

CITY COUNCIL MEETING

MUNICIPAL COMPLEX, EILEEN DONDERO FOLEY COUNCIL CHAMBERS, PORTSMOUTH, NH
DATE: MONDAY, APRIL 20, 2015 TIME: 6:00 PM

AGENDA

- 6:00PM – WORK SESSION RE: PROPOSED NEW PARKING FACILITY LOCATED AT 165 DEER STREET

I. CALL TO ORDER (6:00PM)

II. ROLL CALL

III. INVOCATION

IV. PLEDGE OF ALLEGIANCE

PRESENTATIONS

1. Wastewater Treatment Facility at Pease – Brian Goetz, Deputy Public Works Director & Terry Desmarais – City Engineer
2. Review Response to the Heroin Epidemic – Police Chief Dubois & Police Commission

V. ACCEPTANCE OF MINUTES – APRIL 6, 2015

VI. PUBLIC COMMENT SESSION

VII. PUBLIC HEARING

- A. RESOLUTION AUTHORIZING A BOND ISSUE AND/OR NOTES OF UP TO TWENTY THREE MILLION TWO HUNDRED THOUSAND DOLLARS (\$23,200,000.00) FOR THE CONSTRUCTION OF A NEW PARKING FACILITY (***Sample motion – move to keep the Public Hearing open on the proposed Resolution until the May 4, 2015 City Council meeting***)

VIII. APPROVAL OF GRANTS/DONATIONS

(There are no items under this section of the agenda)

IX. CONSIDERATION OF RESOLUTIONS AND ORDINANCES

- A. Adoption of Resolution Authorizing a Bond Issue and/or Notes of up to Twenty Three Million Two Hundred Thousand Dollars (\$23,200,000.00) for the Construction of a New Parking Facility (***See motion listed under Public Hearing above for action***)

- B. Second reading of Ordinance amending Chapter 7, Article II – Taxicabs to be deleted in its entirety and replaced with a new Article II entitled – Transportation Services (Postponed from the March 16, 2015 City Council meeting) **(Sample motions: (1) move that the following sentence be added at the end of the first paragraph of Section 7.208 FARE REGULATION which shall read as follows:**

“In no situation shall the fare for any single transportation service beginning and ending within the City of Portsmouth exceed the total sum of \$25.00”

(Explanation not part of the motion: The maximum fare contained in the proposed amendment was based on input requested from Great Bay Taxi based upon the cost of a taxi ride under the current ordinance commencing at the Kittery town line and continuing to the Rye town line which is 5.1 miles, \$21.95)

(2) move that Section 7.202 VEHICLE REGISTRATION of the proposed ordinance by the addition of the following sentence after the words “ Transportation Services” and before the words “There shall be a fee...” which shall read as follows:

“The placard shall be displayed in such a manner as to be plainly visible from the exterior of the vehicle by any potential customer”

(3) move that the phrase, “on its date of issuance” in Section 7.207 ANNUAL RENEWAL: be deleted and replaced with “May 1st”

(4) move that the following new paragraph be added to Section 7.201 TRANSPORTATION SERVICES:

However, this ordinance shall not apply to the following:

- a. ***Limousine Services, which provide designated luxury or specialty vehicles by prior appointment for discrete functions;***
- b. ***Limousine Services, whose operation is limited to the transport of passengers by prior appointment from locations within the City of Portsmouth to destinations located outside of the City or the reverse.***

And further, authorize the City Manager to bring back for third and final reading the proposed Ordinance at the July 13, 2015 City Council meeting, as presented.

(Please note that on Wednesday, April 15, 2015 the Taxi Commission voted the following motion “Moved to allow taxi companies and ride sharing companies to continue to operate as they currently are while the Taxi Commission continues to work for the next 90 days with the City Attorney and the Council to consider ordinance changes.”)

X. CONSENT AGENDA

A MOTION WOULD BE IN ORDER TO ADOPT THE CONSENT AGENDA

- A. Letter from Anne Rugg, commuteSMARTseacoast, requesting permission to hold a “Fix a Flat Clinic for Women” on Friday, May 15, 2015 as part of the Bike/Walk to Work Week in front of the North Church (***Anticipated action – move to refer to the City Manager with power***)
- B. Request for License from Jeff Johnston on behalf of Portwalk HI, LLC, and Hanover Apartments, LLC owner, for property located at 35 Portwalk Place, the Green Elephant Bistro & Bar, to allow a marquee structure to project approximately 10 inches into the Deer Street right-of-way

(Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Jeff Johnston, on behalf of Portwalk HI, LLC and Hanover Apartments, LLC to allow a marquee structure at property located at 35 Portwalk Place and, further authorize the City Manager to execute License Agreements for this request)

Planning Director’s Stipulations:

- ***The license shall be approved by the Legal Department as to content and form;***
 - ***Any removal or relocation of the marquee structure, for any reason, shall be done at no cost to the City; and***
 - ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the marquee structure, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***
- C. Request for License from Jay McSharry, owners of The Franklin Oyster House for property located at 148 Fleet Street for a projecting sign on an existing bracket (***Anticipated action – move to accept the recommendation of the Planning Director with the aforementioned stipulations and approve the request of Jay McSharry, owners of The Franklin Oyster House for a projecting sign at property located at 148 Fleet Street and, further, authorize the City Manager to execute License Agreements for this request)***)

Planning Director’s Stipulations:

- ***The license shall be approved by the Legal Department as to content and form;***
- ***Any removal or relocation of the projecting sign, for any reason, shall be done at no cost to the City; and***

- ***Any disturbance of a sidewalk, street or other public infrastructure resulting from the installation, relocation or removal of the projecting sign, for any reason, shall be restored at no cost to the City and shall be subject to review and acceptance by the Department of Public Works***

- D. Letter from Jay Diener, Co-Race Director, Seacoast Half Marathon, requesting permission to hold the half marathon on Sunday, November 8, 2015 (***Anticipated action – move to refer to the City Manager with power***)

XI. PRESENTATION & CONSIDERATION OF WRITTEN COMMUNICATIONS & PETITIONS

- A. Letter from Attorney Thomas Watson, DrummondWoodsum, requesting a long term License or Rental Arrangement to a dedicated dock to accommodate the property owners Charles and Susan Lassen of Round Island their vessel on a 24/7 basis, that will also provide access to a city street, parking for motor vehicle, trash disposal and a mailbox (***Sample motion – move to refer to the City Manager for report back to the City Council***)
- B. Letter from Chuck Rhoades, Seacoast Outright, requesting permission to hold a community-based, family-friendly Pride event on Saturday, June 27, 2015 and further seeking permission to block off Pleasant Street from State to Congress Streets from 1:00 p.m. to 4:00 p.m. (***Sample motion – move to refer to the City Manager for report back to the City Council***)
- C. Letter from Gregg Hopkins, Newmarket International, Inc., requesting permission to hold a 5K Fun Run/Walk on Thursday, May 14, 2015 at 6:30 a.m. to 7:30 a.m.

XII. REPORTS AND COMMUNICATIONS FROM CITY OFFICIALS

A. CITY MANAGER

Items Which Require Action Under Other Sections of the Agenda

1. Public Hearing and Adoption of Resolution:
 - 1.1 Public Hearing/Adoption of Resolution Authorizing a Bond Issue and/or Notes of up to Twenty Three Million Two Hundred Thousand Dollars (\$23,200,000.00) for the Construction of a New Parking Facility (***Action on this item should take place under Section IX of the Agenda***)
2. Second Readings for Proposed Ordinance:
 - 2.1 Second Reading of Ordinance amending Chapter 7, Article II – Taxicabs to be deleted in its entirety and replaced with a new Article II entitled – Transportation Services (*Postponed from April 6, 2015 City Council meeting*) (***Action on this item should take place under Section IX of the Agenda***)

City Manager's Items Which Require Action:

1. Request for First Reading of Character Base Zoning – North End Ordinance
2. Requesting Approval for the City to Intervene in SEA-3 Site Review Evaluation
3. Request for License Encumbrance of Sidewalk and Parking Spaces Re: 275 Islington Street

Informational items

1. Events Listing
2. Wastewater Treatment Master Plan Update – Work Session April 27th at 6:30 p.m. in Council Chambers
3. Reminder Re: FY16 Budget Schedule
 - On or about April 27th, FY16 Budget delivered to Council
 - Wednesday, May 6th at 6:30 p.m. Review of Water/Sewer Budget – Eileen Donder Foley Council Chambers
 - Saturday, May 9th from 8:00 a.m. – 2:30 p.m., – Police, Fire, Schools and General Government Budget Presentations – Portsmouth Library Levenson Room
 - Monday, May 11th at 7:00 p.m. – Budget Public Hearing – Eileen Dondero Foley Council Chambers
 - Wednesday, May 20th at 6:30 p.m. – FY16 Budget Review – Eileen Dondero Foley Council Chambers
 - Tuesday, May 26th at 6:30 p.m. – FY16 Budget Review (*if necessary*) – Eileen Dondero Foley Council Chambers
4. Household Hazardous Waste Day – May 30th
5. Senior Activity Center – Winter/Spring Update
6. Public Meetings Video Coverage

B. MAYOR LISTER

1. Appointments to be Voted:
 - Reappointment of Ronald Poulin to the Cable Television and Communications Commission
 - Reappointment of MaryAnn Blanchard to the Conservation Commission
 - Reappointment of Gibson “Mike” Kennedy to the Portsmouth Housing Authority
 - Reappointment of Kathryn Lynch to the Recreation Board

C. ASSISTANT MAYOR SPLAINE

1. Public Transparency and Openness in Presentation of the Webber Investigation Report

D. COUNCILOR LOWN

1. Parking & Traffic Safety Committee Minutes of March 12, 2015 (*Referred back from April 6, 2015 City Council meeting*) (**Sample motion – move to approve and accept the Minutes of the Parking & Traffic Safety Committee meeting of March 12, 2015**)

E. COUNCILOR MORGAN

1. *Testimonies to the NH Legislature on policy issues (***Sample motion – move to authorize the City Manager and his Deputies to coordinate and submit testimonies to the NH Legislature for which the City Council has issued an official position. No testimonies taking positions on behalf of the City of Portsmouth can be submitted or presented otherwise***)

F. COUNCILOR SPEAR

1. *Peirce Island Entrance Fee (***Sample motion – move to request the Peirce Island Committee to study the feasibility of an entrance fee for the use of Peirce Island for non-residents***)

G. COUNCILOR THORSEN

1. *Casino's
2. Transportation Services Ordinance Policy Analysis
3. Parking Fees

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

**Indicates Verbal Report*

INFORMATIONAL ITEMS

1. *Notification that the minutes of the March 4, 2015 meeting of the Historic District Commission are now available on the City's website
2. *Notification that the minutes of the March 11, 2015 meeting of the Conservation Commission are now available on the City's website
3. *Notification that the minutes of the March 31, 2015 meeting of the Site Review Technical Advisory Committee 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 OF PORTSMOUTH
PORTSMOUTH, NH 03801**

Office of the City Manager

Date: April 16, 2015

To: Honorable Mayor Robert J. Lister and City Council Members

From: John P. Bohenko, City Manager 

Re: City Manager's Comments on April 20, 2015 City Council Agenda

6:00 p.m.

Work Session:

1. **Proposed New Parking Facility Located at 165 Deer Street.** As you are aware, there have been changes to the proposed parking garage plan that was originally scheduled for the second reading of a bonding resolution at this evening's City Council meeting. Those changes were the result of the public input received at the two visioning and design charrettes for the North End and West End, as well as the timing of the Gary's Beverages lease.

You will recall that one of the key elements discussed at the North End vision and charrette process was the desire to include as part of future development, areas of civic/public space. The revised plan includes over 8,000 square feet of civic space between the parking garage and developer owned front liner building. You will also recall that the need for workforce and affordable housing was discussed at both the North End and West End charrettes. The latest plan allows for the addition of micro apartment units on either or both sides of the proposed garage structure. Lastly, the Gary's Beverages lease runs through 2021 and at this time, Deer Street Associates has indicated that, although they have purchased another facility, they intend to stay at the current location for the foreseeable future. The revised plan has adjusted the garage location such that it can be constructed while leaving Gary's open.

Please note that the pro forma for the proposed Deer Street facility has been modified from the February 5, 2015 City Council presentation to reflect concerns expressed by the public. The proposed monthly rate increase for the High Hanover Parking Garage has been reduced from \$175 to \$150 for a 24 hour pass, and from \$150 to \$125 for a 12 hour pass. The proposed transient hourly rate increase from \$1.00 to \$1.25 is unchanged. The reduced monthly and transient rates proposed for the Deer Street garage remain unchanged at \$100 for a 12 hour pass, \$125 for a 24 hour pass and \$1.00 for hourly parkers. The pro forma also includes a rate

increase every five years instead of every seven years. These changes still project a positive cash flow in the first year.

In addition to the presentation of the revised plan, Brian Gottlob, an economist with PolEcon Research, will be presenting information on the economic impacts of the proposed garage and development. [Attached is a copy of the presentation.](#)

Presentations:

1. **Wastewater Treatment Facility at Pease.** On Monday evening, Brian Goetz, Deputy Public Works Director and Terry Desmarais, City Engineer, will give an update to the City Council regarding the Wastewater Treatment Facility at Pease. [Attached is a copy of the presentation.](#)
2. **Review Response to the Heroin Epidemic.** Police Chief Stephen DuBois and the Police Commission will make a presentation to the City Council regarding a review of the response to the heroin epidemic.

Items Which Require Action Under Other Sections of the Agenda:

1. **Public Hearing of Proposed Resolution.**
 - 1.1 **Public Hearing of Proposed Resolution Authorizing a Bond Issue and/or Notes of up to Twenty Three Million Two Hundred Thousand Dollars for the Construction of a New Parking Facility.** As a result of the March 16, 2015 City Council meeting, under Section VII of the Agenda, I am bringing back for public hearing the [attached proposed Resolution](#) authorizing a Bond Issue and/or Notes of up to Twenty Three Million Two Hundred Thousand Dollars for the Construction of a New Parking Facility. The City Council stated they would likely postpone the Public Hearing and Adoption of the Borrowing Resolution until the May 4, 2015 City Council meeting.

I recommend the City Council move to keep the public hearing open on the Proposed Resolution until the May 4, 2015 City Council meeting. Action on this matter should take place under Section IX of the Agenda.

2. **Second Reading for Proposed Ordinance.**
 - 2.1 **Second Reading of Proposed Ordinance amending Chapter 7, Article II – Taxicabs to be deleted in its entirety and replaced with a new Article II entitled – Transportation Services (Postponed from the March 16, 2015 City Council Meeting).** As a result of the April 6th City Council meeting, under Section IX of the Agenda, I am bringing back for second reading the [attached proposed Ordinance amending Chapter 7, Article II](#) replacing the existing Taxi Ordinance with a new Ordinance entitled Transportation Services. The [attached Ordinance](#) is the form that

went to first reading at the March 2, 2015 City Council meeting which were brought back to the Council at second reading on March 16, 2015.

At first reading of the captioned ordinance on March 2, 2015, the Council requested that two potential amendments to the form of the Ordinance, which went to first reading, be brought to the Council at second reading on March 16, 2015.

The two motions which would satisfy the requests are as follows:

- 1) *MOVE that the following sentence be added at the end of the first paragraph of Section 7.208 FARE REGULATION which shall read as follows:*

“In no situation shall the fare for any single transportation service beginning and ending within the City of Portsmouth exceed the total sum of \$25.00.”

(Explanation not part of the motion: The maximum fare contained in this proposed amendment was based on input requested from Great Bay Taxi based upon the cost of a taxi ride under the current ordinance commencing at the Kittery town line and continuing to the Rye town line which is 5.1 miles, \$21.95.)

- 2) *MOVE that Section 7.202 VEHICLE REGISTRATION of the proposed ordinance by the addition of the following sentence after the words “...Transportation Services” and before the words “There shall be a fee...” which shall read as follows:*

“The placard shall be displayed in such a manner as to be plainly visible from the exterior of the vehicle by any potential customer.”

In addition, please be advised that at the Taxi Commission meeting of March 18, 2015, the Commission determined to recommend a third amendment to be considered by the City Council at second reading of the ordinance. Specifically, at the request of the City Clerk, the Commission wishes to modify the proposed Ordinance so that it is clear that both the vehicle registration and operator licenses which would be required under the proposed new Ordinance are renewable annually on May 1st, rather than on the date of issuance as currently written. Therefore, it would be appropriate if some member of the Council would propose the following motions:

- 3) *MOVE that the phrase, “on its date of issuance” in Section 7.207 ANNUAL RENEWAL: be deleted and replaced with “May 1st.”*

In addition to the foregoing, there was some interest on the part of the Council at second reading to remove limousine services from application of the proposed ordinance. If a member of the Council desired to make a motion to accomplish that result, one option would be the following:

4) *MOVE* that the following new paragraph be added to Section 7.201
TRANSPORTATION SERVICES:

However, this ordinance shall not apply to the following:

- a. *Limousine Services, which provide designated luxury or specialty vehicles by prior appointment for discrete functions;*
- b. *Limousine Services, whose operation is limited to the transport of passengers by prior appointment from locations within the City of Portsmouth to destinations located outside of the City or the reverse.*

None of the forgoing potential amendments has yet been the subject of Council action.

And further, authorize the City Manager to bring back for third and final reading the proposed Ordinance at the July 13, 2015 City Council meeting, as amended.

Please note that on Wednesday, April 15, 2015 the Taxi Commission voted the following motion "Move to allow taxi companies and ride sharing companies to continue to operate as they currently are while the Taxi Commission continues to work for the next 90 days with the City Attorney and the Council to consider ordinance changes."

Action on this matter should take place under Section IX of the Agenda.

Consent Agenda:

1. **Request for License to Install Projecting Sign.** Attached under Section X of the Agenda is a request for a projecting sign license (see attached memorandums from Rick Taintor, Planning Director):

- Jay McSharry, owner of The Franklin Oyster House for property located at 148 Fleet Street.

I recommend the City Council move to approve the aforementioned Projecting Sign License as recommended by the Planning Director and, further, authorize the City Manager to execute this License Agreement for this request. Action on this item should take place under Section X of the Agenda.

City Manager's Items Which Require Action:

1. **Request for First Reading of Character Based Zoning – North End Ordinance.** In April 2014 the City Council voted to adopt a new set of form-based zoning provisions which are referred to as “character-based zoning.” This was done by inserting a new Article 5A titled “Character Districts” in the Ordinance, and by rezoning the core of the Central Business District from the existing districts (CBB, CBA and MRO) to three new Character

Districts (CD5, CD4 and CD4-L), along with overlays regulating building height, façade types, and special use regulations.

In May 2014, the Council voted to direct staff to expand the character-based zoning approach to the North End and the Islington Street Corridor (i.e., the West End). To implement this project, the Planning Department once again contracted with Town Planning and Urban Design Collaborative (TPUDC), the consulting firm that assisted in drafting regulations for the original Character Districts.

As the first step in this process, the Planning Department held a community design charrette for the North End in November 2104, similar to the first charrette that took place in June 2013. Over the course of four days, Brian Wright and his team from TPUDC held a series of meetings and discussions in which residents and business owners helped create a Vision Plan for the North End. The Vision Plan was published on the Planning Department website (<http://planportsmouth.com>) and on the Facebook page (<https://www.facebook.com/planportsmouth>) and was made available for review over a period of approximately six weeks. In mid-January, the Planning Department published a revised Vision Plan, incorporating comments submitted by residents during this review period.

Since then, the Planning Department staff have been working with TPUDC to extend the existing Character-Based Zoning to the North End, based on the results of the charrette and the Vision Plan. This has included defining a fourth Character District (CD4-L2), and establishing incentives for developers to provide additional open space and/or workforce housing units.

At the same time, staff have undertaken a thorough review of the ordinance adopted in April 2014, and have drafted proposed revisions to address identified substantive and procedural issues. Many of these issues resulted from the way in which TPUDC's regulatory model was overlaid on top of the City's established structure of zoning, site plan review and subdivision review. The proposed revisions are intended to eliminate redundancies and conflicts, and to better integrate the development review process in the Character Districts into the broader regulatory framework.

The proposed zoning amendments are presented to you in the attached three documents:

- (1) a proposed revision to Article 5A – Character Districts;
- (2) a set of four maps showing the expanded Character-Based Zoning Area, proposed districts for the North End, and some minor revisions to the zoning in the original study area; and
- (3) a document titled “Conforming Amendments to Zoning Ordinance”.

I would recommend that the City Council move to authorize the City Manager to bring back for first reading the proposed amendments to the Zoning Ordinance and the Zoning Map, as presented, at the June 1, 2015 City Council meeting, and further, to refer the proposed amendments to the Planning Board for recommendation.

2. **Requesting Approval for the City to Intervene in SEA-3 Site Review Evaluation.** The City Council voted unanimously on June 2, 2014 to authorize the City Manager to direct the Legal Department to take any and all action necessary and appropriate to appeal the decision of the Newington Planning Board to approve the site plan for Sea-3, Inc.'s expansion. The matter has been appealed to the Superior Court and the City is waiting for a hearing date. In addition to getting the approval of the Newington Planning Board for expansion of its site, Sea-3, Inc., must receive approval and certification from the State of New Hampshire's Site Review Committee or be granted an exemption. The procedure for approval and certification for the siting and expansion of any energy facilities in the State is governed by RSA 162-H. Sea-3, Inc., has filed a Request for Exemption From the Approval and Certificate Provisions of RSA Chapter 162-H. In addition to the City Council's concern over the lack of a safety study of the site, the Council has also expressed its concern regarding the impact the site expansion will have on City roads, river and rails. Of particular concern is the impact of the substantial increase in rail traffic throughout the City, the safety of the rails, the cost of improving rail crossings and the vibration and noise caused by increased rail traffic and its disruption of the lives of the residents and businesses along the rail line. In order to oppose Sea-3, Inc.'s request for an exemption, the City would need to file a Motion to Intervene with the Site Evaluation Committee in the matter of SEC Docket No. 2015-01, SEA-3, Inc. Authority to intervene would come through a vote of the City Council. The Motion to Intervene must be filed before the public hearing on Sea-3, Inc.'s request for an exemption scheduled for May 7, 2015 at 6:00 p.m. at the Newington Town Office.

The City Council may authorize the City Manager to direct the Legal Department to take any and all action necessary and appropriate to intervene on behalf of the City in the pending matter before the Site Evaluation Committee.

3. **Request for License Encumbrance of Sidewalk and Parking Spaces Re: 275 Islington Street.** On March 23, 2015, Green & Co. Real Estate, on behalf of owners Dale and Sharyn Smith, obtained site plan approval from the Planning Board for the demolition of an existing building and construction of 14 new townhouse type units in five separate buildings and associated site improvements on property located at 275 Islington Street, Tax Map 144, Lot 8. [Attached is a copy of a letter from Green and Co. Real Estate](#) requesting a license to encumber the sidewalk and six parking spaces abutting 275 Islington Street, and the sidewalks on Cornwall and Rockingham Streets closest to Islington Street depicted in yellow in the [attached License Plan](#). [See also aerial photograph of encumbered area](#). The Applicant seeks to encumber the area depicted to facilitate demolition and construction activities for the first phase of the project from May 4, 2015 through December 7, 2015. The license area will be used as a staging and delivery area. There will be no meter bag daily fees charged for the encumbrance of the six parking spaces because there are no meters currently at the site.

The Applicant also requests a license to encumber the sidewalks abutting the length of the lot along Cornwall Street and Rockingham Street depicted in blue in the [attached License Plan from May 4, 2015 through November 15, 2016](#). The encumbered area will be used as a staging and delivery area for the second phase of construction for the project.

I recommend the City Council move to authorize the City Manager to negotiate and enter into a license with Green & Co. Real Estate to facilitate demolition and construction activities at 275 Islington Street.

Informational Items:

1. **Events Listing.** For your information, [attached is a copy of the Events Listing](#) updated after the last City Council meeting on April 6, 2015. In addition, this can be found on the City's website.
2. **Wastewater Treatment Master Plan Update.** As you are aware, there is a City Council Work Session on Monday, April 27, 2015 at 6:30 p.m., in the Eileen Dondero Foley Council Chambers, regarding the Wastewater Treatment Master Plan Update. Agenda to follow.
3. **Reminder Re: FY16 Budget Schedule.** Just a reminder of the following key budget dates for the FY16 Budget:
 - a) On or about April 27th, I will have the FY16 Budget delivered to you.
 - b) Wednesday, May 6th at 6:30 p.m., Eileen Dondero Foley Council Chambers – Review of Water/Sewer Budget.
 - c) Saturday, May 9th from 8:00 a.m. to 2:30 p.m., in the Levenson Room, at the Library – An “All Day” Work Session with Departments (e.g., Police, Fire, Schools and General Government). Agenda to follow.
 - d) Monday, May 11th at 7:00 p.m., Eileen Dondero Foley Council Chambers – Budget Public Hearing.
 - e) Wednesday, May 20th at 6:30 p.m., Eileen Dondero Foley Council Chambers – FY16 Budget Review.
 - f) Tuesday, May 26th at 6:30 p.m., Eileen Dondero Foley Council Chambers – FY16 Budget Review (if necessary).

The goal is to get the FY16 Budget adopted at your June 8th meeting. Just a reminder that the City Council has until the end of June in accordance with the Charter to adopt the budget. If the City Council needs more time, other meetings can be scheduled, if deemed appropriate by the Mayor, keeping in mind that the budget needs to be adopted by June 30th.

4. **Household Hazardous Waste Day.** For your information, please note that Household Hazardous Waste Day is scheduled for Saturday, May 30, 2015. I will provide you with additional details as they are made available.

5. **Senior Activity Center – Winter/Spring Update.** For your information, [attached is a copy of a memorandum from Brinn Chute, Senior Services Coordinator](#), regarding a Winter/Spring update for the Senior Activity Center.
6. **Public Meetings Video Coverage.** The following is the information that was requested regarding the status of the City’s broadcast and YouTube channel meeting videos.

Televised Meeting Coverage for 2014

For the calendar year 2014, the televised meeting coverage consisted of 163 meetings recorded, rebroadcast on Channel 22 and archived on the City’s YouTube Channel. The breakdown is as follows 36 City Council, 27 Historic District Commission, 20 Board of Adjustment, 20 School Board, 16 Planning Board, 7 Police Commission, 3 Joint Budget Committee, 1 Fire Commission and 13 Miscellaneous meetings.

Studio Setup

Council Chambers is set up as a studio, there is a live feed for Channel 22, conversion software YouTube and a feed for the City’s Website. The setup requires the producers to be present 30 minutes before a meeting and roughly 15 – 30 minutes after a meeting is finished. At the end of the meeting, they schedule the meeting for rebroadcast and begin the upload of the meeting to the City’s YouTube Channel.

Portable Shoots

Portable equipment allows the City to capture meetings that are held outside of the Council Chambers. The setup takes about an hour and a half and they require about an hour to breakup and place the equipment away after a meeting has finished. The portable camera capture software format needs to be converted into two formats for playback for Channel 22 and the City’s YouTube Channel. This conversation can take anywhere between 2 – 6 hours depending on the length of the meeting. Another 4 – 8 hours is required to upload the meeting file to YouTube and Channel 22.

Additional Meeting Coverage

Additional Boards and Commissions that are currently not recorded or broadcast are the Conservation Commission, Parking and Traffic Safety Committee, Technical Advisory Committee, Taxi Commission and Economic Development Commission. In 2014, those Boards and Commissions held 88 meetings. In order to minimize the impact of the additional work load of recording or televising, it would be recommended that the Conservation Commission, the Economic Development Commission, Taxi Commission and the Technical Advisory Committee work sessions would be moved from their current location in Conference Room A into the City Council Chambers to better facilitate the broadcast and recording. It should also be noted that the Fire Commission meetings are often held in their own facility. Their meetings are only recorded when their meetings are held in the Council Chambers. Based on the estimated producer costs to cover these meetings, the cost of broadcasting and/or recording these additional meetings would be approximately \$10,500.00.