHER SOURCES OF INCOME:**

I hereby disclose the following other sources of income which produce an income in an amount greater than \$10,000 calculated annually on a per calendar year basis.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

---

<sup>1</sup> In no instance shall disclosure be mandated of any capital assets whose value at the time of disclosure is below \$10,000 nor shall the value of any source of income or the value of capital asset be required for disclosure, Section 1.901 B.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Print Name: \_\_\_\_\_

State of New Hampshire  
Rockingham, SS

On this date personally appeared the above-named \_\_\_\_\_  
who indicates the above to be true to the best of their knowledge and belief.

\_\_\_\_\_  
Notary Public/Justice of Peace  
My commission expires: \_\_\_\_\_



CITY OF PORTSMOUTH, N.H.  
BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

Instructions: Please print or type and complete all information  
Please submit resume along with this application

Committee: Trustees of Trust Funds

JAN 05 2013  
Renewing applicant

Name: Phyllis Eldridge Telephone: 603 431-1293

Could you be contacted at work? YES/NO - If so, telephone# 936-7100 X2924

Street address: 50 South School Street, #6

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): phyllis917@gmail.com

How long have you been a resident of Portsmouth? 34 years

Occupational background:

Elementary School teacher, nursery school teacher, book store clerk, program manager at Lamproy Health Care - currently Futures Coordinator at PHS.

Would you be able to commit to attending all meetings?  YES  NO

Reasons for wishing to continue serving: The TTF is an interesting and challenging responsibility. There is unfinished business and I would like to continue to work with the other Trustees.

Please list any organizations, groups, or other committees you are involved in:

Currently - no others  
over the years - City Council, HDC,  
Planning Board, Library Trustee, and  
various not for profit boards.

Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

1) Jerry Howe 303 Miller Ave. 431-4101  
Name, address, telephone number

2) Mary Ann List Box 7103 Portsmouth, 603 721-9042  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This reappointment application is for consideration and does not mean you will necessarily be reappointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature: Phyllis Eldridge Date: December 29, 2014

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 01/01/2018

Annual Number of Meetings: 22 Number of Meetings Absent: 1  
(2014)

Date of Original Appointment: 9/1/2007

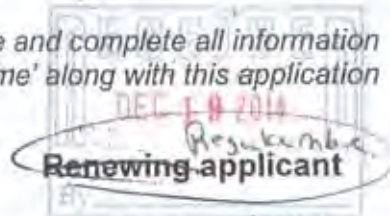
Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801



CITY OF PORTSMOUTH, N.H.  
BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

Instructions: Please print or type and complete all information  
Please submit resume' along with this application



Committee: PLANNING BOARD

Name: JAY LEDUC Telephone: 603-373-8475

Could you be contacted at work?  YES/ NO - If so, telephone # 603-312-6880

Street address: 873 MAPLEWOOD AVE.

Mailing address (if different): \_\_\_\_\_

Email address (for clerk's office communication): JAY\_LEDUC@HOTMAIL.COM

How long have you been a resident of Portsmouth? 15+ YEARS

Occupational background:

- ENVIRONMENTAL ENGINEER

Would you be able to commit to attending all meetings?  YES/ NO

Reasons for wishing to continue serving: ENJOY THE WORK ?

CONTRIBUTING TO THE CITY.



Please list any organizations, groups, or other committees you are involved in:

FREEDOM RUGBY - PORTSMOUTH  
USA HOCKEY - EXETER (YOUTH)  
ROCHESTER MENS HOCKEY  
DOVER MENS HOCKEY

Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

- 1) DAVE KING, STATE ST PORTSMOUTH, NH, 603-502-2834  
Name, address, telephone number
- 2) JOHN RICCI, 225 BANFIELDS Rd. (WOOD) 603-436-3112  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This reappointment application is for consideration and does not mean you will necessarily be reappointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature: \_\_\_\_\_



Date: Dec. 12, 2014

CITY CLERK INFORMATION ONLY:

New Term Expiration Date: 10-1-2017

Annual Number of Meetings: 13 Number of Meetings Absent: 4

Date of Original Appointment: <sup>2014</sup>(as alternate) 5/6/2013

Please submit application to: City Clerk's Office, 1 Junkins Avenue, Portsmouth, NH 03801

## QUALIFICATION SUMMARY

### EHS Management

- Development of ISO based EHS management systems that ensure regulatory compliance and operational excellence.
- Experienced in working with business managers to successfully develop leading and lagging indicators that improve EHS performance and culture.
- Management of comprehensive audit programs that identify key gaps, drives continuous improvement, and eliminates potential hazards.

### Safety Culture Development

- Developed and implemented an incident management system for a company with seven business units and over 10,000 employees.
- Proven ability to build, enhance and sustain a culture of safety within a highly complex multi-national company.
- Extensive knowledge in developing effective occupational and process safety related goals and objectives.

### Environmental Leadership

- Experienced in working with federal, state and provincial governments to strongly influence proposed and existing regulations.
- Research and development of various industrial ecology techniques that allow large industrial facilities to reduce their environmental footprint while improving operating efficiency and public perception.
- Climate change expert with the ability to successfully develop and implement goals, metrics, strategy, and processes that reduce GHG emissions across the supply chain.

---

## PROFESSIONAL EXPERIENCE

As Director of Environment, Health and Safety (EHS), I am responsible for governance, oversight, and performance for all EHS related matters. Reporting directly to the executive team, the following is a brief summary of typical responsibilities:

- EHS Committee – I am responsible for leading EHS Managers to ensure EHS related strategies, policies, and objectives are implemented effectively and consistently throughout the company. I am also responsible to ensure compliance with all EHS requirements, managing EHS audits, and benchmarking performance.
- Environmental Performance – Ensuring the company remains an environmental leader within the industry through the development of strategies and targets that create competitive advantages while minimizing the impact of operations on the surrounding environment.
- Safety Performance – Developing and implementing safety culture enhancing programs across the organization to ensure regulatory compliance, increase safety awareness and reduce recordable injury frequency.
- Incident Management – Developing and implementing a fully integrated system across the business units to report, track, investigate, and analyze incidents and near misses. Incidents are investigated using a root cause analysis tool with automatic notifications to senior management.
- Emergency Response – Responsible for the development and management of all emergency response and crisis management plans, procedures, and training.
- Reporting – Responsible for developing and presenting all monthly, quarterly and annual EHS reports to the Executive Team.
- Government Relations – Developing and maintaining strong relations with all levels of government and public agencies seeking consultation on proposed and existing regulatory requirements.
- Remediation – Responsible for managing the remediation and reclamation of all land and water bodies adversely impacted by operations.
- Acquisitions and Divestitures – Responsible for environmental and safety assessments for all acquisitions and divestitures of company assets to ensure acceptable risk tolerances are achieved.
- Audit – Responsible for the management of an EHS audit program to ensure compliance and operational excellence.
- Corporate Social Responsibility (CSR) – Working with a cross-functional team of business and corporate managers to develop key performance indicators to enhance sustainable work practices and objectives.

# Jay Leduc

873 Maplewood Ave. Portsmouth, NH 03801

Ph: 603-373-8475

email: jay\_educ@hotmail.com

---

## WORK EXPERIENCE

**September 2014 – Current**                      **Director of EHS**                      **Portsmouth, NH**  
**Sprague Operating Resources:**

Sprague is one of the largest independent suppliers of energy and materials handling services in the Northeast with products including home heating oil, diesel fuels, residual fuels, gasoline and natural gas.

**January 2014 - September 2014**                      **Manager of EHS**                      **Wilmington, MA**  
**Royal DSM:**

Royal DSM is a global science-based company active in health, nutrition and materials. By connecting its unique competences in Life Sciences and Materials Sciences DSM is driving economic prosperity, environmental progress and social advances to create sustainable value for all stakeholders simultaneously. DSM delivers innovative solutions that nourish, protect and improve performance in global markets such as food and dietary supplements, personal care, feed, medical devices, automotive, paints, electrical and electronics, life protection, alternative energy and bio-based materials.

**October 2001 – December 2013**                      **Director of EHS**                      **Portsmouth, NH**  
**Irving Oil:**

Irving Oil is a family-owned and privately-held regional energy processing, transporting, and marketing company headquartered in Saint John, New Brunswick, Canada, with U.S. marketing operations in Portsmouth, New Hampshire. With over 900 fueling locations, operations from eight distribution terminals, and a delivery fleet of tractor-trailers, they serve wholesale, commercial, and retail customers in Atlantic Canada, Quebec, and New England

---

## EDUCATIONAL EXPERIENCE

**October 2010 – October 2012**                      **University of New Brunswick**                      **Saint John, NB**  
**Executive Masters of Business Administration, MBA**

**September 1993 – April 1998**                      **University of Waterloo**                      **Waterloo, ON**  
**Honors Bachelor of Engineering, Systems Design Engineering**

### Additional Educational Merits:

- Risk and Loss Management Certificate, Dalhousie University
  - Environmental Engineering Option, University of Waterloo
  - Environmental Assessment Certificate, University of Waterloo
- 

## VOLUNTEER EXPERIENCE

**Portsmouth Planning Board** – Member of the City of Portsmouth Planning Board requiring monthly review of site plans for proposed new developments and modification to existing properties within the city limits.



CITY OF PORTSMOUTH, N.H.  
BOARDS AND COMMISSIONS

APPOINTMENT APPLICATION

Instructions: Please print or type and complete all information.  
Please submit resume' along with this application.



Regular Member

Committee: Historic District Commission

Name: Reagan Ruedig Telephone: 603-373-8391

Could you be contacted at work?  YES  NO If so, telephone# 603-342-9275

Street address: 70 Highland St.

Mailing address (if different): -

Email address (for clerk's office communication): r.baydown@gmail.com

How long have you been a resident of Portsmouth? 5 years

Occupational background:

Historic Preservationist - Consultant (with Preservation Company in Kensington, NH) on projects throughout NH. Previously art historian/archaeologist

Please list experience you have in respect to this Board/Commission:

I have been an alternate on the HPC for 2 yrs.



Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES/NO

Would you be able to commit to attending all meetings? YES/NO

Reasons for wishing to serve: I have a background (and  
Master's Degree) in Historic Preservation and a  
strong desire to be involved in the development  
and design future of our city, as well as protect  
its historic integrity

Please list any organizations, groups, or other committees you are involved in:

Portsmouth Historical Society, trustee and head  
of Buildings + Grounds Committee for John Paul  
Jones House. Subscriber to Portsmouth Athenaeum.

Please list two character references not related to you or city staff members:  
(Portsmouth references preferred)

- 1) Lynne Monroe, 5 Hobbs Rd, Kensington, 603-778-1799  
Name, address, telephone number
- 2) Richard Candee, 8 Scituate Rd, York, 207-363-6635  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature: Reagan B. Reedig Date: 1/6/15

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes \_\_\_ No

**Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801**



# CITY OF PORTSMOUTH, N.H. BOARDS AND COMMISSIONS

## APPOINTMENT APPLICATION

*Instructions: Please print or type and complete all information.  
Please submit resume' along with this application.*



Committee: Historic District Commission

Name: Richard Michael Shea Telephone: 603 501 0005 ( home )

Could you be contacted at work?  YES/ NO If so, telephone # 603 427 6281

Street address: 19 Howard Street - Portsmouth NH 03801

Mailing address (if different): NA

Email address (for clerk's office communication): rmsheajr@gmail.com

How long have you been a resident of Portsmouth? Approximately four years

Occupational background:

Licensed Architect - Private sector work -both residential and commercial

Federal Architect - 30 Years

Please list experience you have in respect to this Board/Commission:

Previous Design Projects presented to Portsmouth HDC - Approved!!!!

Personal renovation and restoration of six,18th and 19th century homes in the seacoast

Former Board Chairmen for the Restoration of Centennial Hall, Historic School in North Hampton

Designed both commercial and residential buildings through-out the Seacoast

Design and Construction Manager for USPS Facilities throughout New England



Have you contacted the chair of the Board/Commission to determine the time commitment involved? YES/NO

Would you be able to commit to attending all meetings? YES/NO

Reasons for wishing to serve: I feel that Portsmouth is a wonderful place to live.  
As an Architect and resident, I am interested in continuing to help preserve and maintain what People love about Portsmouth's architecture, amenities, and sense of community.  
I also want to be a part in Portsmouth's growth. We can't stop growth, but we can have a voice in helping to keep Portsmouth's History and Future blend together successfully.

Please list any organizations, groups, or other committees you are involved in:  
I am currently free of groups, committees, and organizations. I have the time to be involved.

Please list two character references not related to you or city staff members:  
*(Portsmouth references preferred)*

- 1) Ruth Griffin 479 Richards Ave. Portsmouth NH 603 436 5272 or 603 436 2323  
Name, address, telephone number
- 2) Kathy Kane 337 Pleasant Street, Portsmouth NH 603 502 2174  
Name, address, telephone number

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THAT:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission; and
2. The Mayor will review your application, may contact you, check your references, and determine any potential conflict of interests; and
3. This application may be forwarded to the City Council for consideration at the Mayor's discretion; and
4. If this application is forwarded to the City Council, they may consider the application and vote on it at the next scheduled meeting.
5. Application will be kept on file for one year from date of receipt.

Signature:  Date: 12/2/2014

If you do not receive the appointment you are requesting, would you be interested in serving on another board or commission? Yes  No

**Please submit application to the City Clerks Office, 1 Junkins Avenue, Portsmouth, NH 03801**



Wednesday, January 14, 2015

To: Portsmouth City Councilors

**Resolution For Clean Government**

*"Imagine a country with true Democracy, a citizen-owned election." - Doris "Granny D." Haddock*

I am jointly proposing with Councilor Brad Lown a Resolution supporting a New Hampshire Clean Government Convention that will be held later this year. It will be a very inclusive "citizens' convention" where all those who wish to participate may do so, including Presidential candidates.

The purpose of the Convention is to focus attention during the New Hampshire First-In-The-Nation Presidential Primary season on the need to find ways to clean up our election process.

This Resolution was generated from a request, and follow-up meetings with, Stephen Erickson, who is working with a diverse group of statewide volunteers to create the New Hampshire Clean Government Convention that will be non-partisan and will involve people and organizations of broad political philosophies.

The important aspects of the Resolution are:

1. To work toward a Clean Government Constitutional Amendment that would turn back the "Citizens United" Supreme Court decision of five years ago, which has resulted in tremendous amounts of often non-disclosed money into national, state, and sometimes local elections.
2. To support consideration of term limits for Congress, in an effort to promote more citizen government.
3. To discourage acceptance of campaign contributions from the same interests which are regulated by, or which substantially benefit from, decisions made by elected politicians.
4. To promote fair elections which level the field for new candidates and incumbent politicians.
5. To have oversight enforcement that is independent of the elected branches of the federal government, to ensure greater honesty and credibility in the way our election laws and regulations are applied, and campaign finance laws are written.

=====

Fact is, problems clearly exist in our election system, and those problems need to be solved for American democracy to continue to thrive. People across the span of politics -- be they "left" or "right," "liberal" or "conservative," "Democratic," or "Republican" or "Independent" or carrying other labels -- know that problems exist. The power of money. The influence of special interests. A political divide that makes it difficult to achieve consensus.

The goal of the New Hampshire Clean Government Convention is to attempt to bring people of differing political beliefs together to determine a path toward solving some of those problems. People from every town and city in New Hampshire can be involved, regardless of their politics. That is a goal worthwhile for our future.

Over 15 years ago, Doris "Granny D." Haddock walked across this country in support of campaign finance reform. She also walked much of New Hampshire in her effort to have the Legislature adopt new campaign finance reform.

I was pleased to get to know her very well, and I sponsored three "Granny D." bills in the New Hampshire House from 2002 to 2010. Unfortunately, the same influences and pressures at work in Washington to prevent real reform are at play in Concord, and we were not fully successful, although we did see some changes on disclosure requirements.

Right now, a march by the Coalition For Open Democracy advocates is underway in our state, and more marches are planned. Our First-In-The-Nation Presidential Primary gives us an excellent opportunity to bring this cause to those who are running for the highest office in our land.

The idea of the New Hampshire Clean Government Convention is to bring focus on these issues to those candidates, and to the national media which will cover the events of the next 12 months.

I think each of us realize the value and importance of reform in the way people are elected by reducing the influence and power of special interests and the role of money. I hope we can support this Resolution and this important cause.

*"One step in front of the next can get you anywhere!"* - "Granny D.," as she autographed my copy of her book, "Walking Across America in My 90th Year."

Thank You,

Jim Splaine  
City Councilor

Resolution Submitted by Jim Splaine & Brad Lown:

# **The Portsmouth Resolution In Support Of The N.H. Clean Government Convention to be Held during the 2015-2016 Presidential Primary**

## **Whereas:**

The government in Washington is not working and the political system is in crisis.

The problems in our federal government are not necessarily due to the shortcomings of one political party or another, but are systemic in nature.

It is an inherent conflict of interest that Members of Congress and the President are permitted to accept campaign money or otherwise benefit from the same interests they regulate.

Politicians are too often motivated by incentives that favor re-election and political power rather than the broad and long-term good of the nation.

Incumbents and the very wealthy have unfair advantages when running for federal offices.

The American people are losing faith in government and the political process that supports it.

## **Resolved:**

That citizens of all political persuasions should put aside their differences to address the underlying systemic corruption that has debilitated the government of the United States.

That we should work together for commonsense legislative solutions that will help address the failings of our political system. Such reforms might possibly include a prohibition against government contractors making campaign contributions, a ban on fundraising while congress is in session, and / or the outlawing of campaign donations from lobbyists.

That we should work together for a Clean Government Amendment to the U.S. Constitution that would have as its goals:

1. A clean campaign finance system for the United States in which elected federal officials can no longer take campaign contributions from the same interests they regulate or significantly benefit from "independent" expenditures made on their behalf.
2. Congressional term limits to promote citizen government and discourage political careerism.
3. Fair elections, without special advantages for incumbent politicians, particular political parties or the very wealthy. Gerrymandering should be banned.
4. An enforcement mechanism independent of the elected branches of the federal government.

That, toward these ends, we support, and urge our fellow citizens to attend The New Hampshire Clean Government Convention, to be held during the presidential primary season in 2015/ 2016.



# CITY OF PORTSMOUTH

## Assessors Office

---

Municipal Complex  
1 Junkins Avenue  
Portsmouth, New Hampshire 03801  
Tel: (603) 610-7249 – Fax: (603) 427-1579

(Date)

Dear Portsmouth Property Owner:

The City of Portsmouth Assessing Department is now in the process of collecting information relevant to the market value of income producing property in the City.

As part of the program, the Assessor's Office is surveying commercial, industrial and apartment property owners regarding their particular rental and expense data on their specific properties. These questionnaires seek information related to the operation of the real estate and NOT any business occupying the real estate. Enclosed is a form that we are requesting that you complete and return to our office within three weeks.

This information will help to establish the rental, occupancy levels, and expense levels on a variety of property types. We also would also appreciate if you would bring to our attention any additional information you feel may have an influence on the value of your property.

Information provided to the Assessor's Office will be kept confidential and will not be available to the public for inspection.

We appreciate your assistance and cooperation in this process, and if you have any questions, please call us at 603-610-7249.

Sincerely,

Rosann Lentz  
City Assessor



**Assessors Office  
City of Portsmouth  
1 Junkins Ave.  
Portsmouth, NH 03801**

The Portsmouth, NH Assessing Department is requesting the following income and expense information from the owners of income producing property. This request is part of the equalization/revaluation program.

Person preparing this form (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

*Mailing Address*

*Property I.D.*

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 C-S-Zip: \_\_\_\_\_

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Other I.D.: \_\_\_\_\_

- I. Property Type:**     Retail     Office     Industrial     Warehouse     Hotel/Motel  
 Apartment     Restaurant     Theater     Bank     Auto Dealer     Gas Station  
 Service Shop/Garage     Ground Lease     Other \_\_\_\_\_ (type)

**II. Sales Confirmation :**

Purchased property for \$ \_\_\_\_\_; Date \_\_\_\_ \_\_\_\_.  
 Non-realty items, if any, in the above price included \_\_\_\_\_  
 \_\_\_\_\_, and were worth \$ \_\_\_\_\_.

**III. Mortgage Information**

The current mortgage amount is \$ \_\_\_\_\_, at an interest rate of \_\_\_\_\_% negotiated in the year \_\_\_\_\_.

**IV. Rental Information:**     Owner Occupied     Rented (if all or part of the property is currently rented, please indicate terms of the rental(s) below):

Tenant(s) Name	Lease Dates From: To:	Annual Base Rent	Gross Leasable Area	CAM Charge	Overage Percentage Rent	Renewal Options	Renewal Rate	Comments:
		\$	S.F.	\$	\$		\$	
		\$	S.F.	\$	\$		\$	
		\$	S.F.	\$	\$		\$	
		\$	S.F.	\$	\$		\$	
		\$	S.F.	\$	\$		\$	
		\$	S.F.	\$	\$		\$	
		\$	S.F.	\$	\$		\$	
		\$	S.F.	\$	\$		\$	
		\$	S.F.	\$	\$		\$	

**V. Vacant/  
Owner  
Occupied  
Space:**

Other Space	SpaceType/Use	Floor	Sq. Feet	Est. Market Rent
Owner-Occupied				\$
Vacant 1				\$
Vacant 2				\$
Vacant 3				\$

**VI. Uncollected  
Rent (Bad Debt):**

\$

**VII. Expense Responsibilities:**

<i>Tenant</i>	<i>Owner</i>	<i>Tenant</i>	<i>Owner</i>	<i>Tenant</i>	<i>Owner</i>
<input type="checkbox"/> Heating	<input type="checkbox"/>	<input type="checkbox"/> Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/> Parking-Lot-Maintenance	<input type="checkbox"/>
<input type="checkbox"/> Hot-Water	<input type="checkbox"/>	<input type="checkbox"/> Interior-Finish	<input type="checkbox"/>	<input type="checkbox"/> Rubbish-Removal	<input type="checkbox"/>
<input type="checkbox"/> Electric	<input type="checkbox"/>	<input type="checkbox"/> Interior-Repair	<input type="checkbox"/>	<input type="checkbox"/> Snow-Removal	<input type="checkbox"/>
<input type="checkbox"/> Air-Conditioning	<input type="checkbox"/>	<input type="checkbox"/> Exterior-Maintenance	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> Insurance	<input type="checkbox"/>	<input type="checkbox"/> Grounds-Maintenance	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>
<input type="checkbox"/> R.E.-Taxes	<input type="checkbox"/>	<input type="checkbox"/> Interior-Cleaning	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/>

Copyright © 2009 Property Valuation Advisors

**VIII. Annual Expenses:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Management** Management Fee \$ \_\_\_\_\_  
 Commissions \_\_\_\_\_  
 Legal & Accting \_\_\_\_\_

**Utilities** Heating \$ \_\_\_\_\_  
 Hot Water \_\_\_\_\_  
 Electric \_\_\_\_\_  
 A/C \_\_\_\_\_  
 Water \_\_\_\_\_  
 Sewer \_\_\_\_\_  
 Other: \_\_\_\_\_

**General** Rubbish Removal \$ \_\_\_\_\_  
 Snow Removal \_\_\_\_\_  
 Grounds /Maintenance \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Wages \_\_\_\_\_  
 Payroll Taxes \_\_\_\_\_

**Cleaning** Contract Services \$ \_\_\_\_\_  
 Wages \_\_\_\_\_  
 Supplies \_\_\_\_\_

**Elevator** Contract Services \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

**Construction** Tenant Improvements \$ \_\_\_\_\_  
 Decorating \_\_\_\_\_  
 Repairs & Maintenance \_\_\_\_\_  
 Other: \_\_\_\_\_

**Fixed** Insurance \$ \_\_\_\_\_  
 Real Estate Taxes \_\_\_\_\_  
 Other Taxes \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Other** Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total** **Total** \$ \_\_\_\_\_

**IX. Comments:**



**Assessors Office  
City of Portsmouth, NH  
1 Junkins Ave.  
Portsmouth, NH 03801**

The Portsmouth, NH Assessing Department is requesting the following income and expense information from the owners of income producing property. This request is part of the equalization/revaluation program.

Person preparing this form (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address

Property I.D.

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 C-S-Zip: \_\_\_\_\_

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Other I.D.: \_\_\_\_\_

**I. Property Type:** Apartments:      Number of Studio Apts. \_\_\_\_\_  
 Number of 1 Bedroom Apts. \_\_\_\_\_      Number of 2 Bedroom Apts. \_\_\_\_\_  
 Number of 3 Bedroom Apts. \_\_\_\_\_      Other \_\_\_\_\_

**II. Sales Confirmation :**  
 Purchased property for \$\_\_\_\_\_; Date\_\_\_\_\_.  
 Non-realty items, if any, in the above price included\_\_\_\_\_, and were worth \$\_\_\_\_\_.

**III. Mortgage Information**  
 The current mortgage amount is \$\_\_\_\_\_, at an interest rate of \_\_\_\_\_% negotiated in the year \_\_\_\_\_.

**IV. Rental Information:** (if all or part of the property is currently rented, please indicate terms of the rental(s) below):

Apt. Unit Number	Apartment Type (Studio, 1 B.R., 2 B.R., etc.)	Monthly Rent
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Apt. Unit Number	Apartment Type (Studio, 1 B.R., 2 B.R., etc.)	Monthly Rent
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Other Income (Laundry, etc.) Describe: \_\_\_\_\_ Annual Amount: \$ \_\_\_\_\_

**V. Vacant/ Owner Occupied Space:**

Apt. Unit Number	Owner/ Manager Occupied or Vacant	Unit Type (Studio, 1BR, 2BR, etc.)	Est. Monthly Rent
			\$
			\$
			\$

**VI. Uncollected Rent (Bad Debt):**  
 \$ \_\_\_\_\_



**VII. Expense Responsibilities:**

<i>Tenant</i>		<i>Owner</i>	<i>Tenant</i>		<i>Owner</i>	<i>Tenant</i>		<i>Owner</i>
<input type="checkbox"/>	Heating	<input type="checkbox"/>	<input type="checkbox"/>	Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/>	Parking-Lot-Maintenance	<input type="checkbox"/>
<input type="checkbox"/>	Hot-Water	<input type="checkbox"/>	<input type="checkbox"/>	Interior-Finish	<input type="checkbox"/>	<input type="checkbox"/>	Rubbish-Removal	<input type="checkbox"/>
<input type="checkbox"/>	Electric	<input type="checkbox"/>	<input type="checkbox"/>	Interior-Repair	<input type="checkbox"/>	<input type="checkbox"/>	Snow-Removal	<input type="checkbox"/>
<input type="checkbox"/>	Air-Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	Exterior-Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/>	Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Grounds-Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/>	R.E.-Taxes	<input type="checkbox"/>	<input type="checkbox"/>	Interior-Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>

Copyright © 2009 Property Valuation Advisors

**VIII. Annual Expenses:**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Management**

Management Fee \$ \_\_\_\_\_  
 Commissions \_\_\_\_\_  
 Legal & Accting \_\_\_\_\_

**Utilities**

Heating \$ \_\_\_\_\_  
 Hot Water \_\_\_\_\_  
 Electric \_\_\_\_\_  
 A/C \_\_\_\_\_  
 Water \_\_\_\_\_  
 Sewer \_\_\_\_\_  
 Other: \_\_\_\_\_

**General**

Rubbish Removal \$ \_\_\_\_\_  
 Snow Removal \_\_\_\_\_  
 Grounds /Maintenance \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Wages \_\_\_\_\_  
 Payroll Taxes \_\_\_\_\_

**Cleaning**

Contract Services \$ \_\_\_\_\_  
 Wages \_\_\_\_\_  
 Supplies \_\_\_\_\_

**Elevator**

Contract Services \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

**Construction**

Tenant Improvements \$ \_\_\_\_\_  
 Decorating \_\_\_\_\_  
 Repairs & Maintenance \_\_\_\_\_  
 Other: \_\_\_\_\_

**Fixed**

Insurance \$ \_\_\_\_\_  
 Real Estate Taxes \_\_\_\_\_  
 Other Taxes \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Other**

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total**

**Total** \$ \_\_\_\_\_

**IX. Comments:**



**Assessors Office  
City of Portsmouth  
1 Junkins Ave.  
Portsmouth, NH 03801**

The Portsmouth, NH Assessing Department is requesting the following income and expense information from the owners of income producing property. This request is part of the equalization/reevaluation program.

Person preparing this form (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

*Mailing Address*

*Property I.D.*

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 C-S-Zip: \_\_\_\_\_

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Other I.D.: \_\_\_\_\_

**I. Property Type:**  Gas Only  Gas & Repairs  Gas & Convenience Store  
 Gas & Car Wash  Gas, Convenience Store & Car Wash  Ground Lease  Other \_\_\_\_\_

**II. Sales Confirmation :**

Purchased property for \$\_\_\_\_\_; Date \_\_\_\_ \_\_\_\_.  
 Non-realty items, if any, in the above price included\_\_\_\_-  
 \_\_\_\_\_, and were worth \$\_\_\_\_\_.

**III. Mortgage Information**

The current mortgage amount is \$\_\_\_\_\_, at an interest rate of \_\_\_\_\_% negotiated in the year \_\_\_\_.

**IV. Rental Information:**  Owner Occupied  Rented

**(If Rented)**

Year	Annual Gallons Sold	Avg. Price/Gal.	Gross Fuel Margin	Annual Rent
Most Current	_____	\$_____	_____%	\$_____
Prior Year	_____	\$_____	_____%	\$_____
2 Years Prior	_____	\$_____	_____%	\$_____

**V. Vacant/ Owner Occupied Space:**

Other Space	SpaceType/Use	Floor	Sq. Feet	Est. Market Rent
Owner-Occupied				\$_____
Vacant 1				\$_____
Vacant 2				\$_____
Vacant 3				\$_____

**VI. Uncollected Rent (Bad Debt):**

\$\_\_\_\_\_

**VII. Expense Responsibilities:**

<i>Tenant</i>	<i>Owner</i>	<i>Tenant</i>	<i>Owner</i>	<i>Tenant</i>	<i>Owner</i>
<input type="checkbox"/> Heating	<input type="checkbox"/>	<input type="checkbox"/> Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/> Parking-Lot-Maintenance	<input type="checkbox"/>
<input type="checkbox"/> Hot-Water	<input type="checkbox"/>	<input type="checkbox"/> Interior-Finish	<input type="checkbox"/>	<input type="checkbox"/> Rubbish-Removal	<input type="checkbox"/>
<input type="checkbox"/> Electric	<input type="checkbox"/>	<input type="checkbox"/> Interior-Repair	<input type="checkbox"/>	<input type="checkbox"/> Snow-Removal	<input type="checkbox"/>
<input type="checkbox"/> Air-Conditioning	<input type="checkbox"/>	<input type="checkbox"/> Exterior-Maintenance	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Insurance	<input type="checkbox"/>	<input type="checkbox"/> Grounds-Maintenance	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> R.E.-Taxes	<input type="checkbox"/>	<input type="checkbox"/> Interior-Cleaning	<input type="checkbox"/>	_____	<input type="checkbox"/>

Copyright © 2009 Property Valuation Advisors

**VIII. Annual Expenses:** From: \_\_\_\_\_ To: \_\_\_\_\_

**Management** Management Fee \$ \_\_\_\_\_  
 Commissions \_\_\_\_\_  
 Legal & Accting \_\_\_\_\_

**Utilities** Heating \$ \_\_\_\_\_  
 Hot Water \_\_\_\_\_  
 Electric \_\_\_\_\_  
 A/C \_\_\_\_\_  
 Water \_\_\_\_\_  
 Sewer \_\_\_\_\_  
 Other: \_\_\_\_\_

**General** Rubbish Removal \$ \_\_\_\_\_  
 Snow Removal \_\_\_\_\_  
 Grounds /Maintenance \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Wages \_\_\_\_\_  
 Payroll Taxes \_\_\_\_\_

**Cleaning** Contract Services \$ \_\_\_\_\_  
 Wages \_\_\_\_\_  
 Supplies \_\_\_\_\_

**Elevator** Contract Services \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

**Construction** Tenant Improvements \$ \_\_\_\_\_  
 Decorating \_\_\_\_\_  
 Repairs & Maintenance \_\_\_\_\_  
 Other: \_\_\_\_\_

**Fixed** Insurance \$ \_\_\_\_\_  
 Real Estate Taxes \_\_\_\_\_  
 Other Taxes \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Other** Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total** **Total** \$ \_\_\_\_\_

**IX. Comments:**



**Assessors Office  
City of Portsmouth  
1 Junkins Ave.  
Portsmouth, NH 03801**

The Portsmouth, NH Assessing Department is requesting the following income and expense information from the owners of income producing property. This request is part of the equalization/revaluation program.

Person preparing this form (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

*Mailing Address*

*Property I.D.*

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 C-S-Zip: \_\_\_\_\_

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Other I.D.: \_\_\_\_\_

**I. Property Type:** Mobile Home Park:

Number of Sites: \_\_\_\_\_

**II. Sales Confirmation :**

Purchased property for \$\_\_\_\_\_; Date\_\_\_\_\_.  
 Non-realty items, if any, in the above price included\_\_\_\_\_  
 \_\_\_\_\_, and were worth \$\_\_\_\_\_.

**III. Mortgage Information**

The current mortgage amount is  
 \$\_\_\_\_\_, at an interest rate of  
 \_\_\_\_\_% negotiated in the year \_\_\_\_\_.

**IV. Rental Information:** (if all or part of the property is currently rented, please indicate terms of the rental(s) below):

Site Type (Describe)	# of Sites	# of Occupied Sites	Avg. Monthly Rent
A. _____	_____	_____	\$ _____
B. _____	_____	_____	\$ _____
C. _____	_____	_____	\$ _____
D. _____	_____	_____	\$ _____

**Other Income or Fees:**

**Describe Item**

**Item Annual Income**

_____	\$ _____
_____	\$ _____
_____	\$ _____

**V. Annual Uncollected Rent (Bad Debt):**

\$ \_\_\_\_\_

**VII. Expense Responsibilities:**

<i>Tenant</i>		<i>Owner</i>	<i>Tenant</i>		<i>Owner</i>	<i>Tenant</i>		<i>Owner</i>
<input type="checkbox"/>	Heating	<input type="checkbox"/>	<input type="checkbox"/>	Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/>	Parking-Lot-Maintenance	<input type="checkbox"/>
<input type="checkbox"/>	Hot-Water	<input type="checkbox"/>	<input type="checkbox"/>	Interior-Finish	<input type="checkbox"/>	<input type="checkbox"/>	Rubbish-Removal	<input type="checkbox"/>
<input type="checkbox"/>	Electric	<input type="checkbox"/>	<input type="checkbox"/>	Interior-Repair	<input type="checkbox"/>	<input type="checkbox"/>	Snow-Removal	<input type="checkbox"/>
<input type="checkbox"/>	Air-Conditioning	<input type="checkbox"/>	<input type="checkbox"/>	Exterior-Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/>	Insurance	<input type="checkbox"/>	<input type="checkbox"/>	Grounds-Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/>	R.E.-Taxes	<input type="checkbox"/>	<input type="checkbox"/>	Interior-Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>

Copyright © 2009 Property Valuation Advisors

**VIII. Annual Expenses:**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Management**

Management Fee \$ \_\_\_\_\_  
 Commissions \_\_\_\_\_  
 Legal & Accting \_\_\_\_\_

**Utilities**

Heating \$ \_\_\_\_\_  
 Hot Water \_\_\_\_\_  
 Electric \_\_\_\_\_  
 A/C \_\_\_\_\_  
 Water \_\_\_\_\_  
 Sewer \_\_\_\_\_  
 Other: \_\_\_\_\_

**General**

Rubbish Removal \$ \_\_\_\_\_  
 Snow Removal \_\_\_\_\_  
 Grounds /Maintenance \_\_\_\_\_  
 Supplies \_\_\_\_\_  
 Wages \_\_\_\_\_  
 Payroll Taxes \_\_\_\_\_

**Cleaning**

Contract Services \$ \_\_\_\_\_  
 Wages \_\_\_\_\_  
 Supplies \_\_\_\_\_

**Elevator**

Contract Services \$ \_\_\_\_\_  
 Other: \_\_\_\_\_

**Construction**

Tenant Improvements \$ \_\_\_\_\_  
 Decorating \_\_\_\_\_  
 Repairs & Maintenance \_\_\_\_\_  
 Other: \_\_\_\_\_

**Fixed**

Insurance \$ \_\_\_\_\_  
 Real Estate Taxes \_\_\_\_\_  
 Other Taxes \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Other**

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total**

**Total** \$ \_\_\_\_\_

**IX. Comments:**



**Assessors Office  
City of Portsmouth  
1 Junkins Ave.  
Portsmouth, NH 03801**

The Portsmouth, NH Assessing Department is requesting the following income and expense information from the owners of income producing property. This request is part of the equalization/revaluation program.

Person preparing this form (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address

Property I.D.

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 C-S-Zip: \_\_\_\_\_

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Other I.D.: \_\_\_\_\_

**I. Property Type:** Hotel/Motel:

**II. Sales Confirmation :**

Purchased property for \$\_\_\_\_\_; Date\_\_\_\_\_.  
 Non-realty items, if any, in the above price included\_\_\_\_-  
 \_\_\_\_\_, and were worth \$\_\_\_\_\_.

**III. Mortgage Information**

The current mortgage amount is \$\_\_\_\_\_, at an interest rate of \_\_\_\_\_% negotiated in the year \_\_\_\_\_.

**IV. Revenue Information:**

Revenues	Most Recent Year	Prior Year	Two Years Prior
Reporting Period	From ___/___/___ To ___/___/___	From ___/___/___ To ___/___/___	From ___/___/___ To ___/___/___
Days Open per Year			
Number of Rooms			
Occupancy %	%	%	%
Average Rate per Room	\$	\$	\$
REVPAR	\$	\$	\$
Room Revenue	\$	\$	\$
Food Revenue	\$	\$	\$
Beverage Revenue	\$	\$	\$
Telecommunications	\$	\$	\$
Other Operated Depts	\$	\$	\$
Rentals and Other Income	\$	\$	\$
<b>Total Revenue</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**V. Annual Expenses:**

Most Current Year  
 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Prior Year \_\_\_/\_\_\_/\_\_\_  
 \_\_\_ to \_\_\_/\_\_\_/\_\_\_

2 Years Prior  
 \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

<b>Departmental Costs &amp; Expense</b>			
Rooms	\$	\$	\$
Food	\$	\$	\$
Beverage	4	\$	\$
Telecommunications	\$	\$	\$
Other Operated Depts.	\$	\$	\$
<b>Sub-Total Dept Costs &amp; Expense</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Undistributed Operating Expenses</b>			
Administrative & General	\$	\$	\$
Franchise Fee	\$	\$	\$
Marketing	\$	\$	\$
Property Operation/Maintenance	\$	\$	\$
Utility Costs	\$	\$	\$
Other Unallocated Operated Depts.	\$	\$	\$
<b>Sub-Total Undistributed Expenses</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Mngmnt Prop. Tax &amp; Insurance</b>			
Management Fees	\$	\$	\$
Property Taxes	\$	\$	\$
Other Municipal Charges	\$	\$	\$
Insurance	\$	\$	\$
<b>Sub-Total Mngmnt, Tax, Insurance</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Total Expense (Before Deprec, Interest, Amort and Income Tax)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Comments:**



**Assessors Office  
City of Portsmouth  
1 Junkins Ave.  
Portsmouth, NH 03801**

The Portsmouth, NH Assessing Department is requesting the following income and expense information from the owners of income producing property. This request is part of the equalization/reevaluation program.

Person preparing this form (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address

Property I.D.

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 C-S-Zip: \_\_\_\_\_

Map: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Other I.D.: \_\_\_\_\_

**I. Property Type:**     Restaurant     Fast Food Restaurant     Donut Shop     Ground Lease  
 Other \_\_\_\_\_

**II. Sales Confirmation :**

Purchased property for \$\_\_\_\_\_; Date \_\_\_\_ \_\_\_\_.  
 Non-realty items, if any, in the above price included\_\_\_\_-  
 \_\_\_\_\_, and were worth \$\_\_\_\_\_.

**III. Mortgage Information**

The current mortgage amount is \$\_\_\_\_\_, at an interest rate of \_\_\_\_\_% negotiated in the year \_\_\_\_.

**IV. Rental Information:**     Owner Occupied     Rented

Operator/Tenant	(If Leased) Lease Dates From: To:	(If Leased) Annual Rent	# of Seats	Current Annual Gross Sales	Prior Year Gross Sales	Gross Leasable Area (SF)	Comments
		\$		\$	\$		
		\$		\$	\$		
		\$		\$	\$		

**V. Vacant/  
Owner  
Occupied  
Space:**

Other Space	SpaceType/Use	Floor	Sq. Feet	Est. Market Rent
Owner-Occupied				\$
Vacant 1				\$
Vacant 2				\$
Vacant 3				\$

**VI. Uncollected  
Rent (Bad Debt):**

\$



**VII. Expense Responsibilities:**

<i>Tenant</i>	<i>Owner</i>	<i>Tenant</i>	<i>Owner</i>	<i>Tenant</i>	<i>Owner</i>
<input type="checkbox"/> Heating	<input type="checkbox"/>	<input type="checkbox"/> Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/> Parking-Lot-Maintenance	<input type="checkbox"/>
<input type="checkbox"/> Hot-Water	<input type="checkbox"/>	<input type="checkbox"/> Interior-Finish	<input type="checkbox"/>	<input type="checkbox"/> Rubbish-Removal	<input type="checkbox"/>
<input type="checkbox"/> Electric	<input type="checkbox"/>	<input type="checkbox"/> Interior-Repair	<input type="checkbox"/>	<input type="checkbox"/> Snow-Removal	<input type="checkbox"/>
<input type="checkbox"/> Air-Conditioning	<input type="checkbox"/>	<input type="checkbox"/> Exterior-Maintenance	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> Insurance	<input type="checkbox"/>	<input type="checkbox"/> Grounds-Maintenance	<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/> R.E.-Taxes	<input type="checkbox"/>	<input type="checkbox"/> Interior-Cleaning	<input type="checkbox"/>	_____	<input type="checkbox"/>

Copyright © 2009 Property Valuation Advisors

**VIII. Annual Expenses:** From: \_\_\_\_\_ To: \_\_\_\_\_

<b>Management</b>	Management Fee	\$	_____
	Commissions		_____
	Legal & Accting		_____
<b>Utilities</b>	Heating	\$	_____
	Hot Water		_____
	Electric		_____
	A/C		_____
	Water		_____
	Sewer		_____
	Other: _____		_____
<b>General</b>	Rubbish Removal	\$	_____
	Snow Removal		_____
	Grounds /Maintenance		_____
	Supplies		_____
	Wages		_____
	Payroll Taxes		_____
<b>Cleaning</b>	Contract Services	\$	_____
	Wages		_____
	Supplies		_____
<b>Elevator</b>	Contract Services	\$	_____
	Other: _____		_____
<b>Construction</b>	Tenant Improvements	\$	_____
	Decorating		_____
	Repairs & Maintenance		_____
	Other: _____		_____
<b>Fixed</b>	Insurance	\$	_____
	Real Estate Taxes		_____
	Other Taxes		_____
	Other: _____		_____
	Other: _____		_____
<b>Other</b>	Other: _____	\$	_____
<b>Total</b>	<b>Total</b>	<b>\$</b>	_____

**IX. Comments:**

**ACTION SHEET**  
**PARKING and TRAFFIC SAFETY COMMITTEE**

TO: JOHN P. BOHENKO, CITY MANAGER

FROM: CYNTHIA HUYGHUE-FANCY, SECRETARY TO THE COMMITTEE

RE: ACTIONS TAKEN BY THE PORTSMOUTH PARKING AND TRAFFIC SAFETY COMMITTEE MEETING HELD ON THURSDAY DECEMBER 11, 2014, AT EILEEN DONDERO FOLEY COUNCIL CHAMBERS, MUNICIPAL COMPLEX, ONE JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE.

PRESENT: COUNCILOR LOWN, CITY MANAGER BOHENKO, DEPUTY FIRE CHIEF HEINZ, PUBLIC WORKS DIRECTOR RICE, PARKING & TRANSPORTATION ENGINEER EBY, AND MEMBERS: GRAY, WHITEHOUSE, AND ALTERNATE MEMBER: MCELWAIN.

ABSENT: POLICE CAPTAIN WARCHOL, SHARI DONNERMEYER, RONALD CYPHER

---

- [1] **Acceptance of Minutes – November 11<sup>th</sup> Meeting 2014** - **Voted** to accepted November 2014 minutes.
- [2] **Acceptance of Financial Report – November 2014** **Voted** to accept November Financial Report
- [3] **Action Item – Keefe House- Resident Handicap Parking** – Marge Crean a resident at Keefe House, 20 Islington St., representing the residents requested additional handicap parking spaces within a reasonable distance of the Keefe House.  
**Voted** to have City staff put together a memo with the number of spaces in the City, and review handicap parking requirements for City and building owner, with a report back to PTS Committee.
- Mr. Lown recused himself from the vote.
- [4] **Action Item – Peirce Island park – Riah Forbes** – Riah Forbes, a Portsmouth resident requested more safety measures put in place around Peirce Island Park to provide safety for dog owners and their dogs as they cross the road.  
**Voted** to table item to be able to review comments from the petition and consult the Peirce Island Committee for their input as to additional signage.
- [5] **Action Item - Harborcorp Deer Street** – Chris Thompson with Harborcorp, and Giles Ham with Vanasse & Associates provided details about a proposed building at Deer Street, and how the design of the building considered current issues with parking, bike storage and access, and bus access in and out of the area.

Mr. Rice said the traffic impact study is being reviewed by the City's consultant and will report back to the Committee once the review is complete. **No action is being taken at this time.**

- [6] **Old Business – 118 Maplewood Ave parking problem David Schopick** – Vicki Laplume representing Dr. Schopick, said due to new construction, the parking spots in front of the business and on the opposite side of the street are being taken by construction workers.  
**Action:** City staff will review construction mitigation management plans to ensure contractor is

complying with agreement, and watch the area to determine if construction workers are parking in these areas, and then take appropriate action.

- [7] **Old Business – Haven Road Councilor Lown** - Mr. Grossman, the Principal at Little Harbour School, said they were still experiencing traffic backups during pick up and drop off times. **Voted** to have sign updated and posted on site, sign shall read “No parking or standing” in the area being used for loading and unloading. Signs to be placed at the end of Haven Road as well. If signs do not work then Mr. Whitehouse offered his services to direct cars during pick up and drop off at school hours.
- [8] **Old Business – Portwalk Place Valet Activity** – **Voted** to have Parking and Transportation Division staff review parking activity during the weekend to ensure compliance with approved operations.
- [9] **Old Business – Review Islington /Congress intersection traffic light** – Mr. Rice said review of the right on red light and its effects on traffic has not been completed at this time. Once the review is complete, DPW staff will report back to Committee.
- [10] **Old Business 865 Woodbury Avenue road way** – Mr. Rice said he believed the Police had conducted a StealthStat of the road traffic. The City also has a Request for Proposal to evaluate that section of the roadway for safety, speeding, and functionality. Once the evaluation is complete staff will report back to the Committee.
- [11] **Public Comment** - None

**Adjournment** – At 9:35 AM, **Voted** to adjourn.

Respectfully submitted by:

Cynthia Huyghue-Fancy  
Secretary to the Committee

**MINUTES**  
**PARKING AND TRAFFIC SAFETY COMMITTEE MEETING**

8:00 A.M. – Thursday, December 11, 2014  
City Hall – Eileen Dondero Foley Council Chambers

---

I. CALL TO ORDER:

Chairman Lown called the meeting to order at 8:00 a.m.

II. ROLL CALL:

**Members Present:**

Councilor Brad Lown  
John P. Bohenko, City Manager  
James Heinz, Deputy Fire Chief  
Peter Rice, Public Works Director  
Ted Gray, Member  
Harold Whitehouse, Member  
Mary Lou McElwain, Alternate

**Absent:**

Frank Warchol, Police Captain  
Ronald Cypher, Member  
Shari Donnermeyer, Member

**Staff Advisors Present:**

Andrew Purgiel, Deputy Finance Director  
Rick Taintor, Planning Director  
Tom Cocchiaro, Parking Manager  
Eric Eby, Parking & Transportation Engineer

III. ACCEPTANCE OF THE MINUTES:

**Moved to accept meeting minutes of November 13, 2014.**

**Motion passed**

IV. FINANCIAL REPORT:

**Moved to accept the November 2014 Financial Report and place on file.**

**Motion passed.**

V. NEW BUSINESS:

A. Action Item – Keefe House- Resident Handicap Parking – Marge Crean a resident at Keefe House, 20 Islington St., representing the Keefe House residents the residents requested additional handicap parking spaces within a reasonable distance of the Keefe House. **On a unanimous roll call 6-0, voted to have City staff put together a memo with the number of spaces in the City, and review handicap parking requirements for City and building owner, with a report back to PTS Committee. (Councilor Lown recused himself from the vote)**

B. Action Item: Peirce Island park - Riah Forbes – Riah Forbes a Portsmouth resident requested more safety measures put in place around Peirce Island Park to provide safety for dog owners and their dogs as they cross the road. **On a unanimous roll call 7-0, voted to table item to be able to review comments from the petition and consult Pierce Island Committee for their input as to additional signage.**

C. Action Item: Harborcorp Deer Street – Chris Thompson with Harborcorp, and Giles Ham with Vanasse & Associates provided details about a proposed building at Deer Street, and how the design of the building considered current issues with parking, bike storage and access, and bus access in and out of the area.

Mr. Rice said the traffic impact study is being reviewed by the City's consultant and will report back to the Committee once the review is complete.

**No action is being taken at this time.**

VI. OLD BUSINESS:

A. 118 Maplewood Avenue parking problem David Schopick - Vicki Laplume representing Dr.Schopick, said due to new construction, the parking spots in front of the business and on the opposite side of the street are being taken by construction workers. **Voted** to have the City staff review construction mitigation management plans to ensure contractors are complying with agreements, and will watch the area to determine if construction workers are parking in these parking spots, and take appropriate action.

B. Haven Road - Principal Grossman, at the Little Harbour School, said they were still experiencing traffic backups during pick up and drop off times. **Voted** to have sign updated and posted on site, sign shall read “No parking or standing” in the area used for loading and unloading. Signs to be placed at the end of Haven Road. If signs do not work, Mr. Whitehouse indicated he would offer his services to direct cars during pick up and drop off at school hours.

C. Portwalk Place – **Voted** to have Parking and Transportation Division staff review parking activity during the weekend to ensure compliance with approved operations.

D. Islington/Congress traffic light – Mr. Rice said review of the right on red light and its effects on traffic has not been completed at this time. **Once the review is complete, DPW staff will report back to Committee.**

E. 865 Woodbury Avenue road way- Mr. Rice said he believed the Police had conducted a StealthStat of the road traffic, and thought we may have a report back at the next PTS Committee meeting. The City also has a Request for Proposal to evaluate that section of the roadway for safety, speeding and, functionality. **Once evaluation is complete staff will report back to Committee.**

VII. PUBLIC COMMENT - None

VIII. INFORMATIONAL: None

IX. ADJOURNMENT - At 9:35 a.m., voted to adjourn.

Respectfully submitted by:

Cynthia Huyghue-Fancy  
Secretary to the Committee

**ACTION SHEET**  
**PARKING and TRAFFIC SAFETY COMMITTEE**

TO: JOHN P. BOHENKO, CITY MANAGER

FROM: CYNTHIA HUYGHUE-FANCY, SECRETARY TO THE COMMITTEE

RE: ACTIONS TAKEN BY THE PORTSMOUTH PARKING AND TRAFFIC SAFETY COMMITTEE MEETING HELD ON THURSDAY JANUARY 08, 2015, AT EILEEN DONDERO FOLEY COUNCIL CHAMBERS, MUNICIPAL COMPLEX, ONE JUNKINS AVENUE, PORTSMOUTH, NEW HAMPSHIRE.

PRESENT: COUNCILOR LOWN, CITY MANAGER BOHENKO, DEPUTY FIRE CHIEF HEINZ, POLICE CAPTAIN WARCHOL, PUBLIC WORKS DIRECTOR RICE, PARKING & TRANSPORTATION ENGINEER EBY, AND MEMBERS: CYPHER, DONNERMEYER, GRAY, and WHITEHOUSE, ALTERNATE MEMBER: MCELWAIN.

- 
- [1] **Acceptance of Minutes for December 2014 - Voted** to accept December minutes
- [2] **Acceptance of Financial Report – November 2015 -** No Financials available due to holidays
- [3] **Action Item - Dennett Street speeding- (DOT Project Manager -Adam Chestnut/ Eric Eby).** Public Works staff will report back in February after StealthStat Study is complete and data has been evaluated.
- [4] **Action Item – Sarah Mildred Long bridge schedule (DOT Project Manager)**  
Kaven Philbrook with CIANBRO, provided an overview of the project as it related to traffic. Kaven confirmed his staff would have the construction workers park on the Maine side of the bridge to limit the number of cars needing parking spaces on Market Street. In addition, Mr. Philbrook said the majority of the 125 cars will be parked at the staging area in the Port on the New Hampshire side of the bridge.
- [5] **Action Item – No Parking Signs request for Dearborn Lane & Dearborn Street- Michael Brandzel** - Mr. Brandzel explained the reason why he is asking for no parking signs, is because currently cars are parking haphazardly on the street and there isn't enough space in general for cars to get past but it is worse when cars are parked on both sides of the street.
- Mr. Eby, the City's Parking and Transportation Engineer, said Dearborn Lane is currently 15-16ft wide and to safely allow parking a road should be 18ft wide. The ordinance has language about no parking on Dearborn Street but there are no signs to enforce current rules and the street names and verbiage needs to be revised in a future omnibus ordinance.
- Voted** to have the Parking and Transportation Engineer provide a written report back next month. At a minimum, Public Works staff could place "No Parking Here to Corner" signs, but will wait for the report back.
- [6] **Action Item– Proposed State Street crosswalk at Chestnut Street – David Moore (African Burying Ground) - Voted** to have a crosswalk placed across State Street at Chestnut Street with the loss of a parking space on the north side of State Street.

- [7] **Old Business – Peirce Island dog crossing sign- Voted** to have a crosswalk installed at the pathway crossing at the jughandle with an in-street sign that reads “Yield to Pedestrians”.
- [8] **Old Business – Handicap Parking Policies and Regulations, Keefe House** – Staff to report back next month on any potential solutions or changes to handicap parking enforcement to address the handicap parking issue Citywide.
- [9] **Old Business – Islington and Congress No Right on Red blank out signs-** The “No Turn on Red” sign is illuminated when pedestrians push the walk button. At all other times vehicles can turn right on red as long as no on-coming traffic is present. The red right arrow does not mean no turn on red. The light works as it should to allow cars to turn on red.  
**No changes are recommended.**
- [10] **Informational – Letter referencing a request for additional taxi stand spaces** –  
No Action Taken.

**Adjournment** – At 9:15 AM, **Voted** to adjourn.

Respectfully submitted by:

Cynthia Huyghue-Fancy  
Secretary to the Committee